

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

AGENDA

1. Call to Order

2. Roll Call

Garth Corrigan
Warren Peterson

Curtis Floyd
Yolanda Ochoa

Fred Plane
Guadalupe Perez

3. Approval of Agenda

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

5. Special Presentations

6. New Business

- a. Weatherization Inspector Revised Job Description – Margaret Palmer, Energy Program Administrator – **Action Item (p. 3-6)**
- b. Resolution to Submit Non-Federal Share Waiver Request for San Joaquin County Early Head Start for the 2018-2019 Funding Year – Donna Holland, Fiscal Administrator – **Action Item (p. 7-8)**
- c. Head Start and Early Head Start Budget to Actual Reports – Emily Gonzales Demont, Assistant Director of Grants Management, and Donna Holland, Fiscal Administrator – **Info Item**
 - Kern Head Start Budget to Actual for the Period Ended November 30, 2018 **(p. 9-10)**
 - Kern Early Head Start Budget to Actual for the Period Ended November 30, 2018 **(p. 11-14)**
 - San Joaquin Early Head Start Budget to Actual for the Period Ended November 30, 2018 **(p. 15-17)**
 - Early Head Start Child Care Partnerships Budget to Actual for the Period Ended November 30, 2018 **(p. 18-19)**
- d. Chief Financial Officer Report – Tracy Webster, Chief Financial Officer
 - Discretionary Fund Update – **Info Item (p. 20)**
 - Financial Statements, November 2018 – **Action Item (p. 21-58)**

7. Chief Executive Officer's Report

- a. FY 2019 Head Start Funding Increase - Jeremy Tobias, Chief Executive Officer – **Info Item (p. 59-60)**

8. **Committee Member Comments**

9. **Closed Session**

Conference with Labor Negotiators – Agency designated representatives: Board Chairperson Garth Corrigan. Unrepresented Employee: Jeremy Tobias, Chief Executive Officer. (Government Code Section 54957.6)

10. **Closed Session Report**

11. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday, July 17, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

12. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm December 7, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors


From: Margaret L. Palmer, Energy Program Administrator

Date: December 12, 2018

Subject: *Agenda Item 6a:* Weatherization Inspector Revised Job Description – **Action Item**

The Energy Weatherization Inspector job description has not been reviewed or revised since September 11, 2012. Inasmuch as the Program Administrator and Weatherization Manager have been reviewing the flow of work and the job processes of the Weatherization Department, it was determined that the duties and requirements for the Weatherization Inspector position have evolved substantially since 2012. In particular, the Weatherization Inspector conducts the final inspection of weatherized homes and reviews all associated paperwork documenting the weatherization measures, which must withstand the scrutiny of our funding source audits.

The revised Job Description was submitted to the Human Resources Department for review and pointing and it was determined that with the current requirements and responsibilities of the position, it should be a Grade 9 rather than a Grade 7 as it was in 2012.

The difference in compensation is as follows:

Grade 7.

Minimum	Mid	Maximum	Minimum	Mid	Maximum
\$ 35,401.60	\$ 41,641.60	\$ 47,881.60	\$ 17.02	\$ 20.02	\$ 23.02

Grade 9.

Minimum	Mid	Maximum	Minimum	Mid	Maximum
\$ 44,054.40	\$ 55,099.20	\$ 66,123.20	\$ 21.18	\$ 26.49	\$ 31.79

Funds are available in the budget to support the proposed increase.

Recommendation

Staff respectfully requests that the Board approve the proposed Weatherization Inspector Job Description as a Grade 9.

Attachment:
Weatherization Inspector Job Description

COMMUNITY ACTION PARTNERSHIP of KERN
Energy Program
Weatherization Inspector

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

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

SUMMARY:

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

SUPERVISION RECEIVED:

Receives supervision from Weatherization Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

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

B. Other Job Specific Duties:

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

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

Complete on-line and in-person funding source training and successfully pass examinations, as required, within 6 months of employment
Deal with conceptual matters
Plan, organize, allocate and control substantial resources
Communicate effectively
Demonstrate good interpersonal skills
Effectively present the Energy Program to members of the general public
Maintain effective working relationships with staff, public and private agencies
Gather and analyze data
Understand and apply written regulations and instructions
Speak fluent Spanish/English (desirable)

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Date: December 12, 2018

Subject: *Agenda Item 6b:* Resolution to Submit Non-Federal Share Waiver Request for San Joaquin County Early Head Start for the 2018-2019 funding year – **Action Item**

The San Joaquin County Early Head Start project period is nearing the end of its fourth year of operation. At this point in the year staff forecast that Non-Federal Share will not be reached, and thus are required to submit a request to waive a portion of Non-Federal Share.

Office of Head Start does not consider it atypical for a newly established project to have challenges meeting the Non-Federal Share requirement. During its monthly conference calls, CAPK and OHS Regional Office staff discussed ongoing progress being made in meeting San Joaquin's Non-Federal Share. Since initial funding of the project in July 2015, program staff have continuously expanded opportunities for volunteers to support the program. The results are evident, as the following data illustrate:

Budget Period	Non-Federal	Non-Federal Waived	Percent Waived
2017-2018	\$1,282,051	\$ 473,451	37%
2016-2017	\$1,409,785	\$1,049,000	74%
2015-2016	\$ 666,756	\$ 607,605	91%

For the 2018-2019 budget period, staff estimate that of the \$1,324,172 required, the actual amount of Non-Federal Share realized will be approximately \$1,183,000. The difference (amount to be waived) of \$141,172 represents **11%** of the requirement.

Recommendation

Staff recommends that the Board of Directors Executive Committee approve with resolution the San Joaquin County Early Head Start request to submit a waiver of Non-Federal Share in the amount of \$141,172 for the 2018-2019 budget period.

Attachment:
Resolution #2018-28

RESOLUTION # 2018-28

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Non-Federal Share Waiver Request for San Joaquin County Early Head Start for the 2018-2019 Funding Year

The Executive Committee of the Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309, met on December 12, 2018, in Bakersfield, California at a regularly scheduled Committee Meeting and resolved as follows:

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

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

WHEREAS, San Joaquin County Early Head Start Non-Federal Share will not be reached and is required to submit a request to waive a portion of Non-Federal Share; and

WHEREAS, Staff has continuously expanded opportunities for volunteers to support the program since the initial funding of the project began in July 2015; and

WHEREAS, the amount to be waived is estimated to be \$141,172, which represents 11% of the requirement; and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors has approved the San Joaquin County Early Head Start request to submit a Waiver of Non-Federal Share in the amount of \$141,172 for the 2018-2019 budget period.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 12th day of December 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Donna Holland, Fiscal Administrator

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

Date: December 12, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through November 30, 2018. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 66% of the budget.

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

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

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

Training & Technical Assistance Funds

Overall expenditures are at 95% of the budget. Base Funds are budgeted to cover anticipated additional expenses.

