

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 20, 2019
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Janea Benton
Jimmie Childress

Guadalupe Perez
Ana Vigil

3. **Approval of Agenda**

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

5. **New Business**

- a. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 3-8)**
 - 1. Union Bank for Friendship House Community Center and Shafter Youth Center
 - 2. Kern County Department of Human Services for Friendship House Community Center and Shafter Youth Center
 - 3. California Coastal Conservancy for Friendship House Community Center and Shafter Youth Center
- b. Head Start and Early Head Start Budget to Actual Reports – Emily Gonzalez Demont, Assistant Director of Grants Management and Donna Holland, Fiscal Administrator – **Info Item**
 - 1. Kern Head Start Budget to Actual for the Period Ended January 31, 2019 **(p. 9-11)**
 - 2. Kern Early Head Start Budget to Actual for the Period Ended January 31, 2019 **(p. 12-16)**
 - 3. San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2019 **(p. 17-20)**
 - 4. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended January 31, 2019 **(p. 21-23)**
- c. Revision to Director of Operations Job Description and Wage Grade – Raymond Quan, Director of Human Resources – **Action Item (p. 24-28)**
- d. Annual Budget for FY 2019/2020 – Tracy Webster, Chief Financial Officer – **Action Item (p. 29-38)**

6. **Chief Financial Officer Report**

- a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item (p. 39)**
- b. Financial Statements, January 2019 – Tracy Webster, Chief Financial Officer - **Action Item (p. 40-83)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, March 20, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on February 15, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - January 2019

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$ 236,838
10/31/2018	11/2/2018	City of Bakersfield-CDBG	Food Bank Expansion Project	\$ 458,293
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
1/23/2019	12/28/2018	California Office Child Abuse Prevention	3 Yr Funding for EKFR, SYC, FHCC to provide case management for pregnant/mothers with Substance Abuse History	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
1/23/2019	1/11/2019	California Department of Public Health	SYC I&E Program (2 years)	\$ 249,420
1/23/2019	1/25/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$ 25,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - January 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West		\$25,000	\$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	\$110,000	\$ 101,490	1/1/2019-9/30/2020
				Total Awards	\$ 126,490	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -January 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	\$15,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: CAPK STEM Program

Funder Name: Union Bank

Grant Program Name: Science, Technology,
Engineering and Math (STEM)

Funding Period: April 1, 2019 – March 30,
2020

CFDA: N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible, Angelica
Nelson

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to Union Bank's Youth Development Initiative for up to \$25,000 to provide Science, Technology, Engineering and Math (STEM) for youth ages 16-18 living in economically disadvantaged areas of Kern County that successfully complete the Pre-Employment Preparation (PREP) Works program at Shafter Youth Center and Friendship House.

CAPK will work with a cross-system collaborative of partners such as Kern Economic Development Corporation and AERA Energy to provide STEM Mentorship, STEM guest speakers, STEM kits and visits to area businesses that use STEM skilled workers. Additionally, selected youths may have the opportunity to intern in a STEM related job, upon successful completion of the PREP Works program.

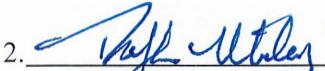
B. Use of Funds:

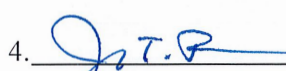
The requested funds in the amount of \$25,000 will be used to cover personnel and operational expenses of the STEM Program for SYC and FHCC.

C. Approvals:

1. _____
Division Director Date

3.  2/6/19
Chief Financial Officer Date

2.  2-5-19
Director of Community Development Date

4.  2/6/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public (County)
Project Name: CAPK Kinship Services Support Program
Funder Name: Kern County Department of Human Services (KCDHS)
Grant Program Name: Friendship House Community Center, Shafter Youth Center
Funding Period: 7/1/2019-6/30/2020
CFDA # 93.605 (Passthrough)

Division Director: Ralph Martinez
Program Manager: Lois Hannible, Angelica Nelson

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

A. Narrative description of funding request, including goals:

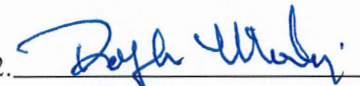
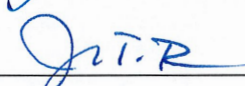
CAPK's Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) are requesting \$158,400 from the KCDHS to provide the CAPK Kinship Services Support Program (KSSP) to families with children who are being cared for by their grandparents or other caregivers, when parents are incarcerated, in the military or are absent for other reasons (kinship families), throughout Kern County.

The FHCC and SYC KSSP will provide family strengthening services to at least 100 kinship families that include support groups, case management, financial assistance and other social services. The program will also offer resources for respite and individual support, as well as educational and workshop opportunities for grandparents or other family members who are raising a relative's child.

B. Use of Funds:

The requested funding of \$158,400 will be used to hire one full-time staff member (Kinship Navigator) and one part-time staff member (Kinship Activity Specialist); conduct outreach and special events in rural areas; staff mileage; and general office and program supplies.

C. Approvals:

1. _____ Division Director Date	3.  Chief Financial Officer Date
2.  2-5-19 Director of Community Development Date	4.  2/6/19 Chief Executive Officer Date

D. Board:

☐ Policy Council	☐ PRE Presentation	☐ B&F Approval	☐ Board Approval
Date: _____	Date: _____	Date: _____	Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: Ocean STEM
Funder Name: California Coastal Conservancy
Grant Program Name: FHCC & SYC
Funding Period: 7/1/2019-6/30/2020
CFDA # N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible and
Angelica Nelson

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

A. Narrative description of funding request, including goals:

CAPK is applying to the California Coastal Conservancy for up to \$50,000 to provide low-income youths at FHCC and SYC with the opportunity to learn how STEM education can help conserve California's coast.

The program will provide STEM education and skills to help students develop and complete projects that can help conserve California's beaches; education on the effects of global warming and rising sea levels; and beach field trips.

B. Use of Funds:

The funds of up to \$50,000 will be used for staffing, STEM class supplies, and each field trips, and general program supplies.

C. Approvals:

1. _____
Division Director Date

2. Ralph Martinez 2-5-19
Director of Community Development Date

3. Ralph Martinez 2/6/19
Chief Financial Officer Date

4. J. D. 2/6/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended January 31, 2019 – **Info Item**

Date: February 20, 2019

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through January 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 85% 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 have nearly “caught up” as the budget period progressed.

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

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget. Base Funds were budgeted to cover anticipated additional expenses, such as reimbursements for employees completing college coursework.

Carryover

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

- Replacement food delivery vans (3) – purchased;
- Replacement program vehicle (1) – purchased;
- 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 116% 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 - January 31, 2019

Month 11 of 12 (92%)

Prepared 02/13/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	8,979,548	1,618,262	85%	15%
FRINGE BENEFITS	3,533,118	2,884,989	648,129	82%	18%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	19,544	3,456	85%	15%
SUPPLIES	886,988	895,029	(8,041)	101%	-1%
CONTRACTUAL	126,502	109,184	17,318	86%	14%
OTHER	3,764,462	3,265,058	499,404	87%	13%
INDIRECT	1,826,701	1,558,861	267,840	85%	15%
TOTAL BASE FUNDING	20,763,581	17,712,213	3,051,368	85%	15%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	57,845	(11,899)	126%	-26%
SUPPLIES	20,839	20,880	(41)	100%	0%
CONTRACTUAL	8,944	6,106	2,838	68%	32%
OTHER	150,787	141,826	8,961	94%	6%
INDIRECT	22,652	22,505	147	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	249,162	6	100%	0%

CARRYOVER

EQUIPMENT	134,000	133,999	1	100%	0%
OTHER	343,802	86,823	256,979	25%	75%
INDIRECT	34,380	8,682	25,698	25%	75%
TOTAL CARRYOVER	512,182	229,504	282,678	45%	55%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	18,190,879	3,334,052	85%	15%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,565	3,680,975	(1,042,410)	140%	-40%
CALIF DEPT OF ED	3,804,474	3,806,299	(1,825)	100%	0%
TOTAL NON-FEDERAL	6,443,039	7,487,274	(1,044,235)	116%	-16%

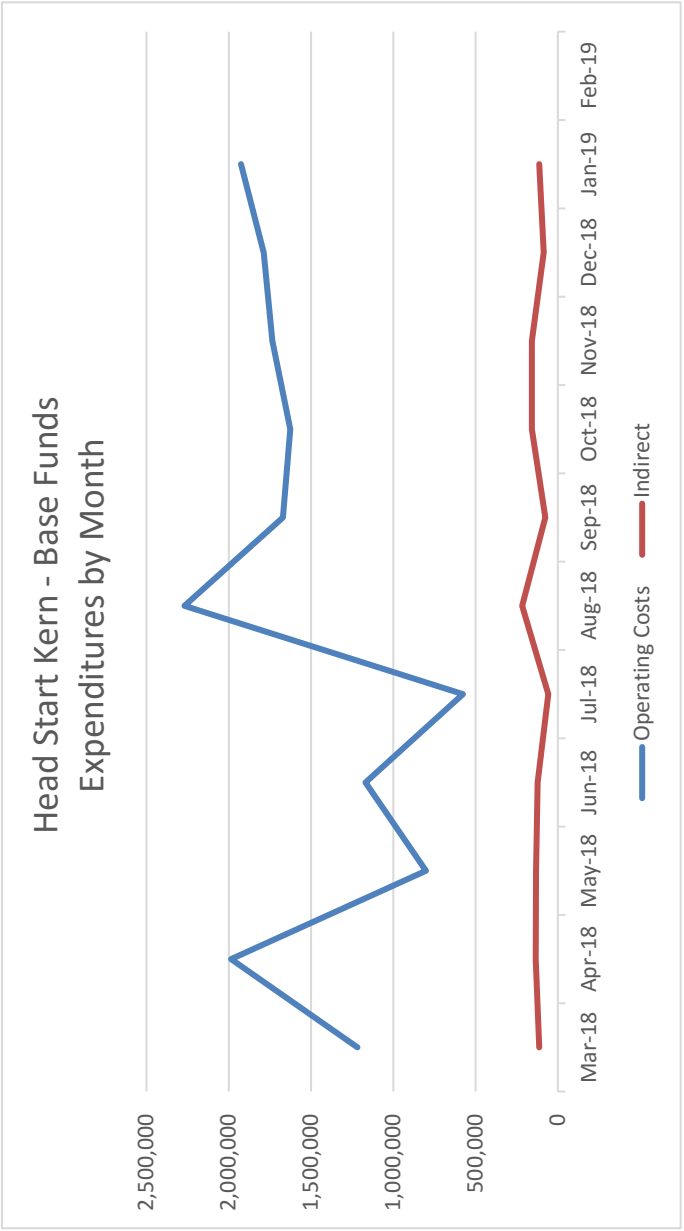
Budget reflects Notice of Award #09CH9142-05-04 (adjusted for Child Care Food Subsidy).

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019.

Administrative Cost for HS and EHS Kern 8.7%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	17,468				17,468	1/21/2019
Lowe's	15,570	1,864			17,434	1/25/2019
Smart & Final		126			126	1/31/2019
Save Mart	3,618	65			3,683	1/27/2019
Chevron & Texaco Business Card	8,508				8,508	2/5/2019
Home Depot	2,671				2,671	2/5/2019
	47,835	2,055	0	0	49,890	



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended January 31, 2019 – **Info Item**

Date: February 20, 2019

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through January 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 69% of the budget.

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

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

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

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

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

Training & Technical Assistance Funds

Overall expenditures are at 88% of the budget. Staff expect to fully expend these funds.

