

Capital Area Community Action Agency

**Conference Call in
Executive Committee Meeting
Agenda
Wednesday, August 31, 2022
309 Office Plaza Drive, Tallahassee, FL**

I. Call to Order	Quincee Messersmith – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Executive Committee Meeting Minutes – June 28, 2022		2-4
B. Financial Report	Kate Beam	
• Narrative		5-8
• Revenue & Expenditures Agency-wide		9-10
• Balance Sheet		11
• Revenue & Expenditures – major programs		12-17
• Head Start Non Federal Share Match		18
• Head Start Credit Card Activity		19-25
V. Chief Executive Officer's Report	Tim Center	
VI. Head Start - update	Tim Center	26
VII. Chair's Report		
III. Adjournment		

Next Executive Committee Meeting 10/25/2022 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 09/27/2022 – 6:00 pm – Ghazvini Center for Healthcare Education



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
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Capital Area **Community Action** Agency

Executive Committee Meeting Minutes June 28, 2022

Members in Attendance:

Quincee Messersmith, Chair
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 5:38 PM, by the Chair. A quorum was established.

Mr. Center asked that the Agenda be amended to reflect the Presentation of the FY 2020-2021 Annual Audit by Thomas Howell Ferguson.

The Chair asked for a motion to approve the amended agenda. Ms. Edgar, made a motion to approve the agenda. It was seconded by Mr. Couch, and was unanimously approved.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of April 26, 2022. Ms. Edgar, made a motion to approve the minutes of April 26, 2022. It was seconded by Mr. Couch, and unanimously approved.

Ms. Edgar asked why are the timelines different? Mr. Center explained that when the Chief Executive Officer's Contract (CEO) starts in the renewal year the timelines are different.

For Information Purposes – Annual Audit

Mr. Taylor Harmon, Thomas Howell Ferguson presented the audit of the financial statements of Capital Area Community Action Agency, Inc., (the Agency as of and for the year ended September 30, 2021. Thomas Howell Ferguson will file the findings with the federal government June 30, 2022. Mr. Center said Thomas Howell Ferguson will attend the July 26, 2022, Board meeting to report in detail on the Agency's financial statements.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the seven months ending April 30, 2022. She said that we have completed seven months of the fiscal year, and as a benchmark, expect the year-to-date actual expenses and revenue to be around 58% of the annual budget with some Head Start expenses closer to 70%. At month end, the Year to Date Actual Revenue and Expenses are 50% and 47% respectively, with a restricted net income of \$408,602.

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

Head Start Refunding Application

Mr. Center, Chief Executive Officer (CEO), reported that we have a five-year grant from the Department of Health and Human Services (HHS) that will be filed by July 1st. He said that each year we submit a refunding application which is an update on the previous year's goals, and any modifications for the coming year.

Mr. Center said the refunding application was presented before the Policy Council, May 19, 2022, which was approved.

The Chair asked for a motion of the approval of the filing of the 2022-2023 Refunding Application for the Head Start Grant. Ms. Keel made a motion to approve the refiling of the 2022-2023 Refunding Application. It was seconded by Mr. Couch, and unanimously approved.

CEO REPORT

The Chief Executive Officer (CEO) presented the CEO report for the month of June 28, 2022. The CEO reported that Thomas Howell Ferguson completed the audit of FY 2020-2021.

The CEO reported that the DEO Monitoring of LIHEAP, CSBG, and WAP was completed with no findings.

The CEO reported that the Disaster Supplemental Recovery Funding Grant (DSRF) is in the final months of the grant year. The Agency is working with DEO to reallocate funds through September 30, 2022. Mr. Center said there may be some funding available from Suwannee River Economic Council.

The CEO reported that the Franklin County Commission voted to approve the Agency to lead the State Housing Initiative Partnership Program Funds (SHIP), administered by the Florida Housing Finance Corporation, to facilitate renovations, rehabilitations, and substandard housing for low-income families and may provide some reconstruction work, for low-income families purchasing a home.

The CEO emphasized the importance of increasing Board members. He said the Low-income Sector is the area that the Board will need to focus their efforts to increase members.

Regular monthly Head Start Management calls with Region IV HHS Office Specialist are held. The regular monthly meetings continue with Jim McShane, Career Source Capital Region, UPHS, FACA, Leadership Florida Conference, and Annual meetings.

The CEO said the Mr. Kenneth Taite, Project Manager Franklin County Head Start Center, is waiting on approval of a completed drawing to complete the renovations of the Head Start Center.

