

Capital Area Community Action Agency

Board of Directors Meeting Agenda

Tuesday, September 27, 2022 – 6:00 pm

Ghazvini Center for Healthcare, 1528 Surgeons 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) Board Meeting Minutes – July 26, 2022		2-6
ii) Executive Committee Minutes – August 23, 2022		7-8
B. Financial Report	Kate Beam	
• Narrative		9-12
• Revenue & Expenditures Agency-wide		13-14
• Balance Sheet		15
• Revenue & Expenditures – major programs		16-21
• Head Start Non Federal Share Match		22
• Head Start Credit Card Activity		23-28
C. Annual Agency Budget	Tim Center	
V. Chief Executive Officer's Report	Tim Center	
• Organizational Standards		29-30
• IRS 990 – For Information Purposes		31-34
VI. Chief Operating Officer's Report	Nina Self	
• Program Updates		35-40
VII. Chair's Report		

Next Board of Directors Meeting 11/16/2022 – 6:00 pm – Ghazvini Center for Healthcare Education

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



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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes July 26, 2022

Members in Attendance:

Quincee Messersmith, Chair
Shanetta Keel, Treasurer
Lisa Edgar, Secretary
Melissa Miller, Member-At-Large
Allen Jones
John Grant
Nicole Nishimoto

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

Member Absent: Brent Couch

The meeting was called to order at 6:12 p.m. by the Chair. A quorum was established.

The Chair asked for a motion to approve the agenda. Ms. Keel, made the motion to approve the agenda, it was seconded by Mr. Grant, and unanimously approved.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of May 24, 2022. Ms. Keel made a motion to approve the minutes. The minutes were seconded by Mr. Grant, and unanimously approved.

The Executive Committee Minutes of June 28, 2022, are being submitted to the Board for review.

FY 2020-21 Annual Audit Presentation

Ms. Allison Harrell, 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 issued an unmodified opinion. Ms. Harrell expressed that the firm considered the Agency's internal control over financial reporting as a basis for designing the audit, but not for the purpose of expressing our opinion on the financial statements.

The Chief Executive Officer (CEO) spoke about the deficiency finding of not balancing the Tri-partite Board members with Public Officials.

As to the deficiency finding regarding monitoring sub-recipient payments, the CEO explained that the Agency was responsible for invoices for the Disaster Recovery Supplemental Funding grant including those from Tri-County which submitted invoices for reimbursement for their expenses.

Subsequent monitoring of Tri-County by Thomas Howell Ferguson Consulting under a subsequent contract with DEO provided the necessary management oversight and on-site monitoring.

The Chair asked if the Board was clear on any deficiency findings.

The Chair asked for a motion to accept the auditor's report. Mr. Grant made a motion to accept the auditor's report. It was seconded by Ms. Edgar, and unanimously approved.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending May 31, 2022. She reported that the Agency's financial statement narratives are broken out into major programs, and the grants cross over the fiscal year with variances being noted with explanation. Ms. Beam reported to the Board that the Agency is within budget with Revenue and Expenditures for the eight months ending in May 31, 2022.

Ms. Edgar questioned why the Agency would not be allowed to spend LIHEAP-ARP? Ms. Beam said that she would confirm whether the funds would rollover.

Ms. Edgar asked if the funds will be reverted back? Mr. Center explained that DEO focuses on reallocating unspent grant funds to another Agency that can spend down those funds. He further stated that the LIHEAP Department may need to hire more employees.

Ms. Edgar asked what about copier overages? Mr. Center said the Agency has funds available to cover the variances being over benchmark. There are periods of time when we have more copies being made that results in being over benchmark.

The Chair asked how long do we have to spend this money? Ms. Beam confirmed that the LIHEAP ARP will need to be spent by the period end date of September 30, 2022. Mr. Center said we would further research to confirm the date the ending date.

The Secretary asked for a motion to accept the Financial Report. Ms. Edgar made the motion to accept the Financial Report. It was seconded by Ms. Keel, and unanimously approved.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of July. He reported that we had replaced two (three in the past two years) of the four air conditioners at the main office.

The CEO reported that the Agency completed an Agency-wide training focusing on Client/Customer Communication interaction to improve our service delivery.

The CEO reported that Head Start is scheduled to have an Agency-wide Pre-service Training that will include Active Shooter training.

The CEO said the DEO is implementing a new program for water/sewer and utility relief for low-income clients through the program Low-Income Water Assistance Program (LIWAP).

The CEO reported that the Head Start Program Department will open at Governors Academy Charter School. We are working with the Department of Children and Families (DCF) to finalize the opening for the 2022-2023 School year.

The CEO reported that we continue to wait for approval from DEO regarding the Weatherization Assistance Program (WAP) to expand our services to Suwannee River Economic Council. He said we were successful in receiving the endorsement of the State Housing Initiative Partnership Program Funds (SHIP). Rose Griffin with our Franklin County CAP office will lead that program.

The CEO reported that we have a scheduled meeting with Pine View Elementary School Title I. The school administration is interested in the Getting Ahead Program.

Ms. Keel complemented the Agency for organizing the Client/Customer-Service Training. Ms. Keel asked does the Agency pay for the use of the Governor's Charter School. The CEO explained that we will lease the space from Governor's Charter. We lost two classrooms at the South City location, which caused the Head Start Program to seek a new space to house those classes.

The Chair asked if the Public Sector is an elected official or designee? The CEO explained that the Public Sector representative is an elected official or their designee. She asked if the CEO has reached out to Sheriff AJ Smith, Franklin County.

Organizational Standards

Mr. Center shared that DEO requires the Agency to follow a series of 52 Organizational Standards under CSBG. The governing Board conducts a Performance Appraisal of the CEO/Executive Director which is one of the standards.

