

Capital Area Community Action Agency

Executive Committee Meeting
Agenda
Tuesday, December 10, 2024
309 Office Plaza Drive, Tallahassee, FL
Via Microsoft Teams

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 – October 22, 2024		2
ii) CSBG Organizational Standard – 4.2 - Community Action Plan		25
B. Financial Report	Kate Beam	4
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
V. Board Member Conversation - what's on your mind?	Tim Center	
VI. Chief Executive Officer's Report	Tim Center	39
VII. Chair's Report	Shanetta Keel	
• CEO Compensation Package		
III. Adjournment		

Next Executive Committee Meeting 02/25/2025 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 01/28/2025 – 6:00 pm – Via Microsoft Teams Video



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Capital Area Community Action Agency

Executive Committee
Meeting Minutes
October 22, 2024

Members in Attendance

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Treasurer

CACAA Staff:

Tim Center
Nina Self
Keith Dean
Margaret Watson

The meeting was called to order at 5:42 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. Keel seconded the motion. The motion was unanimously approved.

ACTION ITEMS

The Chair entertained a motion to approve the minutes of August 27, 2024. Ms. Keel moved approval of the minutes. Mr. Grant seconded the motion. The motion was unanimously approved.

FINANCIAL REPORT

Mr. Keith Dean, Chief Financial Officer, presented the financial reports for the month ending August 31, 2024. He 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 if all the variances are factored into the entire budget? Yes, we have a number of line-items that are underbudget, so the budgets will offset at the end of budget period.

The Chair entertained a motion to approve the Financial Report. Ms. Miller moved approval. Mr. Grant seconded the motion. The motion was unanimously approved.

Board Member Conversation – what's on your mind

The Chair introduced a new "Board Member Conversation" segment for members to raise additional topics or concerns related to the Board or Agency. Items can be submitted for inclusion in future agendas. We will share this new agenda item at the next Board meeting.

CEO REPORT

Mr. Center presented the CEO Report for the month October 2024. He reported that the Agency has engaged TKE Elevator to upgrade our elevator system to comply with new state regulations. The installation of required materials and equipment is expected to take place within a three-month timeframe, incorporating a new mandated safety feature for all elevators.

The Chair asked what line-item is elevator repair? Building and maintenance is the budget line-item. We budgeted in four major programs, and supplemental funds from Head Start will cover most of the cost for repair.

We are working with Florida Commerce and other agencies in discussion on hurricane recovery efforts.



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We continue our meeting with CareerSource Capital Region, and FACA Organization.

Head Start

We continue our monthly calls with Region IV HHS Office Specialist and HHS Program Specialist, Ebony Cray who will approve to hire Darrel James as our Head Start Director. We have provided all the documentation to support approval from the Head Start Policy Council, and the Governing Board to approve the hire. We expect to receive an update in the next few weeks.

Facility Planning: A search is ongoing for a location for the Jefferson Head Start Center, with discussions underway with Duke Energy for a Community Investment building. No damage was reported from Hurricane Helene. The Center did not suffer any damage during Hurricane Helene. We were on a call yesterday with the Head Start Director in DC. There was a discussion on the extent of damage of the Hurricane, and how funding can be used. Suggestions on changing from a Center-based Center to a Home-based Center.

New Partnerships: Collaborations with Florida State University Student Center, Early Childhood Education Rebound and Recovery program, for kids to manage their emotions and reduce outbursts. Lastly, we are contracting with additional funding for South City Head Start Program.

Renovations: Franklin Head Start Center renovations are completed with a newly installed fire monitoring system.

Updates

Tim Center suggested testing AI transcription tools for meeting summaries, noting that while they may not capture motions, they could streamline future minutes.

Holiday Closures: Offices will be closed on November 27-29, for Thanksgiving and December 24-25 for Christmas.

Ms. Self, reminded the Board that the Survey Monkey will be sent by November 31, with responses due within a week.

CHAIR'S Report

No additional updates were reported by the Chair.

Meeting adjourned at 6:21 P.M.

Shawna Keel
Secretary *Chair in lieu of Secretary*

11/25/24
Date

**Financial Statement Narrative
For the Month Ending October 31, 2024
Capital Area Community Action Agency**

As of October 31, 2024, we have completed one month of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 9% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 7% and 7% respectively with net income of \$7,487.

Non-Federal Share (NFS) Match at October 31, 2024, was \$81,320 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 Year Ending October 31, 2024
Capital Area Community Action Agency**

Agency Wide Variances

- **Travel In Area** - is slightly over benchmark budget with more than anticipated travel required for outlying areas.
- **Program Supplies** - are over benchmark budget with a number of purchases for the new year. This budget line should come within budget over the course of the year.
- **Kitchen Supplies** – are over benchmark budget with 2023.2024 expenses topping \$20K. This budget line will go over budget by \$10 K based on current expenses.
- **Repairs & Maintenance – Nonrecurring** – is over benchmark budget due to a recent large repair expense.
- **Technology** – is over benchmark budget with a number of annual software expenses being paid in October.
- **Dues/Subscriptions** - is over benchmark budget with a number of annual dues being paid in October.
- **Special Events**- is over budget but will be offset by an overage in Special Events revenue.
- **Equipment** – is over budget with the installation of a security system in the Franklin Co location.

CSBG Variances

- **Copies/Printing/Copier Maintenance/Toner** – is slightly over benchmark budget. Based on current spending, this line item will exceed budget by \$1,200.
- **Equipment Maintenance** – is over benchmark budget and will go over budget by \$2,000 based on current spending.
- **Equipment Lease** – is over benchmark budget and will go over budget by \$4,000 based on current spending.

WAP Variances and WAP Infrastructure

- **General Liability and Property Insurance** – is over benchmark budget with the payment of Pollution Insurance. The insurance costs are forecast to be over budget by 5K for WAP Infrastructure.

**Financial Statement Narrative
For the Year Ending October 31, 2024
Capital Area Community Action Agency**

Head Start Variances

- **Travel In Area** - is over benchmark budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line is likely to go over budget by 10K.
- **Program Supplies** – are over benchmark budget primarily due beginning of the year needs.
- **Repairs and Maintenance –Nonrecurring** – is over benchmark budget due to a large repair expense.
- **Technology** – is over budget with a number of annual software expenses being paid in October.
- **Dues/Subscriptions** is over budget with a number of annual dues being paid in October.
- **Client Assistance** – is at budget since there was not a line item included in the budget for Client Assistance.
- **Equipment/Improvements (\$5000 or more)** – is at budget since there was no budget line for this purchase.
- **Training and Technical Assistance** – is over benchmark budget due to travel and trainings.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the One Month Ending October 31, 2024**

