

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 21, 2018
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Warren Peterson
Guadalupe Perez

Janea Benton
Ana Vigil

Jimmie Childress

3. **Approval of Agenda**

4. **Public Forum:** *(The public may address the committee on items not on the agenda. 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.)*

5. **New Business**

- a. Application Status Report and Funding Requests – Sheila Shegos, Outreach & Grant Administrator – **Action Item (p. 2-5)**
 - 1. US Department of Housing and Urban Development (HUD) for 211.
- b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – **Info Item**
 - 1. Kern Head Start and Early Head Start Budget to Actual for the Period Ended January 31, 2018 **(p. 6-9)**
 - 2. San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2018 **(p. 10-12)**
 - 3. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended January 31, 2018 **(p. 13-14)**

6. **Chief Financial Officer Report**

- a. Discretionary Fund Update – Info Item **(p. 15)**
- b. Financial Statements, January 2018 – Action Item **(p. 16-50)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, March 21, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on February 16, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - January 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
6/14/2017 (PRE)	6/20/2017	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000
9/13/2017 (PRE)	8/25/2017	Wonderful Foundation	Food Bank/ Free Farmers' Market in Wasco	\$ 50,000
9/13/2017 (PRE)	8/31/2017	Dignity Health / 2018 Community Grants Program	EKFRC/ East Kern Health Link	\$ 69,926
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
10/11/17 (PRE)	9/29/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000
10/18/17 (B&F)	10/19/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000
10/25/17 (Board)	10/25/2017	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000
10/25/2017 (Board)	11/23/2017	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
11/29/2017 (Board)	12/4/2017	Us Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
1/17/2018 (PRE)	1/19/2018	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - January 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	FHCC & SYC/PREP Works	\$ 30,000	\$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500	\$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000	\$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000	\$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000	\$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ \$25,000 per)	\$ 75,000	\$ 75,000	1/01/2018-12/31/2020
	12/11/2017	Dignity Health	EKFRC East Kern Health Link	\$ 69,926	\$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	\$ 50,000	\$ 30,000	01/01/2018-12/31/2018
				TOTAL	\$ 777,860	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - January 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
8/17/2016 (B&F)	1/31/2017	U.S. Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	No response	Junior League of Bakersfield	EKFR/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
		Strategic Growth Council	Kern County Disadvantage Communities Study	
	1/31/2018	Transformative Climate Communities		\$ 250,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

Project Name: HUD Continuum of Care Planning Grant

CFDA # 14.267

Funder Name: U.S. Department Housing & Urban Development, United Way of Kern County

Division Director: Emilio Wagner

Program Manager: Esperanza Contreras

Grant Program Name: 2-1-1 Kern

☐ **New Funding**

☒ **Re-Application**

Funding Period: 01/01/2018-07/31/2018

A. Narrative description of funding request, including goals:

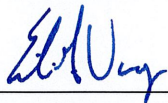
CAPK's 2-1-1 Kern program has been designated to receive \$12,000 from U.S. Department of Housing & Urban Development - City of Bakersfield, United Way of Kern County for HUD Continuum of Care Planning Grant.

2-1-1 Kern will serve as the at-risk assessment point for the Kern County Coordinated Entry System; provide after hour access; participate in outreach events; utilize the Quick Referral Tool for referrals to Homeless Collaborative members and conduct research for homelessness resources.

B. Use of Funds:

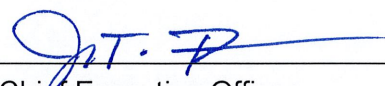
The funds of up to \$12,000 over the period of 1/1/2018-7/31/2018 will cover an Information & Referral Specialist to provide referrals for clients who are homeless or at risk of homelessness.

C. Approvals:

1.  2/6/18
Division Director Date

2.  2/6/18
Director of Community Development Date

3. Christine Anami 2/6/18
Chief Financial Officer Date

4.  2/6/18
Chief Executive Officer Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended January 31, 2018 – **Info Item**

Date: February 21, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through January 31, 2018. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

- **Head Start & Early Head Start Personnel** costs are lower than the percentage of the year elapsed, primarily because (1) California Department of Education General Child Care revenues have been higher than average, which has decreased the year-to-date cost to Early Head Start, and (2) normal turnover and vacancies. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to program needs that could not be budgeted.
- **Supplies** are purchased as needed throughout the year, rather than monthly. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to program needs that could not be budgeted.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly; the unbudgeted costs of legal services for the pension conversion are also included here.
- Costs in the **Early Head Start Other** category have exceeded the budget, primarily in the areas of space costs and child food expenses.

Training & Technical Assistance Funds

- Budgeted **Travel** and **Other** costs for **Head Start** were underestimated. Expenditures in the **Supplies** and **Contractual** categories have been decreased to compensate.
- Additional funds to supplement **Head Start** training expenses in the **Other** category are budgeted in the base grant.
- Budgeted **Other** costs for **Early Head Start** were underestimated. Expenditures in the **Supplies** and **Contractual** categories have been decreased to compensate.
- The overall costs charged to Training and Technical assistance will not exceed the grant amounts.

Duration Grant

CAPK received approval to carry over Duration start-up funds that were awarded late in the prior budget period. The funds are being used for the purchase of supplies, maintenance and repair of three additional classrooms. Costs originally budgeted under the **Equipment** category will be recorded in the **Other** category.

- Renovations of one additional classroom at the Taft center are complete.
- Renovations of the two-classroom Broadway (Wasco) center are complete, and the center has been licensed as a child care facility.

Non-Federal Share

Non-Federal share is at 119% of the budget.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - January 31, 2018
Month 11 of 12 (92%)

Prepared 02/14/2018

BASE FUNDS	HEAD START				EARLY HEAD START					
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,569,007	8,539,970	2,029,037	81%	19%	2,149,045	1,668,857	480,188	78%	22%
FRINGE BENEFITS	3,187,775	2,819,036	368,739	88%	12%	644,713	554,619	90,094	86%	14%
TRAVEL	0	10,897	(10,897)			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,029,470	972,202	57,268	94%	6%	376,583	291,193	85,390	77%	23%
CONTRACTUAL	47,110	91,225	(44,115)	194%	-94%	23,390	12,201	11,189	52%	48%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,624,954	3,224,023	400,931	89%	11%	437,377	506,544	(69,167)	116%	-16%
INDIRECT	1,779,092	1,504,887	274,205	85%	15%	358,386	297,962	60,424	83%	17%
TOTAL BASE FUNDING	20,237,408	17,162,240	3,075,168	85%	15%	3,989,494	3,331,376	658,118	84%	16%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	23,927	16,027	60%	40%
SUPPLIES	20,812	6,061	14,751	29%	71%	9,981	4,798	5,183	48%	52%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,601	6,088	61%	39%
OTHER	73,517	84,553	(11,036)	115%	-15%	22,561	38,161	(15,600)	169%	-69%
INDIRECT	13,214	13,037	177	99%	1%	8,819	7,631	1,188	87%	13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	146,350	144,339	1,011	99%	1%	97,004	84,118	12,886	87%	13%

DURATION GRANT CARRYOVER (FORMERLY "START-UP")

EQUIPMENT	120,000	0	120,000	0%	100%
SUPPLIES	175,910	165,660	10,250	94%	6%
OTHER	179,765	258,638	(78,873)	144%	-44%
INDIRECT	32,331	39,402	(7,071)	122%	-22%
TOTAL DURATION CARRYOVER	508,006	463,700	44,306	91%	9%

GRAND TOTAL HS/IEHS FEDERAL FUNDS	20,890,764	17,770,279	3,120,485	85%	15%	4,086,498	3,879,194	715,310	95%	5%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	
CALIF DEPT OF ED	2,930,748	4,118,038	(1,187,290)	141%	-41%	Centralized Administrative Cost 6.4%
IN-KIND	3,186,566	3,162,369	24,197	99%	1%	Program Administrative Cost 2.8%
TOTAL NON-FEDERAL	6,117,314	7,280,407	(1,163,093)	119%	-19%	Total Administrative Cost 9.3%

Budget reflects Notice of Award #09CH9142-04-03

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2018.