CHAIR'S REPORT

Ms. Self reported that she is unable to submit the results of Chief Executive Officer's Evaluation (CEO). Ms. Self said she has not received all of the Board members responses. She asked Board members to review the Contract in detail, to review the changes to the Contract.

Once the Contract is approved, the Chair will review with the CEO. It will then be shared with the Board.

Meeting adjourned at 7:07 PM.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the 9 Months Ending June 30, 2022
Capital Area Community Action Agency**

As of June 30, 2022, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 58% and 58% respectively, with a restricted net income of \$97,029.

Non-Federal Share (NFS) Match as of June 30, 2022 is \$497,608 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.

**Financial Statement Narrative
For the 9 Months Ending June 30, 2022
Capital Area Community Action Agency**

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:

Agency Wide Variances

- **FICA** – is slightly over benchmark budget and is forecasted to go over budget by 15-20K with the remaining payrolls. FICA is .0765 of salaries so while predictable, the budget number for FRINGE has not changed since additional grants / salaries were added. The FRINGE fund currently has enough excess revenue to cover the additional expense.
- **Unemployment** – is over the benchmark budget and expected. After employees reach their thresholds, usually in the first quarter or beginning of the second quarter calendar year, then 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.
- **Program Supplies** - is slightly over the benchmark budget with additional supplies being purchased for Covid response but should align with the Head Start percentages and fall within acceptable range for year end.
- **Contractual Services** – Health/Disabilities – is over the benchmark budget for agency wide range but it is exclusively a Head Start program expense so lines up with the Head start school year expense range.
- **Special Events** – is over budget and offset with over the budget revenue special events. These items pertain to Head Start extras that are unallowable for grant expenditures.
- All Training Categories are currently slightly over the benchmark budget but should come closer to an acceptable variance during the summer months with little training anticipated.
- **Miscellaneous Expenses** – increased due to a prior year audit adjustment affecting current year fund Talquin Assistance Program.
- **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 slightly over budget in CSBG and this overage will be considered in the next Mod.
- **Communications** – is slightly over budget in CSBG due to increased communication expenses.
- **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.

**Financial Statement Narrative
For the 9 Months Ending June 30, 2022
Capital Area Community Action Agency**

WAP Variances

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

Head Start Variances

- Program Supplies – is over budget. Fiscal will work with management to see if any of the current charges should be moved to classroom supplies or another line item with room.
- **Contractual Services / Professional – is over budget due to audit costs exceeding forecast. There is additional funding in Head start ARPA if needed.**
- Contractual Services – Health/Disabilities – is over budget due to a large number of assessments late in the year and current needs of our students. This should even out over the summer months but there is also funding available in Head Start ARPA.
- 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.
- **Client Assistance – is at budget due to lack of a budget line for that category.**
- **Equipment (\$5000 or more) – is at budget because there is no budget for this item but it needs to be charged to the Head Start grant before capitalizing it.**
- Registrations, Meetings / Workshops / Training and Training/Staff Development -are over budget due to a number of early school year opportunities as well as Covid related expenses. The total of these is a relatively small amount, and should remain under \$2000 for the year.
- **Training and Technical Assistance - is over benchmark budget and will go over budget with in-service training. There have been a number of opportunities to address needs and there is plenty of room in the remaining Head Start overall budget.**
- Advertising – is over budget due to an enrollment campaign.

LIHEAP ARPA Variances

- General Liability and Property Insurance - is over budget due to the DEO mandate requiring all LIHEAP expenses to be expensed here until these funds are depleted. The original budget prepared did not take into account the modifications to this program as they were unknown.
- **Communications – is also over budget due to the DEO mandate requiring all LIHEAP expenses to be expensed here until these funds are depleted. There are also a number of duplicate expenses due to change of service.**

**Financial Statement Narrative
For the 9 Months Ending June 30, 2022
Capital Area Community Action Agency**

- Fees, Licenses, and Permits – is at budget due to all LIHEAP expenses being charged to the ARPA grant until its funds are depleted. Fiscal and Management will work together to modify the original budget within the new Mod to take into account these changes.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 9 Months Ending June 30, 2022**

