

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, November 18, 2025 – 5:30 pm
Via Microsoft Teams

5:30 Sign-In/Attendance/Introductions

Holiday Meal with Board and Policy Council

6:00 Governance Training

Lashawn Gordon, Executive Director

United Partners for Human Services (UPHS)

Policy Council Members may leave after the training

7:00 Board of Directors Meeting

I. Call to Order

Shanetta Keel – Chair

II. Agenda Approval

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III. Action – Recommendation for Review & Approval

A. Board Activity

- i) Board Meeting Minutes – September 23, 2025
- ii) Executive Committee Minutes – October 28, 2025

B. Financial Report

Keith Dean, CFO

- Narrative
- Revenue & Expenditures Agency-wide
- Balance Sheet
- Revenue & Expenditures – major programs
- Head Start Non Federal Share Match
- Head Start Credit Card Activity

IV. Annual Agency Budget – FY2025 – 2026

Keith Dean

V. Interim CEO Report

Nina Self

VII. Chair's Report

Shanetta Keel

IX. Adjournment – 8:00 pm

Next Board of Directors Meeting 1/27/2026 – 6:00 pm –Location TBA

Next Executive Committee Meeting 12/09/2025 – 309 Office Plaza Drive, Tallahassee, FL 32301



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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes September 23, 2025

Members in Attendance:

Shanetta Keel, Chair
Melissa Miller, Treasurer
Carmen Conner
Steve Lanier
Akhenaton Thomas
Eddie Fields
Jeannie Fortune

CACAA Staff:

Nina Self
Margaret Watson
Keith Dean
Kate Beam
Darrel James
Anna McCoy
Venita Treadwell
Victoria Mathis

Member Absent: John Grant, and Valerie Russell

The meeting was called to order at 6:03 p.m. by the Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of July 22, 2025. Ms. Miller moved approval of the minutes and Mr. Fields seconded the motion. The motion was unanimously approved.

The minutes from the Executive Committee meeting held on June 24, 2025, were presented to the Board for review.

Audit Presentation - Andrew Ferguson

Mr. Ferguson from James Moore and Company provided an overview of the financial statement audit, stating that the organization received an unmodified opinion, the highest level of assurance. He pointed out a compliance issue regarding the tripartite board requirement and a material weakness due to missing approval documentation for payroll transactions. Ferguson emphasized the smooth audit process and expressed appreciation for the management team's cooperation.

The Chair questioned approval of payroll being processed without approval signatures. Ms. Self confirmed approvals are submitted through netchex.

The Chair entertained a motion to approve the audit report. Mr. Lanier moved approval of the audit report. Ms. Miller seconded the motion. The motion was unanimously approved.

FINANCIAL REPORTS

Mr. Dean, Chief Financial Officer, reported on the financial status as of July 31, 2025. He reviewed the financial reports showing revenues expenses and net income.

The Chair entertained a motion to accept the Financial Reports. Mr. Lanier moved to accept the Financial Reports. Ms. Miller seconded the motion. The motion was approved unanimously.

Board Member Conversation

Ms. Self thanked the board for their trust in her as Interim Chief Executive Officer (CEO) and highlighted the importance of her management team. Ms. Self asked the Program Managers to introduce themselves.

Interim CEO Report

Ms. Self reported on the agency's governance training scheduled for October, which is crucial for both the Board and Policy Council, covering essential topics such as Robert's Rules of Order and the Sunshine Law. She also mentioned the need to update bank signatures and reported on the board's composition, which is improving with nine confirmed members and the potential for three more.

Mr. Dean emphasized the necessity of a line of credit for payroll during funding delays which would grant Ms. Self the authority to access if needed. The meeting concluded with discussions on succession planning and upcoming strategic planning efforts.

The Chair entertained a motion to accept Ms. Miller as Treasurer and Mr. James as an alternate check signer, and approval granting Ms. Self authority to draw down on the line of credit. The motion was approved by Mr. Fields and seconded by Mr. Lanier.

Community Service Block Grant – Organizational Standards Review

Ms. Self discussed the CSBG Organizational Standards, emphasizing the importance of board approval for compliance. Updates included the Succession Plan, which now lists the Head Start Director as the next in line, and the resolution of issues from the prior year's audit. The board voted to approve items five through nine, of the organizational standards, while the organization-wide budget remains pending due to federal funding challenges.

Budget Updates and Program Participation

Ms. Self provided updates on program participation, noting a 96 percent enrollment in Head Start and an 85 percent average daily attendance. She discussed the freeze on weatherization efforts due to unapproved federal plans and mentioned a significant reduction in funding for the program, with only 18 homes expected to be serviced this year compared to 70 last year.

