

Capital Area Community Action Agency

Board of Directors Meeting Agenda

Tuesday, November 15, 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 – September 27, 2022		2-4
ii) Executive Committee Minutes – October 25, 2022		5-6
B. Financial Report	Kate Beam	
• Narrative		7-10
• Revenue & Expenditures Agency-wide		11-12
• Balance Sheet		13
• Revenue & Expenditures – major programs		14-19
• Head Start Non Federal Share Match		20
• Head Start Credit Card Activity		21-28
C. Accounting & Financial: Policies and Procedures Manual	Kate Beam	
i) Summary of Changes		29-34
V. Chief Executive Officer's Report	Tim Center	35-36
• Organizational Standards		37-40
VI. Chief Operating Officer's Report	Nina Self	
• Program Updates		41-59
VII. Chair's Report		

Next Board of Directors Meeting 01/24/2023 – 6:00 pm – Ghazvini Center for Healthcare Education

Next Executive Committee Meeting 02/28/2023 - 5:30 pm – Microsoft Teams Video



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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes September 27, 2022

Members in Attendance:

Quincee Messersmith, Chair
Brent Couch, Vice-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

The meeting was called to order at 6:15 p.m. by the Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of July 26, 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 August 23, 2022, are being submitted to the Board for review.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending July 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 July 31, 2022.

Ms. Edgar asked for point of information on the communications budget being over budget?

Mr. Center explained that the Agency budgeted last year in planning for the new phone system. He shared that the reason we had these expenses were due to existing contracts, so it caused an increase in the communications budget. He said that the allocations were expensed across all programs.

Ms. Keel asked why is CSBG rent variance over budget? Ms. Beam said during a review of the allocations, it was discovered that the allocations were incorrect so they made the necessary corrections.

The Chair 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.

Annual Agency Budget

Mr. Center presented the Annual Agency Budget for the FY 2022-2023. He said that the Agency's budget reflects all the individual program budgets at a glance so that you can review the budget in total for the fiscal year.

Mr. Center asked for Board approval of the Annual Agency Budget. Ms. Edgar expressed concern that the budget was not included in Board Meeting Packet for review and approval. The Board will meet next week on Tuesday, October 4, 2022, at 6:00 PM, to approve the budget.

The Chair asked for a motion to defer from approval of the Agency Budget. Ms. Edgar made the motion to defer from approval of the Agency Budget. It was seconded by Ms. Keel and unanimously approved.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of August 2022. He reported that the Agency is working with UPHS on Client Experience/Agency Morale Survey results and goal setting.

The CEO reported that the lawsuit filed by a former employee alleging discrimination has not been settled. The case is being continued. The Agency is working with the insurance company for representation.

The CEO said that 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 Health and Human Services (HHS) has approved the Head Start Program for the COLA and Quality Improvement Spending Plan.

Mr. Center shared that the Agency met with the Principal of Pine View Elementary School Title I to discuss the Getting Ahead Program. He reported that the Agency is working on a partnership to expand the Getting Ahead Program within the school administration.

Organizational Standards

Mr. Center shared that DEO requires the Agency to follow a series of 52 Organizational Standards under CSBG. The governing Board reviews the IRS 990 and approves the Annual Agency Budget to meet the required standards. The IRS 990 was made available as part of the Board Packet.

COO REPORT

Ms. Self presented the Summary of Programs for the month of September 30, 2022. Ms. Self reported that she is currently working on the closeout for the Disaster Recovery grant. The goal is to spend most, if not all the additional monies received.

Ms. Self reported that CSBG Getting Ahead classes are operating nine classes this session. She highlighted that the Case Managers continue to meet with their Staying Ahead clients to provide services for them as needed while assisting in completion of their Financial Independence Plan.

Ms. Self reminded the Board that Weatherization continues to work on the completion of homes as outlined in the last report, as they continue to await word on the anticipated funding from the federal infrastructure bill.

CHAIR'S REPORT

The Chair expressed gratitude to the Board and continued team work.

The meeting adjourned at 7:00PM.

Ms. Lisa Edgar, Secretary

Date

Capital Area Community Action Agency

Executive Committee Meeting Minutes October 25, 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 5:40 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 Mr. Couch, 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 Mr. Couch, the motion was unanimously approved.

FISCAL

Ms. Beam, Finance Director, presented the financial reports dated as of August 31, 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.

Ms. Beam reminded the Board that a Holdings meeting will be scheduled in the next few months. Mr. Center reported that when the Agency receives a Head Start grant we are required to meet a twenty percent Non-federal Share Match (NFS). During the pandemic the match was waived. HHS is now requiring the Agency to submit backup documentation supporting the waiver of the Non-federal Share Match.

The Chair asked for Board approval for the filing a waiver for HHS for the 2020-2021 NFS. Ms. Edgar made a motion to approve the filing of the waiver for NFS Match. It was seconded by Mr. Couch, and unanimously approved.

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



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CEO Report

The CEO presented the CEO report for the month of October 2022. He said that we continue to work with UPHS to improve on developing a Culture Plan focusing on Communication and Morale.

The CEO presented to the Board the upcoming closure of the office for the Holidays. He said we planned to grant administrative leave to the staff by closing the office the week of Thanksgiving Holiday and the week after Christmas Holiday.

The CEO reported that Open Enrollment will begin November 1st. We are working with HUB our benefits broker using the Netchex and HUB to integrate online access for staff benefits.

The CEO reported that we received an email from the Inspector General about being audited by the Department of Economic Opportunity (DEO), as part of their annual audit plan for risk management. Staff is working directly with DEO in reviewing Single Audit Act findings, financial statements and Holdings expenditures.

The CEO reported that the lawsuit filed by a former employee alleging discrimination has not been settled. The case is being extended into the spring.

The CEO reported that the Getting Ahead Transition Ceremony is scheduled for December 9, 2022. The Board will be updated with date and time of the event.

Mr. Center reported that the Disaster Recovery Grant is in the closing months of a 2-year grant.

The CEO shared that the Agency is meeting with Pine View Elementary School Title I to discuss the Getting Ahead Program. He reported that the Agency is working on a partnership to expand the Getting Ahead Program within the school administration.

Ms. Keel congratulated the Agency on the increased number of clients served in the community.

CHAIR'S Report

The Chair thanked Board members on their continued support and commitment to the Board.

Meeting adjourned at 6:16 P.M.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the 11 Months Ending August 31, 2022
Capital Area Community Action Agency**

As of August 31, 2022, we have completed eleven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 71% and 71% respectively, with a restricted net income of \$52,433.

Non-Federal Share (NFS) Match at June 30, 2022, is \$469,874 of the \$620,300 target. When July and August 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 11 Months Ending August 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.
- 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 and additional hazard pay in September.
- **Communications- is over budget due to an upgrade in the phone systems. This expense was not forecast but became necessary through the course of the year.**
- 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.
- **Bank Service Charges-is over the benchmark budget due to fees associated with the 5 year renewal of the Line of Credit. It will go slightly over budget for the year.**
- **Revenue Accounts** that are currently over the annual budget are due to carryforwards from previous years.

CSBG-DRSF & CSBG Variances

- Office Supplies – is slightly over budget in CSBG and this overage will be considered in the next Mod.
- Program Supplies - is at budget for CSBG budget due to not having a budget.
- 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.
- **Utilities – is over budget for CSBG DRSF with expenses being slightly higher than forecast.**
- 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.

WAP Variances

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

**Financial Statement Narrative
For the 11 Months Ending August 31, 2022
Capital Area Community Action Agency**

Head Start Variances

- Travel In Area - is over budget due to increased travel required in Franklin Co.
- Copies/Printing/Copier and Postage and Delivery Expense - are both 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.
- 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.
- 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.
- Training and Technical Assistance - is over budget with the addition of 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

- ***Salaries / Fringe / Indirect are over the benchmark budget % due to an extension of the grant period.***
- ***Staff Screenings- is over budget due to no budget line item in the original budget.***
- ***Office Supplies and Copies/Printing/Copier- are 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.***
- ***Postage and Delivery Expense- is over benchmark budget and will go over budget due to the DEO mandate.***
- ***Rent/Space and Utilities - are over benchmark budget and will go over budget due to the DEO mandate.***

**Financial Statement Narrative
For the 11 Months Ending August 31, 2022
Capital Area Community Action Agency**

- 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.
- **Repairs & Building Maintenance - is over benchmark budget and will go over budget due to the DEO mandate.**
- 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.
- **Advertising – is over the benchmark budget due to signage for the Gadsden CAP office. This is a one time expense and this line item should stay within budget.**

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 11 Months Ending August 31, 2022**

