

Capital Area **Community Action** Agency

**Board of Directors Meeting
Agenda
Tuesday, January 24, 2023 – 6:00 pm
Via Microsoft Teams**

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 – November 15, 2022		2
ii) Executive Committee Minutes – December 13, 2022		5
iii) Board Member Seating: Brent Couch Shanetta Keel		
B. Financial Report	Kate Beam	7
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
V. Auditor RFP Responses	Kate Beam	29
• Lanigan & Associates		
• Thomas Howell Ferguson		
VI. Chief Executive Officer’s Report	Tim Center	30
VII. Chief Operating Officer’s Report		
• Program Updates	Nina Self	32
VIII. Chair’s Report		
IX. Adjournment		

Next Board of Directors Meeting 3/28/2023 – 6:00 pm –Microsoft Teams Video

Next Executive Committee Meeting 2/28/2023 - 5:30 pm – Microsoft Teams Video



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



Capital Area
Community Action
Agency

Board of Directors
Meeting Minutes
November 15, 2022

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson
Venita Treadwell
Darrel James

Absent – Brent Couch

The meeting was called to order at 6:04 p.m. by the Chair. A quorum was established.

The Chair entertained a motion to approve the agenda. Ms. Edgar moved to approve the agenda. Mr. Grant seconded the motion. The motion was approved unanimously.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of September 27, 2022. Ms. Edgar moved approval of the minutes. Mr. Grant seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of October 25, 2022, are being submitted to the Board for review.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending August 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 eleven months ending in August 31, 2022.

Ms. Beam made note that the September 30, 2022, year-end closeout is not completed.

Ms. Edgar asked for point of interest in communications over budget? How will the additional funds be covered? After some discussion, Mr. Center explained that we had some additional funds to cover the new phone system.

The Chair entertained a motion to accept the Financial Report. Ms. Edgar moved to accept the Financial Report. Mr. Grant seconded the motion. The motion was approved unanimously.

Accounting & Financial: Policies and Procedures Manual

Ms. Beam presented the Fiscal Policies and Procedures Manual. She reported on the deletions and revisions noting that the Procedures Manual is one of the Organizational Standards required by DEO.

Ms. Edgar asked for point of interest on the deletions and revisions to the Policies and Procedures manual. There was some discussion.

The Chair entertained a motion to approve the Policies and Procedures Manual. Mr. Grant moved to approve the Policies and Procedures Manual. Ms. Nishimoto seconded the motion. The motion was approved unanimously.

CEO REPORT

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

The CEO reported that the Agency's Benefits Open Enrollment will close-out November 17, 2022. The Agency has plans to be fully integrated with the Netchex Payroll System and Benefits Enrollment System online.

The CEO reported to the Board that the Agency received an email from the Inspector General about the Agency being audited by a 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. There was some discussion on the audit process. No documents were received by the Agency at this time to determine the plan of action. The Board will receive an update at the next Board meeting January 24, 2023.

The CEO reported that a DSRF Vendor alerted staff to a concern regarding payment for services rendered. Management is working with DEO and law enforcement in an ongoing investigation. The employee is no longer with the Agency.

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.

Organizational Standards

Mr. Center shared that DEO requires the Agency to follow a series of 52 Organizational Standards under CSBG. The governing Board formally approves the fiscal policies to meet the required

standards. The Policies and Procedures Manual Summary of Changes was made available as part of the Board Packet.

COO REPORT

The Chief Operating Officer (COO) presented the Summary of Programs for the month of October 31, 2022. The COO reported that Disaster Recovery was officially closed out October 31, 2022.

The COO shared with the Board the reported potential allegations of Fraud by an employee. DSRF Vendor alerted staff to a concern regarding payment for services rendered. There was some discussion on the records reconciliation to determine, if any payments are due to the vendor by the Agency.

The COO shared that classes are over for Getting Ahead. The transition ceremony is scheduled for Thursday, December 8, 2022.

The COO reported that Head Start has not met the targeted 378 student enrollment. We continue work to increase enrollment. Weatherization will coincide with the SHIP Program. We are accepting applications for the SHIP Program.

The COO reminded the Board that Weatherization continues to work on the completion of homes, as they continue to await word on the anticipated funding from the federal infrastructure bill.

The Chair asked to be updated on the Pineview visit. The plan is to hold a Getting Ahead class at the school in January 2023.

CHAIR'S REPORT

The 2023 Management and Leadership Training Conference will be held in New Orleans, February 8-10, 2023. There was a discussion that in the past both the CEO and Board Chair would attend the Conference to gain awareness on what other Community Action Agencies were doing as a Board. The link to sign up for the conference will be sent to the Board.

The meeting adjourned at 7:00PM.

Ms. Lisa Edgar, Secretary

Date

Capital Area Community Action Agency

Executive Committee
Meeting Minutes
December 13, 2022

Members in Attendance

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

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

Absent: Brent Couch

The meeting was called to order at 5:50 p.m. by the Chair. A quorum was established.

The Chair entertained a motion to approve the agenda. Ms. Edgar moved to approve the agenda. Ms. Keel seconded the motion. The motion was approved unanimously.

ACTION ITEMS

The Chair entertained a motion to approve the minutes. Ms. Keel moved to approve the minutes. Ms. Edgar seconded the motion. The motion was unanimously approved.

FISCAL

Ms. Beam, Finance Director, presented the financial reports dated as of September 30, 2022. She reported that the interim 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 said the budget numbers are not final, year-end adjustments are not completed.

The Chair asked if the newly purchased Head Start vehicles were new vehicles. There was some discussion on the replaced school bus and truck; a new vehicle was purchased for travel to conferences and trainings.

Ms. Keel asked for point of interest on the Head Start ARP budget. Has the grant been extended through March? Ms. Beam said this grant crosses two fiscal years. What happens if the Agency does not expend all funds? The Agency will request a carry-over request.

The Chair entertained a motion to accept the financial report. Ms. Edgar moved to accept the financial report. Ms. Keel seconded the motion. The motion was unanimously approved.

CSBG Organizational Standards

Mr. Center reported that DEO requires the Agency under CSBG to submit an Annual Report as part of the Organizational Standards. Throughout the year the Agency updates the Board with Program documents.

Mr. Center asked for Board approval to submit a draft Strategic Plan, explaining that the Community Needs Assessment was shared with the Board this week. There was a discussion on Single mother's living in poverty as the focal point of the Strategic Plan.



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



Ms. Edgar asked for point of interest on the Strategic Plan. There was no mention of the Head Start Department as being a part of the Strategic Plan. There was some discussion to consider a more inclusive document in the final Strategic Plan. Mr. Center asked the Board to adopt the draft Strategic Plan and Community Needs Assessment.

The Chair entertained a motion to adopt the draft Strategic Plan and Community Needs Assessment. Ms. Edgar moved to adopt the draft Strategic Plan and Community Needs Assessment. Ms. Keel seconded the motion. The motion was unanimously accepted.

CEO Report

The CEO presented the CEO report for the month of December 2022. He reported that Open Enrollment concluded November 17th with 84 employees signed up for benefits. We are working with HUB our benefits broker using the Netchex and HUB to integrate online access for staff benefits.

The CEO shared that the office will be closed the week after Christmas for staff to spend time with family and friends.

