

# Capital Area Community Action Agency

**Board of Directors Meeting  
Agenda  
Tuesday, July 27, 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 – May 23, 2023		2
ii) Executive Committee Minutes – June 27, 2023		5
• Personnel		7
o Employee Handbook – Medical Marijuana		
B. Financial Report	Kate Beam	8
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
C. Accounting Policy & Procedures	Kate Beam	32
• Settlement Agreement Amendment		
V. Organizational Standards	Tim Center	33
VI. Chief Executive Officer's Report	Tim Center	37
VII. Chief Operating Officer's Report		
• Program Updates	Nina Self	
VIII. Chair's Report		
IX. Adjournment		

**Next Board of Directors Meeting 9/26/2023 – 6:00 pm – Microsoft Teams Video**

**Next Executive Committee Meeting 8/22/2023 - 5:30 pm – Microsoft Teams Video**



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# Capital Area **Community Action** Agency

## **Board of Directors Meeting Minutes May 23, 2023**

### **Members in Attendance:**

Shanetta Keel, Treasurer  
Lisa Edgar, Secretary  
Melissa Miller, Member-At-Large  
Allen Jones  
Nicole Nishimoto

### **CACAA Staff:**

Tim Center  
Nina Self  
Kate Beam  
Margaret Watson  
Venita Treadwell  
Darrel James  
Terry Mutch  
Gloria Nelson

Absent: Quincee Messersmith and John Grant

The meeting was called to order at 6:08 p.m. by the Secretary. A quorum was established.

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

### **ACTION ITEMS**

#### **Approval of Minutes**

The Secretary entertained a motion to approve the minutes of March 28, 2023. Ms. Nishimoto moved approval of the minutes. Ms. Keel seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of February 28, 2023, are being presented to the Board for review.

#### **FINANCIAL REPORTS**

Ms. Beam, Finance Director, presented the financial reports for the month ending March 31, 2023. 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 Secretary entertained a motion to accept the Financial Report. Ms. Keel moved to accept the Financial Report. Ms. Nishimoto seconded the motion. The motion was approved unanimously.

#### **Head Start Budget Amendment**

Ms. Beam presented the Head Start Budget Amendment. She said there were variances that need be addressed that require a budget amendment. There was some discussion about the Indirect Cost

(IDC) Rate of 18.10% increased to 20.2%, due to the original budget created at 18.1% Indirect Cost Rate (IDC).

Ms. Self gave a highlight to the Head Start bus renovation. She said the buses will be renovated into a library and music room. The project was created to help children in their learning.

Mr. Center asked for Board approval to amend the Budget as presented, and Board acceptance for the ELC ARPA as presented.

The Secretary entertained a motion to amend the Budget and Board acceptance for the ELC ARPA. Mr. Jones moved to amend the Budget and acceptance for the ELC ARPA. Ms. Keel seconded the motion. The motion was approved unanimously.

### ***Organizational Standards***

Mr. Center shared that DEO requires the Agency to follow a series of 52 Organizational Standards under CSBG. He explained that the Agency is due to keep the Board updated on program progress.

### **CEO REPORT**

The Chief Executive Officer (CEO), presented the report for the month of May 2023. He reported that all Head Start Centers closed for the summer May 19<sup>th</sup>. The teachers are finalizing closeout for the year. A Head Start Center Director (Shantesha Ryles) expressed interest in renting Louise B Royal for a childcare center. Basically, one classroom with 17 children. Paying rent and insurance.

The Secretary asked is there potential for legal or ethical conflict? Mr. Center said that there would be no conflict. Board members expressed a desire to move forward with renting the building.

Mr. Center gave a recap on the follow-up on DEO's Spending Authority. He said all Community Action Agencies were informed that the Department had reached its spending authority. Which meant that the Department did not have any funding to pay the Agency, while the Agency could not offer services to the community. Even more, the Agency received written notice of default from the DEO with a Petition for Administrative Hearing.

We will also file with the United Way of Northwest Florida to fund programs in Gulf and Calhoun County. We are also developing outreach strategy for the Agency in surrounding counties especially Franklin where the Agency manages the State Housing Initiatives Partnership (SHIP) program.

Mr. Center gave an update on Franklin County School District for possible Head Start Franklin relocation onto the Brown School Campus. We continue negotiations with the hope of possible co-locating on the consolidated campus.

**COO REPORT**

The Chief Operating Officer (COO) presented the Summary of Programs for the month of April 30, 2023. Ms. Self reported that the Getting Ahead 15-week program will end with 35 participants. The Transition Ceremonies scheduled dates and times will be emailed to the Board. She reported on the program departments monthly reports and progress. The Head Start department will have a Block Party, June 3<sup>rd</sup>. This is a recruiting effort to increase enrollment at our Centers.

Ms. Self highlighted Emergency Services thank you letter to her team from a client. She asked the Board to read at their leisure.

The meeting adjourned at 7:18 PM.

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Ms. Edgar, Secretary

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Date

# Capital Area Community Action Agency

## Executive Committee Meeting Minutes June 27, 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 5:35 p.m. by the Chair. A quorum was established.

### **ACTION ITEMS**

The Chair entertained a motion to approve the minutes of April 25, 2023. 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 April 30, 2023. 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 status of funding from DEO for LIHEAP. Is the Agency waiting on monies from DEO? Ms. Beam asserted that we are not waiting on more money, there was not enough monies budgeted for this line-item.

Ms. Miller asked what reason for the overage in LIHEAP. There was some discussion on the postage being overbudget, due to notices being sent out to clients on the status of their applications.

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

### **Head Start Refunding Application**

Mr. Center reported to the Board that the five-year Head Start grant requires a refunding application and budget to be prepared and submitted annually to provide updates on the program. The 2023-2024 application and budget was brought before the Policy Council the week earlier and was approved. The deadline to submit is July 1, 2023. We ask for Board approval to submit the Refunding Application by the end of the week to meet the July 1<sup>st</sup> deadline.

The Chair entertained a motion to approve submittal of the Refunding Application Grant. Ms. Miller moved to approve submittal of the Refunding Application. Ms. Edgar and Ms. Keel seconded the motion. The motion was unanimously approved.

### **CEO Report**

The CEO presented the CEO report for the month of June 2023. He gave highlights on the DEO Budget Authority issue d letter to the statewide Community Action Network. Notice was received stating that legislative proviso

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United Way of the Big Bend



language was included in the appropriations bill for retroactive budget authority for LIHEAP, LIWAP, and CSBG.. Effective July 1<sup>st</sup>, we will be in a position to invoice for outstanding payments, as the Department of Economic Opportunity moves through reorganization to become the Florida Department of Commerce.

Regarding the Franklin County Head Start Center, the agency is working with the Franklin County School District for possible relocation. We are having difficulty in locating a building for the Head Start Center, as we seek an alternative location. Regarding the Jefferson County Head Start Center, Tim will be visiting Monticello to check out the Duke Energy building for possible relocation.

An update was provided to the Board on the civil lawsuit filed by a former employee alleging discrimination. Mediation did not resolve the matter as dispositions are still being taken.

The CEO reported that he continues with monthly meetings with Jim McShane, CareerSource Capital Region, and the Head Start Management calls with Region IV HHS Office Specialist who will be changing over the next few weeks.

The Auditors are working on the audit. There will be a slight delay to meet the July 1<sup>st</sup> deadline.

Ms. Edgar asked if the Board could offer any support to the Agency. Mr. Center ask for Board support for the Annual Beer Festival. The profits will be given to the Agency to support the services offered to the community by The United Partners of Human Services. Thank you for your support!

***CHAIR'S Report***

The Chair thanked the Board for their support. She thanked the staff for staying the course while we go through this transition.

Meeting adjourned at 6:00 P.M.