		Total Budget			
	92%	Total Budget - Original	Current Year Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,659,124	3,221,395	(1,437,729)	69%
Government Contracts - Federal Indirect	4005	0	1,015	1,015	100%
Government Contracts - STATE	4010	9,400,051	6,635,198	(2,764,854)	71%
Government Contracts - LOCAL	4020	108,500	95,089	(13,411)	88%
Grants - Other Not-for-Profits	4100	44,029	14,886	(29,143)	34%
Grants - All Other Sources	4120	7,500	11,017	3,517	147%
Contributions	4200	149,000	1,680	(147,320)	1%
Contributions- Restricted	4210	24,101	4,410	(19,691)	18%
Special Events	4300	2,000	5,529	3,529	276%
Commissions-Vending/Photo	4320	0	5,181	5,181	100%
Interest Income	4950	0	69	69	100%
Fringe Pool Revenue	4960	850,000	749,657	(100,343)	88%
Indirect Pool Revenue	4970	682,428	572,083	(110,345)	84%
Other Revenue	4995	1,000	15,633	14,633	100%
Total Revenue		15,927,733	11,332,840	(4,594,893)	71%
Expenditures					
Salaries & Wages	6010	3,278,807	2,588,749	690,058	77%
Salaries & Wages - Subrecipient	6012	97,104	17,774	79,330	
Fringe	6110	1,001,752	750,406	251,347	76%
Fringe - Subrecipient	6112	0	6,386	(6,386)	
FICA	6120	200,000	193,272	6,728	97%
Unemployment	6130	40,000	36,900	3,100	92%
Workers Compensation	6140	40,000	39,381	619	98%
Health Insurance	6150	435,000	382,169	52,831	88%
Life Insurance	6160	30,000	25,907	4,093	86%
Retirement	6170	52,000	46,806	5,194	90%
Staff Screenings	6180	4,693	3,539	1,154	75%
Indirect Costs	6210	893,785	582,039	311,746	65%
Travel - In Area	6310	35,722	9,974	25,748	28%
Travel - Out of Area	6315	7,489	0	7,489	0%
Office Supplies	6410	48,843	29,856	18,987	61%
Program Supplies	6415	48,699	26,574	22,126	55%
Classroom Supplies	6420	55,810	29,827	25,982	53%
Kitchen Supplies	6430	29,889	12,090	17,799	40%
Medical/Dental Supplies	6440	1,650	153	1,497	9%
Copies/Printing/Copier	6510	39,841	25,696	14,145	64%
Postage and Delivery Expense	6600	16,801	5,214	11,587	31%
Contractual Services/Professional	6710	523,747	315,215	208,532	60%
Contractual Services - Health/Disabilities	6715	205,007	187,549	17,458	91%
Rent/Space Cost	6810	425,819	331,658	94,162	78%
Utilities	6820	151,660	97,292	54,369	64%
General Liability and Property Insurance	6830	64,211	54,567	9,644	85%
Communications	6840	107,199	110,512	(3,313)	103%
Repairs & Bldg Maintenance- Recurring	6850	150,572	150,989	(416)	62%
Repairs & Bldg Maintenance - Nonrecurring	6855	157,007	41,201	115,806	
Equipment Maintenance	6910	33,223	23,102	10,121	70%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 11 Months Ending August 31, 2022**

Vehicle Expense	6920	78,187	64,146	14,041	82%
Equipment Lease	6930	16,239	11,168	5,071	69%
Technology	6940	117,576	32,788	84,788	28%
Fees, Licenses, and Permits	7010	5,475	2,755	2,720	50%
Dues/Subscriptions	7020	20,040	12,719	7,322	63%
Special Events	7110	3,000	3,588	(588)	120%
Client Assistance	7210	6,713,926	4,707,081	2,006,845	70%
Equipment/Improvements (\$5,000 or more)	7310	395,629	11,887	383,742	3%
Expendable Equipment	7320	56,034	7,688	48,347	14%
Registration Fees	7410	10,350	1,705	8,645	
Meetings/Workshops/Training	7420	20,944	32,797	(11,853)	108%
Training/Staff Development	7430	1,900	2,842	(942)	
Training and Technical Assistance	7435	43,743	45,435	(1,692)	
Advisory/Board Member Expenses	7440	3,500	1,371	2,129	39%
Advertising	7450	33,555	11,181	22,374	33%
Parent Activities	7460	1,200	1,050	150	88%
Raw Food Cost	7510	217,403	160,091	57,312	74%
Miscellaneous Expenses	7520	0	34,112	(34,112)	100%
Legal Expenses	7530	8,000	7,575	425	95%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	3,700	3,632	68	98%
Total Expenditures		15,927,733	11,280,407	4,647,326	71%
Excess Revenue over (under) Expenditures		0	52,433	52,433	

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

	<u>Current Period Balance</u>
Assets	
Cash Operating Hancock Bank	1,166,553
Health Insurance Imprest Account	2,552
Cash-Sunshine State/The First - Micro Loan	66,455
Petty Cash	375
Cash-Hancock-HS Parent Activity	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	14,873
Cash - Centennial Bank (Franklin County)	9,257
Money Market Account - Hancock Bank	35,765
Accounts Receivable	135,689
Grants Receivable	721,489
Property and Net Equipment	488,266
Total Assets	<u>2,642,332</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	177,738
Accrued Expenses - Other	59,512
Accrued Wages	4,886
Accrued Flexible Savings	(561)
Accrued Fringe Benefits	(5,129)
Contract Advances	179,183
Due to Grantor	30,609
Liability- Head Start Parent Activity	7,079
Notes Payable	135,438
Deferred Income	<u>35,645</u>
Total Liabilities	624,400
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>52,433</u>
Total Net Assets	<u>2,017,932</u>
Total Liabilities and Net Assets	<u>2,642,332</u>

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

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,667,245</u>	<u>3,106,914</u>	<u>(560,331)</u>	85%
Total Revenue		<u>3,667,245</u>	<u>3,106,914</u>	<u>(560,331)</u>	85%
Expenditures					
Salaries & Wages	6010	1,386,333	1,273,324	113,009	92%
Fringe	6110	396,340	364,492	31,849	92%
Staff Screenings	6180	3,062	1,985	1,077	65%
Indirect Costs	6210	342,662	310,826	31,835	91%
Travel - In Area	6310	50,767	23,533	27,235	46%
Travel - Out of Area	6315	27,398	5,307	22,091	19%
Office Supplies	6410	17,108	22,509	(5,401)	132%
Program Supplies	6415	0	359	(359)	100%
Copies/Printing/Copier	6510	23,324	14,392	8,932	62%
Postage and Delivery Expense	6600	6,927	2,577	4,351	37%
Contractual Services/Professional	6710	67,906	43,239	24,667	64%
Rent/Space Cost	6810	177,626	183,546	(5,920)	103%
Utilities	6820	25,004	19,093	5,911	76%
General Liability and Property Insurance	6830	29,010	27,477	1,534	95%
Communications	6840	67,903	75,535	(7,632)	111%
Repairs & Bldg Maintenance- Recurring	6850	26,538	18,910	7,628	71%
Equipment Maintenance	6910	20,675	16,659	4,016	81%
Vehicle Expense	6920	65,056	70,823	(5,767)	109%
Equipment Lease	6930	8,635	6,510	2,125	75%
Technology	6940	23,043	14,910	8,133	65%
Fees, Licenses, and Permits	7010	12,633	7,534	5,099	60%
Dues/Subscriptions	7020	29,484	28,604	880	97%
Client Assistance	7210	753,742	501,922	251,820	67%
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)	85%
Training/Staff Development	7430	1,000	995	5	
Training and Technical Assistance	7435	1,745	0	1,745	
Advertising	7450	<u>20,799</u>	<u>12,128</u>	<u>8,672</u>	58%
Total Expenditures		<u>3,667,245</u>	<u>3,106,914</u>	<u>560,331</u>	85%
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 August 31, 2022

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,239,695</u>	<u>2,842,796</u>	<u>(396,899)</u>	88%
Total Revenue		<u>3,239,695</u>	<u>2,842,796</u>	<u>(396,899)</u>	88%
Expenditures					
Salaries & Wages	6010	453,679	364,461	89,218	80%
Fringe	6110	131,475	105,621	25,854	80%
Staff Screenings	6180	720	696	24	97%
Indirect Costs	6210	106,324	85,670	20,654	81%
Travel - In Area	6310	12,700	6,868	5,832	54%
Travel - Out of Area	6315	1,100	0	1,100	0%
Office Supplies	6410	9,100	9,041	59	99%
Copies/Printing/Copier	6510	3,200	3,172	28	99%
Postage and Delivery Expense	6600	1,650	819	831	50%
Contractual Services/Professional	6710	16,000	10,941	5,059	68%
Rent/Space Cost	6810	95,640	87,045	8,595	91%
Utilities	6820	13,261	13,529	(268)	102%
General Liability and Property Insurance	6830	10,000	4,190	5,810	42%
Communications	6840	31,388	23,507	7,881	75%
Repairs & Bldg Maintenance- Recurring	6850	11,050	9,405	1,645	85%
Repairs & Bldg Maintenance -	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	2,540	460	85%
Technology	6940	9,776	3,940	5,836	40%
Fees, Licenses, and Permits	7010	600	60	540	10%
Client Assistance	7210	2,238,657	2,044,109	194,549	91%
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>2,842,180</u>	<u>397,515</u>	88%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>616</u>	<u>616</u>	

Capital Area Community Action Agency
LIHEAP ARPA Statement of Revenues and Expenditures
From Grant Inception through August 31, 2022

