

# Capital Area Community Action Agency

**Executive Committee Meeting  
Agenda  
Tuesday, August 27, 2024  
309 Office Plaza Drive, Tallahassee, FL  
Via Microsoft Teams**

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|--|-----------------------|
| I. Call to Order                                       | Shanetta Keel – Chair |
| II. Agenda Approval                                    |                       |
| III. Sign-In/Attendance/Introductions                  |                       |
| IV. Action – Recommendation for Review & Approval      |                       |
| A. Board Activity                                      |                       |
| i) Executive Committee Meeting Minutes – June 25, 2024 |                       |
| B. Financial Report                                    | Kate Beam             |
| • Narrative  |                       |
| • Revenue & Expenditures Agency-wide                   |                       |
| • Balance Sheet  |                       |
| • Revenue & Expenditures – major programs              |                       |
| • Head Start Non Federal Share Match                   |                       |
| • Head Start Credit Card Activity                      |                       |
| V. Chief Executive Officer's Report                    | Tim Center            |
| VII. Chair's Report                                    | Shanetta Keel         |
| III. Adjournment                                       |                       |

***Next Executive Committee Meeting 10/22/2024 - 5:30 pm – Microsoft Teams Video***

***Next Board of Directors Meeting 09/24/2024 – 6:00 pm – Via Microsoft Teams Video***



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# Capital Area Community Action Agency

Executive Committee  
Meeting Minutes  
June 25, 2024

## Members in Attendance

Shanetta Keel, Chair  
John Grant, Vice-Chair  
Lisa Edgar, Secretary  
Melissa Miller, Treasurer

## CACAA Staff:

Tim Center  
Nina Self  
Kate Beam  
Margaret Watson

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

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

## **ACTION ITEMS**

The Chair entertained a motion to approve the minutes of April 23, 2024. Ms. Edgar moved approval of the minutes. Mr. Grant seconded the motion. The motion was unanimously approved.

### *Board Seating*

Mr. Center presented Prospective Board Member forms for Jasmine Canady-Smith. He reported that Head Start received a finding for non-compliance of Program Governance of a board member with expertise in early childhood education. Ms. Canady-Smith will be voted on at the next Board meeting.

## **FINANCIAL REPORT**

Ms. Beam, Finance Director, presented the financial reports dated as of April 30, 2024. 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. The Agency is within budget with Revenue and Expenditures, with a restricted net income.

Mr. Grant asked is the Non-federal Share Match received all at once at the end of the year? Mr. Center said that we are training a new hire to track all In-kind donations. Not all In-kind donations reported as of this report. We may have to request a waiver.

Ms. Miller asked with Weatherization what reason we are unable to spend the monies? Is it not enough clients? The WAP Program has been struggling with having contractors to complete the work.

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

### *Head Start Refunding Application*

Mr. Center reported that the annual non-compete Refunding Application for the 5<sup>th</sup> year of the five-year grant is due June 30, 2024. The Policy Council has reviewed and approved. Throughout the year, we provide updates on Head Start improvements within that department. We are asking for Board approval to submit the Refunding Application.



United Way of the Big Bend

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The Chair entertained a motion to accept the Head Start Refunding Application. Ms. Edgar moved to accept the Head Start Refunding Application. Mr. Grant seconded the motion. The motion was unanimously approved.

**FA2 Monitoring – Corrective Action**

Mr. Center reported that the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Capital Area Community Action Agency. The agency received non-compliance findings for Health Services, Fiscal Infrastructure and Early Childhood Education. There was discussion on the department being unable to meet the 45-day deadline for screening children. Fiscal Infrastructure was over the allotted dollar amount for not providing supporting documentation to clerk of courts, and Program Governance of not having a member with early childhood education.

The Chair entertained a motion to approve the Corrective Action Plan. Ms. Edgar moved to accept the Corrective Action Plan. Mr. Grant seconded the motion. The motion was unanimously approved.

**CEO REPORT**

Mr. Center presented the CEO report for the month of June 2024. He reported that we are currently planning for the 60th Anniversary of Community Action Agency. We have a Founder's Day Committee planning for an upcoming public event at Tom Brown Park to celebrate. Next year we will celebrate 60th year Anniversary of Head Start.

We are finalizing the contract with Financial Services Management, Keith Dean our current financial services provider.

Mr. Center has scheduled a meeting with HHS to discuss the carryover funds. HHS has stated that we do not have carryover funds of \$600K.

We are working on finalizing the move to the Chapman School building for our new location for our Franklin Head Start Center. Our goal is to have the renovations completed in the next few weeks.

We received \$2.3M from Florida Commerce to assist tomado victims in Leon County. We advertised through media to make the community aware of these temporary funds available to assist in this effort.

**CHAIR'S Report**

The Chair expressed to the Board to exam the reports, ask questions if further explanation is needed to make an informed decision.

Meeting adjourned at 6:30 P.M.

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

\_\_\_\_\_  
Date

**Financial Statement Narrative  
For the 8 Months Ending May 31, 2024  
Capital Area Community Action Agency**

As of May 31, 2024, we have completed eight months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 67% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 63% and 63% respectively with net income of \$16,400.

