

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
January 23, 2019
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Warren Peterson	Janea Benton	Jimmie Childress
Guadalupe Perez	Ana Vigil	

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 for November and December 2018, and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 3-12)**
 1. Bank of the West for CAPK Small Business Outreach
 2. Bank of the West for CAPK Small Business Initiative
 3. InterConnection.org for VITA Computer Grant (in-Kind)
 4. California Department of Social Services – Office of Child Abuse Prevention for Kern County Road to Resilience Partnership
 5. Bank of the Sierra for the Science, Technology, Engineering & Math (STEM) program
 6. California Department of Public Health for Information & Education Program at Shafter Youth Center
 7. Women’s and Girl’s Fund for Pre-Employment Education Program at Friendship House
- b. Head Start and Early Head Start Budget to Actual Reports – Emily Gonzalez Demont, Assistant Director of Grants Management and Donna Holland, Fiscal Administrator – **Info Item**
 1. Kern Head Start Budget to Actual for the Period Ended December 31, 2018 **(p. 13-14)**
 2. Kern Early Head Start Budget to Actual for the Period Ended December 31, 2018 **(p. 15-18)**
 3. San Joaquin Early Head Start Budget to Actual for the Period Ended December 31, 2018 **(p. 19-21)**
 4. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended December 31, 2018 **(p. 22-23)**
- c. Weatherization Inspector Revised Job Description – Margaret Palmer, Energy Program Administrator - **Action Item (p. 24-50)**

6. **Chief Financial Officer Report**

- a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item (p. 51)**
- b. Financial Statements, December 2018 – Tracy Webster, Chief Financial Officer - **Action Item (p. 52-96)**
- c. Budget Revision – Energy Department – Tracy Webster, Chief Financial Officer – **Info Item (p. 97)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, February 20, 2019
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 January 18, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - November & December, 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
8/31/2018	8/1/2018	So Cal Gas Co	Clean Energy Project	\$ 25,000
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$ 236,838
10/31/2018	11/2/2018	City of Bakersfield-CDBG	Food Bank Expansion Project	\$ 458,293
10/31/2018	11/5/2018	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	\$ 15,000
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
1/15/2019	11/30/2018	Bank of the West	Year 2-Small Business Initiative	\$ 25,000
11/28/2018	12/14/2018	California Department of Social Services	Food Bank Capacity Building	\$ 110,000
			3 Yr Funding for EKFRCC, SYC, FHCC to provide case management for pregnant/mothers with Substance Abuse History	
TBD	12/28/2018	California Office Child Abuse Prevention	20 computers with monitors for VITA	\$ 1,800,000
TBD	12/28/2018	InterConnection	STEM FHCC and SYC	N/A
TBD	12/28/2018	Bank of the Sierra		\$ 5,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - November & December, 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFC Emergency Closet	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	\$ 2,750	\$ 2,750	6/1/2018-12/31/2018
5/30/2018 (BOD)	6/13/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000	\$ 93,230	1/1/2019-12/31/2019
6/27/2018 (BOD)	6/19/2018	Starbucks Foundation	PREP Works	\$50,000	\$ 30,000	01/01/2019-6/30/2019
N/A	8/22/2018	Molina Foundation	19,000 Children's books for CAPK/Community			N/A
9/26/2018 (BOD)	9/28/2018	California Department of Community Services and Development (CSD)	Cal EITC Outreach & Education	\$175,000	\$ 175,000	10/15/2018-5/30/2019
5/30/2018 (BOD)	10/1/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020	\$ 94,012	8/01/2018-7/31/2020
7/11/2018 (PRE)	10/16/2018	US Department of Health and Human Services	FHCC/SYC CAPK Teen Pregnancy Prevention Program	\$560,970	\$ 560,970	Pending
9/18/18 (PRE)	10/19/2018	C.A.R.E For Kids	Back Pack Buddies-Food Bank	\$10,000	\$ 10,000	1/1/2019-12/31/2019
TBD	10/31/2018	Bank of the West	Small Business Initiative Outreach Supplement	\$3,500	\$ 3,500	1/1/2019-12/31/2019
9/12/2018	12/5/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Delano	\$50,000	\$ 50,000	1/1/2019-12/31/2019
9/12/2018	12/5/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Wasco 2nd Year	\$50,000	\$ 30,000	1/1/2019-12/31/2019
Total Awards				\$1,055,462		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -November & December, 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	\$ 250,000
1/17/2018 (PRE)	4/11//18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
5/16/18 (PRE)	7/2/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000
3/14/2018	8/31/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
6/27/2018	9/12/2018	Blue Shield of California	FHCC ART and Relationship Violence for Youth	\$ 250,000
7/31/2018	10/1/2018	Kern County Behavioral Health	Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project	\$1,484,774
7/31/2018	10/1/2018	Kern County Community Corrections Partnership CCP	FHCC Realignment, Reapplication (3 years of funding)	\$362,305
10/17/2018	10/4/2018	California Department of Community Services and Development (CSD)	CAPK VITA	\$125,000
9/26/2018	10/30/2018	InterConnection Foundation	20 Refurbished Desk Top Computers w/monitors for VITA	N/A
5/30/2018	12/12/2018	US Dept. of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	\$993,682

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: CAPK Small Business Outreach Supplement

Division Director: Ralph Martinez

Funder Name: Bank of the West
Grant Program Name: Community Development Division

Program Manager: Sheila Shegos

☒ **New Funding**
☐ **Re-Application**

Funding Period: Jan. 1 – Dec. 31, 2019

A. Narrative description of funding request, including goals:

CAPK's Community Development Division is requesting \$3,500 from Bank of the West to fund an outreach and promotions campaign to support the Small Business Initiative in the second year of the \$75,000, three-year grant received from Bank of the West in 2017.

During 2019 Community Development will be launching training and support services for local low-to-moderate income small business owners and entrepreneurs who are identified, primarily, through CAPK Head Start and VITA programs. Funds from this new \$3,500 outreach grant will be used to create materials and promotional efforts aimed at engaging potential business owners and entrepreneurs in the underlying Small Business Initiative program.

B. Use of Funds:

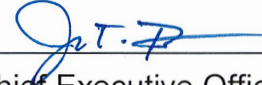
The \$3,500 grant will be used to develop and distribute outreach materials, create multimedia and social media campaigns, and host community awareness events to support the CAPK small business program.

C. Approvals:

1. _____
Division Director Date

3.  12/13/18
Chief Financial Officer Date

2.  _____
Director of Community Development
Date

4.  12/13/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: CAPK Small Business Initiative

Funder Name: Bank of the West

Grant Program Name: Community Development

Funding Period: 1/1/2019 – 12/31/2019
CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Sheila Shegos

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

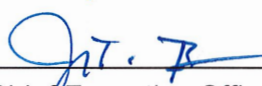
Community Action Partnership of Kern (CAPK) is requesting \$25,000 in funds from Bank of the West for year 2 of the three-year award for the CAPK Small Business Initiative (SBI). The purpose of this funding is to develop and deliver services to help low-to-moderate income small business owners and entrepreneurs start, strengthen, and grow small businesses in Kern County. As part of year one activities, CAPK has initiated the Small Business Advisory Committee—a group of business and industry professionals—to assist in identifying small business/community needs and resources available to Kern County's struggling small business owners and low-income entrepreneurs.

In year 2 of this project, with assistance of volunteer professionals with content expertise, the program will deliver a series of business development workshops with topics such as building a business plan, acquiring financing, and using social media. The CDS will also link/refer participants to community resources and partners, that assist with strengthening small businesses and start-ups. In addition, the workshops will offer personal finance topics using the Consumer Financial Protection Bureau's Your Money Your Goals curriculum.

B. Use of Funds:

The requested funds of \$25,000 will be used for a half-time Community Development Specialist to develop and provide training modules, conduct workshops, and link participants to other services.

C. Approvals:

1. _____ Division Director Date	3.  Chief Financial Officer Date
2.  12-13-18 Director of Community Development Date	4.  12/13/18 Chief Executive Officer Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Funding Period: 1/1/19 – 12/31/19

Project Name: VITA Computer Grant (In Kind)

CFDA #: N/A

Funder Name: InterConnection.Org

Division Director: Ralph Martinez

Grant Program Name: VITA

Program Manager: Sandi Truman

☒ **New Funding**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's VITA Program is reapplying for an in-kind donation requesting 20 computers & monitors from InterConnection.org, a nonprofit dedicated to supplying refurbished computers and technology training to underserved communities in the US and the World. The addition of 20 desktop computers will build upon on VITA's capacity to increase the number of Volunteers needed to file electronic State & Federal tax returns thereby enabling more access to Kern families and local businesses to have their returns processed.

For the 2017 Tax Season, VITA recruited 110 Volunteers who helped complete over 4,700 tax returns, collecting \$4.9 million in State & Federal refunds, \$3.6 million in State & Federal EITC's and generating \$8.5 million dollars for the local Kern economy.

B. Use of Funds:

The in kind contribution of Computers/Monitors will also include the latest operating systems Windows 10 and Microsoft Office Suite 365 which includes MS Word, Excel and other software applications.

C. Approvals:

1. _____
Division Director Date

2. Ralph Martinez 1-3-19
Director of Community Development Date

3. [Signature] 1/4/19
Chief Financial Officer Date

4. [Signature] 1/7/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public (Government)

Project Name: Kern County Road to Resilience Partnership

Funder Name: California Department of Social Services – Office of Child Abuse Prevention (OCAP)

Grant Program Name: Community Development (Friendship House, Shafter Youth Center). Health and Nutrition (East Kern Family Resource Center).

Funding Period: July 1, 2019 – June 30, 2022

Award Amount: \$1,800,000

CFDA 93.590 -- Community-Based Child Abuse Prevention Grants

Division Director: Ralph Martinez, Carmen Segovia

Program Manager: Lois Hannible, Angelica Truman, Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to OCAP for up to \$1,800,000 in new funding from the California Department of Social Services. The program will create and maintain a cross-system collaborative of partners to serve pregnant mothers and infants living in economically disadvantaged areas of Kern County who are at risk for substance use and exposure during pregnancy.

The **Kern County Road to Resilience Partnership (KCRRP) Program** will 1.) Build and support a trauma-informed resiliency network in Kern County and 2.) Support the implementation of Healthy Families America (HFA) Home Visiting and evidence-based case management activities at program sites.

B. Use of Funds:

The requested funds in the amount of \$1,800,000 (\$600,000 per year for three years) will not require matching funds and will be used to cover personnel and operational expenses of the KCRRP Program. Funds will not be used to supplant existing federal or other sources of funding and will solely be used for the purposes outlined in the OCAP Road to Resilience Partnership RFA and to sustain the mission of existing CAPK programs.

C. Approvals:

1. <u>C. Segovia</u> <u>1/2/19</u> Division Director Date	3. <u>Ralph Martinez</u> <u>1/4/19</u> Chief Financial Officer Date
2. <u>Ralph Martinez</u> <u>1-3-19</u> Director of Community Development Date	4. <u>JIT. B</u> <u>1/7/19</u> Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Science, Technology,
Engineering & Math (STEM)

Funder Name: Bank of the Sierra

Grant Program Name: Friendship House
Community Center (FHCC)

Funding Period: 6/1/19-12/31/19

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

Community Action Partnership of Kern (CAPK) is requesting \$5,000 from Bank of the Sierra to help support the FHCC STEM program.

Program participants will complete several projects to build the most sought-after competencies in the job market such as problem solving; gathering and analyzing information; teamwork; and communication. STEM topics covered in the program may include Power and Energy; Mechanical Engineering; Environmental Engineering; Hardware Engineering; and Robotics.

B. Use of Funds:

The requested funds of \$5,000 will go towards purchasing approximately 15 STEM kits for participants.

C. Approvals:

1. _____
Division Director Date

2. Ralph Martinez 1-11-19
Director of Community Development
Date

3. Jenny Robinson 1/14/19
Chief Financial Officer Date

4. J.T. # 1/14/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public (State & Federal)

Project Name: Information & Education (I&E)

Funder Name: California Department of Public Health (CDPH)

Grant Program Name: Shafter Youth Center

Funding Period: 7/1/2019-6/30/2021

CFDA # 93.994 (Pass Through)

Division Director: Ralph Martinez

Program Manager: Angelica Nelson

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's Shafter Youth Center is re-applying to the California Department of Public Health (CDPH) for two years of funding of up to \$248,000, (\$124,000 per year), to provide health education to at-risk/high need adolescents (age 10-19) at the Shafter Youth Center through the I&E program. I&E will serve at least 250 of the target population using evidence-based pregnancy & sexually transmitted disease prevention curriculum.

I&E provides youth with comprehensive, medically accurate, unbiased sexual health education and clinical linkages to sexual and reproductive health services. I&E activities include, but are not limited to: adolescent pregnancy prevention, including providing information on abstinence and contraceptive methods such as long acting reversible contraceptives (LARCs); education on how to prevent transmission of STIs including Human Immunodeficiency Virus (HIV); promotion and referrals for STI screening and treatment; and education on life skills and healthy relationships.

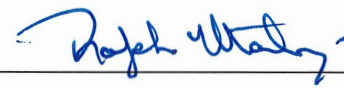
B. Use of Funds:

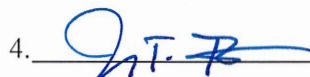
The requested funds of up to \$248,000 will be used for personnel and program expenses, including a Program Supervisor and Health Educator, as well as operating expenses such as curriculum, general program supplies, training expenses, mileage, and outreach materials.

C. Approvals:

1. _____
Division Director Date

3.  1/14/19
Chief Financial Officer Date

2.  1-14-19
Director of Community Development
Date

4.  1/15/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Pre-Employment Education Program

Funder Name: Women's and Girl's Fund

Grant Program Name: Friendship House Community Center

Funding Period: 5/2/2019-12/31/2019

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

Community Action Partnership of Kern (CAPK) is requesting \$25,000 in funds from the Women's and Girl's Fund for the year 2019. The purpose for this funding is to increase capacity for the PREP program at the Friendship House Community Center in 2019.

