

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
December 13, 2017
12:00 p.m.

AGENDA

1. Call to Order

2. Roll Call

Garth Corrigan
Warren Peterson

Curtis Floyd
Yolanda Ochoa

Fred Plane
Ana Vigil

3. Approval of Agenda

4. Public Forum: *(The public may address the committee on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. Special Presentations

6. New Business

- a. Resolution to approve the submission of an application for 2017-2018 California State Preschool Program Expansion Funds Request – Emily Gonzalez Demont, Assistant Director of Grants Management - **Action Item (p. 1-2)**
- b. Resolution to submit non-federal share waiver request for San Joaquin County Early Head Start for the 2017-2018 funding year – Donna Holland, Fiscal Administrator - **Action Item (p. 3-4)**
- c. Funding Request – One Key Question Project, March of Dimes – Carmen Segovia, Director of Health & Nutrition & Katherine Campos, WIC Regional Breast Feeding Liaison. – **Action Item (p. 5)**
- d. Head Start and Early Head Start Budget to Actual Reports for the Period Ended November 30, 2017 – Donna Holland, Fiscal Administrator – **Info Item**
 - Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended November 30, 2017 **(p. 6-7)**
 - San Joaquin Early Head Start Budget to Actual Report for the Period Ended November 30, 2017 **(p. 8-9)**
 - Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended November 30, 2017 **(p. 10-11)**
- e. Chief Financial Officer Report – Christine Anami, Chief Financial Officer
 - Discretionary Fund Update – **Info Item (p. 12)**
 - Financial Statements, November 2017 – **Action Item (p. 13-47)**

7. **Committee Member Comments**

8. **Closed Session**

9. **Closed Session Report**

10. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday, July 18, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

11. **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 12:00 pm December 8, 2017. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Emily Gonzalez Demont, Assistant Director of Grants Management

Date: December 13, 2017

Subject: *Agenda Item 6a:* Resolution to approve submission of an application for 2017-2018 California State Preschool Program Expansion Funds – **Action Item**

The California Department of Education has recently made available expansion funding for the California State Preschool Program (CSPP). Community Action Partnership of Kern (CAPK) uses CSPP funds to provide full-day center-based services for preschool-aged children of families needing child care in order to work, attend school, or obtain job-training. The Head Start and State Child Development Division is requesting approval from the Board to apply for expansion of CSPP funding.

The application would include a request for \$911,923 to support an expanded day for 184 children throughout Kern County. These children are currently receiving services at one of four child development centers (nine classrooms) that currently operate in a priority zip code set by the State's Local Planning Council priorities. Additionally, the funding will support personnel, facility, and supply costs associated with our traditional Full-Day/Part-Year program option.

Recommendation

Staff recommends the Executive Committee of the Board of Directors approve, with resolution, the submission of an application for California State Preschool Program Expansion Funds in the amount of \$911,923.

Attachments:

Resolution Number 2017-17 approving application for 2017-2018 California State Preschool Program Expansion Funds

RESOLUTION # 2017-17

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2017-2018 California State Preschool Program (CSPP) Expansion Funds Request Application

The Executive Committee, on behalf of the Board of Directors, of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 13, 2017, in Bakersfield, California at a scheduled Board 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 California Department of Education has offered expansion dollars for the 2017-2018 Contract for State Preschool (CSPP); and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the 2017-2018 contract for State Preschool (CSPP); and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the CSPP Contract.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 13th day of December 2017.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Donna Holland, Fiscal Administrator

Date: December 13, 2017

Subject: *Agenda Item 6b:* Resolution to submit non-federal share waiver request for San Joaquin County Early Head Start for the 2017-2018 funding year – **Action Item**

The Head Start and State Child Development Division is nearing the end of its third year of implementing the San Joaquin County EHS program. The program reached full enrollment for the first time 6 months into this third year. Even though there were delays in opening our final centers, we are now able to fully engage our parents in volunteering time for non-federal share purposes. We also incorporated an ongoing volunteer program with San Joaquin County WorkNet, fully implemented Ready Rosie to capture volunteer hours as families are working individually with their children as related to the curriculum, and provided ongoing training to staff on documenting all non-federal share opportunities throughout the program. These efforts have significantly improved non-federal share for the current budget period.

The Head Start and State Child Development Division will continue to build its capacity to expand opportunities for volunteers to support the San Joaquin County EHS program to reach its non-federal share expectation. In the prior budget year, we received approval to waive \$1,049,000 of our non-federal share. For the current budget period, we are significantly closer with a request to waive \$473,451 for the 2017-2018 funding period.

Recommendation:

Staff recommends that the Board of Directors approve the San Joaquin County Early Head Start request to submit a waiver of non-federal share for the 2017-2018 funding year.

Attachment:

Resolution #2017-18 approving the request to submit non-federal share waiver for San Joaquin County Early Head Start for the 2017-2018 funding year.

RESOLUTION # 2017-18

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission the San Joaquin County Early Head Start Non- Federal Share Waiver Request for the 2017-2018 Funding Year

The Executive Committee, on behalf of the Board of Directors, of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 13, 2017, in Bakersfield, California at a scheduled Board 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 San Joaquin County Early Head Start program to submit a non-federal share waiver request for the Early Head Start San Joaquin for the 2017-2018 funding year; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named; and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer and Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the non-federal share waiver request for the Early Head Start San Joaquin for the 2017-2018 funding year.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 13th day of December 2017.

Garth Corrigan, Chair
CAPK Board of Directors

Date

Community Action Partnership of Kern Funding Request Profile

Source of Funds: March of Dimes

CFDA # N/A

Project Name: One Key Question Kern

Division Director: Carmen Segovia

Funder Name: March of Dimes-California

Grant Program Name: WIC

Program Manager:

☒ **New Funding**

☐ **Re-Application**

Funding Period: 2/1/2018-1/31/2019

A. Narrative description of funding request, including goals:

CAPK WIC is applying for up to \$50,000 from the March of Dimes to encourage women in Kern County to space pregnancies at least 18 months apart to decrease incidence of preterm and late-term deliveries. WIC staff will integrate the One Key Question into WIC Nutrition Assistant's face-to-face time with participants.

The One Key Question Project will provide CAPK WIC with the ability to screen pregnant mothers or new mothers for future pregnancy intention using the question "Would you like to become pregnant in the next year?". WIC Staff will then refer the mother to reproductive health services depending on their answer. WIC staff will also assist integration of the One Key Question into the health provider office training that the Regional Breastfeeding Liaison provides to Health Care Providers including OB and Pediatrics.

