

Capital Area **Community Action** Agency

Executive Committee Meeting Agenda Tuesday, October 27, 2026 Meeting via TEAMS

- I. Call to Order – 5:30 p.m. Melissa Miller, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendations for Review and Approval
 - A. Board Activity
 - 1) Executive Committee Meeting Minutes – September 8, 2026
 - B. Financial Report Keith Dean, CFO
 - C. Other Items for Review and Approval
- V. Chief Executive Officer's Report Nina Self, Interim CEO
- VI. Chair's Report
- VII. Adjournment

Next Board of Directors Meeting – November 17, 2026 – 6:00 p.m.

South City Head Start Media Center

2813 Meridian St.

Tallahassee 32301

Next Executive Committee Meeting – December 8, 2026 – 5:30 p.m.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.org



Capital Area **Community Action** Agency

**Executive Committee
Meeting Minutes
Via Microsoft Teams, Tallahassee, Florida
September 8, 2026**

Members in Attendance

Melissa Miller, Chair
Carolyn Francis, Secretary

Absent: Linette Williams

CACAA Staff

Nina Self, CEO
Keith Dean, Chief Financial Officer
Margaret Watson, HR Manager
Michelle Hawkins, FSS Coordinator

CALL TO ORDER

The Chair called the meeting to order at 5:37 p.m. A quorum was established.

ACTION ITEMS

Approval of Agenda:

The Chair entertained a motion to approve the agenda.

Motion: Ms. Frances moved approval of the agenda

Second: Ms. Miller seconded the motion

Vote: The motion was unanimously approved

Approval of Minutes

The Executive Committee reviewed the minutes of June 23, 2026.

Motion: Ms. Frances moved approval of the minutes

Second: Ms. Miller seconded the motion

Vote: The motion was unanimously approved

Financial Report

Keith Dean, CFO, presented the financial report for the quarter ending June 30, 2026. He reported that revenues and expenditures were where they expected with some excess expenditures. He reported that there were two new variances.

- **Rent:** Rental expenses increased as a result of the addition of Head Start program locations.
- **Utilities:** There was an increase in utilities due to operational cost associated with maintaining nine Head Start Center locations.

Motion: Ms. Frances moved approval of the financial report

Second: Ms. Miller seconded the motion

Vote: The motion was unanimously approved



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CEO REPORT

Nina Self, CEO reported the following:

Board Recruitment/Outreach

- Ms. Self reported that the Board Bylaws states that a board member who fails to attend two (2) regular meetings in a calendar year will result in a letter informing the member of their two absences. The Board will take into consideration the absences and determine if they are excused absences at the next Board meeting.
- Ms. Self conducted a wellness check with Board members who have missed several recent meetings to inquire about their well-being and confirm whether they wish to continue serving on the Board.
- Ms. Fortune Member-at-Large has resigned from the Board effective August 17, 2026.
- There will be an introduction of five new Board members at the September 22nd Board meeting. The new appointments will bring the Board to sixteen new members.
 - John Paul Fiore – Leon – Florida Senate
 - Jenness Jones - Wakulla County – Mental Health Counselor
 - Christy McElroy – Leon/Gulf – Private Sector
 - Dannie McMillon – Gadsden – MLK Scholarship
 - Alexander Tolmich – Leon – Florida Senate
- The Board still needs representation from Calhoun and Liberty counties.
- Ms. Francis has agreed to serve as Vice Chair on the Board.
- Mr. Jennings has agreed to serve as Member-at-Large.
- Ms. Lakeisha Campbell has agreed to serve as secretary.

Franklin County Update

Ms. Self and Mr. Lanier held a follow-up conversation regarding the Franklin Head Start Center matter raised during the July 28, 2026, Board meeting. Mr. Lanier expressed a desire to resolve the matter and work toward a mutually agreed-upon resolution with the advocacy group that would establish a plan for Head Start services to return to Franklin County in the future. They agreed to continue to work with the Board and advocacy group to get a resolution to return Head Start services to Franklin County by fall 2026.

Upcoming Board Meetings

- The 2026/2027 Agency Budget will be presented for approval at the September Board meeting
- The meeting in November will be held with the Policy Council and Board for the required annual governance training.

- Board and staff will continue working on the strategic plan at the January Board meeting. It is not due until December 2027.
- Board Committees are encouraged to meet in between Board meetings to develop their agenda for the coming year.