Carryover

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

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

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 - January 31, 2019

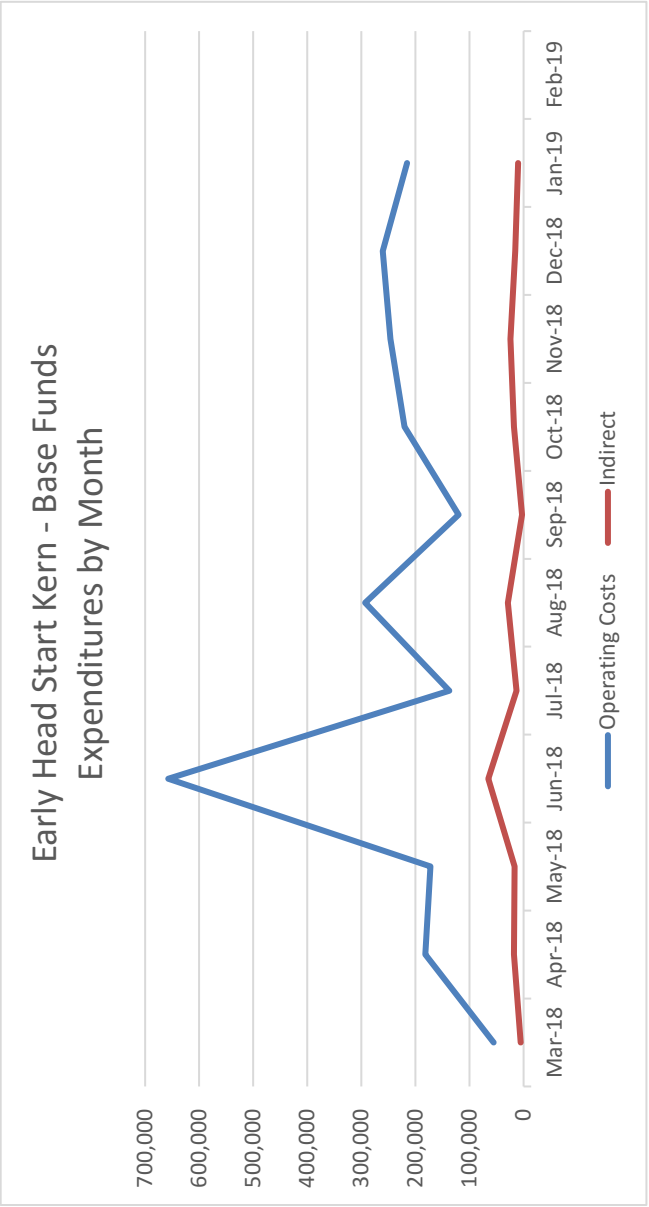
Month 11 of 12 (92%)

Prepared 02/13/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	1,382,588	839,254	62%	38%
FRINGE BENEFITS	655,042	462,581	192,461	71%	29%
EQUIPMENT	30,000	37,345	(7,345)	124%	-24%
SUPPLIES	263,896	245,575	18,321	93%	7%
CONTRACTUAL	22,328	17,137	5,191	77%	23%
OTHER	535,893	443,387	92,506	83%	17%
INDIRECT	364,220	250,376	113,844	69%	31%
TOTAL BASE FUNDING	4,093,221	2,838,989	1,254,232	69%	31%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	8,581	26,749	24%	76%
SUPPLIES	4,020	6,491	(2,471)	161%	-61%
CONTRACTUAL	3,656	3,347	309	92%	8%
OTHER	45,179	58,791	(13,612)	130%	-30%
INDIRECT	8,819	7,698	1,121	87%	13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	84,909	12,095	88%	12%
CARRYOVER					
EQUIPMENT	57,000	57,000	0	100%	0%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	57,000	0	100%	0%
GRAND TOTAL EHS FEDERAL FUNDS	4,247,225	2,980,898	1,266,327	70%	30%

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

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019.



**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 January 31, 2019 (Month 11 of 12)**

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	34,035	33,958	21,731	0	0	10,812	28,512	33,602	28,410	24,984	27,186	243,231	76,308	319%
Shafter	34	15,216	16,512	8,503	0	0	7,601	16,055	16,603	12,355	13,926	114	106,884	38,154	280%
East California	70	29,277	35,209	15,896	0	0	5,521	25,236	33,784	34,297	13,841	17,821	210,880	78,552	268%
Franklin	24	3,513	6,447	4,266	0	0	5,640	11,372	10,468	6,442	5,782	12,138	66,068	26,932	245%
Faith	34	12,847	12,659	7,030	0	0	5,058	9,680	11,094	10,994	11,650	12,476	93,488	38,154	245%
Pacific	62	16,766	16,247	13,908	11,839	11,369	13,000	13,221	17,228	13,390	10,675	12,656	150,300	69,575	216%
Martha J. Morgan	83	31,274	30,858	17,626	0	0	9,080	23,126	29,229	21,323	6,925	24,512	193,953	93,140	208%
Fairview	34	13,069	11,503	6,105	0	0	3,756	8,294	9,878	5,809	8,402	7,707	74,521	38,154	195%
Williams	34	10,911	10,920	6,048	0	0	4,715	7,764	8,134	7,017	5,933	9,045	70,486	38,154	185%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	10,773	14,723	17,287	14,464	12,573	19,548	153,463	85,285	180%
Delano	76	19,655	19,877	16,675	0	0	2,397	10,920	20,874	15,731	20,567	25,674	152,369	85,285	179%
Noble	34	9,452	10,102	3,947	0	0	0	13,025	12,617	1,193	9,694	7,433	67,463	38,154	177%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	6,525	6,329	7,141	5,262	2,487	6,185	93,901	53,864	174%
California City	34	7,639	8,452	5,366	0	0	3,016	7,802	10,511	6,695	7,048	6,616	63,146	38,154	166%
Willow	72	22,239	25,426	14,557	0	0	9,123	15,879	14,225	13,787	8,526	9,958	133,720	80,796	166%
Heritage	34	7,911	10,768	4,963	0	0	2,334	5,375	9,102	9,354	5,630	7,445	62,883	38,154	165%
Lamont	34	7,478	10,778	7,882	0	0	3,472	9,786	10,542	12,210	375	142	62,665	38,154	164%
Fairfax	40	6,009	9,054	12,009	0	0	5,802	6,053	9,317	11,181	7,315	6,791	73,530	44,887	164%
Sunrise Villa	34	4,377	3,346	1,945	0	0	3,443	4,257	9,133	12,092	6,935	13,101	58,629	38,154	154%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	11,629	19,591	22,265	27,190	17,481	14,430	19,190	220,872	154,859	143%
Vineland	20	8,266	7,254	2,213	0	0	428	1,844	7,137	0	0	3,485	30,627	22,443	136%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,352	19,259	21,847	31,614	9,176	2,471	0	167,186	125,683	133%
Oasis	57	13,411	12,619	7,489	0	0	5,431	9,163	13,590	11,618	8,224	0	81,545	63,964	127%
Pioneer	34	6,475	8,081	4,443	0	0	850	4,866	8,786	8,829	4,863	135	47,328	38,154	124%
Sterling	122	19,096	23,747	18,996	8,747	9,507	17,638	19,940	19,569	14,515	6,366	10,515	168,637	136,905	123%
Tehachapi	34	6,832	6,982	3,413	0	0	3,641	6,284	6,369	4,780	2,786	4,513	45,600	38,154	120%
Planz	34	5,440	5,916	3,617	0	0	3,865	7,314	8,991	222	4,893	3,570	43,728	38,154	115%
Casa Loma	34	4,741	5,183	1,355	0	0	2,537	7,044	8,703	6,058	2,345	5,055	43,019	38,154	113%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,404	3,785	3,460	4,944	4,179	1,858	23	43,275	40,398	107%
Virginia	34	5,596	5,282	0	0	0	1,761	5,071	5,743	5,817	4,433	6,360	40,062	38,154	105%
McFarland	24	4,784	3,808	2,560	0	0	1,959	3,161	3,981	2,777	4,318	0	27,348	26,932	102%
Rosamond	100	19,580	24,699	13,748	0	0	10,099	18,841	17,579	2,268	6,212	0	113,026	112,217	101%
Cleo Foran	34	5,926	8,272	3,789	0	0	1,727	4,324	8,571	53	4,450	1,082	38,194	38,154	100%
Seibert	34	6,818	4,353	2,998	0	0	3,001	7,670	6,183	857	2,574	3,697	38,150	38,154	100%
Oilville	34	5,905	5,413	3,750	0	0	2,378	6,710	5,036	3,526	4,628	48	37,392	38,154	98%
Home Base	225	17,049	17,202	15,282	12,474	13,790	9,623	14,228	10,888	8,536	2,310	1,220	122,601	126,244	97%
Alicante	34	4,692	4,448	2,107	0	0	1,952	3,772	4,586	4,839	3,377	4,944	34,718	38,154	91%
Lost Hills	20	2,937	3,716	2,597	0	0	654	2,875	2,354	180	689	3,246	19,247	22,443	86%
Wesley	60	6,389	8,795	3,719	0	0	3,228	2,613	7,413	11,777	8,597	0	52,532	67,330	78%

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 January 31, 2019 (Month 11 of 12)

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Broadway	44	0	0	0	0	0	4,490	5,784	8,792	2,763	5,479	5,038	32,345	49,375	66%
Rafer Johnson	34	3,563	3,419	0	0	0	1,816	3,656	4,477	2,575	1,932	71	21,508	38,154	56%
Taft	78	6,592	6,061	1,103	0	0	1,133	6,758	8,730	8,052	5,794	2,983	47,205	87,529	54%
Roosevelt	34	2,820	4,408	1,913	0	0	701	2,281	1,526	165	973	0	14,787	38,154	39%
Mojave	34	4,209	4,167	2,109	0	0	413	0	0	0	0	0	10,896	38,154	29%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	0	0	0	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	25	262	214	727	85	60	0	4,777	38,727	12%
SUBTOTAL IN-KIND	2,369	482,130	543,470	345,429	83,803	76,131	234,289	429,395	524,146	373,133	287,328	301,721	3,680,975	2,638,565	140%

State General Child Care*	156,851	158,335	88,070	0	0	131,037	157,382	123,976	173,111	139,379	131,363	133,142	1,392,645	1,293,059	108%
State Preschool*	252,099	284,045	170,865	0	0	93,318	137,363	183,593	187,215	301,775	273,455	315,721	2,199,451	2,302,208	96%
State Migrant Child Care*	27,786	29,131	3,478	0	0	14,020	21,959	19,352	27,448	23,858	22,291	24,882	214,204	209,207	102%
SUBTOTAL CA DEPT of ED	436,736	471,511	262,413	0	0	238,375	316,703	326,921	387,774	465,012	427,109	473,745	3,806,299	3,804,474	100%

GRAND TOTAL

*May include estimates

918,866 1,014,981 607,842 83,803 314,506 550,992 756,316 911,920 838,145 714,437 775,466 7,487,274 6,443,039 116%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended January 31, 2019 (Interim) – **Info Item**

Date: February 20, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through January 31, 2019. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 99% of the budget.

Because the budget period for this grant ended January 31, the costs of salaries (and associated payroll taxes) earned in January but paid in February will accrue back to January. These costs will be reflected in the Budget to Actual report presented at the March 30 meeting.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Personnel, Fringe Benefits, and Travel costs exceeded the amount budgeted. The overage was covered by decreased spending in other categories.

