

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
March 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. 3-11)**
 - 1. Kern Family Health Care for Emergency Supply Closet
 - 2. Bank of America Charitable Foundation for Food Bank Expansion
 - 3. Wells Fargo for Friendship House STEM Program
 - 4. Kern Family Health Care for Friendship House Community Center Museum on the Move
 - 5. Kern Family Health Care for Shafter Youth Center Museum on the Move
 - 6. Borax Visitors Center Foundation for East Kern Family Resource 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 February 28, 2019 **(p. 12-14)**
 - 2. Kern Early Head Start Budget to Actual for the Period Ended February 28, 2019 **(p. 15-19)**
 - 3. San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2019 (Interim) **(p. 20-23)**
 - 4. San Joaquin Early Head Start Budget to Actual for the Period Ended February 28, 2019 **(p. 24-26)**
 - 5. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended February 28, 2019 **(p. 27-29)**
- c. New Home Visiting Initiative Program Job Descriptions – Jerry Meade, Program Design and Management Administrator – **Action Item (p. 30-55)**

6. **Chief Financial Officer Report**

- a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item (p. 56)**
- b. Financial Statements, February 2019 – Tracy Webster, Chief Financial Officer - **Action Item (p. 57-99)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, April 17, 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 March 15, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 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
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	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFCRC, SYC, FHCC	\$ 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
2/27/2019	2/4/2019	Kern County Dept. of Human Services	Kinship-EKFCRC, FHCC, & SYC	\$ 158,400
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	\$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	\$ 25,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - February 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	Small Business Initiative - 2nd Year Funding	\$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
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Appl	211 Kern Coordinated Entry	\$268,371	\$ 236,838	7/1/2019-6/31/2020
				Total Awards	\$ 363,328	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 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
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$25,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Emergency Supply Closet

Funder Name: Kern Family Health Care

Grant Program Name: East Kern Family

Resource Center

Funding Period: 07/01/2019-06/30/2020

CFDA: N/A

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is reapplying for \$2,000 from Kern Family Health Care to support the East Kern Family Resource Center's Emergency Supplies Closet. The goal of this project is to help individuals and families in crisis with basic necessities-that can't be acquired through other means-such as cribs, bedding, diapers, infant formula, household cleaning supplies, basic hygiene items, home child proofing kids, and bus passes.

B. Use of Funds:

Requested funds will be used for basic need items such as diapers, formula, baby blankets, household cleaning supplies, and personal hygiene items.

C. Approvals:

1. <u>Carmen Segovia</u> <u>3/1/19</u> Division Director Date	3. <u>[Signature]</u> <u>3/4/19</u> Chief Financial Officer Date
2. <u>Whitney Hughes</u> <u>3-4-19</u> Director of Community Development Date	4. <u>[Signature]</u> <u>3/5/19</u> 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: Food Bank Expansion
Funder Name: Bank of America Charitable
Foundation
Grant Program Name: Food Bank
Funding Period: TBD
CFDA #: N/A

Division Director: Carmen Segovia
Program Manager: Jaime Orona

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

A. Narrative description of funding request, including goals:

The Food Bank is requesting up to \$50,000 from the Bank of America Charitable Foundation to increase storage capacity by purchasing and installing additional industrial pallet rack storage space.

Additional pallet rack units will increase the impact of the Food Bank and will cover a portion of CAPK's expected \$458,293 match of the total \$1,374,878 total Food Bank expansion project budget. Community Development Block Grant (CDBG) funds have been requested with the City of Bakersfield and the County of Kern which may cover the remaining budget once awarded.

B. Use of Funds:

Up to \$50,000 will purchase industrial pallet rack components including steel frames, crossmembers, and supports.

C. Approvals:

1. Carmen Segovia 2/26/19
Division Director Date

2. Ralph W. Hardy 2-27-19
Director of Community Development Date

3. Jaime Orona 2/28/19
Chief Financial Officer Date

4. J.T. P. 3/5/19
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: STEM

Funder Name: Wells Fargo

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

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 for up to \$50,000 from Wells Fargo to prepare youths ages 5-18 for future jobs through STEM (Science, Technology, Engineering, and Math) and entrepreneur education/training programs.

The STEM program will engage youths at the FHCC and SYC in STEM related fields through fun and interactive activities. Kern County's key industries, such as aerospace, oil, alternative energies, and manufacturing, have a high demand for employees that have STEM related skills. In addition to STEM, participants in the youth center's PREP Works program will have opportunities to learn entrepreneurship skills.

B. Use of Funds:

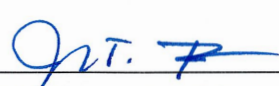
The requested funds will be used to build program capacity through staffing, outreach, STEM kits, field trips, and general program supplies.

C. Approvals:

1. _____
Division Director Date

3.  3/4/19
Chief Financial Officer Date

2.  2/28/19
Director of Community Development Date

4.  3/5/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: FHCC: Museum on the Move

Funder Name: Kern Family Health Care

Grant Program Name: Friendship House
Community Center

Funding Period: 7/1/2019 – 6/30/2020

CFDA #: N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's Friendship House Community Center is requesting \$2,000 from the *Kern Family Health Care Community Grant Program* for the Museum on the Move: CAPK Afterschool Art Education Program. The program will bring an interactive museum-quality arts experience to the FHCC during afterschool hours.

During each session, a Bakersfield Museum of Art educator presents an art lesson and project, introducing every class to important artists, art theories, and art movements. Museum on the Move provides students with a means for self-expression and an avenue to see themselves, their heritage, and their environment in a whole new way.

B. Use of Funds:

The requested funds will cover instructor/educator costs, art supplies, educator mileage and overhead costs.

C. Approvals:

1. _____
Division Director Date

3/5/2019

Chief Financial Officer *Tracy Webster* Date

2. *Ralph V. White* 3-5-19
Director of Community Development Date

3/5/19

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: Shafter Youth Center
Funder Name: Kern Family Health Care
Grant Program Name: Shafter Youth Center
Funding Period: 7/1/2019 – 6/30/2020
CFDA #: N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible

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

A. Narrative description of funding request, including goals:

CAPK's Shafter Youth Center is requesting \$2,000 from the *Kern Family Health Care Community Grant Program* for the Museum on the Move: CAPK Afterschool Art Education Program. The program will bring an interactive museum-quality arts experience to the SYC during afterschool hours.