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90	
Bank of America	10,774					CREDITS
Lowe's	16,321	39				TOTAL
Save Mart	3,464	140	116			10,774
Smart & Final	650					16,360
Chevron & Texaco Business Card	7,538					3,719
Home Depot	16,071	1,332				650
	54,818	1,510	116	0	0	7,538
						17,403
						56,444

**Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind**

**Budget Period: March 1, 2017 through February 28, 2018
Report for period ending January 2018 (Month 11 of 12)**

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,736	20,782	30,939	25,084	19,451	23,501	162,829	92,338	176%
San Diego Street	48	11,089	10,871	10,601	11,518	8,117	10,491	5,686	11,479	11,582	9,975	9,720	111,129	65,179	170%
East California	70	13,042	7,973	5,477	0	0	4,390	19,161	34,051	35,881	19,908	20,490	160,374	95,053	169%
Faith Avenue	34	13,062	8,485	6,670	0	0	2,124	7,247	11,732	11,095	9,487	225	70,125	46,169	152%
Noble	34	7,130	5,708	3,486	0	0	4,441	13,300	11,276	9,611	4,401	9,917	69,270	46,169	150%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	6,298	7,170	8,233	7,035	6,860	67,686	46,169	147%
Fairfax	40	14,732	11,648	7,741	0	0	1,629	7,133	8,051	9,141	7,584	6,259	73,919	54,316	136%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	6,052	20,496	19,034	22,345	16,479	0	149,061	112,706	132%
Pioneer	34	8,417	7,079	3,651	0	0	2,028	7,075	12,304	6,987	6,677	4,521	58,739	46,169	127%
Franklin	24	5,953	4,296	2,617	2,315	3,846	1,614	3,023	4,938	4,562	2,987	3,722	39,875	32,590	122%
Williams	34	8,701	6,370	2,440	0	0	1,534	5,231	10,189	9,715	5,007	7,160	56,349	46,169	122%
Shafter	34	4,257	4,019	2,801	0	0	1,923	8,124	11,300	12,878	10,917	105	56,324	46,169	122%
Lamont	34	9,115	5,854	3,225	0	0	1,649	5,644	6,799	7,770	5,179	9,885	55,120	46,169	119%
Pacific	62	12,190	9,953	6,959	5,247	3,850	4,307	7,822	12,205	13,403	10,597	11,693	98,227	84,190	117%
Casa Loma	34	10,045	5,902	3,417	0	0	2,170	7,831	6,392	6,535	6,211	3,999	52,503	46,169	114%
Virginia	34	9,882	6,594	3,576	0	0	2,207	5,658	5,723	7,913	4,947	5,191	51,692	46,169	112%
Sunrise Villa	34	17,097	13,051	6,550	0	0	642	1,092	2,915	4,929	2,393	2,964	51,632	46,169	112%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,406	9,987	7,652	14,313	13,223	7,548	9,533	113,781	103,201	110%
Vineland	20	7,955	4,026	1,925	0	0	579	1,781	4,215	4,939	4,017	170	29,607	27,158	109%
Stine Road	138	18,162	16,539	20,487	15,259	14,578	21,588	22,960	24,868	18,103	13,425	16,894	202,863	187,391	108%
Delano	76	16,824	14,469	12,869	8,295	8,948	5,566	7,767	14,551	12,607	7,980	0	109,875	103,201	106%
Planz	34	12,344	9,988	4,851	0	0	1,792	3,830	5,797	5,001	4,668	303	48,575	46,169	105%
Shafter HS/EHS	36	5,894	5,073	4,436	4,341	3,901	4,768	5,837	7,827	4,261	4,531	0	50,868	48,885	104%
Home Base	225	24,130	21,418	15,321	13,922	12,945	14,058	16,111	15,933	9,071	10,130	4,205	157,244	152,764	103%
Tehachapi	34	8,461	7,372	3,800	0	0	1,331	5,277	5,593	6,077	3,878	4,669	46,459	46,169	101%
Olildale	34	9,626	7,108	3,841	0	0	0	5,995	7,049	6,505	4,544	0	44,669	46,169	97%
Oasis	57	6,568	6,949	2,245	0	0	1,748	9,112	11,557	15,409	12,423	7,199	73,211	77,401	95%
Pete H. Parra	112	18,018	17,795	14,195	9,771	10,309	13,738	15,193	18,329	23,152	2,106	0	142,595	152,085	94%
Sterling	122	20,515	17,871	16,927	13,197	8,152	10,285	9,715	15,961	8,499	14,783	15,480	151,385	165,664	91%
Roosevelt	34	11,919	10,962	5,653	0	0	691	2,181	5,439	4,239	802	0	41,885	46,169	91%
Fairview	34	4,848	3,329	3,158	0	0	2,404	7,087	10,182	7,568	2,389	180	41,145	46,169	89%
California City	34	7,464	6,138	2,640	0	0	1,282	3,944	6,197	4,881	4,643	2,302	39,492	46,169	86%
Seibert	34	4,457	4,656	2,920	0	0	1,947	5,552	6,397	7,156	5,223	322	38,630	46,169	84%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	3,842	5,242	5,296	3,435	0	37,208	46,169	81%
Willow	72	11,499	9,455	4,751	0	0	2,532	3,918	9,414	7,733	10,550	15,929	75,781	97,769	78%
Rosamond	100	22,378	18,460	8,133	0	0	4,250	8,245	9,948	15,435	11,445	225	98,519	135,791	73%
McFarland	24	5,400	4,732	1,711	0	0	0	2,744	3,598	2,686	1,022	0	21,894	32,590	67%
Rafer Johnson	34	7,010	4,290	1,382	0	0	431	2,663	3,115	4,180	3,297	3,688	30,055	46,169	65%
Alicante	34	8,933	3,798	1,981	0	0	695	3,458	3,580	2,509	1,912	2,362	29,229	46,169	63%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind

Budget Period: March 1, 2017 through February 28, 2018
Report for period ending January 2018 (Month 11 of 12)

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Lost Hills	20	3,195	1,920	1,560	0	0	113	359	1,909	1,749	1,341	2,371	14,517	27,158	53%
Taft	78	12,166	8,538	5,262	0	0	1,898	3,406	7,193	0	4,060	6,255	48,778	105,917	46%
Mojave	34	5,884	2,935	1,109	0	0	713	2,473	4,080	2,415	0	0	19,608	46,169	42%
Wesley	60	8,676	5,052	1,900	0	0	2,000	3,256	4,315	0	3,650	0	28,849	81,474	35%
Broadway (Wasco)	44												0	59,748	0%
Buttonwillow	0	2,742	1,832	903									5,478		
Stella Hills	0	9,153	7,612	2,720									19,485		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		1,261	1,460	0	0	0	0	0	895	0	1,320	0	4,935	69,535	7%
Policy Council and RPC		975	1,660	1,021	225	3	400	30	0	4,614	1,818	151	10,897	52,917	21%
SUBTOTAL IN-KIND	2,369	499,576	399,830	261,242	91,482	82,055	158,594	315,992	433,997	404,974	296,173	218,453	3,162,369	3,186,566	99%

State General Child Care*	128,051	106,456	128,002	77,026	77,026	110,966	150,506	132,449	139,921	129,010	123,221	142,269	1,367,879	967,147	141%
State Preschool*	321,339	238,304	321,339	17,631	17,631	115,739	192,152	248,074	296,772	264,137	231,198	262,346	2,509,032	1,787,756	140%
State Migrant Child Care*	14,552	15,244	29,786	28,141	28,141	18,975	22,738	19,685	24,922	41,761	538	24,787	241,127	175,845	137%
SUBTOTAL CA DEPT of ED	463,942	360,004	479,127	122,798	122,798	245,681	365,396	400,207	461,615	434,908	354,957	429,402	4,118,038	2,930,748	141%

GRAND TOTAL

*May include estimates

963,518 759,834 740,369 214,280 327,736 523,990 716,199 895,612 839,882 651,130 647,855 7,280,407 6,117,314 119%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* San Joaquin Early Head Start
Budget to Actual Report for the Period Ended January 31, 2018 – **Info Item**

Date: February 21, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through January 31, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 98% of budget.