\_\_\_\_\_  
Ms. Lisa Edgar, Secretary

\_\_\_\_\_  
Date

## Medical Marijuana Policy

The Organization recognizes that the State of Florida has permitted the legal use of medical marijuana. Accordingly, the Organization is prepared to allow for the appropriate use of marijuana for medicinal purposes under statutory requirements and with proper notice that an employee has received a legal prescription for medicinal marijuana from a licensed medical professional. Employees will further be required to use such medication in strict compliance with the prescription under the following conditions. These conditions are to ensure the health and safety of the CACAA's customers, employees, and vendors. Failure to comply with the following conditions may result in discipline, up to and including termination, and may prevent Employee from being able to receive benefits under Florida's Workers' Compensation laws, Chapter 440, Fla. Stat.

1. Production of confirmation that the employee has received appropriate medical documentation for the use of medical marijuana and provision of copies of his/her card or certificate to CACAA. if an employee subject to this policy ever loses his/her certification, the employee will notify CACAA within 24 hours.

2. No employee will use or take his/her medicinal marijuana while performing any work for CACAA.

3. No employee will appear at work impaired in any way and, if use of medicinal marijuana at or close to an employee's scheduled work period leads to an impaired state, that employee will leave work immediately and remain away from work until he/she is no longer impaired in any manner. Further, any employee found to be impaired at work will be subject to disciplinary action up to and including termination.

No employee will use or supervise the use of motor vehicles, machinery, or powered equipment of CACAA while using or impaired by his/her medication.



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**Financial Statement Narrative  
For the Eight Months Ending May 31, 2023  
Capital Area Community Action Agency**

As of May 31, 2023, we have completed eight months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 67% of the annual budget with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 61% and 60% respectively, with a restricted net income of \$143,316.

Non-Federal Share (NFS) Match at May 31, 2023, is \$455,535 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 Eight Months Ending May 31, 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.
- Classroom Supplies- is over budget due to several large expenses purchased with the expiring Head Start ARPA funds.
- Kitchen Supplies – is over budget with a number of kitchen supply purchases. These should be reduced during the summer months and inflation has hit this line item harder than most.
- Medical/Dental Supplies – is over budget due to a large purchase of dental supplies and hygiene kits through the expiring Head Start ARPA grant.
- Copies/Printing/Copier – is over the benchmark budget due to several purchases of toner as well as copier overage charges.
- Contractual Services – Health Disabilities- is over the 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. Due to additions in coverage, this line item will go slightly over budget based on current expenditures.
- Vehicle Expense - is over budget and was underfunded due to higher than anticipated insurance expenses. The budget line covers insurance but not maintenance and gas for multiple vehicles.
- Technology – is over the budget with a number of annual software expenses being paid in October along with several upgrades with the SHAH software.
- Equipment/Improvements (\$5000 or More) – is over budget with the purchase of playground equipment with the expiring Head Start ARPA grant. This grant closed 3/31/2023.
- Expendable Equipment – is over budget with several large purchases under the expiring Head Start ARPA grant. This grant closed 3/31/2023.
- 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.
- Legal Expenses – is over budget with the unexpected costs associated with the DEO investigation.

**Financial Statement Narrative  
For the Eight Months Ending May 31, 2023  
Capital Area Community Action Agency**

**CSBG Variances**

- Vehicle Expense - is over budget in CSBG and was underfunded due to higher than anticipated insurance expenses. The budget line covers insurance but not maintenance and gas for multiple vehicles.
- Equipment Lease – is over benchmark budget due to several months of charges being entered in March. With this additional data, this line item is forecasted to go over budget by 30%.
- Technology – is over budget with the purchase of an upgraded version of SHAH software with Spanish.
- 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.
- Postage and Delivery Expense – is over the benchmark budget and is forecasted to go over budget over the next couple of months based on recent spending.
- Contractual Services / Professional – is over 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**

- Salaries & Wages, Fringe and Indirect Costs – is over benchmark budget and based on current expenses will go over by 25%.
- Program Supplies - is at budget. There is no budget line here to absorb the expense.
- Copies/Printing/Copier – is over budget after processing 3 months of overages. Despite being over budget, the overall overage for the year should be less than \$500.
- General Liability and Property Insurance – is over 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.

**Financial Statement Narrative  
For the Eight Months Ending May 31, 2023  
Capital Area Community Action Agency**

- Registration Fees – is at 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 Variances**

- Travel In Area - is over benchmark 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 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 budget with the purchase of a number of needed items.
- Copies/Printing/Copier – is over the benchmark budget due to several purchases of toner as well as copier overage charges.
- Contractual Services – Health/Disabilities- is over benchmark budget and likely to go over budget this fiscal year due to an increased need for services.
- General Liability and Property Insurance - is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Due to additions in coverage, this line item will go slightly over budget based on current expenditures.
- Communications - is over budget due to change in service and upgrades. 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 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 Eight Months Ending 5/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	67-80%				
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,243,209	3,190,874	(1,052,335)	75%
Government Contracts - STATE	4010	8,174,673	4,100,509	(4,074,164)	50%
Government Contracts - LOCAL	4020	90,000	100,376	10,376	112%
Grants - Other Not-for-Profits	4100	15,160	15,764	605	104%
Grants - All Other Sources	4120	8,000	1,742	(6,258)	22%
Contributions	4200	1,000	350	(650)	35%
Contributions- Restricted	4210	1,200	49,918	48,718	4160%
Special Events	4300	2,000	7,040	5,040	352%
Commissions-Vending/Photo	4320	0	7,512	7,512	100%
Interest Income	4950	0	538	538	100%
Fringe Pool Revenue	4960	835,840	591,613	(244,227)	71%
Indirect Pool Revenue	4970	681,043	490,369	(190,674)	72%
Other Revenue	4995	<u>1,000</u>	<u>13,686</u>	<u>12,686</u>	1369%
<b>Total Revenue</b>		<b>14,053,125</b>	<b>8,570,291</b>	<b>(5,482,834)</b>	<b>61%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	3,211,356	2,040,397	1,170,959	64%
Fringe	6110	950,653	591,600	359,053	62%
FICA	6120	228,900	147,162	81,738	64%
<b>Unemployment</b>	<b>6130</b>	<b>38,000</b>	<b>32,552</b>	<b>5,448</b>	<b>86%</b>
Workers Compensation	6140	50,000	28,341	21,659	57%
Health Insurance	6150	400,660	265,584	135,076	66%
Life Insurance	6160	30,000	21,938	8,062	73%
Retirement	6170	50,000	36,835	13,165	74%
Staff Screenings	6180	4,980	312	4,668	6%
Indirect Costs	6210	732,156	495,695	236,461	68%
Travel - In Area	6310	25,356	4,728	20,628	19%
Travel - Out of Area	6315	14,000	0	14,000	0%
Office Supplies	6410	27,552	16,673	10,879	61%
Program Supplies	6415	43,400	26,032	17,368	60%
<b>Classroom Supplies</b>	<b>6420</b>	<b>37,500</b>	<b>116,542</b>	<b>(79,042)</b>	<b>311%</b>
<b>Kitchen Supplies</b>	<b>6430</b>	<b>14,353</b>	<b>15,523</b>	<b>(1,170)</b>	<b>108%</b>
<b>Medical/Dental Supplies</b>	<b>6440</b>	<b>2,700</b>	<b>5,825</b>	<b>(3,125)</b>	<b>216%</b>
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>24,400</b>	<b>19,792</b>	<b>4,608</b>	<b>81%</b>
Postage and Delivery Expense	6600	7,349	3,610	3,739	49%
Contractual Services/Professional	6710	468,488	281,762	186,726	60%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>	<b>247,348</b>	<b>282,885</b>	<b>(35,537)</b>	<b>114%</b>
Rent/Space Cost	6810	397,185	266,178	131,007	67%
Utilities	6820	109,200	75,587	33,613	69%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>61,535</b>	<b>58,459</b>	<b>3,076</b>	<b>95%</b>
Communications	6840	100,209	76,298	23,911	76%
Repairs & Bldg Maintenance- Recurring	6850	176,029	123,754	52,275	70%
Repairs & Bldg Maintenance -	6855	39,000	10,581	28,419	27%