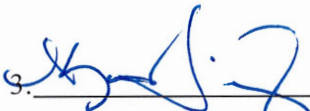
During each session, a Bakersfield Museum of Art educator presents an art lesson and project, introducing every class to important artists, art theories, and art movements. Museum on the Move provides students with a means for self-expression and an avenue to see themselves, their heritage, and their environment in a whole new way.

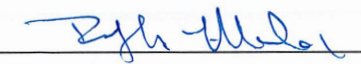
B. Use of Funds:

The requested \$2,000 will cover instructor/educator costs, art supplies, educator mileage and overhead costs.

C. Approvals:

1. _____
Division Director Date

3.  3/5/2019
Chief Financial Officer *Tracy Webster* Date

2.  3-5-19
Director of Community Development Date

4.  3/5/19
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

CFDA #: N/A

Project Name: East Kern Health Link –
Resource Fairs

Division Director: Carmen Segovia

Funder Name: Borax Visitors Center
Foundation

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family
Resource Center

☐ **New Funding**

☒ **Re-Application**

Funding Period: 6/01/2019 - 5/31/2020

A. Narrative description of funding request, including goals:

CAPK's East Kern Family Resource Center (EKFRC) is applying to the Borax Visitors Center Foundation for funding of \$3,000 to conduct health fairs and outreach for the EKFRC East Kern's Health Link program. The program will conduct outreach to Boron low-income families to educate them about childhood vaccinations and connect them with health resources in order to increase the number of children that are protected from preventable childhood diseases, while increasing school enrollments.

B. Use of Funds:

The requested funds will be used for staff mileage, educational materials, outreach, and health related incentive items for participants.

C. Approvals:

1. Carmen Segovia 3/5/19
Division Director Date

3. [Signature] 3/5/2019
Chief Financial Officer Tracy Webster Date

2. [Signature] 3-5-19
Director of Community Development Date

4. [Signature] 3/5/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

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 February 28, 2019 – **Info Item**

Date: March 20, 2019

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through February 28, 2019. Twelve months (100%) of the 12-month budget period have elapsed. Staff will continue to provide this report until all costs have been recorded.

Base Funds

Overall expenditures are at 99% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

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 has been completed.

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

Non-Federal share is at 131% 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 - February 28, 2019

Month 12 of 12 (100%)

Prepared 03/13/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	10,528,125	69,685	99%	1%
FRINGE BENEFITS	3,337,685	3,308,685	29,000	99%	1%
TRAVEL	5,000	13,630	(8,630)	273%	-173%
EQUIPMENT	222,520	211,150	11,370	95%	5%
SUPPLIES	886,988	939,032	(52,044)	106%	-6%
CONTRACTUAL	126,502	109,184	17,318	86%	14%
OTHER	3,760,375	3,635,107	125,268	97%	3%
INDIRECT	1,826,701	1,773,114	53,587	97%	3%
TOTAL BASE FUNDING	20,763,581	20,518,026	245,555	99%	1%

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	141,786	9,001	94%	6%
INDIRECT	22,652	22,501	151	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	249,118	50	100%	0%

CARRYOVER

EQUIPMENT	134,000	133,999	1	100%	0%
OTHER	343,802	331,690	12,112	96%	4%
INDIRECT	34,380	33,169	1,211	96%	4%
TOTAL CARRYOVER	512,182	498,858	13,324	97%	3%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	21,266,002	258,929	99%	1%
-------------------------------------	-------------------	-------------------	----------------	------------	-----------

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,565	4,174,861	(1,536,296)	158%	-58%
CALIF DEPT OF ED	3,804,474	4,252,833	(448,359)	112%	-12%
TOTAL NON-FEDERAL	6,443,039	8,427,694	(1,984,655)	131%	-31%

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

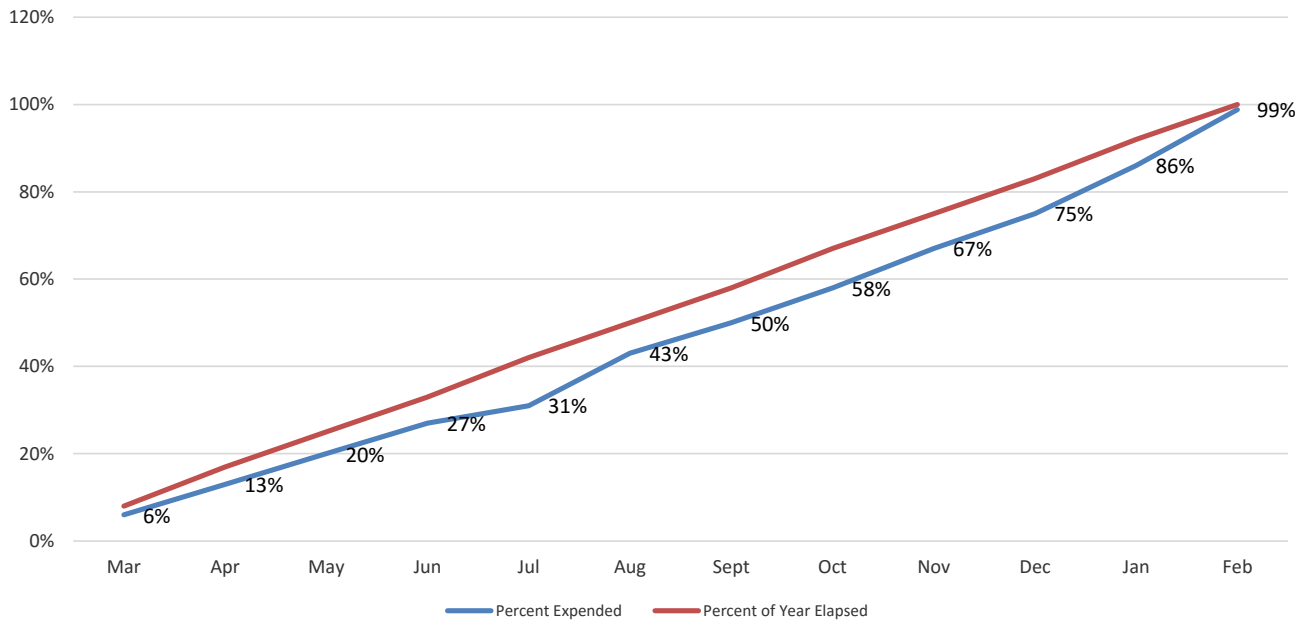
Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Administrative Cost for HS and EHS Kern 8.3%