March of Dimes will train selected CAPK WIC employees on the One Key Question program using the "train the trainer" method. The selected employees will then train the rest of WIC staff during monthly HUB/staff meetings.

One of the main goals is to decrease unwanted pregnancy, especially within the first 18 months post-delivery of the last child. Another as specified above is to decrease incidence of preterm and late-term deliveries. Specific and measurable outcomes such as knowledge change, behavior change, and change in birth outcome will be tracked during the funding period and data reports will be available via the Regional Breastfeeding Liaison/ CAPK WIC.

B. Use of Funds:

Wages and benefits for the Regional Breastfeeding Liaison at approximately .25 FTE of the Regional Breastfeeding Liaison position, general office supplies, participant incentives, consultant fees, mileage, and space costs.

C. Approvals:

1. Carmen Segovia 12-6-17
Division Director Date

3. Christine Anami 12/6/17
Chief Financial Officer Date

2. Ruth H. H. H. 12-6-17
Director of Community Development Date

4. J. T. H. 12/6/17
Chief Executive Officer Date

D. Board:

☐ Executive Committee
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6d:* Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended November 30, 2017 – Info Item

Date: December 13, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through November 30, 2017. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

- **Head Start** expenditures are on track for this point in the budget period.
- **Early Head Start Personnel** costs are lower than the percentage of the year elapsed, primarily because (1) California Department of Education General Child Care revenues have been higher than average, which has decreased the year-to-date cost to Early Head Start, and (2) normal turnover and vacancies. Staff continue to monitor these cost categories for savings.
- **Supplies** are purchased as needed throughout the year, rather than monthly.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly.
- In the **Other** category, costs such as equipment and facility repair and maintenance are incurred as needed throughout the year, rather than monthly.

Training & Technical Assistance Funds

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

Duration Grant

CAPK received approval to carry over Duration start-up funds that were awarded late in the prior budget period. The funds are being used for the purchase of supplies, maintenance and repair of three additional classrooms, and playground shade and surface at two new locations. Completion of these projects are in progress.

- Renovations of one additional classroom at the Taft center were completed, and services began Monday, December 4;
- Renovations of the two-classroom Broadway (Wasco) center are nearing completion.

Costs originally budgeted under the **Equipment** category will be recorded in the **Other** category.

Non-Federal Share

At the time this report was prepared, tabulation of Non-Federal Share documentation for the month of November had not been completed. Total Non-Federal Share through the month of October is at 84%, which already exceeds the target for this point in the budget period.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report

Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - November 30, 2017
Month 9 of 12 (75%)

Prepared 12/05/2017

BASE FUNDS	HEAD START				EARLY HEAD START					
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,569,007	7,056,098	3,512,909	67%	33%	2,149,045	1,126,237	1,022,808	52%	48%
FRINGE BENEFITS	3,187,775	2,461,664	726,111	77%	23%	644,713	370,613	274,100	57%	43%
TRAVEL	0	3,456	(3,456)			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,029,470	727,578	301,892	71%	29%	376,583	197,417	179,166	52%	48%
CONTRACTUAL	47,110	35,969	11,141	76%	24%	23,390	8,836	14,554	38%	62%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,624,954	2,677,449	947,505	74%	26%	437,377	452,456	(15,079)	103%	-3%
INDIRECT	1,779,092	1,250,600	528,492	70%	30%	358,386	211,481	146,905	59%	41%
TOTAL BASE FUNDING	20,237,408	14,212,813	6,024,595	70%	30%	3,989,494	2,367,040	1,622,454	59%	41%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	13,383	26,571	33%	67%
SUPPLIES	20,812	6,061	14,751	29%	71%	9,981	2,081	7,900	21%	79%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,101	6,588	58%	42%
OTHER	73,517	84,553	(11,036)	115%	-15%	22,561	34,171	(11,610)	151%	-51%
INDIRECT	13,214	13,029	185	99%	1%	8,819	5,874	2,945	67%	33%
TOTAL TRAINING & TECHNICAL ASSISTANCE	146,350	144,331	1,019	99%	1%	97,004	64,610	32,394	67%	33%

DURATION GRANT CARRYOVER (FORMERLY "START-UP")

EQUIPMENT	120,000	0	120,000	0%	100%
SUPPLIES	175,910	27,588	148,322	16%	84%
OTHER	179,765	256,282	(76,517)	143%	-43%
INDIRECT	32,331	27,135	5,196	84%	16%
TOTAL DURATION CARRYOVER	508,006	311,005	197,001	61%	39%

GRAND TOTAL HSEHS FEDERAL FUNDS	20,890,764	14,668,149	6,222,615	70%	30%	4,086,498	2,742,655	1,851,849	67%	33%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	Centralized Administrative Cost Program Administrative Cost Total Administrative Cost
CALIF DEPT OF ED	2,930,748	3,053,344	(122,596)	104%	-4%	
IN-KIND	3,186,566	2,101,930	1,084,636	66%	34%	
TOTAL NON-FEDERAL	6,117,314	5,155,274	962,040	84%	16%	

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

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2017.

Non-Federal Share reported through 10/31/2017.

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	12,304				
Lowe's	2,852				
Save Mart	2,355	335	77		
Smart & Final	255				
Chevron & Texaco Business Card					
Home Depot	17,767	335	77	0	0

CREDITS	TOTAL	STATEMENT DATE
	12,304	11/21/2017
	2,852	11/25/2017
	2,768	12/6/2017
	255	11/30/2017
	0	Not available
	0	Not available
	0	18,179

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6d:* San Joaquin Early Head Start
Budget to Actual Report for the Period Ended November 30, 2017 – Info
Item

Date: December 13, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through November 30, 2017. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

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

- Costs of **Travel** associated with monthly support are currently less than budgeted.
- **Supplies** and **Other** costs are incurred as needed, rather than by the month.
- Costs of **Contractual** services include an allocated portion of legal fees for the pension conversion.

Training & Technical Assistance Funds

- Costs of **Travel** associated with training are on track for this point in the budget period.
- **Supplies** and **Contractual** services are purchased as needed, rather than evenly throughout the year.
- Budgeted **Other** costs were underestimated. Expenditures in the **Supplies** category are being decreased to compensate. The overall costs charged to Early Head Start Training and Technical assistance will not exceed the grant amount.

Non-Federal Share

At the time this report was prepared, tabulation of Non-Federal Share documentation for the month of November had not been completed. Staff estimate the actual Non-Federal Share will be 56% of budget. A request to waive the Non-Federal Share requirement for this budget period will be submitted to Office of Head Start subject to Board of Directors approval.