COO REPORT

Ms. Self presented the Summary of Programs for the month of June 30, 2022. Ms. Self reported that the CSBG Getting Ahead classes completed their spring graduation with 27 graduates. She stated that most of the participants moved to Staying Ahead or became employed. She said we are preparing for the fall classes. Classes will commence in Wakulla County and Gadsden County. Our Gadsden County program office will be located in the office of the Gadsden County Economic Council.

Ms. Self reported that Emergency Services Program served 436 households in June 2022. She said the Disaster Recovery grant will end September 30th. We have three Disaster Recovery staff persons that will transition. She said that Head Start enrollments were 233.

Ms. Edgar expressed concern about the Parent Engagement Coordinator position? Ms. Self clarified that we are advertising for that position.

Mr. Center explained that nationally the Head Start standard requires for everyone to be masked. We are trying to figure out how to get past this mandate of having to wear masks.

CHAIR'S REPORT

Ms. Self gave the highlights concerning the changes of the CEO Evaluation. She said that the evaluation results and contract changes were sent the all the Board members. Explaining that one of the changes was the base compensation up to seven percent effective July 1, 2022, bonus eligibility up to \$3,000 based on performance evaluation, and \$1,500 for mental health if available, according to the Chief Financial Officer (CFO). Also included was a car allowance for \$500 per month for the term of the contract. After speaking with the CFO, it was determined that is difficult to allow this. He suggested that the car allowance be included in the compensation, and increase the compensation.

Additionally, the CEO must develop innovate approaches and funding sources for new and existing programs in services aligned with the Agency's vision objective. The employer may authorize the salary increase for the CEO for any new funding sources established during the contract period. The increase may be up to one percent of the total allocation for new funding sources not to exceed \$10,000 in any year of the new funding source contract. The new funding source must have an allocation for administrative expenses outlining the contract to allow such increase. This increase will only be available during the term of the contract for the new funding source.

The CEO base rate was \$120,000, if the Board agrees to include the car allowance the base rate would be increased to \$126,000.

The Chair asked Board members if they reviewed the Chief Executive Officer's Evaluation Survey (CEO).

The Chair asked for a motion to approve the 3-year contract commencing July 1, 2022, the new compensation beginning July 1, 2022, the annualized base rate of \$126,000. Additionally, the employer may authorize bonus payments up to \$3,000 and \$1,500 mental health and 1% increase in salary based on new funding sources.

Ms. Edgar made the motion to approve the CEO 3-year contract for the CEO as has been discussed with all the terms that have been laid-out. It was seconded by Ms. Keel, and unanimously approved.

Ms. Edgar asked for point of information. She asked that backup for CEO contract be provided. And that agenda items requiring a vote of the Board be moved up in the agenda.

The meeting adjourned at 7:50PM.

Ms. Edgar, Secretary

Date

Capital Area Community Action Agency

Conference Call-in Executive Committee Meeting Minutes August 31, 2022

Members in Attendance

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

CACAA Staff:

Nina Self
Margaret Watson
Kate Beam

The meeting was called to order at 5:39 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

The Chair asked for approval of the minutes. Ms. Keel made a motion to approve the minutes. It was seconded by Ms. Miller, the motion was unanimously approved.

FISCAL

Ms. Beam, Finance Director, presented the financial reports dated as of June 30, 2022. She reported that the Agency financial statement narratives are broken out into major programs, and grants cross over the fiscal year with variances being noted with explanation. Ms. Beam reported to the Board that the Agency is within budget with Revenue and Expenditures, with a restricted net income.

The Chair asked what is the deadline for Head Start budgets to be spent? Ms. Beam explained that Head Start COVID and Head Start ARP funding deadline ends March 2023., as such LIHEAP ARP (American Rescue Plan) funding deadline is March 2022.

Ms. Edgar asked who determines the funding deadlines. Ms. Beam said DEO grants the funding awards to the Agency with a time period to spend the funds, and DEO receives their funding guidelines from the federal government.



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Ms. Miller asked what are LIHEAP ARP funds used for? LIHEAP funds are the same funds as regular LIHEAP. The funds were received to assist clients during the COVID pandemic. Ms. Self highlighted that the funding was a part of the rescue package to assist families in need. Once those funds are received, DEO requires the Agency to disburse the ARP funds first. Once those funds are depleted the Agency spends the regular LIHEAP funds.

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

CEO Report

Ms. Self presented the Summary of Programs reports for August 2022. She reported that Head Start 310 students. She also reported that the Agency opened a new Head Start Center (Governor's Charter School) with three classrooms in session.

Ms. Self reported that HHS informed the department that the COLA is in the review stages. The Board will be updated as new information from HHS becomes available.

Ms. Self reported that Getting Ahead is up and running with nine classes in five counties.

Ms. Self reported that Disaster Recovery (DR) received additional funding to assist clients. The program ends September 30, 2022. The goal is to close all cases before the program ends.

Meeting adjourned at 6:04 P.M.

Ms. Quincee Messersmith, Secretary

Date

**Financial Statement Narrative
For the 10 Months Ending July 31, 2022
Capital Area Community Action Agency**

As of July 31, 2022, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 83% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 60% and 60% respectively, with a restricted net income of \$59,982.

Non-Federal Share (NFS) Match at June 30, 2022, is \$469,874 of the \$620,300 target. When July 2022 information is available, this information will be updated.