Non-Federal Share

Non-Federal share is at 89% of the budget. Documentation for much of January could not be tabulated in time to be included in this report. Approval to waive \$141,172 of the non-Federal share requirement is pending from Office of Head Start.

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

Budget Period: February 1, 2018 - January 31, 2019

Report Period: February 1, 2018 - January 31, 2019

Month 12 of 12 (100%)

Prepared 02/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	3,108,137	(11,063)	100%	0%
FRINGE BENEFITS	827,018	837,597	(10,579)	101%	-1%
TRAVEL	20,232	21,676	(1,444)	107%	-7%
EQUIPMENT	47,500	49,310	(1,810)	104%	-4%
SUPPLIES	135,535	120,199	15,336	89%	11%
CONTRACTUAL	11,923	14,869	(2,946)	125%	-25%
OTHER	593,113	541,716	51,397	91%	9%
INDIRECT	445,116	448,512	(3,396)	101%	-1%
TOTAL	5,177,511	5,142,016	35,495	99%	1%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	28,030	(2,830)	111%	-11%
FRINGE BENEFITS	8,689	10,922	(2,233)	126%	-26%
TRAVEL	9,959	21,200	(11,241)	213%	-113%
SUPPLIES	7,961	3,825	4,136	48%	52%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	43,718	9,315	82%	18%
INDIRECT	10,833	11,022	(189)	102%	-2%
TOTAL	119,175	118,717	458	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	5,260,733	35,953	99%	1%
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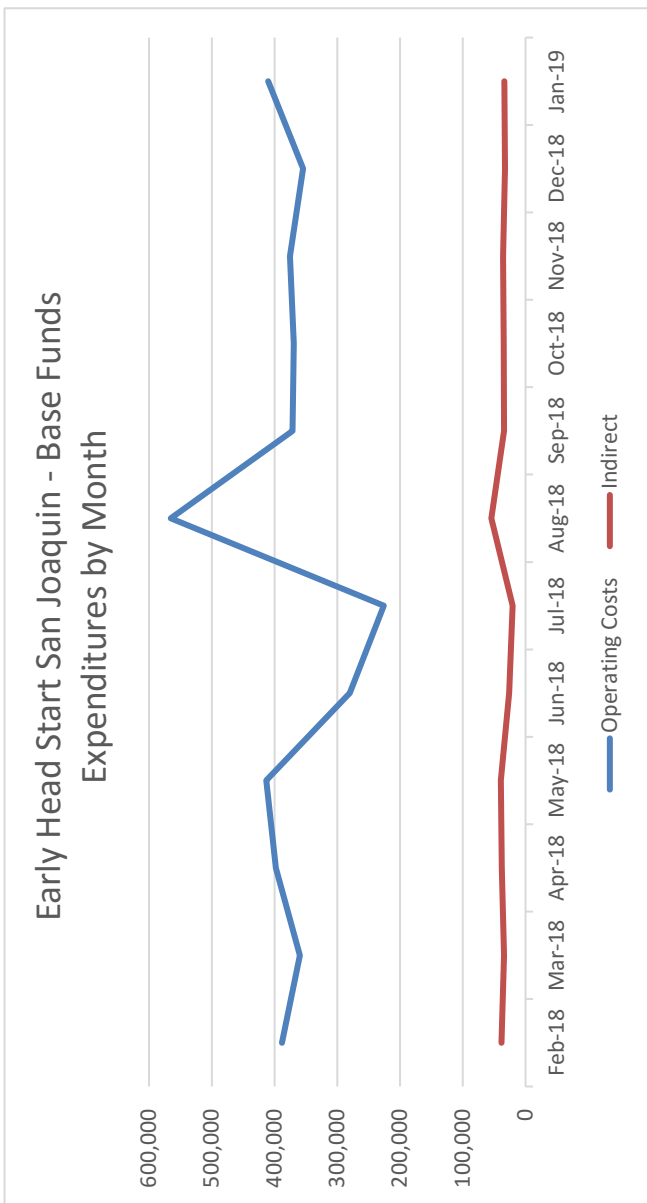
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	1,184,432	139,740	89%	11%
TOTAL NON-FEDERAL FUNDS	1,324,172	1,184,432	139,740	89%	11%

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.5%
Total Administrative Cost	9.7%

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

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019

Approval of Non-Federal Share waiver is pending



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

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	5,551	10,440	10,444	9,950	9,500	11,137	15,381	14,771	13,287	11,766	11,374	12,470	136,070	95,359	143%
Home Base - Manteca	12	3,628	4,255	2,461	2,207	152	1,409	5,305	5,011	6,137	5,212	4,041	0	39,818	32,694	122%
Chrisman	30	7,252	13,396	13,845	9,312	7,198	12,443	15,341	17,633	15,256	16,376	14,722	0	142,774	163,472	87%
Home Base - Stockton	90	13,682	25,071	23,680	16,555	11,982	14,742	15,286	19,499	21,152	19,261	21,453	0	202,363	245,208	83%
Lodi UCC	30	12,131	13,605	11,935	13,879	8,702	12,859	12,447	11,575	14,106	10,960	10,051	0	132,249	163,472	81%
Walnut	24	4,138	8,093	9,314	10,273	6,325	9,478	10,210	9,780	10,458	9,459	9,606	0	97,134	130,777	74%
California Street	24	5,705	9,601	8,203	9,043	4,715	8,147	8,543	8,732	9,919	8,842	8,103	5,514	95,067	130,777	73%
St. Mary's	16	3,507	6,499	5,963	6,174	4,066	6,359	6,009	7,025	7,097	5,183	4,872	0	62,755	87,185	72%
Kennedy	16	1,791	5,701	6,310	4,418	441	4,887	6,252	6,529	5,623	6,452	6,255	0	54,659	87,185	63%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	6,609	6,931	6,646	6,650	4,250	0	61,920	130,777	47%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	509	1,410	2,501	1,344	707	0	13,256	32,694	41%
Administrative Services		0	0	0	0	0	0	0	0	0	0	393	0	393	0	
Program Services		10,954	12,376	16,171	16,673	11,973	10,738	11,350	10,738	11,678	10,615	10,493	11,328	145,085	21,858	664%
Policy Council		342	97	0	0	0	0	63	63	0	217	107	0	890	2,713	33%
SUBTOTAL IN-KIND	313	73,340	117,415	115,094	105,841	68,788	99,017	113,304	119,695	123,860	112,337	106,429	29,312	1,184,432	1,324,172	89%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended January 31, 2019 – **Info Item**

Date: February 20, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through January 31, 2019. Five months (42%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 37% of the budget. Expenses in the Personnel and Other categories appear low but are not concerning at this point in the budget period. Expenses in all other categories are as expected.

Training & Technical Assistance (T&TA)

Overall expenditures are at 4% of the budget. Training expenses are incurred as needed, rather than evenly each month; the funds will be fully expended by budget year-end.

Non-Federal Share

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

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

Budget Period: September 1, 2018 - August 31, 2019

Report Period: September 1, 2018 - January 31, 2019

Month 5 of 12 (42%)

Prepared 02/13/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	37,733	92,349	29%	71%
FRINGE BENEFITS	33,248	14,545	18,703	44%	56%
SUPPLIES	1,750	178	1,572	10%	90%
CONTRACTUAL	462,028	181,056	280,972	39%	61%
OTHER	17,395	3,811	13,584	22%	78%
INDIRECT	64,398	23,721	40,677	37%	63%
TOTAL BASE	708,901	261,045	447,856	37%	63%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	311	4,983	6%	94%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	337	6,136	5%	95%
INDIRECT	1,527	65	1,462	4%	96%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	713	16,087	4%	96%

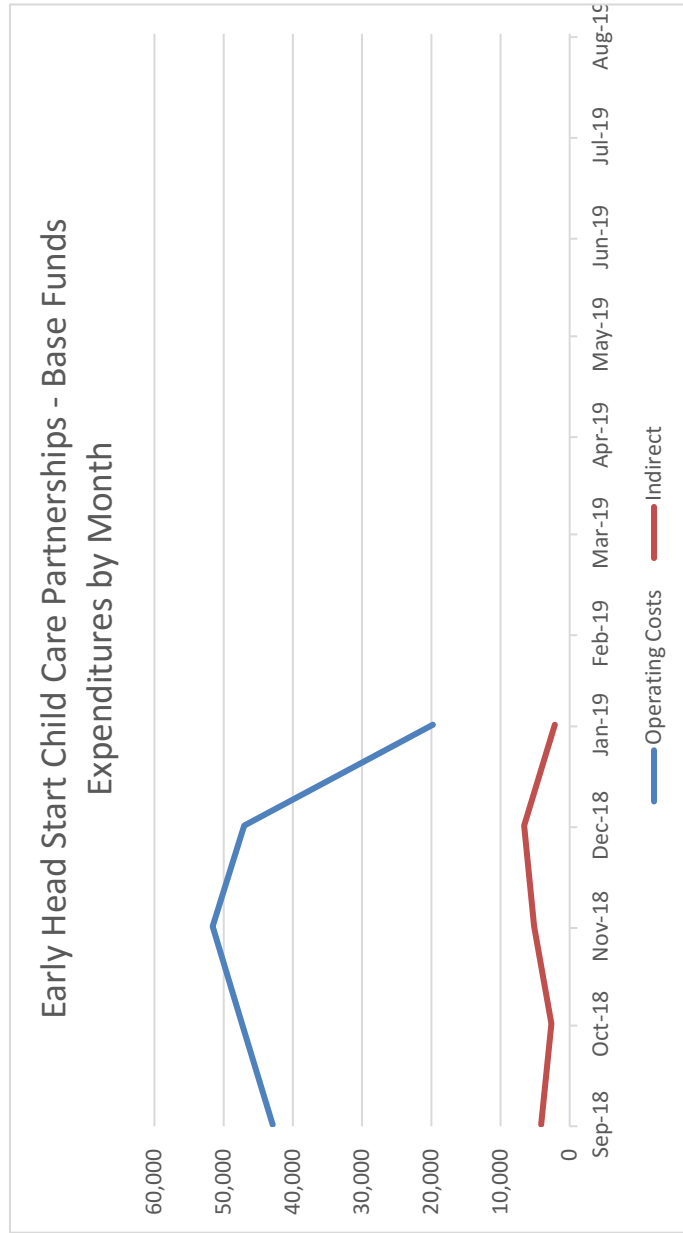
GRAND TOTAL FEDERAL FUNDS	725,701	261,757	463,944	36%	64%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	130,774	50,651	72%	28%
TOTAL NON-FEDERAL FUNDS	181,425	130,774	50,651	72%	28%

Centralized Administrative Cost	6.1%
Program Administrative Cost	1.2%
Total Administrative Cost	7.2%

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

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019.



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Raymond Quan, Director of Human Resources *Raymond Quan*

Date: February 20, 2019

Subject: *Agenda Item 5c: Revisions to Director of Operations Job Description and Wage Grade – Action Item*

Upon review of the current job description and pointing schedule of the Director of Operations, it was discovered that a past draft of an upgraded job description was never finalized. The past amendments were triggered by the assumption of new duties, primarily the oversight and responsibility of the Energy Program. The position also oversees many pivotal functions, as outlined in the attached job description.

Emilio Wagner, the Director of Operations, not only assumed oversight of the Energy program, but has played a vital role in an amazing improvement to the program. As the Board has heard in various updates from time to time, the CAPK Energy Program was historically struggling with timely contract expenditure spend down, low performance, personnel issues and various operational issues such as warehouse inventory control measures.