The CEO reported that he is examining a redesign of the Agency's website to increase functionality. Program Managers will have access to update their program areas.

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 Getting Ahead Transition Ceremony dinner was a success with more than 100 in attendance. Recruitment for January 2023 classes are underway.

The CEO reported that the Low-Income Water Assistance Program (LIWAP) for water and utility is available for clients. We are working to get staff trained on how to use the data management system (SERA). We continue to wait on the Weatherization Assistance Program (WAP) for the Suwanee River Economic Council.

The CEO reported that the Agency will be filing a Letter of Intent with the United Way of Big Bend. We have signed a Memorandum of Understanding (MOU) with TCC, Rebuild Florida Job Training.

The CEO reported to the Board that TCC Ghazvini Center will not be available for our Board meetings. We were informed with the increase in enrollments means more usage of rooms with no availability for outside room rental.

CHAIR'S Report

The Chair asked the CEO to present at the Wakulla Commission mtg. A date and time will be scheduled in the future.

Meeting adjourned at 6:31 P.M.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the 2 Months Ending November 30, 2022
Capital Area Community Action Agency**

As of November 30, 2022, we have completed two months the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 17% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 17% and 15% respectively, with a restricted net income of \$129,254.

Non-Federal Share (NFS) Match will be updated next month when those numbers are available.

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 2022-2023, 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 2 Months Ending November 30, 2022
Capital Area Community Action Agency**

Agency Wide Variances

- **General Liability and Property Insurance** – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- **Vehicle Expense** – is over benchmark budget primarily due to the 25% down payment for insurance but this line item is underfunded and will go over budget by at least 24K based on current spending. Insurance costs are higher than anticipated for the year with the addition of several vehicles not anticipated in the original budget.
- **Technology** – is over the budget benchmark with a number of annual software expenses being paid in October. This number should come into line over the course of the year.
- **Dues/Subscriptions** – is slightly over benchmark budget with a number of annual payments paid in October and November. This variance should come in line over the next couple of months.
- **Parent Activities** – is over the benchmark budget and being used for Zoom for the Policy Council Meetings. This will go over budget based on current spending but there is a prior year balance for this account on the balance sheet that could be used with Policy Council approval.
- **Legal Expenses** – is over benchmark budget. Without additional expenses, it should stay within budget.

CSBG-DRSF & CSBG Variances

- **Copies/Printing/Copier** – is slightly over in CSBG DRSF but should stay close to budget for the remainder of the grant.
- **Utilities** – is over budget for CSBG DRSF with expenses being slightly higher than forecast.
- **Vehicle Expense** - is over benchmark budget in CSBG primarily due to the 25% down payment for auto insurance. This line item is underfunded due to higher than anticipated insurance expenses and will go over budget. The budget line covers insurance but not maintenance and gas for multiple vehicles.
- **Client Assistance** – CSBG DRSF is over budget due to reallocation of resources while spending down the grant funds.

WAP Variances

- **General Liability and Property Insurance** – is over benchmark budget due to a payment to ISU Insurance for Pollution Occurrence Insurance. This line item is forecasted to go over budget by \$1500.

**Financial Statement Narrative
For the 2 Months Ending November 30, 2022
Capital Area Community Action Agency**

- **Equipment Maintenance** – is due to maintenance on a calibration gun. This line item will go over budget by approximately \$500 if there are no additional unforeseen expenses.
- **Advertising** – is over the benchmark budget due to a Notice of Interest for contractors. This line item should come into line over the course of the year.

Head Start Variances

- **Travel In Area** - is over budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line will go over budget in the next couple of months based on current spending.
- **Office Supplies** – is over benchmark budget due to a significant amount of equipment being charged to this line item. Fiscal will work with staff to determine if some of this should be moved to the Expendable Equipment category which has an unused budget of \$10,000.
- **Program Supplies** – is over benchmark budget with the purchase of a number of needed items. This line item should come into an acceptable variance over the next couple of months.
- **Copies/Printing/Copier Maintenance/Toner Paper** – is slightly over the benchmark budget with a large paper and ink purchase but should come within line over the course of the next couple of months.
- **General Liability and Property Insurance** – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- **Communications** - is over benchmark budget and will go over budget based on current spending. Total spending for the year is forecasted to be \$78,000 while only \$45,000 is budgeted.
- **Repairs and Maintenance – Nonrecurring** – is slightly over benchmark budget with two large repairs at South City and Royal. This should come into line over the next couple of months.
- **Vehicle Expense** - is over benchmark budget primarily due to the 25% down payment for auto insurance. This line item is underfunded due to higher than anticipated insurance expenses and will go over budget. The budget line covers insurance but not maintenance and gas for multiple vehicles. It is forecasted that this line item will go over budget by \$14K.
- **Technology** – is over the budget benchmark with a number of annual software expenses being paid in October. This number should come into line over the course of the year.
- **Dues/Subscriptions** – is slightly over benchmark budget with a number of annual payments paid in October and November. This variance should come in line over the next couple of months.

**Financial Statement Narrative
For the 2 Months Ending November 30, 2022
Capital Area Community Action Agency**

- **Training and Technical Assistance** – is slightly over benchmark budget with several early bird training bookings. It should be within an acceptable variance in the next couple of months.
- **Parent Activities** – is over the benchmark budget and being used for Zoom for the Policy Council Meetings. This will go over budget based on current spending but there is a prior year balance for this account on the balance sheet that could be used with Policy Council approval.