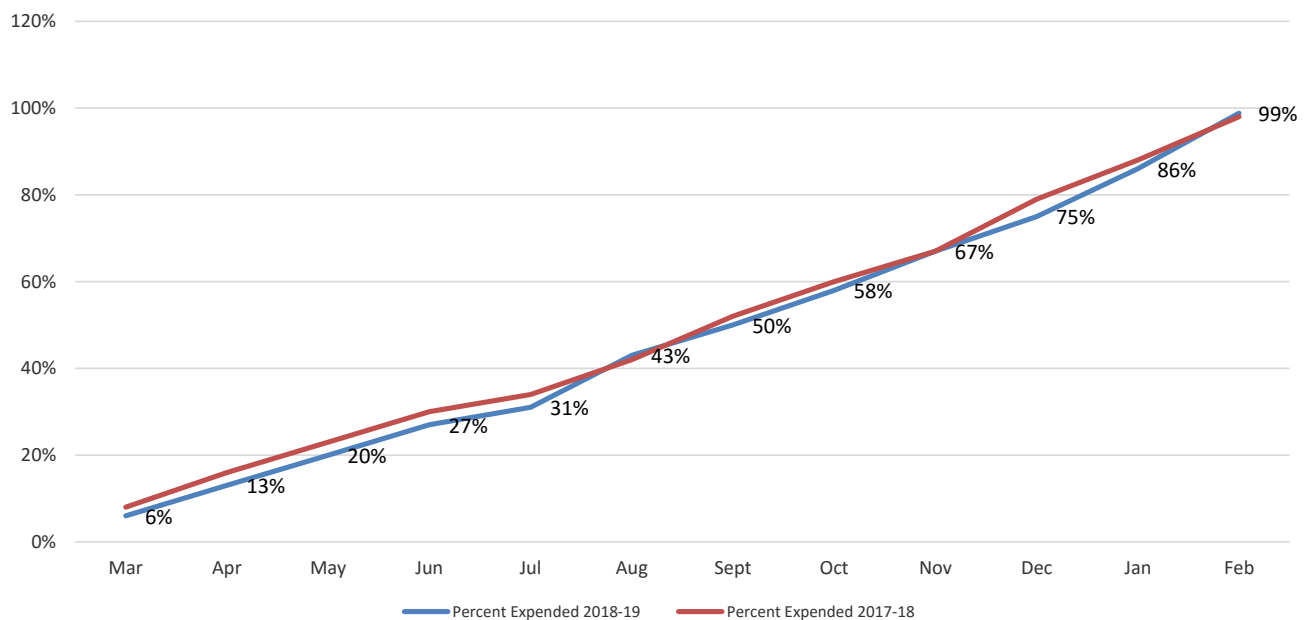
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	37,863				37,863	2/21/2019
Lowe's	10,251	409			10,660	2/25/2019
Smart & Final		123			123	3/1/2019
Save Mart	2,065	126			2,191	2/24/2019
Chevron & Texaco Business Card	7,537				7,537	3/5/2019
Home Depot	14,888				14,888	3/5/2019
	72,604	658	0	0	73,262	

Head Start Kern
Percent Expended Compared to Percent of Year Elapsed



Head Start Kern
Percent Expended Compared to Prior Year



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 February 28, 2019 – ***Info Item***

Date: March 20, 2019

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through February 28, 2019. Twelve months (100%) of the 12-month budget period have elapsed. Staff will continue to provide this report until all costs have been recorded.

Base Funds

Overall expenditures are at 96% of the budget.

Salaries & Fringe Benefits costs were 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.

Supplies: The purchase of additional classroom supplies were purchased using savings realized in the Salaries/Fringe Benefits cost categories.

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

Training & Technical Assistance Funds

Overall expenditures are at 93% of the budget.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget for the purchase of two replacement vehicles (one food delivery van and one program vehicle). 100% of the funds were expended.

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 - February 28, 2019

Month 12 of 12 (100%)

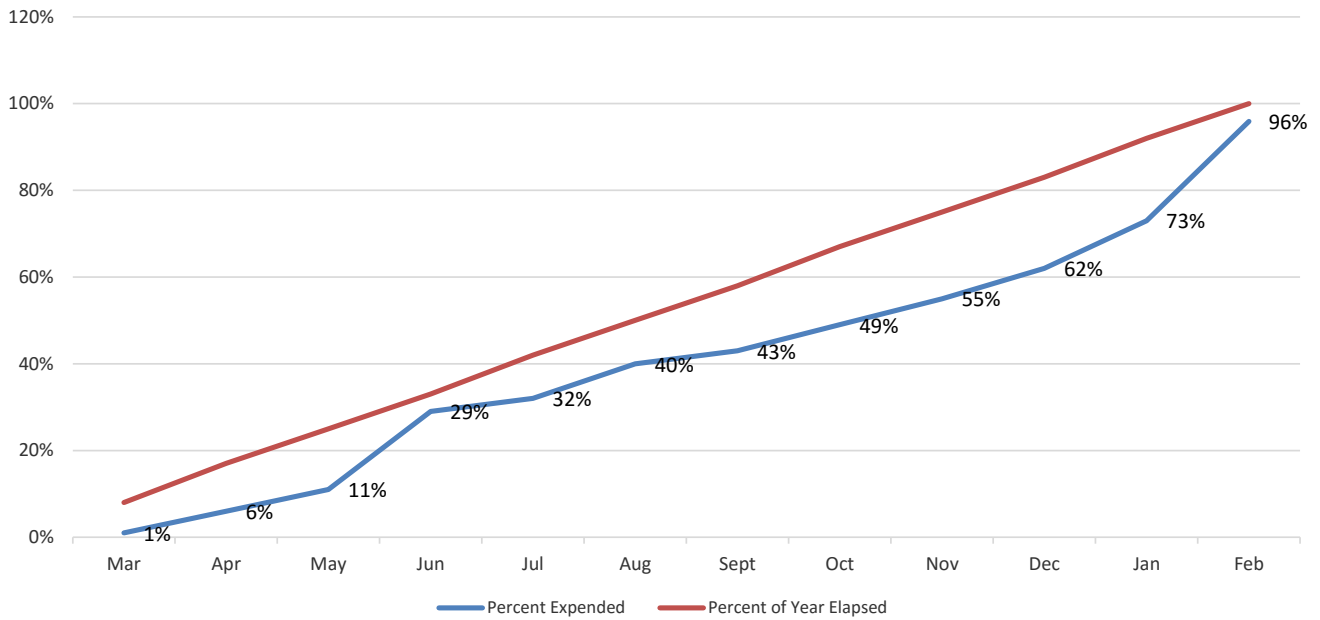
Prepared 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,004,602	1,787,204	217,398	89%	11%
FRINGE BENEFITS	655,042	565,588	89,454	86%	14%
EQUIPMENT	247,240	255,869	(8,629)	103%	-3%
SUPPLIES	263,896	486,143	(222,247)	184%	-84%
CONTRACTUAL	22,328	17,137	5,191	77%	23%
OTHER	535,893	485,615	50,278	91%	9%
INDIRECT	364,220	327,755	36,465	90%	10%
TOTAL BASE FUNDING	4,093,221	3,925,312	167,909	96%	4%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	10,817	24,513	31%	69%
SUPPLIES	4,020	6,491	(2,471)	161%	-61%
CONTRACTUAL	3,656	3,347	309	92%	8%
OTHER	45,179	61,001	(15,822)	135%	-35%
INDIRECT	8,819	8,143	676	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	89,800	7,204	93%	7%
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	4,072,111	175,114	96%	4%

