

Capital Area Community Action Agency

**Executive Committee Meeting
Agenda
Tuesday, December 13, 2022
Upon Completion of Holdings
309 Office Plaza Drive, Tallahassee, FL**

I. Call to Order	Quincee Messersmith – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Executive Committee Meeting Minutes – October 25, 2022		2-3
B. Financial Report	Kate Beam	4-7
• Narrative		8-9
• Revenue & Expenditures Agency-wide		10
• Balance Sheet		11-16
• Revenue & Expenditures – major programs		17
• Head Start Non Federal Share Match		18-26
• Head Start Credit Card Activity		
V. CSBG Organizational Standards	Tim Center	
• Strategic Plan/Community Needs Assessment		27-38
V. Chief Executive Officer’s Report	Tim Center	39-40
VII. Chair’s Report	Quincee Messersmith	
III. Adjournment		

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

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



United Way of the Big Bend

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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 12 Months Ending September 30, 2022
Capital Area Community Action Agency**

As of September 30, 2022, we have completed the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 92% and 90% respectively, with a restricted net income of \$229,689. **It should be noted that FY 2021.2022 has not been closed out and fiscal is waiting on several items in order to finish the year. These financials should not be considered final.**

Non-Federal Share (NFS) Match at September 30, 2022, is \$628,293 of the \$620,300 target.

Holdings Inc. has been closed and its Financials can be considered closed pending audit. With an increase in projected rent revenue and reimbursement for 2 HVACs from Agency, there is an excess revenue of \$84,066. The excess is designated for the mortgage balloon payment.

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

**Financial Statement Narrative
For the 12 Months Ending September 30, 2022
Capital Area Community Action Agency**

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:

Agency Wide Variances

- FICA and Retirement –are over budget due to a number of additional payrolls within the Head Start program including COLA and Hazard pay. There was also additional grant funding and increased employment after the initial budget was determined.
- ***Classroom Supplies- is over budget due to purchases made with available funds at year end.***
- ***Contractual Services – Health/Disabilities- is over budget due to additional services needed during the beginning of the school year.***
- 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.

CSBG-DRSF & CSBG Variances

- Office Supplies – is slightly over budget in CSBG and this overage will be considered in the next Mod. It is at budget for CSBG DRSF and should remain within an acceptable variance pending the conclusion of this grant.
- ***Copies/Printing/Copier – is slightly over in CSBG DRSF but should stay close to budget for the remainder of the grant.***
- 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.

**Financial Statement Narrative
For the 12 Months Ending September 30, 2022
Capital Area Community Action Agency**

- 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.
- **Dues and Subscriptions - is at budget for CSBG and will need to be addressed with the next Mod.**

WAP Variances

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

Head Start Variances

- Travel In Area - is over budget due to increased travel required in Franklin Co.
- **Classroom Supplies – is over budget due to the purchase of needed items for the classrooms with remaining available funds.**
- 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.
- **Equipment/Improvements (\$5000 or more) – is over budget due to the year end purchase of several vehicles and a bus with remaining funds.**
- 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.

**Financial Statement Narrative
For the 12 Months Ending September 30, 2022
Capital Area Community Action Agency**

LIHEAP ARPA Variances

- *All expense categories other than Client Assistance are over budget or at budget due to DEO's mandate to use all funds before using regular LIHEAP funds where most of the categories were budgeted. In the coming fiscal year, these funds will be presented together to give a clearer picture of the line items.*

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

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original %	
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,659,124	4,242,094	(417,030)	91%
Government Contracts - Federal Indirect	4005	0	1,015	1,015	100%
Government Contracts - STATE	4010	8,525,335	7,353,132	(1,172,202)	86%
Government Contracts - LOCAL	4020	108,500	107,702	(798)	99%
Grants - Other Not-for-Profits	4100	44,029	10,090	(33,939)	23%
Grants - All Other Sources	4120	7,500	11,017	3,517	147%
Contributions	4200	149,000	2,143	(146,857)	1%
Contributions- Restricted	4210	24,101	4,846	(19,254)	20%
Special Events	4300	2,000	6,065	4,065	303%
Commissions-Vending/Photo	4320	0	5,181	5,181	100%
Interest Income	4950	0	94	94	100%
Fringe Pool Revenue	4960	850,000	907,945	57,945	107%
Indirect Pool Revenue	4970	682,428	726,011	43,583	106%
In-Kind Revenue	4990	0	390,403	390,403	100%
Other Revenue	4995	<u>1,000</u>	<u>17,506</u>	<u>16,506</u>	100%
Total Revenue		<u>15,053,016</u>	<u>13,785,245</u>	<u>(1,267,772)</u>	92%
Expenditures					
Salaries & Wages	6010	3,278,807	3,134,948	143,859	96%
Salaries & Wages - Subrecipient	6012	97,104	17,774	79,330	18%
Fringe	6110	1,001,752	909,107	92,645	91%
Fringe - Subrecipient	6112	0	6,386	(6,386)	100%
FICA	6120	200,000	238,592	(38,592)	119%
Unemployment	6130	40,000	38,196	1,804	95%
Workers Compensation	6140	40,000	25,841	14,159	65%
Health Insurance	6150	435,000	424,403	10,597	98%
Other Health Insurance	6155	0	7,237	(7,237)	100%
Life Insurance	6160	30,000	23,542	6,458	78%
Retirement	6170	52,000	57,158	(5,158)	110%
Staff Screenings	6180	4,693	3,821	872	81%
Indirect Costs	6210	893,785	736,667	157,118	82%
Travel - In Area	6310	34,590	10,422	24,168	30%
Travel - Out of Area	6315	7,489	0	7,489	0%
Office Supplies	6410	48,843	32,049	16,794	66%
Program Supplies	6415	48,699	30,269	18,430	62%
Classroom Supplies	6420	55,810	94,559	(38,749)	169%
Kitchen Supplies	6430	29,889	14,409	15,480	48%
Medical/Dental Supplies	6440	1,650	153	1,497	9%
Copies/Printing/Copier	6510	39,841	29,322	10,519	74%
Postage and Delivery Expense	6600	16,801	5,727	11,074	34%
Contractual Services/Professional	6710	516,622	343,792	172,829	67%
Contractual Services - Health/Disabilities	6715	205,007	233,757	(28,750)	114%
Medical/Dental Services	6730	0	70	(70)	100%