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Eight Months Ending 5/31/2023**

Equipment Maintenance	6910	52,830	18,376	34,455	35%
<b>Vehicle Expense</b>	<b>6920</b>	<b>49,000</b>	<b>50,721</b>	<b>(1,721)</b>	<b>104%</b>
Equipment Lease	6930	14,198	10,064	4,135	71%
<b>Technology</b>	<b>6940</b>	<b>47,513</b>	<b>56,177</b>	<b>(8,664)</b>	<b>118%</b>
Fees, Licenses, and Permits	7010	4,750	1,361	3,389	29%
Dues/Subscriptions	7020	17,030	10,164	6,866	60%
Special Events	7110	7,000	4,207	2,793	60%
Client Assistance	7210	5,807,422	2,757,741	3,049,680	47%
<b>Equipment/Improvements (\$5,000 or more)</b>	<b>7310</b>	<b>161,654</b>	<b>166,512</b>	<b>(4,858)</b>	<b>103%</b>
<b>Expendable Equipment</b>	<b>7320</b>	<b>40,200</b>	<b>62,379</b>	<b>(22,179)</b>	<b>155%</b>
Registration Fees	7410	1,400	144	1,256	10%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>2,000</b>	<b>3,176</b>	<b>(1,176)</b>	<b>159%</b>
Training/Staff Development	7430	45,050	7,537	37,513	17%
Training and Technical Assistance	7435	59,358	33,816	25,542	57%
Advisory/Board Member Expenses	7440	2,700	1,761	939	65%
Advertising	7450	23,100	15,169	7,931	66%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	277,432	172,116	105,316	62%
<b>Legal Expenses</b>	<b>7530</b>	<b>8,000</b>	<b>9,830</b>	<b>(1,830)</b>	<b>123%</b>
Interest Expense	7610	1,000	15	985	1%
Bank Service Charges	7630	3,980	1,010	2,970	25%
Total Expenditures		<u>14,119,125</u>	<u>8,426,975</u>	<u>5,692,150</u>	60%
Excess Revenue over (under) Expenditures		(66,000)	143,316	209,316	

**Capital Area Community Action Agency  
Balance Sheet  
For the Period Ending 5/31/2023**

		<u>Current Period Balance</u>
<b>Assets</b>		
Cash Operating Hancock Bank	1010	1,280,894
Health Insurance Imprest Account	1031	42,537
Cash-Sunshine State/The First - Micro Loan	1040	66,479
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	18,192
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	32,495
Accounts Receivable	1100	160,616
Grants Receivable	1150	919,374
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)
<b>Total Assets</b>		<u><b>3,171,398</b></u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts Payable	2000	143,639
Accrued Expenses - Other	2010	269,126
Accrued Wages	2040	35,091
Accrued Fringe Benefits	2060	484
Accrued Flexible Savings	2061	(1,501)
Accrued Health Insurance	2085	3,769
Accrued Other Health Insurance	2087	(50)
Accrued Life Insurance	2090	7,097
Accrued Retirement - Pre Tax	2095	4,906
Accrued Retirement - Post Tax	2096	147
Contract Advances	2100	127,076
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,188
Deferred Income	2400	<u>35,527</u>
<b>Total Liabilities</b>		<b>767,580</b>
<b>Net Assets</b>		
<b>Beginning Net Assets</b>		
Unrestricted Net Assets	3000	1,935,605
Invested Property and Equipment	3020	<u>324,898</u>
<b>Total Beginning Net Assets</b>		<b>2,260,502</b>
<b>Current Net Income</b>		<u><b>143,316</b></u>
<b>Total Net Assets</b>		<u><b>2,403,818</b></u>
<b>Total Liabilities and Net Assets</b>		<u><b>3,171,398</b></u>

**Capital Area Community Action Agency  
CSBG Statement of Revenue and Expenditures  
For the Eight Months Ending 5/31/2023**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>670,217</u>	<u>340,806</u>	<u>(329,411)</u>	51%
<b>Total Revenue</b>		<u>670,217</u>	<u>340,806</u>	<u>(329,411)</u>	51%
<b>Expenditures</b>					
Salaries & Wages	6010	214,713	121,710	93,003	57%
Fringe	6110	62,224	35,272	26,952	57%
Staff Screenings	6180	500	25	475	5%
Indirect Costs	6210	55,941	31,710	24,231	57%
Travel - In Area	6310	13,350	1,293	12,057	10%
Office Supplies	6410	10,000	6,076	3,924	61%
Program Supplies	6415	6,000	16	5,984	0%
Copies/Printing/Copier	6510	6,000	2,347	3,653	39%
Postage and Delivery Expense	6600	2,400	396	2,004	16%
Contractual Services/Professional	6710	18,000	0	18,000	0%
Rent/Space Cost	6810	63,605	39,765	23,840	63%
Utilities	6820	10,400	4,120	6,280	40%
General Liability and Property Insurance	6830	6,500	3,674	2,826	57%
Communications	6840	20,600	12,118	8,482	59%
Repairs & Bldg Maintenance- Recurring	6850	10,414	7,472	2,942	72%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	3,900	1,227	2,673	31%
<b>Vehicle Expense</b>	<b>6920</b>	<b>12,000</b>	<b>12,999</b>	<b>(999)</b>	<b>108%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>2,500</b>	<b>2,357</b>	<b>143</b>	<b>94%</b>
<b>Technology</b>	<b>6940</b>	<b>2,400</b>	<b>2,543</b>	<b>(143)</b>	<b>106%</b>
Fees, Licenses, and Permits	7010	1,200	87	1,114	7%
Dues/Subscriptions	7020	7,080	4,036	3,044	57%
Client Assistance	7210	113,127	48,211	64,916	43%
Equipment/Improvements (\$5,000 or more)	7310	7,713	0	7,713	0%
<b>Expendable Equipment</b>	<b>7320</b>	<b>2,400</b>	<b>3,924</b>	<b>(1,524)</b>	<b>163%</b>
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>0</b>	<b>46</b>	<b>(46)</b>	<b>100%</b>
Training/Staff Development	7430	11,250	749	10,501	7%
<b>Advertising</b>	<b>7450</b>	<b>1,000</b>	<b>3,455</b>	<b>(2,455)</b>	<b>346%</b>
<b>Total Expenditures</b>		<u>670,217</u>	<u>345,628</u>	<u>324,589</u>	52%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(4,822)</u>	<u>(4,822)</u>	

**Capital Area Community Action Agency  
LIHEAP Statement of Revenue and Expenditures  
For the Eight Months Ending 5/31/2023**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>4,268,551</u>	<u>1,931,648</u>	<u>(2,336,903)</u>	45%
<b>Total Revenue</b>		<u>4,268,551</u>	<u>1,931,648</u>	<u>(2,336,903)</u>	45%
<b>Expenditures</b>					
Salaries & Wages	6010	390,000	154,389	235,611	40%
Fringe	6110	113,022	44,742	68,280	40%
Staff Screenings	6180	1,110	125	985	11%
Indirect Costs	6210	101,611	40,224	61,387	40%
Travel - In Area	6310	1,602	459	1,143	29%
Office Supplies	6410	4,500	576	3,924	13%
<b>Program Supplies</b>	<b>6415</b>	<b>0</b>	<b>42</b>	<b>(42)</b>	<b>100%</b>
Copies/Printing/Copier	6510	6,300	3,111	3,189	49%
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>1,800</b>	<b>1,573</b>	<b>227</b>	<b>87%</b>
<b>Contractual Services/Professional</b>	<b>6710</b>	<b>22,500</b>	<b>46,502</b>	<b>(24,002)</b>	<b>207%</b>
Rent/Space Cost	6810	44,000	29,349	14,651	67%
Utilities	6820	7,200	3,816	3,384	53%
General Liability and Property Insurance	6830	11,250	4,273	6,977	38%
Communications	6840	20,250	6,177	14,073	31%
Repairs & Bldg Maintenance- Recurring	6850	9,000	3,776	5,224	42%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	4,500	1,708	2,792	38%
Vehicle Expense	6920	5,400	0	5,400	0%
Equipment Lease	6930	3,150	1,335	1,815	42%
<b>Technology</b>	<b>6940</b>	<b>4,500</b>	<b>13,234</b>	<b>(8,734)</b>	<b>294%</b>
Fees, Licenses, and Permits	7010	450	35	415	8%
Dues/Subscriptions	7020	450	0	450	0%
Client Assistance	7210	3,492,856	1,586,472	1,906,384	45%
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	675	1,025	40%
Advertising	7450	8,000	0	8,000	0%
<b>Total Expenditures</b>		<u>4,268,551</u>	<u>1,942,594</u>	<u>2,325,958</u>	46%
<b>Excess Revenue over (under) Expenditures</b>		<u>0</u>	<u>(10,946)</u>	<u>(10,946)</u>	