	9-10%	Total Budget · Current Year		Total Budget Variance -	
		Original	Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	366,326	(3,894,652)	9%
Government Contracts - STATE	4010	5,591,902	320,130	(5,271,772)	6%
Government Contracts - LOCAL	4020	374,143	5,513	(368,630)	1%
Grants - Other Not-for-Profits	4100	5,198	928	(4,270)	18%
Grants - All Other Sources	4120	1,500	0	(1,500)	0%
Contributions	4200	2,000	14	(1,986)	1%
Contributions- Restricted	4210	29,000	13,766	(15,234)	47%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	6,991	6,991	100%
Interest Income	4950	0	92	92	100%
Fringe Pool Revenue	4960	957,280	79,003	(878,277)	8%
Indirect Pool Revenue	4970	802,789	65,042	(737,747)	8%
Other Revenue	4995	2,000	3,243	1,243	162%
Total Revenue		<u>12,028,790</u>	<u>861,048</u>	<u>(11,167,742)</u>	<u>7%</u>
Expenditures					
Salaries & Wages	6010	3,653,288	272,613	3,380,675	7%
Fringe	6110	1,056,746	79,003	977,743	7%
FICA	6120	271,200	20,781	250,419	8%
Unemployment	6130	40,000	842	39,158	2%
Workers Compensation	6140	42,000	3,813	38,187	9%
Health Insurance	6150	480,000	37,843	442,157	8%
Life Insurance	6160	34,800	3,148	31,652	9%
Retirement	6170	60,000	4,474	55,526	7%
Staff Screenings	6180	1,400	45	1,355	3%
Indirect Costs	6210	811,024	65,742	745,282	8%
Travel - In Area	6310	9,200	1,454	7,746	16%
Office Supplies	6410	17,777	1,405	16,372	8%
Program Supplies	6415	20,400	3,416	16,984	17%
Classroom Supplies	6420	25,000	966	24,034	4%
Kitchen Supplies	6430	10,564	2,362	8,202	22%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	26,250	2,312	23,938	9%
Postage and Delivery Expense	6600	5,540	39	5,501	1%
Contractual Services/Professional	6710	341,536	24,970	316,566	7%
Contractual Services – Health/Disabilities	6715	198,037	23,565	174,473	12%
Rent/Space Cost	6810	325,434	25,953	299,481	8%
Utilities	6820	105,418	8,887	96,531	8%
General Liability and Property Insurance	6830	69,505	8,589	60,916	12%
Communications	6840	98,000	11,941	86,059	12%
Repairs & Bldg Maintenance- Recurring	6850	130,166	7,112	107,910	5%
Repairs & Bldg Maintenance - Nonrecurring	6855	22,549	6,351	22,549	28%
Equipment Maintenance	6910	23,500	2,381	21,119	10%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the One Month Ending October 31, 2024**

Vehicle Expense	6920	113,582	857	112,725	1%
Equipment Lease	6930	12,400	1,386	11,014	11%
Technology	6940	39,434	10,360	29,074	26%
Fees, Licenses, and Permits	7010	3,659	76	3,583	2%
Dues/Subscriptions	7020	16,272	2,555	13,717	16%
Special Events	7110	3,500	1,638	1,862	47%
Client Assistance	7210	3,392,401	156,517	3,235,884	5%
Equipment/Improvements (\$5,000 or more)	7310	5,000	8,792	5,000	176%
Expendable Equipment	7320	13,460	0	13,460	0%
Meetings/Workshops	7420	12,845	862	11,983	7%
Training and Technical Assistance/Staff	7435	285,176	19,486	265,690	7%
Advisory/Board Member Expenses	7440	4,200	60	4,140	1%
Advertising	7450	22,539	677	21,862	3%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	252,178	30,105	222,073	12%
Legal Expenses	7530	2,500	0	2,500	0%
Interest Expense	7610	200	0	200	0%
Bank Service Charges	7630	1,480	91	1,389	6%
Total Expenditures		<u>12,061,860</u>	<u>853,561</u>	<u>11,208,299</u>	7%
Excess Revenue over (under) Expenditures		<u>(33,070)</u>	<u>7,487</u>	<u>40,557</u>	

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

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	739,077
Health Insurance Imprest Account	1031	2,516
Cash-Sunshine State/The First - Micro Loan	1040	66,584
Petty Cash	1050	266
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	17,876
Money Market Account - Hancock Bank	1080	29,801
Accounts Receivable	1100	159,560
Grants Receivable	1150	498,658
Building	1600	306,166
Work In Progress	1630	80,556
Equipment	1650	975,091
Capital Lease	1660	1,021,369
Accumulated Depreciation - Building	1700	(95,478)
Accumulated Depreciation - Equipment	1750	(451,719)
Accumulated Amortization - Capital Lease	1760	<u>(346,352)</u>
Total Assets		<u>3,003,972</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	87,293
Accrued Expenses - Other	2010	102,178
Accrued Wages	2040	2,473
Accrued Fringe Benefits	2060	283
Accrued Flexible Savings	2061	3,646
Accrued Health Insurance	2085	(10,882)
Accrued Other Health Insurance	2087	(1,176)
Accrued Life Insurance	2090	17,221
Accrued Retirement - Pre Tax	2095	6,309
Accrued Retirement - Post Tax	2096	975
Contract Advances	2100	123,853
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,063
Lease Payable	2360	360,061
Lease Liability Short Term	2361	332,908
Deferred Income	2400	<u>35,527</u>
Total Liabilities		1,233,856
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,437,731
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,762,629
Current Net Income		<u>7,487</u>
Total Net Assets		<u>1,770,116</u>
Total Liabilities and Net Assets		<u>3,003,972</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Month Ending October 31, 2024**

	9%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>608,265</u>	<u>39,340</u>	<u>(568,925)</u>	6%
Total Revenue		<u>608,265</u>	<u>39,340</u>	<u>(568,925)</u>	6%
Expenditures					
Salaries & Wages	6010	273,125	18,367	254,758	7%
Fringe	6110	79,151	5,323	73,828	7%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	65,841	4,785	61,056	7%
Travel - In Area	6310	1,000	25	975	3%
Office Supplies	6410	2,500	316	2,184	13%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	235	1,265	16%
Postage and Delivery Expense	6600	480	0	480	0%
Contractual Services/Professional	6710	1,047	0	1,047	0%
Rent/Space Cost	6810	52,152	4,694	47,458	9%
Utilities	6820	7,200	860	6,340	12%
General Liability and Property Insurance	6830	5,000	0	5,000	0%
Communications	6840	15,000	1,766	13,234	12%
Repairs & Bldg Maintenance- Recurring	6850	10,000	895	9,105	9%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	2,500	452	2,048	18%
Vehicle Expense	6920	18,000	128	17,872	1%
Equipment Lease	6930	2,400	535	1,865	22%
Technology	6940	2,000	0	2,000	0%
Fees, Licenses, and Permits	7010	150	0	150	0%
Dues/Subscriptions	7020	7,255	0	7,255	0%
Client Assistance	7210	46,425	265	46,160	1%
Meetings/Workshops	7420	600	0	600	0%
Training and Technical Assistance/Staff	7435	7,500	695	6,805	9%
Advertising	7450	<u>2,339</u>	<u>0</u>	<u>2,339</u>	0%
Total Expenditures		<u>608,265</u>	<u>39,340</u>	<u>568,925</u>	6%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Month Ending October 31, 2024**