Non-Federal Share (NFS) Match at May 31, 2024, was \$418,543 of the \$832,818 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 2023-2024, 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 8 Months Ending May 31, 2024  
Capital Area Community Action Agency**

**Agency Wide Variances**

- Unemployment – is over the benchmark budget. This is largely a first quarter expense and will decrease dramatically as employees hit their thresholds for the year.
- Staff Screenings – are over budget with a number of recent new hires and compliance checks.
- Travel In Area - is over budget with more than anticipated travel required for outlying areas. This line item will probably go over budget by \$2000.
- Program Supplies – is above benchmark budget primarily due to increased costs in paper goods. The variance is comparable with prior years.
- Kitchen Supplies – is over budget due to increased paper product costs. This budget line will go over budget by \$15-18 K based on current expenses.
- Medical/Dental Supplies - is over the benchmark budget but should stay within budget for the year. This is a relatively small budget number and the impact is minimal.
- Copies/Printing/Copier – is over budget with more expenses than anticipated.
- Contractual Services – Health/Disabilities is over budget with the work associated with yearly assessments and plans. This line item tends to level off during the summer months but will go significantly over budget.
- General Liability and Property Insurance – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- Communications - is slightly over benchmark budget. However, based on current monthly expenses the total overage for 23-24 will likely be around \$30K.
- Repairs & Maintenance – Recurring – is over budget due to large repair costs being expensed Recurring instead of Non-Recurring. This budget line is expected to go over budget by a significant amount. Expenses in the two categories were over 200K last fiscal year therefore a 60K deficit is likely in this line item.
- Technology – is over the budget benchmark with a number of annual software expenses being paid in October. This number should come into line over the course of the year.
- ***Special Events- is over budget but offset by an overage in Special Events revenue.***
- Advisory/Board Member Expenses – are over the benchmark budget with the Zoom expenses but should be not go over budget by more than 10%.
- Raw Food Cost –is slightly over benchmark budget due to increased food prices.
- Legal Expenses – is over budget due to the DEO case.

**CSBG Variances**

- Staff Screenings - is over budget benchmark with the addition of new staff members. This number should stay within budget with no additional new hires.

**Financial Statement Narrative  
For the 8 Months Ending May 31, 2024  
Capital Area Community Action Agency**

- Travel In Area – is over budget and will go over budget by about \$1500 based on current spending.
- Utilities – is slightly over benchmark budget due to higher than anticipated costs.
- General Liability and Property Insurance – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- Communications – is over budget and is forecast to go over budget by \$4000 based on current accounts and spending.
- Repairs & Bldg Maintenance – Recurring - is over budget and is forecast to go over budget by \$4000 based on current accounts and spending.
- Vehicle Expense - is over benchmark budget in CSBG primarily due to the 25% down payment for auto insurance. The budget line covers insurance and maintenance but not gas for multiple vehicles.
- **Client Assistance – is slightly over benchmark budget but will stay within budget.**
- Training and Technical Assistance / Staff Development – is over budget due to a number of training opportunities.

**LIHEAP Variances**

- Travel In-Area – is over budget and will go over budget by less than \$1K based on current spending.
- Copies /Printing/Copier Maintenance/Toner/Paper – is over budget due to a large purchase of toner and other copy supplies.
- Postage and Delivery Expense – is over budget and will go over by \$2500 based on current spending.
- Utilities -are over budget due to higher than anticipated costs.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by 3K.
- Communications – is over budget and will likely go over budget during the course of the grant by 8K based on current spending.
- Repairs & Building Maintenance – Recurring - is over the budget and will go over budget by \$4000 based on current spending.
- Equipment Maintenance –is over budget and is forecast to exceed budget by \$3500 based on current costs.
- Equipment Lease -is over budget and is forecast to exceed budget by \$1000 based on current costs.
- Technology – is over budget with the annual Fastrack subscription.
- **Training and Technical Assistance / Staff Development – is over budget with additional training opportunities.**

**Financial Statement Narrative  
For the 8 Months Ending May 31, 2024  
Capital Area Community Action Agency**

**WAP Variances and WAP Infrastructure**

- Salaries & Wages / Fringe / Indirect Costs – are currently slightly over budget in WAP but significantly under in WAP Infrastructure. These numbers should offset.
- Staff Screenings – is at budget for WAP and WAP Infrastructure since there was not a budget line for this item. It is negligible to the whole budget.
- Copies/Printing/Copier Maintenance/Toner/Paper – is over budget for WAP Infrastructure due to increased activity.
- Utilities – are over budget in WAP and are forecast to go over by \$2500 based on current expenses.
- Rent – is over the benchmark budget and is forecast to go over budget by \$1000 based on current costs.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by 5K for WAP.
- Communications -is over budget and will go over budget by \$2000 based on current spending.
- ***Technology – is over budget for WAP with the purchase of the annual Fastrack subscription.***
- Dues/Subscriptions – is at budget for WAP Infrastructure since there was not a budget line for this item. It is negligible to the whole budget.
- Expendible Equipment – is over budget due to a large purchase of tools.
- Advertising – is over benchmark budget due to recruitment in WAP Infrastructure but should stay within budget.

**Head Start Variances**

- Staff Screenings – is over budget due to several compliance screenings.
- Travel In Area - is 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 and Program Supplies – are over benchmark budget but should stay within budget over the course of the year.
- ***Medical / Dental Supplies – is over benchmark budget but should stay within budget with no additional purchases.***
- Copies/Printing/Copier – is over budget and is forecast to go over budget by \$4500.

**Financial Statement Narrative  
For the 8 Months Ending May 31, 2024  
Capital Area Community Action Agency**

- Contractual Services – Health/Disabilities is significantly over budget with the work associated with yearly assessments and plans. This line item tends to level off during the summer months but will most likely end up \$70K over budget.
- General Liability and Property Insurance – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- Repairs and Maintenance – Recurring – is over budget but has \$24K Non-Recurring repairs included in the Recurring category. The total for both categories is \$158,665. Based on monthly spending the Repairs and Maintenance is forecast to exceed budget by 80K.
- Technology – is over budget with a number of annual software expenses being paid in October. This number should remain close to budget for the remainder of the year.
- Fees, License and Permits – is over budget but the overage is insignificant to the total budget.
- Client Assistance - is at budget since there is no budget line here. There is a correction needed here.
- Meetings/Workshops – is slightly over benchmark budget but should remain within budget over the remainder of the year.