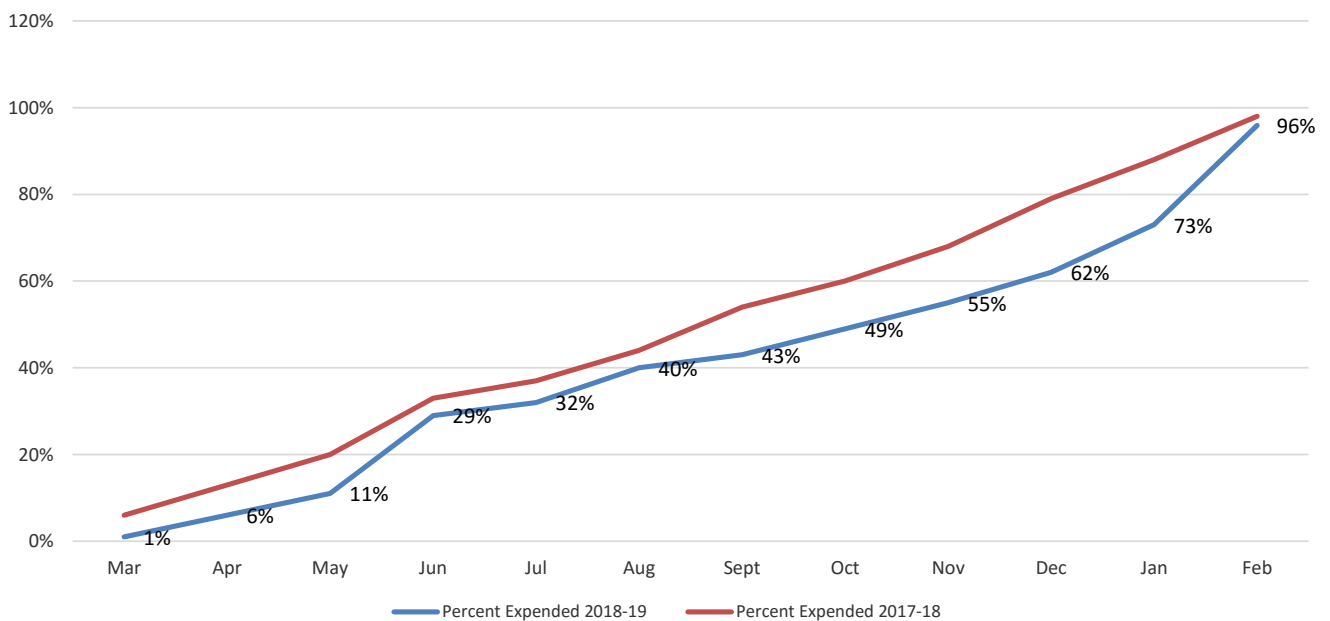
Budget reflects Notice of Award #09CH9142-05-05 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