**Capital Area Community Action Agency  
WAP Statement of Revenues and Expenditures  
For the Eight Months Ending 5/31/2023**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>337,827</u>	<u>169,213</u>	<u>(168,614)</u>	50%
Total Revenue		<u>337,827</u>	<u>169,213</u>	<u>(168,614)</u>	50%
<b>Expenditures</b>					
<b>Salaries &amp; Wages</b>	<b>6010</b>	<b>72,838</b>	<b>58,463</b>	<b>14,375</b>	<b>80%</b>
<b>Fringe</b>	<b>6110</b>	<b>21,109</b>	<b>16,943</b>	<b>4,167</b>	<b>80%</b>
<b>Indirect Costs</b>	<b>6210</b>	<b>18,977</b>	<b>15,232</b>	<b>3,745</b>	<b>80%</b>
Travel - In Area	6310	1,772	1,014	758	57%
Office Supplies	6410	1,100	101	999	9%
<b>Program Supplies</b>	<b>6415</b>	<b>0</b>	<b>5</b>	<b>(5)</b>	<b>100%</b>
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>600</b>	<b>763</b>	<b>(163)</b>	<b>127%</b>
Postage and Delivery Expense	6600	149	76	73	51%
Contractual Services/Professional	6710	3,666	0	3,666	0%
Rent/Space Cost	6810	3,700	2,498	1,202	68%
Utilities	6820	1,000	399	601	40%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>5,845</b>	<b>6,014</b>	<b>(169)</b>	<b>103%</b>
Communications	6840	2,400	1,358	1,042	57%
Repairs & Bldg Maintenance- Recurring	6850	615	260	355	42%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>875</b>	<b>1,159</b>	<b>(284)</b>	<b>132%</b>
Vehicle Expense	6920	8,500	4,073	4,427	48%
Equipment Lease	6930	431	289	142	67%
<b>Technology</b>	<b>6940</b>	<b>203</b>	<b>186</b>	<b>17</b>	<b>91%</b>
Dues/Subscriptions	7020	250	0	250	0%
Client Assistance	7210	168,337	59,986	108,351	36%
Expendable Equipment	7320	6,800	0	6,800	0%
<b>Registration Fees</b>	<b>7410</b>	<b>0</b>	<b>144</b>	<b>(144)</b>	<b>100%</b>
Training and Technical Assistance	7435	18,360	0	18,360	0%
<b>Advertising</b>	<b>7450</b>	<b>300</b>	<b>272</b>	<b>28</b>	<b>91%</b>
Total Expenditures		<u>337,827</u>	<u>169,232</u>	<u>168,595</u>	50%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(20)</u>	<u>(20)</u>	

**Capital Area Community Action Agency  
LIHWAP Statement of Revenue and Expenditures  
For the Eight Months Ending 5/31/2023**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	762,409	8,742	(753,667)	1%
<b>Total Revenue</b>		<b>762,409</b>	<b>8,742</b>	<b>(753,667)</b>	<b>1%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	42,515	4,780	37,735	11%
Fringe	6110	12,321	1,385	10,936	11%
Staff Screenings	6180	494	0	494	0%
Indirect Costs	6210	11,077	1,245	9,832	11%
Office Supplies	6410	834	0	834	0%
Contractual Services/Professional	6710	3,101	0	3,101	0%
Rent/Space Cost	6810	2,259	0	2,259	0%
Client Assistance	7210	687,308	1,332	685,976	0%
Advertising	7450	2,500	0	2,500	0%
<b>Total Expenditures</b>		<b>762,409</b>	<b>8,742</b>	<b>753,667</b>	<b>1%</b>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency  
Head Start Statement of Revenues and Expenditures  
For the Eight Months Ending 5/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	3,844,128	2,791,793	(1,052,335)	73%
Contributions- Restricted	4210	0	1,000	1,000	100%
Other Revenue	4995	0	3,000	3,000	100%
<b>Total Revenue</b>		<u>3,844,128</u>	<u>2,795,793</u>	<u>(1,048,335)</u>	73%
<b>Expenditures</b>					
Salaries & Wages	6010	1,867,199	1,336,952	530,247	72%
Fringe	6110	541,114	387,449	153,665	72%
Staff Screenings	6180	2,500	112	2,388	4%
Indirect Costs	6210	435,905	348,329	87,576	80%
<b>Travel - In Area</b>	<b>6310</b>	<b>2,000</b>	<b>1,962</b>	<b>38</b>	<b>98%</b>
Travel - Out of Area	6315	9,000	0	9,000	0%
<b>Office Supplies</b>	<b>6410</b>	<b>6,200</b>	<b>6,745</b>	<b>(545)</b>	<b>109%</b>
<b>Program Supplies</b>	<b>6415</b>	<b>20,000</b>	<b>22,218</b>	<b>(2,218)</b>	<b>111%</b>
Classroom Supplies	6420	35,000	8,241	26,759	24%
Kitchen Supplies	6430	1,853	71	1,782	4%
Medical/Dental Supplies	6440	1,700	100	1,600	6%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>10,000</b>	<b>9,897</b>	<b>103</b>	<b>99%</b>
Postage and Delivery Expense	6600	1,750	504	1,246	29%
Contractual Services/Professional	6710	32,600	0	32,600	0%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>157,808</b>	<b>156,281</b>	<b>1,527</b>	<b>99%</b>
Rent/Space Cost	6810	233,301	158,118	75,183	68%
Utilities	6820	85,000	62,671	22,329	74%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>20,000</b>	<b>16,923</b>	<b>3,077</b>	<b>85%</b>
<b>Communications</b>	<b>6840</b>	<b>45,000</b>	<b>47,692</b>	<b>(2,692)</b>	<b>106%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>115,000</b>	<b>97,780</b>	<b>17,220</b>	<b>85%</b>
Repairs & Bldg Maintenance -	6855	20,000	10,581	9,419	53%
Equipment Maintenance	6910	18,000	11,978	6,022	67%
<b>Vehicle Expense</b>	<b>6920</b>	<b>20,000</b>	<b>31,358</b>	<b>(11,358)</b>	<b>157%</b>
Equipment Lease	6930	5,000	3,845	1,155	77%
Technology	6940	31,000	24,326	6,674	78%
Fees, Licenses, and Permits	7010	1,000	741	259	74%
Dues/Subscriptions	7020	5,000	3,561	1,439	71%
Special Events	7110	5,000	0	5,000	0%
Expendable Equipment	7320	10,000	0	10,000	0%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>0</b>	<b>1,399</b>	<b>(1,399)</b>	<b>100%</b>
Training/Staff Development	7430	4,000	1,936	2,064	48%
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>40,998</b>	<b>33,816</b>	<b>7,182</b>	<b>82%</b>
Advisory/Board Member Expenses	7440	1,000	200	800	20%
<b>Advertising</b>	<b>7450</b>	<b>5,000</b>	<b>8,681</b>	<b>(3,681)</b>	<b>174%</b>
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	54,000	2,070	51,930	4%
<b>Total Expenditures</b>		<u>3,844,128</u>	<u>2,796,596</u>	<u>1,047,532</u>	73%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(803)</u>	<u>(803)</u>	