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 10 Months Ending July 31, 2022
Capital Area Community Action Agency**

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 likely go over budget with the addition of COLA funds in September.
- 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 will be over budget for Fiscal Year 2021-2022. There are funds in other categories that will be used to cover the overage.
- Miscellaneous Expenses – is an unallowable contract expense and charged to the General Fund; in addition 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.
- **Copies/Printing/Copier and Utilities– are slightly over the benchmark budget for CSBG DRSF. These categories should stay under budget but will be considered in the next Mod.**
- **Rent/Space Cost- is over budget for CSBG due to a correction in the rent allocation for 21.22. This will be addressed 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 10 Months Ending July 31, 2022
Capital Area Community Action Agency**

WAP Variances

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

Head Start Variances

- **Travel In Area - is over benchmark budget and will go over budget due to increased travel required in Franklin Co.**
- 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.
- **Copies/Printing/Copier and Postage and Delivery Expense - are both over benchmark budget and will go slightly over budget due to needs associated with the start of the school year. There are funds available in Office Supplies to offset.**
- 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.
- **General Liability and Property Insurance - is slightly over benchmark budget but payments are done for this fiscal year so it should remain under budget.**
- **Communications – is over budget due to additional expenses incurred with the new phone system.**
- 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.

**Financial Statement Narrative
For the 10 Months Ending July 31, 2022
Capital Area Community Action Agency**

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.
- 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.
- **Meetings/Workshops/Training - is over budget as there was no original budget in this line item. This is a relatively low overage of \$635.**

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 10 Months Ending July 31, 2022**

		83%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - FEDERAL	4000		4,306,159	2,940,414	(1,365,745)	68%
Government Contracts - Federal Indirect	4005		0	1,015	1,015	100%
Government Contracts - STATE	4010		10,929,037	5,964,769	(4,964,269)	55%
Government Contracts - LOCAL	4020		108,500	89,919	(18,581)	83%
Grants - Other Not-for-Profits	4100		42,231	13,800	(28,430)	33%
Grants - All Other Sources	4120		7,500	11,017	3,517	147%
Contributions	4200		149,000	1,600	(147,401)	1%
Contributions- Restricted	4210		24,101	3,905	(20,196)	16%
Special Events	4300		2,000	5,529	3,529	276%
Commissions-Vending/Photo	4320		0	5,181	5,181	100%
Interest Income	4950		0	46	46	100%
Fringe Pool Revenue	4960		850,000	687,185	(162,815)	81%
Indirect Pool Revenue	4970		682,428	519,401	(163,027)	76%
Other Revenue	4995		1,000	14,656	13,656	1466%
Total Revenue			<u>17,101,956</u>	<u>10,258,435</u>	<u>(6,843,520)</u>	60%
Expenditures						
Salaries & Wages	6010		3,337,056	2,373,180	963,876	70%
Salaries & Wages - Subrecipient	6012		97,104	17,774	79,330	
Fringe	6110		1,018,919	687,934	330,985	68%
Fringe - Subrecipient	6112		0	6,386	(6,386)	
FICA	6120		200,000	177,856	22,144	89%
Unemployment	6130		40,000	36,345	3,655	91%
Workers Compensation	6140		40,000	38,655	1,345	97%
Health Insurance	6150		435,000	342,765	92,235	79%
Life Insurance	6160		30,000	23,697	6,303	79%
Retirement	6170		52,000	41,519	10,481	80%
Staff Screenings	6180		4,790	3,440	1,350	72%
Indirect Costs	6210		906,415	528,657	377,758	58%
Travel - In Area	6310		37,843	9,038	28,805	24%
Travel - Out of Area	6315		7,489	0	7,489	0%
Office Supplies	6410		51,800	22,709	29,090	44%
Program Supplies	6415		23,724	19,660	4,065	83%
Classroom Supplies	6420		55,810	28,168	27,642	50%
Kitchen Supplies	6430		29,889	9,601	20,288	32%
Medical/Dental Supplies	6440		1,650	0	1,650	0%
Copies/Printing/Copier	6510		39,841	22,196	17,645	56%
Postage and Delivery Expense	6600		18,581	4,388	14,193	24%
Contractual Services/Professional	6710		533,660	292,303	241,357	55%
Contractual Services - Health/Disabilities	6715		205,007	184,287	20,720	90%
Rent/Space Cost	6810		466,606	298,025	168,581	64%
Utilities	6820		165,022	87,580	77,442	53%
General Liability and Property Insurance	6830		64,691	54,567	10,124	84%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 10 Months Ending July 31, 2022**

Communications	6840	112,373	97,375	14,998	87%
Repairs & Bldg Maintenance- Recurring	6850	155,174	137,660	17,515	89%
Repairs & Bldg Maintenance -	6855	157,007	36,644	120,363	23%
Equipment Maintenance	6910	33,592	20,774	12,818	62%
Vehicle Expense	6920	78,787	62,779	16,008	80%
Equipment Lease	6930	17,168	10,266	6,902	60%
Technology	6940	81,837	28,015	53,821	34%
Fees, Licenses, and Permits	7010	5,475	2,432	3,043	44%
Dues/Subscriptions	7020	20,340	12,115	8,226	60%
Special Events	7110	3,000	3,588	(588)	120%
Client Assistance	7210	7,938,574	4,198,826	3,739,748	53%
Equipment/Improvements (\$5,000 or	7310	224,721	11,887	212,834	5%
Expendable Equipment	7320	64,034	7,688	56,347	12%
Registration Fees	7410	11,350	1,705	9,645	
Meetings/Workshops/Training	7420	20,944	31,602	(10,658)	105%
Training/Staff Development	7430	1,900	2,501	(601)	
Training and Technical Assistance	7435	43,743	43,175	568	99%
Advisory/Board Member Expenses	7440	3,500	1,383	2,117	40%
Advertising	7450	34,236	9,573	24,663	28%
Parent Activities	7460	1,200	684	516	57%
Raw Food Cost	7510	217,403	128,413	88,990	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	<u>3,700</u>	<u>2,718</u>	<u>982</u>	73%
Total Expenditures		<u>17,101,956</u>	<u>10,198,453</u>	<u>6,903,502</u>	60%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>59,982</u>	<u>59,982</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending July 31, 2022**