		<u>Total Budget - Original</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>2,933,701</u>	<u>126,220</u>	<u>(2,807,481)</u>	4%
Total Revenue		<u>2,933,701</u>	<u>126,220</u>	<u>(2,807,481)</u>	4%
Expenditures					
Salaries & Wages	6010	348,433	15,236	333,197	4%
Fringe	6110	100,976	4,415	96,561	4%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	83,995	3,970	80,025	5%
Travel - In Area	6310	1,000	0	1,000	0%
Office Supplies	6410	2,500	189	2,311	8%
Copies/Printing/Copier	6510	6,000	184	5,816	3%
Postage and Delivery Expense	6600	3,000	0	3,000	0%
Contractual Services/Professional	6710	9,485	0	9,485	0%
Rent/Space Cost	6810	32,472	2,254	30,218	7%
Utilities	6820	5,000	190	4,810	4%
General Liability and Property Insurance	6830	6,000	0	6,000	0%
Communications	6840	15,000	1,584	13,416	11%
Repairs & Bldg Maintenance- Recurring	6850	5,990	352	5,638	6%
Repairs & Bldg Maintenance - Nonrecurring	6855	4,349	0	4,349	0%
Equipment Maintenance	6910	4,000	281	3,719	7%
Equipment Lease	6930	3,000	97	2,903	3%
Technology	6940	3,000	0	3,000	0%
Fees, Licenses, and Permits	7010	350	0	350	0%
Client Assistance	7210	2,287,691	98,679	2,189,012	4%
Expendable Equipment	7320	1,960	0	1,960	0%
Training and Technical Assistance/Staff	7435	6,300	0	6,300	0%
Advertising	7450	<u>3,000</u>	<u>82</u>	<u>2,918</u>	3%
Total Expenditures		<u>2,933,701</u>	<u>127,513</u>	<u>2,806,188</u>	4%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(1,293)</u>	<u>(1,293)</u>	

Capital Area Community Action Agency
LIHEAP DISASTER RELIEF Statement of Revenues and Expenditures
For the Month Ending October 31, 2024

	50%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>250,000</u>	<u>11,990</u>	<u>(238,010)</u>	5%
Total Revenue		<u>250,000</u>	<u>11,990</u>	<u>(238,010)</u>	5%
Expenditures					
Salaries & Wages	6010	34,160	4,702	29,458	14%
Fringe	6110	9,900	1,363	8,537	14%
Indirect Costs	6210	8,235	1,225	7,010	15%
Client Assistance	7210	<u>197,705</u>	<u>4,700</u>	<u>193,005</u>	2%
Total Expenditures		<u>250,000</u>	<u>11,990</u>	<u>238,010</u>	5%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Month Ending October 31, 2024**

	9%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>386,139</u>	<u>6,869</u>	<u>(379,270)</u>	2%
Total Revenue		<u>386,139</u>	<u>6,869</u>	<u>(379,270)</u>	2%
Expenditures					
Salaries & Wages	6010	84,398	3,792	80,606	4%
Fringe	6110	24,459	1,099	23,360	4%
Indirect Costs	6210	20,345	988	19,357	5%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	1,777	56	1,721	3%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	38	1,462	3%
Postage and Delivery Expense	6600	500	0	500	0%
Contractual Services/Professional	6710	5,008	0	5,008	0%
Rent/Space Cost	6810	8,180	515	7,665	6%
Utilities	6820	4,000	208	3,792	5%
General Liability and Property Insurance	6830	8,000	0	8,000	0%
Communications	6840	5,000	312	4,688	6%
Repairs & Bldg Maintenance- Recurring	6850	2,700	10	2,690	0%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,700	0	2,700	0%
Equipment Maintenance	6910	1,500	77	1,423	5%
Vehicle Expense	6920	9,500	0	9,500	0%
Equipment Lease	6930	1,500	135	1,365	9%
Technology	6940	1,500	0	1,500	0%
Fees, Licenses, and Permits	7010	109	0	109	0%
Dues/Subscriptions	7020	200	0	200	0%
Client Assistance	7210	135,755	0	135,755	0%
Expendable Equipment	7320	2,500	0	2,500	0%
Training and Technical Assistance/Staff	7435	62,008	0	62,008	0%
Advertising	7450	<u>2,500</u>	<u>0</u>	<u>2,500</u>	0%
Total Expenditures		<u>386,139</u>	<u>7,231</u>	<u>378,908</u>	2%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(361)</u>	<u>(361)</u>	

**Capital Area Community Action Agency
WAP Infrastructure Statement of Revenues and Expenditures
For the Month Ending October 31, 2024**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
	9%				
Revenue					
Government Contracts - STATE	4010	<u>781,676</u>	<u>48,826</u>	<u>(732,850)</u>	6%
Total Revenue		<u>781,676</u>	<u>48,826</u>	<u>(732,850)</u>	6%
Expenditures					
Salaries & Wages	6010	85,430	8,931	76,499	10%
Fringe	6110	24,758	2,588	22,170	10%
Indirect Costs	6210	20,594	2,327	18,267	11%
Travel - In Area	6310	2,000	104	1,896	5%
Office Supplies	6410	3,000	0	3,000	0%
Copies/Printing/Copier	6510	1,500	0	1,500	0%
Postage and Delivery Expense	6600	500	0	500	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
General Liability and Property Insurance	6830	505	5,200	(4,695)	1030%
Communications	6840	1,500	0	1,500	0%
Repairs & Bldg Maintenance- Recurring	6850	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	0	1,000	0%
Vehicle Expense	6920	52,000	262	51,738	1%
Equipment Lease	6930	1,000	0	1,000	0%
Technology	6940	1,000	0	1,000	0%
Fees, Licenses, and Permits	7010	500	0	500	0%
Dues/Subscriptions	7020	226	0	226	0%
Client Assistance	7210	446,386	29,414	416,972	7%
Equipment/Improvements (\$5,000 or more)	7310	5,000	0	5,000	0%
Expendable Equipment	7320	7,500	0	7,500	0%
Training and Technical Assistance/Staff	7435	117,577	0	117,577	0%
Advertising	7450	<u>3,700</u>	<u>0</u>	<u>3,700</u>	0%
Total Expenditures		<u>781,676</u>	<u>48,826</u>	<u>732,850</u>	6%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Month Ending October 31, 2024**

	9-10%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	366,326	(3,894,652)	9%
Other Revenue	4995	<u>0</u>	<u>750</u>	<u>750</u>	100%
Total Revenue		<u>4,260,978</u>	<u>367,076</u>	<u>(3,893,902)</u>	9%
Expenditures					
Salaries & Wages	6010	2,211,970	167,722	2,044,248	8%
Fringe	6110	641,029	48,606	592,423	8%
Staff Screenings	6180	1,000	45	955	4%
Indirect Costs	6210	533,225	43,698	489,527	8%
Travel - In Area	6310	4,000	1,326	2,674	33%
Office Supplies	6410	5,000	659	4,341	13%
Program Supplies	6415	18,000	3,416	14,584	19%
Classroom Supplies	6420	24,000	966	23,034	4%
Kitchen Supplies	6430	564	0	564	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000	1,040	8,960	10%
Postage and Delivery Expense	6600	460	0	460	0%
Contractual Services/Professional	6710	10,000	0	10,000	0%
Contractual Services – Health/Disabilities	6715	157,808	21,428	136,381	14%
Rent/Space Cost	6810	211,270	17,496	193,774	8%
Utilities	6820	84,718	5,600	79,118	7%
General Liability and Property Insurance	6830	20,000	0	20,000	0%
Communications	6840	55,000	7,502	47,498	14%
Repairs & Bldg Maintenance- Recurring	6850	109,000	5,834	88,023	5%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,000	6,351	10,000	64%
Equipment Maintenance	6910	12,000	1,369	10,631	11%
Vehicle Expense	6920	30,000	430	29,570	1%
Equipment Lease	6930	3,000	411	2,589	14%
Technology	6940	26,934	4,534	22,400	17%
Fees, Licenses, and Permits	7010	550	50	500	9%
Dues/Subscriptions	7020	5,091	1,205	3,887	24%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	0	38	(38)	100%
Equipment/Improvements (\$5000 or more)	7310	0	8,792	(8,792)	100%
Meetings/Workshops	7420	2,010	220	1,790	11%
Training and Technical Assistance/Staff	7435	40,998	17,926	23,072	44%
Advisory/Board Member Expenses	7440	500	60	440	12%
Advertising	7450	5,000	263	4,737	5%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	<u>24,651</u>	<u>0</u>	<u>24,651</u>	0%
Total Expenditures		<u>4,260,978</u>	<u>367,076</u>	<u>3,893,902</u>	9%
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 October 31, 2024

