

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
January 24, 2018
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Warren Peterson

Janea Benton

Craig Henderson

Ana Vigil

3. **Approval of Agenda**

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

5. **New Business**

- a. Application Status Report and Funding Requests -Ralph Martinez, Director of Community Development – **Action Item (p. 3-7)**
 - 1. U.S. Department of Agriculture for CAPK Food Bank
 - 2. California Board of Community Corrections for Friendship House Community Center and Shafter Youth Center
- b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – **Info Item**
 - 1. Kern Head Start and Early Head Start Budget to Actual for the Period Ended December 31, 2017 **(p. 8-11)**
 - 2. San Joaquin Early Head Start Budget to Actual for the Period Ended December 31, 2017 **(p. 12-14)**
 - 3. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended December 31, 2017 **(p. 15-16)**
- c. Early Head Start Partnership Federal Financial Report – Christine Anami, Chief Financial Officer - **Info Item (p. 17-18)**
- d. Line of Credit Renewal – Christine Anami, Chief Financial Officer – **Info Item (p. 19-37)**
- e. Request for approval of Budget Revision for the Head Start/Early Head Start Program – Emily Demont Gonzalez, Assistant Director of Grants Management – **Action Item (p. 38-39)**

6. **Chief Financial Officer Report**

- a. Discretionary Fund Update – Info Item **(p. 40)**
- b. Financial Statements, December 2017 – Action Item **(p. 41-79)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, February 14, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on January 19, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - November and December 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
10/25/17 (Board)	10/25/2017	City of Bakersfield/Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000
10/25/2017 (Board)	11/23/2017	County of Kern/Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
11/08/2017 (PRE)	11/3/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ \$25,000 per	\$ 75,000
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Prepared	\$ 350,000
01/01/2018 (PRE)	12/13/2017	US Department of Agriculture	CAPK Food Bank Healthy Me, Healthy You program	\$ 477,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - November and December 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500	\$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFR/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFR/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFR/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000	\$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000	\$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000	\$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ \$25,000 per)	\$ 75,000	\$ 75,000	1/01/2018-12/31/2020
10/11/17 (PRE)	12/11/2017	Dignity Health Community Grants Program	EKFR East Kern Health Link	\$ 69,926	\$ 24,701	1/01/2018 - 12/31/2018
9/13/17 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Market, Wasco	\$ 50,000	\$ 30,000	1/01/2018 - 12/31/2018
			TOTAL	\$	\$ 757,860	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - November and December 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
2/17/2016 (B&F)	No response	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
6/22/2016 (B&F)	No response	Best Buy Foundation	FHCCWinners Program	\$ 9,800
9/21/2016 (B&F)	No response	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
10/26/2016 (Board)	No response	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	No response	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500
8/17/2016 (B&F)	No response	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
1/11/2017 (PRE)	No response	Junior League of Bakersfield	EKFRCC/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
6/14/2017 (PRE)	No response	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

CFDA # 10.331

Project Name: Healthy You Healthy Me

Division Director: Carmen Segovia

Funder Name: U.S. Department of Agriculture

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

☒ **New Funding**

Funding Period: Mar. 1, 2018 – Feb. 28, 2022

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for \$477,000 (four years of funding) from the U.S. Department of Agriculture (USDA), Food Insecurity Nutrition Incentive (FINI) Grant Program for the CAPK Food Bank's Healthy Me, Healthy You (HMHY) program.

The program will partner with 21 partner sites such as neighborhood markets, farmers markets, and/or grocery stores in high-need/poverty Kern County communities. Partner sites will provide Supplemental Nutrition Assistance Program (SNAP) participants incentives to encourage purchases of fresh fruits and/or vegetables. Outreach will be conducted to promote the program, partner sites, encourage SNAP enrollments, and provide SNAP participants with health and nutrition information. The program will have at least 5 volunteers to help support activities including outreach, research, and data collection.

CAPK's other programs such as 211 Kern Information & Referral Help Line and WIC, will provide additional opportunities for new SNAP/EBT enrollments and inform them of the HMHY program.

B. Use of Funds:

The funds of \$477,000 will be used over a period of four years for a full-time Agency Relations Coordinator, SNAP/EBT incentives such as a \$5 produce voucher or \$5 gas card, 2 computer tablets for field work, staff mileage, and development and printing of outreach materials.

C. Approvals:

1. <u>Carmen Segovia</u> <u>1/19/18</u> Division Director Date	3. <u>Christine Anami</u> <u>1/10/18</u> Chief Financial Officer Date
2. <u>Ralph Miley</u> <u>1-8-17</u> Director of Community Development Date	4. _____ Chief Executive Officer Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: State

Funding Period: May 1, 2018 – Apr. 30, 2020
CFDA # N/A

Project Name: California Violence, Intervention,
and Prevention (CalVIP)

Funder Name: California Board of Community
Corrections,

Grant Program Name: Friendship House
Community Center (FHCC) and Shafter Youth
Center (SYC)

Division Director: Ralph Martinez

Program Manager: Lois Hannible and
Angelica Nelson

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$500,000 (two years of funding) from the California Board of Community Corrections (BOCC) CalVIP Grant Program to help reduce violence in Kern County through prevention services for up to 300 at-risk youth ages 12 – 18 years.

The program is developing partnerships to provide evidenced based programs and case management to help reduce violence in youths at high risk of school failure and gang involvement. Services will be conducted in middle and high schools as well as the FHCC and SYC.

The program will work closely with Kern's Project 180—a joint City and County standing committee of multiple agencies to combat gang violence—to develop strategies to reduce the risk of youths engaging in violence as well as networking, resources, and future partnering opportunities to strengthen and grow the program to better serve Kern youth.

B. Use of Funds:

The funds of up to \$500,000 over a period of two years is still under development for salaries and operating costs.

C. Approvals:

1. _____
Division Director Date

3. Charlene Anemic 1/10/18
Chief Financial Officer Date

2. Ralph Martinez 1-10-17
Director of Community Development Date

4. _____
Chief Executive Officer Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended December 31, 2017 – **Info Item**

Date: January 24, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through December 31, 2017. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

- **Head Start & Early Head Start Personnel** costs are lower than the percentage of the year elapsed, primarily because (1) California Department of Education General Child Care revenues have been higher than average, which has decreased the year-to-date cost to Early Head Start, and (2) normal turnover and vacancies. Staff continuously monitor these cost categories, and savings are expected by year-end.
- **Supplies** are purchased as needed throughout the year, rather than monthly. Savings are expected by year-end in **Early Head Start**.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly; legal services for the pension plan conversion are also included here.
- Costs in the **Early Head Start Other** category have exceeded the budget, primarily in the areas of space costs and child food expenses.

Training & Technical Assistance Funds

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

Duration Grant

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

- Renovations of one additional classroom at the Taft center are complete.
- Renovations of the two-classroom Broadway (Wasco) center are complete, and the licensing process has begun.

Non-Federal Share

Non-Federal share is at 103% of the budget.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - December 31, 2017
Month 10 of 12 (83%)

Prepared 01/11/2018

Prepared 01/11/2018

HEAD START					EARLY HEAD START						
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	
PERSONNEL	10,569,007	7,937,543	2,631,464	75%	25%	2,149,045	1,636,562	512,483	76%	24%	
FRINGE BENEFITS	3,187,775	2,573,030	614,745	81%	19%	644,713	536,314	108,399	83%	17%	
TRAVEL	0	4,668	(4,668)			0	0	0			
EQUIPMENT	0	0	0			0	0	0			
SUPPLIES	1,029,470	888,770	140,700	86%	14%	376,583	232,918	143,665	62%	38%	
CONTRACTUAL	47,110	85,571	(38,461)	182%	-82%	23,390	11,119	12,271	48%	52%	
CONSTRUCTION	0	0	0			0	0	0			
OTHER	3,624,954	2,917,978	706,976	80%	20%	437,377	469,328	(31,951)	107%	-7%	
INDIRECT	1,779,092	1,385,094	393,998	78%	22%	358,386	283,703	74,683	79%	21%	
TOTAL BASE FUNDING	20,237,408	15,792,654	4,444,754	78%	22%	3,989,494	3,169,943	819,551	79%	21%	
TRAINING & TECHNICAL ASSISTANCE											
TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	15,734	24,220	39%	61%	
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	36,730	(14,169)	163%	-63%	
INDIRECT	13,214	13,037	177	99%	1%	8,819	6,347	2,472	72%	28%	
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	144,339	1,011	99%	1%	97,004	69,993	27,011	72%	28%	
DURATION GRANT CARRYOVER (FORMERLY "START-UP")											
EQUIPMENT	120,000	0	120,000	0%	100%						
SUPPLIES	175,910	145,962	29,948	83%	17%						
OTHER	179,765	260,440	(80,675)	145%	-45%						
INDIRECT	32,331	40,640	(8,309)	126%	-26%						
TOTAL DURATION CARRYOVER	508,006	447,043	60,963	88%	12%						
GRAND TOTAL HSIEHS FEDERAL FUNDS	20,890,764	16,384,036	4,506,728	78%	22%	4,086,498	3,686,978	907,526	90%	10%	
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE											
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING						
CALIF DEPT OF ED	2,930,748	3,844,711	(913,963)	131%	-31%	Centralized Administrative Cost					6.6%
IN-KIND	3,186,566	2,433,223	753,343	76%	24%	Program Administrative Cost					2.8%
TOTAL NON-FEDERAL	6,117,314	6,277,934	(160,620)	103%	-3%	Total Administrative Cost					9.4%
Budget reflects Notice of Award #09CH9142-04-03											
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2017.											

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90	CREDITS	TOTAL	STATEMENT DATE
Bank of America	13,924						13,924	12/21/2017
Lowe's	4,447	248					4,695	12/25/2017
Save Mart	2,490	982					3,472	1/3/2018
Smart & Final	373						373	12/31/2017
Chevron & Texaco Business Card	5,863						5,863	1/5/2018
Home Depot	2,985						2,985	1/5/2018
	30,081	1,230	0	0	0	0	31,311	

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

Budget Period: March 1, 2017 through February 28, 2018

Report for period ending December 31, 2017 (Month 10 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
San Diego Street	48	11,089	10,871	10,601	11,518	8,117	10,491	5,686	9,628	9,879	9,832	97,713	65,179	150%
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,736	20,782	30,939	24,618	1,124	120,535	92,338	131%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	6,298	7,170	7,832	6,765	60,154	46,169	130%
East California	70	13,042	7,973	5,477	0	0	4,390	19,161	31,804	32,952	7,422	122,223	95,053	129%
Noble	34	7,130	5,708	3,486	0	0	4,441	13,300	10,403	9,416	0	53,885	46,169	117%
Sunrise Villa	34	17,097	13,051	6,550	0	0	642	1,092	2,915	4,929	2,393	48,668	46,169	105%
Fairfax	40	14,732	11,648	7,741	0	0	1,629	7,133	6,655	252	7,381	57,171	54,316	105%
Faith Avenue	34	13,062	8,485	6,670	0	0	2,124	7,247	9,937	0	195	47,719	46,169	103%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	6,052	20,496	12,412	0	12,714	116,328	112,706	103%
Virginia	34	9,882	6,594	3,576	0	0	2,207	5,658	5,723	7,838	4,947	46,425	46,169	101%
Pacific	62	12,190	9,953	6,959	5,247	3,850	4,307	7,822	12,006	10,726	10,361	83,422	84,190	99%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,406	9,987	7,652	14,313	6,129	7,548	97,153	103,201	94%
Stine Road	138	18,162	16,539	20,487	15,259	14,578	21,588	22,960	19,600	14,997	11,758	175,928	187,391	94%
Vineland	20	7,955	4,026	1,925	0	0	579	1,781	4,215	4,592	240	25,313	27,158	93%
Tehachapi	34	8,461	7,372	3,800	0	0	1,331	5,277	5,593	6,077	3,849	41,760	46,169	90%
Shafter HS/EHS	36	5,894	5,073	4,436	4,341	3,901	4,768	5,837	5,279	79	3,463	43,070	48,885	88%
Williams	34	8,701	6,370	2,440	0	0	1,534	5,231	10,189	0	5,007	39,473	46,169	85%
Casa Loma	34	10,045	5,902	3,417	0	0	2,170	7,831	4,080	0	5,811	39,257	46,169	85%
Delano	76	16,824	14,469	12,869	8,295	8,948	5,566	7,767	270	4,500	7,473	86,980	103,201	84%
Home Base	225	24,130	21,418	15,321	13,922	12,945	14,058	16,111	2,858	1,703	3,576	126,042	152,764	83%
Lamont	34	9,115	5,854	3,225	0	0	1,649	5,644	6,709	0	5,179	37,375	46,169	81%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	3,842	5,094	5,010	3,435	36,775	46,169	80%
Planz	34	12,344	9,988	4,851	0	0	1,792	3,830	263	2,361	0	35,430	46,169	77%
Franklin	24	5,953	4,296	2,617	2,315	3,846	1,614	3,023	100	105	526	24,396	32,590	75%
Olildale	34	9,626	7,108	3,841	0	0	0	5,995	7,049	0	0	33,620	46,169	73%
Sterling	122	20,515	17,871	16,927	13,197	8,152	10,285	9,715	12,930	376	10,241	120,208	165,664	73%
Pioneer	34	8,417	7,079	3,651	0	0	2,028	7,075	5,120	113	0	33,482	46,169	73%
Roosevelt	34	11,919	10,962	5,653	0	0	691	2,181	595	132	521	32,652	46,169	71%
Shafter	34	4,257	4,019	2,801	0	0	1,923	8,124	9,960	0	135	31,219	46,169	68%
Pete H. Parra	112	18,018	17,785	14,195	9,771	10,309	13,738	15,193	1,225	0	2,106	102,340	152,085	67%
Fairview	34	4,848	3,329	3,158	0	0	2,404	7,087	9,268	255	0	30,348	46,169	66%
California City	34	7,464	6,138	2,640	0	0	1,282	3,944	5,577	0	0	27,046	46,169	59%
McFarland	24	5,400	4,732	1,711	0	0	0	2,744	3,598	0	0	18,186	32,590	56%
Rosamond	100	22,378	18,460	8,133	0	0	4,250	8,245	3,399	123	9,575	74,563	135,791	55%
Seibert	34	4,457	4,656	2,920	0	0	1,947	5,552	306	5,339	0	25,176	46,169	55%
Alicante	34	8,933	3,798	1,981	0	0	695	3,458	3,580	2,509	0	24,955	46,169	54%
Oasis	57	6,568	6,949	2,245	0	0	1,748	9,112	4,620	8,537	0	39,780	77,401	51%
Willow	72	11,499	9,455	4,751	0	0	2,532	3,918	4,015	0	6,945	43,115	97,769	44%
Rafer Johnson	34	7,010	4,290	1,382	0	0	431	2,663	124	3,383	158	19,440	46,169	42%

