

Capital Area Community Action Agency

Executive Committee Meeting Agenda Tuesday, April 25, 2023 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 – February 28, 2023		2-3
B. Financial Report	Kate Beam	
• Narrative		4-7
• Revenue & Expenditures Agency-wide		8-9
• Balance Sheet		10
• Revenue & Expenditures – major programs		11-16
• Head Start Non Federal Share Match		17
• Head Start Credit Card Activity		18-22
V. Chief Executive Officer's Report	Tim Center	23-24
VII. Chair's Report	Quincee Messersmith	
III. Adjournment		

Next Executive Committee Meeting 06/27/2023 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 05/23/2023 – 6:00 pm – Via Microsoft Teams Video



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Capital Area Community Action Agency

Executive Committee
Meeting Minutes
February 28, 2023

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

The meeting was called to order at 5:40 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. Miller seconded the motion. The motion was approved unanimously.

ACTION ITEMS

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

FISCAL

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

The Chair asked for point of information on the new variances as to whether the overages will balance over time? There was some discussion that adjustments will need to be made in the next few months as such a Budget Amendment will be brought before the Board to approve.

Ms. Keel asked for point of information on a budget line-items that are always over budget? How do we compensate for these line-items? Ms. Beam explained that other line items will be less than what was budgeted, and funds will balance at the end of the year. We budget based on past performances.

Ms. Beam asked for the status of E-Rate. No information has been received from the e-rate consultants. More information will be provided to the Board at the next meeting.

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

CEO Report

The CEO presented the CEO report for the month of February 2023. He reported that depositions were being taken for a former employee who filed a civil suit against the Agency.

Mr. Center reminded the Board that we separated the COO and Human Resources. Ms. Watson has been promoted to HR Manager. We are working to get policies and procedures in place.



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The CEO reported he is examining a redesign of the Agency's website to increase functionality. Program Managers will have access to update their program areas. He reported that Getting Ahead classes are underway and Staying Ahead clients are receiving case management.

The CEO reported that he continue with monthly meetings with Jim McShane, CareerSource Capital Region, and the Head Start Management calls with Region IV HHS Office Specialist.

The CEO met with the Franklin County City Manager to receive updates on Franklin County operations as it relates to Head Start. The HS renovations were extreme in costs for the new Head Start location so we are now seeking options to purchase a building.

The CEO reported that the Agency will be applying for the United Way of Big Bend for Getting Ahead in all counties.

Ms. Miller asked for point of interest on funding for Getting Ahead. If funds are not received for Getting Ahead what position will that put the Getting Ahead program? Mr. Center said technically have funds, but we are only allowed to serve clients who meet eligibility criteria. This Grant will allow more social economic groups into the program.

Ms. Keel asked for point of interest on Human Resources Manual creation process. Are we consulting with other agencies? We asked other CAP agencies to share their manuals.

CHAIR'S Report

The Chair thanked Board Members for being supportive and attending meetings.

Meeting adjourned at 6:09 P.M.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the Five Months Ending February 28, 2023
Capital Area Community Action Agency**

As of February 28, 2023, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses closer to 50%. At month end, the Year to Date Actual Revenue and Expenses are 38% and 37% respectively, with a restricted net income of \$132,278.

Non-Federal Share (NFS) Match at February 28, 2023, is \$313,335 of the \$620,300 target.

Expenditure Variances and Explanations

The Agency-wide Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage.

Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

In Fiscal Year 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 Five Months Ending February 28, 2023
Capital Area Community Action Agency**

Agency Wide Variances

- **Unemployment** – *is over the benchmark budget but should stay within budget over the fiscal year since this expense is largely a Q1 calendar expense. Once the thresholds have been met, very little is paid into SUTA.*
- **Program Supplies** – is over the benchmark budget with a number of supply purchases. These should be reduced during the summer months and may come into line, however inflation has hit this line item harder than most.
- **Kitchen Supplies** – is over the benchmark budget with a number of kitchen supply purchases. These should be reduced during the summer months and may come into line, however inflation has hit this line item harder than most.
- **Contractual Services – Health Disabilities** – is over the benchmark budget with a number of assessments and treatment for the new school year. There is also \$20K available in Head Start ARPA which is not reflected in this year's budget.
- **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 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.
- **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.
- **Meetings/Workshops/Training** – is over budget with a number of Zoom expenses. These may be moved to another category to better adhere to the budget.
- **Training and Technical Assistance** – is over the benchmark budget with a number of training opportunities. This line item should come into line over the course of the next few months.
- **Legal Expenses** – is over benchmark budget. Without additional expenses, it should stay within budget.