**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 February 28, 2019 (Month 12 of 12)**

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	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	30,992	24,984	27,186	25,301	271,114	76,308	355%
Shafter	34	15,216	16,512	8,503	0	0	7,601	16,055	16,603	12,355	13,926	8,551	13,738	129,058	38,154	338%
East California	70	29,277	35,209	15,896	0	0	5,521	25,236	33,784	34,297	13,841	17,821	16,508	227,389	78,552	289%
Faith	34	12,847	12,659	7,030	0	0	5,058	9,680	11,094	10,994	11,650	12,476	12,324	105,813	38,154	277%
Martha J. Morgan	83	31,274	30,858	17,626	0	0	9,080	23,126	29,229	27,863	27,912	24,512	22,470	243,950	93,140	262%
Franklin	24	3,513	6,447	4,266	0	0	5,640	11,372	10,468	6,442	5,782	12,138	3,597	69,665	26,932	259%
Pacific	62	16,766	16,247	13,908	11,839	11,369	13,000	13,221	17,228	13,390	10,675	12,997	13,886	164,527	69,575	236%
Delano	76	19,655	19,877	16,675	0	0	2,397	10,920	20,874	24,707	22,889	25,674	23,669	187,337	85,285	220%
Fairview	34	13,069	11,503	6,105	0	0	3,756	8,294	9,878	8,524	8,402	7,707	6,356	83,593	38,154	219%
Williams	34	10,911	10,920	6,048	0	0	4,715	7,764	8,134	7,017	5,933	9,045	3,916	74,402	38,154	195%
Sunrise Villa	34	4,377	3,346	1,945	0	0	3,443	4,257	9,133	12,092	11,004	13,101	11,696	74,395	38,154	195%
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	10,041	163,504	85,285	192%
Fairfax	40	6,009	9,054	12,009	0	0	5,802	6,053	9,317	12,414	7,315	6,791	10,407	85,171	44,887	190%
Heritage	34	7,911	10,768	4,963	0	0	2,334	5,375	9,102	9,682	5,630	7,445	8,050	71,261	38,154	187%
Noble	34	9,452	10,102	3,947	0	0	0	13,025	12,617	4,065	9,694	7,433	82	70,416	38,154	185%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	6,525	6,329	7,141	6,725	5,001	6,185	851	98,729	53,864	183%
California City	34	7,639	8,452	5,366	0	0	3,016	7,802	10,511	6,695	7,048	6,616	5,795	68,941	38,154	181%
Willow	72	22,239	25,426	14,557	0	0	9,123	15,879	14,225	13,787	8,526	9,958	7,540	141,260	80,796	175%
Lamont	34	7,478	10,778	7,882	0	0	3,472	9,786	10,542	12,210	375	142	135	62,799	38,154	165%
Vineland	20	8,266	7,254	2,213	0	0	428	1,844	7,137	0	0	3,583	3,331	34,057	22,443	152%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	11,629	19,591	22,265	27,190	19,575	15,044	19,190	10,257	233,837	154,859	151%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,352	19,259	21,847	31,614	9,176	15,559	2,019	1,706	183,999	125,683	146%
Oasis	57	13,411	12,619	7,489	0	0	5,431	9,163	13,590	11,618	10,919	4,494	1,671	90,405	63,964	141%
Sterling	122	19,096	23,747	18,996	8,747	9,507	17,638	19,940	19,569	18,122	6,481	10,515	11,963	184,321	136,905	135%
Casa Loma	34	4,741	5,183	1,355	0	0	2,537	7,044	8,703	6,058	4,522	5,055	6,139	51,336	38,154	135%
Tehachapi	34	6,832	6,982	3,413	0	0	3,641	6,284	6,369	4,780	4,527	4,513	3,711	51,052	38,154	134%
McFarland	24	4,784	3,808	2,560	0	0	1,959	3,161	3,981	2,597	5,318	4,426	2,759	35,354	26,932	131%
Planz	34	5,440	5,916	3,617	0	0	3,865	7,314	8,891	222	5,876	3,570	4,128	48,839	38,154	128%
Pioneer	34	6,475	8,081	4,443	0	0	850	4,866	8,786	8,829	5,573	135	86	48,123	38,154	126%
Rosamond	100	19,580	24,699	13,748	0	0	10,099	18,841	17,579	8,719	13,919	10,225	3,870	141,280	112,217	126%
Seibert	34	6,818	4,353	2,998	0	0	3,001	7,670	6,183	1,764	4,587	3,697	5,792	46,863	38,154	123%
Virginia	34	5,596	5,282	0	0	0	1,761	5,071	5,743	5,817	4,433	6,360	6,107	46,170	38,154	121%
Olildale	34	5,905	5,413	3,750	0	0	2,378	6,710	5,036	3,526	4,628	2,935	5,601	45,880	38,154	120%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,404	3,785	3,460	4,944	4,179	2,442	2,353	2,204	48,393	40,398	120%
Wesley	60	6,389	8,795	3,719	0	0	3,228	2,613	7,413	11,777	8,597	10,141	13,927	76,600	67,330	114%
Cleo Foran	34	5,926	8,272	3,789	0	0	1,727	4,324	8,571	53	4,450	1,082	3,267	41,461	38,154	109%
Home Base	225	17,049	17,202	15,282	12,474	13,790	9,623	14,228	10,888	8,536	7,751	1,220	4,055	132,097	126,244	105%
Alicante	34	4,692	4,448	2,107	0	0	1,952	3,772	4,586	5,019	3,377	4,944	5,016	39,913	38,154	105%
Lost Hills	20	2,937	3,716	2,597	0	0	654	2,875	2,354	598	689	3,246	3,469	23,135	22,443	103%

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 February 28, 2019 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Broadway	44	0	0	0	0	0	4,490	5,784	8,792	11,390	5,738	5,038	8,384	49,615	49,375	100%
Taft	78	6,592	6,061	1,103	0	0	1,133	6,758	8,730	8,052	5,794	2,983	20,779	67,985	87,529	78%
Rafer Johnson	34	3,563	3,419	0	0	0	1,816	3,656	4,477	2,575	1,932	2,579	0	24,016	38,154	63%
Roosevelt	34	2,820	4,408	1,913	0	0	701	2,281	1,526	165	973	540	848	16,176	38,154	42%
Mojave	34	4,209	4,167	2,109	0	0	413	0	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	0	NA
Program Services		920	1,867	0	0	0	0	0	1,403	186	0	0	96	4,471	67,661	7%
Policy Council and RPC		1,239	1,542	108	515	25	262	214	727	85	60	337	151	5,265	38,727	14%
SUBTOTAL IN-KIND	2,369	482,130	543,470	345,429	83,803	76,131	234,289	429,395	525,548	422,134	356,347	350,505	325,679	4,174,861	2,638,565	158%

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

156,851	158,335	88,070	0	131,037	157,382	123,976	173,111	139,379	131,363	133,142	121,838	1,514,482	1,293,059	117%
252,099	284,045	170,865	0	93,318	137,363	183,593	187,215	301,775	273,455	315,721	304,425	2,503,876	2,302,208	109%
27,786	29,131	3,478	0	14,020	21,959	19,352	27,448	23,858	22,291	24,882	20,270	234,474	209,207	112%
436,736	471,511	262,413	0	238,375	316,703	326,921	387,774	465,012	427,109	473,745	446,534	4,252,833	3,804,474	112%

GRAND TOTAL

918,866 1,014,981 607,842 83,803 314,506 550,992 756,316 913,322 887,146 783,456 824,250 772,213 8,427,694 6,443,039 131%

