

# Capital Area **Community Action** Agency

**Conference Call in  
Executive Committee Meeting  
Agenda  
Tuesday, February 22, 2022 – 5:30 pm  
309 Office Plaza Drive, Tallahassee, FL  
[Via Microsoft Teams](#)**

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<b>I.</b>	Call to Order	Quincee Messersmith, Chair	
<b>II.</b>	Agenda Approval		
<b>III.</b>	Sign-in/Attendance/Introductions		<u>Page</u>
<b>IV.</b>	Action – Recommendation for Review and Approval		
	A. Approval of Minutes		
	i) Executive Committee Minutes – December 13, 2021		2
	B. Financial Report		
	• Narrative		5
	• Revenue & Expenditures Agency-wide		8
	• Balance Sheet		10
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	• Head Start Non Federal Share Match		16
	• Credit Card Activity Spreadsheet and Statements		17
<b>V.</b>	Chief Executive Officer's Report		26
<b>VI.</b>	Chair's Report		
<b>VII.</b>	Adjournment		

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

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

# Capital Area Community Action Agency

## Executive Committee Meeting Minutes December 13, 2021

### **Members in Attendance:**

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 5:42 PM, by the Secretary. A quorum was established.

The Secretary asked for a motion to approve the agenda. Ms. Keel, made a motion to approve the agenda, and it was unanimously approved.

### **ACTION ITEMS**

#### ***Approval of Minutes***

The Secretary asked for a motion to approve the minutes of October 26, 2021. Ms. Keel, made a motion to approve the minutes of October 26, 2021, and it was unanimously approved.

The Secretary asked members to review the Board of Directors Minutes of November 16, 2021.

### **FINANCIAL REPORTS**

Ms. Sgouros presented the financial reports for the month ending October 31, 2021. She said that we have completed one month of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 8-9% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 11% and 10% respectively, with a mostly restricted net income of \$74,859.

Ms. Sgouros reported that the Non-Federal Share (NFS) Match at October 31, 2021, is \$53,957, or 6% of the \$620,300 target or closer to 11%.

### ***New Variances and Explanations***

The Finance Director reviewed the financial reports noting variances that were above the budget benchmark for the period ending October 31, 2021.

Ms. Johnson asked how was the LIHEAP ARPA funds used? Ms. Self said the funds were moved to a different line-item until they are available through LIHEAP ARPA.

Ms. Sgouros explained that the Agency will be in a better position October 1<sup>st</sup>, 2022. As such three of the Agency's large grants are due to begin.

Ms. Johnson asked what is the status of the Admin Budget? Mr. Center explained that we are working on School Readiness and the Program Budget. He said we should have that report ready at the January Board meeting.

Ms. Johnson asked what is the status of Hazard Pay? Mr. Center said the Head Start staff received the Hazard Pay today. He explained that HHS is requesting that the Agency submit a budget continuation and to resubmit the 425 before the feds will submit the funds to the Agency.

Ms. Sgouros made an announcement that she would be taking 3 months of FMLA. She will return late March early April.

The Secretary asked for a motion to accept the financial reports. Ms. Johnson made a motion to accept the financial reports, and it was unanimously approved.

#### ***Community Services Block Grant (CSBG)***

Mr. Center presented the Organizational Standards before the Board expressing that the 52 Organizational Standards were been brought before the Board throughout the year for review and approval. The Community Services Block Grant (CSBG) Community Action Plan (CAP) is the finally plan for Board approval.

Mr. Center said we are asking for Board approval of the Community Action Plan. Ms. Keel made a motion to approve the Community Action Plan, and it was unanimously approved.

#### ***CEO REPORT***

Mr. Center presented the CEO report for the month of December 2021. He said that management met with Keith Dean, Chief Financial Officer to secure a replacement Finance Director, while the Ms. Sgouros is on FMLA.

The Agency continues to monitor new federal rules as it relates to mandatory COVID testing for all employers with 100 or more employees for mandatory vaccination and testing. The Agency has been collecting vaccinations cards of all its employees.

Head Start has come out with a new rule from HHS that was effective November 16<sup>th</sup>. All Head Start staff, students', vendors, and volunteers will need to be masked and vaccinated. Only exemptions will be permitted for religious and medical purposes.

We are currently working on the forms and policies for these exemptions for all staff to have a vaccination by January 31<sup>st</sup>. If staff is choosing to not be vaccinated they will have to be tested weekly at their own expense.

Mr. Center reported that a meeting is scheduled with DEO regarding Disaster Recovery Support Grant - Stage 3 Notice of Award. We are exploring with DEO the possibility of drawing down advances on the cost-reimbursement grants to reduce the need for line of credit and ensure healthy cash flow.

It was reported that we have one camper trailer from the Eastpoint Wildfire left to liquidate.

We continue our monthly Head Start management calls with our Region IV HHS Office Specialist. The regular monthly meetings continue with Jim McShane, Career Source Capital Region.

Mr. Center reported that he met with the City Manager, Franklin County. The goal is to move forward with the Franklin Head start renovation of the Van Johnson Complex wing. Once they approve the lease we can move forward with renovations.

Mr. Center reported that the Agency received a letter from DEO – Audit of Federal Funds. He explained said that we spent an unallowable cost for a bill that was not past due. We are drafting a response to DEO. Ms. Sgouros explained that the \$9.00 were coming from funds that were restricted to Family Support Services (FSS) donations.

#### ***CHAIR'S REPORT***

Mr. Center reported that Mr. Couch has missed the meeting due to his mom being hospitalized.

It was reported that Mr. Couch has been visiting the Head Start Centers.

Meeting adjourned at 6:25 PM.

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Ms. Messersmith, Secretary

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Date



**Financial Statement Narrative  
For the 3 Months Ending December 31, 2021  
Capital Area Community Action Agency**

As of December 31, 2021, we have completed three months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget with some Head Start expenses closer to 30%. At month end, the Year to Date Actual Revenue and Expenses are 24% and 21% respectively, with a restricted net income of \$406,891.

Non-Federal Share (NFS) Match at December 31, 2021, is \$242,249 of the \$620,300 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 2021-2022, 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 3 Months Ending December 31, 2021  
Capital Area Community Action Agency**

**Agency Wide Variances**

- **FICA – is slightly over the benchmark budget due to a Fiscal Year End payroll and will come within budget over the next few months.**
- Workers Compensation- is over budget due to hazard pay in December from COVID funds and will come within budget over the next few months.
- Staff Screening - is over budget due to an influx of new employees.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment due in October and will come into line over the course of the year.
- Communications – is over budget due to split payments between the fiscal years.
- Miscellaneous Expenses – is an un-allowed expense paid out of General Fund.
- **Revenue Accounts** that are currently over the annual budget are due to carryforwards from previous years.

**CSBG-DRSF & CSBG Variances**

- Staff Screening - is over budget for CSBG due to the volume needed for a new program.
- Program Supplies - is at budget for CSBG budget due to not having a budget.
- Office Supplies – is over budget in CSBG and CSBG DRSF due to the initial purchase needed and overage will be considered in the next Mod.
- Rent/Space Cost – is over budget for CSBG. This budget line will be amended to accommodate with available funds.
- General Liability and Property Insurance – is over budget in CSBG and will require revisions to accommodate their allocated portion.
- Communications – is over budget will be updated during the current modification.
- Repairs and Maintenance – Recurring – is over budget with recurring maintenance costs being higher than anticipated.
- **Vehicle Expense - is over budget due to the purchase of a vehicle during a prior year in the contract plus additional expenses. While a portion of the budget was added during the last mod, it does not cover the entire balance.**
- **Meetings / Workshops / Training – is over budget and was addressed in the latest Mod, but the \$1745 added did not bring it within an acceptable variance.**
- Training/Staff Development – is at budget; no more training is expected to occur prior to the next award of funds.