The six-month program will provide 50 girls ages 16-18 with pre-employment skills. PREP helps build confidence to create and work towards goals; conduct self-directed job searches; leadership through community service projects; paid work experience; and financial education.

B. Use of Funds:

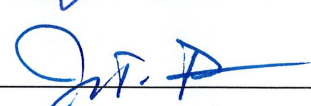
The use of funds will go towards paying for the cost of a part-time program educator, food, mileage, and paid work experience.

C. Approvals:

1. _____
Division Director Date

2.  1-16-19
Director of Community Development Date

3.  1/17/19
Chief Financial Officer Date

4.  1/22/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: January 23, 2019

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through December 31, 2018. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 76% of the budget.

Salaries & Fringe Benefits: Most employees assigned to Head Start are on a part-year schedule. There were no salary or payroll tax costs for these employees during the months of June, July, and part of August. These costs are expected to “catch up” as the budget period progresses.

Equipment: The budget provided for the purchase of a replacement gas convection steamer for the Central Kitchen. The actual cost was less than budgeted.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget. Base Funds are budgeted to cover anticipated additional expenses.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget period in the amount of \$512,812 for the following projects:

- Replacement food delivery vans (3) – purchased;
- Replacement program vehicle (1) – purchased January 2019;
- Replacement maintenance utility vehicle (1) – purchased;
- Replacement convection oven (1) – purchased;
- Facility improvements at the Delano and Harvey L. Hall child development centers – work is in progress.

Non-Federal Share (Head Start and Early Head Start Combined)

Non-Federal share is at 98% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - December 31, 2018

Month 10 of 12 (83%)

Prepared 01/11/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	8,043,362	2,554,448	76%	24%
FRINGE BENEFITS	3,533,118	2,576,787	956,331	73%	27%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	705,372	181,616	80%	20%
CONTRACTUAL	126,502	91,679	34,823	72%	28%
OTHER	3,764,462	2,955,635	808,827	79%	21%
INDIRECT	1,826,701	1,379,395	447,306	76%	24%
TOTAL BASE FUNDING	20,763,581	15,768,990	4,994,591	76%	24%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	57,845	(11,899)	126%	-26%
SUPPLIES	20,839	20,880	(41)	100%	0%
CONTRACTUAL	8,944	6,106	2,838	68%	32%
OTHER	150,787	141,831	8,956	94%	6%
INDIRECT	22,652	22,506	146	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	249,168	0	100%	0%

CARRYOVER

EQUIPMENT	134,000	106,099	27,901	79%	21%
OTHER	343,802	25,859	317,943	8%	92%
INDIRECT	34,380	2,586	31,794	8%	92%
TOTAL CARRYOVER	512,182	134,544	377,638	26%	74%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	16,152,702	5,372,229	75%	25%
-------------------------------------	-------------------	-------------------	------------------	------------	------------

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,566	2,959,568	(321,002)	112%	-12%
CALIF DEPT OF ED	3,804,474	3,332,554	471,920	88%	12%
TOTAL NON-FEDERAL	6,443,040	6,292,122	150,918	98%	2%

Budget reflects Notice of Award #09CH9142-05-04 (adjusted for Child Care Food Subsidy).

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2018.

Administrative Cost for HS and EHS Kern 8.5%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	17,713				17,713	12/21/2018
Lowe's	4,748	165			4,913	12/25/2018
Smart & Final		444		(20)	424	12/31/2018
Save Mart	2,773				2,773	12/30/2018
Chevron & Texaco Business Card	6,896				6,896	1/5/2019
Home Depot	5,486	1,765	54	27	7,332	1/4/2019
	37,616	2,374	54	7	40,051	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: January 23, 2019

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through December 31, 2018. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 61% of the budget.

Salaries & Fringe Benefits costs are low compared to this point in the budget period. Most of the savings were realized because reimbursement rates from California Department of Education increased significantly effective July 1, 2018.

Staff continuously monitor these categories to identify possible savings that may be used elsewhere in the program. A budget revision to use a portion of the savings to purchase program equipment was approved by Board of Directors on November 28. Approval by Office of Head Start is pending.

Equipment: The budget provided for the purchase of a replacement vehicle for Maintenance & Operations, the cost of which exceeded the original estimate. The overage will be covered by savings in another cost category.

Supplies: Staff are in the process of purchasing supplies to meet program needs through the end of the budget period.

Contractual: Legal fees expended are lower than budgeted at this point in the budget period.

Training & Technical Assistance Funds

Overall expenditures are at 64% of the budget. Training events specific to infant/toddler care were planned for the balance of the budget period.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget period in the amount of \$57,000 for the following purchases:

- Replacement food delivery van (1) – purchased;
- Replacement program vehicle (1) – purchased January 2019.

Community Action Partnership of Kern

Early Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - December 31, 2018

Month 10 of 12 (83%)

Prepared 01/11/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	1,244,591	977,251	56%	44%
FRINGE BENEFITS	655,042	413,074	241,968	63%	37%
EQUIPMENT	30,000	34,690	(4,690)	116%	-16%
SUPPLIES	263,896	169,877	94,019	64%	36%
CONTRACTUAL	22,328	16,756	5,572	75%	25%
OTHER	535,893	405,252	130,641	76%	24%
INDIRECT	364,220	219,888	144,332	60%	40%
TOTAL BASE FUNDING	4,093,221	2,504,129	1,589,092	61%	39%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	8,581	26,749	24%	76%
SUPPLIES	4,020	4,089	(69)	102%	-2%
CONTRACTUAL	3,656	3,347	309	92%	8%
OTHER	45,179	40,664	4,515	90%	10%
INDIRECT	8,819	5,645	3,174	64%	36%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	62,326	34,678	64%	36%
CARRYOVER					
EQUIPMENT	57,000	28,971	28,029	51%	49%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	28,971	28,029	51%	49%
GRAND TOTAL EHS FEDERAL FUNDS	4,247,225	2,595,426	1,651,799	61%	39%

Budget reflects Notice of Award #09CH9142-05-04 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2018.

**Community Action Partnership of Kern
Head Start and Early Head Start**

Non-Federal Share and In-Kind Year-to-Date Report

Budget Period: March 1, 2018 through February 28, 2019

Report for period ending December 31, 2018 (Month 10 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Shafter	34	15,216	16,512	8,503	0	0	7,601	16,055	16,603	12,355	6,161	99,005	38,154	259%
East California	70	29,277	35,209	15,896	0	0	5,521	25,236	33,784	32,920	9,604	187,446	78,552	239%
Alberta Dillard	68	34,035	33,958	21,731	0	0	10,517	25,456	32,373	125	1,093	159,290	76,308	209%
Faith	34	12,847	12,659	7,030	0	0	4,741	9,021	10,035	10,994	11,650	78,976	38,154	207%
Pacific	62	16,766	16,247	13,908	11,839	11,369	8,835	11,695	16,779	12,327	9,582	133,347	69,575	192%
Martha J. Morgan	83	31,274	30,858	17,626	0	0	8,381	19,854	25,986	21,323	598	155,899	93,140	167%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	6,525	6,329	6,116	5,262	2,280	86,484	53,864	161%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	10,438	14,034	17,287	14,464	12,573	132,891	85,285	156%
Franklin	24	3,513	6,447	4,266	0	0	2,193	7,665	5,387	6,442	5,782	41,694	26,932	155%
Willow	72	22,239	25,426	14,557	0	0	8,989	15,578	13,228	13,787	7,544	121,347	80,796	150%
Fairfax	40	6,009	9,054	12,009	0	0	5,802	6,053	8,929	11,181	5,398	64,434	44,887	144%
Williams	34	10,911	10,920	6,048	0	0	4,715	6,104	219	7,017	5,933	51,867	38,154	136%
Delano	76	19,655	19,877	16,675	0	0	1,788	10,133	19,568	15,731	9,995	113,422	85,285	133%
Lamont	34	7,478	10,778	7,882	0	0	3,185	9,388	10,542	98	375	49,726	38,154	130%
Fairview	34	13,069	11,503	6,105	0	0	3,748	8,069	261	5,809	0	48,564	38,154	127%
Heritage	34	7,911	10,768	4,963	0	0	999	4,771	9,102	9,354	114	47,983	38,154	126%
Noble	34	9,452	10,102	3,947	0	0	0	11,785	10,943	245	229	46,702	38,154	122%
Vineland	20	8,266	7,254	2,213	0	0	428	1,680	7,137	0	0	26,979	22,443	120%
California City	34	7,639	8,452	5,366	0	0	0	3,626	7,925	6,695	4,531	44,235	38,154	116%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	11,629	17,187	13,673	23,550	8,465	14,430	178,030	154,859	115%
Sterling	122	19,096	23,747	18,996	8,747	9,507	15,899	16,017	15,919	14,515	6,366	148,810	136,905	109%
Oasis	57	13,411	12,619	7,489	0	0	5,337	4,960	11,977	11,618	155	67,567	63,964	106%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,352	14,020	18,220	0	9,176	2,471	126,706	125,683	101%
Sunrise Villa	34	4,377	3,346	1,945	0	0	0	3,374	6,503	12,092	5,720	37,356	38,154	98%
Tehachapi	34	6,832	6,982	3,413	0	0	3,248	6,284	4,360	4,780	0	35,899	38,154	94%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,404	3,785	3,235	3,579	1,590	633	37,848	40,398	94%
Olildale	34	5,905	5,413	3,750	0	0	2,378	5,659	4,909	3,526	3,818	35,357	38,154	93%
Rosamond	100	19,580	24,699	13,748	0	0	6,900	18,650	16,601	2,268	131	102,577	112,217	91%
Planz	34	5,440	5,916	3,617	0	0	3,462	5,212	8,891	222	383	33,142	38,154	87%
Casa Loma	34	4,741	5,183	1,355	0	0	1,767	6,178	7,819	6,058	0	33,101	38,154	87%
Virginia	34	5,596	5,282	0	0	0	1,761	5,071	4,771	5,817	4,433	32,730	38,154	86%
Cleo Foran	34	5,926	8,272	3,789	0	0	1,727	4,324	7,499	53	0	31,590	38,154	83%
Home Base	225	17,049	17,202	15,282	12,474	13,790	7,071	10,638	409	8,128	1,577	103,619	126,244	82%
Seibert	34	6,818	4,353	2,998	0	0	2,382	7,260	3,969	857	2,341	30,978	38,154	81%
Pioneer	34	6,475	8,081	4,443	0	0	797	4,185	4,381	437	283	29,082	38,154	76%
McFarland	24	4,784	3,808	2,560	0	0	0	3,161	3,063	2,777	0	20,154	26,932	75%
Lost Hills	20	2,937	3,716	2,597	0	0	654	2,875	2,354	180	368	15,680	22,443	70%
Wesley	60	6,389	8,795	3,719	0	0	2,855	2,613	1,403	11,777	8,597	46,149	67,330	69%
Alicante	34	4,692	4,448	2,107	0	0	1,526	3,227	4,204	4,839	0	25,043	38,154	66%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending December 31, 2018 (Month 10 of 12)
Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Rafer Johnson	34	3,563	3,419	0	0	0	1,684	3,338	3,748	2,575	1,932	20,257	38,154	53%
Taft	78	6,592	6,061	1,103	0	0	926	5,255	7,432	2,693	5,654	35,714	87,529	41%
Mojave	34	4,209	4,167	2,109	0	0	413	0	0	0	0	10,896	38,154	29%
Broadway	44	0	0	0	0	0	4,490	5,784	255	2,763	0	13,291	49,375	27%
Roosevelt	34	2,820	4,408	1,913	0	0	0	559	0	165	367	10,233	38,154	27%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	0	0	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	25	262	214	727	49	0	4,680	38,727	12%
SUBTOTAL IN-KIND	2,369	482,130	543,470	345,429	83,803	76,131	198,935	372,496	400,525	303,548	153,100	2,959,568	2,638,565	112%

State General Child Care*	156,851	158,335	88,070	0	0	131,037	157,382	123,976	173,111	139,379	131,363	1,259,503	1,293,059	97%
State Preschool*	252,099	284,045	170,865	0	0	93,318	137,363	183,593	187,215	301,775	273,455	1,883,729	2,302,208	82%
State Migrant Child Care*	27,786	29,131	3,478	0	0	14,020	21,959	19,352	27,448	23,858	22,291	189,322	209,207	90%
SUBTOTAL CA DEPT of ED	436,736	471,511	262,413	0	0	238,375	316,703	326,921	387,774	465,012	427,109	3,332,554	3,804,474	88%

GRAND TOTAL 918,866 1,014,981 607,842 83,803 314,506 515,638 699,417 788,299 768,560 580,209 6,292,122 6,443,039 98%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: January 23, 2019

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

Base Funds

Overall expenditures are at 86% of the budget.

The **Equipment** budget provides for two replacement vehicles, which are in the process of being purchased.

Expenses in all other categories are as expected at this point in the budget period.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Travel costs exceeded the amount budgeted. The overage was covered by decreased spending in other categories.

Non-Federal Share

Non-Federal share is at 79% of the budget. Documentation for much of December could not be tabulated in time to be included in this report; if the December total were to equal November, Non-Federal would be at 86%. Approval to waive a portion of the non-Federal share requirement is pending from Office of Head Start.