Conference Attendance Update

- **Florida Association for Community Action (FACA) Conference:** Several staff members attended the FACA Conference August 24-27, 2026. The conference had workshops on areas important to CSBG, LIHEAP and WAP.
- **National Community Action Partnership (NCAP):** I attended the NCAP Conference August 30 – September 5, 2026. There were over 1,300 attendees from all 50 states. This conference provides an opportunity to see the big picture at the federal level and to network with staff from other states to share program ideas.
- **The National Head Start Association Conference:** The conference is scheduled for October 26–29, 2026. This conference will offer an opportunity to receive updates on the proposed changes to the Head Start program that could change the scope of service delivery to our families.

Mr. Dean said he communicates with other Community Action Agencies, and they view our organization as an expert resource, particularly regarding possible administrative-cost changes.

BOARD CHAIR REPORT

- **FACA Conference:** The Chair also attended the FACA Conference August 24-27, 2026 in Orlando. The training offered an opportunity to gain a greater understanding of the Agency operations and the importance of fundraising.
- **Fundraising:** The Chair highlighted the importance of unrestricted funds in providing financial flexibility to support the agency's operational efforts, and credited Ms. Self's leadership with helping the agency continue operating during the shutdown. The fundraising committee is working on ideas for an annual signature fundraising event for the agency.

Adjournment

The meeting adjourned at 6:05 p.m.

Board Secretary

Date

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2026
Capital Area Community Action Agency**

As of August 31, 2026, we have completed eleven months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 82% and 83% respectively with excess expenditures of \$36,209.

Non-Federal Share (NFS) Match at August 31, 2026, was \$618,453 of the \$1,071,944 target. No Updates for In Kind have been included since May 2026 but will be updated when provided.

Agency Wide Variances

- Rent/Space Cost – is over budget and is forecast to go over budget by \$35,000 with the additional Head Start sites and the main office repairs.
- Utilities – is slightly over budget and projected to go over budget by \$10,000 based on current spending.
- Communications – is over benchmark budget and is forecast to go over budget by about 10%.
- Repair & Building Maintenance – Non-Recurring – is significantly over budget due to the moving and setup of several new Head Start Centers.
- Equipment Maintenance – is over budget with a few expenses related to server failures and battery backups.
- Equipment Lease – is over budget and projected to go over budget by \$1,500 based on current spending.
- Technology – is over the budget due to the addition of additional curriculums for Head Start and VPK.
- Dues/Subscriptions – is over budget with the addition of several Chat GPT and AI services not utilized in previous periods.
- Special Events – is over budget with the purchase of the Head Start caps and gowns but is offset partially by the special event revenue.
- Registration Fees – is over budget with the addition of UPHS registration fees across the programs although there is no line item in the budget for registration fees. There are funds available in Meetings/Workshops or Training and Technical Assistance/Staff Development.
- Interest Expense – is over budget due to the Line of Credit being activated during the Government shut down.
- Bank Service Charges – is over budget due to the Line of Credit being activated during the Government shut down.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 11 Months Ending 8/31/2026

		Total Budget			
	92%	Total Budget - Original	Current Year Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	3,613,456	(647,522)	85%
Government Contracts - STATE	4010	2,565,606	1,902,170	(663,436)	74%
Government Contracts - LOCAL	4020	124,888	268,477	143,589	215%
Grants - Other Not-for-Profits	4100	6,573	6,620	47	101%
Grants - All Other Sources	4120	8,000	8,000	0	100%
Contributions	4200	2,000	9,107	7,107	455%
Contributions- Restricted	4210	29,000	2,634	(26,366)	9%
Special Events	4300	2,000	4,520	2,520	226%
Commissions-Vending/Photo	4320	0	1,729	1,729	100%
Interest Income	4950	0	677	677	100%
Fringe Pool Revenue	4960	956,000	769,158	(186,842)	80%
Indirect Pool Revenue	4970	839,909	650,238	(189,671)	77%
Other Revenue	4995	2,000	19,938	17,938	997%
Total Revenue		8,796,954	7,256,725	(1,540,230)	82%
Expenditures					
Salaries & Wages	6010	3,317,272	2,707,865	609,407	82%
Fringe	6110	971,448	769,158	202,290	79%
FICA	6120	257,000	199,263	57,737	78%
Unemployment	6130	43,000	11,976	31,024	28%
Workers Compensation	6140	40,000	22,838	17,162	57%
Health Insurance	6150	490,000	436,286	53,714	89%
Life Insurance	6160	36,000	29,856	6,144	83%
Retirement	6170	60,000	42,183	17,817	70%
Staff Screenings	6180	3,950	2,316	1,634	59%
Indirect Costs	6210	831,158	657,938	173,220	79%
Travel - In Area	6310	12,300	5,151	7,149	42%
Office Supplies	6410	17,500	11,820	5,680	68%
Program Supplies	6415	51,146	22,938	28,208	45%
Classroom Supplies	6420	33,000	19,273	13,727	58%
Kitchen Supplies	6430	18,000	13,124	4,876	73%
Medical/Dental Supplies	6440	500	324	176	65%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	21,476	6,974	75%
Postage and Delivery Expense	6600	5,150	1,772	3,378	34%
Contractual Services/Professional	6710	385,365	363,022	22,343	94%
Contractual Services - Health/Disabilities	6715	205,142	183,194	21,948	89%
Rent/Space Cost	6810	284,194	294,295	(10,101)	104%
Utilities	6820	106,500	106,791	(291)	100%
General Liability and Property Insurance	6830	83,000	77,696	5,304	94%
Communications	6840	99,500	98,431	1,069	99%
Repairs & Bldg Maintenance- Recurring	6850	174,080	164,209	9,871	94%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 11 Months Ending 8/31/2026**