CSBG Variances

- **Office Supplies** – is over with budget benchmark with office furniture purchases and Getting Ahead Supplies.
- **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.
- **Technology** – *is over budget with the purchase of an upgraded version of SHAH software with Spanish.*

**Financial Statement Narrative
For the Five Months Ending February 28, 2023
Capital Area Community Action Agency**

- Dues / Subscriptions – is over the benchmark budget with a number of annual subscriptions renewed recently.
- Expendable Equipment – is over budget with the purchase of a projector and three computers. This overage will be offset in another category with available funds.
- Meetings/Workshops/Training – is at budget with an entry in a line item with no budget.
- Advertising – is over budget due to recruitment efforts with Indeed.

LIHEAP Variances

- Program Supplies - is at budget. There is no budget line here to absorb the expense.
- Contractual Services / Professional – is over the benchmark budget with the use of contracted employees. This overage is offset with lower salaries, fringe and indirect costs.
- **Technology – is over budget with the purchase of an upgraded version of SHAH software with Spanish.**

WAP Variances

- Program Supplies - is at budget. There is no budget line here to absorb the expense.
- **Copies/Printing/Copier – is over benchmark budget after processing 3 months of overages. This number should come in line over the course of the year.**
- 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.
- Equipment Maintenance – is over budget due to maintenance on a calibration gun. This line item will go over budget by approximately \$500 if there are no additional unforeseen expenses.
- Technology – is over the benchmark budget due to antivirus software purchased. No other expenses are forecasted to go here.
- Registration Fees – is over the benchmark budget with an addition of an expense in an unbudgeted category. This vehicle registration could be moved to vehicle expense to adhere to the budget.
- 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 ARPA Variances

- Contractual Services – Health / Disabilities - is over budget but there are available funds in Contractual Services / Professional to offset.

**Financial Statement Narrative
For the Five Months Ending February 28, 2023
Capital Area Community Action Agency**

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.
- 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 – Recurring – is over the benchmark budget with recurring costs averaging over \$11K per month. This line item is forecast to go over budget by \$25K unless the HDST ARP funds (\$30K) are utilized prior to their expiration.
- 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.
- Meetings/Workshops/Training – is at budget because there is no line item in the budget for this expense. Policy Council will consider whether to move these Zoom expenses to Parent Activities at their next meeting.
- 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.
- Advertising – is over the benchmark budget due to employee recruitment with Indeed.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Five Months Ending 2/28/2023**

