

# Capital Area Community Action Agency

**Executive Committee Meeting  
Agenda  
Tuesday, August 22, 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 – June 27, 2023		2-3
B. Financial Report	Kate Beam	
• Narrative		4-8
• Revenue & Expenditures Agency-wide		9-10
• Balance Sheet		11
• Revenue & Expenditures – major programs		12-16
• Head Start Non Federal Share Match		17
• Head Start Credit Card Activity		18-25
V. Chief Executive Officer’s Report	Tim Center	26-28
VII. Chair’s Report	Quincee Messersmith	
III. Adjournment		

**Next Executive Committee Meeting 10/24/2023 - 5:30 pm – Microsoft Teams Video**  
**Next Board of Directors Meeting 09/26/2023 – 6:00 pm – Via Microsoft Teams Video**



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityActionAgency.com](http://www.CapitalAreaCommunityActionAgency.com)



# 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 issued letter to the statewide Community Action Network. Notice was received stating that legislative proviso

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043

[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



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

**Financial Statement Narrative  
For the Nine Months Ending June 30, 2023  
Capital Area Community Action Agency**

As of June 30, 2023, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 65% and 64% respectively, with a restricted net income of \$127,479.

Non-Federal Share (NFS) Match at June 30, 2023, is \$477,193 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 Nine Months Ending June 30, 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.
- ***Special Events – is over budget due to a block party recruitment event and graduation gowns. There is overage in special event income to cover the difference.***
- 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.
- ***Advisory / Board Member Expenses – is slightly over benchmark budget due mostly to Zoom expenses. This category will most likely go over budget by less than \$500.***
- Legal Expenses – is over budget with the unexpected costs associated with the DEO investigation.

**Financial Statement Narrative  
For the Nine Months Ending June 30, 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.
- **Copies / Printing / Copier - is over the benchmark budget due to several purchases of toner as well as copier overage charges.**
- 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.
- **Rent / Space Cost – is slightly over benchmark budget and will mostly end the year by about \$5000 due to higher than forecasted 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.

**Financial Statement Narrative  
For the Nine Months Ending June 30, 2023  
Capital Area Community Action Agency**

- 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 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.
- ***Kitchen Supplies – is at budget since there is no line item in the Head start budget for kitchen supplies.***
- Copies/Printing/Copier – is over the benchmark budget due to several purchases of toner as well as copier overage charges.
- ***Postage and Delivery Expense-is over budget and forecasted to go over by less than \$500.***
- 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

**Financial Statement Narrative  
For the Nine Months Ending June 30, 2023  
Capital Area Community Action Agency**

maintenance and gas for multiple vehicles. It is forecasted that this line item will go over budget by \$14K.

- **Equipment Lease** – is slightly over the benchmark budget with the recent payment of taxes on the equipment but should stay within budget for the year.
- **Technology** – is slightly over benchmark budget but should stay within budget without additional purchases for this fiscal year.
- **Fees, Licenses, and Permits** – is over budget and will most likely go over by less than \$1000 due to several relicensing fees as well as an in house notary fee.
- **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 / Staff Development** – is over budget due to a number of recent registrations for training events. This overage should stay under \$2000.