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 8 Months Ending May 31, 2024**

		67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>						
Government Contracts - FEDERAL - DIRECT	4000		4,164,085	3,104,026	(1,060,059)	75%
Government Contracts - STATE	4010		5,386,895	2,647,331	(2,739,564)	49%
Government Contracts - LOCAL	4020		113,149	106,373	(6,776)	94%
Grants - Other Not-for-Profits	4100		6,000	5,418	(582)	90%
Grants - All Other Sources	4120		3,500	27,839	24,339	795%
Contributions	4200		1,000	308	(692)	31%
Contributions- Restricted	4210		41,200	51,650	10,450	125%
Special Events	4300		2,000	3,840	1,840	192%
Commissions-Vending/Photo	4320		0	7,751	7,751	100%
Interest Income	4950		0	737	737	100%
Fringe Pool Revenue	4960		879,940	664,809	(215,131)	76%
Indirect Pool Revenue	4970		790,000	545,496	(244,504)	69%
Other Revenue	4995		<u>1,000</u>	<u>14,543</u>	<u>13,543</u>	100%
<b>Total Revenue</b>			<u>11,388,769</u>	<u>7,180,120</u>	<u>(4,208,649)</u>	63%
<b>Expenditures</b>						
Salaries & Wages	6010		3,371,955	2,294,026	1,077,929	68%
Fringe	6110		997,194	664,809	332,386	67%
FICA	6120		257,000	166,460	90,540	65%
<b>Unemployment</b>	<b>6130</b>		<b>40,000</b>	<b>37,560</b>	<b>2,440</b>	<b>94%</b>
Workers Compensation	6140		41,960	1,538	40,422	4%
Health Insurance	6150		407,900	289,613	118,287	71%
Life Insurance	6160		34,800	23,514	11,286	68%
Retirement	6170		60,000	33,705	26,295	56%
<b>Staff Screenings</b>	<b>6180</b>		<b>737</b>	<b>831</b>	<b>(94)</b>	<b>113%</b>
Indirect Costs	6210		806,208	550,397	255,811	68%
<b>Travel - In Area</b>	<b>6310</b>		<b>7,850</b>	<b>8,008</b>	<b>(158)</b>	<b>102%</b>
Office Supplies	6410		20,700	10,141	10,559	49%
<b>Program Supplies</b>	<b>6415</b>		<b>23,998</b>	<b>19,300</b>	<b>4,698</b>	<b>80%</b>
Classroom Supplies	6420		57,674	25,899	31,775	45%
<b>Kitchen Supplies</b>	<b>6430</b>		<b>10,000</b>	<b>15,130</b>	<b>(5,130)</b>	<b>151%</b>
<b>Medical/Dental Supplies</b>	<b>6440</b>		<b>300</b>	<b>289</b>	<b>11</b>	<b>96%</b>
<b>Copies/Printing/Copier</b>	<b>6510</b>		<b>18,750</b>	<b>20,467</b>	<b>(1,717)</b>	<b>109%</b>
Postage and Delivery Expense	6600		4,410	2,589	1,821	59%
Contractual Services/Professional	6710		348,251	198,721	149,530	57%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>		<b>201,365</b>	<b>242,443</b>	<b>(41,078)</b>	<b>120%</b>
Rent/Space Cost	6810		384,374	229,868	154,506	60%
Utilities	6820		102,500	73,193	29,307	71%
<b>General Liability and Property Insurance</b>	<b>6830</b>		<b>73,029</b>	<b>65,353</b>	<b>7,676</b>	<b>89%</b>
<b>Communications</b>	<b>6840</b>		<b>76,635</b>	<b>75,305</b>	<b>1,330</b>	<b>98%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>		<b>123,500</b>	<b>170,427</b>	<b>(46,927)</b>	<b>138%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855		18,615	0	18,615	0%
Equipment Maintenance	6910		27,000	18,125	8,875	67%
Vehicle Expense	6920		105,806	49,765	56,041	47%

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 8 Months Ending May 31, 2024**

Equipment Lease	6930	15,100	8,481	6,619	56%
<b>Technology</b>	<b>6940</b>	<b>46,968</b>	<b>38,292</b>	<b>8,676</b>	<b>82%</b>
Fees, Licenses, and Permits	7010	4,800	2,808	1,992	59%
Dues/Subscriptions	7020	16,846	8,521	8,325	51%
<b>Special Events</b>	<b>7110</b>	<b>4,500</b>	<b>5,757</b>	<b>(1,257)</b>	<b>128%</b>
Client Assistance	7210	3,131,179	1,533,945	1,597,234	49%
Equipment/Improvements (\$5,000 or more)	7310	17,500	0	17,500	0%
Expendable Equipment	7320	23,503	14,516	8,987	62%
Meetings/Workshops	7420	14,745	3,169	11,576	21%
Training and Technical Assistance/Staff	7435	282,064	37,029	245,035	13%
<b>Advisory/Board Member Expenses</b>	<b>7440</b>	<b>3,081</b>	<b>2,984</b>	<b>97</b>	<b>97%</b>
Advertising	7450	21,328	7,351	13,977	34%
Parent Activities	7460	1,200	0	1,200	0%
<b>Raw Food Cost</b>	<b>7510</b>	<b>243,508</b>	<b>204,176</b>	<b>39,332</b>	<b>84%</b>
<b>Legal Expenses</b>	<b>7530</b>	<b>7,324</b>	<b>12,767</b>	<b>(5,443)</b>	<b>174%</b>
Interest Expense	7610	1,000	0	1,000	0%
<b>Bank Service Charges</b>	<b>7630</b>	<b>2,180</b>	<b>(3,550)</b>	<b>5,730</b>	<b>-163%</b>
Total Expenditures		<u>11,459,337</u>	<u>7,163,720</u>	<u>4,295,616</u>	63%
Excess Revenue over (under) Expenditures		<u>(70,568)</u>	<u>16,400</u>	<u>86,968</u>	