**Capital Area Community Action Agency, Inc.  
Head Start NFS Match Requirements  
For the Month Ending May 31, 2023**

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		45,278			
Grants - Other Not for Profits		5,881			
In-Kind Revenue		297,043			
VPK/SR		107,333			
	<b>620,300</b>	<b>455,535</b>	<b>73%</b>	<b>164,765</b>	<b>27%</b>

Head Start Credit Card Expenses May 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6510	255	5/29/2023	55.18	#1596, DARREL JAMES, VISA, 5/29/2023, CARD STOCK	AP230603-VISAS
HANCOCK CC	1064	6920	255	5/29/2023	56.00	#1596, DARREL JAMES, VISA, 5/29/2023, GAS HS VEHICLE	AP230603-VISAS
HANCOCK CC	1064	6920	255	5/29/2023	57.00	#1596, DARREL JAMES, VISA, 5/29/2023, GAS HS VEHICLE	AP230603-VISAS
HANCOCK CC	1064	6920	255	5/29/2023	59.00	#1596, DARREL JAMES, VISA, 5/29/2023, GAS HS VEHICLE	AP230603-VISAS
HANCOCK CC	1064	6920	255	5/29/2023	69.01	#1596, DARREL JAMES, VISA, 5/29/2023, GAS HS VEHICLE	AP230603-VISAS
HANCOCK CC	1064	6850	256	5/29/2023	154.00	#1596, DARREL JAMES, VISA, 5/29/2023, KITCHEN REPAIR	AP230603-VISAS
HANCOCK CC	1064	7010	256	5/29/2023	263.00	#1596, DARREL JAMES, VISA, 5/29/2023, LICENSE, SC	AP230603-VISAS
HANCOCK CC	1064	6415	255	5/29/2023	24.98	#1596, DARREL JAMES, VISA, 5/29/2023, PROGRAM	AP230603-VISAS
HANCOCK CC	1064	6415	255	5/29/2023	49.99	#1596, DARREL JAMES, VISA, 5/29/2023, PROGRAM	AP230603-VISAS
HANCOCK CC	1064	6410	255	5/29/2023	29.65	#1596, DARREL JAMES, VISA, 5/29/2023, SUPPLIES	AP230603-VISAS
HANCOCK CC	1064	6410	255	5/29/2023	59.96	#1596, DARREL JAMES, VISA, 5/29/2023, SUPPLIES	AP230603-VISAS
HANCOCK CC	1064	6410	255	5/29/2023	64.98	#1596, DARREL JAMES, VISA, 5/29/2023, SUPPLIES	AP230603-VISAS
HANCOCK CC	1064	7420	255	5/29/2023	199.90	#1596, DARREL JAMES, VISA, 5/29/2023, ZOOM	AP230603-VISAS
HANCOCK CC	1064	7450	255	5/29/2023	680.32	#1987, MARGARET WATSON, VISA, 5/29/2023, ZIP	AP230603-VISAS
HANCOCK CC	1064	7450	255	5/29/2023	80.00	#3535, NINA SINGLETON SELF, VISA, 5/29/2023, INDEED HS	AP230603-VISAS
HANCOCK CC	1064	6420	250	5/29/2023	13.75	#5810, VENITA TREADWELL, VISA, 5/29/2023, CLASSRM	AP230603-VISAS
HANCOCK CC	1064	6420	250	5/29/2023	142.72	#5810, VENITA TREADWELL, VISA, 5/29/2023, CLASSRM	AP230603-VISAS
HANCOCK CC	1064	6420	252	5/29/2023	191.07	#5810, VENITA TREADWELL, VISA, 5/29/2023, CLASSRM	AP230603-VISAS
HANCOCK CC	1064	6420	256	5/29/2023	164.17	#5810, VENITA TREADWELL, VISA, 5/29/2023, CLASSRM	AP230603-VISAS
HANCOCK CC	1064	6420	258	5/29/2023	238.18	#5810, VENITA TREADWELL, VISA, 5/29/2023, CLASSRM	AP230603-VISAS
HANCOCK CC	1064	6420	259	5/29/2023	18.75	#5810, VENITA TREADWELL, VISA, 5/29/2023, CLASSRM	AP230603-VISAS
HANCOCK CC	1064	6420	259	5/29/2023	193.77	#5810, VENITA TREADWELL, VISA, 5/29/2023, CLASSRM	AP230603-VISAS
HANCOCK CC	1064	6920	255	5/29/2023	41.01	#5810, VENITA TREADWELL, VISA, 5/29/2023, GAS HS CAR	AP230603-VISAS
HANCOCK CC	1064	7430	255	5/29/2023	1,125.00	#6700, TIM CENTER, VISA, 5/29/2023, UPHS TRAIN, 15 HS	AP230603-VISAS
LOWES	1064	6415	250	5/2/2023	244.44	#82130109106598, SUPPLIES, HEAD START, 5/2/2023	AP230502
LOWES	1064	6415	255	5/2/2023	10.14	#82130109106598, SUPPLIES, HEAD START, 5/2/2023	AP230502
LOWES	1064	6420	256	5/2/2023	117.16	#82130109106598, SUPPLIES, HEAD START, 5/2/2023	AP230502
LOWES	1064	6850	250	5/31/2023	87.39	#8213010916598, HEAD START, MAY 2023	AP230604

Total 4,490.52



**HANCOCK  
WHITNEY**

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



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TIM CENTER  
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-6700

Statement Date  
05-29-23

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-01	04-28	24906413118172703143798	5968	EIG*CONSTANTCONTACT.COM 855-2295508 MA	M420.00
05-12	05-12	24793383132000493115853	8398	UNITED PARTNERS FOR HU TALLAHASSEE FL	M2,250.00
05-16	05-15	24492153135745833172315	5734	ADOBE *ACROPRO SUBS 408-536-8000 CA	M19.99
05-22	05-19	24011343139000047667483	4814	ZOOM.US 888-799-8866 WWW.ZOOM.US CA	M299.90
05-23	05-22	24692163142101194448173	5968	GAN*1558TALLHDEMOCIRC 888-428-0491 IN	M21.46

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-29-23	4802-XXXX-XXXX-6700	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,011.35
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 3,011.35
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 22,000.00



