

Capital Area Community Action Agency

**Conference Call in
Executive Committee Meeting
Agenda
Tuesday, April 26, 2022 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL
[Click here to join the meeting](#)**

I.	Call to Order	Quincee Messersmith, Chair	
II.	Agenda Approval		
III.	Sign-in/Attendance/Introductions		<u>Page</u>
IV.	Action – Recommendation for Review and Approval		
	A. Approval of Minutes		
	i) Executive Committee Minutes – February 22, 2022		2-3
	B. Financial Report		
	• Narrative		4-6
	• Revenue & Expenditures Agency-wide		7-8
	• Balance Sheet		9
	• Revenue & Expenditures – major programs		10-15
	• Head Start Non-Federal Share Match		16
	• Credit Card Activity Spreadsheet and Statements		17-27
V.	Chief Executive Officer's Report		28-29
VI.	Head Start -Update		30
VII.	Chair's Report		
	• CEO Performance Evaluation		31-32
VIII.	Adjournment		

Next Executive Committee Meeting 6/28/2022 - 5:30 pm – Microsoft Teams Video

***Next Board of Directors Meeting 5/24/2022 – 6:00 pm – Ghazvini Center for
Healthcare Education***



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Capital Area Community Action Agency

Executive Committee Meeting Minutes February 22, 2022

Members in Attendance:

Brent Couch, Vice-Chair
Lisa Edgar, Secretary
Shanetta Keel, Treasurer
Melissa Miller, Member-At-Large

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Kate Beam

The meeting was called to order at 5:35 PM, by the Vice-Chair. A quorum was established.

Member Absent: Quincee Messersmith

The Vice-Chair asked for a motion to approve the agenda. Ms. Miller, made a motion to approve the agenda. It was seconded by Ms. Edgar, and was unanimously approved.

ACTION ITEMS

Approval of Minutes

The Vice-Chair asked for a motion to approve the minutes of December 13, 2021. Ms. Miller, made a motion to approve the minutes of December 13, 2021. It was seconded by Ms. Edgar, and unanimously approved.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the three months ending December 31, 2021. She said that we have completed three months of the fiscal year, and as a benchmark, 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 mostly restricted net income of \$406,891.

Ms. Edgar asked what is an unallowed expense? Mr. Center explained that there are a number of federal regulations that layout how federal funds are used. There are certain expenses that are not allowed on a grant. What may be allowable on one grant may not be allowable on another. She asked where does the money come from in the general fund? The Agency receives donations from the community, grants, Titus Academy, and other funding sources.

The Vice-Chair asked where are the In-Kind donations? Mr. Center said In-Kind donations are tracked by Ms. Nichele Rolle, Head Start, Family Planning & Community Engagement Coordinator.

The Vice-Chair asked for a motion to accept the financial reports. Ms. Edgar made the motion to accept the financial reports. It was seconded by Ms. Miller, and unanimously approved.

CEO REPORT

Mr. Center presented the CEO report for the month of February 28, 2022. He said the Department of Economic Opportunity (DEO) will be visiting the Agency, the first week in March. He said the monitoring will be the first monitoring since May, 2018.

Mr. Center reported that we have one classroom closed at our Head Start Center. He said construction continues 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. He said playground equipment will be delivered on Wednesday, February 9th.

Mr. Center reported that the Weatherization Program received an appropriation from DEO. He said the goal is to hire new staff in the upcoming months.

The Vice-Chair suggested that Mr. Center promote the Board of Directors through CareerSource. He said it may be a great opportunity for someone looking for the experience.

Mr. Center said that at the last meeting there was a concern that the Agency were over budget in the ADMIN budget. The ADMIN budget pays our general services for the Agency. He said the Indirect Cost Rate outlines what is acceptable within the budget, explaining that that many of the vacancies occurred during the pandemic, which reduced the amount of monies coming into the Admin budget. The Agency took out a PPP Loan to cover the losses and used for the purposes it was used for. The PPP loan was forgiven and no money is owed to the federal government.

CHAIR'S REPORT

Meeting adjourned at 6:00 PM.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the 5 Months Ending February 28, 2022
Capital Area Community Action Agency**

As of February 28, 2022, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses closer to 50%. At month end, the Year to Date Actual Revenue and Expenses are 35% and 33% respectively, with a restricted net income of \$441,759.

Non-Federal Share (NFS) Match at February 28, 2022, is \$324,088 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 5 Months Ending February 28, 2022
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.
- ***Unemployment – is slightly over the benchmark budget is as always the case first quarter of the calendar year. After employees reach their thresholds usually in the first quarter or beginning of the second, only new employees are subject to this tax.***
- Workers Compensation- is over budget benchmark 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 benchmark due to the annual 25% down payment due in October and will come into line over the course of the year.
- Meetings / Workshops / Training– is over benchmark budget but should come in line over the next few months after working with staff on the reclassification of expenses between the different training categories.
- Miscellaneous Expenses – is an unallowable contract expense and therefore must be charged to the General Fund.
- **Revenue Accounts** that are currently over the annual budget are due to carryforwards from previous years.