**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Nine Months Ending 6/30/2023**

		Total Budget -	Current	Total Budget Variance -	
	75-80%	Original	Year Actual	Original %	
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,243,209	3,322,180	(921,028)	78%
Government Contracts - STATE	4010	8,174,673	4,481,725	(3,692,948)	55%
Government Contracts - LOCAL	4020	90,000	100,376	10,376	112%
Grants - Other Not-for-Profits	4100	15,160	16,364	1,205	108%
Grants - All Other Sources	4120	8,000	2,138	(5,862)	27%
Contributions	4200	1,000	350	(650)	35%
Contributions- Restricted	4210	1,200	49,748	48,548	4146%
Special Events	4300	2,000	7,040	5,040	352%
Commissions-Vending/Photo	4320	0	7,512	7,512	100%
Interest Income	4950	0	636	636	100%
Fringe Pool Revenue	4960	835,840	629,087	(206,753)	75%
Indirect Pool Revenue	4970	681,043	518,274	(162,769)	76%
Other Revenue	4995	1,000	16,004	15,004	1600%
<b>Total Revenue</b>		<u>14,053,125</u>	<u>9,151,435</u>	<u>(4,901,690)</u>	<u>65%</u>
<b>Expenditures</b>					
Salaries & Wages	6010	3,211,356	2,169,708	1,041,647	68%
Fringe	6110	950,653	629,074	321,579	66%
FICA	6120	228,900	156,244	72,656	68%
<b>Unemployment</b>	<b>6130</b>	<b>38,000</b>	<b>32,806</b>	<b>5,194</b>	<b>86%</b>
Workers Compensation	6140	50,000	31,921	18,079	64%
Health Insurance	6150	400,660	297,625	103,035	74%
Life Insurance	6160	30,000	24,827	5,173	83%
Retirement	6170	50,000	41,658	8,342	83%
Staff Screenings	6180	2,892	312	2,580	11%
Indirect Costs	6210	782,730	524,300	258,430	67%
Travel - In Area	6310	25,356	4,854	20,502	19%
Travel - Out of Area	6315	5,000	0	5,000	0%
Office Supplies	6410	27,552	17,082	10,470	62%
Program Supplies	6415	44,998	24,992	20,007	56%
<b>Classroom Supplies</b>	<b>6420</b>	<b>21,845</b>	<b>91,907</b>	<b>(70,062)</b>	<b>421%</b>
<b>Kitchen Supplies</b>	<b>6430</b>	<b>12,500</b>	<b>15,523</b>	<b>(3,023)</b>	<b>124%</b>
<b>Medical/Dental Supplies</b>	<b>6440</b>	<b>1,300</b>	<b>5,825</b>	<b>(4,525)</b>	<b>448%</b>
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>24,400</b>	<b>22,823</b>	<b>1,577</b>	<b>94%</b>
Postage and Delivery Expense	6600	6,059	4,084	1,975	67%
Contractual Services/Professional	6710	459,888	305,083	154,805	66%
<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	288,929	108,256	73%
Utilities	6820	109,200	81,532	27,668	75%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>61,535</b>	<b>65,913</b>	<b>(4,378)</b>	<b>107%</b>
Communications	6840	110,209	81,601	28,608	74%
Repairs & Bldg Maintenance- Recurring	6850	176,029	136,676	39,353	78%
Repairs & Bldg Maintenance - Nonrecurring	6855	34,115	10,581	23,535	31%
Equipment Maintenance	6910	52,830	23,086	29,745	44%
<b>Vehicle Expense</b>	<b>6920</b>	<b>64,594</b>	<b>55,340</b>	<b>9,254</b>	<b>86%</b>

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Nine Months Ending 6/30/2023**

Equipment Lease	6930	14,198	10,955	3,243	77%
<b>Technology</b>	<b>6940</b>	<b>43,446</b>	<b>56,177</b>	<b>(12,731)</b>	<b>129%</b>
Fees, Licenses, and Permits	7010	4,298	1,471	2,827	34%
Dues/Subscriptions	7020	17,121	10,659	6,462	62%
<b>Special Events</b>	<b>7110</b>	<b>4,500</b>	<b>6,127</b>	<b>(1,627)</b>	<b>136%</b>
Client Assistance	7210	5,807,422	3,035,122	2,772,300	52%
<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>30,200</b>	<b>62,379</b>	<b>(32,179)</b>	<b>207%</b>
Registration Fees	7410	1,400	144	1,256	10%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>3,199</b>	<b>3,176</b>	<b>23</b>	<b>99%</b>
Training/Staff Development	7430	41,861	8,939	32,922	21%
Training and Technical Assistance	7435	59,358	33,816	25,542	57%
<b>Advisory/Board Member Expenses</b>	<b>7440</b>	<b>2,700</b>	<b>2,261</b>	<b>439</b>	<b>84%</b>
Advertising	7450	29,021	15,998	13,023	55%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	257,432	172,116	85,316	67%
<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	1,013	2,967	25%
Total Expenditures		<u>14,119,125</u>	<u>9,023,956</u>	<u>5,095,169</u>	64%
Excess Revenue over (under) Expenditures		(66,000)	127,479	193,479	