		75%	Total Budget Original	Current Year Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - FEDERAL - DIRECT	4000		4,306,159	2,784,505	(1,521,654)	65%
Government Contracts - Federal Indirect	4005		0	1,015	1,015	100%
Government Contracts - STATE	4010		10,390,017	5,613,315	(4,776,702)	54%
Government Contracts - LOCAL	4020		108,500	82,494	(26,006)	76%
Grants - Other Not-for-Profits	4100		42,231	12,715	(29,516)	30%
Grants - All Other Sources	4120		7,500	2,028	(5,472)	27%
Contributions	4200		149,000	1,553	(147,448)	1%
Contributions- Restricted	4210		24,101	3,597	(20,503)	15%
Special Events	4300		2,000	5,529	3,529	276%
Commissions-Vending/Photo	4320		0	5,181	5,181	100%
Interest Income	4950		0	34	34	100%
Fringe Pool Revenue	4960		850,000	644,949	(205,051)	76%
Indirect Pool Revenue	4970		682,428	488,497	(193,931)	72%
Other Revenue	4995		<u>1,000</u>	<u>13,121</u>	<u>12,121</u>	100%
Total Revenue			<u>16,562,935</u>	<u>9,658,532</u>	<u>(6,904,403)</u>	58%
Expenditures						
Salaries & Wages	6010		3,763,746	2,227,489	1,536,257	59%
Salaries & Wages - Subrecipient	6012		97,104	17,774	79,330	18%
Fringe	6110		1,142,573	645,697	496,876	57%
Fringe - Subrecipient	6112		0	6,386	(6,386)	10%
FICA	6120		200,000	167,470	32,530	84%
Unemployment	6130		40,000	36,107	3,893	90%
Workers Compensation	6140		40,000	36,258	3,742	91%
Health Insurance	6150		435,000	307,935	127,065	71%
Life Insurance	6160		30,000	21,118	8,882	70%
Retirement	6170		52,000	38,646	13,354	74%
Staff Screenings	6180		5,290	3,440	1,850	65%
Indirect Costs	6210		1,005,962	497,053	508,908	49%
Travel - In Area	6310		51,193	8,057	43,136	16%
Travel - Out of Area	6315		14,489	0	14,489	0%
Office Supplies	6410		57,800	19,929	37,870	34%
Program Supplies	6415		23,724	19,660	4,065	83%
Classroom Supplies	6420		55,810	25,767	30,043	46%
Kitchen Supplies	6430		29,889	9,570	20,319	32%
Medical/Dental Supplies	6440		1,650	0	1,650	0%
Copies/Printing/Copier	6510		45,841	20,387	25,454	44%
Postage and Delivery Expense	6600		20,981	4,049	16,933	19%
Contractual Services/Professional	6710		613,618	263,124	350,494	43%
Contractual Services – Health/Disabilities	6715		205,007	183,965	21,042	90%
Rent/Space Cost	6810		513,952	275,046	238,907	54%
Utilities	6820		171,922	79,685	92,238	46%
General Liability and Property Insurance	6830		71,191	51,188	20,003	72%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 9 Months Ending June 30, 2022**

Communications	6840	127,973	80,043	47,929	63%
Repairs & Bldg Maintenance- Recurring	6850	160,137	116,898	43,239	73%
Repairs & Bldg Maintenance -	6855	157,007	18,247	138,759	12%
Equipment Maintenance	6910	41,403	20,774	20,629	50%
Vehicle Expense	6920	112,469	56,398	56,071	50%
Equipment Lease	6930	18,368	9,057	9,311	49%
Technology	6940	84,237	28,015	56,221	33%
Fees, Licenses, and Permits	7010	6,675	2,082	4,593	31%
Dues/Subscriptions	7020	27,420	10,332	17,089	38%
Special Events	7110	3,000	3,588	(588)	120%
Client Assistance	7210	6,448,946	3,982,338	2,466,608	62%
Equipment (\$5,000 or more)	7310	250,561	11,887	238,674	5%
Expendable Equipment	7320	67,713	7,688	60,026	11%
Registration Fees	7410	15,600	1,705	13,895	
Meetings/Workshops/Training	7420	19,944	28,194	(8,250)	87%
Training/Staff Development	7430	1,900	2,501	(601)	
Training and Technical Assistance	7435	46,488	39,258	7,230	84%
Advisory/Board Member Expenses	7440	3,500	1,367	2,133	39%
Advertising	7450	49,548	8,156	41,392	16%
Parent Activities	7460	1,200	400	800	33%
Raw Food Cost	7510	217,402	128,407	88,995	59%
Miscellaneous Expenses	7520	0	34,113	(34,113)	100%
Legal Expenses	7530	8,000	1,808	6,193	23%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	3,700	2,448	1,252	66%
Total Expenditures		<u>16,562,935</u>	<u>9,561,503</u>	<u>7,001,432</u>	58%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>97,029</u>	<u>97,029</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending June 30, 2022**