CHAIR'S REPORT

The Chair reported that Ms. Self has been appointed to Interim Chief Executive Officer (CEO).

The meeting adjourned at 6:54 PM.

Board Chair

Date

Capital Area **Community Action** Agency

Executive Committee Meeting Minutes October 28, 2025

Members in Attendance

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Member-at-Large

CACAA Staff:

Nina Self
Keith Dean
Margaret Watson

The meeting was called to order at 5:36 p.m. by the Chair. A quorum was established.

ACTION ITEMS

Approval of past minutes

The Board reviewed and approved the Executive Committee Minutes of minutes of August 26, 2025. Mr. Grant moved approval of the minutes. Ms. Miller seconded the motion. The motion was unanimously approved.

FINANCIAL REPORTS

Mr. Dean, Chief Financial Officer, presented the financial reports for the month ending August 31, 2025. He noted that the Agency is within budget with the financial statement narratives broken out into major programs. In response to questions about increased costs and cash flow during the federal shutdown, Mr. Dean reported the Agency has no reserves and drew on its line of credit to cover Head Start payroll until furloughs took effect. He also clarified that a significant portion of contractual services expenses relates to Chief Executive leadership costs.

Ms. Miller moved approval of the Financial Reports. Mr. Grant seconded the motion. The motion was unanimously approved.

Board Member Conversations – What's on your mind?

The Interim Chief Executive Officer confirmed that the CEO search would be addressed during her report.

INTERIM CEO REPORT

Ms. Self presented the Interim CEO report for the month of October 2025. She outlined the challenges faced by the Head Start program due to the federal shutdown, which halted funding that led to staff furloughs. With the help of Mr. Rocky Hanna and Brooke Brenner from Leon County Schools, they explored funding options, ultimately connecting with the Children's Services



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Council. This council had previously allocated funds for Head Start, which could provide necessary financial support.

We continue collaboration with Leon County Schools, particularly at Pineview Elementary School, to enhance the readiness of children for public school. The initiative aims to transition classrooms from South City and Mabry to better facilities, addressing safety concerns and reducing budgetary burdens related to maintenance and health services.

Impact of Federal Shutdown

Operations have been suspended weatherization programs since June due to unresolved monitoring findings. She mentioned that without the approval of the state weatherization plan, budget funds remain unreleased, resulting in staff layoffs and the possibility of further furloughs. Additionally, she confirmed that furloughed employees would not receive pay during their time off but would be compensated retroactively once funding is restored.

Board Membership Updates and Board Orientation Plans

Ms. Self discussed recent developments in board membership, noting the appointment of Ms. Carolyn Francis, NAACP Gadsden County, and Ms. Sarah Saunders of Jefferson County regarding their potential membership to ensure a succession plan. The Nominating Committee will be (re)established to present a slate for January elections and ensure Board diversity.

Board Governance Training is scheduled for November 18th, at 6:00 p.m. (in-person) at Care Point Center, 2200 S. Monroe Street, Tallahassee, FL 32301.

Discussion on Sunshine Law and Board Governance

Members discussed the Sunshine Law's relevance to nonprofit boards, and the uncertainty about the applicability to the Agency's nonprofit Board and identified this as an item for clarification during governance training.

Board Chair's Report

The Board Chair proposed sending an email to Board members to encourage volunteers for the nominating committee.

Meeting adjourned at 6:38 P.M.

Board Chair

Date

**Financial Statement Narrative
For the Period Ending September 30, 2025
Capital Area Community Action Agency**

As of September 30, 2025, we have completed the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 112% and 113% respectively with excess of expenditures of \$189,406.

Non-Federal Share (NFS) Match as of September 30, 2025 was \$874,723 of the \$1,065,245 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 2024-2025, 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 Period Ending September 30, 2025
Capital Area Community Action Agency**

