



DATE: January 23, 2024

TIME: 12:00 pm

LOCATION: Klein DeNatale Goldner
10000 Stockdale Hwy
Bakersfield, CA 93311

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

Kevin Burton (Chair)	Don Bynum	Chase Nunneley
Janea Benton	Nila Hogan	Fred Plane
Michael Bowers	Ariana Joven	Chei Whitmore
Lillian Brust	Traco Matthews	

II. Public Comment

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

III. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

a. Minutes of the November 28, 2023 Board of Directors Meeting – **Action Item (p. 3-8)**

IV. Old Business

a. CAPK Foundation Bylaws- Action Item (p. 9-10)	Pritika Ram, Chief Business Development Officer
---	---

b. CAPK Budget to Actual by Program – Info Item (p. 11-17)	Tracy Webster, Chief Financial Officer
---	--

V. New Business

a. Financial Reports & In-Kind Donations – Action Item (p. 18-23)	Tracy Webster, Chief Financial Officer Catherine Anspach, Director of Development
--	--

b. Tri-Counties Bank Money Market Account– Action Item (p. 24)	Tracy Webster, Chief Financial Officer
---	--

c. Community Action Partnership of Kern Foundation Budget FY 2024 – Action Item (p. 25-39)	Pritika Ram, Chief Business Development Officer
---	---

d. CAPK Fundraising Update – Info Item (p. 40)	Catherine Anspach, Director of Development
---	--

e. CAPK Foundation Board Member Update – Info Item (p. 41)	Catherine Anspach, Director of Development
---	--

- f. Foundation Policies and Procedures Manual – ***Info Item (p. 42-60)*** Catherine Anspach, Director of Development
- g. Gourmet for Good Update – ***Info Item (p. 61)*** Catherine Anspach, Director of Development

VI. Board Member Comments

VII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, March 26th, 2024
1300 18th St (Tentative)
Bakersfield, CA 93301

VIII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of Klein DeNatale Goldner office at 10000 Stockdale Hwy, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 17, 2024. Lara Popkin, Administrative Coordinator.



DATE	November 28, 2023
TIME	12:00 pm
LOCATION	CAPK Professional Development Resource Lab 1807 Feliz Drive Bakersfield, CA 93307

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:04 pm at the CAPK Professional Development Resource Lab, located at 1807 Feliz Drive., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Ariana Joven (Vice Chair, left at 12:44 pm), Janea Benton, Michael Bowers (arrived at 12:24 pm), Lillian Brust, Don Bynum, Nila Hogan (Arrived at 12:06 pm), Chase Nunneley, Fred Plane, Chei Whitmore.

Absent: Michele Shain, Traco Matthews

Others Present: Jeremy Tobias, Chief Executive Office; Pritika Ram, Chief Business Development Officer; Louis Gill, Chief Program Officer; Tracy Webster (Virtually), Chief Financial Officer; Catherine Anspach, Director of Development; Emilio Wagner, Director of Operations; other CAPK staff.

II. Public Comments

Catherine Anspach, Director of Development for the CAPK Foundation, informed the board that Michele Shain has decided to step down from her position on the CAPK Foundation Board. Michele, who now is overseeing the SoCal region for Dignity Health found it challenging to meet the required commitment for the Board position.

In response, Kevin Burton acknowledged the significant scope of managing the SoCal region and expressed appreciation to Catherine for sharing the information.

III. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Joven).

IV. Old Business

a. Update on the Allocation of Funds for Programs – Pritika Ram, Business Development Officer – *Info Item*

Pritika Ram updated the board on member Traco Matthews' previous comment regarding the allocation of funds for CAPK Programs. She and Tracy Webster presented a snapshot of the unrestricted fund balances for each program, reflecting the CAPK fiscal year from 3/1/2023 to 2/28/2024. Notably, the Food Bank had a \$130,000 deficit, possibly due to overestimation in the budget, with hopes for an increase in donations for November and December.

During the presentation, Tracy clarified that discretionary revenue, excluding the Food Bank, isn't budgeted for, as it comprises additional funds for a CAPK program. The Food Bank, however, relies on traditional donations as a source of funding for operational expenses.

Kevin Burton asked about the annual budget formation process for the Food Bank, given its diverse funding sources. Pritika clarified that the provided documents only detail donations and excludes federal and state funding.

Don Bynum asked about the allocation of restricted vs. unrestricted funds, especially with grants. Tracy added that fundraising aids the Food Bank in bridging gaps unmet by federal and state funding, noting that some grants for example, only cover food cost, not labor.

Kevin expressed an interest in a detailed breakdown of the Food Bank's funding, prompting Pritika to suggest providing a budget-to-actual report for each program, specifying funding from fundraising, federal grants and state grants. She mentioned the Shafter Youth Center's has restricted funds for a playground as an example. Pritika said that future documents would be cleaner and include budget-to-actual reports.

Pritika added that the Foundation is unique and can provide one-on-one discussions to identify program needs. Acknowledging the Food Bank's funding gaps, she also noted active efforts by the grants team to secure contracts for operational needs.

Fred Plane said his interpretation of Traco Matthews' comment, emphasizing the importance of ensuring programs receive additional, augmented funds beyond their allocated budgets. He noted the Food Bank's current deficit, highlighting the Foundation's crucial role in filling these gaps. In contrast, for programs like the Oasis Family Resource Center, funds raised from the Foundation are additional funds.

Janea Benton said that the CAPK's Budget and Finance Committee already reviews budget-to-actual reports for each program and suggested making them available to the Foundation board instead of creating a new report.

Kevin stressed the dynamic nature of philanthropy and campaign-focused fundraising. Pritika addressed both Kevin and Janea's comments, mentioning that the governing board has committees that review program spending and activities. Also stating that many programs run small and large campaigns simultaneously. Catherine Anspach highlighted the success of the Foundation in supporting both small and large campaigns across the 19 programs.

Fred added that the Foundation board could look at the different funding gaps for the Food Bank when the fiscal year starts. While the other programs will receive additional augmented funds from the Foundation.

Pritika thanked the board for their comments and feedback.

b. Gourmet for Good Update- Catherine Anspach, Director of Development- ***Info Item***

Catherine Anspach shared with the board that the Foundation is launching its inaugural fundraising event. She distributed printed sponsorship packages and will send digital copies to board members. She mentioned that Dignity Health has committed to a \$10,000 sponsorship, but additional sponsors are needed.

Catherine said she will send a meeting poll for interested board members to assist with the event. Catherine also provided event details stating it will be at the Johnson Resident near Alfred Harold Hwy, expecting around 250 attendees with a goal of netting \$100,000.

Kevin Burton noted that this is the perfect time to approach companies during their annual budget planning. Catherine shared that she has scheduled meetings with different organizations and thanked Chei Whitmore for arranging one with her marketing director. Catherine asked the board to provide contacts of any potential supporters that they can think of.

Michael Bowers asked if Kern Health Systems had made a commitment, to which Catherine mentioned having an upcoming meeting with them.

Catherine described the event, mentioning specialty cocktails, desserts, and interactive elements, including auctions. She thanked Ariana Joven for her assistance in planning and organizing the event.

Pritika Ram asked what the funds would go toward, and Catherine explained it would contribute to the Foundation's general fund.

Kevin Burton emphasized the urgency for June's event. Catherine agreed and suggested tailoring sponsorship packages for specific sponsors, such as car dealerships.

V. New Business

- a. Financial Reports & In-Kind Donations – Tracy Webster, Chief Financial Officer & Catherine Anspach, Director of Development – **Action Item**

Tracy Webster apologized for her absence due to an illness but provided the board with the financial reports for October. She highlighted that the food bank received \$120,000 from 128 different sources. Tracy also shared the balance sheet and the year-to-date budget-to-actual report, with a focus on the contribution to CAPK.

Catherine Anspach added that In-Kind donations are being recorded and thanked for their donation.

Kevin Burton inquired about maintaining a record of the 128 funders for the Food Bank. Catherine confirmed having a donor list, and Tracy explained that their system allows her to see the financial details of donations and Catherine the donor side.