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		5,513			
Grants - Other Not for Profits		101			
In-Kind Revenue		45,752			
VPK/SR		29,955			
	1,065,245	81,320	8%	983,925	92%

Head Start Credit Card Expenses Oct 2024

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6310	255	10/28/2024	37.00 #1596 DARREL JAMES VISA-GAS
HANCOCK CC	1064	6310	255	10/28/2024	58.00 #1596 DARREL JAMES VISA-GAS
HANCOCK CC	1064	6410	255	10/28/2024	139.73 #1596 DARREL JAMES VISA-CHARGERS
HANCOCK CC	1064	6715	251	10/28/2024	50.00 #1596 DARREL JAMES VISA-STUDENT PHYSICAL
HANCOCK CC	1064	7010	255	10/28/2024	50.00 #1596 DARREL JAMES VISA-SAM'S MEMBERSHIP FEE
HANCOCK CC	1064	7210	611	10/28/2024	38.00 #1596 DARREL JAMES VISA-BUS PASS
HANCOCK CC	1064	7420	255	10/28/2024	219.90 #1596 DARREL JAMES VISA-ZOOM
HANCOCK CC	1064	7435	255	10/28/2024	6.45 #1596 DARREL JAMES VISA-COMPUTER RENTAL
HANCOCK CC	1064	7435	255	10/28/2024	59.00 #1596 DARREL JAMES VISA-GAS
HANCOCK CC	1064	7435	255	10/28/2024	868.00 #1596 DARREL JAMES VISA-HOTEL
HANCOCK CC	1064	7435	255	10/28/2024	10.42 #1596 DARREL JAMES VISA-MEAL 10.16.24
HANCOCK CC	1064	7435	255	10/28/2024	17.87 #1596 DARREL JAMES VISA-MEAL 10.16.24
HANCOCK CC	1064	7435	255	10/28/2024	9.68 #1596 DARREL JAMES VISA-MEAL 10.17.24
HANCOCK CC	1064	7435	255	10/28/2024	29.56 #1596 DARREL JAMES VISA-MEAL 10.17.24
HANCOCK CC	1064	7435	255	10/28/2024	18.28 #1596 DARREL JAMES VISA-MEAL 10.18.24
HANCOCK CC	1064	7435	255	10/28/2024	32.41 #1596 DARREL JAMES VISA-MEAL 10.18.24
HANCOCK CC	1064	7435	255	10/28/2024	6.00 #1596 DARREL JAMES VISA-MEAL 10.19.24
HANCOCK CC	1064	7435	255	10/28/2024	17.20 #1596 DARREL JAMES VISA-MEAL 10.19.24
HANCOCK CC	1064	7435	255	10/28/2024	11.22 #1596 DARREL JAMES VISA-MEAL 10.20.24
HANCOCK CC	1064	7435	255	10/28/2024	15.95 #1596 DARREL JAMES VISA-MEAL 10.20.24
HANCOCK CC	1064	7435	255	10/28/2024	17.76 #1596 DARREL JAMES VISA-MEAL 10.19.24
HANCOCK CC	1064	7440	255	10/28/2024	60.00 #1596 DARREL JAMES VISA-BOARD EXPENSE
HANCOCK CC	1064	7020	251	10/28/2024	154.50 #6700 TIM CENTER VISA FIRE INSPECTION FRANKLIN HDST
HANCOCK CC	1064	7435	255	10/28/2024	84.26 #1545 ANNA MC COY VISA-UBER 10/07/24
HANCOCK CC	1064	7435	255	10/28/2024	40.00 #1545 ANNA MCCOY VISA - LUGGAGE-BARBARA EVANS
HANCOCK CC	1064	7435	255	10/28/2024	38.89 #1545 ANNA MCCOY VISA - UBER 10/12/2024
HANCOCK CC	1064	7435	255	10/28/2024	10.57 #1545 ANNA MCCOY VISA -UBER 10/11/2024
HANCOCK CC	1064	7435	255	10/28/2024	10.57 #1545 ANNA MCCOY VISA -UBER 10/11/2024
HANCOCK CC	1064	7435	255	10/28/2024	40.00 #1545 ANNA MCCOY VISA-LUGGAGE-ANNA MC COY
HANCOCK CC	1064	7435	255	10/28/2024	40.00 #1545 ANNA MCCOY VISA-LUGGAGE-ANNA MC COY
HANCOCK CC	1064	7435	255	10/28/2024	40.00 #1545 ANNA MCCOY VISA-LUGGAGE-BARBARA EVANS
HANCOCK CC	1064	7435	255	10/28/2024	40.00 #1545 ANNA MCCOY VISA-LUGGAGE-KIMBERLY SMITH
HANCOCK CC	1064	7450	255	10/28/2024	262.86 #1545 ANNA MCCOY VISA -WORLD OF WORKS SIGNS
HANCOCK CC	1064	7435	255	10/6/2024	22.20 #3248, FATIMA O ALEXANDER, VISA,AMERICAN AIR
HANCOCK CC	1064	7435	255	10/6/2024	872.95 #3248, FATIMA O ALEXANDER, VISA,AMERICAN AIR

HANCOCK CC	1064	7435	255	10/6/2024	872.95	#3248, FATIMA O ALEXANDER, VISA, AMERICAN AIR KIMBERLY SMITH
HANCOCK CC	1064	7435	255	10/28/2024	35.00	#3248 FATIMA OLEABHIELE ALEXANDER VISA-LUGGAGE
HANCOCK CC	1064	7435	255	10/28/2024	35.00	#3248 FATIMA OLEABHIELE ALEXANDER VISA-LUGGAGE
HANCOCK CC	1064	7435	255	10/28/2024	35.00	#3248 FATIMA OLEABHIELE ALEXANDER VISA-LUGGAGE
HANCOCK CC	1064	7460	255	10/28/2024	92.22	#3248 FATIMA OLEABHIELE ALEXANDER VISA-PARENT ENGAGEMENT
HANCOCK CC	1064	7435	255	10/28/2024	135.00	#5810 VENITA TREADWELL VISA-OBSERVER RECERTIFICATION
HANCOCK CC	1064	6180	259	10/28/2024	44.66	#5810 VENITA TREADWELL VISA-BACKGROUND SCREEN-O.ANDREW
HANCOCK CC	1064	6420	256	10/28/2024	89.04	#5810 VENITA TREADWELL VISA-CLASSROOM ACTIVITY
HANCOCK CC	1064	6420	258	10/28/2024	<u>38.62</u>	#5810 VENITA TREADWELL VISA-CLASSROOM ACTIVITY