Agency Wide Variances

- Health Insurance - is over the budget with higher than anticipated participation. This line item is forecast to go over budget by 35-40K.
- Life Insurance - is over budget with higher than anticipated participation and some prepaid expenses.
- Staff Screenings - is over budget due to increased hiring during the fiscal year.
- Travel In Area - is over budget with higher than forecasted costs. This line item is projected to go over budget by \$2500 for the year.
- Program Supplies - are over budget with a number of purchases for the new year as well as other needed items. This line item is projected to go over budget by \$20K.
- Kitchen Supplies - are over budget with 2023.2024 expenses topping \$20K. This budget line will go over budget by \$12 K based on current expenses.
- Medical/Dental Supplies - are over budget but the overage is inconsequential to the overall budget.
- Copies/Printing/Copier Maintenance/Toner/Paper- is over budget and we anticipate ending the year within the 4K of the annual budget.
- Postage and Delivery Expense - is slightly over budget and we anticipate ending the year within \$1000 of the the annual budget.
- Contractual Services/Professional - is over budget and forecast to go over the annual budget by 40K this fiscal year.
- Contractual Services - Health/Disabilities - is over budget with an abundance of early year assessments and needed services. This budget line is forecast to go over budget significantly based on current spending.
- Rent / Space Cost - is over budget and we anticipate ending the year \$45,000 over the annual budget.
- Utilities - is over budget with higher than forecast expenses. We anticipate the overage to be around \$30,000 based on current spending.
- General Liability and Property Insurance - is over budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year but is forecast to be over budget by 15K.
- Communications - is over budget and projected to exceed budget by 25K based on current spending.
- Repairs & Maintenance - Recurring - is over budget and will probably go over budget by \$100,000 based on current spending.
- Equipment Maintenance - is over budget with an addition of a large support contract and we anticipate ending the year over the annual budget by \$20K.
- Special Events- is over budget but will be offset by an overage in Special Events revenue.

**Financial Statement Narrative
For the Period Ending September 30, 2025
Capital Area Community Action Agency**

- Client Assistance – is over budget but will go over budget significantly as additional funds have been released for LIHEAP.
- Equipment/Improvements (\$5000 or more) – is over budget due to the completion of the Franklin Head start fire suppression system.
- Raw Food – is over budget and forecast to go over budget by 40K by year's end.
- **Bank Service Charges – are over budget but the overage is not significant to the overall budget.**

CSBG Variances

- Travel – In Area – is over budget with higher than anticipated travel required.
- Copies/Printing / Copier Maintenance – are over budget and forecast to go over by \$1500.
- Contractual Services/Professional – are over budget significantly due to audit and strategic plan expenses.
- Rent / Space Rent – is over budget with higher than anticipated expenses associated with the allocation of Holdings building repair expenses.
- Utilities – are over budget with higher than anticipated costs.
- General Liability and Property Insurance – is over budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year but is projected to go over budget by 2K.
- Communications – is over budget and projected to exceed budget based on current spending by \$5000.
- Equipment Maintenance – is over budget and forecast to go over budget by \$2,000 based on current spending.
- Equipment Lease – is over budget and forecast to go over budget by \$2,000 based on current spending.
- Technology – is over budget with the addition of a new DEO required software. This line item is forecast to go over by \$5000.
- Training & Technical Assistance/Staff Development – is over budget with additional training expenditures. This line item is forecast to go over budget by \$5,500.

**Financial Statement Narrative
For the Period Ending September 30, 2025
Capital Area Community Action Agency**

LIHEAP Variances

- Postage and Delivery Expense - is over budget with higher than expected expenses and we anticipate ending the year within \$1300 of the annual budget.
- Rent/Space Cost- is 10% over budget with higher than anticipated expenses associated with the allocation of Holdings building repair expenses.
- Equipment Maintenance – is over budget with an addition of a large support contract.
- Client Assistance – is over budget and should go over budget significantly with additional availability of funds.

WAP Variances

- Salaries & Wages / Fringe / Indirect - are over budget and will go over budget significantly after the discontinuance of the WAP Infrastructure grant.
- Travel – In Area – is over budget however the variance is small compared to the total budget.
- Contractual Services/Professional – are over budget significantly due to audit and strategic plan expenses.
- Rent/Space Cost- is over budget with higher than anticipated expenses associated with the allocation of Holdings building repair expenses.
- Equipment Maintenance – is over budget with an addition of a large support contract however we anticipate ending the year within \$1000 of the annual budget.
- **Fees, Licenses, and Permits - is over budget however the variance is small compared to the total budget.**
- Client Assistance - is over budget due to more opportunities than expected to serve clients.

Head Start Variances

- Staff Screenings -are over budget for the year due to a number of random tests and hiring needs.
- Travel In Area - is over budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line is likely to go over budget by 5K.
- Office Supplies – are over budget but consistent with historical spending. This line item may go over budget by 3K based on current expenditures.