	Current Period Balance
Assets	
Cash Operating Hancock Bank	1,100,906
Health Insurance Imprest Account	2,552
Cash-Sunshine State/The First - Micro Loan	66,454
Petty Cash	375
Cash-Hancock-HS Parent Activity	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	16,800
Cash - Centennial Bank (Franklin County)	10,485
Money Market Account - Hancock Bank	36,644
Accounts Receivable	135,688
Grants Receivable	722,889
Property and Net Equipment	488,267
Total Assets	<u>2,582,119</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	105,129
Accrued Expenses - Other	59,512
Accrued Wages	5,017
Accrued Flexible Savings	235
Accrued Fringe Benefits	(1,210)
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	<u>35,645</u>
Total Liabilities	556,637
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	1,640,601
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	1,965,499
Current Net Income	<u>59,982</u>
Total Net Assets	<u>2,025,481</u>
Total Liabilities and Net Assets	<u>2,582,119</u>

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through July 31, 2022**

	97%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,667,245</u>	<u>3,064,154</u>	<u>(603,091)</u>	84%
Total Revenue		<u>3,667,245</u>	<u>3,064,154</u>	<u>(603,091)</u>	84%
Expenditures					
Salaries & Wages	6010	1,386,333	1,256,567	129,766	91%
Fringe	6110	396,340	359,636	36,705	91%
Staff Screenings	6180	3,062	1,985	1,077	65%
Indirect Costs	6210	342,662	306,461	36,201	89%
Travel - In Area	6310	50,767	23,360	27,407	46%
Travel - Out of Area	6315	27,398	5,307	22,091	19%
Office Supplies	6410	17,108	19,472	(2,364)	114%
Program Supplies	6415	0	359	(359)	100%
Copies/Printing/Copier	6510	23,324	13,850	9,474	59%
Postage and Delivery Expense	6600	6,927	2,507	4,421	36%
Contractual Services/Professional	6710	67,906	43,239	24,667	64%
Rent/Space Cost	6810	177,626	179,826	(2,200)	101%
Utilities	6820	25,004	18,630	6,373	75%
General Liability and Property Insurance	6830	29,010	27,477	1,534	95%
Communications	6840	67,903	73,761	(5,858)	109%
Repairs & Bldg Maintenance- Recurring	6850	26,538	18,392	8,146	69%
Equipment Maintenance	6910	20,675	16,511	4,163	80%
Vehicle Expense	6920	65,056	70,674	(5,618)	109%
Equipment Lease	6930	8,635	6,367	2,268	74%
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	28,575	910	97%
Client Assistance	7210	753,742	496,229	257,512	66%
Equipment/Improvements (\$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	24,196	(3,237)	88%
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>11,834</u>	<u>8,966</u>	57%
Total Expenditures		<u>3,667,245</u>	<u>3,064,154</u>	<u>603,091</u>	84%
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 July 31, 2022

	92%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	3,239,695	2,593,008	(646,687)	80%
Total Revenue		<u>3,239,695</u>	<u>2,593,008</u>	<u>(646,687)</u>	80%
Expenditures					
Salaries & Wages	6010	453,679	348,893	104,786	77%
Fringe	6110	131,475	101,109	30,366	77%
Staff Screenings	6180	720	696	24	97%
Indirect Costs	6210	106,324	81,614	24,711	77%
Travel - In Area	6310	12,700	6,818	5,882	54%
Travel - Out of Area	6315	1,100	0	1,100	0%
Office Supplies	6410	9,100	8,760	340	96%
Copies/Printing/Copier	6510	3,200	3,130	70	98%
Postage and Delivery Expense	6600	1,650	473	1,177	29%
Contractual Services/Professional	6710	16,000	10,941	5,059	68%
Rent/Space Cost	6810	95,640	84,476	11,164	88%
Utilities	6820	13,261	13,122	139	99%
General Liability and Property Insurance	6830	10,000	4,190	5,810	42%
Communications	6840	31,388	22,442	8,946	71%
Repairs & Bldg Maintenance- Recurring	6850	11,050	8,920	2,130	81%
Repairs & Bldg Maintenance - Nonrecurring	6855	450	384	66	85%
Equipment Maintenance	6910	4,980	950	4,030	19%
Vehicle Expense	6920	50,200	48,655	1,545	97%
Equipment Lease	6930	3,000	2,409	591	80%
Technology	6940	9,776	3,940	5,836	40%
Fees, Licenses, and Permits	7010	600	60	540	10%
Client Assistance	7210	2,238,657	1,823,830	414,827	81%
Equipment/Improvements (\$5,000 or more)	7310	5,644	824	4,820	15%
Expendable Equipment	7320	13,500	5,336	8,164	40%
Registration Fees	7410	600	0	600	
Meetings/Workshops/Training	7420	1,000	651	349	25%
Training and Technical Assistance	7435	1,000	0	1,000	
Advertising	7450	13,000	9,769	3,231	75%
Total Expenditures		<u>3,239,695</u>	<u>2,592,392</u>	<u>647,303</u>	80%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>616</u>	<u>616</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through July 31, 2022