- Costs of **Personnel** and **Fringe Benefits** are at 97% and 98% of budget, respectively.
- Costs of **Travel** associated with monthly support are at 61% of budget.
- Costs of **Supplies** are at 120% of budget.
- Costs of **Contractual** services are at 150% of budget, including the unbudgeted cost of legal services for the pension conversion (\$1,863).
- **Other** costs are at 107% of budget.

Training & Technical Assistance Funds

Overall expenditures are at 99% of budget.

- Costs of **Travel** associated with training are at 102% of budget.
- Costs of **Supplies** are at 118% of budget.
- Costs of **Contractual** services are at 57% of budget.
- **Other** costs are at 125% of budget.

Non-Federal Share

Non-Federal share is at 115% of budget. CAPK's request to waive 37% (\$473,451) of the Non-Federal requirement for this budget period was approved by Office of Head Start.

Additional transactions for this budget period will continue to be posted during the grant close-out period. Budget to Actual reports for this grant will be presented monthly until the grant has been closed out.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2017 - January 31, 2018

Report Period: February 1, 2017 - January 31, 2018

Month 12 of 12 (100%)

Prepared 02/14/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	3,013,247	82,865	97%	3%
FRINGE BENEFITS	770,067	757,859	12,208	98%	2%
TRAVEL	20,232	12,244	7,988	61%	39%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	170,071	(28,046)	120%	-20%
CONTRACTUAL	5,000	7,512	(2,512)	150%	-50%
CONSTRUCTION	0	0	0		
OTHER	531,545	569,361	(37,816)	107%	-7%
INDIRECT	481,326	438,048	43,278	91%	9%
TOTAL	5,046,307	4,968,343	77,964	98%	2%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	14,475	14,697	(222)	102%	-2%
SUPPLIES	16,404	18,974	(2,570)	116%	-16%
CONTRACTUAL	19,823	11,242	8,581	57%	43%
OTHER	23,005	28,809	(5,804)	125%	-25%
INDIRECT	8,190	7,372	818	90%	10%
TOTAL	81,897	81,094	803	99%	1%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	5,049,437	78,767	98%	2%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	808,600	928,858	(120,258)	115%	-15%
TOTAL NON-FEDERAL FUNDS	808,600	928,858	(120,258)	115%	-15%

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.6%
Total Administrative Cost	9.1%

Budget reflects Notice of Award #09CH010071-03-03

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2018

Community Action Partnership of Kern

San Joaquin Early Head Start

Non-Federal Share and In-Kind

Budget Period: February 1, 2017 through January 31, 2018

Report for period ending January 31, 2018 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	5,304	4,625	3,449	4,315	6,214	3,879	6,354	5,158	3,417	55,410	19,724	281%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	2,997	3,905	1,666	3,188	3,096	2,791	33,272	19,724	169%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	7,134	5,504	5,835	5,343	6,324	8,386	6,887	81,491	57,528	142%
California Street	24	11,719	12,634	8,450	8,120	7,746	8,068	8,530	8,405	8,315	7,125	5,650	103,026	78,896	131%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	13,529	10,817	16,199	13,328	19,326	22,523	19,861	186,748	147,930	126%
Chrisman	30	8,771	9,937	11,674	12,307	10,533	9,104	12,292	9,409	12,978	11,948	9,326	118,277	98,620	120%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,920	2,418	3,658	4,466	4,173	4,507	47,029	52,597	89%
Marci Massei	24	8,398	8,489	7,478	9,488	6,843	6,550	6,103	4,754	4,832	0	903	63,838	78,896	81%
Walnut	24	2,084	11,779	7,270	6,567	4,283	3,948	5,101	5,286	6,401	5,545	3,953	62,215	78,896	79%
Lodi UCC	30	5,167	4,343	4,417	7,737	4,920	6,598	6,120	5,435	7,060	7,516	7,891	74,052	98,620	75%
Kennedy	16	1,654	924	705	1,193	1,378	1,541	1,702	1,834	2,324	1,487	1,612	16,355	52,597	31%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		80	1,860	1,283	30,021	23,218	15,896	1,867	2,739	3,503	3,185	1,735	86,587	21,858	396%
Policy Council		199	127	132	32	37	16	2	0	0	11	0	556	2,713	20%
SUBTOTAL IN-KIND	313	66,752	85,772	84,199	112,875	89,091	78,275	76,288	65,736	85,069	80,153	68,532	928,858	808,600	115%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended January 31, 2018 – **Info Item**

Date: February 21, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through January 31, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds

\$12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. With the request to carry over funds not yet submitted, the costs were recognized in the base grant.

All other expenditures are on track for this point in the budget period.

Carryover Funds

CAPK has submitted a request to Office of Head Start to carry over \$173,147 in unexpended funds from the prior year. Approval is pending.

Training & Technical Assistance (T&TA)

Training & technical assistance costs are incurred as needed, rather than evenly throughout the year. Overall, the expenditures are more than budgeted at this point in the budget period.

CAPK has submitted a request to Office of Head Start to carry over \$4,391 in unexpended funds from the prior year. Approval is pending.

Non-Federal Share

Non-Federal share is at 51% of the budget.

**Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report**

Budget Period: September 1, 2017 - August 31, 2018

Report Period: September 1, 2017 - January 31, 2018

Month 5 of 12 (42%)

Prepared 02/14/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	46,221	74,133	38%	62%
FRINGE BENEFITS	32,245	12,785	19,460	40%	60%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	13,947	(12,947)	1395%	-1295%
CONTRACTUAL	461,870	191,134	270,736	41%	59%
CONSTRUCTION	0	0	0		
OTHER	12,662	5,222	7,440	41%	59%
INDIRECT	62,806	26,916	35,890	43%	57%
TOTAL BASE FUNDING	690,937	296,225	394,712	43%	57%

CARRYOVER FUNDS (Federal approval is pending)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
OTHER	0	0	0		
INDIRECT	0	0	0		
TOTAL CARRYOVER FUNDING	0	0	0		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	78	5,216	1%	99%
SUPPLIES	3,506	1,541	1,965	44%	56%
OTHER	6,473	6,539	(66)	101%	-1%
INDIRECT	1,527	816	711	53%	47%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	8,973	7,827	53%	47%

GRAND TOTAL FEDERAL FUNDS	707,737	305,198	402,539	43%	57%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	176,934	90,377	86,557	51%	49%
TOTAL NON-FEDERAL FUNDS	176,934	90,377	86,557	51%	49%

Centralized Administrative Cost	7.0%
Program Administrative Cost	1.2%
Total Administrative Cost	8.3%

Budget reflects Notice of Award #09HP0036-03-00.

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2018.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JANUARY 31, 2018**

	03/01/17- 12/31/17	01/01/18- 01/31/18	TOTAL
BEGINNING BALANCE (NOTE 1)	<u>421,511.41</u>		<u>421,511.41</u>
CASH RECEIPTS			
2017 Awards Banquet Donations	64,468.76		64,468.76 a
Give Big Kern (Net)	6,221.02		6,221.02
Donations	7,870.79	800.00 b	8,670.79
Misc. Revenue	3,115.16		3,115.16
Interest Income/Union Administrative Fee	927.57	0.38	927.95
TOTAL CASH RECEIPTS	<u>82,603.30</u>	<u>800.38</u>	<u>83,403.68</u>
CASH DISBURSEMENTS			
Line of Credit Interest Expense	436.99	265.71 c	702.70
Line of Credit Unused Commitment Fee	1,772.75	630.00 d	2,402.75
2017 Awards Banquet Expenses	18,283.64		18,283.64 a
Staff Development Day (4/27/17) - Raffle Prizes	1,092.14		1,092.14
Outreach	912.62		912.62
Prior Period Cost - Pension	4,568.24		4,568.24
Prior Period Cost - EHS San Joaquin Training		1,500.00 e	1,500.00
Labor Commissioner Penalty	4,660.29		4,660.29
Property Taxes - Campus Vacant Parcels	2,186.47		2,186.47
Travel Cost - SB 441 Hearing	466.72		466.72
Fundraising Expenses	1,591.40	725.00 f	2,316.40
Miscellaneous Expenses	1,593.81	38.82	1,632.63
Indirect	3,043.85	261.39	3,305.24
TOTAL CASH DISBURSEMENTS	<u>40,608.92</u>	<u>3,420.92</u>	<u>44,029.84</u>
CASH PROVIDED (USED)	<u>41,994.38</u>	<u>(2,620.54)</u>	<u>39,373.84</u>
ENDING BALANCE	<u><u>463,505.79</u></u>		<u><u>460,885.25</u></u>
		Discretionary Cash	205,016.33
		Fund Raising Cash	259,265.66
			<u>464,281.99</u>
		Less: AP	<u>(3,416.74)</u>
			<u><u>460,865.25</u></u>