	61%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,396,322</u>	<u>1,136,023</u>	<u>(1,260,299)</u>	47%
Total Revenue		<u>2,396,322</u>	<u>1,136,023</u>	<u>(1,260,299)</u>	47%
Expenditures					
Salaries & Wages	6010	127,291	88,158	39,133	69%
Fringe	6110	36,889	25,831	11,058	70%
Staff Screenings	6180	0	50	(50)	100%
Indirect Costs	6210	29,717	22,196	7,521	75%
Travel - In Area	6310	1,000	(132)	1,132	-13%
Office Supplies	6410	1,200	2,239	(1,039)	187%
Copies/Printing/Copier	6510	1,698	1,973	(275)	116%
Postage and Delivery Expense	6600	600	593	7	99%
Contractual Services/Professional	6710	14,100	6,975	7,125	49%
Rent/Space Cost	6810	13,400	12,807	593	96%
Utilities	6820	3,000	2,498	502	83%
General Liability and Property Insurance	6830	1,000	2,345	(1,345)	234%
Communications	6840	1,800	5,813	(4,013)	323%
Repairs & Bldg Maintenance- Recurring	6850	3,000	2,900	100	97%
Equipment Maintenance	6910	1,800	640	1,160	36%
Equipment Lease	6930	1,800	532	1,268	30%
Technology	6940	2,939	30	2,910	1%
Fees, Licenses, and Permits	7010	0	35	(35)	100%
Client Assistance	7210	2,140,788	957,453	1,183,335	45%
Equipment/Improvements (\$5,000 or more)	7310	13,800	0	13,800	0%
Meetings/Workshops/Training	7420	0	635	(635)	100%
Advertising	7450	500	386	114	77%
Total Expenditures		<u>2,396,322</u>	<u>1,133,956</u>	<u>1,262,366</u>	47%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,068</u>	<u>2,068</u>	

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

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,914,205	1,438,439	(1,475,766)	49%
Other Revenue	4995	0	27,160	27,160	100%
Total Revenue		<u>2,914,205</u>	<u>1,465,599</u>	<u>(1,448,606)</u>	50%
Expenditures					
Salaries & Wages	6010	442,805	375,699	67,106	85%
Fringe	6110	126,848	108,085	18,763	85%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	91,491	19,416	82%
Travel - In Area	6310	19,839	12,734	7,104	64%
Office Supplies	6410	5,233	4,947	287	95%
Copies/Printing/Copier	6510	2,036	2,412	(376)	118%
Postage and Delivery Expense	6600	1,289	762	526	59%
Contractual Services/Professional	6710	25,660	7,620	18,041	30%
Rent/Space Cost	6810	28,487	22,083	6,403	78%
Utilities	6820	6,147	4,428	1,719	72%
General Liability and Property Insurance	6830	55,102	32,264	22,838	59%
Communications	6840	14,491	12,173	2,319	84%
Repairs & Bldg Maintenance- Recurring	6850	9,677	3,870	5,807	40%
Equipment Maintenance	6910	4,481	3,869	612	86%
Vehicle Expense	6920	26,000	23,206	2,793	89%
Equipment Lease	6930	1,936	1,750	185	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	10,331	1,076	9,255	10%
Total Expenditures		<u>2,914,205</u>	<u>1,433,706</u>	<u>1,480,499</u>	49%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>31,893</u>	<u>31,893</u>	

Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the 11 Months Ending August 31, 2022

		Total		Total	
	92%	Budget -	Current	Variance -	
		Original	Year Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>4,093,081</u>	<u>2,987,085</u>	<u>(1,105,996)</u>	73%
Total Revenue		<u>4,093,081</u>	<u>2,987,085</u>	<u>(1,105,996)</u>	73%
Expenditures					
Salaries & Wages	6010	1,866,630	1,378,653	487,977	74%
Fringe	6110	540,949	399,722	141,227	74%
Staff Screenings	6180	2,500	2,202	298	88%
Indirect Costs	6210	454,533	325,507	129,026	72%
Travel - In Area	6310	2,000	2,526	(526)	126%
Office Supplies	6410	9,000	7,661	1,339	85%
Program Supplies	6415	40,975	23,470	17,505	57%
Classroom Supplies	6420	42,500	28,657	13,843	67%
Kitchen Supplies	6430	7,000	37	6,963	1%
Medical/Dental Supplies	6440	500	153	347	31%
Copies/Printing/Copier	6510	10,000	10,925	(925)	109%
Postage and Delivery Expense	6600	1,500	1,681	(181)	112%
Contractual Services/Professional	6710	15,000	17,733	(2,733)	118%
Contractual Services – Health/Disabilities	6715	163,170	172,712	(9,542)	106%
Rent/Space Cost	6810	218,629	182,277	36,352	83%
Utilities	6820	107,000	77,487	29,513	72%
General Liability and Property Insurance	6830	20,000	17,742	2,258	89%
Communications	6840	42,000	58,871	(16,871)	140%
Repairs & Bldg Maintenance- Recurring	6850	85,000	125,758	(40,758)	148%
Repairs & Bldg Maintenance - Nonrecurring	6855	39,519	16,625	22,894	42%
Equipment Maintenance	6910	18,000	16,301	1,699	91%
Vehicle Expense	6920	25,000	19,342	5,658	77%
Equipment Lease	6930	7,500	4,822	2,678	64%
Technology	6940	69,250	22,273	46,977	32%
Fees, Licenses, and Permits	7010	2,000	1,095	905	55%
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	185,728	11,887	173,841	6%
Expendable Equipment	7320	10,000	0	10,000	0%
Registration Fees	7410	0	27	(27)	
Meetings/Workshops/Training	7420	500	2,572	(2,072)	252%
Training/Staff Development	7430	1,500	2,442	(942)	
Training and Technical Assistance	7435	40,998	45,138	(4,140)	110%
Advisory/Board Member Expenses	7440	2,500	(10)	2,510	0%
Advertising	7450	2,500	5,505	(3,005)	220%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	52,000	986	51,014	2%
Total Expenditures		<u>4,093,081</u>	<u>2,987,085</u>	<u>1,105,996</u>	73%
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 August 31, 2022**

	71%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL -	4000	<u>452,277</u>	<u>53,196</u>	<u>(399,081)</u>	12%
Total Revenue		<u>452,277</u>	<u>53,196</u>	<u>(399,081)</u>	12%
Expenditures					
Salaries & Wages	6010	87,247	34,902	52,345	40%
Fringe	6110	25,284	10,115	15,169	40%
Indirect Costs	6210	21,190	8,179	13,011	39%
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/Improvements (\$5,000 or	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>53,196</u>	<u>399,081</u>	12%
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
 As of 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%

Head Start CC Expenses Aug 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6940	255	8/29/2022	201.99	#6700, TIM CENTER, VISA, 8/29/2022, 1 PLACE
HANCOCK CC	1064	6415	255	8/29/2022	437.34	#4466, DARREL JAMES, VISA, 8/29/2022, KITCHEN SUPPLIES
HANCOCK CC	1064	6415	256	8/29/2022	28.92	#4466, DARREL JAMES, VISA, 8/29/2022, KITCHEN SUPPLIES
HANCOCK CC	1064	6440	255	8/29/2022	153.01	#4466, DARREL JAMES, VISA, 8/29/2022, MEDICAL SUPPLIES
HANCOCK CC	1064	6920	255	8/29/2022	65.01	#4466, DARREL JAMES, VISA, 8/29/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	8/29/2022	55.00	#4466, DARREL JAMES, VISA, 8/29/2022, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	8/29/2022	57.00	#4466, DARREL JAMES, VISA, 8/29/2022, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	8/29/2022	45.00	#4466, DARREL JAMES, VISA, 8/29/2022, HS VEHICLE WASH
HANCOCK CC	1064	6850	251	8/29/2022	178.15	#6982, FATIMA LEABHIELE ALEXANDER, VISA, 8/29/22
HANCOCK CC	1064	6855	256	8/29/2022	830.00	#6982, FATIMA LEABHIELE ALEXANDER, VISA, 8/29/22 REMOVE
HANCOCK CC	1064	7435	255	8/29/2022	300.00	#8165, NICHELE RICHARDS ROLLE, VISA, 8/29/2022
HANCOCK CC	1064	7450	255	8/29/2022	960.67	#7366, NINA SINGLETON SELF, VISA, 8/29/2022, INDEED
HANCOCK CC	1064	7010	259	8/29/2022	101.00	#5810, VENITA TREADWELL, VISA, 8/29/2022, DCF LICENSE FEE
HANCOCK CC	1064	7430	255	8/29/2022	125.00	#5810, VENITA TREADWELL, VISA, 8/29/2022, MATIOS' TRAINING
HANCOCK CC	1064	6420	259	8/29/2022	30.64	#5810, VENITA TREADWELL, VISA, 8/29/2022, STEPSTOOLS
HANCOCK CC	1064	7510	256	8/29/2022	71.44	#5810, VENITA TREADWELL, VISA, 8/29/2022, SNACKS
LOWES	1064	6420	259	8/31/2022	377.48	#82130109106598, CLSSRM & BLDG SUPPLIES, HEAD START AUG
LOWES	1064	6855	258	8/31/2022	<u>3,727.22</u>	<u>#82130109106598, CLSSRM & BLDG SUPPLIES, HEAD START AUG</u>
Total CC Expenses					7,542.88	



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
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0000000-013928-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number