CSBG-DRSF & CSBG Variances

- Program Supplies - is at budget for CSBG budget due to not having a budget.
- Office Supplies – is over budget CSBG DRSF due to the initial purchase needed and overage will be considered in the next Mod.
- Communications – is slightly over benchmark budget in CSBG but should stay under budget over the remainder of the grant period.
- Repairs and Maintenance – Nonrecurring is over the benchmark budget for CSBG DRSF but should come into line over the course of the grant.
- Vehicle Expense - is over budget in CSBG 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 in CSBG 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 in CSBG with no additional training expenditures being charged to this line item prior to the next Mod.

WAP Variances

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

**Financial Statement Narrative
For the 5 Months Ending February 28, 2022
Capital Area Community Action Agency**

Head Start Variances

- Staff Screenings - is over the benchmark budget but should come within and acceptable range over the course of the year.
- Program Supplies - is over the budget benchmark but this is a front loaded expense and should stay within budget for the year.
- General Liability and Property Insurance - is over benchmark 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 benchmark 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.
- **Registration Fees – is at budget since there is no line item for this expense in the current budget.**
- Meetings / Workshops / Training and Training/Staff Development are over - is over budget due to a number of early school year opportunities. Expenses should come in line over the next few months after working with staff on the reclassification of expenses between the different training categories.
- Advertising - is over budget due to an enrollment campaign.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Five Months Ended 2/28/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL -	4000	4,419,925	1,592,848	(2,827,077)	36%
Government Contracts - Federal Indirect	4005	0	1,015	1,015	100%
Government Contracts - STATE	4010	8,709,509	2,731,053	(5,978,457)	31%
Government Contracts - LOCAL	4020	108,500	76,357	(32,143)	70%
Grants - Other Not-for-Profits	4100	40,774	103,366	62,592	254%
Grants - All Other Sources	4120	7,500	64,593	57,093	861%
Contributions	4200	1,000	8,384	7,384	838%
Contributions- Restricted	4210	24,101	23,885	(215)	99%
Special Events	4300	2,000	2,305	305	115%
Commissions-Vending/Photo	4320	0	3,776	3,776	100%
Interest Income	4950	0	196	196	100%
Fringe Pool Revenue	4960	850,000	356,932	(493,068)	42%
Indirect Pool Revenue	4970	682,428	270,367	(412,062)	40%
Other Revenue	4995	1,000	33,250	32,250	3325%
Total Revenue		14,846,737	5,268,327	(9,578,410)	35%
Expenditures					
Salaries & Wages	6010	3,609,588	1,231,049	2,378,539	34%
Fringe	6110	1,069,859	356,944	712,914	33%
FICA	6120	200,000	95,822	104,178	48%
Unemployment	6130	40,000	25,208	14,792	63%
Workers Compensation	6140	40,000	20,704	19,296	52%
Health Insurance	6150	435,000	167,591	267,409	39%
Life Insurance	6160	30,000	10,946	19,054	36%
Retirement	6170	52,000	20,137	31,863	39%
Staff Screenings	6180	4,880	2,867	2,013	59%
Indirect Costs	6210	825,138	273,166	551,972	33%
Travel - In Area	6310	43,282	3,364	39,918	8%
Travel - Out of Area	6315	14,489	0	14,489	0%
Office Supplies	6410	37,833	8,906	28,927	24%
Program Supplies	6415	49,066	11,683	37,383	24%
Classroom Supplies	6420	42,500	15,064	27,436	35%
Kitchen Supplies	6430	28,089	5,317	22,772	19%
Medical/Dental Supplies	6440	1,500	0	1,500	0%
Copies/Printing/Copier	6510	33,130	9,517	23,613	29%
Postage and Delivery Expense	6600	11,868	1,392	10,476	12%
Contractual Services/Professional	6710	532,618	128,953	403,665	24%
Contractual Services – Health/Disabilities	6715	202,007	79,587	122,420	39%
Rent/Space Cost	6810	479,930	153,484	326,446	32%
Utilities	6820	157,456	45,163	112,293	29%
General Liability and Property Insurance	6830	67,491	36,442	31,049	54%
Communications	6840	119,205	39,358	79,847	33%
Repairs & Bldg Maintenance- Recurring	6850	156,004	73,516	82,488	47%
Repairs & Bldg Maintenance -	6855	93,007	574	92,433	1%
Equipment Maintenance	6910	41,153	10,517	30,636	26%
Vehicle Expense	6920	221,358	43,397	177,961	20%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Five Months Ended 2/28/2022**

Equipment Lease	6930	18,118	4,743	13,374	26%
Technology	6940	95,561	24,079	71,482	25%
Fees, Licenses, and Permits	7010	6,035	1,192	4,843	20%
Dues/Subscriptions	7020	26,707	6,769	19,938	25%
Special Events	7110	3,000	0	3,000	0%
Client Assistance	7210	5,382,663	1,788,880	3,593,784	33%
Equipment (\$5,000 or more)	7310	244,561	0	244,561	0%
Expendable Equipment	7320	47,591	4,237	43,354	9%
Registration Fees	7410	15,600	405	15,195	3%
Meetings/Workshops/Training	7420	16,144	14,875	1,269	92%
Training/Staff Development	7430	36,208	1,581	34,627	4%
Training and Technical Assistance	7435	46,488	22,256	24,232	48%
Advisory/Board Member Expenses	7440	3,500	440	3,060	13%
Advertising	7450	45,548	6,499	39,049	14%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	206,662	78,380	128,282	38%
Miscellaneous Expenses	7520	0	113	(113)	100%
Legal Expenses	7530	8,000	0	8,000	0%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	3,700	1,452	2,248	39%
Total Expenditures		14,846,737	4,826,567	10,020,170	33%
Excess Revenue over (under) Expenditures		0	441,759	441,759	

