

# Capital Area Community Action Agency

**Head Start Policy Council Meeting**  
**Zoom ID# 999.038.9957 Code 642453**  
**June 16, 2022**  
**6:00 p.m.**

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
  - a. Policy Council Minutes
5. Action
  - a. Financial Report
  - b. Personnel Actions
  - c. 2022 Head Start Refunding Application
6. Director's Report
7. What's Working and What's Not- *Summer Edition*
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

---

**Next Meeting: July 21, 2022**



309 Office Plaza Drive • Tallahassee, Florida • 32301 •  
850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Head Start Policy Council Meeting

## Minutes

May 19, 2022

6:00 pm

1. Meeting called to order at 6: 04pm
2. Darrel James took roll call. Representatives present included the following: Quineldra Jackson, Samantha Jagwansingh, Alexis James, Katisa Donaldson, Sheena Salter, Angela Parks and Melissa Miller.

Capital Area Community Action Agency staff present included the following people: Venita Treadwell, Tim Center, Darrel James, and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- All present members of Policy Council reviewed the minutes. Members consent to accept the minutes as written.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue and expenditures are at 46% and 44% respectively with a restrictive income of approximately \$61,235. Non-federal share match is at 61%. We are over benchmark budget in training and staff development, staff screenings, and program supplies. No questions regarding the financial report.

Motion made by Katisa Donaldson to accept the financial report and seconded by Quineldra Jackson. None opposed, all in favor. Motion passed.

- b. Parent Activity Fund- Tim Center discussed with the Policy Council the idea of possibly using the Parent fund to pay for approximately 3 months of our Zoom account we utilize to involve all the parents in the parent meetings/ trainings and performances by our students on a monthly basis. Tim asked for ideas or questions/ concerns. There was none.

Motion made by Angela Parks to use the parent activity fund to pay for the Zoom service and seconded by Katisa Donaldson. None opposed, all in favor. Motion passed.

- c. Personnel Actions- No personnel actions at this time. Darrel presented 2 candidates for consideration for hire as Family Advocates. Alexis Leyva has passed her background check and reference check. Jaquinta Lloyd was also presented to the council for hire but is pending background screening.

Motion made by Katisa Donaldson to approve the hire of Alexis Leyva and Jaquinta Lloyd (pending background screening) as Family Advocates and seconded by Quineldra Jackson. None opposed, all in favor. Motion passed.

- d. Cost of Living Adjustment- Tim reviewed the \$84,340 COLA and the \$19,672 Quality Improvement grant. Tim would like to award a 2.28% adjustment to all pay scales in the Head Start program. This will be retroactive to October 1, 2021 and will use \$60,136.86 of the funds. The remaining money will be utilized to pay staff that are paid less than \$13.00 an hour (\$7,000). Approximately \$37,000 will be left. The agency is moving towards providing a minimum \$15.00 an hour salary. A 5% increase will be for management staff, center directors, coaching staff (\$14,000), and effective May 14, 2022. Remaining dollars will be used for Franklin County renovations.

Motion made by Angela Parks to approve the Cost of Living Adjustment Plan and Quality Improvement proposal and seconded by Alexsis James. None opposed, all in favor. Motion passed.

- e. 2022-2023 Head Start Calendar- Leon County and Jefferson County are identical for the school year and due to holidays Franklin County is different. Students will report August 10, 2022 in all counties and spring break will be the same in all counties. Review the attached calendar. Angela asked would Franklin County return a week before to help with the transition to new building. Tim stated teachers would not be responsible for the move so they will return as normal.

Motion made by Angela Parks to approve the adoption of the 2022-2023 Head Start school calendar and seconded by Katisa Donaldson. None opposed, all in favor. Motion passed.

- 6. Director's Report- Tim reviewed the attached report (see attached). Franklin County renovations will begin June 1 in Franklin County. Leon County Schools will be taking two of their classrooms back at South City however; staff has been in communication with Governors Charter School to utilize 3 of their classrooms. Tim discussed the 6- week Summer Program being offered at Louise B. Royal. This is not a Head Start program. Ms. Treadwell went into further detail about the program. Parents can utilize their ELC School Readiness certificate or pay a fee out of pocket.