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was \$19,078.80.
- a. As of 1/31/18, net 2017 awards banquet gain is \$47,128.52 (FYE 2/28/17 = \$943.40 + \$46,185.12 for 2017/18).
- b. Donations include \$700 from the Wonderful Company.
- c. Interest expense on operating line of credit advance for \$450,000 for four days.
- d. Commitment fee for the period 9/30/17 to 12/30/17 that the \$1 million line of credit was not used.
The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- e. Training provided to EHS San Joaquin staff in 2016 not recognized until 2017 after the grant closed.
- f. Includes \$566 for subscription to Donor Perfect software.

Date Prepared: 2/11/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

FEBRUARY 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

FEBRUARY 21, 2018

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

PROGRAM (COMPONENT)		AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED							
GENERAL FUND				NOT APPLICABLE	03/01/17 - 02/28/18	501	NOT APPLICABLE
DISCRETIONARY FUND				NOT APPLICABLE	03/01/17 - 02/28/18	502	NOT APPLICABLE
FOOD BANK				NOT APPLICABLE	03/01/17 - 02/28/18	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY				NOT APPLICABLE	03/01/17 - 02/28/18	524	NOT APPLICABLE
SHAFTER YOUTH CENTER				NOT APPLICABLE	03/01/17 - 02/28/18	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE				NOT APPLICABLE	03/01/17 - 02/28/18	531	DONATIONS, RENTAL INCOME
211				NOT APPLICABLE	03/01/17 - 02/28/18	536	FEE FOR SERVICE
FUND RAISING				NOT APPLICABLE	03/01/17 - 02/28/18	585	DONATIONS
RESTRICTED							
EARLY HEAD START/HEAD START		24,469,256	93.600	09CH9142-04-00	03/01/17 - 02/28/18	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP		1,062,896 707,737	93.600	09HP0036-02 09HP0036-03	09/01/16 - 08/31/17 09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN		5,128,204 2,564,103	93.600	09CH010071-03 09CH010071-04	02/01/17 - 01/31/18 02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA		84,815 84,815	21.009	17VITA0187	08/01/16 - 07/31/17 08/01/17 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)		1,482,354 1,469,183	93.569	17F - 2015 18F - 5015	01/01/17 - 12/31/17 01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (EITC)		32,078	93.569	16F - 5517	06/15/16 - 05/31/17	175-174	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)		4,783,940 4,327,137 3,556,557 1,747,246	93.568	15B - 3013 16B - 4012 17B - 3012 18B - 4012	01/01/15 - 06/30/17 01/01/16 - 03/31/18 10/01/16 - 03/31/18 10/01/17 - 12/31/18	122-35 122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE		269,081 274,183	93.575	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE		585,818 596,490	93.596	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT		5,411,000 5,411,000	93.575	CMAP - 6000 CMAP - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		179,787 168,396	93.575	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		391,415 366,642	93.596	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

<u>RESTRICTED</u> cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	BIOTERRORISM - I&R	10,000	93.283	N/A	09/06/16 - 04/28/17	187	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
	211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY	10,000	93.074	659-2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
	EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	175,741 92,096	10.568/569	15 - MOU - 00118	10/01/16 - 09/30/17 10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	250,849 263,449	10.565	16 - 6017	10/01/16 - 09/30/17 10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15-1248-OJ	10/01/15 - 09/30/16 10/01/16 - 09/30/17	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
	WIC (WOMEN, INFANTS & CHILDREN)	4,061,313 4,121,940	10.557	15 - 10064	10/01/16 - 09/30/17 10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
	SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	16,000 15,999	10.561	16 - SUB - 00876	10/01/16 - 09/30/17 10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
	COMMUNITY DEVELOPMENT BLOCK GRANT - FOOD BANK SOLAR	132,000 117,000	14.218 14.218	16 - 202 16 - 202	10/04/16 - 10/03/17 10/04/16 - 10/03/17	126-250 126-251	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD U S DEPT OF HOUSING & URBAN DEVELOPMENT - COUNTY OF KERN
	HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/17 - 06/30/17	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
	DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)	241,942	81.042	16C - 6012	07/01/16 - 09/30/17	123-64	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
	EFSP (EMERGENCY FOOD & SHELTER PROGRAM)	84,507 94,750	97.024	PHASE 33 PHASE 34	12/01/15 - 01/31/18 04/01/17 - 01/31/18	114	U.S. DEPT OF HOMELAND SECURITY - EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM, UNITED WAY OF KERN COUNTY
	JUSTICE ASSISTANCE GRANT (JAG)	57,923	16.738	417-2015	01/01/17 - 12/31/17	130	U.S. DEPT OF JUSTICE - STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, COUNTY OF KERN, PROBATION DEPARTMENT
	QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000 14,000	84.412	N/A	03/01/16 - 06/30/17 07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
	CCTR QRIS BLOCK GRANT	22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
	CSPP QRIS BLOCK GRANT	150,000 23,400		N/A	07/01/15 - 06/30/17 07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
	LIWP (LOW INCOME WEATHERIZATION PROGRAM)	1,071,955		15K - 6006	01/01/15 - 04/30/17	221	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
	LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 03/28/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
	LIWP SINGLE FAMILY	501,468		PC08436	08/16/17 - 05/31/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEALTH & ASSOCIATES, INC.
	MIGRANT ALTERNATIVE PAYMENT	1,118,721 1,658,866		CMAF - 6000 CMAF - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
GENERAL CENTER CHILD CARE		1,205,588 1,458,400		CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		2,198,551 2,596,232		CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE		209,306 236,499		CMIG - 6004 CMIG - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES		29,934 35,172		CMSS - 6004 CMSS - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
INFORMATION & EDUCATION		80,000 80,000 80,000		16 - 10206	07/01/16 - 06/30/17 07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
TAX CHECK - OFF (FOOD BANK)		13,918		15 MOU-00118	07/01/16 - 06/30/17	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE DROUGHT FOOD ASSISTANCE (FOOD BANK)		729,763		N/A	05/01/14 - 09/30/17	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)		54,112 242,296		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES		201,769 209,094		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211		90,006 90,860		2015.2.5	07/01/16 - 06/30/17 07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER		131,496 134,418		2015.2.6	07/01/16 - 06/30/17 07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW		34,253 50,921		2017.2.01	02/01/17 - 06/30/17 07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
ENERGY - WATER TANK INSTALLATION		BASED ON NO. OF TANKS		N/A	08/19/15 - 02/18/18	229	STATE OF CALIFORNIA, OFFICE OF EMERGENCY SERVICES, SELF-HELP ENTERPRISES
REALIGNMENT FOR SUCCESS		138,906		236-2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211		46,360 44,738		1004 - 2016 PENDING	07/01/16 - 06/30/17 07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES		71,406 71,406		673 - 2016 230 - 2017	07/01/16 - 06/30/17 07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN		1,098		N/A	06/28/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
FOOD BANK - UNITED WAY ALLOCATION		5,000		N/A	01/01/17 - 06/30/17	504	UNITED WAY OF KERN COUNTY
FHCC - NUTRITION EDUCATION		10,000		20650048	07/01/16 - 06/30/17	419-086	KAISER FOUNDATION HOSPITALS