Total **4,806.72**



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

10-28-24

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

** 0000001

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STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-03	10-02	24055234277107474546437	8099	NIC*-FRA CO HLTH DEPT APALACHICOLA FL	M50.00 ✓
10-04	10-03	24755424277272772409496	2741	FASTSIGNS 172501 850-8942400 FL	M150.00 ✓
10-07	10-04	24015144279025397304825	5542	GATE #1194 TALLAHASSEE FL	M37.00 ✓
10-07	10-03	24692164278108844892516	4111	STARMETRO TALLAHASSEE FL	M38.00 ✓
10-07	10-05	24204294279001721743032	5941	DICKS SPORTING GOODS TALLAHASSEE FL	M53.72 ✓
10-07	10-04	24399004278295019021114	5732	BEST BUY 00004358 TALLAHASSEE FL	M139.73 ✓
10-08	10-07	24011344281000088018220	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M219.90 ✓
10-09	10-08	24755424282262827820774	2741	FASTSIGNS 172501 850-8942400 FL	M182.28 ✓
10-17	10-16	24431064291074950153237	5814	CHIPOTLE 3466 DAVENPORT FL	M17.87 ✓
10-18	10-16	24445004291500562174468	5814	WENDY'S #361 TALLAHASSEE FL	M10.42 ✓
10-21	10-17	24632694292500626080263	7399	11TH HR SQ OMNI CHAMPIONS GT FL	M1.45 ✓
10-21	10-17	24632694292500626080180	7399	11TH HR SQ OMNI CHAMPIONS GT FL	M5.00 ✓
10-21	10-19	24755424294162943216475	5812	BANQUETS AND CATERING OMN CHAMPIONS GT FL	M6.00 ✓
10-21	10-17	24755424292172928566408	5947	OMNI ORLANDO DAVIDS CLUB CHAMPIONS GAT FL	M9.88 ✓
10-21	10-20	24116414294125368039792	5814	CHINATOWN OF ORLANDO ORLANDO FL	M15.95 ✓
10-21	10-19	24755424294162947721207	5812	OMNI ORLANDO BROADWAY DEL CHAMPIONS GAT FL	M17.20 ✓
10-21	10-19	24116414294124989087090	5814	WINGSTOP 2604 DAVENPORT FL	M17.76 ✓
10-21	10-18	24755424293262932048755	5947	OMNI ORLANDO DAVIDS CLUB CHAMPIONS GAT FL	M18.28 ✓
10-21	10-17	24755424292172928565855	5812	OMNI ORLANDO TREVIS CHAMPIONS GAT FL	M29.66 ✓
10-21	10-18	24755424293262932046403	5812	OMNI ORLANDO CROCS BAR-CHAMPIONS GAT FL	M32.41 ✓
10-21	10-17	24164074292974693607715	5542	RACETRAC246 00002469 KISSIMMEE FL	M59.00 ✓
10-21	10-20	24755424295732957434617	3592	OMNI HOTELS CHAMPIONS GAT FL 881761 ARRIVAL: 10-16-24	M868.00 ✓
10-22	10-20	24445004295500650372806	5814	KRYSTAL JAXF24 LIVE OAK FL	M11.22 ✓
10-23	10-21	24431064296078295646172	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M291.71 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-24		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,450.15
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS .00
		STATEMENT TOTAL 2,450.15
		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

10-28-24

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-24	10-23	24445004298400258592486	5300	SAMS CLUB #8120 TALLAHASSEE FL	M50.00 ✓
10-24	10-23	24455014297141008456563	5542	SAMSLUB 8120 GAS TALLAHASSEE FL	M58.00 ✓
10-24	10-22	24427334297710028550634	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M60.00 ✓



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

10-28-24

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TIM CENTER
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
10-03	10-02	24906414276210582349932	4816	DNH*GODADDY#3330877067 480-5058855 AZ	M46.34
10-07	10-05	24801974280111162196904	5811	SONNYS BBQ -10 850-878-1185 FL	M1,584.00
10-08	10-07	24692164282101943615254	8398	IN *LEADERSHIP FLORIDA ST 850-5211220 FL	M303.85
10-10	10-09	24707804283027018330730	7399	EPCI-CITY OF MEXICO BEACH MEXICO BEACH FL	M154.50
10-14	10-11	24015144286028945318490	5542	GATE #1194 TALLAHASSEE FL	M37.76
10-22	10-21	24692164295101424931274	5988	GAN*1568TALLHDEMOCIRC 888-426-0491 IN	M29.04
10-22	10-21	24011344295000094282368	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M319.90
10-24	10-23	24011344297000088697736	5734	GRAMMARLY CO*K2MQQOZ HTTPSWWW.GRAM CA	M144.00
10-24	10-23	24906414297212264188112	4816	DNH*GODADDY#3370179860 480-5058855 AZ	M359.64
10-25	10-24	24801974299130003106624	8699	COMMUNITY ACTION PARTNER 202-265-7546 DC	M695.00

STATEMENT DATE 10-28-24	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,674.03
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 3,674.03
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 20,000.00



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

10-28-24

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

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STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-07	10-07	24036294281716949739559	4121	UBER *TRIP HELP.UBER.COM CA	M84.26 ✓
10-08	10-06	24035964281069060300796	3001	AMERICAN AIR0010289445998 FORT WORTH TX MCCOY ANNA DEPARTURE: 10-06-24 EBC AA Y FEE	M40.00 ✓
10-08	10-06	24035964281069060300804	3001	AMERICAN AIR0010289446091 FORT WORTH TX PROCTOR EVANS BARBAR DEPARTURE: 10-06-24 EBC AA Y FEE	M40.00 ✓
10-08	10-06	24035964281069060300812	3001	AMERICAN AIR0010289446201 FORT WORTH TX SMITH KIMBERLY DEPARTURE: 10-06-24 EBC AA Y FEE	M40.00 ✓
10-14	10-11	24036294285712611579064	4121	UBER *TRIP HELP.UBER.COM CA	M10.57 ✓
10-14	10-11	24036294285744607100365	4121	UBER *TRIP HELP.UBER.COM CA	M10.57 ✓
10-14	10-12	24036294288712701178560	4121	UBER *TRIP HELP.UBER.COM CA	M38.89 ✓
10-14	10-11	24035964288071787113226	3001	AMERICAN AIR0010289686874 FORT WORTH TX PROCTOR EVANS/BARBAR DEPARTURE: 10-11-24 LAS AA S DFW AA S TLH	M40.00 ✓
10-14	10-11	24035964286071787113283	3001	AMERICAN AIR0010289686902 FORT WORTH TX MCCOY/ANNA DEPARTURE: 10-11-24 LAS AA S DFW AA S TLH	M40.00 ✓
10-14	10-13	24943004287072759109601	3771	CAESARS HOTEL & CASINO 8662094732 NV 166927628662094732 ARRIVAL: 10-06-24	M85.04 ✓
10-14	10-13	24943004287072759109635	3771	CAESARS HOTEL & CASINO LAS VEGAS NV 16674859 ARRIVAL: 10-06-24	M85.04 ✓
10-24	10-23	24445004298400258613742	5300	SAMS CLUB #8120 TALLAHASSEE FL	M262.86 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 777.23
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 777.23
		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

