

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
July 18, 2018
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Garth Corrigan
Warren Peterson

Curtis Floyd
Yolanda Ochoa

Fred Plane
Guadalupe Perez

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. **Special Presentations**

6. **New Business**

- a. Selection of Workers Compensation Insurance Coverage for 2018-2019 – Raymond Quan, Director of Human Resources – **Action Item (p. 3-20)**
- b. Head Start / Early Head Start Kern Budget Revision Request with Resolution – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Action Item (p. 21-22)**
- c. Head Start / Early Head Start Reorganization – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Action Item (p. 23-55)**
- d. Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 56-58)**
 - US Department of Health & Human Services for CAPK Teen Pregnancy Prevention Program
 - Kern County Behavioral Health & Recovery Services for CAPK Homeless Project
 - Kern County Coordinated Entry Grant for Homeless Population
- e. Head Start and Early Head Start Budget to Actual Reports – Donna Holland, Fiscal Manager – **Info Item**
 - Kern Head Start Budget to Actual for the Period Ended June 30, 2018 **(p. 59-60)**
 - Kern Early Head Start Budget to Actual for the Period Ended June 30, 2018 **(p. 61-63)**
 - San Joaquin Early Head Start Budget to Actual for the Period Ended June 30, 2018 **(p. 64-66)**
 - Early Head Start Child Care Partnerships Budget to Actual for the Period Ended June 30, 2018 **(p. 67-68)**

f. Chief Financial Officer Report – Emilio Wagner, Director of Operations

- Discretionary Fund Update – ***Info Item (p. 69)***
- Financial Statements, June 2018 – ***Action Item (p. 70-113)***

7. **Chief Executive Officer's Report**

Jeremy Tobias, Chief Executive Officer

8. **Committee Member Comments**

9. **Closed Session**

- a. Public Employment – Chief Financial Officer (Government Code Section 54957)
- b. Reconvene into Open Session

10. **Closed Session Report**

11. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday, December 12, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

12. **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 July 13, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Raymond T. Quan, HR Director *RTQ*

Date: July 18, 2018

Subject: *Agenda Item 6a:* Selection of Workers Compensation Insurance Coverage for 2018 – 2019 **Action Item**

The workers compensation insurance policy of CAPK is due to expire on July 31, 2018 and requires a renewal to prevent a lapse of coverage. In an effort to receive timely competitive proposals, Clifford and Bradford, the insurance broker that represents CAPK, requested proposals 90 days prior to the expiration of the Workers Compensation policy.

Clifford and Bradford has solicited proposals from 26 insurance carriers in an attempt to find the most qualified and cost-effective coverage provider. Of the 26 carriers solicited, four of them submitted proposals. As part of the Clifford and Bradford's services, they evaluated the proposals to ensure that the most cost-effective proposal will meet the needs of CAPK. The following are the four insurance carriers and their annual premium:

Berkshire Hathaway	\$ 822,694
State Fund	\$ 838,797
ICW	\$ 965,649
Applied Underwriting	\$1,040,720

Berkshire Hathaway has been CAPK's Workers Compensation Insurance provider for the past three years and has performed well with the relationship improving as we progress. In addition, the current proposal when compared to the premium for the 17/18 coverage year is \$199,862 less.

Recommendation:

Staff recommends the Executive Committee approves the proposed selection of Berkshire Hathaway made by Clifford and Bradford for the 2018-19 Workers Compensation Insurance Coverage.

Attachment: 2018-19 Workers Compensation Insurance Proposal



Clifford & Bradford
INSURANCE AGENCY

INSURANCE PROPOSAL PREPARED FOR:

COMMUNITY ACTION PARTNERSHIP OF KERN

5005 BUSINESS PARK N #100
BAKERSFIELD, CA 93309-1651

PRESENTED BY:

MICHAEL COOPER

CLIFFORD & BRADFORD INSURANCE AGENCY

1800 19TH STREET, BAKERSFIELD, CA 93301

License # 0673141

7/6/2018



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DISCLAIMER - The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverages.



Service Team

We look forward to providing you and your company unparalleled service. We are always just a phone call, email, or text away!

Clifford & Bradford Insurance Agency
1800 19th Street, Bakersfield, CA 93301
661.283.8100

Producer:	Michael Cooper Email: mwcooper@cliffordandbradford.com
Account Executive:	Liz Aguinaga Email: aguinaga@cliffordandbradford.com
Customer Service Rep:	Belinda Yohe Email: yohe@cliffordandbradford.com
Claims Representative:	Randi Bailey – Workers' Compensation Email: bailey@cliffordandbradford.com



Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operations such as expansion to another state, new products, or new applications of existing products.
2. Mergers and/or acquisitions of new companies.
3. Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
4. Circumstances which may require an increased liability insurance limit.
5. Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractor's equipment, electronic data processing, etc.
7. Property of yours that is in transit, unless we have arranged for the insurance previously.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied.

Your insurance program will only be as good as the communications maintained between you and your insurance agent.



Insured's Obligation at Time of Loss

When filing a claim, your policies require that you follow specific procedures and comply with certain provisions.

WORKERS' COMPENSATION AND LIABILITY CLAIMS:

1. You must see that any injury or damage is reported as soon as possible.
2. Full details of the claim should include how, when and where the "occurrence" took place; the names and addresses of any injured persons and/or witnesses; and a description and location of any damaged property.
3. If a claim or suit is filed against you, you are obligated to cooperate with the company. The policy prohibits you from making any voluntary payments or assuming liability in any way.
4. You are required to report any occurrence that may result in a claim; therefore, you should emphasize to your employees the importance of reporting any incident to management, no matter how insignificant they feel it may be.

Regardless of the type, all losses should be reported to us in writing as soon as possible.



Service Check List

Personal Lines

- ☐ Automobile
- ☐ Homeowners
- ☐ Personal Umbrella
- ☐ Recreational Vehicle
- ☐ Boats

Life & Health

- ☐ Personal Life
- ☐ Personal Health
- ☐ Key Employee Plans
- ☐ Corporate Plans
- ☐ Group Health
- ☐ Cafeteria Plans
- ☐ Disability Plans

Retirement Plans

- ☐ 401 (K) Plans
- ☐ Profit Sharing Plans
- ☐ IRA's

Miscellaneous

- ☐ Professional Liability
- ☐ Payroll Services
- ☐ Human Resource
- ☐ Business Health Services
- ☐ Other

Commercial Lines

- ☐ Package Policy
- ☐ Property
- ☐ General Liability
- ☐ Umbrella
- ☐ Workers' Compensation
- ☐ Automobile
- ☐ Cargo
- ☐ Boiler & Machinery
- ☐ Employer Practices Liability
- ☐ Bonds

Estate Planning

- ☐ Financial Planning
- ☐ Estate Tax Reduction
- ☐ Living Trusts
- ☐ Wills & Codicils

Enhanced Services

- ☐ Annual Risk Survey
- ☐ Premium Audits
- ☐ Workers' Compensation Audits
- ☐ Loss Control
- ☐ Claims Management & Review
- ☐ 24 Hour Claims Hotline
- ☐ Automobile



Workers' Compensation



Workers' Compensation Limits

Issuing Company:

Cypress Insurance Co

Policy Term:

7/31/2018 - 7/31/2019

Employers Liability

Bodily Injury by Accident \$1,000,000 \$1,000,000

Bodily Injury by Disease (policy limit) \$1,000,000 \$1,000,000

Bodily Injury by Disease (each employee) \$1,000,000 \$1,000,000

Workers' Compensation Employee Benefits

As Required by Law for Covered States



Classifications

ST	Loc	Class Code	Description	F/T Emp	P/T Emp	Estimated Payroll	Rate	Premium
CA	1	5479	Insulation Work	0	0	\$0.00	12.26000	\$0.00
CA	1	5140	Electric Wiring >\$30	0	0	\$0.00	4.03000	\$0.00
CA	1	5107	Door, Frame or Pre	0	0	\$0.00	12.06000	\$0.00
CA	1	9519	Household Appliance	0	0	\$220,087.00	14.21000	\$31,274.00
CA	1	8227	Construction Yards	2	0	\$35,277.00	9.84000	\$3,471.00
CA	1	3724	Millwright Work	0	0	\$0.00	8.42000	\$0.00
CA	1	5183	Plumbing <\$26	0	0	\$0.00	11.84000	\$0.00
CA	1	5187	Plumbing >\$26	0	0	\$0.00	7.11000	\$0.00
CA	1	8742	Salespersons-Outside	82	0	\$2,155,604.00	0.76000	\$16,383.00
CA	1	8810	Clerical Office Employees	204	0	\$7,293,908.00	0.59000	\$43,034.00
CA	1	8018	Stores Wholesale NOC	10	0	\$363,536.00	10.37000	\$37,699.00
CA	1	9059	Day Care-Child	533	0	\$16,526,015.00	4.57000	\$755,239.00
CA	1	8834	Physicians-All Employees	0	0	\$0.00	1.73000	\$0.00
CA	1	8868	Colleges or Schools	0	0	\$0.00	1.48000	\$0.00

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CA	1	9067	Clubs - Boys & Girls	12	0	\$283,391.00	3.39000	\$9,607.00
CA	1	5190	Electric Wiring <\$30	0	0	\$0.00	9.53000	\$0.00
CA	1	8078	Sandwich Shops- NOC	0	5	\$30,000.00	4.42000	\$1,326.00
CA	1	5146	Cabinet or Fixtures	12		\$440,173.00	10.63000	\$46,790.00

Workers' Base Premium:	\$944,823
Blanket Waiver of Subrogation:	\$18,896
Experience Modification 1.17	\$163,832
Premium Credits:	-\$336,350
Expense Constant:	\$100
Total Premium:	\$791,301

Assessment Fees: \$31,393 (Not included in the above premium.)

Payment Plan: Deposit of \$150,088.15 and 11 Monthly Payroll Reports

Required to Bind: Signed acord application, Proposal Acceptance with written bind request

2017-2018 Base Rates Comparison

5479	Insulation Work	\$14.88	\$647,313
5140	Electric Wiring >\$30	\$4.51	\$0
5190	Electric Wiring <\$30	\$9.52	\$0
5107	Door, Pre-Gazed Window Install	\$12.73	\$0
9519	Household Appliance	\$14.47	\$0
8227	Construction Yards	\$9.43	\$58,224
3724	Millwright Work- NOC	\$8.66	\$0
5183	Plumbing <\$26	\$11.62	\$0
5187	Plumbing >\$26	\$7.59	\$0
8742	Salespersons-Outside	\$8.3	\$2,113,338
8810	Clerical Office Employees	\$6.5	\$7,150,890
8018	Stores Wholesale NOC	\$11.95	\$318,853
9059	Day Care-Child	\$5.29	\$16,201,975
8834	Physicians-All Employees	\$1.97	\$0
8868	Colleges or Schools	\$1.60	\$0
9067	Clubs - Boys & Girls	\$4.33	\$277,835
8078	Sandwich Shops-NOC	\$4.82	\$0
5146	Cabinets of Fixtures	\$11.84	\$0

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2017 & 2018 Net Rates & Premium Comparison

2017-2018 Policy Period

2018-2019 Policy Period

Class Description Code Rate	Code	Rate	Class Description		
Insulation Work	5479	\$14.18	Insulation Work	5479	\$10.27
Electric Wiring >\$30	5140	\$4.30	Electric Wiring >\$30	5140	\$3.38
Electric Wiring <\$30	5190	\$9.07	Electric Wiring <\$30	5190	\$7.98
Door, Pre-Gazed Window Install	5170	\$12.13	Door, Pre-Gazed Window Install	5170	\$10.10
Household Appliances	9519	\$13.79	Household Appliances	9519	\$11.90
Construction Yards	8227	\$8.99	Construction Yards	8227	\$8.24
Millwright Work- N.O.C	3724	\$8.25	Millwright Work- N.O.C	3724	\$7.05
Plumbing <\$26	5183	\$11.07	Plumbing <\$26	5183	\$9.92
Plumbing >\$26	5187	\$7.23	Plumbing >\$26	5187	\$5.95
Salespersons-Outside	8742	\$.79	Salespersons-Outside	8742	\$.64
Clerical Office Employees	8810	\$.62	Clerical Office Employees	8810	\$.49
Stores Wholesale NOC	8018	\$11.39	Stores Wholesale NOC	8018	\$8.68
Day Care-Children	9059	\$5.04	Day Care-Children	9059	\$3.83
Physicians-All Employees	8834	\$1.88	Physicians-All Employees	8834	\$1.45
Colleges or Schools	8868	\$1.52	Colleges or Schools	8868	\$1.24
Clubs - Boys & Girls	9067	\$4.13	Clubs - Boys & Girls	9067	\$2.84
Sandwich Shops- NOC	8078	\$4.59	Sandwich Shops- NOC	8078	\$3.70

2017/2018 Estimated Annual Payroll: \$26,794,178

Estimated Annual Premium: \$1,024,857 plus fees of \$31,855

Experience Modification: 1.29

2018/2019 Estimated Annual Payroll: \$27,347,991

Estimated Annual Premium: \$791,301 plus fees of \$31,393

Experience Modification: 1.17

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WC COMPANIES	OUTCOME
AIU	DECLINED - Due to no markets for this type of risk
APPLIED UNDERW Over \$200K	QUOTE: \$1,040,720
AMTRUST	DECLINED - Due to Type of Risk
ARROWHEAD	Rated submission online. Waiting on Underwriting
BERKSHIRE/HATHAWAY	QUOTE: \$822,694
AIG - >\$100,000	DECLINED - due to loss history
EMPLOYERS COMP	DECLINED - due to ineligible class codes
FIRST COMP	DECLINED - Due to Type of Risk
LIBERTY MUTUAL	DECLINED - Due to Type of Risk
HANOVER INS	DECLINED - due to loss history and type of risk
HARTFORD	DECLINED - Due to Type of Risk
HDR-NIF (Sparta, UBI AmTrust)	DECLINED - Due to Type of Risk
ICW	QUOTE: \$ 827,217
MIDWEST INSURANCE	DECLINED - due to ineligible class codes
NEWTWORKED INS AGENTS	Rated submission online. Waiting on Underwriting
PIA – Western Alliance Several Markets	DECLINED - Due to no markets for this type of risk
PREFERRED EMPLOYERS	DECLINED - Due to no markets for this type of risk
STATE FUND	QUOTE- \$838,797
TRAVELERS	Emailed the submission. Waiting on Underwriting
ZENITH	DECLINED - due to ineligible class codes
CHARITY FIRST	DECLINED - due to ineligible class codes

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BRECKENRIDGE	DECLINED - No markets for this type of risk
ALL RISK	DECLINED - No markets for this type of risk
ATLAS INSURANCE	DECLINED - No markets for this type of risk
RTS SPECIALIST	DECLINED - No markets for this type of risk
EMPIRE UNDERWRITERS LLC	DECLINED - No markets for this type of risk

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Exclusion Endorsement

The Worker Compensation Act allows an insured to include or exclude employees/owners and their family from coverage. Below you will find the persons that are eligible for exclusion by legal entity:

LLC Managing Member

Partnership General Partner

Corporation Executive Officer may elect exclusion if corporation has ten (10) or fewer stockholders and the executive officer owns at least 15% of the stock. A corporate board resolution authorizing exclusion is required to be executed. Real estate salespersons and associate real estate brokers may be excluded in all corporations subject to (418.199).



Board Officers

Chairman: Garth Corrigan
Vice-Chairman: Curtis Floyd
Secretary: Fred Plane
Treasurer: Warren Peterson

Cost Containment

By implementing various programs in your business, you may be able to reduce your premiums. Below are several for which you may qualify:

Return to Work Program

- Accurate functional job description provided to the doctor at the workers first visit.
- A program to keep in contact with workers who are at home to recover.
- Transitional employment.
- A demonstrated willingness to provide modified duty to return injured workers to the workplace in a modified capacity as defined by the treating physician.