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

Budget Period: February 1, 2018 - January 31, 2019
Report Period: February 1, 2018 - December 31, 2018
Month 11 of 12 (92%)

Prepared 01/14/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	2,714,140	382,934	88%	12%
FRINGE BENEFITS	827,018	737,622	89,396	89%	11%
TRAVEL	20,232	18,798	1,434	93%	7%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	135,535	111,468	24,067	82%	18%
CONTRACTUAL	11,923	8,640	3,283	72%	28%
OTHER	593,113	482,391	110,722	81%	19%
INDIRECT	445,116	386,468	58,648	87%	13%
TOTAL	5,177,511	4,459,527	717,984	86%	14%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	24,364	836	97%	3%
FRINGE BENEFITS	8,689	9,064	(375)	104%	-4%
TRAVEL	9,959	21,200	(11,241)	213%	-113%
SUPPLIES	7,961	3,839	4,122	48%	52%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	49,908	3,125	94%	6%
INDIRECT	10,833	10,800	33	100%	0%
TOTAL	119,175	119,175	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	4,578,702	717,984	86%	14%
--------------------------------------	------------------	------------------	----------------	------------	------------

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	1,047,952	276,220	79%	21%
TOTAL NON-FEDERAL FUNDS	1,324,172	1,047,952	276,220	79%	21%

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.6%
Total Administrative Cost	9.7%

Budget reflects Notice of Award #09CH010071-04-03

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2018

Approval of Non-Federal Share waiver is pending

**Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending December 31, 2018 (Month 11 of 12)**

Percent of year elapsed: 92%

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 - Lodi	35	5,551	10,440	10,444	9,950	9,500	11,137	15,381	14,282	12,771	10,337	0	109,792	95,359	115%
Home Base - Manteca	12	3,628	4,255	2,461	2,207	152	1,409	5,305	5,011	6,137	5,212	0	35,777	32,694	109%
Chrisman	30	7,252	13,396	13,845	9,312	7,198	12,443	15,341	17,633	15,256	16,376	0	128,051	163,472	78%
Lodi UCC	30	12,131	13,605	11,935	13,879	8,702	12,859	12,447	11,575	14,106	10,960	0	122,198	163,472	75%
Home Base - Stockton	90	13,682	25,071	23,680	16,555	11,982	14,742	15,286	19,166	19,936	14,490	0	174,589	245,208	71%
Walnut	24	4,138	8,093	9,314	10,273	6,325	9,478	10,210	9,780	10,458	9,459	0	87,527	130,777	67%
St. Mary's	16	3,507	6,499	5,963	6,174	4,066	6,359	6,009	7,025	7,097	5,183	0	57,883	87,185	66%
California Street	24	5,705	9,601	8,203	9,043	4,715	8,147	8,543	8,732	9,919	8,672	0	81,280	130,777	62%
Kennedy	16	1,791	5,701	6,310	4,418	441	4,887	6,252	6,529	5,623	6,452	64	48,467	87,185	56%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	6,609	6,931	6,646	6,332	0	57,353	130,777	44%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	509	1,410	2,501	1,344	0	12,549	32,694	38%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		10,954	12,376	16,171	16,673	11,973	10,738	11,350	10,738	11,678	10,615	8,655	131,920	21,858	604%
Policy Council		342	97	0	0	0	0	63	63	0	0	0	566	2,713	21%
SUBTOTAL IN-KIND	313	73,340	117,415	115,094	105,841	68,788	99,017	113,304	118,874	122,128	105,433	8,719	1,047,952	1,324,172	79%

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 December 31, 2018 – **Info Item**

Date: January 23, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through December 31, 2018. Four months (33%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 30% of the budget. Expenses in the Personnel and Other categories appear low but are not concerning at this point in the budget period. Expenses in all other categories are as expected.

Training & Technical Assistance (T&TA)

Overall expenditures are at 3% of the budget. Training expenses are incurred as needed, rather than evenly each month; the funds will be fully expended by budget year-end.

Non-Federal Share

Non-Federal share is at 72% of the budget.

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

Budget Period: September 1, 2018 - August 31, 2019
Report Period: September 1, 2018 - December 31, 2018
Month 4 of 12 (33%)

Prepared 01/11/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	31,047	99,035	24%	76%
FRINGE BENEFITS	33,248	10,276	22,972	31%	69%
SUPPLIES	1,750	140	1,610	8%	92%
CONTRACTUAL	462,028	146,755	315,273	32%	68%
OTHER	17,395	3,115	14,280	18%	82%
INDIRECT	64,398	19,122	45,276	30%	70%
TOTAL BASE	708,901	210,454	498,447	30%	70%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	311	4,983	6%	94%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	199	6,274	3%	97%
INDIRECT	1,527	51	1,476	3%	97%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	561	16,239	3%	97%

GRAND TOTAL FEDERAL FUNDS	725,701	211,015	514,686	29%	71%
----------------------------------	----------------	----------------	----------------	------------	------------

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	129,925	51,500	72%	28%
TOTAL NON-FEDERAL FUNDS	181,425	129,925	51,500	72%	28%

Centralized Administrative Cost	5.6%
Program Administrative Cost	1.0%
Total Administrative Cost	6.6%

Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Margaret L. Palmer, Energy Program Administrator
Date: January 23, 2019
Subject: *Agenda Item 5d:* Weatherization Inspector Revised Job Description – **Action Item**

On December 12, 2018, the revised job description for Energy Weatherization Inspector was presented to the Executive Committee, with the recommendation for a change in the grade of the Inspector position from a Grade 7 to a Grade 9. The Executive Committee requested additional information regarding the changes in the job description, the market rates for comparable positions and the pointing system used by Human Resources to determine the grade, which are attached hereto as follows:

Attachment A: The revised Weatherization Inspector job description with additions highlighted. These additions to the job description were the basis for the increase in the grade, as proposed by HR.

Attachment B. The Wage Survey compiled by HR referencing comparable positions within the City of Bakersfield, County of Kern and other Central Valley Energy Departments, together with a comparison of CAPK rates for Grades 7, 8 and 9.

Attachment C. The CAPK Point Factor Evaluation Form as prepared by HR, with accompanying information regarding the Point Factor Evaluation Process which was used to determine the increase in the grade level.

Recommendation

Based on the additional information submitted herewith, Staff respectfully requests that the Board approve the proposed Weatherization Inspector Job Description as a Grade 9.

Attachments:

- A - Revised Weatherization Inspector Job Description
- B - Wage Survey
- C - Point Factor Evaluation

**COMMUNITY ACTION PARTNERSHIP of KERN
Energy Program
Weatherization Inspector**

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range Grade 9 **FLSA Status:** Non-Exempt **Date Approved:** _____

SUMMARY:

Responsible for quality assurance of construction and/or weatherization work performed by the Weatherization Installers. Will be in direct contact with low-income, disadvantaged and elderly families during the inspection of construction and weatherization measures completed.

SUPERVISION RECEIVED:

Receives supervision from Weatherization Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Conduct on-site inspections of homes weatherized by CAPK to ensure that the quality of work performed is consistent with federal, state, local and utility regulations.
2. Investigate and resolve client complaints in a timely manner; performing necessary follow-up inspections to ensure contractual compliance.
3. Train and mentor Weatherization Installers and Assessors on funding source requirements for weatherization measures and document completion.
4. Monitor production on assigned weatherization files, using independent judgment and discretion, to ensure that subcontractors are scheduled and groundwork corrections are completed in a timely manner.
5. Perform final quality control review of weatherized homes using mental and visual attention to detail to ensure that not only are funding source requirements for weatherization standards met, but also documentation and paperwork are complete and correct for audit purposes.
6. Ensure installation processes and materials used are appropriate for the weatherization measure(s) to prevent delays caused by errors in installation and/or materials.
7. Utilize weatherization specific diagnostic equipment such as blower door, duct blaster, infrared cameras, monoxers and manometers during inspections, when required.
8. Review weatherization files for any necessary paperwork corrections prior to funding source monitoring visits.
9. Accompany State Inspector during semi-annual field inspections.
10. Act as liaison between federal, state, local and utility funding sources and vendors.
11. Perform other duties as required.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences, as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours, as required, including nights and weekends.

4. Is proactive in the outreach effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment, including computers
Word processing, spreadsheet, database, and other related software applications
Principles and methods of home weatherization
Problems and needs of the low-income, disadvantaged, and elderly

Ability to:

Complete on-line and in-person funding source training and successfully pass examinations, as required, within 6 months of employment

Deal with conceptual matters

Plan, organize, allocate and control substantial resources

Communicate effectively

Demonstrate good interpersonal skills

Effectively present the Energy Program to members of the general public

Maintain effective working relationships with staff, public and private agencies

Gather and analyze data

Understand and apply written regulations and instructions

Speak fluent Spanish/English (desirable)

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

1. A.A./A.S. degree in Business Administration or related field preferred (qualifying experience may be substituted for the required education on a year-for-year basis).
2. Five (5) to seven (7) years of progressively responsible administrative or management experience in construction and/or home inspection.

OTHER REQUIREMENTS

1. Must have use of an automobile with adequate insurance coverage and a valid California Driver's License, with an acceptable driving record substantiated by a copy of DMV records.
2. Travel is required in this position to various homes and worksites located throughout Kern County. CAPK provides an agency vehicle or mileage reimbursement to approved drivers.
3. At times, may require bending, stooping, twisting, reaching above and below shoulder level, crawling, kneeling, climbing, overhead reaching, lifting, and prolonged standing, sitting and driving.
4. During inspections, position may require working in dark cramped quarters and in conditions where you may be exposed to dust, sawdust, pollens, fiberglass and cellulose insulation.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Weatherization Inspector			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 4-8 HOURS	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

ATTACHMENT B

Wage Survey Weatherization Inspector 2018

Source	Location	Wage	Education
City of Bakersfield Construction Supervisor I (entry level)	Bakersfield	\$24.68/hr to \$30.07/hr	High School or GED with 2 years of experience as in sub-professional engineering work or construction inspection or 2 years of college, including engineering-related courses and 1 year exp.
County of Kern Construction Project Inspector I (entry level)	Kern County	\$24.31/hr to \$29.67/hr	60 semester units or 90 quarter units for accredited college or university and 1 year directly related commercial construction experience or equivalent combination of education and experience sufficient to obtain knowledge and skill to perform essential duties.
Survey Conducted by David Weir of Fresno EOC and shared with CAPK. QCI (Quality Control Inspector)	Location	Wage	Education
	Sacramento	\$26.00/hr to \$27.00/hr	Not Provided
	Visalia	\$21.10/hr to \$28.76/hr	Not Provided
	Merced	\$23.49/hr to \$25.53/hr	Not Provided
Community Action Partnership of Kern Weatherization Inspector (QCI) <u>Current Grade 7</u> (using point factor evaluation process)	Current employees between \$22.00/hr and \$23.00/hr. approx..	\$17.02/hr to \$23.02/hr	AA/AS degree. Qualifying experience may substitute for education on a year for year basis. 3 years to 5 years of progressively responsible administrative or management experience in home weatherization, construction and or home repair.
Community Action Partnership of Kern Weatherization Inspector (QCI) <u>Recommended Grade 9</u> (using point factor evaluation process)		\$21.18/hr to \$31.79/hr	AA/AS degree. Qualifying experience may substitute for education on a year for year basis. 5 to 7 years progressively responsible administrative or management experience in home weatherization, construction and or home inspection.

Additional Duties added to current job description.

1. Train and mentor Weatherization Installers and Assessors on funding source requirements for weatherization measures and document completion.
2. Monitor production on assigned weatherization files, using independent judgment and discretion, to ensure that subcontractors are scheduled and groundwork corrections are completed in a timely manner.
3. Perform final quality control review of weatherized homes using mental and visual attention to detail to ensure that not only are funding source requirements for weatherization standards met, but also documentation and paperwork are complete and correct for audit purposes.
4. Ensure installation processes and materials used are appropriate for the weatherization measure(s) to prevent delays caused by errors in installation and/or materials.
5. Review weatherization files for any necessary paperwork corrections prior to funding source monitoring visits.

Current CAPK Compensation Plan

Grade 9

\$	\$	\$
21.18	26.49	31.79

Grade 8

\$	\$	\$
18.43	23.02	27.64

Grade 7

\$	\$	\$
17.02	20.02	23.02

ATTACHMENT C

**CAPK
Point Factor Evaluation Form**

Position Title: Weatherization Inspector

Factor	Description	Level	Points
Education			3
Experience			4
Administrative			3
Complexity, Initiative and Ingenuity			3
Contacts			3
Equipment or Process			3
Confidential Information			3
Supervision of Others			1
Mental or Visual Demand			3

Total Points: 590

Current Grade 7

Recommended Grade 9

Prepared By: Mike Lackman, HR Manager

INTERNAL EQUITY ANALYSIS

POINT FACTOR EVALUATION PROCESS

The Point Factor method breaks down jobs into identifiable "compensable factors" by assigning weights, levels, and points to specific evaluation criteria. These criteria are then used to evaluate positions throughout the organization. The Point Factor method provides uniformity of evaluations, determines relative value of different jobs, and addresses comparable worth issues.

Steps:

1. Thoroughly review the job description of the position to be evaluated. Ensure completeness and accuracy.
2. Develop factors and definitions. Assign points and levels to each factor.
3. Using the Point Factor Descriptions, determine the appropriate level of each factor for each position. Review job descriptions in factor order, not job order. Therefore, work through all positions for each individual factor before moving on to the next factor. This keeps the reviewer(s) focused on the factor attributes for each position.
4. Record the level and associated points for each factor on the Point Factor Evaluation Form.
5. Total the number of points assigned to that position and record in upper right corner.
6. Develop spreadsheet to clearly highlight points assigned to each position. This will identify the relative value of that job to every other job within the organization.

POINTS ASSIGNED TO FACTORS AND LEVELS

FACTORS	WEIGHT	LEVELS					Maximum
		1	2	3	4	5	
1. SKILL	25.0%						
a. Education	10.0	20	40	60	80	100	100
b. Experience	15.0	30	60	90	120	150	150
2. RESPONSIBILITY	65.0%						
a. Administrative	15.0	30	60	90	120	150	150
b. Complexity/Decisions	15.0	30	60	90	120	150	150
c. Contacts	10.0	20	40	60	80	100	100
d. Process/Equipment	10.0	20	40	60	80	100	100
e. Confidential Information	5.0	10	20	30	40	50	50
f. Supervision of Others	10.0	20	40	60	80	100	100
3. EFFORT	10.0%						
a. Mental or Visual Demand	10.0	20	40	60	80	100	100
100.0%		Total Points:					1,000

POINT FACTOR DESCRIPTIONS

1A. SKILL: Education

This factor considers the basic knowledge requirements in terms of formal education, information, and mental development necessary to perform a job satisfactorily. It includes knowledge of: steps, procedures, practices, rules, policies, theories, and concepts, as well as the ability to communicate, reason and problem solve. This knowledge can be acquired through formal schooling, independent study, short courses or on-the-job training, or it may be innate. Specialized technical training for licensing or certification is included. It is assumed that all jobs require basic skills in reading, writing, and arithmetic (add, subtract, multiply and divide, decimals and fractions).