Carryover

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

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

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

Non-Federal share is at 85% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

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

Report Period: March 1, 2018 - November 30, 2018

Month 9 of 12 (75%)

Prepared 12/11/2018

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	7,027,473	3,570,337	66%	34%
FRINGE BENEFITS	3,533,118	2,307,812	1,225,306	65%	35%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	611,274	275,714	69%	31%
CONTRACTUAL	126,502	91,329	35,173	72%	28%
OTHER	3,764,462	2,590,462	1,174,000	69%	31%
INDIRECT	1,826,701	1,106,307	720,394	61%	39%
TOTAL BASE FUNDING	20,763,581	13,751,417	7,012,164	66%	34%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	56,045	(10,099)	122%	-22%
SUPPLIES	20,839	20,627	212	99%	1%
CONTRACTUAL	8,944	6,106	2,838	68%	32%
OTHER	150,787	133,031	17,756	88%	12%
INDIRECT	22,652	20,945	1,707	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	236,754	12,414	95%	5%

CARRYOVER

EQUIPMENT	134,000	106,099	27,901	79%	21%
OTHER	343,802	5,152	338,650	1%	99%
INDIRECT	34,380	515	33,865	1%	99%
TOTAL CARRYOVER	512,182	111,766	400,416	22%	78%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	14,099,937	7,424,994	66%	34%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,566	2,683,757	(45,191)	102%	-2%
CALIF DEPT OF ED	3,804,474	2,813,718	990,756	74%	26%
TOTAL NON-FEDERAL	6,443,040	5,497,475	945,565	85%	15%

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

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2018.

Administrative Cost for HS and EHS Kern 8.1%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	29,221				29,221	11/21/2018
Lowe's	10,417	10,500	85		21,002	11/25/2018
Smart & Final	0	99		(20)	79	11/30/2018
Save Mart	3,124	1,120			4,244	11/25/2018
Chevron & Texaco Business Card	8,661				8,661	12/5/2018
Home Depot	5,390				5,390	12/5/2018
	56,813	11,719	85	(20)	68,597	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Donna Holland, Fiscal Administrator

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

Date: December 12, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through November 30, 2018. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 54% of the budget.

Salaries & Fringe Benefits costs are low compared to this point in the budget period. Staff continuously monitor these categories to identify possible savings that may be used elsewhere in the program. A budget revision to use savings for the purchase of equipment was approved by Board of Directors on November 28.

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

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

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

Training & Technical Assistance Funds

Overall expenditures are at 43% of the budget. Training events specific to infant/toddler care are planned for the balance of the budget period.

Carryover

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

- Replacement food delivery van (1) – purchased;
- Replacement program vehicle (1) – pending purchase.

Community Action Partnership of Kern

Early Head Start - Kern

Budget to Actual Report

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

Report Period: March 1, 2018 - November 30, 2018

Month 9 of 12 (75%)

Prepared 12/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	1,088,774	1,133,068	49%	51%
FRINGE BENEFITS	655,042	368,083	286,959	56%	44%
EQUIPMENT	30,000	34,690	(4,690)	116%	-16%
SUPPLIES	263,896	160,938	102,958	61%	39%
CONTRACTUAL	22,328	14,526	7,802	65%	35%
OTHER	535,893	359,632	176,261	67%	33%
INDIRECT	364,220	177,633	186,587	49%	51%
TOTAL BASE FUNDING	4,093,221	2,204,277	1,888,944	54%	46%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	8,288	27,042	23%	77%
SUPPLIES	4,020	4,089	(69)	102%	-2%
CONTRACTUAL	3,656	3,046	610	83%	17%
OTHER	45,179	22,507	22,672	50%	50%
INDIRECT	8,819	3,684	5,135	42%	58%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	41,615	55,389	43%	57%
CARRYOVER					
EQUIPMENT	57,000	28,971	28,029	51%	49%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	28,971	28,029	51%	49%
GRAND TOTAL EHS FEDERAL FUNDS	4,247,225	2,274,862	1,972,363	54%	46%

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2018.

**Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending November 30, 2018 (Month 9 of 12)**

Percent of year elapsed: **75%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Shafter	34	15,216	16,512	8,503	0	0	7,601	16,055	16,603	12,355	92,844	38,154	243%
East California	70	29,277	35,209	15,896	0	0	5,521	25,236	32,121	31,906	175,165	78,552	223%
Alberta Dillard	68	34,035	33,958	21,731	0	0	10,517	25,456	32,373	0	158,071	76,308	207%
Pacific	62	16,766	16,247	13,908	11,839	11,369	12,835	11,695	16,779	12,327	123,765	69,575	178%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	6,525	6,329	6,116	5,262	84,204	53,864	156%
Faith	34	12,847	12,659	7,030	0	0	4,741	9,021	184	10,994	57,475	38,154	151%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	10,438	14,034	17,287	14,464	120,319	85,285	141%
Willow	72	22,239	25,426	14,557	0	0	8,989	15,578	13,228	13,441	113,457	80,796	140%
Martha J. Morgan	83	31,274	30,858	17,626	0	0	8,381	19,854	602	21,323	129,918	93,140	139%
Fairfax	40	6,009	9,054	12,009	0	0	5,802	6,053	8,414	11,181	58,521	44,887	130%
Fairview	34	13,069	11,503	6,105	0	0	3,748	8,069	261	5,809	48,564	38,154	127%
Heritage	34	7,911	10,768	4,963	0	0	999	4,771	9,102	9,354	47,868	38,154	125%
Noble	34	9,452	10,102	3,947	0	0	0	11,785	10,943	245	46,473	38,154	122%
Delano	76	19,655	19,877	16,675	0	0	1,788	10,133	19,108	15,731	102,967	85,285	121%
Williams	34	10,911	10,920	6,048	0	0	4,715	6,104	219	7,017	45,934	38,154	120%
Lamont	34	7,478	10,778	7,882	0	0	3,185	9,388	5,704	98	44,513	38,154	117%
Vineland	20	8,266	7,254	2,213	0	0	428	1,680	6,200	0	26,041	22,443	116%
Franklin	24	3,513	6,447	4,266	0	0	2,193	7,665	5,387	124	29,594	26,932	110%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	11,629	17,187	13,616	23,550	8,465	163,543	154,859	106%
Sterling	122	19,096	23,747	18,996	8,747	9,507	15,899	16,017	15,919	14,515	142,444	136,905	104%
Tehachapi	34	6,832	6,982	3,413	0	0	3,248	6,284	4,360	4,780	35,899	38,154	94%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,404	3,785	3,235	3,579	1,590	37,215	40,398	92%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,352	14,020	18,220	0	395	115,454	125,683	92%
Oasis	57	13,411	12,619	7,489	0	0	5,337	4,960	114	11,618	55,549	63,964	87%
Planz	34	5,440	5,916	3,617	0	0	3,462	5,212	8,891	222	32,759	38,154	86%
California City	34	7,639	8,452	5,366	0	0	0	3,626	232	6,695	32,010	38,154	84%
Sunrise Villa	34	4,377	3,346	1,945	0	0	0	3,374	6,503	12,092	31,636	38,154	83%
Cleo Foran	34	5,926	8,272	3,789	0	0	1,727	4,324	7,499	53	31,590	38,154	83%
Oildale	34	5,905	5,413	3,750	0	0	2,378	5,659	4,909	3,526	31,539	38,154	83%
Rosamond	100	19,580	24,699	13,748	0	0	6,900	18,650	6,100	0	89,677	112,217	80%
Casa Loma	34	4,741	5,183	1,355	0	0	1,767	6,178	4,576	6,058	29,858	38,154	78%
McFarland	24	4,784	3,808	2,560	0	0	0	3,161	3,063	2,777	20,154	26,932	75%
Home Base	225	17,049	17,202	15,282	12,474	13,790	7,071	10,638	409	245	94,159	126,244	75%
Pioneer	34	6,475	8,081	4,443	0	0	797	4,185	4,381	0	28,361	38,154	74%
Virginia	34	5,596	5,282	0	0	0	1,761	5,071	4,771	5,686	28,167	38,154	74%
Seibert	34	6,818	4,353	2,998	0	0	2,382	7,260	3,471	857	28,139	38,154	74%
Lost Hills	20	2,937	3,716	2,597	0	0	654	2,875	2,210	180	15,169	22,443	68%
Alicante	34	4,692	4,448	2,107	0	0	1,526	3,227	4,204	4,839	25,043	38,154	66%
Rafer Johnson	34	3,563	3,419	0	0	0	1,684	3,338	3,748	2,575	18,325	38,154	48%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending November 30, 2018 (Month 9 of 12)