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

Rent/Space Cost	6810	425,819	364,584	61,235	86%
Utilities	6820	151,660	112,688	38,972	74%
General Liability and Property Insurance	6830	64,211	55,353	8,858	86%
Communications	6840	107,199	120,618	(13,419)	113%
Repairs & Bldg Maintenance- Recurring	6850	150,572	164,637	(14,065)	67%
Repairs & Bldg Maintenance -	6855	157,007	42,611	114,396	
Equipment Maintenance	6910	32,276	25,186	7,090	78%
Vehicle Expense	6920	78,187	66,004	12,183	84%
Equipment Lease	6930	15,222	12,465	2,757	82%
Technology	6940	114,667	71,852	42,815	63%
Fees, Licenses, and Permits	7010	5,475	2,806	2,669	51%
Dues/Subscriptions	7020	20,040	13,811	6,230	69%
Special Events	7110	3,000	3,588	(588)	120%
Client Assistance	7210	5,866,141	5,137,127	729,014	88%
Equipment/Improvements (\$5,000 or more)	7310	381,829	212,281	169,548	56%
Expendable Equipment	7320	56,034	9,636	46,399	17%
Registration Fees	7410	10,350	1,705	8,645	
Meetings/Workshops/Training	7420	20,944	33,930	(12,986)	109%
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	1,384	2,116	40%
Advertising	7450	33,554	14,214	19,340	42%
Parent Activities	7460	1,200	1,050	150	88%
Raw Food Cost	7510	217,403	185,332	32,071	85%
Miscellaneous Expenses	7520	0	34,388	(34,388)	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	3,849	(149)	104%
In-Kind Services	7810	0	183,841	(183,841)	100%
In-Kind Space	7820	0	140,678	(140,678)	100%
In-Kind Other	7840	0	65,560	(65,560)	100%
In-Kind Materials	7850	0	324	(324)	100%
Total Expenditures		<u>15,053,016</u>	<u>13,555,555</u>	<u>1,497,460</u>	90%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>229,689</u>	<u>229,689</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 9/30/2022**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	1,761,410
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,456
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	13,590
Cash - Centennial Bank (Franklin County)	1070	9,257
Money Market Account - Hancock Bank	1080	34,621
Accounts Receivable	1100	139,701
Grants Receivable	1150	927,308
Prepaid Insurance	1300	(59)
Prepaid Other	1310	9,945
Building	1600	245,000
Work In Progress	1630	129,912
Equipment	1650	568,642
Accumulated Depreciation - Building	1700	(86,527)
Accumulated Depreciation - Equipment	1750	<u>(368,760)</u>
Total Assets		<u>3,454,370</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	304,768
Accrued Expenses - Other	2010	182,198
Accrued Wages	2040	310,915
Accrued Fringe Benefits	2060	26,798
Accrued Flexible Savings	2061	(712)
Accrued Other Health Insurance	2087	340
Accrued Life Insurance	2090	1,906
Accrued Retirement - Pre Tax	2095	4,315
Accrued Retirement - Post Tax	2096	38
Contract Advances	2100	127,076
Due to Grantor	2150	116,989
Contingent Liab Sunshine St Micro Unobligated	2320	0
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,438
Deferred Income	2400	41,408
Transfer Account	2998	<u>932</u>
Total Liabilities		1,259,489
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,640,601
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,965,499
Current Net Income		<u>229,383</u>
Total Net Assets		2,194,881
Total Liabilities and Net Assets		<u>3,454,370</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
From Grant Inception Through 9/30/2022**

	99%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,667,245</u>	<u>3,168,393</u>	<u>(498,852)</u>	86%
Total Revenue		<u>3,667,245</u>	<u>3,168,393</u>	<u>(498,852)</u>	86%
Expenditures					
Salaries & Wages	6010	1,386,333	1,297,534	88,799	94%
Fringe	6110	396,340	371,508	24,832	94%
Staff Screenings	6180	3,062	1,985	1,077	65%
Indirect Costs	6210	342,662	320,617	22,045	94%
Travel - In Area	6310	50,767	23,819	26,948	47%
Travel - Out of Area	6315	27,398	5,307	22,091	19%
Office Supplies	6410	17,108	22,921	(5,813)	134%
Program Supplies	6415	0	359	(359)	100%
Copies/Printing/Copier	6510	23,324	14,598	8,726	63%
Postage and Delivery Expense	6600	6,927	2,636	4,292	38%
Contractual Services/Professional	6710	67,906	43,239	24,667	64%
Rent/Space Cost	6810	177,626	187,167	(9,541)	105%
Utilities	6820	25,004	19,566	5,438	78%
General Liability and Property Insurance	6830	29,010	27,477	1,534	95%
Communications	6840	67,903	76,948	(9,045)	113%
Repairs & Bldg Maintenance- Recurring	6850	26,538	19,691	6,847	74%
Equipment Maintenance	6910	20,675	16,807	3,868	81%
Vehicle Expense	6920	65,056	70,898	(5,842)	109%
Equipment Lease	6930	8,635	6,733	1,902	78%
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	29,607	(123)	100%
Client Assistance	7210	753,742	513,504	240,238	68%
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	24,377	(3,418)	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>3,168,393</u>	<u>498,852</u>	86%
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 9/30/2022**