**Capital Area Community Action Agency  
Balance Sheet  
For the Period Ending 6/30/2023**

		<u>Current Period Balance</u>
<b>Assets</b>		
Cash Operating Hancock Bank	1010	1,479,757
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,485
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	17,008
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	32,587
Accounts Receivable	1100	136,991
Grants Receivable	1150	669,728
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>3,055,920</b></u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts Payable	2000	98,429
Accrued Expenses - Other	2010	243,104
Accrued Wages	2040	17,397
Accrued Fringe Benefits	2060	611
Accrued Flexible Savings	2061	(1,480)
Accrued Health Insurance	2085	(617)
Accrued Other Health Insurance	2087	(267)
Accrued Life Insurance	2090	5,694
Accrued Retirement - Pre Tax	2095	(125)
Accrued Retirement - Post Tax	2096	323
Contract Advances	2100	127,076
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,188
Deferred Income	2400	35,527
<b>Total Liabilities</b>		<u><b>667,939</b></u>
<b>Net Assets</b>		
<b>Beginning Net Assets</b>		
Unrestricted Net Assets	3000	1,935,605
Invested Property and Equipment	3020	324,898
<b>Total Beginning Net Assets</b>		<u><b>2,260,502</b></u>
<b>Current Net Income</b>		<u><b>127,479</b></u>
<b>Total Net Assets</b>		<u><b>2,387,981</b></u>
<b>Total Liabilities and Net Assets</b>		<u><b>3,055,920</b></u>

**Capital Area Community Action Agency  
CSBG Statement of Revenues and Expenditures  
For the Nine Months Ending 6/30/2023**

		<b>Total Budget - Original</b>	<b>Current Year Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
Revenue					
Government Contracts - STATE	4010	<u>670,217</u>	<u>370,598</u>	(299,619)	55%
Total Revenue		<u>670,217</u>	<u>370,598</u>	(299,619)	55%
Expenditures					
Salaries & Wages	6010	214,713	135,668	79,045	63%
Fringe	6110	62,224	39,317	22,907	63%
Staff Screenings	6180	500	25	475	5%
Indirect Costs	6210	55,941	35,347	20,594	63%
Travel - In Area	6310	13,350	1,293	12,057	10%
Office Supplies	6410	10,000	6,125	3,875	61%
Program Supplies	6415	6,000	16	5,984	0%
Copies/Printing/Copier	6510	6,000	2,367	3,633	39%
Postage and Delivery Expense	6600	2,400	490	1,910	20%
Contractual Services/Professional	6710	18,000	0	18,000	0%
Rent/Space Cost	6810	63,605	44,437	19,168	70%
Utilities	6820	10,400	4,477	5,923	43%
General Liability and Property Insurance	6830	6,500	4,068	2,432	63%
Communications	6840	20,600	13,222	7,378	64%
Repairs & Bldg Maintenance- Recurring	6850	10,414	7,872	2,542	76%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	3,900	1,506	2,394	39%
<b>Vehicle Expense</b>	<b>6920</b>	<b>12,000</b>	<b>14,176</b>	<b>(2,176)</b>	<b>118%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>2,500</b>	<b>2,431</b>	<b>69</b>	<b>97%</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	4,071	3,009	58%
Client Assistance	7210	113,127	48,571	64,556	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>
Total Expenditures		<u>670,217</u>	<u>376,281</u>	293,936	56%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(5,683)</u>	<u>(5,683)</u>	



**Capital Area Community Action Agency**  
**WAP Statement of Revenues and Expenditures**  
**For the Nine Months Ending 6/30/2023**