10-28-24

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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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-07	10-06	24035964280068546226113	3001	AMERICAN AIR0014444703504 FORT WORTH TX FATIMA OLEABHIELE AL DEPARTURE: 10-06-24 TLH AA G DFW AA G LAS	M35.00 ✓
10-11	10-10	24035964285071149367701	3001	AMERICAN AIR0014445104375 FORT WORTH TX FATIMA OLEABHIELE AL DEPARTURE: 10-11-24 LAS AA C DFW AA C TLH	M35.00 ✓
10-11	10-10	24035964285071149368048	3001	AMERICAN AIR0014445104434 FORT WORTH TX KIMBERLY SMITH DEPARTURE: 10-11-24 LAS AA S DFW AA S TLH	M35.00 ✓
10-25	10-24	24445004299400263268648	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M92.22 ✓

STATEMENT DATE 10-28-24	ACCOUNT NUMBER	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 197.22
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 197.22
		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

10-28-24

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
10-03	10-02	24492164277000004053562	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M135.00
10-24	10-23	24055234298128923718414	9399	NIC*-AGENCY FOR HLTHCR EGOV.COM FL	M44.66
10-24	10-23	24455014297141005991752	5411	WAL-MART #4520 TALLAHASSEE FL	M127.66

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-24	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 307.32
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 307.32
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



FLORIDA COMMERCE

Community Services Block Grant (CSBG)

Community Action Plan

Submission Date: 12/3/2024

FFY: 2025

Agency Contact Person Regarding the Community Action Plan:

Name:	Tim Center
Title:	Chief Executive Officer
Phone:	850.222.2043 x 105
Email:	Tim.center@cacaainc.org

Certification of Community Action Plan and Assurances

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 2025 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

Shanetta Keel
Board Chairperson (signature)

12/3/2024
Date

Tim Center
Executive Director (signature)

12/3/2024
Date

Certification of ROMA Trainer or Implementer

The undersigned hereby certifies that this organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

Natalie Vasquez
Natalie Vasquez, DC=plbcgov, OU=Enterprise, OU=CSD, OU=CA, CN=Natalie Vasquez, E=Nvasquez@plbc.gov
I am the author of this document.
NCRT/NCRI



12/3/2024
Date

Contents

Agency Information	2
Geographic Service Area	2
Geographic Service Area map	3
Vision Statement	3
Mission Statement	3
Community Needs Assessment (CNA)	4
Define Your Community Needs Assessment (CNA) Process	5
Describe the findings and results of your Community Needs Assessment	6
Service Delivery System	6
Strategic Plan (or Comparable Planning Document for Public CAAs)	8
Linkages and Funding Coordination	10
Tripartite Board of Directors	11
Agency Bylaws	12
Agency-Wide (or Department-Wide) Organizational Chart	12
Agency-Wide (or Department-Wide) Budget	12
Agency Succession Plan	12
Agency-Wide (or Department-Wide) Comprehensive Risk Assessment	12
Annual Analysis of the Agency’s Outcomes	13
Federal Assurances and Certification	13

Agency Information

Agency Name:	<i>Capital Area Community Action Agency</i>	
Address:	<i>309 Office Plaza Drive</i>	
	<i>Tallahassee, Florida 32301</i>	
Phone:	<i>850.222.2043</i>	
Website:	<i>CapitalAreaCommunityActionAgency.com</i>	
ED/CEO:	<i>Tim Center</i>	
Board Chair:	<i>Shanetta Keel</i>	
Type of Agency:	Local Government	
	Farmworker	
	Nonprofit	<i>X</i>

Geographic Service Area

The Capital Area Community Action Agency operates an anti-poverty program in accordance with the Community Services Block Grant Act through funds allocated by the Executive Director of the Florida Department of Commerce (FloridaCommerce) and the U.S. Department of Health and Human Services.

List all Counties Served through CSBG:

<i>Calhoun</i>
<i>Franklin</i>
<i>Gadsden</i>
<i>Gulf</i>
<i>Jefferson</i>
<i>Leon</i>
<i>Liberty</i>
<i>Wakulla</i>

Provide the location for all service centers, including the main office.

Leon County and Jefferson— Main Office

*309 Office Plaza Drive
Tallahassee, Florida 32301*

Calhoun & Liberty Counties

*20859 Central Avenue E
Blountstown, Florida 32324*

Franklin County

*25 Island Drive
Eastpoint, Florida 32328*

Gadsden County

*228 Madison Street
Quincy, Florida 32328*

Gulf County

*401 Peters Street
Port St. Joe, Florida 32456*

Wakulla County

*2889 Crawfordville Highway, Suite A
Crawfordville, FL 32327*

Geographic Service Area map

Attach a map of the Agency's service area.



Service Area Overview

Capital Area Community Action Agency serves Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties.

Vision Statement

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Date approved by Tripartite Board (most recent): N/A
(For reference, refer to Organizational Standards Category 4: Organizational Leadership.)

Type your agency's Vision Statement below.

The Agency does not have a vision statement.

Mission Statement

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Date last reviewed and approved by Tripartite Board (most recent): 12/7/22

(For reference, refer to Organizational Standard 4.1.)

Type your agency's Mission Statement below.

Our Mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives and our community.

Community Needs Assessment (CNA)

(For reference, refer to Organizational Standards 1.1, 1.2, 2.2, and Category 3: Community Assessment.)

Date of the most recently completed CNA: 12/5/2022

Timeframe: 2022

(enter the timeframe the CNA covers)

Date approved by Tripartite Board (most recent): 12/13/2022

(For reference, refer to Organizational Standard 3.5)

The narrative description provided for the needs assessment serves as the basis for the agency's goals, problem statements, and program delivery strategies of the CSBG/National Performance Indicators. The needs assessment should describe local poverty-related needs and prioritize eligible activities to be funded by CSBG.

Agency needs assessments shall identify the processes used to collect the most applicable information. In particular, describe how the agency ensures that the needs assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the community action plan.

Please note which combination of activities to perform needs assessments were used, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.

Focus Groups	<i>Getting Ahead/Staying Ahead conversations</i>
Asset Mapping	N/A
Surveys	<i>CareerSource, United Way, and Children's Services Council Leon</i>
Community Dialogue	N/A
Interviews	N/A
Public Records	N/A

Define Your Community Needs Assessment (CNA) Process

1. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.1)

The Agency used anecdotal data feedback from clients served. More than 15,000 individuals were served in the last fiscal year. Based on the feedback received, the strategic plan was developed.

2. Describe how the agency analyzes information collected from low income individuals as part of the community needs assessment process (methodology). (Organizational Standard 1.2)

The Agency used anecdotal data feedback from clients served through Getting Ahead/Staying Ahead. More than 15,000 individuals were served through LIHEAP last fiscal year. Based on the feedback received, the strategic plan was developed.

3. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). (Organizational Standard 2.2)

Community-Based Organizations	<i>United Way of the Big Bend, Children's Services Council Leon</i>
Faith-Based Organizations	
Private Sector	<i>Utility providers</i>
Public Sector	<i>County and City Commissioners</i>
Educational Institutions	
Other	

4. For each data point listed below, provide the information from the CNA that was collected as part of the process and a brief summary of how it was used. (Organizational Standard 3.2)

Poverty and Gender	<i>Community Action Partnership Hub Data</i>
Poverty and Age	<i>Community Action Partnership Hub Data</i>
Poverty and Race/Ethnicity	<i>Community Action Partnership Hub Data</i>

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process. (Organizational Standard 3.3)

Qualitative	<i>Senior Management Meetings and Board Meetings</i>
Quantitative	<i>Community Action Partnership Hub Data</i>

Describe the findings and results of your Community Needs Assessment

Top Five Needs	Agency Priority (Yes/No)	Description of programs/services /activities	Coordination
<i>Single mothers</i>	<i>Yes</i>	<i>LIHEAP includes single mothers as a priority category. CSBG-funded Getting Ahead/Staying Ahead focusses on this population.</i>	<i>Working with Head Start, Kids Incorporated, and Healthy Start.</i>
<i>Laser Focus on Vulnerable Communities</i>	<i>Yes</i>	<i>Getting Ahead/Staying Ahead focusses on communities with high poverty rates.</i>	<i>Working with the Tallahassee Housing Authority, CareerSource, and Kids Incorporated.</i>
<i>Breaking down silos</i>	<i>Yes</i>	<i>Ongoing collaborative meetings with similar social service organizations to holistically serve families.</i>	<i>CareerSource and Kearney Center.</i>
<i>Housing</i>	<i>Yes</i>	<i>Using Weatherization Assistance Program as the hook to supplement services to low income housing.</i>	<i>SHIP programs in each county.</i>
<i>Early Childhood Education</i>	<i>Yes</i>	<i>Two-generation approach coupling Getting Ahead/Staying Ahead with Head Start families to move families out of poverty.</i>	<i>Head Start.</i>

Top Five needs: List the top five needs from your most recent Needs Assessment

Agency Priority: Enter a Yes or No in the box, to indicate if the need will be addressed in the current year either directly or indirectly. If the need will not be met please provide explanation in narrative section.

Description of programs/services/activities: Briefly describe the program, service or activity that your entity will directly provide.

Coordination: If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

Service Delivery System

Describe the overall Service Delivery System for services provided with CSBG funds and describe how the CAAs services enhance and/or differ from those offered by other providers, i.e. bundled services– please include specific examples.

1. Describe the agency's service delivery system for services provided using CSBG funds. Please include when and how clients enter into your program.

The Agency's service delivery system ensures that people seeking services through programs like Head Start, Emergency Services including LIHEAP, and the Weatherization Assistance Program, are made aware of and are referred to all appropriate services within the Agency. For example, Family Advocates in the Head Start program refer Head Start parents to the Getting Ahead/Staying Ahead self-sufficiency case managers to assess parents for the program and subsequent job training and education services funded through CSBG.

In addition, the Agency works closely with local agencies such as CareerSource and faith-based institutions to ensure that their clients and members are aware of the Agency's program. The agencies are provided applications for the services provided under CSBG funding.

2. Provide a copy of your agency's most current CSBG Workplan at Attachment A .
3. How do your services/programs differ from those of other providers?

The Agency's self-sufficiency program is based on Getting Ahead/Staying Ahead. Getting Ahead in a Just-Gettin'-by World is an evidence-based program that serves as the entry point to CSBG-funded activities designed to help promote economic mobility and reduce dependency on public assistance. The Getting Ahead curriculum empowers people living in poverty or the working poor (ALICE population) to break the tyranny of the moment, learn and understand fundamental rules of economic class and language, and to develop their future story. The transformation that occurs helps move clients from concrete thought to abstract thought and act accordingly. The future story serves as a basis for their plan of action in the Staying Ahead (self-sufficiency) program.

Staying Ahead pairs volunteer mentors with Getting Ahead graduates coupled with Agency case management. The mentors help re-enforce the lessons learned in Getting Ahead, build the client's social capital in the resourced community and assist in helping them achieve the goals in their future plan. Case managers work directly with clients to assist in accomplishing the steps necessary to achieve their future story goals. The mentorship program lasts about six months and case management may last a couple months longer. Staying Ahead is based on the evidence-based Circles USA model.

The services differ from those of other agencies because they are not designed to provide immediate assistance but to build capacity and transformative skills in clients that will help them

break the cycle of what is usually a generational poverty situation. The agency's goal is to expand this type of programming to other service providers. ECHO, a faith-based nonprofit, adopted the model and was set to implement the Getting Ahead program in 2018.

4. List your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.).

The Agency uses CSBG funding to support staff salaries, program support, and direct client services such as on-the-job training, education and educational support, case management, and training and technical assistance for all its services provided under CSBG funding.

The Getting Ahead/Staying Ahead curriculum was discovered through research on evidence-based programs that effectively reduce poverty rates among participants. Staff have been trained and continue to be trained to facilitate and execute the program's delivery with fidelity to the curriculum design. The Staying Ahead mentorship component was based on the Circles USA mentorship model, which is also an evidence-based program showing great promise.

The Agency spends CSBG funds in the following categories to realize the agency's mission of empowering low-income citizens with skills and motivation to become self-sufficient.

<i>Office Rent</i>	<i>Office space for Getting Ahead case management.</i>
<i>Staff Salaries</i>	<i>Salary and benefits for Getting Ahead case management staff and partial staff salaries for LIHEAP.</i>
<i>Getting Ahead</i>	<i>Class materials, stipends, meeting space and related expenses.</i>
<i>Professional Development</i>	<i>Staff training for Getting ahead and case management services.</i>
<i>Client Services</i>	<i>Getting Ahead/Staying Ahead clients receive goods and services to help them complete the Getting Ahead/Staying Ahead program – including services related to housing, education, job training, transportation, etc.</i>

Strategic Plan (or Comparable Planning Document for Public CAAs)

(For reference, refer to Organizational Standards 4.3 and Category 6.)

Date approved by Tripartite Board (most recent): 12/13/2022

(For reference, refer to Organizational Standard 6.1.)

1. Describe your agency's strategic planning process, including how the agency used ROMA in completing the plan. (Organizational Standard 4.3)

The Agency Board of Directors continually reviews service delivery plans and uses the Community Needs Assessment to guide any policy and programmatic necessary to help achieve the mission of the Agency. The Agency strategic plan guides the work of the Agency and is reviewed every two years. Any new priorities, strategies or objectives are run through a ROMA logic model to determine whether the desired goals can be achieved and how best to measure them.

2. Describe how the strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient. (Organizational Standard 6.2)

The Agency's priority focus is reducing poverty. The transformative program Getting Ahead/Staying Ahead has been a key strategy used to achieve this goal. Staff turnover requires significant training and technical assistance to keep up the momentum created by the program among the clients served.

3. Describe the family, agency and/or community goals contained in the strategic plan. (Organizational Standard 6.3)

Goal 1: Help low-income people become more self-sufficient. Low-income people often must rely upon government programs for economic sufficiency due to lack of opportunities, education and job training for employability. Strategies include: Getting Ahead/Staying Ahead classes; enrolling clients in education and job training programs; offering Head Start childcare services to clients; and providing supportive direct services to clients including food, transportation and housing assistance.

Goal 2: Improve the conditions in which low-income people live. Low-income people often do not have the knowledge and skills to advocate for themselves and their own interests.

Goal 3: Help low-income residents obtain the skills and knowledge to advocate for themselves and their interests. Strategies include: Offering opportunities through business mentorships in Staying Ahead, employment and job training programs; and community initiatives such as Step Up for Gadsden.

Goal 4: Strengthen families and offer support to help low-income residents achieve their potential. Low-income families often do not have the basic knowledge and skills or sufficient income to improve their standard of living/quality of life. Community Action will meet low-income individuals where they are and strive to provide these families with the services and resources needed to improve their lives. Strategies include: Priority assistance to seniors, disabled and families with young children, provide emergency assistance where available, and partner with available programs to ensure healthy children ready to learn.