**Capital Area Community Action Agency  
Balance Sheet  
As of May 31, 2024**

		<u>Current Period Balance</u>
<b>Assets</b>		
Cash Operating Hancock Bank	1010	1,586,736
Health Insurance Imprest Account	1031	59,567
Cash-Sunshine State/The First - Micro Loan	1040	66,556
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	27,163
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	30,388
Accounts Receivable	1100	129,900
Grants Receivable	1150	397,340
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	964,083
Accumulated Depreciation - Building	1700	(95,478)
Accumulated Depreciation - Equipment	1750	(465,710)
<b>Total Assets</b>		<u><b>3,019,930</b></u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts Payable	2000	112,835
Accrued Expenses - Other	2010	103,488
Accrued Wages	2040	41,566
Accrued Fringe Benefits	2060	1,817
Accrued Flexible Savings	2061	3,279
Accrued Health Insurance	2085	(4,428)
Accrued Other Health Insurance	2087	(674)
Accrued Life Insurance	2090	15,474
Accrued Retirement - Pre Tax	2095	6,820
Accrued Retirement - Post Tax	2096	870
Contract Advances	2100	126,769
Due to Grantor	2150	28,985
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,063
Deferred Income	2400	642,184
<b>Total Liabilities</b>		<b>1,221,127</b>
<b>Net Assets</b>		
<b>Beginning Net Assets</b>		
Unrestricted Net Assets	3000	1,457,506
Invested Property and Equipment	3020	324,898
<b>Total Beginning Net Assets</b>		<b>1,782,404</b>
<b>Current Net Income</b>		<b>16,400</b>
<b>Total Net Assets</b>		<u><b>1,798,803</b></u>
<b>Total Liabilities and Net Assets</b>		<u><b>3,019,930</b></u>

**Capital Area Community Action Agency  
CSBG Statement of Revenues and Expenditures  
For the 8 Months Ending May 31, 2024**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance	Original %
<b>Revenue</b>					
Government Contracts - STATE	4010	586,851	406,383	(180,468)	69%
Total Revenue		<u>586,851</u>	<u>406,383</u>	<u>(180,468)</u>	69%
<b>Expenditures</b>					
Salaries & Wages	6010	251,940	174,784	77,156	69%
Fringe	6110	73,013	50,652	22,361	69%
<b>Staff Screenings</b>	<b>6180</b>	<b>100</b>	<b>99</b>	<b>1</b>	<b>99%</b>
Indirect Costs	6210	65,640	45,538	20,102	69%
<b>Travel - In Area</b>	<b>6310</b>	<b>500</b>	<b>1,036</b>	<b>(536)</b>	<b>207%</b>
Office Supplies	6410	7,000	1,200	5,800	17%
Copies/Printing/Copier	6510	2,500	1,021	1,479	41%
Postage and Delivery Expense	6600	1,000	256	744	26%
Contractual Services/Professional	6710	4,177	0	4,177	0%
Rent/Space Cost	6810	54,711	34,077	20,634	62%
<b>Utilities</b>	<b>6820</b>	<b>6,000</b>	<b>4,881</b>	<b>1,119</b>	<b>81%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>5,000</b>	<b>3,974</b>	<b>1,026</b>	<b>79%</b>
<b>Communications</b>	<b>6840</b>	<b>10,000</b>	<b>11,448</b>	<b>(1,448)</b>	<b>114%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>5,000</b>	<b>7,125</b>	<b>(2,125)</b>	<b>143%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	2,500	1,577	923	63%
<b>Vehicle Expense</b>	<b>6920</b>	<b>16,000</b>	<b>13,090</b>	<b>2,910</b>	<b>82%</b>
Equipment Lease	6930	3,000	1,839	1,161	61%
Technology	6940	3,000	1,285	1,715	43%
Fees, Licenses, and Permits	7010	750	35	715	5%
Dues/Subscriptions	7020	7,255	3,102	4,153	43%
<b>Client Assistance</b>	<b>7210</b>	<b>61,265</b>	<b>44,947</b>	<b>16,318</b>	<b>73%</b>
Meetings/Workshops	7420	1,000	0	1,000	0%
<b>Training and Technical Assistance/Staff</b>	<b>7435</b>	<b>1,500</b>	<b>4,399</b>	<b>(2,899)</b>	<b>293%</b>
Advertising	7450	1,500	17	1,483	1%
Total Expenditures		<u>586,851</u>	<u>406,383</u>	<u>180,468</u>	69%
Excess Revenue over (under) Expenditures		_0	(0)	(0)	