	Current Period Balance
Assets	
Cash Operating Hancock Bank	1,429,714
Health Insurance Imprest Account	46,357
Cash-Sunshine State/The First - Micro Loan	66,454
Petty Cash	375
Cash-Hancock-HS Parent Activity	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	17,602
Cash - Centennial Bank (Franklin County)	11,074
Money Market Account - Hancock Bank	41,287
Accounts Receivable	135,900
Grants Receivable	414,758
Property and Net Equipment	488,266
Total Assets	2,652,845
Liabilities and Net Assets	
Liabilities	
Accounts Payable	114,578
Accrued Expenses - Other	59,512
Accrued Wages	24,067
Accrued Flexible Savings	(49)
Accrued Fringe Benefits	4,256
Contract Advances	179,183
Due to Grantor	30,759
Due to Dept of Economic Opportunity	(150)
Liability- Head Start Parent Activity	7,079
Notes Payable	135,438
Deferred Income	35,645
Total Liabilities	590,318
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	1,640,601
Invested Property and Equipment	324,898
Total Beginning Net Assets	1,965,499
Current Net Income	97,029
Total Net Assets	2,062,527
Total Liabilities and Net Assets	2,652,845

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through June 30, 2022**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,667,245</u>	<u>3,027,402</u>	(639,843)	83%
Total Revenue		<u>3,667,245</u>	<u>3,027,402</u>	(639,843)	83%
Expenditures					
Salaries & Wages	6010	1,386,333	1,240,781	145,552	90%
Fringe	6110	396,340	355,061	41,279	90%
Staff Screenings	6180	3,062	1,985	1,077	65%
Indirect Costs	6210	342,662	302,775	39,887	88%
Travel - In Area	6310	50,767	23,235	27,532	46%
Travel - Out of Area	6315	27,398	5,307	22,091	19%
Office Supplies	6410	17,108	17,457	(349)	102%
Program Supplies	6415	0	359	(359)	100%
Copies/Printing/Copier	6510	23,324	13,759	9,565	59%
Postage and Delivery Expense	6600	6,927	2,561	4,366	37%
Contractual Services/Professional	6710	67,906	42,973	24,933	63%
Rent/Space Cost	6810	177,626	176,415	1,212	99%
Utilities	6820	25,004	18,156	6,848	73%
General Liability and Property Insurance	6830	29,010	27,129	1,882	94%
Communications	6840	67,903	71,337	(3,434)	105%
Repairs & Bldg Maintenance- Recurring	6850	26,538	17,658	8,879	67%
Equipment Maintenance	6910	20,675	16,511	4,163	80%
Vehicle Expense	6920	65,056	70,112	(5,056)	108%
Equipment Lease	6930	8,635	6,243	2,392	72%
Technology	6940	23,043	14,880	8,162	65%
Fees, Licenses, and Permits	7010	12,633	7,534	5,099	60%
Dues/Subscriptions	7020	29,484	26,945	2,540	91%
Client Assistance	7210	753,742	496,229	257,512	66%
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	
Meetings/Workshops/Training	7420	20,959	23,672	(2,713)	87%
Training/Staff Development	7430	1,000	995	5	
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>3,027,402</u>	<u>639,843</u>	83%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
CSBG DRSF - Statement of Revenues and Expenditures
From Grant Inception through June 30, 2022

		Total	Current	Total	
	88%	Budget -	Period	Variance -	
		Original	Actual	Original	%
Revenue					
Government Contracts - STATE	4010	<u>4,239,327</u>	<u>2,533,196</u>	<u>(1,706,131)</u>	60%
Total Revenue		<u>4,239,327</u>	<u>2,533,196</u>	<u>(1,706,131)</u>	60%
Expenditures					
Salaries & Wages	6010	995,530	332,847	662,683	33%
Fringe	6110	288,503	96,459	192,044	33%
Staff Screenings	6180	1,070	696	374	65%
Indirect Costs	6210	232,821	77,868	154,953	33%
Travel - In Area	6310	26,050	6,818	19,232	26%
Travel - Out of Area	6315	8,100	0	8,100	0%
Office Supplies	6410	9,600	8,720	880	91%
Copies/Printing/Copier	6510	8,700	3,116	5,584	36%
Postage and Delivery Expense	6600	4,050	374	3,676	9%
Contractual Services/Professional	6710	134,000	10,756	123,244	8%
Rent/Space Cost	6810	104,986	81,907	23,079	78%
Utilities	6820	20,161	12,702	7,459	63%
General Liability and Property Insurance	6830	16,500	3,946	12,554	24%
Communications	6840	46,988	21,083	25,905	45%
Repairs & Bldg Maintenance- Recurring	6850	14,464	8,278	6,186	57%
Repairs & Bldg Maintenance -	6855	450	384	66	85%
Equipment Maintenance	6910	18,880	950	17,930	5%
Vehicle Expense	6920	111,000	48,004	62,996	43%
Equipment Lease	6930	4,200	2,312	1,888	55%
Technology	6940	12,176	3,940	8,236	32%
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	1,795,619	281,900	86%
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	
Meetings/Workshops/Training	7420	0	460	(460)	5%
Training and Technical Assistance	7435	3,745	0	3,745	
Advertising	7450	<u>28,720</u>	<u>9,735</u>	<u>18,985</u>	34%
Total Expenditures		<u>4,239,327</u>	<u>2,533,196</u>	<u>1,706,131</u>	60%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through June 30, 2022