LIHEAP ARPA Variances

- **Office Supplies** – are over budget due to higher than anticipated costs.
- **Copies /Printing/Copier Maintenance/Toner/Paper** – is over benchmark budget due to a large purchase of toner. This line item should stay under budget for the remainder of the grant.
- **Contractual Services/Professional** - is over the benchmark budget and will go over budget due to leased employees. This is offset by lower wages, fringe and indirect costs.
- **Utilities** -are over budget due to higher than anticipated costs.
- **General Liability and Property Insurance** – is over budget due to the annual 25% down payment along with the first of nine regular payments. This grant should cover 2 or 3 more payments and is forecasted to be over budget by 4-5K.
- **Communications** – is over benchmark budget and will go over budget during the course of the grant by 2-3K based on current spending for 2-3 more months.
- **Repairs & Building Maintenance – Recurring** - is over benchmark budget and will go over budget during the course of the grant by 2-3K based on current spending for 2-3 more months.
- **Meetings/Workshops/Training-** is over budget because there is no line item for these expenses.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,844,128	676,268	(3,167,860)	18%
Government Contracts - STATE	4010	6,688,059	1,004,326	(5,683,734)	15%
Government Contracts - LOCAL	4020	90,000	24,223	(65,777)	27%
Grants - Other Not-for-Profits	4100	15,160	8,052	(7,108)	53%
Grants - All Other Sources	4120	8,000	193	(7,807)	2%
Contributions	4200	1,000	75	(925)	8%
Contributions- Restricted	4210	1,200	36,238	35,038	3020%
Special Events	4300	2,000	1,940	(60)	97%
Commissions-Vending/Photo	4320	-	5,090	5,090	100%
Interest Income	4950	-	84	84	100%
Fringe Pool Revenue	4960	835,840	141,209	(694,631)	17%
Indirect Pool Revenue	4970	681,043	119,478	(561,565)	18%
Other Revenue	4995	1,000	2,682	1,682	268%
Total Revenue		<u>12,167,430</u>	<u>2,019,858</u>	<u>(10,147,572)</u>	17%
Expenditures					
Salaries & Wages	6010	3,066,523	487,264	2,579,259	16%
Fringe	6110	908,681	141,209	767,472	16%
FICA	6120	228,900	35,348	193,552	15%
Unemployment	6130	38,000	863	37,137	2%
Workers Compensation	6140	50,000	9,463	40,537	19%
Health Insurance	6150	400,660	65,073	335,587	16%
Life Insurance	6160	30,000	4,293	25,707	14%
Retirement	6170	50,000	8,661	41,339	17%
Staff Screenings	6180	4,610	98	4,512	2%
Indirect Costs	6210	689,489	120,878	568,611	18%
Travel - In Area	6310	24,822	1,293	23,529	5%
Travel - Out of Area	6315	14,000	-	14,000	0%
Office Supplies	6410	26,052	4,958	21,094	19%
Program Supplies	6415	28,400	5,937	22,463	21%
Classroom Supplies	6420	37,500	1,855	35,645	5%
Kitchen Supplies	6430	14,353	2,975	11,378	21%
Medical/Dental Supplies	6440	1,700	-	1,700	0%
Copies/Printing/Copier	6510	22,300	4,466	17,834	20%
Postage and Delivery Expense	6600	6,749	938	5,811	14%
Contractual Services/Professional	6710	371,873	68,459	303,414	18%
Contractual Services - Health/Disabilities	6715	197,348	43,044	154,304	22%
Rent/Space Cost	6810	397,853	66,915	330,938	17%
Utilities	6820	106,800	14,903	91,897	14%
General Liability and Property Insurance	6830	57,785	18,952	38,833	33%
Communications	6840	93,459	20,467	72,992	22%
Repairs & Bldg Maintenance- Recurring	6850	143,029	27,436	115,593	19%
Repairs & Bldg Maintenance - Nonrecurring	6855	26,500	4,590	21,910	17%
Equipment Maintenance	6910	30,286	5,064	25,222	17%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2022**

Vehicle Expense	6920	47,200	18,358	28,842	39%
Equipment Lease	6930	13,148	2,803	10,346	21%
Technology	6940	46,013	18,178	27,834	40%
Fees, Licenses, and Permits	7010	4,600	34	4,566	1%
Dues/Subscriptions	7020	16,880	4,388	12,492	26%
Special Events	7110	7,000	-	7,000	0%
Client Assistance	7210	4,578,484	617,033	3,961,451	13%
Equipment/Improvements (\$5,000 or more)	7310	8,213	-	8,213	0%
Expendable Equipment	7320	27,700	-	27,700	0%
Registration Fees	7410	1,400	-	1,400	0%
Meetings/Workshops/Training	7420	2,000	238	1,762	12%
Training/Staff Development	7430	43,350	-	43,350	0%
Training and Technical Assistance	7435	59,358	9,847	49,511	17%
Advisory/Board Member Expenses	7440	2,700	615	2,085	23%
Advertising	7450	16,100	143	15,957	1%
Parent Activities	7460	1,200	400	800	33%
Raw Food Cost	7510	277,432	47,278	230,154	17%
Legal Expenses	7530	8,000	5,575	2,426	70%
Interest Expense	7610	1,000	-	1,000	0%
Bank Service Charges	7630	3,980	309	3,671	8%
Total Expenditures		<u>12,233,430</u>	<u>1,890,604</u>	<u>10,342,826</u>	15%
Excess Revenue over (under) Expenditures		<u>(66,000)</u>	<u>129,254</u>	<u>195,254</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Two Months Ending 11/30/2022**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	930,166
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,459
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	12,976
Cash - Centennial Bank (Franklin County)	1070	9,257
Money Market Account - Hancock Bank	1080	34,473
Accounts Receivable	1100	140,825
Grants Receivable	1150	1,193,600
Building	1600	245,000
Work In Progress	1630	258,733
Equipment	1650	622,334
Accumulated Depreciation - Building	1700	(91,002)
Accumulated Depreciation - Equipment	1750	<u>(391,270)</u>
Total Assets		<u>3,035,426</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	221,428
Accrued Expenses - Other	2010	59,512
Accrued Wages	2040	13,184
Accrued Fringe Benefits	2060	(1,078)
Accrued Flexible Savings	2061	670
Accrued Health Insurance	2085	(1,014)
Accrued Other Health Insurance	2087	339
Accrued Life Insurance	2090	1,182
Accrued Retirement - Pre Tax	2095	85
Accrued Retirement - Post Tax	2096	(45)
Contract Advances	2100	127,076
Due to Grantor	2150	30,759
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,388
Deferred Income	2400	35,527
Transfer Account	2998	<u>10</u>
Total Liabilities		630,091
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,951,183
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		2,276,081
Current Net Income		<u>129,254</u>
Total Net Assets		<u>2,405,335</u>
Total Liabilities and Net Assets		<u>3,035,426</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Two Months Ended 11/30/2022**

	17%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>670,217</u>	<u>95,323</u>	<u>(574,894)</u>	14%
Total Revenue		<u>670,217</u>	<u>95,323</u>	<u>(574,894)</u>	14%
Expenditures					
Salaries & Wages	6010	214,713	32,624	182,089	15%
Fringe	6110	62,224	9,454	52,770	15%
Staff Screenings	6180	500	0	500	0%
Indirect Costs	6210	55,941	8,500	47,441	15%
Travel - In Area	6310	13,350	349	13,001	3%
Office Supplies	6410	10,000	525	9,475	5%
Program Supplies	6415	6,000	0	6,000	0%
Copies/Printing/Copier	6510	6,000	777	5,223	13%
Postage and Delivery Expense	6600	2,400	102	2,298	4%
Contractual Services/Professional	6710	18,000	0	18,000	0%
Rent/Space Cost	6810	63,605	9,310	54,295	15%
Utilities	6820	10,400	611	9,789	6%
General Liability and Property Insurance	6830	6,500	1,312	5,188	20%
Communications	6840	20,600	3,189	17,411	15%
Repairs & Bldg Maintenance- Recurring	6850	10,414	2,037	8,377	20%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	3,900	295	3,605	8%
Vehicle Expense	6920	12,000	5,141	6,859	43%
Equipment Lease	6930	2,500	423	2,077	17%
Technology	6940	2,400	0	2,400	0%
Fees, Licenses, and Permits	7010	1,200	25	1,175	2%
Dues/Subscriptions	7020	7,080	1,521	5,560	21%
Client Assistance	7210	113,127	18,706	94,421	17%
Equipment/Improvements (\$5,000 or more)	7310	7,713	0	7,713	0%
Expendable Equipment	7320	2,400	0	2,400	0%
Training/Staff Development	7430	11,250	0	11,250	0%
Advertising	7450	<u>1,000</u>	<u>6</u>	<u>994</u>	1%
Total Expenditures		<u>670,217</u>	<u>94,906</u>	<u>575,311</u>	14%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>416</u>	<u>416</u>	