		<b>Total Budget - Original</b>	<b>Current Year Actual</b>	<b>Total Budget Variance Original</b>	<b>%</b>
Revenue					
Government Contracts - STATE	4010	<u>337,827</u>	<u>193,733</u>	<u>(144,094)</u>	57%
Total Revenue		<u>337,827</u>	<u>193,733</u>	<u>(144,094)</u>	57%
Expenditures					
<b>Salaries &amp; Wages</b>	<b>6010</b>	<b>72,838</b>	<b>65,592</b>	<b>7,246</b>	<b>90%</b>
<b>Fringe</b>	<b>6110</b>	<b>21,109</b>	<b>19,009</b>	<b>2,100</b>	<b>90%</b>
<b>Indirect Costs</b>	<b>6210</b>	<b>18,977</b>	<b>17,089</b>	<b>1,888</b>	<b>90%</b>
Travel - In Area	6310	1,772	1,053	719	59%
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>770</b>	<b>(170)</b>	<b>128%</b>
Postage and Delivery Expense	6600	149	92	57	62%
Contractual Services/Professional	6710	3,666	0	3,666	0%
Rent/Space Cost	6810	3,700	2,810	890	76%
Utilities	6820	1,000	399	601	40%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>5,845</b>	<b>6,130</b>	<b>(285)</b>	<b>105%</b>
Communications	6840	2,400	1,499	901	62%
Repairs & Bldg Maintenance- Recurring	6850	615	190	425	31%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>875</b>	<b>1,263</b>	<b>(388)</b>	<b>144%</b>
Vehicle Expense	6920	8,500	4,576	3,924	54%
Equipment Lease	6930	431	311	120	72%
<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	71,396	96,941	42%
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>192,884</u>	<u>144,943</u>	57%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>849</u>	<u>849</u>	

**Capital Area Community Action Agency**  
**LIHEAP Statement of Revenues and Expenditures**  
**For the Nine Months Ending 6/30/2023**

	75%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>4,268,551</u>	<u>2,235,863</u>	<u>(2,032,688)</u>	52%
Total Revenue		<u>4,268,551</u>	<u>2,235,863</u>	<u>(2,032,688)</u>	52%
Expenditures					
Salaries & Wages	6010	390,000	181,829	208,171	47%
Fringe	6110	113,022	52,694	60,328	47%
Staff Screenings	6180	1,110	125	985	11%
Indirect Costs	6210	101,611	47,374	54,237	47%
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>
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>6,300</b>	<b>5,459</b>	<b>841</b>	<b>87%</b>
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>1,800</b>	<b>1,893</b>	<b>(93)</b>	<b>105%</b>
<b>Contractual Services/Professional</b>	<b>6710</b>	<b>22,500</b>	<b>46,502</b>	<b>(24,002)</b>	<b>207%</b>
<b>Rent/Space Cost</b>	<b>6810</b>	<b>44,000</b>	<b>35,872</b>	<b>8,128</b>	<b>82%</b>
Utilities	6820	7,200	4,172	3,028	58%
General Liability and Property Insurance	6830	11,250	5,342	5,908	47%
Communications	6840	20,250	7,046	13,204	35%
Repairs & Bldg Maintenance- Recurring	6850	9,000	3,793	5,207	42%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	4,500	3,123	1,377	69%
Vehicle Expense	6920	5,400	0	5,400	0%
Equipment Lease	6930	3,150	1,534	1,616	49%
<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	1,834,373	1,658,483	53%
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	<u>8,000</u>	<u>0</u>	<u>8,000</u>	0%
Total Expenditures		<u>4,268,551</u>	<u>2,246,151</u>	<u>2,022,400</u>	53%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(10,288)</u>	<u>(10,288)</u>	

**Capital Area Community Action Agency  
LIHWAP Statement of Revenues and Expenditures  
For the Nine Months Ending 6/30/2023**

	75%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	762,409	10,551	(751,858)	1%
<b>Total Revenue</b>		<b>762,409</b>	<b>10,551</b>	<b>(751,858)</b>	<b>1%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	42,515	5,946	36,569	14%
Fringe	6110	12,321	1,723	10,598	14%
Staff Screenings	6180	494	0	494	0%
Indirect Costs	6210	11,077	1,549	9,528	14%
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	<u>2,500</u>	<u>0</u>	<u>2,500</u>	0%
<b>Total Expenditures</b>		<b><u>762,409</u></b>	<b><u>10,551</u></b>	<b><u>751,858</u></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 Nine Months Ending 6/30/2023**