		Total	Current	Total	
	95%	Budget -	Period	Budget	
		Original	Actual	Variance -	
				Original	%
Revenue					
Government Contracts - STATE	4010	2,914,205	1,416,468	(1,497,737)	49%
Other Revenue	4995	0	27,160	27,160	
Total Revenue		<u>2,914,205</u>	<u>1,443,628</u>	<u>(1,470,577)</u>	50%
Expenditures					
Salaries & Wages	6010	442,805	364,291	78,513	82%
Fringe	6110	126,848	104,779	22,069	83%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	88,673	22,233	80%
Travel - In Area	6310	19,839	12,350	7,489	62%
Office Supplies	6410	5,233	4,939	294	94%
Copies/Printing/Copier	6510	2,036	2,381	(345)	117%
Postage and Delivery Expense	6600	1,289	746	543	58%
Contractual Services/Professional	6710	25,660	7,540	18,121	29%
Rent/Space Cost	6810	28,487	21,469	7,018	75%
Utilities	6820	6,147	4,318	1,829	70%
General Liability and Property Insurance	6830	55,102	32,159	22,943	58%
Communications	6840	14,491	11,762	2,729	81%
Repairs & Bldg Maintenance- Recurring	6850	9,677	3,768	5,909	39%
Equipment Maintenance	6910	4,481	3,804	677	85%
Vehicle Expense	6920	26,000	22,500	3,500	87%
Equipment Lease	6930	1,936	1,711	225	88%
Technology	6940	1,204	591	613	49%
Fees, Licenses, and Permits	7010	1,431	1,089	342	76%
Dues/Subscriptions	7020	16,022	6,250	9,772	39%
Client Assistance	7210	1,933,815	684,287	1,249,528	35%
Equipment (\$5,000 or more)	7310	2,285	1,180	1,105	52%
Expendable Equipment	7320	10,902	9,580	1,322	88%
Registration Fees	7410	8,702	3,776	4,926	43%
Meetings/Workshops/Training	7420	48,374	18,357	30,017	38%
Advertising	7450	10,331	1,076	9,255	10%
Total Expenditures		<u>2,914,205</u>	<u>1,413,377</u>	<u>1,500,828</u>	48%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>30,251</u>	<u>30,251</u>	

**Capital Area Community Action Agency
LIHEAP ARPA - Statement of Revenues and Expenditures
From Grant Inception Through June 30, 2022**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,149,793</u>	<u>559,198</u>	<u>(590,595)</u>	49%
Total Revenue		<u>1,149,793</u>	<u>559,198</u>	<u>(590,595)</u>	49%
Expenditures					
Salaries & Wages	6010	127,291	31,066	96,225	24%
Fringe	6110	36,889	9,286	27,603	25%
Indirect Costs	6210	29,717	8,101	21,616	27%
Travel - In Area	6310	1,000	(206)	1,206	-21%
Office Supplies	6410	1,200	709	491	59%
Copies/Printing/Copier	6510	1,698	165	1,533	10%
Postage and Delivery Expense	6600	600	233	367	39%
Contractual Services/Professional	6710	14,100	5,707	8,393	40%
Rent/Space Cost	6810	13,400	3,692	9,708	28%
Utilities	6820	3,000	1,238	1,762	41%
General Liability and Property Insurance	6830	1,000	1,689	(689)	169%
Communications	6840	1,800	1,899	(99)	106%
Repairs & Bldg Maintenance- Recurring	6850	3,000	1,336	1,664	45%
Equipment Maintenance	6910	1,800	426	1,374	24%
Equipment Lease	6930	1,800	185	1,615	10%
Technology	6940	2,939	0	2,939	0%
Fees, Licenses, and Permits	7010	0	35	(35)	100%
Client Assistance	7210	894,259	493,636	400,623	55%
Equipment (\$5,000 or more)	7310	13,800	0	13,800	0%
Advertising	7450	<u>500</u>	<u>0</u>	<u>500</u>	0%
Total Expenditures		<u>1,149,793</u>	<u>559,198</u>	<u>590,595</u>	49%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Nine Months Ended June 30, 2022**