**Capital Area Community Action Agency  
LIHEAP Statement of Revenues and Expenditures  
For the 8 Months Ending May 31, 2024**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	2,453,943	1,480,217	(973,726)	60%
<b>Total Revenue</b>		<u>2,453,943</u>	<u>1,480,217</u>	<u>(973,726)</u>	60%
<b>Expenditures</b>					
Salaries & Wages	6010	298,974	166,460	132,514	56%
Fringe	6110	86,643	48,240	38,403	56%
Staff Screenings	6180	125	0	125	0%
Indirect Costs	6210	77,894	43,370	34,524	56%
<b>Travel - In Area</b>	<b>6310</b>	<b>250</b>	<b>334</b>	<b>(84)</b>	<b>134%</b>
Office Supplies	6410	1,500	758	742	51%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>1,250</b>	<b>3,323</b>	<b>(2,073)</b>	<b>266%</b>
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>1,200</b>	<b>1,769</b>	<b>(569)</b>	<b>147%</b>
Contractual Services/Professional	6710	6,947	0	6,947	0%
Rent/Space Cost	6810	53,822	27,139	26,683	50%
<b>Utilities</b>	<b>6820</b>	<b>2,500</b>	<b>3,261</b>	<b>(761)</b>	<b>130%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>3,584</b>	<b>4,857</b>	<b>(1,273)</b>	<b>136%</b>
<b>Communications</b>	<b>6840</b>	<b>4,000</b>	<b>8,558</b>	<b>(4,558)</b>	<b>214%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>2,000</b>	<b>3,778</b>	<b>(1,778)</b>	<b>189%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	1,000	0%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>1,000</b>	<b>2,181</b>	<b>(1,181)</b>	<b>218%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>1,100</b>	<b>1,696</b>	<b>(596)</b>	<b>154%</b>
<b>Technology</b>	<b>6940</b>	<b>500</b>	<b>2,362</b>	<b>(1,862)</b>	<b>472%</b>
Client Assistance	7210	1,908,554	1,161,087	747,467	61%
Meefings/Workshops	7420	500	0	500	0%
<b>Training and Technical Assistance/Staff</b>	<b>7435</b>	<b>500</b>	<b>1,044</b>	<b>(544)</b>	<b>209%</b>
Advertising	7450	100	0	100	0%
<b>Total Expenditures</b>		<u>2,453,943</u>	<u>1,480,217</u>	<u>973,726</u>	60%
<b>Excess Revenue over (under) Expenditures</b>		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency  
WAP Statement of Revenues and Expenditures  
For the 8 Months Ending May 31, 2024**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>551,687</u>	<u>147,656</u>	<u>(404,031)</u>	27%
Total Revenue		<u>551,687</u>	<u>147,656</u>	<u>(404,031)</u>	27%
<b>Expenditures</b>					
<b>Salaries &amp; Wages</b>	<b>6010</b>	<b>67,496</b>	<b>59,554</b>	<b>7,942</b>	<b>88%</b>
<b>Fringe</b>	<b>6110</b>	<b>19,561</b>	<b>17,259</b>	<b>2,302</b>	<b>88%</b>
<b>Staff Screenings</b>	<b>6180</b>	<b>0</b>	<b>49</b>	<b>(49)</b>	<b>100%</b>
<b>Indirect Costs</b>	<b>6210</b>	<b>17,586</b>	<b>15,516</b>	<b>2,070</b>	<b>88%</b>
Travel - In Area	6310	1,500	160	1,340	11%
Office Supplies	6410	1,500	183	1,317	12%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>1,000</b>	<b>727</b>	<b>273</b>	<b>73%</b>
Postage and Delivery Expense	6600	500	113	387	23%
Contractual Services/Professional	6710	3,667	0	3,667	0%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>8,180</b>	<b>7,695</b>	<b>485</b>	<b>94%</b>
<b>Utilities</b>	<b>6820</b>	<b>2,000</b>	<b>2,405</b>	<b>(405)</b>	<b>120%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>4,445</b>	<b>7,776</b>	<b>(3,331)</b>	<b>175%</b>
<b>Communications</b>	<b>6840</b>	<b>2,000</b>	<b>3,075</b>	<b>(1,075)</b>	<b>154%</b>
Repairs & Bldg Maintenance- Recurring	6850	1,000	122	878	12%
Equipment Maintenance	6910	1,500	604	896	40%
Vehicle Expense	6920	25,267	4,230	21,038	17%
Equipment Lease	6930	3,000	913	2,087	30%
<b>Technology</b>	<b>6940</b>	<b>500</b>	<b>789</b>	<b>(289)</b>	<b>158%</b>
Fees, Licenses, and Permits	7010	500	0	500	0%
Dues/Subscriptions	7020	500	0	500	0%
Client Assistance	7210	292,853	24,093	268,761	8%
Equipment/Improvements (\$5,000 or more)	7310	15,000	0	15,000	0%
Expendable Equipment	7320	2,500	829	1,671	33%
Training and Technical Assistance/Staff	7435	76,725	929	75,796	1%
Advertising	7450	<u>2,907</u>	<u>636</u>	<u>2,272</u>	22%
Total Expenditures		<u>551,687</u>	<u>147,656</u>	<u>404,031</u>	27%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(0)</u>	<u>(0)</u>	

**Capital Area Community Action Agency**  
**WAP INFRA Statement of Revenues and Expenditures**  
**For the 8 Months Ending May 31, 2024**

		<b>Total</b>	<b>Current</b>	<b>Total</b>	
	<b>67%</b>	<b>Budget -</b>	<b>Year</b>	<b>Variance -</b>	
		<b>Original</b>	<b>Actual</b>	<b>Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>1,026,382</u>	<u>195,992</u>	<u>(830,390)</u>	19%
<b>Total Revenue</b>		<u>1,026,382</u>	<u>195,992</u>	<u>(830,390)</u>	19%
<b>Expenditures</b>					
Salaries & Wages	6010	168,292	42,656	125,636	25%
Fringe	6110	48,771	12,362	36,409	25%
<b>Staff Screenings</b>	<b>6180</b>	<b>0</b>	<b>25</b>	<b>(25)</b>	<b>100%</b>
Indirect Costs	6210	43,847	11,114	32,733	25%
Travel - In Area	6310	1,000	561	439	56%
Office Supplies	6410	1,000	332	668	33%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>500</b>	<b>757</b>	<b>(257)</b>	<b>151%</b>
Postage and Delivery Expense	6600	250	0	250	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Rent/Space Cost	6810	7,000	0	7,000	0%
Utilities	6820	1,000	0	1,000	0%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>5,000</b>	<b>4,495</b>	<b>505</b>	<b>90%</b>
Communications	6840	500	173	327	35%
Repairs & Bldg Maintenance- Recurring	6850	500	0	500	0%
Equipment Maintenance	6910	500	0	500	0%
Vehicle Expense	6920	24,445	2,112	22,333	9%
Equipment Lease	6930	1,000	375	625	38%
Technology	6940	500	0	500	0%
Fees, Licenses, and Permits	7010	500	285	215	57%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>0</b>	<b>50</b>	<b>(50)</b>	<b>100%</b>
Client Assistance	7210	591,729	107,238	484,491	18%
<b>Expendable Equipment</b>	<b>7320</b>	<b>2,500</b>	<b>12,858</b>	<b>(10,358)</b>	<b>514%</b>
Training and Technical Assistance/Staff	7435	121,548	3,845	117,703	3%
<b>Advertising</b>	<b>7450</b>	<b>1,000</b>	<b>829</b>	<b>171</b>	<b>83%</b>
<b>Total Expenditures</b>		<u>1,026,382</u>	<u>200,067</u>	<u>826,315</u>	19%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(4,075)</u>	<u>(4,075)</u>	