Consider the job requirement knowledge only and not the education the employee may have acquired, or Organization hiring policies relative to educational level or that "educational requirements must reflect advancement potential." To assist in determining the requirements, the degrees are expressed in relation to formal education steps.

Level 1: Requires the ability to understand and follow standard practices and instructions, keep routine records, operate an adding machine, office copier, use a computer terminal to obtain information; ability to check, proof, post and file; knowledge of standard practices and procedures including clerical routines. Equivalent to a high school diploma. ① Higher

Level 2: Requires the ability to read and understand written instructions, standard practices and procedures; some knowledge of a specialized field or process; intermediate skill in typing, transcribing, word processing, bookkeeping/accounting or office routines, data entry; ability to compose and/or edit standard business correspondence. Equivalent to a high school diploma plus additional training in a specialized or technical field.

Level 3: Requires knowledge of a general or technical field such as accounting, computer operations, general laboratory procedures, advanced word processing or data base applications, administrative support, mechanics, plant maintenance, etc. Equivalent to two years of college or an associate degree.

Level 4: Requires thorough knowledge or training in a profession, or in a specialized or technical field such as financial accounting, business administration or management, computer science/programming/MIS, marketing, engineering, plant management, etc. Equivalent to a bachelor's degree.

Level 5: Requires a broad knowledge of an advanced and technically specialized field, formal research and schooling beyond the bachelor's level. Equivalent to a master's degree, special licensure or certification (CPA, JD, etc.)

1B. SKILL: Experience or Job Knowledge

This factor considers the amount of previous similar or related work experience necessary to do the job under normal supervision. This factor is intended to appraise the length of experience to enable an average employee, with the necessary education, but having no previous applied experience, to perform the work proficiently. The level should include all essential preparatory training in subordinate occupations and be based on continuous progress rather than elapsed time.

Level 1: Up to one year

Level 2: One to three years

Level 3: Three to five years

Level 4: Five to ten years

Level 5: Over ten years

2-3

4-5

over 5-10

2A. RESPONSIBILITY: Administrative

This factor evaluates the requirement for organizing, coordinating, guiding, planning, budgeting, and controlling a variety of the administrative activities for a position, unit, department or division.

Level 1: Administrative responsibilities are simple and routine and generally related to one's own work. Position may involve minimal functional responsibility, generally limited to providing occasional functional advice and guidance to a limited group.

Level 2: Administrative responsibilities are moderately complex involving the same or similar moderately complex functions. Position involves frequent rendering of functional advice and guidance, but generally without responsibility for control or follow-up.

Level 3: Administrative responsibilities are moderately complex involving varied and moderately complex operations. Position may provide budget considerations and recommendations. Position involves provision of functional advice, counsel, and to diversified groups and may involve some functional control responsibilities.

Level 4: Administrative responsibilities are complex, highly diversified and involve several major aspect of an operation. Responsibilities include developing and administering a department or division budget. Position involves very complex functional control responsibilities relation to several major aspects of a function.

Level 5: Administrative responsibilities are very complex, highly diversified and involve all operating aspects of major organizational functions. Position involves ultimate functional control responsibilities relating to all aspect of business operations.

2B. RESPONSIBILITY: Complexity of Duties and Impact of Decisions

This factor evaluates the complexity of the work in terms of independent action, the extent to which duties are standardized, the exercise of good or independent judgment, the types of decisions made, the exercise of discretion, the closeness of supervision required or received, the resourcefulness or creative effort and planning required by the job.

Level 1: Duties are routine. Requires the ability to understand and follow instructions. Assignments are largely repetitive or standardized work; practices and procedures are specified. Exercises ordinary judgment, limited authority to select alternative work methods, work is closely supervised.

Level 2: Duties are semi-routine. Requires the ability to perform repetitive or generally standardized duties, works from instructions given or follows standard, general procedures. Makes decisions involving good judgment, and requires ordinary analysis of standard data. Work is checked, but not continuously.

Level 3: Duties are of a somewhat diversified nature involving a variety of applications where the employee is responsible for choice of action within prescribed limits or precedents. Works towards assigned objectives. Acts independently and uses good judgment to plan work, set priorities, assemble information, analyze facts or conditions regarding individual problems and situations, and to determine what action to take within limits of standard organization practice. Seeks advice on nonstandard situations. Decisions usually affect daily operations. Work is reviewed for application of sound judgment.

Level 4: Diversified work of a technical and involved nature requiring the use of analytical ability and independent thinking to complete assignments where only general practice, precedents, and functional principles are applicable.

Level 5: Requires the ability to plan and perform a wide variety of duties requiring general knowledge of organization policies, practices, methods, and procedures. Performs both difficult and/or unusual work that requires considerable independent judgment to solve problems, devise methods, modify, and adapt procedures to meet different or changing circumstances. Uses considerable initiative and ingenuity. Has general authority to make decisions which affect departmental, administrative or technical operations. Work is reviewed primarily through results obtained.

2C. RESPONSIBILITY: Contacts

This factor measures the tact, cooperation, skill in presenting facts, persuasiveness, and ability to inspire the confidence required in dealing with or influencing other people, either within or outside the organization. Consider the frequency and importance of association with others and their possible effects on organization operations, and employee, public and customer relations.

Level 1: Requires little or no contact with others except with immediate associates and own managers.

Level 2: Requires contact on generally routine matters (furnish or obtain information) within own department, and with other departments, customers, vendors, or the public. Usually supplies or seeks information where ordinary tact and courtesy are needed.

Level 3: Requires routine and non-routine contact (may involve corrections or adjustments) with subordinates and other departments, and regular contact with employees, customers, public, and others. Supplies and seeks information, handles reports and records, or provides services.

Level 4: Requires both inside and outside contacts of a non-routine nature on important matters requiring the exercise of personal influence, tactful judgment, and proper conduct to negotiate matters for the best interests of the organization. May make formal presentations, interview, negotiates, or coordinate work.

Level 5: Requires both inside and outside contacts of a non-routine nature that demand a high degree of tact, diplomacy, and judgment to solve problems and influence or persuade individuals (customers, employees, vendors or others) in a wide variety of positions to get results. Often involves strategy and timing to obtain willing action or consent. Regularly makes formal presentations, interviews, negotiates, or coordinates work.

2D. RESPONSIBILITY: Equipment or Process

This factor measures the degree of care required to prevent losses and safeguard the assets of the organization.

Level 1: Errors are minimal and can be easily detected by machinery and/or subsequent processes within the control procedure. Loss exposure is minimal.

Level 2: Regularly works with equipment/machinery or processes where accuracy, timeliness, and attention to detail are required. Loss exposure is moderate and generally has a time factor impact.

~ Level 3: Regularly works with equipment/machinery or processes where errors in judgment or decision making can be considerable to organization. Error may cause excessive cost or delay, internal confusion, customer dissatisfaction, etc.

~ Level 4: Errors would result in confusion and delay causing lost time in more than a specific phase of the operation or activity, or cause customer or employee dissatisfaction. Cost to detect, correct, and adjust could be somewhat serious in nature. Requires continuous monitoring of equipment/machinery or processes involving significant amounts of organization property.

Level 5: Work is of highly complex and difficult nature, not easily checked or subject to broad controls. Errors could result in very serious losses such as loss of contracts, unfavorable relationships with customers, or other complications requiring long range corrective measures. Very large monetary loss potential.

2E. RESPONSIBILITY: Confidential Information

This factor is intended to appraise the extent to which the job involves responsibility for safeguarding confidential information and documents, the disclosure of which could have an adverse effect on the Organization's relationship with customers, employees, suppliers, etc.

Level 1: Little responsibility for confidential information involved. Effect of disclosure or monetary loss would be negligible.

Level 2: Responsibility for confidential matters would be minor due to limited exposure or controls, or the full import of the information would not be readily understood by the employee.

Level 3: Involves some access to controlled confidential information, where the full import is apparent and disclosure could have an adverse effect on a specific phase of the operation.

Level 4: Involves constant access to confidential information such as correspondence, quotations, salary schedules, financial summaries, monies, processes, etc. where discretion and care are essential to safeguard against disclosure or release which could have an adverse effect on a major organization function.

Level 5: Involves responsibility to safeguard and control confidential data such as operating statements, financial reports, marketing information, salary information, etc. where considerable care and discretion are required to protect the organization from substantial loss.

2F. RESPONSIBILITY: Supervision of Others

This factor considers the number and type of employees supervised, the types of supervision involved, and the responsibility that goes with the job for planning, instructing, directing, appraising, organizing, coordinating, and interpreting. It measures the authority exercised, including the degree of responsibility for functions, costs, methods, personnel, and policies.

Level 1: Responsible only for own work. May explain work instructions to others.

Level 2: Responsible for assigning, instructing, and checking the work of one (1) to two (2) other employees of lower classification engaged in like or closely related work.

Level 3: Responsible for assigning, instructing, and checking the work of a group of three (3) to four (4) employees of lower classification engaged in like or related work.

Level 4: Responsible for assigning, instructing, and checking the work of a group of five (5) to seven (7) employees of lower classification engaged in like or related work or a smaller group engaged in more difficult and involved technical work.

Level 5: Responsible for assigning, instructing, and checking the work of a large group or subsection consisting of more than eight (8) employees.

3A. EFFORT: Mental or Visual Demand

This factor considers the amount of mental attention and concentration required on the job. It includes the alertness, attention, variety and amount of work handled, and the planning and coordination necessary to perform the work. This factor measures the intensity and continuity of the work rather than the complexity of work.

Level 1: Normal mental and visual attention are required. Light mental concentration on largely repetitive operations where continuity is only occasionally interrupted. Some irregularities and difficulties are encountered but are fairly infrequent or minor in nature.

Level 2: Frequent mental and visual attention where the work is generally routine or the nature of the work requires more visual attention than mental application and quality standards are controlled.

Level 3: Close mental or visual attention is continuously required. Work involves some irregularities, difficulties, may have frequent interruptions and work under some time pressures. Has both repetitive and varied tasks to perform. Must apply various methods, practices and policies, and give continuous general attention to the job.

Level 4: Concentrated mental and visual attention in performing complex work to very close limits of accuracy and quality; or in coordinating a high degree of manual dexterity with close visual attention for sustained periods.

Level 5: Intense and exacting mental and visual attention and accuracy of work is required. Must plan and lay out complex work, work under frequent time pressures, or with frequent interruptions or distracting conditions. Requires constant alertness and considerable mental concentration. Tasks are usually both difficult and varied, irregularities are common.

Community Action Partnership of Kern

Wage Comparability & Compensation Design



Trainers: Shelly R. Schwane, Consultant
Seth M. Finestack, Senior Manager

WIPELL

Objectives of a Compensation Plan

Strategic alignment • Reflect organization's mission and values • Support personnel recruitment and selection strategies • Motivate employees to help achieve program and organizational goals	Fair and equitable • Recognize the value each position brings to the organization • Pay salaries equitable for work being performed • Ensure equitable pay across departmental lines
Top talent • Attract and retain qualified employees • Ensure wages are comparable to similar work in organizations you compete with for employees	Consistency and accountability • Increase understanding of pay administration • Minimize inconsistent administration of pay • Increase manager accountability

WIPELL

Regulations



WIPELL

Regulations



OFFICE OF HEAD START

An Office of the Administration for Children & Families



Administration for Children & Families
Office of Head Start

WIPOLI

WIPOLI

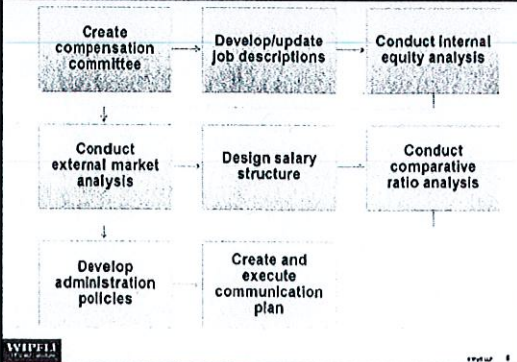
Compensation Philosophy

- Define clear and aligned goals
- Define market
- Determine level of competitiveness
 - Lag, meet, or lead market
- Identify the components of compensation
 - Base, incentives, benefits, perquisites
- Decide how to reward performance
 - Base vs variable pay

WIPOLI

WIPOLI

Compensation System



WIPOLI

WIPOLI

Internal Equity Committee

- Consists of:
 - Michele Nowell, HR Director
 - Mike Lackman, HR Manager
 - Jerry Meade, Program Design & Management Administrator
 - Manuel Barrera, Regional Migrant Administrator
 - Ken White, Food Bank Program Manager
- Evaluated *jobs* not *people*



Create compensation committee

WIDETI

module 2

Job Descriptions

Well designed compensation systems begin with clear definitions of job responsibilities and qualifications

- Title
- Exemption status (FLSA considerations)
- Salary grade/range
- Position summary
- Essential job functions
- Secondary responsibilities
- Competencies (knowledge, skills and abilities)
- Working conditions
- Employee acknowledgement

Develop/update job descriptions

WIDETI

module 3

Internal Equity Analysis

What

- Determines the relative value of each position to every other position within the organization on the basis of compensable factors

When

- Establishes a position's relative worth *within* the organization before or at the same time as the external analysis