**Capital Area Community Action Agency
CSBG DRSF Revenues and Expenditures
From Grant Inception through 11/30/2022**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,298,695</u>	<u>3,289,644</u>	(9,051)	100%
Total Revenue		<u>3,298,695</u>	<u>3,289,644</u>	(9,051)	100%
Expenditures					
Salaries & Wages	6010	453,679	407,696	45,983	90%
Fringe	6110	131,475	118,150	13,325	90%
Staff Screenings	6180	720	696	24	97%
Indirect Costs	6210	106,324	100,917	5,408	95%
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	9,130	(30)	100%
Copies/Printing/Copier	6510	3,200	3,272	(72)	102%
Postage and Delivery Expense	6600	1,650	1,033	617	63%
Contractual Services/Professional	6710	16,000	10,941	5,059	68%
Rent/Space Cost	6810	95,640	89,614	6,026	94%
Utilities	6820	13,261	14,133	(872)	107%
General Liability and Property Insurance	6830	10,000	4,219	5,781	42%
Communications	6840	31,388	25,259	6,129	80%
Repairs & Bldg Maintenance- Recurring	6850	11,050	10,196	854	92%
Repairs & Bldg Maintenance - Nonrecurring	6855	450	384	66	85%
Equipment Maintenance	6910	4,980	950	4,030	19%
Vehicle Expense	6920	50,200	48,655	1,545	97%
Equipment Lease	6930	3,000	2,790	210	93%
Technology	6940	9,776	3,940	5,836	40%
Fees, Licenses, and Permits	7010	600	60	540	10%
Client Assistance	7210	2,297,657	2,413,966	(116,308)	105%
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	0%
Meetings/Workshops/Training	7420	1,000	651	349	65%
Training and Technical Assistance	7435	1,000	0	1,000	0%
Advertising	7450	<u>13,000</u>	<u>9,769</u>	<u>3,231</u>	75%
Total Expenditures		<u>3,298,695</u>	<u>3,289,447</u>	<u>9,247</u>	100%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>197</u>	<u>197</u>	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>337,827</u>	<u>51,180</u>	<u>(286,647)</u>	15%
Total Revenue		<u>337,827</u>	<u>51,180</u>	<u>(286,647)</u>	15%
Expenditures					
Salaries & Wages	6010	72,838	12,120	60,718	17%
Fringe	6110	21,109	3,512	17,597	17%
Indirect Costs	6210	18,977	3,158	15,819	17%
Travel - In Area	6310	1,772	205	1,567	12%
Office Supplies	6410	1,100	31	1,069	3%
Copies/Printing/Copier	6510	600	102	498	17%
Postage and Delivery Expense	6600	149	24	125	16%
Contractual Services/Professional	6710	3,666	0	3,666	0%
Rent/Space Cost	6810	3,700	623	3,077	17%
Utilities	6820	1,000	101	899	10%
General Liability and Property Insurance	6830	5,845	5,316	529	91%
Communications	6840	2,400	321	2,079	13%
Repairs & Bldg Maintenance- Recurring	6850	615	90	525	15%
Equipment Maintenance	6910	875	751	124	86%
Vehicle Expense	6920	8,500	1,467	7,033	17%
Equipment Lease	6930	431	57	374	13%
Technology	6940	203	0	203	0%
Dues/Subscriptions	7020	250	0	250	0%
Client Assistance	7210	168,337	21,437	146,900	13%
Expendable Equipment	7320	6,800	0	6,800	0%
Training and Technical Assistance	7435	18,360	0	18,360	0%
Advertising	7450	300	272	28	91%
Total Expenditures		<u>337,827</u>	<u>49,588</u>	<u>288,239</u>	15%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>1,592</u>	<u>1,592</u>	

**Capital Area Community Action Agency
LIHEAP ARPA Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2022**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	933,716	459,920	(473,797)	49%
Total Revenue		<u>933,716</u>	<u>459,920</u>	<u>(473,797)</u>	49%
Expenditures					
Salaries & Wages	6010	125,000	46,223	78,777	37%
Fringe	6110	36,225	13,396	22,829	37%
Indirect Costs	6210	32,567	12,043	20,524	37%
Travel - In Area	6310	1,132	0	1,132	0%
Office Supplies	6410	1,000	1,118	(118)	112%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,000	838	162	84%
Postage and Delivery Expense	6600	1,000	386	614	39%
Contractual Services/Professional	6710	10,125	8,960	1,165	88%
Rent/Space Cost	6810	19,461	13,015	6,446	67%
Utilities	6820	600	1,195	(595)	199%
General Liability and Property Insurance	6830	2,440	3,562	(1,122)	146%
Communications	6840	3,400	2,885	515	85%
Repairs & Bldg Maintenance- Recurring	6850	3,000	2,530	470	84%
Equipment Maintenance	6910	1,547	426	1,121	28%
Vehicle Expense	6920	100	35	65	35%
Equipment Lease	6930	1,017	702	316	69%
Technology	6940	2,910	0	2,910	0%
Client Assistance	7210	690,592	352,424	338,168	51%
Equipment/Improvements (\$5,000 or more)	7310	500	0	500	0%
Meetings/Workshops/Training	7420	0	149	(149)	100%
Advertising	7450	100	26	74	26%
Total Expenditures		<u>933,716</u>	<u>459,915</u>	<u>473,802</u>	49%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>5</u>	<u>5</u>	

**Capital Area Community Action Agency
Head Start Revenues and Expenditures
For the Two Months Ending 11/30/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	17%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,844,128</u>	<u>676,268</u>	<u>(3,167,860)</u>	18%
Total Revenue		<u>3,844,128</u>	<u>676,268</u>	<u>(3,167,860)</u>	18%
Expenditures					
Salaries & Wages	6010	1,867,199	318,335	1,548,864	17%
Fringe	6110	541,114	92,253	448,861	17%
Staff Screenings	6180	2,500	98	2,402	4%
Indirect Costs	6210	435,905	82,939	352,966	19%
Travel - In Area	6310	2,000	739	1,261	37%
Travel - Out of Area	6315	9,000	0	9,000	0%
Office Supplies	6410	6,200	2,868	3,332	46%
Program Supplies	6415	20,000	5,937	14,063	30%
Classroom Supplies	6420	35,000	1,855	33,145	5%
Kitchen Supplies	6430	1,853	0	1,853	0%
Medical/Dental Supplies	6440	1,700	0	1,700	0%
Copies/Printing/Copier	6510	10,000	2,363	7,637	24%
Postage and Delivery Expense	6600	1,750	187	1,563	11%
Contractual Services/Professional	6710	32,600	0	32,600	0%
Contractual Services – Health/Disabilities	6715	157,808	31,101	126,707	20%
Rent/Space Cost	6810	233,301	39,979	193,322	17%
Utilities	6820	85,000	12,176	72,824	14%
General Liability and Property Insurance	6830	20,000	6,349	13,651	32%
Communications	6840	45,000	12,273	32,727	27%
Repairs & Bldg Maintenance- Recurring	6850	115,000	21,249	93,751	18%
Repairs & Bldg Maintenance - Nonrecurring	6855	20,000	4,590	15,410	23%
Equipment Maintenance	6910	18,000	3,197	14,803	18%
Vehicle Expense	6920	20,000	10,942	9,058	55%
Equipment Lease	6930	5,000	1,111	3,889	22%
Technology	6940	31,000	13,136	17,864	42%
Fees, Licenses, and Permits	7010	1,000	0	1,000	0%
Dues/Subscriptions	7020	5,000	2,262	2,738	45%
Special Events	7110	5,000	0	5,000	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Training/Staff Development	7430	4,000	0	4,000	0%
Training and Technical Assistance	7435	40,998	9,847	31,151	24%
Advisory/Board Member Expenses	7440	1,000	0	1,000	0%
Advertising	7450	5,000	84	4,916	2%
Parent Activities	7460	1,200	400	1,200	33%
Raw Food Cost	7510	<u>54,000</u>	<u>0</u>	<u>54,000</u>	0%
Total Expenditures		<u>3,844,128</u>	<u>676,268</u>	<u>3,167,860</u>	18%
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 11/30/2022**