Community Action Partnership of Kern

Head Start and Early Head Start

Non-Federal Share and In-Kind

Budget Period: March 1, 2017 through February 28, 2018

Report for period ending December 31, 2017 (Month 10 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Lost Hills	20	3,195	1,920	1,560	0	0	113	359	1,909	862	1,341	11,258	27,158	41%
Taft	78	12,166	8,538	5,262	0	0	1,898	3,406	1,318	0	0	32,587	105,917	31%
Wesley	60	8,676	5,052	1,900	0	0	2,000	3,256	407	0	3,650	24,941	81,474	31%
Mojave	34	5,884	2,935	1,109	0	0	713	2,473	0	0	0	13,113	46,169	28%
Broadway (Wasco)	44											0	59,748	0%
Buttontonwillow	0	2,742	1,832	903	0	0	0	0	0	0	0	5,478		
Stella Hills	0	9,153	7,612	2,720	0	0	0	0	0	0	0	19,485		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		1,261	1,460	0	0	0	0	0	0	0	0	2,721	69,535	4%
Policy Council and RPC		975	1,660	1,021	225	3	400	30	0	0	0	4,315	52,917	8%
SUBTOTAL IN-KIND	2,369	499,576	399,830	261,242	91,482	82,055	158,594	315,992	293,158	175,625	155,668	2,433,223	3,186,566	76%

State General Child Care*
State Preschool*
State Migrant Child Care*
SUBTOTAL CA DEPT of ED

128,051	106,456	128,002	126,344	110,966	150,506	132,449	140,234	129,970	123,221	1,276,200
321,339	238,315	321,313	130,319	115,755	183,603	248,310	297,348	264,636	231,241	2,352,178
14,552	15,236	29,786	28,140	18,975	22,738	19,685	24,922	21,829	20,470	216,332
463,943	360,007	479,101	284,803	245,696	356,847	400,443	462,504	416,435	374,932	3,844,711

GRAND TOTAL

*May include estimates

963,519 759,837 740,343 376,285 327,751 515,441 716,435 755,662 592,060 530,600 6,277,934

6,117,314 103%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* San Joaquin Early Head Start
Budget to Actual Report for the Period Ended November 30, 2017 – **Info Item**

Date: January 24, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through December 31, 2017. Eleven months (92%) 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

This grant is fully obligated.

- Costs of **Travel** associated with training were at 101% of budget.
- Costs of **Supplies** were at 119% of budget
- Costs of **Contractual** services were at 59% of budget.
- **Other** costs were at 124% of budget.

Non-Federal Share

Non-Federal share is at 66% of budget. CAPK submitted a request last month to waive 37%, or \$473,451, of the Non-Federal requirement for this budget period; approval is pending. Staff estimate the Non-Federal share at year-end will reach 74% of budget.

**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 - December 31, 2017
Month 11 of 12 (92%)

Prepared 01/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	2,737,769	358,343	88%	12%
FRINGE BENEFITS	770,067	673,800	96,267	87%	13%
TRAVEL	20,232	11,413	8,819	56%	44%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	140,993	1,032	99%	1%
CONTRACTUAL	5,000	7,513	(2,513)	150%	-50%
CONSTRUCTION	0	0	0		
OTHER	531,545	560,831	(29,286)	106%	-6%
INDIRECT	481,326	398,378	82,948	83%	17%
TOTAL	5,046,307	4,530,698	515,609	90%	10%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	14,475	14,608	(133)	101%	-1%
SUPPLIES	16,404	19,573	(3,169)	119%	-19%
CONTRACTUAL	19,823	11,690	8,133	59%	41%
OTHER	23,005	28,581	(5,576)	124%	-24%
INDIRECT	8,190	7,445	745	91%	9%
TOTAL	81,897	81,897	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	4,612,595	515,609	90%	10%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	841,306	440,745	66%	34%
TOTAL NON-FEDERAL FUNDS	1,282,051	841,306	440,745	66%	34%

Centralized Administrative Cost	7.4%
Program Administrative Cost	1.6%
Total Administrative Cost	9.0%

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

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2017

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind
Budget Period: February 1, 2017 through January 31, 2018
Report for period ending December 31, 2017 (Month 11 of 12)

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	5,304	4,625	3,449	4,315	6,214	3,879	6,354	5,158	2,794	49,489	31,635	156%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	2,997	3,905	1,666	3,188	3,096	0	28,137	31,635	89%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	7,134	5,504	5,835	5,343	6,324	8,386	0	71,669	92,268	78%
Chrisman	30	8,771	9,937	11,674	12,307	10,533	9,104	12,292	9,409	12,978	11,948	7,464	116,415	158,174	74%
California Street	24	11,719	12,634	8,450	8,120	7,746	8,068	8,530	8,405	8,315	7,125	3,398	92,510	126,539	73%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	13,529	10,817	16,199	13,328	19,326	22,058	6,713	167,162	237,260	70%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,920	2,418	3,658	4,466	4,082	4,073	43,253	84,359	51%
Marci Massei	24	8,398	8,489	7,478	9,488	6,843	6,550	6,103	4,754	4,832	0	0	62,936	126,539	50%
Walnut	24	2,084	11,779	7,270	6,567	4,283	3,948	5,043	5,080	5,861	5,439	3,617	60,970	126,539	48%
Lodi UCC	30	5,167	4,343	4,417	7,737	4,920	6,598	6,120	5,435	7,060	7,470	7,084	66,351	158,174	42%
Kennedy	16	1,654	924	705	1,193	1,378	1,541	1,702	1,834	2,324	1,487	1,235	15,978	84,359	19%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		80	1,847	1,283	29,719	21,951	11,011	0	0	0	0	0	65,891	21,858	301%
Policy Council		199	127	132	32	37	16	2	0	0	0	0	545	2,713	20%
SUBTOTAL IN-KIND	313	66,752	85,759	84,199	112,573	87,823	73,390	74,363	62,791	81,027	76,251	36,377	841,306	1,282,051	66%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended December 31, 2017 – **Info Item**

Date: January 24, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through December 31, 2017. Four months (33%) of the 12-month budget period have elapsed.

Base Funds

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

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

Carryover Funds

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

Training & Technical Assistance (T&TA)

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

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

Non-Federal Share

Non-Federal share is at 44% 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 - December 31, 2017
Month 4 of 12 (33%)

Prepared 01/17/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	41,404	78,950	34%	66%
FRINGE BENEFITS	32,245	10,506	21,739	33%	67%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	13,924	(12,924)	1392%	-1292%
CONTRACTUAL	461,870	153,294	308,576	33%	67%
CONSTRUCTION	0	0	0		
OTHER	12,662	4,735	7,927	37%	63%
INDIRECT	62,806	22,373	40,433	36%	64%
TOTAL BASE FUNDING	690,937	246,237	444,700	36%	64%

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	32	5,262	1%	99%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	3,309	3,164	51%	49%
INDIRECT	1,527	334	1,193	22%	78%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	3,676	13,124	22%	78%

GRAND TOTAL FEDERAL FUNDS	707,737	249,912	457,825	35%	65%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	176,934	77,735	99,199	44%	56%
TOTAL NON-FEDERAL FUNDS	176,934	77,735	99,199	44%	56%

Centralized Administrative Cost 6.9%
Program Administrative Cost 1.5%
Total Administrative Cost 8.4%

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

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

Christine Anami

From: Christine Anami, Chief Financial officer

Date: January 24, 2018

Subject: *Agenda Item 5c:* EHS Partnership Federal Financial Report - **Info Item**

Head Start regulations require that the Standard Form 425 – Federal Financial Report (FFR) be used by grantees to report financial data at three period intervals (semi-annual, annual and final).

The following final FFR was filed:

- EHS Child Care Partnerships - #09HP0036-02 (9/1/16 – 8/31/17)

Attached is the final Federal Financial Report that was uploaded to the Grant Solutions system on 12/11/17. The FFR was filed before the 1/30/18 deadline to support CAPK's request for a carryover of unobligated funding from program year 2016/17 to program year 2017/18.

Attachment: SF-425 Federal Financial Report – EHS Child Care Partnerships

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACF REGION IX	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09HP0036-02-02	Page 1 of 1 Pages
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3. Recipient Organization (Name and complete address including Zip code) COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

4a. DUNS Number 072947617	4b. EIN 95-2402760	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 1-952402760A1	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☒ Final	7. Basis of Accounting ☐ Cash ☒ Accrual
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8. Project/Grant Period From: (Month, Day, Year) 09/01/2016 To: (Month, Day, Year) 08/31/2017	9. Reporting Period End Date (Month, Day, Year) 08/31/2017
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	1,062,896.00
e. Federal share of expenditures	885,327.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	885,327.00
h. Unobligated balance of Federal funds (line d minus g)	177,569.00

Recipient Share:	
i. Total recipient share required	175,224.00
j. Recipient share of expenditures	175,224.00
k. Remaining recipient share to be provided (line i minus j)	0.00

Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% De minimis	10%	09/01/2016	08/31/2017	805,135.00	80,516.00	80,516.00
					-	-	-
	g. Totals:					805,135.00	80,516.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: 5 - G093125 Operation Expenses = \$684,096 (\$31 Unobligated Balance) 5 - G093120/21 T&TA Expenses = \$63,800 (\$4,391 Unobligated Balance) 5 - G093125 Carry-Over Expenses = \$315,000 (\$173,147 Unobligated Balance) USDA Reimbursement = None Mortgages: None Admin Cost = \$92,050 (8.68%)	
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13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Jeremy T. Tobias, Chief Executive Officer	c. Telephone (Area code, number and extension) (661) 336-5236
b. Signature of Authorized Certifying Official 	d. Email address Jeremy T. Tobias, Executive Director jtobias@capk.org e. Date Report Submitted (Month, Day, Year) 12/11/17
14. Agency use only:	

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
 Expiration Date: 02/28/2015

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee
Christine Anami
From: Christine Anami, Chief Financial Officer
Date: January 24, 2018
Subject: *Agenda Item 5d: Line of Credit Renewal – Info Item*

There are times when Community Action Partnership of Kern (CAPK) experiences negative cash flow because of the way costs are reimbursed by its funding sources. To address this issue, CAPK maintains a \$1 million revolving line of credit with Wells Fargo Bank, the only banking institution that CAPK uses for its cash deposits.

The revolving line of credit is renewed annually by January 15. On January 5, 2018, CAPK executed a new Credit Agreement to provide for advances for another year on the revolving line of credit to January 15, 2019.

A promissory note or revolving line of credit note was also executed which defines the borrowing and repayment terms. The interest rate continues to be 3.75% above Daily One Month LIBOR.

Attachments: Credit Agreement
Revolving Line of Credit Note

CREDIT AGREEMENT

THIS CREDIT AGREEMENT (this "Agreement") is entered into as of January 5, 2018, by and between COMMUNITY ACTION PARTNERSHIP OF KERN, a California non-profit corporation ("Borrower"), and WELLS FARGO BANK, NATIONAL ASSOCIATION ("Bank").

RECITALS

Borrower has requested that Bank extend or continue credit to Borrower as described below, and Bank has agreed to provide such credit to Borrower on the terms and conditions contained herein.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Bank and Borrower hereby agree as follows:

ARTICLE I CREDIT TERMS

SECTION 1.1. LINE OF CREDIT.

(a) Line of Credit. Subject to the terms and conditions of this Agreement, Bank hereby agrees to make advances to Borrower from time to time up to and including January 15, 2019, not to exceed at any time the aggregate principal amount of One Million Dollars (\$1,000,000.00) ("Line of Credit"), the proceeds of which shall be used to finance Borrower's working capital requirements. Borrower's obligation to repay advances under the Line of Credit shall be evidenced by a promissory note dated as of January 5, 2018, as modified from time to time ("Line of Credit Note"), all terms of which are incorporated herein by this reference.

(b) Borrowing and Repayment. Borrower may from time to time during the term of the Line of Credit borrow, partially or wholly repay its outstanding borrowings, and reborrow, subject to all of the limitations, terms and conditions contained herein or in the Line of Credit Note; provided however, that the total outstanding borrowings under the Line of Credit shall not at any time exceed the maximum principal amount available thereunder, as set forth herein. Notwithstanding the foregoing, Borrower shall maintain a zero balance on advances under the Line of Credit for a period of at least thirty (30) consecutive days during the term of the Line of Credit.

SECTION 1.2. TERM LOAN.

(a) Term Loan. Bank has made a loan to Borrower in the original principal amount of Eight Hundred Thirty One Thousand Six Hundred Seven Dollars (\$831,607.00) ("Term Loan"), on which the outstanding principal balance as of the date hereof is \$407,297.20. Borrower's obligation to repay the Term Loan is evidenced by a promissory note dated as of December 5, 2012, as modified from time to time ("Term Note"), all terms of which are incorporated herein by this reference. Any reference in the Term Note to any prior loan agreement between Bank and Borrower shall be deemed a reference to this Agreement. Subject to the terms and conditions of this Agreement, Bank hereby confirms that the Term Loan remains in full force and effect. In the event of any conflict between this Agreement and the Term Note, the terms of this Agreement shall control.



(b) Repayment. Principal and interest on the Term Loan shall be repaid in accordance with the provisions of the Term Note.

(c) Prepayment. Borrower may prepay principal on the Term Loan solely in accordance with the provisions of the Term Note.