Percent of year elapsed: 75%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Wesley	60	6,389	8,795	3,719	0	0	2,855	2,613	1,403	0	25,774	67,330	38%
Taft	78	6,592	6,061	1,103	0	0	926	5,255	7,432	0	27,368	87,529	31%
Mojave	34	4,209	4,167	2,109	0	0	413	0	0	0	10,896	38,154	29%
Roosevelt	34	2,820	4,408	1,913	0	0	0	559	0	165	9,866	38,154	26%
Broadway	44	0	0	0	0	0	4,490	5,784	255	212	10,741	49,375	22%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	0	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	25	72	56	333	49	3,939	38,727	10%
SUBTOTAL IN-KIND	2,369	482,130	543,470	345,429	83,803	76,131	198,746	372,281	322,543	259,224	2,683,757	2,638,565	102%

State General Child Care*	156,851	158,335	88,070	0	124,100	149,050	117,413	163,946	132,000	1,089,766	1,293,059	84%
State Preschool*	252,099	284,045	170,865	0	88,389	130,107	173,897	177,327	285,836	1,562,566	2,302,208	68%
State Migrant Child Care*	27,786	29,131	3,478	0	13,277	20,796	18,327	25,995	22,595	161,386	209,207	77%
SUBTOTAL CA DEPT of ED	436,736	471,511	262,413	0	225,767	299,954	309,637	367,269	440,431	2,813,718	3,804,474	74%

GRAND TOTAL 918,866 1,014,981 607,842 83,803 301,898 498,700 681,918 689,812 699,655 5,497,475 6,443,039 85%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Donna Holland, Fiscal Administrator

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

Date: December 12, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through November 30, 2018. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 79% of the budget.

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

Training & Technical Assistance Funds

Overall expenditures are at 80% of the budget.

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

Non-Federal Share

Non-Federal share is at 72% of the budget. Documentation for the entire month of November could not be tabulated in time to be included in this report; if the November total were to equal October, Non-Federal would be at 77%. Staff will request a waiver of non-Federal share from Office of Head Start.

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

Budget Period: February 1, 2018 - January 31, 2019
Report Period: February 1, 2018 - November 30, 2018
Month 10 of 12 (83%)

Prepared 12/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	2,468,889	628,185	80%	20%
FRINGE BENEFITS	827,018	672,525	154,493	81%	19%
TRAVEL	20,232	18,798	1,434	93%	7%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	135,535	104,786	30,749	77%	23%
CONTRACTUAL	11,923	13,706	(1,783)	115%	-15%
OTHER	593,113	435,664	157,449	73%	27%
INDIRECT	445,116	352,049	93,067	79%	21%
TOTAL	5,177,511	4,066,418	1,111,093	79%	21%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	20,698	4,502	82%	18%
FRINGE BENEFITS	8,689	7,416	1,273	85%	15%
TRAVEL	9,959	20,108	(10,149)	202%	-102%
SUPPLIES	7,961	3,839	4,122	48%	52%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	34,468	18,565	65%	35%
INDIRECT	10,833	8,615	2,218	80%	20%
TOTAL	119,175	95,145	24,030	80%	20%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	4,161,563	1,135,123	79%	21%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	951,843	372,329	72%	28%
TOTAL NON-FEDERAL FUNDS	1,324,172	951,843	372,329	72%	28%

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.5%
Total Administrative Cost	9.6%

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

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2018

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending November 30, 2018 (Month 10 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,628	4,255	2,413	2,207	152	1,409	5,305	5,011	6,137	5,101	35,618	32,694	109%
Home Base - Lodi	35	5,551	10,440	10,444	9,950	9,500	11,137	15,381	14,282	10,491	0	97,174	95,359	102%
Lodi UCC	30	12,131	13,605	11,887	13,879	8,702	12,859	12,447	11,575	13,974	10,960	122,019	163,472	75%
Chrisman	30	7,252	13,396	13,845	9,312	7,198	12,443	15,341	17,113	14,614	10,515	121,028	163,472	74%
St. Mary's	16	3,507	6,499	5,963	6,174	4,066	6,359	6,009	7,025	7,049	2,933	55,585	87,185	64%
Home Base - Stockton	90	13,682	25,071	23,680	16,555	11,646	13,260	15,286	18,971	12,261	3,477	153,889	245,208	63%
Walnut	24	4,138	8,093	9,314	10,273	6,325	9,478	10,210	9,289	9,798	0	76,918	130,777	59%
California Street	24	5,705	9,601	8,203	9,043	4,715	8,147	8,543	8,263	8,893	0	71,112	130,777	54%
Kennedy	16	1,791	5,701	6,263	4,418	441	4,887	6,252	6,449	5,512	0	41,713	87,185	48%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	6,609	6,788	6,439	4,195	54,866	130,777	42%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	509	1,410	0	0	8,704	32,694	27%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		10,954	12,376	16,171	16,673	11,973	10,738	11,350	10,738	11,678	0	112,650	21,858	515%
Policy Council		342	97	0	0	0	0	63	63	0	0	566	2,713	21%
SUBTOTAL IN-KIND	313	73,340	117,415	114,951	105,841	68,452	97,535	113,304	116,976	106,846	37,182	951,843	1,324,172	72%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Donna Holland, Fiscal Administrator

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

Date: December 12, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through November 30, 2018. Three months (25%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 21% of the budget. Expenses in each category are as expected for this point in the budget period.

Training & Technical Assistance (T&TA)

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

Non-Federal Share

Non-Federal share is at 46% of the budget.

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

Budget Period: September 1, 2018 - August 31, 2019
Report Period: September 1, 2018 - November 30, 2018
Month 3 of 12 (25%)

Prepared 12/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	22,960	107,122	18%	82%
FRINGE BENEFITS	33,248	6,441	26,807	19%	81%
SUPPLIES	1,750	125	1,625	7%	93%
CONTRACTUAL	462,028	108,000	354,028	23%	77%
OTHER	17,395	1,986	15,409	11%	89%
INDIRECT	64,398	10,538	53,860	16%	84%
TOTAL BASE	708,901	150,051	558,850	21%	79%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	237	5,057	4%	96%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	199	6,274	3%	97%
INDIRECT	1,527	44	1,483	3%	97%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	479	16,321	3%	97%

GRAND TOTAL FEDERAL FUNDS	725,701	150,530	575,171	21%	79%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	83,247	98,178	46%	54%
TOTAL NON-FEDERAL FUNDS	181,425	83,247	98,178	46%	54%

Centralized Administrative Cost	4.5%
Program Administrative Cost	0.6%
Total Administrative Cost	5.1%

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

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2018.