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

RESTRICTED <i>cont'd.</i>	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	ASSURANCE CELLULAR - 211	\$5 PER ENROLLMENT					
211 KINGS COUNTY		14,000		N/A	N/A	470	SPRINT, LIFETECH
211 TULARE COUNTY		54,000		N/A	ANNUAL	536-231	KINGS UNITED WAY
211 MERCED COUNTY		27,400		N/A	ANNUAL	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY		40,500 60,000		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
PENDING		22,716		20121633	10/19/16 - 06/30/17 07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
FOOD BANK SOLAR		100,000		N/A	03/01/17 - 02/28/18	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR		5,000		N/A	N/A	443	THE BAKERSFIELD CALIFORNIAN FOUNDATION
VITA		2,500 3,500 2,000		N/A	01/01/17 - 12/31/17	485	SOUTHERN CALIFORNIA GAS COMPANY
FOOD BANK		50,000		N/A	03/01/17 - 06/30/17 09/01/17 - 02/28/18 04/01/17 - 02/28/18	103-022	TRI COUNTIES BANK BANK OF THE WEST RABOBANK
HUMAN RESOURCES		25,000		N/A	01/01/16 - 06/30/17	413	RESNICK FOUNDATION
PREP WORKS - YOUTH CENTERS		40,000 30,000		N/A	01/01/16 - 12/31/17	501-006	BLUE SHIELD
PREP WORKS PROGRAM		25,000		N/A	08/01/16 - 07/31/17 08/01/17 - 07/31/18	444	STARBUCKS
SHAFTER YOUTH CENTER - ART SMART		2,500		N/A	PENDING	448	WELLS FARGO FOUNDATION
FOOD BANK PRODUCE PROGRAM		15,000		2017-10180	10/01/16 - 09/30/17	527	TARGET
FHCC / SYC - FIRST AID		1,500		N/A	01/01/17 - 06/30/17	504	WALT DISNEY COMPANY
FACE - TA LEARNING COMMUNITY		5,000		N/A	01/01/17 - 12/31/17	531 / 527	KERN FAMILY HEALTH CARE
EAST KERN EMERGENCY CLOSET		3,000		N/A	02/01/17 - 06/30/17	110	SAVE THE CHILDREN US PROGRAMS, HEISING - SIMONS FOUNDATION
EAST KERN HEALTH LINK		24,701		N/A	07/01/17 - 06/30/18 PENDING - 02/28/19	501-005 454	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS DIGNITY HEALTH

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	FOOD BANK HELPING HANDS PROJECT	14,000		N/A	N/A	504	ALLSTATE FOUNDATION
	DELANO FALL FOOD DRIVE	2,000		N/A	N/A	504	SOUTHERN CALIFORNIA GAS COMPANY
	FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
	CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2017/18

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund						X
800	GAAP Fund						X
915	Operations Pool			X	X		X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
126-250	CDBG City of Bakersfield (Solar)		X				
126-251	CDBG County of Kern (Solar)		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-088	State Drought Food Assistance		X				
413	Resnick Foundation		X				
443	Bakersfield Californian Foundation (Solar)		X				
485	Southern California Gas Company (Solar)		X				
???	AllState Foundation		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
221	Low Income Weatherization Program			X			
229	Water Tank Installation			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2017/18

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
175-174	CSBG Discretionary-EITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
???	Dept. of Social Services				X		
	<u>Youth Services</u>						
120	Information & Education				X		
130	Justice Assistance Grant (JAG)				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
419-066	Kaiser - FHCC Nutrition Education				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - Kern Health Systems				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-260	FHCC - Kern Health Systems				X		
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
187	Bioterrorism 2-1-1				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
470	Assurance Cellular				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2017/18

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/17	125,000				
03/01/17		125,000	1 day	15.76	4.53889%
03/31/17	325,000				
04/03/17	See Note A Below				
04/28/17	350,000				
05/01/17		350,000	3 days	138.40	4.74500%
05/31/17	n/a				
06/30/17	n/a				
08/01/17	260,000				
08/01/17	See Note B Below	260,000	0 days	0.00	
08/31/17	750,000				
09/01/17		750,000	1 day	103.78	4.98167%
09/29/17	110,000				
10/02/17		110,000	3 days	45.67	4.98222%
10/31/17	500,000				
11/01/17		500,000	1 day	69.36	4.99333%
11/30/17	450,000				
12/01/17		450,000	1 day	64.02	5.12188%
12/29/17	450,000				
01/02/18		450,000	4 days	265.71	5.31425%
01/31/18	n/a				
Total				702.70	

Note: Interest expense is calculated at 3.75% above daily one month LIBOR.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
1/15/17 - 3/30/17	75 days	514.41	0.25%
3/31/17 - 6/29/17	91 days	624.65	0.25%
6/30/17 - 9/29/17	92 days	633.69	0.25%
9/30/17 - 12/30/17	92 days	<u>630.00</u>	0.25%
		2,402.75	

Note: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

Note A: On 3/31/17, CAPK requested to borrow \$325,000 on the line of credit. Due to bank error, the request was not processed by the bank.

Note B: On 7/31/17, CAPK requested to borrow \$260,000 on the line of credit. Due to bank error the request was not processed by the bank until 8/1/17. The advance was repaid on 8/1/17 and no interest was charged. Met with Wells Fargo representatives on 8/15/17 and received assurances that the error will not occur again based on procedural changes at the local office level.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF JANUARY 31, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(186,757.95)
HEAD START/EARLY HEAD START	929,983.45
SUBTOTAL	743,225.50
CHILD DEVELOPMENT RESERVE No. 2	88.77
GENERAL CHILD CARE	172,240.90
MIGRANT A/P	1,310,193.84
MIGRANT CHILD CARE	29,506.27
MIGRANT SPECIALIZED SERVICES	19,936.05
STATE PRESCHOOL	468,499.19
SUBTOTAL	2,000,465.02
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(12,931.80)
EF&S	71,062.62
EFAP	11,028.26
FOOD BANK	174,048.23
FOOD BANK - STATE	99,556.84
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	15,000.00
SUBTOTAL	362,817.27
DOE WAP	168.10
ENERGY	(131,085.81)
LIHEAP	(331,507.45)
LIWP	(12,846.16)
LIWP SOLAR PV	(3,621.17)
LIWP SINGLE FAMILY	(11,253.61)
TRANSFER NEGATIVE BALANCE	490,146.10
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	22,716.43
SUMMER FOOD	10,165.73
SUBTOTAL	32,882.16
211	(64,850.04)
CAL FRESH	(6,939.56)
COST POOLS	(41,091.44)
CSBG	176,368.44
DIFFERENTIAL RESPONSE	(29,301.78)
DIGNITY HEALTH	24,701.00
DISCRETIONARY FUND	205,016.33
FIRST 5 KERN 211	(5,339.23)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(18,648.94)
FIRST 5 HELP ME GROW	(7,501.83)
FRIENDSHIP HOUSE	(26,330.35)
FUNDRAISING	259,265.66
GANG PREVENTION	(12,741.70)
GENERAL FUND	99,447.93
INDIRECT FUND	1,151,475.90
IRS - VITA	(6,296.02)
INFORMATION & EDUCATION	(23,896.74)
JUSTICE ASSISTANCE GRANT	(14,987.01)
REALIGNMENT FOR SUCCESS	(16,084.31)
KERN COUNTY 211	(44,738.01)
SHAFTER YOUTH CENTER	(24,539.85)
STARBUCKS FOUNDATION	29,994.43
UNITED WAY 211	(1,314.53)
WELLS FARGO FOUNDATION	25,000.00
WIC	(1,053,559.12)
LESS: ENERGY NEGATIVE BALANCE	(490,146.10)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	82,963.13
TOTAL OPERATING CASH	3,222,353.08