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

Budget Period: February 1, 2017 - January 31, 2018
Report Period: February 1, 2017 - November 30, 2017
Month 10 of 12 (83%)

Prepared 12/05/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	2,358,616	737,496	76%	24%
FRINGE BENEFITS	770,067	606,523	163,544	79%	21%
TRAVEL	20,232	10,210	10,022	50%	50%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	129,346	12,679	91%	9%
CONTRACTUAL	5,000	6,331	(1,331)	127%	-27%
CONSTRUCTION	0	0	0		
OTHER	531,545	498,400	33,145	94%	6%
INDIRECT	481,326	363,117	118,209	75%	25%
TOTAL	5,046,307	3,972,544	1,073,763	79%	21%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	14,475	12,480	1,995	86%	14%
SUPPLIES	16,404	1,231	15,173	8%	92%
CONTRACTUAL	19,823	11,093	8,730	56%	44%
OTHER	23,005	26,657	(3,652)	116%	-16%
INDIRECT	8,190	5,146	3,044	63%	37%
TOTAL	81,897	56,607	25,290	69%	31%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	4,029,150	1,099,054	79%	21%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	688,980	593,071	54%	46%
TOTAL NON-FEDERAL FUNDS	1,282,051	688,980	593,071	54%	46%

Non-Federal Share reported through 10/31/2017.

Centralized Administrative Cost	7.8%
Program Administrative Cost	1.6%
Total Administrative Cost	9.4%

Budget reflects Notice of Award #09CH010071-03-02

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2017

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6d:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended November 30, 2017 – Info Item

Date: December 13, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through November 30, 2017. Three months (25%) of the 12-month budget period have elapsed.

Base Funds

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

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

Carryover Funds

After closing out the budget period ended August 31, 2017, CAPK staff will submit a request to Office of Head Start to carry over approximately \$173,147 in unexpended funds from the prior year.

Training & Technical Assistance (T&TA)

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

After closing out the budget period ended August 31, 2017, CAPK staff will submit a request to Office of Head Start to carry over approximately \$4,391 in unexpended funds from the prior year.

Non-Federal Share

At the time this report was prepared, Non-Federal Share documentation for the month of November had not yet been received from the child care partners. Staff expect the actual Non-Federal Share to meet or exceed 25% of the budget once the documentation has been recorded.

**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 - November 30, 2017
Month 3 of 12 (25%)

Prepared 12/05/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	26,976	93,378	22%	78%
FRINGE BENEFITS	32,245	7,533	24,712	23%	77%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	13,879	(12,879)	1388%	-1288%
CONTRACTUAL	461,870	116,536	345,334	25%	75%
CONSTRUCTION	0	0	0		
OTHER	12,662	4,097	8,565	32%	68%
INDIRECT	62,806	16,894	45,912	27%	73%
TOTAL BASE FUNDING	690,937	185,915	505,022	27%	73%

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

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	3,305	3,168	51%	49%
INDIRECT	1,527	330	1,197	22%	78%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	3,635	13,165	22%	78%

GRAND TOTAL FEDERAL FUNDS	707,737	189,551	518,186	27%	73%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	176,934	32,978	143,956	19%	81%
TOTAL NON-FEDERAL FUNDS	176,934	32,978	143,956	19%	81%

Non-Federal Share reported through 10/31/2017.

Centralized Administrative Cost	7.7%
Program Administrative Cost	1.5%
Total Administrative Cost	9.3%

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

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2017.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED NOVEMBER 30, 2017**

	03/01/17- 10/31/17	11/01/17- 11/30/17	TOTAL
BEGINNING BALANCE (NOTE 1)	421,511.41		421,511.41
CASH RECEIPTS			
2017 Awards Banquet Donations	65,073.76	(605.00)	64,468.76 a
Give Big Kern (Net)	6,221.02		6,221.02
Donations	2,437.70	1,265.91 b	3,703.61
Misc. Revenue	3,115.16		3,115.16
Interest Income/Union Administrative Fee	621.45	204.35	825.80
TOTAL CASH RECEIPTS	77,469.09	865.26	78,334.35
CASH DISBURSEMENTS			
Line of Credit Interest Expense	303.61	69.36 c	372.97
Line of Credit Unused Commitment Fee	1,772.75		1,772.75
2017 Awards Banquet Expenses	18,316.76	(33.12)	18,283.64 a
Staff Development Day (4/27/17) - Raffle Prizes	1,092.14		1,092.14
Outreach	912.62		912.62
Prior Period Cost - Pension	3,746.62	821.62 d	4,568.24
Labor Commissioner Penalty	4,660.29		4,660.29
Property Taxes - Campus Vacant Parcels	0.00	2,186.47	2,186.47
Travel Cost - SB 441 Hearing	466.72		466.72
Fundraising Expenses	1,122.95	318.00	1,440.95
Miscellaneous Expenses	1,061.77	96.92	1,158.69
Indirect	2,697.99	342.31	3,040.30
TOTAL CASH DISBURSEMENTS	36,154.22	3,801.56	39,955.78
CASH PROVIDED (USED)	41,314.87	(2,936.30)	38,378.57
ENDING BALANCE	462,826.28		459,889.98
		Discretionary Cash	201,567.12
		Fund Raising Cash	259,673.60
			461,240.72
		Less: AP	(1,350.74)
			459,889.98

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was \$19,078.80.
- a. As of 11/30/17, net 2017 awards banquet gain is \$47,128.52 (FYE 2/28/17 = \$943.40 + \$46,185.12 for 2017/18).
- b. Donations include \$1,000 from Wonderful.
- c. Interest expense on operating line of credit advance for \$500,000 for one day.
- d. Reinstatement of contributions forfeited in error for 4 employees from a prior period.

Date Prepared: 12/5/17

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

FINANCIAL REPORT

DECEMBER 2017

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

DECEMBER 13, 2017

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/17 - 02/28/18	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/17 - 02/28/18	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/17 - 02/28/18	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/17 - 02/28/18	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/17 - 02/28/18	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/17 - 02/28/18	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/17 - 02/28/18	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/17 - 02/28/18	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	24,469,256	93.600	09CH9142-04-00	03/01/17 - 02/28/18	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	1,062,896 707,737	93.600	09HP0036-02 09HP0036-03	09/01/16 - 08/31/17 09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,128,204	93.600	09CH010071-03	02/01/17 - 01/31/18	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	84,815 84,815	21.009	17VITA0187	08/01/16 - 07/31/17 08/01/17 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,482,354 1,469,183	93.569	17F - 2015 18F - 5015	01/01/17 - 12/31/17 01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (EITC)	32,078	93.569	16F - 5517	06/15/16 - 05/31/17	175-174	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,783,940 4,327,137 3,556,557 1,747,246	93.568	15B - 3013 16B - 4012 17B - 3012 18B - 4012	01/01/15 - 06/30/17 01/01/16 - 03/31/18 10/01/16 - 03/31/18 10/01/17 - 12/31/18	122-35 122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	269,081 274,183	93.575	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	585,818 596,490	93.596	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAF - 6000 CMAF - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	179,787 168,396	93.575	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	391,415 366,642	93.596	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