Kevin said he would love to see a detailed breakdown of the donors. Tracy asked Catherine if there were any concerns about disclosing donor names. Pritika Ram suggested discussing donor names during the Ad Hoc committee while respecting the privacy of those who prefer to remain anonymous. Kevin added that having such a list helps understand the frequency and nature of contributions. Jeremy Tobias proposed not publishing names in the agenda and flagging those who wish to remain anonymous.

Tracy Webster thanked the board.

Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Bowers/Whitmore).

- b. 2024 Foundation Meeting Calendar – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach presented the 2024 board meeting calendar, noting that there are no scheduled meetings in July and December, but an executive committee may convene in July if necessary. Additionally, she highlighted that the May board meeting is planned three days before the foundation's fundraising event.

Motion was made and seconded to approve the 2024 Foundation Meeting Calendar. Carried by unanimous vote (Benton/Bynum).

c. Foundation Bylaws Update & Revision – Pritika Ram, Chief Business Development Officer – ***Info Item***

Pritika Ram highlighted that the current document aligns with CAPK governing board practices, which undergo review every five years. She mentioned two new edits to this document. The first involves updating the address from 5005 Business Park North to 1300 18th Street. The second pertains to the flexibility of board members' fundraising commitments, with the specific amount left unset in the bylaws for annual adjustments. Pritika encouraged the board to share any further edits by the following week, as the next step involves legal review. Pritika aims to present the finalized document for approval in January.

d. Conflict of Interest and Oath of Confidentiality – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach explained that it is a part of the Foundation's annual procedures for board members to sign the conflict of interest and oath of confidentiality forms. She said members can sign them after the meeting or E-sign.

e. Annual Appeal Letter for End of Year Giving – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach mentioned that this marks the first year for the Foundation's annual appeal. More than 11,000 appeals were distributed to households and businesses in Kern County as part of an effort to expand the donor base and generate funds. She informed the board members that they should have received a letter, and she plans to provide an update on the annual appeal in January.

f. Summary of Past Events – Catherine Anspach, Director of Development – ***Info Item***

1. Feed the Need

Catherine expressed gratitude to Chase Nunneley for volunteering at the event. She mentioned that the partnership resulted in collecting 30,000 pounds of food, equivalent to providing 25,000 meals for our food-insecure neighbors.

2. Food Bank Ribbon Cutting

Catherine mentioned that the Food Bank has grown by an additional 40,000 square feet. She emphasized that the event was highly successful.

3. Friendship House Mixer

Scheduled on the same day as the Food Bank Ribbon Cutting, the mixer took place at the Collective downtown. The venue was generously donated, and the event successfully raised \$22,000, with expenses totaling less than \$6,000. Catherine extended her gratitude to all the board members who supported this fundraiser.

4. KGET Holiday Drive

This was the Foundation's first-time participating in this drive, where they introduced text-to-give. Despite unfavorable weather conditions that may have impacted contributions, the Food Bank⁶

received 9,000 pounds of food, a decrease from the 15,000 pounds obtained the previous year. The event generated \$2,800.00 in donations.

5. Aera, Chevron and CRC HeadStart Coat Drive

The Foundation took charge of the HeadStart Coat drive with the assistance of board member Janea Benton. Aera, Chevron, and CRC all contributed to having coats purchased for the children in HeadStart. More than 1,000 coats were ordered. Catherine acknowledged Janea's significant role in securing sponsors, noting that they are now extending their support to other CAPK programs. Catherine expressed heartfelt thanks to Janea for her dedication and support.

g. Upcoming Events – Catherine Anspach, Director of Development – ***Info Item***

1. Maya Cinemas Huggy Heart Campaign, November 22nd to December 23rd, 2023

Catherine stated that at Maya Cinemas, for every \$10.00 donated to the CAPK Food Bank, you will receive two complimentary movie tickets. Catherine said she will provide an update on this campaign once it ends.

2. Wonderful Holiday Parties- Friendship House and Shafter Youth Center, December 2nd, 2023

Catherine extended an invitation to the board to join the two holiday parties for Friendship House and Shafter Youth Center. Bikes were donated by the Wonderful Neighbor program. Each child will receive a bike, helmet, and a bike lock. Orle shoe drive will also supply shoes for the kids at the centers.

3. Shafter Youth Center Playground Ribbon Cutting, December 12th, 2023

Catherine extended an invitation to the board to attend the ribbon cutting ceremony for the playground, sponsored by the Wonderful Company and Bank of the West. She added that the children in Shafter are thrilled with their new playground.

4. Brooklyn's BBQ Fundraiser for M Street, December 16th, 2023

Catherine welcomed the board to participate in an external event—a concert benefiting the M Street Navigation Center at Brooklyn's BBQ.

h. Call to Action- M Street Holiday Luncheon, December 19th, 2023– Catherine Anspach, Director of Development – ***Verbal Item***

Catherine Anspach extended an invitation to the board to volunteer for the M Street Navigation Center Christmas Luncheon, generously sponsored by Clinica Sierra Vista.

Jeremy Tobias added that volunteers will assist in serving lunch to the clients at the shelter.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, January 23, 2024
Location TBD

IX. Adjournment

The meeting was adjourned at 1:00 pm.



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: January 23, 2024

Subject: *Agenda Item 4a: CAPK Foundation Bylaws- Action Item*

In the November 2023 Board meeting, the Board was introduced to a preliminary version of the Community Action Partnership of Kern Foundation Bylaws. Following that meeting, legal counsel has examined the document and put forth a recommendation, along with the changes made during the last update.

Review. The following are the material changes and recommendations from the Ad Hoc Committee, staff, and legal counsel.

1. Change of Address on pages 1 and 14: The address has been updated from 5005 Business Park North, Bakersfield, CA 93309 to 1300 18th Street, Suite 200, Bakersfield, CA, 93301.
2. Article IV. Directors, Section 4.4. Qualifications page 4: The specific dollar amount commitment of \$500.00 from each board member annually has been revised to state that "Every Director is required to contribute annually an amount determined by the Board during their tenure on the Board".
3. With respect to the Brown Act, the bylaws are in compliance; however, CAPK Foundation may consider adding the following Brown Act provisions:

Emergency Meetings. If there is an "emergency situation," as defined in § 54956.5 of the Brown Act, involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with either the 24-hour posting requirement of § 54956 of the Brown Act or both of the notice and posting requirements. The emergency meeting must be noticed and held in compliance with § 54956.5 of the Brown Act.

4. Under Article II, add the following language (in bold):

For so long as this corporation is deemed to be subject to the provisions of California Government Code ("CGC") § 54950 et seq. (the "Brown Act"), each provision herein shall be interpreted in a manner consistent with the Brown Act **and the corporation shall be subject to, and comply with, all of the provisions of the Brown Act.**

Recommendation

Staff recommend the Board of Directors approve and adopt the CAPK Foundation Bylaws as presented.

Attachment

Community Action Partnership of Kern – Foundation Bylaws (January 23, 2024)

Note: The Attachment will be provided at the time of the board meeting.

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 12-31-23 (83.3%)**

	FOOD BANK OPERATIONS			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPENDED
REVENUE				
GOVERNMENT REVENUE	1,868,025	2,567,299	(699,274)	137%
CSBG REVENUE	410,252	410,252	-	100%
OTHER REVENUE	532,488	1,143,513	(611,025)	215%
TOTAL	2,810,765	4,121,064	(1,310,299)	147%
EXPENDITURES				
SALARIES	1,049,062	826,144	222,918	79%
BENEFITS	332,359	232,422	99,937	70%
TRAVEL	38,042	86,063	(48,021)	226%
SPACE COST	186,100	199,100	(13,000)	107%
SUPPLIES	62,127	182,333	(120,206)	293%
EQUIPMENT	-	63,669	(63,669)	Not budgeted
CONSULTANT/CONTRACT SERVICES	16,285	97,917	(81,632)	601%
OTHER COSTS	132,150	299,522	(167,372)	227%
PROGRAM COSTS	792,313	1,799,051	(1,006,738)	227%
INDIRECT	202,327	334,843	(132,516)	165%
TOTAL	2,810,765	4,121,064	(1,310,299)	147%
EXCESS (DEFICIT) REVENUE	5,621,530	(0)		