		Total		Total	
	42%-	Budget -	Current	Variance -	
	50%	Original	Year Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,243,209	1,756,531	(2,486,678)	41%
Government Contracts - STATE	4010	8,082,273	2,767,154	(5,315,119)	34%
Government Contracts - LOCAL	4020	90,000	65,514	(24,486)	73%
Grants - Other Not-for-Profits	4100	15,160	12,508	(2,652)	83%
Grants - All Other Sources	4120	8,000	865	(7,135)	11%
Contributions	4200	1,000	302	(698)	30%
Contributions- Restricted	4210	1,200	41,772	40,572	3481%
Special Events	4300	2,000	3,440	1,440	172%
Commissions-Vending/Photo	4320	0	6,161	6,161	100%
Interest Income	4950	0	250	250	100%
Fringe Pool Revenue	4960	835,840	351,328	(484,512)	42%
Indirect Pool Revenue	4970	681,043	292,495	(388,548)	43%
Other Revenue	4995	1,000	7,672	6,672	767%
Total Revenue		13,960,725	5,305,991	(8,654,734)	38%
Expenditures					
Salaries & Wages	6010	3,194,356	1,212,311	1,982,045	38%
Fringe	6110	945,726	351,328	594,398	37%
FICA	6120	228,900	87,390	141,510	38%
Unemployment	6130	38,000	22,758	15,242	60%
Workers Compensation	6140	50,000	18,104	31,896	36%
Health Insurance	6150	400,660	166,370	234,290	42%
Life Insurance	6160	30,000	13,471	16,529	45%
Retirement	6170	50,000	21,531	28,469	43%
Staff Screenings	6180	4,980	112	4,868	2%
Indirect Costs	6210	727,726	295,995	431,732	41%
Travel - In Area	6310	25,356	2,745	22,611	11%
Travel - Out of Area	6315	14,000	0	14,000	0%
Office Supplies	6410	27,552	12,577	14,975	46%
Program Supplies	6415	28,400	15,482	12,918	55%
Classroom Supplies	6420	37,500	3,602	33,898	10%
Kitchen Supplies	6430	14,353	10,329	4,024	72%
Medical/Dental Supplies	6440	2,700	0	2,700	0%
Copies/Printing/Copier	6510	24,400	12,440	11,960	51%
Postage and Delivery Expense	6600	7,349	2,198	5,151	30%
Contractual Services/Professional	6710	468,488	170,180	298,309	36%
Contractual Services - Health/Disabilities	6715	217,348	181,415	35,933	83%
Rent/Space Cost	6810	397,185	166,557	230,628	42%
Utilities	6820	109,200	46,369	62,831	42%
General Liability and Property Insurance	6830	61,535	40,410	21,125	66%
Communications	6840	100,209	41,108	59,101	41%
Repairs & Bldg Maintenance- Recurring	6850	176,029	83,413	92,616	47%
Repairs & Bldg Maintenance - Nonrecurring	6855	39,000	10,067	28,933	26%
Equipment Maintenance	6910	31,786	11,683	20,104	37%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Five Months Ending 2/28/2023**

Vehicle Expense	6920	49,000	34,411	14,589	70%
Equipment Lease	6930	14,198	5,531	8,668	39%
Technology	6940	47,513	25,914	21,599	55%
Fees, Licenses, and Permits	7010	4,750	365	4,385	8%
Dues/Subscriptions	7020	17,030	8,269	8,761	49%
Special Events	7110	7,000	0	7,000	0%
Client Assistance	7210	5,807,422	1,929,925	3,877,496	33%
Equipment/Improvements (\$5,000 or more)	7310	161,654	0	161,654	0%
Expendable Equipment	7320	40,200	8,327	31,873	21%
Registration Fees	7410	1,400	144	1,256	10%
Meetings/Workshops/Training	7420	2,000	2,469	(469)	123%
Training/Staff Development	7430	45,050	1,043	44,007	2%
Training and Technical Assistance	7435	59,358	33,439	25,919	56%
Advisory/Board Member Expenses	7440	2,700	815	1,885	30%
Advertising	7450	23,100	4,785	18,315	21%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	277,432	112,194	165,238	40%
Legal Expenses	7530	8,000	5,575	2,426	70%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	3,980	564	3,416	14%
Total Expenditures		<u>14,026,725</u>	<u>5,173,713</u>	<u>8,853,012</u>	37%
Excess Revenue over (under) Expenditures		(66,000)	<u>132,278</u>	<u>198,278</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Five Months Ending 2/28/2023**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	992,149
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,466
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	21,131
Cash - Centennial Bank (Franklin County)	1070	8,693
Money Market Account - Hancock Bank	1080	32,220
Accounts Receivable	1100	137,041
Grants Receivable	1150	1,169,703
Building	1600	245,000
Work In Progress	1630	258,733
Equipment	1650	622,334
Accumulated Depreciation - Building	1700	(91,002)
Accumulated Depreciation - Equipment	1750	(391,270)
Total Assets		<u>3,075,072</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	277,423
Accrued Expenses - Other	2010	74,390
Accrued Wages	2040	16,076
Accrued Fringe Benefits	2060	(915)
Accrued Flexible Savings	2061	(2,937)
Accrued Health Insurance	2085	3,448
Accrued Other Health Insurance	2087	83
Accrued Life Insurance	2090	6,495
Accrued Retirement - Pre Tax	2095	3,314
Accrued Retirement - Post Tax	2096	(7)
Contract Advances	2100	127,076
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,238
Deferred Income	2400	35,527
Total Liabilities		682,291
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,935,605
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		2,260,502
Current Net Income		<u>132,278</u>
Total Net Assets		<u>2,392,781</u>
Total Liabilities and Net Assets		<u>3,075,072</u>

Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Five Months Ending 2/28/2023

				Total Budget	
	42%	Total Budget -	Current	Variance -	
		Original	Year Actual	Original	%
Revenue					
Government Contracts - STATE	4010	<u>670,217</u>	<u>228,965</u>	<u>(441,252)</u>	34%
Total Revenue		<u>670,217</u>	<u>228,965</u>	<u>(441,252)</u>	34%
Expenditures					
Salaries & Wages	6010	214,713	73,019	141,694	34%
Fringe	6110	62,224	21,161	41,063	34%
Staff Screenings	6180	500	0	500	0%
Indirect Costs	6210	55,941	19,024	36,917	34%
Travel - In Area	6310	13,350	899	12,451	7%
Office Supplies	6410	10,000	4,972	5,028	50%
Program Supplies	6415	6,000	16	5,984	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	6,000	1,996	4,004	33%
Postage and Delivery Expense	6600	2,400	274	2,126	11%
Contractual Services/Professional	6710	18,000	0	18,000	0%
Rent/Space Cost	6810	63,605	23,452	40,153	37%
Utilities	6820	10,400	2,564	7,836	25%
General Liability and Property Insurance	6830	6,500	2,493	4,007	38%
Communications	6840	20,600	6,755	13,845	33%
Repairs & Bldg Maintenance- Recurring	6850	10,414	4,423	5,991	42%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	3,900	738	3,162	19%
Vehicle Expense	6920	12,000	9,529	2,471	79%
Equipment Lease	6930	2,500	853	1,647	34%
Technology	6940	2,400	2,543	(143)	106%
Fees, Licenses, and Permits	7010	1,200	25	1,175	2%
Dues/Subscriptions	7020	7,080	3,961	3,119	56%
Client Assistance	7210	113,127	46,640	66,487	41%
Equipment/Improvements (\$5,000 or more)	7310	7,713	0	7,713	0%
Expendable Equipment	7320	2,400	3,924	(1,524)	163%
Meetings/Workshops/Training	7420	0	46	(46)	100%
Training/Staff Development	7430	11,250	0	11,250	0%
Advertising	7450	1,000	1,178	(178)	118%
Total Expenditures		<u>670,217</u>	<u>230,485</u>	<u>439,732</u>	<u>34%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(1,520)</u>	<u>(1,520)</u>	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Five Months Ending 2/28/2023

		Total	Current	Total	
	42%	Budget -	Year Actual	Budget	
		Original		Variance -	
				Original	%
Revenue					
Government Contracts - STATE	4010	<u>4,268,551</u>	<u>939,998</u>	<u>(3,328,553)</u>	22%
Total Revenue		<u>4,268,551</u>	<u>939,998</u>	<u>(3,328,553)</u>	22%
Expenditures					
Salaries & Wages	6010	390,000	64,564	325,436	17%
Fringe	6110	113,022	18,711	94,311	17%
Staff Screenings	6180	1,110	0	1,110	0%
Indirect Costs	6210	101,611	16,821	84,790	17%
Travel - In Area	6310	1,602	0	1,602	0%
Office Supplies	6410	4,500	127	4,373	3%
Program Supplies	6415	0	42	(42)	100%
Copies/Printing/Copier	6510	6,300	1,942	4,358	31%
Postage and Delivery Expense	6600	1,800	604	1,196	34%
Contractual Services/Professional	6710	22,500	21,261	1,239	94%
Rent/Space Cost	6810	44,000	12,090	31,910	27%
Utilities	6820	7,200	1,769	5,431	25%
General Liability and Property Insurance	6830	11,250	1,068	10,182	9%
Communications	6840	20,250	576	19,674	3%
Repairs & Bldg Maintenance- Recurring	6850	9,000	2,354	6,646	26%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	4,500	942	3,558	21%
Vehicle Expense	6920	5,400	0	5,400	0%
Equipment Lease	6930	3,150	445	2,705	14%
Technology	6940	4,500	2,543	1,957	57%
Fees, Licenses, and Permits	7010	450	0	450	0%
Dues/Subscriptions	7020	450	0	450	0%
Client Assistance	7210	3,492,856	797,632	2,695,224	23%
Expendable Equipment	7320	7,500	0	7,500	0%
Registration Fees	7410	1,400	0	1,400	0%
Meetings/Workshops/Training	7420	2,000	0	2,000	0%
Training/Staff Development	7430	1,700	0	1,700	0%
Advertising	7450	<u>8,000</u>	<u>0</u>	<u>8,000</u>	0%
Total Expenditures		<u>4,268,551</u>	<u>943,491</u>	<u>3,325,060</u>	22%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(3,492)</u>	<u>(3,492)</u>	