#### 7. Center Updates

Alexsis James stated everything is going good. The only concern she had was about the summer program, however Darrel James clarified the concerns. Angela Parks said everything is going well and gave kudos to the Behavior Specialist. Transition went well and everyone is looking forward

to next year in the new building. Samantha stated there were no concerns and she is pleased how teachers and staff handled the transition of children getting out of school or going to Kindergarten. Melissa Miller stated everything is going good and she enjoyed the drive thru graduation. Melissa asked for clarification on the last day of school and make up days. Ms. Treadwell explained that children in the VPK program are required to do make up days for any days the center was closed down due to COVID. Mabry has to make up 9 days and Louise B. Royal has to make up 3 days. Quineldra enjoyed the Zoom transition ceremony and was happy her grandma was also able to watch since it was on zoom. Sheena enjoyed the zoom transition program and the drive thru. The teachers were supportive and the kids look forward to the sneaker ball.

8. Office of Head Start Updates: No Office of Head Start updates.
9. Chairperson's Report: Melissa stated she enjoyed the Building Better Boards training she attended and has a better understanding of her purpose on the Board.
10. Other Business: Tim reminded members that we still meet during the summer months.
11. The meeting was adjourned 7:17 p.m.

**Head Start Financial Statement Narrative  
For the Seven Months Ending April 30, 2022  
Capital Area Community Action Agency**

As of April 30, 2022, we have completed seven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 58-70%. At month end, the Year to Date Actual Revenue and Expenses are 57% and 55% respectively with a restricted income of \$129,470.

Year to Date Non-Federal Share (NFS) Match reported totals \$427,460 of the \$620,300 total match required for the grant period ending September 30, 2022.

**Expenditure Variances and Explanations**

The Head Start 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 ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. 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.

Staff Screenings - is over the budget benchmark due to an influx of new employees and re-screening of current employees for compliance.

Program Supplies – is slightly over benchmark with a number of purchases related to Covid protocols but should come back into line during the summer months.

**Contractual Services – Health/Disabilities – is over the benchmark budget with EOY assessments but will come into line over the summer months.**

**Special Events – is over budget but is offset but the Special Events revenue account which is also over budget and funded through contributions and other support to cover unallowable but essential items.**

**Training and Technical Assistance – is slightly over the benchmark budget but will come into line over the summer months with little to no activity during the next couple of months.**

**Capital rea Community Action Agency  
Head Start Programs - Statement of Revenues and Expenditures  
For the Seven Months Ended April 30, 2022**