4. Describe the customer satisfaction data and customer input contained in the strategic plan along with a brief explanation of how this data was used. (Organizational Standard 6.4)

Client data and input helps to ensure that the delivery of services meets the ultimate mission of empowering low-income citizens with skills and motivation to become self-sufficient.

Linkages and Funding Coordination

(For reference, refer to Organizational Standard 2.1.)

1. Describe the process utilized by your agency to link services and coordinate funding in your service area.
 - a. Indicate how staff was involved, i.e. attended community meetings, I&R, etc.
 - b. Describe how services are targeted to low income individuals and families.
 - c. Describe how linkages will be developed to fill identified gaps in services.

Agency staff attends regular coalition meetings in their respective areas as well as serve on local committees. The Agency is also a Chamber of Commerce member in each of its counties and staff regularly attends meetings.

The Agency targets services toward low-income individuals and families by the requirement that household income must be at or below 200% of poverty in order to receive CSBG services.

Linkages and partnerships have been developed with the four Career Source agencies that cover Community Action's eight county region, local senior service centers, local coalitions and other groups in order for Community Action to refer its clients for additional services not available through the Agency.

2. Explain if there is a formalized coalition of social service providers in your service area. If so list the coalitions by name, describe the mission of the coalition, who participates, and methods used by the coalition to coordinate services/funding.

Most of the counties in Community Action's service area have formal coalitions that meet regularly. Community Action staff actively participates in these sessions. Local social service agencies, government, business entities and other interested parties participate in the coalitions. Services are coordinated by the coalition members and funding may be provided through the coalition or the membership. These coalitions include:

*Big Bend Homeless Coalition
Whole Child Leon
United Way of the Big Bend
Franklin's Promise Coalition
Jefferson County Shared Services Coalition
United Partners for Human Services
Transportation Disadvantaged
Wakulla County Coalition for Youth
Healthy Start Coalition of Jefferson, Madison & Taylor Counties
Big Bend COAD (Communities Organizations Active in Disasters)*

- Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding.

Community Action has memorandums of understanding/agreements with the four Career Source regional boards that cover the Agency's service area. It also has agreements with the EHEAP providers.

Tripartite Board of Directors

(For reference, refer to Organizational Standards Category 5: Board Governance.)

- What is the total number of Board members as stated by your Bylaws? Maximum of 27
- Vacancy Resolution Plan – Does your board currently have any vacancies? Yes No
If yes, please complete the table below for each vacant seat.

Add rows as needed

Position	Date Vacancy Occurred	Estimated Date to be Filled	Reason for Vacancy	Steps taken to fill Vacancy
<i>Calhoun – Low Income, Public, Private Sectors</i>	<i>3/23</i>	<i>3/25</i>	<i>No willing partners</i>	<i>Chamber will be contacted, City Manager will be contacted, Getting Ahead graduates will be convened</i>
<i>Franklin – Low Income, Public, Private Sectors</i>	<i>1/24</i>	<i>3/25</i>	<i>No willing partners</i>	<i>Chamber will be contacted, City Manager will be contacted, Getting Ahead graduates will be convened</i>
<i>Gadsden – Public and Private Sectors</i>	<i>1/24</i>	<i>3/25</i>	<i>No willing partners</i>	<i>Chamber will be contacted, City Manager will be contacted, Getting Ahead graduates will be convened</i>
<i>Gulf – Low Income, Public Sector, Private Sectors</i>	<i>1/24</i>	<i>3/25</i>	<i>No willing partners</i>	<i>Chamber will be contacted, City Manager will be contacted, Getting Ahead graduates will be convened</i>
<i>Jefferson – Low Income, Public Sector, Private Sector</i>	<i>3/24</i>	<i>3/25</i>	<i>No willing partners</i>	<i>Chamber will be contacted, City Manager will be contacted, Getting Ahead graduates will be convened</i>

Agency Bylaws

Date Approved by Tripartite Board (Most Recent): November 2020
(For reference, refer to Organizational Standards Category 5.)

Date Reviewed by an Attorney (Most Recent): November 2020
(For reference, refer to Organizational Standard 5.3.)

Date Bylaws Last Distributed to Board Members (Most Recent): 2/27/2024
(For reference, refer to Organizational Standard 5.4.)

Agency-Wide (or Department-Wide) Organizational Chart

Does your agency have an agency-wide organizational chart? Yes No
If not, what document does your agency and board use to identify positions within your agency?
(For reference, refer to Organizational Standard 7.3.)

Agency-Wide (or Department-Wide) Budget

Does your agency have an agency-wide budget? Yes No
If not, what document does your agency and board use track annual funding?
(For reference, refer to Organizational Standards 8.7 and 8.9.)

Agency Succession Plan

Does your agency have an agency succession plan? Yes No
If not, what policies are in place in the event of an unplanned emergency absence by key staff members?
Does the plan cover unplanned short-term absences? Yes No
Does the plan cover long-term (planned or not) absences? Yes No

Date Approved by Tripartite Board (Most Recent): November 2023
(For reference, refer to Organizational Standard 4.5.)

Agency-Wide (or Department-Wide) Comprehensive Risk Assessment

Does your agency have a comprehensive risk assessment? Yes No
If not, what policies are in place to ensure the agency does not put itself at risk?

Date Reported to the Tripartite Board (Most Recent): February 2023
(For reference, refer to Organizational Standard 4.6.)

Annual Analysis of the Agency's Outcomes

Does your agency provide an annual analysis or report to the governing board to include the following:

Report Type	Yes	No	Date Provided to the Board (Most Recent)
Update on the success of the specific strategies include in this Community Action Plan	X		Bi-monthly Board meetings
Update on the progress of meeting the goals of the strategic plan	X		Bi-monthly Board meetings
An analysis of the agency's outcomes and any operational or program adjustment and improvements identified	X		Bi-monthly Board meetings

(For reference, refer to Organizational Standards 4.4, 6.5, 9.3)

Federal Assurances and Certification

Public Law 105-285, s. 676 (b) establishes federal assurances eligible entities are to comply with. FloridaCommerce, in its state plan submission, provides a narrative describing how the eligible entities in Florida will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances, the annual FloridaCommerce Federally Funded Subgrant Agreement, and any other laws, rules, and statutes in the performance of the activities funded through this grant.

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT DECEMBER 2024

Administrative

- Open enrollment is completed. The new benefits year is underway effective December 1.
- The elevator renovation under contract should take two weeks and begin this month.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Head Start Director – Key hire approved by Region IV, HHS.
- Head Start –Franklin County Head Start still has a rodent problem. Coastal Wildlife will be out to continue their efforts.
- Monthly Head Start management calls with Region IV HHS Office Specialist with our HHS Program Specialist – Ebony Cray
- Still working on Jefferson Head Start Center replacement options. We are in touch with Duke Energy.
- Submitting to FloridaCommerce the CSBG Org Standards materials this week.
- Submitted Contract Attachments for CHSP grant with City of Tallahassee.

Impact: Redesigning entitlement programs toward more independent services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. I serve on the CareerSource Capital Region Board.
- Participated in FACA Board of Directors and Executive Committee Meetings.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Working on Duke Energy for Community Investment (building)

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

Out of Office

- December 23-January 3 – PTO
- January 16-17 – PTO
- January 28-31 – New Orleans – CAP Conference
- May 16, 19-23 - PTO



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