**Financial Statement Narrative
For the Period Ending September 30, 2025
Capital Area Community Action Agency**

- Program Supplies– is over budget primarily due to beginning of the year needs and increased costs of paper products..
- Medical/Dental Supplies - are over budget but the overage is inconsequential to the overall budget.
- Copies/Printing/Copier Maintenance/Toner/Paper - is over budget however we anticipate ending the year within \$3000 of the annual budget.
- Postage and Delivery Expense – is over budget but the total amount over budget is insignificant to the total budget.
- Contractual Services/Professional – are over budget significantly due to audit and strategic plan expenses.
- Contractual Services – Health/Disabilities – is over budget due to required services based on assessments.
- Utilities - is over budget and we anticipate going over budget by \$25,000 based on current spending.
- General Liability and Property Insurance – is over budget with the 25% deposit plus first month of annual insurance and monthly payments due to increased insurance costs.
- Communications - is over budget and anticipated to go over budget by \$22,000 based on current spending.
- Repairs & Maintenance – Recurring - is over budget and anticipated to go over budget by 110K based on current spending.
- Repairs and Maintenance –Nonrecurring – is over budget due to a large repair expense.
- Equipment Maintenance- is over budget with the addition of a large support contract however we anticipate ending the year with a \$15,000 deficit.
- Vehicle Expense – is over budget with increased travel. We anticipate ending the year within \$5000 of the annual budget.
- Equipment Lease – is over budget and is anticipated to go over budget by \$1000 based on current spending.
- Fees, Licenses, and Permits – is over budget but the total amount over budget is insignificant to the total budget.
- Meetings & Workshops – is over budget with a number of meetings during the first part and throughout the year.
- Advertising – is over budget with recent Indeed postings and other events.
- Raw Food Cost – is over budget and forecast to go over by \$4K based on current spending.

Capital Area Community Action Agency
Statement of Revenue and Expenditures - DRAFT
For the Year Ending 9/30/2025

				Total Budget	
	100%	Total Budget - Original	Current Year Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	4,260,978	0	100%
Government Contracts - STATE	4010	5,872,675	7,327,348	1,454,673	125%
Government Contracts - LOCAL	4020	124,798	112,566	(12,232)	90%
Grants - Other Not-for-Profits	4100	6,587	7,480	893	114%
Grants - All Other Sources	4120	1,500	8,000	6,500	533%
Contributions	4200	2,000	198	(1,802)	10%
Contributions- Restricted	4210	29,000	53,429	24,429	184%
Special Events	4300	2,000	5,070	3,070	254%
Commissions-Vending/Photo	4320	0	2,613	2,613	100%
Interest Income	4950	0	1,138	1,138	100%
Fringe Pool Revenue	4960	957,280	934,156	(23,124)	98%
Indirect Pool Revenue	4970	802,789	778,068	(24,721)	97%
Other Revenue	4995	2,000	35,706	33,706	1785%
Total Revenue		12,061,607	13,526,750	1,465,143	112%
Expenditures					
Salaries & Wages	6010	3,648,584	3,357,135	291,449	92%
Fringe	6110	1,055,087	942,973	112,114	89%
FICA	6120	271,200	233,359	37,841	86%
Unemployment	6130	40,000	39,760	240	99%
Workers Compensation	6140	42,000	22,909	19,091	55%
Health Insurance	6150	480,000	513,888	(33,888)	107%
Life Insurance	6160	34,800	38,074	(3,274)	109%
Retirement	6170	60,000	55,514	4,486	93%
Staff Screenings	6180	1,400	2,210	(810)	158%
Indirect Costs	6210	810,023	786,468	23,555	97%
Travel - In Area	6310	9,200	11,671	(2,471)	127%
Travel - Out of Area	6315	0	9	(9)	100%
Office Supplies	6410	17,777	13,530	4,247	76%
Program Supplies	6415	20,400	40,260	(19,860)	197%
Classroom Supplies	6420	25,085	25,162	(77)	100%
Kitchen Supplies	6430	10,564	21,725	(11,161)	206%
Medical/Dental Supplies	6440	500	603	(103)	121%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	26,250	30,427	(4,177)	116%
Postage and Delivery Expense	6600	5,540	6,397	(857)	115%
Contractual Services/Professional	6710	341,536	384,562	(43,026)	113%
Contractual Services - Health/Disabilities	6715	232,464	347,534	(115,070)	150%
Rent/Space Cost	6810	325,434	372,752	(47,318)	115%
Utilities	6820	105,418	133,827	(28,409)	127%
General Liability and Property Insurance	6830	69,505	83,548	(14,043)	120%
Communications	6840	98,000	122,788	(24,788)	125%
Repairs & Bldg Maintenance- Recurring	6850	130,166	234,542	(104,376)	180%
Repairs & Bldg Maintenance - Nonrecurring	6855	22,549	11,718	10,831	52%
Equipment Maintenance	6910	23,500	44,448	(20,948)	189%
Vehicle Expense	6920	113,582	65,279	48,303	57%
Equipment Lease	6930	12,400	11,882	518	96%
Technology	6940	39,434	36,569	2,865	93%
Fees, Licenses, and Permits	7010	3,659	2,385	1,274	65%
Dues/Subscriptions	7020	16,272	16,487	(215)	101%