Who

- Conducted by the compensation committee

Conduct internal equity analysis

WIDETI

module 4

Point Factor Evaluation Method

Breaks jobs down into identifiable compensable factors by assigning levels and points within the evaluation criteria

- Uniformity of evaluations
- Determines relative value of different positions
- Addresses comparable worth issues



Conduct internal equity analysis

Worksheet 10

Point Factor Evaluation Method

Choose and define compensable factors:

Skills	Responsibilities	Effort	Working conditions
• Education • Experience • Complexity • Initiative • Ingenuity	• Contacts • Process or Equipment • Confidential Information • Safety of others • Supervision of others	• Physical demands • Mental or visual demands	• Working conditions • Unavoidable hazards

Establish and define levels within factors

Conduct internal equity analysis

Worksheet 11

Point Factor Evaluation Factors and Levels

Assign points to factors and levels

FACTORS	WEIGHT	1	2	3	4	5	Maximum
1. SKILLS 25.0%							
a. Education	10.0	20	40	60	80	100	100
b. Experience	15.0	30	60	90	120	150	150
2. RESPONSIBILITY 45.0%							
a. Administrative	15.0	30	60	90	120	150	150
b. Complexity/Decisions	15.0	30	60	90	120	150	150
c. Contacts	10.0	20	40	60	80	100	100
d. Equipment or Process	10.0	20	40	60	80	100	100
e. Confidential Information	5.0	10	20	30	40	50	50
f. Supervision of Others	10.0	20	40	60	80	100	100
3. EFFORT 10.0%							
a. Mental or Visual Demand	10.0	20	40	60	80	100	100
Total Points:							1000

Conduct internal equity analysis

Worksheet 12

Point Factor Evaluation Form

- Determine the appropriate level for each factor
- One factor at a time
- Make clear comments for reference
- Consistency is key
- Identify gaps or errors in job descriptions

WILCO
A Division of
The Boeing Company

Conduct
Internal equity
analysis
on a regular basis

© 1999 WILCO
10

- Determine the appropriate level for each factor
- One factor at a time
- Make clear comments for reference
- Consistency is key
- Identify gaps or errors in job descriptions

Conduct internal equity analysis

1999

Point Factor Evaluation Sample Results

Job Title	Ed	Exp	Gen	Manag	Comm	Resour	Comp	Self	Other	EFPA
Chief Executive Officer	80	120	120	120	120	100	80	100	100	880
Chief Financial Officer	80	100	120	120	100	100	80	100	100	870
Chief Operating Officer	80	120	120	120	100	80	80	80	120	860
Chief Risk Officer	80	100	120	120	80	80	80	120	80	800
Chief Compliance Officer	80	80	120	120	80	80	80	80	120	780
Chief Human Resources Officer	80	80	80	120	80	100	80	80	120	780
Regional Manager	120	80	80	120	80	80	80	80	80	770
Marketing & Advertising Executive	80	80	80	120	80	80	80	80	80	680
Product Development Manager	80	80	80	120	80	80	80	80	80	680
Project Development Manager	80	80	80	80	80	80	80	80	80	600
Project Director	80	80	80	80	80	80	80	80	80	600
Health Services Coordinator	80	80	80	80	80	80	80	80	80	560
Medical Administrator	80	80	80	80	80	80	80	80	80	540
Unit Leader	80	80	80	80	80	80	80	80	80	480

Conduct
Internal equity
analysis

© 2004 SHRM

[illegible]

**Conduct
internal equity
analysis**

434

External Market Analysis

- Determines the market value of each position.
- Finding data is rarely a problem. Finding the "right" data can be the challenge.
 - Secure, reputable and reliable surveys
 - Sample size
 - Match job descriptions, not titles
 - Consider demographics
 - Age the survey

Conduct external market analysis

WILEY

- Determines the market value of each position.
- Finding data is rarely a problem. Finding the "right" data can be the challenge.
 - Secure, reputable and reliable surveys
 - Sample size
 - Match job descriptions, not titles
 - Consider demographics
 - Age the survey

**Conduct
external market
analysis**

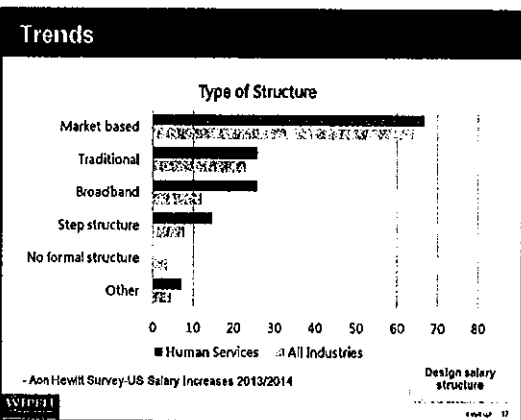
Abstract

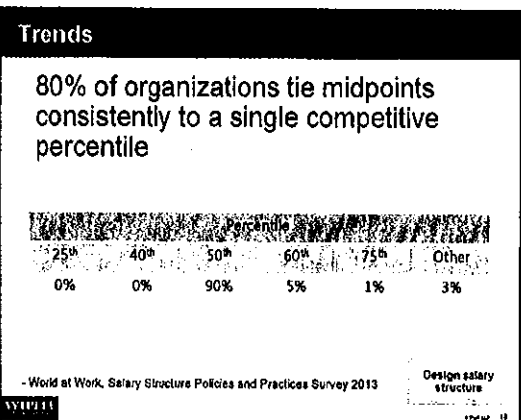
External Market Analysis

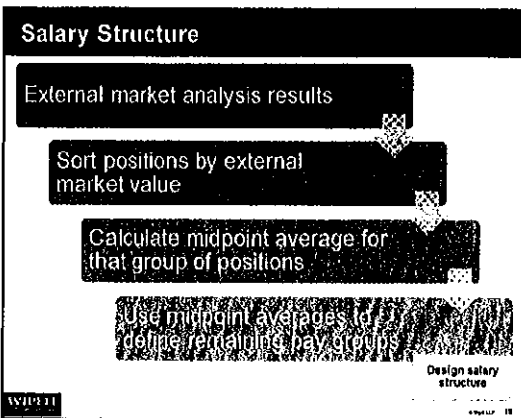
Source of Market Information	Survey or Source Name
Validated Compensation Surveys	CompData NFP
	Economic Research Institute
	NonProfit Times
	Center for Community Futures Head Start
	Center for Community Futures Community Action
Local / Regional Peer Data	California Head Start Association
	AIRS (Intake and Referrals)
	School Districts: DUSD, BCSD, P8VUSD
	Peer Organizations: Fresno EOC, CAPSLO, Clínica Sierra Vista

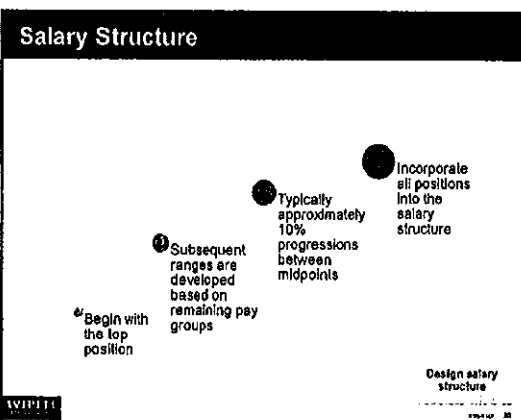
Conduct external market analysis

Worksheet 18









- ### Salary Structure
- ❑ Evaluate the preliminary salary structure to determine if the pay groups make sense within the organization.
 - ❑ Consider the internal equity analysis to make any necessary adjustments.
 - Does the value of the position internally differ from the external market?
 - Is external market data unavailable given the uniqueness of the position?
- Design salary structure

Comparative Ratio Analysis

Determine where current rates of pay fall in relationship to the newly established salary structure midpoints.

- Tool for fairness and equity
- Implementation, planning, and budgeting



Conduct comparative ratio analysis

WUOLU

Number 22

Plan Administration

- Outline plan goals and objectives
- Identify who has responsibility for which parts of the plan
- Describe how each step of the process occurs
- Include performance management process
- Outline link between performance goals and compensation
- Outline how pay adjustments will be handled
- Incorporate tools utilized

Develop administration policies

WUOLU

Number 23

Plan Maintenance

Maintain the equity and consistency of the plan as the organization and market changes.

Develop a plan to ensure, at a minimum, the following are addressed on a regular and ongoing basis:

- Keep job descriptions current
- Conduct internal equity analysis on new or revised job descriptions
- Review pay ranges on an annual basis
- Conduct a full review at least every three years
- Manage employees falling outside the established salary structure ranges

Develop administration policies

WUOLU

Number 24

Thank you for bringing us to your agency!

Shelly R. Schwane
Consultant
sschwane@wipfli.com
608.270.2915

Seth M. Finestack
Senior Manager
sfinestack@wipfli.com
952.548.6706



WIPFLI 25

WIPFLI^{LLP}
CPAs and Consultants

www.wipfli.com

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

	03/01/18- 11/30/18	12/01/18- 12/31/18	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 475,812.07	\$ -	\$ 475,812.07
CASH RECEIPTS			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
Donations	2,158.43	-	2,158.43
Misc. Revenue	3,439.22	1,991.35	5,430.57
Interest Income/Union Administrative Fee	607.25	201.55	808.80
TOTAL CASH RECEIPTS	78,179.37	2,192.90	80,372.27
CASH DISBURSEMENTS			
Line of Credit Interest Expense	565.11	545.74	1,110.85
Line of Credit Unused Commitment Fee	2,229.72	-	2,229.72 b
2018 Awards Banquet Expenses	21,688.09	-	21,688.09 a
Volunteer Appreciation	2,716.77	-	2,716.77 c
Fundraising Expenses	3,244.00	-	3,244.00
Property Taxes - Campus Vacant Parcels	2,193.73	-	2,193.73
Miscellaneous Expenses	1,391.51	398.40	1,789.91
Indirect	3,118.95	(1.44)	3,117.51
TOTAL CASH DISBURSEMENTS	37,147.88	942.70	38,090.58
CASH PROVIDED (USED)	41,031.49	1,250.20	42,281.69
ENDING BALANCE	\$ 516,843.56		\$ 518,093.76
		Discretionary Cash	\$ 211,400.73
		Fund Raising Cash	307,190.41
			518,591.14
		Add: Prepaid	-
		Less: AP	(497.38)
			\$ 518,093.76

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$54,300.66.
- a. As of 12/31/18, net 2018 awards banquet gain is \$55,039.85 (FYE 2/28/18 = \$4,753.47 + \$50,286.38 for 2018/19).
- b. Commitment fee for the period 12/31/17 to 9/30/18 that the \$2 million line of credit is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 01/15/2019

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

JANUARY 23, 2019

FINANCIAL REPORT

TABLE OF CONTENTS

<u>SECTION</u>	<u>Pages (s)</u>
A. Schedule of Programs for the period March 1, 2018 through February 28, 2019	A1 - A4
B. Functional Classification by Fund	B1 - B2
C. Line of Credit Summary	C1
D. - Cash Summary as of December 31, 2018	D1
- Bank Reconciliations	D2 - D7
E. B of A Mastercard Summary and Statements	E1 - E16
F. Central Kitchen Budget to Actual December 31, 2018	F1
G. State Department of Education Contract - Earned Revenue	G1 - G2
H. Finance Division Monthly Report	H1
I. Financial Statements as of February 28, 2018	I1
J. Financial Statements as of December 31, 2018	J1
K. Agency-wide Budget to Actual as of December 31, 2018	K1 - K7
L. Indirect Fund Budget To Actual as of December 31, 2018	L1

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	12,234,628	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	2,564,103	93.600	09CH010071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	169,630	21.009	17VITA0187	08/01/16 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750 4,010,033	93.568	16B - 4012 17B - 3012 18B - 4012 19B - 5012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18 10/01/18 - 06/30/20	122-36 122-37 122-38 122-39	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	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	93.575	CWAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	168,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	150,000	93.590	EE - KERN - 17 - 20	PENDING - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACIT	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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	92,096	10.568/569	15 - MOU - 00118	10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	263,449	10.565	16 - 6017	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 - QJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,121,940	10.557	15 - 10064	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 CAL FRESH PROGRAM	15,999	10.561	16 - SUB - 00876	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
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000	84.412	N/A	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	23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY	501,488		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866		CMAF - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		N/A	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
INFORMATION & EDUCATION	80,000 80,000		16 - 10206	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)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	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	90,660		2015.2.5	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	134,418		2015.2.6	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	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
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	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	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
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
PENDING	22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR	5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD
PREP WORKS - YOUTH CENTERS	30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM	25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	3,000		N/A	07/01/17 - 06/30/18	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	24,701		N/A	01/01/18 - 02/28/19	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						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				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	Cal EITC Free Tax Assistance				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	<u>Youth Services</u>						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				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		
428-240	CES United Way				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 2018/19

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/18	n/a				
03/30/18	n/a				
04/30/18	n/a				
05/31/18	\$ 565,000	\$ 565,000	1	\$ 90.26	5.75070%
06/30/18	n/a				
07/31/18	n/a				
08/31/18	\$ 255,000	\$ 255,000	3	166.11	5.85950%
09/28/18	\$ 615,000	\$ 615,000	2	308.74	6.01056%
10/31/18	\$ 785,000	\$ 785,000	1	132.07	6.05688%
11/30/18	\$ 425,000	\$ 425,000	2	215.93	6.09694%
12/31/18	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 11, 2019 for \$2 million and will terminate on January 15, 2020.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

Note 3: Line of credit was not required for the month of December 2018.