Capital Area Community Action Agency
LIHWAP Statement of Revenues and Expenditures
For the Five Months Ending 2/28/2023

		Total	Current	Total	
	42%	Budget -	Year	Budget	
		Original	Actual	Variance -	
				Original	%
<hr/>					
Revenue					
Government Contracts -	4010	762,409	1,837	(760,572)	0%
Total Revenue		762,409	1,837	(760,572)	0%
Expenditures					
Salaries & Wages	6010	42,515	1,033	41,482	2%
Fringe	6110	12,321	299	12,022	2%
Staff Screenings	6180	494	0	494	0%
Indirect Costs	6210	11,077	269	10,808	2%
Office Supplies	6410	834	0	834	0%
Contractual	6710	3,101	0	3,101	0%
Rent/Space Cost	6810	2,259	0	2,259	0%
Client Assistance	7210	687,308	235	687,073	0%
Advertising	7450	2,500	0	2,500	0%
Total Expenditures		762,409	1,837	760,572	0%
Excess Revenue over (under)		<u>0</u>	<u>0</u>	<u>0</u>	
Expenditures					

Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Five Months Ending 2/28/2023

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	42%				
Revenue					
Government Contracts - STATE	4010	<u>337,827</u>	<u>121,102</u>	<u>(216,725)</u>	36%
Total Revenue		<u>337,827</u>	<u>121,102</u>	<u>(216,725)</u>	36%
Expenditures					
Salaries & Wages	6010	72,838	33,509	39,329	46%
Fringe	6110	21,109	9,711	11,398	46%
Indirect Costs	6210	18,977	8,730	10,247	46%
Travel - In Area	6310	1,772	641	1,131	36%
Office Supplies	6410	1,100	58	1,042	5%
Program Supplies	6415	0	5	(5)	100%
Copies/Printing/Copier	6510	600	308	292	51%
Postage and Delivery Expense	6600	149	48	101	32%
Contractual Services/Professional	6710	3,666	0	3,666	0%
Rent/Space Cost	6810	3,700	1,565	2,135	42%
Utilities	6820	1,000	249	751	25%
General Liability and Property Insurance	6830	5,845	5,665	180	97%
Communications	6840	2,400	814	1,586	34%
Repairs & Bldg Maintenance- Recurring	6850	615	254	361	41%
Equipment Maintenance	6910	875	948	(73)	108%
Vehicle Expense	6920	8,500	2,791	5,709	33%
Equipment Lease	6930	431	99	332	23%
Technology	6940	203	186	17	91%
Dues/Subscriptions	7020	250	0	250	0%
Client Assistance	7210	168,337	52,030	116,307	31%
Expendable Equipment	7320	6,800	0	6,800	0%
Registration Fees	7410	0	144	(144)	100%
Training and Technical Assistance	7435	18,360	0	18,360	0%
Advertising	7450	300	272	28	91%
Total Expenditures		<u>337,827</u>	<u>118,026</u>	<u>219,801</u>	35%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>3,076</u>	<u>3,076</u>	

Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Five Months Ending 2/28/2023