**Capital Area Community Action Agency
Statement of Revenue and Expenditures - DRAFT
For the Year Ending 9/30/2025**

Special Events	7110	3,500	4,356	(856)	124%
Client Assistance	7210	3,393,790	5,296,849	(1,903,059)	156%
Equipment/Improvements (\$5,000 or more)	7310	5,000	8,792	(3,792)	176%
Expendable Equipment	7320	13,460	3,081	10,379	23%
Registration Fees	7410	0	3,693	(3,693)	100%
Meetings/Workshops	7420	13,075	8,367	4,708	64%
Training and Technical Assistance/Staff	7435	289,226	65,355	223,871	23%
Advisory/Board Member Expenses	7440	4,200	2,265	1,935	54%
Advertising	7450	22,539	17,422	5,117	77%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	252,178	293,263	(41,085)	116%
Legal Expenses	7530	2,500	0	2,500	0%
Interest Expense	7610	200	0	200	0%
Bank Service Charges	7630	1,480	2,228	(748)	151%
Total Expenditures		12,094,677	13,716,155	(1,621,479)	113%
Excess Revenue over (under) Expenditures		(33,070)	(189,406)	(156,336)	

Capital Area Community Action Agency
Balance Sheet - DRAFT
For the Year Ending 9/30/2025

		<u>Current Period</u> <u>Balance</u>
Assets		
Cash Operating Hancock Bank	1010	294,402
Health Insurance Imprest Account	1031	2,516
Cash-Sunshine State/The First - Micro Loan	1040	66,655
Petty Cash	1050	266
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	17,292
Money Market Account - Hancock Bank	1080	27,706
Accounts Receivable	1100	34,342
Grants Receivable	1150	1,069,838
Building	1600	245,000
Work In Progress	1630	80,556
Equipment	1650	997,257
Capital Lease	1660	961,600
Accumulated Depreciation - Building	1700	(99,953)
Accumulated Depreciation - Equipment	1750	(515,965)
Accumulated Amortization - Capital Lease	1760	<u>(566,780)</u>
Total Assets		2,614,732
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	287,810
Accrued Expenses - Other	2010	72,387
Accrued Wages	2040	189,866
Accrued Fringe Benefits	2060	824
Accrued Flexible Savings	2061	(1,318)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(21,543)
Accrued Other Health Insurance	2087	(1,705)
Accrued Life Insurance	2090	9,481
Accrued Retirement - Pre Tax	2095	56
Accrued Retirement - Post Tax	2096	414
Contract Advances	2100	123,453
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	(226)
Lease Payable	2360	48,843
Lease Liability Short Term	2361	343,433
Deferred Income	2400	<u>35,527</u>
Total Liabilities		1,075,145
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,404,096
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,728,994
Current Net Income		<u>(189,406)</u>
Total Net Assets		<u>1,539,588</u>
Total Liabilities and Net Assets		2,614,732

Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures - DRAFT
For the Year Ending 9/30/2025

				Total Budget	
	100%	Total Budget - Original	Current Year Actual	Variance - Original	%
Revenue					
Government Contracts - STATE	4010	608,265	525,631	(82,634)	86%
Contributions- Restricted	4210	0	100	100	100%
Total Revenue		608,265	525,731	(82,534)	86%
Expenditures					
Salaries & Wages	6010	273,125	210,272	62,853	77%
Fringe	6110	79,151	58,453	20,698	74%
Staff Screenings	6180	100	6	94	6%
Indirect Costs	6210	65,841	53,662	12,179	82%
Travel - In Area	6310	1,000	1,284	(284)	128%
Office Supplies	6410	2,500	1,879	621	75%
Program Supplies	6415	0	219	(219)	100%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	3,037	(1,537)	202%
Postage and Delivery Expense	6600	480	458	22	95%
Contractual Services/Professional	6710	1,047	9,345	(8,298)	893%
Rent/Space Cost	6810	52,152	69,714	(17,562)	134%
Utilities	6820	7,200	10,338	(3,138)	144%
General Liability and Property Insurance	6830	5,000	6,582	(1,582)	132%
Communications	6840	15,000	20,196	(5,196)	135%
Repairs & Bldg Maintenance- Recurring	6850	10,000	10,356	(356)	104%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	2,500	4,411	(1,911)	176%
Vehicle Expense	6920	18,000	17,931	69	100%
Equipment Lease	6930	2,400	4,339	(1,939)	181%
Technology	6940	2,000	7,013	(5,013)	351%
Fees, Licenses, and Permits	7010	150	149	1	100%
Dues/Subscriptions	7020	7,255	2,816	4,439	39%
Client Assistance	7210	46,425	19,347	27,078	42%
Expendable Equipment	7320	0	385	(385)	100%
Registration Fees	7410	0	380	(380)	100%
Meetings/Workshops	7420	600	118	482	20%
Training and Technical Assistance/Staff Development	7435	7,500	12,956	(5,456)	173%
Advertising	7450	2,339	825	1,514	35%
Total Expenditures		608,265	526,470	81,795	87%
Excess Revenue over (under) Expenditures		0	(739)	(739)	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures - DRAFT
For the Year Ending 9/30/2025