SECTION 1.3. INTEREST/FEES.

(a) Interest. The outstanding principal balance of each credit subject hereto shall bear interest at the rate of interest set forth in each promissory note or other instrument or document executed in connection therewith.

(b) Computation and Payment. Interest shall be computed on the basis set forth in each promissory note or other instrument or document required hereby. Interest shall be payable at the times and place set forth in each promissory note or other instrument or document required hereby.

(c) Unused Commitment Fee. Borrower shall pay to Bank a fee equal to one quarter percent (0.25%) per annum (computed on the basis of a 360-day year, actual days elapsed) on the daily unused amount of the Line of Credit, which fee shall be calculated on a quarterly basis by Bank and shall be due and payable by Borrower in arrears on the last day of each March, June, September and December, commencing on March 31, 2018.

SECTION 1.4. COLLECTION OF PAYMENTS. Except to the extent expressly specified otherwise in any Loan Document other than this Agreement, Borrower authorizes Bank to collect all amounts due to Bank from Borrower under this Agreement or any other Loan Document (whether for principal, interest or fees, or as reimbursement of drafts paid or other payments made by Bank under any credit subject to this Agreement) by debiting any deposit account maintained by Borrower with Bank for the full amount thereof. Should there be insufficient funds in Borrower's deposit accounts with Bank to pay all such sums when due, the full amount of such deficiency shall be immediately due and payable by Borrower.

SECTION 1.5. COLLATERAL.

As security for all indebtedness and other obligations of Borrower to Bank under the Term Note Borrower hereby grants to Bank a lien of not less than first priority on that certain real property located at 5005 Business Park North, Bakersfield, California 93309.

All of the foregoing shall be evidenced by and subject to the terms of such security agreements, financing statements, deeds or mortgages, and other documents as Bank shall reasonably require, all in form and substance satisfactory to Bank. Borrower shall pay to Bank immediately upon demand the full amount of all charges, costs and expenses (to include fees paid to third parties and all allocated costs of Bank personnel), expended or incurred by Bank in connection with any of the foregoing security, including without limitation, filing and recording fees and costs of appraisals, audits and title insurance.

ARTICLE II REPRESENTATIONS AND WARRANTIES

Borrower makes the following representations and warranties to Bank, which representations and warranties shall survive the execution of this Agreement and shall continue

in full force and effect until the full and final payment, and satisfaction and discharge, of all obligations of Borrower to Bank subject to this Agreement.

SECTION 2.1. LEGAL STATUS. Borrower is: (a) a non-profit corporation, duly organized and existing and in good standing under the laws of California, and is qualified or licensed to do business (and is in good standing as a foreign corporation, if applicable) in all jurisdictions in which such qualification or licensing is required or in which the failure to so qualify or to be so licensed could have a material adverse effect on Borrower; and (b) not the target of any trade or economic sanctions promulgated by the United Nations or the governments of the United States, the United Kingdom, the European Union, or any other jurisdiction in which the Borrower is located or operates (collectively, "Sanctions").

SECTION 2.2. AUTHORIZATION AND VALIDITY. This Agreement and each promissory note, contract, instrument and other document required hereby or at any time hereafter delivered to Bank in connection herewith (collectively, the "Loan Documents") have been duly authorized, and upon their execution and delivery in accordance with the provisions hereof will constitute legal, valid and binding agreements and obligations of Borrower or the party which executes the same, enforceable in accordance with their respective terms.

SECTION 2.3. NO VIOLATION. The execution, delivery and performance by Borrower of each of the Loan Documents do not violate any provision of any law or regulation, or contravene any provision of the organizational and governing documents of Borrower, or result in any breach of or default under any contract, obligation, indenture or other instrument to which Borrower is a party or by which Borrower may be bound.

SECTION 2.4. LITIGATION. There are no pending, or to the best of Borrower's knowledge threatened, actions, claims, investigations, suits or proceedings by or before any governmental authority, arbitrator, court or administrative agency which could have a material adverse effect on the financial condition or operation of Borrower other than those disclosed by Borrower to Bank in writing prior to the date hereof.

SECTION 2.5. CORRECTNESS OF FINANCIAL STATEMENT. The annual financial statement of Borrower dated February 28, 2017, and all interim financial statements delivered to Bank since said date, true copies of which have been delivered by Borrower to Bank prior to the date hereof, (a) are complete and correct and present fairly the financial condition of Borrower, (b) disclose all liabilities of Borrower that are required to be reflected or reserved against under generally accepted accounting principles, whether liquidated or unliquidated, fixed or contingent, and (c) have been prepared in accordance with generally accepted accounting principles consistently applied. Since the dates of such financial statements there has been no material adverse change in the financial condition of Borrower, nor has Borrower mortgaged, pledged, granted a security interest in or otherwise encumbered any of its assets or properties except in favor of Bank or as otherwise permitted by Bank in writing.

SECTION 2.6. INCOME TAX RETURNS. Borrower has no knowledge of any pending assessments or adjustments of its income tax payable with respect to any year.

SECTION 2.7. NO SUBORDINATION. There is no agreement, indenture, contract or instrument to which Borrower is a party or by which Borrower may be bound that requires the subordination in right of payment of any of Borrower's obligations subject to this Agreement to any other obligation of Borrower.

SECTION 2.8. PERMITS, FRANCHISES. Borrower possesses, and will hereafter possess, all permits, consents, approvals, franchises and licenses required and rights to all trademarks, trade names, patents, and fictitious names, if any, necessary to enable it to conduct the business in which it is now engaged in compliance with applicable law.

SECTION 2.9. ERISA. Borrower is in compliance in all material respects with all applicable provisions of the Employee Retirement Income Security Act of 1974, as amended or recodified from time to time ("ERISA"); Borrower has not violated any provision of any defined employee pension benefit plan (as defined in ERISA) maintained or contributed to by Borrower (each, a "Plan"); no Reportable Event as defined in ERISA has occurred and is continuing with respect to any Plan initiated by Borrower; Borrower has met its minimum funding requirements under ERISA with respect to each Plan; and each Plan will be able to fulfill its benefit obligations as they come due in accordance with the Plan documents and under generally accepted accounting principles.

SECTION 2.10. OTHER OBLIGATIONS. Borrower is not in default on any obligation for borrowed money, any purchase money obligation or any other material lease, commitment, contract, instrument or obligation.

SECTION 2.11. ENVIRONMENTAL MATTERS. Except as disclosed by Borrower to Bank in writing prior to the date hereof, Borrower is in compliance in all material respects with all applicable federal or state environmental, hazardous waste, health and safety statutes, and any rules or regulations adopted pursuant thereto, which govern or affect any of Borrower's operations and/or properties, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, the Superfund Amendments and Reauthorization Act of 1986, the Federal Resource Conservation and Recovery Act of 1976, and the Federal Toxic Substances Control Act, as any of the same may be amended, modified or supplemented from time to time. None of the operations of Borrower is the subject of any federal or state investigation evaluating whether any remedial action involving a material expenditure is needed to respond to a release of any toxic or hazardous waste or substance into the environment. Borrower has no material contingent liability in connection with any release of any toxic or hazardous waste or substance into the environment.

SECTION 2.12. REAL PROPERTY COLLATERAL. Except as disclosed by Borrower to Bank in writing prior to the date hereof, with respect to any real property collateral required hereby:

(a) All taxes, governmental assessments, insurance premiums, and water, sewer and municipal charges, and rents (if any) which previously became due and owing in respect thereof have been paid as of the date hereof.

(b) There are no construction, mechanics' or similar liens or claims which have been filed for work, labor or material (and no rights are outstanding that under law could give rise to any such lien) which affect all or any interest in any such real property and which are or may be prior to or equal to the lien thereon in favor of Bank.

(c) None of the improvements which were included for purpose of determining the appraised value of any such real property lies outside of the boundaries and/or building restriction lines thereof, and no improvements on adjoining properties materially encroach upon any such real property.

(d) There is no pending, or to the best of Borrower's knowledge threatened, proceeding for the total or partial condemnation of all or any portion of any such real property, and all such real property is in good repair and free and clear of any damage that would materially and adversely affect the value thereof as security and/or the intended use thereof.

ARTICLE III CONDITIONS

SECTION 3.1. CONDITIONS OF INITIAL EXTENSION OF CREDIT. The obligation of Bank to extend any credit contemplated by this Agreement is subject to the fulfillment to Bank's satisfaction of all of the following conditions:

(a) Approval of Bank Counsel. All legal matters incidental to the extension of credit by Bank shall be satisfactory to Bank's counsel.

(b) Documentation. Bank shall have received, in form and substance satisfactory to Bank, each of the following, duly executed:

- (i) This Agreement and each promissory note or other instrument or document required hereby.
- (ii) Corporate Resolution: Borrowing.
- (iii) Certificate of Incumbency.
- (iv) Deed of Trust and Assignment of Rents and Leases.
- (v) Such other documents as Bank may require under any other Section of this Agreement.

(c) Financial Condition. There shall have been no material adverse change, as determined by Bank, in the financial condition or business of Borrower or any Third Party Obligor hereunder, if any, nor any material decline, as determined by Bank, in the market value of any collateral required hereunder or a substantial or material portion of the assets of Borrower or any such Third Party Obligor, if any.

(d) Insurance. Borrower shall have delivered to Bank evidence of insurance coverage, in form, substance, amounts, covering risks and issued by companies satisfactory to Bank, and where required by Bank, with lender loss payable endorsements in favor of Bank, including without limitation, policies of marine cargo insurance, and policies of fire and extended coverage insurance covering all real property collateral required hereby, with replacement cost and mortgagee loss payable endorsements, and such policies of insurance against specific hazards affecting any such real property, including terrorism, as may be required by governmental regulation or Bank.

(e) Appraisals. Bank shall have obtained, at Borrower's cost, an appraisal of any real property collateral required hereby, and all improvements thereon, issued by an appraiser acceptable to Bank and in form, substance and reflecting values satisfactory to Bank, in its discretion.

(f) Title Insurance. Bank shall have received a title policy insuring Bank's lien on all real property collateral required hereby to be of first priority, as Bank may in its discretion require and subject only to such exceptions as Bank shall approve in its discretion, with all costs thereof to be paid by Borrower. As used herein, "title policy" shall mean, at Bank's election, an Extended Coverage ALTA or CLTA Policy of Title Insurance where available, Loan Policy of

Title Insurance , or, with respect to any real property collateral located in any jurisdiction in which such policies are not available, an abstract of title together with a lawyer's title opinion and title guaranty thereon (or any comparable title protection acceptable to Bank in its sole discretion), in each case with such endorsements as Bank may require, issued by a company and in form and substance satisfactory to Bank, in such amount as Bank shall require.

(g) Tax Service Contract. Borrower shall have procured and delivered to Bank, at Borrower's cost, such tax service contract as Bank shall require for any real property collateral required hereby, to remain in effect as long as such real property secures any obligations of Borrower to Bank as required hereby.

SECTION 3.2. CONDITIONS OF EACH EXTENSION OF CREDIT. The obligation of Bank to make each extension of credit requested by Borrower hereunder shall be subject to the fulfillment to Bank's satisfaction of each of the following conditions:

(a) Compliance. The representations and warranties contained herein and in each of the other Loan Documents shall be true on and as of the date of the signing of this Agreement and on the date of each extension of credit by Bank pursuant hereto, with the same effect as though such representations and warranties had been made on and as of each such date, and on each such date, no Event of Default as defined herein, and no condition, event or act which with the giving of notice or the passage of time or both would constitute such an Event of Default, shall have occurred and be continuing or shall exist.

(b) Documentation. Bank shall have received all additional documents which may be required in connection with such extension of credit.

(c) Payment of Fees. Bank shall have received payment in full of any fee required by any of the Loan Documents to be paid at the time such credit extension is made.

ARTICLE IV AFFIRMATIVE COVENANTS

Borrower covenants that so long as Bank remains committed to extend credit to Borrower pursuant hereto, or any liabilities (whether direct or contingent, liquidated or unliquidated) of Borrower to Bank under any of the Loan Documents remain outstanding, and until payment in full of all obligations of Borrower subject hereto, Borrower shall, unless Bank otherwise consents in writing:

SECTION 4.1. PUNCTUAL PAYMENTS. Punctually pay all principal, interest, fees or other liabilities due under any of the Loan Documents at the times and place and in the manner specified therein, and immediately upon demand by Bank, the amount by which the outstanding principal balance of any credit subject hereto at any time exceeds any limitation on borrowings applicable thereto.

SECTION 4.2. ACCOUNTING RECORDS. Maintain adequate books and records in accordance with generally accepted accounting principles consistently applied, and permit any representative of Bank, at any reasonable time, to inspect, audit and examine such books and records, to make copies of the same, and to inspect the properties of Borrower.

SECTION 4.3. FINANCIAL STATEMENTS. Provide to Bank all of the following, in form and detail satisfactory to Bank:

(a) not later than 275 days after and as of the end of each fiscal year, an unqualified audited financial statement of Borrower, prepared by a certified public accountant acceptable to Bank, to include balance sheet, income statement and statement of cash flows. The audited annual financial statements shall be accompanied by the unqualified opinion of such accountant addressed to Bank; and

(b) not later than 45 days after and as of the end of each fiscal quarter, a financial statement of Borrower, prepared by Borrower, to include balance sheet and income statement; and

(c) from time to time such other information as Bank may reasonably request, including without limitation, copies of rent rolls and other information with respect to any real property collateral required hereby.

SECTION 4.4. COMPLIANCE. Preserve and maintain all licenses, permits, governmental approvals, rights, privileges and franchises necessary for the conduct of its business; comply with the provisions of all documents pursuant to which Borrower is organized and/or which govern Borrower's continued existence; comply with the requirements of all laws, rules, regulations and orders of any jurisdiction in which the Borrower is located or doing business, or otherwise is applicable to Borrower, including, without limitation, (a) all Sanctions, (b) all laws and regulations that relate to money laundering, any predicate crime to money laundering, or any financial record keeping and reporting requirements related thereto, (c) the U.S. Foreign Corrupt Practices Act of 1977, as amended, (d) the U.K. Bribery Act of 2010, as amended, and (e) any other applicable anti-bribery or anti-corruption laws and regulations.