**Capital Area Community Action Agency
Balance Sheet
For the Month Ending February 28, 2022**

	<u>Current Period Balance</u>
Assets	
Cash Operating Hancock Bank	845,197
Health Insurance Imprest Account	2,552
Cash-Sunshine State/The First - Micro Loan	66,452
Petty Cash	375
Cash-Hancock-HS Parent Activity	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	24,457
Cash - Centennial Bank (Franklin County)	11,074
Money Market Account - Hancock Bank	46,644
Accounts Receivable	144,258
Grants Receivable	951,414
Property and Equipment Net	479,058
Total Assets	<u>2,572,539</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	140,874
Accrued Expenses - Other	93,877
Accrued Wages	24,067
Accrued Flexible Savings	(5,842)
Accrued Fringe Benefits	4,925
Contract Advances	118,594
Due to Grantor	56,679
Contingent Liab Sunshine St Micro Unobligated	23,217
Liability- Head Start Parent Activity	7,079
Notes Payable	135,558
Deferred Income	<u>89,761</u>
Total Liabilities	688,789
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	1,117,093
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	1,441,991
Current Net Income	<u>441,759</u>
Total Net Assets	<u>1,883,750</u>
Total Liabilities and Net Assets	<u>2,572,539</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception through 2/28/2022

		90%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - STATE	4010		<u>3,667,245</u>	<u>2,869,546</u>	<u>(797,699)</u>	78%
Total Revenue			<u>3,667,245</u>	<u>2,869,546</u>	<u>(797,699)</u>	78%
Expenditures						
Salaries & Wages	6010		1,386,333	1,166,876	219,457	84%
Fringe	6110		396,340	333,643	62,697	84%
Staff Screenings	6180		3,062	1,985	1,077	65%
Indirect Costs	6210		342,662	285,522	57,140	83%
Travel - In Area	6310		50,767	21,634	29,134	43%
Travel - Out of Area	6315		27,398	5,307	22,091	19%
Office Supplies	6410		17,108	16,217	891	95%
Program Supplies	6415		0	359	(359)	100%
Copies/Printing/Copier	6510		23,324	12,512	10,812	54%
Postage and Delivery Expense	6600		6,927	2,216	4,712	32%
Contractual Services/Professional	6710		67,906	39,130	28,776	58%
Rent/Space Cost	6810		177,626	163,734	13,892	92%
Utilities	6820		25,004	16,481	8,523	66%
General Liability and Property	6830		29,010	25,737	3,273	89%
Communications	6840		67,903	65,660	2,243	97%
Repairs & Bldg Maintenance- Recurring	6850		26,538	15,532	11,006	59%
Equipment Maintenance	6910		20,675	15,773	4,901	76%
Vehicle Expense	6920		65,056	67,411	(2,355)	104%
Equipment Lease	6930		8,635	5,592	3,043	65%
Technology	6940		23,043	13,767	9,276	60%
Fees, Licenses, and Permits	7010		12,633	7,059	5,574	56%
Dues/Subscriptions	7020		29,484	26,710	2,775	91%
Client Assistance	7210		753,742	483,267	270,475	64%
Equipment (\$5,000 or more)	7310		16,664	824	15,840	5%
Expendable Equipment	7320		25,985	23,823	2,162	92%
Registration Fees	7410		18,916	10,884	8,032	58%
Meefings/Workshops/Training	7420		20,959	22,337	(1,378)	107%
Training/Staff Development	7430		1,000	995	5	100%
Training and Technical Assistance	7435		1,745	0	1,745	0%
Advertising	7450		<u>20,799</u>	<u>11,800</u>	<u>8,999</u>	57%
Total Expenditures			<u>3,667,245</u>	<u>2,862,785</u>	<u>804,460</u>	78%
Excess Revenue over (under) Expenditures			<u>0</u>	<u>6,761</u>	<u>6,761</u>	

**Capital Area Community Action Agency
CSBG DRSF - Statement of Revenues and Expenditures
From Grant Inception Through 2/28/2022**