Repairs & Bldg Maintenance - Nonrecurring	6855	15,500	31,392	(15,892)	203%
Equipment Maintenance	6910	30,500	31,606	(1,106)	104%
Vehicle Expense	6920	66,000	61,815	4,185	94%
Equipment Lease	6930	9,700	10,683	(983)	110%
Technology	6940	55,946	65,895	(9,949)	118%
Fees, Licenses, and Permits	7010	3,360	2,471	889	74%
Dues/Subscriptions	7020	8,800	10,811	(2,011)	123%
Special Events	7110	3,000	5,508	(2,508)	184%
Client Assistance	7210	600,703	520,446	80,258	87%
Expendable Equipment	7320	15,000	9,115	5,885	61%
Registration Fees	7410	0	2,040	(2,040)	100%
Meetings/Workshops	7420	10,200	5,097	5,103	50%
Training and Technical Assistance/Staff Development	7435	69,998	47,834	22,164	68%
Advisory/Board Member Expenses	7440	4,700	2,603	2,097	55%
Advertising	7450	27,000	9,180	17,820	34%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	205,868	128,258	62%
Legal Expenses	7530	10,000	0	10,000	0%
Interest Expense	7610	500	2,597	(2,097)	519%
Bank Service Charges	7630	2,900	4,777	(1,877)	165%
Total Expenditures		8,822,788	7,292,934	1,529,855	83%
Excess Revenue over (under) Expenditures		(25,834)	(36,209)	(10,375)	

Capital Area Community Action Agency
Balance Sheet
For the Period Ending 8/31/2026

		<u>Current Period</u> <u>Balance</u>
Assets		
Cash Operating Hancock Bank	1010	784,982
Health Insurance Imprest Account	1031	2,516
Petty Cash	1050	170
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	20,802
Money Market Account - Hancock Bank	1080	27,383
Accounts Receivable	1100	19,173
Grants Receivable	1150	463,954
Employee Receivable	1175	(15)
Prepaid Other	1310	406
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	1,019,171
Capital Lease	1660	842,100
Accumulated Depreciation - Building	1700	(104,429)
Accumulated Depreciation - Equipment	1750	(622,793)
Accumulated Amortization - Capital Lease	1760	<u>(799,462)</u>
Total Assets		1,966,325
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	133,892
Accrued Expenses - Other	2010	76,699
Accrued Wages	2040	153,640
Accrued Fringe Benefits	2060	(177)
Accrued Flexible Savings	2061	(997)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(633)
Accrued Other Health Insurance	2087	(2,376)
Accrued Life Insurance	2090	11,918
Accrued Retirement - Pre Tax	2095	(1,894)
Accrued Retirement - Post Tax	2096	928
Contract Advances	2100	119,642
Due to Grantor	2150	127
Due to Dept of Economic Opportunity	2300	164
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	(176)
Lease Payable	2360	41,069
Deferred Income	2400	<u>35,527</u>
Total Liabilities		555,196
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,122,440
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,447,338
Current Net Income		<u>(36,209)</u>
Total Net Assets		<u>1,411,129</u>
Total Liabilities and Net Assets		1,966,325