	92%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,298,694.53</u>	<u>3,032,195.32</u>	<u>(266,499.21)</u>	92%
Total Revenue		<u>3,298,694.53</u>	<u>3,032,195.32</u>	<u>(266,499.21)</u>	92%
Expenditures					
Salaries & Wages	6010	453,679.00	387,651.77	66,027.23	85%
Fringe	6110	131,475.00	112,341.45	19,133.55	85%
Staff Screenings	6180	720.00	695.58	24.42	97%
Indirect Costs	6210	106,324.17	95,694.31	10,629.86	90%
Travel - In Area	6310	12,700.00	6,868.14	5,831.86	54%
Travel - Out of Area	6315	1,100.00	0.00	1,100.00	0%
Office Supplies	6410	9,100.00	9,130.12	(30.12)	100%
Copies/Printing/Copier	6510	3,200.00	3,220.70	(20.70)	101%
Postage and Delivery Expense	6600	1,650.00	892.79	757.21	54%
Contractual Services/Professional	6710	16,000.00	10,941.23	5,058.77	68%
Rent/Space Cost	6810	95,640.00	89,613.53	6,026.47	94%
Utilities	6820	13,261.00	13,938.20	(677.20)	105%
General Liability and Property Insurance	6830	10,000.00	4,218.52	5,781.48	42%
Communications	6840	31,388.00	24,249.31	7,138.69	77%
Repairs & Bldg Maintenance- Recurring	6850	11,050.00	9,841.14	1,208.86	89%
Repairs & Bldg Maintenance - Nonrecurring	6855	450.00	384.00	66.00	85%
Equipment Maintenance	6910	4,980.00	949.67	4,030.33	19%
Vehicle Expense	6920	50,200.00	48,655.16	1,544.84	97%
Equipment Lease	6930	3,000.00	2,664.43	335.57	89%
Technology	6940	9,775.61	3,939.69	5,835.92	40%
Fees, Licenses, and Permits	7010	600.00	60.34	539.66	10%
Client Assistance	7210	2,297,657.36	2,189,665.20	107,992.16	95%
Equipment/Improvements (\$5,000 or more)	7310	5,644.39	824.39	4,820.00	15%
Expendable Equipment	7320	13,500.00	5,335.80	8,164.20	40%
Registration Fees	7410	600.00	0.00	600.00	0%
Meetings/Workshops/Training	7420	1,000.00	651.10	348.90	65%
Training and Technical Assistance	7435	1,000.00	0.00	1,000.00	0%
Advertising	7450	<u>13,000.00</u>	<u>9,768.75</u>	<u>3,231.25</u>	75%
Total Expenditures		<u>3,298,694.53</u>	<u>3,032,195.32</u>	<u>266,499.21</u>	92%
Excess Revenue over (under) Expenditures		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
From Grant Inception Through 9/30/2022**

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	3,167,575	1,501,375	(1,666,200)	47%
Other Revenue	4995	<u>0</u>	<u>27,160</u>	<u>27,160</u>	100%
Total Revenue		<u>3,167,575</u>	<u>1,528,535</u>	<u>(1,639,040)</u>	48%
Expenditures					
Salaries & Wages	6010	497,433	389,958	107,475	78%
Fringe	6110	142,680	112,218	30,462	79%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	125,139	95,206	29,933	76%
Travel - In Area	6310	21,168	12,944	8,224	61%
Office Supplies	6410	6,058	5,067	991	84%
Copies/Printing/Copier	6510	2,486	2,579	(93)	104%
Postage and Delivery Expense	6600	1,400	786	614	56%
Contractual Services/Professional	6710	28,410	7,620	20,790	27%
Rent/Space Cost	6810	31,262	22,697	8,565	73%
Utilities	6820	6,897	4,491	2,405	65%
General Liability and Property Insurance	6830	59,486	37,193	22,293	63%
Communications	6840	16,291	12,492	3,800	77%
Repairs & Bldg Maintenance- Recurring	6850	10,138	3,973	6,166	39%
Equipment Maintenance	6910	5,137	4,621	517	90%
Vehicle Expense	6920	32,375	23,224	9,150	72%
Equipment Lease	6930	2,259	1,805	454	80%
Technology	6940	1,356	591	765	44%
Fees, Licenses, and Permits	7010	1,431	1,124	307	79%
Dues/Subscriptions	7020	16,209	6,274	9,935	39%
Client Assistance	7210	2,060,068	721,937	1,338,130	35%
Equipment/Improvements (\$5,000 or more)	7310	2,285	1,180	1,105	52%
Expendable Equipment	7320	16,002	9,580	6,422	60%
Registration Fees	7410	8,702	3,776	4,926	43%
Meetings/Workshops/Training	7420	48,374	18,421	29,953	38%
Training and Technical Assistance	7435	13,770	0	13,770	0%
Advertising	7450	<u>10,556</u>	<u>1,076</u>	<u>9,480</u>	10%
Total Expenditures		<u>3,167,575</u>	<u>1,500,834</u>	<u>1,666,740</u>	47%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>27,700</u>	<u>27,700</u>	

**Capital Area Community Action Agency
HDST Statement of Revenues and Expenditures
For the Twelve Months Ending 9/30/2022**

	100%	Total Budget · Current Year		Total Budget	
		Original	Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,093,081	4,093,081	0	100%
In-Kind Revenue	4990	<u>0</u>	<u>390,403</u>	<u>390,403</u>	100%
Total Revenue		<u>4,093,081</u>	<u>4,483,484</u>	<u>390,403</u>	110%
Expenditures					
Salaries & Wages	6010	1,866,630	1,792,051	74,579	96%
Fringe	6110	540,949	519,525	21,424	96%
Staff Screenings	6180	2,500	2,340	160	94%
Indirect Costs	6210	454,533	440,786	13,747	97%
Travel - In Area	6310	2,000	2,585	(585)	129%
Office Supplies	6410	9,000	8,671	329	96%
Program Supplies	6415	40,975	27,166	13,809	66%
Classroom Supplies	6420	42,500	93,388	(50,888)	220%
Kitchen Supplies	6430	7,000	630	6,370	9%
Medical/Dental Supplies	6440	500	153	347	31%
Copies/Printing/Copier	6510	10,000	13,649	(3,649)	136%
Postage and Delivery Expense	6600	1,500	1,835	(335)	122%
Contractual Services/Professional	6710	15,000	17,733	(2,733)	118%
Contractual Services – Health/Disabilities	6715	163,170	214,198	(51,028)	131%
Rent/Space Cost	6810	218,629	202,253	16,376	93%
Utilities	6820	107,000	90,868	16,132	85%
General Liability and Property Insurance	6830	20,000	18,499	1,501	92%
Communications	6840	42,000	64,994	(22,994)	155%
Repairs & Bldg Maintenance- Recurring	6850	85,000	136,814	(51,814)	161%
Repairs & Bldg Maintenance -	6855	39,519	18,035	21,484	46%
Equipment Maintenance	6910	18,000	17,760	240	99%
Vehicle Expense	6920	25,000	21,092	3,908	84%
Equipment Lease	6930	7,500	5,346	2,154	71%
Technology	6940	69,250	61,336	7,914	89%
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	212,281	(26,553)	114%
Expendable Equipment	7320	10,000	1,948	8,052	19%
Registration Fees	7410	0	27	(27)	
Meetings/Workshops/Training	7420	500	2,872	(2,372)	117%
Training/Staff Development	7430	1,500	2,442	(942)	
Training and Technical Assistance	7435	40,998	45,138	(4,140)	
Advisory/Board Member Expenses	7440	2,500	(10)	2,510	0%
Advertising	7450	2,500	8,183	(5,683)	327%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	52,000	43,102	8,898	83%
In-Kind Services	7810	0	183,841	(183,841)	100%
In-Kind Space	7820	0	140,678	(140,678)	100%
In-Kind Other	7840	0	65,560	(65,560)	100%
In-Kind Materials	7850	<u>0</u>	<u>324</u>	<u>(324)</u>	100%
Total Expenditures		<u>4,093,081</u>	<u>4,483,496</u>	<u>(390,415)</u>	110%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(11)</u>	<u>(11)</u>	