	97%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,914,205	1,427,101	(1,487,104)	49%
Other Revenue	4995	<u>0</u>	<u>27,160</u>	<u>27,160</u>	100%
Total Revenue		<u>2,914,205</u>	<u>1,454,261</u>	<u>(1,459,944)</u>	50%
Expenditures					
Salaries & Wages	6010	442,805	369,995	72,810	84%
Fringe	6110	126,848	106,432	20,416	84%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	90,005	20,902	81%
Travel - In Area	6310	19,839	12,560	7,279	63%
Office Supplies	6410	5,233	4,939	294	94%
Copies/Printing/Copier	6510	2,036	2,401	(365)	118%
Postage and Delivery Expense	6600	1,289	758	530	59%
Contractual Services/Professional	6710	25,660	7,620	18,041	30%
Rent/Space Cost	6810	28,487	21,774	6,713	76%
Utilities	6820	6,147	4,372	1,775	71%
General Liability and Property Insurance	6830	55,102	32,264	22,838	59%
Communications	6840	14,491	11,974	2,517	83%
Repairs & Bldg Maintenance- Recurring	6850	9,677	3,840	5,837	40%
Equipment Maintenance	6910	4,481	3,804	677	85%
Vehicle Expense	6920	26,000	22,868	3,132	88%
Equipment Lease	6930	1,936	1,738	198	90%
Technology	6940	1,204	591	613	49%
Fees, Licenses, and Permits	7010	1,431	1,124	307	79%
Dues/Subscriptions	7020	16,022	6,274	9,747	39%
Client Assistance	7210	1,933,815	684,287	1,249,528	35%
Equipment/Improvements (\$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	18,421	29,953	38%
Advertising	7450	<u>10,331</u>	<u>1,076</u>	<u>9,255</u>	10%
Total Expenditures		<u>2,914,205</u>	<u>1,423,656</u>	<u>1,490,549</u>	49%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>30,605</u>	<u>30,605</u>	

**Capital Area Community Action Agency
LIHEAP ARPA - Statement of Revenues and Expenditures
From Grant Inception Through July 31, 2022**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,396,322</u>	<u>803,455</u>	<u>(1,592,867)</u>	34%
Total Revenue		<u>2,396,322</u>	<u>803,455</u>	<u>(1,592,867)</u>	34%
Expenditures					
Salaries & Wages	6010	127,291	59,820	67,471	47%
Fringe	6110	36,889	17,619	19,270	48%
Indirect Costs	6210	29,717	14,813	14,904	50%
Travel - In Area	6310	1,000	(132)	1,132	-13%
Office Supplies	6410	1,200	749	451	62%
Copies/Printing/Copier	6510	1,698	443	1,255	26%
Postage and Delivery Expense	6600	600	293	307	49%
Contractual Services/Professional	6710	14,100	6,975	7,125	49%
Rent/Space Cost	6810	13,400	8,052	5,348	60%
Utilities	6820	3,000	1,872	1,128	62%
General Liability and Property Insurance	6830	1,000	2,345	(1,345)	234%
Communications	6840	1,800	4,216	(2,416)	234%
Repairs & Bldg Maintenance- Recurring	6850	3,000	2,290	710	76%
Equipment Maintenance	6910	1,800	426	1,374	24%
Equipment Lease	6930	1,800	390	1,410	22%
Technology	6940	2,939	0	2,939	0%
Fees, Licenses, and Permits	7010	0	35	(35)	100%
Client Assistance	7210	2,140,788	680,513	1,460,275	32%
Equipment/Improvements (\$5,000 or more)	7310	13,800	0	13,800	0%
Meetings/Workshops/Training	7420	0	635	(635)	100%
Advertising	7450	<u>500</u>	<u>33</u>	<u>467</u>	7%
Total Expenditures		<u>2,396,322</u>	<u>801,387</u>	<u>1,594,935</u>	33%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,068</u>	<u>2,068</u>	

**Capital Area Community Action Agency
Head Start - Statement of Revenue and Expenditures
For the Ten Months Ending July 31, 2022**

		83%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - FEDERAL - DIRECT	4000		3,740,116	2,707,876	(1,032,240)	72%
Total Revenue			<u>3,740,116</u>	<u>2,707,876</u>	<u>(1,032,240)</u>	72%
Expenditures						
Salaries & Wages	6010		1,799,540	1,249,529	550,011	69%
Fringe	6110		521,507	362,302	159,205	69%
Staff Screenings	6180		2,500	2,153	347	86%
Indirect Costs	6210		437,053	291,865	145,188	67%
Travel - In Area	6310		2,000	1,987	13	99%
Office Supplies	6410		9,000	6,122	2,878	68%
Program Supplies	6415		16,000	16,707	(707)	104%
Classroom Supplies	6420		42,500	26,997	15,503	64%
Kitchen Supplies	6430		7,000	37	6,963	1%
Medical/Dental Supplies	6440		500	0	500	0%
Copies/Printing/Copier	6510		10,000	9,680	320	97%
Postage and Delivery Expense	6600		1,500	1,633	(133)	109%
Contractual Services/Professional	6710		15,000	17,733	(2,733)	118%
Contractual Services – Health/Disabilities	6715		163,170	169,450	(6,280)	104%
Rent/Space Cost	6810		218,629	162,124	56,505	74%
Utilities	6820		107,000	69,844	37,156	65%
General Liability and Property Insurance	6830		20,000	17,742	2,258	89%
Communications	6840		42,000	50,909	(8,909)	121%
Repairs & Bldg Maintenance- Recurring	6850		85,000	114,269	(29,269)	134%
Repairs & Bldg Maintenance -	6855		39,519	12,068	27,451	31%
Equipment Maintenance	6910		18,000	14,596	3,404	81%
Vehicle Expense	6920		25,000	18,493	6,507	74%
Equipment Lease	6930		7,500	4,436	3,064	59%
Technology	6940		31,000	17,559	13,441	57%
Fees, Licenses, and Permits	7010		2,000	994	1,006	50%
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/Improvements (\$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	2,572	(2,072)	235%
Training/Staff Development	7430		1,500	2,101	(601)	
Training and Technical Assistance	7435		40,998	42,878	(1,880)	105%
Advisory/Board Member Expenses	7440		2,500	0	2,500	0%
Advertising	7450		2,500	4,545	(2,045)	182%
Parent Activities	7460		1,200	0	1,200	0%
Raw Food Cost	7510		52,000	116	51,884	0%
Total Expenditures			<u>3,740,116</u>	<u>2,707,660</u>	<u>1,032,456</u>	72%
Excess Revenue over (under) Expenditures			<u>0</u>	<u>216</u>	<u>216</u>	