Statement Date

08-29-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-04	08-03	24137482216001614323332	5912	CVS/PHARMACY #01296 TALLAHASSEE FL	M54.95
08-04	08-02	24692162215100400291142	5542	GATE 1194 Q80 TALLAHASSEE FL	M65.01
08-08	08-06	24011342218000043430447	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
08-09	08-08	24445002221400205678778	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M153.01
08-09	08-08	24445002221400205678895	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M437.34
08-10	08-09	24692162221100982428555	5691	SQ *CUSTOM STATION TALLAHASSEE FL	M187.25
08-11	08-09	24055232222846143657378	5691	CHAMPS - 14908 TALLAHASSEE FL	M8.60
08-22	08-19	24692162231100358919371	8999	SQ *MILES TO WASH TALLAHASSEE FL	M25.00
08-22	08-19	24692162231100379710213	8999	SQ *MILES TO WASH TALLAHASSEE FL	M45.00
08-22	08-19	24692162232100754725173	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00
08-26	08-24	24207852237162601193327	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M28.92
08-29	08-26	24692162239102095777023	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,316.98
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,316.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

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0000000-012983-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number



Statement Date

08-29-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-10	08-09	24431082222400180000542	5251	ACE HDWE APALACHICOLA FL	M178.15 ✓
08-15	08-12	24692162224100310943047	8999	SQ *1-800-GOT-JUNK? TALLAHASSEE FL	M630.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,008.15
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,008.15
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

HANCOCK WHITNEY BANK
PO BOX 81760
NEW ORLEANS LA 70161-1760

Visa BusinessCard
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00000000-013300-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

08-29-22

STATEMENT MESSAGES:

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-30	24882162211100012363010	8398	ARC*RED CROSS DONATION 800-733-2787 CA	M300.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 300.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 300.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
08-29-22

00147EAA - 004210 - 0001 - 0001 - 2



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

**N0004230

STATEMENT MESSAGES
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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-29	24000972210574301384306	7011	COUNTRY INN & SUITES M MIDWAY FL 0000000145 ARRIVAL: 07-19-22	M659.50
08-05	08-04	24164072216741849416771	4215	FEDEX 84941677 800-4633339 TN	M32.60
08-05	08-04	24164072216741849416946	4215	FEDEX 84941694 800-4633339 TN	M95.44
08-08	08-05	24000972217604700728692	7011	COUNTRY INN & SUITES M MIDWAY FL 0000000177 ARRIVAL: 07-19-22	M461.65
08-15	08-11	24164072224105001206539	5949	STAPLES 00110726 TALLAHASSEE FL	M121.46
08-15	08-14	24000972226841901842187	7011	COUNTRY INN & SUITES M MIDWAY FL 0900000410 ARRIVAL: 07-19-22	M593.55
08-16	08-16	24022072228018000000757	5542	SUNOCO 0893479800 CRAWFORDVILLE FL	M40.00
08-16	08-15	24226382228081007129833	5411	WAL-MART #3307 CRAWFORDVILLE FL	M88.04
08-17	08-16	24692162226100826637329	8999	INDEED 209-564-2400 CT	M502.35
08-18	08-17	24431052229838001008993	5542	MURPHY USA 7785 TALLAHASSEE FL	M45.91
08-18	08-17	24055232229207785400127	2741	AHA PROCESS INC 281-426-5300 TX	M2,451.60
08-19	08-18	740552322290207785500084	2741	AHA PROCESS INC 2814265300 TX	M181.60
08-22	08-21	24000972233672802262311	7011	COUNTRY INN & SUITES M MIDWAY FL 0000000227 ARRIVAL: 08-15-22	M461.65
08-22	08-18	24445002231300582734640	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0607474810 ARRIVAL: 08-17-22	M3,036.62
08-25	08-24	24137462237600165819558	9402	USPS P.O. BOXES ONLINE 800-344-7779 DC	M100.00
08-26	08-25	24164072237741851648906	4215	FEDEX 85164890 800-4633339 TN	M74.31
08-26	08-25	24164072237741851648183	4215	FEDEX 85164818 800-4633339 TN	M89.53
08-29	08-29		0000	ANNUAL FEE	M35.00
08-29	08-26	24892162239102095776736	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.50
08-29	08-26	24892162238101749114410	8999	INDEED 209-564-2400 CT	M517.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 9,444.70
		NEW CASH ADVANCES .00
		CREDITS 181.80
		STATEMENT TOTAL 9,263.10
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

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

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00000000 - 012569 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
08-29-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-29	07-28	24906412209152728316522	5968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M45.00 ✓
08-01	07-29	24892162210100638382561	8398	IN *LEADERSHIP FLORIDA ST 850-5211220 FL	M50.00 ✓
08-01	07-28	24207862210328200241996	8398	FLORIDA SOCIETY OF ASSOCI 850-2227994 FL	M112.50 ✓
08-09	08-08	24482162221000000863429	5734	WWW.1PLACECHILDCARE.CO HTTPSWWW.1PLA NH	M201.99 ✓
08-15	08-14	24906412226153980141656	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M53.00 ✓
08-16	08-15	24801972227726560317263	8699	THE FLORIDA BAR 850-581-5831 FL	M265.00 ✓
08-17	08-16	24943002228700793981033	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99 ✓
08-17	08-15	24682162228100776661980	2741	HCC*SAGECHECKS&FORMS 800-617-3224 TX	M592.65 ✓
08-18	08-16	24164072229741613873798	4215	FEDEX 276881387378 MEMPHIS TN	M33.85 ✓
08-22	08-19	24011342231000049073293	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.80 ✓
08-23	08-22	24892162234100732600769	5968	GAN*1568TALLHDEMOCIRC 888-426-0491 IN	M23.55 ✓
08-23	08-21	24892162234100457068422	3710	RITZCARLTON AMELIA ISL AMELIA ISL FL 335717 ARRIVAL: 08-19-22	M786.70 ✓
08-29	08-26	24011342238000048883440	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M14.99 ✓
08-29	08-28	24906412240154937843990	5968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M45.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
08-29-22	[REDACTED]		
CUSTOMER SERVICE CALL		NEW PURCHASES AND	
		OTHER CHARGES	2,539.12
Toll Free		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	2,539.12
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	22,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



0000000 - 016903 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
08-29-22

STATEMENT MESSAGES

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-11	08-10	24226382223400000905981	5411	WAL-MART #4520 TALLAHASSEE FL	M30.64 ✓
08-11	08-10	24445002223400200150003	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M71.44 ✓
08-12	08-11	24055232224400541000027	9399	NIC*-DCF-CARES EGOV.COM FL	M101.00 ✓
08-23	08-22	24492162234000026501058	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M125.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 328.08
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 328.08
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

LOWE'S PRO

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Finally, a loyalty program designed to help make your business successful.

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17930 08-12-22

NITY ACTION

8.53
-0.45
93.10
-4.90
113.05
-5.95
THIS ITEM*
61.73
-3.25
12.81
-0.67
17.06
-0.45

Lowe's® Business Advantage

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$4,104.70
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$4,104.70
Credit Limit	\$11,000.00
Available Credit	\$6,895.00
Statement Closing Date	09/02/2022
Days in Billing Cycle	31

Payment Information	
New Balance	\$4,104.70
Total Minimum Payment Due	\$171.00
Payment Due Date	09/28/2022

(Handwritten signature) 9/19/22

28.46
-0.75
42.74
-2.24
0.00
377.48
377.48
377.48

XXXXXX
: 23:57
F#: 689
ACTION

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
08/12/2022	\$377.48	No Interest With Payment	\$0.00	\$0.00	\$377.48	11/02/2022
09/01/2022	\$3,727.22	No Interest With Payment	\$0.00	\$0.00	\$3,727.22	11/02/2022

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 7RTT095, 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, Inc.**

**Accounting & Financial
Policies and Procedures Manual**

Software Acquisition and Development Costs	109	Deleted: 8
Costs to Be Capitalized	109	Deleted: 8
Costs to Be Expensed as Incurred	109	Deleted: 8
Web Site Costs	110	Deleted: 9
Costs to Be Capitalized	110	Deleted: 9
Costs to Be Expensed As Incurred.....	110	Deleted: 9

POLICIES PERTAINING TO SPECIFIC LIABILITY AND NET ASSET ACCOUNTS

Accrued Liabilities	112	Deleted: 1
Identification of Liabilities	112	Deleted: 1
Leave (Paid Time Off)	112	Deleted: Accrued
Notes Payable	113	Deleted: 1
General Policy.....	113	Deleted: 2
Recordkeeping	113	Deleted: 2
Accounting and Classification	113	Deleted: 2
Non-Interest-Bearing Notes Payable.....	114	Deleted: 2
Net Assets	115	Deleted: 3
Classification of Net Assets	115	Deleted: 4
Reclassifications from Restricted to Unrestricted Net Assets	115	Deleted: 4
Reclassifications from Unrestricted to Restricted Net Assets	116	Deleted: 4
Disclosures	116	Deleted: 5
		Deleted: 5