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	01/31/18		2,773,894.78
LESS: OUTSTANDING CHECKS		324,198.71	
ADJUSTED BANK BALANCE AT	01/31/18		2,449,696.07
GENERAL LEDGER BALANCE AT	12/31/17		1,205,352.49
ADD: DEPOSITS		2,631,558.59	
ACH DEPOSITS		16,617.34	
HHS DRAWDOWNS		3,813,469.74	
VITA DRAWDOWNS		1,727.29	
CHECKS MOVED TO STALE DATED LIABILITY		-	
ADP ADJUSTMENTS		4,174.15	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,188,225.39	
ADP PAYROLL 01/05/18		1,182,863.67	
ADP PAYROLL 01/19/18		1,192,928.65	
ADP H.S.A.		25,654.24	
MUTUAL OF AMERICA		149,704.35	
BANK ACCOUNT TRANSFER TO CDR No. 2		82.52	
CLIENT ANALYSIS SERVICE CHARGE		759.06	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS		8,299.24	
LOAN (133) PAY DOWN ON OPERATING LINE OF CREDIT & INTEREST		450,895.71	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS		23,790.70	
GENERAL LEDGER BALANCE AT	01/31/18		2,449,696.07

DIFFERENCE: -

PREPARED BY: Wm Richmond TITLE: Accountant 02/01/18
APPROVED BY: C. Mcmi TITLE: Chief Finance Officer 2/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	01/31/18	562,425.83
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	01/31/18	562,425.83
BALANCE PER G/L	12/31/17	562,352.75
ADD:		
DEPOSITS		0.00
INTEREST		73.08
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	01/31/18	562,425.83
DIFFERENCE:		0.00

* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 02/01/18

APPROVED BY: C Anemic

TITLE: Chief Finance Officer

DATE: 2/2/18

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018**

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	01/31/18	767,354.93
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	01/31/18	767,354.93

BALANCE PER G/L	12/31/17	503.50
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ADD:	DEPOSITS	766,859.00
	INTEREST	19.70
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00
LESS:	CHECKS	0.00
	CLIENT ANALYSIS SERVICE CHARGE	27.27
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00

BALANCE PER G/L	01/31/18	767,354.93
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* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 02/01/18

APPROVED BY: C Mcmi

TITLE: Chief Finance Officer

DATE: 2/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (7 OF 12 MONTHS = 58.33%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	TOTAL	% Earned to Total MRA
GENERAL CHILD CARE (CTTR-7050)									
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,999	32,625	
Reimbursement Rate per Child per Day	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	
Revenue Earned	\$177,216	\$240,332	\$211,523	\$223,428	\$206,025	\$196,801	\$227,155	\$1,482,480	63.65%
Maximum Reimbursable Amount (MRA)	\$2,329,073								
CALIFORNIA STATE PRESCHOOL (CSPP-7119)									
Adjusted Days of Enrollment - Certified	3,053	4,843	6,541	7,828	6,966	6,098	6,918	42,247	
Reimbursement Rate per Child per Day	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	
Revenue Earned	\$139,614	\$221,470	\$299,120	\$357,974	\$318,555	\$278,862	\$316,360	\$1,931,955	61.70%
Maximum Reimbursable Amount (MRA)	\$3,131,270								
MIGRANT CHILD CARE (CMIG-7004)									
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	3,376	
Reimbursement Rate per Child per Day	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	
Revenue Earned	\$18,994	\$22,720	\$19,676	\$24,947	\$21,811	\$20,493	\$24,765	\$153,405	64.87%
Maximum Reimbursable Amount (MRA)	\$236,499								

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2017/18 State contracts.

Note 3: CCTR's MRA for 2017/18 is \$268,586 greater than 2016/17.

CSPP's MRA for 2017/18 is \$361,517 greater than 2016/17.

CMIG's MRA for 2017/18 is \$27,193 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/17 - 6/30/18 (6 OF 12 MONTHS = 50%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Total	%	% Earned to MRA
Provider Payments	424,205	469,201	510,564	473,797	484,081	465,493	2,827,341		
Less: Family Fees	(13,071)	(13,885)	(2,966)	(5,667)	(9,581)	(9,000)	(54,170)		
Net Provider Payments	411,134	455,316	507,598	468,130	474,500	456,493	2,773,171	82.28%	
Maximum Reimbursable Amount (MRA) for Provider Payments	5,832,639								48.47%
Administration & Support Services Revenue									
Provider Payments	424,205	469,201	510,564	473,797	484,081	465,493	2,827,341		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	89,983	99,527	108,301	100,502	102,684	98,741	599,738		
Program Administration/Support Services Costs									
Indirect (10% x MTDC) Costs	42,841	63,572	82,488	65,596	63,154	81,397	399,048	11.84%	
Transfer Indirect to CSBG	46,066	52,639	58,667	53,301	53,802	54,051	318,526	5.88%	
Total Operating Costs	88,907	116,211	141,155	118,897	116,956	15,247	(120,201)		
Revenue Earned Over/(Under) Costs	1,076	(16,684)	(32,854)	(18,395)	(14,272)	83,494	2,365		
TOTAL COSTS - NET OF FAMILY FEES	500,041	571,527	648,753	587,027	591,456	471,740	3,370,544	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	2,827,341
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	599,738

Note 2: The maximum reimbursable amount per the 2017/18 State contract is as follows:

Provider Payments	5,832,639	82.50%
Administration	1,060,480	15.00%
Support Services	176,747	2.50%
Maximum Reimbursable Amount (MRA)	7,069,866	100.00%

Note 3: The MRA for 2017/18 is \$540,145 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN

FINANCE DIVISION MONTHLY ACTIVITY REPORT

Division/CFO: Finance/Christine Anami	Month/Year: January 2018
Program/Work Unit: Not Applicable	Deputy CFO: Vacant
Services: Overall financial and accounting functions of the organization	

Activities	January 2018		Year to Date (3/1/17-1/31/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	20,732		214,997	
Bank Deposits	6	2,631,559	64	20,970,748
Wire Deposits	2	16,617	39	640,672
Head Start/IRS Drawdowns	8	3,815,197	57	27,783,088
Vendor Checks Issued	858	2,188,225	10,714	24,633,886
Payroll Disbursed		2,622,131		25,964,335
Grant Reports Prepared in January 2018	20		146	
Cal Fresh Outreach				
Dept. of Education - CCTR - CMIG/CMSS - CSPP - Migrant Alternative Payment				
Differential Response				
First 5 Kern 211 E. Kern Family Resource Center - Help Me Grow				
Gang Prevention				
Head Start & IRS Quarterly Cash Report				
Information & Education				
Justice Assistance Grant				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
WIC				
1099's				

Other: Total Division Staffing: 8 + 4 vacancies – Deputy CFO, Accountant (2) & Accounting Specialist

CFO	Deputy CFO
Accounting Manager	Accountant II
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF JANUARY 31, 2018

ASSETS

Cash in Bank	3,222,353.08
Cash - Vacation Reserve	562,425.83
Petty Cash	500.00
Accounts Receivable	374,449.66
Travel Advance	18,125.89
Prepaid Expense	375,562.43
Inventory	1,093,158.56
Net Fixed Assets - Unrestricted	2,786,226.31
Net Fixed Assets - Restricted	<u>9,511,460.92</u>

Total Assets 17,944,262.68

LIABILITES AND NET ASSETS

Accounts Payable	2,184,678.67
Accrued Expenses	1,218,896.31
Accrued Vacation	511,243.83
Line of Credit	-
Note Payable	2,805,126.56
Advance Payable	92.00
Deferred Revenue	<u>573,872.13</u>

Total Liabilites 7,293,909.50

Total Net Assets 10,650,353.18

Total Liabilities and Net Assets 17,944,262.68

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2017 TO JANUARY 31, 2018

REVENUE

Grant Revenue	48,015,507.06
Donations	174,595.52
Other Revenue	4,793,787.46
In-Kind	<u>6,011,163.73</u>

Total Revenue 58,995,053.77

EXPENDITURES

Salaries	23,767,218.56
Benefits	7,361,282.16
Travel	495,199.30
Space Costs	4,138,911.18
Supplies	2,004,050.53
Consultant/Contract Services	2,015,623.50
Other Costs	2,187,645.11
Program Costs	6,709,997.67
Capital Expenditures	306,018.32
Indirect	4,355,486.78
In-Kind	<u>6,011,163.73</u>