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- A written return to work policy statement is posted where all employees may see it.

Employee Assistance Program

- Have a written program to assist employees with personal issues that adversely affect job performance and worker's compensation costs. Issue may include stress, depression, drug addiction, marital problems, alcohol abuse, compulsive gambling, eating disorders, domestic violence, sexual harassment, financial problems, dependent care needs, and workplace violence.
- Utilize case management that includes a comprehensive assessment of the employee's problems by trained Employee Assistance Program counselors, development of an action plan for the employee with goals set, monitoring of the employee's progress and follow up.
- Where appropriate, the Employee Assistance Program case manager will refer employees to external service providers or specialists.
- The Employee Assistance Program managers are to be involved in the evaluation of multiple workers' compensation claims filed by an employee or claims where substance abuse or other personal issues may have contributed to the accident. Where appropriate the Employee Assistance Program manager should contact the at-risk employee for consultation.
- The Employee Assistance Program should include critical incident stress debriefing.
- A written Employee Assistance Program statement is posted where all employees may see it.

Employee Drug Screening

Must require all applicants to submit to a post-offer, pre-employment screening to detect the illegal use of drugs.

Subject to Audit

This proposal is based on estimated annual payroll. The final premium will be determined at final audit, using the above rating factors. The premium discount factor can be affected by the final audited premium.

***Note: Officers Payroll Subject to:**

2018		2017	
Minimum	\$50,700	Minimum	\$48,100
Maximum	\$128,700	Maximum	\$122,200

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Workers' Compensation

This coverage agreement obligates the insurer to pay all compensation and other benefits required of the insured by the workers' compensation law or occupational disease law of any state listed in the policy. The coverage applies to bodily injury by accident and by disease.

Coverage (A) shows no dollar limit for the benefits provided since any applicable limits would be those established within the law. Benefits under coverage (A) are paid to the employee without regard to fault.

Employers Liability

This coverage protects employers for their legal liability for bodily injury by accident or disease to an employee arising out of and in the course of the employee's employment when not covered under the workers' compensation law. Before benefits are paid under this coverage, the employee must prove the employer is liable for the injury.

Bodily Injury by Accident

This amount is the most an insurer will pay under coverage (B) for all claims arising from any one accident, regardless of how many employees are involved in the accident. The standard limit is \$100,000 for any one accident, which can be increased.

Bodily Injury by Disease (Policy Limit)

This is the aggregate limit the insurer will pay under coverage (B) for all claims sustaining bodily injury by disease during the policy period. The standard policy limit is \$500,000, which can be increased.

Bodily Injury by Disease (Each Employee)

This amount is the most an insurer will pay under coverage (B) for damages due to bodily injury by disease to any one employee. The standard limit of liability for each employee is \$100,000, which can be increased.

Other States Insurance

This provides workers' compensation coverages if the insured expands operations into other states not declared at the time the policy is issued or renewed. If the insured elects this coverage and operations begin in a state listed in other states, the insurer provides the same coverage as if the state was declared in the policy at the time of policy issuance.

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Voluntary Compensation Endorsement

Workers' Compensation laws of most states exempt some type of employment from workers' compensation benefits. This endorsement amends the standard policy to provide coverage for employees with exempted occupations from the workers' compensation act. When the endorsement is added it does not make employees subject to the workers' compensation law

United States Longshore & Harbor Workers Act Endorsement (USL&HWA)

This is a federal act which is similar to the state workers' compensation act. The federal act was designed to provide workers' compensation benefits to employees who work in maritime employment upon the navigable waters of the United States and who are usually considered outside the scope of state workers' compensation laws. When the USL&HWA endorsement is added to the standard policy it applies to work done in the states scheduled on the policy and extends the definition of the workers' compensation law to include the USL&HWCA.

Executive Officers, Partners Exclusion Endorsement

In some states, workers' compensation law allows an insured to include or exclude Executive Officers and Partners, or both, from coverage. Adding this endorsement can designate the individuals not covered under the policy.

Experience Modification

This is a factor that deals with the rating of the policy. The Experience Modification figure is insured's loss experience. The factor is used to increase or decrease the manual rates of insurance.

Monopolistic States

There are six states that require all workers' compensation insurance to be placed with their state fund. No private insurer is allowed to write Workers' compensation Coverage in the six states. The states are: Nevada, North Dakota, Ohio, Washington, Wyoming and West Virginia.

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Premium Summary



Premium Summary

Named Insured: **Community Action Partnership**
Insurance Co: **Berkshire Hathaway Homestate Co.(Cypress Insurance Co)**
Policy Term: **07/31/2018 - 07/31/2019**

COVERAGE	EXPIRING PREMIUM	ANNUAL PREMIUM
Workers Compensation	\$1,056,712	\$822,694

Payment Plan: Deposit of \$150,088.15 and 11 Monthly Payroll Reports

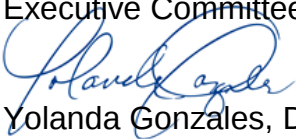
ACCEPTANCE OF PROPOSAL: _____ **DATE:** _____

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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Yolanda Gonzales, Director of Head Start / State Pre-School
Date: July 18, 2018
Subject: *Agenda Item 6b:* Head Start/Early Head Start Kern Budget Revision Request with Resolution – **Action Item**

In March 2018, CAPK's BOD approved a carry-over request for the 2017-18 Budget Period. Last month, we received approval from the Office of Head Start Regional Office for the carry-over. One of the approved projects in the carry-over request included \$378,182 for a Construction/Facilities project for a facility purchase that did not materialize. As we must expend these funds prior to the end of our fiscal year in February 2019, we are requesting approval from CAPK's BOD to submit a budget revision to the Office of Head Start to move these funds to other projects.

The budget revision will support both increased security as well as, health and safety related projects at our Harvey Hall and Delano Child Development Centers. Neither project will meet the definition of Major Construction, so the amount of \$378,182 will be moved from Construction/Facilities to the Other category for building maintenance and repair.

Recommendation

Staff recommends the Board of Directors approve with Resolution, the submission of a Head Start/Early Head Start Kern Budget Revision for the 2018-2019 funding year.

Attachment:
Resolution #2018-11

RESOLUTION # 2018-11

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Revision for the Head Start & Early Head Start Kern

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on July 18, 2018, in Bakersfield, California at a scheduled Board Executive Committee meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start & Early Head Start Kern, Grant #09CH9142, has requested a Budget Revision for the 2018-2019 budget year; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the 2018 Head Start & Early Head Start Kern grant; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Budget Revision; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors Executive Committee hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start and State Child Development Programs to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the Head Start & Early Head Start Kern, #09CH9142, request to revise the 2018-19 Budget.

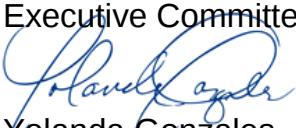
APPROVED by a majority vote of the Board of Directors Executive Committee of Community Action Partnership of Kern, this 18th day of July 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Yolanda Gonzales, Director of Head Start / State Pre-School
Date: July 18, 2018
Subject: *Agenda Item 6c: Head Start/Early Head Start Reorganization – Action Item*

Within the last five years, the Head Start and State Child Development division has experience substantial growth in funding with additional grant awards from the Office of Head Start, California Department of Education (CDE), First 5 Kern/San Joaquin, and Kern County Superintendent of Schools. Program staff have evaluated the increased workload created from this growth and have proposed a revision to the organization structure to ensure quality is maintained in our ongoing support to staff. The primary focus of these changes will reduce caseloads for supervisors, add additional support positions, and provide an emphasis on program planning and systems review and monitoring. These changes will align with our next 5-year grant application and program goals.

As the Board is aware, staff is working closely with the PRE-committee regarding our preparation for DRS. As such, this proposed reorganization has been reviewed with our sub-committee of Fred Plane and Marian Panos. They have offered valuable insight and feedback that has been incorporated into the reorganization plan.

Attached is the proposed Organizational Structure. The changes in the organizational chart are categorized by: Change in Supervisor, Title Changes, Position Changes (i.e. temp to perm, full-year to part-year), Additional Quantities to Existing Positions, and New Positions. We have included the Job Descriptions for the newly added positions. The remaining positions have an approved Job Description under a different title. The title changes will align with a positional hierarchy that is consistent with the division.

Staff have identified funding to support the proposed changes from the \$900+ thousand in expansion funding awarded from CDE in July 2018. These funds will make room in the Head Start budget to support the reorganization. The final attachment to this memo is a breakdown of the budget for the balance of this funding year, as well as an annualized budget ongoing. In both, we have an additional \$200+ thousand to support quality in our full year programs.

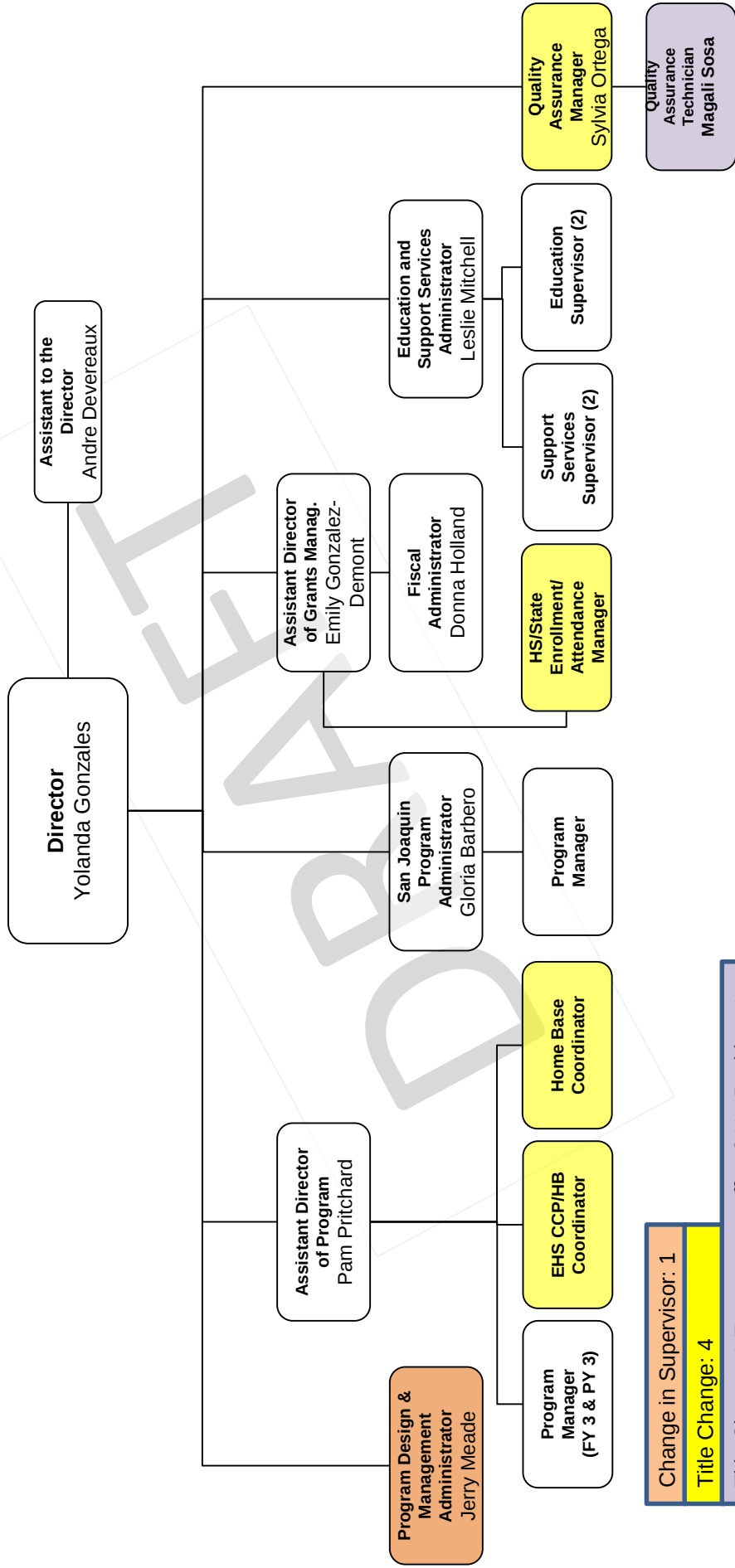
Recommendation

Staff recommends the Board of Director's Executive Committee approve the proposed organization structure as revised for the Head Start and State Child Development Division.

Attachments:

- HS & State Child Development Division Organizational Chart
- Custodian Job Description
- Fiscal Analyst Job Description
- Enrollment Coordinator Job Description
- Professional Development Technician Job Description
- Program Assistant / Translator Job Description
- Quality Assurance Technician Job Description
- Estimated Cost of Reorganization