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 12-31-23 (83.3%)**

	M STREET NAVIGATION CENTER			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPENDED
REVENUE				
GOVERNMENT REVENUE	3,483,835	2,771,389	712,446	80%
CSBG REVENUE	-	-	-	0%
OTHER REVENUE	-	20,052	(20,052)	Not budgeted
TOTAL	3,483,835	2,791,441	692,394	80%
EXPENDITURES				
SALARIES	1,374,664	884,866	489,798	64%
BENEFITS	398,409	211,199	187,210	53%
TRAVEL	-	9,827	(9,827)	Not budgeted
SPACE COST	702,226	993,457	(291,231)	141%
SUPPLIES	77,390	124,879	(47,489)	161%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	-	-	0%
OTHER COSTS	73,161	75,131	(1,970)	103%
PROGRAM COSTS	541,272	252,181	289,091	47%
INDIRECT	316,713	239,900	76,813	76%
TOTAL	3,483,835	2,791,441	692,394	80%
EXCESS (DEFICIT) REVENUE	-	-		

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 12-31-23 (83.3%)**

	OASIS FAMILY RESOURCE CENTER			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPENDED
REVENUE				
GOVERNMENT REVENUE	213,205	158,158	55,047	74%
CSBG REVENUE	-	-	-	0%
OTHER REVENUE	-	50,688	(50,688)	Not budgeted
TOTAL	213,205	208,846	4,359	98%
EXPENDITURES				
SALARIES	117,000	97,894	19,106	84%
BENEFITS	35,100	28,618	6,482	82%
TRAVEL	2,000	3,623	(1,623)	181%
SPACE COST	4,500	4,355	145	97%
SUPPLIES	1,000	5,338	(4,338)	534%
EQUIPMENT	45,000	25,000	20,000	56%
CONSULTANT/CONTRACT SERVICES	-	-	-	0%
OTHER COSTS	2,136	3,804	(1,668)	178%
PROGRAM COSTS	-	14,946	(14,946)	Not budgeted
INDIRECT	6,469	10,056	(3,587)	155%
TOTAL	213,205	193,635	19,570	91%
EXCESS (DEFICIT) REVENUE	-	15,211		

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 12-31-23 (83.3%)**

	EAST KERN FAMILY RESOURCE CENTER			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPENDED
REVENUE				
GOVERNMENT REVENUE	260,000	108,835	151,165	42%
CSBG REVENUE	46,256	42,325	3,931	92%
OTHER REVENUE	-	28,522	(28,522)	Not budgeted
TOTAL	306,256	179,681	126,575	59%
EXPENDITURES				
SALARIES	172,368	74,770	97,598	43%
BENEFITS	37,574	11,843	25,731	32%
TRAVEL	11,350	3,868	7,482	34%
SPACE COST	38,700	19,052	19,648	49%
SUPPLIES	1,066	14,246	(13,180)	1336%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	-	-	0%
OTHER COSTS	13,371	6,637	6,734	50%
PROGRAM COSTS	-	1,000	(1,000)	Not budgeted
INDIRECT	31,827	19,743	12,084	62%
TOTAL	306,256	151,159	155,097	49%
EXCESS (DEFICIT) REVENUE	-	28,522		

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 12-31-23 (83.3%)**

	FRIENDSHIP HOUSE CENTER			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPENDED
REVENUE				
GOVERNMENT REVENUE	419,109	432,718	(13,609)	103%
CSBG REVENUE	298,655	164,939	133,716	55%
OTHER REVENUE	-	35,954	(35,954)	Not budgeted
TOTAL	717,764	633,611	84,153	88%
EXPENDITURES				
SALARIES	336,248	293,889	42,359	87%
BENEFITS	96,921	44,969	51,952	46%
TRAVEL	8,457	8,020	437	95%
SPACE COST	152,741	73,948	78,793	48%
SUPPLIES	11,064	18,680	(7,616)	169%
EQUIPMENT	-	6,160	(6,160)	Not budgeted
CONSULTANT/CONTRACT SERVICES	4,815	3,917	898	81%
OTHER COSTS	39,792	93,367	(53,575)	235%
PROGRAM COSTS	3,500	21,370	(17,870)	611%
INDIRECT	64,226	56,514	7,712	88%
TOTAL	717,764	620,833	96,931	86%
EXCESS (DEFICIT) REVENUE	-	12,778		

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 12-31-23 (83.3%)**

	SHAFTER YOUTH CENTER			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPENDED
REVENUE				
GOVERNMENT REVENUE	50,000	42,267	7,733	85%
CSBG REVENUE	253,935	230,195	23,740	91%
OTHER REVENUE	-	73,268	(73,268)	Not budgeted
TOTAL	303,935	345,729	(41,794)	114%
EXPENDITURES				
SALARIES	134,202	131,851	2,351	98%
BENEFITS	33,551	31,662	1,889	94%
TRAVEL	3,040	2,380	660	78%
SPACE COST	95,000	80,649	14,351	85%
SUPPLIES	4,000	13,321	(9,321)	333%
EQUIPMENT	-	43,559	(43,559)	Not budgeted
CONSULTANT/CONTRACT SERVICES	375	233	142	62%
OTHER COSTS	11,155	9,334	1,821	84%
PROGRAM COSTS	-	5,451	(5,451)	Not budgeted
INDIRECT	22,612	27,287	(4,675)	121%
TOTAL	303,935	345,729	(41,794)	114%
EXCESS (DEFICIT) REVENUE	-	-		

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 12-31-23 (83.3%)**

	VOLUNTEER INCOME TAX ASSISTANCE			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPENDED
REVENUE				
GOVERNMENT REVENUE	1,082,924	846,624	236,300	78%
CSBG REVENUE	182,034	182,034	-	100%
OTHER REVENUE	-	25,367	(25,367)	Not budgeted
TOTAL	1,264,958	1,054,025	210,933	83%
EXPENDITURES				
SALARIES	386,885	327,354	59,531	85%
BENEFITS	101,675	43,674	58,001	43%
TRAVEL	17,322	17,069	253	99%
SPACE COST	33,252	30,233	3,019	91%
SUPPLIES	13,212	10,590	2,622	80%
EQUIPMENT	13,550	-	13,550	0%
CONSULTANT/CONTRACT SERVICES	522,974	433,831	89,143	83%
OTHER COSTS	100,827	128,493	(27,666)	127%
PROGRAM COSTS	3,500	3,273	227	94%
INDIRECT	71,761	55,686	16,075	78%
TOTAL	1,264,958	1,050,203	214,755	83%
EXCESS (DEFICIT) REVENUE	-	3,823		



BOARD MEETING

JANUARY 23, 2024

FINANCIAL REPORT

TABLE OF CONTENTS

<u>SECTION</u>	<u>Pages (s)</u>
A. Contributions by Purpose January 1, 2023 through December 31, 2023	1
B. Financial Statements as of December 31, 2023	2-3
C. Budget to Actual as of December 31, 2023	4



Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2023 to 12/31/2023

Purpose	Amount	# Contributions
General	\$26,066.41	115
In-Kind Donations	\$0.00	36
M Street Navigation Center - Homeless Center	\$18,412.40	17
Oasis Family Resource Center - Ridgecrest	\$62,577.66	19
Friendship House Mixer 2023	\$14,577.78	40
East Kern Family Resource Center	\$23,036.28	10
Shafter Youth Center	\$45,500.00	5
Volunteer Income Tax Assistance - VITA	\$40,367.00	12
Food Bank	\$182,334.27	204
Friendship House	\$5,727.85	11
Head Start	\$6,000.00	3
CAPK Foundation	\$800.00	1
COVID 19 Emergency Relief	\$51.50	1
Women, Infants, and Children (WIC)	\$1,000.00	2
Total	\$426,451.15	476



Community Action Partnership of Kern Foundation

Balance Sheet
as of 12/31/2023

Account Number	Account Name	Amount
Assets		
1000	Checking	\$97,152.59
1101	Stripe Payments	\$8,710.00
1400	Prepaid Expenses	\$15,475.00
Total Assets		\$121,337.59
Liabilities		
Total Liabilities		\$0.00
Equity		
3000	General Fund - Fund Balance	\$98,111.81
3101	Food Bank - Fund Balance	\$10,829.68
3106	East Kern Family Resource Center - Fund Balance	\$10,000.00
3107	Oasis Family Resource Center - Ridgecrest - Fund Balance	\$1,247.85
3108	M Street Navigation Center - Homeless Center - Fund Balance	\$1,148.25
Total Equity		\$121,337.59
Total Liabilities + Total Equity		\$121,337.59



Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2023 to 12/31/2023

Account Number	Account Name	Amount
Income		
4220	Contributions Income	\$288,791.53
4230	Fundraising	\$20,637.78
4450	Misc Revenue	\$256.04
4900	CAPK Agency Contribution	\$395,157.36
Total Income		\$704,842.71
Expense		
5105	Salaries	\$159,778.60
5205	Benefits	\$27,842.54
6105	Local Travel - Staff	\$203.71
6120	Out of Town Travel - Staff	\$2,473.64
6135	Per Diem - Staff	\$476.75
6150	Vehicle Gasoline	\$694.34
6305	Office Supplies	\$11,281.99
6505	Legal Fees	\$1,674.90
6510	Audit Fees	\$1,350.00
6520	Consultant Services	\$80,000.00
6525	Software Support/Maintenance	\$11,128.33
6610	Postage	\$640.89
6615	Printing	\$19,200.59
6625	Hiring Costs	\$0.75
6635	Board Costs	\$802.81
6645	Tuition/Registration Fees - Staff	\$2,273.55
6660	Equipment Rent/Lease	\$1,079.70
6675	Outreach	\$8,749.50
6680	Training Expenses	\$143.46
6685	Meeting Expenses	\$323.49
6695	Bank Fees	\$1,130.41
6715	Licensing/Misc Fees	\$100.00
6790	Misc Expense	\$3,133.86
6990	Contribution - CAPK	\$258,765.90
9999	Indirect Expense	\$31,175.47
Total Expense		\$624,425.18
Net Income (Loss)		\$80,417.53



Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2023 to 12/31/2023

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	\$288,791.53	\$408,080.00	\$-119,288.47
4230	Fundraising	\$20,637.78	\$0.00	\$20,637.78
4450	Misc Revenue	\$256.04	\$0.00	\$256.04
4900	CAPK Agency Contribution	\$395,157.36	\$0.00	\$395,157.36
Total Income		\$704,842.71	\$408,080.00	\$296,762.71
Expense				
5105	Salaries	\$159,778.60	\$157,156.00	\$2,622.60
5205	Benefits	\$27,842.54	\$48,718.00	\$-20,875.46
6105	Local Travel - Staff	\$203.71	\$4,000.00	\$-3,796.29
6110	Local Travel - Board	\$0.00	\$2,500.00	\$-2,500.00
6120	Out of Town Travel - Staff	\$2,473.64	\$8,800.00	\$-6,326.36
6125	Out of Town Travel - Board	\$0.00	\$3,800.00	\$-3,800.00
6135	Per Diem - Staff	\$476.75	\$1,750.00	\$-1,273.25
6140	Per Diem - Board	\$0.00	\$1,400.00	\$-1,400.00
6150	Vehicle Gasoline	\$694.34	\$2,500.00	\$-1,805.66
6205	Rent/Lease	\$0.00	\$3,500.00	\$-3,500.00
6305	Office Supplies	\$11,281.99	\$8,800.00	\$2,481.99
6505	Legal Fees	\$1,674.90	\$7,500.00	\$-5,825.10
6510	Audit Fees	\$1,350.00	\$2,000.00	\$-650.00
6520	Consultant Services	\$80,000.00	\$14,807.00	\$65,193.00
6525	Software Support/ Maintenance	\$11,128.33	\$6,000.00	\$5,128.33
6605	Communications	\$0.00	\$2,300.00	\$-2,300.00
6610	Postage	\$640.89	\$7,500.00	\$-6,859.11
6615	Printing	\$19,200.59	\$20,000.00	\$-799.41
6625	Hiring Costs	\$0.75	\$450.00	\$-449.25
6630	Employee Costs	\$0.00	\$2,400.00	\$-2,400.00
6635	Board Costs	\$802.81	\$12,000.00	\$-11,197.19
6645	Tuition/Registration Fees - Staff	\$2,273.55	\$3,500.00	\$-1,226.45
6650	Tuition/Registration Fees - Board	\$0.00	\$2,200.00	\$-2,200.00
6660	Equipment Rent/Lease	\$1,079.70	\$0.00	\$1,079.70
6675	Outreach	\$8,749.50	\$2,500.00	\$6,249.50
6680	Training Expenses	\$143.46	\$3,500.00	\$-3,356.54
6685	Meeting Expenses	\$323.49	\$46,500.00	\$-46,176.51
6695	Bank Fees	\$1,130.41	\$1,500.00	\$-369.59
6715	Licensing/Misc Fees	\$100.00	\$0.00	\$100.00
6790	Misc Expense	\$3,133.86	\$0.00	\$3,133.86
6990	Contribution - CAPK	\$258,765.90	\$0.00	\$258,765.90
9999	Indirect Expense	\$31,175.47	\$37,758.00	\$-6,582.53
Total Expense		\$624,425.18	\$415,339.00	\$209,086.18
Total		\$80,417.53	\$-7,259.00	\$87,676.53

In-Kind Donations

November 2023 TO December 2023

DATE	PROGRAM	NAME/ORGANIZATION	ITEM	NOTES
11/6/2023	M Street Navigation Center	Karen Zanoﬀ	Donated 25 new coats	N/A
11/9/2023	M Street Navigation Center	Joey Boone	Provided live entertainment for the clients at the shelter Sang for 2 hours.	
11/9/2023	M Street Navigation Center	The Links, Inc- Zadio Hurd	600 pairs of socks and underwear	Estimated Value- \$1,200.00
11/13/2023	M Street Navigation Center	Gary and Martha Ingle	Cake, Ice cream and soda for clients	Estimated Value- \$250.00
11/17/2023	M Street Navigation Center	Sally Panera	7 new coats	N/A
11/23/2023	M Street Navigation Center	Ana Vigil	grocery bag full of travel sized products	N/A
11/23/2023	M Street Navigation Center	Esther Dodd	200 Sweet potato pies and cupcakes	Estimated Value- \$2,500.00
11/23/2023	M Street Navigation Center	Regine Macaranas	200 cups, plates, cutlery, napkins and water bottles	N/A
12/8/2023	M Street Navigation Center	Carole Lynn Anderson	Socks, gloves, and toiletries	N/A



MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Date: January 23, 2024

Subject: *Agenda Item 5b: Tri-Counties Bank Money Market Account-* **Action Item**

Community Action Partnership of Kern Foundation currently operates a checking account at Tri Counties Bank. Based on the steady growth of fundraising and activity, it is recommended that staff proceed to establish a financial account tailored for conservative, short-term investments, such as a money market account. This type of account generally provides higher interest rates compared to standard savings accounts and is characterized by low risk and liquidity, ensuring a modest return on the deposited funds.

Staff members have initiated discussions with Tri-Counties Bank, the Foundation's designated banking institution, about the account setup. This process necessitates approval from the board, completion of the account application, submission of necessary documentation, and the initial fund deposit.

The authorized signers on this account will be the same as the current checking account at Tri Counties Bank.

Recommendation

Staff recommend the Board of Directors approve the establishment of a money market account with Tri-Counties Bank for the Community Action Partnership of Kern Foundation. Additionally, they propose filing the required documentation to finalize the process.



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief of Business Development

Date: Tuesday, January 23, 2024

Subject: *Agenda Item 5c*: Community Action Partnership of Kern Foundation Budget
FY 2024- **Action Item**

Background

Each year, the Community Action Partnership of Kern Foundation formulates an operational budget to delineate various expenses. These encompass personnel, rent/space, travel, supplies, contractual services, and administrative oversight (indirect). Additionally, anticipated expenses linked to the Foundation's service line are considered, encompassing upcoming campaigns, program-targeted events, fundraisers, and costs associated with board development.

Following a comprehensive evaluation of the CAPK Foundation's performance during the recent October 2023 Board of Directors meeting, the Board has reaffirmed its commitment to providing 100% financial support from the parent company, Community Action Partnership of Kern (CAPK), to the Community Action Partnership of Kern Foundation (Foundation). Additionally, the Foundation will continue its practice of presenting an annual operating budget to the Governing Board of Directors for approval. This established process ensures that both Boards and the leadership team can evaluate the Foundation's past performance, consider current circumstances, and make any necessary adjustments to operational support.