				Total Budget	
	100%	Total Budget	Current Year	Variance -	
		Original	Actual	Original	%
Revenue					
Government Contracts - STATE	4010	2,933,701	5,459,093	2,525,392	186%
Total Revenue		2,933,701	5,459,093	2,525,392	186%
Expenditures					
Salaries & Wages	6010	348,433	328,489	19,944	94%
Fringe	6110	100,976	90,704	10,272	90%
Staff Screenings	6180	200	104	96	52%
Indirect Costs	6210	83,995	84,702	(707)	101%
Travel - In Area	6310	1,000	0	1,000	0%
Office Supplies	6410	2,500	1,472	1,028	59%
Copies/Printing/Copier	6510	6,000	4,248	1,752	71%
Postage and Delivery Expense	6600	3,000	4,275	(1,275)	142%
Contractual Services/Professional	6710	9,485	6,998	2,487	74%
Rent/Space Cost	6810	32,472	35,271	(2,799)	109%
Utilities	6820	5,000	3,834	1,166	77%
General Liability and Property Insurance	6830	6,000	6,033	(33)	101%
Communications	6840	15,000	13,678	1,322	91%
Repairs & Bldg Maintenance- Recurring	6850	5,990	3,790	2,200	63%
Repairs & Bldg Maintenance - Nonrecurring	6855	4,349	0	4,349	0%
Equipment Maintenance	6910	4,000	4,684	(684)	117%
Equipment Lease	6930	3,000	1,607	1,393	54%
Technology	6940	3,000	625	2,375	21%
Fees, Licenses, and Permits	7010	350	35	315	10%
Client Assistance	7210	2,287,691	4,856,115	(2,568,424)	212%
Expendable Equipment	7320	1,960	39	1,921	2%
Registration Fees	7410	0	855	(855)	100%
Training and Technical Assistance/Staff	7435	6,300	797	5,503	13%
Advertising	7450	3,000	2,353	647	78%
Total Expenditures		2,933,701	5,450,707	(2,517,006)	186%
Excess Revenue over (under) Expenditures		0	8,386	8,386	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures - DRAFT
For the Year Ending 9/30/2025

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	386,139	428,425	42,286	111%
Total Revenue		386,139	428,425	42,286	111%
Expenditures					
Salaries & Wages	6010	84,398	134,021	(49,623)	159%
Fringe	6110	24,459	36,724	(12,265)	150%
Staff Screenings	6180	0	6	(6)	100%
Indirect Costs	6210	20,345	34,616	(14,271)	170%
Travel - In Area	6310	500	1,075	(575)	215%
Office Supplies	6410	1,777	615	1,162	35%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	603	897	40%
Postage and Delivery Expense	6600	500	227	273	45%
Contractual Services/Professional	6710	5,008	7,623	(2,615)	152%
Rent/Space Cost	6810	8,180	10,267	(2,087)	126%
Utilities	6820	4,000	2,684	1,316	67%
General Liability and Property Insurance	6830	8,000	6,582	1,418	82%
Communications	6840	5,000	5,022	(22)	100%
Repairs & Bldg Maintenance- Recurring	6850	2,700	230	2,470	9%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,700	0	2,700	0%
Equipment Maintenance	6910	1,500	2,352	(852)	157%
Vehicle Expense	6920	9,500	9,030	470	95%
Equipment Lease	6930	1,500	791	709	53%
Technology	6940	1,500	0	1,500	0%
Fees, Licenses, and Permits	7010	109	335	(226)	307%
Dues/Subscriptions	7020	200	0	200	0%
Client Assistance	7210	135,755	174,052	(38,297)	128%
Expendable Equipment	7320	2,500	1,212	1,289	48%
Training and Technical Assistance/Staff Development	7435	62,008	3,886	58,122	6%
Advertising	7450	2,500	0	2,500	0%
Total Expenditures		386,139	431,953	(45,814)	112%
Excess Revenue over (under) Expenditures		0	(3,527)	(3,527)	

Capital Area Community Action Agency
SUWAP Statement of Revenues and Expenditures - DRAFT
For the Year Ending 9/30/2025