**Capital Area Community Action Agency
Head Start ARPA - Statement of Revenues and Expenditures
From Grant Inception through July 31, 2022**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>452,277</u>	<u>51,424</u>	<u>(400,853)</u>	11%
Total Revenue		<u>452,277</u>	<u>51,424</u>	<u>(400,853)</u>	11%
Expenditures					
Salaries & Wages	6010	87,247	33,759	53,488	39%
Fringe	6110	25,284	9,783	15,501	39%
Indirect Costs	6210	21,190	7,881	13,309	37%
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 - Nonrecurring	6855	10,000	0	10,000	0%
Equipment/Improvements (\$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>51,424</u>	<u>400,853</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%

July 2022 Head Start Credit Card Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	7450	255	7/27/2022	83.99 #6700, TIM CENTER, VISA, 7/27/2022, HS RECRUITMENT
HANCOCK CC	1064	6410	251	7/27/2022	158.95 #4466, DARREL JAMES, VISA, 7/27/22, SUPPLIES, FHS
HANCOCK CC	1064	6410	255	7/27/2022	28.98 #4466, DARREL JAMES, VISA, 7/27/22, SUPPLIES
HANCOCK CC	1064	6920	255	7/27/2022	50.00 #4466, DARREL JAMES, VISA, 7/27/22, DETAILING HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	46.67 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	47.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	47.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	57.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	57.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	25.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS, HS VEHICLE
HANCOCK CC	1064	7010	255	7/27/2022	35.00 #4466, DARREL JAMES, VISA, 7/27/22, ANNUAL FEE
HANCOCK CC	1064	7450	255	7/27/2022	788.27 #4466, DARREL JAMES, VISA, 7/27/22, SIGNS, RECRUITMENT
HANCOCK CC	1064	6920	255	7/27/2022	17.10 #6982, FATIMA OLEABHIELE ALEXANDER, /27/2022, CAR TAG
HANCOCK CC	1064	6920	255	7/27/2022	50.00 #6982, FATIMA OLEABHIELE ALEXANDER, VISA, 7/27/2022, GAS
HANCOCK CC	1064	7010	255	7/27/2022	35.00 #8165, NICHELE RICHARDS ROLLE, VISA, 7/27/2022, ANNUAL FEE
HANCOCK CC	1064	7435	255	7/27/2022	3,897.00 #5810, VENITA TREADWELL, 7/27/22, DATA LITERACY, KSMITH
				Total	<u>5,423.96</u>



**HANCOCK
WHITNEY**

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

GL
9/2/22

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014AAC - 005590 - 0001 - 0001 - 2



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

**N0005590

MEMO STATEMENT

Account Number

Statement Date

07-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-28		0000	ANNUAL FEE	
06-28	06-26	24003412178900011968154	5812	EL JALISCO SOUTHWOOD TALLAHASSEE FL	M36.00
07-04	07-03	24428062184300714456106	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M39.78
07-04	07-01	24692162183100656261244	5542	GATE 1194 Q80 TALLAHASSEE FL	M20.90
07-04	07-01	24692162183100656261590	5542	GATE 1194 Q80 TALLAHASSEE FL	M25.00
07-04	07-01	24692162182100103478441	8999	SQ *MILES TO WASH TALLAHASSEE FL	M46.67
07-07	07-06	24011342187000040246702	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M50.00
07-08	07-06	24692162188100587504500	5542	GATE 1194 Q80 TALLAHASSEE FL	M199.90
07-11	07-08	24692162190100292481404	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00
07-12	07-10	24247602192500809997732	5812	WALK ONS SPORTS BISTREAUX TALLAHASSEE FL	M47.00
07-13	07-12	24399002193295002050050	5732	BEST BUY 00004358 TALLAHASSEE FL	M23.34
07-14	07-12	24137462194500778339658	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M158.95
07-18	07-15	24692162197100262065885	5542	GATE 1194 Q80 TALLAHASSEE FL	M28.98
07-25	07-22	24692182204100188110814	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.00
07-25	07-22	24755422203272033966857	2741	FASTSIGNS 172501 850-8942400 FL	M57.00
					M768.27

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
07-27-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	1,624.79
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	1,624.79
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	5,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



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

0000001

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
07-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-14	07-13	24445002194300564218260	9399	B2P*LEON COUNTY 904-421-7220 FL	M2.00 ✓
07-14	07-13	24445002194300564218344	9399	B2P*LEON COUNTY TALLAHASSEE FL	M15.10 ✓
07-18	07-15	24692162197100970642288	5541	CIRCLE K 05074 TALLAHASSEE FL	M50.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 67.10
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 67.10
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



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

** 0000001

MEMO STATEMENT

Account Number



Statement Date

07-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24435652180207130100072	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M3,897.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 3,897.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 3,897.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000-013315-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

07-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-27	07-27		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 35.00
Toil Free	1-800-448-8812	NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 35.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