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

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
BIOTERRORISM - I&R		10,000	93.283	N/A	09/09/16 - 04/28/17	187	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY		10,000	93.074	N/A	PENDING - 01/31/18	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)		175,741 PENDING	10.588/569	15 - MOU - 00118	10/01/16 - 09/30/17 10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)		250,849 PENDING	10.565	16 - 6017	10/01/16 - 09/30/17 10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN		BASED ON MEALS SERVED	10.558	15-1248-OJ	10/01/15 - 09/30/16 10/01/16 - 09/30/17	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)		4,061,313 4,121,940	10.557	15 - 10064	10/01/16 - 09/30/17 10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM		16,000 16,000	10.561	16 - SUB - 00876	10/01/16 - 09/30/17 10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT - FOOD BANK SOLAR		132,000 117,000	14.218 14.218	16 - 202 16 - 202	10/04/16 - 10/03/17 10/04/16 - 10/03/17	126-250 126-251	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD U S DEPT OF HOUSING & URBAN DEVELOPMENT - COUNTY OF KERN
HUD CONTINUUM OF CARE PLANNING GRANT		12,000	14.267	N/A	03/01/17 - 06/30/17	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)		241,942	81.042	18C - 6012	07/01/16 - 09/30/17	123-64	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
EFSP (EMERGENCY FOOD & SHELTER PROGRAM)		84,507 94,750	97.024	PHASE 33 PHASE 34	12/01/15 - 01/31/18 04/01/17 - 01/31/18	114	U.S. DEPT OF HOMELAND SECURITY - EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM, UNITED WAY OF KERN COUNTY
JUSTICE ASSISTANCE GRANT (JAG)		57,923	16.738	417-2015	01/01/17 - 12/31/17	130	U.S. DEPT OF JUSTICE - STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, COUNTY OF KERN, PROBATION DEPARTMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN		14,000 4,000	84.412	N/A	03/01/16 - 06/30/17 07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT		22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT		150,000 23,400		N/A	07/01/15 - 06/30/17 07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP (LOW INCOME WEATHERIZATION PROGRAM)		1,071,955		15K - 6006	01/01/15 - 04/30/17	221	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIWP SOLAR PV PILOT		BASED ON WATTS INSTALLED		N/A	07/01/16 - 05/15/17	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY		463,468		PC06436	08/16/17 - 05/31/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT		1,118,721 1,658,866		CWAP - 6000 CWAP - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION

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

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	GENERAL CENTER CHILD CARE	1,205,588 1,458,400		CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
	CALIFORNIA STATE PRESCHOOL PROGRAM	2,198,551 2,596,232		CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
	MIGRANT CHILD CARE	209,306 236,499		CMIG - 6004 CMIG - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
	MIGRANT SPECIALIZED SERVICES	29,934 35,172		CMSS - 6004 CMSS - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
	INFORMATION & EDUCATION	80,000 80,000 80,000		16 - 10206	07/01/16 - 06/30/17 07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
	TAX CHECK - OFF (FOOD BANK)	13,918		15 MOU-00118	07/01/16 - 06/30/17	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	STATE DROUGHT FOOD ASSISTANCE (FOOD BANK)	661,127		N/A	05/01/14 - 09/30/17	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	54,112 242,296		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	DIFFERENTIAL RESPONSE SERVICES	201,769 209,094		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
	FIRST 5 KERN - HELPLINE 211	90,006 90,660		2015.2.5	07/01/16 - 06/30/17 07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	131,496 134,418		2015.2.6	07/01/16 - 06/30/17 07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	FIRST 5 KERN - HELP ME GROW	34,253 50,921		2017.2.01	02/01/17 - 06/30/17 07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	ENERGY - WATER TANK INSTALLATION	BASED ON NO. OF TANKS		N/A	08/19/15 - 02/18/18	229	STATE OF CALIFORNIA, OFFICE OF EMERGENCY SERVICES, SELF-HELP ENTERPRISES
	REALIGNMENT FOR SUCCESS	138,906		236-2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
	COUNTY OF KERN HELPLINE 211	46,360		1004 - 2016	07/01/16 - 06/30/17	389	COUNTY OF KERN
	GANG PREVENTION EDUCATION SERVICES	71,406 71,406		673 - 2016 230 - 2017	07/01/16 - 06/30/17 07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
	READY KERN	1,098		N/A	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
	FOOD BANK - UNITED WAY ALLOCATION	5,000		N/A	01/01/17 - 06/30/17	504	UNITED WAY OF KERN COUNTY
	FHCC - NUTRITION EDUCATION	10,000		20650048	07/01/16 - 06/30/17	419-066	KAISER FOUNDATION HOSPITALS

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

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

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

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

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

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

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

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/17	125,000				
03/01/17		125,000	1 day	15.76	4.53889%
03/31/17	325,000				
04/03/17	See Note A Below				
04/28/17	350,000				
05/01/17		350,000	3 days	138.40	4.74500%
05/31/17	n/a				
06/30/17	n/a				
08/01/17	260,000				
08/01/17	See Note B Below	260,000	0 days	0.00	
08/31/17	750,000				
09/01/17		750,000	1 day	103.78	4.98167%
09/29/17	110,000				
10/02/17		110,000	3 days	45.67	4.98222%
10/31/17	500,000				
11/01/17		500,000	1 day	69.36	4.99333%
11/30/17	450,000				
12/01/17		450,000	1 day	Pending	Pending
Total				372.97	

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

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
1/15/17 - 3/30/17	75 days	514.41	0.25%
3/31/17 - 6/29/17	91 days	624.65	0.25%
6/30/17 - 9/29/17	92 days	633.69	0.25%
		1,772.75	