	75%- 80%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,740,116</u>	<u>2,552,979</u>	<u>(1,187,137)</u>	68%
Total Revenue		<u>3,740,116</u>	<u>2,552,979</u>	<u>(1,187,137)</u>	68%
Expenditures					
Salaries & Wages	6010	1,799,540	1,193,516	606,024	66%
Fringe	6110	521,507	346,054	175,453	66%
Staff Screenings	6180	2,500	2,153	347	86%
Indirect Costs	6210	437,053	278,777	158,276	64%
Travel - In Area	6310	2,000	1,415	585	71%
Office Supplies	6410	9,000	5,781	3,219	64%
Program Supplies	6415	16,000	16,707	(707)	104%
Classroom Supplies	6420	42,500	24,597	17,903	58%
Kitchen Supplies	6430	7,000	6	6,994	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	10,000	8,433	1,567	84%
Postage and Delivery Expense	6600	1,500	1,473	27	98%
Contractual Services/Professional	6710	15,000	16,703	(1,703)	111%
Contractual Services – Health/Disabilities	6715	163,170	169,128	(5,958)	104%
Rent/Space Cost	6810	218,629	151,811	66,818	69%
Utilities	6820	107,000	63,882	43,118	60%
General Liability and Property Insurance	6830	20,000	16,390	3,610	82%
Communications	6840	42,000	41,439	561	99%
Repairs & Bldg Maintenance- Recurring	6850	85,000	96,993	(11,993)	114%
Repairs & Bldg Maintenance - Nonrecurring	6855	39,519	4,297	35,222	11%
Equipment Maintenance	6910	18,000	14,596	3,404	81%
Vehicle Expense	6920	25,000	14,040	10,960	56%
Equipment Lease	6930	7,500	3,857	3,643	51%
Technology	6940	31,000	17,559	13,441	57%
Fees, Licenses, and Permits	7010	2,000	728	1,272	36%
Dues/Subscriptions	7020	5,000	4,256	744	85%
Special Events	7110	1,000	0	1,000	0%
Client Assistance	7210	0	50	(50)	100%
Equipment (\$5,000 or more)	7310	0	11,887	(11,887)	100%
Expendable Equipment	7320	10,000	0	10,000	0%
Registration Fees	7410	0	27	(27)	
Meetings/Workshops/Training	7420	500	1,572	(1,072)	185%
Training/Staff Development	7430	1,500	2,101	(601)	
Training and Technical Assistance	7435	40,998	38,961	2,037	95%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	2,500	3,672	(1,172)	147%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>52,000</u>	<u>116</u>	<u>51,884</u>	0%
Total Expenditures		<u>3,740,116</u>	<u>2,552,979</u>	<u>1,187,137</u>	68%
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 June 30, 2022

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
	63%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>452,277</u>	<u>50,412</u>	<u>(401,865)</u>	11%
Total Revenue		<u>452,277</u>	<u>50,412</u>	<u>(401,865)</u>	11%
Expenditures					
Salaries & Wages	6010	87,247	33,095	54,152	38%
Fringe	6110	25,284	9,591	15,693	38%
Indirect Costs	6210	21,190	7,726	13,464	36%
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>50,412</u>	<u>401,865</u>	11%
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 June 30, 2022**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		43,507			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		293,396			
VPK/SR		152,646			
	620,300	497,608	80%	122,692	20%