		71%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - STATE	4010		<u>4,239,327</u>	<u>1,992,119</u>	<u>(2,247,208)</u>	47%
Total Revenue			<u>4,239,327</u>	<u>1,992,119</u>	<u>(2,247,208)</u>	47%
Expenditures						
Salaries & Wages	6010		995,530	252,996	742,534	25%
Fringe	6110		288,503	73,318	215,185	25%
Staff Screenings	6180		1,070	696	374	65%
Indirect Costs	6210		232,821	59,226	173,595	25%
Travel - In Area	6310		26,050	6,176	19,874	24%
Travel - Out of Area	6315		8,100	0	8,100	0%
Office Supplies	6410		9,600	7,909	1,691	82%
Copies/Printing/Copier	6510		8,700	2,725	5,975	31%
Postage and Delivery Expense	6600		4,050	167	3,883	4%
Contractual Services/Professional	6710		134,000	8,069	125,931	6%
Rent/Space Cost	6810		104,986	73,775	31,211	70%
Utilities	6820		20,161	11,240	8,921	56%
General Liability and Property Insurance	6830		16,500	2,720	13,780	16%
Communications	6840		46,988	18,032	28,956	38%
Repairs & Bldg Maintenance- Recurring	6850		14,464	6,564	7,900	45%
Repairs & Bldg Maintenance - Nonrecurring	6855		450	384	66	85%
Equipment Maintenance	6910		18,880	950	17,930	5%
Vehicle Expense	6920		111,000	45,617	65,383	41%
Equipment Lease	6930		4,200	1,727	2,473	41%
Technology	6940		12,176	2,826	9,349	23%
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	1,400,947	676,572	67%
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>9,835</u>	<u>18,885</u>	34%
Total Expenditures			<u>4,239,327</u>	<u>1,992,119</u>	<u>2,247,208</u>	47%
Excess Revenue over (under) Expenditures			<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 2/28/22**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>12,932,424</u>	<u>9,195,894</u>	<u>(3,736,530)</u>	71%
Total Revenue		<u>12,932,424</u>	<u>9,195,894</u>	<u>(3,736,530)</u>	71%
Expenditures					
Salaries & Wages	6010	1,485,835	1,032,448	453,387	69%
Fringe	6110	426,493	296,559	129,934	70%
Staff Screenings	6180	3,567	1,512	2,056	42%
Indirect Costs	6210	365,481	218,388	147,093	60%
Travel - In Area	6310	16,181	6,916	9,265	43%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	17,500	10,183	7,317	58%
Copies/Printing/Copier	6510	25,131	14,778	10,353	59%
Postage and Delivery Expense	6600	8,086	2,965	5,121	37%
Contractual Services/Professional	6710	57,500	39,182	18,318	68%
Rent/Space Cost	6810	183,913	115,930	67,983	63%
Utilities	6820	31,265	10,141	21,124	32%
General Liability and Property Insurance	6830	21,550	16,843	4,707	78%
Communications	6840	53,895	36,960	16,935	69%
Repairs & Bldg Maintenance- Recurring	6850	24,568	11,214	13,354	46%
Equipment Maintenance	6910	15,790	8,745	7,045	55%
Vehicle Expense	6920	14,990	3,631	11,359	24%
Equipment Lease	6930	9,575	3,879	5,696	41%
Technology	6940	25,851	10,511	15,340	41%
Fees, Licenses, and Permits	7010	1,150	380	770	33%
Dues/Subscriptions	7020	1,275	175	1,100	14%
Client Assistance	7210	10,072,277	7,261,728	2,810,549	72%
Equipment (\$5,000 or more)	7310	16,057	0	16,057	0%
Expendable Equipment	7320	26,530	6,957	19,573	26%
Registration Fees	7410	7,400	2,470	4,930	33%
Meetings/Workshops/Training	7420	4,138	280	3,858	7%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	<u>5,500</u>	<u>2,663</u>	<u>2,837</u>	48%
Total Expenditures		<u>12,932,424</u>	<u>9,116,112</u>	<u>3,816,312</u>	70%
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 2/28/2022

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,914,205	1,291,130	(1,623,075)	44%
Other Revenue	4995	<u>0</u>	<u>27,160</u>	<u>27,160</u>	100%
Total Revenue		<u>2,914,205</u>	<u>1,318,290</u>	<u>(1,595,915)</u>	45%
Expenditures					
Salaries & Wages	6010	442,805	338,625	104,180	76%
Fringe	6110	126,848	97,341	29,507	77%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	82,681	28,225	75%
Travel - In Area	6310	19,839	11,450	8,389	58%
Office Supplies	6410	5,233	3,944	1,289	75%
Copies/Printing/Copier	6510	2,036	2,102	(66)	103%
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	20,014	8,472	70%
Utilities	6820	6,147	4,104	2,043	67%
General Liability and Property	6830	55,102	31,738	23,364	58%
Communications	6840	14,491	10,949	3,543	76%
Repairs & Bldg Maintenance- Recurring	6850	9,677	3,589	6,087	37%
Equipment Maintenance	6910	4,481	3,476	1,005	78%
Vehicle Expense	6920	26,000	20,885	5,115	80%
Equipment Lease	6930	1,936	1,612	324	83%
Technology	6940	1,204	531	673	44%
Fees, Licenses, and Permits	7010	1,431	1,089	342	76%
Dues/Subscriptions	7020	16,022	6,150	9,872	38%
Client Assistance	7210	1,933,815	611,641	1,322,174	32%
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>1,286,747</u>	<u>1,627,458</u>	44%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>31,543</u>	<u>31,543</u>	

**Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Five Months Ended 2/28/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	42-50%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,740,116	1,386,053	(2,354,063)	37%
Total Revenue		<u>3,740,116</u>	<u>1,386,053</u>	<u>(2,354,063)</u>	37%
Expenditures					
Salaries & Wages	6010	1,799,540	664,057	1,135,483	37%
Fringe	6110	521,507	192,632	328,875	37%
Staff Screenings	6180	2,500	1,729	771	69%
Indirect Costs	6210	437,053	155,184	281,869	36%
Travel - In Area	6310	2,000	386	1,614	19%
Office Supplies	6410	9,000	1,718	7,282	19%
Program Supplies	6415	16,000	10,331	5,669	65%
Classroom Supplies	6420	42,500	13,894	28,606	33%
Kitchen Supplies	6430	7,000	0	7,000	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	10,000	3,330	6,670	33%
Postage and Delivery Expense	6600	1,500	507	993	34%
Contractual Services/Professional	6710	15,000	1,777	13,223	12%
Contractual Services – Health/Disabilities	6715	163,170	64,750	98,420	40%
Rent/Space Cost	6810	218,629	80,592	138,037	37%
Utilities	6820	107,000	36,438	70,562	34%
General Liability and Property Insurance	6830	20,000	10,984	9,016	55%
Communications	6840	42,000	19,402	22,598	46%
Repairs & Bldg Maintenance- Recurring	6850	85,000	62,409	22,591	73%
Repairs & Bldg Maintenance -	6855	39,519	574	38,945	1%
Equipment Maintenance	6910	18,000	7,298	10,702	41%
Vehicle Expense	6920	25,000	9,035	15,965	36%
Equipment Lease	6930	7,500	2,106	5,394	28%
Technology	6940	31,000	17,559	13,441	57%
Fees, Licenses, and Permits	7010	2,000	463	1,537	23%
Dues/Subscriptions	7020	5,000	2,310	2,690	46%
Special Events	7110	1,000	0	1,000	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Registration Fees	7410	0	27	(27)	100%
Meetings/Workshops/Training	7420	500	828	(328)	166%
Training/Staff Development	7430	1,500	1,181	319	79%
Training and Technical Assistance	7435	40,998	22,146	18,852	54%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	2,500	2,405	95	98%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	52,000	0	52,000	0%
Total Expenditures		<u>3,740,116</u>	<u>1,386,053</u>	<u>2,354,063</u>	37%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
Head Start ARPA - Statement of Revenues and Expenditures
From Grant Inception Through 2/28/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>452,277</u>	<u>28,681</u>	<u>(423,596)</u>	6%
Total Revenue		<u>452,277</u>	<u>28,681</u>	<u>(423,596)</u>	6%
Expenditures					
Salaries & Wages	6010	87,247	18,829	68,418	22%
Fringe	6110	25,284	5,457	19,827	22%
Indirect Costs	6210	21,190	4,396	16,794	21%
Medical/Dental Supplies	6440	1,000	0	1,000	0%
Contractual Services/Professional	6710	89,115	0	89,115	0%
Contractual Services – Health/Disabilities	6715	20,000	0	20,000	0%
Repairs & Bldg Maintenance- Recurring	6850	30,000	0	30,000	0%
Repairs & Bldg Maintenance -	6855	10,000	0	10,000	0%
Equipment (\$5,000 or more)	7310	153,441	0	153,441	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Advertising	7450	<u>5,000</u>	<u>0</u>	<u>5,000</u>	0%
Total Expenditures		<u>452,277</u>	<u>28,681</u>	<u>423,596</u>	6%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending February 28, 2022

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		29,864			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		165,904			
VPK/SR		120,261			
	620,300	324,088	52%	296,212	48%

Head Start CC Expenses Feb 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6420	255	2/28/2022	568.50	# 6700, TIM CENTER, VISA, 2/28/2022, KIDS HEADPHONES HEAD
HANCOCK CC	1064	7435	255	2/28/2022	375.00	# 6700, TIM CENTER, VISA, 2/28/2022, FHSA TRAINING
HANCOCK CC	1064	6920	255	2/28/2022	40.00	# 4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE CLEANING
HANCOCK CC	1064	6920	255	2/28/2022	41.00	# 4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	42.00	# 4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	45.00	# 4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	45.50	# 4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	46.01	# 4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	7420	255	2/28/2022	199.90	# 4466. DARREL JAMES, VISA, 2/28/22, ZOOM
HANCOCK CC	1064	6180	255	2/28/2022	70.13	# 0419, KRISTIN JACKSON RESHARD, 2/28/2022, 8KG SCR
HANCOCK CC	1064	6410	252	2/28/2022	48.00	# 0419, KRISTIN JACKSON RESHARD, 2/28/2022, TABLET
HANCOCK CC	1064	7435	250	2/28/2022	799.00	# 0419, KRISTIN JACKSON RESHARD, 2/28/2022, TRAINING
HANCOCK CC	1064	6850	251	2/28/2022	76.87	# 6982, FATIMA OLEABHIELE, VISA, 2/28/2022, MULCH
HANCOCK CC	1064	6850	251	2/28/2022	54.90	# 6982, FATIMA OLEABHIELE, VISA, 2/28/2022, SAND
HANCOCK CC	1064	6920	255	2/28/2022	374.00	# 6982, FATIMA OLEABHIELE, VISA, 2/28/2022., TIRES, HS VAN
HANCOCK CC	1064	7010	255	2/28/2022	35.00	# 6982, FATIMA OLEABHIELE, VISA, 2/28/2022, ANNUAL FEE
HANCOCK CC	1064	7435	255	2/28/2022	5.70	# 8165. NICHELE RICHARDS ROLLE, VISA, 2/28/22, TOLL
HANCOCK CC	1064	6180	255	2/28/2022	25.00	# 7366, NINA SINGLETON SELF, 2/28/22, VISAO, BKG SCR HS
HANCOCK CC	1064	7410	255	2/28/2022	27.33	# 7366, NINA SINGLETON SELF, 2/28/22, VISA, LEON WRKS EXPO
HANCOCK CC	1064	6420	252	2/28/2022	84.19	# 5810, VENITA TREADWELL, VISA, 2/28/22, CLSRM SUPPLIES
HANCOCK CC	1064	6420	255	2/28/2022	25.00	# 5810, VENITA TREADWELL, VISA, 2/28/22, CLSRM SUPPLIES
HANCOCK CC	1064	7010	251	2/28/2022	150.00	# 5810, VENITA TREADWELL, VISA, 2/28/22, FIRE INSPEC FHS
HANCOCK CC	1064	7010	255	2/28/2022	35.00	# 5810, VENITA TREADWELL, VISA, 2/28/22, ANNUAL FEE
HANCOCK CC	1064	6180	255	2/28/2022	44.66	# 5810, VENITA TREADWELL, VISA, 2/28/22, BKG SCR ROSIER
LOWES	1064	6415	250	2/28/2022	5.08	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	25.62	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	64.56	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	199.44	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	3.12	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	14.24	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	16.64	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	24.60	# 82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	24.66	# 82130109106598, HEAD START, FEBRUARY 2022