The turnaround in the department since the restructuring under Emilio and his team has been amazing. For the first time in memory, the program is operating under one current contract. The program has moved into the category of a high performance.

The attached job description updates the Director of Operations duties to include the Energy program. There were also some more minor updates to bring it up to current standards and duties. With the amendments, the HR Department conducted a wage pointing update and found the new job description to point one grade higher, moving from grade 13 to grade 14.

Grade 14

Min	Mid	Max	Min	Mid	Max
\$ 88,628.80	\$ 110,780.80	\$ 132,953.60	\$ 42.61	\$ 53.26	\$ 63.92

Grade 13

Min	Mid	Max	Min	Mid	Max
\$ 77,064.00	\$ 96,324.80	\$ 115,606.40	\$ 37.05	\$ 46.31	\$ 55.58

Recommendation:

Staff recommends the Budget & Finance Committee approve the job description revision and a pay grade 14 for the position of Director of Operations.

Attachment: Job Description for Director of Operations

COMMUNITY ACTION PARTNERSHIP of KERN

Director of Operations

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.

Grade: 14

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under general direction of the Chief Executive Officer, the Director of Operations will ensure that all divisions are appropriately provided support services by directing facility maintenance, fleet management, information technology, risk management and business services. In addition, direct the operation of the Energy program to ensure programmatic compliance with Federal and State laws and regulations and those requirements specific to the program contracts.

SUPERVISION RECEIVED:

Receives supervision from the Chief Executive Officer

SUPERVISION EXERCISED:

Directly supervises Facilities Manager, Technology Services Manager, Risk Management Supervisor, Business Manager, and Energy Program Administrator.

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. Develops short and long-range plans in coordination with the appropriate division directors related to information technology, facilities management, procurement strategies and maintenance, including recommended prioritization of resources.
2. Communicates with agency directors and management personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and others concerning facilities maintenance, operations, planning, and construction in order to exchange information, resolve issues, and ensure effective services.
3. Oversee and monitor the work of the maintenance department including maintenance, renovation and new construction of all agency facilities.
4. Oversee and monitor Warehouse and Distribution building.
5. Oversee the development of a coordinated fleet management system.
6. Prepares site survey, plot plans, drawings, lay-outs, floor plans, and other data as required to pictorially or diagrammatically present proposals or situations. This is to include cost estimating, design programming and 3-D modeling, rendering, animation of proposed projects.
7. Assist and coordinate with Analyst (Community Development) on Geographic Information System (GIS) software and related equipment.
8. Assists executive management with project status reports to be presented to the Board of Directors and Policy Council.
9. Ensures Davis Bacon California State prevailing wage compliance: review of certified payroll, fringe benefits, accuracy of deductions, provides assistance and employee interviews.

Director of Operations

1

10. Point of contact for all construction. Prepares required documentation for local building department to pull permits. Monitors construction: verify work completed to plans and specs, sign off on invoices/pay applications, maintains and organizes construction documents
11. Oversees the Risk Management Department which includes general liability insurance, loss control, worksite safety, workers compensation, disaster preparedness, facility inspections and claims management.
12. Oversees the Information Technology Department ensuring network stability by planning and implementing hardware standards, resource management and software solutions.
13. Oversees the Business Services Department which includes procurement, insurance, leases, and fixed asset inventory. Ensures all applicable federal, state, and local regulations are applied to all procurement efforts and contract documents.
14. Oversee the planning, organizing, staffing, coordinating/implementing policy, overall management and operation of the Energy program.
15. Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
16. Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts; and appraises the CEO of the status of agency contracts/program performance on a periodic basis. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions; and implements the corrective actions
17. In conjunction with the CFO, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations including funding guidelines for program activities.

B. Other Job Specific Duties:

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

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 practices of finance, real estate financing and economic development
 Davis-Bacon Act

Ability to:

Solve problems effectively and efficiently

Deal with conceptual matters

Plan, organize, allocate, and control substantial resources.

Communicate effectively

Attend evening and weekend meetings

Effectively present program to the general public.

Work independently with little direction; meet schedules and time lines.

Plan, develop, and present mixed media presentations.

Write creatively and clearly for general and specialized audiences.

Maintain and organize a variety of files, records, and logs.

Supervise employees professionally to achieve their goals and be self-motivating

Plan and organize work; compose clear, concise reports and recommendations.

Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

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

- Bachelor of Arts or Bachelor of Science Degree in Business Administration, Public Administration, Planning, Construction or closely related field preferred.
- Eight years' experience working in facilities management, project management or construction management.
- Possession of General Contractors License.
- Certification as Playground Safety Inspector preferred

OTHER REQUIREMENTS

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

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75lbs	X			X		
76-100lb	X			X		
100lbs+	X					



MEMORANDUM

TO: Budget and Finance Committee
FROM: Tracy Webster, Chief Financial Officer
Date: February 20, 2019
RE: *Agenda Item 5d: Annual Budget for FY 2019/20 – **Action Item***

The annual budget for the 2019/20 fiscal year is presented using the following functional categories:

1. Program Services
 - Education
 - Nutrition
 - Energy Conservation
 - Community Services
 - CSBG
2. Support Services
 - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) of \$63,694,652 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2019/20 is 12% greater than the prior year. The Education category includes a projected 1.77% COLA to Head Start and the addition of a new contract with the County of Kern for the Home Visit Initiative in the amount of \$908,201. The Community Services category includes one new grant, for \$140,000 for California EITC. Attached is the FY 2019/20 annual budget with category support schedules.

The Indirect budget of \$5,272,341 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development is 7.5% greater than the prior year. FY 2019/20 will be the fourth year using the 10% indirect cost rate. 72.5% of the Indirect budget is for personnel costs and 27.5% is for operating costs. Attached is a comparison of the Indirect budget for four years.

Recommendation

Staff recommends that the Budget and Finance Committee approve the annual budget for FY 2019/20.

Attachments: (1) Annual Budget for FY 2019/20 (8 pages)
(2) Indirect Budget Comparison for Four Years

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20**

	Program Services						Support Services	
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising		Indirect
Revenue								
Government Revenue	\$ 48,213,908	\$ 6,462,640	\$ 5,333,110	\$ 1,159,312	\$ 1,489,531	\$ -	\$ 62,658,501	\$ -
Head Start Subsidy for CACFP	(948,857)	948,857	-	-	-	-	-	-
Private Revenue	-	100,000	-	390,000	-	-	490,000	-
Other Revenue	18,251	241,667	-	-	-	1,205	261,123	5,413,826
Donations	-	245,000	-	-	-	95,000	340,000	-
Total Revenue	\$ 47,283,302	\$ 7,998,164	\$ 5,333,110	\$ 1,549,312	\$ 1,489,531	\$ 96,205	\$ 63,749,624	5,413,826
Expenditures								
Salaries	22,355,036	3,523,579	1,464,580	807,941	680,074	4,000	28,835,210	3,066,150
Benefits	7,420,581	1,030,935	382,832	221,237	180,940	825	9,237,350	755,091
Travel	350,762	109,950	92,304	39,380	16,790	-	609,186	93,650
Space Cost	2,562,225	562,634	235,279	94,385	123,125	4,200	3,581,848	163,500
Supplies	1,410,827	204,574	82,222	55,481	16,575	2,200	1,771,879	166,500
Equipment	-	-	-	1,000	-	-	1,000	-
Consultant/Contract	671,488	8,985	1,261,272	88,550	2,250	-	2,032,545	659,100
Other Operating Costs	1,318,918	266,558	708,781	95,417	58,551	26,260	2,474,485	345,050
Program Costs	7,096,232	1,685,551	632,133	17,350	6,500	-	9,437,766	-
Depreciation	296,757	2,800	-	-	-	-	299,557	23,300
Indirect	3,800,476	602,598	473,707	128,571	404,726	3,748	5,413,826	-
Total Expenditures	\$ 47,283,302	\$ 7,998,164	\$ 5,333,110	\$ 1,549,312	\$ 1,489,531	\$ 41,233	\$ 63,694,652	\$ 5,272,341
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,972	\$ 54,972	\$ 141,485

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
EDUCATION**

	Head Start	State Dept. of Education	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue					
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ 301,580	\$ 301,580
Other Government Revenue	31,756,968	7,000,051	908,201	8,548,688	48,213,908
Head Start Subsidy for CACFP	(948,857)	-	-	-	(948,857)
Private Revenue	-	-	-	-	-
Other Revenue	18,251	-	-	-	18,251
Donations	-	-	-	-	-
Total Revenue	\$ 30,826,362	\$ 7,000,051	\$ 908,201	\$ 8,850,268	\$ 47,584,882
Expenditures					
Salaries	16,345,287	4,756,008	545,241	708,500	22,355,036
Benefits	5,507,333	1,554,988	181,162	177,098	7,420,581
Travel	329,079	-	7,583	14,100	350,762
Space Cost	2,464,319	-	22,006	75,900	2,562,225
Supplies	1,344,585	17,344	34,898	14,000	1,410,827
Equipment	-	-	-	-	-
Consultant/Contract	636,652	18,000	3,736	13,100	671,488
Other Operating Costs	1,203,604	17,343	26,296	71,675	1,318,918
Program Costs	110,844	-	7,699	6,977,689	7,096,232
Depreciation	296,757	-	-	-	296,757
Indirect	2,587,902	636,368	79,580	798,206	4,102,056
Total Expenditures	\$ 30,826,362	\$ 7,000,051	\$ 908,201	\$ 8,850,268	\$ 47,584,882
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	33.7%	32.7%	33.2%	25.0%	33.2%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
NUTRITION**

	WIC	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
		Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ 364,929	\$ 364,929.00
Other Government Revenue	4,033,400	1,472,134	163,246	1,635,380	793,860	6,462,640
Head Start Subsidy for CACFP	-	897,204	51,653	948,857	-	948,857
Private Revenue	-	-	-	-	100,000	100,000
Other Revenue	-	-	-	-	241,667	241,667
Donations	-	-	-	-	245,000	245,000
Total Revenue	\$ 4,033,400	\$ 2,369,338	\$ 214,899	\$ 2,584,237	\$ 1,745,456	\$ 8,363,093
Expenditures						
Salaries	2,480,995	650,054	-	650,054	647,725	3,778,774
Benefits	669,772	214,518	-	214,518	223,204	1,107,494
Travel	30,896	27,000	-	27,000	52,054	109,950
Space Cost	366,564	101,200	-	101,200	94,870	562,634
Supplies	49,766	114,900	-	114,900	39,908	204,574
Equipment	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	8,985	8,985
Other Operating Costs	92,280	80,800	-	80,800	93,478	266,558
Program Costs	1,000	872,490	-	872,490	437,003	1,310,493
- Vended Meals	-	175,000	200,058	375,058	-	375,058
Depreciation	-	-	-	-	2,800	2,800
Indirect	342,127	133,376	14,841	148,217	145,429	635,773
Total Expenditures	\$ 4,033,400	\$ 2,369,338	\$ 214,899	\$ 2,584,237	\$ 1,745,456	\$ 8,363,093
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	27.0%	33.0%		33.0%	34.5%	29.3%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
ENERGY CONSERVATION**

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	5,333,110
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 5,333,110
Expenditures	
Salaries	1,464,580
Benefits	382,832
Travel	92,304
Space Cost	235,279
Supplies	82,222
Equipment	-
Consultant/Contract	1,261,272
Other Operating Costs	708,781
Program Costs	632,133
Depreciation	-
Indirect	473,707
Total Expenditures	\$ 5,333,110
Gain/(Loss)	\$ -
Benefit Rate	26.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
COMMUNITY SERVICES