Head Start/State Child Development Programs

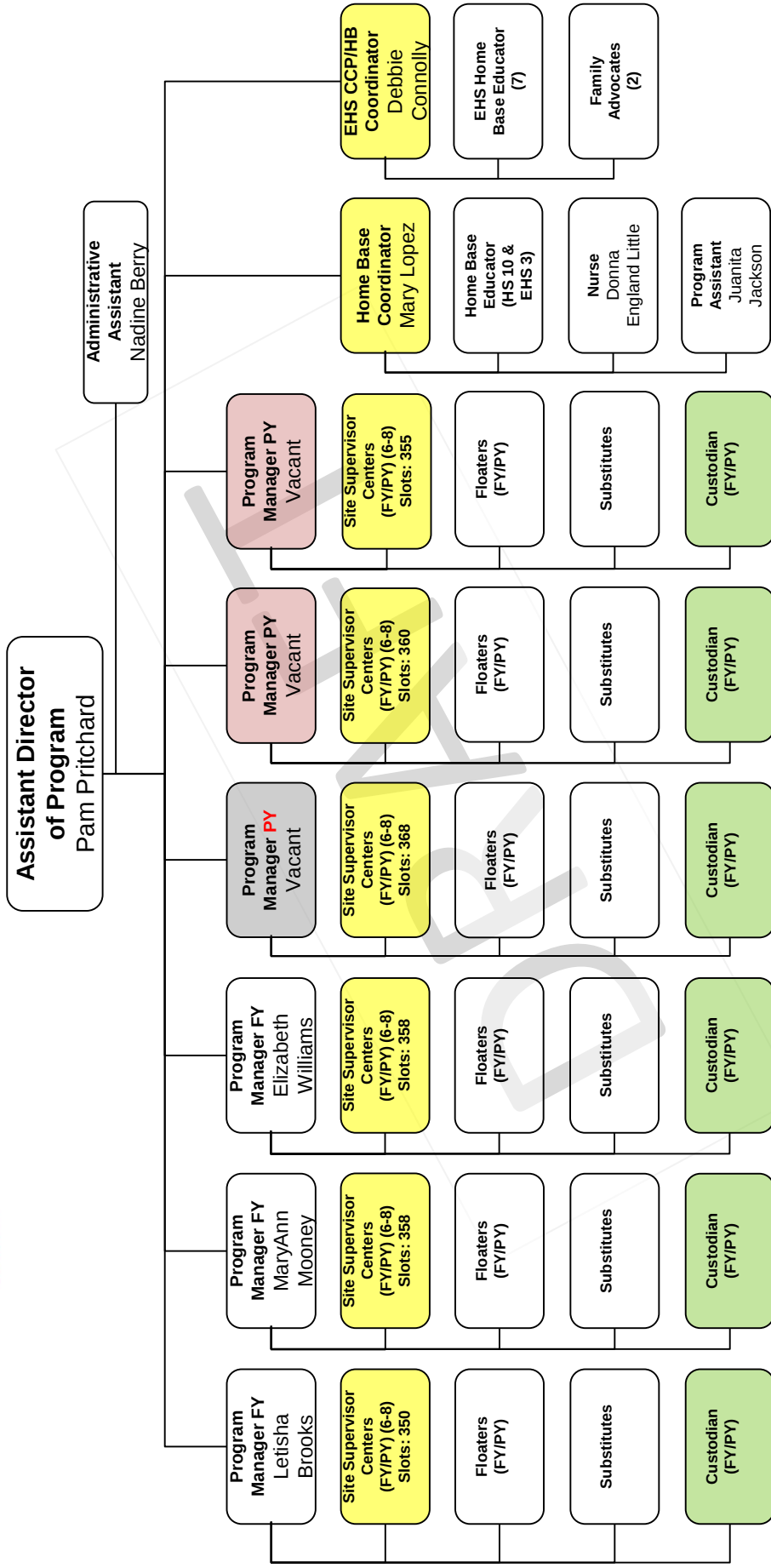


Change in Supervisor: 1

Title Change: 4

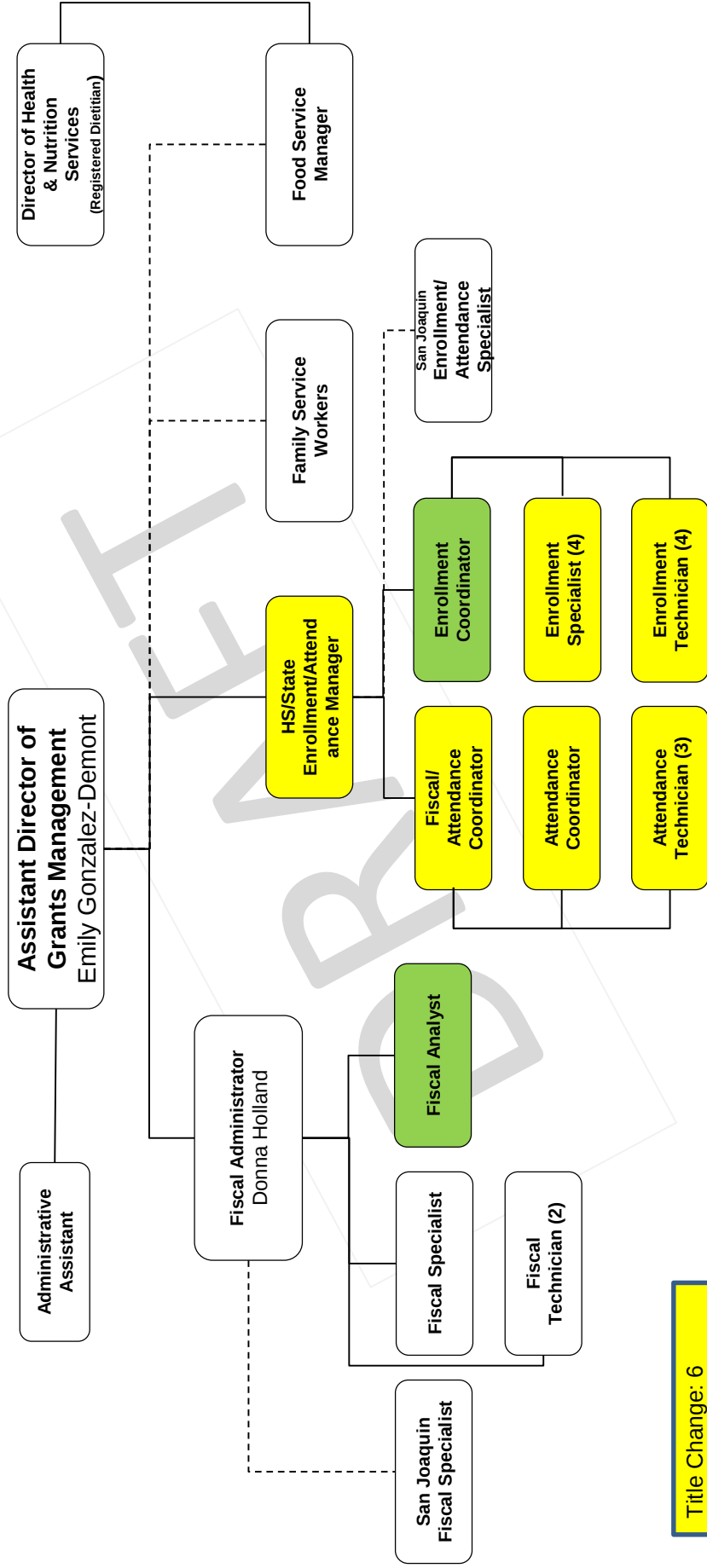
Title Change & Temporary staff to 6 Hr. Position: 1

Head Start/State Child Development Programs



Additional Position PY : 2
Title Change: 3 classifications
New Position: 10 PY & 7 FY
From FY to PY Position: 1

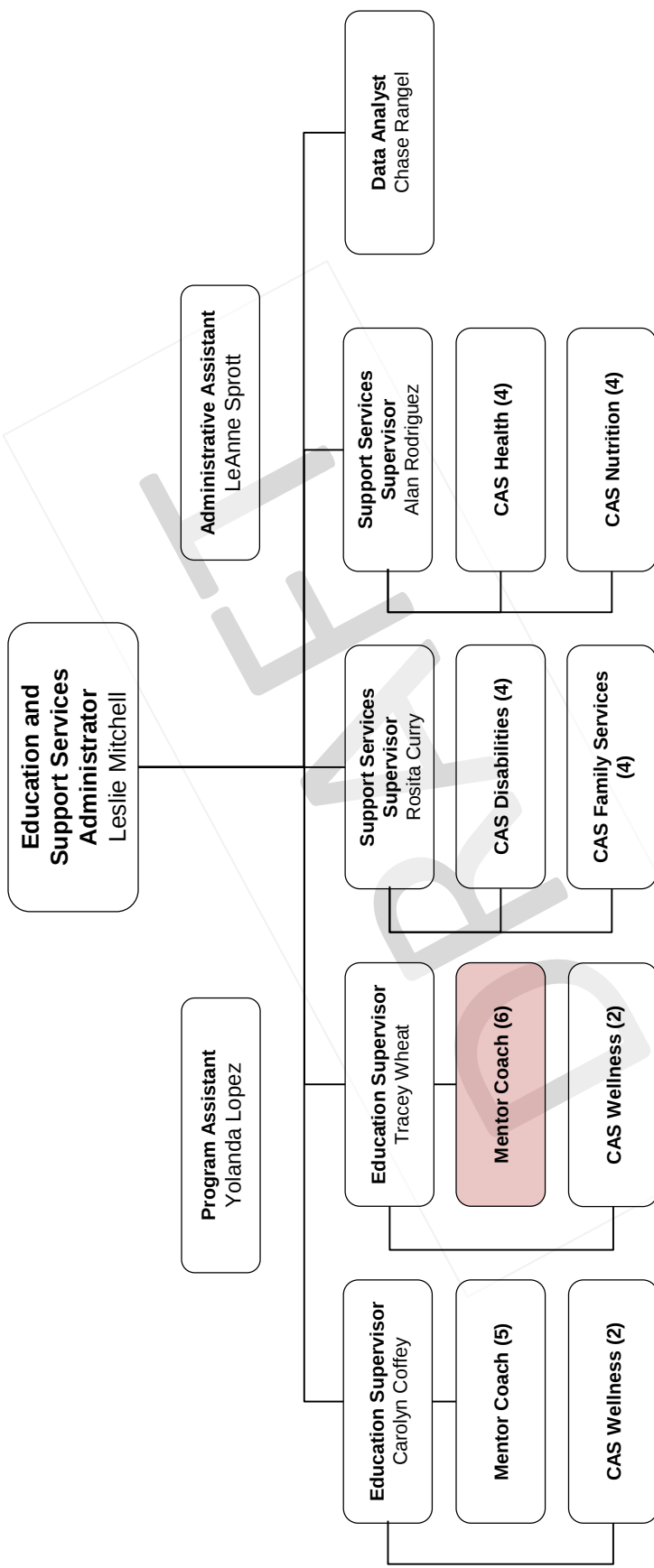
Head Start/State Child Development Programs



Title Change: 6

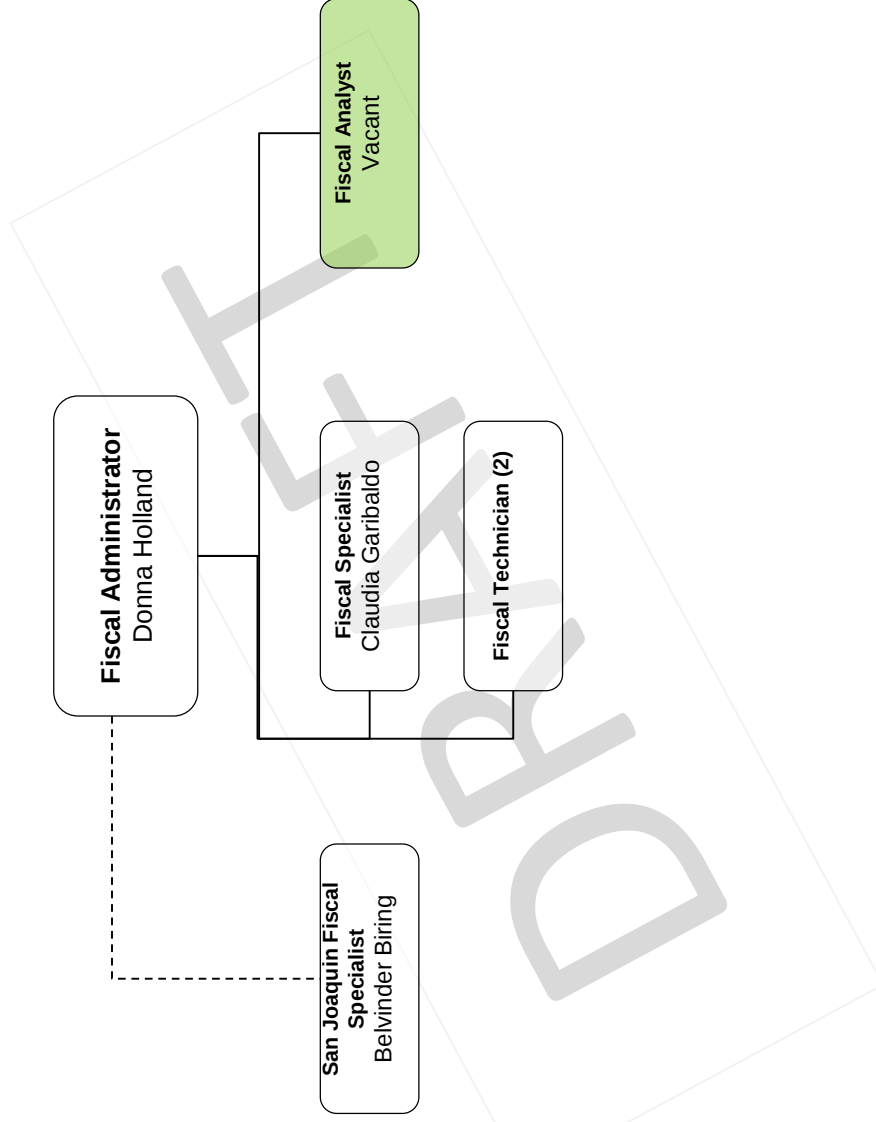
New Position: 2

Head Start/State Child Development Programs



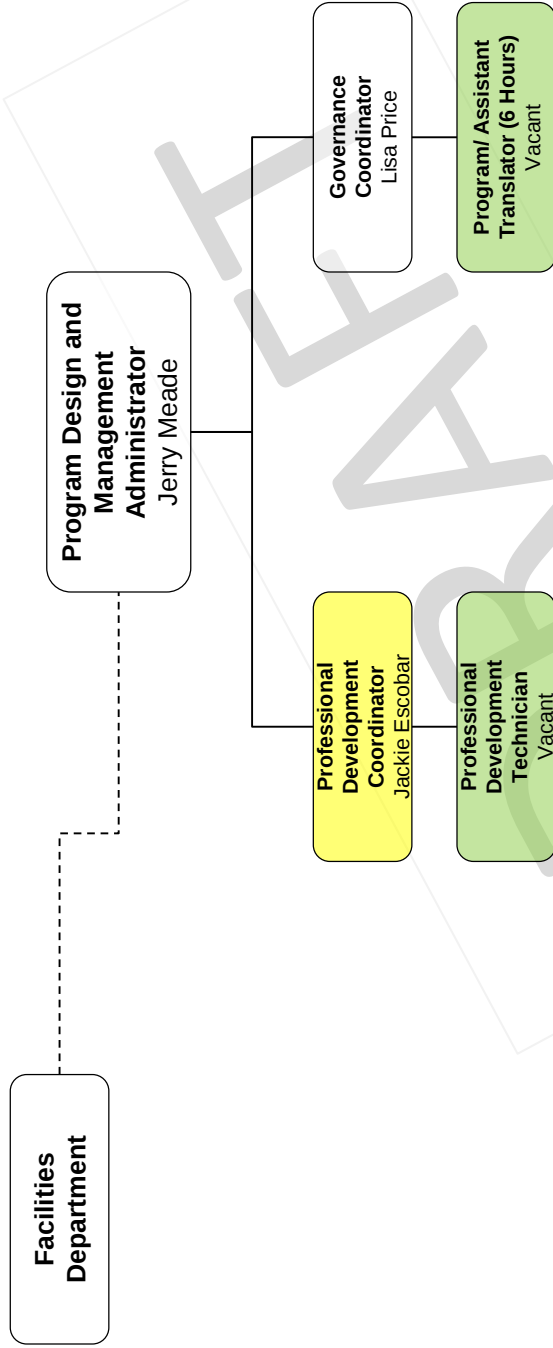
Additional Position 1 PY & 1 FY

Head Start/State Child Development Fiscal



New Position: 1

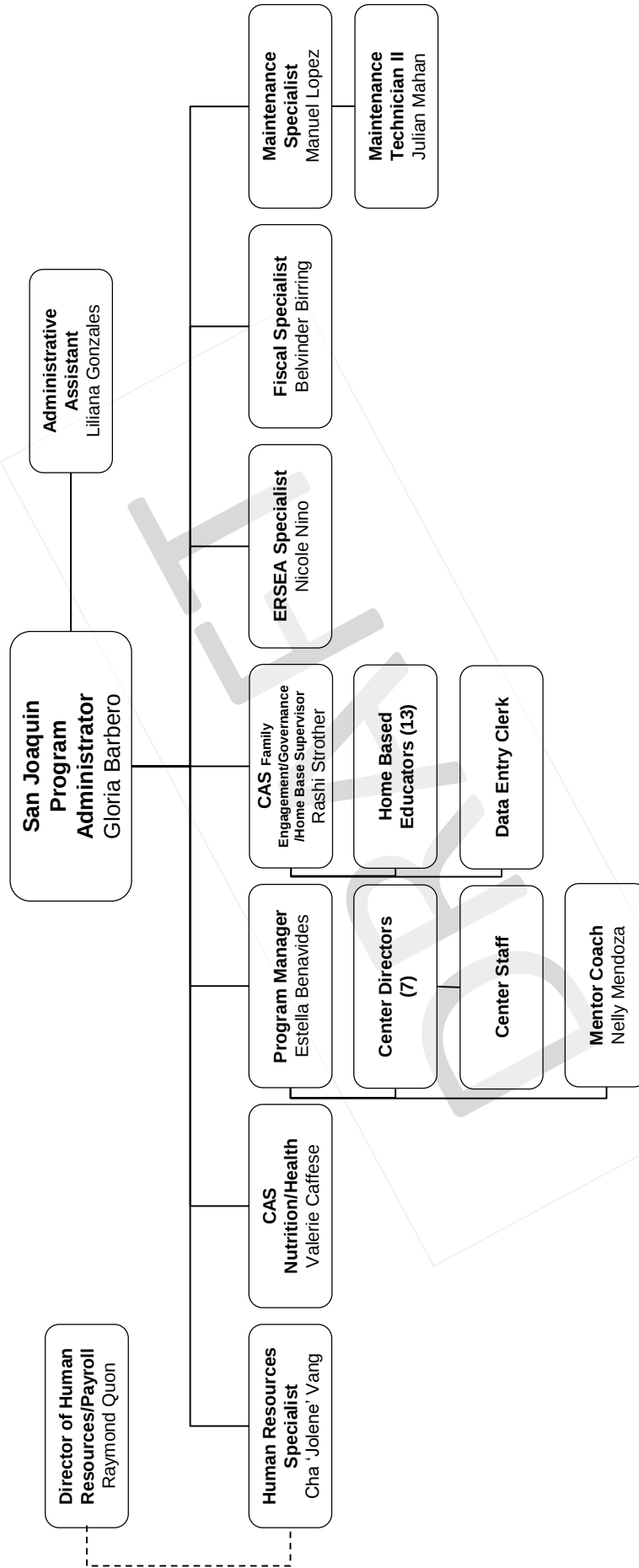
Program Design & Management



Title Change: 1

New Position: 2

San Joaquin Early Head Start



COMMUNITY ACTION PARTNERSHIP of KERN Custodian

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: **FLSA Status: Hourly** **Date Approved:**

SUMMARY:

In collaboration with center teaching staff maintains a safe and healthy environment for children.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor

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. Under direction of the Site Supervisor, performs necessary work to maintain a clean and safe environment managing general clean up of all areas as directed.
2. Manage routine upkeep of exterior areas, remove garbage daily, both indoors and outdoors as needed for the safety of all children.
3. Requisitions, receives and stores materials and supplies in a safe place which is kept locked and away from children at all times.
4. Ensure standards of sanitation are met and maintained by implementing health and safety / sanitation policies and procedures.
5. Ensures general maintenance and cleaning of kitchen, classroom and restrooms; using a cleaning schedule which defines the tasks on a daily, weekly and monthly basis.
6. Assist the teaching staff to ensure that the physical environment is clean, safe, and inviting; is stimulating and conducive to learning; respectful of the children's cultures and ethnic diversity and reflects the needs of the children served; space in the classroom is well organized into easily recognizable functional areas.
7. Adhere to the American with Disabilities Act (ADA 1992) which prohibits discriminatory actions toward children and/or adult with disabilities.
8. Reports all child injuries immediately and health and safety concerns immediately to the Site Supervisor and/or Teacher.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.