LOWES	1064	6415	256	2/28/2022	41.88	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	53.18	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	258	2/28/2022	<u>40.87</u>	#82130109106598, HEAD START, FEBRUARY 2022
Total					<u>3,771.58</u>	



0% INTEREST FOR 60 DAYS**

Minimum monthly payment. Acquire a balance on a regular basis apply to any remaining balance for purchases made after 03/29/2022.

**Subject to credit approval. Offer is automatic for purchases made with your Lowe's Business Advantage. See your credit card agreement for your applicable terms. For details, visit Lowe's.com/BusinessCreditCenter.

Lowe's Business Advantage

CAPITAL AREA COMM ACTION

Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$513.89
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$513.89
Credit Limit	\$11,000.00
Available Credit	\$10,486.00
Statement Closing Date	03/02/2022
Days in Billing Cycle	28

Payment Information	
New Balance	\$513.89
Total Minimum Payment Due	\$29.00
Payment Due Date	03/29/2022

Promotion Expiration Notification
NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

Promotional Purchase Summary
The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
02/22/2022	\$513.89	No Interest With Payment	\$0.00	\$0.00	\$513.89	05/02/2022

Transaction Summary					
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount	
02/22	02/22	12177	STORE 0417 TALLAHASSEE FL	\$513.89	

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 8RTT985, 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.

7809 0085 YMG 1 7 2 220302 PAGE 1 of 5 9296 0011 8508 01F87009 211599

Detach and mail this portion with your check. Do not include any correspondence with your check.

3/9/22

LOWE'S PROS

Total Minimum Payment Due	Payment Due Date	New Balance
\$29.00	03/29/2022	\$513.89

Payment Enclosed: \$ Please use blue or black ink.



New address or email? Print changes on back.

CAPITAL AREA COMM ACTION
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

211599
K502



Make Payment to: LOWES BUSINESS ACCT/SYNCR
P.O. BOX 530970
ATLANTA, GA 30353-0970



00029000037546 000290000051389 000798213 0109106 59822

ACCOUNT: [REDACTED]		CAPITAL AREA COMM ACTION		184575	
INVOICE #: 12177		LOWE'S BUSINESS ACCOUNT		P.O. #:	
TRANSACTION #: 0		DATE OF SALE : 220222		STORE #: 417	
		AUTHORIZATION : 001225		REGISTER #:	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000911010	PROMAT HIUV5 6-FT X 100-F	3.000	EA	\$98.48	MS \$199.44
00000000901051	REJUVENATE MICROFIBER MOP	4.000	EA	\$16.14	\$64.56 SC
00000000886236	FA PLUG-IN CO W BATT BACK	2.000	EA	\$28.59	\$57.18 SC
0000000085281	2-CU FT PREMIUM RED MULCH	12.000	BA	\$3.49	\$41.88 SC
00000000262701	JOHN DEERE MAXLITE RUBBER	1.000	EA	\$40.87	\$40.87 SC
00000000835477	GE LED 40W G25 BSC FR 2.7	2.000	EA	\$12.81	\$25.62 MS
00000000076330	11-IN BLK CABLE TIES 100-	2.000	EA	\$12.33	\$24.66 MS
000000001642060	32-OZ REJUVENATE TILE GRO	4.000	EA	\$6.15	\$24.60 SC
00000000010392	QUIKRETE 50-LB PLAY SAND	4.000	BA	\$4.16	\$16.64 SC
00000000098500	DURACELL 9V 4-PACK	1.000	EA	\$14.24	\$14.24 SC
000000000784104	9.9-IN X14-IN DANGR DO NO	2.000	EA	\$2.54	\$5.08 MS
000000001258786	10X14 ANSI CAUTION BLANK	1.000	EA	\$3.12	\$3.12 MS
000000000155870	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$513.99		TAX \$0.00		TOTAL INVOICE	\$513.99
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$513.99