*May include estimates

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: March 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 98% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 98% 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 107% of the budget. Approval to waive \$141,172 of the non-Federal share requirement was received 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 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	3,092,177	4,897	100%	0%
FRINGE BENEFITS	827,018	825,957	1,061	100%	0%
TRAVEL	20,232	21,676	(1,444)	107%	-7%
EQUIPMENT	47,500	49,310	(1,810)	104%	-4%
SUPPLIES	135,535	120,256	15,279	89%	11%
CONTRACTUAL	11,923	14,869	(2,946)	125%	-25%
OTHER	593,113	563,437	29,676	95%	5%
INDIRECT	445,116	403,685	41,431	91%	9%
TOTAL	5,177,511	5,091,367	86,144	98%	2%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	30,370	(5,170)	121%	-21%
FRINGE BENEFITS	8,689	10,882	(2,193)	125%	-25%
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	43,738	9,295	82%	18%
INDIRECT	10,833	7,207	3,626	67%	33%
TOTAL	119,175	117,222	1,953	98%	2%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	5,208,589	88,097	98%	2%
--------------------------------------	------------------	------------------	---------------	------------	-----------

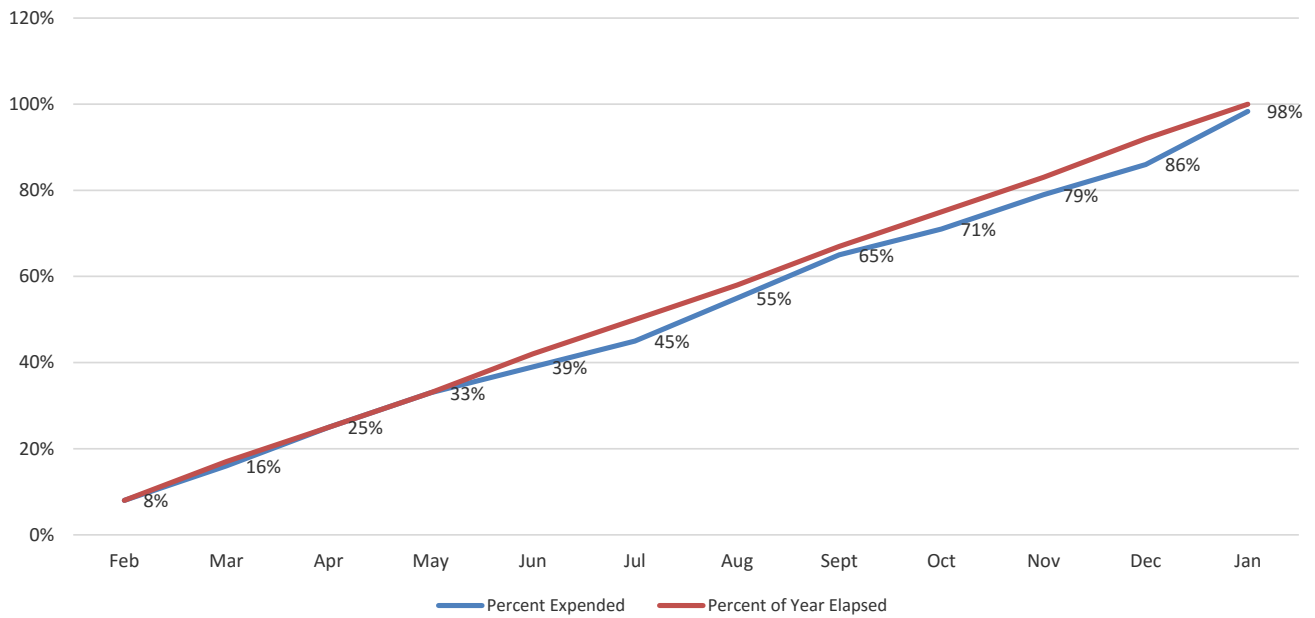
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,183,000	1,262,036	(79,036)	107%	-7%
TOTAL NON-FEDERAL FUNDS	1,183,000	1,262,036	(79,036)	107%	-7%

Centralized Administrative Cost	6.4%
Program Administrative Cost	2.6%
Total Administrative Cost	9.0%

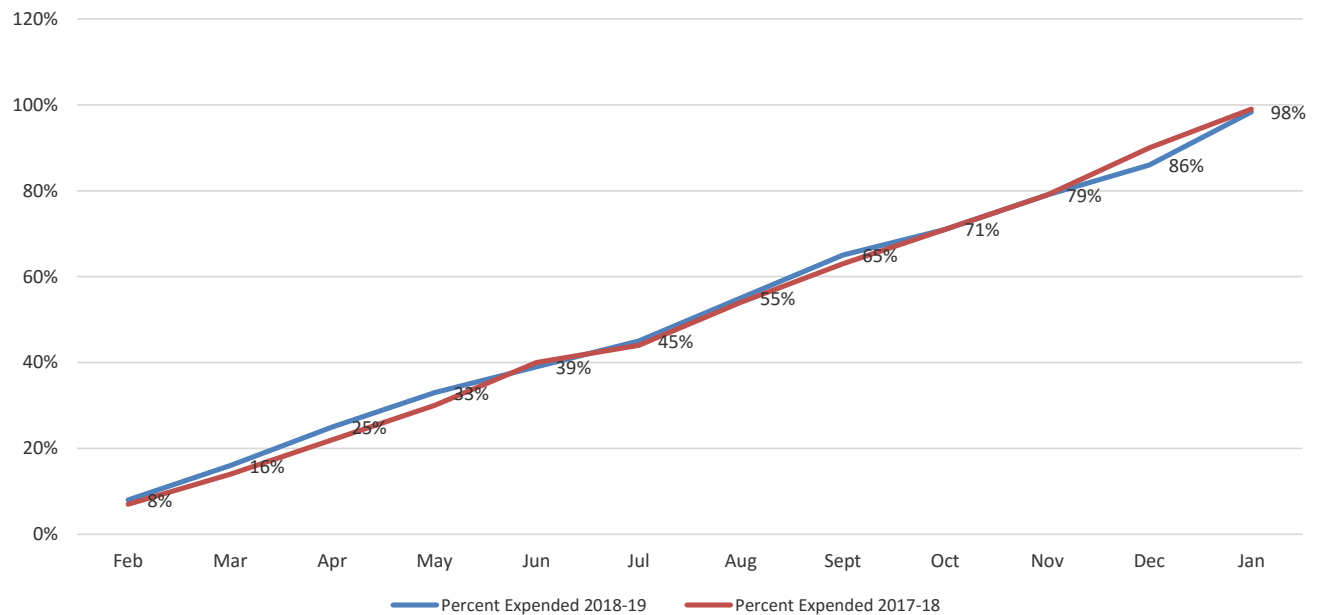
Budget reflects Notice of Award #09CH010071-04-04