SECTION 4.5. INSURANCE. Maintain and keep in force, for each business in which Borrower is engaged, insurance of the types and in amounts customarily carried in similar lines of business, including but not limited to fire, extended coverage, commercial general liability, flood, and, if required, hurricane, windstorm, seismic property damage and workers' compensation, with all such insurance carried in amounts satisfactory to Bank, and deliver to Bank from time to time at Bank's request schedules setting forth all insurance then in effect, together with a lender's loss payee endorsement for all such insurance naming Bank as a lender loss payee. Such insurance may be obtained from an insurer or through an insurance agent of Borrower's choice, provided that any insurer chosen by Borrower is acceptable to Bank on such reasonable grounds as may be permitted under applicable law.

SECTION 4.6. FACILITIES. Keep all properties useful or necessary to Borrower's business in good repair and condition, and from time to time make necessary repairs, renewals and replacements thereto so that such properties shall be fully and efficiently preserved and maintained.

SECTION 4.7. TAXES AND OTHER LIABILITIES. Pay and discharge when due any and all indebtedness, obligations, assessments and taxes, both real or personal, including without limitation federal and state income taxes and state and local property taxes and assessments, except (a) such as Borrower may in good faith contest or as to which a bona fide dispute may arise, and (b) for which Borrower has made provision, to Bank's satisfaction, for eventual payment thereof in the event Borrower is obligated to make such payment.

SECTION 4.8. LITIGATION. Promptly give notice in writing to Bank of any litigation pending or threatened against Borrower.

SECTION 4.9. FINANCIAL CONDITION. Maintain Borrower's financial condition as follows using generally accepted accounting principles consistently applied and used consistently with prior practices (except to the extent modified by the definitions herein):

(a) Tangible Net Worth not less than \$10,500,000.00 at each fiscal year end, with "Tangible Net Worth" defined as the aggregate of total equity plus subordinated debt less any intangible assets.

(b) Fixed Charge Coverage Ratio not less than 1.25 to 1.0 as of each fiscal year end, with "Fixed Charge Coverage Ratio" defined as the aggregate of net profit after taxes plus depreciation expense, amortization expense, interest expense, cash capital contributions and increases in subordinated debt minus dividends, distributions and decreases in subordinated debt, divided by the aggregate of the current maturity of long-term debt, capitalized lease payments, interest expense and less forgiven State of California debt.

(c) Cash Reserves determined on an annual basis as of each fiscal year end not less than one year's total Debt Service, with "Cash Reserves" defined as cash and cash equivalents, and with "Debt Service" defined as the aggregate of total interest expense plus the prior period current maturity of long-term debt and the prior period current maturity of subordinated debt.

SECTION 4.10. NOTICE TO BANK. Promptly (but in no event more than five (5) days after the occurrence of each such event or matter) give written notice to Bank in reasonable detail of: (a) the occurrence of any Event of Default, or any condition, event or act which with the giving of notice or the passage of time or both would constitute an Event of Default; (b) any change in the name or the organizational structure of Borrower; (c) the occurrence and nature of any Reportable Event or Prohibited Transaction, each as defined in ERISA, or any funding deficiency with respect to any Plan; or (d) any termination or cancellation of any insurance policy which Borrower is required to maintain, or any uninsured or partially uninsured loss through liability or property damage, or through fire, theft or any other cause affecting Borrower's property.

ARTICLE V NEGATIVE COVENANTS

Borrower further covenants that so long as Bank remains committed to extend credit to Borrower pursuant hereto, or any liabilities (whether direct or contingent, liquidated or unliquidated) of Borrower to Bank under any of the Loan Documents remain outstanding, and until payment in full of all obligations of Borrower subject hereto, Borrower will not without Bank's prior written consent:

SECTION 5.1. USE OF FUNDS. Use any of the proceeds of any credit extended hereunder except for the purposes stated in Article I hereof, or directly or indirectly use any such proceeds for the purpose of (a) providing financing to, or otherwise funding, any targets of Sanctions; or (b) providing financing for, or otherwise funding, any transaction which would be prohibited by Sanctions or would otherwise cause Bank or any of Bank's affiliates to be in breach of any Sanctions.

SECTION 5.2. OTHER INDEBTEDNESS. Create, incur, assume or permit to exist any indebtedness or liabilities resulting from borrowings, loans or advances, whether secured or unsecured, matured or unmatured, liquidated or unliquidated, joint or several, except (a) the

liabilities of Borrower to Bank, and (b) any other liabilities of Borrower existing as of, and disclosed to Bank prior to, the date hereof.

SECTION 5.3. MERGER, CONSOLIDATION, TRANSFER OF ASSETS. Merge into or consolidate with any other entity; make any substantial change in the nature of Borrower's business as conducted as of the date hereof; acquire all or substantially all of the assets of any other entity; nor sell, lease, transfer or otherwise dispose of all or a substantial or material portion of Borrower's assets except in the ordinary course of its business.

SECTION 5.4. LOANS, ADVANCES, INVESTMENTS. Make any loans or advances to or investments in any person or entity, except any of the foregoing existing as of, and disclosed to Bank prior to, the date hereof.

SECTION 5.5. PLEDGE OF ASSETS. Mortgage, pledge, grant or permit to exist a security interest in, or lien upon, all or any portion of Borrower's assets now owned or hereafter acquired, except any of the foregoing in favor of Bank or which is existing as of, and disclosed to Bank in writing prior to, the date hereof.

ARTICLE VI EVENTS OF DEFAULT

SECTION 6.1. The occurrence of any of the following shall constitute an "Event of Default" under this Agreement:

(a) Borrower shall fail to pay when due any principal, interest, fees or other amounts payable under any of the Loan Documents.

(b) Any financial statement or certificate furnished to Bank in connection with, or any representation or warranty made by Borrower or any other party under this Agreement or any other Loan Document shall prove to be incorrect, false or misleading in any material respect when furnished or made.

(c) Any default in the performance of or compliance with (1) any collateral value requirement set forth herein or any other Loan Document; or (2) any obligation, agreement or other provision contained herein or in any other Loan Document (other than those specifically described as an "Event of Default"), and with respect to such default under this subdivision (2) that by its nature can be cured, such default shall continue for a period of twenty (20) days from its occurrence.

(d) Any default in the payment or performance of any obligation, or any defined event of default, under the terms of any contract, instrument or document (other than any of the Loan Documents) pursuant to which Borrower, any guarantor hereunder or any general partner or joint venturer in Borrower if a partnership or joint venture (with each such guarantor, general partner and/or joint venturer referred to herein as a "Third Party Obligor") has incurred any debt or other liability to any person or entity, including Bank.

(e) Borrower or any Third Party Obligor shall become insolvent, or shall suffer or consent to or apply for the appointment of a receiver, trustee, custodian or liquidator of itself or any of its property, or shall generally fail to pay its debts as they become due, or shall make a general assignment for the benefit of creditors; Borrower or any Third Party Obligor shall file a voluntary petition in bankruptcy, or seeking reorganization, in order to effect a plan or other

arrangement with creditors or any other relief under the Bankruptcy Reform Act, Title 11 of the United States Code, as amended or recodified from time to time ("Bankruptcy Code"), or under any state or federal law granting relief to debtors, whether now or hereafter in effect; or Borrower or any Third Party Obligor shall file an answer admitting the jurisdiction of the court and the material allegations of any involuntary petition; or Borrower or any Third Party Obligor shall be adjudicated a bankrupt, or an order for relief shall be entered against Borrower or any Third Party Obligor by any court of competent jurisdiction under the Bankruptcy Code or any other applicable state or federal law relating to bankruptcy, reorganization or other relief for debtors.

(f) The filing of a notice of judgment lien against Borrower or any Third Party Obligor; or the recording of any abstract or transcript of judgment against Borrower or any Third Party Obligor in any county or recording district in which Borrower or such Third Party Obligor has an interest in real property; or the service of a notice of levy and/or of a writ of attachment or execution, or other like process, against the assets of Borrower or any Third Party Obligor; or the entry of a judgment against Borrower or any Third Party Obligor; or any involuntary petition or proceeding pursuant to the Bankruptcy Code or any other applicable state or federal law relating to bankruptcy, reorganization or other relief for debtors is filed or commenced against Borrower or any Third Party Obligor.

(g) There shall exist or occur any event or condition that Bank in good faith believes impairs, or is substantially likely to impair, the prospect of payment or performance by Borrower, any Third Party Obligor, or the general partner of either if such entity is a partnership, of its obligations under any of the Loan Documents.

(h) The death or incapacity of Borrower or any Third Party Obligor if an individual. The withdrawal, resignation or expulsion of any one or more of the general partners in Borrower or any Third Party Obligor if a partnership. The dissolution or liquidation of Borrower or any Third Party Obligor if a corporation, partnership, joint venture or other type of entity; or Borrower or any such Third Party Obligor, or any of its directors, stockholders or members, shall take action seeking to effect the dissolution or liquidation of Borrower or such Third Party Obligor.

(i) The withdrawal, resignation or expulsion of any one or more of the general partners in Borrower or any change in control of Borrower or any entity or combination of entities that directly or indirectly control Borrower, with "control" defined as ownership of an aggregate of twenty-five percent (25%) or more of the common stock, members' equity or other ownership interest (other than a limited partnership interest).

(j) The sale, transfer, hypothecation, assignment or encumbrance, whether voluntary, involuntary or by operation of law, without Bank's prior written consent, of all or any part of or interest in any real property collateral required hereby.

SECTION 6.2. REMEDIES. Upon the occurrence of any Event of Default: (a) all principal, unpaid interest outstanding and other indebtedness of Borrower under each of the Loan Documents, any term thereof to the contrary notwithstanding, shall at Bank's option and without notice (except as expressly provided in any mortgage or deed of trust pursuant to which Borrower has provided Bank a lien on any real property collateral) become immediately due and payable without presentment, demand, protest or any notices of any kind, including without limitation, notice of nonperformance, notice of protest, notice of dishonor, notice of intention to accelerate or notice of acceleration, all of which are hereby expressly waived by Borrower; (b) the obligation, if any, of Bank to extend any further credit under any of the Loan Documents

shall immediately cease and terminate; and (c) Bank shall have all rights, powers and remedies available under each of the Loan Documents, or accorded by law, including without limitation the right to resort to any or all security for any credit subject hereto and to exercise any or all of the rights of a beneficiary or secured party pursuant to applicable law. All rights, powers and remedies of Bank may be exercised at any time by Bank and from time to time after the occurrence of an Event of Default, are cumulative and not exclusive, and shall be in addition to any other rights, powers or remedies provided by law or equity.

ARTICLE VII MISCELLANEOUS

SECTION 7.1. NO WAIVER. No delay, failure or discontinuance of Bank in exercising any right, power or remedy under any of the Loan Documents shall affect or operate as a waiver of such right, power or remedy; nor shall any single or partial exercise of any such right, power or remedy preclude, waive or otherwise affect any other or further exercise thereof or the exercise of any other right, power or remedy. Any waiver, permit, consent or approval of any kind by Bank of any breach of or default under any of the Loan Documents must be in writing and shall be effective only to the extent set forth in such writing.

SECTION 7.2. NOTICES. All notices, requests and demands which any party is required or may desire to give to any other party under any provision of this Agreement must be in writing delivered to each party at the following address:

BORROWER: COMMUNITY ACTION PARTNERSHIP OF KERN
5005 Business Park North
Bakersfield, California 93309

BANK: WELLS FARGO BANK, NATIONAL ASSOCIATION
MAC E2511-020
5401 California Avenue, 2nd Floor
Bakersfield, California 93309

or to such other address as any party may designate by written notice to all other parties. Each such notice, request and demand shall be deemed given or made as follows: (a) if sent by hand delivery, upon delivery; (b) if sent by mail, upon the earlier of the date of receipt or three (3) days after deposit in the U.S. mail, first class and postage prepaid; and (c) if sent by telecopy, upon receipt.

SECTION 7.3. COSTS, EXPENSES AND ATTORNEYS' FEES. Borrower shall pay to Bank immediately upon demand the full amount of all payments, advances, charges, costs and expenses, including, to the extent permitted by applicable law, reasonable attorneys' fees (to include outside counsel fees and all allocated costs of Bank's in-house counsel to the extent permissible), expended or incurred by Bank in connection with (a) the negotiation and preparation of this Agreement and the other Loan Documents, Bank's continued administration hereof and thereof, and the preparation of any amendments and waivers hereto and thereto, (b) the enforcement of Bank's rights and/or the collection of any amounts which become due to Bank under any of the Loan Documents, whether or not suit is brought, and (c) the prosecution or defense of any action in any way related to any of the Loan Documents, including without limitation, any action for declaratory relief, whether incurred at the trial or appellate level, in an

arbitration proceeding or otherwise, and including any of the foregoing incurred in connection with any bankruptcy proceeding (including without limitation, any adversary proceeding, contested matter or motion brought by Bank or any other person) relating to Borrower or any other person or entity. Notwithstanding anything in this Agreement to the contrary, reasonable attorneys' fees shall not exceed the amount permitted by law.

SECTION 7.4. SUCCESSIONS, ASSIGNMENT. This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, legal representatives, successors and assigns of the parties; provided however, that Borrower may not assign or transfer its interests or rights hereunder without Bank's prior written consent. Bank reserves the right to sell, assign, transfer, negotiate or grant participations in all or any part of, or any interest in, Bank's rights and benefits under each of the Loan Documents. In connection therewith, Bank may disclose all documents and information which Bank now has or may hereafter acquire relating to any credit subject hereto, Borrower or its business, any guarantor hereunder or the business of such guarantor, if any, or any collateral required hereunder.

SECTION 7.5. ENTIRE AGREEMENT; AMENDMENT. To the full extent permitted by law, this Agreement and the other Loan Documents constitute the entire agreement between Borrower and Bank with respect to each credit subject hereto and supersede all prior negotiations, communications, discussions and correspondence concerning the subject matter hereof. This Agreement may be amended or modified only in writing signed by each party hereto.