Capital Area Community Action Agency
FSS Programs Statement of Revenues and Expenditures
For the 11 Months Ending 8/31/2026

		Total Budget	Current Year	Total Budget	Variance -	
		- Original	Actual	Original	%	
Revenue						
Government Contracts - STATE	4010	1,667,052	1,489,217	(177,835)	89%	
Total Revenue		1,667,052	1,489,217	(177,835)	89%	
Expenditures						
Salaries & Wages	6010	589,504	523,748	65,756	89%	
Fringe	6110	170,937	147,731	23,206	86%	
Staff Screenings	6180	200	0	200	0%	
Indirect Costs	6210	158,932	134,173	24,759	84%	
Travel - In Area	6310	2,100	1,584	516	75%	
Office Supplies	6410	5,500	4,192	1,308	76%	
Program Supplies	6415	15,600	0	15,600	0%	
Copies/Printing/Copier Maintenance/Toner/Paper	6510	5,450	4,596	854	84%	
Postage and Delivery Expense	6600	3,450	1,178	2,272	34%	
Contractual Services/Professional	6710	24,229	21,173	3,056	87%	
Rent/Space Cost	6810	50,194	79,446	(29,252)	158%	
Utilities	6820	10,500	11,227	(727)	107%	
General Liability and Property Insurance	6830	21,000	24,572	(3,572)	117%	
Communications	6840	31,500	27,655	3,845	88%	
Repairs & Bldg Maintenance- Recurring	6850	8,900	10,342	(1,442)	116%	
Repairs & Bldg Maintenance - Nonrecurring	6855	0	100	(100)	100%	
Equipment Maintenance	6910	6,700	8,149	(1,449)	122%	
Vehicle Expense	6920	26,000	23,358	2,642	90%	
Equipment Lease	6930	4,200	5,636	(1,436)	134%	
Technology	6940	14,200	5,351	8,849	38%	
Fees, Licenses, and Permits	7010	860	121	739	14%	
Dues/Subscriptions	7020	1,300	575	725	44%	
Client Assistance	7210	501,696	442,678	59,018	88%	
Expendable Equipment	7320	2,000	412	1,589	21%	
Registration Fees	7410	0	380	(380)	100%	
Meetings/Workshops	7420	600	648	(48)	108%	
Training and Technical Assistance/Staff Development	7435	9,000	9,786	(786)	109%	
Advertising	7450	2,500	938	1,562	38%	
Total Expenditures		1,667,052	1,489,748	177,304	89%	
Excess Revenue over (under) Expenditures		0	(531)	(531)		

Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures
For the 11 Months Ending 8/31/2026

		Total Budget		Total Budget	
		Total Budget	Current Year	Variance -	
		- Original	Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	3,613,456	(647,522)	85%
Government Contracts - STATE	4010	898,554	387,952	(510,602)	43%
Government Contracts - LOCAL	4020	76,342	224,551	148,209	294%
Contributions	4200	0	7,214	7,214	100%
Other Revenue	4995	2,000	2,390	390	119%
Total Revenue		5,237,874	4,235,563	(1,002,311)	81%
Expenditures					
Salaries & Wages	6010	2,462,551	1,988,094	474,457	81%
Fringe	6110	713,651	566,094	147,557	79%
Staff Screenings	6180	3,500	2,316	1,184	66%
Indirect Costs	6210	663,826	516,064	147,762	78%
Travel - In Area	6310	10,000	3,568	6,432	36%
Office Supplies	6410	9,000	4,463	4,537	50%
Program Supplies	6415	35,000	22,938	12,062	66%
Classroom Supplies	6420	33,000	19,273	13,727	58%
Kitchen Supplies	6430	18,000	13,124	4,876	73%
Medical/Dental Supplies	6440	500	324	176	65%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,000	11,714	286	98%
Postage and Delivery Expense	6600	1,200	446	754	37%
Contractual Services/Professional	6710	7,500	25,492	(17,992)	340%
Contractual Services - Health/Disabilities	6715	205,142	183,194	21,948	89%
Rent/Space Cost	6810	212,000	195,747	16,253	92%
Utilities	6820	90,000	90,497	(497)	101%
General Liability and Property Insurance	6830	25,000	23,002	1,998	92%
Communications	6840	60,000	64,847	(4,847)	108%
Repairs & Bldg Maintenance- Recurring	6850	164,180	153,403	10,777	93%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	31,292	(16,292)	209%
Equipment Maintenance	6910	18,000	18,413	(413)	102%
Vehicle Expense	6920	35,000	33,786	1,214	97%
Equipment Lease	6930	3,500	3,384	116	97%
Technology	6940	20,000	50,674	(30,674)	253%
Fees, Licenses, and Permits	7010	1,000	706	294	71%
Dues/Subscriptions	7020	3,500	3,186	314	91%
Special Events	7110	1,000	91	909	9%
Expendable Equipment	7320	12,000	4,946	7,054	41%
Registration Fees	7410	0	1,375	(1,375)	100%
Meetings/Workshops	7420	3,500	3,543	(43)	101%
Training and Technical Assistance/Staff	7435	40,998	34,387	6,611	84%
Advisory/Board Member Expenses	7440	1,000	190	810	19%
Advertising	7450	22,000	7,571	14,429	34%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	205,868	128,258	62%
Total Expenditures		5,237,874	4,284,010	953,864	82%
Excess Revenue over (under) Expenditures		0	(48,447)	(48,447)	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending August 31, 2026