POLICIES ASSOCIATED WITH FINANCIAL AND TAX REPORTING

Financial Statements	117	Deleted: 6
Standard Financial Statements of the Organization	117	Deleted: 6
Frequency of Preparation.....	117	Deleted: 6
Review and Distribution.....	118	Deleted: 7
Budget Variance Analysis and Projections	118	Deleted: 7
Monthly Distribution.....	118	Deleted: 7
Special Distribution	118	Deleted: 7
Annual Financial Statements.....	119	Deleted: 7
Government Returns	120	Deleted: 8
Overview	120	Deleted: 19
Filing of Returns	120	Deleted: 19
Public Access to Information Returns.....	121	Deleted: 19
		Deleted: 0
Unrelated Business Activities	123	Deleted: 2
Identification and Classification	123	Deleted: 2
Allocation of Expenses to Unrelated Activities.....	123	Deleted: 2
Reporting	123	Deleted: 2

3. Price analysis may be made in various ways, including comparison of price quotations submitted or market prices. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.
4. Documentation of the cost and price analysis associated with each procurement decision shall be retained in the procurement files pertaining to each Federal award.
5. For all procurements in excess of \$7,500 (as may be adjusted for inflation) CACAA must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following:
 - a. rationale for the method of procurement,
 - b. selection of contract type,
 - c. contractor selection or rejection, and
 - d. basis for the contract price.
6. CACAA shall make all procurement files available for inspection upon request by a Federal awarding agency.
7. A contract award must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM). (Appendix II to Part 200). Therefore, all contracts shall either have a written certification that the contractor has not been suspended, debarred, or otherwise excluded from or ineligible for participation in Federal programs or activities or evidence will be included in the procurement file that the contractor was not found on the Excluded Parties List System in SAM.)
8. CACAA must not use the "cost-plus-a-percentage-of-cost" method of contracting. (200.323(d))
9. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act shall clearly state—
 - (1) the percentage of the total costs of the program or project which will be financed with Federal money;
 - (2) the dollar amount of Federal funds for the project or program; and
 - (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources (Public Law 115-31, Division H, Title V, Section 505; aka The Stevens Amendment")

Deleted: the

All staff members with the authority to approve purchases will receive a copy of and be familiar with applicable federal cost principles.

Use of Purchase Orders

It is the policy of Capital Area Community Action Agency, Inc. to utilize a purchase order system, where needed. A properly completed purchase order shall be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost), with the exception of travel advances and expense reimbursements, which require the preparation of a separate form described elsewhere in this manual.

Mailing of Checks

After signature, checks are returned to the individual who prepared them, who then mails checks immediately. Individuals who authorize expenditures shall not mail checks. To save mailing fees and potential lost check costs, some checks may be picked up in person. When checks are picked up in person, that person must sign and date the check stub to indicate receipt.

[Lost checks will be reissued once without charge. Subsequent reissue will result in a fee of \\$25, plus any stop payment charge. It is recommended that reissued checks be picked up in person or that the check recipient pay for mail tracking services.](#)

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register, voiding from accounting records and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank account reconciliations and audits.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction or internet access and written authorization to the bank by accounting personnel with this authority. A journal entry is made to record any related bank fees.

Money Orders

A money order is a certificate, often issued by a bank, which allows the stated payee to receive cash on-demand. A money order functions much like a check. Cash disbursements using a money order linked to any Agency bank account will follow the same procedures as for the issuance of a check, except that money orders will be hand-delivered, signed for, and never mailed.

Recordkeeping Associated with Independent Contractors

Capital Area Community Action Agency, Inc. shall obtain a completed Form W-9 or equivalent substitute documentation from all contractors to whom payments are made (see "Accounts Payable Management" policies). A record shall be maintained of all contractors to whom a Form 1099 is required to be issued at year end. Payments to such contractors shall be accumulated over the course of a calendar year.

Treasurer
Secretary
Member at Large
Chief Executive Officer
Chief Operating Officer

Accounting Department staff will promptly notify the Organization's financial institutions of changes in authorized signatures upon the departure of any authorized signer. Refer to the section titled "Check Signing" for procedures.

Bank Reconciliations

Bank account statements are received each month or quarter and forwarded ~~to the Chief Executive Officer (CEO). Statements received by mail are forwarded to CEO unopened, and electronic statements are emailed to CEO.~~ The CEO shall review the statement and its contents for unusual or unexpected items, such as a cash withdrawal. Appropriate action shall be taken for any unusual or unexpected items noted.

Deleted: unopened to the Chief Executive Officer (CEO).

Deleted: open the statement and

After review is complete, the CEO shall initial ~~(electronic initials are permitted)~~ the statement and the entire bank statement is forwarded to the Accounting Department to prepare the bank reconciliation between the General Ledger and the Bank Statement. It is the policy of Capital Area Community Action Agency, Inc. that the bank reconciliation process be completed within two weeks of receipt of each bank statement from the CEO.

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The Chief Operating Officer is authorized to perform the bank reconciliation duties of the CEO in the prolonged absence of the CEO.

The reconciliation process shall involve an inspection of the cancelled checks images included with the bank statement. The purpose of this inspection is to identify signs of forgery, altered or substitute checks, unusual endorsements, or other signs of fraudulent activity. Cancelled checks images may also be viewed electronically via Internet access to the Institution's web site on an as needed basis.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are reviewed by the Chief Financial Officer/Finance Director on an as needed basis.

Bank reconciliations, cancelled check images, and copies of resulting journal entries are filed in the current year's accounting files.

Cash Flow Management

The Chief Financial Officer/Finance Director shall monitor cash flow needs on a weekly basis to eliminate idle funds and to ensure that payment obligations can be met. Cash transfers between accounts are performed on an as-needed basis.

RECORD RETENTION

Policy

Capital Area Community Action Agency, Inc. retains records as required by law and destroys them when appropriate. The destruction of records must be approved by the Chief Financial Officer or the Chief Executive Officer, and logged into the Organization's Destroyed Records Log. The formal records retention policy of Capital Area Community Action Agency, Inc. is as follows:

Accident reports/claims (settled Cases)	7 Years
Accounts payable ledgers and schedules	7 Years
Accounts receivable ledgers and schedules	7 Years
Audit reports	Permanently
Bank reconciliations	3 Years
Bank Statements	3 Years
Chart of Accounts	Permanently
Cancelled Checks	7 Years
Contracts, mortgages, notes and leases:	
Expired	7 Years
Still in effect	7 years after expiration
Correspondence:	
General	2 Years
Legal and important matters only	Permanently
Routine with customers and/or contractors	2 Years
Deeds, mortgages and bills of sales	Permanently
<u>Deposit Records</u>	5 Years
Depreciation schedules	Permanently
Duplicate deposit slips	3 Years
Employment applications	3 Years
Expense analyses/expense distribution schedule	7 Years
Financial statements:	
Year-end	Permanently
Other	Optional
Gamishments	7 Years
General ledgers/year end trial balance	Permanently
Insurance policies (expired)-no claims	3 Years
Insurance records (policies, claims, etc.)	Permanently
Internal audit reports	3 Years +
Internal reports	3 Years
Inventories of products, materials and supplies	7 Years
Invoices (to customers, from contractors)	7 Years
Journals	Permanently
Minute books of directors, bylaws and charters	Permanently
Notes receivable ledgers and schedules	7 Years
Payroll records and summaries	7 Years
Personnel records (terminated)	7 Years??
Petty cash vouchers	3 Years
Physical inventory tags	3 Years
Property records (incl. depreciation schedules)	Permanently
Purchase orders:	
Purchasing department copy	7 Years

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT NOVEMBER 2022

Administrative

- Working with UPHS on developing a Culture Plan focusing on Communication, Brand, Collaboration, Policy, and Celebration. Small workgroups with representatives from each division will be engaged in contributing to the plan.
- Holiday plans will include closing the office the week of Christmas and the Week after Christmas awarding administrative leave to the staff.
- Benefits Open Enrollment began November 1 using the Net Checks and HUB to online access.
- Currently being audited by the Department of Economic Opportunity Inspector General – one of two Community Action Programs – as part of their annual audit plan. Staff are working with them directly in reviewing Single Audit Act reports and Holdings expenditures.
- Potential Fraud – a DRSF Vendor alerted staff to a concern regarding payment for services rendered. An ongoing investigation has identified a number of actions taken by a particular staff member indicative of fraud and theft. Management has alerted the Department of Economic Opportunity and is working with local law enforcement.
- 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. Tentatively planned for the weekend of December 9, 2022.
- 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 is now available but the process is different from LIHEAP. Staff are to be trained on how to use SERA, the data management system.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- 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.



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



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.
- Presenting to Pineview Elementary the opportunity to develop a Getting Ahead for their families.
- Presented to the Apalachee Regional Planning Council an overview of the Agency and its services focused on Getting Ahead/Staying Ahead.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Duke Energy donated \$35,000 to the Agency to assist clients in areas served by Duke Energy.