CACAA Head Start CC Expenses June 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6840	252	6/27/2022	81.26 #6700, TIM CENTER, VISA, 6/27/2022. VONAGE HEAD START
HANCOCK CC	1064	6840	256	6/27/2022	123.19 #6700, TIM CENTER, VISA, 6/27/2022. VONAGE HEAD START
HANCOCK CC	1064	6840	258	6/27/2022	45.66 #6700, TIM CENTER, VISA, 6/27/2022. VONAGE HEAD START
HANCOCK CC	1064	6920	255	6/27/2022	50.00 #4466, DARREL JAMES, VISA, 6/27/2022. CAR WASH HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	53.00 #4466, DARREL JAMES, VISA, 6/27/2022. GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	55.02 #4466, DARREL JAMES, VISA, 6/27/2022. GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	62.01 #4466, DARREL JAMES, VISA, 6/27/2022. GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	66.00 #4466, DARREL JAMES, VISA, 6/27/2022. GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	67.01 #4466, DARREL JAMES, VISA, 6/27/2022. GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	15.07 #4466, DARREL JAMES, VISA, 6/27/2022. UBER
HANCOCK CC	1064	6920	255	6/27/2022	67.01 #4466, DARREL JAMES, VISA, 6/27/2022. GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	12.10 #4466, DARREL JAMES, VISA, 6/27/2022. UBER
HANCOCK CC	1064	7010	256	6/27/2022	263.00 #4466, DARREL JAMES, VISA, 6/27/2022. LICENSE, KITCHEN, SC
HANCOCK CC	1064	7020	255	6/27/2022	150.00 #4466, DARREL JAMES, VISA, 6/27/2022. DUES, LDERSHP TAL
HANCOCK CC	1064	7420	255	6/27/2022	199.90 #4466, DARREL JAMES, VISA, 6/27/2022. ZOOM
HANCOCK CC	1064	7435	255	6/27/2022	2.64 #8165, NICHELE RICHARDS ROLLE, VISA, 6/27/2022
HANCOCK CC	1064	7450	000	6/27/2022	65.12 #7366, NINA SINGLETON SELF, VISA, 6/27/2022. INDEED
HANCOCK CC	1064	6410	255	6/27/2022	16.79 #5810, VENITA TREADWELL, VISA, 6/27/2022. MOUSE
HANCOCK CC	1064	6420	250	6/27/2022	39.99 #5810, VENITA TREADWELL, VISA, 6/27/2022. CLASSRM SUPP
HANCOCK CC	1064	6420	251	6/27/2022	39.99 #5810, VENITA TREADWELL, VISA, 6/27/2022. CLASSRM SUPP
HANCOCK CC	1064	6420	252	6/27/2022	39.99 #5810, VENITA TREADWELL, VISA, 6/27/2022. CLASSRM SUPP
HANCOCK CC	1064	6420	255	6/27/2022	119.97 #5810, VENITA TREADWELL, VISA, 6/27/2022. CLASSRM SUPP
HANCOCK CC	1064	6420	256	6/27/2022	79.98 #5810, VENITA TREADWELL, VISA, 6/27/2022. CLASSRM SUPP
HANCOCK CC	1064	6420	258	6/27/2022	39.99 #5810, VENITA TREADWELL, VISA, 6/27/2022. CLASSRM SUPP
LOWES	1064	6840	255	6/30/2022	11.36 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6840	255	6/30/2022	140.34 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6840	256	6/30/2022	4.54 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6840	256	6/30/2022	4.54 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6840	256	6/30/2022	4.55 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6840	256	6/30/2022	4.55 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	9.08 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	6.63 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	18.98 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	23.70 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	47.56 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	251	6/30/2022	6.63 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	251	6/30/2022	23.70 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	252	6/30/2022	6.63 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	252	6/30/2022	23.70 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	256	6/30/2022	13.26 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	256	6/30/2022	18.96 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	256	6/30/2022	35.55 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	258	6/30/2022	6.63 #82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	258	6/30/2022	23.70 #82130109106598, HEAD START, JUNE 2022

Total 2,189.28

the
01/17/22



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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014GWAA-005391-0001-0001-2



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

**N0005371

MEMO STATEMENT

Account Number

Statement Date

06-27-22

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-28	24692162147100576873072	5542	GATE 1194 Q80 TALLAHASSEE FL	M86.00 ✓
06-01	05-31	24431062161091074013258	9899	DEPT OF BUS AND PROF R BILLERPAYMENT FL	M283.00 ✓
06-06	06-03	24692162164100660743637	8999	SO *MILES TO WASH TALLAHASSEE FL	M50.00 ✓
06-06	06-03	24692162165100934577360	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.00 ✓
06-07	06-06	2401134215700087927818	4814	ZOOM.US 888-799-0666 WWW.ZOOM.US CA	M199.90 ✓
06-09	06-07	24692162159100822884748	5542	GATE 1194 Q80 TALLAHASSEE FL	M62.01 ✓
06-15	06-13	24692162185100554036451	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.02 ✓
06-20	06-18	24492162169717249266412	4121	UBER TRIP HELP.UBER.COM CA	M12.10
06-20	06-18	24492162169716210307280	4121	UBER TRIP HELP.UBER.COM CA	M15.07
06-20	06-17	24692162189100904271601	5542	GATE 1194 Q80 TALLAHASSEE FL	M67.01 ✓
06-24	06-22	24239002174900017417155	9899	TALLAHASSEE CHAMBER OF CO 850-2248116 FL	M150.00 ✓
06-27	06-23	24692162175100844726693	5542	GATE 1194 Q80 TALLAHASSEE FL	M67.01 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 1,060.12
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,060.12
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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