**Capital Area Community Action Agency
LIHEAP ARPA Statement of Revenues and Expenditures
From Grant Inception through 9/30/2022**

	100%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,462,606</u>	<u>1,462,606</u>	<u>0</u>	100%
Total Revenue		<u>1,462,606</u>	<u>1,462,606</u>	<u>0</u>	100%
Expenditures					
Salaries & Wages	6010	127,291	129,469	(2,178)	102%
Fringe	6110	36,889	37,804	(915)	102%
Staff Screenings	6180	0	124	(124)	100%
Indirect Costs	6210	29,717	33,789	(4,072)	114%
Travel - In Area	6310	(132)	(132)	0	100%
Office Supplies	6410	1,200	2,680	(1,480)	223%
Copies/Printing/Copier	6510	1,698	2,203	(505)	130%
Postage and Delivery Expense	6600	600	717	(117)	119%
Contractual Services/Professional	6710	6,975	6,975	0	100%
Rent/Space Cost	6810	13,400	17,315	(3,915)	129%
Utilities	6820	3,000	3,158	(158)	105%
General Liability and Property Insurance	6830	1,000	2,345	(1,345)	234%
Communications	6840	1,800	7,002	(5,202)	389%
Repairs & Bldg Maintenance- Recurring	6850	3,000	3,849	(849)	128%
Equipment Maintenance	6910	853	853	0	100%
Vehicle Expense	6920	0	15	(15)	100%
Equipment Lease	6930	783	783	0	100%
Technology	6940	30	30	0	100%
Fees, Licenses, and Permits	7010	0	35	(35)	100%
Client Assistance	7210	1,234,003	1,212,216	21,787	98%
Meetings/Workshops/Training	7420	0	635	(635)	100%
Advertising	7450	<u>500</u>	<u>743</u>	<u>(243)</u>	149%
Total Expenditures		<u>1,462,606</u>	<u>1,462,606</u>	<u>0</u>	100%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
 HDST ARPA Statement of Revenues and Expenditures
 From Grant Inception Through 9/30/2022**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	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 - Nonrecurring	6855	10,000	0	10,000	0%
Equipment/Improvements (\$5,000 or more)	7310	153,441	0	153,441	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Advertising	7450	<u>5,000</u>	<u>0</u>	<u>5,000</u>	0%
Total Expenditures		<u>452,277</u>	<u>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
 For the Year Ending September 30, 2022

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		50,277			
Grants - Other Not for Profits		5,881			
In-Kind Revenue		393,910			
VPK/SR		178,225			
	620,300	628,293	101%	-7,993	-1%

Head Staff Credit Card Expenses September 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6430	256	9/27/2022	34.12	#4466, DARREL JAMES, VISA, 9/27/2022, KITCHEN SUPPLIES
HANCOCK CC	1064	6430	258	9/27/2022	479.91	#4466, DARREL JAMES, VISA, 9/27/2022, KITCHEN SUPPLIES
HANCOCK CC	1064	6430	259	9/27/2022	79.26	#4466, DARREL JAMES, VISA, 9/27/2022, KITCHEN SUPPLIES
HANCOCK CC	1064	6920	255	9/27/2022	140.00	#4466, DARREL JAMES, VISA, 9/27/2022, BUS DETAILING
HANCOCK CC	1064	6920	255	9/27/2022	55.01	#4466, DARREL JAMES, VISA, 9/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	9/27/2022	56.00	#4466, DARREL JAMES, VISA, 9/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	9/27/2022	52.00	#4466, DARREL JAMES, VISA, 9/27/2022, GAS, HS VEHICLE
HANCOCK CC	1064	6920	255	9/27/2022	90.00	#4466, DARREL JAMES, VISA, 9/27/2022, HS VEHICLE WASH
HANCOCK CC	1064	7420	255	9/27/2022	199.90	#4466, DARREL JAMES, VISA, 9/27/2022, ZOOM
HANCOCK CC	1064	6850	252	9/27/2022	188.30	#6892, FATIMA OLEABHIELE ALEXANDER, VISA, 9/27/2022, SWINGS
HANCOCK CC	1064	7450	255	9/27/2022	1,177.32	#7366, NINA SINGLETON SELF, VISA, 9/27/2022, INDEED
HANCOCK CC	1064	6180	252	9/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 9/27/2022, BKG SCR N THOMPSON
HANCOCK CC	1064	6180	256	9/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 9/27/2022, BKG SCR N BERRY
HANCOCK CC	1064	6420	252	9/27/2022	27.44	#5810, VENITA TREADWELL, VISA, 9/27/2022, COOKING ACTIVITY
HANCOCK CC	1064	6420	256	9/27/2022	24.68	#5810, VENITA TREADWELL, VISA, 9/27/2022, COOKING ACTIVITY
HANCOCK CC	1064	6420	258	9/27/2022	43.16	#5810, VENITA TREADWELL, VISA, 9/27/2022, COOKING ACTIVITY
LOWES	1064	6420	256	9/30/2022	198.83	#82130109106598, SUPPLIES, SOUTH CITY HEAD START, SEPT 2022