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
12/31/17 - 3/30/18	90 days	959.72	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF DECEMBER 31, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(237,435.16)
HEAD START/EARLY HEAD START	1,212,722.66
SUBTOTAL	975,287.50
CHILD DEVELOPMENT RESERVE No. 2	(155.12)
GENERAL CHILD CARE	42,908.92
MIGRANT A/P	427,661.43
MIGRANT CHILD CARE	(22,875.36)
MIGRANT SPECIALIZED SERVICES	15,543.21
STATE PRESCHOOL	313,498.40
SUBTOTAL	776,581.48
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(47,357.03)
EF&S	37,292.00
EFAP	(45,427.35)
FOOD BANK	235,174.81
FOOD BANK - STATE	55,208.65
SOCAL GAS	4,175.00
WONDERFUL FOUNDATION	(286.44)
SUBTOTAL	238,832.96
ENERGY	(127,229.29)
DOE WAP	(155,689.86)
LIHEAP	(1,376,236.37)
LIWP SOLAR PV	(1,133.35)
LIWP SINGLE FAMILY	11,079.78
WATER TANK	(51.61)
TRANSFER NEGATIVE BALANCE	1,649,260.70
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	(21,110.08)
BANK OF THE WEST	42,347.22
CAL FRESH	(12,217.72)
CALEITC	(1,641.27)
COST POOLS	(27,143.37)
COUNTY OF KERN - 2-1-1	44,738.00
CSBG	54,073.86
DIFFERENTIAL RESPONSE	(28,138.71)
DIGNITY HEALTH	11,192.10
DISCRETIONARY FUND	200,250.56
ECONOMIC EMPOWERMENT	(18,411.66)
FIRST 5 KERN 211	(10,392.35)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	114.09
FIRST 5 HELP ME GROW	(13,653.47)
FRIENDSHIP HOUSE	(13,939.41)
FUNDRAISING	307,190.41
GANG PREVENTION	(9,866.05)
GENERAL FUND	72,978.75
INDIRECT FUND	1,442,704.35
IRS - VITA	2,508.01
INFORMATION & EDUCATION	(81,132.65)
REALIGNMENT FOR SUCCESS	(6,880.82)
SHAFTER YOUTH CENTER	4,496.86
STARBUCKS FOUNDATION	30,236.05
UNITED WAY 211	47,228.37
WELLS FARGO FOUNDATION	1,831.15
WIC	(1,263,900.54)
LESS: ENERGY NEGATIVE BALANCE	(1,649,260.70)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(895,799.02)
TOTAL OPERATING CASH	1,096,902.92

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
December 31, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	12/31/18		1,805,581.11
Add: Ck #5341 106.82 Not a CAPK check		106.82	
LESS: OUTSTANDING CHECKS		708,225.47	
LESS OUTSTANDING ADP PAYROLL 12/29/18		505.25	
UNRECONCILED DIFFERENCE		(54.29)	
ADJUSTED BANK BALANCE AT	12/31/18		1,096,902.92
GENERAL LEDGER BALANCE AT	11/30/18		1,391,255.29
ADD: DEPOSITS		1,603,615.41	
ACH DEPOSITS		1,000.00	
ADP EFT DEPOSIT		31.17	
US TREAS DRAWDOWNS		3,366,085.56	
TRSFY FROM DOE GRANT		-	
TRSFY LINE OF CREDIT		-	
FUNDS FROM OTHER GRANTS		18,037.56	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,184,766.23	
ADP PAYROLL 12/07/18		1,235,356.72	
ADP PAYROLL 12/21/18		1,266,892.96	
ADP PAYROLL 12/29/18		505.25	
EFTS FOR HRA/HSA/ STD/403B		82,009.41	
TO REIMBURSE INTERFUNDS FOR S/C CHGS (JUL-NOV 2018)		227.64	
REC LOAN PRINCIPAL/INT EXPENSES		9,468.95	
REPAY LINE OF CREDIT		448,790.70	
TRSFY VAC ACCR FOR HS/EHS		54,642.58	
CLIENT ANALYSIS SERVICE CHARGE		461.62	
UNRECONCILED DIFFERENCE - CORRECTED IN JANUARY POSTING TO XFR EXCESS COSTS FOR CCTR		0.01	
GENERAL LEDGER BALANCE AT	12/31/18		1,096,902.92

DIFFERENCE: -

PREPARED BY: Kam Taing TITLE: Controller DATE: 01/17/2019

APPROVED BY: Jany Webster TITLE: Chief Financial Officer DATE: 01/17/2019

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2018

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 12/31/18 535,555.41

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/18 535,555.41

BALANCE PER G/L 11/30/18 480,804.13

ADD: DEPOSITS 0.00

INTEREST 108.70

ROUNDING ERROR

BANK ACCOUNT TRANSFER FROM GENERAL FUND 54,642.58

LESS: CHECKS 0.00

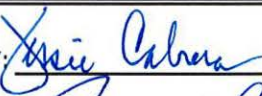
CLIENT ANALYSIS SERVICE CHARGE 0.00

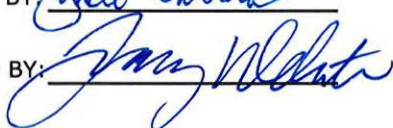
BANK ACCOUNT TRANSFER TO GENERAL FUND

BALANCE PER G/L 12/31/18 535,555.41

DIFFERENCE: 0.00

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

PREPARED BY:  TITLE: Accountant DATE: 01/17/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 01/17/19

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

BANK RECONCILIATION FOR MONTH ENDING
12/31/2018

WELLS FARGO BANK, N.A.
P. O. BOX 63026
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	12/31/2018	11,805.88
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	12/31/2018	11,805.88

BALANCE PER GENERAL LEDGER	11/30/18	11,150.17
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
BANKCARD DEPOSIT	742.25	
PAYPAL DEPOSIT	128.02	
INTEREST	8.74	
LESS:		
APPLIED MERCHANT DEBITS	164.04	
CLIENT ANALYSIS SERVICE CHARGE	29.83	
BANKCARD FEES	29.43	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	12/31/2018	11,805.88

* 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: Xosie Cebrian

TITLE: Accountant

DATE: 01/17/19

APPROVED BY: Jan W. White

TITLE: Chief Financial Officer

DATE: 01/17/19

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

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

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 12/31/18 593,142.37

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/18 593,142.37

BALANCE PER G/L 11/30/18 593,142.04

ADD: DEPOSITS 0.00

INTEREST 90.68

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 90.35

0.00

BALANCE PER G/L 12/31/18 593,142.37

* 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:  TITLE: Accountant

DATE: 01/15/19

APPROVED BY:  TITLE: Chief Financial Officer

DATE: 01/15/19

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2018

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 12/31/18 215.81

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/18 215.81

BALANCE PER G/L 11/30/18 42.35

ADD: DEPOSITS 0.00

INTEREST 0.03

BANK ACCOUNT TRANSFER FROM GENERAL FUND 227.64

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 54.21

BANK ACCOUNT TRANSFER TO GENERAL FUND

BALANCE PER G/L 12/31/18 215.81

DIFFERENCE: 0.00

PREPARED BY: 

TITLE: Accountant

DATE: 01/17/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 01/17/2019

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 432.59
Yolanda Gonzales	Director of Head Start/State Child Development Programs	3,017.43
Emily Gonzalez Demont	Assistant Director - Grants Management	(170.37)
Ralph Martinez	Director of Community Development	1,805.67
Raymond Quan	Director of Human Resources	205.97
Pritika Ram	Director of Administration	1,283.40
Carmen Segovia	Director of Health & Nutrition Services	2,689.01
Jeremy Tobias	Chief Executive Officer	1,604.14
Emilio Wagner	Director of Operations	6,845.33
	Total	\$ 17,713.17



GLORIA BARBERO

Platinum Plus® for Business

November 22, 2018 - December 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 \$432.59

Minimum Payment Due \$10.00

Payment Due Date 01/17/19

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 \$0.00

Payments and Other Credits \$0.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$432.59

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$432.59

Credit Limit \$5,000

Credit Available \$4,567.41

Statement Closing Date 12/21/18

Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
11/27	11/26	THE KNOX COMPANY 6236872300 AZ	55480778330207318500903	382.59
12/13	12/12	USPS PO 0575250209 STOCKTON CA	05436848347000436913286	50.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$432.59

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

GLORIA BARBERO
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total \$432.59

Minimum Payment Due \$10.00

Payment Due Date 01/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



YOLANDA GONZALES

Platinum Plus® for Business

November 22, 2018 - December 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 \$3,017.43

Minimum Payment Due \$30.17

Payment Due Date 01/17/19

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 \$6,334.29

Payments and Other Credits -\$6,334.29

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$3,017.43

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$3,017.43

Credit Limit \$10,000

Credit Available \$6,982.57

Statement Closing Date 12/21/18

Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/14	12/14	CA Banking Center payment	34806005750004816683633	- 6,334.29
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$6,334.29
Purchases and Other Charges				
11/23	11/20	FOUR POINTS BAKERSFIEL BAKERSFIELD CA	55436878325263252861926	131.00
11/27	11/26	THE UPS STORE 2179 BAKERSFIELD CA	55432868331200298301605	94.00
11/28	11/27	THE UPS STORE 2179 BAKERSFIELD CA	55432868332200528252882	94.00
11/29	11/28	THE UPS STORE 2179 BAKERSFIELD CA	55432868333200767565639	188.00

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 93309-1651

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total \$3,017.43

Minimum Payment Due \$30.17

Payment Due Date 01/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
12/03	11/30	THE UPS STORE 2179 BAKERSFIELD CA	55432868335200251011072	94.00
12/04	12/03	VICTORY OUTREACH SW BA BAKERSFIELD CA	55310208338091408000040	101.25
12/05	12/03	OFFICE DEPOT #952 BAKERSFIELD CA	05436848338100075340261	97.56
12/05	12/04	THE UPS STORE 2179 BAKERSFIELD CA	55432868339200226361574	94.00
12/07	12/06	THE UPS STORE 2179 BAKERSFIELD CA	55432868341200729116745	188.00
12/10	12/07	THE UPS STORE 2179 BAKERSFIELD CA	55432868342200960542244	188.00
12/11	12/10	SMART AND FINAL 362 BAKERSFIELD CA	55263528345837000584057	161.94
12/12	12/11	THE UPS STORE 2179 BAKERSFIELD CA	55432868346200898470316	94.00
12/14	12/12	LUIGIS RESTAURANT AND BAKERSFIELD CA	85309618347701672771451	229.44
12/17	12/14	THE UPS STORE 2179 BAKERSFIELD CA	55432868349200648791208	94.00
12/17	12/14	WM SUPERCENTER #5134 BAKERSFIELD CA	05436848349400047105843	500.00
12/19	12/18	THE UPS STORE 2179 BAKERSFIELD CA	55432868353200658951109	188.00
12/19	12/18	THE UPS STORE 2179 BAKERSFIELD CA	55432868353200658951117	94.00
12/21	12/19	609 AMF 8003425263 EC BAKERSFIELD CA	05314618354100119073749	230.24
12/21	12/20	ESCAPEROOM 3034826649 CO	55429508354894974443837	156.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$3,017.43

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	26.24% V	\$0.00	\$0.00

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



EMILY GONZALEZ DEMONT

Platinum Plus® for Business

November 22, 2018 - December 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 **-\$170.37**
Minimum Payment Due **\$0.00**
Payment Due Date **01/17/19**

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 \$5,067.41
Payments and Other Credits **-\$5,237.78**
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 **-\$170.37**

Credit Limit \$10,000
Credit Available \$10,000.00
Statement Closing Date 12/21/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
12/13	12/13	CA Banking Center payment	34706005760040722812022	- 5,067.41
12/18	12/11	ANAHEIM MAJESTIC GRDN ANAHEIM CA	55436878351173466921456	- 170.37
		Arr: 10/15/18 Dep: 12/11/18 Inv: 1108358		
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$5,237.78

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

EMILY GONZALEZ DEMONT
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total **-\$170.37**
Minimum Payment Due **\$0.00**
Payment Due Date **01/17/19**

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



RALPH MARTINEZ

Platinum Plus® for Business

November 22, 2018 - December 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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/13	12/13	CA Banking Center payment	34706005750004722768537	- 3,509.09
12/19	12/17	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868352010180550983	- 128.64
12/19	12/17	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868352010180550991	- 119.95
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$3,757.68
Purchases and Other Charges				
11/28	11/27	SUBWAY 00999912 MIAMI FL	05410198332255175973183	116.94
12/03	12/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508335894149528649	69.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

RALPH MARTINEZ
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Payment Information

New Balance Total \$1,805.67
Minimum Payment Due \$18.06
Payment Due Date 01/17/19

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 \$3,509.09
Payments and Other Credits - \$3,757.68
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$2,054.26
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$1,805.67

Credit Limit \$10,000
Credit Available \$8,194.33
Statement Closing Date 12/21/18
Days in Billing Cycle 30

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total \$1,805.67
Minimum Payment Due \$18.06
Payment Due Date 01/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/10	12/07	UNITED 01624291063080 800-932-2732 TX SHEGOS/SHEILAMARIE 01624291063080 Departure Date: 01/15/19 Airport Code: BFL UA LA DEN Departure Date: 01/15/19 Airport Code: DEN UA LA MSY Departure Date: 01/18/19 Airport Code: MSY UA SA SFO Departure Date: 01/18/19 Airport Code: SFO UA SA BFL	55432868342200094489742	438.40
12/10	12/07	VONS #1969 BAKERSFIELD CA	55310208342975017620574	48.57
12/13	12/11	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868346010184537613	119.95
12/13	12/11	THE HOME DEPOT #1060 BAKERSFIELD CA	55541868346010184562041	128.64
12/13	12/11	THE HOME DEPOT #6687 BAKERSFIELD CA	55541868346010190846321	72.38
12/14	12/12	HOMEDPOT.COM 800-430-3376 GA	55541868347010191608307	41.97
12/14	12/12	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868347010184505684	119.95
12/14	12/12	THE HOME DEPOT #1060 BAKERSFIELD CA	55541868347010184529536	128.64
12/14	12/12	THE HOME DEPOT #6687 BAKERSFIELD CA	55541868347010190733528	72.38
12/17	12/14	THE BLVD BAKERSFIELD CA	25247808349001447153630	659.11
12/17	12/14	HOMEDPOT.COM 800-430-3376 GA	55541868349010186415658	14.79
12/17	12/14	HOMEDPOT.COM 800-430-3376 GA	55541868349010186164249	11.77
12/17	12/14	HOMEDPOT.COM 800-430-3376 GA	55541868349010186318670	11.77
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,054.26