	75%- 80%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	3,844,128	2,923,100	(921,028)	76%
Contributions- Restricted	4210	0	1,000	1,000	100%
Other Revenue	4995	0	4,500	4,500	100%
<b>Total Revenue</b>		<u>3,844,128</u>	<u>2,928,600</u>	<u>(915,528)</u>	76%
<b>Expenditures</b>					
Salaries & Wages	6010	1,867,199	1,394,364	472,835	75%
Fringe	6110	541,114	404,087	137,027	75%
Staff Screenings	6180	412	112	300	27%
Indirect Costs	6210	486,479	363,287	123,192	75%
<b>Travel - In Area</b>	<b>6310</b>	<b>2,000</b>	<b>2,049</b>	<b>(49)</b>	<b>102%</b>
<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>21,598</b>	<b>22,218</b>	<b>(620)</b>	<b>103%</b>
Classroom Supplies	6420	19,345	10,129	9,216	52%
<b>Kitchen Supplies</b>	<b>6430</b>	<b>0</b>	<b>71</b>	<b>(71)</b>	<b>100%</b>
Medical/Dental Supplies	6440	300	100	200	33%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>10,000</b>	<b>10,510</b>	<b>(510)</b>	<b>105%</b>
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>460</b>	<b>528</b>	<b>(68)</b>	<b>115%</b>
Contractual Services/Professional	6710	24,000	0	24,000	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	167,369	65,932	72%
Utilities	6820	85,000	67,904	17,096	80%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>20,000</b>	<b>20,438</b>	<b>(438)</b>	<b>102%</b>
<b>Communications</b>	<b>6840</b>	<b>55,000</b>	<b>50,730</b>	<b>4,270</b>	<b>92%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>115,000</b>	<b>108,454</b>	<b>6,546</b>	<b>94%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	15,115	10,581	4,535	70%
Equipment Maintenance	6910	18,000	13,921	4,079	77%
<b>Vehicle Expense</b>	<b>6920</b>	<b>35,594</b>	<b>34,104</b>	<b>1,491</b>	<b>96%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>5,000</b>	<b>4,306</b>	<b>694</b>	<b>86%</b>
<b>Technology</b>	<b>6940</b>	<b>26,934</b>	<b>24,326</b>	<b>2,607</b>	<b>90%</b>
<b>Fees, Licenses, and Permits</b>	<b>7010</b>	<b>548</b>	<b>839</b>	<b>(291)</b>	<b>153%</b>
Dues/Subscriptions	7020	5,091	3,561	1,530	70%
Special Events	7110	2,500	1,920	580	77%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>1,199</b>	<b>1,399</b>	<b>(200)</b>	<b>117%</b>
<b>Training/Staff Development</b>	<b>7430</b>	<b>811</b>	<b>1,936</b>	<b>(1,125)</b>	<b>239%</b>
Training and Technical Assistance	7435	40,998	33,816	7,182	82%
Advisory/Board Member Expenses	7440	1,000	400	600	40%
Advertising	7450	10,921	9,096	1,825	83%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	34,000	2,070	31,930	6%
<b>Total Expenditures</b>		<u>3,844,128</u>	<u>2,927,708</u>	<u>916,420</u>	76%
Excess Revenue over (under) Expenditures		0	891	891	



**Capital Area Community Action Agency, Inc.**  
**Head Start NFS Match Requirements**  
**For the Month Ending June 30, 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		318,701			
VPK/SR		107,333			
	<b>620,300</b>	<b>477,193</b>	<b>77%</b>	<b>143,107</b>	<b>23%</b>