Total CC 2,935.25



**HANCOCK
WHITNEY**



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ACCT. NUMBER:	[REDACTED]		
CREDIT LIMIT	40,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	13,757.71	MINIMUM PAYMENT DUE	275.00
AVAILABLE CREDIT	26,242.29	PAYMENT DUE DATE	10-22-22

INDIVIDUAL CARDHOLDER ACTIVITY						
DARREL JAMES			CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]			\$0.00	\$597.19	\$0.00	\$597.19
Post Date	Tran Date	Reference Number	MCC	Transaction Description		Amount
09-26	09-23	24445002267400220716210	5411	WM SUPERCENTER #4620 TALLAHASSEE FL		117.28
09-26	09-23	24207852267166501476958	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL		479.91

DARREL JAMES		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$767.94	\$0.00	\$767.94
Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-30	24116412243091522000169	5812	JOELLEN'S TALLAHASSEE FL	70.63
09-01	08-30	24228992243017020333154	8041	WHOLE HEALTH CLINIC INC TALLAHASSEE FL	35.00 ✓
09-07	09-06	24011342249000041028741	4814	ZOOM.US 888-799-8666 WWW.ZOOM.US CA	199.90 ✓
09-08	09-07	24492152250852271666328	8999	PAYPAL *DERRICKBUTLER1976 402-935-7733 CA	140.00 ✓
09-09	09-07	24692162251100812392376	5542	GATE 1194 Q80 TALLAHASSEE FL	55.01 ✓
09-15	09-13	24228992257017020114805	8041	WHOLE HEALTH CLINIC INC TALLAHASSEE FL	35.00 ✓
09-19	09-16	24692162260107307627397	5542	GATE 1194 Q80 TALLAHASSEE FL	56.00 ✓
09-19	09-16	24692162259107007031661	8999	SQ *MILES TO WASH TALLAHASSEE FL	90.00 ✓
09-23	08-22	24116412266091525000259	5812	JOELLEN'S TALLAHASSEE FL	34.40 ✓
09-23	09-21	24692162265100928221356	5542	GATE 1194 Q80 TALLAHASSEE FL	52.00 ✓



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

MEMO STATEMENT

Account Number

Statement Date

09-27-22



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

** 0000001

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
09-14	09-13	24943002257898000053895	5300	COSTCO WHSE #1026 TALLAHASSEE FL	M15.99
09-14	09-13	24492152256743805515731	5941	PLAYSETPARTS.COM 866-297-7529 WA	M202.42
09-26	09-23	24435652206083730102843	7393	DTIS FINGERPRINT SERV FAIRFAX VA	M70.13

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
09-27-22	[REDACTED]		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	288.54
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	288.54
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

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

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

MEMO STATEMENT

Account Number

Statement Date

09-27-22



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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-30	24000972242712100589769	7011	COUNTRY INN & SUITES M MIDWAY FL 0000000091 ARRIVAL: 08-22-22	<i>John Williams</i> M593.65 *
09-02	09-01	24793382244000092027821	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M381.81 ✓
09-02	09-01	24793382244000088553622	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M644.00 ✓
09-05	09-02	24137462246001649079332	9402	USPS PO 1188920683 TALLAHASSEE FL	M12.05 ✓
09-05	09-03	24000972247730804531379	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 140963 ARRIVAL: 09-03-22	<i>Jamie Yeomans</i> M507.27 ✓
09-06	09-04	24000972248734703886107	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 140965 ARRIVAL: 09-03-22	<i>Yeomans</i> M507.27 ✓
09-07	09-06	24793382249000100046824	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M508.24 ✓
09-07	09-05	24000972249738701844025	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 140963 ARRIVAL: 09-03-22	<i>Yeomans</i> M2,243.31 ✓
09-07	09-05	24000972249738701844066	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 140965 ARRIVAL: 09-03-22	<i>Yeomans</i> M2,243.31 ✓
09-19	09-15	24000972259782200805191	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 140965 ARRIVAL: 09-03-22	<i>Yeomans</i> M250.00 ✓
09-19	09-16	24000972259785800899118	7011	COUNTRY INN & SUITES M MIDWAY FL 0000000202 ARRIVAL: 08-31-22	<i>John Williams</i> M1,121.15 *
09-26	09-22	24000972266813004138852	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 140965 ARRIVAL: 09-03-22	<i>Yeomans</i> M21.09 ✓
09-26	09-24	24000972268821302955438	7011	COUNTRY INN & SUITES M MIDWAY FL 0000000092 ARRIVAL: 09-17-22	<i>John Williams</i> M527.60 *

to be disputed

need receipt it on the hotel stmt as a credit

5501.16

** 2242.30*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-22	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 9,560.65
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 9,560.65
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

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



00010000-022MAR-0001-0001-2

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

** 0000001

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

09-27-22

STATEMENT MESSAGES

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-09	09-08	24055232252091445000067	9399	NIC*-AGENCY FOR HLTHCR EGOV.COM FL	M44.66
09-09	09-08	24055232252091445000075	9399	NIC*-AGENCY FOR HLTHCR EGOV.COM FL	M44.66
09-27	09-26	24445002270400208897920	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M95.26

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 184.60
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 184.60
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Lowe's® Business Advantage

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

1-2

Summary of Account Activity	
Previous Balance	\$4,104.70
- Payments	\$4,104.70
- Other Credits	\$0.00
+ Purchases/Debits	\$198.83
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$198.83
Credit Limit	\$11,000.00
Available Credit	\$10,801.00
Statement Closing Date	10/02/2022
Days in Billing Cycle	30

Payment Information	
New Balance	\$198.83
Total Minimum Payment Due	\$29.00
Payment Due Date	10/28/2022

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

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

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
08/12/2022	\$377.48	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/01/2022	\$3,727.22	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/26/2022	\$198.83	No Interest With Payment	\$0.00	\$0.00	\$198.83	12/02/2022

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 8RTT395, or call toll-free 1-800-444-1408.
PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.
NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

7009 0005 YMG 1 7 2 221002 PAGE 1 of 5 9296 0811 R596 D1F87009 238118

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



Account Number: [REDACTED]			
Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$29.00	10/28/2022	\$0.00	\$198.83

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



New address or email? Print changes on back.