Budget FY 2024

The Budget Summary provided indicates that the Foundation's initial operational expenses for FY 2023 were budgeted at approximately \$408,080. Due to unspent funds amounting to \$133,000 and annualizing the remaining balance over four months (the last two months of the current year, November and December 2023, and the initial two months of January and February 2024, aligning with the agency's fiscal year), the carryover amount from FY 2023 to FY 2024 is \$33,000. Additionally, the current budget includes a projected unrestricted operational revenue amount of \$66,065. Although the projected total for FY 2024 is \$446,574, when factoring in the carryover and projected unrestricted operational revenue amounts, the actual budget request for FY 2024 totals \$350,000.00 from the parent company. This represents ten (10) months of operation, March to December 2024.

A preliminary agency budget, involving input from all program leaders, has been drafted, and the requested amount has been appropriately allocated for transfer to the Foundation in the upcoming fiscal year. Additionally, the staff has prepared a budget presentation that outlines areas of focus, anticipated challenges and opportunities, and goals for the approaching year. The presented budget signifies the Foundation's operational funding request and does not encompass the fundraising goals for the upcoming year.

Community Action Partnership of Kern Foundation			
Budget Summary			
FY 2024 (01/01/2024 to 12/31/2024)			
		FY 2023	FY 2024 <i>Proposed</i>
REVENUE			
4230	Unrestricted Operational Revenue	-	66,065
4990	Net Assets Released from Restriction (CAPK)		
	Transfer from CAPK to Foundation	408,080	380,509
	Total Revenue	408,080	446,574
Budget Detail			
	Salaries	157,156	199,565
	Benefits	48,718	64,865
	Travel	24,750	10,000
	Space Costs	3,500	2,981
	Supplies	8,800	18,850
	Consultant/Contract Services	30,307	6,000
	Other Operating Costs	104,350	103,715
	Administrative Indirect	30,499	40,598
	Total Expenditures	408,080	446,574
FY 2023 Budget			\$ 417,839
(a) As of 10/31/2023 - BTA Remaining Balance			\$ 133,000
Average Expense per Month			\$ 25,000
(b) Projected Expense Nov to Dec 2023			\$ 50,000
(c) Projected Expense Jan and Feb 2024			\$ 50,000
Projected Carry-over Total (a less b and c) to FY 2024			\$ 33,000
FY 2024 Projected Unrestricted Operational Revenue			66,065
FY 2023 Carry-Over			\$ 33,000
FY 2024 - Budget Total			\$ 446,574
FY 2024 - Budget Total (includes carry-over)			\$ 413,574
FY 2024 - Budget Total (includes carry-over and Unrestricted Operational Revenue)			\$ 347,509
FY 2024 - BUDGET REQUEST TOTAL (rounded)			\$ 350,000

At the December 13, 2023, CAPK Governing Board of Directors meeting, approval was granted for the enclosed budget, which pertains to the Foundation's fiscal year 2024. It is worth noting that, due to the agency's fiscal year and required approvals, the staff presented the FY 2024 Foundation budget during this meeting. Going forward, the Foundation budget will be presented for review prior to seeking approval from the Governing Board.

Recommendation:

Staff recommends the Board of Directors approve the Fiscal Year 2024 budget covering the period from January 1, 2024, to December 31, 2024, for the Community Action Partnership of Kern Foundation. The proposed budget amounts to \$350,000, encompassing ongoing annual operational budget support for the CAPK Foundation, with a focus on continuous evaluation.

Attachments:

FY 2024 Budget Summary

Budget Development Presentation – CAPK Foundation



CAPK Foundation 601: 2024-25 Budget Development

PRESENTED BY: CATHERINE ANSPACH

DIRECTOR OF DEVELOPMENT



Program Overview



The CAPK Foundation was created to address the immediate funding needs of Community Action Partnership of Kern (CAPK) and to develop unrestricted funding sources to support programs that serve people who are facing poverty and economic disadvantage.

It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.



Goals for 2024



Enforce standardized processes

- Internal Programs communication
- Finance workflow and process

Identify critical needs & funding gaps within each program

Increase Foundation awareness in the Community

- Increase traffic and engagement on website through storytelling
- Developing varied giving campaigns to engage donors

Engage Board Members

- Using their fundraising experience and/or connections in the community

Expand & market varied sources of funding

- Annual Fund
- Grants and Sponsorship Proposals
- Online Giving

HOLD SIGNATURE FUNDRAISER



Saturday, June 1, 2024
Estimated Attendance: 250 persons
Net Goal: \$91,935



Increase Donor Base through Annual Appeal



Dear Friends and Supporters,

What a year it's been: 2023 has shown unprecedented need in our community. Families have faced hardships they never could have anticipated; from the economic challenges of the global pandemic to economic insecurities that have touched countless lives in Kern County.

In the face of these trials, Community Action Partnership of Kern (CAPK) has been on the front lines, doing work that truly matters; meeting adversity head-on and making a significant impact in our community by:

Fighting Food Insecurity: For many of our neighbors, putting food on the table is a daily struggle. Thanks to our network of partners, the Wonderful Community Food Bank has been able to provide a staggering 20-million pounds of food to Kern County residents facing hunger.

Ending Homelessness: This year, our M Street Navigation Center has provided refuge for over 1,700 homeless individuals, giving them a safe and welcoming place to rest. This year, we have been able to provide a staggering 20-million pounds of food to Kern County residents facing hunger.

Empowering Youth: In the heart of our community, our Friendship House & Shelter Youth Centers have served as both a safe haven and a nurturing environment for our youth. This year, nearly 100 children have forged friendships, received academic mentoring and found the support they need to thrive.

Supporting Families: This past year, our Oasis & East Kern Family Resource Centers have offered a full circle of support to our families, from crisis intervention and financial counseling to assistance, crisis intervention, and parental workshops. The CAPK team has worked tirelessly to keep families together, helping them conquer challenges that might otherwise tear them apart.

As we look ahead to the coming year, we know the need is even greater. And that's where you can make a difference. We're asking you to please consider making a tax-deductible donation today via mail or online at www.capkfoundation.org.

Your year-end gift has the power to create genius and enduring transformations in the lives of our neighbors who are struggling right here in our community.

With heartfelt thanks,

J.T.B.
Jeffrey T. Tobias
Chief Executive Officer

Community Action Partnership of Kern



Kevin Burton
Board Chair
CAPK Foundation

OUTREACH TO OVER 11,000 HOMES

Yes, I want to support the Community Action Partnership of Kern (CAPK) Foundation. Enclosed is my response of:

☐ Free Bank ☐ 1000 055500 ☐ 1000 055500 ☐ 1000 055500 ☐ 1000 055500

I would like my donation to support the following program:

☐ Day Center (Food Bank Service) ☐ East Kern Family Resource Center (Shelter)
☐ Day Center (Food Bank Service) ☐ East Kern Family Resource Center (Shelter)
☐ Day Center (Food Bank Service) ☐ East Kern Family Resource Center (Shelter)
☐ Day Center (Food Bank Service) ☐ East Kern Family Resource Center (Shelter)

Please designate my donation to the greatest need:

☐ Food Bank ☐ Day Center (Food Bank Service) ☐ East Kern Family Resource Center (Shelter)
☐ Day Center (Food Bank Service) ☐ East Kern Family Resource Center (Shelter)
☐ Day Center (Food Bank Service) ☐ East Kern Family Resource Center (Shelter)

For more information contact: 760-848-2488 or fax 760-848-2488

Name _____ State _____
 Address _____ City _____
 Phone _____ Zip _____
 Email address _____

☐ Check ☐ Cash For Credit Card, scan the QR Code

Make Checks payable to: CAPK Foundation

QR Code



Support CAPK's Holiday Giving.