**WAP Variances**

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

**Financial Statement Narrative  
For the 3 Months Ending December 31, 2021  
Capital Area Community Action Agency**

**Head Start Variances**

- **Postage and Delivery Expense** – *is over budget in Head Start and is forecasted to be over by about 35%. The monthly recurring costs are close to \$2000 per year.*
- **General Liability and Property Insurance** – is over budget due to the annual 25% down payment due in October and will come into line over the course of the year.
- **Repairs and Maintenance** – Recurring –is over budget in Head Start but when combined with Nonrecurring, it is right on track. There is also funding in Head Start ARPA that could be utilized for these expenses.
- **Technology** – is over budget in Head Start but it tends to be a front loaded expense line and should finish within budget.
- **Dues and Subscriptions** – is 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 as well as examine if there are expenses here that should be moved to other categories.
- **Meetings / Workshops / Training** – is over budget due to a number of early school year opportunities have been available and this expense line is small. Combined with Training and Staff Development along with T & TA, those lines should finish under budget.
- **Training/Staff Development** –is over budget but when combined with T &TA they should come into line over the next few months.
- **Advertising** – is over budget due to an enrollment campaign.

**LIHEAP Variances**

- **General Liability and Property Insurance** –over budget and will require revision to accommodate the allocated portion.

**Capital Are Community Action Agency  
Statement of Revenues and Expenditures  
For the 3 Months Ended 12/31/2021**

			<b>Total</b>	<b>Current</b>	<b>Total</b>	
			<b>Budget -</b>	<b>Year</b>	<b>Budget</b>	
	<b>25%</b>		<b>Original</b>	<b>Actual</b>	<b>Variance -</b>	
					<b>Original</b>	<b>%</b>
<b>Revenue</b>						
Government Contracts - FEDERAL - DIRECT	4000	4,419,925	947,938	(3,471,987)	21%	
Government Contracts - Federal Indirect	4005	0	3,276	3,276	100%	
<b>Government Contracts - STATE</b>	<b>4010</b>	<b>8,116,242</b>	<b>1,770,802</b>	<b>(6,345,441)</b>	<b>22%</b>	
Government Contracts - LOCAL	4020	108,500	59,357	(49,143)	55%	
<b>Grants - Other Not-for-Profits</b>	<b>4100</b>	<b>40,774</b>	<b>118,732</b>	<b>77,958</b>	<b>291%</b>	
<b>Grants - All Other Sources</b>	<b>4120</b>	<b>7,500</b>	<b>64,593</b>	<b>57,093</b>	<b>861%</b>	
Contributions	4200	149,000	8,027	(140,973)	5%	
Contributions- Restricted	4210	24,101	22,773	(1,327)	94%	
Special Events	4300	2,000	2,089	89	104%	
Commissions-Vending/Photo	4320	0	2,136	2,136	100%	
Interest Income	4950	0	188	188	100%	
Fringe Pool Revenue	4960	850,000	217,747	(632,253)	26%	
Indirect Pool Revenue	4970	682,428	163,247	(519,181)	24%	
<b>Other Revenue</b>	<b>4995</b>	<b>1,000</b>	<b>31,431</b>	<b>30,431</b>	<b>3143%</b>	
Total Revenue		14,401,470	3,412,335	(10,989,135)	24%	
<b>Expenditures</b>						
Salaries & Wages	6010	3,417,738	751,419	2,666,319	22%	
Fringe	6110	1,014,260	217,759	796,501	21%	
<b>FICA</b>	<b>6120</b>	<b>200,000</b>	<b>61,408</b>	<b>138,593</b>	<b>31%</b>	
Unemployment	6130	40,000	2,200	37,800	5%	
<b>Workers Compensation</b>	<b>6140</b>	<b>40,000</b>	<b>13,003</b>	<b>26,997</b>	<b>33%</b>	
Health Insurance	6150	435,000	98,512	336,488	23%	
Life Insurance	6160	30,000	6,341	23,659	21%	
Retirement	6170	52,000	11,889	40,111	23%	
<b>Staff Screenings</b>	<b>6180</b>	<b>4,380</b>	<b>5,663</b>	<b>(1,282)</b>	<b>129%</b>	
Indirect Costs	6210	778,544	164,647	613,897	21%	
Travel - In Area	6310	29,932	2,198	27,734	7%	
Travel - Out of Area	6315	7,489	0	7,489	0%	
Office Supplies	6410	31,833	5,035	26,798	16%	
Program Supplies	6415	49,066	4,909	44,157	10%	
Classroom Supplies	6420	42,500	1,413	41,087	3%	
Kitchen Supplies	6430	28,089	3,425	24,664	12%	
Medical/Dental Supplies	6440	1,500	0	1,500	0%	
Copies/Printing/Copier	6510	27,130	6,135	20,995	23%	
Postage and Delivery Expense	6600	9,468	1,443	8,025	15%	
Contractual Services/Professional	6710	595,618	85,039	510,579	14%	
Contractual Services - Health/Disabilities	6715	202,007	50,129	151,878	25%	
Rent/Space Cost	6810	434,390	87,493	346,898	20%	
Utilities	6820	149,056	26,685	122,371	18%	
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>60,991</b>	<b>27,179</b>	<b>33,811</b>	<b>45%</b>	
Communications	6840	103,605	25,065	78,540	24%	
Repairs & Bldg Maintenance- Recurring	6850	145,590	43,784	101,806	30%	
Repairs & Bldg Maintenance -	6855	154,007	0	154,007	0%	

**Capital Are Community Action Agency**  
**Statement of Revenues and Expenditures**  
**For the 3 Months Ended 12/31/2021**

Equipment Maintenance	6910	37,253	6,350	30,903	17%
Vehicle Expense	6920	210,558	37,364	173,194	18%
Equipment Lease	6930	16,918	2,628	14,290	16%
Technology	6940	93,161	21,109	72,052	23%
Fees, Licenses, and Permits	7010	4,835	684	4,151	14%
Dues/Subscriptions	7020	19,627	3,422	16,205	17%
Special Events	7110	3,000	0	3,000	0%
Client Assistance	7210	5,279,678	1,160,272	4,119,406	22%
Equipment (\$5,000 or more)	7310	234,721	0	234,721	0%
Expendable Equipment	7320	45,191	1,670	43,521	4%
Registration Fees	7410	11,350	0	11,350	0%
Meetings/Workshops/Training	7420	16,144	4,883	11,261	30%
Training/Staff Development	7430	36,208	10,444	25,764	29%
Training and Technical Assistance	7435	44,743	9,529	35,214	21%
Advisory/Board Member Expenses	7440	3,500	160	3,340	5%
Advertising	7450	39,828	3,423	36,405	9%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	206,662	39,711	166,951	19%
<b>Miscellaneous Expenses</b>	<b>7520</b>	<b>0</b>	<b>113</b>	<b>(113)</b>	<b>100%</b>
Legal Expenses	7530	8,000	0	8,000	0%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	3,700	913	2,787	25%
Total Expenditures		<u>14,401,470</u>	<u>3,005,443</u>	<u>11,396,026</u>	21%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>406,891</u>	<u>406,891</u>	