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

238118
H309

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



00029000410470 000290000039883 000798213 0109106 59822

LOWE'S PRO

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
09/18	09/18		PAYMENT - THANK YOU	(\$4,104.70)
09/28	09/28	53897	STORE 0417 TALLAHASSEE FL	\$198.83

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	12/02/2022	0.00%	\$0.00	\$0.00	2D

Important Account Information

If you need to contact Synchrony about the loss of a Synchrony cardholder, you can submit a deceased notification form located at www.syf.com under the 'Contact Us' page.

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

Cardholder News and Information

You save 5% Every Day on eligible purchases PLUS 0% interest for 80 Days for purchases made on or after 1/7/22 with your Lowe's Business Advantage account. Minimum monthly payments required. After 80 days, regular rates apply to any remaining promotional balance. Visit lowes.com/businesscreditcenter for details. Every PRO is an MVP to Lowe's! Earn back when you spend, access exclusive offers and get chances to win prizes to help level up your business. For more information on the MVPs Pro Rewards Program, visit Lowe.com/PRO.

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 6PM, pick up the next day at 7AM. See Lowe.com/pro for details.

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000757864	1.5-CU FT VEG/HERB GRDN S	5.000	EA	\$9.48	\$47.40
000000002597207	16.3-IN FALERNO PLANTER R	2.000	EA	\$19.93	\$39.86
000000000372681	2.00-GAL STROMANTHE TRIOS	2.000	EA	\$18.99	\$37.98
000000000757870	50-QT POTTING MIX MIRACLE	1.000	EA	\$15.68	\$15.68
000000003073293	SEVIN INSECT KILLER DUST(2.000	EA	\$6.15	\$12.30
000000001166841	6-PK GREEN MAGIC BROCCOLI	2.000	EA	\$5.68	\$11.36
000000001167072	19.30-OZ ROMAINE GRN LETT	2.000	EA	\$5.20	\$10.40
000000004976458	OF LETTUCE BLACK SEEDED S	3.000	EA	\$2.65	\$7.95
000000001166877	6-PK CAULIFLOWER PBS	1.000	EA	\$5.68	\$5.68
000000001167046	19.30-OZ SWEET GENOVESE B	1.000	EA	\$5.49	\$5.49
000000000128252	8-IN TWIST TIE	1.000	EA	\$4.73	\$4.73
000000000155870	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$198.83		TAX \$0.00		TOTAL INVOICE	\$198.83
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$198.83

1-2

Capital Area Community Action Agency

Strategic Plan 2022-2026

The Capital Area Community Action Agency is dedicated to people living prosperous lives. The agency serves a region made up of eight rural and suburban counties. Over the past five years after suffering through hurricanes, pandemics, major storms, inflation, and a recessive economy, demands on the agency continue to grow. While regional growth has increased by 3.5%, the population has declined in five of the eight counties over the last ten years. Population growth in three counties – Franklin, Leon and Wakulla – are growing at the national rate around 7% but half that of the state’s explosive 15% growth rate.

Demographic data helps to inform the agency’s board of directors and program staff to help make better strategic decisions focusing on the most vulnerable populations while working to maximize efforts to support true transformational change for residents to move out of poverty.

After an analysis of the community needs assessment, the agency will carry forward some of its strategic plan initiatives from the past while exploring new opportunities for growth and service to the communities it serves.

Goal 1. Single mothers living in poverty.

Nearly 19% of women living in the region live at or below the poverty line. In the region, more than 6,000 families in poverty have a female head of household – as compared to 1,000 headed by a man and 2,600 headed by two parents. Most counties have more than 50% of youth living below 200% of the poverty level.

Strategy – The agency will build on existing and forge new partnerships with partner social service organizations that focus on women. Priority will be given to single mothers for crisis with LIHEAP, LIHWAP, weatherization assistance, and other services such as Getting Ahead/Staying Ahead.

Goal 2. High regional poverty rate.

While the region’s poverty rate has declined slightly from 20% to 19%, the rate is still considerably above the state (14%) and national (14%) rates. Despite the various social service organizations focused on meeting the needs of this population, only this agency has a robust transformational program in Getting Ahead/Staying Ahead.

Strategy – The agency will work to encourage and facilitate training for other partner social service agencies to offer Getting Ahead/Staying Ahead. Additionally, Getting Ahead/Staying Ahead services will be targeted toward high-poverty communities within each county.



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Goal 3. Strengthen partnerships

The entire social services sector is too fragmented and fails to collaborate to serve households holistically. Even within the agency, a special effort is required to promote collaboration amongst agency-run programs. Current efforts with CareerSource organizations, ECHO, and the Kearney Center (homeless) have produced promising outcomes with complementary funding serving all household members.

Strategy – Convene quarterly meetings of social service partner agencies that serve similar populations and implement multi-agency case management plans to meet the needs of entire households.