	58-70%	Total Budget · Current Year		Total Budget Variance -	
		Original	Actual	Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,306,159	2,339,693	(1,966,466)	54%
Government Contracts - STATE	4010	453,336	356,560	(96,776)	79%
Government Contracts - LOCAL	4020	55,000	42,369	(12,631)	77%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Contributions- Restricted	4210	0	250	250	100%
Special Events	4300	2,000	5,529	3,529	276%
Commissions-Vending/Photo	4320	0	3,776	3,776	100%
Other Revenue	4995	0	2,618	2,618	100%
<b>Total Revenue</b>		<u>4,824,554</u>	<u>2,758,854</u>	<u>(2,065,699)</u>	57%
<b>Expenditures</b>					
Salaries & Wages	6010	2,123,926	1,249,349	874,577	59%
Fringe	6110	615,515	362,234	253,280	59%
<b>Staff Screenings</b>	<b>6180</b>	<b>2,776</b>	<b>1,965</b>	<b>811</b>	<b>71%</b>
Indirect Costs	6210	514,346	291,811	222,535	57%
Travel - In Area	6310	2,000	869	1,131	43%
Office Supplies	6410	13,500	3,723	9,777	28%
<b>Program Supplies</b>	<b>6415</b>	<b>23,724</b>	<b>17,928</b>	<b>5,797</b>	<b>76%</b>
Classroom Supplies	6420	55,810	17,126	38,684	31%
Kitchen Supplies	6430	29,889	8,717	21,172	29%
Medical/Dental Supplies	6440	1,650	0	1,650	0%
Copies/Printing/Copier	6510	10,800	6,050	4,750	56%
Postage and Delivery Expense	6600	1,600	992	608	62%
Contractual Services/Professional	6710	104,115	4,935	99,180	5%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>205,007</b>	<b>154,476</b>	<b>50,531</b>	<b>75%</b>
Rent/Space Cost	6810	220,651	120,563	100,088	55%
Utilities	6820	112,400	51,629	60,771	46%
General Liability and Property Insurance	6830	20,500	13,747	6,753	67%
Communications	6840	42,000	28,828	13,172	69%
Repairs & Bldg Maintenance- Recurring	6850	117,000	77,093	39,907	66%
Repairs & Bldg Maintenance -	6855	52,519	11,502	41,017	22%
Equipment Maintenance	6910	18,250	10,217	8,033	56%
Vehicle Expense	6920	25,000	11,469	13,531	46%
Equipment Lease	6930	7,750	3,131	4,619	40%
Technology	6940	32,500	17,559	14,941	54%
Fees, Licenses, and Permits	7010	2,100	563	1,537	27%
Dues/Subscriptions	7020	5,500	2,610	2,890	47%
<b>Special Events</b>	<b>7110</b>	<b>3,000</b>	<b>3,588</b>	<b>(588)</b>	<b>120%</b>
Client Assistance	7210	4,484	1,083	3,401	24%
Equipment (\$5,000 or more)	7310	153,441	0	153,441	0%
Expendable Equipment	7320	21,500	0	21,500	0%
Registration Fees	7410	0	27	(27)	
Meetings/Workshops/Training	7420	5,800	1,563	4,237	36%
Training/Staff Development	7430	1,900	1,170	730	
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>40,998</b>	<b>31,785</b>	<b>9,213</b>	<b>78%</b>
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	11,500	3,253	8,247	28%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,403	117,827	99,576	54%
<b>Total Expenditures</b>		<u>4,824,554</u>	<u>2,629,384</u>	<u>2,195,170</u>	55%
Excess Revenue over (under) Expenditures		0	129,470	129,470	

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending April 30, 2022

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		37,369			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		238,101			
VPK/SR		143,932			
	<b>620,300</b>	<b>427,460</b>	<b>69%</b>	<b>192,840</b>	<b>31%</b>