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

Out of Office

- 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	Completed
	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	7/26/2022	Completed
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	9/27/2022	Completed
	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	Completed
	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	10/4/2022 Needs Board Approval	Completed
	8.10	The governing board formally receives and accepts the fiscal policies that have been reviewed by staff, with changes to reflect the approval of the policies by the board.	Maintain	11/15/2022 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	
December 2022		SUBMIT			

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 10/31/2022

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services				
County	Active Participants	Active Participants	Households Served				
Calhoun	0	4	62				
Franklin (2 Classes)	12	21	35				
Gadsden	6	1	45				
Gulf	10	5	35				
Jefferson	0	0	27				
Leon (3 Classes)	18	13	276				
Liberty	6	5	27				
Wakulla	10	0	19				
TOTALS	62	49	526				

	Housing Repair			Temporary Housing		
DISASTER RECOVERY	Cases Closed 10/1/21 - 10/31/22	Cases Open at 10/31/22	Total Cases	Cases Closed 10/1/21 - 10/31/22	Open Cases Transferred to Rebuild @ 10/31/22	Total Cases
Franklin	72	3	75	2	2	4
Gulf	15	0	15	3	3	6
Liberty	4	0	4	2	1	3
Calhoun	40	0	40	9	5	14
Gadsden	44	0	44	10	6	16
Leon	3	0	3	2	2	4
Wakulla	5	2	7	1	1	2
Total	183	5	188	29	20	49

Note: Jefferson County isn't covered in this grant. Leon County isn't being serviced at this time due to lack of disaster recovery needs in the county.

HEAD START 2022 - 2023 Enrollments	Franklin*	Jefferson	Mabry	Governor's Charter	Royal	South City	Total
# of Students Enrolled @ 10/31/22 (Actually attended)	16	32	62	39	57	130	336
Funded Enrollment	20	37	66	50	57	148	378
Center Enrollment %	80.00%	86.49%	93.94%	78.00%	100.00%	87.84%	88.89%
Disability Services							
Students with IEP's	9						
Students with Concerns	33						
Mental Health Services Referrals	10						
Mental Health/Behavioral	9						
Parents Declined Services	1						

Capital Area Community Action Agency, Inc.
 COO Summary of Program
 For the Month Ended 10/30/22

Program	Getting Ahead	Staying Ahead	Emergency Services
County	Active Participants	Active Participants	Households Served
Calhoun	0	4	
Franklin (2 classes	12	21	
Gadsden	6	1	
Gulf	10	5	
Jefferson	0	0	
Leon (3 classes)	18	13	
Liberty	6	5	
Wakulla	10	0	
Totals	62	49	

Events

- Calhoun County Childrens Coalition - Zoom
- Victims Advocacy - Calhoun Sheriffs Office
- BBARC Community Meeting - Zoom
- Neighborhood Empowerment Event - Leon
- Gadsden Re-entry Center Seminar

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for October 2022 – *Emergency Services*
DATE: October 3, 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 2022 and will end September 30th 2023.

Low Income Home Energy Assistance Program

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

County	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	County
<i>Calhoun</i>	62/107												62/107
<i>Franklin</i>	35/88												35/88
<i>Gadsden</i>	45/79												45/79
<i>Gulf</i>	35/73												35/73
<i>Jefferson</i>	27/70												27/70
<i>Leon</i>	276/714												276/714
<i>Liberty</i>	27/59												27/59
<i>Wakulla</i>	19/58												19/58
Total	526/1248												526/1248

Additional information listed below:

Number of Single Parent's assisted.

Female	921
Male	554
Total Emergency Utility Services Assistance (from Donated Funds) = 6/7	
HVAC Repair / Replacement Assistance 20 (entire contract year) = 1/2	



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Capital Area **Community Action** Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: November 9, 2022

As of November 1, 2022, the weatherization program currently has 2 active grants to expend totaling \$337,827.00 for the 2022-2023 contract year. \$146,614.00 of those funds are to be expended by June 30, 2023 and the remaining \$191,213.00 are to be expended by September 30, 2023. Currently there are eight homes in the pre-inspection process, six homes assigned to contractors and 3 homes currently completed.

The program continues to face production issues due to supply chain issues, contractor availability and inflation but operates at the most efficient and safe capacity possible.

The Department of Economic Opportunity finalized the funding allocations for the Bipartisan Infrastructure Law (BIL) for the State's weatherization providers and our agency is set to receive \$3,868,220. The funding is dispersed in initial allotments of 15% and 30% with remaining funding to be released based on production performance. Initial funding is set to be awarded in November 2022, which will require a ramp up in staff and production. This funding is in addition to the grants listed above.

We are providing temporary weatherization services for the 10 county territory previously serviced by Suwanee River Economic Council. We are currently building a list of qualified applicants so that we can begin to provide services until DEO begins the bid process for those territories. More information to follow as we progress with service.



United Way of the Big Bend

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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: November 8, 2022

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

Staffing

Staffing continues to be a challenge in finding qualified staff for classroom positions. We have a couple of vacancies.

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, but is on hold pending the decision of location.

Security at the Mabry Head Start location is concerning regarding the number of homeless coming on the property. Security proposals have been solicited for review to implement as soon as the week of November 14. This location may not be suitable need to be relocated soon.

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

None.



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Capital Area Community Action Agency

To: Tim Center, CEO
From: Venita Treadwell, Early Childhood Development Manager
Date: October 11, 2022
Subject: June 2022 – August 2022 Quarterly Report Narrative

This narrative will focus on two areas of the report:

Coaching – Children did not return to school until August 10, 2022; therefore, this quarter reflects low numbers.

There are 40-teaching staff that receive coaching. Center Directors do not receive coaching. Based on an initial CLASS Observation, these 40-teachers are assigned to a tier that determines the level of coaching that would offer maximum support for their needs.

Tier-1 staff are operating at a high level of competence and do not need weekly intervention. Tier-1 staff receive monthly coaching, training through videos, and also peer coach.

Tier-2 staff have specific needs that are addressed bi-weekly. Coaching to this group involves ZOOM meetings, in-class focused visits, teleconferencing, and sharing learning materials.

Tier-3 staff have problem areas that must be addressed with more intensive coaching on a weekly basis. This group may be new staff that are learning the methods. The weekly coaching includes ZOOM meetings, teaching videos, Teaching Strategies webinars and one-on-one sessions so that coaches can model for staff.

Professional Credentials – Currently, there are seven (7) teaching staff on waivers. Staff members who have expired credentials or are attaining acceptable credentials, are on waiver. The numbers represented on the graph include education team members located at the administrative office and center directors. Staff on waivers are monitored every six months for progress checks.



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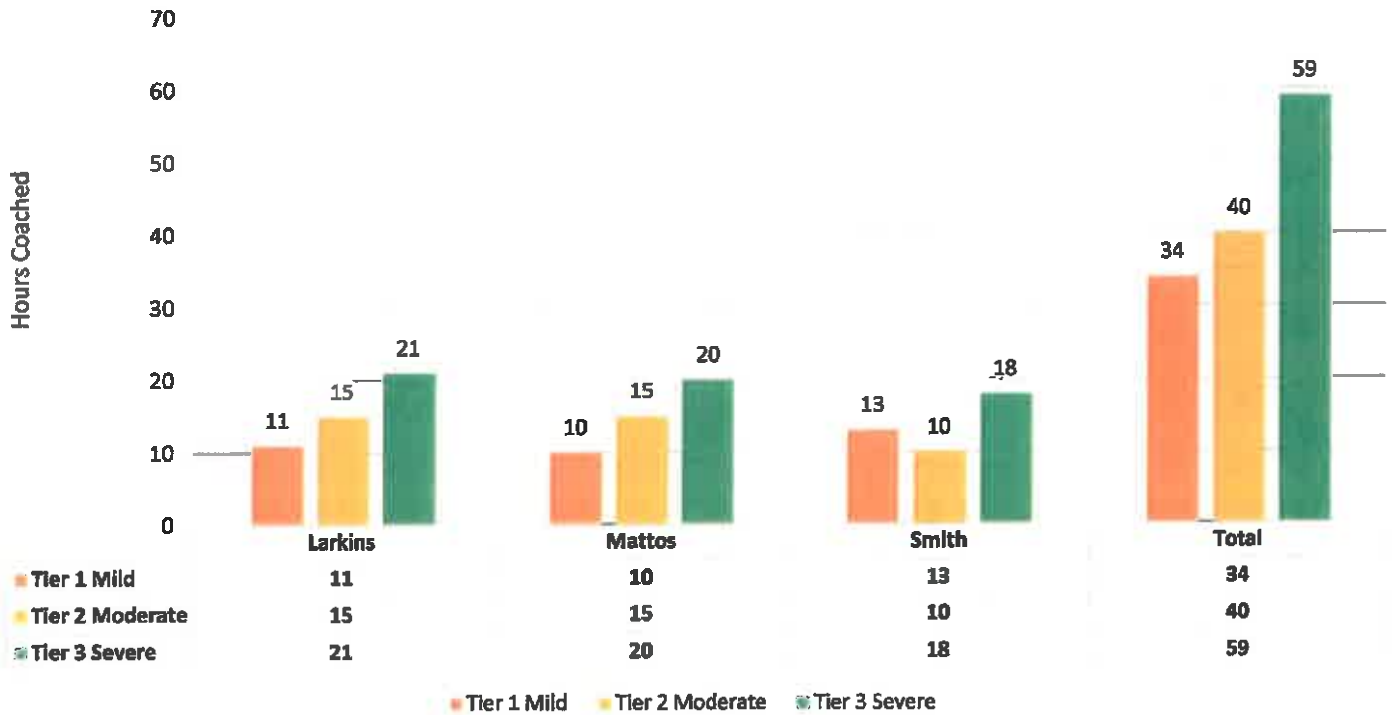