5. Performs any other like duties as assigned.
6. Four hour position 10-month (part-year) or 12-month (full-year) status.

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 and departmental policies and procedures
Applicable federal, state, and local laws, codes, and regulations

Ability to:

Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (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.

- 18 years of age or older
- Have High School diploma
- Experience working with children and families desirable

OTHER REQUIREMENTS

- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening and all other required immunizations upon employment and there after.
- Must have completed a First Aid/ CPR Certificate or will obtain the certification within 90 days of employment.

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 varies*
- *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 Custodian			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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					

COMMUNITY ACTION PARTNERSHIP of KERN Fiscal Analyst

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:

FLSA Status: Exempt

Date Approved:

SUMMARY: Under direction, has the responsibility for planning, organizing, directing and controlling fiscal activities of the Head Start/State Child Development Division; performs administrative, financial and other management functions in support of program objectives; provides recommendations and assistance in policy, procedure, and budget development and implementation.

SUPERVISION RECEIVED:

Receives direct supervision from the Fiscal Administrator

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. Plans, coordinates, and monitors fiscal support for the Head Start/State Child Development Division.
2. Maintains an effective working relationship with the Finance Division in implementing agency accounting policies, procedures, and controls within the program division; facilitates communication and coordination between the program division and Finance Division; assists in resolving budget, financial, and reporting issues.
3. Monitors revenues and expenditures of numerous and diverse federal, state and local grants, awards and contracts under the program division, including but not limited to Head Start, Early Head Start, Child Care Partnerships, California Department of Education, and Child and Adult Care Food Program.
4. Analyzes current and historical trends, prepares forecasts, and determines variances; facilitates compliance with the terms and conditions of a variety of funding sources; identifies financial issues and makes recommendations on appropriate action to strengthen and enhance the financial environment.
5. Assists in the planning and development of funding applications and amendments to funding applications; facilitates the development of budgets and budget revisions; prepares budgets, budget amendments, and other supporting financial analysis and schedules as required.

6. Prepares and presents various reports of financial status to advise the Board of Directors, Policy Council and staff of program progress; works with the Board of Directors and Policy Council in addressing the program division's budget and financial concerns; provides staff support to the Policy Council Finance Committee.
7. Maintains procedures for non-federal share required by federal funding sources. Monitors the process of review, tabulation, and reporting.
8. Monitors pool vehicle check out/in, custody of credit cards, and petty cash.
9. Assists with resolving audit exceptions and implementing audit recommendations.
10. Monitors and ensures timely payment of California Department of Social Services Community Care Licensing Division annual licensing fees.
11. Provides training, technical support and direction to management and support staff to ensure compliance with funding requirements.
12. Stays current with relevant federal and state regulations and policies; attends training.
13. Performs other financial, accounting and administrative duties as assigned.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings and professional growth activities, as required.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for HSSCD programs.
5. Performs any other like duties as assigned.

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:

- Current problems of socially and economically challenged families;
- Principles and methods of organization, planning and coordination;
- Principles and methods of budget development, administration and revision;
- Modern office procedures and equipment including computers;
- Computer applications including Microsoft Office.

Ability to:

- Mentor and motivate a diverse group of individuals;
- Coordinate multiple complex projects and meet critical deadlines; plan, monitor and review the work of staff on a project or day-to-day basis;
- Prepare clear, concise, and complete oral and written reports and other documents and correspondence;
- Exercise sound, independent judgment within general policy guidelines;
- Interpret and apply laws, regulations and policies;
- Analyze administrative, operational, and organizational problems; evaluate alternatives and reach sound solutions;
- Communicate effectively verbally and in writing;
- Gather and analyze data;
- Establish and maintain effective working relationships, both internally and externally.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field from an accredited college or university. An equivalent combination of education and/or experience may be acceptable on a year to year basis.
- Three (3) years of progressive administrative/management experience with emphasis in managing budgets.
- Comprehensive knowledge of regulations governing the administration of Head Start and/or related Federal and State programs desirable.
- Bilingual (English/Spanish) capabilities desirable.

OTHER REQUIREMENTS:

- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

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 Fiscal Manager			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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			X		

**COMMUNITY ACTION PARTNERSHIP of KERN
Head Start and Start Child Development**

Enrollment Coordinator

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:

FLSA Status:

Date Approved:

SUMMARY:

Under the supervision of the Enrollment/Attendance Manager, the Enrollment Coordinator is responsible for the oversight and management of the Eligibility, Recruitment, Selection, and Enrollment of the Head Start and State Child Development Division. The Enrollment Coordinator provides management and oversight of Head Start and California Department of Education state contracts enrollment requirements through an auditing and monitoring processes completed by the enrollment department in an effort to mitigate fraud risks. Work is carried out under the general supervision from the Enrollment/Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the Enrollment/Attendance Manager

SUPERVISION EXERCISED:

Direct supervision of Enrollment Specialists and Enrollment Technicians

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. Ensures full enrollment is maintained at all times.
2. Provides guidance and ensures compliance on procedures and overall department production related to eligibility, selection, recruitment and enrollment.
3. Conducts department performance evaluations through a scheduled monitoring reporting/audit process that is data driven.
4. Develops staff training from data outcomes that is delivered through on-site consultation, coaching/mentoring to staff, and group trainings that includes measurable criteria leading to quality outcomes.
5. Identifies and implements strategies to ensure consistency in process and compliance to departmental procedures.
6. Ensures eligibility criteria and selection processes are implemented, as per regulations and funding requirements.

7. Ensure documentation for eligibility and certification is accurate and in compliance, as per funding sources, prior to enrollment.
8. Collaborates with Attendance, Program Staff, Support Service Staff, and other departments and community members as appropriate.
9. Supervises recruitment including; planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with community partners, and other recruitment to ensure compliance for the program.
10. Provide technical and procedural assistance and training to admin/program staff on ChildPlus.net and NoHo.
11. Assists with audits and funding source reviews.
12. Monitors for compliance with internal controls.
13. Assists with developing, maintaining, and updating written policies and procedures as needed.
14. Performs Attendance Specialist and Attendance Technician duties as needed.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

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

Ability to:

Ability to deal with conceptual matters
 Analyze demographic and program statistical data to effectively plan, organize, allocate and control substantial resources
 Analyze mathematical data
 Ability to communicate effectively
 Good interpersonal skills.
 Effectively present program to the general public.
 Establish professional working relationships with staff, agencies and parents.
 Understand complex instructions or procedures.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from accredited college or university. Major in one of the following disciplines: Social Services, Early Childhood development, human services, behavior science, public or business administration is preferred

- 3 years working in administrative field with emphasis on social services, case management, public administration, child development, or other related field
- 2 years of supervisory experience (if applicable; may be concurrent with work experience)
- Any equivalent combination of education, training and experience which will provide the capabilities to perform the described duties will be considered
- Bilingual language fluency (Spanish/English) fluency desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

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 ERSEA Manager			
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					

**COMMUNITY ACTION PARTNERSHIP of KERN
Head Start and State Child Development**

Professional Development Technician

*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:

FLSA Status: Hourly

Date Approved:

SUMMARY:

Under the direction of the Professional Development Coordinator, the Professional Development Technician is responsible to support the Head Start and State Child Development Division with the monitoring and evaluation of the comprehensive professional development systems. Will support community outreach, assisting with the implementation of Head Start/Early Head Start Performance Standards, Federal and State regulations, Community Care Licensing regulations, funding source requirements, and policies/procedures as it relates to staff ratios and staff qualifications.

SUPERVISION RECEIVED:

Receives supervision from Professional Development Coordinator

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. In conjunction with the Professional Development Coordinator, support Professional Growth Plan procedures.
2. Provides support while documenting course work, continuing education, certificates, and other professional growth opportunities for staff.
3. Promotes active parent involvement, child recruitment and Head Start awareness in the Head Start programs.
4. Shares resources and partnerships within the program to facilitate professional development activities.
5. Supports staff qualification monitoring as required by Federal and State requirements.
6. Supports monitoring training event documentations and record keeping.
7. Prepares fiscal documentation to support training and technical assistance activities.
8. Assists with data entry of the HS/EHS Training and Technical Assistance budget tracking.
9. Supports the outreach and recruitment activities for the Head Start program.
10. Demonstrates an understanding and ability to use a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information on prospective, past, and current.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

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 techniques of training, program development and operation.

Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.

Ability to:

Ability to deal with conceptual matters.

Ability to plan, organize, allocate, and control substantial resources.

Ability to communicate effectively.

Good interpersonal skills.

Willingness to attend evening and weekend meetings.

Effectively present program to the general public.

Establish professional working relationships with staff, agencies and parents.

Bilingual language fluency (Spanish/English) fluency 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.

- High School diploma or equivalent
- One year of experience in social services or related field.
- Two years experience in data entry position with administrative and/or general clerical support function.
- Bilingual (English/Spanish) capabilities desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the Department of Justice, and the State Department of Social Services and Community Care Licensing

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: Professional Development Technician			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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					

COMMUNITY ACTION PARTNERSHIP of KERN
Program Assistant / Translator

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 4 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY: Provides a wide variety of clerical duties; assists with budget, prepares reports, conducts inventories and performs special projects. The Program Assistant/Translator interacts with both external and internal contacts and requires specialized subject matter expertise in the area of federal, state, and local laws related to the subject area. The Program Assistant/Translator performs interpreting and translating services in communicating with others and translating documents and correspondence; may interpret telephone calls, and other related work as required

SUPERVISION RECEIVED:

Receives supervision from the Program Design and Management Administrator

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. Collects data, prepares reports, and assists with the development of procedures for effective work flow and maintains program records and files.
2. Prepares advance and/or reimbursement claim forms, purchase orders and check requests
3. Assists and performs internal tracking of various budget line items/expenditures.
4. Provide technical support to program staff.
5. Type and file reports, correspondence, and memoranda as assigned by supervisor; Inventory, order, and distribute office supplies
6. Attends all meetings, trainings and conferences as assigned. Works alternative hours as required, including nights and weekends.
7. Provide interpretations and translations at parent meetings, public meetings, training sessions, committee meetings, and other similar environments.
8. Assists in translation of forms, newsletters, brochures, and written materials.
9. Maintains and provides records of all translations and extracts information as required
10. Acquire and apply knowledge of program guidelines and agency policies

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.
5. Performs any other like duties as assigned.

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
Regulations governing the administration of Head Start Program and State related programs desirable
Correspondence and report writing practices and procedures
Current problems of socially and economically challenged families
The contributions of parents and volunteers who may be non-professional
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications
Language translation and interpretation strategies and techniques

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present Head Start program to the general public.
Establish professional working relationships with staff, agencies and parents.

EDUCATION AND EXPERIENCE:

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

- High School diploma or equivalent
- Bilingual (Spanish/English) is required
- Interpreter/Translator certification desired
- Two years of clerical experience in a field related to assignment
- One year of experience performing translating and interpreting functions for non-English speaking person, which includes composing, editing and translating.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical, TB and substance abuse screening upon offer of employment.

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 Parent & Family Engagement Assistant			
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		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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					

**COMMUNITY ACTION PARTNERSHIP of KERN
Head Start and Start Child Development**

Quality Assurance Technician

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:

FLSA Status:

Date Approved:

SUMMARY:

Under the supervision of the Quality Assurance Coordinator, the Quality Assurance technician is responsible to support the Head Start and State Child Development Division with monitoring and compliance as required by Federal, State and Community Care Licensing requirements.

SUPERVISION RECEIVED:

Receives supervision from the Quality Assurance Coordinator.

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. Reviews various monitoring/compliance documents and reports for accuracy and completeness.
2. Prepares and assists with program reports utilizing Child Plus monitoring suite and maintains records.
3. Supports the outreach and recruitment activities for the Head Start Program.
4. Demonstrates an understanding and ability to use a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information.
5. Maintains records and files and assists with data entry.
6. Ensures program's Licensing Administration records and files are maintained and kept confidential.
7. Inventory, order, and distribute office supplies.
8. Prepares advance and/or reimbursement claim forms, purchase orders and check requests.
9. Type and file reports, correspondence, and memoranda as assigned by supervisor; photocopy correspondence and other material as directed. Distributes mail.

10. Perform reception function, including but not limited to, answering telephone, routing calls, and taking messages in a tactful, courteous manner.
11. Furnish general information to the public as required.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

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

Ability to:

Ability to deal with conceptual matters

Ability to communicate effectively

Good interpersonal skills.

Effectively present program to the general public

Establish professional working relationships with staff, agencies and parents

EDUCATION AND EXPERIENCE:

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

- High School diploma or equivalent
- One year experience in social services or related field.
- Two years' experience in data entry position with administrative and/or general clerical support function.
- Any equivalent combination of education, training and experience which will provide the capabilities to perform the described duties will be considered
- Bilingual language fluency (Spanish/English) fluency desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.

- Successful completion of TB screening upon employment and annually thereafter.