	211	E Kern Family Resource Center	VITA	Youth Centers	TOTAL
Revenue					
Community Services Block Grant (CSBG)	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 823,022
Other Government Revenue	295,743	455,409	219,160	189,000	1,159,312
Private Revenue	390,000	-	-	-	390,000
Other Revenue	-	-	-	-	-
Donations	-	-	-	-	-
Total Revenue	\$ 876,065	\$ 468,666	\$ 417,355	\$ 610,248	\$ 2,372,334
Expenditures					
Salaries	508,861	282,094	186,603	255,262	1,232,820
Benefits	141,857	81,059	37,750	64,952	325,618
Travel	14,025	15,578	15,052	11,515	56,170
Space Cost	37,100	22,500	23,360	134,550	217,510
Supplies	31,548	8,102	18,937	13,469	72,056
Equipment	-	1,000	-	-	1,000
Consultant/Contract	14,380	-	74,295	2,125	90,800
Other Operating Costs	53,555	16,250	25,360	58,803	153,968
Program Costs	-	5,700	3,000	15,150	23,850
Depreciation	-	-	-	-	-
Indirect	74,739	36,383	32,998	54,422	198,542
Total Expenditures	\$ 876,065	\$ 468,666	\$ 417,355	\$ 610,248	\$ 2,372,334
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	27.9%	28.7%	20.2%	25.4%	26.4%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	MCAP	Food Bank	211	E Kern	VITA	Youth Ctrs	TOTAL
Revenue							
Community Services Block Grant (CSBG)	\$ 301,580	\$ 364,929	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 1,489,531
Other Government Revenue	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenue	\$ 301,580	\$ 364,929	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 1,489,531
Expenditures							
Salaries	-	255,195	119,364	9,271	115,155	181,089	680,074
Benefits	-	76,559	29,841	2,781	26,486	45,273	180,940
Travel	-	-	2,800	-	5,500	8,490	16,790
Space Cost	-	-	6,800	-	12,200	104,125	123,125
Supplies	-	-	1,500	-	4,500	10,575	16,575
Equipment	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	1,000	1,250	2,250
Other Operating Costs	-	-	16,046	-	12,800	29,705	58,551
Program Costs	-	-	-	-	3,000	3,500	6,500
Depreciation	-	-	-	-	-	-	-
Indirect	301,580	33,175	13,971	1,205	17,554	37,241	404,726
Total Expenditures	\$ 301,580	\$ 364,929	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 1,489,531
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate		30.0%	25.0%	30.0%	23.0%	25.0%	26.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
DISCRETIONARY FUND & FUND RAISING FUND**

	Discretionary	Fund Raising	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	-	-	-
Other Revenue	1,205	-	1,205
Donations	10,000	85,000	95,000
Total Revenue	\$ 11,205	\$ 85,000	\$ 96,205
Expenditures			
Salaries	500	3,500	4,000
Benefits	300	525	825
Travel	-	-	-
Space Cost	2,200	2,000	4,200
Supplies	200	2,000	2,200
Equipment	-	-	-
Consultant/Contract	-	-	-
Other Operating Costs	5,260	21,000	26,260
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	845	2,903	3,748
Total Expenditures	\$ 9,305	\$ 31,928	\$ 41,233
Gain/(Loss)	\$ 1,900	\$ 53,072	\$ 54,972
Benefit Rate	60.0%	15.0%	20.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
INDIRECT FUND**

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	5,413,827
Donations	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,413,827
Expenditures						
Salaries	663,775	569,700	369,405	520,570	942,700	3,066,150
Benefits	153,332	133,600	122,049	138,710	207,400	755,091
Travel	16,300	29,200	29,000	12,650	6,500	93,650
Space Cost	-	161,700	-	-	1,800	163,500
Supplies	20,700	50,000	8,700	8,700	78,400	166,500
Equipment	-	-	-	-	-	-
Consultant/Contract	119,400	227,500	7,500	7,700	297,000	659,100
Other Operating Costs	61,125	160,800	75,550	17,600	29,975	345,050
Program Costs	-	-	-	-	-	-
Depreciation	-	23,300	-	-	-	23,300
Indirect	-	-	-	-	-	-
Total Expenditures	\$ 1,034,632	\$ 1,355,800	\$ 612,204	\$ 705,930	\$ 1,563,775	\$ 5,272,341
Gain/(Loss)						\$ 141,486
Benefit Rate	23.1%	23.5%	33.0%	26.6%	22.0%	24.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20
INDIRECT FUND - FOUR YEAR HISTORY**

Line Items	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	% Change 2019/20 Budget to 2018/19 Budget
Revenue	\$ 4,626,905	\$ 4,827,346	\$ 5,059,589	\$ 5,413,827	7.0%
Expenditures					
Personnel Costs					
Salaries	2,400,911	2,614,903	2,820,260	3,066,150	8.7%
Benefits	576,218	605,877	674,091	755,091	12.0%
<i>Benefit Rate</i>	24.0%	23.2%	23.9%	24.6%	
Total Personnel Costs	\$ 2,977,129	\$ 3,220,780	\$ 3,494,351	\$ 3,821,241	9.4%
	70.0%	67.6%	71.3%	72.5%	
Operating Costs					
Travel	41,800	79,900	88,750	93,650	5.5%
Space Costs	123,000	190,700	187,900	186,800	-0.6%
Supplies	115,000	147,277	138,400	166,500	20.3%
Equipment	-	5,223	-	-	0.0%
Consultant/Contract	715,500	783,320	630,725	659,100	4.5%
Other Operating Costs	280,000	339,600	363,950	345,050	-5.2%
Total Operating Costs	\$ 1,275,300	\$ 1,546,020	\$ 1,409,725	\$ 1,451,100	2.9%
	30.0%	32.4%	28.7%	27.5%	
Total Expenditures	\$ 4,252,429	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	7.5%
Excess Indirect Revenue	\$ 374,476	\$ 60,546	\$ 155,513	\$ 141,486	-9.0%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	% Change 2019/20 Budget to 2018/19 Budget
Operations	\$ 1,461,898	\$ 1,526,000	\$ 1,394,366	\$ 1,355,800	-2.8%
Human Resources	985,536	1,151,500	1,223,465	1,034,632	-15.4%
Finance	971,946	1,049,800	1,046,900	1,563,775	49.4%
Community Development	456,804	525,400	704,410	705,930	0.2%
Executive	376,245	514,100	534,935	612,204	14.4%
TOTAL	\$ 4,252,429	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	7.5%

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JANUARY 31, 2019**

	03/01/18- 11/30/18	01/01/19- 01/31/19	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 475,812.07	\$ -	\$ 475,812.07
CASH RECEIPTS			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
2019 Awards Banquet Donations	-	2,500.00	2,500.00
Donations	2,158.43	2,830.00	4,988.43
Misc. Revenue	5,430.57	1,262.73	6,693.30
Interest Income/Union Administrative Fee	808.80	108.91	917.71
TOTAL CASH RECEIPTS	80,372.27	6,701.64	87,073.91
CASH DISBURSEMENTS			
Line of Credit Interest Expense	1,110.85	-	1,110.85
Line of Credit Unused Commitment Fee	2,229.72	-	2,229.72 b
2018 Awards Banquet Expenses	21,688.09	-	21,688.09 a
Volunteer Appreciation	2,716.77	-	2,716.77 c
Fundraising Expenses	3,244.00	-	3,244.00
Property Taxes - Campus Vacant Parcels	2,193.73	-	2,193.73
Miscellaneous Expenses	1,789.91	3,072.07	4,861.98
Indirect	3,117.51	-	3,117.51
TOTAL CASH DISBURSEMENTS	38,090.58	3,072.07	41,162.65
CASH PROVIDED (USED)	42,281.69	3,629.57	45,911.26
ENDING BALANCE	\$ 518,093.76		\$ 521,723.33
		Discretionary Cash	\$ 210,631.87
		Fund Raising Cash	312,160.99
			522,792.86
		Add: Prepaid	-
		Less: AP	(1,069.53)
			\$ 521,723.33

NOTES

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

Date Prepared: 02/13/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

FEBRUARY 20, 2019

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	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	94,012	21.009	19VITAA0228	08/01/18 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750 4,010,033	93.568	16B - 4012 17B - 3012 18B - 4012 19B - 5012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18 10/01/18 - 06/30/20	122-36 122-37 122-38 122-39	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CWAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	188,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	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
TRADE MITIGATION BONUS OFFERING	\$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	263,449	10.565	16 - 6017	10/01/18 - 09/30/19	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - QJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,121,940	10.557	15 - 10064	10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CAL FRESH PROGRAM	15,999	10.561	16 - SUB - 00876	10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000	84.412	N/A	07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT	22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT	23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY	501,488		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866		CMAF - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		N/A	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
INFORMATION & EDUCATION	80,000 80,000		16 - 10206	07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
HOOD BANK CAPACITY PROGRAM	101,490		SCPT-19-0012	7/01/17 - 06/30/20	215	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
TAX CHECK - OFF (FOOD BANK)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	90,660		2015.2.5	07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	134,418		2015.2.6	07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
REALIGNMENT FOR SUCCESS	138,906		236 - 2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,098		N/A	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
READY KERN	1,126		N/A	7/1/18 - 6/30/19	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

**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
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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

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

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

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

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

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/18	n/a				
03/30/18	n/a				
04/30/18	n/a				
05/31/18	\$ 565,000	\$ 565,000	1	\$ 90.26	5.75070%
06/30/18	n/a				
07/31/18	n/a				
08/31/18	\$ 255,000	\$ 255,000	3	166.11	5.85950%
09/28/18	\$ 615,000	\$ 615,000	2	308.74	6.01056%
10/31/18	\$ 785,000	\$ 785,000	1	132.07	6.05688%
11/30/18	\$ 425,000	\$ 425,000	2	215.93	6.09694%
12/31/18	n/a				
01/31/19	900,000	\$ 900,000	1		

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

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

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

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF JANUARY 31, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(276,581.76)
HEAD START/EARLY HEAD START	711,473.68
SUBTOTAL	434,891.92
CHILD DEVELOPMENT RESERVE No. 2	(155.12)
GENERAL CHILD CARE	706,893.37
MIGRANT A/P	99,913.05
MIGRANT CHILD CARE	8,050.34
MIGRANT SPECIALIZED SERVICES	25,082.21
STATE PRESCHOOL	1,486,659.07
SUBTOTAL	2,326,442.92
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(66,658.60)
EF&S	(55,938.00)
EFAP	(65,540.52)
FOOD BANK	241,045.02
FOOD BANK - STATE	126,024.87
SOCAL GAS	9,175.00
WONDERFUL FOUNDATION	(286.44)
SUBTOTAL	187,874.65
ENERGY	(145,734.44)
DOE WAP	(169,315.17)
LIHEAP	(1,583,637.18)
LIWP SOLAR PV	(1,145.88)
LIWP SINGLE FAMILY	(2,910.70)
WATER TANK	(51.61)
TRANSFER NEGATIVE BALANCE	1,902,794.98
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	(3,761.48)
211 HOSPITAL PREPAREDNESS	(9,875.09)
BANK OF THE WEST	38,474.43
CAL FRESH	(15,853.16)
CALEITC	(22,996.39)
COST POOLS	(441,211.86)
COUNTY OF KERN - 2-1-1	3,382.45
CSBG	(139,295.13)
DIFFERENTIAL RESPONSE	(28,628.49)
DIGNITY HEALTH	10,591.82
DISCRETIONARY FUND	200,959.90
ECONOMIC EMPOWERMENT	(13,228.32)
FIRST 5 KERN 211	(29,398.40)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(9,469.58)
FIRST 5 HELP ME GROW	(19,972.71)
FRIENDSHIP HOUSE	(52,806.16)
FUNDRAISING	312,160.99
GANG PREVENTION	(8,103.55)
GENERAL FUND	101,501.74
INDIRECT FUND	1,156,480.24
IRS - VITA	(6,898.08)
INFORMATION & EDUCATION	(88,571.95)
REALIGNMENT FOR SUCCESS	(7,262.27)
SHAFTER YOUTH CENTER	3,690.67
STARBUCKS FOUNDATION	26,782.55
UNITED WAY 211	37,657.62
WELLS FARGO FOUNDATION	1,831.15
WIC	(1,160,923.62)
LESS: ENERGY NEGATIVE BALANCE	(1,902,794.98)
ADD: LINE OF CREDIT	900,000.00
SUBTOTAL	(1,167,537.66)
TOTAL OPERATING CASH	1,783,671.83

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.