**Capital Area Community Action Agency**  
**Balance Sheet**  
**As of 12/31/2021**

	Current Period Balance
<hr/>	
Assets	
Petty Cash	315
Cash Operating Hancock Bank	1,057,169
Cash - Health Insurance Imprest Account	2,552
Cash - Money Market Accounts	55,846
Cash - Restricted	84,910
Accounts Receivable	147,428
Grants Receivable	971,996
Property and Equipment Net	<u>380,844</u>
 Total Assets	 <u>2,701,060</u>
 Liabilities and Net Assets	
Liabilities	
Accounts Payable	86,131
Accrued Leave	93,877
Accrued Wages	13,152
Accrued Flexible Savings Account	(4,524)
Accrued Fringe Benefits	5,883
Contract Advances	106,095
Due to Grantor	29,020
Contingent Liab Sunshine St Micro Obligated	23,217
Liability- Head Start Parent Activity	7,079
Notes Payable	135,608
Line of Credit	2,900
Deferred Income	<u>157,387</u>
Total Liabilities	655,826
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	1,313,445
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	1,638,343
Current Net Income	<u>406,891</u>
Total Net Assets	<u>2,045,234</u>
 Total Liabilities and Net Assets	 <u>2,701,060</u>



**Capital Area Community Action Agency**  
**CSBG - Statement of Revenues and Expenditures**  
**From Grant Inception Through 12/31//2021**

	88%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Unrecorded Mod	%
Revenue						
Government Contracts - STATE	4010	3,073,978	2,797,359	(276,619)	593,267	76%
Total Revenue		3,073,978	2,797,359	(276,619)	593,267	76%
Expenditures						
Salaries & Wages	6010	1,194,483	1,135,153	59,331	191,850	82%
Fringe	6110	340,741	324,450	16,292	55,599	82%
Staff Screenings	6180	2,562	1,911	651	500	62%
Indirect Costs	6210	296,068	278,116	17,952	46,594	81%
Travel - In Area	6310	37,417	21,298	16,120	13,350	42%
Travel - Out of Area	6315	20,398	5,307	15,091	7,000	19%
Office Supplies	6410	11,108	15,665	(4,558)	9,000	78%
<b>Program Supplies</b>	<b>6415</b>	<b>0</b>	<b>359</b>	<b>(359)</b>		<b>100%</b>
Copies/Printing/Copier	6510	17,324	11,892	5,432	3,000	59%
Postage and Delivery Expense	6600	4,527	2,252	2,275	2,400	33%
Contractual Services/Professional	6710	49,906	39,130	10,776	18,000	58%
Rent/Space Cost	6810	132,086	157,251	(25,165)	45,540	89%
Utilities	6820	16,604	15,770	834	8,400	63%
General Liability and Property Insurance	6830	22,510	25,041	(2,531)	6,500	86%
Communications	6840	52,303	63,180	(10,877)	15,600	93%
Repairs & Bldg Maintenance- Recurring	6850	16,124	14,555	1,568	10,414	55%
Equipment Maintenance	6910	16,775	15,478	1,296	3,900	75%
<b>Vehicle Expense</b>	<b>6920</b>	<b>54,256</b>	<b>66,206</b>	<b>(11,950)</b>	<b>10,800</b>	<b>102%</b>
Equipment Lease	6930	7,435	5,260	2,175	1,200	61%
Technology	6940	20,643	13,461	7,182	2,400	58%
Fees, Licenses, and Permits	7010	11,433	7,059	4,374	1,200	56%
Dues/Subscriptions	7020	22,404	24,274	(1,870)	7,080	82%
Client Assistance	7210	650,757	487,725	163,032	102,985	65%
Equipment (\$5,000 or more)	7310	824	824	0	15,840	5%
Expendable Equipment	7320	23,585	17,732	5,853	2,400	68%
Registration Fees	7410	14,666	10,506	4,159	4,250	56%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>20,959</b>	<b>22,337</b>	<b>(1,378)</b>	<b>1,745</b>	<b>98%</b>
<b>Training/Staff Development</b>	<b>7430</b>	<b>1,000</b>	<b>995</b>	<b>5</b>		<b>100%</b>
Advertising	7450	15,079	11,800	3,279	5,720	57%
Total Expenditures		3,073,978	2,794,987	278,991	593,267	76%
Excess Revenue over (under) Expenditures		0	2,372	2,372		

**Capital Area Community Action Agency**  
**CSBG DRSF - Statement of Revenues and Expenditures**  
**From Grant Inception Through 12/31/2021**

		<b>Total</b>	<b>Current</b>	<b>Total</b>	
	<b>63%</b>	<b>Budget -</b>	<b>Period</b>	<b>Budget</b>	
		<b>Original</b>	<b>Actual</b>	<b>Variance -</b>	
				<b>Original</b>	<b>%</b>
Revenue					
Government Contracts - STATE	4010	<u>4,239,327</u>	<u>1,640,632</u>	<u>(2,598,695)</u>	39%
Total Revenue		<u>4,239,327</u>	<u>1,640,632</u>	<u>(2,598,695)</u>	39%
Expenditures					
Salaries & Wages	6010	995,530	214,883	780,647	22%
Fringe	6110	288,503	62,273	226,230	22%
Staff Screenings	6180	1,070	696	374	65%
Indirect Costs	6210	232,821	50,328	182,493	22%
Travel - In Area	6310	26,050	5,944	20,106	23%
Travel - Out of Area	6315	8,100	0	8,100	0%
<b>Office Supplies</b>	<b>6410</b>	<b>9,600</b>	<b>7,637</b>	<b>1,963</b>	<b>80%</b>
Copies/Printing/Copier	6510	8,700	2,203	6,497	25%
Postage and Delivery Expense	6600	4,050	194	3,856	5%
Contractual Services/Professional	6710	134,000	8,069	125,931	6%
Rent/Space Cost	6810	104,986	64,766	40,220	62%
Utilities	6820	20,161	10,592	9,569	53%
General Liability and Property Insurance	6830	16,500	1,725	14,775	10%
Communications	6840	46,988	16,731	30,257	36%
Repairs & Bldg Maintenance- Recurring	6850	14,464	5,601	8,863	39%
<b>Repairs &amp; Bldg Maintenance -</b>	<b>6855</b>	<b>450</b>	<b>384</b>	<b>66</b>	<b>85%</b>
Equipment Maintenance	6910	18,880	950	17,930	5%
Vehicle Expense	6920	111,000	44,822	66,178	40%
Equipment Lease	6930	4,200	1,370	2,830	33%
Technology	6940	12,176	2,613	9,563	21%
Fees, Licenses, and Permits	7010	1,800	60	1,740	3%
Dues/Subscriptions	7020	7,080	0	7,080	0%
Client Assistance	7210	2,077,519	1,124,649	952,870	54%
Equipment (\$5,000 or more)	7310	31,484	824	30,660	3%
Expendable Equipment	7320	25,900	5,336	20,564	21%
Registration Fees	7410	4,850	0	4,850	0%
Training and Technical Assistance	7435	3,745	0	3,745	0%
Advertising	7450	<u>28,720</u>	<u>9,410</u>	<u>19,310</u>	33%
Total Expenditures		<u>4,239,327</u>	<u>1,642,061</u>	<u>2,597,266</u>	39%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(1,428)</u>	<u>(1,428)</u>	

**Capital Area Community Action Agency**  
**LIHEAP - Statement of Revenues and Expenditures**  
**From Grant Inception Through 12/31/2021**