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF NOVEMBER 30, 2017	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(99,193.41)
HEAD START/EARLY HEAD START	104,812.89
SUBTOTAL	5,619.48
CHILD CARE FACILITIES	(1,295.52)
CHILD DEVELOPMENT RESERVE No. 2	93.58
GENERAL CHILD CARE	49,531.28
MIGRANT A/P	1,332,805.24
MIGRANT CHILD CARE	56,495.96
MIGRANT SPECIALIZED SERVICES	12,453.05
STATE PRESCHOOL	602,808.26
SUBTOTAL	2,052,891.85
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
CDBG - SOLAR	(6,600.00)
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(45,537.26)
EF&S	81,364.63
EFAP	(48,457.10)
FOOD BANK	200,494.16
FOOD BANK - STATE	(21,365.19)
SOCAL GAS	5,000.00
SUBTOTAL	164,952.56
ENERGY	(125,922.47)
DOE WAP	(2,979.99)
LIHEAP	(785,165.47)
LIWP	(16,409.16)
LIWP SOLAR PV	(4,585.68)
LIWP SINGLE FAMILY	(1,881.67)
WATER TANK	(878.57)
TRANSFER NEGATIVE BALANCE	937,823.01
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	22,716.43
SUMMER FOOD	10,165.73
SUBTOTAL	32,882.16
211	(107,553.03)
CAL FRESH	(3,959.39)
COST POOLS	(84,159.10)
CSBG	(147,176.55)
DIFFERENTIAL RESPONSE	(28,991.68)
DISCRETIONARY FUND	201,567.12
FIRST 5 KERN 211	(8,457.25)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(22,179.13)
FIRST 5 HELP ME GROW	(8,848.59)
FRIENDSHIP HOUSE	(34,123.82)
FUNDRAISING	259,673.60
GANG PREVENTION	(10,206.29)
GENERAL FUND	152,499.02
INDIRECT FUND	879,636.57
IRS - VITA	(1,936.17)
INFORMATION & EDUCATION	(25,470.95)
JUSTICE ASSISTANCE GRANT	(11,402.31)
REALIGNMENT FOR SUCCESS	(17,729.18)
KERN COUNTY 211	(9.43)
SHAFTER YOUTH CENTER	60,707.06
STARBUCKS FOUNDATION	30,000.00
UNITED WAY 211	(1,314.53)
WELLS FARGO FOUNDATION	25,000.00
WIC	(467,421.24)
LESS: ENERGY NEGATIVE BALANCE	(937,823.01)
ADD: LINE OF CREDIT	450,000.00
SUBTOTAL	140,321.72
TOTAL OPERATING CASH	2,396,667.77

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
November 30, 2017

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 11/30/17		3,150,808.98
LESS: OUTSTANDING CHECKS	753,425.40	
ADJUSTED BANK BALANCE AT 11/30/17		2,397,383.58
GENERAL LEDGER BALANCE AT 10/31/17		2,396,182.92
ADD: DEPOSITS	1,841,590.03	
ACH DEPOSITS	21,972.94	
HHS DRAWDOWNS	2,942,213.30	
CHECKS MOVED TO STALE DATED LIABILITY	415.75	
LOAN (133) ADVANCE ON OPERATING LINE OF CREDIT	450,000.00	
BANK ACCOUNT TRANSFER FROM DOE ARRA PROGRAM ACCT.	229,500.00	
ADP ADJUSTMENTS	68.68	
SPECIAL DEPOSIT - WELLS FARGO	1,072.76	
LESS: CHECKS ISSUED (CURRENT MONTH)	2,351,138.73	
ADP PAYROLL 11/10/17	1,139,817.01	
ADP PAYROLL 11/22/17	1,166,540.57	
ADP H.S.A.	990.54	
MUTUAL OF AMERICA	293,482.80	
BANK ACCOUNT TRANSFER TO CDR No. 2	85.43	
CLIENT ANALYSIS SERVICE CHARGE	934.12	
RETURNED ITEM - NSF	436.98	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS	8,346.56	
LOAN (133) PAY DOWN ON OPERATING LINE OF CREDIT & INTEREST	500,069.36	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS	23,790.70	
GENERAL LEDGER BALANCE AT 11/30/17		2,397,383.58

DIFFERENCE: -

PREPARED BY: Wm Richmond TITLE: Accountant 12/01/17
APPROVED BY: C. Mami TITLE: Chief Finance Officer 12/15/17

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2017

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 11/30/17 565,553.53

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 11/30/17 565,553.53

BALANCE PER G/L 10/31/17 565,482.41

ADD: DEPOSITS 0.00

INTEREST 71.12

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 11/30/17 565,553.53

DIFFERENCE: 0.00

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

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 12/01/17

APPROVED BY: C. Anami

TITLE: Chief Finance Officer

DATE: 12/5/17

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2017

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

ACCOUNT NO.: XXXXX-X3267

BANK BALANCE ENDING: **11/30/17** **0.00**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **11/30/17** **0.00**

BALANCE PER G/L **10/31/17** **0.00**

ADD: DEPOSITS 0.00

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L **11/30/17** **0.00**

DIFFERENCE: 0.00

* Name changed from Parks & Recreation to CAPK Accrued Vacation effective November 1, 2011.

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 12/01/17

APPROVED BY: C. Mami

TITLE: Chief Finance Officer

DATE: 12/5/17

COMMUNITY ACTION PARTNERSHIP OF KERN
DOE ARRA ACCOUNT*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2017

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	11/30/17	558.59
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	11/30/17	558.59

BALANCE PER G/L	10/31/17	230,103.77
ADD:		
DEPOSITS	0.00	
INTEREST	11.36	
BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:		
CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	56.54	
BANK ACCOUNT TRANSFER TO GENERAL FUND	229,500.00	
BALANCE PER G/L	11/30/17	558.59

* December 2009 name changed from Food Bank to DOE ARRA.

DIFFERENCE: 0.00

PREPARED BY: C Wm. Richmond

TITLE: Accountant

DATE: 12/01/17

APPROVED BY: C Anami

TITLE: Chief Finance Officer

DATE: 12/5/17

COMMUNITY ACTION PARTNERSHIP OF KERN
HOPE PROGRAM ACCOUNT*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2017

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	11/30/17	4,792.25
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	11/30/17	4,792.25

BALANCE PER GENERAL LEDGER	10/31/17	4,495.64
-----------------------------------	-----------------	-----------------

ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	335.00
	BANKCARD DEPOSIT	0.00
	PAYPAL DEPOSIT	0.00
	INTEREST	0.35
LESS:	APPLIED MERCHANT DEBITS	
	CLIENT ANALYSIS SERVICE CHARGE	28.79
	BANKCARD FEES	9.95
	CASH CONCENTRATION FEE	0.00
	FUND TRANSFER TO GENERAL FUND	0.00

BALANCE PER GENERAL LEDGER:	11/30/17	4,792.25
------------------------------------	-----------------	-----------------

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.
August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