Total Expenditures 59,352,596.84

Net Change in Assets (357,543.07)

Net Assets, beginning 11,007,896.25

Net Assets, ending 10,650,353.18

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2017/18
BUDGET TO ACTUAL - 3/1/17 TO 1/31/18 (11 OF 12 MONTHS = 91.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	4,827,346	4,355,487	90.2%	471,859
Expenditures				
Salaries	2,614,903	1,947,545	74.5%	667,358
Benefits @ 24.11% actual	<u>605,877</u>	<u>469,620</u>	<u>77.5%</u>	<u>136,257</u>
Total Personnel Costs	3,220,780	2,417,165	75.0%	803,615
Operating Costs				
Travel	79,900	61,073	76.4%	18,827
Space Costs	190,700	163,484	85.7%	27,216
Supplies	147,277	102,156	69.4%	45,121
Equipment	5,223	5,409	103.6%	(186)
Consultant/Contract	783,320	686,974	87.7%	96,346
Other Operating Costs	<u>339,600</u>	<u>262,217</u>	<u>77.2%</u>	<u>77,383</u>
Total Operating Costs	1,546,020	1,281,313	82.9%	264,707
Total Expenditures	<u>4,766,800</u>	<u>3,698,478</u>	<u>77.6%</u>	<u>1,068,322</u>
Excess Indirect Revenue	<u>60,546</u>	<u>657,009</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,151,500	965,323	83.8%	186,177
Operations	1,526,000	1,130,667	74.1%	395,333
Executive	514,100	461,580	89.8%	52,520
Community Development	525,400	384,206	73.1%	141,194
Finance	<u>1,049,800</u>	<u>756,702</u>	<u>72.1%</u>	<u>293,098</u>
	<u>4,766,800</u>	<u>3,698,478</u>	<u>77.6%</u>	<u>1,068,322</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT***
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	01/31/18	5,062.05
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	01/31/18	5,062.05

BALANCE PER GENERAL LEDGER	12/31/17	5,100.49
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
BANKCARD DEPOSIT		0.00
PAYPAL DEPOSIT		0.00
INTEREST		0.38
LESS:		
APPLIED MERCHANT DEBITS		
CLIENT ANALYSIS SERVICE CHARGE		28.87
BANKCARD FEES		9.95
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
BALANCE PER GENERAL LEDGER:	01/31/18	5,062.05

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 02/01/18

APPROVED BY: C Anami

TITLE: Chief Finance Officer

DATE: 4/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXXX-X6264

BANK BALANCE ENDING: **01/31/18** **0.00**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **01/31/18** **0.00**

BALANCE PER G/L **12/31/17** **0.00**

ADD: DEPOSITS

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

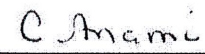
BALANCE PER G/L **01/31/18** **0.00**

DIFFERENCE: 0.00

PREPARED BY:  Wm. Richmond

TITLE: Accountant

DATE: 02/01/18

APPROVED BY:  C. Anami

TITLE: Chief Finance Officer

DATE: 2/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: **01/31/18** **231.03**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **01/31/18** **231.03**

BALANCE PER G/L **12/31/17** **239.74**

ADD: DEPOSITS 82.52

INTEREST 0.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 91.25

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L **01/31/18** **231.03**

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 02/01/18

APPROVED BY: C. Amami

TITLE: Chief Finance Officer

DATE: 2/21/18

**COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED DECEMBER 22, 2017 - JANUARY 21, 2018**

Cardholder	Position	Amount Charged
Yolanda Gonzales	Director of Head Start/State Child Development Programs	0.00
Ralph Martinez	Director of Community Development	725.00
Jerry Meade	Head Start Program, Design & Management Administrator	25.00
Pritika Ram	Director of Administration	790.92
Carmen Segovia	Director of Health & Nutrition Services	7,493.03
Jeremy Tobias	Chief Executive Officer	757.51
Emilio Wagner	Director of Operations	<u>932.76</u>
	Total	10,724.22



YOLANDA GONZALES

Platinum Plus® for Business

December 22, 2017 - January 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$0.00
Minimum Payment Due \$0.00
Payment Due Date 02/15/18

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$5,081.20
Payments and Other Credits -\$5,081.20
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$0.00
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$0.00
Credit Limit \$10,000
Credit Available \$10,000.00
Statement Closing Date 01/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/12	01/12	Payments and Other Credits		
		CA Banking Center payment	01206005750002797071740	- 5,081.20
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$5,081.20

0508120 0000000 0000000

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

YOLANDA GONZALES
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number: :
December 22, 2017 - January 21, 2018

New Balance Total \$0.00
Minimum Payment Due \$0.00
Payment Due Date 02/15/18

Enter payment amount

\$

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www.bankofamerica.com



RALPH MARTINEZ

Platinum Plus® for Business

December 22, 2017 - January 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$750.00
Minimum Payment Due **\$10.00**
Payment Due Date **02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:

\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$836.27
Payments and Other Credits **-\$836.27**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$725.00
Fees Charged \$25.00
Finance Charge \$0.00

New Balance Total \$750.00
Credit Limit \$10,000
Credit Available \$9,250.00
Statement Closing Date 01/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/12	01/12	Payments and Other Credits		
		CA Banking Center payment	01206005760037797208585	- 836.27
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$836.27
		Purchases and Other Charges		
01/02	12/29	SSP*SOFTERWARE, INC. 215-6280883 PA	75418237363048899539254	566.00
01/02	01/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508001894317889727	69.00
01/08	01/05	FRONTSTREAM RESTON VA	75263588007403901495249	90.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$725.00

0083627 0001000 0075000

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

RALPH MARTINEZ
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total \$750.00
Minimum Payment Due **\$10.00**
Payment Due Date **02/15/18**

Enter payment amount

\$

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www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Fees Charged		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		TOTAL FEES FOR THIS PERIOD		\$25.00

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

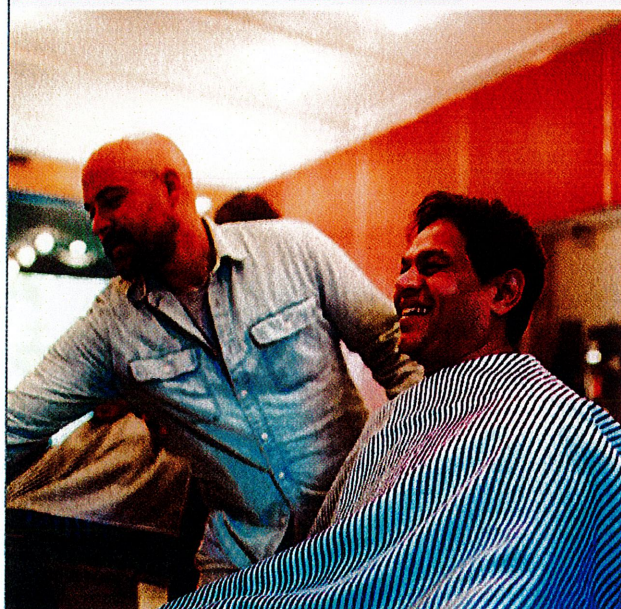
	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit bankofamerica.com/businesschipcard.

Bank of America Business Advantage



Thank you for
your business.
Here's to your
continued success.

We're committed to finding the smartest path to long-term growth for your business.