1-2

-1



**HANCOCK
WHITNEY**

6/21/12

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014CTAA - 000005 - 0001 - 0001 - 2

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

02-28-22



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

**N0004306

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-28	24943002028036006767089	3778	FOUR POINTS WESTSHORE TAMPA FL 676708 ARRIVAL: 01-27-22	M154.36
02-07	02-04	74943002035036006793578	3778	FOUR POINTS WESTSHORE TAMPA FL	M18.36cr
02-08	02-07	24431062038083756245156	5942	AMAZON.COM*909B16IY3 AMZN AMZN.COM/BILL WA	M149.97
02-09	02-08	24443462039140294464678	4816	DROPBOX*WQQPY25GKV1W DB.TT/CHELP DE	M119.88
02-10	02-08	24755422040180408575199	3654	LOEWS HOTELS 888-3208065 FL 31391478 ARRIVAL: 02-08-22	M240.75
02-16	02-15	24692182046100520748686	5942	AMZN MKTP US*TOSNY2GM3 AMZN.COM/BILL WA	M589.50
02-17	02-16	24943002047700607192099	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
02-17	02-16	249430020477036006850858	3778	FOUR POINTS WESTSHORE TAMPA FL 685085 ARRIVAL: 02-15-22	M154.36
02-21	02-19	24011842050000040427645	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.80
02-21	02-18	24207852050186802001043	8699	FLORIDA HEAD START ASSOCI 850-6948477 FL	M875.00

STATEMENT DATE 02-28-22	ACCOUNT NUMBER <i>[REDACTED]</i>	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,077.71
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 18.36
		STATEMENT TOTAL 2,059.35
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

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

Handwritten: 7/17/22

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

**N0005842

MEMO STATEMENT

Account Number

Statement Date

02-28-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-02	02-01	24492152032740141298367	8999	SQ *MILES TO WASH TALLAHASSEE FL	M40.00
02-02	01-31	24892162032100577887190	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
02-07	02-06	24011342037000058292434	4814	ZOOM.US 888-799-8886 WWW.ZOOM.US CA	M199.90
02-07	02-04	24055232036200288200170	7933	DISTRICT 850 TALLAHASSEE FL	M260.82
02-14	02-11	24892162049100097785305	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00
02-16	02-15	24943002047400647000440	5812	SONNY'S BBQ #10 TALLAHASSEE FL	M75.24
02-21	02-17	24892162049100613702168	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.50
02-28	02-21	24692162053100710281812	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
02-28	02-28	24892162058100825529071	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.01

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-28-22	[REDACTED]		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	795.27
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	795.27
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	5,000.00



**HANCOCK
WHITNEY**

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

*60
2/7/22*

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

**N0007375

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

02-28-22

STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-28	24435852028083742885567	7393	DTIS FINGERPRINT SERV FAIRFAX VA	M70.13
02-09	02-08	24492152040852785482167	4816	SMARTHORIZONS 850-475-4041 FL	M799.00
02-28	02-24	24164072056105001041467	5943	STAPLES 00110726 TALLAHASSEE FL	M48.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-28-22	[REDACTED]		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND	
		OTHER CHARGES	917.13
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	917.13
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

Handwritten: 3/7/12

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014CEAA - 004802 - 0001 - 0001 - 2



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

**N0004802

MEMO STATEMENT

Account Number



Statement Date

02-28-22

STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-16	02-15	24431062047400183000211	5251	ACE HDWE APALACHICOLA FL	M54.90
02-16	02-15	24431062047400183000104	5251	ACE HDWE APALACHICOLA FL	M76.87
02-21	02-18	24445002050000826324888	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M374.00
02-24	02-24		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-28-22			
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES	540.77
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	540.77
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

Handwritten: 3/7/22

HANCOCK WHITNEY BANK
PO BOX 81750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014CFAA-005422-0001-0001-2

MEMO STATEMENT

Account Number

~~XXXXXXXXXXXX~~

Statement Date

02-28-22



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

**N0005422

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-08	02-07	24431062038083262401442	4784	SUNPASS*ACCC111752084 888-885-5382 FL	M5.70

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-28-22	XXXXXXXXXXXX	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 5.70
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 5.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
WHITNEY**

GC
3/1/22

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

0014CEBA - 004466 - 0001 - 0001 - 2

MEMO STATEMENT

Account Number

Statement Date

02-28-22



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

**N0004466

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-28	01-27	24892162027100292907001	5989	INDEED 203-564-2400 CT	M501.37
01-31	01-29	24445002030300501778879	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0568673897 ARRIVAL: 01-22-22	M899.93
02-02	02-01	24692162032100096184875	5989	INDEED 203-564-2400 CT	M59.95
02-02	01-31	24445002032300607834881	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0687603855 ARRIVAL: 01-29-22	M199.98
02-03	02-02	24491062033700709709393	9399	FDLE CCHINET 850-410-8161 FL	M25.00
02-07	02-04	24492152035743244973655	7999	EB LEON WORKS EXPO 801-413-7200 CA	M54.67
02-09	02-07	24013992039000775647853	5812	RED PIRATE FAMILY GRILL & 850-6701090 FL	M53.98
02-16	02-15	24491062046700790408082	9399	FDLE CCHINET 850-410-8161 FL	M25.00
02-16	02-15	24491062048700790411482	9399	FDLE CCHINET 850-410-8161 FL	M25.00
02-21	02-19	24692162050100843313659	5989	INDEED 203-564-2400 CT	M500.23