Difference: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 12/01/17

APPROVED BY: C Anami

TITLE: Chief Finance Officer

DATE: 12/5/17

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2017

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 11/30/17 0.00

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 11/30/17 0.00

BALANCE PER G/L 10/31/17 0.00

ADD: DEPOSITS

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 11/30/17 0.00

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 12/01/17

APPROVED BY: C Anami

TITLE: Chief Finance Officer

DATE: 12/5/17

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2017

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 11/30/17 235.84

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 11/30/17 235.84

BALANCE PER G/L 10/31/17 236.79

ADD: DEPOSITS 85.43

INTEREST 0.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 86.40

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 11/30/17 235.84

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 12/01/17

APPROVED BY: C. Amami

TITLE: Chief Finance Officer

DATE: 12/5/17

**COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED OCTOBER 22 - NOVEMBER 21, 2017**

Cardholder	Position	Amount Charged
Yolanda Gonzales	Director of Head Start/State Child Development Programs	0.00
Ralph Martinez	Director of Community Development	259.00
Jerry Meade	Head Start Program, Design & Management Administrator	963.80
Michele Nowell	Director of Human Resources	532.40
Pritika Ram	Director of Administration	1,841.17
Carmen Segovia	Director of Health & Nutrition Services	2,361.29
Jeremy Tobias	Chief Executive Officer	1,724.28
Emilio Wagner	Director of Operations	<u>4,622.33</u>
	Total	12,304.27



YOLANDA GONZALES

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

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 12/18/17

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 \$327.47
Payments and Other Credits -\$327.47
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 11/21/17
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
11/02	11/02	CA Banking Center payment	30606005760041659635310	- 327.47
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$327.47

0032747 0000000 0000000 5472063583985391

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:
October 22, 2017 - November 21, 2017

New Balance Total \$0.00
Minimum Payment Due \$0.00
Payment Due Date 12/18/17

Enter payment amount

\$

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RALPH MARTINEZ

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$259.00
Minimum Payment Due \$10.00
Payment Due Date 12/18/17

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 \$911.12
Payments and Other Credits -\$911.12
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$259.00
Fees Charged **\$0.00**
Finance Charge **\$0.00**
New Balance Total \$259.00

Credit Limit \$10,000
Credit Available \$9,741.00
Statement Closing Date 11/21/17
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
11/09	11/09	CA Banking Center payment	31306005760037268298020	- 911.12
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$911.12
Purchases and Other Charges				
10/30	10/28	KERN EDC BAKERSFIELD CA	55207397302000301280012	100.00
11/02	11/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429507305894840618424	69.00
11/07	11/05	FRONTSTREAM RESTON VA	75263587310008600939969	90.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$259.00

0091112 0001000 0025900 5472063579539426

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:
October 22, 2017 - November 21, 2017

New Balance Total \$259.00
Minimum Payment Due \$10.00
Payment Due Date 12/18/17

Enter payment amount

\$

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www.bankofamerica.com



JERRY MEADE

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

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 \$963.80
Minimum Payment Due **\$10.00**
Payment Due Date **12/18/17**

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 \$81.90
Payments and Other Credits **-\$81.90**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$963.80
Fees Charged **\$0.00**
Finance Charge **\$0.00**
New Balance Total \$963.80

Credit Limit \$10,000
Credit Available \$9,036.20
Statement Closing Date 11/21/17
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
11/02	11/02	CA Banking Center payment	30606005750004659518144	- 81.90
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$81.90
Purchases and Other Charges				
10/23	10/20	OFFICE DEPOT #952 BAKERSFIELD CA	05436847294100078130408	76.18
10/24	10/22	OFFICE DEPOT #952 BAKERSFIELD CA	05436847296100059319432	4.28
10/25	10/23	MARIE CALLENDE00000737 BAKERSFIELD CA	05410197297376340346355	636.82
10/26	10/24	HOBBY LOBBY #556 BAKERSFIELD CA	05436847298200041489364	100.50

0008190 0001000 0096380 5472063583068156

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
October 22, 2017 - November 21, 2017

New Balance Total \$963.80
Minimum Payment Due **\$10.00**
Payment Due Date **12/18/17**

Enter payment amount

\$

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www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/30	10/28	SPRINGHILL SUITES RIDG RIDGECREST CA	55432867301200768240869	146.02
		Arr: 10/28/17 Dep: 10/28/17 Inv: 301008		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$963.80

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	25.24% V	\$0.00	\$0.00

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

Important Messages

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

Don't forget all that your card offers

Continue using it for business purchases, expense tracking and more.

In addition to offering you low-rate financing when you need it, your Platinum Business credit card helps you keep a handle on spending with:

- Employee cards with credit limits you set
- The ability to download your transactions into QuickBooks® for easy account management

Bonus tip: Review your transactions at any time using Online Banking at bankofamerica.com/smallbusiness.



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MICHELE NOWELL

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

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 \$532.40
Minimum Payment Due \$10.00
Payment Due Date 12/18/17

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 \$800.00
Payments and Other Credits -\$800.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$532.40
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$532.40

Credit Limit \$10,000
Credit Available \$9,467.60
Statement Closing Date 11/21/17
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
11/09	11/09	CA Banking Center payment	31306005750005268261910	- 800.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$800.00
Purchases and Other Charges				
10/30	10/27	OFFICE DEPOT #2175 BAKERSFIELD CA	05436847301100071085816	146.40
11/10	11/08	SHRM*MEMBER600753879 1800444500 VA	55207397313566096849630	189.00
11/10	11/09	BUS MGMT DAILY 8005432055 VA	55429507313894139831670	197.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$532.40

0080000 0001000 0053240 5472063578062719

Account Number:
October 22, 2017 - November 21, 2017

New Balance Total \$532.40
Minimum Payment Due \$10.00
Payment Due Date 12/18/17

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

MICHELE NOWELL
COMM ACTION PRTRNSH KERN
COMM ACTION PRTRNSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Enter payment amount

\$

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PRITIKA RAM

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$1,841.17
Minimum Payment Due **\$18.41**
Payment Due Date **12/18/17**

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

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

Account Summary

Previous Balance \$0.00
Payments and Other Credits \$0.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,841.17
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$1,841.17
Credit Limit \$10,000
Credit Available \$8,158.83
Statement Closing Date 11/21/17
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
10/30	10/27	NATIONAL COMMUNITY ACT WASHINGTON DC	85140517302900019548925	250.00
11/01	10/31	Golden Empire 00 OF 00 661-3242767 CA	75456677304016348211629	450.00
11/01	10/31	COMMUNITY ACTION PARTN 02022657546 DC	55457027304083207723671	550.00
11/15	11/14	NNA SERVICES LLC 800-876-6827 CA	55432867318200449597597	591.17
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,841.17

0197395 0001841 0184117 5472063577319490

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
October 22, 2017 - November 21, 2017

New Balance Total \$1,841.17
Minimum Payment Due **\$18.41**
Payment Due Date **12/18/17**

Enter payment amount

\$

☐ Check here for a change of mailing address or phone numbers.
Please provide all corrections on the reverse side.