Head Start Credit Card Expenses June 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6420	255	6/27/2023	359.60 #6700, TIM CENTER, VISA, 6/27/2023, IPAD CASES, CLASSROOM
HANCOCK CC	1064	6420	255	6/27/2023	1,459.00 #6700, TIM CENTER, VISA, 6/27/2023, IPAD CASES, CLASSROOM
HANCOCK CC	1064	7110	255	6/27/2023	1,629.32 #1596, DARREL JAMES, VISA, 6/27/2023, BLOCK PARTY RECRUITMNT
HANCOCK CC	1064	7440	255	6/27/2023	199.90 #1596, DARREL JAMES, VISA, 6/27/2023, ZOOM
HANCOCK CC	1064	7450	000	6/27/2023	414.50 #1987, MARGARET WATSON, VISA, 6/27/2023, JOB POSTING HS
HANCOCK CC	1064	6420	255	6/27/2023	69.70 #5810, VENITA TREADWELL, VISA, 6/27/2023, CLSSROOM SUPP/CUR
LOWES	1064	7110	255	6/30/2023	<u>291.08</u> #82130109106598, HEAD START RECRUITMENT BLOCK PARTY 6/30/23
				<b>Total</b>	<b><u>4,423.10</u></b>



**HANCOCK  
WHITNEY**

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

*Handwritten signature and date: 7/7/23*

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

0014CWAC-003715-0001-0001 - 2



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

\*\*\*N0003715

**MEMO STATEMENT**

Account Number  
4802-XXXX-XXXX-6700

Statement Date  
06-27-23

**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
05-31	05-29	24755423150151502805740	7011	THE BOCA RATON RESORT AND 561-4473000 FL 15623660 ARRIVAL: 05-29-23	M489.90
06-05	06-02	24801973153726910288145	9399	THE FLORIDA BAR 850-561-5600 FL	M265.00
06-07	06-05	24692163157102650444072	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.53
06-12	06-10	24231683162837000042880	5331	FAMILY DOLLAR #4866 PORT ST JOE FL	M8.43
06-14	06-12	24692163164108239294434	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.34
06-15	06-14	24226383166091005447203	5300	SAMS CLUB RENEWAL TALLAHASSEE FL	M95.00
06-16	06-15	24492153166717588192147	5734	ADOBE *ACROPRO SUBS 408-536-8000 CA	M19.99
06-19	06-15	24316053167548430925383	5542	SHELL OIL 57543701809 WILDWOOD FL	M47.84
06-20	06-18	24692163170103055723915	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.26
06-20	06-18	24316053170548835186685	5542	SHELL OIL57543704118 OKEECHOBEE FL	M52.16
06-20	06-19	24011343170000035022883	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90
06-20	06-18	24755423170151702947439	7011	THE BOCA RATON RESORT AND BOCA RATON FL 15623660 ARRIVAL: 06-15-23	M665.12
06-21	06-20	24692163171104281844268	5968	GAN*1558TALLHDEMOCIR 888-426-0401 IN	M21.43
06-26	06-23	24492153174717813626992	5045	GRAVITY FORMS 757-965-6600 VA	M59.00
06-26	06-24	24692163175107137275831	5942	AMZN MKTP US*RF5RW3YH3 AMZN.COM/BILL WA	M179.80
06-26	06-25	24692163176107958893265	5942	AMZN MKTP US*AZ8323K03 AMZN.COM/BILL WA	M179.80
06-26	06-24	24692163175107555918821	5942	AMZN MKTP US*CW4NW6AO3 AMZN.COM/BILL WA	M1,459.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-23	4802-XXXX-XXXX-6700	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,974.50
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 3,974.50</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 22,000.00</b>



**HANCOCK  
WHITNEY**

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

*Handwritten:*  
7/1/23

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

0014GWAC - 006567 - 0001 - 0001 - 2



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

\*\*N0006567

**MEMO STATEMENT**

Account Number  
4802-XXXX-XXXX-1596

Statement Date  
06-27-23

**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
06-02	05-31	24692163152108521574596	5999	PARTY CITY 327 TALLAHASSEE FL	M66.11
06-05	06-02	24492153153852558556271	8999	PAYPAL *THAGOSPELSE 402-935-7733 CA	M150.00
06-05	06-02	24445003154400225004392	5300	SAMS CLUB #8120 TALLAHASSEE FL	M300.62
06-05	06-02	24755423154131541938674	7394	HOWDYS RENT A TOILET 850-6568633 FL	M430.00
06-05	06-03	24492153154741702827465	5499	SQ *PARTY CENTRAL P TALLAHASSEE FL	M465.00
06-07	06-06	24011343157000039858800	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
06-26	06-24	24137463176100958210462	5411	PUBLIX #1401 TALLAHASSEE FL	M225.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-23	4802-XXXX-XXXX-1596	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,836.63
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,836.63
		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