**Capital Area Community Action Agency  
Head Start Statement of Revenues and Expenditures  
For the 8 Months Ending May 31, 2024**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	3,086,077	(1,078,008)	74%
Other Revenue	4995	<u>0</u>	<u>2,250</u>	<u>2,250</u>	100%
<b>Total Revenue</b>		<u>4,164,085</u>	<u>3,088,327</u>	<u>(1,075,758)</u>	74%
<b>Expenditures</b>					
Salaries & Wages	6010	2,073,782	1,481,688	592,094	71%
Fringe	6110	600,983	429,393	171,590	71%
<b>Staff Screenings</b>	<b>6180</b>	<b>412</b>	<b>658</b>	<b>(246)</b>	<b>160%</b>
Indirect Costs	6210	540,302	386,038	154,264	71%
<b>Travel - In Area</b>	<b>6310</b>	<b>2,000</b>	<b>5,805</b>	<b>(3,805)</b>	<b>290%</b>
<b>Office Supplies</b>	<b>6410</b>	<b>6,200</b>	<b>5,924</b>	<b>276</b>	<b>96%</b>
<b>Program Supplies</b>	<b>6415</b>	<b>21,598</b>	<b>19,261</b>	<b>2,337</b>	<b>89%</b>
Classroom Supplies	6420	19,345	8,035	11,310	42%
<b>Medical/Dental Supplies</b>	<b>6440</b>	<b>300</b>	<b>289</b>	<b>11</b>	<b>96%</b>
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>10,000</b>	<b>10,609</b>	<b>(609)</b>	<b>106%</b>
Postage and Delivery Expense	6600	460	296	164	64%
Contractual Services/Professional	6710	24,000	1,500	22,500	6%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>157,808</b>	<b>210,857</b>	<b>(53,049)</b>	<b>134%</b>
Rent/Space Cost	6810	233,301	149,693	83,608	64%
Utilities	6820	85,000	59,439	25,561	70%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>20,000</b>	<b>18,303</b>	<b>1,697</b>	<b>92%</b>
<b>Communications</b>	<b>6840</b>	<b>55,000</b>	<b>47,362</b>	<b>7,638</b>	<b>86%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>115,000</b>	<b>158,665</b>	<b>(43,665)</b>	<b>138%</b>
Repairs & Bldg Maintenance -	6855	15,115	0	15,115	0%
Equipment Maintenance	6910	18,000	12,152	5,848	68%
Vehicle Expense	6920	35,594	27,970	7,624	79%
Equipment Lease	6930	5,000	2,500	2,500	50%
<b>Technology</b>	<b>6940</b>	<b>26,934</b>	<b>27,165</b>	<b>(231)</b>	<b>101%</b>
<b>Fees, Licenses, and Permits</b>	<b>7010</b>	<b>550</b>	<b>747</b>	<b>(197)</b>	<b>136%</b>
Dues/Subscriptions	7020	5,091	1,749	3,342	34%
Special Events	7110	2,500	0	2,500	0%
<b>Client Assistance</b>	<b>7210</b>	<b>0</b>	<b>494</b>	<b>(494)</b>	<b>100%</b>
<b>Meefings/Workshops</b>	<b>7420</b>	<b>2,010</b>	<b>1,803</b>	<b>207</b>	<b>90%</b>
Training and Technical Assistance/Staff	7435	40,998	14,099	26,899	34%
Advisory/Board Member Expenses	7440	681	460	221	68%
Advertising	7450	10,921	5,375	5,546	49%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>34,000</u>	<u>0</u>	<u>34,000</u>	0%
<b>Total Expenditures</b>		<u>4,164,085</u>	<u>3,088,327</u>	<u>1,075,758</u>	74%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency, Inc.  
Head Start NFS Match Requirements  
For the Month Ending May 31, 2024**

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		49,844			
Grants - Other Not for Profits		1,418			
In-Kind Revenue		253,267			
VPK/SR		114,015			
	<b>832,918</b>	<b>418,543</b>	<b>50%</b>	<b>414,275</b>	<b>50%</b>

**Head Start Credit Cards May 2024**

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6310	255	5/27/2024	41.00 #1596, DARREL JAMES, VISA, 5/27/2024, GAS, HS VEHICLE
HANCOCK CC	1064	6310	255	5/27/2024	49.00 #1596, DARREL JAMES, VISA, 5/27/2024, GAS, HS VEHICLE
HANCOCK CC	1064	6310	255	5/27/2024	73.01 #1596, DARREL JAMES, VISA, 5/27/2024, GAS, HS VEHICLE
HANCOCK CC	1064	6410	255	5/27/2024	59.99 #1596, DARREL JAMES, VISA, 5/27/2024, LAPTOP CHARGER
HANCOCK CC	1064	7010	256	5/27/2024	263.00 #1596, DARREL JAMES, VISA, 5/27/2024, DBPR LICENSE
HANCOCK CC	1064	7210	258	5/27/2024	28.95 #1596, DARREL JAMES, VISA, 5/27/2024, GIFT CARD
HANCOCK CC	1064	7440	255	5/27/2024	219.90 #1596, DARREL JAMES, VISA, 5/27/2024, ZOOM
HANCOCK CC	1064	6410	255	5/27/2024	313.86 #1087, FATIMA OBLEABHIELE, VISA, 5/27/2024, STAFF ID BADGE
HANCOCK CC	1064	6420	255	5/27/2024	45.96 #1087, FATIMA OBLEABHIELE, VISA, 5/27/2024, CLSSRM SUPPLY
HANCOCK CC	1064	6920	255	5/27/2024	581.82 #1087, FATIMA OBLEABHIELE, VISA, 5/27/2024, TIRES, HS VEHICL
HANCOCK CC	1064	7435	255	5/27/2024	1,703.41 #3535, NINA SINGLETON SELF, VISA, 5/27/2024, 2 AIRFARES
HANCOCK CC	1064	7450	255	5/27/2024	484.03 #3535, NINA SINGLETON SELF, VISA, 5/27/2024, INDEED
HANCOCK CC	1064	6420	250	5/27/2024	85.84 #5810, VENITA TREADWELL, VISA, 5/27/2024, CLASSRM SUPPLY
HANCOCK CC	1064	6180	255	5/27/2024	25.00 #4802, MARGARET WATSON, VISA, 5/27/2024, BKG SCREEN HS
LOWES	1064	6415	250	5/31/2024	66.46 #82130109106598, SUPPLIES, HEAD START, MAY 2024, TARPS
LOWES	1064	6415	252	5/31/2024	56.94 #82130109106598, SUPPLIES, HEAD START, MAY 2024, DOOR
LOWES	1064	6420	251	5/31/2024	104.30 #82130109106598, SUPPLIES, HEAD START, MAY 2024, TOTES
LOWES	1064	6850	250	5/31/2024	90.62 #82130109106598, SUPPLIES, HEAD START, MAY 2024,
LOWES	1064	6850	256	5/31/2024	<u>90.63</u> #82130109106598, SUPPLIES, HEAD START, MAY 2024,
<b>Total</b>					<b><u>4,383.72</u></b>