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		74,551			
Grants - Other Not for Profits		150,000			
In-Kind Revenue		289,193			
VPK Revenue/SR Deficit		104,709			
	1,071,944	618,453	58%	453,491	42%

In Kind Numbers Last Update 5/31/2026. Will Be Updated As The Numbers Are Provided.

Head Start CC Expenses Aug 2026

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6180	250	8/27/2026	43.37	BACKGROUND SCREENING - ANGELA BROWN	AP260903-VISA
HANCOCK CC	1064	6180	250	8/27/2026	43.37	BACKGROUND SCREENING - FAUSTINA	AP260903-VISA
HANCOCK CC	1064	6180	251	8/27/2026	12.39	BACKGROUND SCREENING - CHELESHIA	AP260903-VISA
HANCOCK CC	1064	6180	251	8/27/2026	43.37	BACKGROUND SCREENING - MARY VAUSE	AP260903-VISA
HANCOCK CC	1064	6180	252	8/27/2026	43.37	BACKGROUND SCREENING - KATINA HUGHES	AP260903-VISA
HANCOCK CC	1064	6180	252	8/27/2026	43.37	BACKGROUND SCREENING - MATHERLYN	AP260903-VISA
HANCOCK CC	1064	6180	000	8/27/2026	2.55	MVR Report	AP260903-VISA
HANCOCK CC	1064	6410	255	8/27/2026	699.00	BOSE SPRO WIRELESS	AP260903-VISA
HANCOCK CC	1064	6410	255	8/27/2026	69.98	OFFICE MAX	AP260903-VISA
HANCOCK CC	1064	6410	255	8/27/2026	227.87	OFFICE MAX	AP260903-VISA
HANCOCK CC	1064	6410	255	8/27/2026	169.95	PARTYBOX MICROPHONE	AP260903-VISA
HANCOCK CC	1064	6415	255	8/27/2026	219.90	ZOOM SUBSCRIPTION	AP260903-VISA
HANCOCK CC	1064	6420	250	8/27/2026	38.94	SUPPLIES ASTORIA PARK	AP260903-VISA
HANCOCK CC	1064	6420	255	8/27/2026	517.78	10 WALKIE TALKIES AND LABELS	AP260903-VISA
HANCOCK CC	1064	6420	255	8/27/2026	541.29	60 IPAD CASES	AP260903-VISA
HANCOCK CC	1064	6420	255	8/27/2026	211.24	SUPPLIES	AP260903-VISA
HANCOCK CC	1064	6420	255	8/27/2026	131.46	SUPPLIES	AP260903-VISA
HANCOCK CC	1064	6810	255	8/27/2026	800.00	AMERICAN RED CROSS CLASSROOM RENTAL	AP260903-VISA
HANCOCK CC	1064	6850	252	8/27/2026	2,354.50	SOD	AP260903-VISA
HANCOCK CC	1064	6920	255	8/27/2026	64.02	FUEL	AP260903-VISA
HANCOCK CC	1064	6920	255	8/27/2026	67.01	FUEL	AP260903-VISA
HANCOCK CC	1064	6920	255	8/27/2026	77.01	FUEL	AP260903-VISA
HANCOCK CC	1064	6920	255	8/27/2026	290.00	VISA ANNA MCCOY #1454-LOCKSMITH	AP260903-VISA
HANCOCK CC	1064	7010	250	8/27/2026	58.58	LICENSE FEE ASTORIA PARK	AP260903-VISA
HANCOCK CC	1064	7010	251	8/27/2026	25.25	LICENSE FEE FT BRADEN	AP260903-VISA
HANCOCK CC	1064	7010	254	8/27/2026	84.84	LICENSE FEE HARTSFIELD	AP260903-VISA
HANCOCK CC	1064	7010	257	8/27/2026	26.26	LICENSE FEE SEALEY	AP260903-VISA
HANCOCK CC	1064	7010	259	8/27/2026	21.21	LICENSE FEE - PINEVIEW	AP260903-VISA
HANCOCK CC	1064	7435	255	8/27/2026	53.70	Inservice Training	AP260903-VISA
HANCOCK CC	1064	7435	255	8/27/2026	105.51	Inservice Training	AP260903-VISA
HANCOCK CC	1064	7435	255	8/27/2026	585.00	Inservice Training	AP260903-VISA
HANCOCK CC	1064	7435	255	8/27/2026	596.05	Inservice Training	AP260903-VISA
HANCOCK CC	1064	7435	255	8/27/2026	<u>77.63</u>	UNITED WAY - Training	AP260903-VISA