00000000-016795-0001-0001-2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number  
4802-XXXX-XXXX-5810

Statement Date  
06-27-23

**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
06-06	06-05	24492153156745084588320	8299	TEACHERSPAYTEACHERS.COM 646-588-0910 NY	M69.70 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
06-27-23	4802-XXXX-XXXX-5810		
<b>CUSTOMER SERVICE CALL</b>  Toll Free                      1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	69.70
		NEW CASH ADVANCES	.00
		CREDITS	.00
		<b>STATEMENT TOTAL</b>	69.70
		TOTAL IN DISPUTE	.00
		<b>CREDIT LIMIT</b>	4,000.00



**HANCOCK  
WHITNEY**

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

*Handwritten signature and date: 7/2/23*

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

0014GWAC - 006731 - 0001 - 0001 - 2

|||||  
MARGARET WATSON  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729  
\*\*N0006731

**MEMO STATEMENT**

Account Number  
4802-XXXX-XXXX-6496  
Statement Date  
06-27-23

**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
06-21	06-20	24492153171743313860231	8398	RDC-DONATION 800-733-2767 DC	M100.00
06-23	06-22	24492153173743597002060	7361	ZIPRECRUITER, INC. 855-747-5493 CA	M829.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-23	4802-XXXX-XXXX-6496	NEW PURCHASES AND OTHER CHARGES 929.00
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 929.00</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,500.00</b>

**LOWE'S PRO** *Ch 7/10/23*

**EVERY PRO IS AN MVP TO LOWE'S**

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

Learn More about the MVPs Pro Rewards Program at [Lowe.com/PRO](http://Lowe.com/PRO).



1-2

**Lowe's® Business Advantage**

CAPITAL AREA COMM ACTION  
Account Number 821 3010 910659 6

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

Summary of Account Activity	
Previous Balance	\$87.39
- Payments	\$87.39
- Other Credits	\$0.00
+ Purchases/Debits	\$262.08
+ Fees Charged	\$29.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$291.08</b>
Credit Limit	\$11,000.00
Available Credit	\$10,708.00
Statement Closing Date	07/02/2023
Days in Billing Cycle	30

Payment Information	
New Balance	\$291.08
Total Minimum Payment Due	\$32.00
Payment Due Date	07/28/2023

*Who charges?  
what was purchased?  
-Tim*

**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
05/08/2023	\$87.39	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
06/02/2023	\$190.89	No Interest With Payment	\$0.00	\$0.00	\$190.89	09/02/2023
06/02/2023	\$71.19	No Interest With Payment	\$0.00	\$0.00	\$71.19	09/02/2023

**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: ORTT895, 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.

7009 0005 YMG 1 7 2 230702 PAGE 1 of 6 9296 0011 B508 01FX7009 253979

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

Account Number: 821 3010 910659 6

**LOWE'S PRO**

Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$32.00	07/28/2023	\$0.00	\$291.08

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



New address or email? Print changes on back.

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

253979  
M306



Make Payment to: LOWES BUSINESS ACCT/SYNCR  
PO BOX 669624  
DALLAS, TX 75268-0781



00032000008739 000320000029108 000798213 0109106 59822

### Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
06/02	06/03	83026	STORE 0417 TALLAHASSEE FL	\$71.19
06/02	06/03	83190	STORE 0417 TALLAHASSEE FL	\$190.89
06/30	06/30		PAYMENT - THANK YOU	(\$87.39)
06/28	06/28		LATE FEE	\$29.00

### 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%			
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	09/02/2023	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	09/02/2023	0.00%	\$0.00	\$0.00	2D

### Important Account Information

The Lowe's Canada credit program has been discontinued as of January 31st, 2023 and you will no longer be able to use your Lowe's credit card at Lowe's Canada stores. Due to this change, we will revise your account terms so that all references to using your Lowe's credit card at Lowe's stores in Canada (specifically, in the "Canadian Transactions" sections) will be removed. This change to your account terms will be effective immediately. You can continue to use your Lowe's credit card at all U.S. Lowe's locations.