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Bank of America



JERRY MEADE

Platinum Plus® for Business

December 22, 2017 - January 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$25.00
Minimum Payment Due \$10.00
Payment Due Date 02/15/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$644.58
Payments and Other Credits -\$644.58
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$25.00
Fees Charged **\$0.00**
Finance Charge **\$0.00**

New Balance Total \$25.00
Credit Limit \$10,000
Credit Available \$9,975.00
Statement Closing Date 01/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/12	01/12	Payments and Other Credits		
		CA Banking Center payment	01206005760027797167816	- 644.58
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$644.58
01/08	01/05	Purchases and Other Charges		
		PFI*KERN COUNTY SUPER 661-636-4504 CA	05436848006000333330149	25.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$25.00

0064458 0001000 0002500

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

JERRY MEADE
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total \$25.00
Minimum Payment Due \$10.00
Payment Due Date 02/15/18

Enter payment amount

\$

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PRITIKA RAM

Platinum Plus® for Business

December 22, 2017 - January 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$790.92
Minimum Payment Due **\$10.00**
Payment Due Date **02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$1,371.38
Payments and Other Credits **-\$1,371.38**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$790.92
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$790.92

Credit Limit \$10,000
Credit Available \$9,209.08
Statement Closing Date 01/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/12	01/12	Payments and Other Credits		
		CA Banking Center payment	01206005750002797137228	- 1,371.38
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,371.38
01/15	01/12	Purchases and Other Charges		
		HYATT REGENCY HOUSTON HOUSTON TX	55310208013722468157088	790.92
		Arr: 01/08/18 Dep: 01/12/18 Inv: 0046815708		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$790.92

0137138 0001000 0079092

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PRITIKA RAM
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total \$790.92
Minimum Payment Due **\$10.00**
Payment Due Date **02/15/18**

Enter payment amount

\$

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CARMEN SEGOVIA

Platinum Plus® for Business

December 22, 2017 - January 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:

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PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$7,493.03

Minimum Payment Due **\$74.93**Payment Due Date **02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:

\$19.00 for balance less than \$100.01

\$29.00 for balance less than \$1,000.01

\$39.00 for balance less than \$5,000.01

\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$2,115.97

Payments and Other Credits **-\$2,115.97**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$7,493.03

Fees Charged \$0.00**Finance Charge \$0.00**

New Balance Total \$7,493.03

Credit Limit \$20,000

Credit Available \$12,506.97

Statement Closing Date 01/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/12	01/12	Payments and Other Credits		
		CA Banking Center payment	01206005750018797270595	- 2,115.97
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,115.97
		Purchases and Other Charges		
12/26	12/21	TONY'S PIZZA 3 BAKERSF BAKERSFIELD CA	75306377358328700719006	186.74
12/28	12/27	PAY*HONEY BEAR LODGE 562-965-0411 CA	05436847361300130367331	132.09
12/28	12/27	SAMS CLUB #4819 BAKERSFIELD CA	05436847362400036737675	45.00
12/29	12/27	SLEEPY HOLLOW 909 338 2718 CA	85157947362700013993143	159.45

0211597 0007493 0749303

Account Number:

December 22, 2017 - January 21, 2018

New Balance Total \$7,493.03

Minimum Payment Due **\$74.93**Payment Due Date **02/15/18**

Enter payment amount

\$

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CARMEN SEGOVIA
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 01/10/18 Dep: 01/11/18 Inv: 0000128125		
01/05	01/04	PAYPAL *CALIFORNIA 4029357733 CA	55429508004894443302782	300.00
01/10	01/08	KERN CO PARKS AND REC 06618687000 CA	55480778010892010610741	30.00
01/11	01/10	EXPEDIA 7321412189934 EXPEDIA.COM WA	55432868010200974982114	217.35
01/12	01/11	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368012837000420415	197.40
01/15	01/13	CALIFORNIA WIC ASSOC 916-448-2280 CA	55432868013200368200278	6,150.00
01/19	01/17	DELANO COMM SRVCS 06617213300 CA	55480778018286000000017	75.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$7,493.03

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary). Promotional Balance = APR for limited time on specified transactions.

Important Messages

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit bankofamerica.com/businesschipcard.

Bank of America Business Advantage



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ARLLD94V | SSM-02-17-0642C

Bank of America



JEREMY T TOBIAS

Platinum Plus® for Business

December 22, 2017 - January 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
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PO BOX 15796
WILMINGTON, DE 19886-5796

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TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$782.51
Minimum Payment Due **\$10.00**
Payment Due Date **02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$553.21
Payments and Other Credits **-\$553.21**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$757.51
Fees Charged \$25.00
Finance Charge \$0.00

New Balance Total \$782.51
Credit Limit \$10,000
Credit Available \$9,217.49
Statement Closing Date 01/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/12	01/12	Payments and Other Credits		
		CA Banking Center payment	01206005760037797104776	- 553.21
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$553.21
		Purchases and Other Charges		
01/08	01/04	FLOWERSHOPNETWORK.COM 877-3767363 AR	75265868005395802587502	71.47
01/10	01/09	SQ *SQ *YARED Houston TX	55432868009200828170695	67.85
01/15	01/12	AMERICAN 0010273807389 HOUSTON TX	55417348013870132219093	25.00

0055321 0001000 0078251

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total \$782.51
Minimum Payment Due **\$10.00**
Payment Due Date **02/15/18**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

\$

JEREMY T TOBIAS
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		TOBIAS/JEREMY T 0010273807389 Departure Date: 01/12/18 Airport Code: EBC AA Y FEE		
01/15	01/12	HYATT REGENCY HOUSTON HOUSTON TX Arr: 01/09/18 Dep: 01/12/18 Inv: 0046999784	55310208013722469997847	593.19
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$757.51
		Fees Charged		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		TOTAL FEES FOR THIS PERIOD		\$25.00

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	20.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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to learn more.



EMILIO WAGNER

Platinum Plus® for Business

December 22, 2017 - January 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
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PO BOX 982238
EL PASO, TX 79998-2238

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Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$932.76
Minimum Payment Due \$10.00
Payment Due Date 02/15/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$3,108.17
Payments and Other Credits -\$3,108.17
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$932.76
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$932.76

Credit Limit \$10,000
Credit Available \$9,067.24
Statement Closing Date 01/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
01/12	01/12	CA Banking Center payment	01206005750002797300552	- 3,108.17
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$3,108.17
Purchases and Other Charges				
01/02	12/29	CITY OF MANTECA 02094568730 CA	55480777363286513900912	394.26
01/09	01/08	ENGINEERING/SURVEY SRV BAKERSFIELD CA	55480778008207438600352	325.50
01/17	01/16	CITY OF BAKERSFIELD BU BAKERSFIELD CA	05436848016300123028624	213.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$932.76

0310817 0001000 0093276

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EMILIO WAGNER
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total \$932.76
Minimum Payment Due \$10.00
Payment Due Date 02/15/18

Enter payment amount

\$

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**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN
STATEMENT OF OPERATIONS
FOR THE MONTH OF JANUARY 2018 (11 of 12 MONTHS - 91.67%)**

	03/01/17- 12/31/17	01/01/18- 01/31/18	Total
Revenue - USDA (Note A)	1,126,930	133,426	1,260,356
Expenditures (Note B)			
- Salaries	497,877	26,031	523,908
- Benefits	160,722	15,417	176,139
- Travel	48,298	5,028	53,326
- Space Costs	102,786	5,072	107,858
- Supplies	99,180	8,157	107,337
- Equipment Repair & Maintenance	5,037		5,037
- Other Costs	23,178	1,160	24,338
- Raw Food Costs	<u>615,866</u>	<u>75,584</u>	<u>691,450</u>
Total Operating Expenditures	1,552,944	136,449	1,689,393
Less: Adult Meals (at \$2.56 per meal) Transferred to HS	<u>(180,300)</u>	<u>(21,537)</u>	<u>(201,837)</u>
Net Operating Expenditures (Note B)	1,372,644	114,912	1,487,556
Indirect (10%)	<u>102,737</u>	<u>11,449</u>	<u>114,186</u>
Total Expenditures	<u>1,475,381</u>	<u>126,361</u>	<u>1,601,742</u>
Excess Revenue (Expenditures)	<u>(348,451)</u>	<u>7,065</u>	<u>(341,386)</u> 45.7%
Head Start Budget for CACFP Excess Costs			747,878

Total Meals Prepared and Vended (Note C)	629,694	71,979	701,673
Total Meals Claimed	<u>506,066</u>	<u>58,771</u>	<u>564,837</u>
Difference	123,628	13,208	136,836

Percentage Claimed to Prepared/Vended	80.37%	81.65%	80.50%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/ State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers excluding adult prepared and adult and homebase meals vended. The total represents the number of meals available to be served to center based children.