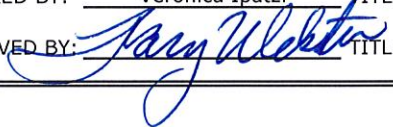
Note: All CAPK bank accounts are with Wells Fargo Bank.

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

BANK RECONCILIATION FOR THE MONTH ENDED
January 31, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	01/31/19		2,554,007.09
LESS: OUTSTANDING CHECKS		770,335.24	
UNRECONCILED DIFFERENCE		0.02	
ADJUSTED BANK BALANCE AT	01/31/19		1,783,671.83
GENERAL LEDGER BALANCE AT	12/31/18		1,096,902.92
ADD: DEPOSITS		3,372,683.97	
ACH DEPOSITS		-	
ADP EFT DEPOSIT		2.73	
US TREAS DRAWDOWNS		3,075,879.68	
TRSFY FROM DOE GRANT		-	
TRSFY LINE OF CREDIT		900,000.00	
To Record Unreconciled Difference in General Cash - JV-019149		54.29	
FUNDS FROM OTHER GRANTS		5,626.82	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,563,353.74	
ADP PAYROLL 1/04/19		1,277,610.84	
ADP PAYROLL 1/18/19		1,305,472.17	
ADP PAYROLL 2/1/19 - WITHDRAWN FROM BANK ON 1/31/2019		1,316,148.40	
EFTS FOR HRA/HSA/ STD/403B		172,583.49	
TO REIMBURSE INTERFUNDS FOR S/C CHGS (JUL-NOV 2018)		-	
REC LOAN PRINCIPAL/INT EXPENSES		31,806.02	
REPAY LINE OF CREDIT		-	
TRSFY VAC ACCR FOR HS/EHS		-	
CLIENT ANALYSIS SERVICE CHARGE		503.90	
UNRECONCILED DIFFERENCE		0.02	
GENERAL LEDGER BALANCE AT	01/31/19		1,783,671.83
DIFFERENCE:			-
PREPARED BY:	Veronica Ipatzi	TITLE:	Staff Accountant
		DATE:	02/14/2019
APPROVED BY:		TITLE:	Chief Financial Officer
		DATE:	02/14/2019

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

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 01/31/19 535,665.95

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 01/31/19 535,665.95

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

ADD: DEPOSITS 0.00

INTEREST 110.54

ROUNDING ERROR

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

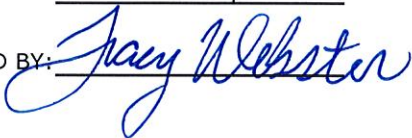
BANK ACCOUNT TRANSFER TO GENERAL FUND

BALANCE PER G/L 01/31/19 535,665.95

DIFFERENCE: 0.00

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

PREPARED BY: Veronica Ipatzi TITLE: Staff Accountant DATE: 02/15/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 02/15/19

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
January 31, 2019**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 01/31/19 593,127.31

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 01/31/19 593,127.31

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

ADD: DEPOSITS 0.00

INTEREST 90.67

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 105.73

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 01/31/19 593,127.31

* 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: Controller

DATE: 02/12/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 02/12/19

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

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2019

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	01/31/19	11,934.01
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	01/31/19	11,934.01

BALANCE PER GENERAL LEDGER	12/31/18	11,805.88
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		51.50
PAYPAL DEPOSIT		117.90
INTEREST		1.81
LESS:		
APPLIED MERCHANT DEBITS		0.30
CLIENT ANALYSIS SERVICE CHARGE		30.33
BANKCARD FEES		12.45
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
BALANCE PER GENERAL LEDGER:	01/31/19	11,934.01

* 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: Controller

DATE: 02/12/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 02/12/19

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

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: **01/31/19** **160.33**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **01/31/19** **160.33**

BALANCE PER G/L **12/31/18** **215.81**

ADD: DEPOSITS

INTEREST 0.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 55.50

BANK ACCOUNT TRANSFER TO GENERAL FUND

BALANCE PER G/L **01/31/19** **160.33**

DIFFERENCE: 0.00

PREPARED BY:  TITLE: Controller DATE: 02/14/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 02/14/19

**COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED DECEMBER 22, 2018 - JANUARY 21, 2019**

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 240.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,364.75
Emily Gonzalez Demont	Assistant Director - Grants Management	307.81
Ralph Martinez	Director of Community Development	601.24
Raymond Quan	Director of Human Resources	-
Pritika Ram	Director of Administration	532.01
Carmen Segovia	Director of Health & Nutrition Services	3,964.92
Jeremy Tobias	Chief Executive Officer	1,596.51
Emilio Wagner	Director of Operations	4,168.88
	Total	\$ 17,776.12



GLORIA BARBERO

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 \$240.00
Minimum Payment Due **\$10.00**
Payment Due Date **02/17/19**

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

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

Account Summary

Previous Balance \$432.59
Payments and Other Credits -\$442.59
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$250.00
Fees Charged **\$0.00**
Finance Charge **\$0.00**
New Balance Total \$240.00

Credit Limit \$5,000
Credit Available \$4,760.00
Statement Closing Date 01/21/19
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/24	12/23	RBT OUTBACK 0526 EasySavings NY	05587458357000000309863	- 10.00
01/17	01/17	CA Banking Center payment	01706005750004745754380	- 432.59
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$442.59
Purchases and Other Charges				
12/24	12/21	OUTBACK 0526 STOCKTON CA	55432868356200486262080	250.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$250.00

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:
December 22, 2018 - January 21, 2019

New Balance Total \$240.00
Minimum Payment Due **\$10.00**
Payment Due Date **02/17/19**

Enter payment amount

\$

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

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



YOLANDA GONZALES

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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				
01/17	01/17	CA Banking Center payment	01706005750016745984346	- 3,017.43
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$3,017.43
Purchases and Other Charges				
12/24	12/21	ESCAPEROOM ESCAPEROOM 3034826649 CO	55429508355894999193119	52.00
12/31	12/28	WAL-MART #2557 BAKERSFIELD CA	55483828363091005997261	286.21
01/03	01/02	PAYPAL *AALRR 4029357733 CA	55429509002894387810444	50.37
01/08	01/07	THE UPS STORE 2179 BAKERSFIELD CA	55432869008200873312571	94.00

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YOLANDA GONZALES
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Payment Information

New Balance Total \$6,364.75

Minimum Payment Due \$63.65

Payment Due Date 02/17/19

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

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

Account Summary

Previous Balance \$3,017.43

Payments and Other Credits - \$3,017.43

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$6,364.75

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$6,364.75

Credit Limit \$10,000

Credit Available \$3,635.25

Statement Closing Date 01/21/19

Days in Billing Cycle 31

Account Number:
December 22, 2018 - January 21, 2019

New Balance Total \$6,364.75

Minimum Payment Due \$63.65

Payment Due Date 02/17/19

Enter payment amount

\$

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

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or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/03/19 Dep: 01/10/19 Inv: 29844350	55436879010640103470601	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/03/19 Dep: 01/10/19 Inv: 29844351	55436879010640103470627	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844355	55436879010640103470650	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844356	55436879010640103470676	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844357	55436879010640103470700	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844359	55436879010640103470734	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844360	55436879010640103470742	208.28
01/14	01/10	OFFICE DEPOT #952 BAKERSFIELD CA	0543684901110060900618	771.20
01/16	01/15	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/03/19 Dep: 01/15/19 Inv: 29844351	55436879015640153670741	833.12
01/18	01/16	JORONCO RENTALS INC BAKERSFIELD CA	85138509017900872200017	112.25
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844360	55436879018640183673159	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844354	55436879018640183673167	624.84
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844357	55436879018640183673175	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844359	55436879018640183673191	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844356	55436879018640183673209	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844355	55436879018640183673225	416.56
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$6,364.75

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	26.49% V	\$0.00	\$0.00

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



EMILY GONZALEZ DEMONT

Platinum Plus® for Business December 22, 2018 - January 21, 2019 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
01/10	01/08	Purchases and Other Charges		
		AMERICAN 00172764250116 BELLEVUE WA	55417349009870093443140	298.20
		MEADE/JERRY EUG		
		00172764250116		
		Departure Date: 02/11/19 Airport Code: BFL		
		AA N PHX		
		Departure Date: 02/13/19 Airport Code: PHX		
		AA N BFL		

Payment Information

New Balance Total \$307.81

Minimum Payment Due **\$10.00**

Payment Due Date **02/17/19**

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

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

Account Summary

Previous Balance -\$170.37

Payments and Other Credits \$0.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$478.18

Fees Charged **\$0.00**

Finance Charge **\$0.00**

New Balance Total \$307.81

Credit Limit \$10,000

Credit Available \$9,692.19

Statement Closing Date 01/21/19

Days in Billing Cycle 31

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
December 22, 2018 - January 21, 2019

New Balance Total \$307.81

Minimum Payment Due **\$10.00**

Payment Due Date **02/17/19**

Enter payment amount

\$

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

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or make your payment online at
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RALPH MARTINEZ

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/24	12/21	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868356010179332092	- 14.79
12/24	12/21	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868356010179332167	- 11.77
01/17	01/17	CA Banking Center payment	01706005760027745901279	- 1,805.67
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$1,832.23
Purchases and Other Charges				
01/02	01/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429509001894343866929	69.00
01/07	01/04	HOTELS.COM154659643431 HOTELS.COM WA	55432869004200171592571	297.20

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

Payment Information

New Balance Total \$601.24

Minimum Payment Due \$10.00

Payment Due Date 02/17/19

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

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

Account Summary

Previous Balance \$1,805.67

Payments and Other Credits - \$1,832.23

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$602.80

Fees Charged \$25.00

Finance Charge \$0.00

New Balance Total \$601.24

Credit Limit \$10,000

Credit Available \$9,398.76

Statement Closing Date 01/21/19

Days in Billing Cycle 31

Account Number:
December 22, 2018 - January 21, 2019

New Balance Total \$601.24

Minimum Payment Due \$10.00

Payment Due Date 02/17/19

Enter payment amount

\$

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

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Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
01/14	01/10	LAFAYETTE HOTEL SWIM C SAN DIEGO CA Arr: 01/08/19 Dep: 01/10/19 Inv: 00304304	75587469011900016660126	236.60
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$602.80
		Fees Charged		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		TOTAL FEES FOR THIS PERIOD		\$25.00

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	26.49% V	\$0.00	\$0.00

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



RAYMOND T QUAN

Platinum Plus® for Business December 22, 2018 - January 21, 2019 Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 02/17/19