**HANCOCK  
WHITNEY**

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

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

*Ch  
6/11/24*

**MEMO STATEMENT**

Account Number

Statement Date

05-27-24

0014ESAA-005761-0001-0001-2



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

\*\*\*N0005761

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-08	24011344127000058832194	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M219.00
05-09	05-07	24692164129100697856699	4111	STARMETRO TALLAHASSEE FL	M38.00
05-13	05-09	24692164131102328959973	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00
05-21	05-20	24137484142001611098899	5912	CVS/PHARMACY #04099 MONTICELLO FL	M28.95
05-21	05-20	24055234142091937012028	9399	NIC*-DEPT BUS & PROF R EGOV.COM FL	M263.00
05-24	05-22	24692164144100227567460	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00
05-27	05-24	24399004145295004098201	5732	BEST BUY 00004358 TALLAHASSEE FL	M64.49
05-27	05-23	24316054145548637086810	5542	SHELL OIL 50988950122 TALLAHASSEE FL	M73.01

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-24	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 777.35
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 777.35</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 5,000.00</b>



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number

[REDACTED]

Statement Date

05-27-24

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
05-06	05-04	24692164125107043179175	7399	QUICKIDCARD.COM 917-640-5388 NY	M313.86 ✓
05-10	05-09	24692164130101729182861	5200	LOWES #00417* TALLAHASSEE FL	M45.98 ✓
05-23	05-22	24445004144001057735433	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M581.82 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-24	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 941.64
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 941.64</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number

Statement Date

05-27-24

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

\*\* 0000001

**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-01	04-30	24035964122634003087421	3001	AMERICAN AIR0012137361447 FORT WORTH TX SELF/NINA DEPARTURE: 06-26-24 TLH MQ N DFW AA N LAX AA N CLT	M821.70 ✓
05-03	05-02	24035964124634002905290	3001	AMERICAN AIR0012138040167 FORT WORTH TX JAMES/DARREL DEPARTURE: 06-17-24 TLH MQ S DFW AA S LAX AA N CLT	M881.71 ✓
05-07	05-07	24692164128109637321046	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M3,979.22 ✓
05-09	05-08	24445004130400241128032	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M620.64 ✓
05-20	05-18	24793384138000411946027	7311	INDEED 92763586 800-4625842 TX	M501.49 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-24	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 6,804.76 ✓
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 6,804.76
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

05-27-24

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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-06	05-03	24455014124141004197939	5411	WAL-MART #3307 CRAWFORDVILLE FL	M316.32 ✓
05-07	05-06	24445004128400238894921	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M85.84 ✓
05-07	05-06	24445004128400238895001	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M700.00 ✓
05-08	05-07	24445004129001047097539	5331	DOLLARTREE TALLAHASSEE FL	M68.75 ✓
05-08	05-07	24445004129400234423344	5300	SAMS CLUB #8120 TALLAHASSEE FL	M82.90 ✓
05-08	05-07	24455014128141004641387	5411	WAL-MART #4520 TALLAHASSEE FL	M400.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-24	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,653.81
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,653.81
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 4,000.00



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number

Statement Date

05-27-24

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

\*\* 0000001

**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-15	05-13	24034544135003000255157	5542	MARATHON PETRO182022 LAKE CITY FL	M36.00
05-15	05-14	24906414135200142988924	8999	PY *FLORIDA ASSOCIATION FO 904-7706120 FL	M425.00
05-20	05-17	24034544139003928946016	5542	US PETROL ORLANDO FL	M100.10
05-23	05-22	24055234144400218029500	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-24		NEW PURCHASES AND OTHER CHARGES	586.10
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	.00
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b>	<b>586.10</b>
		TOTAL IN DISPUTE	.00
		<b>CREDIT LIMIT</b>	<b>2,500.00</b>

**LOWE'S PRO**

**CONVENIENT FOR YOU.**

Sign up to get started.

**GO PAPERLESS.**

Receive your statements by email and manage your account online.