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

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



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) - FINAL
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	3,872	43,690	32,694	134%
Chrisman	30	7,252	13,396	13,845	9,312	7,198	12,443	15,341	17,633	15,256	16,376	14,722	13,365	156,139	163,472	96%
Home Base - Stockton	90	13,682	25,071	23,680	16,555	11,982	14,742	15,286	19,499	21,152	19,261	21,626	18,461	220,996	245,208	90%
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	11,088	143,337	163,472	88%
Walnut	24	4,138	8,093	9,314	10,273	6,325	9,478	10,210	9,780	10,458	9,459	10,383	7,828	105,738	130,777	81%
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	5,348	68,103	87,185	78%
California Street	24	5,705	9,601	8,203	9,043	4,715	8,147	8,543	8,732	9,919	8,842	8,363	8,910	98,723	130,777	75%
Kennedy	16	1,791	5,701	6,310	4,418	441	4,887	6,252	6,529	5,623	6,452	6,255	6,061	60,720	87,185	70%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	6,609	6,931	6,646	6,650	4,345	4,850	66,866	130,777	51%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	509	1,410	2,501	1,344	707	2,031	15,287	32,694	47%
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	107,733	105,611	1,262,036	1,324,172	95%

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 February 28, 2019 – ***Info Item***

Date: March 20, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through February 28, 2019. One month (8%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 7% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget.

Non-Federal Share

Non-Federal share is at 3% of the budget. Documentation for much of February could not be tabulated in time to be included in this report.

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

Budget Period: February 1, 2019 - January 31, 2020

Report Period: February 1, 2019 - February 28, 2019

Month 1 of 12 (8%)

Prepared 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,060,698	226,578	2,834,120	7%	93%
FRINGE BENEFITS	911,863	79,653	832,210	9%	91%
TRAVEL	20,232	0	20,232	0%	100%
SUPPLIES	140,925	7,232	133,693	5%	95%
CONTRACTUAL	12,078	0	12,078	0%	100%
OTHER	583,265	26,028	557,237	4%	96%
INDIRECT	448,450	34,029	414,421	8%	92%
TOTAL	5,177,511	373,520	4,803,991	7%	93%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	3,136	36,176	8%	92%
FRINGE BENEFITS	11,534	2,059	9,475	18%	82%
TRAVEL	15,673	975	14,698	6%	94%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	30,423	1,144	29,279	4%	96%
INDIRECT	10,833	731	10,102	7%	93%
TOTAL	119,175	8,045	111,130	7%	93%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	381,565	4,915,121	7%	93%
--------------------------------------	------------------	----------------	------------------	-----------	------------

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	44,008	1,280,164	3%	97%
TOTAL NON-FEDERAL FUNDS	1,324,172	44,008	1,280,164	3%	97%

Centralized Administrative Cost	8.2%
Program Administrative Cost	1.3%
Total Administrative Cost	9.6%

Budget reflects Notice of Award #09CH010071-05-00

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019

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 February 28, 2018 (Month 1 of 12)

Percent of year elapsed: 8%

LOCATION	FUNDED ENROLL- MENT	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Chrisman	30	0	0	158,174	0%
Home Base - Manteca	12	0	0	31,635	0%
St. Mary's	16	0	0	84,359	0%
Walnut	24	83	83	126,539	0%
Marci Massei	24	100	100	126,539	0%
California Street	24	220	220	126,539	0%
Home Base - Tracy	12	233	233	31,635	1%
Lodi UCC	30	3,099	3,099	158,174	2%
Kennedy	16	4,184	4,184	84,359	5%
Home Base - Stockton	90	11,962	11,962	237,260	5%
Home Base - Lodi	35	12,150	12,150	92,268	13%
Administrative Services		251	251	0	
Program Services		11,671	11,671	21,858	53%
Policy Council		57	57	2,713	2%
SUBTOTAL IN-KIND	313	44,008	44,008	1,282,051	3%

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 February 28, 2019 – ***Info Item***

Date: March 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 February 28, 2019. Six months (50%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 45% 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 33% 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 103% 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 - February 28, 2019

Month 6 of 12 (50%)

Prepared 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	52,572	77,510	40%	60%
FRINGE BENEFITS	33,248	19,445	13,803	58%	42%
SUPPLIES	1,750	252	1,498	14%	86%
CONTRACTUAL	462,028	215,206	246,822	47%	53%
OTHER	17,395	5,074	12,321	29%	71%
INDIRECT	64,398	29,195	35,203	45%	55%
TOTAL BASE	708,901	321,744	387,157	45%	55%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	1,787	3,507	34%	66%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	3,187	3,286	49%	51%
INDIRECT	1,527	497	1,030	33%	67%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	5,471	11,329	33%	67%

GRAND TOTAL FEDERAL FUNDS	725,701	327,215	398,486	45%	55%
----------------------------------	----------------	----------------	----------------	------------	------------