	86%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>11,932,379</u>	<u>8,785,778</u>	<u>(3,146,601)</u>	74%
Total Revenue		<u>11,932,379</u>	<u>8,785,778</u>	<u>(3,146,601)</u>	74%
Expenditures					
Salaries & Wages	6010	1,374,008	978,051	395,957	71%
Fringe	6110	394,646	280,795	113,851	71%
Staff Screenings	6180	3,455	1,142	2,313	33%
Indirect Costs	6210	335,866	205,689	130,177	61%
Travel - In Area	6310	13,731	6,916	6,815	50%
Travel - Out of Area	6315	7,926	674	7,252	8%
Office Supplies	6410	16,600	8,966	7,634	54%
Copies/Printing/Copier	6510	22,681	14,345	8,336	63%
Postage and Delivery Expense	6600	7,586	2,954	4,632	39%
Contractual Services/Professional	6710	53,750	39,182	14,568	73%
Rent/Space Cost	6810	171,825	107,242	64,583	62%
Utilities	6820	29,815	9,073	20,742	30%
General Liability and Property Insurance	6830	20,050	15,532	4,518	77%
Communications	6840	48,295	34,801	13,494	72%
Repairs & Bldg Maintenance- Recurring	6850	23,368	9,902	13,466	42%
Equipment Maintenance	6910	14,340	8,318	6,022	58%
Vehicle Expense	6920	13,490	3,631	9,859	27%
Equipment Lease	6930	8,575	3,563	5,012	42%
Technology	6940	23,186	9,935	13,251	43%
Fees, Licenses, and Permits	7010	1,050	380	670	36%
Dues/Subscriptions	7020	1,088	175	913	16%
Client Assistance	7210	9,289,699	6,954,363	2,335,336	75%
Equipment (\$5,000 or more)	7310	16,057	0	16,057	0%
Expendable Equipment	7320	24,505	6,957	17,548	28%
Registration Fees	7410	6,650	2,470	4,180	37%
Meetings/Workshops/Training	7420	3,138	280	2,858	9%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	<u>5,000</u>	<u>661</u>	<u>4,339</u>	13%
Total Expenditures		<u>11,932,379</u>	<u>8,705,996</u>	<u>3,226,383</u>	73%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>79,782</u>	<u>79,782</u>	

**Capital Area Community Action Agency**  
**WAP - Statement of Revenues and Expenditures**  
**From Grant Inception Through 12/31/2021**

		<b>Total</b>	<b>Current</b>	<b>Total</b>	
	<b>85%</b>	<b>Budget -</b>	<b>Period</b>	<b>Budget</b>	
		<b>Original</b>	<b>Actual</b>	<b>Variance -</b>	
				<b>Original</b>	<b>%</b>
Revenue					
Government Contracts - STATE	4010	2,914,205	1,244,805	(1,669,400)	43%
Total Revenue		<u>2,914,205</u>	<u>1,244,805</u>	<u>(1,669,400)</u>	43%
Expenditures					
Salaries & Wages	6010	442,805	327,218	115,587	74%
Fringe	6110	126,848	94,035	32,813	74%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	80,018	30,888	72%
Travel - In Area	6310	19,839	11,210	8,628	57%
Office Supplies	6410	5,233	3,932	1,301	75%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>2,036</b>	<b>2,034</b>	<b>2</b>	<b>100%</b>
Postage and Delivery Expense	6600	1,289	671	617	52%
Contractual Services/Professional	6710	25,660	6,383	19,277	25%
Rent/Space Cost	6810	28,487	19,521	8,966	69%
Utilities	6820	6,147	3,998	2,149	65%
General Liability and Property Insurance	6830	55,102	31,527	23,575	57%
Communications	6840	14,491	10,572	3,920	73%
Repairs & Bldg Maintenance- Recurring	6850	9,677	3,480	6,197	36%
Equipment Maintenance	6910	4,481	3,345	1,136	75%
Vehicle Expense	6920	26,000	20,006	5,994	77%
Equipment Lease	6930	1,936	1,523	412	79%
Technology	6940	1,204	439	765	36%
Fees, Licenses, and Permits	7010	1,431	1,089	342	76%
Dues/Subscriptions	7020	16,022	6,100	9,922	38%
Client Assistance	7210	1,933,815	587,740	1,346,075	30%
Equipment (\$5,000 or more)	7310	2,285	1,180	1,105	52%
Expendable Equipment	7320	10,902	6,129	4,773	56%
Registration Fees	7410	8,702	2,476	6,226	28%
Meetings/Workshops/Training	7420	48,374	16,910	31,464	35%
Advertising	7450	<u>10,331</u>	<u>1,076</u>	<u>9,255</u>	10%
Total Expenditures		<u>2,914,205</u>	<u>1,242,613</u>	<u>1,671,592</u>	43%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,192</u>	<u>2,192</u>	

**Capital Area Community Action Agency  
HDST - Statement of Revenues and Expenditures  
For the Three Months Ended 12/31/2021**

		<b>Total Budget - Original</b>	<b>Current Period Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
	<b>25-30%</b>				
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,740,116</u>	<u>856,054</u>	<u>(2,884,062)</u>	23%
Total Revenue		<u>3,740,116</u>	<u>856,054</u>	<u>(2,884,062)</u>	23%
<b>Expenditures</b>					
Salaries & Wages	6010	1,799,540	422,076	1,377,464	23%
Fringe	6110	521,507	122,318	399,189	23%
Staff Screenings	6180	2,500	692	1,808	28%
Indirect Costs	6210	437,053	98,542	338,512	23%
Travel - In Area	6310	2,000	27	1,973	1%
Office Supplies	6410	9,000	912	8,088	10%
Program Supplies	6415	16,000	4,534	11,466	28%
Classroom Supplies	6420	42,500	1,202	41,298	3%
Kitchen Supplies	6430	7,000	0	7,000	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000	2,084	7,916	21%
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>1,500</b>	<b>507</b>	<b>993</b>	<b>34%</b>
Contractual Services/Professional	6710	15,000	1,777	13,223	12%
Contractual Services – Health/Disabilities	6715	163,170	21,056	142,114	13%
Rent/Space Cost	6810	218,629	48,046	170,583	22%
Utilities	6820	107,000	20,871	86,129	20%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>20,000</b>	<b>8,281</b>	<b>11,719</b>	<b>41%</b>
Communications	6840	42,000	12,356	29,644	29%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>85,000</b>	<b>36,913</b>	<b>48,087</b>	<b>43%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	39,519	0	39,519	0%
Equipment Maintenance	6910	18,000	4,379	13,621	24%
Vehicle Expense	6920	25,000	6,273	18,727	25%
Equipment Lease	6930	7,500	1,335	6,165	18%
<b>Technology</b>	<b>6940</b>	<b>31,000</b>	<b>16,371</b>	<b>14,629</b>	<b>53%</b>
Fees, Licenses, and Permits	7010	2,000	97	1,903	5%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>5,000</b>	<b>2,310</b>	<b>2,690</b>	<b>46%</b>
Special Events	7110	1,000	0	1,000	0%
Expendable Equipment	7320	10,000	0	10,000	0%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>500</b>	<b>828</b>	<b>(328)</b>	
<b>Training/Staff Development</b>	<b>7430</b>	<b>1,500</b>	<b>10,444</b>	<b>(8,944)</b>	<b>48%</b>
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>40,998</b>	<b>9,420</b>	<b>31,578</b>	
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
<b>Advertising</b>	<b>7450</b>	<b>2,500</b>	<b>2,405</b>	<b>95</b>	<b>96%</b>
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>52,000</u>	<u>0</u>	<u>52,000</u>	0%
Total Expenditures		<u>3,740,116</u>	<u>856,054</u>	<u>2,884,062</u>	23%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency, Inc.**  
**Head Start NFS Match Requirements**  
**For the Month Ending December 31, 2021**