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.*

DRAFT

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 ERSEA Manager			
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					

Estimated Costs of Reorganization

Effective August 1, 2018 through February 28, 2019

Deleted Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Program Manager (vacant)	(1)	185	8	(1,480)	34.13	(50,512)
Home Base Supervisor (vacant)	(1)	195	8	(1,560)	23.52	(36,691)
Support Services Manager (vacant)	(1)	260	8	(2,080)	34.78	(72,342)

Salaries **(159,545)**
 Fringe Benefits at 33% **(52,650)**
 Indirect Cost **(21,219)**
Subtotal Deleted Positions (233,414)

New & Additional Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Enrollment Coordinator (new)	1	152	8	1,216	23.74	28,868
Fiscal Analyst (new)	1	152	8	1,216	23.74	28,868
Professional Development Technician (new)	1	152	8	1,216	14.33	17,425
Quality Assurance Technician (new)	1	152	6	912	14.33	13,069
Program Assistant/Translator (new)	1	152	6	912	16.00	14,592
Program Manager (part-year)	3	152	8	3,648	30.97	112,979
Home Base Mentor Coach	1	152	8	1,216	23.74	28,868
Mentor Coach (part-year)	2	152	8	2,432	23.74	57,736

Salaries **302,405**
 Fringe Benefits at 33% **99,794**
 Indirect Cost **40,220**
Subtotal New & Additional Positions 442,419

New Positions (without benefits)

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Custodian (full-year)	7	152	4	4,256	12.00	51,072
Custodian (part-year)	10	152	4	6,080	12.00	72,960

Salaries **124,032**
 Fringe Benefits (taxes and insurance) at 15% **18,605**
 Indirect Cost **14,264**
Subtotal New Positions (without benefits) 156,900

Title/Classification Changes

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate Change	Total Salary
EHS CCP/HB Coordinator (EHS CCP Coordinator)	1	152	8	1,216	2.42	2,943
Fiscal/Attendance Coordinator (Fiscal Coordinator)	1	152	8	1,216	1.31	1,593
Mentor Coach (part-year to full-year)	1	24	8	192	23.74	4,558

Salaries **9,094**
 Fringe Benefits at 33% **3,001**
 Indirect Cost **1,210**
Subtotal Title/Classification Changes 13,305

Total Estimated Cost 379,209

Estimated Revenue (California State Preschool Expansion) (630,530)

Estimated Costs of Reorganization

Annualized

Deleted Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Program Manager (vacant)	(1)	260	8	(2,080)	34.13	(70,990)
Home Base Supervisor (vacant)	(1)	260	8	(2,080)	23.52	(48,922)
Support Services Manager (vacant)	(1)	260	8	(2,080)	34.78	(72,342)

Salaries **(192,254)**
 Fringe Benefits at 33% **(63,444)**
 Indirect Cost **(25,570)**
Subtotal Deleted Positions (281,268)

New & Additional Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Enrollment Coordinator (new)	1	260	8	2,080	23.74	49,379
Fiscal Analyst (new)	1	260	8	2,080	23.74	49,379
Professional Development Technician (new)	1	260	8	2,080	14.33	29,806
Quality Assurance Technician (new)	1	260	6	1,560	14.33	22,355
Translator (new)	1	260	6	1,560	25.00	39,000
Program Manager (part-year)	3	208	8	4,992	30.97	154,602
Home Base Mentor Coach	1	260	8	2,080	23.74	49,379
Mentor Coach (part-year)	2	208	8	3,328	23.74	79,007

Salaries **472,907**
 Fringe Benefits at 33% **156,059**
 Indirect Cost **62,897**
Subtotal New & Additional Positions 691,863

New Positions (without benefits)

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Custodian (full-year)	7	260	4	7,280	12.00	87,360
Custodian (part-year)	10	208	4	8,320	12.00	99,840

Salaries **187,200**
 Fringe Benefits (taxes and insurance) at 15% **28,080**
 Indirect Cost **21,528**
Subtotal New Positions (without benefits) 236,808

Title/Classification Changes

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate Change	Total Salary
EHS CCP/HB Coordinator (EHS CCP Coordinator)	1	260	8	2,080	2.42	5,034
Fiscal/Attendance Coordinator (Fiscal Coordinator)	1	260	8	2,080	1.31	2,725
Professional Development Coordinator (Specialist)	1	260	8	2,080	1.12	2,330
Mentor Coach (part-year to full-year)	1	52	8	416	23.74	9,876

Salaries **19,965**
 Fringe Benefits at 33% **6,588**
 Indirect Cost **2,655**
Subtotal Title/Classification Changes 29,209

Total Estimated Cost 676,612

Estimated Revenue (California State Preschool Expansion) (911,923)

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

CFDA # 93.297

Project Name: CAPK Teen Pregnancy
Prevention Program

Funder Name: US Department of Health and
Human Services

Grant Program Name: Friendship House
Community Center and Shafter Youth Center

Funding Period: 9/01/2018-8/31/2020

Division Director: Ralph Martinez

Program Manager: Lois Hannible &
Angie Nelson

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

A. Narrative description of funding request, including goals:

CAPK is requesting \$561,000 from the US Department of Health and Human Services to develop and implement a comprehensive program with strategies to reduce teen pregnancy and STDs in the highest need communities of Kern County including southeast Bakersfield, Shafter, Delano, McFarland, Wasco, Arvin, and Lamont.

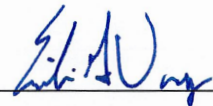
The CAPK Teen Pregnancy Prevention program will use the evidence based curriculum, Making Proud Choices!, with added components to educate teens about risky behaviors that can lead related to pregnancy and STDs and support abstinence as a key strategy of an overall strategy that addresses risky behaviors that can greatly impact the overall health and wellbeing of youth. The program will include development of additional materials/services, implementation, and undergo vigorous evaluation.

B. Use of Funds:

Funding will be used for staffing and training for 1 full-time program coordinator, 2 full-time health educators, and 2 support staff; an outside evaluator; staff mileage; program curriculum; FHCC and SYC space costs; and general program supplies.

C. Approvals:

1. _____
Division Director Date

3.  7/3/18
Chief Financial Officer Date

2. 
Director of Community Development
Date

4.  7/3/18
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: County**Project Name:** CAPK Homeless Project**Funder Name:** Kern County Behavioral Health
& Recovery Services**Grant Program Name:** TBD**Funding Period:** 9/01/2018-8/31/2019**CFDA #N/A****Division Director:** Ralph Martinez**Program Manager:** TBD☒ **New Funding**☐ **Re-Application****A. Narrative description of funding request, including goals:**

CAPK is requesting up to \$1,484,774 per year, (with additional three years funding potential) from Kern County Behavioral Health & Recovery Services to provide outreach, engagement and linkage to behavioral health services for the homeless population within the greater Bakersfield area.

This request will include provision for a homeless drop in center; a place of refuge and support for homeless persons and families, expand street outreach to engage (on a voluntary basis) homeless persons into behavioral health and substance abuse treatment services, and will include linkages and coordinated entry services through CAPK's 2-1-1 program. Support will include basic necessities such as food, snacks, water, shelter (cloth rolls for resting/sleeping), personal care items/care packages and clothing, as needed.

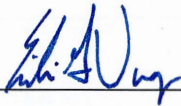
CAPK will work closely with homeless and other area service providers, such as the Kern County Homeless Collaborative, law enforcement, city and county officials and agencies, area hospitals/medical facilities, schools, churches, businesses and individuals through various ways to improve health, reduce homelessness, and lessen care burdens placed on communities in serving the targeted population.

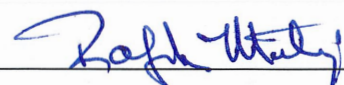
B. Use of Funds:

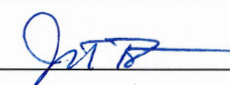
Funding may be used for facility and costs associated with outreach, engagement, referral and linkage services, assessment and screening, basic need and personal care items, bus tickets and general program supplies.

C. Approvals:

1. _____
Division Director Date

3.  7/11/18
Chief Financial Officer Date

2.  7-10-18
Director of Community Development Date

4.  7/12/18
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: U.S. Department of Housing
and Urban Development (HUD)

Funding Period:
CFDA # N/A

Project Name: 211 Homeless Coordinated
Entry System

Division Director: Pritika Ram

Funder Name: Kern County Homeless
Collaborative Continuum of Care (CoC)
Program

Program Manager:

☒ **New Funding**

☐ **Re-Application**

Grant Program Name: Kern County Homeless
Coordinated Entry System

A. Narrative description of funding request, including goals:

The U.S. Department of Housing and Urban Development (HUD) requires that Continuums of Care (CoC) establish and operate a coordinated entry (CE) process. The Kern County Homeless Collaborative (KCHC) through its Continuum of Care program released a competitive application with the intent to provide Homeless Coordinated Entry System services in Kern County.

CAPK is proposing to operate a coordinated entry program through the existing 211 Call Center program. The 211 program is a natural fit for the scope and functionality of a coordinated entry system based on its current operations, capacity, and on-going collaboration with the KCHC and the County's homeless service providers. The scope of the coordinated entry project will serve as an initial central intake center for all calls related to homeless services and will prioritize and match individuals and families who are homeless or at risk of becoming homeless to services through easily accessible points of entry, universal screening and assessments, and prioritized person-centered service matching.

B. Use of Funds:

Staff is requesting an estimated \$250,000 from the funding agency to be used towards cost related to staffing, program design and implementation, and general operating costs.

C. Approvals:

1. Pritika R 7/13/18
Division Director Date

3. W. A. Uy 7/13/18
Chief Financial Officer Date

2. Ralph Martinez
Director of Community Development Date

4. [Signature] 7/13/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Head Start - Kern
Budget to Actual Report for the Period Ended June 30, 2018 – **Info Item**

Date: July 18, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through June 30, 2018. Four months (33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 27% of the budget.

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 77% of the budget. Training costs are incurred as needed, rather than evenly throughout the year. Significant costs to support in-service and pre-service training are expected to be incurred during the months of July and August.

The Office of Head Start offered increased funding for grants with significantly low percentages of training and technical assistance dollars. For Head Start Kern, the increase will be \$103,818. This amount will be reflected in the Budget to Actual report once the Notice of Award has been issued.

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)
- Replacement program vehicle (1)
- Replacement maintenance utility vehicle (1)
- Replacement convection oven (1)
- Purchase and renovation of a proposed facility at 2600 Wilson Road, Bakersfield

The proposed facility is no longer available for purchase; thus, CAPK plans to submit a budget revision to utilize \$378,182 for other facility projects.

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

Non-Federal share is at 41% 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 - June 30, 2018

Month 4 of 12 (33%)

Prepared 07/11/2018

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,280,365	2,777,750	7,502,615	27%	73%
FRINGE BENEFITS	3,392,518	977,473	2,415,045	29%	71%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	287,522	599,466	32%	68%
CONTRACTUAL	126,502	45,773	80,729	36%	64%
OTHER	3,744,168	995,397	2,748,771	27%	73%
INDIRECT	1,778,867	432,764	1,346,103	24%	76%
TOTAL BASE FUNDING	20,237,408	5,533,438	14,703,970	27%	73%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	33,946	14,446	19,500	43%	57%
SUPPLIES	10,839	15,831	(4,992)	146%	-46%
CONTRACTUAL	8,944	8,452	492	94%	6%
OTHER	78,407	63,056	15,351	80%	20%
INDIRECT	13,214	10,178	3,036	77%	23%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	111,963	33,387	77%	23%

CARRYOVER

EQUIPMENT	134,000	0	134,000	0%	100%
CONSTRUCTION	378,182	0	378,182	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	512,182	0	512,182		

GRAND TOTAL HS FEDERAL FUNDS	20,894,940	5,645,401	15,249,539	27%	73%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	3,804,474	1,170,660	2,633,814	31%	69%
IN-KIND	2,455,136	1,405,026	1,050,110	57%	43%
TOTAL NON-FEDERAL	6,259,610	2,575,686	3,683,924	41%	59%

Budget reflects Notice of Award #09CH9142-05-02 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2018.

Administrative Cost for HS and EHS Kern 8.1%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	12,451				12,451	6/21/2018
Lowe's					0	Not available
Smart & Final	1,161				1,161	6/30/2018
Save Mart	2,062	400			2,463	7/1/2018
Chevron & Texaco Business Card	5,550				5,550	7/4/2018
Home Depot					0	Not available
	21,223	400	0	0	21,623	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Early Head Start – Kern
Budget to Actual Report for the Period Ended June 30, 2018 – **Info Item**

Date: July 18, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through June 30, 2018. Four months (33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 23% of the budget.

Personnel and Fringe Benefits costs appear low for this point in the year. California Department of Education (CDE) revenues, which are used to offset a portion of salary and fringe benefits costs, have been earned at an accelerated rate since the contract period began July 1, 2017. Thus, the cost to EHS has been lower than anticipated. Staff continuously monitor costs to detect possible savings that may be used elsewhere in the program.

Equipment: The budget provides for the purchase of a replacement program vehicle, which has not yet been purchased.

Expenditures in all other categories are reasonable at this point in the budget period.

Training & Technical Assistance Funds

Overall expenditures are at 18% of the budget. Training costs are incurred as needed, rather than evenly throughout the year. Significant costs to support in-service and pre-service training are expected to be incurred during the months of July and August.

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)
- Replacement program vehicle (1)

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 - June 30, 2018

Month 4 of 12 (33%)

Prepared 07/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,141,295	460,096	1,681,199	21%	79%
FRINGE BENEFITS	642,389	157,403	484,986	25%	75%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	80,300	183,596	30%	70%
CONTRACTUAL	22,328	7,647	14,681	34%	66%
OTHER	534,796	155,181	379,615	29%	71%
INDIRECT	354,790	85,170	269,620	24%	76%
TOTAL BASE FUNDING	3,989,494	945,797	3,043,697	24%	76%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	1,889	33,441	5%	95%
SUPPLIES	4,020	967	3,053	24%	76%
CONTRACTUAL	3,656	994	2,662	27%	73%
OTHER	45,179	12,401	32,778	27%	73%
INDIRECT	8,819	1,625	7,194	18%	82%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	17,876	79,128	18%	82%
CARRYOVER					
EQUIPMENT	57,000	0	57,000	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	0	57,000	0%	100%
GRAND TOTAL EHS FEDERAL FUNDS	4,143,498	963,674	3,179,824	23%	77%

Budget reflects Notice of Award #09CH9142-05-02 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2018.