SECTION 7.6. NO THIRD PARTY BENEFICIARIES. This Agreement is made and entered into for the sole protection and benefit of the parties hereto and their respective permitted successors and assigns, and no other person or entity shall be a third party beneficiary of, or have any direct or indirect cause of action or claim in connection with, this Agreement or any other of the Loan Documents to which it is not a party.

SECTION 7.7. TIME. Time is of the essence of each and every provision of this Agreement and each other of the Loan Documents.

SECTION 7.8. SEVERABILITY OF PROVISIONS. If any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity without invalidating the remainder of such provision or any remaining provisions of this Agreement.

SECTION 7.9. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be deemed to be an original, and all of which when taken together shall constitute one and the same Agreement.

SECTION 7.10. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of California (such State, Commonwealth or District is referred to herein as the "State"), but giving effect to federal laws applicable to national banks, without reference to the conflicts of law or choice of law principles thereof.

SECTION 7.11. BUSINESS PURPOSE. Borrower represents and warrants that each credit subject hereto is made for (a) a business, commercial, investment, agricultural or other similar purpose, (b) the purpose of acquiring or carrying on a business, professional or commercial activity, or (c) the purpose of acquiring any real or personal property as an investment and not primarily for a personal, family or household use.

SECTION 7.12. RIGHT OF SETOFF; DEPOSIT ACCOUNTS. Upon and after the occurrence of an Event of Default, (a) Borrower hereby authorizes Bank, at any time and from time to time, without notice, which is hereby expressly waived by Borrower, and whether or not Bank shall have declared any credit subject hereto to be due and payable in accordance with the terms hereof, to set off against, and to appropriate and apply to the payment of, Borrower's obligations and liabilities under the Loan Documents (whether matured or unmatured, fixed or contingent, liquidated or unliquidated), any and all amounts owing by Bank to Borrower (whether payable in U.S. dollars or any other currency, whether matured or unmatured, and in the case of deposits, whether general or special (except trust and escrow accounts), time or demand and however evidenced), and (b) pending any such action, to the extent necessary, to hold such amounts as collateral to secure such obligations and liabilities and to return as unpaid for insufficient funds any and all checks and other items drawn against any deposits so held as Bank, in its sole discretion, may elect. Bank may exercise this remedy regardless of the adequacy of any collateral for the obligations of Borrower to Bank and whether or not the Bank is otherwise fully secured. Borrower hereby grants to Bank a security interest in all deposits and accounts maintained with Bank to secure the payment of all obligations and liabilities of Borrower to Bank under the Loan Documents.

SECTION 7.13. ARBITRATION.

(a) Arbitration. The parties hereto agree, upon demand by any party, to submit to binding arbitration all claims, disputes and controversies between or among them (and their respective employees, officers, directors, attorneys, and other agents), whether in tort, contract or otherwise in any way arising out of or relating to (i) any credit subject hereto, or any of the Loan Documents, and their negotiation, execution, collateralization, administration, repayment, modification, extension, substitution, formation, inducement, enforcement, default or termination; or (ii) requests for additional credit. In the event of a court ordered arbitration, the party requesting arbitration shall be responsible for timely filing the demand for arbitration and paying the appropriate filing fee within 30 days of the abatement order or the time specified by the court. Failure to timely file the demand for arbitration as ordered by the court will result in that party's right to demand arbitration being automatically terminated.

(b) Governing Rules. Any arbitration proceeding will (i) proceed in a location in the State selected by the American Arbitration Association ("AAA"); (ii) be governed by the Federal Arbitration Act (Title 9 of the United States Code), notwithstanding any conflicting choice of law provision in any of the documents between the parties; and (iii) be conducted by the AAA, or such other administrator as the parties shall mutually agree upon, in accordance with the AAA's commercial dispute resolution procedures, unless the claim or counterclaim is at least \$1,000,000.00 exclusive of claimed interest, arbitration fees and costs in which case the arbitration shall be conducted in accordance with the AAA's optional procedures for large, complex commercial disputes (the commercial dispute resolution procedures or the optional procedures for large, complex commercial disputes to be referred to herein, as applicable, as the "Rules"). If there is any inconsistency between the terms hereof and the Rules, the terms and procedures set forth herein shall control. Any party who fails or refuses to submit to arbitration following a demand by any other party shall bear all costs and expenses incurred by such other party in compelling arbitration of any dispute. Nothing contained herein shall be deemed to be a waiver by any party that is a bank of the protections afforded to it under 12 U.S.C. §91 or any similar applicable state law.

(c) No Waiver of Provisional Remedies, Self-Help and Foreclosure. The arbitration requirement does not limit the right of any party to (i) foreclose against real or personal property collateral; (ii) exercise self-help remedies relating to collateral or proceeds of collateral such as setoff or repossession; or (iii) obtain provisional or ancillary remedies such as replevin, injunctive relief, attachment or the appointment of a receiver, before during or after the pendency of any arbitration proceeding. This exclusion does not constitute a waiver of the right or obligation of any party to submit any dispute to arbitration or reference hereunder, including those arising from the exercise of the actions detailed in sections (i), (ii) and (iii) of this paragraph.

(d) Arbitrator Qualifications and Powers. Any arbitration proceeding in which the amount in controversy is \$5,000,000.00 or less will be decided by a single arbitrator selected according to the Rules, and who shall not render an award of greater than \$5,000,000.00. Any dispute in which the amount in controversy exceeds \$5,000,000.00 shall be decided by majority vote of a panel of three arbitrators; provided however, that all three arbitrators must actively participate in all hearings and deliberations. The arbitrator will be a neutral attorney licensed in the State or a neutral retired judge of the state or federal judiciary of the State, in either case with a minimum of ten years experience in the substantive law applicable to the subject matter of the dispute to be arbitrated. The arbitrator will determine whether or not an issue is arbitratable and will give effect to the statutes of limitation in determining any claim. In any arbitration proceeding the arbitrator will decide (by documents only or with a hearing at the arbitrator's discretion) any pre-hearing motions which are similar to motions to dismiss for failure to state a claim or motions for summary adjudication. The arbitrator shall resolve all disputes in accordance with the substantive law of the State and may grant any remedy or relief that a court of such state could order or grant within the scope hereof and such ancillary relief as is necessary to make effective any award. The arbitrator shall also have the power to award recovery of all costs and fees, to impose sanctions and to take such other action as the arbitrator deems necessary to the same extent a judge could pursuant to the Federal Rules of Civil Procedure, the corresponding rules of civil practice and procedure applicable in the State or other applicable law. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The institution and maintenance of an action for judicial relief or pursuit of a provisional or ancillary remedy shall not constitute a waiver of the right of any party, including the plaintiff, to submit the controversy or claim to arbitration if any other party contests such action for judicial relief.

(e) Discovery. In any arbitration proceeding, discovery will be permitted in accordance with the Rules. All discovery shall be expressly limited to matters directly relevant to the dispute being arbitrated and must be completed no later than 20 days before the hearing date. Any requests for an extension of the discovery periods, or any discovery disputes, will be subject to final determination by the arbitrator upon a showing that the request for discovery is essential for the party's presentation and that no alternative means for obtaining information is available.

(f) Class Proceedings and Consolidations. No party hereto shall be entitled to join or consolidate disputes by or against others in any arbitration, except parties who have executed any Loan Document, or to include in any arbitration any dispute as a representative or member of a class, or to act in any arbitration in the interest of the general public or in a private attorney general capacity.

(g) Payment Of Arbitration Costs And Fees. The arbitrator shall award all costs and expenses of the arbitration proceeding.

(h) Real Property Collateral; Judicial Reference. Notwithstanding anything herein to the contrary, no dispute shall be submitted to arbitration if the dispute concerns indebtedness secured directly or indirectly, in whole or in part, by any real property unless (i) the holder of the mortgage, lien or security interest specifically elects in writing to proceed with the arbitration, or (ii) all parties to the arbitration waive any rights or benefits that might accrue to them by virtue of the single action rule statute of California, thereby agreeing that all indebtedness and obligations of the parties, and all mortgages, liens and security interests securing such indebtedness and obligations, shall remain fully valid and enforceable. If any such dispute is not submitted to arbitration, the dispute shall be referred to a referee in accordance with California Code of Civil Procedure Section 638 et seq., and this general reference agreement is intended to be specifically enforceable in accordance with said Section 638. A referee with the qualifications required herein for arbitrators shall be selected pursuant to the AAA's selection procedures. Judgment upon the decision rendered by a referee shall be entered in the court in which such proceeding was commenced in accordance with California Code of Civil Procedure Sections 644 and 645.

(i) Miscellaneous. To the maximum extent practicable, the AAA, the arbitrators and the parties shall take all action required to conclude any arbitration proceeding within 180 days of the filing of the dispute with the AAA. No arbitrator or other party to an arbitration proceeding may disclose the existence, content or results thereof, except for disclosures of information by a party required in the ordinary course of its business or by applicable law or regulation. If more than one agreement for arbitration by or between the parties potentially applies to a dispute, the arbitration provision most directly related to the Loan Documents or the subject matter of the dispute shall control. This arbitration provision shall survive termination, amendment or expiration of any of the Loan Documents or any relationship between the parties.

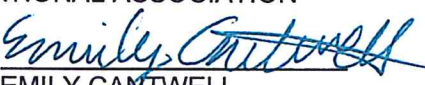
(j) Small Claims Court. Notwithstanding anything herein to the contrary, each party retains the right to pursue in Small Claims Court any dispute within that court's jurisdiction. Further, this arbitration provision shall apply only to disputes in which either party seeks to recover an amount of money (excluding attorneys' fees and costs) that exceeds the jurisdictional limit of the Small Claims Court.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have caused this Agreement to be executed as of the day and year first written above.

COMMUNITY ACTION PARTNERSHIP
OF KERN

By: 
JEREMY TOBIAS,
EXECUTIVE DIRECTOR

WELLS FARGO BANK,
NATIONAL ASSOCIATION

By: 
EMILY CANTWELL,
RELATIONSHIP MANAGER

REVOLVING LINE OF CREDIT NOTE

\$1,000,000.00

Bakersfield, California
January 5, 2018

FOR VALUE RECEIVED, the undersigned COMMUNITY ACTION PARTNERSHIP OF KERN ("Borrower") promises to pay to the order of WELLS FARGO BANK, NATIONAL ASSOCIATION ("Bank") at its office at MAC E2511-020, 5401 California Avenue, 2nd Floor, Bakersfield, California 93309 or at such other place as the holder hereof may designate, in lawful money of the United States of America and in immediately available funds, the principal sum of One Million Dollars (\$1,000,000.00), or so much thereof as may be advanced and be outstanding pursuant to the terms of the Credit Agreement, as defined herein, with interest thereon, to be computed on each advance from the date of its disbursement as set forth herein.

DEFINITIONS:

As used herein, the following terms shall have the meanings set forth after each, and any other term defined in this Note shall have the meaning set forth at the place defined:

(a) "Daily One Month LIBOR" means, for any day, the rate of interest equal to LIBOR then in effect for delivery for a one (1) month period.

(b) "LIBOR" means the rate of interest per annum determined by Bank based on the rate for United States dollar deposits for delivery of funds for one (1) month as published by the ICE Benchmark Administration Limited, a United Kingdom company, at approximately 11:00 a.m., London time, or, for any day not a London Business Day, the immediately preceding London Business Day (or if not so published, then as determined by Bank from another recognized source or interbank quotation); provided, however, that if LIBOR determined as provided above would be less than zero percent (0.0%), then LIBOR shall be deemed to be zero percent (0.0%).

(c) "London Business Day" means any day that is a day for trading by and between banks in dollar deposits in the London interbank market.

INTEREST:

(a) Interest. The outstanding principal balance of this Note shall bear interest (computed on the basis of a 360-day year, actual days elapsed) at a fluctuating rate per annum determined by Bank to be three and three quarters percent (3.75%) above Daily One Month LIBOR in effect from time to time. Bank is hereby authorized to note the date and interest rate applicable to this Note and any payments made thereon on Bank's books and records (either manually or by electronic entry) and/or on any schedule attached to this Note, which notations shall be prima facie evidence of the accuracy of the information noted.

(b) Taxes and Regulatory Costs. Borrower shall pay to Bank immediately upon demand, in addition to any other amounts due or to become due hereunder, any and all (i) withholdings, interest equalization taxes, stamp taxes or other taxes (except income and franchise taxes) imposed by any domestic or foreign governmental authority and related in any manner to LIBOR, and (ii) costs, expenses and liabilities arising from or in connection with



reserve percentages prescribed by the Board of Governors of the Federal Reserve System (or any successor) for "Eurocurrency Liabilities" (as defined in Regulation D of the Federal Reserve Board, as amended), assessment rates imposed by the Federal Deposit Insurance Corporation, or similar requirements or costs imposed by any domestic or foreign governmental authority or resulting from compliance by Bank with any request or directive (whether or not having the force of law) from any central bank or other governmental authority and related in any manner to LIBOR. In determining which of the foregoing are attributable to any LIBOR option available to Borrower hereunder, any reasonable allocation made by Bank among its operations shall be conclusive and binding upon Borrower.

(c) Default Interest. From and after the maturity date of this Note, or such earlier date as all principal owing hereunder becomes due and payable by acceleration or otherwise, or upon the occurrence and during the continuance of an Event of Default, then at the option of Bank, in its sole and absolute discretion, the outstanding principal balance of this Note shall bear interest at an increased rate per annum (computed on the basis of a 360-day year, actual days elapsed) equal to four percent (4%) above the rate of interest from time to time applicable to this Note.

BORROWING AND REPAYMENT:

(a) Borrowing and Repayment of Principal. Borrower may from time to time during the term of this Note borrow, partially or wholly repay its outstanding borrowings, and reborrow, subject to all of the limitations, terms and conditions of this Note and of any document executed in connection with or governing this Note; provided however, that the total outstanding borrowings under this Note shall not at any time exceed the principal amount stated above. The unpaid principal balance of this obligation at any time shall be the total amounts advanced hereunder by the holder hereof less the amount of principal payments made hereon by or for Borrower, which balance may be endorsed hereon from time to time by the holder. The outstanding principal balance of this Note shall be due and payable in full on January 15, 2019.