		Total Budget -	Current	Total Budget Variance -	
	100%	Original	Year Actual	Original	%
Revenue					
Government Contracts - STATE	4010	258,306	152,036	(106,270)	59%
Total Revenue		258,306	152,036	(106,270)	59%
Expenditures					
Salaries & Wages	6010	17,794	17,941	(147)	101%
Fringe	6110	5,157	5,044	113	98%
Indirect Costs	6210	4,289	4,616	(327)	108%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	750	0	750	0%
Postage and Delivery Expense	6600	300	0	300	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Communications	6840	500	0	500	0%
Repairs & Bldg Maintenance- Recurring	6850	1,476	0	1,476	0%
Vehicle Expense	6920	1,082	0	1,082	0%
Client Assistance	7210	184,165	124,380	59,785	68%
Expendable Equipment	7320	1,000	0	1,000	0%
Training and Technical Assistance/Staff Development	7435	30,793	0	30,793	0%
Advertising	7450	5,000	0	5,000	0%
Total Expenditures		258,306	151,981	106,325	59%
Excess Revenue over (under) Expenditures		0	55	55	

Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures - DRAFT
For the Year Ending 9/30/2025

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	100%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	4,260,978	0	100%
Other Revenue	4995	0	3,750	3,750	100%
Total Revenue		4,260,978	4,264,728	3,750	100%
Expenditures					
Salaries & Wages	6010	2,211,970	2,002,961	209,009	91%
Fringe	6110	641,029	557,748	83,281	87%
Staff Screenings	6180	1,000	2,008	(1,008)	201%
Indirect Costs	6210	533,225	513,919	19,306	96%
Travel - In Area	6310	4,000	8,907	(4,907)	223%
Travel - Out of Area	6315	0	9	(9)	100%
Office Supplies	6410	5,000	7,140	(2,140)	143%
Program Supplies	6415	18,000	37,053	(19,053)	206%
Classroom Supplies	6420	24,000	21,469	2,531	89%
Kitchen Supplies	6430	564	6	558	1%
Medical/Dental Supplies	6440	500	603	(103)	121%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000	12,897	(2,897)	129%
Postage and Delivery Expense	6600	460	973	(513)	211%
Contractual Services/Professional	6710	10,000	32,671	(22,671)	327%
Contractual Services - Health/Disabilities	6715	157,808	270,000	(112,192)	171%
Rent/Space Cost	6810	211,270	217,115	(5,845)	103%
Utilities	6820	84,718	111,820	(27,102)	132%
General Liability and Property Insurance	6830	20,000	24,548	(4,548)	123%
Communications	6840	55,000	76,239	(21,239)	139%
Repairs & Bldg Maintenance- Recurring	6850	109,000	219,257	(110,257)	201%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,000	11,718	(1,718)	117%
Equipment Maintenance	6910	12,000	27,161	(15,161)	226%
Vehicle Expense	6920	30,000	34,604	(4,604)	115%
Equipment Lease	6930	3,000	3,680	(680)	123%
Technology	6940	26,934	22,248	4,686	83%
Fees, Licenses, and Permits	7010	550	817	(267)	149%
Dues/Subscriptions	7020	5,091	4,628	464	91%
Special Events	7110	1,500	496	1,004	33%
Equipment/Improvements (\$5,000 or more)	7310	0	8,792	(8,792)	100%
Expendable Equipment	7320	0	(112)	112	0%
Registration Fees	7410	0	1,280	(1,280)	100%
Meetings/Workshops	7420	2,010	3,019	(1,009)	150%
Training and Technical Assistance/Staff	7435	40,998	36,342	4,656	89%
Advisory/Board Member Expenses	7440	500	410	90	82%
Advertising	7450	5,000	14,145	(9,145)	283%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	24,651	28,428	(3,777)	115%
Total Expenditures		4,260,978	4,315,091	(54,113)	101%
Excess Revenue over (under) Expenditures		0	(50,363)	(50,363)	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending September 30, 2025

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		68,341			
Grants - Other Not for Profits		101			
In-Kind Revenue		671,760			
VPK/SR		134,521			
	1,065,245	874,723	82%	190,522	18%