	83%	Total Budget - Original	Current Year 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
Vendor Activity
From 11/1/2022 Through 11/30/2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses
HANCOCK CC	1064	6415	255	11/28/2022	30.38
HANCOCK CC	1064	6420	255	11/28/2022	129.00
HANCOCK CC	1064	6420	256	11/28/2022	129.00
HANCOCK CC	1064	6420	256	11/28/2022	46.76
HANCOCK CC	1064	6420	259	11/28/2022	71.55
HANCOCK CC	1064	6920	255	11/28/2022	55.00
HANCOCK CC	1064	6920	255	11/28/2022	57.00
HANCOCK CC	1064	6920	255	11/28/2022	55.00
HANCOCK CC	1064	6920	255	11/28/2022	57.00
HANCOCK CC	1064	6920	255	11/28/2022	708.14
HANCOCK CC	1064	7020	255	11/28/2022	750.00
HANCOCK CC	1064	7420	255	11/28/2022	199.90
					<u>2,288.73</u>
Report Opening/Current Balance					
Report Transaction Totals					<u>2,288.73</u>
Report Current Balances					

Capital Area Community Action Agency

DEC 05 REC'D

77

AUTHORIZATION FOR PAYMENT

Date Received 11/30/2022

Date Submitted 12/01/2022

Vendor Name Hancock Whitney Bank

Group or Invoice # 112822-DJ

Payment Amount 1702.42

Notes
Account #4802-1596, VISA, 11/26/22
Darrel James

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green 12/1/22

Approved by

Printed Name Darrel James

Signature [Signature] 12/2/22

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	CATEGORY	DR	CR
1064	6920	255	600	000	55.00	GAS
1064	6920	255	600	000	57.00	GAS
1064	7420	255	600	000	199.90	ZOO N
1064	6920	255	600	000	708.14	Comm Sign
1064	6415	255	600	000	30.38	Prgr Suppl-
1064	6920	255	600	000	57.00	GAS
1864	7460	255	600	000	68.50	Perd 6.47 Com
1064	6420	256	600	000	129.00	IPAS Pkgs
1864	7460	255	600	000	342.50	Paul Contl Cont
1064	6920	255	600	000	55.00	GAS
TOTAL					1,702.42	0.00

Finance Department Only

Session Date AP221202-VISA

Check Date _____ Check # _____



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



00000000-016105-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-1596

Statement Date
11-28-22

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.

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-31	10-27	24692162301104827899078	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.00
11-04	11-02	24692162307109312339955	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00 ✓
11-08	11-08	24011342312000012296725	4814	ZOOM.US 888-799-0666 WWW.ZOOM.US CA	M199.90 ✓
11-09	11-08	24755422312263127980977	2741	FASTSIGNS 172501 850-8942400 FL	M708.14 ✓
11-10	11-08	24137462313100427787294	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M30.38 ✓
11-10	11-08	24692162313103607203747	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00 ✓
11-16	11-15	24184072319091016347888	5310	TARGET 00032730 TALLAHASSEE FL	M68.50 ✓
11-16	11-15	24431082320400178000034	7622	IDOPE TALLAHASSEE FL	M129.00 ✓
11-16	11-15	24164072319091016347862	5310	TARGET 00032730 TALLAHASSEE FL	M342.50 ✓
11-21	11-18	24692162323101294410979	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.00 ✓

STATEMENT DATE 11-28-22	ACCOUNT NUMBER 4802-XXXX-XXXX-1596	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,702.42
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS .00
		STATEMENT TOTAL 1,702.42
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00

Capital Area
**Community
Action**
Agency

AUTHORIZATION FOR PAYMENT

DEC 02 REC'D
WMS

Date Received 11/30/2022

Date Submitted 11/30/2022

Vendor Name Hancock Whitney Bank

Group or Invoice # 112822-VT

Payment Amount 118.31 ✓

Notes
Account #4802-5810
Venita Treadwell, Visa, 11/30/22

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green 11/30/22

Approved by

Printed Name Venita Treadwell

Signature Venita Treadwell 12/01/22

ACTIVITY	LOCATION	CATEGORY	DR	CR		
1064 ✓	6420 ✓	256 ✓	600 ✓	000	46.76 ✓	
1064 ✓	6420 ✓	259 ✓	600	000	71.55 ✓	
TOTAL					118.31	0.00

Finance Department Only

Session Date AP221202-Visa
Check Date _____ Check # _____



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000-017042-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-5810

Statement Date
11-28-22

STATEMENT MESSAGE

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
10-31	10-28	24137462302001632933686	5599	TRACTOR SUPPLY #2601 TALLAHASSEE FL	M46.76 ✓
11-17	11-16	24137462321001537541227	5411	PUBLIX #1051 TALLAHASSEE FL	M71.55 ✓

STATEMENT DATE 11-28-22	ACCOUNT NUMBER 4802-XXXX-XXXX-5810	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 118.31
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 118.31
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

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



00000000-013150-0001-0001-2

FATIMA OLEABHIELE
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
4802-XXXX-XXXX-6982

Statement Date
11-28-22

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
11-04	11-03	24692162307109672520095	5988	B2B PRIME*H231Q5X60 AMZN.COM/BILL WA	M129.00 ✓

STATEMENT DATE 11-28-22	ACCOUNT NUMBER 4802-XXXX-XXXX-6982	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 129.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 129.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Capital Area
Community Action
 Agency

AUTHORIZATION FOR PAYMENT

DEC 06 REC'D

ms

Date Received 12/3/2022

Date Submitted 12/5/2022

Vendor Name Hancock Bank

Group or Invoice # 112922-TC

Payment Amount \$1,184.38

Notes
 Acct#: XXXX6700 - Tim Center - November 2022 ✓

Prepared or Submitted by

Printed Name Margaret Watson

Signature *Margaret Watson*

Approved by

Printed Name Tim Center

Signature *TC*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	CATEGORY	DR	CR
9000 ✓	7020 ✓	Constant Contact	600 ✓		45.00 ✓	
1084 ✓	7020 7020 @	HS Region IV	600 ✓		750.00 ✓	
9000 ✓	7020	Survey Monkey	600		53.00 ✓	
9000 ✓	7020	ADOBE	600		14.99 ✓	
9000 ✓	7020	Tallahassee Democrat	600		21.49 ✓	
9000 ✓	7020 7440 @	ZOOM	600		289.90 ✓	
					1,184.38	0.00

Finance Department Only

Session Date AP221202-VLSAS

Check Date _____ Check # _____



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000-012778-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number