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

**PLEASE READ THE IMPORTANT CHANGE-IN-TERMS NOTICE INCLUDED ON THIS BILLING STATEMENT. THIS NOTICE MAKES CHANGES TO THE CARDHOLDER AGREEMENT GOVERNING YOUR ACCOUNT.**

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 6PM, pick up the next day at 7AM. See [Lowesforpros.com](http://Lowesforpros.com) for details.

ACCOUNT # : 7982130109108598		CAPITAL AREA COMM ACTION		247965	
INVOICE # : 83026		LOWE'S BUSINESS ACCOUNT		P.O. # :	
TRANSACTION # : 0		DATE OF SALE : 230602		STORE # : 417	
		AUTHORIZATION : 000883		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
00000000064049	SIGN FRAME METAL FOR 18X2	3.000	EA	\$23.73	\$71.19
SUB \$71.19				TAX \$0.00	
				TOTAL INVOICE	\$71.19
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$71.19

ACCOUNT # : 7982130109108598		CAPITAL AREA COMM ACTION		247966	
INVOICE # : 83190		LOWE'S BUSINESS ACCOUNT		P.O. # :	
TRANSACTION # : 0		DATE OF SALE : 230602		STORE # : 417	
		AUTHORIZATION : 001002		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000806329	Z-SHADE 12-FT BLUE POP-UP	1.000	PC	\$140.60	\$140.60
000000002561061	BLACKSTONE CLEANING KIT 1	1.000	EA	\$28.48	\$28.48
000000000953968	BLUE RHINO 3-PC GRILLING	1.000	EA	\$14.23	\$14.23
000000000297946	23-FL OZ CITRUSAFE GRILL	1.000	EA	\$7.58	\$7.58
SUB \$190.89				TAX \$0.00	
				TOTAL INVOICE	\$190.89
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$190.89

1-2



# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT AUGUST 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 convenes 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 was approved for one more year in the 6<sup>th</sup> Street Recreation Center. Every effort is needed to secure a permanent location.
- Gulf County representatives have shared some concerns about Disaster Recovery Supplemental Fund projects in their county. Also, they are concerned about Weatherization services in their county.
- Met with Duke Energy for Jefferson Head Start for a new brick and mortar facility given that the modular buildings are ready for replacement. A visit to the building and property



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



# Capital Area **Community Action** Agency

## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** August 16, 2023

---

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

### **Staffing**

Staffing is nearly full. Cost of Living Adjustment (COALA) and Quality Improvement grant funds have been received and will pay out this week with sustained salary and hourly wage increases going forward.

### **Facilities**

Franklin Head Start has a one year extension in the 6<sup>th</sup> Street Recreation Center. We need to secure a permanent location in the coming months. Conversations with Duke Energy may lead to a brick and mortar location for the Jefferson County Head Start Center.

### **Curriculum**

Teaching Strategy Gold and Creative Curriculum are supported by Hatch Ignite – the online home game for kids to play connected to the curriculum. In-person CLASS assessments and coaching sessions have been conducted with classroom staff. A comparison report showing improvements from the fall to the winters indicate that significant improvements must take place to avoid the grant being put up for recompetition

### **Enrollment**

Enrollment is full or nearly full in all Centers.

### **Federal and State Regulations**

The program will be monitored this year through the Focus Area 2 visit which will include CLASS Assessment and more. No date has been announced.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



was very promising and 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.

***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**

- September 7, 8 and 11 – PTO - Orlando
- September 15-16 – PTO - Tampa
- December 11-15, 18-19 – PTO - London