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 June 30, 2018 (Month 4 of 12)

Percent of year elapsed: 33%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	33,692	32,937	21,731	0	88,360	70,780	125%
Shafter	34	15,216	16,512	8,503	0	40,230	35,390	114%
East California	70	29,277	35,209	15,896	0	80,381	72,862	110%
San Diego Street	48	11,831	13,317	14,156	9,266	48,571	49,962	97%
Faith	34	12,847	12,659	7,030	0	32,536	35,390	92%
Pacific	62	16,766	16,247	13,908	11,596	58,517	64,535	91%
Martha J. Morgan	83	30,873	29,947	16,866	0	77,687	86,393	90%
Vineland	20	8,266	7,254	2,213	0	17,733	20,818	85%
Fairview	34	13,069	11,103	5,947	0	30,118	35,390	85%
Willow	72	22,239	25,426	14,557	0	62,222	74,943	83%
Williams	34	10,911	10,920	6,048	0	27,879	35,390	79%
Lamont	34	7,478	10,778	7,882	0	26,138	35,390	74%
Primeros Pasos	76	9,563	21,624	16,661	10,089	57,936	79,107	73%
Delano	76	19,655	19,877	16,675	0	56,207	79,107	71%
Noble	34	9,452	10,102	3,947	0	23,500	35,390	66%
Heritage	34	7,911	10,768	4,730	0	23,409	35,390	66%
Fairfax	40	6,009	9,054	11,731	0	26,793	41,635	64%
Harvey L. Hall	138	21,720	29,180	20,723	13,246	84,869	143,642	59%
Pete H. Parra	112	18,538	23,534	20,292	4,111	66,475	116,579	57%
Franklin	24	3,513	6,447	4,266	0	14,226	24,981	57%
Oasis	57	13,411	12,306	6,813	0	32,529	59,330	55%
Rosamond	100	19,580	22,748	13,481	0	55,810	104,088	54%
Pioneer	34	6,475	7,451	4,283	0	18,209	35,390	51%
Cleo Foran	34	5,926	8,272	3,789	0	17,987	35,390	51%
Sterling	122	18,846	23,481	15,320	6,607	64,254	126,987	51%
Shafter HS/EHS	36	4,713	6,144	4,384	3,087	18,329	37,472	49%
Tehachapi	34	6,832	6,982	3,413	0	17,227	35,390	49%
McFarland	24	4,784	3,808	2,560	0	11,153	24,981	45%
Lost Hills	20	2,937	3,716	2,597	0	9,250	20,818	44%
Home Base	225	17,049	16,140	13,910	4,678	51,776	117,099	44%
Oildale	34	5,905	5,413	3,750	0	15,068	35,390	43%
Planz	34	5,440	5,916	3,617	0	14,973	35,390	42%
Seibert	34	6,818	4,353	2,998	0	14,170	35,390	40%
California City	34	6,563	6,858	0	0	13,421	35,390	38%
Casa Loma	34	4,741	5,183	1,355	0	11,279	35,390	32%
Virginia	34	5,596	5,282	0	0	10,878	35,390	31%
Alicante	34	4,692	4,248	1,912	0	10,852	35,390	31%
Wesley	60	6,389	8,795	3,719	0	18,903	62,453	30%
Mojave	34	4,209	4,167	2,109	0	10,484	35,390	30%
Roosevelt	34	2,820	4,408	1,913	0	9,142	35,390	26%
Sunrise Villa	34	4,377	2,811	1,945	0	9,133	35,390	26%
Rafer Johnson	34	3,563	3,419	0	0	6,981	35,390	20%
Taft	78	6,592	6,061	1,103	0	13,756	81,189	17%
Broadway	44	0	0	0	0	0	45,799	0%
Administrative Services	2,369	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	0	2,889	38,727	7%
SUBTOTAL IN-KIND	2,369	479,242	534,263	328,843	62,678	1,405,026	2,455,136	57%
State General Child Care*		156,851	158,335	88,070	0	403,256	1,293,059	31%
State Preschool*		252,099	284,045	170,865	0	707,009	2,302,208	31%
State Migrant Child Care*		27,786	29,131	3,478	0	60,394	209,207	29%
SUBTOTAL CA DEPT of ED		436,736	471,511	262,413	0	1,170,660	3,804,474	31%
GRAND TOTAL		915,978	1,005,774	591,256	62,678	2,575,686	6,259,610	41%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended June 30, 2018 – **Info Item**

Date: July 18, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through June 30, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 39% of the budget.

Travel costs are high compared to the period elapsed. During the month of May, several Kern staff traveled to San Joaquin to provide technical support and conduct a “mock” review in preparation for the Office of Head Start Focus Area Two Monitoring event, which took place May 14-18. No travel costs were incurred during the month of June.

The **Equipment** budget provides for two replacement vehicles, which have not yet been purchased.

Expenditures in the **Supplies** category are high compared to the period elapsed. Costs in this category occur as needed, rather than evenly throughout the year.

Expenditures in the **Contractual** category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds

Overall expenditures are at 20% of the budget. Training costs occur as needed, rather than evenly throughout the year. Significant costs to support pre-service training are expected to be incurred during the month of July.

Non-Federal Share

Non-Federal share is at 28% of the budget.

**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 - June 30, 2018

Month 5 of 12 (42%)

Prepared 07/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,017,825	1,130,314	1,887,511	37%	63%
FRINGE BENEFITS	796,118	327,152	468,966	41%	59%
TRAVEL	20,232	11,486	8,746	57%	43%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	129,535	71,911	57,624	56%	44%
CONTRACTUAL	11,923	7,482	4,441	63%	37%
OTHER	589,673	236,464	353,209	40%	60%
INDIRECT	433,501	174,726	258,775	40%	60%
TOTAL	5,046,307	1,959,534	3,086,773	39%	61%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	0	1,967	(1,967)		
FRINGE BENEFITS	0	1,219	(1,219)		
TRAVEL	9,959	3,820	6,139	38%	62%
SUPPLIES	7,961	2,751	5,210	35%	65%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	5,324	47,709	10%	90%
INDIRECT	7,444	1,508	5,936	20%	80%
TOTAL	81,897	16,588	65,309	20%	80%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	1,976,122	3,152,082	39%	61%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	361,462	920,589	28%	72%
TOTAL NON-FEDERAL FUNDS	1,282,051	361,462	920,589	28%	72%

Centralized Administrative Cost	7.5%
Program Administrative Cost	2.7%
Total Administrative Cost	10.3%

Budget reflects Notice of Award #09CH010071-04-02

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2018

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 June 30, 2018 (Month 5 of 12)

Percent of year elapsed: 42%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,628	4,255	2,413	2,207	0	12,504	31,635	40%
Home Base - Lodi	35	5,551	10,440	10,444	9,458	0	35,892	92,268	39%
Home Base - Stockton	90	13,682	25,071	21,954	15,585	0	76,292	237,260	32%
Lodi UCC	30	12,131	13,605	10,882	13,879	0	50,497	158,174	32%
Chrisman	30	7,252	12,783	13,077	8,234	0	41,346	158,174	26%
California Street	24	5,705	9,601	8,203	9,043	0	32,551	126,539	26%
St. Mary's	16	3,507	5,683	5,348	6,031	0	20,569	84,359	24%
Walnut	24	4,138	8,093	8,225	9,815	0	30,271	126,539	24%
Kennedy	16	1,791	5,701	5,717	4,418	0	17,627	84,359	21%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	5,948	31,635	19%
Marci Massei	24	3,176	5,938	5,703	5,642	0	20,460	126,539	16%
Administrative Services		0	0	0	0	0	0	0	
Program Services		2,299	3,721	7,518	3,528	0	17,067	21,858	78%
Policy Council		342	97	0	0	0	439	2,713	16%
SUBTOTAL IN-KIND	313	64,685	107,331	100,547	88,898	0	361,462	1,282,051	28%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended June 30, 2018 – **Info Item**

Date: June 18, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through June 30, 2018. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 85% of the budget.

In the **Supplies** category, \$12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. At that time the carry over funds had not yet been approved; thus, the costs were recognized in the base grant.

In the **Other** category, costs of occupancy are lower than budgeted at this point in the budget period;

Expenditures in all other categories are reasonable at this point in the budget period.

Carryover Funds

Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. Costs for these projects will be liquidated prior to the end of the budget period.

Training & Technical Assistance (T&TA)

Overall expenditures are at 67% of the budget. Training costs are incurred as needed, rather than evenly throughout the year.

Non-Federal Share

Non-Federal share is at 84% of the budget.

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

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

Report Period: September 1, 2017 - June 30, 2018

Month 10 of 12 (83%)

Prepared 07/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	106,419	13,935	88%	12%
FRINGE BENEFITS	32,245	26,631	5,615	83%	17%
SUPPLIES	1,000	14,100	(13,100)	1410%	-1310%
CONTRACTUAL	461,870	377,195	84,675	82%	18%
OTHER	12,662	7,932	4,730	63%	37%
INDIRECT	62,806	53,199	9,607	85%	15%
TOTAL BASE	690,937	585,475	105,462	85%	15%

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	0	60,310	0%	100%
SUPPLIES	29,226	0	29,226	0%	100%
OTHER	73,353	32	73,321	0%	100%
INDIRECT	10,258	10	10,248	0%	100%
TOTAL CARRYOVER	173,147	42	173,105	0%	100%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	2,266	3,028	43%	57%
SUPPLIES	3,506	1,727	1,779	49%	51%
OTHER	10,465	8,820	1,645	84%	16%
INDIRECT	1,926	1,281	645	67%	33%
TOTAL TRAINING & TECHNICAL ASSISTANCE	21,191	14,095	7,096	67%	33%

GRAND TOTAL FEDERAL FUNDS	885,275	599,612	285,663	68%	32%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	186,414	34,905	84%	16%
TOTAL NON-FEDERAL FUNDS	221,319	186,414	34,905	84%	16%

Centralized Administrative Cost 6.9%
Program Administrative Cost 1.6%
Total Administrative Cost 8.5%

Budget reflects Notice of Award #09HP0036-03-01.

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2018.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JUNE 30, 2018**

	03/01/18- 05/31/18	06/01/18- 06/30/18	TOTAL
BEGINNING BALANCE (NOTE 1)	<u>477,745.74</u>		<u>477,745.74</u>
CASH RECEIPTS			
2018 Awards Banquet Donations	56,644.64	7,704.83	64,349.47 a
Donations	394.80	5,285.00	5,679.80
Misc. Revenue	889.81		889.81
Interest Income/Union Administrative Fee	<u>201.22</u>		<u>201.22</u>
TOTAL CASH RECEIPTS	58,130.47	12,989.83	71,120.30
CASH DISBURSEMENTS			
Line of Credit Interest Expense	0.00	90.26	90.26
Line of Credit Unused Commitment Fee	959.72		959.72
2018 Awards Banquet Expenses	21,672.92	15.17	21,688.09 a
Volunteer Appreciation	2,716.77		2,716.77
Fundraising Expenses	3,244.00		3,244.00
Miscellaneous Expenses	274.70	389.39	664.09
Indirect	<u>2,764.55</u>	<u>111.52</u>	<u>2,876.07</u>
TOTAL CASH DISBURSEMENTS	31,632.66	606.34	32,239.00
CASH PROVIDED (USED)	<u>26,497.81</u>	<u>12,383.49</u>	<u>38,881.30</u>
ENDING BALANCE	<u><u>504,243.55</u></u>		<u><u>516,627.04</u></u>
		Discretionary Cash	299,293.22
		Fund Raising Cash	<u>217,333.82</u>
			516,627.04
		Add: Prepaid	0.00
		Less: AP	<u><u>516,627.04</u></u>

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$56,234.33.
- a. As of 6/30/18, net 2018 awards banquet gain is \$47,414.85 (FYE 2/28/18 = \$4,753.47 + \$42,661.38 for 2018/19).

Date Prepared: 7/12/18

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

FINANCIAL REPORT

JULY 18, 2017

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

JULY 18, 2018

FINANCIAL REPORT

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**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	24,469,256	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	5,128,204	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	93.568	16B - 4012 17B - 3012 18B - 4012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	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	CMAP - 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	188,396	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	386,642	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	03/01/18 - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION

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

<u>RESTRICTED</u> cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY	10,000	93.074	659 - 2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
	DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)	264,399	81.042	17C - 4010	06/01/18 - 05/31/19	123-65	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
	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
	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 4,121,940	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 CALFRESH 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
	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
	LWIP 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
	LWIP SINGLE FAMILY	501,468	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		CMAP - 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

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

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
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
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	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
FRIENDSHIP HOUSE AGGRESSION REPLACEMENT TRAINING		3,500		806396	03/13/18 - 06/30/18	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
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

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

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	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
	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				
	Food Bank		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			

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>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
	<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		
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				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 5, 2018 for \$1 million and will terminate on January 15, 2019. On February 9, 2018, the line of credit was increased to \$2 million with the same termination date.

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

Note 3: Line of Credit was used on May 31, 2018 and the amount drawn was \$565,000. The loan was repaid on 6/1/18 and the interest for one day was \$90.26.

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 JUNE 30, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(25,363.94)
HEAD START/EARLY HEAD START	525,939.12
SUBTOTAL	500,575.18
CHILD DEVELOPMENT RESERVE No. 2	(142.26)
GENERAL CHILD CARE	(421,799.04)
MIGRANT A/P	998,733.05
MIGRANT CHILD CARE	(30,860.17)
MIGRANT SPECIALIZED SERVICES	(2,731.42)
STATE PRESCHOOL	(391,281.33)
SUBTOTAL	151,918.83
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(41,104.44)
EFAP	(1,500.00)
FOOD BANK	164,773.91
FOOD BANK - STATE	47,670.42
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	22,663.00
SUBTOTAL	197,556.21
ENERGY	(129,013.92)
LIHEAP	(233,671.66)
LIWP	(4,393.00)
LIWP SOLAR PV	(0.44)
LIWP SINGLE FAMILY	(70,257.43)
WATER TANK	(23.63)
TRANSFER NEGATIVE BALANCE	437,360.08
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	25,000.00
SUBTOTAL	25,000.00
211	(57,585.58)
CAL FRESH	(3,034.12)
COST POOLS	14,070.31
CSBG	216,508.49
DIFFERENTIAL RESPONSE	(24,843.81)
DIGNITY HEALTH	20,547.51
DISCRETIONARY FUND	205,993.21
ECONOMIC EMPOWERMENT	(1,956.58)
FIRST 5 KERN 211	(24,469.48)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(33,396.65)
FIRST 5 HELP ME GROW	(7,397.61)
FRIENDSHIP HOUSE	(70,625.03)
FUNDRAISING	299,293.22
GANG PREVENTION	(8,811.79)
GENERAL FUND	34,082.94
HOSPITAL PREPAREDNESS	
INDIRECT FUND	1,291,217.66
IRS - VITA	165.16
INFORMATION & EDUCATION	(37,492.80)
REALIGNMENT FOR SUCCESS	(7,717.40)
SHAFTER YOUTH CENTER	(5,572.92)
STARBUCKS FOUNDATION	236.05
UNITED WAY 211	(5,419.02)
WELLS FARGO FOUNDATION	2,503.50
WIC	(810,749.46)
LESS: ENERGY NEGATIVE BALANCE	(437,360.08)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	548,185.72
TOTAL OPERATING CASH	1,423,235.94

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

BANK RECONCILIATION FOR THE MONTH ENDED
June 30, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 06/30/18		1,910,160.25
LESS: OUTSTANDING CHECKS	419,649.75	
ADJUSTED BANK BALANCE AT 06/30/18		1,490,510.50
GENERAL LEDGER BALANCE AT 05/31/18		2,086,030.12
ADD: DEPOSITS	1,136,920.11	
ACH DEPOSITS	46,599.16	
US TREAS DRAWDOWNS	1,264,507.13	
RECEIVED CASH FROM ADP	658.60	
TRSF FOR LIHEAP18	950,000.00	
TRSF CASH FOR HS/EHS VACATIONS	54,327.73	
ADD: DEPOSITS UNPOSTED	67,620.84	
LESS: CHECKS ISSUED (CURRENT MONTH)	1,933,233.29	
ADP PAYROLL 06/8/18	871,475.79	
ADP PAYROLL 06/22/18	670,098.73	
EFTS FOR HRA & STD/403B	43,124.41	
REC LOAN PRINCIPAL/INT EXPENSES	597,171.79	
CLIENT ANALYSIS SERVICE CHARGE	702.90	
UNRECONCILED DIFFERENCE		
EFT FOR HSA ON 6/29/18 TO BE POSTED IN JULY	337.56	
JOURNAL FOR BANK TO GL BALANCE ADJ TO BE POSTED IN JULY	8.72	
GENERAL LEDGER BALANCE AT 06/30/18		1,490,510.50

DIFFERENCE:

PREPARED BY: Jessie Cabrera TITLE: Accountant DATE: 07/13/18
APPROVED BY: [Signature] TITLE: Director of Operations DATE: 7/5/18

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 06/30/18 322.40

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 06/30/18 322.40

BALANCE PER G/L 05/31/18 267.80

ADD: DEPOSITS 109.12

INTEREST 0.04

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 54.56

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 06/30/18 322.40

DIFFERENCE: 0.00

PREPARED BY: Ami Cohen TITLE: Accountants DATE: 07/12/18
APPROVED BY: E. H. Uy TITLE: Director of Operations DATE: 7/13/18

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

BANK RECONCILIATION FOR MONTH ENDING
6/31/2018

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	6/31/2018	11,341.64
DEPOSITS IN TRANSIT (CREDIT CARD)	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	6/31/2018	11,341.64

BALANCE PER GENERAL LEDGER	05/31/18	6,247.58
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
BANKCARD DEPOSIT	5,134.03	
PAYPAL DEPOSIT	0.00	
INTEREST	1.03	
LESS:		
APPLIED MERCHANT DEBITS		
CLIENT ANALYSIS SERVICE CHARGE	28.55	
BANKCARD FEES	12.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
BALANCE PER GENERAL LEDGER:	6/31/2018	11,341.64