4802-XXXX-XXXX-6700

Statement Date

11-28-22

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
10-31	10-28	24906412301159311513602	5968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M45.00
11-03	11-01	24750762306900015002743	8398	REGION IV HEAD START ASSO 770-4919198 GA	M750.00
11-15	11-14	24906412318160576726831	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M53.00
11-16	11-15	24492152319743057123965	5734	ADOBE *ACROPRO SUBS 408-536-6000 CA	M14.99
11-22	11-21	24692162325103250584324	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M21.49
11-23	11-22	24011342326000046191326	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-28-22	4802-XXXX-XXXX-6700	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,184.38
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,184.38
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00

Firm Name	Fee	Price	Audits our		Firm has past experience with CACAA	Depth of Firm (Risk of Turnover, etc)	Reputable Firm	Total	Place
			Funding Sources	Audits other CAAs					
Carr Riggs & Ingram**	Withdrawn Initial Interest								
Thomas Howell Ferguson*	32,075	4	4	4	4	4	4.00	1	
Lanigan & Association***	34,500	3	4	4	4	4	3.67	2	

*: Current Auditor 1st of 2 3 year cycles

** : Auditor 2012-2018

***: Auditor prior to 2012

Each Firm is graded 1 to 4 in order per category

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT JANUARY 2023

Administrative

- 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 recruitment underway for new classes beginning in January.
- 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

Resource Development

- Planning for Golden Apple Gala for the spring.

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



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



Out of Office

- February 1-2 – PTO
- February 7-8 – PTO
- March 2-3 & 6 – PTO
- May 9-10 - PTO

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 12/31/2022

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services				
County	Winter Graduates	Active Participants	Households Served				
Calhoun	0	5	81				
Franklin (2 Classes)	12	21	33				
Gadsden	6	1	13				
Gulf	8	5	25				
Jefferson	0	0	17				
Leon (3 Classes)	20	13	185				
Liberty	5	5	15				
Wakulla	10	0	12				
TOTALS	61	50	381				

	Housing Repair			Temporary Housing		
DISASTER RECOVERY	Cases Closed 10/1/21 - 11/30/22	Cases Open at 11/30/22	Total Cases	Cases Closed 10/1/21 - 11/30/22	Open Cases Transferred to Rebuild @ 12/01/22	Total Cases
Franklin	75	0	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	7	0	7	1	1	2
Total	188	0	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 @ 12/30/22 (Actually attended)	15	32	59	40	56	123	325
Funded Enrollment	20	37	66	50	57	148	378
Center Enrollment %	75.00%	86.49%	89.39%	80.00%	98.25%	83.11%	85.98%
Disability Services							
Students with IEP's	6						
Students with Concerns	33						
Mental Health Services Referrals	14						
Mental Health/Behavioral	13						
Parents Declined Services	1						

**Family Support Services Program
Monthly Report
For the Month Ended 12/31/22**

Program	Getting Ahead	Staying Ahead
County	Winter Graduates	Active Participants
Calhoun	0	5
Franklin (2 classes)	12	21
Gadsden	6	1
Gulf	8	5
Jefferson	0	0
Leon (3 classes)	20	13
Liberty	5	5
Wakulla	10	0
Totals	61	50

Events Attended:

- United Way Affiliate Meeting - Bay
- Transportation Disadvantage - Calhoun
- Childrens Coalition - Calhoun
- Transportation Disadvantage - Liberty
- Tri County Community Action - Bonifay
- Early Learning Coalition (ELC) Community Convening Resource Fair -Community topics on Social/Emotional Health - Leon
- Quarterly Getting Ahead Facilitator Meeting - Conversation on Getting Ahead classes in the states - Leon
- Big Bend After Reentry Meeting - Guest speaker, Royal King, Exec. Dir., Tallahassee Status of Men to Boys - Leon
- Career Center Partners Resource Fair - Introduction of the community partners - Leon
- United Way of Northwest Florida Affiliated Agency Meeting - Invited donors opportunity to attend GA transition ceremony - Gulf/Calhoun
- Gulf County Transportation Disadvantaged Quarterly Meeting - Updates and presentation by ride-on - Gulf
- Franklin County Transportation Disadvantaged Quarterly Meeting - Updates and presentation by ride-on - Franklin

Success Stories:

A Staying Ahead participant secured a Home Health Aide position with the Good News Home Health in Tallahassee making \$15/hour. Once she passes her state board, she has been offered a private duty position at \$25/hour.

Several Getting Ahead and Staying Ahead participants have gained employment, better housing, received pay increases, and are attending Lively, TCC and taking online courses.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for December 2022 – *Emergency Services*
DATE: January 5, 2023

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 December 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
Calhoun	62/107	79/148	81/36										222/391
Franklin	35/88	21/41	33/71										89/200
Gadsden	45/79	24/54	13/36										82/169
Gulf	35/73	21/37	25/43										81/153
Jefferson	27/70	14/42	17/50										58/162
Leon	276/714	133/322	185/469										594/1505
Liberty	27/59	20/31	15/30										62/120
Wakulla	19/58	14/33	12/30										45/121
Total	526/1248	326/708	381/865										1233/2821

Additional information listed below:

Number of Single Parent’s assisted.

Female	333
Male	234
Total Emergency Utility Services Assistance (from Donated Funds) = 3/7	
LIHEAP AC Replacement = 1/1	



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



Capital Area **Community Action** Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: January 10, 2023

As of January 1, 2023, the weatherization program currently has three active grants totaling \$918,060.00 for the 2022-2023 contract year. \$146,614.00 of those funds are to be exhausted by June 30, 2023 and \$191,213.00 are to be used by September 30, 2023. We recently received the first 15% of the Bipartisan infrastructure funding (\$580,233.00 of \$3,868,220.) and it is expected to be expended by June 30, 2023 as well. Currently there are six homes in the pre-inspection process, three homes assigned to contractors and two 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. We are also soliciting for additional staff to ensure that funding gets expended.

Temporary weatherization services for the 10 county territory previously serviced by Suwanee River Economic Council is suspended until further notice. We currently awaiting direction from DEO and will provide updates as soon as we receive guidance.



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



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: January 17, 2023

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 Head Start renovation expenses are over budget by about \$300,000. A parent meeting indicated other options that are being explored.

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 getting stronger.

Federal and State Regulations

None.

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, COO
FROM: Venita Treadwell, Early Childhood Education Manager
RE: Board Report
DATE: January 9, 2023

The Quarterly Report for September, October and November 2022 is attached. This report is progressing well as we are still receiving Technical Assistance from Head Start Region IV Office of Training. The report is evolving into a data driven report to assist us in planning.

We have identified one area needing immediate attention. HATCH scores are low. We are investigating and have so far identified two areas that are affecting our low scores; the need for more tablets and the higher number of students who have social/emotional delays and disabilities. Center directors have been notified to review with their staff and work to improve the amount of time children use HATCH during their school day.

Bond Community Health Center reported COVID, FLU, and RSV updates to staff at our January 3, 2023 In-Service. Mr. Center welcomed staff back and encouraged everyone to stay committed for the last half of school. Curriculum Day was also featured on January 3rd and parents came to meet staff, observe the curriculum and venture around their child's classroom.

Thanks to Ferst Readers and the Leon County Library for their continued support in introducing literacy to our children in Head Start classrooms. Ferst Readers provides books for children to take home and build their home library. How great.