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

	03/01/18- 10/31/18	11/01/18- 11/30/18	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 475,812.07	\$ -	\$ 475,812.07
CASH RECEIPTS			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
Donations	2,158.43	-	2,158.43
Misc. Revenue	3,439.22	861.51	4,300.73
Interest Income/Union Administrative Fee	607.25	101.40	708.65
TOTAL CASH RECEIPTS	78,179.37	962.91	79,142.28
CASH DISBURSEMENTS			
Line of Credit Interest Expense	565.11	189.28	754.39
Line of Credit Unused Commitment Fee	2,229.72	-	2,229.72 b
2018 Awards Banquet Expenses	21,688.09	-	21,688.09 a
Volunteer Appreciation	2,716.77	-	2,716.77 c
Fundraising Expenses	3,244.00	-	3,244.00
Property Taxes - Campus Vacant Parcels	2,193.73	-	2,193.73
Miscellaneous Expenses	1,391.51	-	1,391.51
Indirect	3,118.95	-	3,118.95
TOTAL CASH DISBURSEMENTS	37,147.88	189.28	37,337.16
CASH PROVIDED (USED)	41,031.49	773.63	41,805.12
ENDING BALANCE	\$ 516,843.56		\$ 517,617.19
		Discretionary Cash	\$ 215,117.15
		Fund Raising Cash	302,500.04
			517,617.19
		Add: Prepaid	-
		Less: AP	-
			\$ 517,617.19

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$54,300.66.
- a. As of 7/31/18, net 2018 awards banquet gain is \$55,039.85 (FYE 2/28/18 = \$4,753.47 + \$50,286.38 for 2018/19).
- b. Commitment fee for the period 12/31/17 to 9/30/18 that the \$2 million line of credit was not used.
The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 12/06/18

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

FINANCIAL REPORT

DECEMBER 2018

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

DECEMBER 13, 2018

FINANCIAL REPORT

TABLE OF CONTENTS

<u>SECTION</u>	<u>Pages (s)</u>
A. Schedule of Programs for the period March 1, 2018 through February 28, 2019	A1 - A4
B. Functional Classification by Fund	B1 - B2
C. Line of Credit Summary	C1
D. Cash Summary as of November 30, 2018	D1
- Bank Reconciliations	D2 - D9
E. B of A Mastercard Summary and Statements	E1 - E19
F. Finance Division Monthly Report	F1
G. Financial Statements as of November 30, 2018	G1
H. Indirect Fund Budget To Actual	H1

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	12,234,628	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	2,564,103	93.600	09CH010071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	169,630	21.009	17VITA0187	08/01/16 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750	93.568	16B - 4012 17B - 3012 18B - 4012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	168,366	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	150,000	93.590	EE - KERN - 17 - 20	PENDING - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY	10,000	93.074	659 - 2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	92,096	10.568/569	15 - MOU - 00118	10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	263,449	10.565	16 - 6017	10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED 4,121,940	10.558	15 - 1248 - OJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)		10.557	15 - 10064	10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	15,999	10.561	16 - SUB - 00876	10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000	84.412	N/A	07/01/17 - 06/30/18	117-005	U S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT	22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT	23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY	501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866		CMAP - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		N/A	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
INFORMATION & EDUCATION	80,000 80,000		16 - 10206	07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
TAX CHECK - OFF (FOOD BANK)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	90,660		2015.2.5	07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	134,418		2015.2.6	07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
REALIGNMENT FOR SUCCESS	138,906		236 - 2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,098		N/A	06/28/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
PENDING	22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR	5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD
PREP WORKS - YOUTH CENTERS	30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM	25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	3,000		N/A	07/01/17 - 06/30/18	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	24,701		N/A	01/01/18 - 02/28/19	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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

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

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	<u>Youth Services</u>						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	CES United Way				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2018/19

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

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

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

Note 3: Line of credit was used on November 30, 2018, and the amount drawn was \$425,000. The loan was repaid on 12/3/18.

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/17 - 3/30/18	90 days	959.72	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF NOVEMBER 30, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(126,733.64)
HEAD START/EARLY HEAD START	1,184,112.34
SUBTOTAL	1,057,378.70
CHILD DEVELOPMENT RESERVE No. 2	(136.84)
GENERAL CHILD CARE	(298,090.29)
MIGRANT A/P	1,084,808.65
MIGRANT CHILD CARE	23,405.46
MIGRANT SPECIALIZED SERVICES	15,543.21
STATE PRESCHOOL	741,858.71
SUBTOTAL	1,567,388.90
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(114,086.43)
EF&S	46,615.00
EFAP	(75,867.79)
FOOD BANK	221,865.30
FOOD BANK - STATE	48,127.02
SOCAL GAS	4,175.00
WONDERFUL FOUNDATION	(286.44)
SUBTOTAL	130,594.98
ENERGY	(144,087.75)
DOE WAP	(110,970.95)
LIHEAP	(870,557.98)
LIWP SOLAR PV	(1,090.02)
LIWP SINGLE FAMILY	10,582.03
WATER TANK	(49.07)
TRANSFER NEGATIVE BALANCE	1,116,173.74
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	(62,952.61)
BANK OF THE WEST	16,339.14
CAL FRESH	(8,233.08)
CALEITC	(934.95)
COST POOLS	(1,121,297.37)
COUNTY OF KERN - 2-1-1	44,738.00
CSBG	(87,977.40)
DIFFERENTIAL RESPONSE	(23,379.46)
DIGNITY HEALTH	12,041.77
DISCRETIONARY FUND	203,775.51
ECONOMIC EMPOWERMENT	(21,737.08)
FIRST 5 KERN 211	(2,426.13)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	10,157.41
FIRST 5 HELP ME GROW	(9,206.55)
FRIENDSHIP HOUSE	(985.80)
FUNDRAISING	302,500.04
GANG PREVENTION	(18,327.34)
GENERAL FUND	143,979.51
INDIRECT FUND	1,289,722.14
IRS - VITA	2,508.01
INFORMATION & EDUCATION	(72,894.08)
REALIGNMENT FOR SUCCESS	(5,418.69)
SHAFTER YOUTH CENTER	23,342.12
STARBUCKS FOUNDATION	30,236.05
UNITED WAY 211	74,159.11
WELLS FARGO FOUNDATION	1,831.15
WIC	(1,393,992.94)
LESS: ENERGY NEGATIVE BALANCE	(1,116,173.74)
ADD: LINE OF CREDIT	425,000.00
SUBTOTAL	(1,365,607.26)
TOTAL OPERATING CASH	1,391,755.32

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
November 30, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	11/30/18		2,270,932.33
LESS: OUTSTANDING CHECKS		879,622.76	
ADJUSTED BANK BALANCE AT	11/30/18		1,391,309.57
GENERAL LEDGER BALANCE AT	10/31/18		2,577,099.24
ADD: DEPOSITS		1,274,974.32	
ACH DEPOSITS		-	
US TREAS DRAWDOWNS		2,472,617.90	
TRSFR FROM DOE GRANT		-	
TRSFR LINE OF CREDIT		425,000.00	
FUNDS FROM OTHER GRANTS		71,540.94	
LESS: CHECKS ISSUED (CURRENT MONTH)		1,992,964.71	
ADP PAYROLL 11/09/18		1,218,507.94	
ADP PAYROLL 11/21/18		1,237,546.60	
EFTS FOR HRA/HSA/ STD/403B		3,588.17	
PENSION PAYMENTS (NOV)		159,744.72	
REC LOAN PRINCIPAL/INT EXPENSES		31,986.94	
REPAY LINE OF CREDIT		785,000.00	
TRSFR VAC ACCR FOR HS/EHS		-	
CLIENT ANALYSIS SERVICE CHARGE		638.00	
UNRECONCILED DIFFERENCE		(54.25)	
GENERAL LEDGER BALANCE AT	11/30/18		1,391,309.57
			DIFFERENCE: -
PREPARED BY: <u><i>Jessie Cabrera</i></u> TITLE: <u>Accountant</u> DATE: <u>12/06/2018</u> APPROVED BY: <u><i>Jenny Webster</i></u> TITLE: <u>Chief Financial Officer</u> DATE: <u>12/06/2018</u>			

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

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

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	11/30/18	593,142.04
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/18	593,142.04

BALANCE PER G/L	10/31/18	78,237.16
------------------------	-----------------	------------------

ADD:	DEPOSITS	523,342.08
	INTEREST	42.82
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00
LESS:	CHECKS	0.00
	CLIENT ANALYSIS SERVICE CHARGE	110.94
	BANK ACCOUNT TRANSFER TO GENERAL FUND	8,369.08

BALANCE PER G/L	11/30/18	593,142.04
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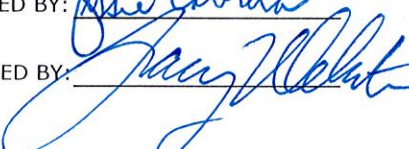
* December 2009 name changed from Food Bank to DOE ARRA.