HANCOCK WHITNEY

8/3/22

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

0014AAC-004162-0001-0001-2

MEMO STATEMENT

Account Number

Statement Date

07-27-22



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

**N0004162

STATEMENT MESSAGES

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TRANSACTION DETAILS

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24906412179150582886134	5968	EIG*CONSTANTCONTACT.COM 865-2295506 MA	M45.00 ✓
07-01	06-30	24204292181000178081533	7311	FACEBK 5P322FF4G2 650-5434800 CA	M83.99 ✓
07-15	07-14	24431052195838000717502	5542	MURPHY USA 7785 TALLAHASSEE FL	M48.32 ✓
07-16	07-14	24906412195151782688570	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M53.00 ✓
07-18	07-16	24943002197700891109833	5734	ADOBE AROPRO SUBS 408-538-8000 CA	M14.99 ✓
07-18	07-15	24164072198887000449831	5542	WAWA 5102 00051029 KISSIMMEE FL	M47.80 ✓
07-18	07-14	24692162197100641010238	3509	MARRIOTT ORLANDO WORLD 886-435-7627 FL M19811 ARRIVAL: 07-14-22	M233.45 ✓
07-20	07-18	24692162200100736412237	5542	GATE 1194 Q90 TALLAHASSEE FL	M56.48 ✓
07-20	07-19	24011842200000039243192	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90 ✓
07-26	07-25	24492162206000034788641	7399	ASSOCIATIO* FSAE CAREE HTTPSNAYLOR.C MD	M445.00 ✓
07-27	07-27		0000	ANNUAL FEE	M35.00 ✓
07-27	07-26	24011342207000039064831	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M14.99 ✓

HS

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,376.67
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,376.67
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT SEPTEMBER 2022

Administrative

- Working with UPHS on Client Experience/Agency Morale survey results and goal setting.
- Litigation Status: A civil suit has been filed by former employee alleging discrimination. Working with our insurance company for representation. This is an ongoing case that is scheduled for December. *(This is not a new post but will stay here until resolved)*

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Secured partnership with CareerSource Capital Region to sponsor Getting Ahead transition.
- Disaster Recovery Support Grant – In the closing months of the two-and-a-half year grant. On-site monitoring by Thomas Howell Ferguson continues.
- LIWAP – Low Income Water Assistance Program for water and utility relief will come online soon using a new format compared to other programs.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- Secured DCF licensure of Governors Charter Academy Head Start on Mahan Drive location.
- DEO has requested that Capital Area take over the Weatherization Assistance Program from the Suwanee River Economic Council. Awaiting the transfer for the interim.
- Developing outreach strategy for the Agency in surrounding counties especially Franklin where the Agency manages the State Housing Initiatives Partnership (SHIP) program.

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.
- Exploring with Pineview Elementary the opportunity to develop a Getting Ahead for their families.

Impact: Developing the infrastructure necessary to support the Agency mission



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Resource Development

- Kenneth Taite, Haggai Construction General Contractor, is working on the Franklin Head Start renovation of the Van Johnson Complex wing. Franklin Head Start will operate from the 6th Street Recreation Center while renovations are completed.

Impact: Broaden the community network supporting the Agency efforts and services.

Out of Office

- September 21-23 – PTO – Orlando
- October 3 – PTO – Tampa
- October 27-28 – PTO – Tampa
- December 5-6 – PTO – Tampa
- December 19-23 – PTO - Tampa

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs.	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	On Going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	On Going	N/A	Complete
	4.2	The Organization will complete, date and sign the Community Action Plan.	On going	12/15/2022	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	12/15/2022	
	MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the governing board.	Annually	3/24/2022 Needs Board Approval
5.1		The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Completed
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Completed
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Completed
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	3/24/2022 Needs Board Approval	Completed
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	3/24/2022 Needs Board Approval	Completed
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	5/24/2022 Needs Board Approval	Completed
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	7/26/2022 Needs Board Approval	Completed
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually	6/28/2022	Completed
JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	7/26/2022	Completed
	8.3	The organization's auditor presents the audit to the governing board.	Annually	7/26/2022 Needs Board Approval	Completed
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	7/26/2022 Needs Board Approval	Completed
	8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually	N/A	
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	9/27/2022	
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be provided.	Monthly	9/27/2022	
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/27/2022 Needs Board Approval	
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain	NA	
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing	N/A	
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data base.	Maintain	N/A	
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports.	Annually	N/A	
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually	N/A	
November 2022		SUBMIT			

Capital Area Community Action Agency

MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO
DATE: September 26, 2022
RE: September COO Report

Attached are the Program Manager reports for the month of September 2022, for Emergency Services, Education and Parent, Family & Community Engagement. Because I have been on special assignment for the past few weeks, I did not have time to complete the regular COO report.

Just a snapshot:

- For CSBG, I am currently working on the closeout for the Disaster Recovery grant that is taking a lot of time reconciling.
- We continue to have nine Getting Ahead classes this session, and they are going well. Case Managers continue to meet with their Staying Ahead clients to provide services for them as needed, and to work with them on their Financial Independence plan.
- Weatherization continues to work on the houses as outlined in the last report, and still await word on the anticipated funding from the federal infrastructure bill.

We will be back on track with the COO report for the next meeting.

Thanks!



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Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for August 2022 – *Emergency Services*
DATE: September 7, 2022

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2021 and will end September 30th 2022.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for August 2022.

County	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	County
Calhoun	13/20	18/48	46/89	23/49	20/48	50/86	29/47	28/51	49/89	67/155	74/1974		417/2656
Franklin	48/95	23/44	28/58	24/63	36/70	26/58	19/39	11/33	11/26	20/48	32/91		278/625
Gadsden	32/80	23/65	35/99	28/57	42/73	52/85	23/76	37/75	46/125	43/114	71/161		432/1010
Gulf	20/32	12/26	18/39	11/20	14/33	24/54	9/18	11/23	10/19	11/27	23/55		163/346
Jefferson	38/67	18/39	11/21	31/64	31/64	63/123	27/48	17/34	18/46	26/63	34/74		314/643
Leon	245/604	243/631	408/985	205/531	204/470	242/559	280/756	213/591	273/748	356/944	478/1316		3147/8135
Liberty	13/25	10/10	14/26	14/29	16/32	12/16	6/11	7/14	14/26	21/40	30/58		157/287
Wakulla	13/35	17/52	18/35	11/29	19/33	15/32	7/14	8/13	15/43	8/15	22/172		153/473
Total	422/958	364/915	578/1352	347/842	382/823	484/1013	400/1009	332/834	436/1122	552/1406	764/3901		5061/14175

Additional information listed below:

Number of Single Parent's assisted.