Head Start CC Expenses April 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	7435	000	4/27/2022	1,500.00	# 6700, TIM CENTER, VISA, 4/27/2022, FACA, 2 HS STAFF
HANCOCK CC	1064	7435	255	4/27/2022	690.00	# 6700, TIM CENTER, VISA, 4/27/2022, UPHS, 6 HS STAFF
HANCOCK CC	1064	7435	255	4/27/2022	999.00	#0419, KRISTIN JACKSON , VISA 4/27/2022 (JAMES&ROLLE)
HANCOCK CC	1064	7435	255	4/27/2022	20.00	#4466, DARREL JAMES, VISA, 4/27/2022, BAGGAGE K SMITH FACA
HANCOCK CC	1064	7435	255	4/27/2022	20.00	#4466, DARREL JAMES, VISA, 4/27/2022, BAGGAGE K SMITH FACA
HANCOCK CC	1064	6920	255	4/27/2022	40.00	#4466, DARREL JAMES, VISA, 4/27/2022, CAR WASH HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2022	53.00	#4466, DARREL JAMES, VISA, 4/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2022	61.01	#4466, DARREL JAMES, VISA, 4/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2022	53.00	#4466, DARREL JAMES, VISA, 4/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2022	56.01	#4466, DARREL JAMES, VISA, 4/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	7435	255	4/27/2022	857.20	#4466, DARREL JAMES, VISA, 4/27/2022, TICKET, D JAMES
HANCOCK CC	1064	7435	255	4/27/2022	219.20	#4466, DARREL JAMES, VISA, 4/27/2022, TICKET, K SMITH FACA
HANCOCK CC	1064	7435	255	4/27/2022	857.20	#4466, DARREL JAMES, VISA, 4/27/2022, TICKET, N ROLLE
HANCOCK CC	1064	7435	255	4/27/2022	219.20	#4466, DARREL JAMES, VISA, 4/27/2022, TICKET, N ROLLE FACA
HANCOCK CC	1064	7420	255	4/27/2022	199.90	#4466, DARREL JAMES, VISA, 4/27/2022, ZOOM
HANCOCK CC	1064	6920	255	4/27/2022	62.00	#4466, DARREL JAMES, VISA, 4/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6850	251	4/27/2022	70.96	#6982, FATIMA OLEABHIELE ALEXANDER, VISA, 4/27/2022, ACE
HANCOCK CC	1064	7435	255	4/27/2022	10.50	#8165, NICHELE RICHARDS ROLLE, VISA, 4/27/2022, SUNPASS
HANCOCK CC	1064	7450	258	4/27/2022	4.67	#7366, NINA SINGLETON SELF, VISA, 4/27/2022, INDEED-COOK
HANCOCK CC	1064	7450	255	4/27/2022	551.33	#7366, NINA SINGLETON SELF, VISA, 4/27/2022, INDEED-FAMADV
HANCOCK CC	1064	7435	255	4/27/2022	1,850.00	#7366, NINA SINGLETON SELF, VISA, 4/27/2022, JAMES & ROLLE
HANCOCK CC	1064	6420	250	4/27/2022	7.92	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6420	251	4/27/2022	3.96	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6420	251	4/27/2022	31.45	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6420	252	4/27/2022	7.60	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6420	252	4/27/2022	7.92	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6420	256	4/27/2022	15.84	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6420	256	4/27/2022	26.96	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6420	258	4/27/2022	3.96	#5810, VENITA TREADWELL, VISA, 4/27/2022, CLSRM SUPPLIES
LOWES	1064	6420	256	4/4/2022	244.15	#82130109106598, HEAD START, CLASSROOM SUPPLIES, APRIL

**Total 8,743.94**





*Ed*  
*5/15/12*

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

0014ENAAA - 016205 - 0001 - 0002 - 2

**MEMO STATEMENT**

Account Number

Statement Date

04-27-22



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

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-04	03-31	24692162091100314481424	5542	GATE 1194 Q80 TALLAHASSEE FL	M56.01
04-06	04-04	24692162095100738536841	5542	GATE 1194 Q80 TALLAHASSEE FL	M62.00
04-07	04-06	24011342096000041230143	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
04-11	04-08	24943002098634001127948	3001	AMERICAN AIR0012419349351 FORT WORTH TX KIMBERLY SMITH DEPARTURE: 05-10-22 TLH MQ B MIA MQ B TLH	M20.00
04-11	04-08	24943002098634001127955	3001	AMERICAN AIR0012419350089 FORT WORTH TX KIMBERLY SMITH DEPARTURE: 05-10-22 TLH MQ B MIA MQ B TLH	M20.00
04-11	04-08	24692162098100515482737	8999	SQ *MILES TO WASH TALLAHASSEE FL	M40.00
04-11	04-08	24943002098634001121529	3001	AMERICAN AIR0012419306387 FORT WORTH TX SMITH/KIMBERLY DEPARTURE: 05-10-22 TLH MQ B MIA MQ B TLH	M219.20
04-11	04-08	24943002098634001121537	3001	AMERICAN AIR0012419306388 FORT WORTH TX THOMAS/SYBIL DEPARTURE: 05-10-22 TLH MQ B MIA MQ B TLH	M219.20
04-11	04-08	24943002098634001147052	3001	AMERICAN AIR0012419310161 FORT WORTH TX RICHARDS/NICHELE DEPARTURE: 05-10-22 TLH MQ B MIA MQ B TLH	M239.20
04-13	04-11	24692162102100418711632	5542	GATE 1194 Q80 TALLAHASSEE FL	M61.01
04-18	04-15	24692162106100737247447	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.00
04-25	04-23	24692162114100116770019	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.00
04-27	04-25	24717052116871160928891	3058	DELTA AIR 0062313011500 DELTA.COM CA JAMES/DARREL J DEPARTURE: 05-01-22 TLH DL B ATL DL B BWI DL T ATL DL T TLH	M857.20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 2,956.92
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 2,956.92
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 5,000.00