DIFFERENCE: 0.00

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

PREPARED BY:  TITLE: Accountant

DATE: 12/06/18

APPROVED BY:  TITLE: Chief Financial Officer

DATE: 12/06/18

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2018

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 11/30/18 480,804.13

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 11/30/18 480,804.13

BALANCE PER G/L 10/31/18 480,708.11

ADD: DEPOSITS 0.00

INTEREST 96.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

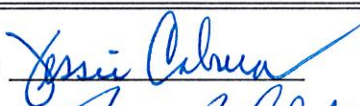
CLIENT ANALYSIS SERVICE CHARGE 0.00

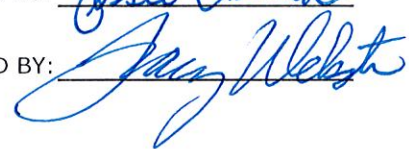
BANK ACCOUNT TRANSFER TO GENERAL FUND

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

DIFFERENCE: 0.00

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

PREPARED BY:  TITLE: Accountant DATE: 12/06/18

APPROVED BY:  TITLE: Chief Financial Officer DATE: 12/06/18

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2018

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 11/30/18 42.35

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 11/30/18 42.35

BALANCE PER G/L 10/30/18 106.65

ADD: DEPOSITS

INTEREST 0.01

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 64.31

BANK ACCOUNT TRANSFER TO GENERAL FUND

BALANCE PER G/L 11/30/18 42.35

DIFFERENCE: 0.00

PREPARED BY: Ysuri Ceballos TITLE: Accountant DATE: 12/06/18

APPROVED BY: Gracy Webster TITLE: Chief Financial Officer DATE: 12/06/18

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

BANK RECONCILIATION FOR MONTH ENDING
11/30/2018

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	11/30/2018	11,951.94
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/2018	11,951.94

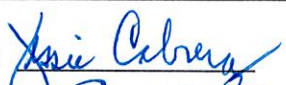
BALANCE PER GENERAL LEDGER	10/31/18	12,022.39
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
BANKCARD DEPOSIT	0.00	
PAYPAL DEPOSIT	0.00	
INTEREST	1.77	
LESS:		
APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	34.46	
BANKCARD FEES	37.76	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	11/30/2018	11,951.94

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

Difference: 0.00

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

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

PREPARED BY: 

TITLE: Accountant

DATE: 12/06/18

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 12/06/18

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ -
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,334.29
Emily Gonzalez Demont	Assistant Director - Grants Management	5,067.41
Ralph Martinez	Director of Community Development	3,509.09
Raymond Quan	Director of Human Resources	-
Pritika Ram	Director of Administration	2,856.40
Carmen Segovia	Director of Health & Nutrition Services	3,408.71
Jeremy Tobias	Chief Executive Officer	5,215.58
Emilio Wagner	Director of Operations	2,829.95
	Total	\$ 29,221.43



GLORIA BARBERO

Platinum Plus® for Business October 22, 2018 - November 21, 2018 Cardholder Statement

Account Information:	Payment Information	Account Summary
www.bankofamerica.com		
Mail Billing Inquiries to: BANK OF AMERICA PO BOX 982238 EL PASO, TX 79998-2238	New Balance Total \$0.00 Minimum Payment Due \$0.00 Payment Due Date 12/18/18 Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.	Previous Balance \$392.38 Payments and Other Credits -\$392.38 Balance Transfer Activity \$0.00 Cash Advance Activity \$0.00 Purchases and Other Charges \$0.00 Fees Charged \$0.00 Finance Charge \$0.00 New Balance Total \$0.00
Customer Service: 1.800.673.1044, 24 Hours		Credit Limit \$5,000 Credit Available \$5,000.00 Statement Closing Date 11/21/18 Days in Billing Cycle 31
TTY Hearing Impaired: 1.888.500.6267, 24 Hours		
Outside the U.S.: 1.509.353.6656, 24 Hours		
For Lost or Stolen Card: 1.800.673.1044, 24 Hours		

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/15	11/14	Payments and Other Credits CA Banking Center payment TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD	31806005750006239456006	- 392.38 -\$392.38

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
October 22, 2018 - November 21, 2018
New Balance Total \$0.00
Minimum Payment Due **\$0.00**
Payment Due Date **12/18/18**

Enter payment amount

\$

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

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



YOLANDA GONZALES

Platinum Plus® for Business

October 22, 2018 - November 21, 2018

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$6,334.29

Minimum Payment Due \$63.34

Payment Due Date 12/18/18

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

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

Account Summary

Previous Balance \$2,796.61

Payments and Other Credits -\$3,202.50

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$6,740.18

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$6,334.29

Credit Limit \$10,000

Credit Available \$3,665.71

Statement Closing Date 11/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
10/29	10/26	THE RITZ-CARLTON NEW O NEW ORLEANS LA Arr: 10/20/18 Dep: 10/26/18 Inv: 211961	55432868300200929720683	- 311.89
11/15	11/14	CA Banking Center payment	31806005750006239232753	- 2,796.61
11/19	11/16	THE UPS STORE 2179 BAKERSFIELD CA	55432868321200123827602	- 94.00
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$3,202.50
Purchases and Other Charges				
10/23	10/22	THE UPS STORE 2179 BAKERSFIELD CA	55432868296200980546171	94.00

Account Number:

October 22, 2018 - November 21, 2018

New Balance Total \$6,334.29

Minimum Payment Due \$63.34

Payment Due Date 12/18/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

YOLANDA GONZALES
COMM ACTION PRTRSH KERN
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/23	10/22	THE UPS STORE 2179 BAKERSFIELD CA	55432868296200980546189	188.00
10/26	10/25	THE UPS STORE 2179 BAKERSFIELD CA	55432868299200591134265	94.00
10/26	10/25	THE UPS STORE 2179 BAKERSFIELD CA	55432868299200591134281	94.00
10/29	10/26	THE RITZ-CARLTON NEW O NEW ORLEANS LA Arr: 10/21/18 Dep: 10/26/18 Inv: 211961	55432868300200929720428	1,559.45
10/29	10/26	THE RITZ-CARLTON NEW O NEW ORLEANS LA Arr: 10/20/18 Dep: 10/26/18 Inv: 211961	55432868300200929720576	1,871.34
10/31	10/30	THE UPS STORE 2179 BAKERSFIELD CA	55432868304200574565710	94.00
11/01	10/31	THE UPS STORE 2179 BAKERSFIELD CA	55432868305200767589591	94.00
11/01	10/30	THE MARK BAKERSFIELD CA	75369438304302000583437	1,655.86
11/06	11/05	THE UPS STORE 2179 BAKERSFIELD CA	55432868310200841374245	94.00
11/07	11/06	PANERA BREAD #601790 3149843495 CA	55263528310083720609871	61.30
11/09	11/07	BED BATH & BEYOND #407 BAKERSFIELD CA	55548078312802009112666	48.24
11/12	11/09	THE UPS STORE 2179 BAKERSFIELD CA	55432868314200632047873	94.00
11/12	11/09	SUBWAY 03312980 BAKERSFIELD CA	05410198314255193071194	39.99
11/15	11/14	THE UPS STORE 2179 BAKERSFIELD CA	55432868319200691168102	94.00
11/16	11/15	THE UPS STORE 2179 BAKERSFIELD CA	55432868320200899789771	94.00
11/16	11/15	THE UPS STORE 2179 BAKERSFIELD CA	55432868320200899789789	188.00
11/19	11/16	THE UPS STORE 2179 BAKERSFIELD CA	55432868321200123827586	282.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$6,740.18

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

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

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

Review your transactions in Online Banking at **bankofamerica.com/smallbusiness**.