**HANCOCK  
WHITNEY**

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



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

**MEMO STATEMENT**

Account Number  
4802-XXXX-XXXX-1596

Statement Date  
05-29-23

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

\*\* 0000001

**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-28	04-27	24692163118104333436663	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M31.88
04-28	04-27	24455013117141001457568	5411	WAL-MART #1077 TALLAHASSEE FL	M69.33
04-28	04-27	24692163118104252162589	5881	SQ *CUSTOM STATION TALLAHASSEE FL	M181.90
05-01	04-27	24692163118104589376530	5899	CITI TRENDS 112 TALLAHASSEE FL	M9.59
05-01	04-27	24055233118846159010491	5661	CHAMPS - 14908 TALLAHASSEE FL	M8.60
05-01	04-27	24055233118846158815056	5661	CHAMPS - 14908 TALLAHASSEE FL	M80.64
05-01	04-28	24493983119400444001011	5941	ACADEMY SPORTS #112 TALLAHASSEE FL	M174.94
05-04	05-02	24692163123108705027029	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00
05-08	05-06	24692163127101678556658	5542	CIRCLE K 05172 TALLAHASSEE FL	M69.01
05-09	05-08	24226383129091004901032	5411	WAL-MART #1077 TALLAHASSEE FL	M26.85
05-09	05-08	24011343128000039821747	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
05-10	05-09	24399003129295004029828	5732	BEST BUY 00004358 TALLAHASSEE FL	M53.74
05-15	05-12	24755423132271322406942	5812	SEINEYARD SEAFOOD RESTAUR TALLAHASSEE FL	M45.12
05-15	05-11	24692163132105799235756	5542	GATE 1194 Q80 TALLAHASSEE FL	M59.00
05-22	05-19	24137463140501172953576	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M55.18
05-23	05-22	24055233143400313000268	9399	NIC*-DEPT BUS&PROF RET 850-487-1395 FL	M283.00
05-24	05-22	24789303143862600130120	5964	OTC BRANDS INC 800-2280475 NE	M59.96
05-25	05-24	24493983145286947100022	5085	CRSS TALLAHASSEE FL	M157.85
05-26	05-24	24692163145103088512404	5542	GATE 1194 Q80 TALLAHASSEE FL	M56.00
05-29	05-22	24789303146877000135708	5964	OTC BRANDS, INC. 800-228-0475 NE	M4.50

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-29-23	4802-XXXX-XXXX-1596	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,662.99
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,662.99
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 5,000.00



**HANCOCK  
WHITNEY**

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

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



10000000-016035-0001-0001-2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number  
4802-XXXX-XXXX-3535

Statement Date  
05-29-23

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-02	05-01	24055233122400211012477	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00 ✓
05-02	05-02	24793383121249821843628	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M80.00 ✓
05-03	05-02	24055233123400212022490	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00 ✓
05-15	05-12	24692163132106261728450	8931	PAY*PAYCHEX INC 866-603-5402 NY	M410.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-29-23	4802-XXXX-XXXX-3535	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 540.00
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 540.00
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 10,000.00







**HANCOCK  
WHITNEY**

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

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



30000000-016150-0001-2

MARGARET WATSON  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729

\*\* 0000001

**MEMO STATEMENT**

Account Number  
4802-XXXX-XXXX-6496

Statement Date  
05-29-23

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-03	05-02	24492153122715794023265	7361	ZIPRECRUITER, INC. 855-747-5493 CA	M419.00 ✓
05-04	05-03	24055223124400796058068	5251	MINUTEKEY BOULDER CO	M8.60 X
05-05	05-04	24055233125400214018668	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00 ✓
05-05	05-04	24055233125400214020334	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00 ✓
05-08	05-06	24455013126141000719223	5411	WAL-MART #0488 QUINCY FL	M7.18 ✓
05-23	05-22	24492153142868902115873	7381	ZIPRECRUITER, INC. 855-747-5493 CA	M680.32 ✓
05-25	05-24	24055233145400214014457	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00 ✓
05-26	05-25	24055233146400215009190	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00 ✓
05-29	05-29		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-29-23	4802-XXXX-XXXX-6496		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	1,250.10
		NEW CASH ADVANCES	.00
		CREDITS	.00
		<b>STATEMENT TOTAL</b>	1,250.10
		TOTAL IN DISPUTE	.00
		<b>CREDIT LIMIT</b>	2,500.00

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1-2

**Lowe's® Business Advantage**

CAPITAL AREA COMM ACTION  
Account Number 821 3010 910659 8

Visit us at [www.lowes.com/credit](http://www.lowes.com/credit)  
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$371.74
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$371.74</b>
Credit Limit	\$11,000.00
Available Credit	\$10,628.00
Statement Closing Date	05/02/2023
Days in Billing Cycle	30

Payment Information	
New Balance	\$371.74
Total Minimum Payment Due	\$29.00
Payment Due Date	05/28/2023

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

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

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
04/20/2023	\$117.16	No Interest With Payment	\$0.00	\$0.00	\$117.16	07/02/2023
04/20/2023	\$254.58	No Interest With Payment	\$0.00	\$0.00	\$254.58	07/02/2023

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: 7RTT495, or call toll-free 1-800-444-1408.

**PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.**

**NOTICE:** We may convert your payment into an electronic debit. See reverse for details, Billing Rights and other important information.

7809 8014 YHG 1 7 2 Z38502 PAGE 1 of 5 9296 0811 8508 01FK7009 243311

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

Account Number: 821 3010 910659 8

**LOWE'S PRO**

Total Minimum Payment Due	Payment Due Date	New Balance
\$29.00	05/28/2023	\$371.74

MAILED 05/02/23  
Please use blue or black ink. \$



New address or email? Print changes on back.

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

243311  
8383



Make Payment to: LOWES BUSINESS ACCT/SYNCR  
PO BOX 869824  
DALLAS, TX 75266-0781



00029000056122 000290000037174 000798213 0109106 59822

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
04/20	04/20	53115	STORE 0417 TALLAHASSEE FL	\$117.16
04/20	04/20	29709	STORE 0716 TALLAHASSEE FL	\$254.58

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D
No Interest With Payment	07/02/2023	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	07/02/2023	0.00%	\$0.00	\$0.00	2D

**Important Account Information**

Please Note: Our current Payment address has changed. If you mail your payment, please use the new address on your remittance coupon portion of the statement.

If you need to contact Synchroty about the loss of a Synchroty cardholder, you can submit a deceased notification form located at [www.syf.com](http://www.syf.com) under the 'Contact Us' page.

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

**Cardholder News and Information**

You save 5% Every Day on eligible purchases PLUS 0% Interest for 60 Days for purchases made on or after 1/7/22 with your Lowe's Business Advantage account. Minimum monthly payments required. After 60 days, regular rates apply to any remaining promotional balance. Visit [lowes.com/businesscreditcenter](http://lowes.com/businesscreditcenter) for details. Every PRO is an MVP to Lowe's! Earn back when you spend, access exclusive offers and get chances to win prizes to help level up your business. For more information on the MVPs Pro Rewards Program, visit [Lowe.com/PRO](http://Lowe.com/PRO).

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 6PM, pick up the next day at 7AM. See [Lowesforpros.com](http://Lowesforpros.com) for details.

ACCOUNT # : 7982130109106598		CAPITAL AREA COMM ACTION		208103	
INVOICE # : 53116		LOWE'S BUSINESS ACCOUNT		P.O. # :	
TRANSACTION # : 0		DATE OF SALE : 230420		STORE # : 417	
		AUTHORIZATION : 000888		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000155870	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
00000000421930	12-PACK PETUNIA	2.000	EA	\$12.33	\$24.66
00000000272202	11.80-OZ SWEET BASIL PBS	5.000	EA	\$3.78	\$22.68
000000001167077	19.30-OZSPEARMINT MINT PB	4.000	EA	\$3.80	\$15.20
000000004929058	1.05-QT SWEET BANANA PEPP	2.000	EA	\$6.64	\$13.28
00000000421946	12-PACK MARIGOLD	1.000	EA	\$12.33	\$12.33
000000001171262	25.00-OZ ROSEMARY PBS	2.000	EA	\$5.49	\$10.98
00000000482190	8-PACK W HDL CUPHEA FLWRS	1.000	UN	\$10.43	\$10.43
000000001157005	19.30-OZ BONNIES GRN BELL	2.000	EA	\$3.80	\$7.60
SUB \$117.16		TAX \$0.00		TOTAL INVOICE	\$117.16
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$117.16