2024 Budget



- Budget Preparation
 - Carryover from FY 2023 to FY 2024
 - Based on BTA as of 10/31/2023 (\$133,000) less the average expenditures (\$25,000 x 4 months) for Nov to Dec 2023 and Jan to Feb 2024, totaling \$100,000.
 - The Projected Budgeted for **FY 2024** totals \$446,574 less CY 2023 carryover (\$33,000) and projected unrestricted operational revenue (\$66,065) to off-set expenses is approximately **\$350,000** requested by the parent company, CAPK, for ten (10) months of operation.
- Staffing
 - Proposed adding Associate Director of Development 4th quarter 2024
 - This includes associated expenses (e.g., desktop and laptop, employee costs)
- Consultant Services*
 - Using Event Planner/Consultant to hold 2nd Fundraiser event diversifying audience
- Events and Campaigns
 - Signature Fundraiser
 - Program specific targeted campaigns and fundraisers



Opportunities and Challenges



- Opportunities
 - Continue to increase visibility of the CAPK Foundation as a connector to the parent organization
 - Promotion of various campaigns
 - Increase Donor Engagement and Cultivation
 - Researching alternative forms of funding sources
 - Endowment Planning and Development
 - Grants and proposals
- Challenges
 - Strengthen relationships with programs staff to achieve continuity in fundraising goals
 - Seeking continued sources of funding
 - Annual Fund
 - Giving Campaigns





MEMORANDUM

To: CAPK Foundation Board

From: Catherine Anspach, Director of Development
Catherine Anspach

Date: January 23, 2024

Subject: *Agenda Item 5d*: CAPK Fundraising Update – **Info Item**

December 2023 was filled with a number of successful fundraising and community outreach activities. Here is a highlight of the past month:

- 1) On Saturday, December 2, 2023, (90) children from the Friendship House & Shafter Youth Centers received brand new bikes, bike locks and safety helmets due to the generosity of the employees of Wonderful Citrus. Chevron stepped up last minute to underwrite the cost of safety helmets. The kids also received new shoes donated by Orlie's Shoe Drive.
- 2) The Annual Appeal raised a total of \$25,983 with \$9,788 going towards the General Fund, \$3,346 donated to M Street and \$12,849 donated to the Food Bank.
- 3) Brooklyn's BBQ Fundraiser organized by musician Joey Boone raised \$900.
- 4) Maya Cinemas Campaign brought in \$7,360 in December 2023 compared to \$4,060 in December 2022.



MEMORANDUM

To: CAPK Foundation Board

From: Catherine Anspach, Director of Development

Date: January 23, 2024

Subject: *Agenda Item 5e*: CAPK Foundation Board Member Update – **Info Item**

As of December 31, 2023, Nila Hogan, who has been an invaluable member of the CAPK Governing Board and has also served as the Board Liaison to the CAPK Foundation Board, has concluded her term. We are pleased to share that Nila has decided to continue contributing to our mission by transitioning to a role as a private member on the Foundation Board. We express our sincere gratitude for her dedicated service to CAPK and eagerly anticipate her ongoing valuable contributions to the Foundation Board.

In light of this transition, we are excited to announce a recommendation for the Board Liaison position. At the upcoming Governing Board meeting scheduled for January 31, 2024, we will propose that Denise Boshers, a current CAPK Board Member, assume the role as the newest member of our Foundation Board. Denise's expertise and commitment make her an excellent candidate for this position, and we believe she will contribute significantly to the Foundation's continued success.



MEMORANDUM

To: CAPK Foundation Board

From: Catherine Anspach, Director of Development
Catherine Anspach

Date: January 23, 2024

Subject: *Agenda Item 5f: Foundation Policies and Procedures Manual- Info Item*

As the Foundation continues to experience growth and development, it has become imperative to establish clear guidelines for employees, volunteers, board members, and anyone associated with or connected to the CAPK Foundation. It is crucial to have a comprehensive set of policies and procedures to help guide certain actions, decisions, and interactions. This manual will serve as a comprehensive guiding resource, providing essential information on a wide range of topics. These topics include our mission and values, organizational structure, operations, and beyond.

Due to the dynamic nature of our organization, these policies and procedures are designed as a living document. Regular updates and developments will be incorporated to align with the evolving needs and goals of the CAPK Foundation. All updates and revision will be brought to the Foundation Board of Directors for approval.

This is an informational item. After review, the Foundation will bring this document back to the Foundation Board of Directors for final approval.

Attachment

Community Action Partnership of Kern Foundation Policies and Procedures Manual.



**CAPK FOUNDATION
POLICIES AND PROCEDURES MANUAL**

UPDATED January 2024

Table of Contents

INTRODUCTION	1
Effective Date(s) of Foundation Policies	1
Purpose and Function	1
FOUNDATION BOARD	2
Foundation Board of Directors	2
Roles and Responsibilities	2
Financial Responsibilities	3
CAPK Executive Staff Roles	3
FOUNDATION OPERATIONS.....	4
Foundation Department Overview	4
Foundation Responsibilities	4
Foundation Budget	4
Allocation of Funds	4
GIFT PROCESSING AND ACKNOWLEDGEMENT	6
Online Donation	6
Check Donation.....	6
Gift Acknowledgement	6
In-Kind	6
SMALL GRANT APPLICATION POLICY AND PROCEDURE FOR PHILANTHROPIC FUNDS	8
Purpose	8
Policy Statement	8
Grant Eligibility.....	8
Application Process.....	8
Grant Evaluation	8
Approval.....	9
Reporting and Monitoring	9
Compliance and Review	9
Contact Information.....	9
TEMPLATE FOR A SMALL GRANT APPLICATION	10
Contact Information.....	10
Grant Information	10
Project Description.....	10
Timeline.....	10
Budget Summary.....	10
Additional Information.....	11
Attachments.....	11
Agreement	11
DATABASE.....	12
Database Management.....	12
Aplos	12
QGiv.....	12
GIVING	13
Annual Giving	13
Planned Giving	13
Employee Giving	13
Capital Campaigns.....	13
Prospective Donors	13

Stewardship	13
Sponsorships and Corporate Donors	13
EVENTS	14
Master Calendar for Foundation	14
Internal Events	14
External Events.....	14
SOCIAL MEDIA.....	15
Facebook:.....	15
Email Campaigns:.....	15

INTRODUCTION

This manual offers a comprehensive overview of the policies and procedures governing the Foundation of Community Action Partnership of Kern (CAPKF) and its interactions with Community Action Partnership of Kern (CAPK). This manual primarily serves to establish the foundation's guidelines and protocols for all personnel engaged in or associated with the foundation.

Effective Date(s) of Foundation Policies

The effective date of all policies described in this manual is _____. If a policy is added or modified after this date, the effective date of the new/revised policy will be indicated parenthetically immediately after the policy heading.

Purpose and Function

In 2020, the CAPK Foundation was founded to further the objectives and mission of Community Action Partnership of Kern. The Foundation does so by engaging in fundraising, philanthropic endeavors, and fostering community engagement.

Several CAPK programs require supplementary financial support beyond what grants can cover to address expenses that are not grant-eligible. The foundation's primary role is to offer unrestricted funding resources dedicated to supporting those programs.

FOUNDATION BOARD

Foundation Board of Directors

The CAPK Foundation operates under the oversight of two distinct boards: the CAPK Board of Directors and the CAPK Foundation Board of Directors.

The CAPK Foundation Board of Directors is an 11-member body composed of representatives from diverse sectors, including private business, non-profit, and government. This diversity ensures a comprehensive and well-rounded perspective in decision-making.

The collaboration between the CAPK Board of Directors and the CAPK Foundation Board of Directors reinforces a strong partnership, ensuring that the Foundation's efforts align with the broader goals and mission of the Community Action Partnership of Kern.

Roles and Responsibilities

Both the CAPK Board of Directors and the CAPK Foundation Board of Directors share responsibility for overseeing the following key functions:

1. Strategic planning and decision making for the Foundation's purpose and function.
2. Establishment of comprehensive policies and procedures.
3. Appointment of new board members.
4. Selection and communication with independent consultants.
5. Review and approval of financial information, budgets, and models.
6. Interpretation and knowledge of the organization's mission to the public.
7. Collaboration with the Chief Executive Officer, Chief Program Officer, Chief Financial Officer, and Chief Business Development Officer of CAPK.
8. Ensuring that programs and systems adhere to the terms and policies of both CAPK and CAPK Foundation.
9. Authorization of select purchases and check signatories.