EMILY GONZALEZ DEMONT

Platinum Plus® for Business

October 22, 2018 - November 21, 2018

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$5,067.41

Minimum Payment Due \$50.67

Payment Due Date 12/18/18

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

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

Account Summary

Previous Balance \$2,435.38

Payments and Other Credits -\$3,595.26

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$6,227.29

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$5,067.41

Credit Limit \$10,000

Credit Available \$4,932.59

Statement Closing Date 11/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
10/24	10/17	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 10/15/18 Dep: 10/17/18 Inv: 1108354	55436878296172918427300	- 186.37
10/24	10/17	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 10/14/18 Dep: 10/17/18 Inv: 1108355	55436878296172918428142	- 30.00
10/31	10/30	EXPEDIA 7387528054781 EXPEDIA.COM WA	55432868303200558815645	- 236.58
11/01	10/31	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/31/18 Dep: 10/31/18 Inv: 0000007460	55310208304722000074609	- 470.35

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

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

New Balance Total \$5,067.41

Minimum Payment Due \$50.67

Payment Due Date 12/18/18

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/14	11/13	EXPEDIA 7387528054781 EXPEDIA.COM WA	55432868317200394613091	- 236.58
11/15	11/14	CA Banking Center payment	31806005750016239500455	- 2,435.38
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$3,595.26
		Purchases and Other Charges		
10/22	10/20	SPRINGHILL SUITES RIDG RIDGECREST CA Arr: 10/20/18 Dep: 10/20/18 Inv: 293004	55432868293200525593046	146.02
10/24	10/23	EXPEDIA 7387528054781 EXPEDIA.COM WA	55432868296200113373725	1,419.48
10/26	10/25	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/23/18 Dep: 10/25/18 Inv: 26452912	55310208298722748646153	470.35
10/29	10/26	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/24/18 Dep: 10/26/18 Inv: 26452021	55310208300722747358426	440.20
10/29	10/26	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/24/18 Dep: 10/26/18 Inv: 26452916	55310208300722747524225	382.70
10/29	10/26	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/24/18 Dep: 10/26/18 Inv: 26452698	55310208300722740461854	382.70
10/29	10/26	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/24/18 Dep: 10/26/18 Inv: 26452703	55310208300722740455963	382.70
10/29	10/26	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/24/18 Dep: 10/26/18 Inv: 26452912	55310208300722740488774	382.70
11/01	10/31	EXPEDIA 7389000504193 EXPEDIA.COM WA	55432868304200699747953	236.58
11/14	11/13	EXPEDIA 7391981097523 EXPEDIA.COM WA	55432868317200394590687	236.58
11/19	11/16	LONG BEACH HILTON LONG BEACH CA Arr: 11/16/18 Dep: 11/16/18 Inv: 109778	55432868322200339654591	454.68
11/19	11/16	LONG BEACH HILTON LONG BEACH CA Arr: 11/16/18 Dep: 11/16/18 Inv: 109777	55432868322200339654757	424.68
11/19	11/16	609 AMF 8003425263 EC BAKERSFIELD CA	05314618321100166943323	867.92
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$6,227.29

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

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



RALPH MARTINEZ

Platinum Plus® for Business October 22, 2018 - November 21, 2018 Cardholder Statement

Account Information:
www.bankofamerica.com

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

Mail Payments to:
BUSINESS CARD
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Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$3,509.09
Minimum Payment Due \$35.09
Payment Due Date 12/18/18

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

Account Summary

Previous Balance \$4,084.70
Payments and Other Credits -\$4,607.53
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$4,031.92
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$3,509.09

Credit Limit \$10,000
Credit Available \$6,490.91
Statement Closing Date 11/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
10/22	10/19	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 10/19/18 Dep: 10/19/18 Inv: 0000265775	55480778292036002657752	- 22.45
11/15	11/14	CA Banking Center payment	31806005750016239305665	- 4,084.70
11/15	11/14	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 11/14/18 Dep: 11/14/18 Inv: 0000269142	55480778318036002691421	- 500.38
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$4,607.53
Purchases and Other Charges				

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

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

New Balance Total \$3,509.09
Minimum Payment Due \$35.09
Payment Due Date 12/18/18

Enter payment amount

\$

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www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/22	10/19	UNIVERSITY PLAZA WATER STOCKTON CA Arr: 10/14/18 Dep: 10/19/18 Inv: 463730	55480778292036002651912	580.38
10/22	10/18	FOOD-EX BAKERSFIELD CA	25247808292003316058269	408.50
10/22	10/19	THE BAKERSFIELD CALIFO 661-392-5777 CA	75265868294228002049462	79.99
10/30	10/28	CANDLEWOOD SUITES GRDN GARDEN GROVE CA Arr: 10/28/18 Dep: 10/28/18 Inv: 6371029124	55436878302163020000392	501.26
10/30	10/28	CANDLEWOOD SUITES GRDN GARDEN GROVE CA Arr: 10/28/18 Dep: 10/28/18 Inv: 6371029124	55436878302163020000400	244.32
10/30	10/28	CANDLEWOOD SUITES GRDN GARDEN GROVE CA Arr: 10/28/18 Dep: 10/28/18 Inv: 6371029124	55436878302163020000483	244.32
11/02	11/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508305894954599178	69.00
11/07	11/06	TOO FAT SANDWICHES & C BAKERSFIELD CA	85369438310340101290677	65.50
11/12	11/08	Caeconomy.org 916-491-0022 CA	85544028313980001980895	500.00
11/19	11/16	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/13/18 Dep: 11/16/18 Inv: 7611820	55500368321722947891751	658.74
11/21	11/20	ROBBY'S NURSERY & CALI BAKERSFIELD CA	55432868325200985476080	679.91
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,031.92

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

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

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RAYMOND T QUAN

Platinum Plus® for Business October 22, 2018 - November 21, 2018 Cardholder Statement

Account Information:
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Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 12/18/18

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

Account Summary

Previous Balance \$189.00

Payments and Other Credits -\$189.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$0.00

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$0.00

Credit Limit \$10,000

Credit Available \$10,000.00

Statement Closing Date 11/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
11/15	11/14	CA Banking Center payment	31806005750006239417768	- 189.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$189.00

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

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

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 12/18/18

Enter payment amount

\$

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www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/12	11/09	CHEFS CHOICE NOODLE BA BAKERSFIELD CA	55436878314643142946669	130.00
11/16	11/14	KERN CO PARKS AND REC 6618687000 CA	55480778320892011617161	150.00
11/19	11/15	HYATT REGENCY SONOMA W SANTA ROSA CA	55500368320722949990669	457.16
		Arr: 11/13/18 Dep: 11/15/18 Inv: 7288206		
11/20	11/18	MANDALAY - ADV DEP 8552755733 NV	55310208323698182184829	593.65
		Arr: 11/18/18 Dep: 11/21/18 Inv: 1774570349		
11/20	11/18	MANDALAY - ADV DEP 8552755733 NV	55310208323698182290451	593.65
		Arr: 11/18/18 Dep: 11/21/18 Inv: 1774574932		
11/20	11/18	MANDALAY - ADV DEP 8552755733 NV	55310208323698182358035	593.65
		Arr: 11/18/18 Dep: 11/21/18 Inv: 1774570419		
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,856.40