Total 8,345.77



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

08-27-26

Issued by Hancock Whitney Bank



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

**N0004123

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-27	24036296208742625144075	4121	UBER *TRIP HELP.UBER.COM CA	M11.94 ✓
07-28	07-27	24036296208742632134382	4121	UBER *TRIP HELP.UBER.COM CA	M17.97 ✓
07-28	07-27	24015146209173986337135	5542	GATE #1194 TALLAHASSEE FL	M67.01 ✓
07-28	07-27	24015146213174904524725	5542	GATE #1194 TALLAHASSEE FL	M64.02 ✓
08-03	07-31	24015146213174904524725	5542	GATE #1194 TALLAHASSEE FL	M751.43 ✓
08-03	07-31	24431066212477858527389	5732	BEST BUY 0000435 TALLAHASSEE FL	M89.99 ✓
08-04	08-03	24431066215479655502483	5732	BEST BUY 0000435 TALLAHASSEE FL	M112.75 ✓
08-04	08-03	24137466216001693665801	5411	PUBLIX #1051 TALLAHASSEE FL	M89.99cr ✓
08-05	08-04	74431066216480282612497	5732	BEST BUY 0000435 TALLAHASSEE FL	M182.70 ✓
08-05	08-04	24431066216480282612179	5732	BEST BUY 0000435 TALLAHASSEE FL	M585.00 ✓
08-05	08-03	24733096216143862052339	5812	JERSEY MIKES 13069 TALLAHASSEE FL	M219.90 ✓
08-07	08-06	24011346218100149122459	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M596.05 ✓
08-07	08-05	24427336218710030748946	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M227.87 ✓
08-12	08-10	24137466223501066631109	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M69.98 ✓
08-19	08-17	24137466230501015166026	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M77.63 ✓
08-19	08-18	24906416230265062183144	8398	A *UW BIG BEND 850-4140844 FL	M77.01 ✓
08-25	08-24	24015146237180077295672	5542	GATE #1194 TALLAHASSEE FL	

STATEMENT DATE
08-27-26

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	3,151.25
NEW CASH ADVANCES	.00
CREDITS	89.99
STATEMENT TOTAL	3,061.26
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

08-27-26

Issued by Hancock Whitney Bank



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

**N0010595

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-06	08-05	24137466218001789845141	5411	PUBLIX #1401 TALLAHASSEE FL	M53.70
08-10	08-07	24692166219404994007477	7399	IN *YHAD SOLUTIONS LLC TALLAHASSEE FL	M290.00

STATEMENT DATE
08-27-26

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	343.70
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	343.70
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

08-27-26

Issued by Hancock Whitney Bank



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

**N0004945

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
08-10	08-10	24692166222302118089394	5942	AMAZON MKTPL*5H2W99C22 AMZN.COM/BILL WA	M541.29
08-11	08-10	24226386223028433792531	5411	WAL-MART #4520 TALLAHASSEE FL	M211.24
08-11	08-10	24692166222302857735645	5942	AMAZON MKTPL*5H2F57321 AMZN.COM/BILL WA	M517.78