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		25,974			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		104,133			
VPK/SR		104,284			
	<b>620,300</b>	<b>242,449</b>	<b>39%</b>	<b>377,851</b>	<b>61%</b>



Dec 2021 Head Start Credit Card Purchases

Vendor ID	Fund		GL	Activity		Effective	Expenses		Transaction Description
	Code			Code			Date		
HANCOCK CC	1064		6940	255		12/27/2021		2,447.23	#6700, TIM CENTER, VISA, 12/27/2021, 1 PLACE HS
HANCOCK CC	1064		6600	255		12/27/2021		27.10	#4466, DARREL JAMES, VISA, 12/27/2021, POSTAGE
HANCOCK CC	1064		6920	255		12/27/2021		40.00	#4466, DARREL JAMES, VISA, 12/27/2021, GAS HS
HANCOCK CC	1064		6920	255		12/27/2021		43.00	#4466, DARREL JAMES, VISA, 12/27/2021, GAS HS
HANCOCK CC	1064		6920	255		12/27/2021		43.01	#4466, DARREL JAMES, VISA, 12/27/2021, GAS HS
HANCOCK CC	1064		6920	255		12/27/2021		45.00	#4466, DARREL JAMES, VISA, 12/27/2021, GAS HS
HANCOCK CC	1064		6920	255		12/27/2021		45.00	#4466, DARREL JAMES, VISA, 12/27/2021, GAS HS
HANCOCK CC	1064		6920	255		12/27/2021		46.00	#4466, DARREL JAMES, VISA, 12/27/2021, GAS HS
HANCOCK CC	1064		7420	255		12/27/2021		199.90	#4466, DARREL JAMES, VISA, 12/27/2021, ZOOM
HANCOCK CC	1064		7435	110		12/27/2021		16.77	#4466, DARREL JAMES, VISA, 12/27/2021, FOOD TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		30.98	#4466, DARREL JAMES, VISA, 12/27/2021, FOOD TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		32.15	#4466, DARREL JAMES, VISA, 12/27/2021, FOOD TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		41.10	#4466, DARREL JAMES, VISA, 12/27/2021, FOOD TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		48.01	#4466, DARREL JAMES, VISA, 12/27/2021, GAS TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		125.67	#4466, DARREL JAMES, VISA, 12/27/2021, HOTEL TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		425.26	#4466, DARREL JAMES, VISA, 12/27/2021, HOTEL TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		425.26	#4466, DARREL JAMES, VISA, 12/27/2021, HOTEL TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		60.00	#4466, DARREL JAMES, VISA, 12/27/2021, RENTAL CAR
HANCOCK CC	1064		7435	110		12/27/2021		120.93	#4466, DARREL JAMES, VISA, 12/27/2021, RENTAL CAR
HANCOCK CC	1064		7435	110		12/27/2021		182.95	#4466, DARREL JAMES, VISA, 12/27/2021, RENTAL CAR
HANCOCK CC	1064		7435	255		12/27/2021		(235.13)	#4466, DARREL JAMES, VISA, 12/27/2021, HOTEL CREDIT
HANCOCK CC	1064		6920	255		12/27/2021		440.00	#6982, FATIMA ALEXANDER, VISA, 12/27/21, INSTALL
HANCOCK CC	1064		7435	110		12/27/2021		(212.63)	#0419, KRISTIN RESHARD, VISA, 12/27/21, CREDIT HOTEL
HANCOCK CC	1064		7435	110		12/27/2021		(212.63)	#0419, KRISTIN RESHARD, VISA, 12/27/21, CREDIT HOTEL
HANCOCK CC	1064		7435	110		12/27/2021		36.61	#0419, KRISTIN RESHARD, VISA, 12/27/21, TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		39.75	#0419, KRISTIN RESHARD, VISA, 12/27/21, TRAVEL
HANCOCK CC	1064		7435	110		12/27/2021		95.85	#0419, KRISTIN RESHARD, VISA, 12/27/21, TRAVEL

HANCOCK CC	1064	6920	255	12/27/2021	221.62 #8165, NICHELE RICHARDS, VISA, 12/27/2021, BUS PART
HANCOCK CC	1064	7435	110	12/27/2021	35.04 #8165, NICHELE RICHARDS, VISA, 12/27/2021, FOOD
HANCOCK CC	1064	7435	110	12/27/2021	44.30 #8165, NICHELE RICHARDS, VISA, 12/27/2021, GAS
HANCOCK CC	1064	7435	110	12/27/2021	59.03 #8165, NICHELE RICHARDS, VISA, 12/27/2021, GAS
HANCOCK CC	1064	7435	110	12/27/2021	95.85 #8165, NICHELE RICHARDS, VISA, 12/27/2021, PARKING
HANCOCK CC	1064	7435	255	12/27/2021	(246.38) #8165, NICHELE RICHARDS, VISA, 12/27/2021, CREDIT
HANCOCK CC	1064	7435	255	12/27/2021	(235.13) #8165, NICHELE RICHARDS, VISA, 12/27/2021, CREDIT
HANCOCK CC	1064	7450	000	12/27/2021	<u>49.31</u> #7366, NINA SELF, VISA, 12/27/2021, INDEED

Total 4,420.78



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

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

### MEMO STATEMENT

Account Number

Statement Date

12-27-21



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

\*\*N0016021

### STATEMENT MESSAGES

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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-01	11-30	24692161334100393372238	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
12-07	12-06	2401134134000033730486	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
12-10	12-08	74755421343153433822163	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL	M235.13cr
			1583380	ARRIVAL: 12-08-21	
12-10	12-09	24137461344001666516383	9402	USPS PO 1188920680 TALLAHASSEE FL	M27.10 ✓
12-10	12-08	24692161343100271630250	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.01 ✓
12-13	12-11	24692161345100600069061	4722	EXPEDIA 72212928226297 EXPEDIA.COM WA	M182.95 ✓
12-14	12-14	24943001348091620000313	5812	CHEESECAKE ORLANDO VINE ORLANDO FL	M41.10 ✓
12-14	12-12	24692161347100786077142	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
12-15	12-13	24692161348100654463167	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.00
12-15	12-13	24269791348100235568390	7512	PRICELESS CAR RENTAL - TA 850-320-8556 FL	M60.00 ✓
12-15	12-13	24269791348100235568218	7512	PRICELESS CAR RENTAL - TA TALLAHASSEE FL	M421.00 ✓
12-16	12-14	24427331349710004690499	5814	CHICK-FIL-A #00660 ORLANDO FL	M30.98 ✓
12-16	12-15	24431061349400797000166	5812	BAHAMA BREEZE 0053016 ORLANDO FL	M32.15 ✓
12-17	12-15	24164071350159612398308	5812	BAHAMA BREEZE 00030163 ORLANDO FL	M109.84 ✓
12-20	12-17	74269791352501243851835	7512	PRICELESS CAR RENTAL - TA TALLAHASSEE FL	M300.07 ✓
12-20	12-16	24755421351163517848376	5462	FLT DUNKIN DONUTS OCOEE FL	M16.77 ✓
12-20	12-17	24692161352100328594127	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00 ✓
12-20	12-16	24316051351548957206266	5542	SHELL OIL57543701916 OCOEE FL	M48.01 ✓
12-20	12-16	24755421351153517332281	3504	SIGNIA BY HILTON BONNET C ORLANDO FL	M125.67 ✓
			1583380	ARRIVAL: 12-13-21	
12-20	12-17	24692161352100976794698	5712	BADCOCK HOME FURNITURE MONTICELLO FL	M325.80 ✓
12-20	12-16	24755421351153517330343	3504	SIGNIA BY HILTON BONNET C ORLANDO FL	M425.26 ✓
			1583398	ARRIVAL: 12-18-21	