Happy New Year!



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

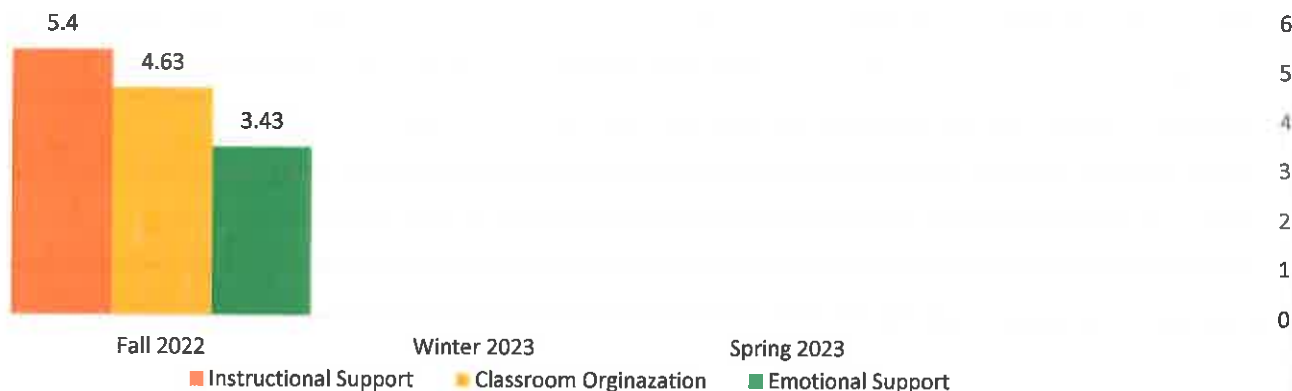


Education Department Quarterly Report

September, October, November 2022

Coaching

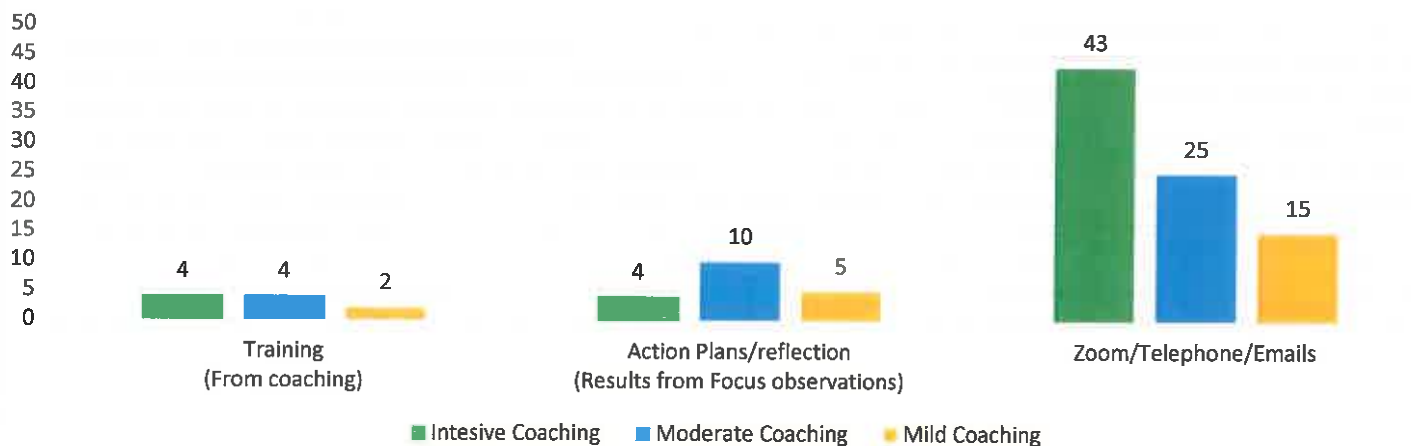
CLASS Progression



CLASS Score National Average

Domain	Lowest 10%	Median 50%	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52

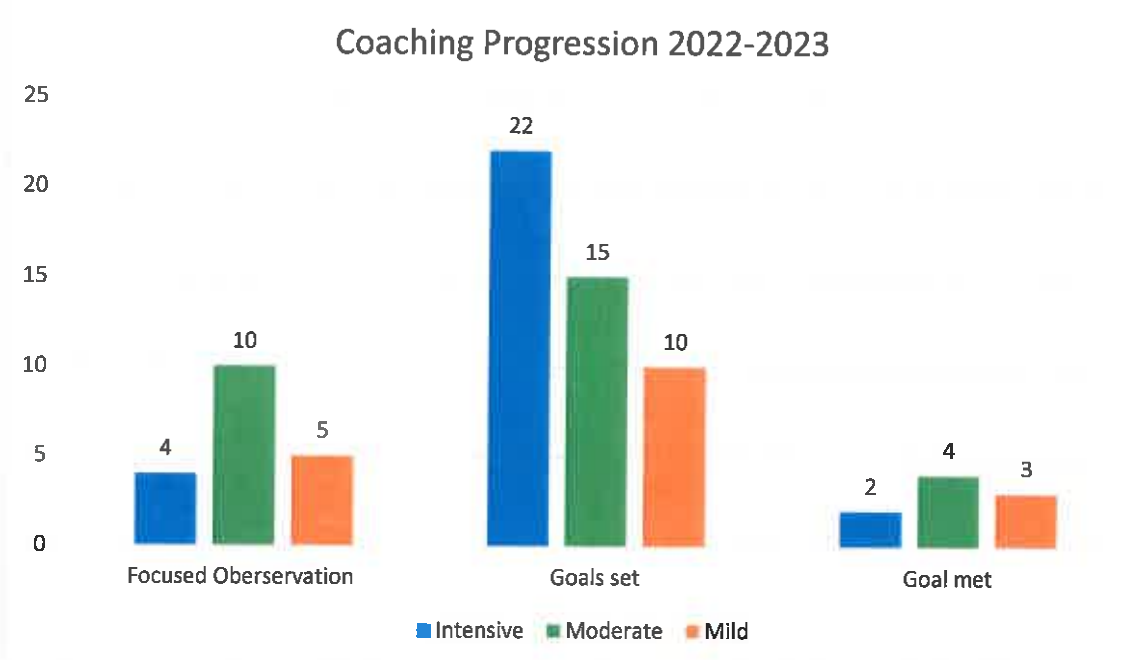
Coaching Delievery



- Notes: Numbers reflect the amount of coaching interactions with coachees

Education Department Quarterly Report

September, October, November 2022



Internal/External Inspections

Inspection	Internal Inspection	External Inspection	Compliant Yes/No	Corrective action completed	Repeat non-compliance	Violation	Quarterly Total	YTD
Fire (DCF)	6	1	Yes	N/A	N/A	N/A	7	7
	N/A	2	Yes	N/A	N/A	None	2	2
Department of Children and Families								
Head Start	6	N/A	No	3	No	None	9	9

Notes:

Education Department Quarterly Report

September, October, November 2022

HATCH Child Screening & Assessments

Average Demonstrated Skill Progress



Teaching Strategies Gold

Teaching Strategies Gold Child Assessments Percentage complete

	Fall TSG Assessment 2021-2022	Fall TSG Assessment 2022-2023
Head Start @ Governors Charter	0% * not in operation until fall 2022	76.2%
Jefferson Co	100%	100%
Louise B. Royal	92.9%	100%
Mabry	100%	100%
South City	100%	100%
Franklin Co.	100%	94%

- All students that were eligible to be assessed were assessed during each period.