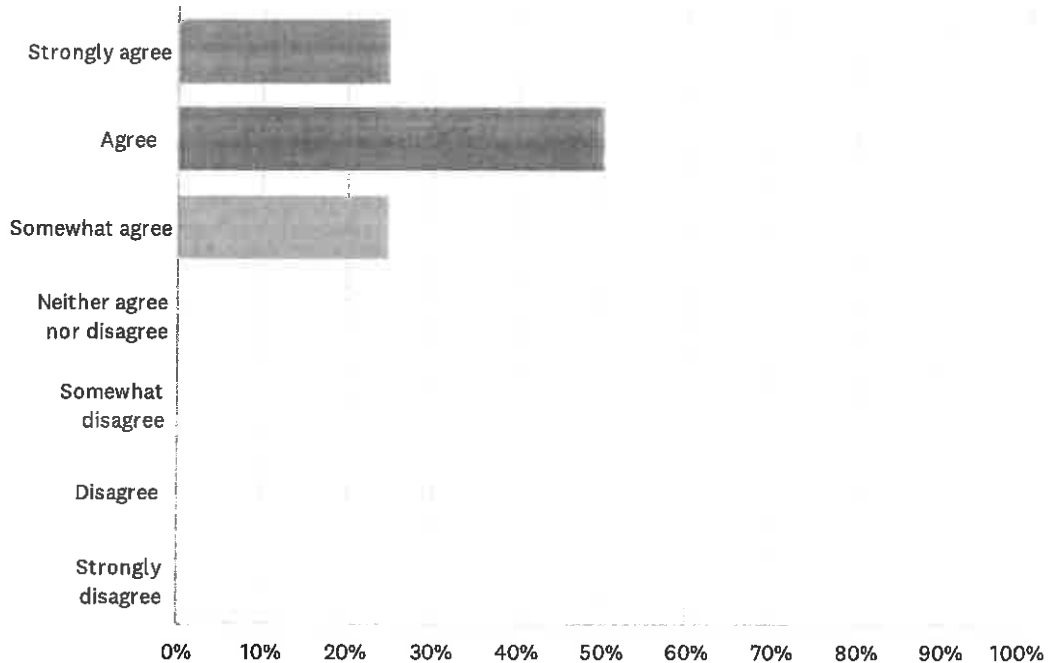
Goal 4. Housing improvement

Weatherization assistance program services help make homes more energy efficient. Other housing-improvement programs like the State Housing Initiatives Partnership (SHIP) also work to rehabilitate substandard housing. The agency has begun a new initiative in Franklin County to coordinate SHIP and the Weatherization Assistance Program to better meet the needs of the household.

Strategy – Expand the SHIP-Weatherization partnership to other counties – whether the agency coordinates the SHIP program or not – to strengthen the housing stock available for low income families.

Q1 Our Mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives and our community. Does the mission statement accurately reflect the goals and efforts of the Capital Area Community Action Agency?

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	25.00%	2
Agree	50.00%	4
Somewhat agree	25.00%	2
Neither agree nor disagree	0.00%	0
Somewhat disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		8

Q2 Are there any other elements that you would like to see represented in the mission statement?

Answered: 4 Skipped: 4

#	RESPONSES	DATE
1	Improvements in the Public Education System	12/8/2022 11:51 AM
2	Financial literacy	12/7/2022 11:08 PM
3	The statement of empowering with motivation eludes to people choosing poverty.	12/7/2022 6:00 PM
4	no	12/7/2022 5:40 PM

Q4 What are the key factors that helped make these programs successful?

Answered: 6 Skipped: 2

#	RESPONSES	DATE
1	They directly address issues in a lasting manner	12/8/2022 4:53 PM
2	Providing food throughout the community	12/8/2022 11:51 AM
3	Staff personnel, screening for appropriate fit, and outreach	12/7/2022 11:08 PM
4	Staff dedication Proper allocation of funds	12/7/2022 6:00 PM
5	committed staff	12/7/2022 5:40 PM
6	The knowledge & skills to insure the best operations, partnerships, and having valuable resources.	12/6/2022 3:31 PM

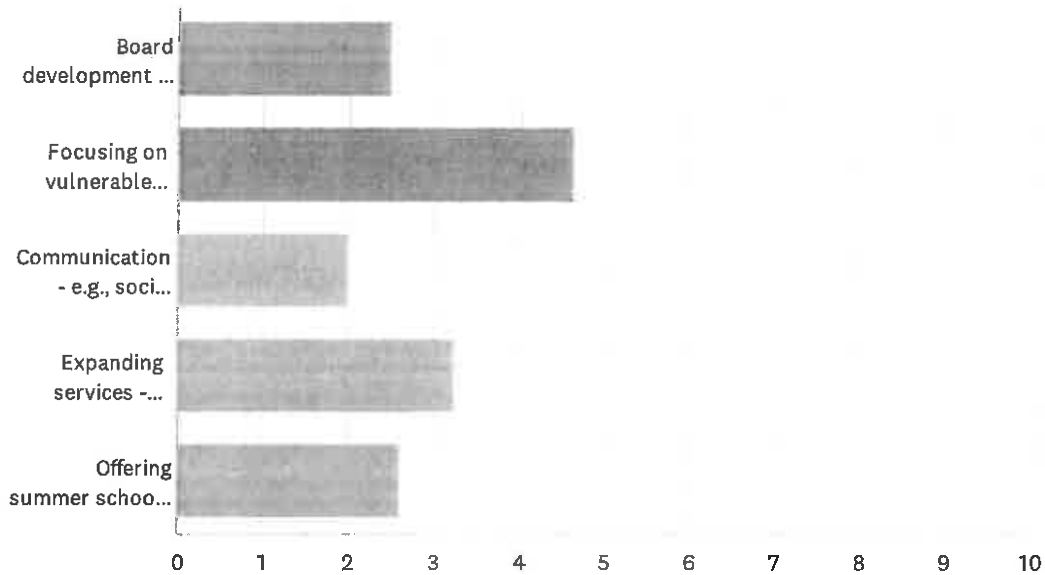
Q3 In the last three years, what do you consider to be Community Action's top three most successful programs that fulfilled the mission?

Answered: 6 Skipped: 2

#	RESPONSES	DATE
1	Getting Ahead, Staying Ahead, WAP	12/8/2022 4:53 PM
2	Programs reference poverty	12/8/2022 11:51 AM
3	Head Start, Getting Ahead, and Rental Assistance	12/7/2022 11:08 PM
4	Disaster Relief Getting Ahead/Staying Ahead Head Start	12/7/2022 6:00 PM
5	getting ahead head start	12/7/2022 5:40 PM
6	Getting Ahead, HEAD Start, & LIHEAP	12/6/2022 3:31 PM

Q5 Please rank by importance the following efforts.