(b) Payment of Interest. Interest accrued on this Note shall be payable on the 15th day of each month, commencing February 15, 2018, and on the maturity date set forth above.

(c) Advances. Advances hereunder, to the total amount of the principal sum stated above, may be made by the holder at the oral or written request of (i) CHRISTINE ANAMI, WILLIAM RICHMOND or GIGI DUNN, any one acting alone, who are authorized to request advances and direct the disposition of any advances until written notice of the revocation of such authority is received by the holder at the office designated above, or (ii) any person, with respect to advances deposited to the credit of any deposit account of Borrower, which advances, when so deposited, shall be conclusively presumed to have been made to or for the benefit of Borrower regardless of the fact that persons other than those authorized to request advances may have authority to draw against such account. The holder shall have no obligation to determine whether any person requesting an advance is or has been authorized by Borrower.

(d) Application of Payments. Each payment made on this Note shall be credited first, to any interest then due and second, to the outstanding principal balance hereof.

PREPAYMENT:

Borrower may prepay principal on this Note at any time, in any amount and without penalty. If principal under this Note is payable in more than one installment, then any prepayments of principal shall be applied to the most remote principal installment or installments then unpaid.

EVENTS OF DEFAULT:

This Note is made pursuant to and is subject to the terms and conditions of that certain Credit Agreement between Borrower and Bank dated as of January 5, 2018, as amended from time to time (the "Credit Agreement"). Any default in the payment or performance of any obligation under this Note, or any defined event of default under the Credit Agreement, shall constitute an "Event of Default" under this Note.

MISCELLANEOUS:

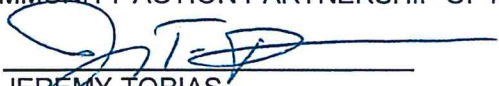
(a) Remedies. Upon the sale, transfer, hypothecation, assignment or other encumbrance, whether voluntary, involuntary or by operation of law, of all or any interest in any real property securing this Note, if any, or upon the occurrence of any Event of Default, the holder of this Note, at the holder's option, may declare all sums of principal and interest outstanding hereunder to be immediately due and payable without presentment, demand, notice of nonperformance, notice of protest, protest or notice of dishonor, all of which are expressly waived by Borrower, and the obligation, if any, of the holder to extend any further credit hereunder shall immediately cease and terminate. Borrower shall pay to the holder immediately upon demand the full amount of all payments, advances, charges, costs and expenses, including reasonable attorneys' fees (to include outside counsel fees and all allocated costs of the holder's in-house counsel), expended or incurred by the holder in connection with the enforcement of the holder's rights and/or the collection of any amounts which become due to the holder under this Note whether or not suit is brought, and the prosecution or defense of any action in any way related to this Note, including without limitation, any action for declaratory relief, whether incurred at the trial or appellate level, in an arbitration proceeding or otherwise, and including any of the foregoing incurred in connection with any bankruptcy proceeding (including without limitation, any adversary proceeding, contested matter or motion brought by Bank or any other person) relating to Borrower or any other person or entity.

(b) Obligations Joint and Several. Should more than one person or entity sign this Note as a Borrower, the obligations of each such Borrower shall be joint and several.

(c) Governing Law. This Note shall be governed by and construed in accordance with the laws of California, but giving effect to federal laws applicable to national banks, without reference to the conflicts of law or choice of law principles thereof.

IN WITNESS WHEREOF, the undersigned has executed this Note as of the date first written above.

COMMUNITY ACTION PARTNERSHIP OF KERN

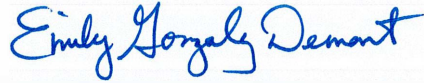
By: 

JEREMY TOBIAS,
EXECUTIVE DIRECTOR

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee



From: Emily Gonzalez Demont, Assistant Director of Grants Management for Head Start/State Child Development

Subject: *Agenda Item 5e: Request for approval of Budget Revision for the Head Start/Early Head Start Program – Action Item*

Date: January 24, 2018

Year-end savings of approximately \$650,000 are projected due to a surplus in the Personnel and Supplies cost categories in the Head Start and Early Head Start program budgets. Included in the savings is the unexpected increase in California Department of Education funding, which occurred after the annual budgets were prepared.

The projected year-end savings will be earmarked for the purchase of equipment and the remaining funds will go towards the acquisition and renovation of a child development facility.

The budget revision will allow for the replacement of equipment which includes Central Kitchen food delivery vans, a Central Kitchen convection oven, program vehicles, and a maintenance utility vehicle totaling \$191,000.

Recommendation

Staff recommends the Budget and Finance Committee approve the Budget Revision for the Head Start/Early Head Start Program.

Attachment: Head Start/Early Head Start Budget Revision

**Head Start and Early Head Start Kern
Budget Revision Program/Budget Narrative**

REVISED BUDGET

Head Start Program Operations	Revised	Approved budget	Change	Revised budget
Personnel	10,569,007	10,569,007	(500,000)	10,069,007
Fringe Benefits	3,187,775	3,187,775	-	3,187,775
Travel	-	-	-	-
Equipment	-	-	134,000	134,000
Supplies	1,029,470	1,029,470	-	1,029,470
Contractual	47,110	47,110	-	47,110
Construction (facility acquire & reno)	-	-	378,182	378,182
Other	3,624,954	3,624,954	-	3,624,954
Indirect	1,779,092	1,779,092	(12,182)	1,766,910
TOTAL	20,237,408	20,237,408	0	20,237,408

Early Head Start Program Operations	Revised	Approved budget	Change	Revised budget
Personnel	2,149,045	2,149,045	(120,000)	2,029,045
Fringe Benefits	644,713	644,713	-	644,713
Travel	-	-	-	-
Equipment	-	-	57,000	57,000
Supplies	373,296	373,296	(57,000)	316,296
Contractual	23,390	23,390	-	23,390
Construction (facility acquire and reno)	-	-	-	-
Other	440,664	440,664	125,182	565,846
Indirect	358,386	358,386	(5,182)	353,204
TOTAL	3,989,494	3,989,494	0	3,989,494

EQUIPMENT DETAIL:

	HS	EHS
Replacement food delivery vans 4 @ \$27,000	\$ 81,000	\$ 27,000
Replacement program vehicles 2 @ \$30,000	\$ 30,000	\$ 30,000
Convection oven for Kitchen - 1 @ \$8,000	\$ 8,000	\$ -
Skip loader for M&O - 1 @ \$15,000	\$ 15,000	\$ -
	\$ 134,000	\$ 57,000

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED DECEMBER 31, 2017**

	03/01/17- 11/30/17	12/01/17- 12/31/17	TOTAL
BEGINNING BALANCE (NOTE 1)	421,511.41		421,511.41
CASH RECEIPTS			
2017 Awards Banquet Donations	64,468.76		64,468.76 a
Give Big Kern (Net)	6,221.02		6,221.02
Donations	3,703.61	4,167.18 b	7,870.79
Misc. Revenue	3,115.16		3,115.16
Interest Income/Union Administrative Fee	825.80	101.77	927.57
TOTAL CASH RECEIPTS	78,334.35	4,268.95	82,603.30
CASH DISBURSEMENTS			
Line of Credit Interest Expense	372.97	64.02 c	436.99
Line of Credit Unused Commitment Fee	1,772.75		1,772.75
2017 Awards Banquet Expenses	18,283.64		18,283.64 a
Staff Development Day (4/27/17) - Raffle Prizes	1,092.14		1,092.14
Outreach	912.62		912.62
Prior Period Cost - Pension	4,568.24		4,568.24
Labor Commissioner Penalty	4,660.29		4,660.29
Property Taxes - Campus Vacant Parcels	2,186.47		2,186.47
Travel Cost - SB 441 Hearing	466.72		466.72
Fundraising Expenses	1,440.95	150.45	1,591.40
Miscellaneous Expenses	1,158.69	435.12	1,593.81
Indirect	3,040.30	3.55	3,043.85
TOTAL CASH DISBURSEMENTS	39,955.78	653.14	40,608.92
CASH PROVIDED (USED)	38,378.57	3,615.81	41,994.38
ENDING BALANCE	459,889.98		463,505.79
		Discretionary Cash	205,501.43
		Fund Raising Cash	259,497.30
			464,998.73
		Less: AP	(1,492.94)
			463,505.79

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 12/31/17, net 2017 awards banquet gain is \$47,128.52 (FYE 2/28/17 = \$943.40 + \$46,185.12 for 2017/18).
- b. Donations include \$2,500 from Café Rio, \$1,000 from Chevron and \$587 online donations.
- c. Interest expense on operating line of credit advance for \$450,000 for one day.

Date Prepared: 1/18/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

JANUARY 2018

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

January 24, 2018

FINANCIAL REPORT

TABLE OF CONTENTS

<u>SECTION</u>	<u>Pages (s)</u>
A. Schedule of Programs for the period March 1, 2017 through February 28, 2018	A1 - A5
B. Functional Classification by Fund	B1 - B2
C. Line of Credit Summary	C1
D. - Cash Summary as of December 31, 2017	D1
- Bank Reconciliations	D2 - D9
E. B of A Mastercard Summary and Statements	E1 - E14
F. Child and Adult Care Foode - Statement of Operations	F1
G. State Department of Education Contract - Earned Revenue	G1 - G2
H. Finance Division Monthly Report	H1
I. Financial Statements as of December 31, 2017	I1
J. Indirect Fund Budget To Actual	J1

**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
<u>UNRESTRICTED</u>						
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
<u>RESTRICTED</u>						
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	585,818 586,490	93.596	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 6000 CMAP - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	179,787 166,396	93.575	CSP - 6110 CSP - 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	CSP - 6110 CSP - 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	09/06/16 - 04/28/17	187	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY		10,000	93.074	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	10.568/569	15 - MOU - 00118	10/01/16 - 09/30/17 10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)		250,849 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	16C - 6012	07/01/16 - 09/30/17	123-64	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
EFSP (EMERGENCY FOOD & SHELTER PROGRAM)		84,507 94,750	97.024	PHASE 33 PHASE 34	12/01/15 - 01/31/18 04/01/17 - 01/31/18	114	U.S. DEPT OF HOMELAND SECURITY - EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM, UNITED WAY OF KERN COUNTY
JUSTICE ASSISTANCE GRANT (JAG)		57,923	16.738	417-2015	01/01/17 - 12/31/17	130	U.S. DEPT OF JUSTICE - STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, COUNTY OF KERN, PROBATION DEPARTMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN		14,000 14,000	84.412	N/A	03/01/16 - 06/30/17 07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT		22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT		150,000 23,400		N/A	07/01/15 - 06/30/17 07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP (LOW INCOME WEATHERIZATION PROGRAM)		1,071,955		15K - 6006	01/01/15 - 04/30/17	221	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIWP SOLAR PV PILOT		BASED ON WATTS INSTALLED		N/A	07/01/16 - 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 1,558,866		CMAAP - 6000 CMAAP - 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**

<u>RESTRICTED cont'd.</u>	<u>PROGRAM (COMPONENT)</u>	<u>AMOUNT</u>	<u>CFDA #</u>	<u>GRANT NUMBER</u>	<u>PROGRAM YEAR</u>	<u>FUND #</u>	<u>FUNDING SOURCE</u>
GENERAL CENTER CHILD CARE		1,205,588 1,458,400		CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		2,198,551 2,596,232		CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE		209,306 236,499		CMIG - 6004 CMIG - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES		29,934 35,172		CMSS - 6004 CMSS - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
INFORMATION & EDUCATION		80,000 80,000 80,000		16 - 10206	07/01/16 - 06/30/17 07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
TAX CHECK - OFF (FOOD BANK)		13,918		15 MOU-00118	07/01/16 - 06/30/17	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE DROUGHT FOOD ASSISTANCE (FOOD BANK)		729,763		N/A	05/01/14 - 09/30/17	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)		54,112 242,296		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES		201,769 209,094		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211		90,006 90,860		2015.2.5	07/01/16 - 06/30/17 07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER		131,496 134,418		2015.2.6	07/01/16 - 06/30/17 07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW		34,253 50,921		2017.2.01	02/01/17 - 06/30/17 07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
ENERGY - WATER TANK INSTALLATION		BASED ON NO. OF TANKS		N/A	08/19/15 - 02/18/18	229	STATE OF CALIFORNIA, OFFICE OF EMERGENCY SERVICES, SELF-HELP ENTERPRISES
REALIGNMENT FOR SUCCESS		138,906		236-2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211		46,360 44,738		1004 - 2016 PENDING	07/01/16 - 06/30/17 07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES		71,406 71,406		673 - 2016 230 - 2017	07/01/16 - 06/30/17 07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN		1,098		N/A	06/26/17 - 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, LIFE TECH
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 03/01/17 - 02/28/18	536-234 407-000	UNITED WAY OF STANISLAUS COUNTY THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR		100,000		N/A	N/A	443	THE BAKERSFIELD CALIFORNIAN FOUNDATION
FOOD BANK SOLAR		5,000		N/A	01/01/17 - 12/31/17	485	SOUTHERN CALIFORNIA GAS COMPANY
VITA		2,500 3,500 2,000		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
FOOD BANK		50,000		N/A	01/01/16 - 06/30/17	413	RESNICK FOUNDATION
HUMAN RESOURCES		25,000		N/A	01/01/16 - 12/31/17	501-006	BLUE SHIELD
PREP WORKS - YOUTH CENTERS		40,000 30,000		N/A	08/01/16 - 07/31/17 08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM		25,000		N/A	PENDING	448	WELLS FARGO FOUNDATION
SHAFTER YOUTH CENTER - ART SMART		2,500		N/A	10/01/16 - 09/30/17	527	TARGET
FOOD BANK PRODUCE PROGRAM		15,000		2017-10180	01/01/17 - 06/30/17	504	WALT DISNEY COMPANY
FHCC / SYC - FIRST AID		1,500		N/A	01/01/17 - 12/31/17	531 / 527	KERN FAMILY HEALTH CARE
FACE - TA LEARNING COMMUNITY		5,000		N/A	02/01/17 - 06/30/17	110	SAVE THE CHILDREN US PROGRAMS, HEISING - SIMONS 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	PENDING - 02/28/19	454	DIGNITY HEALTH