STATEMENT DATE
08-27-26

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	1,270.31
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	1,270.31
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

08-27-26

Issued by Hancock Whitney Bank



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

**N0007419

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓ 07-29	07-28	24055236210839293321445	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
✓ 07-29	07-28	24055236210839293321452	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
✓ 07-30	07-29	24036296210718934560397	8398	ARC REDCROSS.DONATION 800-733-2767 DC	M800.00
✓ 08-07	08-06	24055236219849738006569	9399	NIC*-DCF CHILD CARE EGOV.COM FL	M26.26
✓ 08-10	08-07	24055236220850980006700	9399	NIC*-DCF CHILD CARE EGOV.COM FL	M25.25
✓ 08-10	08-07	24055236220850980006692	9399	NIC*-DCF CHILD CARE EGOV.COM FL	M58.58
✓ 08-10	08-07	24055236220850980007062	9399	NIC*-DCF CHILD CARE EGOV.COM FL	M84.84
✓ 08-13	08-12	24055236225857285398752	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
✓ 08-17	08-14	24055236227859820403392	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
✓ 08-17	08-14	24084666226100052435648	5261	LS HEINZ NURSERIES STORE.HEINZNU FL	M2,354.50
✓ 08-21	08-20	24445006233400227789105	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M38.94
✓ 08-21	08-20	24055236233866873525353	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
✓ 08-24	08-21	24055236234868139590907	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M12.39
✓ 08-24	08-21	24055236234867680009804	9399	NIC*-DCF CHILD CARE EGOV.COM FL	M21.21
✓ 08-24	08-21	24692166233400122382594	5942	AMAZON MKTPL*5A6HH5RX0 AMZN.COM/BILL WA	M131.46

STATEMENT DATE

08-27-26

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	3,770.28
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	3,770.28
TOTAL IN DISPUTE	.00
CREDIT LIMIT	4,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

48

Statement Date

08-27-26

Issued by Hancock Whitney Bank



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

**N0004192

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-06	08-05	24492166217100061344777	5734	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	M20.00
08-13	08-12	24988946224017029065475	7299	FLORIDA MVR SERVICES 850-894-8201 FL	M2.55
08-13	08-12	24049556224900011900011	5511	TALLAHASSEE FORD - VT 850-8771171 FL	M368.42
08-21	08-20	24445006233001149717578	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M722.91
08-25	08-24	24015146237180077295680	5542	GATE #1194 TALLAHASSEE FL	M49.05

STATEMENT DATE
08-27-26

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	1,162.93
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	1,162.93
TOTAL IN DISPUTE	.00
CREDIT LIMIT	3,500.00

FY 26-27 Budget Revision 1

Budget Line	GL Code	VPK (1664) Original approved	VPK (1664) reduction	VPK (1664) revised budget	NEW Grant Children Services Council (1964)
Government Contracts - FEDERAL - DIRECT	4000				
Government Contracts - STATE	4010	160,677	(72,333)	88,344	
Government Contracts - LOCAL	4020				152,000
Contributions	4200				
Contributions- Restricted	4210				
Special Events	4300				
Indirect Pool Revenue	4970				
In-Kind Revenue	4990				
TOTAL REVENUES		160,677	(72,333)	88,344	152,000
Salaries & Wages	6010	86,377	(43,477)	42,900	77,171
Fringe	6110	25,032	(12,599)	12,433	22,380
Staff Screenings	6180				
Indirect Costs	6210	23,285	(11,721)	11,564	20,806
Travel - In Area	6310				
Office Supplies	6410				1,043
Program Supplies	6415	2,500	(1,500)	1,000	3,000
Classroom Supplies	6420	5,000	-	5,000	
Contractual Services - Health/Disabilities	6715	6,000	(6,000)		6,000
Rent/Space Cost	6810		-		
Utilities	6820		3,000	3,000	
General Liability and Property Insurance	6830				
Communications	6840				
Repairs & Bldg Maintenance- Recurring	6850		3,640	3,640	
Repairs & Bldg Maintenance - Nonrecurring	6855				
Equipment Maintenance	6910				
Vehicle Expense	6920		1,500	1,500	
Special Events	7110		4,000	4,000	
Raw Food Cost	7510	12,483	(9,176)	3,307	21,600
TOTAL EXPENSES		160,677	(72,333)	88,344	152,000
NET INCOME (LOSS)		-	-	-	-