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



CARMEN SEGOVIA

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

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 \$2,361.29

Minimum Payment Due **\$23.61**

Payment Due Date 12/18/17

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

\$19.00 for balance less than \$100.01

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

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

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

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

Account Summary

Previous Balance \$2,585.58

Payments and Other Credits **-\$2,585.58**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$2,361.29

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

New Balance Total \$2,361.29

Credit Limit \$20,000

Credit Available \$17,638.71

Statement Closing Date 11/21/17

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/02	11/02	Payments and Other Credits		
		CA Banking Center payment	30606005760027659726282	- 2,585.58
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,585.58
		Purchases and Other Charges		
10/23	10/20	WAL-MART #1624 BAKERSFIELD CA	55483827294091002579134	32.30
10/23	10/20	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500367294837000425654	8.38
11/03	11/02	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500367307837000225174	66.40
11/06	11/03	WALMART.COM 800-966-6546 AR	55432867307200339726309	60.92

0258558 0002361 0236129 5472069008175856

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
October 22, 2017 - November 21, 2017

New Balance Total \$2,361.29
Minimum Payment Due **\$23.61**
Payment Due Date 12/18/17

Enter payment amount

\$

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/06	11/03	WALMART.COM 800-966-6546 AR	55432867307200546864117	213.95
11/06	11/03	HYATT HOTELS SACRAMENT SACRAMENTO CA Arr: 11/01/17 Dep: 11/03/17 Inv: 000005472	55541867309072006126097	402.00
11/06	11/03	HYATT HOTELS SACRAMENT SACRAMENTO CA Arr: 11/01/17 Dep: 11/03/17 Inv: 000005472	55541867309072006126089	362.00
11/14	11/13	EXPEDIA 7309381278328 EXPEDIA.COM WA	55432867317200856923550	299.49
11/16	11/14	SVM PREPAID CARD 08007206428 IL	55460297319286082300856	650.24
11/16	11/15	KNIGHTS PUMPING AND PO BAKERSFIELD CA	55436877319283190529088	122.46
11/17	11/16	WALMART.COM 800-966-6546 AR	55432867320200901251333	143.15
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,361.29

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	25.24% V	\$0.00	\$0.00

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

Important Messages

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

Don't forget all that your card offers

Continue using it for business purchases, expense tracking and more.

In addition to offering you low-rate financing when you need it, your Platinum Business credit card helps you keep a handle on spending with:

- Employee cards with credit limits you set
- The ability to download your transactions into QuickBooks® for easy account management

Bonus tip: Review your transactions at any time using Online Banking at bankofamerica.com/smallbusiness.



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JEREMY T TOBIAS

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$1,724.28
Minimum Payment Due **\$17.24**
Payment Due Date 12/18/17

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 \$125.00
Payments and Other Credits **-\$125.00**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,724.28
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$1,724.28
Credit Limit \$10,000
Credit Available \$8,275.72
Statement Closing Date 11/21/17
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
11/02	11/02	CA Banking Center payment	30606005760027659561457	- 125.00
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$125.00
Purchases and Other Charges				
10/26	10/25	SHERATON SACRAMENTO CA Arr: 10/25/17 Dep: 10/25/17 Inv: 0591025124	55436877298172982905900	449.68
11/01	10/31	COMMUNITY ACTION PARTN 02022657546 DC	55457027304083207105341	450.00
11/20	11/17	LAMBOURNE TRAVEL 06613239031 CA	55548077322286000564028	45.00

0012500 0001724 0172428 5472063577914407

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
October 22, 2017 - November 21, 2017

New Balance Total \$1,724.28
Minimum Payment Due **\$17.24**
Payment Due Date 12/18/17

Enter payment amount

\$

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/20	11/17	AMERICAN 00170069540303 BAKERSFIELD CA TOBIAS/JEREMY T 00170069540303 Departure Date: 01/09/18 Airport Code: BFL AA V PHX Departure Date: 01/09/18 Airport Code: PHX AA G IAH Departure Date: 01/12/18 Airport Code: IAH AA G PHX Departure Date: 01/12/18 Airport Code: PHX AA S BFL TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD	55417347322873222872381	779.60 \$1,724.28

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	20.24% V	\$0.00	\$0.00

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

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- Employee cards with credit limits you set
- The ability to download your transactions into QuickBooks® for easy account management

Bonus tip: Review your transactions at any time using Online Banking at bankofamerica.com/smallbusiness.





EMILIO WAGNER

Platinum Plus® for Business

October 22, 2017 - November 21, 2017

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 \$4,622.33
Minimum Payment Due **\$46.22**
Payment Due Date **12/18/17**

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 \$1,452.52
Payments and Other Credits **-\$1,452.52**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$4,622.33
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$4,622.33
Credit Limit \$10,000
Credit Available \$5,377.67
Statement Closing Date 11/21/17
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/02	11/02	Payments and Other Credits		
		CA Banking Center payment	30606005750004659595555	- 1,452.52
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,452.52
		Purchases and Other Charges		
10/23	10/20	MINDBODY, INC 805-4762700 CA	85454917293900012649236	482.54
10/23	10/20	HOLIDAY INN SANTA ANA CA	55536077294816529420134	264.56
		Arr: 10/23/17 Dep: 10/25/17 Inv: 11959153		
10/23	10/20	HOLIDAY INN SANTA ANA CA	55536077294816529420910	264.56

0145252 0004622 0462233 5472063574508442

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
October 22, 2017 - November 21, 2017

New Balance Total \$4,622.33
Minimum Payment Due **\$46.22**
Payment Due Date **12/18/17**

Enter payment amount

\$

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959154 HOLIDAY INN SANTA ANA CA	55536077294816529419128	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959152 HOLIDAY INN SANTA ANA CA	55536077294816529418526	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959151 HOLIDAY INN SANTA ANA CA	55536077294816529417502	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959150 HOLIDAY INN SANTA ANA CA	55536077294816529414194	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959148 HOLIDAY INN SANTA ANA CA	55536077294816529416579	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959149 HOLIDAY INN SANTA ANA CA	55536077294816529422254	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959155 HOLIDAY INN SANTA ANA CA	55536077294816529411455	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959146 HOLIDAY INN SANTA ANA CA	55536077294816529412511	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959147 HOLIDAY INN SANTA ANA CA	55536077294816529409798	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959144 HOLIDAY INN SANTA ANA CA	55536077294816529410812	264.56
10/23	10/20	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959145 HOLIDAY INN SANTA ANA CA	55536077294816529423401	264.56
10/31	10/30	Arr: 10/23/17 Dep: 10/25/17 Inv: 11959156 DNH*GODADDY.COM 480-5058855 AZ	75418237303046212839842	167.97
11/02	11/02	JOHNS INCREDIBLE PIZZA 661-859-1111 CA	55432867306200524199685	50.00
11/21	11/20	MINDBODY, INC 805-4762700 CA	85454917324900015773093	482.54
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,622.33