1-2

ACCOUNT # : 7982130109106598		CAPITAL AREA COMM ACTION		208103	
INVOICE # : 29708		LOWE'S BUSINESS ACCOUNT		P.O. # :	
TRANSACTION # : 0		DATE OF SALE : 230420		STORE # : 719	
		AUTHORIZATION : 001023		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000155870	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
00000000847001	3-FT X 3-FT COMMERCIAL DR	5.000	EA	\$31.33	\$156.65
00000000008121	RCP WET FLOOR SIGN	2.000	EA	\$15.18	\$30.36
00000000008082	1-1/2-IN LAM STL W/ 1-1/2	3.000	EA	\$9.67	\$29.01
000000000096650	SG 6-IN X 24-IN GUARD TRE	3.000	EA	\$8.53	\$25.59
00000000010927	AR 12-IN BOSTON CLOCK	1.000	EA	\$10.14	\$10.14
000000001048648	CM 10CT INDUCT HARD BLDES	1.000	EA	\$2.83	\$2.83
SUB \$254.58		TAX \$0.00		TOTAL INVOICE	\$254.58
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$254.58

LOWE'S PRO

JUN 08 2023

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Learn More about the MVPs Pro Rewards Program at Lowe's.com/PRO



Lowe's Business Advantage

CAPITAL AREA COMM ACTION Account Number 821 3010 910659 8

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

Summary of Account Activity	
Previous Balance	\$371.74
- Payments	\$371.74
- Other Credits	\$0.00
+ Purchases/Debits	\$87.39
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$87.39</b>
Credit Limit	\$11,000.00
Available Credit	\$10,841.00
Statement Closing Date	06/02/2023
Days in Billing Cycle	31

Payment Information	
New Balance	\$87.39
Total Minimum Payment Due	\$29.00
Payment Due Date	06/28/2023

JAL  
6/18/23

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

Promotional Purchase Summary						
The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.						
Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
04/20/2023	\$117.16	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
04/20/2023	\$254.58	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
06/06/2023	\$87.39	No Interest With Payment	\$0.00	\$0.00	\$87.39	06/02/2023

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 3RTT995, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights and other important information.

7059 0008 YMB 1 7 2 Z8602 PAGE 1 of 5 9296 0811 8598 01FK7009 262709

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

Account Number: 821 3010 910659 8

LOWE'S PRO

Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$29.00	06/28/2023	\$0.00	\$87.39

Payment Enclosed: \$



New address or email? Print changes on back.

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

262709 8585



Make Payment to: LOWES BUSINESS ACCT/6YNGB PO BOX 669824 DALLAS, TX 75288-0781



00029000037174 000290000008739 000798213 0109106 59822

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
05/08	05/06	06092	STORE 0417 TALLAHASSEE FL	\$87.39
05/27	05/27		PAYMENT - THANK YOU	(\$371.74)

**Interest Charge Calculation:**  
Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	08/02/2023	0.00%	\$0.00	\$0.00	2D

**Important Account Information**  
If you need to contact Synchrony about the loss of a Synchrony cardholder, you can submit a deceased notification form located at [www.syl.com](http://www.syl.com) under the 'Contact Us' page.

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

**Cardholder News and Information**  
You save 5% Every Day on eligible purchases PLUS 0% interest for 60 Days for purchases made on or after 1/7/22 with your Lowe's Business Advantage account. Minimum monthly payments required. After 60 days, regular rates apply to any remaining promotional balance. Visit [lowes.com/businesscreditcenter](http://lowes.com/businesscreditcenter) for details. Every PRO is an MVP to Lowe's! Earn back when you spend, access exclusive offers and get chances to win prizes to help level up your business. For more information on the MVPs Pro Rewards Program, visit [Lowes.com/PRO](http://Lowes.com/PRO).

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 8PM, pick up the next day at 7AM. See [Lowesforpros.com](http://Lowesforpros.com) for details.

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# **Capital Area Community Action Agency, Inc.**

## **Accounting & Financial Policies and Procedures Manual**

### **Amendment**

Approval of invoices to be paid shall be made following inspection and confirmation of the work completed by a different staff member.



Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs.	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	On Going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	On Going	N/A	Complete
	4.2	The Organization will complete, date and sign the Community Action Plan.	On going	12/12/2023	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	12/12/2023	
MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the governing board.	Annually	3/28/2023	Complete
	4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	Every 2-years	3/28/2023	Complete
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Complete

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Complete
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Complete
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Complete
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	N/A	Complete
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	3/28/2023 Needs Board Approval	Complete
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	Complete
<b>MAY</b>	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	N/A	
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	N/A	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually	N/A	
JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	7/1/2023	
	8.3	The organization's auditor presents the audit to the governing board.	Annually	7/1/2023	
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	7/1/2023	
	8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually	7/1/2023	
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually		
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be provided.	Monthly		
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly		
	8.9	The governing board annually approves an organization-wide budget.	Annually		

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.10	The governing board formally receives and accepts the fiscal policies that have been reviewed by staff, with changes to reflect the approval of the policies by the board.	Maintain		
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain		
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing		
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data base.	Maintain		
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports.	Annually		
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually		
<b>December 2023</b>		<b>SUBMIT</b>			

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT JULY 2023

### Administrative

- **CONTINUATION:** 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.
- **CONTINUATION:** In response to the DEO (now Florida Commerce) Acting Secretary's (Now Deputy Secretary) written notice of default by the Agency, the Agency, through Marc Ito, attorney, is in settlement negotiations regarding the findings and addressing any unallowable costs. Once completed this will permit the auditors to work on completing the audit.
- The annual audit is delayed due to the settlement talks with the Department and some questions regarding the closeout of program funding including Disaster Recovery Supplemental Funds (DRSF). The Finance Team and program staff are working with the auditors to provide the requested information.
- **CONTINUATION: 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.

**Impact: Better benefits for staff. Better fiscal accountability.**

### Programmatic

- FloridaCommerce convened weekly (now monthly) calls with the CAP (Community Action Program) Network to work through the spending authority issues that held up funding for agencies statewide. The three-year umbrella agreement is now an annual contract and was signed by the CEO in mid-July.
- Getting Ahead classes are in full enrollment and registration for late August start dates.
- LIHWAP – Low Income Home Water Assistance Program for water and utility relief is available through September 30.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. Deirdre Mitchell, Grant Program Specialist, has been with us five years. She has accepted a position with HHS moving from a contracted position. She will be reassigned. We look forward to meeting our new program specialist.
- Franklin Head Start location is pending approval from the City of Apalachicola Commissioners to extend through December the lease of the 6<sup>th</sup> Street Recreation Center. The Franklin County School District proposed rental rates for the Brown School campus was not productive.
- Working with Duke Energy for Jefferson Head Start for a new brick and mortar facility given that the modular buildings are ready for replacement. Still no word from their realtors about the property. A visit to the building and property was very promising and



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could permit consolidation of all services in a single location with room for other partners.

- Weatherization Assistance Program is up and running with work slated for Gulf County in the next 30 days. The team is still working with a delegate vendor to serve the Suwanee 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. The Agency provided a detailed update to the Franklin County Commission in June.

***Impact: Redesigning entitlement programs toward more independency services.***

### **Communications and Outreach**

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. I have been asked to serve on the CareerSource Capital Region Board.
- 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. I cycle off the Board in September.

***Impact: Developing the infrastructure necessary to support the Agency mission***

### **Resource Development**

- The United Way of the Big Bend will fund a \$1,000 grant to Jefferson County for Getting Ahead. A meeting has been scheduled to better understand what, if anything, can be done to strengthen future grant applications.
- The United Way of Northwest Florida will fund a \$5,000 grant for Getting Ahead in Calhoun County.

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

### **Out of Office**

- August 7-11 – Florida Association for Community Action, Orlando
- September 7, 8 and 11 – PTO - Orlando
- December 11-15, 18-19 – PTO - London

**AMENDMENT NUMBER THREE  
OF AGREEMENT BETWEEN THE  
FLORIDA DEPARTMENT OF COMMERCE  
AND  
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.**

On March 16, 2021, the State of Florida, Department of Commerce (“Commerce”), formerly known as the Florida Department of Economic Opportunity, and the Capital Area Community Action Agency, Inc. (“Subrecipient”), a Florida Not for Profit Corporation, entered into Subgrant Agreement E1994 (“Agreement”). Commerce and Subrecipient are sometimes referred to herein individually as a “Party” and collectively as “the Parties.”