Head Start Credit Card Expenses Sept 2025

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6180	255	9/29/2025	12.39	VISAS DARREL JAMES #1596-ACHA FEE FOR BEATTY	AP251003-VISAS
HANCOCK CC	1064	6180	255	9/29/2025	75.50	VISAS DARREL JAMES #1596-DITS FINGERPRINTS	AP251003-VISAS
HANCOCK CC	1064	6180	255	9/29/2025	2.60	VISAS MARGARET WATSON #6496- FLA MVR	AP251003-VISAS
HANCOCK CC	1064	6180	255	9/29/2025	19.24	VISAS MARGARET WATSON #6496- FLA MVR	AP251003-VISAS
HANCOCK CC	1064	6180	256	9/29/2025	43.37	VISAS VENITA TREADWELL #5810-ACHA	AP251003-VISAS
HANCOCK CC	1064	6180	258	9/29/2025	43.37	VISAS VENITA TREADWELL #5810-ACHA	AP251003-VISAS
HANCOCK CC	1064	6310	255	9/29/2025	49.01	VISAS DARREL JAMES #1596-FUEL	AP251003-VISAS
HANCOCK CC	1064	6310	255	9/29/2025	52.00	VISAS DARREL JAMES #1596-FUEL	AP251003-VISAS
HANCOCK CC	1064	6310	255	9/29/2025	57.00	VISAS DARREL JAMES #1596-FUEL	AP251003-VISAS
HANCOCK CC	1064	6310	255	9/29/2025	66.01	VISAS DARREL JAMES #1596-FUEL	AP251003-VISAS
HANCOCK CC	1064	6310	255	9/29/2025	42.01	VISAS FATIMA OLEABHIELE ALEXANDER #3248-FUEL	AP251003-VISAS
HANCOCK CC	1064	7420	255	9/29/2025	219.90	VISAS DARREL JAMES #1596-ZOOM	AP251003-VISAS
HANCOCK CC	1064	7435	255	9/29/2025	1,500.00	VISAS ANNA MCCOY #1545-NHSA CONFERENCE	AP251003-VISAS
HANCOCK CC	1064	7435	255	9/29/2025	(2,071.44)	VISAS DARREL JAMES #1596HOTEL CREDIT	AP251003-VISAS
HANCOCK CC	1064	7435	255	9/29/2025	150.00	VISAS VENITA TREADWELL #5810-TEACHSTONE	AP251003-VISAS
HANCOCK CC	1064	7450	255	9/29/2025	2,302.82	VISAS NINA SELF #3535-INDEED	AP251003-VISAS
Total					2,563.78		



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

09-29-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-29	08-28	24015145241099357286951	5542	GATE #1194 TALLAHASSEE FL	M66.01✓
09-05	09-04	24055235248468131075308	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M12.39 ✓
09-08	09-05	24015145249101468287449	5542	GATE #1194 TALLAHASSEE FL	M52.00✓
09-08	09-05	24435655248114927383502	7393	DTIS FINGERPRINT SERV FAIRFAX VA	M75.50 ✓
09-09	09-08	24011345251100124217746	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90✓
09-10	09-09	74036295252718155886788	4722	RESCNTR*CAPITAL HILTON 8007742354 CT	M2,071.44cr
09-15	09-12	24015145256103337296551	5542	GATE #1194 TALLAHASSEE FL	M57.00✓
09-24	09-22	24692165266102192733951	4111	STARMETRO TALLAHASSEE FL	M38.00✓
09-26	09-25	24015145269106788239959	5542	GATE #1194 TALLAHASSEE FL	M49.01✓

STATEMENT DATE 09-29-25		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	569.81
			NEW CASH ADVANCES	.00
			CREDITS	2,071.44
			STATEMENT TOTAL	1,501.63cr
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	5,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

09-29-25

Issued by Hancock Whitney Bank

ANNA MCCOY
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-11	09-10	24435655254116482078832	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M1,500.00
09-17	09-16	24226385260014506848133	5411	WAL-MART #4427 TALLAHASSEE FL	M19.98

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-29-25		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,519.98
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,519.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

09-29-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-19	09-18	24801975262484270989372	5542	SUNSTOP 590 TALLAHASSEE FL	M42.01

STATEMENT DATE 09-29-25	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 42.01
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 42.01
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

09-29-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-01	08-29	24492165241100167305849	5734	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	M60.00
09-03	09-02	24793385245000709450028	7311	INDEED USI25-04697897 800-4625842 TX	M300.33
09-09	09-08	24793385251003308118021	7311	INDEED USI25-05061622 800-4625842 TX	M500.36
09-11	09-10	24226385254014210666662	5300	SAMSClub #8120 TALLAHASSEE FL	M53.14
09-16	09-15	24793385258001806783028	7311	INDEED USI25-05148262 800-4625842 TX	M500.09
09-18	09-17	24492165260100169511036	5734	READ - MEETING MANAGER READ.AI WA	M270.00
09-23	09-22	24793385265002408548024	7311	INDEED USI25-05237528 800-4625842 TX	M500.29
09-29	09-28	24793385271000109645026	7311	INDEED USI25-05316220 800-4625842 TX	M501.75

STATEMENT DATE 09-29-25	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,685.96
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,685.96
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

09-29-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-01	08-29	24073145243900017214076	8299	TEACHSTONE INC 866-9988352 VA	M150.00 ✓
09-10	09-09	24055235253473899478811	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓
09-23	09-22	24055235266489209008630	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓

STATEMENT DATE 09-29-25	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 236.74
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 236.74
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