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	26.24% V	\$0.00	\$0.00

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



RAYMOND T QUAN

Platinum Plus® for Business

November 22, 2018 - December 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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
12/14	12/12	BLACK ANGUS-1087 BAKERSFIELD CA	55506298347200288301113	205.97
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$205.97

Payment Information

New Balance Total \$205.97

Minimum Payment Due \$10.00

Payment Due Date 01/17/19

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 \$0.00

Payments and Other Credits \$0.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$205.97

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$205.97

Credit Limit \$10,000

Credit Available \$9,794.03

Statement Closing Date 12/21/18

Days in Billing Cycle 30

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

RAYMOND T QUAN
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total \$205.97

Minimum Payment Due \$10.00

Payment Due Date 01/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



PRITIKA RAM

Platinum Plus® for Business

November 22, 2018 - December 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 \$1,283.40

Minimum Payment Due \$12.83**Payment Due Date 01/17/19**

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 \$2,856.40

Payments and Other Credits -\$3,696.40

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$2,123.40

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

New Balance Total \$1,283.40

Credit Limit \$10,000

Credit Available \$8,716.60

Statement Closing Date 12/21/18

Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
11/23	11/21	MANDALAY - ADV DEP 8552755733 NV Arr: 11/21/18 Dep: 11/21/18 Inv: 0032413710	55310208326698324137104	- 285.00
11/23	11/21	MANDALAY - FRONT DESK 8552755733 NV Arr: 11/21/18 Dep: 11/21/18 Inv: 0031815794	55310208326698318157944	- 300.00
11/23	11/21	MANDALAY - FRONT DESK 8552755733 NV Arr: 11/21/18 Dep: 11/21/18 Inv: 0032248311	55310208326698322483112	- 228.00
12/13	12/11	MANDALAY - FRONT DESK 8552755733 NV	55310208346698288123278	- 27.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796PRITIKA RAM
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:

November 22, 2018 - December 21, 2018

New Balance Total \$1,283.40

Minimum Payment Due \$12.83**Payment Due Date 01/17/19****Enter payment amount**\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/13	12/13	Arr: 12/11/18 Dep: 12/11/18 Inv: 0028812327 CA Banking Center payment	34706005760027722869276	- 2,856.40
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$3,696.40
12/10	12/07	Purchases and Other Charges UNITED 01624291041612 800-932-2732 TX RAM/PRITIKA 01624291041612 Departure Date: 01/15/19 Airport Code: BFL UA LA DEN Departure Date: 01/15/19 Airport Code: DEN UA LA MSY Departure Date: 01/20/19 Airport Code: MSY UA SA DEN Departure Date: 01/20/19 Airport Code: DEN UA SA BFL	55432868342200094489726	438.40
12/11	12/10	COMMUNITY ACTION PARTN 2022657546 DC	55457028344083302244201	990.00
12/21	12/20	2-1-1 SAN DIEGO 8583001300 CA	55429508354637994666097	695.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$2,123.40

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	26.24% V	\$0.00	\$0.00

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



CARMEN SEGOVIA

Platinum Plus® for Business

November 22, 2018 - December 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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/07	12/07	RBT FAMOUS DAVE'S EasySavings NY	05587458341000000310282	- 4.00
12/13	12/13	CA Banking Center payment	34706005750004722911889	- 3,408.71
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$3,412.71
Purchases and Other Charges				
11/23	11/23	ABBOTT LABORATORIES 800-258-7677 OH	55432868327200448167605	269.99
11/23	11/21	KERN CO PARKS AND REC 6618687000 CA	55480778327892012318945	30.00
11/29	11/27	THE HOME DEPOT 1060 BAKERSFIELD CA	55432868332200672089924	301.01

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

CARMEN SEGOVIA
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Payment Information

New Balance Total \$2,689.01
Minimum Payment Due \$26.89
Payment Due Date 01/17/19

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 \$3,408.71
Payments and Other Credits - \$3,412.71
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$2,693.01
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$2,689.01

Credit Limit \$20,000
Credit Available \$17,310.99
Statement Closing Date 12/21/18
Days in Billing Cycle 30

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total \$2,689.01
Minimum Payment Due \$26.89
Payment Due Date 01/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/03	11/30	AMAZON.COM*M02VU2PS0 A AMZN.COM/BILLWA	55310208334083721948462	112.59
12/03	12/01	WALMART.COM 8009666546 AR	55500368335083323743767	193.16
12/03	12/02	WALMART.COM 8009666546 AR	55500368336083323743766	75.61
12/05	12/04	AMZN MKTP US*M08SI18S1 AMZN.COM/BILLWA	55310208338083703531829	128.68
12/05	12/04	AMZN MktP US*M03MT68M0 Amzn.com/billWA	55432868338200217822643	220.92
12/06	12/05	FAMOUS DAVE'S BAKERSFIELD CA	05436848340000394691012	100.00
12/07	12/06	AMZN MKTP US*M057Q8DP2 AMZN.COM/BILLWA	55310208340083314456008	45.66
12/07	12/06	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368341837000231244	182.19
12/10	12/07	AMZN MKTP US*M07VJ42N2 AMZN.COM/BILLWA	55310208341083722054212	64.11
12/13	12/12	SAMSClub #4819 BAKERSFIELD CA	55483828347091005500397	125.62
12/14	12/13	EZCATERVILLA ITALIAN 8004881803 MA	55429508347719090509841	263.78
12/14	12/13	GIBBS INTERNATIONAL IN BAKERSFIELD CA	55309598348838000010180	41.50
12/17	12/13	KERN CO PARKS AND REC 6618687000 CA	55480778349892014514891	7.00
12/17	12/15	THE FIREHOUSE - WHITE BAKERSFIELD CA	05314618350000514896641	423.05
12/20	12/19	TOWN & COUNTRY TIRE 7602433141 CA	55547508353200693600038	108.14
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,693.01

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	26.24% V	\$0.00	\$0.00

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



JEREMY T TOBIAS

Platinum Plus® for Business

November 22, 2018 - December 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 \$1,604.14
Minimum Payment Due \$16.04
Payment Due Date 01/17/19

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 \$5,215.58
Payments and Other Credits -\$5,215.58
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,604.14
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$1,604.14

Credit Limit \$10,000
Credit Available \$8,395.86
Statement Closing Date 12/21/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/13	12/13	CA Banking Center payment	34706005750004722963203	- 5,215.58
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$5,215.58
Purchases and Other Charges				
11/23	11/16	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/12/18 Dep: 11/16/18 Inv: 7287991	55500368325722949366782	8.00
11/29	11/28	FOOD-EX BAKERSFIELD CA	25247808332004396129873	178.04
12/07	12/05	FOOD-EX BAKERSFIELD CA	25247808340000609197079	256.15

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

JEREMY T TOBIAS
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total \$1,604.14
Minimum Payment Due \$16.04
Payment Due Date 01/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



JEREMY T TOBIAS

November 22, 2018 - December 21, 2018
Page 3 of 6

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/10	12/07	ENTERPRISE CAR TOLLS 877-8601258 NY	85187388343900019613860	11.95
12/21	12/19	NATIONAL COMMUNITY ACT WASHINGTON DC	85140518354900019791652	1,000.00
12/21	12/19	NATIONAL COMMUNITY ACT WASHINGTON DC	85140518354900019796941	150.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,604.14

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	21.24% V	\$0.00	\$0.00

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



EMILIO WAGNER

Platinum Plus® for Business November 22, 2018 - December 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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/13	12/13	Payments and Other Credits		
		CA Banking Center payment	34706005750016723005701	- 2,829.95
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$2,829.95
		Purchases and Other Charges		
11/27	11/26	Microsoft *Store Redmond WA	15270218330000091430637	99.00
12/04	12/03	SQU*SQ *TRANSPORTATION Orlando FL	55432868338200010423391	88.16
12/05	12/03	AMERICAN 0010275020192 BAKERSFIELD CA	55417348338873382144928	30.00

Payment Information

New Balance Total \$6,845.33

Minimum Payment Due \$68.45

Payment Due Date 01/17/19

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 \$2,829.95

Payments and Other Credits -\$2,829.95

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$6,845.33

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$6,845.33

Credit Limit \$10,000

Credit Available \$3,154.67

Statement Closing Date 12/21/18

Days in Billing Cycle 30

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

EMILIO WAGNER
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
November 22, 2018 - December 21, 2018

New Balance Total \$6,845.33

Minimum Payment Due \$68.45

Payment Due Date 01/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		WAGNER/EMILIO 0010275020192 Departure Date: 12/03/18 Airport Code: EBC AA Y FEE		
12/07	12/06	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/02/18 Dep: 12/06/18 Inv: 470037	55480778340036002714340	426.87
12/07	12/06	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/02/18 Dep: 12/06/18 Inv: 470038	55480778340036002714357	426.87
12/10	12/07	CITY CAB OF ORL ORLANDO FL	05410198341090121389112	57.00
12/10	12/07	AMERICAN 0010275301665 ORLANDO FL WAGNER/EMILIO 0010275301665 Departure Date: 12/07/18 Airport Code: EBC AA Y FEE	55417348342873423486373	30.00
12/10	12/08	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/02/18 Dep: 12/08/18 Inv: 470037	55480778342036002719263	284.58
12/10	12/08	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/02/18 Dep: 12/08/18 Inv: 470038	55480778342036002719271	284.58
12/10	12/08	DOUBLETREE ORLANDO ORLANDO FL Arr: 12/03/18 Dep: 12/08/18 Inv: 00016226	55310208342036016226630	535.52
12/13	12/12	ONESTEPGPS.COM 18182548150 CA	55429508346717024268147	209.25
12/14	12/13	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/09/18 Dep: 12/13/18 Inv: 470735	55480778347036002722833	426.87
12/14	12/13	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/09/18 Dep: 12/13/18 Inv: 470732	55480778347036002722841	426.87
12/17	12/15	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/09/18 Dep: 12/15/18 Inv: 470732	55480778349036002727913	284.58
12/17	12/15	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 12/09/18 Dep: 12/15/18 Inv: 470735	55480778349036002727921	284.58
12/19	12/19	Microsoft *Store Redmond WA	15270218353000099443840	99.00
12/20	12/18	AMTRAK .CO3520719027728 8008727245 DC ORTEGA/CHRISTOPHER 3520719027728 Departure Date: 12/20/18 Airport Code: WAC 2V YA SKN	55499678353823616366541	66.50
12/20	12/19	US DEPARTMENT LABOR 202-693-8494 DC	05134378354600044492491	800.00
12/20	12/19	WAL-MART #2557 BAKERSFIELD CA	55483828354091005785535	149.70
12/21	12/20	MINDBODY, INC 805-4762700 CA	85454918354900015490905	445.40
12/21	12/20	2-1-1 SAN DIEGO 8583001300 CA	55429508354637994758340	695.00
12/21	12/20	2-1-1 SAN DIEGO 8583001300 CA	55429508354637995248580	695.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$6,845.33

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	26.24% V	\$0.00	\$0.00

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

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (10 OF 12 MONTHS OR 83.3%)

Line Item	2018/19 Budget	3/1/18 - 12/31/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,265,857	1,332,571	105.3%	(66,714)
Head Start Subsidy	<u>1,151,461</u>	<u>737,172</u>	64.0%	<u>414,289</u>
Total Revenue	<u>2,417,318</u>	<u>2,069,742</u>	85.6%	<u>347,576</u>
Expenditures (Note B)				
Salaries	557,792	517,094	92.7%	40,698
Benefits	167,338	170,757	102.0%	(3,419)
Vehicle Gasoline, Repair/Maintenance	70,000	42,965	61.4%	27,035
Space Costs	101,200	98,751	97.6%	2,449
Supplies - Office & Food Service	114,900	120,351	104.7%	(5,451)
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	7,277	121.3%	(1,277)
Communication	13,000	8,159	62.8%	4,841
Risk Insurance	12,700	7,929	62.4%	4,771
Printing	1,700	722	42.5%	978
Hiring & Employee Costs	1,800	213	11.8%	1,587
First Aid	2,600	281	10.8%	2,319
Home Base Socializations	9,568	-	0.0%	9,568
Raw Food/Vended Meals	<u>763,418</u>	<u>814,746</u>	106.7%	<u>(51,328)</u>
Sub Total	1,822,016	1,796,514	98.6%	25,502
Adult Meals Prepared	188,000	152,180	80.9%	35,820
Indirect	<u>219,302</u>	<u>121,048</u>	55.2%	<u>98,254</u>
Total Expenditures	<u>2,229,318</u>	<u>2,069,742</u>	92.8%	<u>159,576</u>

	Prior Period	December	Cum
Total Meals Prepared and Vended (Note C)	659,996	81,871	741,867
Total Meals Claimed	<u>505,629</u>	<u>59,827</u>	<u>565,456</u>
Difference	154,367	22,044	176,411

Percentage Claimed to Prepared/Vended	76.6%	73.1%	76.2%
---------------------------------------	-------	-------	-------