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

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

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/01	10/07	Claim ADJ/EXTENDEDSTAY #9840	75480018305887305000122	- 164.72
11/01	10/20	Claim ADJ/PAPA JOHN'S #2450	85480018305887305000121	- 50.03
11/01	10/20	Claim ADJ/FOUR POINTS SHERATON S	85480018305887305000121	- 159.74
11/01	10/20	Claim ADJ/FOUR POINTS SHERATON S	85480018305887305000121	- 194.00
11/01	10/21	Claim ADJ/PRICELINE*FAIRFIELD I	75480018305887305000122	- 154.28
11/01	10/22	Claim ADJ/PRICELINE*HOLIDAY INN	75480018305887305000122	- 356.98
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$1,948.34
Purchases and Other Charges				
10/29	10/26	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/24/18 Dep: 10/26/18 Inv: 26029457	55310208299722743304559	422.70
10/29	10/26	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 10/24/18 Dep: 10/26/18 Inv: 26029213	55310208299722743307255	382.70
10/30	10/25	DEBIT PURCHASE BALANCE	05587458298000000338351	12.05
10/30	10/25	DEBIT PURCHASE BALANCE	05587458298000000338344	12.05
10/30	10/25	DEBIT PURCHASE BALANCE	05587458298000000338369	12.05
10/30	10/25	DEBIT PURCHASE BALANCE	05587458298000000338377	12.05
10/30	10/22	PRICELINE*HOLIDAY INN 800-774-2354 CT	55432868295200906343514	356.98
10/30	10/21	PRICELINE*FAIRFIELD I 800-774-2354 CT	55432868294200718980934	154.28
10/30	10/20	PAPA JOHN'S #2450 408-971-7272 CA	05436848294500218813755	50.03
10/30	10/20	FOUR POINTS SHERATON S SAN JOSE CA	55480778293036002816167	159.74
10/30	10/20	FOUR POINTS SHERATON S SAN JOSE CA	55480778293036002816126	194.00
10/30	10/07	EXTENDEDSTAY #9840 SAN JOSE CA	55432868294200664670109	164.72
10/30	10/19	CREDITREPORT 800-7569684 UT	75418238292062155650501	14.99
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,948.34

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/30	10/25	RBT HOLIDAY INN EXPRES EasySavings NY	05587458298000000338351	- 12.05
10/30	10/25	RBT HOLIDAY INN EXPRES EasySavings NY	05587458298000000338344	- 12.05
10/30	10/25	RBT HOLIDAY INN EXPRES EasySavings NY	05587458298000000338369	- 12.05
10/30	10/25	RBT HOLIDAY INN EXPRES EasySavings NY	05587458298000000338377	- 12.05
11/15	11/14	CA Banking Center payment	31806005750006239181927	- 4,432.61
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$5,575.55
Purchases and Other Charges				
10/22	10/19	CREDITREPORT 800-7569684 UT	75418238292062155650501	14.99
10/22	10/07	EXTENDEDSTAY #9840 SAN JOSE CA Arr: 10/20/18 Dep: 10/07/18 Inv: 154368	55432868294200664670109	164.72
10/22	10/21	PRICELINE*FAIRFIELD I 800-774-2354 CT	55432868294200718980934	154.28
10/22	10/20	PAPA JOHN'S #2450 408-971-7272 CA	05436848294500218813755	50.03
10/22	10/20	FOUR POINTS SHERATON S SAN JOSE CA Arr: 10/19/18 Dep: 10/20/18 Inv: 326331	55480778293036002816167	159.74
10/22	10/20	FOUR POINTS SHERATON S SAN JOSE CA Arr: 10/19/18 Dep: 10/20/18 Inv: 326332	55480778293036002816126	194.00
10/22	10/19	HOLIDAY INN EXPRESS SACRAMENTO CA Arr: 10/17/18 Dep: 10/19/18 Inv: 11143949	55310208293708121122966	301.28
10/22	10/19	HOLIDAY INN EXPRESS SACRAMENTO CA Arr: 10/17/18 Dep: 10/19/18 Inv: 11143950	55310208293708121113239	301.28
10/22	10/19	HOLIDAY INN EXPRESS SACRAMENTO CA Arr: 10/17/18 Dep: 10/19/18 Inv: 11143947	55310208293708121112215	301.28
10/22	10/19	HOLIDAY INN EXPRESS SACRAMENTO CA Arr: 10/17/18 Dep: 10/19/18 Inv: 11143948	55310208293708121356994	301.28
10/23	10/22	PRICELINE*HOLIDAY INN 800-774-2354 CT	55432868295200906343514	356.98
10/30	10/26	HYATT REGENCY SACRAMEN 8885884384 CA	55310208299722743304559	422.70
10/30	10/26	HYATT REGENCY SACRAMEN 8885884384 CA	55310208299722743307255	382.70
11/01	11/01	ULINE *SHIP SUPPLIES 800-295-5510 WI	55432868305200785489451	121.73
11/01	10/31	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368305837000332285	168.29
11/02	11/01	TARGET 00006148 BAKERSFIELD CA	05410198305091017278280	109.40
11/02	11/02	WALMART.COM 800-966-6546 AR	55432868306200065571068	304.39
11/05	11/03	AMZN MKTP US*M85LB3VK1 AMZN.COM/BILLWA	55310208307083706564352	107.78
11/06	11/05	AMZN MKTP US*M83OX65F2 AMZN.COM/BILLWA	55310208309083318813443	229.49
11/14	11/13	KNIGHTS PUMPING AND PO 661-3974116 CA	55436878317273176381851	128.42
11/15	11/14	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368319837000348947	109.39
11/16	11/15	3 WIRE ADDISON IL	25140618320010091933662	137.50
11/21	11/19	KERN CO PARKS AND REC 6618687000 CA	55480778325892012111029	30.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,551.65

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

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



JEREMY T TOBIAS

Platinum Plus® for Business

October 22, 2018 - November 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
11/15	11/14	CA Banking Center payment	31806005760040239267319	- 4,830.56
11/19	11/17	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/17/18 Dep: 11/17/18 Inv: 0000094226	55500368321722000942269	- 219.58
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$5,050.14
Purchases and Other Charges				
10/22	10/18	UNITED 01624221709924 800-932-2732 TX	55432868292200299977145	422.40

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$5,215.58
Minimum Payment Due \$52.16
Payment Due Date 12/18/18

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

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

Account Summary

Previous Balance \$4,830.56
Payments and Other Credits -\$5,050.14
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$5,435.16
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$5,215.58

Credit Limit \$10,000
Credit Available \$4,784.42
Statement Closing Date 11/21/18
Days in Billing Cycle 31

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

New Balance Total \$5,215.58
Minimum Payment Due \$52.16
Payment Due Date 12/18/18