These shared responsibilities emphasize the collaboration and unified efforts of both boards.

The Foundation Board is also responsible for the following:

1. Creating an atmosphere of philanthropy and ambassadorship by leading by example.
2. Commit time to attend no less than 60% of the Board & Committee meetings and other Foundation-sponsored events.
3. Possess talents and abilities that are needed by the Board to advance the mission of the CAPK Foundation.
4. Represent the broad diversity of the organization's constituency.
5. Constructively participate in Board deliberations and activities.
6. Volunteer for CAPK Foundation events throughout the year.
7. Make the Foundation one of your top three charities of choice.
8. Participate in friend and fund development for the Foundation.
9. Be free of any conflict of interest.
10. Uphold the Foundation's Oath of Confidentiality.
11. Offer a personal commitment to support the mission and values of Community Action Partnership of Kern (CAPK) and the CAPK Foundation.

The Foundation Board may also bear additional responsibilities beyond those not explicitly mentioned above.

Financial Responsibilities

Foundation board members have a financial responsibility to secure monetary donation(s) or contributions of \$1,000.00 or more by the end of each calendar year. They also need to financially support special campaign efforts, over and above annual support, as appropriate.

CAPK Executive Staff Roles

The CAPK Executive staff plays a vital role in supporting the Foundation by providing essential information, documentation, support, and approvals necessary for the effective operation of the Foundation. The following roles or titles within the organization are officers of the Foundation and may be tasked with this responsibility:

1. Chief Executive Officer – President
2. Chief Program Officer – Vice President
3. Chief Financial Officer – Treasurer
4. Chief Business Development Officer – Secretary

FOUNDATION OPERATIONS

Foundation Department Overview

The Foundation is staffed by a team of two individuals responsible for managing its daily functions and duties. This team comprises the following positions:

- Director of Development
- Administrative Coordinator

Foundation Responsibilities

The primary responsibilities for the Foundation team consist of:

1. Securing funding for essential CAPK programs.
2. Continuously building community relationships.
3. Efficiently managing the donor database.
4. Distributing annual donation appeals, expressing monthly gratitude, providing program updates, and sending event details to both current and past donors.
5. Coordinating and supervising fundraising events for CAPK programs.
6. Cultivating donors and active sponsorships.
7. Ensuring proper acknowledgment and recognition of sponsors and donors.
8. Provide support to the Community Development team by assisting with grant applications, marketing efforts, events, and various activities as required.

The Foundation may also bear additional responsibilities beyond those not explicitly mentioned above.

Foundation Budget

The budget for the CAPK Foundation adheres to a calendar year timeline, and the following factors are considered when formulating the budget:

- Salaries and benefits
- Travel
- Legal and audit fees
- Colleterial- print and postage
- Outreach
- Software
- Board cost
- Equipment rent/lease
- Bank fees
- Meeting expenses
- Indirect expenses

Financial reports of the Foundation are presented during every Foundation Board of Directors meeting and subsequently approved by the Foundation Board. Each financial report includes contributions for the current year, financial statements, and a comparison of the projected budget versus actual financial performance.

Allocation of Funds

Donations and contributions made to the Foundation for a particular program are allocated to that specific program. Any donations specified by the donor for a particular purpose or need are earmarked

and utilized accordingly (Example: meals for Food Bank, coats for M Street, toys for Friendship House, etc.).

Funds intended for the Foundation's overall support are deposited into the general Foundation fund. Currently, deliberations are underway concerning the allocation of general funds to programs. Once a decision is reached, it will be updated in this manual.

GIFT PROCESSING AND ACKNOWLEDGEMENT

The Foundation collaborates with the CAPK finance department to oversee the management of both checks and online donations. Electronic donations are received through the Customer Relationship Management (CRM) (Aplos) and Automated Clearing House (ACH) or electronic fund transfer, while checks are processed and deposited by the finance department.

Online Donation

Online donations are channeled through a donation form, which automatically deposits it into the Foundation's Tri-Counties Bank account and records the donation in the CRM (Aplos). ACH contributions are linked to parent companies' Wells Fargo bank account or the Foundation's bank account. The ACH donations through the Wells Fargo bank account are included in a monthly donation report provided to the Foundation by the finance department, typically around the second week of each month. The ACH donations through the Foundation's Tri-Counties account are automatically deposited and recorded.

Check Donation

In cases where the Foundation expects a check or ACH donation as part of a sponsor's agreement or grant award, the Foundation records this as a "pledge" in Aplos until the actual payment is received. Checks issued to the CAPK Foundation are collected by the Finance department and deposited into the Foundation's Tri-Counties Bank account.

If the check is made out to either CAPK or the specific program it is intended to support (e.g., Food Bank, Friendship House, etc.). Finance will receive and deposit the check into the CAPK's Wells Fargo bank account. All checks made out to CAPK are then included in the monthly donation reports, with a copy of the check.

Gift Acknowledgement

Upon receiving the monthly donation report from the finance department, the Foundation proceeds to manually input each CAPK donation into the CRM, categorizing them as "Contributions." A dedicated report is then generated, which is subsequently merged into an Excel spreadsheet. This spreadsheet provides an overview of all donations directed either to CAPK or a specific CAPK program.

Simultaneously, a separate spreadsheet is extracted from the CRM to account for all online and check donations made payable to the CAPK Foundation.

Once both spreadsheets are created, the Foundation prepares gift acknowledgement letters. It is important to note that the Foundation maintains two distinct letterheads for CAPK donations and CAPK Foundation donations, each tailored to correspond with the different nonprofit employer identification numbers (EIN).

In-Kind

In-Kind donations are gifts, goods or services donated to CAPK or the CAPK Foundation. In-Kind donations are acquired by different programs within the organization. Upon receiving an in-kind donation, the respective program completes an in-kind donation receipt, which is then submitted to the Foundation. These receipts provide the Foundation with the essential details required to express gratitude to the donor appropriately.

The in-kind donation documentation is filed within an in-kind donation receipt folder, and the donation is entered into the Foundation's CRM platform (Aplos). A specialized letter tailored for in-kind donations is then sent to the donor as a token of appreciation.

SMALL GRANT APPLICATION POLICY AND PROCEDURE FOR PHILANTHROPIC FUNDS

Purpose

The Small Grant Application Policy and Procedure for Philanthropic Funds outlines the guidelines and processes for applicants seeking financial support from Community Action Partnership of Kern Foundation. This policy aims to ensure transparency, fairness, and efficiency in the grant application and evaluation process.

Policy Statement

The Foundation is committed to supporting projects and initiatives that align with the parent company's and Foundation mission and contribute to the betterment of the community. We offer small grants to eligible internal programs and organizations to facilitate their initiatives, provided they meet our criteria.

Grant Eligibility

Eligible Applicants:

- Internal agency programs.
- Partner organizations and/or initiatives that support the intent and mission of the agency.
- Individuals and community groups with projects benefiting the community.
- Non-profit organizations with valid tax-exempt status.
- Projects should align with our philanthropic mission and focus areas.

Ineligible Applicants:

- For-profit organizations.
- Government entities.
- Organizations that discriminate based on race, religion, gender, or other protected categories.

Application Process

Grant Application Submission:

- All applicants must submit their grant proposals using our prescribed application form.
- The application form is available on the intranet (SharePoint), website and must be completed and submitted electronically.

Application Deadline:

- Grant application deadlines will be posted on our website and communicated to potential applicants.
- Late applications will not be considered.

Required Documentation:

- Applicants must provide all necessary supporting documents, including project budgets, letters of support, and any other relevant materials, as applicable.
- Incomplete applications will not be considered.

Grant Evaluation

Review Committee:

- A Grant Review Committee, consisting of members with relevant expertise, will evaluate grant applications.
- Committee members must recuse themselves from evaluating applications from their own organizations or conflicts of interest.

Evaluation Criteria:

- Grant applications will be assessed based on their alignment with our mission, potential impact, feasibility, and budget appropriateness.
- Applications will also be evaluated on their potential to foster collaboration and engagement within the community.
- The Committee may conduct site visits or interviews with applicants to gain a better understanding of the proposed projects.