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	42-50%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,844,128</u>	<u>1,684,496</u>	<u>(2,159,632)</u>	44%
Total Revenue		<u>3,844,128</u>	<u>1,684,496</u>	<u>(2,159,632)</u>	44%
Expenditures					
Salaries & Wages	6010	1,867,199	793,591	1,073,608	43%
Fringe	6110	541,114	229,983	311,131	43%
Staff Screenings	6180	2,500	112	2,388	4%
Indirect Costs	6210	435,905	206,762	229,143	47%
Travel - In Area	6310	2,000	1,204	796	60%
Travel - Out of Area	6315	9,000	0	9,000	0%
Office Supplies	6410	6,200	4,841	1,359	78%
Program Supplies	6415	20,000	15,121	4,879	76%
Classroom Supplies	6420	35,000	3,602	31,398	10%
Kitchen Supplies	6430	1,853	0	1,853	0%
Medical/Dental Supplies	6440	1,700	0	1,700	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000	5,043	4,957	50%
Postage and Delivery Expense	6600	1,750	291	1,459	17%
Contractual Services/Professional	6710	32,600	0	32,600	0%
Contractual Services – Health/Disabilities	6715	157,808	84,493	73,315	54%
Rent/Space Cost	6810	233,301	98,968	134,333	42%
Utilities	6820	85,000	38,138	46,862	45%
General Liability and Property Insurance	6830	20,000	10,690	9,310	53%
Communications	6840	45,000	25,205	19,795	56%
Repairs & Bldg Maintenance- Recurring	6850	115,000	68,528	46,472	60%
Repairs & Bldg Maintenance - Nonrecurring	6855	20,000	10,067	9,933	50%
Equipment Maintenance	6910	18,000	7,428	10,572	41%
Vehicle Expense	6920	20,000	20,546	(546)	103%
Equipment Lease	6930	5,000	2,443	2,557	49%
Technology	6940	31,000	14,951	16,049	48%
Fees, Licenses, and Permits	7010	1,000	242	758	24%
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%
Meetings/Workshops/Training	7420	0	800	(800)	100%
Training/Staff Development	7430	4,000	(74)	4,074	-2%
Training and Technical Assistance	7435	40,998	33,439	7,559	82%
Advisory/Board Member Expenses	7440	1,000	200	800	20%
Advertising	7450	5,000	3,554	1,446	71%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>54,000</u>	<u>2,070</u>	<u>51,930</u>	4%
Total Expenditures		<u>3,844,128</u>	<u>1,684,496</u>	<u>2,159,632</u>	44%
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 to 2/28/2023**

			Total Budget	Current	Total Budget	
	96%	Total Budget	Original	Year Actual	Variance -	
					Original	%
Revenue						
Government Contracts - FEDERAL - DIRECT	4000	399,080.90	72,035.00	(327,045.90)	18%	
Total Revenue		399,080.90	72,035.00	(327,045.90)	18%	
Expenditures						
Salaries & Wages	6010	52,344.65	0.00	52,344.65	0%	
Fringe	6110	15,169.31	0.00	15,169.31	0%	
Indirect Costs	6210	13,010.94	0.00	13,010.94	0%	
Medical/Dental Supplies	6440	1,000.00	0.00	1,000.00	0%	
Contractual Services/Professional	6710	89,115.00	0.00	89,115.00	0%	
Contractual Services – Health/Disabilities	6715	20,000.00	68,272.00	(48,272.00)	341%	
Repairs & Bldg Maintenance- Recurring	6850	30,000.00	1,100.00	28,900.00	4%	
Repairs & Bldg Maintenance -	6855	10,000.00	0.00	10,000.00	0%	
Equipment/Improvements (\$5,000 or more)	7310	153,441.00	0.00	153,441.00	0%	
Expendable Equipment	7320	10,000.00	2,663.00	7,337.00	27%	
Advertising	7450	5,000.00	0.00	5,000.00	0%	
Total Expenditures		399,080.90	72,035.00	327,045.90	18%	
Excess Revenue over (under) Expenditures		0.00	0.00	0.00		

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending February 28, 2023

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		43,386			
Grants - Other Not for Profits		5,881			
In-Kind Revenue		192,433			
VPK/SR		71,636			
	620,300	313,335	51%	306,965	49%