STATEMENT DATE  
12-27-21

ACCOUNT NUMBER

ACCOUNT SUMMARY

### CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

NEW PURCHASES AND	
OTHER CHARGES	2,833.78
NEW CASH ADVANCES	.00
CREDITS	535.20
<b>STATEMENT TOTAL</b>	<b>2,298.58</b>
TOTAL IN DISPUTE	.00
<b>CREDIT LIMIT</b>	<b>5,000.00</b>



HANCOCK  
WHITNEY

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

0014NXXA - 016021 - 0002 - 2

Visa BusinessCard

Statement of Account

Issued by Hancock Whitney Bank

**MEMO STATEMENT**

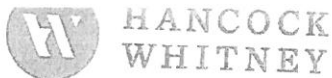
Account Number

Statement Date

12-27-21

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-20	12-16	24755421351153517332471	3504	SIGNIA BY HILTON BONNET C ORLANDO FL 1583406	M425.26 ✓
12-21	12-20	24399001354295073053980	5732	BEST BUY 00004358 TALLAHASSEE FL	M99.98 ✓
12-23	12-21	24692161356100887918218	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.00 ✓



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  
[REDACTED]

Statement Date  
12-27-21

0014NXAA - 005376 - 0001 - 0001 - 2



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

\*\*NQ005376

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-06	12-02	74897291337148376932296	0000	INT'L TRANSACTION FEE	M0.11
12-06	12-02	74897291337148386219957	0000	INT'L TRANSACTION FEE	M2.08
12-06	12-02	74897291337148376932296	5533	PAYPAL *CHLDCHKMATE 4029357733 ON	M11.00
12-06	12-02	74897291337148386219957	5533	PAYPAL *CHLDCHKMATE 4029357733 ON	M208.43
12-10	12-08	74755421343153433822130	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583387 ARRIVAL: 12-08-21	M235.13cr
12-10	12-08	74755421343153433822718	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583382 ARRIVAL: 12-08-21	M246.38cr
12-14	12-14	24943001348091620000289	5812	CHEESECAKE ORLANDO VINE ORLANDO FL	M35.04
12-15	12-14	24022071349016006271283	5542	SUNOCO 0453231300 HIGH SPRINGS FL	M44.30
12-20	12-16	24316051351548947729583	5542	SHELL OIL 57543701809 WILDWOOD FL	M59.03
12-20	12-16	24755421351153517333388	3504	SIGNIA BY HILTON BONNET C ORLANDO FL 1583387 ARRIVAL: 12-13-21	M95.85

*Handwritten signature/initials*  
1/16/22

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-21	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 455.84
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 481.51
		STATEMENT TOTAL 25.67 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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

12-27-21

0014NXAA - 007545 - 0001 - 0001 - 2



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

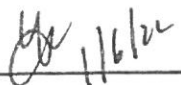
\*\*N0007545

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-10	12-08	74755421343153433822148	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583397 ARRIVAL: 12-08-21	M212.63cr
12-10	12-08	74755421343153433822155	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583401 ARRIVAL: 12-08-21	M212.63cr
12-14	12-13	24022071348016008545693	5542	SUNOCO 0585024300 GAINESVILLE FL	M36.61
12-20	12-16	24164051351378004896445	5542	EXXONMOBIL 07311344 MADISON FL	M39.75
12-20	12-16	24755421351153517335136	3504	SIGNIA BY HILTON BONNET C ORLANDO FL 1583401 ARRIVAL: 12-13-21	M95.85

STATEMENT DATE 12-27-21	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812  		NEW PURCHASES AND OTHER CHARGES 172.21
		NEW CASH ADVANCES .00
		CREDITS 425.26
		<b>STATEMENT TOTAL</b> 253.05 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00





**HANCOCK  
WHITNEY**

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

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

**MEMO STATEMENT**

Account Number

Statement Date

12-27-21

0014NXAA - 004355 - 0001 - 0001 - 2



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

\*\*N0004355

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-02	12-01	24692161335100917054527	5969	INDEED 203-564-2400 CT	49.31 (M50.99)
12-06	12-04	24445001339300556368121	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0558492368 ARRIVAL: 11-27-21	M699.93
12-07	12-07	24445001293300532132918	3818	MAINSTAY SUITE/INT DISP PORT SAINT JO FL	M399.96cr
12-07	12-07	24445001297300522058848	3818	MAINSTAY SUITE/INT DISP PORT SAINT JO FL	M399.96cr
12-07	12-02	24692161336100793842309	8999	IN *FLEXFACTS - GRANT BEN 917-6927015 NJ	M68.00
12-10	12-09	74692161343100787062662	5969	INDEED 203-564-2400 CT	M1.68cr
12-13	12-11	24445001346300530130309	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0559540692 ARRIVAL: 12-04-21	M699.93
12-14	12-13	24492161347855755387565	8999	SQ *CENTER FOR COMM 877-417-4551 CA	M445.00
12-20	12-18	24445001353300541272272	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0560587184 ARRIVAL: 12-11-21	M849.93
12-21	12-20	24013391354002189386259	4225	PODS #102 888-7767637 FL	M239.00
12-22	12-21	24431061355700746941969	9399	FDLE CCHINET 850-410-8161 FL	M25.00
12-27	12-25	24445001360300367511853	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0561635613 ARRIVAL: 12-18-21	M1,049.93

STATEMENT DATE 12-27-21		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	4,127.71
			NEW CASH ADVANCES	.00
			CREDITS	801.60
			<b>STATEMENT TOTAL</b>	3,326.11
			TOTAL IN DISPUTE	.00
			<b>CREDIT LIMIT</b>	10,000.00



HANCOCK  
WHITNEY

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

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date  
12-27-21

0014NXAA - 004702 - 0001 - 0001 - 2



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


\*\*\*N0004702

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-17	12-16	24275391350015103979816	5511	ADVANCED DRIVING SYSTEM TALLAHASSEE FL	M440.00

STATEMENT DATE 12-27-21	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812  		NEW PURCHASES AND OTHER CHARGES 440.00
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 440.00</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>

PAGE 1 OF 2



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

12-27-21



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

\*\*\*N0004187

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-30	11-29	74481311333000001126939	0000	INT'L TRANSACTION FEE	M24.23
11-30	11-29	74481311333000001126939	5734	1PLACE AUCKLAND	M2,423.00
12-03	12-01	24692161336100505728580	3516	LA QUINTA INNS 0975 PANAMA CITY FL	M933.00
			005336	ARRIVAL: 11-24-21	
12-06	12-04	24692161339100184536053	3516	LA QUINTA INNS 0975 PANAMA CITY FL	M7.63
			005338	ARRIVAL: 12-01-21	
12-06	12-04	24692161339100184536020	3516	LA QUINTA INNS 0975 PANAMA CITY FL	M763.00
			005338	ARRIVAL: 12-01-21	
12-16	12-14	74692161349100746291083	3516	LA QUINTA INNS 0975 PANAMA CITY FL	M770.63cr
			005338	ARRIVAL: 12-01-21	
12-17	12-16	24943001350700822737390	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
12-20	12-19	24011341353000032448241	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-21		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 4,465.75
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 770.63
		STATEMENT TOTAL 3,695.12
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00

# Capital Area **Community Action** Agency

## CHIEF EXECUTIVE OFFICER REPORT FEBRUARY 2022

### Administrative

- Soliciting bids for renovation work to building.
- Litigation Status: A civil suit has been filed by former employee alleging discrimination. Working with our insurance company for representation.