Approval

Funding Decision:

- The Committee will make funding recommendations based on the evaluation of grant applications.
- The Foundation Board of Directors will make the final grant award decisions.

Grant Notification:

- All applicants will be notified of the funding decisions.
- Successful applicants will receive grant agreements outlining the terms and conditions of the grant.

Reporting and Monitoring

Grant recipients must provide regular progress reports and financial statements as specified in the grant agreement. Failure to submit required reports may result in the grant being revoked.

Compliance and Review

This policy will be periodically reviewed and updated to reflect changing needs and priorities. Feedback from grant applicants will be considered in policy revisions.

All applicants and recipients must comply with the terms and conditions of the grant agreements. Failure to comply may result in the revocation of the grant and potential disqualification from future funding.

Contact Information

Applicants with questions or seeking clarification on the grant application process should contact our organization's grant manager.

This Small Grant Application Policy and Procedure for Philanthropic Funds will guide the process of awarding grants to eligible applicants while ensuring transparency, accountability, and the alignment of grant funding with our organization's mission and values.

TEMPLATE FOR A SMALL GRANT APPLICATION

Contact Information

Program Contact Information
Program Name
Lead Contact
Mailing Address
City, State, ZIP Code
Phone Number
Email Address
Date

Brief description of the proposed project.

Briefly describe the mission and goals of your organization or the purpose of your project. (100 words or less)

Grant Information

Grant Amount Requested

Amount Requested: \$_____ [Specify the amount you are requesting]

Upload Budget Template

Grant Focus Area

Please select the focus area that best describes your project:

- ☐ Education
- ☐ Health
- ☐ Environment
- ☐ Community Development
- ☐ Other (please specify): [Specify the focus area]

Project Description

Provide a concise description of your project, including its objectives, expected outcomes, and how it aligns with our organization's mission and focus areas. (250 words or less).

Timeline

Briefly outline the timeline for your project, including key milestones and anticipated start and end dates.

Budget Summary

Provide a high-level budget summary for the requested grant amount, including major expense categories. If applicable, describe other sources of funding for this project.

Once the above information is completed, upload a budget template.

Additional Information

Explain how you plan to measure the impact of your project and evaluate its success. Also, describe any collaborations or partnerships you have with other organizations, individuals, or community groups related to this project.

Provide any additional information important for us to know about your organization or project.

Attachments

Please attach the following documents along with your application:

- Project Budget
- Letters of Support (if applicable)
- Any additional relevant documentation

Agreement

By submitting this application, I acknowledge that all information provided is accurate and complete to the best of my knowledge. I understand that this application does not guarantee grant funding and that the grant review process will evaluate all applications based on the criteria outlined in the grant guidelines.

Applicant's Signature: _____

Date: _____

Please submit your completed application electronically to [email address] or through the online submission portal on our website by the specified deadline. If you have any questions or require further assistance, please contact [contact person] at [phone number] or [email address].

Thank you for considering us as a potential grant recipient, and we look forward to the opportunity to contribute to our community's well-being through our proposed project.

DATABASE

Database Management

The Foundation oversees an ongoing database comprising of both active donors and potential supporters. It is responsible for upkeep and administration of various software tools and Customer Relationship Management Systems (CRM) employed for collecting donations, donor details, and donor engagement efforts.

Aplos

The Foundation utilizes Aplos as a CRMS. Both the Foundation and the CAPK finance team use this CRM to input donations, monitor donor history, generate donation reports, and assess the foundation's overall financial performance. The Aplos account is linked to the Foundation's bank account, automatically depositing donations into the account when a donor contributes through Aplos.

QGiv

The Foundation also utilizes QGiv as a CRMS. QGiv serves as the Foundation's way of collecting text-to-give donations, virtual drive contributions, and event fundraising. The donations received through QGiv are uploaded daily to the Foundation's Tri Counties account. Once deposited, these contributions become visible in Aplos. The Foundation transfers donor information from QGiv to Aplos on a weekly basis.

GIVING

Annual Giving

The Foundation will institute an annual giving campaign aimed at strengthening the general fund. These campaigns will be distributed to both existing donors and potential contributors. The primary objective of these campaigns is to develop a general financial reserve for the upcoming year or budget.

Planned Giving

Presently, the Foundation is actively exploring the expansion of planned giving options. This encompasses a range of possibilities, including bequests, retirement plans, life insurance policies, stocks, NFTs (non-fungible token) and various other alternatives that the Foundation is considering as part of its ongoing efforts to develop a comprehensive planned giving program.

Employee Giving

CAPK employees do not have the option for employee giving, but it is in the development with the Financial department, Human Resource department, and Payroll department to develop a plan. This section will be updated with the process once employee giving is in place.

Capital Campaigns

As CAPK programs expand and develop, the need for funding increases. The Foundation will create, coordinate, and execute a capital campaign with a specific focus on meeting the essential need of a particular program. The duration of these campaigns will fluctuate, contingent on when the campaign's financial objective is attained. Some examples of these campaigns are the CAPK Food Bank Expansion and Friendship House Sport Field Enhancement.

Prospective Donors

Prospective donors who approach CAPK employees, board members, or volunteers should be directed to the Foundation for further discussions regarding their potential donation. Additionally, the Foundation actively seeks out potential funders.

Stewardship

The Foundation is responsible for managing larger donations and sponsorships while also maintaining ongoing relationships to secure sustained, long-term support from key contributors.

Sponsorships and Corporate Donors

Corporations or donors can establish specific sponsorships, programs, or agreements to support a particular CAPK program. The foundation can customize these agreements in collaboration with the organization to align with their funding requirements and preferences. Each program may also have specialized sponsorships that the foundation actively seeks on their behalf.

EVENTS

Master Calendar for Foundation

The Foundation's master calendar of events is a collaborative effort with the Community Development and Outreach team. This calendar undergoes continuous updates and revisions to ensure it accurately reflects the event schedule. It is hosted on the Executive Division SharePoint for staff members to access. Many of these events encompass both physical (in-kind) and financial donation.

The calendar includes both internal and external events. It has event dates or timelines, the associated program it supports, and whether the event is recurring.

Internal Events

The Foundation organizes internal fundraising events. These events are open for both the public and CAPK staff to attend, and they are executed in coordination with various CAPK departments. As of 2024, the Foundation has one internal fundraising event planned, with the possibility of more.

External Events

Organizations wanting to raise funds on behalf of the CAPK Foundation must submit an External Event Agreement form. After the form is filled out, it will undergo approval by the relevant department to formalize the partnership. All logos and branding must be approved by the Foundation and Community Development team before any posting or advertising.

SOCIAL MEDIA

Facebook:

The Foundation's Facebook page is jointly managed by both Foundation staff and Community Development staff. It adheres to the agency's IT (Information Technology) policies and procedures, as outlined in section 5.6, covering social media, networking, and technology. Any new social media platforms established for the Foundation will also abide by these same guidelines. All posts are subject to review by the Foundation and Community Development staff.

Email Campaigns:

The Foundation conducts various email campaigns to solicit donations and funding. These email campaigns are done through Constant Contact and are a collaborative effort with the Community Development department. Prior to sending, the Foundation staff and Community Development team will review the email campaign.



MEMORANDUM

To: CAPK Foundation Board
From: Catherine Anspach, Director of Development
Date: January 23, 2024
Subject: *Agenda Item 5g: Gourmet For Good Update* – **Info Item**

A committee meeting was held on January 9, 2023 where we reviewed Sponsor Prospects and discussed other event details. The board members present identified prospects that they would solicit.

The following sponsors have been confirmed for Gourmet For Good:

Kern Family Health Care	Platinum Presenting Sponsor	\$20,000
Dignity Health	Silvery Savory Sponsor	\$10,000
Klein DeNatale	Silvery Savory Sponsor	\$10,000
Anthem	Gourmet Gala Sponsor	\$ 5,000
Aera Energy	Libation Station Sponsor	\$ 3,500
Bristol Hospice	Divine Dessert Station Sponsor	\$ 3,500
TOTAL		\$52,000

The committee discussed the Silent Auction portion of the evening and a general event flyer is in development and will be sent to all board members to use to help solicit items or packages.

The next committee meeting will be Tuesday, February 20th. Look for a calendar invite.