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 and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (5 OF 12 MONTHS = 41.67%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	\$ 376,158	\$ 491,901	\$ 544,337	\$ 547,287	\$ 531,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,491,128		
Add: Family Fees	<u>7,417</u>	<u>10,702</u>	<u>11,206</u>	-	-	-	-	-	-	-	-	-	<u>29,325</u>		
Net Provider Payments	\$ 383,575	\$ 502,603	\$ 555,543	\$ 547,287	\$ 531,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,520,453	82.05%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		36.12%
Administration & Support Services Revenue															
Provider Payments	\$ 383,575	\$ 502,603	\$ 555,543	\$ 547,287	\$ 531,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,520,453		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 81,364</u>	<u>\$ 106,613</u>	<u>\$ 117,842</u>	<u>\$ 116,091</u>	<u>\$ 112,731</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 534,641</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,513	88,735	61,861	69,199	61,365	-	-	-	-	-	-	-	327,672	10.67%	
Transfer Indirect to CSBG	41,959	58,585	59,837	60,999	58,657	-	-	-	-	-	-	-	280,038	7.28%	
Total Operating Costs	<u>-</u>	<u>-</u>	<u>(56,318)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(56,318)</u>		
	<u>\$ 88,472</u>	<u>\$ 147,320</u>	<u>\$ 65,380</u>	<u>\$ 130,198</u>	<u>\$ 120,022</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 551,392</u>	17.95%	
Revenue Earned Over/(Under) Costs	<u>\$ (7,108)</u>	<u>\$ (40,707)</u>	<u>\$ 52,462</u>	<u>\$ (14,107)</u>	<u>\$ (7,291)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (16,750,74)</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 472,046</u>	<u>\$ 649,923</u>	<u>\$ 620,923</u>	<u>\$ 677,485</u>	<u>\$ 651,468</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,071,845</u>	100.00%	

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

Provider payments 2,520,453
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 534,641

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

Provider Payments 6,977,689 82.50%
Administration 1,268,671 15.00%
Support Services 211,445 2.50%
Maximum Reimbursable Amount (MRA) 8,457,805 100.00%

Note 3: The MRA for 2018/19 is \$1,387,939 greater than 2017/18

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/18 - 6/30/19 (6 OF 12 MONTHS = 50.00%)

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CTTR-8049)														
Adjusted Days of Enrollment - Certified	5,122	6,145	4,840	5,773	4,656	4,388	-	-	-	-	-	-	30,925	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 245,773	\$ 294,816	\$ 232,230	\$ 276,991	\$ 223,399	\$ 210,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,483,761	50.42%
Maximum Reimbursable Amount (MRA)													\$2,943,028	
CALIFORNIA STATE PRESCHOOL (CSPP-8120)														
Adjusted Days of Enrollment - Certified	2,323	3,413	4,545	7,498	7,369	6,455	-	-	-	-	-	-	31,604	
Reimbursement Rate per Child per Day	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	
Revenue Earned	\$ 112,176	\$ 164,802	\$ 219,408	\$ 361,998	\$ 355,791	\$ 311,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,525,841	48.73%
Maximum Reimbursable Amount (MRA)													\$3,131,270	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	-	-	-	-	-	-	2,687	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 14,020	\$ 21,959	\$ 19,352	\$ 27,448	\$ 23,858	\$ 22,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,928	50.68%
Maximum Reimbursable Amount (MRA)													\$254,377	

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 2018/19 is \$613,955 greater than 2017/18.
CSPP's MRA for 2018/19 is \$163,872 greater than 2017/18.
CMIG's MRA for 2018/19 is \$17,878 greater than 2017/18.

Division/CFO: Tracy Webster, CFO		Month/Year: December 2018		
Program/Work Unit: Not Applicable		Controller: Kam Taing		
Services: Overall financial and accounting functions of the organization				
Activities	November 2018		Year to Date (3/1/18 -12/31/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	19,510		121,008	
Bank Deposits	6	1,603,614	71	18,389,913
Wire Deposits	3	18,038	37	481,320
Head Start/IRS Drawdowns	5	3,366,086	51	27,614,679
Vendor Checks Issued	893	2,184,766	9,080	21,826,216
Payroll Disbursed		2,502,755		24,099,197
Grant Reports Prepared in November 2018	13		147	
Cal EITC				
Cal Fresh Outreach				
CSBG				
CSBG Discretionary				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2017				
LIHEAP 2018				
LIHEAP 2019				
Realignment for Success				
WIC				

Other: Total Division Staffing: 10 + 2 vacancies – Accounting Manager, & Finance Manager

CFO	Controller
Accounting Manager	Finance Manager
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2018

ASSETS

Cash in Bank	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	3,672,278.07
Travel Advance	10,419.51
Prepaid Expense	388,196.42
Inventory	1,265,046.03
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	<u>9,236,431.72</u>

Total Assets 21,012,719.17

LIABILITIES AND NET ASSETS

Accounts Payable	1,883,875.63
Accrued Expenses	1,688,350.35
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,719.93
Advance Payable	22,808.43
Deferred Revenue	<u>1,728,320.00</u>

Total Liabilities 9,016,212.99

Total Net Assets 11,996,507.76

Total Liabilities and Net Assets 21,012,720.75

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

REVENUE

Grant Revenue	57,075,306.65
Donations	16,115,966.51
Other Revenue	1,513,176.00
In-Kind	<u>78,737.84</u>

Total Revenue 74,783,187.00

EXPENDITURES

Salaries	25,685,452.68
Benefits	7,818,215.82
Travel	504,082.04
Space Costs	5,103,043.63
Supplies	2,271,144.31
Consultant/Contract Services	1,493,279.77
Other Costs	2,107,414.67
Program Costs	23,672,373.07
Capital Expenditures	(0.00)
Indirect	5,060,831.66
In-Kind	<u>78,737.84</u>

Total Expenditures 73,794,575.49

Net Change in Assets 988,611.51

Net Assets, beginning 11,007,896.25

Net Assets, ending 11,996,507.76

Community Action of Partnership of Kern Agency Total

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

ASSETS

Cash in Bank	1,701,534
Cash - Vacation Reserve	535,167
Petty Cash	500
Accounts Receivable	992,244
Travel Advance	298
Prepaid Expense	318,444
Inventory	1,267,997
Net Fixed Assets - Unrestricted	2,328,722
Net Fixed Assets - Restricted	<u>9,066,426</u>

Total Assets 16,211,331

LIABILITIES AND NET ASSETS

Accounts Payable	1,082,284
Accrued Expenses	28,663
Accrued Vacation	523,559
Line of Credit	-
Note Payable	2,477,658
Advance Payable	92
Deferred Revenue	<u>(10,508)</u>

Total Liabilities 4,101,747

Total Net Assets 12,109,584

Total Liabilities and Net Assets 16,211,331

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

REVENUE

Grant Revenue	44,661,835
Donations	127,277
Other Revenue	4,303,609
In-Kind	<u>7,635,398</u>

Total Revenue 56,728,118

EXPENDITURES

Salaries	22,198,888
Benefits	6,612,482
Travel	526,812
Space Costs	3,740,026
Supplies	1,506,406
Consultant/Contract Services	1,943,472
Other Costs	1,978,445
Program Costs	6,367,182
Capital Expenditures	285,695
Indirect	3,820,235
In-Kind	<u>7,635,398</u>

Total Expenditures 56,615,042

Net Change in Assets 113,076

Net Assets, beginning 11,996,508

Net Assets, ending 12,109,584

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 12-31-18 (83.3%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	26,034,998	20,168,169	5,866,829	77%
BENEFITS	7,989,374	6,141,996	1,847,378	77%
TRAVEL	536,271	463,671	72,600	86%
SPACE COST	3,784,605	3,338,337	446,268	88%
SUPPLIES	1,796,041	1,408,620	387,421	78%
EQUIPMENT	211,038	285,301	(74,263)	135%
CONSULTANT/CONTRACT SERVICES	954,462	1,293,694	(339,232)	136%
OTHER COSTS	2,259,160	1,738,170	520,990	77%
PROGRAM COSTS	9,151,790	6,046,780	3,105,010	66%
INDIRECT	5,028,342	3,938,825	1,089,517	78%
TOTAL	57,746,081	44,823,563	12,922,518	78%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 12-31-18 (83.3%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	15,612,031	4,389,283	78%
BENEFITS	6,306,887	4,869,251	1,437,636	77%
TRAVEL	323,189	277,787	45,402	86%
SPACE COST	2,763,629	2,482,017	281,612	90%
SUPPLIES	1,391,790	1,110,487	281,303	80%
EQUIPMENT	113,310	273,746	(160,436)	242%
CONSULTANT/CONTRACT SERVICES	697,686	605,356	92,330	87%
OTHER COSTS	1,273,028	997,824	275,204	78%
PROGRAM COSTS	6,935,676	4,665,926	2,269,750	67%
INDIRECT	3,489,828	3,021,294	468,534	87%
TOTAL	43,296,337	33,915,719	9,380,618	78%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 12-31-18 (83.3%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	2,480,671	951,199	72%
BENEFITS	981,090	685,487	295,603	70%
TRAVEL	106,391	102,889	3,502	97%
SPACE COST	576,555	469,884	106,671	81%
SUPPLIES	214,757	209,608	5,149	98%
EQUIPMENT	97,728	11,555	86,173	12%
CONSULTANT/CONTRACT SERVICES	11,300	2,849	8,451	25%
OTHER COSTS	310,015	269,861	40,154	87%
PROGRAM COSTS	1,235,539	960,902	274,637	78%
INDIRECT	604,331	450,297	154,034	75%
TOTAL	7,569,576	5,644,003	1,925,573	75%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 12-31-18 (83.3%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,300,000	1,229,399	70,601	95%
BENEFITS	377,000	310,643	66,357	82%
TRAVEL	60,000	49,850	10,150	83%
SPACE COST	200,000	149,266	50,734	75%
SUPPLIES	140,000	41,714	98,286	30%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	675,194	(475,194)	338%
OTHER COSTS	535,000	373,787	161,213	70%
PROGRAM COSTS	950,000	402,141	547,859	42%
INDIRECT	376,200	314,905	61,295	84%
TOTAL	4,138,200	3,546,900	591,300	86%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 12-31-18 (83.3%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	336,277	315,727	52%
BENEFITS	150,654	111,496	39,158	74%
TRAVEL	32,701	25,189	7,512	77%
SPACE COST	102,402	60,800	41,602	59%
SUPPLIES	25,419	31,983	(6,564)	126%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	8,311	34,915	19%
OTHER COSTS	66,152	36,054	30,098	55%
PROGRAM COSTS	20,025	11,187	8,838	56%
INDIRECT	101,673	59,987	41,686	59%
TOTAL	1,194,256	681,285	512,971	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 12-31-18 (83.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	645,810	507,288	138,522	79%
BENEFITS	172,918	164,770	8,148	95%
TRAVEL	13,990	7,955	6,035	57%
SPACE COST	137,819	174,145	(36,326)	126%
SUPPLIES	21,875	12,695	9,180	58%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	1,984	266	88%
OTHER COSTS	48,705	34,111	14,594	70%
PROGRAM COSTS	10,550	3,908	6,642	37%
INDIRECT	452,760	89,204	363,556	20%
TOTAL	1,506,677	996,061	510,616	66%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 12-31-18 (83.3%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	2,501	1,499	63%
BENEFITS	825	348	477	42%
TRAVEL	0	-	0	0%
SPACE COST	4,200	2,226	1,974	53%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	26,533	(273)	101%
PROGRAM COSTS	0	2,717	(2,717)	not budgeted
INDIRECT	3,550	3,137	413	88%
TOTAL	41,035	39,595	1,440	96%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 12/31/18 (10 OF 12 MONTHS = 83.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 3,938,825	77.8%	\$ 1,120,764
Expenditures				
Salaries	2,820,260	2,097,378	74.4%	722,882
Benefits @ 24.11% actual	<u>674,091</u>	<u>458,175</u>	<u>68.0%</u>	<u>215,916</u>
Total Personnel Costs	3,494,351	2,555,553	73.1%	938,798
Operating Costs				
Travel	90,750	60,444	66.6%	30,306
Space Costs	187,900	152,392	81.1%	35,508
Supplies	138,400	89,691	64.8%	48,709
Consultant/Contract	630,725	634,638	100.6%	(3,913)
Other Operating Costs	<u>363,950</u>	<u>228,936</u>	<u>62.9%</u>	<u>135,014</u>
Total Operating Costs	1,411,725	1,166,101	82.6%	245,624
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 3,721,654</u>	<u>75.9%</u>	<u>\$ 1,184,422</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 217,171</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 868,416	71.0%	\$ 355,049
Operations	1,394,366	1,108,404	79.5%	285,962
Executive	536,935	452,553	84.3%	84,382
Community Development	704,410	481,212	68.3%	223,198
Finance	<u>1,046,900</u>	<u>811,068</u>	<u>77.5%</u>	<u>235,832</u>
	<u>\$ 4,906,076</u>	<u>\$ 3,721,654</u>	<u>75.9%</u>	<u>\$ 1,184,422</u>

Prepared Date: 01/15/2019



MEMORANDUM

DATE: January 23, 2019

TO: Budget & Finance Committee

FROM: Emilio Wagner, Director of Operations and
Tracy Webster, Chief Financial Officer

RE: Budget Revision – Energy Department

The Energy department is requesting a budget revision based on the addition of the 2017 Department of Energy (DOE) contract. The following represents changes to anticipated expenditures:

	ENERGY CONSERVATION					
	ORIGINAL ANNUAL BUDGET	CHANGE	ADJUSTED ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
	A		A	ENERGY	C	D
EXPENDITURES				-		
SALARIES	1,300,000	180,000	1,480,000	1,229,399	250,601	83%
BENEFITS	377,000	-	377,000	310,643	66,357	82%
TRAVEL	60,000	-	60,000	49,850	10,150	83%
SPACE COST	200,000	(20,000)	180,000	149,266	30,734	83%
SUPPLIES	140,000	(90,000)	50,000	41,714	8,286	83%
EQUIPMENT	0	(0)		-	-	
CONSULTANT/CONTRACT SERVICE	200,000	600,000	800,000	675,194	124,806	84%
OTHER COSTS	535,000	(80,000)	455,000	373,787	81,213	82%
PROGRAM COSTS	950,000	(460,000)	490,000	402,141	87,859	82%
INDIRECT	376,200	3,800	380,000	314,905	65,095	83%
TOTAL	4,138,200	133,800	4,272,000	3,546,900	725,100	83%

Staff recommends a change to the agency budget for 2018-19 for the Energy component.