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

04-27-22

0014ENVA - 016205 - 0002 - 0002 - 2

TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
04-27	04-25	24717052116871160928909	3058	DELTA AIR 0062313011501 DELTA.COM CA RICHARDS/NICHLE DEPARTURE: 05-01-22 TLH DL B ATL DL B BWI DL T ATL DL T TLH	M857.20	



**HANCOCK  
WHITNEY**

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

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank



00000000 - 015036 - 0001 - 0001 - 2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number

Statement Date

04-27-22

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-07	04-06	24755422097130973814845	8299	CHILDCARE EDUCATION INSTI 770-5649667 GA	M999.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 999.00
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 999.00</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
*Statement of Account*  
Issued by Hancock Whitney Bank

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



00000009-012566-0001-0001-2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number

[REDACTED]

Statement Date

04-27-22

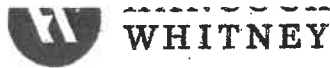
**STATEMENT MESSAGES**

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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-14	04-13	24431062104400180001162	5251	ACE HDWE APALACHICOLA FL	M70.96

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 70.96
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 70.96</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>



WHITNEY

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

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

5/15/14

00148VAA-005382-0001-0001

MEMO STATEMENT

Account Number

Statement Date

04-27-22

|||||  
NICHELE RICHARDS  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729  
\*\*NC005382

STATEMENT MESSAGES

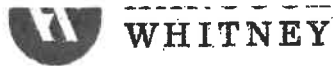
Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-04	04-01	24226382092400006598677	5411	WAL-MART #4520 TALLAHASSEE FL	M200.00
04-06	04-05	24431062095088276090769	4784	SUNPASS*ACC111752084 888-865-5352 FL - ?	M10.50
04-14	04-13	24226382104400006406083	5411	WAL-MART #4520 TALLAHASSEE FL	M200.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-22		NEW PURCHASES AND OTHER CHARGES 410.50
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 410.50</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

*Handwritten signature*



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

04-27-22

0014ENAAA - 004450 - 0001 - 0001 - 2

|||||  
NINA SINGLETON  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729  
\*\*N0004450

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-04	04-01	24692162091100866762775	8999	INDEED 203-564-2400 CT	M55.63
04-19	04-18	24692162108100641399969	8999	INDEED 203-564-2400 CT	M500.37
04-25	04-22	24137552113630155265030	8220	UCONN MARKETPLACE 860-4866454 CT	M1,850.00

*MS*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 2,406.00
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 2,406.00</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 10,000.00</b>

*Be  
5/15/12*



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

visa BUSINESS  
**Statement of Account**  
Issued by Hancock Whitney Bank

0014ENVA - 004280 - 0001 - 0001 - 2



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

\*\*N0004280

**MEMO STATEMENT**

Account Number

Statement Date

04-27-22

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-01	03-31	24906412090143856666103	5818	BLN*GINGER SOFTWARE IN 866-3127733 MA	M74.88
04-05	04-04	24943002094634001192961	3001	AMERICAN AIR0012418315795 FORT WORTH TX CENTER/TIMOTHY DEPARTURE: 04-28-22 TLH MQ:G MIA MQ S TLH	M369.20
04-07	04-05	74943002098978000721426	3001	AMERICAN AIR0012418315795 FORT WORTH TX CENTER/TIMOTHY DEPARTURE: 04-28-22 TLH AA G MIA AA S TLH	M70.00cr
04-07	04-05	24388942096680195111939	8299	FLORIDA ASSOCIATION.FO 850-2244774 FL	M750.00
04-07	04-05	24388942096630195111947	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M750.00
04-13	04-11	24388942102630183137203	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M750.00
04-18	04-16	24943002106700794294326	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
04-19	04-18	24055232109400621190847	9399	NIC*-FL SUNBIZ.ORG EGOV.COM FL	M70.00
04-19	04-18	24055232109400621193171	9399	NIC*-FL SUNBIZ.ORG EGOV.COM FL	M70.00
04-19	04-18	24692162108100620151597	8398	IN *LEADERSHIP.FLORIDA ST 850-5211220 FL	M575.00
04-20	04-19	24011342109000039478295	4814	ZOOM.US 888-799-8686 WWW.ZOOM.US CA	M299.90
04-21	04-20	24692162110100241966213	5968	GAN*1558TALLHDEMOCCIRC 888-426-0491 IN	M73.10
04-21	04-20	24559302110900011206219	8398	UNITED PARTNERS FOR HUMAN 850-2968330 FL	M3,680.00