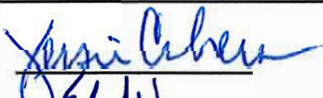
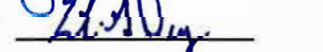
* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

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:

TITLE:

Accountant

DATE: 07/12/18

APPROVED BY:

TITLE:

Director of Operations

DATE: 7/13/18

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	06/30/18	482,275.58
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	06/30/18	482,275.58

BALANCE PER G/L	05/31/18	536,519.13
ADD:		
DEPOSITS		0.00
INTEREST		84.18
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		54,327.73
BALANCE PER G/L	06/30/18	482,275.58

DIFFERENCE: 0.00

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

PREPARED BY: <u></u>	TITLE: <u>Accountant</u>	DATE: <u>07/12/18</u>
APPROVED BY: <u></u>	TITLE: <u>Director of Operations</u>	DATE: <u>7/13/18</u>

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 06/30/18 78,399.98

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 06/30/18 78,399.98

BALANCE PER G/L 05/31/18 98,028.31

ADD: DEPOSITS 930,438.00

INTEREST 44.19

BANK ACCOUNT TRANSFER FROM GENERAL FUND

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 110.52

BANK ACCOUNT TRANSFER TO GENERAL FUND 950,000.00

BALANCE PER G/L 06/30/18 78,399.98

* 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: Xenia Caba

TITLE: Accountant

DATE: 07/12/18

APPROVED BY: [Signature]

TITLE: Director of Operations

DATE: 7/13/18

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 06/30/18 0.00

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 06/30/18 0.00

BALANCE PER G/L 05/31/18 0.00

ADD: DEPOSITS

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 06/30/18 0.00

DIFFERENCE: 0.00

PREPARED BY: Yanis Colina TITLE: Accountant DATE: 07/13/18

APPROVED BY: [Signature] TITLE: Director of Operations DATE: 7/13/18

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	1,335.86
Emily Gonzalez Demont	Assistant Director - Grants Management	1,399.02
Yolanda Gonzales	Director of Head Start/State Child Development Programs	549.30
Ralph Martinez	Director of Community Development	2,033.80
Raymond Quan	Director of Human Resources	757.80
Pritika Ram	Director of Administration	1,692.70
Carmen Segovia	Director of Health & Nutrition Services	25.17
Jeremy Tobias	Chief Executive Officer	7,464.42
Emilio Wagner	Director of Operations	4,317.82
	Total	19,575.89



GLORIA BARBERO

Platinum Plus® for Business

May 22, 2018 - June 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 \$758.43
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**

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

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

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

Account Summary

Previous Balance \$1,335.86
Payments and Other Credits **-\$1,335.86**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$758.43
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$758.43

Credit Limit \$5,000
Credit Available \$4,241.57
Statement Closing Date 06/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
06/15	06/15	CA Banking Center payment	16606005750015081467626	- 1,335.86
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,335.86
Purchases and Other Charges				
06/06	06/06	293016642 8884344532 MD	55446418157083183244562	389.74
06/11	06/08	RR MODESTO VISTA CA	75454918161900011722164	193.95
06/18	06/16	TARGET.COM * 800-591-3869 MN	55310208167083033790463	69.70

0133586 0001000 0075843

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 93309-165105

Account Number: '
May 22, 2018 - June 21, 2018

New Balance Total \$758.43
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**

Enter payment amount

\$

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GLORIA BARBERO

May 22, 2018 - June 21, 2018

Page 3 of 4

Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
06/20	06/19	HOBBY LOBBY ECOMM 405-745-1100 OK	05436848171600015609808	105.04
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$758.43

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	25.74% 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

May 22, 2018 - June 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

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PO BOX 982238
EL PASO, TX 79998-2238

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WILMINGTON, DE 19886-5796

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TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$1,087.84

Minimum Payment Due **\$10.88**Payment Due Date **07/18/18**

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

\$19.00 for balance less than \$100.01

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

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

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

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

Account Summary

Previous Balance \$1,399.02

Payments and Other Credits **-\$1,399.02**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,087.84

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

New Balance Total \$1,087.84

Credit Limit \$10,000

Credit Available \$8,912.16

Statement Closing Date 06/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transacción Date	Description	Reference Number	Amount
Payments and Other Credits				
06/15	06/15	CA Banking Center payment	16606005750006081778591	- 1,399.02
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,399.02
Purchases and Other Charges				
05/23	05/22	LAMBOURNE TRAVEL 6613239031 CA	55438458143286000577626	45.00
05/23	05/22	LAMBOURNE TRAVEL 6613239031 CA	55438458143286000577634	135.00
05/24	05/22	SOUTHWES 5261448898802 800-435-9792 TX	55432868143200457200570	216.96

0139902 0001088 0108784

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total \$1,087.84

Minimum Payment Due **\$10.88**Payment Due Date **07/18/18**

Enter payment amount

\$

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EMILY GONZALEZ DEMONT
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		STROTHER/RASHI MILSHELETE 5261448898802 Departure Date: 07/09/18 Airport Code: SMF WN N SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF		
05/24	05/22	SOUTHWES 5261448898803 800-435-9792 TX VANG/CHA PAO 5261448898803 Departure Date: 07/09/18 Airport Code: SMF WN N SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF	55432868143200457200588	216.96
05/24	05/22	SOUTHWES 5261448898804 800-435-9792 TX BENAVI DE MARIA ESTELA 5261448898804 Departure Date: 07/09/18 Airport Code: SMF WN N SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF	55432868143200457200596	216.96
05/24	05/22	SOUTHWES 5261448898771 800-435-9792 TX BARBERO/GLORIA M 5261448898771 Departure Date: 07/08/18 Airport Code: SMF WN S SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF	55432868143200457200604	256.96
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,087.84

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.74% V	\$0.00	\$0.00

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



YOLANDA GONZALES

Platinum Plus® for Business

May 22, 2018 - June 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 \$305.03
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**
Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

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

Account Summary

Previous Balance \$549.30
Payments and Other Credits **-\$549.30**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$305.03
Fees Charged **\$0.00**
Finance Charge **\$0.00**
New Balance Total \$305.03
Credit Limit \$10,000
Credit Available \$9,694.97
Statement Closing Date 06/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/15	06/15	Payments and Other Credits		
		CA Banking Center payment	16606005760042081297751	- 549.30
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$549.30
		Purchases and Other Charges		
06/11	06/09	GRAMMARLY COVBXW-QXAY 8883186146 CA	55429508160719998661409	139.95
06/15	06/14	SMARTNFINAL36210403624 BAKERSFIELD CA	05410198165929000583480	165.08
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$305.03

0054930 0001000 0030503

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total \$305.03
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**

Enter payment amount

\$

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RALPH MARTINEZ

Platinum Plus® for Business

May 22, 2018 - June 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
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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	Account Summary
New Balance Total \$69.00	Previous Balance \$2,033.80
Minimum Payment Due \$10.00	Payments and Other Credits -\$2,033.80
Payment Due Date 07/18/18	Balance Transfer Activity \$0.00
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	Cash Advance Activity \$0.00
	Purchases and Other Charges \$69.00
	Fees Charged \$0.00
	Finance Charge \$0.00
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.	New Balance Total \$69.00
	Credit Limit \$10,000
	Credit Available \$9,931.00
	Statement Closing Date 06/21/18
	Days in Billing Cycle 31

Transactions				
Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
06/15	06/15	CA Banking Center payment	16606005760042081367539	- 2,033.80
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,033.80
Purchases and Other Charges				
06/04	06/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508152894195527396	69.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$69.00

0203380 0001000 0006900

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total \$69.00
Minimum Payment Due \$10.00
Payment Due Date 07/18/18

Enter payment amount

\$

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RAYMOND T QUAN

Platinum Plus® for Business

May 22, 2018 - June 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 07/18/18

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

Account Summary

Previous Balance \$757.80

Payments and Other Credits -\$757.80

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$0.00

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$0.00

Credit Limit \$10,000

Credit Available \$10,000.00

Statement Closing Date 06/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	16606005750006081860639	- 757.80
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$757.80

0075780 0000000 000000

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 93309-165105

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 07/18/18

Enter payment amount

\$

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RAYMOND T QUAN

May 22, 2018 - June 21, 2018

Page 3 of 6

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.74% V	\$0.00	\$0.00

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



PRITIKA RAM

Platinum Plus® for Business

May 22, 2018 - June 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

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PO BOX 982238
EL PASO, TX 79998-2238

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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 \$348.34
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**
Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

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

Account Summary

Previous Balance \$1,692.70
Payments and Other Credits **-\$1,692.70**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$348.34
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$348.34
Credit Limit \$10,000
Credit Available \$9,651.66
Statement Closing Date 06/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/15	06/15	Payments and Other Credits		
		CA Banking Center payment	16606005750015081153754	- 1,692.70
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,692.70
		Purchases and Other Charges		
05/28	05/25	PADRE F&B BAKERSFIELD CA	55460298146207088500544	301.16
05/30	05/29	COSTCO BY INSTACART 8882467822 CA	55429508149637782663215	47.18
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$348.34

0169270 0001000 0034834

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

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total \$348.34
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**

Enter payment amount

\$

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CARMEN SEGOVIA

Platinum Plus® for Business

May 22, 2018 - June 21, 2018

Cardholder Statement

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PO BOX 15796
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Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$6,254.11
Minimum Payment Due **\$62.54**
Payment Due Date **07/18/18**
Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

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

Account Summary

Previous Balance \$25.17
Payments and Other Credits -\$703.66
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$6,932.60
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$6,254.11
Credit Limit \$20,000
Credit Available \$13,745.89
Statement Closing Date 06/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
06/06	05/31	TOWN AND COUNTRY RESOR SAN DIEGO CA Arr: 05/31/18 Dep: 05/31/18 Inv: 170867784	55436878156641512804964	- 676.72
06/11	06/09	WALMART.COM 800-966-6546 AR	55432868160200506548233	- 1.77
06/15	06/15	CA Banking Center payment	16606005750006081543995	- 25.17
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$703.66
Purchases and Other Charges				
05/25	05/24	MARRIOTT SANIBEL HARBO FORT MYERS FL	55432868144200614868359	662.67

0002517 0006254 0625411

BUSINESS CARD
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WILMINGTON, DE 19886-5796

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

Account Number: #
May 22, 2018 - June 21, 2018

New Balance Total \$6,254.11
Minimum Payment Due **\$62.54**
Payment Due Date **07/18/18**

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
05/25	05/24	Arr: 05/20/18 Dep: 05/24/18 Inv: 001489 MARRIOTT SANIBEL HARBO FORT MYERS FL	55432868144200614868607	662.67
05/25	05/25	Arr: 05/20/18 Dep: 05/24/18 Inv: 008616 AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868145200696643125	11.59
05/28	05/25	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868145200839184615	12.07
05/28	05/26	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868146200883630975	11.80
05/28	05/26	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868146200888335174	8.07
05/28	05/26	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868146200951670002	19.52
05/31	05/30	WALMART.COM 8009666546 AR	55500368150083153101690	52.87
05/31	05/30	AMAZON MKTPLACE PMTS W WWW.AMAZON.COWA	55310208150083087430916	310.47
06/01	05/30	OFFICE DEPOT #952 BAKERSFIELD CA	05436848151100069106078	40.92
06/01	06/01	WALMART.COM 800-966-6546 AR	55432868152200001098742	43.03
06/04	06/01	CLEVELAND EQUIPMENT LL MEMPHIS TN	85482988154980020619392	2,498.00
06/05	06/05	WALMART.COM 800-966-6546 AR	55432868156200790481303	542.75
06/06	06/06	ABBOTT LABORATORIES 800-258-7677 OH	55432868157200000268895	46.99
06/07	06/05	FAMILY DEVELOPMENT RES 4356495822 UT	85140518157900015000024	120.00
06/07	06/06	AMAZON MKTPLACE PMTS W WWW.AMAZON.COWA	55310208157083107401809	105.65
06/08	06/07	HOTELS.COM148813437691 HOTELS.COM WA	55432868158200252221450	377.66
06/15	06/14	WALMART.COM 800-966-6546 AR	55432868165200545160318	144.14
06/15	06/14	SIX FLAGS MAGIC MOUNTA 6612554100 CA	55453708165004098649921	349.95
06/15	06/14	SMARTNFINAL36210403624 BAKERSFIELD CA	05410198165929000583423	50.13
06/15	06/14	OFFICE DEPOT #952 BAKERSFIELD CA	05436848166500179112937	93.29
06/18	06/16	WALMART.COM 800-966-6546 AR	55432868167200932339218	335.87
06/20	06/20	ABBOTT LABORATORIES 800-258-7677 OH	55432868171200616386414	281.94
06/21	06/20	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368172837000237252	150.55
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$6,932.60

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.74% 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

May 22, 2018 - June 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 \$569.40
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**
Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

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

Account Summary

Previous Balance \$7,464.42
Payments and Other Credits **-\$7,464.42**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$569.40
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$569.40
Credit Limit \$10,000
Credit Available \$9,430.60
Statement Closing Date 06/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
06/15	06/15	CA Banking Center payment	16606005750006081224000	- 7,464.42
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$7,464.42
Purchases and Other Charges				
06/13	06/11	GREATER BAKERSFIELD CH BAKERSFIELD CA	55421358163627185723004	400.00
06/15	06/14	INT*IN *PETAL PUSHER P 760-3794100 CA	55432868165200577666851	123.34
06/20	06/19	SQUARE *SQ *MARK'S CAB Albuquerque NM	55432868171200545694672	21.06
06/21	06/19	AMERICAN 0010288870619 BAKERSFIELD CA	55417348171871712567073	25.00

0746442 0001000 0056940

Account Number: ...
May 22, 2018 - June 21, 2018

New Balance Total \$569.40
Minimum Payment Due **\$10.00**
Payment Due Date **07/18/18**

Enter payment amount

\$

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

JEREMY T TOBIAS
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

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Please provide all corrections on the reverse side.