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.24% V	\$0.00	\$0.00

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

Important Messages

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/17 - 6/30/18 (4 OF 12 MONTHS = 33.33%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Total	%	% Earned to MRA
Provider Payments	424,205	467,905	522,098	455,838	1,870,046		
Less: Family Fees	(13,071)	(13,885)	(14,500)	0	(41,456)		
Net Provider Payments	411,134	454,020	507,598	455,838	1,372,752	77.58%	
Maximum Reimbursable Amount (MRA) for Provider Payments	5,832,639						32.06%
<u>Administration & Support Services Revenue</u>							
Provider Payments	424,205	467,905	522,098	455,838	1,870,046		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	89,983	99,252	110,748	96,693	396,676		
Program Administration/Support Services Costs							
Indirect (10% x MTDC) Costs	42,841	63,572	82,488	65,232	254,133	14.36%	
Transfer Indirect to CSBG	46,059	52,457	59,723	51,469	209,708	8.06%	
Total Operating Costs	88,900	115,694	110,748	110,748	396,676	22.42%	
Revenue Earned Over/(Under) Costs	1,083	(1,083)	(0)	(0)	0		
TOTAL COSTS - NET OF FAMILY FEES	500,034	554,355	618,346	552,531	1,769,428	100.00%	

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

Provider payments	1,870,046
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>396,676</u>

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)	<u>7,069,866</u>	<u>100.00%</u>

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

COMMUNITY ACTION PARTNERSHIP OF KERN

FINANCE DIVISION MONTHLY ACTIVITY REPORT

Division/CFO: Finance/Christine Anami	Month/Year: November 2017
Program/Work Unit: Not Applicable	Deputy CFO: Jon Parnell
Services: Overall financial and accounting functions of the organization	

Activities	November 2017		Year to Date (3/1/17-11/30/17)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	22,671		194,265	
Bank Deposits	6	1,841,590	52	17,197,718
Wire Deposits	3	21,973	31	563,665
Head Start Drawdowns	7	2,942,213	46	22,080,531
Vendor Checks Issued	1,068	2,251,139	9,053	20,641,171
Payroll Disbursed		2,306,358		21,043,692
Grant Reports Prepared in November 2017	8		126	
Cal Fresh Outreach				
Differential Response				
Gang Prevention				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
WIC				

Other: Total Division Staffing: 10 + 2 vacancies – Accountant & Accounting Technician
 CFO
 Deputy CFO
 Accounting Manager
 Accountant II
 Accountant
 Accounting Technician (6)
 Accounting Clerk

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF NOVEMBER 30, 2017

ASSETS

Cash in Bank	2,396,667.77
Cash - Vacation Reserve	565,553.53
Petty Cash	500.00
Accounts Receivable	519,694.44
Travel Advance	18,862.60
Prepaid Expense	379,818.04
Inventory	1,115,355.31
Net Fixed Assets - Unrestricted	2,833,103.20
Net Fixed Assets - Restricted	<u>9,511,460.92</u>

Total Assets 17,341,015.81

LIABILITIES AND NET ASSETS

Accounts Payable	911,130.67
Accrued Expenses	303,357.31
Accrued Vacation	551,383.23
Line of Credit	450,000.00
Note Payable	2,855,620.12
Advance Payable	92.00
Deferred Revenue	<u>1,452,558.75</u>

Total Liabilities 6,524,142.08

Total Net Assets 10,816,873.73

Total Liabilities and Net Assets 17,341,015.81

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2017 TO NOVEMBER 30, 2017

REVENUE

Grant Revenue	39,013,939.63
Donations	143,532.56
Other Revenue	4,003,218.49
In-Kind	<u>6,049,754.75</u>

Total Revenue 49,210,445.43

EXPENDITURES

Salaries	19,456,054.72
Benefits	5,970,741.17
Travel	410,874.45
Space Costs	3,403,289.38
Supplies	1,665,038.09
Consultant/Contract Services	1,622,053.03
Other Costs	1,790,994.95
Program Costs	5,350,211.46
Capital Expenditures	295,737.33
Indirect	3,386,718.62
In-Kind	<u>6,049,754.75</u>

Total Expenditures 49,401,467.95

Net Change in Assets (191,022.52)

Net Assets, beginning 11,007,896.25

Net Assets, ending 10,816,873.73

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2017/18
BUDGET TO ACTUAL - 3/1/17 TO 11/30/17 (9 OF 12 MONTHS = 75%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	4,827,346	3,564,937	73.8%	1,262,409
Expenditures				
Salaries	2,614,903	1,598,712	61.1%	1,016,191
Benefits @ 23.4%	<u>605,877</u>	<u>375,771</u>	<u>62.0%</u>	<u>230,106</u>
Total Personnel Costs	3,220,780	1,974,483	61.3%	1,246,297
Operating Costs				
Travel	79,900	45,745	57.3%	34,155
Space Costs	190,700	132,097	69.3%	58,603
Supplies	147,277	85,408	58.0%	61,869
Equipment	5,223	5,409	103.6%	(186)
Consultant/Contract	783,320	569,305	72.7%	214,015
Other Operating Costs	<u>339,600</u>	<u>196,929</u>	<u>58.0%</u>	<u>142,671</u>
Total Operating Costs	1,546,020	1,034,893	66.9%	511,127
Total Expenditures	<u>4,766,800</u>	<u>3,009,376</u>	<u>63.1%</u>	<u>1,757,424</u>
Excess Indirect Revenue	<u>60,546</u>	<u>555,561</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,151,500	798,592	69.4%	352,908
Operations	1,526,000	921,360	60.4%	604,640
Executive	514,100	351,967	68.5%	162,133
Community Development	525,400	320,212	60.9%	205,188
Finance	<u>1,049,800</u>	<u>617,245</u>	<u>58.8%</u>	<u>432,555</u>
	<u>4,766,800</u>	<u>3,009,376</u>	<u>63.1%</u>	<u>1,757,424</u>