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

Account Summary

Previous Balance \$205.97

Payments and Other Credits -\$205.97

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 01/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
01/17	01/17	CA Banking Center payment	01706005750016745825705	- 205.97
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$205.97

BUSINESS CARD
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WILMINGTON, DE 19886-5796

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

Account Number:
December 22, 2018 - January 21, 2019

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 02/17/19

Enter payment amount

\$

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

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or make your payment online at
www.bankofamerica.com



PRITIKA RAM

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238**Mail Payments to:**BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796**Customer Service:**

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$532.01

Minimum Payment Due \$10.00**Payment Due Date 02/17/19****Late Payment Warning:** If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01**Minimum Payment Warning:** If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.**Account Summary**

Previous Balance \$1,283.40

Payments and Other Credits -\$1,283.40

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$532.01

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

New Balance Total \$532.01

Credit Limit \$10,000

Credit Available \$9,467.99

Statement Closing Date 01/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
01/17	01/17	CA Banking Center payment	01706005750004745420388	- 1,283.40
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,283.40
Purchases and Other Charges				
12/28	12/27	SKILLPATH / NATIONAL 9133623900 KS	85326818361900013710972	199.00
12/31	12/27	ENTERPRISE CAR TOLLS 877-8601258 NY	85187388362900016265991	11.95
01/07	01/04	VARNER BROS INC 661-3992944 CA	55436879005160053566024	321.06
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$532.01

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796PRITIKA RAM
COMM ACTION PRTRNSH KERN
COMM ACTION PRTRNSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651Account Number:
December 22, 2018 - January 21, 2019

New Balance Total \$532.01

Minimum Payment Due \$10.00**Payment Due Date 02/17/19****Enter payment amount**\$

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

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CARMEN SEGOVIA

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

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

Mail Payments to:

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PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$3,964.92

Minimum Payment Due \$39.65

Payment Due Date 02/17/19

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

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

Account Summary

Previous Balance \$2,689.01

Payments and Other Credits -\$2,704.58

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$3,980.49

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$3,964.92

Credit Limit \$20,000

Credit Available \$16,035.08

Statement Closing Date 01/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/24	12/23	RBT FAMOUS DAVE'S EasySavings NY	05587458357000000310093	- 15.57
01/17	01/17	CA Banking Center payment	01706005750016745677486	- 2,689.01
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$2,704.58
Purchases and Other Charges				
12/24	12/21	FAMOUS DAVE'S BAKERSFIELD CA	05436848356500208979272	389.46
01/04	01/03	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369004837000261346	39.13
01/07	01/04	SAMS CLUB #4819 BAKERSFIELD CA	05436849005400038904454	45.00

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

Account Number:
December 22, 2018 - January 21, 2019

New Balance Total \$3,964.92

Minimum Payment Due \$39.65

Payment Due Date 02/17/19

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/08	01/07	AMZN MKTP US*MB0UO4ND0 AMZN.COM/BILLWA	55310209007083315865035	138.94
01/08	01/07	PAYPAL *CALIFORNIAB 4029357733 CA	55429509007894570575775	325.00
01/11	01/10	WPY*NATIONAL CSFP ASS 855-4693729 CA	75418239010066450401311	225.00
01/11	01/11	SIX FLAGS MAGIC MOUNTA 6612554100 CA	55310209011004281102207	309.95
01/14	01/12	ABBOTT LABORATORIES 800-258-7677 OH	55432869012200837255084	269.99
01/15	01/14	DELTA BY MARRIOTT GARDEN GROVE CA	55432869015200375427571	281.26
		Arr: 01/14/19 Dep: 01/14/19 Inv: 114891		
01/16	01/15	AMZN MKTP US*MB8ZF3ZH2 AMZN.COM/BILLWA	55310209015083710944591	508.68
01/18	01/17	DIRECT RESULTS MEDIA L 760-3734812 CA	55436879018170181173929	287.50
01/21	01/07	LA QUINTA INNS 0914 SACRAMENTO CA	55432869018200084597307	204.70
		Arr: 01/15/19 Dep: 01/07/19 Inv: 468687		
01/21	01/18	LOWES #00790* BAKERSFIELD CA	55432869018200121393496	99.67
01/21	01/18	LA QUINTA INN SUITES BAKERSFIELD CA	55432869019200257835822	370.33
		Arr: 01/14/19 Dep: 01/18/19 Inv: 201672		
01/21	01/18	VIOC GN0163 BAKERSFIELD CA	55457029019837000018239	95.91
01/21	01/18	VIOC GN0163 BAKERSFIELD CA	55457029019837000018346	146.05
01/21	01/18	SOUTHWES 5262429442021 800-435-9792 TX	55432869019200335556325	121.96
		KIRKLAND/LINDA MARIE		
		5262429442021		
		Departure Date: 02/20/19 Airport Code: BUR		
		VN J SMF		
		Departure Date: 02/21/19 Airport Code: SMF		
		VN J BUR		
01/21	01/18	SOUTHWES 5262429438923 800-435-9792 TX	55432869019200335556333	121.96
		HUGHES/WHITNEY		
		5262429438923		
		Departure Date: 02/20/19 Airport Code: BUR		
		VN J SMF		
		Departure Date: 02/21/19 Airport Code: SMF		
		VN J BUR		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$3,980.49

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	26.49% 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 December 22, 2018 - January 21, 2019 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

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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				
01/17	01/17	CA Banking Center payment	01706005760040757006150	- 1,604.14
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,604.14
Purchases and Other Charges				
12/24	12/21	ABM UNION STATION WEST LOS ANGELES CA	75265868357624903520938	16.00
01/07	01/03	KERN EDC BAKERSFIELD CA	5520739900400003030027	1,000.00
01/21	01/19	WESTIN NEW ORLEANS NEW ORLEANS LA	55436879020730206363841	555.51

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$1,596.51
Minimum Payment Due **\$15.97**
Payment Due Date **02/17/19**

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

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

Account Summary

Previous Balance \$1,604.14
Payments and Other Credits **-\$1,604.14**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,571.51
Fees Charged \$25.00
Finance Charge \$0.00
New Balance Total \$1,596.51

Credit Limit \$10,000
Credit Available \$8,403.49
Statement Closing Date 01/21/19
Days in Billing Cycle 31

Account Number:
December 22, 2018 - January 21, 2019

New Balance Total \$1,596.51
Minimum Payment Due **\$15.97**
Payment Due Date **02/17/19**

Enter payment amount

\$

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

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



JEREMY T TOBIAS

December 22, 2018 - January 21, 2019
Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 01/15/19 Dep: 01/19/19 Inv: 6710120032		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,571.51
		Fees Charged		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		TOTAL FEES FOR THIS PERIOD		\$25.00

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	21.49% V	\$0.00	\$0.00

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



EMILIO WAGNER

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

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

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$4,168.88

Minimum Payment Due \$41.69

Payment Due Date 02/17/19

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

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

Account Summary

Previous Balance \$6,845.33

Payments and Other Credits -\$6,845.33

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$4,168.88

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$4,168.88

Credit Limit \$10,000

Credit Available \$5,831.12

Statement Closing Date 01/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
01/17	01/17	CA Banking Center payment	01706005760027746977385	- 6,845.33
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$6,845.33
Purchases and Other Charges				
12/24	12/21	PAYPAL *NPSOLUTIONS 4029357733 CA	55429508355894001756770	75.00
12/24	12/22	THE FIREHOUSE - CALLOW BAKERSFIELD CA	05259588357000525821377	1,473.47
01/07	01/04	STOCKTON RECORD ADVERT 209-943-6397 CA	75265869006707901615157	474.60
01/14	01/12	ONESTEPGPSCOM 18182548150 CA	55429509012713979727089	209.25

Account Number:

December 22, 2018 - January 21, 2019

New Balance Total \$4,168.88

Minimum Payment Due \$41.69

Payment Due Date 02/17/19

Enter payment amount

\$

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

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BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/15	01/14	AATRIX SOFTWARE 7017466814 ND	55480779015286039390752	670.63
01/21	01/18	UNITED 01624345151144 800-932-2732 TX WAGNER/EMILIOGABRIEL 01624345151144 Departure Date: 03/12/19 Airport Code: BFL UA GA SFO Departure Date: 03/12/19 Airport Code: SFO UA GA PDX Departure Date: 03/15/19 Airport Code: PDX UA LA SFO Departure Date: 03/15/19 Airport Code: SFO UA LA BFL	55432869019200296649655	248.60
01/21	01/20	MINDBODY, INC 805-4762700 CA	85454919020900018525063	445.40
01/21	01/17	HOMEWOOD STES BY HILTO SACRAMENTO CA Arr: 01/17/19 Dep: 01/17/19 Inv: 267901	55310209018036002679017	272.93
01/21	01/18	NTEN NONPROFIT TECH 503-2728800 OR	75418239018066855578814	299.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,168.88

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	26.49% V	\$0.00	\$0.00

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

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (11 OF 12 MONTHS OR 91.67%)

Line Item	2018/19 Budget	3/1/18 - 1/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,265,857	1,495,172	118.1%	(229,315)
Head Start Subsidy	<u>1,151,461</u>	<u>798,099</u>	69.3%	<u>353,362</u>
Total Revenue	<u>2,417,318</u>	<u>2,293,271</u>	94.9%	<u>124,047</u>
Expenditures (Note B)				
Salaries	557,792	575,033	103.1%	(17,241)
Benefits	167,338	191,581	114.5%	(24,243)
Vehicle Gasoline, Repair/Maintenance	70,000	49,687	71.0%	20,313
Space Costs	101,200	107,785	106.5%	(6,585)
Supplies - Office & Food Service	114,900	134,034	116.7%	(19,134)
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	7,468	124.5%	(1,468)
Communication	13,000	9,110	70.1%	3,890
Risk Insurance	12,700	9,691	76.3%	3,009
Printing	1,700	744	43.8%	956
Hiring & Employee Costs	1,800	213	11.8%	1,587
First Aid	2,600	489	18.8%	2,112
Home Base Socializations	9,568	-	0.0%	9,568
Raw Food/Vended Meals	<u>763,418</u>	<u>894,085</u>	117.1%	<u>(130,667)</u>
Sub Total	1,822,016	1,987,190	109.1%	(165,174)
Adult Meals Prepared	188,000	168,386	89.6%	19,614
Indirect	<u>219,302</u>	<u>137,695</u>	62.8%	<u>81,607</u>
Total Expenditures	<u>2,229,318</u>	<u>2,293,271</u>	102.9%	<u>(63,953)</u>

	Prior Period	January	Cum
Total Meals Prepared and Vended (Note C)	741,867	89,864	831,731
Total Meals Claimed	<u>565,456</u>	<u>65,655</u>	<u>631,111</u>
Difference	176,411	24,209	200,620