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,145.11
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,145.11
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



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

Visa BusinessCard
 Statement of Account
 Issued by Hancock Whitney Bank



00000009 - 016159 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

02-28-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-28	24431062029400678002450	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-31	01-28	24431062028400555004711	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
02-14	02-11	24137462043500998394387	5331	FIVE BELOW # 948 TALLAHASSEE FL	M25.00 ✓
02-24	02-24		0000	ANNUAL FEE	M35.00 ✓
02-24	02-23	24445002055400169084998	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M84.19 ✓
02-25	02-24	24122592055027011372891	9399	CITY OF APALACHICOLA APALACHICOLA FL	M150.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 338.85
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 338.85
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MARCH 2022

Administrative

- Thomas Howell Ferguson has begun the audit of FY 2019-2020.
- 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 May 17. Working with DEO to reallocate funds for Stage 3 direct client services.
- Head Start Focus Area 1 Monitoring took place the Week of April 18.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- Getting Ahead classes are underway with Transition Ceremony scheduled for June 9.
- DEO Monitoring scheduled for May 23-27 at the main office of LIHEAP, CSBG, and WAP.
- DEO has requested that Capital Area take over the Weatherization Assistance Program from the Suwanee River Economic Council. They gave up their contract. They serve nine counties east of our region.
- Head Start is proposing a summer extension program at the Royal Head Start Center or six weeks. Staffing is still being arranged and a tentative budget is available.
- Franklin County requested a proposal to administer the State Housing Initiatives Partnership (SHIP) which could help leverage Weatherization Assistance Program services in that county.

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.



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- 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

- 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: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: April 19, 2022

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

Staffing

Full staff but for one classroom. We are still under enrolled with only 294 students out 378 slots available.

Facilities

Franklin renovations will commence now that a lease has been executed. A new playground will go in at Franklin's location. The City Building Department has been contracted about building permits.

Curriculum

HATCH *Ignite* activity continues to increase with 30-minutes a week the goal.

Enrollment

New enrollments for this school year have ended. Registration and enrollment is now open for 2022-2023 school year. New school year calendars have been released and will be presented at the next meeting.

Federal and State Regulations

Federal Monitoring for Focus Area 1 is taking place currently. The Region IV update reports A Cost of Living Adjustment will be coming from HHS and a recurring Quality Improvement grant. This will permit an increase in wages for staff.

A summer childcare program is being proposed for Royal. This is not summer Head Start.



United Way of the Big Bend

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**CAPITAL AREA COMMUNITY ACTION AGENCY, INC.
2022 CEO PERFORMANCE EVALUATION TIMELINE**

DATE	ACTION
4/26/22	Meeting of Executive Committee to review process for CEO evaluation and contract renewal. Board members may discuss the questionnaire, the evaluation process and timeline, as well as the contract. Board Chair may choose to appoint a committee to work on the contract renewal.
5/3/22	Executive Committee deadline to send suggested changes to CEO Performance Evaluation Survey form to Nina.
5/6/22	Deadline for CEO to submit 2021 - 2022 Accomplishments to Nina for inclusion in the Performance Evaluation package to be sent to the Board.
5/13/22	Issue CEO Performance Evaluation Survey package to the full Board. Package includes Survey Monkey questionnaire for review period 7/1/21 - 6/30/22 and CEO Accomplishments 2021 - 2022.
5/24/22	Closed discussion of CEO Performance at full Board meeting. Discussion does not include CEO.
6/1/22	Deadline for Board members to complete the evaluation survey on Survey Monkey. All evaluation questions that are scored 5-Outstanding, 2-Below Expectations or 1-Unsatisfactory MUST include written comments to document the reason for the score. These comments will be included in the final evaluation document.
6/8/22	Copy of the final CEO evaluation document to the Chair for review and approval.
6/15/22	Copy of final evaluation document to all Board members and CEO.
6/28/22	The Executive Committee will meet with CEO to share and discuss evaluation, and for signatures. Executive Committee will also discuss and approve merit increase as outlined in the new contract, if applicable.
7/1/22	New CEO Contract begins.

**CAPITAL AREA COMMUNITY ACTION AGENCY, INC.
2022 CEO CONTRACT RENEWAL TIMELINE**

DATE	ACTION
4/26/22	Meeting of Executive Committee to review process for CEO contract renewal. Board members may discuss the contract, and any changes they would like to see addressed in the new contract. Board Chair may choose to appoint a committee to work on the contract renewal.
5/3/22	Executive Committee deadline to send suggested changes to CEO contract form to Nina.
5/6/22	Deadline for CEO to submit suggested changes to the new contract to Nina so they can be included in the draft to be sent to the Board.
5/10/22	Leave open for a TEAMS meeting with Chair or Contract Committee if needed to discuss proposed contract.
5/24/22	Closed discussion of CEO contract at full Board meeting. Discussion to include CEO.
6/1/22	Draft of final contract to Chair for review and approval.
6/3/22	Final contract to CEO for review and approval.
6/28/22	The Executive Committee will vote on final contract document to be signed by Chair and CEO.
7/1/22	New CEO Contract begins.