***Impact: Better benefits for staff. Better fiscal accountability.***

### Programmatic

- Disaster Recovery Support Grant – Working with Thomas Howell Ferguson Consultants that contracted by DEO to serve as program managers. On-site monitoring will begin in March.
- One camper trailer from Eastpoint Wildfire left to liquidate.
- 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. Program has opened all but two classrooms. Program is under-enrolled by less than 100 students.
- DEO Monitoring scheduled for March 7-11 at the main office of LIHEAP, CSBG, and WAP.

***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.
- Participated in the Florida Head Start Association Director's Affiliate Meetings and Board meeting.

***Impact: Developing the infrastructure necessary to support the Agency mission***

### Resource Development

- Presented to Leadership Tallahassee Class 39.
- 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 6<sup>th</sup> 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](http://www.CapitalAreaCommunityActionAgency.org)



### **Out of Office**

- January 27-28 – FACA – Tampa
- February 15-16 – PTO
- March 2-3 – FHSA – Orlando
- March 4 & 7 – PTO
- March 8-9 – FPL Economic Symposium – Sandestin
- April 2 – PTO - Valdosta
- April 22 – PTO – Tampa
- May 3-4 – PTO - Tampa
- May 10-13 – FACA Annual Conference – Ft. Lauderdale
- June 3 – PTO – St. Augustine
- June 22-24 – Leadership Florida Conference Orlando



# Capital Area **Community Action** Agency

## MEMORANDUM

**TO:** Shanetta Keel, Treasurer and the Board of Directors  
**FROM:** Tim Center  
**RE:** Administrative Budget Deficit  
**DATE:** February 15, 2022

---

The Admin Budget for FY 20-21 ended the fiscal year with a deficit. Please permit this memo to outline the issues and concerns raised at the January Board meeting. Furthermore, the financials are not final until the audit is completed later this year.

First, the Admin Budget is funded by the federally-assigned Indirect Cost Rate which is applied to program staff salaries and fringe benefits. During the pandemic, there were times that the agency was understaffed resulting in a shortfall to the Admin budget.

Second, the Admin budget is developed with a projected vacancy rate of about 10%. In other words, the Admin budget should not end in a deficit unless there is significant disruption to staffing generally. The Agency has enjoyed relatively full staffing during normal seasons. However, the COVID pandemic caused some disruption.

Third, when the Federal Government made available a forgivable Payroll Protection Program (PPP), the Agency applied for and received more than \$720,000. Those funds were to be used for payroll and were available in case funding was not fully realized to pay for any shortfall.

Fourth, the PPP was used for the exact reason it was created and offered to businesses. In this case the Admin shortfall was covered by the PPP. The PPP loan was forgiven and no money is owed to the federal government.

Fifth, to prevent any shortfall from happening again in the future, the Agency has taken a number of steps to reduce staff vacancies including offering hazard pay during the pandemic, increasing pay rates, and paying for leave when any pandemic-caused quarantine occurs. The Admin budget for FY 21-22 approved by the Board at the January meeting includes a vacancy rate plan and offers a slight cushion.

Sixth, the Acting Finance Director and the Chief Operating Officer are reviewing the Workers Compensation rates to determine whether a budget amendment will be necessary to cover any anticipated budget shortfall.



**Capital Area Community Action Agency**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
9000 - Indirect Cost Pool  
From 10/1/2020 Through 9/30/2021

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
<b>Revenue</b>					
Indirect Pool Revenue	4970	598,007.82	598,007.82	639,884.00	(41,876.18)
Total Revenue		<u>598,007.82</u>	<u>598,007.82</u>	<u>639,884.00</u>	<u>(41,876.18)</u>
<b>Expenditures</b>					
Salaries & Wages	6010	234,690.22	234,690.22	200,362.00	(34,328.22)
Fringe	6110	67,980.40	67,980.40	58,065.00	(9,915.40)
Staff Screenings	6180	100.00	100.00	100.00	0.00
Travel - In Area	6310	0.00	0.00	400.00	400.00
Office Supplies	6410	3,223.16	3,223.16	7,500.00	4,276.84
Copies/Printing/Copier Maintenance/Toner/Paper	6510	5,311.73	5,311.73	3,000.00	(2,311.73)
Postage and Delivery Expense	6600	864.12	864.12	1,000.00	135.88
Contractual Services/Professional	6710	231,126.75	231,126.75	273,147.00	42,020.25
Rent/Space Cost	6810	23,036.93	23,036.93	20,000.00	(3,036.93)
Utilities	6820	2,942.38	2,942.38	4,000.00	1,057.62
General Liability and Property Insurance	6830	15,482.54	15,482.54	9,500.00	(5,982.54)
Communications	6840	6,982.20	6,982.20	6,000.00	(982.20)
Repairs & Bldg Maintenance- Recurring	6850	5,657.57	5,657.57	4,000.00	(1,657.57)
Repairs & Bldg Maintenance - Nonrecurring	6855	93.08	93.08	500.00	406.92
Equipment Maintenance	6910	2,661.30	2,661.30	5,000.00	2,338.70
Vehicle Expense	6920	428.89	428.89	500.00	71.11
Equipment Lease	6930	1,421.75	1,421.75	1,950.00	528.25
Technology	6940	5,033.40	5,033.40	6,651.30	1,617.90
Fees, Licenses, and Permits	7010	1,236.83	1,236.83	800.00	(436.83)
Dues/Subscriptions	7020	6,630.32	6,630.32	3,500.00	(3,130.32)
Equipment (\$5,000 or more)	7310	3,848.70	3,848.70	3,848.70	0.00
Expendable Equipment	7320	1,578.00	1,578.00	1,000.00	(578.00)
Registration Fees	7410	325.00	325.00	0.00	(325.00)
Meetings/Workshops/Training	7420	6,230.83	6,230.83	5,000.00	(1,230.83)
Advisory/Board Member Expenses	7440	1,226.03	1,226.03	2,000.00	773.97
Advertising	7450	777.02	777.02	1,200.00	422.98
Legal Expenses	7530	176.50	176.50	17,000.00	16,823.50
Interest Expense	7610	0.00	0.00	1,750.00	1,750.00
Bank Service Charges	7630	0.00	0.00	2,110.00	2,110.00
Total Expenditures		<u>629,065.65</u>	<u>629,065.65</u>	<u>639,884.00</u>	<u>10,818.35</u>
Excess Revenue over (under) Expenditures		<u>(31,057.83)</u>	<u>(31,057.83)</u>	<u>0.00</u>	<u>(31,057.83)</u>