**WHEREAS**, Section 4 of the Agreement provides that any amendment to the Agreement shall be in writing and executed by the Parties thereto; and

**WHEREAS**, the Agreement was previously amended on April 15, 2021, and April 29, 2022; and

**WHEREAS**, the Parties wish to amend the Agreement as set forth herein as part of a joint effort to align Community Action Agency (“CAA”) spending with legislatively appropriated state budget authority. State budget authority is determined on an annual basis through the agency’s Legislative Budget Request process. The Legislature reviews the Legislative Budget Request and determines the amount of state budget authority, which is then codified in the General Appropriations Act. This is a process required annually by state law; state budget authority is not determined by the total federal award received by the state.

**WHEREAS**, this amendment memorializes the alignment of Community Action Agency spending with legislatively appropriated state budget authority and aligns the Period of Agreement with the state fiscal year. Doing so is of mutual benefit to Subrecipient and Commerce and ensures enhanced transparency and collaboration to the Parties continued work to provide meaningful services to Floridians.

**NOW THEREFORE**, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. As set forth in the REPRESENTATIONS section on page 1 of this Agreement, the following provisions are hereby added:
  - F. The Parties have engaged in a joint effort to align Community Action Agency (“CAA”) spending with legislatively appropriated state budget authority. State budget authority is determined on an annual basis through the agency’s Legislative Budget Request process. The Legislature reviews the Legislative Budget Request and determines the amount of state budget authority, which is then codified in the General Appropriations Act. This is a process required annually by state law; state budget authority is not determined by the total federal award received by the state; and
  - G. This Agreement memorializes the alignment of CAA spending with legislatively appropriated state budget authority and aligns the Period of Agreement with the state fiscal year. Doing so is of mutual benefit to Subrecipient and Commerce and ensures enhanced transparency and collaboration to the Parties continued work to provide meaningful services to Floridians; and
  - H. Commerce’s obligations under this Agreement are contingent upon the continued availability to Commerce of legislatively appropriated funds that may be used and are sufficient to support funding

award/release, and upon Subrecipient's satisfactory performance of its obligations set forth in this Agreement, as determined by Commerce.

2. Section 1., **PERIOD OF AGREEMENT**, of this Agreement is hereby deleted in its entirety and replaced with the following:

**1. PERIOD OF AGREEMENT**

The Effective Date of this Agreement is July 1, 2023. This Agreement ends on June 30, 2024 (the "Expiration Date"), unless otherwise terminated as set forth herein. This Agreement terminates, supersedes, and replaces any prior agreement in effect between Commerce and the Subrecipient regarding the subject matter set forth herein as of the Effective Date. The period between the Effective Date and the Expiration Date or the termination date is the "Agreement Period."

3. Section 5. A., **FUNDING/CONSIDERATION**, of this Agreement is hereby deleted in its entirety and replaced with the following:

- A. This Agreement is a Cost Reimbursement Agreement. Commerce's obligations under this Agreement are contingent upon the continued availability to Commerce of legislatively appropriated funds that may be used and are sufficient to support funding award/release, and upon Subrecipient's satisfactory performance of its obligations set forth in this Agreement, as determined by Commerce. Commerce will provide funds to the Subrecipient by issuing one or more Notice of Fund Availability ("NFA") through Commerce's financial management information system. Each NFA may include attachments that incorporate specific terms, conditions, assurances, restrictions, or other instructions applicable to the funds provided by the NFA.

The Subrecipient shall comply with all requirements contained within each NFA as a condition precedent to the receipt of funds and as an ongoing condition to the use and expenditure of the funds. Subrecipient may incur costs and submit for reimbursement only up to the Total Funds Released dollar amount listed in the NFA most recently issued by Commerce to the Subrecipient. Subrecipient may not be reimbursed any amount that exceeds the lesser of the state authorized budget authority or the "Funds/Available/Release" listed in the NFA most recently issued by Commerce to the Subrecipient. Each NFA and any attachments thereto, including, but not limited to its special terms, conditions, and instructions, is incorporated and adopted into the Agreement by reference.

4. Section 5.F., **FUNDING/CONSIDERATION**, of this Agreement is hereby deleted in its entirety and replaced with the following:

- F. Commerce will provide funds in consideration for the Subrecipient's successful performance under this Agreement. The State of Florida's and Commerce's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature of the State of Florida. Commerce shall have final authority as to both the availability of funds and what constitutes an "annual appropriation" of funds. The maximum cash available for draw is limited to the amount listed in the "Funds/Available/Release" in the NFA most recently issued by Commerce to the Subrecipient. Additional funding is contingent upon (1) availability of funds appropriated by the Legislature of the State of Florida for the purpose of this program; (2) the availability of future-year budget authority; and (3) substantial progress towards meeting the objectives of the award. The lack of appropriation or availability of funds shall not constitute a default on Commerce or the State. If there is a state or federal funding shortfall, then Subrecipient agrees that Commerce, in its sole discretion, may reduce the amount



of funding that would otherwise be made available under this Agreement. If applicable, reduction in funding will be done by NFA.

5. Section 6.A., **FISCAL AND ADMINISTRATIVE CONTROLS**, of this Agreement is hereby deleted in its entirety and replaced with the following:
  - A. Commerce will provide funds to the Subrecipient by issuing NFAs through Commerce's financial management information system. Each NFA may include NFA Attachments that incorporate specific terms, conditions, assurances, restrictions, or other instructions applicable to the funds provided by the NFA. If at any time during the award a budget period is funded on an incremental basis, the maximum obligation of the program funding is limited to the amount shown on the "Funds/Available/Release" in the NFA most recently issued by Commerce to the Subrecipient. In addition to execution of this Agreement, Subrecipient further agrees that by accepting funds made available through an NFA, the Subrecipient must comply with all terms, conditions, assurances, restrictions, or other instructions incorporated or listed in the NFA.
6. Section 7., **EMPLOYMENT ELIGIBILITY VERIFICATION**, of this Agreement is hereby deleted in its entirety and replaced with the following:
  - A. E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at: <https://www.e-verify.gov/>.
  - B. In accordance with section 448.095, F.S., the State of Florida expressly requires the following:
    - (1) Every public agency and its contractors and subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
    - (2) An employer shall verify each new employee's employment eligibility within three (3) business days after the first day that the new employee begins working for pay as required under 8 C.F.R. 274a. Beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility.
  - C. If an entity does not use E-Verify, the entity shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.
7. All other terms and conditions of the Agreement are hereby reinstated and remain in full force and effect.

Rest of page left intentionally blank

**STATE OF FLORIDA  
DEPARTMENT OF COMMERCE  
FEDERALLY FUNDED SUBGRANT AGREEMENT  
SIGNATURE PAGE**

**IN WITNESS THEREOF**, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Agreement **E1994**, as amended. This Amendment is effective on July 1, 2023.

**SUBRECIPIENT  
CAPITAL AREA COMMUNITY  
ACTION AGENCY, INC.**

**STATE OF FLORIDA  
DEPARTMENT OF COMMERCE**

By:   
DocuSigned by:  
FDOC19355ED169741F...  
*(Signature)*

By: \_\_\_\_\_  
*(Signature)*

Tim Center  
Chief Executive Officer  
\_\_\_\_\_  
*(Print/Type Name and Title Here)*

J. Alex Kelly, Secretary  
Florida Department of Commerce

Date: 7/14/2023

Date: \_\_\_\_\_

59-1117362  
Federal Identification Number

Approved as to form and legal  
sufficiency, subject only to full and  
proper execution by the Parties.

X13EDG5RKDF1  
UEI Number

Office of the General Counsel  
Florida Department of Commerce

E1994  
Agreement Number

By: \_\_\_\_\_

Approved Date: \_\_\_\_\_