Head Start Credit Cards Feb 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6920	255	2/27/2023	58.50	#1596, DARREL JAMES, VISA, 2/27/202, GAS, HS VEHICLE	AP230303-VISAS
HANCOCK CC	1064	6920	255	2/27/2023	120.00	#1596, DARREL JAMES, VISA, 2/27/2023, BUS INSPECTION	AP230303-VISAS
HANCOCK CC	1064	6920	255	2/27/2023	51.00	#1596, DARREL JAMES, VISA, 2/27/2023, GAS HS VEHICLE	AP230303-VISAS
HANCOCK CC	1064	6920	255	2/27/2023	55.01	#1596, DARREL JAMES, VISA, 2/27/2023, GAS, HS VEHICLE	AP230303-VISAS
HANCOCK CC	1064	6940	255	2/27/2023	119.99	#1596, DARREL JAMES, VISA, 2/27/2023, CANVA DESIGN	AP230303-VISAS
HANCOCK CC	1064	7420	255	2/27/2023	199.90	#1596, DARREL JAMES, VISA, 2/27/2023, ZOOM	AP230303-VISAS
HANCOCK CC	1064	6920	255	2/27/2023	395.77	#6982, FATIMA OLEABHIELE ALEXANDER, VISA, 2/27/2023,	AP230303-VISAS
HANCOCK CC	1064	7010	255	2/27/2023	35.00	#6982, FATIMA OLEABHIELE ALEXANDER, VISA,	AP230303-VISAS
HANCOCK CC	1064	7450	255	2/27/2023	1,136.65	#3535, NINA SINGLETON SELF, VISA, 2/27/2023, HS	AP230303-VISAS
HANCOCK CC	1064	7010	255	2/27/2023	35.00	#5810, VENITA TREADWELL, VISA, 2/27/2023, ANNUAL FEE	AP230303-VISAS
HANCOCK CC	1064	6420	255	2/27/2023	<u>12.00</u>	#5810, VENITA TREADWELL, VISA, 2/27/2023, CLASSRM	AP230303-VISAS
Transactio					<u>2,218.82</u>		



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



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

** 0000001

MEMO STATEMENT

Account Number

4802-XXXX-XXXX-1596

Statement Date

02-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-01	01-30	24427333031710025276640	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M80.00 ✓
02-02	01-31	24692163032102209313498	5542	GATE 1194 Q80 TALLAHASSEE FL	M58.50 ✓
02-07	02-06	24011343037000044322004	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
02-08	02-06	24692163038106669421026	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.01 ✓
02-13	02-10	24137463042001681496562	5411	PUBLIX #1401 TALLAHASSEE FL	M70.00 ✓
02-15	02-14	24204293045004218729766	5814	SUBWAY 3883 TALLAHASSEE FL	M22.54 ✓
02-20	02-17	24445003049000952421782	5912	WALGREENS #10901 TALLAHASSEE FL	M60.31 ✓
02-20	02-19	24011343050000039112503	7221	CANVA* I03701-20952756 HTTPSCANVA.CO DE	M119.99 ✓
02-20	02-17	24765013048839000010028	7538	P3 AUTOMOTIVE INC TALLAHASSEE FL	M120.00 ✓
02-23	02-21	24692163053107508704218	5542	GATE 1184 Q80 TALLAHASSEE FL	M51.00 ✓

STATEMENT DATE 02-27-23		ACCOUNT NUMBER 4802-XXXX-XXXX-1596	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND	
			OTHER CHARGES	837.25
			NEW CASH ADVANCES	.00
			CREDITS	.00
			STATEMENT TOTAL	837.25
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	5,000.00



**HANCOCK
WHITNEY**

HANCOCK WHITNEY BANK
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NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



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

** 0000001

MEMO STATEMENT

Account Number

4802-XXXX-XXXX-6982

Statement Date

02-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-14	02-13	24445003044300582723838	9399	B2P*LEON COUNTY 904-421-7220 FL	M9.65
02-14	02-13	24445003044300582723911	9399	B2P*LEON COUNTY TALLAHASSEE FL	M386.12
02-22	02-21	24137463053001485990790	5411	PUBLIX #1051 TALLAHASSEE FL	M130.00
02-24	02-24		0000	ANNUAL FEE	M35.00

STATEMENT DATE 02-27-23	ACCOUNT NUMBER 4802-XXXX-XXXX-6982	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 560.77
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 560.77
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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

3/10/23

Visa BusinessCard
Statement of Account
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NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLAZA DR.
TALLAHASSEE FL 32301-2729