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

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

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund						X
800	GAAP Fund						X
915	Operations Pool			X	X		X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	<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		
454	Dignity Health East Kern Health Link <u>Youth Services</u>				X		
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	64.02	5.12188%
12/29/17	450,000				
01/02/18		450,000	4 days	265.71	5.31425%
Total				702.70	

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

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

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

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

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

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

**COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF DECEMBER 31, 2017**

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(253,877.65)
HEAD START/EARLY HEAD START	(229,601.10)
STATE PRESCHOOL	149,478.00
TRANSFER NEGATIVE BALANCE	334,000.75
SUBTOTAL	0.00
CHILD DEVELOPMENT RESERVE No. 2	97.48
GENERAL CHILD CARE	(124,978.93)
MIGRANT A/P	705,666.24
MIGRANT CHILD CARE	10,121.87
MIGRANT SPECIALIZED SERVICES	14,967.05
STATE PRESCHOOL	54,779.50
SUBTOTAL	660,653.21
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
CDBG - SOLAR	0.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	7,939.20
EF&S	78,988.42
EFAP	(4,545.74)
FOOD BANK	205,774.30
FOOD BANK - STATE	(25,580.11)
SOCAL GAS	5,000.00
SUBTOTAL	267,629.39
ENERGY	(40,282.26)
LIHEAP	(855,641.47)
LIWP	(16,409.16)
LIWP SOLAR PV	(7,474.62)
LIWP SINGLE FAMILY	(9,424.15)
WATER TANK	(476.21)
TRANSFER NEGATIVE BALANCE	929,707.87
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	22,716.43
SUMMER FOOD	10,165.73
SUBTOTAL	32,882.16
211	(93,178.94)
CAL FRESH	(5,380.18)
COST POOLS	(31,636.53)
CSBG	(113,081.25)
DIFFERENTIAL RESPONSE	(33,059.45)
DISCRETIONARY FUND	205,501.43
FIRST 5 KERN 211	(13,426.86)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(30,890.72)
FIRST 5 HELP ME GROW	(12,762.07)
FRIENDSHIP HOUSE	(18,825.87)
FUNDRAISING	259,497.30
GANG PREVENTION	(12,030.86)
GENERAL FUND	140,013.73
INDIRECT FUND	1,274,235.84
IRS - VITA	(3,710.13)
INFORMATION & EDUCATION	(18,744.91)
JUSTICE ASSISTANCE GRANT	(14,901.23)
REALIGNMENT FOR SUCCESS	(19,190.77)
KERN COUNTY 211	(9.43)
SHAFTER YOUTH CENTER	75,746.60
STARBUCKS FOUNDATION	30,000.00
UNITED WAY 211	(1,314.53)
WELLS FARGO FOUNDATION	25,000.00
WIC	(769,499.42)
LESS: HEAD START NEGATIVE BALANCE	(334,000.75)
LESS: ENERGY NEGATIVE BALANCE	(929,707.87)
ADD: LINE OF CREDIT	450,000.00
SUBTOTAL	4,643.13
TOTAL OPERATING CASH	965,807.89

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
 December 31, 2017

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

OPERATING ACCOUNT
 ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 12/31/17		1,478,438.70
LESS: OUTSTANDING CHECKS	273,086.21	
ADJUSTED BANK BALANCE AT 12/31/17		1,205,352.49
GENERAL LEDGER BALANCE AT 11/30/17		2,397,383.58
ADD: DEPOSITS	1,141,470.99	
ACH DEPOSITS	60,390.18	
HHS DRAWDOWNS	1,887,360.17	
CHECKS MOVED TO STALE DATED LIABILITY	1,505.65	
LOAN (133) ADVANCE ON OPERATING LINE OF CREDIT	450,000.00	
BANK ACCOUNT TRANSFER FROM HEAD START VACATION	3,273.90	
LESS: CHECKS ISSUED (CURRENT MONTH)	1,804,489.81	
ADP PAYROLL 12/08/17	1,140,574.59	
ADP PAYROLL 12/21/17	1,157,824.29	
ADP PAYROLL 12/28/17	113.61	
ADP H.S.A.	747.54	
MUTUAL OF AMERICA	149,304.40	
BANK ACCOUNT TRANSFER TO CDR No. 2	86.40	
CLIENT ANALYSIS SERVICE CHARGE	759.52	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS	8,277.10	
LOAN (133) PAY DOWN ON OPERATING LINE OF CREDIT & INTEREST	450,064.02	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS	23,790.70	
GENERAL LEDGER BALANCE AT 12/31/17		1,205,352.49
DIFFERENCE:		0.00

PREPARED BY: Wm Richmond TITLE: Accountant 01/02/18
 APPROVED BY: C. Amemi TITLE: Chief Finance Officer 1/5/18

D3

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2017

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	12/31/17	562,352.75
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	12/31/17	562,352.75

BALANCE PER G/L	11/30/17	565,553.53
ADD:		
DEPOSITS		0.00
INTEREST		73.12
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		3,273.90
BALANCE PER G/L	12/31/17	562,352.75

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: 01/02/18

APPROVED BY: C Anemic

TITLE: Chief Finance Officer

DATE: 1/5/18

D4

COMMUNITY ACTION PARTNERSHIP OF KERN**CAPK ACCRUED VACATION***

5005 BUSINESS PARK NORTH

BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING

December 31, 2017

WELLS FARGO BANK, N.A.

P. O. BOX 63020

SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X3267**BANK BALANCE ENDING: 12/31/17 0.00**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/17 0.00**BALANCE PER G/L 11/30/17 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 12/31/17 0.00

DIFFERENCE: 0.00

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

PREPARED BY: Wm. RichmondTITLE: AccountantDATE: 01/02/18APPROVED BY: C. AnunciTITLE: Chief Finance OfficerDATE: 1/5/18**D5**

**COMMUNITY ACTION PARTNERSHIP OF KERN
DOE ARRA ACCOUNT***

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
December 31, 2017**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 12/31/17 503.50

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/17 503.50

BALANCE PER G/L 11/30/17 558.59

ADD: DEPOSITS 0.00

INTEREST 0.04

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 55.13

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 12/31/17 503.50

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 01/02/18

APPROVED BY: C. Mame

TITLE: Chief Finance Officer

DATE: 1/5/18

D6

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2017

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	12/31/17	5,100.49
DEPOSITS IN TRANSIT (CREDIT CARD)	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	

ADJUSTED BANK BALANCE	12/31/17	5,100.49
------------------------------	-----------------	-----------------

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

ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	476.69
	BANKCARD DEPOSIT	0.00
	PAYPAL DEPOSIT	0.00
	INTEREST	0.37

LESS:	APPLIED MERCHANT DEBITS	
	CLIENT ANALYSIS SERVICE CHARGE	28.87
	BANKCARD FEES	139.95
	CASH CONCENTRATION FEE	0.00
	FUND TRANSFER TO GENERAL FUND	0.00

BALANCE PER GENERAL LEDGER:	12/31/17	5,100.49
------------------------------------	-----------------	-----------------

* 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: 01/02/18

APPROVED BY: C Anemic

TITLE: Chief Finance Officer

DATE: 1/5/18

D7

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2017

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: **12/31/17** **0.00**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **12/31/17** **0.00**

BALANCE PER G/L **11/30/17** **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 **12/31/17** **0.00**

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 01/02/18

APPROVED BY: C. Mami

TITLE: Chief Finance Officer

DATE: 1/5/18

D8

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2017

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 12/31/17 239.74

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/17 239.74

BALANCE PER G/L 11/30/17 235.84

ADD: DEPOSITS 86.40

INTEREST 0.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 82.52

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 12/31/17 239.74

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 01/02/18

APPROVED BY: C. Anami

TITLE: Chief Finance Officer

DATE: 1/5/18

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

Cardholder	Position	Amount Charged
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,081.20
Ralph Martinez	Director of Community Development	836.27
Jerry Meade	Head Start Program, Design & Management Administrator	644.58
Michele Nowell	Director of Human Resources	197.00
Pritika Ram	Director of Administration	1,371.38
Carmen Segovia	Director of Health & Nutrition Services	2,132.17
Jeremy Tobias	Chief Executive Officer	553.21
Emilio Wagner	Director of Operations	<u>3,108.17</u>
	Total	13,923.98



YOLANDA GONZALES

Platinum Plus® for Business

November 22, 2017 - December 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 \$5,081.20
Minimum Payment Due **\$50.81**
Payment Due Date **01/17/18**

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

New Balance Total \$5,081.20
Credit Limit \$10,000
Credit Available \$4,918.80
Statement Closing Date 12/21/17
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
12/06	12/06	WALMART.COM 800-966-6546 AR	55432867340200582338298	3,491.04
12/15	12/13	HI SF CIVIC CENTER SAN FRANCISCOCA Arr: 12/11/17 Dep: 12/13/17 Inv: 13268531	55310207348708600767379	580.87
12/19	12/18	TARGET 00025247 BAKERSFIELD CA	05410197352091008426439	1,009.29
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$5,081.20

0032747 0005081 0508120 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:
November 22, 2017 - December 21, 2017

New Balance Total \$5,081.20
Minimum Payment Due **\$50.81**
Payment Due Date **01/17/18**

Enter payment amount

\$

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E2



RALPH MARTINEZ

Platinum Plus® for Business

November 22, 2017 - December 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 \$836.27
Minimum Payment Due \$10.00
Payment Due Date 01/17/18

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 \$259.00
Payments and Other Credits -\$259.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$836.27
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$836.27
Credit Limit \$10,000
Credit Available \$9,163.73
Statement Closing Date 12/21/17
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/14	12/14	Payments and Other Credits		
		CA Banking Center payment	34806005750005290164669	- 259.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$259.00
		Purchases and Other Charges		
12/04	12/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429507335894061753870	69.00
12/07	12/05	FRONTSTREAM RESTON VA	75263587340203801661900	90.00
12/18	12/15	REGENCY LANES BAKERSFIELD CA	55480777350206571400105	180.00
12/18	12/15	TONY'S PIZZA 3 BAKERSF BAKERSFIELD CA	75306377351323700892330	181.50

0025900 0001000 0083627 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:
November 22, 2017 - December 21, 2017

New Balance Total \$836.27
Minimum Payment Due \$10.00
Payment Due Date 01/17/18

Enter payment amount

\$

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E3



RALPH MARTINEZ

November 22, 2017 - December 21, 2017

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/18	12/15	TONY'S PIZZA 3 BAKERSF BAKERSFIELD CA	75306377351323700892389	15.77
12/21	12/20	SQ *SQ *SAFETY N.E.T. SHAFTER CA	55432867354200510510748	300.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$836.27

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.



JERRY MEADE

Platinum Plus® for Business

November 22, 2017 - December 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:
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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 \$644.58
Minimum Payment Due \$10.00
Payment Due Date 01/17/18

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 \$963.80
Payments and Other Credits -\$963.80
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$644.58
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$644.58
Credit Limit \$10,000
Credit Available \$9,355.42
Statement Closing Date 12/21/17
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/14	12/14	Payments and Other Credits		
		CA Banking Center payment	34806005760041290223047	- 963.80
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$963.80
		Purchases and Other Charges		
11/29	11/28	ANDERSONS TOWING STOCKTON CA	55436877333153330442637	195.70
12/04	12/02	SPRINGHILL SUITES RIDG RIDGECREST CA	55432867337200877097646	146.02
		Arr: 12/02/17 Dep: 12/02/17 Inv: 336004		
12/08	12/06	VONS #1969 BAKERSFIELD CA	55310207341975016503733	58.07

0096380 0001000 0064458 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:
November 22, 2017 - December 21, 2017

New Balance Total \$644.58
Minimum Payment Due \$10.00
Payment Due Date 01/17/18

Enter payment amount

\$

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JERRY MEADE

November 22, 2017 - December 21, 2017

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/08	12/06	LUGIS RESTAURANT AND BAKERSFIELD CA	85309617341701672772608	244.79
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$644.58

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.



MICHELE NOWELL

Platinum Plus® for Business

November 22, 2017 - December 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:
1.888.500.8267, 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 \$197.00
Minimum Payment Due \$10.00
Payment Due Date 01/17/18

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 \$532.40
Payments and Other Credits -\$532.40
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$197.00
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$197.00
Credit Limit \$0
Credit Available \$0.00
Statement Closing Date 12/21/17
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/14	12/14	Payments and Other Credits		
		CA Banking Center payment	34808005760041290281250	- 532.40
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$532.40
11/28	11/27	Purchases and Other Charges		
		BUS MGMT DAILY 8005432055 VA	55429507332894871323008	197.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$197.00

0053240 0001000 0019700 5472063578062719



BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796



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

***0006493

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

New Balance Total \$197.00
Minimum Payment Due \$10.00
Payment Due Date 01/17/18

Enter payment amount

\$

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306271911



PRITIKA RAM

Platinum Plus® for Business

November 22, 2017 - December 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 \$1,371.38

Minimum Payment Due \$13.71

Payment Due Date 01/17/18

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 \$1,841.17

Payments and Other Credits -\$1,841.17

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,371.38

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

New Balance Total \$1,371.38

Credit Limit \$10,000

Credit Available \$8,628.62

Statement Closing Date 12/21/17

Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/14	12/14	Payments and Other Credits		
		CA Banking Center payment	34806005750017290327899	- 1,841.17
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$1,841.17
		Purchases and Other Charges		
12/06	12/05	LAMBOURNE TRAVEL 06613239031 CA	55548077340286000664412	45.00
12/07	12/05	AMERICAN 00170069540852 BAKERSFIELD CA	55417347340873402818236	878.60
		RAM/PRITIKA		
		00170069540852		

0184117 0001371 0137138 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: *

November 22, 2017 - December 21, 2017

New Balance Total \$1,371.38

Minimum Payment Due \$13.71

Payment Due Date 01/17/18

Enter payment amount

\$

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BUSINESS CARD,

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PRITIKA RAM

November 22, 2017 - December 21, 2017

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 01/08/18 Airport Code: BFL		
		AA L PHX		
		Departure Date: 01/08/18 Airport Code: PHX		
		AA L IAH		
		Departure Date: 01/12/18 Airport Code: IAH		
		AA G PHX		
		Departure Date: 01/12/18 Airport Code: PHX		
		AA S BFL		
12/08	12/06	KERN EDC BAKERSFIELD CA	55207397341000340060089	400.00
12/18	12/14	MEXICALI - WEST - CA BAKERSFIELD CA	05314617350600030045086	47.78
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,371.38

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.