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

** 0000001

MEMO STATEMENT

Account Number



Statement Date

06-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓06-02	05-31	24789302152327601943061	9222	CITATION PROCESSING CENTE 949-7526937 CA	M78.50

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 78.50
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 78.50
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Handwritten signature



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

Visa BusinessCard
 Statement of Account
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001/GWAAA-004983-0001-0001-2



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

***N0004983

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

06-27-22

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-13	06-12	24480992189083816089029	4784	HERTZ TOLL 649844805 877-411-4900 FL	M2.64

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll-Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2.64
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2.64
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

8
05/22



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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014GWAA - 004146 - 0001 - 0001 - 2



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

***N0004146

MEMO STATEMENT

Account Number

Statement Date

06-27-22

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-27	24164072147741843018788	4215	FEDEX 84301878 800-4633339 TN	M43.03
06-02	06-01	24692162162100143958623	8999	INDEED 203-564-2400 CT	M85.12
06-06	06-02	74445002154300765369261	9818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0590863772 ARRIVAL: 06-02-22	M4,578.00cr
06-06	06-03	24164072154741843622337	4215	FEDEX 84362233 800-4633339 TN	M32.80
06-06	06-04	24000972156344509949909	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 139047 ARRIVAL: 06-02-22	M390.00
06-08	06-06	24000972168853308472989	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 139046 ARRIVAL: 06-01-22	M520.00
06-20	06-16	24445002168900594945157	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0593685958 ARRIVAL: 06-15-22	M6,821.95

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 7,872.90
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 4,578.00
		STATEMENT TOTAL 3,294.90
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

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



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

** 0000001

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

06-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓ 06-13	06-10	24455012161141008860407	5300	SAMSLUB #8120 TALLAHASSEE FL	M49.67
✓ 06-13	06-10	24226382162400004643829	5411	WAL-MART #4520 TALLAHASSEE FL	M160.24
✓ 06-15	06-14	24137462166001544347996	5411	PUBLIX #852 TALLAHASSEE FL	M14.37
✓ 06-24	06-22	24137462174500849798431	5943	OFFICE DEPOT #447 TALLAHASSEE FL	M39.99
✓ 06-24	06-22	24137462174500849798506	5943	OFFICE DEPOT #447 TALLAHASSEE FL	M79.98
✓ 06-24	06-22	24137462174500849798357	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M256.73

Summer Proc.
"
"
"
CLASS ROOM SUP.
"
"

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 600.98
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 600.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

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CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$39.88
+ Purchases/Debits	\$474.45
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$434.59
Credit Limit	\$11,000.00
Available Credit	\$10,565.00
Statement Closing Date	07/02/2022
Days in Billing Cycle	30

Payment Information	
New Balance	\$434.59
Total Minimum Payment Due	\$29.00
Payment Due Date	07/28/2022

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
06/09/2022	\$236.67	No Interest With Payment	\$0.00	\$0.00	\$236.67	09/02/2022
06/16/2022	\$140.34	No Interest With Payment	\$0.00	\$0.00	\$140.34	09/02/2022
06/30/2022	\$97.44	No Interest With Payment	\$0.00	\$0.00	\$97.44	09/02/2022

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 5RTT995, 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.

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: August 15, 2022

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

Staffing

Classes are back in session. A couple teaching vacancies are to be filled. Still waiting for the release of COLA funds to be able to award retroactive payments for staff and activate the staff salary raises for Center Directors and main office staff. Additionally, educational attainment bonuses are due. Additional salary increases are being considered in order to retain staff.

Facilities

The new Center in the Governors Charter Academy is open. New classroom furniture has been received. Kenneth Taite, Owner of Haggai Construction and General Contractor, continues to get new updated quotes from subcontractors for the renovations at Franklin Head Start. The progress has been stalled due to new mechanical drawings needed for air conditioning.

Curriculum

The Teaching Strategies Creative curriculum is being fully implemented and the Hatch Ignite for home use on phones, tablets, and computers has been renewed.

Enrollment

Centers are nearing two-thirds full at 238. Recruitment and enrollment continues.

Federal and State Regulations

None at this time.



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