Percentage Claimed to Prepared/Vended	76.2%	73.1%	75.9%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (6 OF 12 MONTHS = 50.0%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,506	\$ 543,335	\$ 550,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,091,752		
Addl. Family Fees	<u>7,417</u>	<u>10,702</u>	<u>11,206</u>	<u>8,219</u>	<u>9,575</u>	<u>10,000</u>	-	-	-	-	-	-	<u>57,119</u>		
Net Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,910	\$ 560,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,148,871	84.85%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		45.13%
Administration & Support Services Revenue															
Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,910	\$ 560,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,148,871		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 82,938</u>	<u>\$ 109,092</u>	<u>\$ 120,219</u>	<u>\$ 119,578</u>	<u>\$ 117,284</u>	<u>\$ 118,831</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<u>\$ 667,942</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,567	88,735	61,862	69,199	61,593	63,519	-	-	-	-	-	-	391,474	10.55%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,590	-	-	-	-	-	-	341,916	4.60%	
Total Operating Costs	<u>\$ 88,927</u>	<u>\$ 147,318</u>	<u>\$ 64,260</u>	<u>\$ 131,020</u>	<u>\$ 121,438</u>	<u>\$ 9,355</u>	-	-	-	-	-	-	<u>(171,071)</u>		
Revenue Earned Over/(Under) Costs	<u>\$ (5,989)</u>	<u>\$ (38,226)</u>	<u>\$ 55,959</u>	<u>\$ (11,442)</u>	<u>\$ (4,155)</u>	<u>\$ 109,476</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<u>\$ 105,623</u>	15.15%	
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 479,918</u>	<u>\$ 661,610</u>	<u>\$ 631,009</u>	<u>\$ 694,745</u>	<u>\$ 674,349</u>	<u>\$ 569,558</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<u>\$ 3,711,189</u>	<u>100.00%</u>	

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

Provider payments 3,148,871
 Reimbursement Rate (17.5% / 82.5%) x 21.2121%
 Revenue Earned 667,942

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

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

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

**COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/18 - 6/30/19 (7 OF 12 MONTHS = 58.33%)**

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-8049)														
Adjusted Days of Enrollment - Certified	5,122	6,161	4,840	5,773	4,656	4,388	4,442	-	-	-	-	-	35,383	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 245,773	\$ 295,598	\$ 232,230	\$ 276,991	\$ 223,399	\$ 210,551	\$ 213,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,697,657	57.68%
Maximum Reimbursable Amount (MRA)													\$2,943,028	
CALIFORNIA STATE PRESCHOOL (CSPP-8120)														
Adjusted Days of Enrollment - Certified	2,323	3,543	4,545	7,498	7,369	6,455	7,453	-	-	-	-	-	39,187	
Reimbursement Rate per Child per Day	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	
Revenue Earned	\$ 112,176	\$ 171,069	\$ 219,408	\$ 361,998	\$ 355,791	\$ 311,666	\$ 359,837	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,891,945	60.42%
Maximum Reimbursable Amount (MRA)													\$3,131,270	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	-	-	-	-	-	3,206	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 14,020	\$ 21,959	\$ 19,352	\$ 27,448	\$ 23,858	\$ 22,291	\$ 24,882	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,809	60.47%
Maximum Reimbursable Amount (MRA)													\$254,377	

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

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

Note 3: CCTR's MRA for 2018/19 is \$613,955 greater than 2017/18.
CSPP's MRA for 2018/19 is \$163,872 greater than 2017/18.
CMIG's MRA for 2018/19 is \$17,878 greater than 2017/18.

Division/CFO: Tracy Webster, CFO		Month/Year: January 2019		
Program/Work Unit: Not Applicable		Controller: Kam Taing		
Services: Overall financial and accounting functions of the organization				
Activities	January 2019		Year to Date (3/1/18 -01/31/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	6	3,372,684	71	21,762,597
Wire Deposits	1	5,627	38	486,947
Head Start/IRS Drawdowns	5	3,075,880	56	30,690,559
Vendor Checks Issued	982	2,563,354	10,062	24,389,354
Payroll Disbursed		3,899,231		27,998,428
Grant Reports Prepared in January 2019	23		170	
Cal EITC				
Cal Fresh Outreach				
CSBG				
CSBG Discretionary				
CCTR				
CMAF				
CMIG				
CMSS				
CSPP				
Differential Response				
DOE				
Economic Empowerment				
First 5 2-1-1				
First 5 EKFR				
First 5 Help Me Grow				
Gang Prevention				
LIHEAP 2017				
LIHEAP 2018				
LIHEAP 2019				
Realignment for Success				
United Way CES				
VITA				
WIC				

Other: Total Division Staffing: 10 + 3 vacancies – Accounting Manager & 2 Accountants

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

Community Action of Partnership of Kern Agency Total

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

ASSETS

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

Total Assets 21,012,719.17

LIABILITIES AND NET ASSETS

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

Total Liabilities 9,016,212.99

Total Net Assets 11,996,507.76

Total Liabilities and Net Assets 21,012,720.75

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

REVENUE

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

Total Revenue 74,783,187.00

EXPENDITURES

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

Total Expenditures 73,794,575.49

Net Change in Assets 988,611.51

Net Assets, beginning 11,007,896.25

Net Assets, ending 11,996,507.76

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF JANUARY 31, 2019

ASSETS

Cash in Bank	3,705,196
Cash - Vacation Reserve	535,167
Petty Cash	500
Accounts Receivable	(878,259)
Travel Advance	7,529
Prepaid Expense	311,882
Inventory	1,276,791
Net Fixed Assets - Unrestricted	2,304,643
Net Fixed Assets - Restricted	9,066,426

Total Assets 16,329,874

LIABILITIES AND NET ASSETS

Accounts Payable	590,470
Accrued Expenses	24,220
Accrued Vacation	463,589
Line of Credit	900,000
Note Payable	2,453,579
Advance Payable	92
Deferred Revenue	(221,546)

Total Liabilities 4,210,405

Total Net Assets 12,119,470

Total Liabilities and Net Assets 16,329,874

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO JANUARY 31, 2019

REVENUE

Grant Revenue	49,429,203
Donations	142,579
Other Revenue	4,564,243
In-Kind	8,967,293

Total Revenue 63,103,317

EXPENDITURES

Salaries	24,657,565
Benefits	7,411,416
Travel	555,602
Space Costs	4,105,640
Supplies	1,761,206
Consultant/Contract Services	2,125,182
Other Costs	2,177,737
Program Costs	6,742,214
Capital Expenditures	409,110
Indirect	4,067,391
In-Kind	8,967,293

Total Expenditures 62,980,356

Net Change in Assets 122,962

Net Assets, beginning 11,996,508

Net Assets, ending 12,119,470

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	26,214,998	22,474,106	3,740,892	86%
BENEFITS	7,989,374	6,902,243	1,087,131	86%
TRAVEL	536,271	490,314	45,957	91%
SPACE COST	3,764,605	3,692,437	72,168	98%
SUPPLIES	1,706,041	1,659,093	46,948	97%
EQUIPMENT	211,038	408,716	(197,678)	194%
CONSULTANT/CONTRACT SERVICES	1,554,462	1,360,253	194,209	88%
OTHER COSTS	2,179,160	1,920,286	258,874	88%
PROGRAM COSTS	8,691,790	6,737,562	1,954,228	78%
INDIRECT	5,032,142	4,618,526	413,616	92%
TOTAL	57,879,881	50,263,535	7,616,346	87%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	17,371,461	2,629,853	87%
BENEFITS	6,306,887	5,462,196	844,691	87%
TRAVEL	323,189	292,407	30,782	90%
SPACE COST	2,763,629	2,740,653	22,976	99%
SUPPLIES	1,391,790	1,334,652	57,138	96%
EQUIPMENT	113,310	397,161	(283,851)	351%
CONSULTANT/CONTRACT SERVICES	697,686	646,061	51,625	93%
OTHER COSTS	1,273,028	1,104,443	168,585	87%
PROGRAM COSTS	6,935,676	5,271,629	1,664,047	76%
INDIRECT	3,489,828	3,377,386	112,442	97%
TOTAL	43,296,337	37,998,049	5,298,288	88%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	2,736,581	695,289	80%
BENEFITS	981,090	765,996	215,094	78%
TRAVEL	106,391	110,484	(4,093)	104%
SPACE COST	576,555	514,852	61,703	89%
SUPPLIES	214,757	227,654	(12,897)	106%
EQUIPMENT	97,728	11,555	86,173	12%
CONSULTANT/CONTRACT SERVICES	11,300	3,144	8,156	28%
OTHER COSTS	310,015	297,669	12,346	96%
PROGRAM COSTS	1,235,539	1,035,073	200,466	84%
INDIRECT	604,331	494,381	109,950	82%
TOTAL	7,569,576	6,197,391	1,372,185	82%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,480,000	1,366,745	113,255	92%
BENEFITS	377,000	345,247	31,753	92%
TRAVEL	60,000	51,521	8,479	86%
SPACE COST	180,000	163,707	16,293	91%
SUPPLIES	50,000	43,773	6,227	88%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	800,000	700,416	99,584	88%
OTHER COSTS	455,000	402,668	52,332	88%
PROGRAM COSTS	490,000	412,272	77,728	84%
INDIRECT	380,000	339,512	40,488	89%
TOTAL	4,272,000	3,825,861	446,139	90%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	467,141	184,863	72%
BENEFITS	150,654	147,749	2,905	98%
TRAVEL	32,701	27,818	4,883	85%
SPACE COST	102,402	93,432	8,970	91%
SUPPLIES	25,419	37,948	(12,529)	149%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	8,616	34,610	20%
OTHER COSTS	66,152	51,838	14,314	78%
PROGRAM COSTS	20,025	13,136	6,889	66%
INDIRECT	101,673	82,156	19,517	81%
TOTAL	1,194,256	929,834	264,422	78%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	645,810	529,686	116,124	82%
BENEFITS	172,918	180,707	(7,789)	105%
TRAVEL	13,990	8,084	5,906	58%
SPACE COST	137,819	177,568	(39,749)	129%
SUPPLIES	21,875	12,932	8,943	59%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	2,015	235	90%
OTHER COSTS	48,705	35,672	13,033	73%
PROGRAM COSTS	10,550	2,735	7,815	26%
INDIRECT	452,760	321,822	130,938	71%
TOTAL	1,506,677	1,271,221	235,456	84%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	2,491	1,509	62%
BENEFITS	825	347	478	42%
TRAVEL	0	-	0	0%
SPACE COST	4,200	2,226	1,974	53%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	27,996	(1,736)	107%
PROGRAM COSTS	0	2,717	(2,717)	not budgeted
INDIRECT	3,550	3,269	281	92%
TOTAL	41,035	41,179	(144)	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 1/31/19 (11 OF 12 MONTHS = 91.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 4,618,526	91.3%	\$ 441,063
Expenditures				
Salaries	2,820,260	2,316,575	82.1%	503,685
Benefits @ 24.11% actual	<u>674,091</u>	<u>516,251</u>	<u>76.6%</u>	<u>157,840</u>
Total Personnel Costs	3,494,351	2,832,826	81.1%	661,525
Operating Costs				
Travel	90,750	64,313	70.9%	26,437
Space Costs	187,900	180,108	95.9%	7,793
Supplies	138,400	99,765	72.1%	38,635
Consultant/Contract	630,725	749,789	118.9%	(119,064)
Other Operating Costs	<u>363,950</u>	<u>254,719</u>	<u>70.0%</u>	<u>109,231</u>
Total Operating Costs	1,411,725	1,348,694	95.5%	63,031
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 4,181,520</u>	<u>85.2%</u>	<u>\$ 724,556</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 437,006</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 1,024,946	83.8%	\$ 198,519
Operations	1,394,366	1,220,952	87.6%	173,414
Executive	536,935	506,311	94.3%	30,624
Community Development	704,410	538,581	76.5%	165,829
Finance	<u>1,046,900</u>	<u>890,730</u>	<u>85.1%</u>	<u>156,170</u>
	<u>\$ 4,906,076</u>	<u>\$ 4,181,520</u>	<u>85.2%</u>	<u>\$ 724,556</u>

Prepared Date: 02/13/2019