**Capital Area Community Action Agency, Inc.**  
**Administrative Services Budget**  
**10/1/2021 - 9/30/2022**

	A	B	C	D
1				
2	<b>REVENUE</b>			
3	Indirect Pool Revenue	4970		<b>682,428</b>
4				
5	<b>EXPENDITURES</b>			
6	Salaries & Wage	6010		198,132
7	Fringe	6110		57,419
8	Staff Screenings	6180		100
9	Travel- In Area	6310		1,000
10	Office Supplies	6410		5,500
11	Copies/Printing/Copier	6510		5,000
12	Postage and Delivery Expense	6600		1,000
13	Contractual Services/Professional	6710		260,000
14	Rent/Space cost	6810		25,845
15	Utilities	6820		3,500
16	General Liability and Property Insurance	6830		15,000
17	Communication	6840		6,500
18	Repairs & Bldg Maintenace-Recurring	6850		5,500
19	Repairs & Bldg Maintenance	6855		43,288
20	Equipment Maintenance	6910		2,800
21	Vehicle Expense	6920		500
22	Equipment Lease	6930		2,000
23	Technololgy	6940		6,000
24	fees, Licenses, and Permits	7010		1,000
25	Dues/Subscriptions	7020		7,000
26	Equipment (\$5,000 or more)	7310		16,000
27	Expendable Equipment	7320		1,000
28	Registration Fees	7410		500
29	Meetings/workshops/Training	7420		5,144
30	Advisor/Board Member Expenses	7440		1,000
31	Advertising	7450		1,200
32	Legal Expenses	7530		8,000
33	Interest Expense	7610		1,000
34	Bank Service Charges	7630		<u>1,500</u>
35				
36	<b>Total Expenditures</b>			<b><u>682,428</u></b>

**From:** [Tim Center](#)  
**To:** [Kate Beam](#)  
**Cc:** [Nina Self](#); [Margaret Watson](#)  
**Subject:** RE: Pages from Board-Meeting-Packet1-January-25-2022.pdf  
**Date:** Wednesday, January 26, 2022 8:56:48 AM

---

Confirmed – thank you!

***Tim Center, Esq.***  
***Chief Executive Officer***  
***Head Start Director***  
**Capital Area Community Action Agency**  
O- 850.222.2043 x 102  
F - 850.042.2090  
M – 850.212.2684  
[www.CapitalAreaCommunityActionAgency.com](http://www.CapitalAreaCommunityActionAgency.com)

---

**From:** Kate Beam <kate.beam@cacaainc.org>  
**Sent:** Wednesday, January 26, 2022 7:15 AM  
**To:** Tim Center <tim.center@cacaainc.org>  
**Cc:** Nina Self <nina.self@cacaainc.org>  
**Subject:** Pages from Board-Meeting-Packet1-January-25-2022.pdf

Tim,  
Good Morning! Attached is the Admin budget from last nights Board Packet. Can you please confirm this was approved at the Board Meeting? Then, we can get the budget entered into MIP.

Nina,  
I'll see you on Teams today at 11 am to review the Fringe Pool Budget.

Thanks,

Kate Beam, MBA  
850-603-2265

GL Code	Activity Code	Location Code	Name	Description	Effective	Doc Date	Debit	should be budgeted	current budget
6110				used to accrue year end PTO liability			0.00	23,800.00	12,800.00
6120	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 10/7/21	Opening 10/7/2021	10/7/2021	0.00		
6120	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 10/21/21	10/21/2021	10/21/2021	8,035.56		
6120	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 11/4/21	11/4/2021	11/4/2021	7,930.03		
6120	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 11/18/21	11/18/2021	11/18/2021	7,861.25		
6120	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 12/2/21	12/2/2021	12/2/2021	7,880.82		
6120	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 12/14/21	12/14/2021	12/14/2021	8,439.29		
6120	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 12/16/21	12/16/2021	12/16/2021	4,581.60		
6120	000	000	PAYCHEX OF NEW YORK	RECORD EMPLOYER FICA 12/30/21	12/30/2021	12/30/2021	8,261.19		
6120	000	000	PAYCHEX OF NEW YORK	RECORD EMPLOYER FICA 12/30/21	12/30/2021	12/30/2021	8,417.76		
Balance 6120					Transaction		61,407.50		
							61,407.50	200,000.00	200,000.00
							8,117.99		
							178,595.69		
							22 pp @8117.99		
							17,477.92		
							4 pp @4369.49		
							196,073.61		
6130	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 10/7/21	Opening 10/7/2021	10/7/2021	0.00		
6130	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 10/21/21	10/21/2021	10/21/2021	444.87		
6130	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 11/4/21	11/4/2021	11/4/2021	402.28		
6130	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 11/18/21	11/18/2021	11/18/2021	199.08		
6130	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 12/2/21	12/2/2021	12/2/2021	106.22		
6130	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 12/14/21	12/14/2021	12/14/2021	325.78		
6130	000	000	PAYCHEX OF NEW YORK	RECORD FICA / SUTA 12/16/21	12/16/2021	12/16/2021	57.63		
6130	000	000	PAYCHEX OF NEW YORK	RECORD EMPLOYER SUTA 12/30/21	12/30/2021	12/30/2021	277.52		
6130	000	000	PAYCHEX OF NEW YORK	RECORD EMPLOYER SUTA 12/30/21	12/30/2021	12/30/2021	296.55		
Balance 6130					Transaction		2,199.83		
							2,199.83	40,000.00	40,000.00
							40,824.00		
							Based on 108 employees @ \$7000 with same rate .054		
							** Depends on turnover		
6140	000	000	AMTRUST NORTH	RECORD AMTRUST WORKERS COMP OCT 2021	Opening 10/31/2021	11/8/2021	0.00		
6140	000	000	AMTRUST NORTH	RECORD AMTRUST WORKERS COMP NOV 2021	11/30/2021	12/7/2021	3,451.36		
6140	000	000	AMTRUST NORTH	RECORD AMTRUST WORKERS COMP NOV 2021	11/30/2021	12/7/2021	3,363.11		
Balance 6140					Transaction		6,188.39		
							6,188.39	40,000.00	40,000.00
							34,072.35		
							1,555.56		
							37,111.96		
							37,764.51		
6150	000	000	WAGEWORKS, INC.	#CXT 40375, COBRA SERVICES, OCTOBER 2021	Opening 10/1/2021	12/16/2021	0.00		
6150	000	000	WAGEWORKS, INC.	RECORD CHIP IMPREST PAYMENT OCT 2021	10/22/2021	10/22/2021	60.05		
6150	000	000	WAGEWORKS, INC.	RECORD CHIP PAYMENT NOV 2021	11/1/2021	11/1/2021	30,730.60		
6150	000	000	WAGEWORKS, INC.	RECORD CHIP PAYMENT NOV 2021	11/22/2021	11/22/2021	60.05		
6150	000	000	WAGEWORKS, INC.	RECORD CHIP PAYMENT DEC 2021	12/20/2021	12/20/2021	32,525.98		
6150	000	000	WAGEWORKS, INC.	RECORD CHIP PAYMENT DEC 2021	12/31/2021	1/13/2022	34,675.24		
Balance 6150					Transaction		99,512.25		
							99,512.25	435,000.00	460,000.00
							32,837.42		
							394,049.00		
6160	000	000	Guardian Billing & Premium	GUARDIAN - LIFE/DENTAL OCT 2021	Opening 10/1/2021	9/24/2021	0.00		
6160	000	000	Guardian Billing & Premium	GUARDIAN - LIFE/DENTAL NOV 2021	11/1/2021	10/27/2021	2,030.26		
6160	000	000	Guardian Billing & Premium	GUARDIAN - LIFE/DENTAL DEC 2021	12/7/2021	12/7/2021	2,072.62		
Balance 6160					Transaction		2,238.07		
							6,340.95		