Education Department Quarterly Report

June, July, August 2022

Coaching

Quarterly Coaching Hours



Total hours this quarter 133

Total hours last quarter New Report

Total hours to date 133

External Inspections

1. Fire 0 # of Non-compliance issues 0 # of Violations

2. Department Children Families 0 # of Violations 0 # of Non-compliance issues

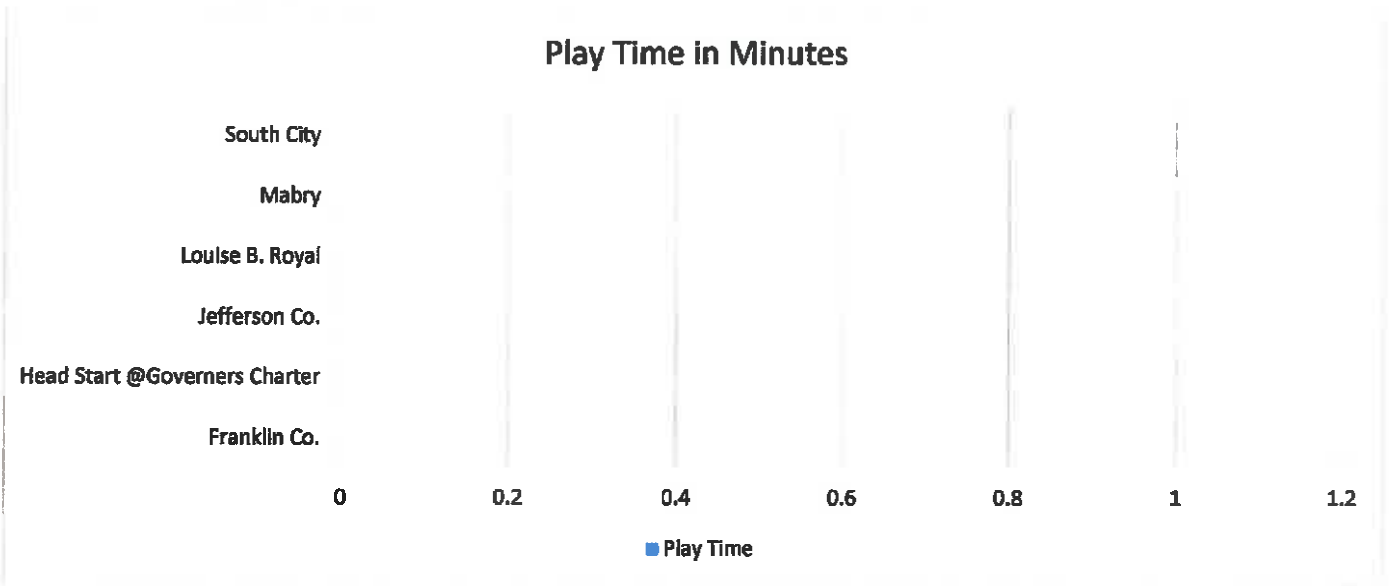
Total For current 2022-2023 School year 0

Education Department Quarterly Report

June, July, August 2022

Child Screening & Assessments

1. HATCH Usage by Center



Notes: For this period there is no current data because school was not in session and HATCH was not established until September 2022. “Play-Time” is equated to “Activity” on the graph; the two are sometimes used interchangeably. Play-Time also includes the amount of time, if any, was accomplished at home with parents. No data until next quarter.

Teaching Strategies Gold

Teaching Strategies Gold Child Assessments Percentage complete

Center	Spring TSG Assessment 2021/2022	Fall TSG Assessment 2022-203
Franklin Co.		
Head Start @ Governors Charter	0	
Jefferson Co*	80%	
Louise B. Royal	100%	
Mabry	95.7%	
South City	100%	
*Note: students may have withdrew the program prior to assessment.		

Education Department Quarterly Report

June, July, August 2022

Disability Services

DIAL 4 Assessment/Battelle Developmental Inventory

Developmental Assessments Completed (only assessed on new students) 153

IEP's 9

Children with Concerns 33

Referrals: In progress (starting new school year)

Mental Health

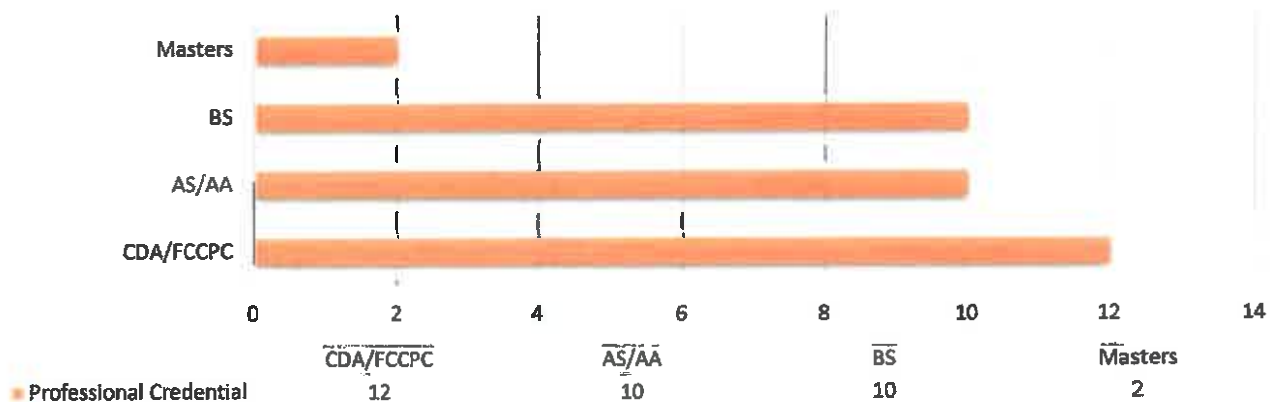
Referrals 10

Mental Health/Behavioral 9

Parent Declined Services 1

Professional Development

Professional Credential



Education Department Quarterly Report

June, July, August 2022

CLASS Certified Observers 5

of staff on TEACH 2

#of Staff on Waivers 7

of staff on Smart Horizons 1

of Trainings 1

Internal Monitoring

	Quarter 1 June/July/August 2022	Quarter 2 Sept. – Nov. 2022	Quarter 3 Dec. 2022 – Feb. 2023	Quarter 4 March – May 2023
# of Centers Monitored this quarter	0			
# of New Non-compliance Issues this quarter	0			
# of resolved issues this quarter	0			
Total # of non-compliance issues this quarter	0			

Note: This is a newly established report. For this quarter monitoring was not performed.

Reflection

Strengths:

- Strong Team that multitasks; for example, Pam Jackson works in both Head Start and OEL/ELC.
- Coaches have dual areas of expertise; A. Larkins – Coaching and Conscious Discipline, M. Mattos – Coaching and Dual Language Learner support for children and families; K. Smith – Coaching and Curriculum.
- Compliance with Department of Children and Families
- Providing Professional Development; especially coaching which is the highest form of professional development.

Education Department Quarterly Report

June, July, August 2022

Challenges:

- Staffing
- Outdated Facilities

Goals:

- Teaching with Fidelity using the Fidelity Tool that Teaching Strategies provides to complement curriculum.
- Procuring solid facilities.

Family and Community Engagement Manager

Monthly Monitoring Report – October 2022

Program Status

- Total number of enrollments for the **2022-23** school year:
 1. Franklin County Head Start - **16 of 20** families enrolled
 2. Head Start @ Governors Charter - **39 of 50** families enrolled
 3. Jefferson County Head Start - **32 of 37** families enrolled
 4. Louise B. Royal Head Start - **57 of 57** families enrolled
 5. Mabry Street Head Start - **62 of 66** families enrolled
 6. South City Head Start - **130 of 148** families enrolled
- **336 of 378 (89%)** families was enrolled for Head Start for the **month of October**
 - All Head Start programs are required to return to full enrollment (**378**) for the 2022-23 school year

Policy Council

- 6 participants were in attendance for Policy Council

Volunteers

- 6 participants completed 6 hours

Family and Community Engagement Activities

- 1 staff meeting

Transportation

- Eight field trips, 5 field trips cancelled due to inoperable bus
- 2003 International Bus in shop
- New vehicles purchased (bus, pick-up truck, SUV, car)

Children Health Requirements

Immunizations and Physical examinations	304 Immunizations 302 Physical Examinations
Established medical homes	276
Established dental homes and received dental exams	179 Dental Homes 57 Dental Exams
Hearing screenings	181
Vision screenings	197
Vision Referrals	0

Nutrition

- Number of Breakfast 4,474
- Number of Lunch 4,461
- Number of PM Snacks 5,005

Family and Community Engagement

- 6 volunteers were active for October
- 6 hours of In-Kind was reported for October

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Policy and Procedure remain the same, but discussions of relaxing some of the policies are being discussed.
- **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. Reduction in slots are being considered for the program. The program will receive Technical Assistance from the Office on Head Start in this area.
- **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.