Female	626
Male	387
Total Emergency Utility Services Assistance (from Donated Funds) = 11 / 21	
HVAC Repair / Replacement Assistance 5/14	



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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: September 20, 2022

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

Staffing

Staffing looks relatively good but for a couple vacancies. We need a cook and a couple classroom teaching positions filled. Exploring options to increase pay to be more competitive in the sector.

Facilities

Franklin plans are complete and the General Contractor received bids from subcontractors. Unfortunately, the bids are over budget by about \$300,000. We need a meeting of stakeholders in the community to determine whether this is the best expenditure of funds. Playground equipment is ready for installation. Permits are being applied for.

Curriculum

Teaching Strategy Gold and Creative Curriculum are supported by Hatch Ignite – the online home game for kids to play connected to the curriculum.

Enrollment

Enrollment is at 86% with 327 students enrolled. In order to pay more competitive wages for staff and recruit classroom aides to enhance classroom management, we will need to explore reducing enrollment capacity of 378 slots. This would not reduce the budget but permit higher quality support for the enrolled staff.

Federal and State Regulations

A recent Informational Memorandum from the Acting Director of the Office of Head Start explores how best to be competitive in the new economy to retain and recruit good talent for the Head Start program.



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MEMORANDUM

TO: Nina Self, COO
FROM: Venita Treadwell, Early Childhood Education Manager
RE: Board Report
DATE: September 6, 2022

Head Start started the school year with Pre-Service and this year we offered more motivational speakers to encourage staff. Here was the line-up of exciting guests and speakers:

Jack Levine, Founder, 4Generations Institute, Tallahassee, FL
Nina Self, COO, Capital Area Community Action Agency
Dr. Jasmine Smith, Principal, Oak Ridge Elementary School, Tallahassee, FL
Marcus Nicolas, Leon County School Board-Elect, District 5, Tallahassee, FL
Paolo Risco, Representative, Teaching Strategies LLC
Dr. Brenda Jarmon, Founder and President, Sowing Seeds of Faith, Inc.
Dr. Temple Robinson, Bond Health Care, Tallahassee, FL

The Office of Head Start has put Employee Wellness in the top tier of concerns. We are recognizing this and will continue to offer monthly group support through ZOOM meetings with our mental health professionals. The agency also has mental health opportunities through our insurance. Staff are grateful for both of these opportunities.

COVID was waiting for us upon our return. We have experienced several cases of COVID in both students and staff; fortunately, no classrooms were closed because procedures were managed using the health guidelines. We will continue to follow the CDC, Health Department and American Pediatrics guidelines. Health and safety issues will continue to be in full force with cleaning, temperature checks, and short-term exclusions. In spite of COVID, all centers were open for Meet and Greet for the families.

We are returning to CLASS Observations this month. Each classroom will receive an observation and coaching. A combination of CLASS scores and teacher request for training will be used to determine the level of coaching each staff member will receive. Also, monitoring will return beginning this month. Monitoring ensures that the Head Start centers comply with DCF and Head Start policies and procedures.

We are getting HATCH established in classrooms and with parents at home. So that we can begin to report data on progress of students. Thanks to the staff for continued commitment and creativity.



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Family and Community Engagement Manager

Monthly Monitoring Report – August 2022

Program Status

- Total number of enrollments for the **2022-23** school year:
 1. Franklin County Head Start - **14 of 20** families enrolled
 2. Head Start @ Governors Charter - **32 of 50** families enrolled
 3. Jefferson County Head Start - **33 of 37** families enrolled
 4. Louise B. Royal Head Start - **55 of 57** families enrolled
 5. Mabry Street Head Start - **57 of 66** families enrolled
 6. South City Head Start - **119 of 148** families enrolled
- **310 of 378 (82%)** families have been enrolled for Head Start for the **2022-23 school year**
 - All Head Start programs are required to return to full enrollment (**378**) for the 2022-23 school year

Policy Council

- 7 participants were in attendance for Policy Council

Volunteers

- 7 participants completed 7 hours

Family and Community Engagement Activities

- 1 staff meeting

Transportation

- No Action

Children Health Requirements

Immunizations and Physical examinations	259 Immunizations 255 Physical Examinations
Established medical homes	238
Established dental homes and received dental exams	138 Dental Homes 41 Dental Exams
Hearing screenings	134
Vision screenings	167
Vision Referrals	0

Family and Community Engagement

- 7 volunteers were active for August
- 7 hours of In-Kind was reported for August

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Policy and Procedure have been updated to address COVID-19.
- **Funded Enrollment:** Funded enrollment numbers have been updated at each Head Start Center due to the addition of our new center, Head Start @ Governors Charter.
- **Extended Day:** After School slots are available at Louise B. Royal and South City. Louise B. Royal will serve VPK and School Readiness and South City will serve School Readiness only.
- **Orientation:** Orientation was a success for all head start centers. One hundred ninety-eight families were in attendance via zoom.

Strengths

- New Head Start Center has opened at Governors Charter
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- We have 82% of our funded enrollment

Areas of Concern

- Opening of new facility in Franklin County
- Filling 20 slots in Franklin County
- Keeping classrooms open and not quarantining.
- Staffing issues and being able to fill all classrooms
- Providing School Readiness for Extended Day purposes