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or make your payment online at
www.bankofamerica.com



EMILIO WAGNER

Platinum Plus® for Business

May 22, 2018 - June 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

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

Mail Payments to:
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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 \$3,058.42

Minimum Payment Due **\$30.58**

Payment Due Date **07/18/18**

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

\$19.00 for balance less than \$100.01

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

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

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

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

Account Summary

Previous Balance \$4,317.82

Payments and Other Credits **-\$4,427.06**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$3,167.66

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$3,058.42

Credit Limit \$10,000

Credit Available \$6,941.58

Statement Closing Date 06/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
06/14	06/08	SHERATON DALLAS DALLAS TX	55436878164261591822967	- 109.24
		Arr: 06/07/18 Dep: 06/08/18 Inv: 2129653		
06/15	06/15	CA Banking Center payment	16606005750015081068853	- 4,317.82
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$4,427.06
Purchases and Other Charges				
06/04	06/02	SHERATON DALLAS DALLAS TX	55436878153271532718417	716.00
		Arr: 06/02/18 Dep: 06/02/18 Inv: 2170602124		

0431782 0003058 0305842

Account Number: '
May 22, 2018 - June 21, 2018

New Balance Total \$3,058.42

Minimum Payment Due **\$30.58**

Payment Due Date **07/18/18**

Enter payment amount

\$

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BAKERSFIELD, CA 93309-165105

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (4 OF 12 MONTHS OR 33.33%)

Line Item	2018/19 Budget	3/1/18 - 6/30/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	\$1,265,857	449,185	35.5%	816,672
Head Start Subsidy	<u>1,151,461</u>	<u>214,429</u>	18.6%	<u>937,032</u>
Total Revenue	<u>\$2,417,318</u>	<u>\$663,614</u>	27.5%	<u>1,753,704</u>
Expenditures (Note B)				
Salaries	\$557,792	187,109	33.5%	370,683
Benefits	167,338	61,511	36.8%	105,827
Vehicle Gasoline, Repair/Maintenance	70,000	8,576	12.3%	61,424
Space Costs	101,200	13,974	13.8%	87,226
Supplies - Office & Food Service	114,900	44,016	38.3%	70,884
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	4,584	76.4%	1,416
Communication	13,000	2,518	19.4%	10,482
Risk Insurance	12,700	2,643	20.8%	10,057
Printing	1,700	303	17.8%	1,397
Hiring & Employee Costs	1,800	188	10.4%	1,612
First Aid	2,600	25	1.0%	2,575
Home Base Socializations	9,568		0.0%	9,568
Raw Food/Vended Meals	<u>763,418</u>	<u>215,141</u>	28.2%	<u>548,277</u>
Sub Total	1,822,016	547,858	30.1%	1,274,158
Adult Meals Prepared	188,000	63,268	33.7%	124,732
Indirect	<u>219,302</u>	<u>52,488</u>	23.9%	<u>166,814</u>
Total Expenditures	<u>\$2,229,318</u>	<u>\$663,614</u>	29.8%	<u>1,565,704</u>

	Prior Period	June 2018	Cum
Total Meals Prepared and Vended (Note C)	221,055	20,039	241,094
Total Meals Claimed	<u>185,646</u>	<u>14,008</u>	<u>199,654</u>
Difference	24,540	6,031	30,571

Percentage Claimed to Prepared/Vended	84.0%	69.9%	82.8%
---------------------------------------	-------	-------	-------

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 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (12 OF 12 MONTHS = 100.00%)**

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-7050)														
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,971	4,484	5,516	5,563	5,834	5,124	59,118	
Reimbursement Rate per Child per Day	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.45</u>	X <u>\$45.46</u>	X <u>\$45.44</u>	
Revenue Earned	\$177,216	\$240,332	\$211,523	\$223,428	\$206,025	\$196,801	\$225,882	\$203,753	\$250,647	\$252,787	\$265,101	\$232,829	2,686,324	115.34%
Maximum Reimbursable Amount (MRA)													\$2,329,073	
CALIFORNIA STATE PRESCHOOL (CSPP-7119)														
Adjusted Days of Enrollment - Certified	3,041	4,826	6,531	7,817	6,948	6,083	6,900	6,878	6,919	7,823	6,431	2,519	72,716	
Reimbursement Rate per Child per Day	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.73</u>	X <u>\$45.74</u>	X <u>\$45.75</u>	X <u>\$45.73</u>	
Revenue Earned	\$139,065	\$220,693	\$298,663	\$357,471	\$317,732	\$278,176	\$315,537	\$314,531	\$316,406	\$357,746	\$294,090	\$115,194	3,325,303	106.20%
Maximum Reimbursable Amount (MRA)													\$3,131,270	
MIGRANT CHILD CARE (CMIG-7004)														
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	500	611	641	659	597	6,384	
Reimbursement Rate per Child per Day	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.44</u>	X <u>\$45.45</u>	X <u>\$45.46</u>	X <u>\$45.44</u>	
Revenue Earned	\$18,994	\$22,720	\$19,676	\$24,947	\$21,811	\$20,493	\$24,765	\$22,720	\$27,764	\$29,127	\$29,945	\$27,128	290,089	122.66%
Maximum Reimbursable Amount (MRA)													\$236,499	

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

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

Note 3: CCTR's MRA for 2017/18 is \$268,586 greater than 2016/17.
CSPP's MRA for 2017/18 is \$361,517 greater than 2016/17.
CMIG's MRA for 2017/18 is \$27,193 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/17 - 6/30/18 (12 OF 12 MONTHS = 100%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	May 2019	Total	%	% Earned to MRA
Provider Payments	411,134	455,315	507,599	470,286	473,783	458,399	472,066	476,835	489,677	481,043	495,923	460,000	5,652,061		
Less: Family Fees	(13,071)	(14,022)	(2,966)	(5,788)	(9,373)	(9,652)	(10,344)	(11,462)	(11,406)	(11,603)	(11,398)	(11,000)	(122,085)		
Net Provider Payments	398,063	441,293	504,633	464,498	464,410	448,747	461,722	465,373	478,271	469,440	484,525	449,000	5,529,976	81.28%	
Maximum Reimbursable Amount (MRA) for Provider Payments													5,832,639		96.90%
Administration & Support Services Revenue															
Provider Payments	411,134	455,315	507,599	470,286	473,783	458,399	472,066	476,835	489,677	481,043	495,923	460,000	5,652,061		
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>87,210</u>	<u>96,582</u>	<u>107,672</u>	<u>99,758</u>	<u>100,499</u>	<u>97,236</u>	<u>100,135</u>	<u>101,147</u>	<u>103,871</u>	<u>102,039</u>	<u>105,196</u>	<u>97,576</u>	<u>1,198,921</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	42,841	62,672	82,488	65,595	63,154	81,946	38,075	108,339	39,617	59,136	62,201	81,017	787,081	11.57%	
Transfer Indirect to CSBG	46,066	52,639	58,667	53,301	54,208	54,352	51,410	59,025	53,292	54,881	54,324	57,694	649,859	7.15%	
Total Operating Costs	<u>88,907</u>	<u>115,311</u>	<u>141,155</u>	<u>118,896</u>	<u>117,362</u>	<u>13,089</u>	<u>89,485</u>	<u>126,922</u>	<u>92,909</u>	<u>114,017</u>	<u>116,525</u>	<u>138,711</u>	<u>1,273,290</u>		
Revenue Earned Over/(Under) Costs	<u>(1,697)</u>	<u>(18,729)</u>	<u>(33,483)</u>	<u>(19,138)</u>	<u>(16,863)</u>	<u>84,147</u>	<u>10,650</u>	<u>(25,775)</u>	<u>10,962</u>	<u>(11,978)</u>	<u>(11,330)</u>	<u>(41,135)</u>	<u>(74,369)</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>486,970</u>	<u>556,604</u>	<u>645,788</u>	<u>583,394</u>	<u>581,772</u>	<u>461,836</u>	<u>551,207</u>	<u>592,295</u>	<u>571,180</u>	<u>583,457</u>	<u>601,050</u>	<u>587,711</u>	<u>6,803,266</u>		<u>100.00%</u>

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

Provider payments 5,652,061
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 1,198,921

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

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

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

Division/CFO: Operations/Emilio Wagner	Month/Year: June 2018
Program/Work Unit: Not Applicable	Deputy CFO: Idi Alali
Services: Overall financial and accounting functions of the organization	

Activities	June 2018		Year to Date (3/1/18-6/30/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	17,390		82,744	
Bank Deposits	7	1,136,920	20	6,469,386
Wire Deposits	5	126,381	18	251,428
Head Start/IRS Drawdowns	7	1,217,722	24	8,996,475
Vendor Checks Issued	832	1,933,233	3,602	8,431,921
Payroll Disbursed		1,541,575		9,687,431
Grant Reports Prepared in June 2018	8		53	
Cal Fresh Outreach				
Dept. of Education • CCTR • CMIG/CMSS • CSPP • Migrant Alternative Payment				
Differential Response				
EFAP				
Federal Financial Report (FFR) • EHS/HS Kern – Annual • EHS San Joaquin – Annual & Final • EHS Partnership – Semi-annual				
First 5 Kern • 211 • E. Kern Family Resource Center • Help Me Grow				
Gang Prevention				
Information & Education				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
Supplemental Commodity Food Program				
U. S. Treasury Cash Report • Head Start • Internal Revenue Service				
WIC				

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

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

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (GAAP 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	1,957,842.36
Travel Advance	10,419.51
Prepaid Expense	329,421.22
Inventory	1,051,700.33
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	<u>9,236,431.72</u>

Total Assets 19,026,162.56

LIABILITIES AND NET ASSETS

Accounts Payable	1,883,875.63
Accrued Expenses	1,631,632.30
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,736.49
Advance Payable	22,808.43
Deferred Revenue	<u>916,929.98</u>

Total Liabilities 8,148,121.48

Total Net Assets 10,878,041.08

Total Liabilities and Net Assets 19,026,162.56

STATEMENT OF OPERATIONS (GAAP UNAUDITED)

FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

REVENUE

Grant Revenue	56,169,147.06
Donations	185,435.16
Other Revenue	5,739,466.57
In-Kind	<u>7,370,302.73</u>

Total Revenue 69,464,351.52

EXPENDITURES

Salaries	27,957,579.95
Benefits	8,352,458.54
Travel	568,658.09
Space Costs	5,285,050.63
Supplies	2,377,901.73
Consultant/Contract Services	2,262,172.17
Other Costs	2,393,552.96
Program Costs	7,955,393.65
Capital Expenditures	(0.00)
Indirect	5,071,136.24
In-Kind	<u>7,370,302.73</u>

Total Expenditures 69,594,206.69

Net Change in Assets (129,855.17)

Net Assets, beginning 11,007,896.25

Net Assets, ending 10,878,041.08

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF JUNE 30, 2018

ASSETS

Cash in Bank	1,513,254.70
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	1,950,017.79
Travel Advance	18,417.31
Prepaid Expense	516,613.78
Inventory	1,064,091.18
Net Fixed Assets - Unrestricted	2,518,665.20
Net Fixed Assets - Restricted	<u>9,236,431.72</u>

Total Assets 17,340,341.61

LIABILITIES AND NET ASSETS

Accounts Payable	1,386,307.60
Accrued Expenses	367,198.09
Accrued Vacation	470,878.79
Line of Credit	-
Note Payable	2,710,220.29
Advance Payable	-
Deferred Revenue	<u>1,564,544.16</u>

Total Liabilities 6,499,148.93

Total Net Assets 10,841,192.68

Total Liabilities and Net Assets 17,340,341.61

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO JUNE 30, 2018

REVENUE

Grant Revenue	16,027,829.89
Donations	77,566.54
Other Revenue	1,655,544.27
In-Kind	<u>-</u>

Total Revenue 17,760,940.70

EXPENDITURES

Salaries	8,370,282.53
Benefits	2,604,931.88
Travel	174,095.76
Space Costs	1,137,592.93
Supplies	503,190.80
Consultant/Contract Services	612,983.34
Other Costs	786,334.57
Program Costs	2,050,554.58
Capital Expenditures	25,292.19
Indirect	1,522,824.00
In-Kind	<u>-</u>

Total Expenditures 17,788,082.58

Net Change in Assets (27,141.88)

Net Assets, beginning 10,868,334.56

Net Assets, ending 10,841,192.68

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,995,600	7,487,977	18,507,623	29%
BENEFITS	7,979,525	2,418,788	5,560,737	30%
TRAVEL	536,271	168,393	367,879	31%
SPACE COST	3,765,111	1,114,095	2,651,016	30%
SUPPLIES	1,796,041	465,550	1,330,491	26%
EQUIPMENT	211,038	24,898	186,140	12%
CONSULTANT/CONTRACT SERVICES	954,462	353,726	600,736	37%
OTHER COSTS	2,259,160	620,112	1,639,048	27%
PROGRAM COSTS	9,151,790	2,055,539	7,096,251	22%
INDIRECT	5,059,589	1,421,178	5,059,589	28%
TOTAL	57,708,587	14,709,077	42,999,510	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	5,772,045	14,229,269	29%
BENEFITS	6,306,887	1,903,300	4,403,587	30%
TRAVEL	323,189	102,421	220,768	32%
SPACE COST	2,763,629	779,206	1,984,423	28%
SUPPLIES	1,391,790	355,744	1,036,046	26%
EQUIPMENT	113,310	17,628	95,682	16%
CONSULTANT/CONTRACT SERVICES	697,686	225,462	472,224	32%
OTHER COSTS	1,273,028	335,361	937,667	26%
PROGRAM COSTS	6,935,676	1,637,286	5,298,390	24%
INDIRECT	3,489,828	1,085,636	3,489,828	31%
TOTAL	43,296,337	11,128,454	32,167,883	28%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	932,983	2,498,887	27%
BENEFITS	981,090	272,849	708,241	28%
TRAVEL	106,391	37,118	69,273	35%
SPACE COST	576,555	172,770	403,785	30%
SUPPLIES	214,757	78,312	136,445	36%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	1,374	9,926	12%
OTHER COSTS	310,015	96,512	213,503	31%
PROGRAM COSTS	1,235,539	254,175	981,364	21%
INDIRECT	604,331	166,672	604,331	28%
TOTAL	7,569,576	1,853,363	5,716,213	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE
EXPENDITURES			
SALARIES	1,300,000	392,070	907,930
BENEFITS	377,000	118,046	258,954
TRAVEL	60,000	18,780	41,220
SPACE COST	200,000	55,577	144,423
SUPPLIES	140,000	18,989	121,011
EQUIPMENT	0	-	0
CONSULTANT/CONTRACT SERVICES	200,000	118,947	81,053
OTHER COSTS	535,000	138,126	396,874
PROGRAM COSTS	950,000	151,965	798,035
INDIRECT	376,200	98,661	376,200
TOTAL	4,138,200	1,012,500	3,125,700
			24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

COMMUNITY SERVICES			
ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES			
SALARIES	180,289	471,715	28%
BENEFITS	55,256	95,398	37%
TRAVEL	8,846	23,855	27%
SPACE COST	82,041	20,362	80%
SUPPLIES	7,287	18,132	29%
EQUIPMENT	-	0	0%
CONSULTANT/CONTRACT SERVICES	7,646	35,580	18%
OTHER COSTS	17,454	48,698	26%
PROGRAM COSTS	6,871	13,154	34%
INDIRECT	35,650	101,673	35%
TOTAL	365,689	828,567	31%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	606,412	208,089	398,323	34%
BENEFITS	163,069	68,989	94,080	42%
TRAVEL	13,990	1,227	12,763	9%
SPACE COST	118,325	24,469	93,856	21%
SUPPLIES	21,875	3,084	18,791	14%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	297	1,953	13%
OTHER COSTS	48,705	11,162	37,543	23%
PROGRAM COSTS	10,550	2,525	8,025	24%
INDIRECT	484,007	31,768	484,007	7%
TOTAL	1,469,183	319,843	1,149,340	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	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	32	4,168	1%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	21,496	4,764	82%
PROGRAM COSTS	0	2,717	(2,717)	NOT BUDGETED
INDIRECT	3,550	2,791	3,550	79%
TOTAL	41,035	29,227	11,808	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (4 OF 12 MONTHS = 33.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	5,059,589	1,522,824	30.1%	3,536,765
Expenditures				
Salaries	2,820,260	791,953	28.1%	2,028,307
Benefits @ 24.11% actual	<u>674,091</u>	<u>176,319</u>	<u>26.2%</u>	<u>497,772</u>
Total Personnel Costs	3,494,351	968,272	27.7%	2,526,079
Operating Costs				
Travel	90,750	11,983	13.2%	78,767
Space Costs	187,900	49,000	26.1%	138,900
Supplies	138,400	31,173	22.5%	107,227
Consultant/Contract	630,725	232,402	36.8%	398,323
Other Operating Costs	<u>363,950</u>	<u>86,924</u>	<u>23.9%</u>	<u>277,026</u>
Total Operating Costs	1,411,725	411,482	29.1%	1,000,243
Total Expenditures	<u>4,906,076</u>	<u>1,379,754</u>	<u>28.1%</u>	<u>3,526,322</u>
Excess Indirect Revenue	<u>153,513</u>	<u>143,070</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,223,465	319,497	26.1%	903,968
Operations	1,394,366	419,281	30.1%	975,085
Executive	536,935	172,995	32.2%	363,940
Community Development	704,410	160,898	22.8%	543,512
Finance	<u>1,046,900</u>	<u>307,082</u>	<u>29.3%</u>	<u>739,818</u>
	<u>4,906,076</u>	<u>1,379,754</u>	<u>28.1%</u>	<u>3,526,322</u>

Prepared Date: 7/13/18