Answered: 8 Skipped: 0



	1	2	3	4	5	TOTAL	SCORE
Board development - geographic representation, training, etc.	12.50% 1	12.50% 1	12.50% 1	37.50% 3	25.00% 2	8	2.50
Focusing on vulnerable communities - e.g., single mothers, neighborhood-focused services, etc.	75.00% 6	12.50% 1	12.50% 1	0.00% 0	0.00% 0	8	4.63
Communication - e.g., social media (Facebook, Twitter, etc.), e-newsletters, advertisements, etc.	0.00% 0	12.50% 1	25.00% 2	12.50% 1	50.00% 4	8	2.00
Expanding services - e.g., housing, transportation, etc.	12.50% 1	37.50% 3	12.50% 1	37.50% 3	0.00% 0	8	3.25
Offering summer school for pre-school services	0.00% 0	25.00% 2	37.50% 3	12.50% 1	25.00% 2	8	2.63

Q6 Based on current activity, how could Community Action improve its programs and service delivery?

Answered: 6 Skipped: 2

#	RESPONSES	DATE
1	I feel community action works really hard to help families	12/8/2022 12:33 PM
2	Get the word out better via Churches, schools and going out to the neighborhoods	12/8/2022 11:51 AM
3	Survey feedback & questionnaires of clientele and feedback from staff personnel with anonymous option	12/7/2022 11:08 PM
4	Greater collaboration with other organizations to reach more people	12/7/2022 6:00 PM
5	Help Head Start parents get GED's and go back to school.	12/7/2022 5:40 PM
6	Creating a culture of learning and growth; adapting to change.	12/6/2022 3:31 PM

Q7 What opportunities exist that can help fulfill Community Action's mission? In other words, what may be a new service, program, or initiative that Community Action can provide to fulfill its mission?

Answered: 6 Skipped: 2

#	RESPONSES	DATE
1	Focus on teen mothers and fathers in particular - they and their children are some of the most vulnerable, and are in a formative stage where Community Action can have a great impact.	12/8/2022 4:53 PM
2	Not sure	12/8/2022 12:33 PM
3	Expanded targeted outreach to educate the public on the variety of services and programs offered	12/7/2022 11:08 PM
4	1st time home ownership education, job placement for GA/SA	12/7/2022 6:00 PM
5	start a program to mentor high school school students to break the cycle of poverty.	12/7/2022 5:40 PM
6	Providing rental assistance.	12/6/2022 3:31 PM

Q8 In three years, what is the big story being reported about Community Action? What should people be talking about?

Answered: 6 Skipped: 2

#	RESPONSES	DATE
1	Community Action is meeting people where they are and walking with them toward a self-sufficient life	12/8/2022 4:53 PM
2	How many families have been empowered to come out of poverty due to the getting ahead program	12/8/2022 12:33 PM
3	Getting & Staying Ahead programs along with Head Start operating at peak capacity with good quality staff	12/7/2022 11:08 PM
4	How single parents and the children their of have greatly benefitted from services	12/7/2022 6:00 PM
5	The number of parents who have earned GED's and Associate degrees. The number of high school students who have graduated and are attending college and trade school.	12/7/2022 5:40 PM
6	How Community Action has increased in helping others prevail in becoming self-sufficient and has significantly improved the quality of our community.	12/6/2022 3:31 PM

Q9 From the Community Needs Assessment of demographic data of the region with county-specific data, please share any major takeaways or areas of concern.

Answered: 5 Skipped: 3

#	RESPONSES	DATE
1	Honestly it was to much information for me to understand so I can not really answer this question fairly	12/8/2022 12:33 PM
2	Unsure	12/7/2022 11:08 PM
3	Proportion of low income to overall population, areas with low access to food	12/7/2022 6:00 PM
4	Men outnumber women. What is happening to traditional marriage and the family structure.	12/7/2022 5:40 PM
5	Transportation is still a need in the rural areas. Not sure if this was mentioned in the Assessment.	12/6/2022 3:31 PM

Q10 Are there any other recommendations or suggestions on how best to make Community Action and your experience better?

Answered: 5 Skipped: 3

#	RESPONSES	DATE
1	No	12/8/2022 12:33 PM
2	Perhaps better communication with the public on the mission statement of CACAA, which may help bolster Board membership	12/7/2022 11:08 PM
3	Board diversity, more accountability measures for CEO, as well as agency staffing enrichment and empowerment measures for retention/improvements job satisfaction	12/7/2022 6:00 PM
4	no	12/7/2022 5:40 PM
5	N/A	12/6/2022 3:31 PM

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT DECEMBER 2022

Administrative

- Holiday plans will close the office the week after Christmas awarding administrative leave to the staff.
- Open Enrollment is complete and 84 employees signed up for benefits.
- Examining a redesign of the website to increase functionality and ease to edit from the user end.
- 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.
- 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

- Getting Ahead Transition dinner was a success with more than 100 in attendance. Pam Ridley spoke at the event. Recruitment for January class now underway.
- Disaster Recovery Support Grant – is now being closed out.
- 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.
- Weatherization Assistance Program for the Suwanee River Economic Council region still awaits its first project.
- Developing outreach strategy for the Agency in surrounding counties especially Franklin where the Agency manages the State Housing Initiatives Partnership (SHIP) program.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Participated in FACA Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee, Board meetings.
- Participated in the Florida Head Start Association Director's Affiliate Meetings and Board meeting.

Impact: Developing the infrastructure necessary to support the Agency mission



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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 19-23 – PTO - Vacation

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: December 5, 2022

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

Staffing

Staffing is nearly full. Relaxing pandemic measures removes a burden on staff. New pay scales are in place to be more competitive and battle inflation. Internal monitoring and quarterly dashboard report has been developed by Education team.

Facilities

Franklin plans are complete and the General Contractor received bids from subcontractors. Unfortunately, the bids are over budget by about \$300,000. A prent meeting indicated that other options may be available and assessed.

Security at the Mabry Head Start location is concerning regarding the number of homeless coming on the property. Security proposals were solicited but never received. 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. In-person CLASS assessments and coaching sessions have been conducted with classroom staff. These continue and next assessment in February.

Enrollment

Enrollment is strong

Federal and State Regulations

None.



United Way of the Big Bend

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