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		VIGIL/ANALUISA 01624221709924 Departure Date: 11/13/18 Airport Code: BFL UA EA SFO Departure Date: 11/16/18 Airport Code: SFO UA EA BFL		
10/24	10/22	UNITED 01624227252664 800-932-2732 TX BENTON/JANEAMARIE 01624227252664 Departure Date: 11/13/18 Airport Code: BFL UA EA SFO	55432868296200093645761	207.10
11/01	10/31	FOOD-EX BAKERSFIELD CA	25247808304005413031996	209.83
11/06	11/05	GOLDEN EMPIRE GLEANERS 16613242767 CA	55429508309637680339591	450.00
11/08	11/07	SQU*SQ *CAESAR'S DELI Bakersfield CA	55432868311200164908545	77.39
11/15	11/13	UNITED 01626026622286 800-932-2732 TX TOBIAS /FIRST CHECKED BAG 01626026622286 Departure Date: 11/13/18 Airport Code: BFL UA ED SFO	55432868318200594828910	30.00
11/15	11/14	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/12/18 Dep: 11/14/18 Inv: 7571408	55500368318722945647929	219.58
11/19	11/16	UNITED 01626028958330 HOUSTON TX TOBIAS /FIRST CHECKED BAG 01626028958330 Departure Date: 11/16/18 Airport Code: SFO UA ED BFL	55432868321200248117749	30.00
11/19	11/16	HYATT REGENCY SONOMA W SANTA ROSA CA Arr: 11/13/18 Dep: 11/16/18 Inv: 7288205	55500368321722947858123	682.74
11/19	11/16	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/13/18 Dep: 11/16/18 Inv: 7288444	55500368321722949994975	658.74
11/19	11/16	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/12/18 Dep: 11/16/18 Inv: 7571407	55500368321722946858421	878.32
11/19	11/16	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/12/18 Dep: 11/16/18 Inv: 7287991	55500368321722946367126	902.32
11/19	11/16	HYATT REGENCY SONOMA W 7072841234 CA Arr: 11/13/18 Dep: 11/16/18 Inv: 7571408	55500368321722946070753	666.74
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$5,435.16

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	21.24% V	\$0.00	\$0.00

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		WAGNER/EMILIO		
		00123179133674		
		Departure Date: 12/03/18 Airport Code: BFL		
		AA S PHX		
		Departure Date: 12/03/18 Airport Code: PHX		
		AA S MCO		
		Departure Date: 12/07/18 Airport Code: MCO		
		AA G PHX		
		Departure Date: 12/07/18 Airport Code: PHX		
		AA G BFL		
11/07	11/06	ZACKACADEMY.COM 6465643546 FL	55310208310206467600322	229.50
11/13	11/12	ONESTEPGPSCOM 18182548150 CA	55429508316713278059932	209.25
11/16	11/16	RPS BAKERSFIELD BAKERSFIELD CA	55436878320173205784171	30.00
11/21	11/20	MINDBODY, INC 805-4762700 CA	85454918324900012474313	445.40
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$2,829.95

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

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

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Division/CFO: Tracy Webster, CFO		Month/Year: November 2018		
Program/Work Unit: Not Applicable		Deputy CFO: Vacant		
Services: Overall financial and accounting functions of the organization				
Activities	November 2018		Year to Date (3/1/18 -11/30/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	500		101,498	
Bank Deposits	9	1,274,974	65	16,786,299
Wire Deposits	7	71,541	34	463,282
Head Start/IRS Drawdowns	4	2,472,618	46	24,248,593
Vendor Checks Issued	888	1,992,965	8,187	19,641,450
Payroll Disbursed		2,456,055		21,596,442
Grant Reports Prepared in November 2018	11		134	
Cal Fresh Outreach				
CSBG				
CSBG Discretionary				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
WIC				

Other: Total Division Staffing: 9 + 3 vacancies – Controller, Accounting Manager, & Finance Manager

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

Community Action of Partnership of Kern Agency Total

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

ASSETS

Cash in Bank	1,996,535
Cash - Vacation Reserve	480,524
Petty Cash	500
Accounts Receivable	339,879
Travel Advance	11,072
Prepaid Expense	371,673
Inventory	1,327,604
Net Fixed Assets - Unrestricted	2,352,957
Net Fixed Assets - Restricted	<u>9,066,426</u>

Total Assets 15,947,170

LIABILITIES AND NET ASSETS

Accounts Payable	547,269
Accrued Expenses	53,278
Accrued Vacation	523,559
Line of Credit	425,000
Note Payable	2,501,893
Advance Payable	92
Deferred Revenue	<u>(131,899)</u>

Total Liabilities 3,919,193

Total Net Assets 12,027,977

Total Liabilities and Net Assets 15,947,170

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

REVENUE

Grant Revenue	39,188,530
Donations	118,960
Other Revenue	3,609,755
In-Kind	<u>4,973,236</u>

Total Revenue 47,890,480

EXPENDITURES

Salaries	19,712,122
Benefits	5,946,089
Travel	464,945
Space Costs	3,321,615
Supplies	1,278,061
Consultant/Contract Services	1,691,101
Other Costs	1,710,967
Program Costs	5,216,526
Capital Expenditures	285,695
Indirect	3,258,655
In-Kind	<u>4,973,236</u>

Total Expenditures 47,859,012

Net Change in Assets 31,469

Net Assets, beginning 11,996,508

Net Assets, ending 12,027,977

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (9 OF 12 MONTHS = 75.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 3,388,265	67.0%	\$ 1,671,324
Expenditures				
Salaries	2,820,260	1,866,882	66.2%	953,378
Benefits @ 24.11% actual	<u>674,091</u>	<u>408,454</u>	<u>60.6%</u>	<u>265,637</u>
Total Personnel Costs	3,494,351	2,275,337	65.1%	1,219,014
Operating Costs				
Travel	90,750	52,308	57.6%	38,442
Space Costs	187,900	127,324	67.8%	60,576
Supplies	138,400	80,350	58.1%	58,050
Consultant/Contract	630,725	550,120	87.2%	80,605
Other Operating Costs	<u>363,950</u>	<u>197,217</u>	<u>54.2%</u>	<u>166,733</u>
Total Operating Costs	1,411,725	1,007,319	71.4%	404,406
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 3,282,656</u>	<u>66.9%</u>	<u>\$ 1,623,420</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 105,609</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 755,561	61.8%	\$ 467,904
Operations	1,394,366	969,271	69.5%	425,095
Executive	536,935	407,342	75.9%	129,593
Community Development	704,410	418,234	59.4%	286,176
Finance	<u>1,046,900</u>	<u>732,248</u>	<u>69.9%</u>	<u>314,652</u>
	<u>\$ 4,906,076</u>	<u>\$ 3,282,656</u>	<u>66.9%</u>	<u>\$ 1,623,420</u>

Prepared Date: 12/07/18

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U.S. Department of Health & Human Services & Administration for Children & Families

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-06	2. Issuance Date: 11/30/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Cost of Living Adjustment (COLA); Fiscal Year (FY) 2019; Funding Increase; Appropriations; Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019; Continuing Appropriations Act, 2019	

PROGRAM INSTRUCTION**TO:** Head Start and Early Head Start Grantees and Delegate Agencies**SUBJECT:** FY 2019 Head Start Funding Increase**INSTRUCTION:**

President Trump signed Public Law 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, on September 28, 2018. Included is \$10,063,095,000 for programs under the Head Start Act, an increase of \$200 million over the fiscal year (FY) 2018 funding level.

This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. It also offers an increase to the total amount available for the Early Head Start-Child Care (EHS-CC) Partnership and Early Head Start Expansion grants scheduled to be awarded in March 2019.

This Program Instruction (PI) provides information about the COLA funds available to grantees in FY 2019 and describes the requirements for applying for these funds. All Head Start and Early Head Start grantees, EHS-CC Partnership and Early Head Start Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA.

State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2019 COLA

Eligible grantees may apply for a COLA increase of 1.77 percent of their FY 2018 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2018. COLA funds are to be used to increase staff salaries and fringe benefits, and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections **653** and **640(j)** of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate

of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

As specified in **Personnel Policies, 45 CFR § 1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request COLA funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA.

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering program improvement needs related to health and safety should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

Please direct any questions regarding this PI to your Regional Office. Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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