*06/19/24*

Scan this QR code or go to <https://lowes.syf.com/enroll>

1-2

**Lowe's® Business Advantage**

CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$816.96
- Payments	\$816.96
- Other Credits	\$0.00
+ Purchases/Debits	\$408.95
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$408.95</b>
Credit Limit	\$11,000.00
Available Credit	\$10,591.00
Statement Closing Date	05/02/2024
Days In Billing Cycle	31

Payment Information	
New Balance	\$408.95
Total Minimum Payment Due	\$29.00
Payment Due Date	06/28/2024

**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
03/13/2024	\$155.52	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/26/2024	\$598.11	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
04/02/2024	\$31.33	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
05/22/2024	\$227.70	No Interest With Payment	\$0.00	\$0.00	\$227.70	08/02/2024
05/29/2024	\$181.25	No Interest With Payment	\$0.00	\$0.00	\$181.25	08/02/2024

**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: 9RTT595, 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.

ACCOUNT # : ██████████		CAPITAL AREA COMM ACTION		200479	
INVOICE # : 86330		LOWE'S BUSINESS ACCOUNT		P.O. # : NA	
TRANSACTION # : 0		DATE OF SALE : 240522		STORE # : 417	
		AUTHORIZATION : 001029		REGISTER # :	
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000044066	27-GAL HEAVY DUTY TOTE	10.000	EA	\$10.43	\$104.30
000000000186799	10-FT X 12-FT SLVR/BRN TA	2.000	EA	\$33.23	\$66.46
000000004904595	2-FT X 3-FT DECORATIVE DR	3.000	EA	\$18.98	\$56.94
<b>SUB \$227.70</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$227.70</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$227.70</b>

ACCOUNT # : ██████████		CAPITAL AREA COMM ACTION		200479	
INVOICE # : 86276		LOWE'S BUSINESS ACCOUNT		P.O. # : no	
TRANSACTION # : 0		DATE OF SALE : 240529		STORE # : 417	
		AUTHORIZATION : 000990		REGISTER # :	
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
0000000000935353	5G EXPRESS COAT SEMI EX W	1.000	EA	\$75.98	\$75.98
000000000045660	1 GAL BULLSEYE 123 PRIMER	1.000	EA	\$28.48	\$28.48
000000000119118	WHIZZ 10-PACK 4-IN FOAMM	1.000	EA	\$15.66	\$15.66
000000001034379	VALSPAR 9 1/2-IN KNIT ROL	1.000	EA	\$12.33	\$12.33
000000000313785	BERCOM HANDY PAINT TRAY	1.000	EA	\$11.86	\$11.86
000000000047970	GE SIL II WD CLEAR 10.1OZ	1.000	EA	\$10.43	\$10.43
000000001034372	VALSPAR 2-IN SHORT HANDLE	1.000	EA	\$9.96	\$9.96
000000000774615	WHIZZ 2-PACK 4-3/8-INMICR	1.000	EA	\$5.68	\$5.68
000000001457436	3M WHITE DUCT TAPE 20YD	1.000	EA	\$5.49	\$5.49
000000000040315	PROJECT SOURCE 5 GALLON S	1.000	EA	\$4.16	\$4.16
000000000040353	BLUE HAWK 11-IN PLASTIC T	1.000	EA	\$1.22	\$1.22
<b>SUB \$181.25</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$181.25</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$181.25</b>

1-2

**LOWE'S PRO**

**ONLINE ACCOUNT MANAGEMENT MADE EASY.**

Enroll in eStatements today! It's the convenient, secure and eco-friendly way to pay your bills.

**HOW TO GET STARTED:**

- 1 Using this statement, locate your account number and authentication code.
- 2 Go to Lowe's Online Account Management Center at [lowes.syf.com/commercial](http://lowes.syf.com/commercial)
- 3 Click **Set Up Online Access** and follow the prompts to register.
- 4 After registering your account, locate **Account Management** in the top navigation bar and select **Enroll in eStatements**.
- 5 Enter your email address and agree to the Terms & Conditions.
- 6 To complete enrollment, click **Enroll**. An email confirmation will be sent to you shortly.

You will be sent an email every time a new statement becomes available to view. Note, only statements issued after your enrollment will show in your statement history. Past statements that have not been sent electronically are not able to be displayed at this time.



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Transaction Summary				Amount
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	
05/04	05/04		PAYMENT - THANK YOU	(\$753.63)
05/22	05/22	86330	STORE 0417 TALLAHASSEE FL	\$227.70
05/25	05/25		PAYMENT - THANK YOU	(\$63.33)
05/29	05/29	86276	STORE 0417 TALLAHASSEE FL	\$181.25

**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	24.99%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	08/02/2024	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	08/02/2024	0.00%	\$0.00	\$0.00	2D

**Important Account Information**

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

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

**Cardholder News and Information**

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

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

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT AUGUST 2024

### Administrative

- Returning carryover funds resulting from the Payroll Protection Program loan forgiveness to the Office of Head Start.
- Thomas Howell Ferguson auditors are working to complete the 2024 Audit.

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

### Programmatic

- Head Start –Franklin County Head Start renovations to the Chapman Schools Building on Highway 98 were completed. Staff are working to address DCF licensing issues regarding the Center.
- FloridaCommerce provided budget authority to use LIHEAP funds to assist with Hurricane Debby matters.
- Monthly Head Start management calls with Region IV HHS Office Specialist have resumed with our new HHS Program Specialist – Ceaqua (suh-QUAY) Dodson.
- Jefferson Head Start Center portable buildings are at the end of their life. Staff are working to develop a supplemental budget request of HHS for new facilities.
- Working with Franklin County to transfer the SHIP program and complete the annual report for this year.

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

### Communications and Outreach

- Community Action celebrates 60 years of service to the country this year. A resolution was drafted for Leon County and City of Tallahassee Commissions. **A picnic is scheduled for Saturday October 5 at Tom Brown Park** for current and past staff along with invited guests.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. I serve on the CareerSource Capital Region Board.
- Participated in FACA Annual Conference, Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee and Board meetings.

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

### Resource Development

- Received \$114,728 from USAC for tablets and online connectivity for Head Start families.
- Working on Duke Energy for Community Investment (building)

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



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



## **Out of Office**

- August 23 – PTO
- August 26-31 – National Community Action Partnership - Seattle
- October 16-20 – FLAEYC Conference – Orlando