*MS*

*partial MS*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 7,477.07
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 70.00
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b> 7,407.07
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 22,000.00



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank

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



00000000 - 016/22 - 0001 - 0001 - 2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

04-27-22

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-12	04-11	24455012101141005121566	5411	WAL-MART #4520 TALLAHASSEE FL	M74.16
04-14	04-13	24137462104001561043747	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M31.45
04-15	04-14	24692162104100083123301	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M3,588.45

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 3,694.06
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 3,694.06</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>



**Lowe's® Business Advantage**

CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

VISIT US at [www.lowes.com/credit](http://www.lowes.com/credit)  
Customer Service: 1-800-444-1401

1-2

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$244.15
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$244.15</b>
Credit Limit	\$11,000.00
Available Credit	\$10,755.00
Statement Closing Date	05/02/2022
Days in Billing Cycle	30

Payment Information	
New Balance	\$244.15
Total Minimum Payment Due	\$29.00
Payment Due Date	05/28/2022

**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
04/11/2022	\$244.15	No Interest With Payment	\$0.00	\$0.00	\$244.15	07/02/2022

**Transaction Summary**

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
04/11	04/11	05120	STORE 0417 TALLAHASSEE FL	\$244.15

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: 1RTT595, or call toll-free 1-800-444-1408.

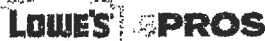
**PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.**

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

7009, 0009 YHG 1 7 2 220502 PAGE 1 of 5 9296 0011 8508 01FB7009 2381

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

Account Number: [REDACTED]



Total Minimum Payment Due	Payment Due Date	New Balance
\$29.00	05/28/2022	\$244.15



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

238117  
M304



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



00029000051389 000290000024415 000798213 0109106 59822



PO Box 4019  
 Gulfport, MS 39502-4019  
 Return Service Requested



Page: 1 of 2

Statements Dates  
 04/01/2022 - 04/30/2022

Account Number:

3182 000000 002  
**CAPITAL AREA COMMUNITY ACTION AGENCY  
 HEAD START POLICY COUNCIL  
 PARENT ACTIVITY FUND  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301**

Images:

1

\* **IMAGE** \* **EO**

*Handwritten signature*

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812  
 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS.**

**Checking Account Summary**

PREVIOUS BALANCE	1,056.70	AVERAGE BALANCE	
+ 1 CREDITS	.01		1,056.70
- 1 DEBITS	.01	YTD INTEREST PAID	
- SERVICE CHARGES	.00		.00
+ INTEREST PAID	.00		
ENDING BALANCE	1,056.70		

\*\*\*\*\* CHECKING ACCOUNT TRANSACTIONS \*\*\*\*\*

● **Deposits and Other Credits**

Date	Amount	Description	Date	Amount	Description
04/20	0.01	DEPOSIT			

● **Checks**

Date	Serial	Amount	Date	Serial	Amount
04/20		0.01			

● **Balance By Date**


Date	Balance	Date	Balance	Date	Balance
03/31	1,056.70	04/20	1,056.70		



000000002



3182 3544  
 Page: 2 of 2  
 Close Date: 04/30/2022  
 Account Number:

User: 831-0014 Cash Desc: 40524 Journal Seq: 16 Accr Date: 4/20/22 Calendar Date: 2022 04 20 11:52 DI Tran Name: WH-DR-04202204 Cost Center: 4405 Tran Description: Withdrawal Check 01	 <b>DDA Withdrawal Ticket</b> <b>DDAWDL</b>
Account Number: Date: 04/20/2022 11:52:34 AM Amount \$ 0.01	

04/20/2022 \$ .01