Education Department Quarterly Report

September, October, November 2022

Disability Services

Individualized Education Program (IEP's)

IEP referrals being processed	IEP's processed & receiving services through LEA	Total Referrals 2022-2023 (SY)
12	6	18

- Note: Written IEP's are created by the LEA of Jefferson, Franklin, and Leon County

DIAL 4 Assessment/Battelle Developmental Inventory

Services Provided	New	YTD
Developmental Assessment	9	162
New Students IEP's	6	15
Returning Students IEP's	9	9
Speech /Language	11	42
Occupational	9	57
Provider	0	3

- Notes: DIAL 4 Assessment/Battelle Developmental, Speech /Language, and Occupational

Mental Health

Services Provided

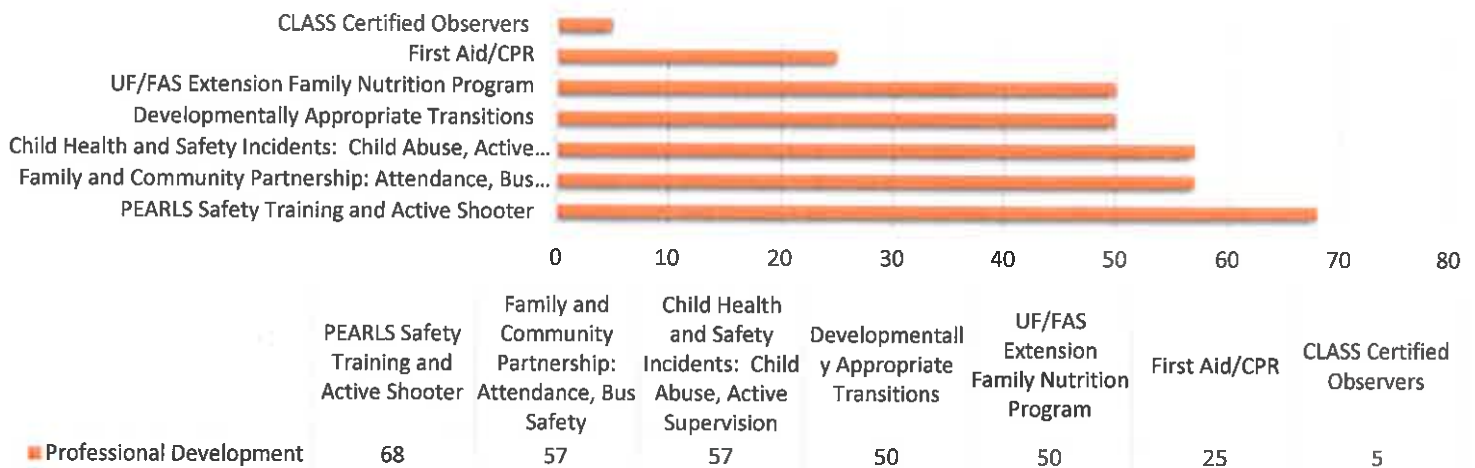
Mental Health/Behavioral therapy Services	Parent Declined Services	Referrals Total
13	1	14

Note: Mental Health/behavioral services are provided by licensed contract therapists

Education Department Quarterly Report

September, October, November 2022

Professional Development



* Numbers reflect staff in attendance

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.

Challenges:

- Staffing; currently there is an Assistant Teacher position and a teacher is out on medical.
- Outdated Facilities. Facilities need maintenance and repair at substantial cost (Health and Safety). Some of our communities do have internet access (rural) and this affects how technology can increase child outcomes (environmental)

Education Department Quarterly Report

September, October, November 2022

- Increase of children with disabilities and mental health/behavioral concerns. Support to families is needed so that we work as a team to ensure that children receive needed services.

Goals:

- Teaching with Fidelity – Teaching Strategies provides a Fidelity tool to review with teaching staff. ZOOM Meetings, telephone calls, and TSG Training provided by the company, are interactive opportunities that the education team employ.
- Procuring solid facilities for the Health and Safety of the children and staff; also offering families and staff state-of-the-art facilities that respond to internet service, are a source of pride in the community and build a healthy self-image.
- Finding additional support for children with disabilities, children who are non-verbal, and children reacting to trauma during COVID-19.

Family and Community Engagement Manager

Monthly Monitoring Report – December 2022

Program Status

- Total number of enrollments for the **2022-23** school year:
 1. Franklin County Head Start - **15 of 20** families enrolled
 2. Head Start @ Governors Charter - **40 of 50** families enrolled
 3. Jefferson County Head Start - **32 of 37** families enrolled
 4. Louise B. Royal Head Start - **56 of 57** families enrolled
 5. Mabry Street Head Start - **59 of 66** families enrolled
 6. South City Head Start - **123 of 148** families enrolled
- **325 of 378 (86%)** families was enrolled in Head Start for the **month of December**.
 - All Head Start programs are required to return to full enrollment (**378**) for the 2022-23 school year

Policy Council

- 10 participants were in attendance for Policy Council

Volunteers

- 10 participants completed 20 hours

Family and Community Engagement Activities

- 2 staff meeting

Transportation

- 2003 International Bus in shop
- New Bus has been purchased

Children Health Requirements

Immunizations and Physical examinations	302 Immunizations 303 Physical Examinations
Established medical homes	297
Established dental homes and received dental exams	193 Dental Homes 71 Dental Exams
Hearing screenings	220
Vision screenings	241
Vision Referrals	0

Nutrition

- Number of Breakfast 2,606
- Number of Lunch 2,602
- Number of PM Snacks 2,892

Family and Community Engagement

- 10 volunteers were active for December
- 20 hours of In-Kind was completed for December

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. Beginning November 28, families were allowed to escort their children into the classroom again. Only one parent is allowed in the classroom at a time, parents can choose to rotate, but only one parent at a time can transport their child into the classroom. Parents report that they are enjoying being able to visit the classroom again.
- **Funded Enrollment:** We are recruiting more teachers in order to pull families from our Wait List to max out our enrollment.
- **Facilities:** The program continues to discuss opportunities to improve the facilities of the program. Future meetings will be planned with the parents of Franklin County to discuss facilities in that county.
- **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.
- **Technical Assistance / Training:** Staff members attended a Parent, Family, and Community Engagement training in Dallas, Texas in December.
- **Average Daily Attendance:** The Average Daily Attendance (ADA) for December was 78%, when the required ADA is 85%. Staff is brainstorming on ideas and incentives for children to increase the attendance of all children. Incentives would include recognizing children and their families.
- **CCFP at Governor's Charter:** Interviews are being conducted to hire kitchen staff to prepare and transport meals to this location.

Strengths

- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- The program was awarded a one-time grant through the Office of Head Start to increase services. A new bus, vehicles for staff, new classroom furniture, and computer programs for children were all purchased with the grant.
- No classroom closures due to COVID during the month of December

Areas of Concern

- Daily average attendance is down at all locations
- The cost of improving the Franklin County location
- Staffing issues and being able to fully enroll the program