**N0007919

MEMO STATEMENT

Account Number

4802-XXXX-XXXX-3535

Statement Date

02-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-27	24793383027000337043824	7361	ONLINE JOB ADS INDEED 512-4595900 TX	M528.00
01-31	01-30	24793383030486383377229	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M508.75
02-02	02-01	24793383032000112613529	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M132.00
02-02	02-01	24793383032000431173726	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M173.83
02-03	02-02	24137483033200232933866	5942	WILKES UNIVERSITY BKSTORE 908-991-2629 PA	M451.31
02-06	02-03	24455013034141007009934	5300	SAMSCLUB #8120 TALLAHASSEE FL	M85.16
02-06	02-03	24445003035400198052472	5300	SAMS CLUB #8120 TALLAHASSEE FL	M82.88
02-06	02-03	24226883035091000588778	5300	SAMSCLUB #8120 TALLAHASSEE FL	M187.86
02-22	02-21	24755423052260528162371	7531	PREFERRED PAINT AND BODY TALLAHASSEE FL	M1,178.77
02-23	02-22	24793383053000106897629	7361	ONLINE JOB ADS INDEED 512-4595900 TX	M501.87

STATEMENT DATE 02-27-23		ACCOUNT NUMBER 4802-XXXX-XXXX-3535		ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812				NEW PURCHASES AND	
				OTHER CHARGES	3,790.43
				NEW CASH ADVANCES .00	
				CREDITS .00	
				STATEMENT TOTAL 3,790.43	
				TOTAL IN DISPUTE .00	
				CREDIT LIMIT 10,000.00	



**HANCOCK
WHITNEY**

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

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-5810
Statement Date
02-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-23	02-22	24492153053717708788119	8299	TEACHERSPAYTEACHERS.COM 646-588-0910 NY	M12.00
02-24	02-24		0000	ANNUAL FEE	M35.00

STATEMENT DATE 02-27-23	ACCOUNT NUMBER 4802-XXXX-XXXX-5810	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 47.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 47.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT APRIL 2023

Administrative

- The DEO Inspector Audit produced preliminary findings in an Exit Interview to which the Agency responded with detailed information. The IG has yet to issue a final report to which the Agency can respond.
- In response to the DEO Acting Secretary's written notice of default by the Agency, the Agency has responded with a Petition for Administrative Hearing and a more formal response to the findings of the Monitoring report upon which the letter was based. Based on conversations between the Agency's lawyer and DEO General Counsel's office, we have 21 days to try to resolve and address the DEO conclusions and this Agency's counter-arguments. We hope to have a meeting scheduled shortly with the Department to address these important matters.
- Litigation Status: A civil suit has been filed by former employee alleging discrimination. Working with our insurance company for representation. Mediation did not resolve the matter. Depositions are still being taken. This is an ongoing case that is scheduled for later this year. *(This is not a new post but will stay here until resolved)*

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- DEO issued a letter to the statewide Community Action Network stating that the Department had nearly exceeded its budget authority and that it would not be able to reimburse agencies for any invoices. The Department gave the agencies until Friday, April 14, to submit invoices for outstanding expenses. There has been no word on a solution that has been implemented. Per a call with the Department, the worst case scenario is that this issue could last until July 1. Services to all clients except Getting Ahead classes have been shut down for now.
- Getting Ahead classes are underway and will continue while the Agency has reserves to offer stipend. Staying Ahead clients will not receive direct client assistance during this shut down.
- LIWAP – Low Income Water Assistance Program for water and utility relief is shut down.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. We received Technical Assistance with 1303 – Facilities Acquisition and have requested assistance with In-Kind Services.
- Engaging the Franklin County School District for possible Head Start Franklin relocation onto the Brown School campus was productive and they have space for our program. We continue negotiations with the hope of possible co-locating on the consolidated campus with other pre-school programs..



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- Working with Duke Energy for Jefferson Head Start for a new brick and mortar facility given that the modular buildings are ready for replacement.
- Weatherization Assistance Program is in a holding pattern during the shut down but we are working with a delegate vendor to serve the Suwannee River Economic Council region to the east of our service area.
- 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

- Examining a redesign of the website to increase functionality and ease to edit from the user end.
- 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

- United Way of the Big Bend grant applications were submitted for Getting Ahead/Staying Ahead in all counties.
- Children Services Council grant opportunities are being evaluated.
- There have been preliminary conversations with staff about hosting a Golden Apple Gala for the spring. Board help will be needed for fundraising.

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

Out of Office

- April 28 - PTO
- May 1-3 – PTO
- June 14-16 - Leadership Florida Annual Conference