CARMEN SEGOVIA

Platinum Plus® for Business

November 22, 2017 - December 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 \$2,115.97
Minimum Payment Due **\$21.16**
Payment Due Date **01/17/18**

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

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

Account Summary

Previous Balance \$2,361.29
Payments and Other Credits **-\$2,377.49**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$2,132.17
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$2,115.97
Credit Limit \$20,000
Credit Available \$17,884.03
Statement Closing Date 12/21/17
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/14	12/14	CA Banking Center payment	34806005750017290371962	- 2,361.29
12/18	12/16	RBT #32 LUCILLE'S SMOK EasySavings NY	05587457350000000361046	- 16.20
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,377.49
Purchases and Other Charges				
11/24	11/21	CAMELOT PARK - TX BAKERSFIELD CA	05314617326100115175388	100.00
11/28	11/27	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500367332837000359212	171.94
12/07	12/06	LOWES #00907* 866-483-7521 NC	55432867340200656940839	48.71

0236129 0002116 0211597 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:
November 22, 2017 - December 21, 2017

New Balance Total \$2,115.97
Minimum Payment Due **\$21.16**
Payment Due Date **01/17/18**

Enter payment amount

\$

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E10



CARMEN SEGOVIA

November 22, 2017 - December 21, 2017

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/11	12/08	MICHAELS.COM 08006424235 PA	55460297342083187608973	138.40
12/11	12/09	MICHAELS.COM 08006424235 PA	55460297343083187608972	32.14
12/11	12/10	MICHAELS.COM 08006424235 PA	55460297344083187608971	21.98
12/12	12/06	LOWES #00790* BAKERSFIELD CA	55432867340200691622673	37.51
12/14	12/12	CKE*DADS BAR-B-QUE 1 SHAFTER CA	05436847347200042126255	322.74
12/14	12/14	WALMART.COM 800-966-6546 AR	55432867348200142602086	144.60
12/15	12/14	REAL RD SIZZLER #069 BAKERSFIELD CA	55480777349400694000496	309.40
12/15	12/14	#32 LUCILLE'S SMOK BAKERSFIELD CA	25536067349105005450925	404.88
12/18	12/15	VISALIA ADVENTURE PARK VISALIA CA	05314617350500279658187	72.00
12/18	12/15	ME N EDS PIZZERIA - 82 VISALIA CA	05314617350100146112540	101.29
12/18	12/17	MICHAELS.COM 08006424235 PA	55460297351083130288020	9.14
12/20	12/18	CAMELOT PARK - TX BAKERSFIELD CA	05314617353100127118414	109.85
12/21	12/20	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500367355837000388288	107.59
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,132.17

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.



JEREMY T TOBIAS

Platinum Plus® for Business

November 22, 2017 - December 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 \$553.21
Minimum Payment Due **\$10.00**
Payment Due Date 01/17/18

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 \$1,724.28
Payments and Other Credits -\$1,724.28
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$553.21
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$553.21
Credit Limit \$10,000
Credit Available \$9,446.79
Statement Closing Date 12/21/17
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/14	12/14	CA Banking Center payment	34806005760027290454468	- 1,724.28
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,724.28
Purchases and Other Charges				
11/22	11/21	HUNGRY HUNTER STEAKHOU BAKERSFIELD CA	55432867326200886404406	179.93
11/29	11/27	FLOWERSHOPNETWORK.COM 877-3767363 AR	75265867332149703164028	82.20
11/30	11/29	FOOD-EX BAKERSFIELD CA	25247807333005108017760	291.08
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$553.21

0172428 0001000 0055321 5472063577914407

BUSINESS CARD
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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:
November 22, 2017 - December 21, 2017

New Balance Total \$553.21
Minimum Payment Due **\$10.00**
Payment Due Date 01/17/18

Enter payment amount

\$

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E12



EMILIO WAGNER

Platinum Plus® for Business

November 22, 2017 - December 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 \$3,108.17
Minimum Payment Due **\$31.08**
Payment Due Date **01/17/18**
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 \$4,622.33
Payments and Other Credits **-\$4,622.33**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$3,108.17
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$3,108.17
Credit Limit \$10,000
Credit Available \$6,891.83
Statement Closing Date 12/21/17
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/14	12/14	CA Banking Center payment	34806005750017290415074	- 4,622.33
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$4,622.33
Purchases and Other Charges				
11/22	11/21	WIPFLILLP 7158437449 WI	55429507325894579993663	820.00
11/24	11/22	SP * SENSORCON 7165662728 NY	55429507326637766982653	127.63
12/11	12/07	VONS #1969 BAKERSFIELD CA	55310207342975012452025	80.00
12/15	12/14	JOHNS INCREDIBLE PIZZA BAKERSFIELD CA	55432867349200414243279	1,335.00

0462233 0003108 0310817 5472063574508442

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WILMINGTON, DE 19886-5796

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

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

New Balance Total \$3,108.17
Minimum Payment Due **\$31.08**
Payment Due Date **01/17/18**

Enter payment amount

\$

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E13



EMILIO WAGNER

November 22, 2017 - December 21, 2017

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/21	12/20	MINDBODY, INC 805-4762700 CA	85454917354900018763688	482.54
12/21	12/20	CITY OF BAKERSFIELD BU BAKERSFIELD CA	05436847354300153376424	213.00
12/21	12/20	BLS*AUTODESK PURCHASE 415-507-5000 CA	55488727354083003523660	50.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$3,108.17

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
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
STATEMENT OF OPERATIONS
FOR THE MONTH OF DECEMBER 2017 (10 of 12 MONTHS - 83.33%)**

	03/01/17 - 11/30/17	12/1/2017 - 12/31/17	Total
Revenue - USDA (Note A)	1,010,462	116,468	1,126,930
Expenditures (Note B)			
- Salaries	419,380	78,497	497,877
- Benefits	141,206	19,515	160,721
- Travel	43,573	2,358	45,931
- Space Costs	96,474	6,193	102,667
- Supplies	88,104	10,057	98,161
- Equipment Repair & Maintenance	3,499	1,539	5,038
- Other Costs	20,476	-	20,476
- Raw Food Costs	<u>558,186</u>	<u>58,672</u>	<u>616,858</u>
Total Operating Expenditures	1,370,898	176,831	1,547,729
Less: Adult Meals (at \$2.56 per meal) Transferred to HS	<u>(163,102)</u>	<u>(17,198)</u>	<u>(180,300)</u>
Net Operating Expenditures (Note B)	1,207,796	159,633	1,367,429
Indirect (10%)	<u>91,546</u>	<u>17,850</u>	<u>109,396</u>
Total Expenditures	<u>1,299,342</u>	<u>177,483</u>	<u>1,476,825</u>
Excess Revenue (Expenditures)	<u>(288,880)</u>	<u>(61,015)</u>	<u>(349,895)</u>
Head Start Budget			747,878

46.8%

Total Meals Prepared and Vended (Note C)	566,203	63,491	629,694
Total Meals Claimed	<u>454,503</u>	<u>51,563</u>	<u>506,066</u>
Difference	111,700	11,928	123,628

Percentage Claimed to Prepared/Vended	80.27%	81.21%	80.37%
---------------------------------------	--------	--------	--------

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/ State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (6 OF 12 MONTHS = 50.00%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	TOTAL	% Earned to Total MRA
GENERAL CHILD CARE (CCTR-7050)								
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	27,626	
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>	
Revenue Earned	\$177,216	\$240,332	\$211,523	\$223,428	\$206,025	\$196,801	\$1,255,325	53.90%
Maximum Reimbursable Amount (MRA)	\$2,329,073							
CALIFORNIA STATE PRESCHOOL (CSPP-7119)								
Adjusted Days of Enrollment - Certified	3,053	4,843	6,541	7,828	6,966	6,098	35,329	
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>	
Revenue Earned	\$139,614	\$221,470	\$299,120	\$357,974	\$318,555	\$278,862	\$1,615,595	51.60%
Maximum Reimbursable Amount (MRA)	\$3,131,270							
MIGRANT CHILD CARE (CMIG-7004)								
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	2,831	
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>	
Revenue Earned	\$18,994	\$22,720	\$19,676	\$24,947	\$21,811	\$20,493	\$128,641	54.39%
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 (5 OF 12 MONTHS = 41.67%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Total	%	% Earned to MRA
Provider Payments	424,205	469,201	510,564	473,797	479,818	2,357,585		
Less: Family Fees	(13,071)	(13,885)	(2,966)	(5,667)	(9,581)	(45,170)		
Net Provider Payments	411,134	455,316	507,598	468,130	470,237	2,312,415	82.22%	
Maximum Reimbursable Amount (MRA) for Provider Payments	5,832,639							40.42%
Administration & Support Services Revenue								
Provider Payments	424,205	469,201	510,564	473,797	479,818	2,357,585		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	89,983	99,527	108,301	100,502	101,779	500,092		
Program Administration/Support Services Costs								
Indirect (10% x MTDC) Costs	42,841	63,572	82,488	65,510	63,182	317,593	11.29%	
Transfer Indirect to CSBG	46,059	52,457	59,820	52,726	52,692	263,754	6.49%	
Total Operating Costs	88,900	100,610	108,301	100,502	101,779	500,092	17.78%	
Revenue Earned Over/(Under) Costs	1,083	(1,083)	0	0	0	0		
TOTAL COSTS - NET OF FAMILY FEES	500,034	555,926	615,899	568,632	572,016	2,812,507	100.00%	

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

Provider payments 2,357,585
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 500,093

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN

FINANCE DIVISION MONTHLY ACTIVITY REPORT

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

Activities	December 2017		Year to Date (3/1/17-12/31/17)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	11,787		206,052	
Bank Deposits	6	1,141,471	58	18,339,189
Wire Deposits	6	60,390	37	624,055
Head Start Drawdowns	3	1,887,360	49	23,967,891
Vendor Checks Issued	803	1,804,490	9,856	22,445,661
Payroll Disbursed		2,298,512		23,342,204
Grant Reports Prepared in December 2017	8		134	
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 DECEMBER 31, 2017

ASSETS

Cash in Bank	965,807.89
Cash - Vacation Reserve	562,352.75
Petty Cash	500.00
Accounts Receivable	2,778,516.58
Travel Advance	12,024.36
Prepaid Expense	333,828.53
Inventory	1,081,194.83
Net Fixed Assets - Unrestricted	2,809,575.38
Net Fixed Assets - Restricted	<u>9,511,460.92</u>

Total Assets 18,055,261.24

LIABILITIES AND NET ASSETS

Accounts Payable	1,300,515.65
Accrued Expenses	1,508,776.42
Accrued Vacation	551,383.23
Line of Credit	450,000.00
Note Payable	2,828,475.63
Advance Payable	92.00
Deferred Revenue	<u>583,581.40</u>

Total Liabilities 7,222,824.33

Total Net Assets 10,832,436.91

Total Liabilities and Net Assets 18,055,261.24

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

REVENUE

Grant Revenue	45,028,912.85
Donations	162,000.73
Other Revenue	4,769,176.10
In-Kind	<u>6,011,163.73</u>

Total Revenue 55,971,253.41

EXPENDITURES

Salaries	22,838,007.56
Benefits	6,805,943.83
Travel	463,297.85
Space Costs	3,835,989.79
Supplies	1,799,127.61
Consultant/Contract Services	1,882,845.20
Other Costs	2,019,172.81
Program Costs	6,102,244.82
Capital Expenditures	306,018.32
Indirect	4,082,901.23
In-Kind	<u>6,011,163.73</u>

Total Expenditures 56,146,712.75

Net Change in Assets (175,459.34)

Net Assets, beginning 11,007,896.25

Net Assets, ending 10,832,436.91

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2017/18
BUDGET TO ACTUAL - 3/1/17 TO 12/31/17 (10 OF 12 MONTHS = 83.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	4,827,346	4,082,901	84.6%	744,445
Expenditures				
Salaries	2,614,903	1,860,333	71.1%	754,570
Benefits @ 23.4%	<u>605,877</u>	<u>429,063</u>	<u>70.8%</u>	<u>176,814</u>
Total Personnel Costs	3,220,780	2,289,396	71.1%	931,384
Operating Costs				
Travel	79,900	56,176	70.3%	23,724
Space Costs	190,700	152,003	79.7%	38,697
Supplies	147,277	97,116	65.9%	50,161
Equipment	5,223	5,409	103.6%	(186)
Consultant/Contract	783,320	653,106	83.4%	130,214
Other Operating Costs	<u>339,600</u>	<u>236,840</u>	<u>69.7%</u>	<u>102,760</u>
Total Operating Costs	1,546,020	1,200,650	77.7%	345,370
Total Expenditures	<u>4,766,800</u>	<u>3,490,046</u>	<u>73.2%</u>	<u>1,276,754</u>
Excess Indirect Revenue	<u>60,546</u>	<u>592,855</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,151,500	910,909	79.1%	240,591
Operations	1,526,000	1,073,070	70.3%	452,930
Executive	514,100	426,760	83.0%	87,340
Community Development	525,400	363,551	69.2%	161,849
Finance	<u>1,049,800</u>	<u>715,756</u>	<u>68.2%</u>	<u>334,044</u>
	<u>4,766,800</u>	<u>3,490,046</u>	<u>73.2%</u>	<u>1,276,754</u>

Prepared Date: 1/15/18