Strengths

- Enrollment continues to increase
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- The program has applied for a grant through the Office of Head Start to increase services
- No classroom closures due to COVID during the month of October

Areas of Concern

- Daily average attendance is down at all locations
- Flu cases are up
- The cost of improving the Franklin County location
- Staffing issues and being able to fill all classrooms
- Providing School Readiness for Extended Day purposes

November 08, 2022

Mr. Tim Center, Chief Executive Officer
Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, Florida 32301

Re: Community Services Block Grant Disaster Relief Supplemental Funding # E1994

Dear Mr. Center:

The Department of Economic Opportunity (DEO) has received the response via mail from Capital Area Community Action Agency, Inc. (CACAA) dated September 7, 2022, to the monitoring report for the visit on June 22, 2022. Please find below DEO's response to your 'DRSF Monitoring Follow-Up' Memorandum.

Finding #1: St. Vincent de Paul (SVDP) files:

CACAA received all intake files and caseworkers when CACAA took over for SVDP on the CSBG program. The files that THF reviewed are missing documentation such as deeds, or income verification.

Corrective Action:

THF recommends reviewing all St. Vincent de Paul (SVDP) files and adding missing documentation to complete a file closeout. In addition, please respond to the below:

1. Did CACAA rescreen clients when they were transferred to them?
2. When did the relationship between SVDP and CACAA start and end?
3. Provide all contracts/agreements between SVDP and CACAA.

Subrecipient's Response:

As outlined in the original program design, Capital Area Community Action Agency became a support organization to the long-term recovery efforts in each of the counties being served. St. Vincent DePaul was a disaster recovery group that had been engaged in these communities for several months prior to Capital Area's involvement. St. Vincent DePaul closed their operations in the western counties in January 2021, which was about the same time that Capital Area began their disaster recovery efforts funded through the DRSF grant. St. Vincent staff were brought on Capital Area staff to continue the recovery efforts because of their knowledge of the people, households and many of the active cases underway. Capital Area was helping to supplement where appropriate additional services for recovery were needed. Capital Area reviewed with St. Vincent staff and trained them on the CSBG-DRSF grant requirements

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including eligibility requirements. Pre-existing clients served by St. Vincent did not go through a re-certification of eligibility unless the cases had been active longer than one year. There was no contract between St. Vincent DePaul and Capital Area.

Based on the findings outlined regarding the St. Vincent files, Capital Area Staff are reviewing eligibility determination. This should be completed by the end of the September.

DEO Response:

The subrecipient's response to part #1 of the corrective action response is accepted.

However, please provide written results of the detailed file review to DEO by November 30, 2022.

DEO Response to part #2 of the corrective action is outlined below:

1. Did CACAA rescreen clients when they were transferred to them?

Subrecipient's Response: Pre-existing clients served by St. Vincent did not go through a re-certification of eligibility unless the cases had been active longer than one year.

DEO Response: The subrecipient's response is accepted. All client files should be reviewed thoroughly to ensure required documentation is in place. Please provide DEO with written results of any Findings noted during this review.

2. When did the relationship between SVDP and CACAA start and end?

Subrecipient's Response: Unknown until January 2021

DEO Response: The subrecipient's response is not accepted. Subrecipient must ensure that a written agreement is made with all support organizations and subcontractors that includes a start date and end date. This needs to be added to Capital Area Community Action Agency's policy and procedure manual and a copy of the updated policy needs to be submitted to DEO by November 30, 2022.

3. Provide all contracts/agreements between SVDP and CACAA.

Subrecipient's Response: There was no contract between St. Vincent DePaul and Capital Area.

DEO Response: The subrecipient's response is not accepted. Subrecipient must ensure that a written agreement is made with all support organizations and subcontractors. This needs to be added to Capital Area Community Action Agency's policy and procedure manual and a copy of the updated policy needs to be submitted to DEO by November 30, 2022.

Finding #2: Net vs. Gross Income

THF noticed on the intake form that the net income is being used not gross as stated on the Umbrella Agreement page 29, section 8.

Corrective Action:

THF recommends reviewing all intake forms that contain net income and adjusting those files to reflect the gross income. Noting any files that contain a discrepancy that could affect income eligibility and would result in disallowed funds.

Subrecipient's Response:

Client eligibility is based primarily on household income. Gross income is the standard to be used. The SHAH New Gen system provides for client income calculations to determine eligibility. This will be used for clients to ensure that the proper standard is used.

DEO Response:

The subrecipient's response is not accepted. Capital Area Community Action Agency must also review all DRSF files to determine if gross income or net income was used to make eligibility determinations and provide results on the attached spreadsheet.

- Results should clearly lay out in a table, each client name, job #, confirmation whether gross or net income was used for eligibility determination.
- If net income was used, identify the total cost of the job. (See sample table attached).

Additionally, Capital Area Community Action Agency must provide confirmation that your internal policy/procedures manual for DRSF and Regular CSBG funding includes a policy that requires Gross Income *must* be used for income eligibility determination.

Finding #3: Home Visit Procedures

CACAA does not have Policy and Procedures to conduct home visits to home-bound applicants.

Corrective Action:

Update Policy and Procedures to include procedures for conducting home visits to home-bound applicants.

Subrecipient's Response:

Sometimes clients cannot come into the office or have access to a computer to apply for assistance. Capital Area staff make every effort possible to help ensure a client's ability to seek relief through all its programs including the DRSF grant. While the Agency policies and procedures may not specifically address home visits, staff are known to have made home visits with those households needing such relief.

The CSBG Policy and Procedure Manual will be updated to provide specifically for home visits for those applicants requiring additional support when necessary. This policy amendment will be considered by the Board of Directors at the meeting scheduled for September 25, 2022.

DEO Response:

The subrecipient's response is accepted. A copy of the updated policies and procedures manual for home visits for both DRSF and Regular CSBG must be submitted to DEO by November 30, 2022.

Finding #4: Temporary Housing Procedures

CACAA does not have Temporary Housing procedures nor an updated CSBG Policies and Procedures with a current table of contents

Corrective Action:

Create Policies and Procedures for Temporary Housing. Update Community Services Block Grant ("CSBG") Policies and Procedures with a current table of contents.

Subrecipient's Response:

The original grant design did not include temporary housing as a service to be provided. Working with the Department, the Agency took on additional responsibilities not outlined in the grant design to provide temporary housing to Long Term Recovery (LTR) clients.

A policy to outline how best to manage temporary housing services will be drafted and presented to the Board of Directors for consideration at the meeting scheduled for September 25, 2022.

We appreciate the reminder to update the CSBG Policy and Procedures Manual table of contents once it is amended.

DEO Response:

The subrecipient's response is accepted. A copy of the updated policies and procedures manual for DRSF and updated table of contents for Regular CSBG must be submitted to DEO by November 30, 2022.

Finding #5: Multiple Quotes Required

Pg. 56 of the CACAA Accounting & Financial Policies and Procedures Manual states that two quotes must be obtained. However, no applicant files contained two quotes.

Corrective Action:

Obtain two quotes as per the CACAA procurement guidelines and maintain quotes within the applicant file.

Subrecipient’s Response:

Financial Policy and Procedures outline the procurement process used by all programs including the CSBG-DRSF. The number of quotes necessary during procurement is laid out by cost.

Amount of Purchase	Required Approvals	Required Solicitation
<\$1,000	Program Mgr., CFO/PD, Chief Executive Officer	For useful life >1year, 2 quotes
\$1,000<Purchase<\$3,500	Program Mgr., CFO/PD, Chief Executive Officer	At least 2 oral or written quotes (oral quotes should be documented)
\$3,500<Purchase<\$7,500	Program Mgr., CFO/PD . Chief Executive Officer	At least 2 written quotes
\$7,500<Purchase<\$30,000	Program Mgr., CFO/PD, Chief Executive Officer	3 written bids, RFP or sealed bids depending on type of purchase
Purchases >\$30,000	All of the above and Board of Directors	RFP or sealed bids depending on type of purchase

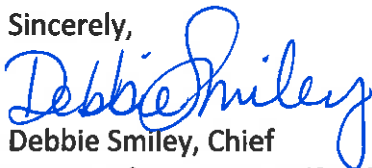
Policies are followed unless the nature of the work, the availability of vendors, or exigent circumstances requires a singular vendor. Before invoices are processed or paid by the finance division, the procurement process is reviewed. All payments are to be included with the file for which the expenses are associated.

DEO Response:

The subrecipient’s response is not accepted. CACAA is required to follow their own Policy and Procedure Manual in the procurement process for the DRSF project. Please provide a detailed written response to DEO outlining the process followed for each project completed. The associated cost of the projects should be notated as well. A simple table should enable a clear mapping of this information. The written response is due to DEO within 45 days from the date of this letter. Please send your response to Ms. Heather McCallister, CSBG Lead Government Operations Consultant III, at the address noted below.

If there are any questions or need clarification regarding this report, please contact Ms. McCallister at (850) 921-3288 or by email at heather.mccallister@deo.myflorida.com.

Sincerely,



Debbie Smiley, Chief
Bureau of Economic Self-Sufficiency

DS/hm

Enclosures

cc: Ms. Nina Self, Chief Operating Officer
Mr. Derrick Jennings, Board Chair