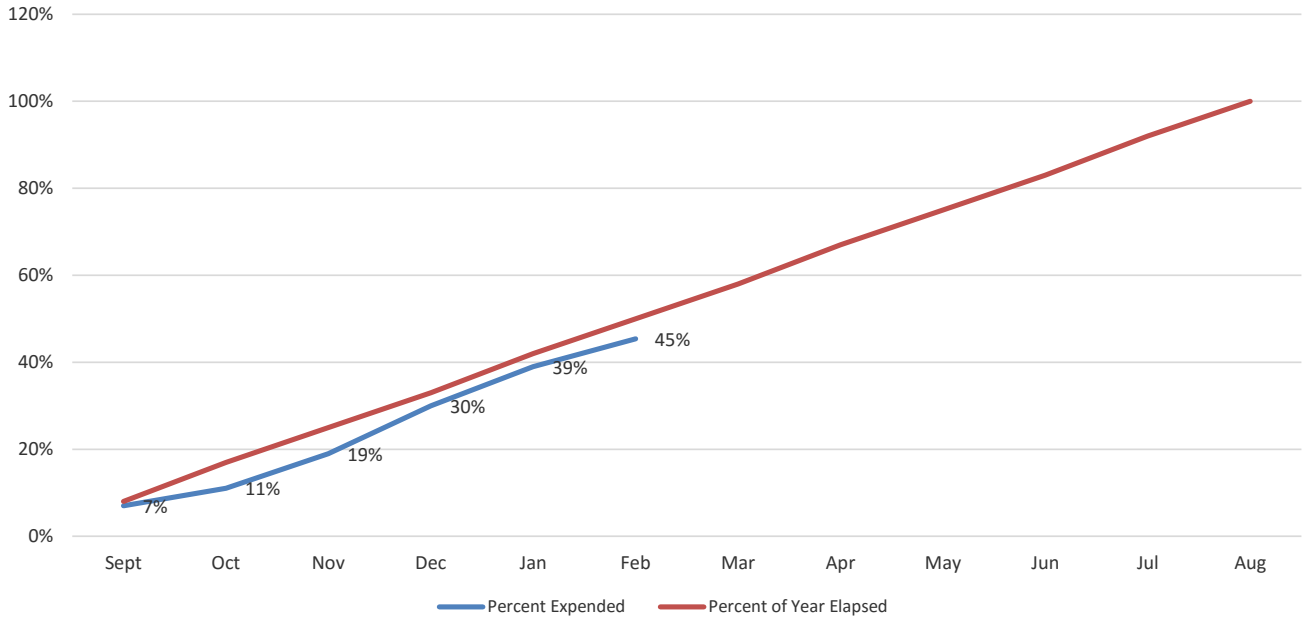
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	186,875	(5,450)	103%	-3%
TOTAL NON-FEDERAL FUNDS	181,425	186,875	(5,450)	103%	-3%

Centralized Administrative Cost	5.8%
Program Administrative Cost	0.9%
Total Administrative Cost	6.7%

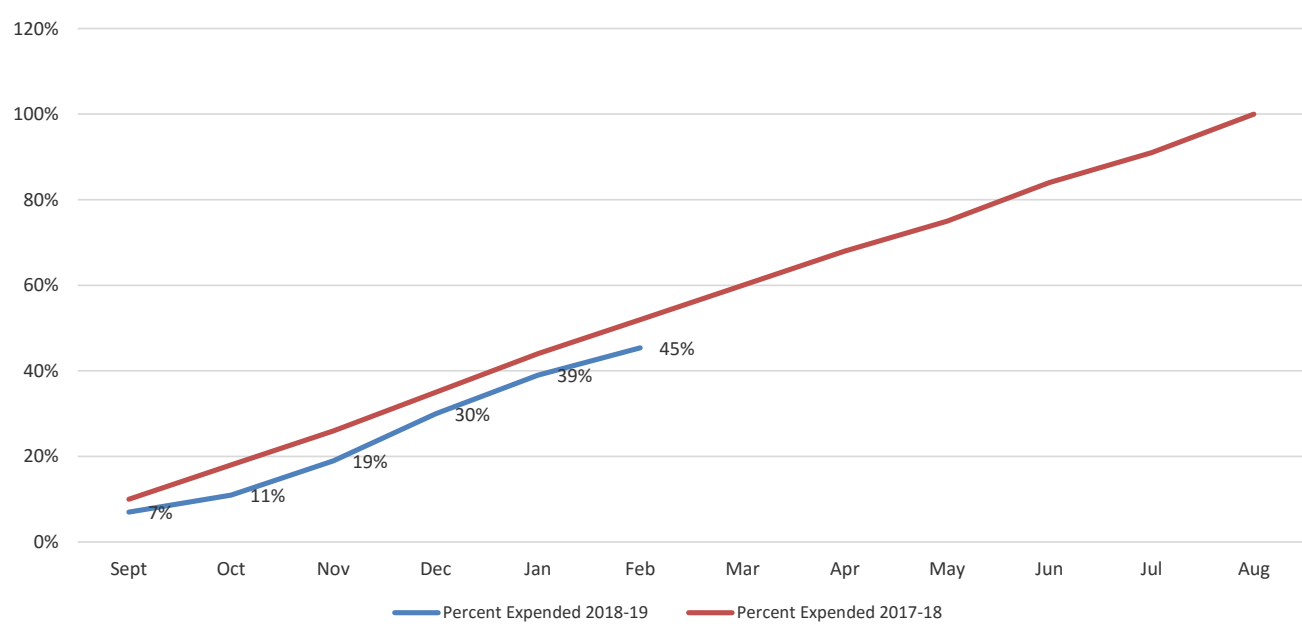
Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Early Head Start Child Care Partnerships
Percent Expended Compared to Percent of Year Elapsed



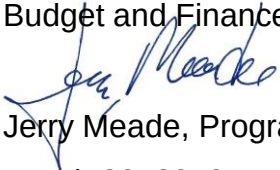
Early Head Start Child Care Partnerships
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee

From:  Jerry Meade, Program Design and Management Administrator

Date: March 20, 2019

Subject: *Agenda Item 5c:* New Home Visiting Initiative Program Job Descriptions– **Action Item**

Last month, the Board approved for staff to contract with Kern County to create a new Home Visiting Initiative (HVI) program. Community Action Partnership of Kern is in the process of adding this new program and will require new staff to support the initiative. As part of the program development, we have identified five new positions and created job descriptions for this specific program. CAPK's Human Resources department as reviewed and scored the five new job description. The HVI budget shared with the BOD last month includes all costs associated with these positions. The budget is attached for your reference.

The first position is a Partnership Administrator that will have the responsibility for oversight and successful implantation of the initiative. Additionally, this position will assume the responsibility for all Partnership grants. In order for this position to be successful, we have created two Program Managers to provide direct supervision of the HVI and Partnership Programs. The HVI also requires an HVI Liaison which will work directly with the CalWORKs staff at the Department of Human Services office and the HVI Home Visitors. Attached to this memorandum is an Organizational Chart with the new positions.

Recommendation

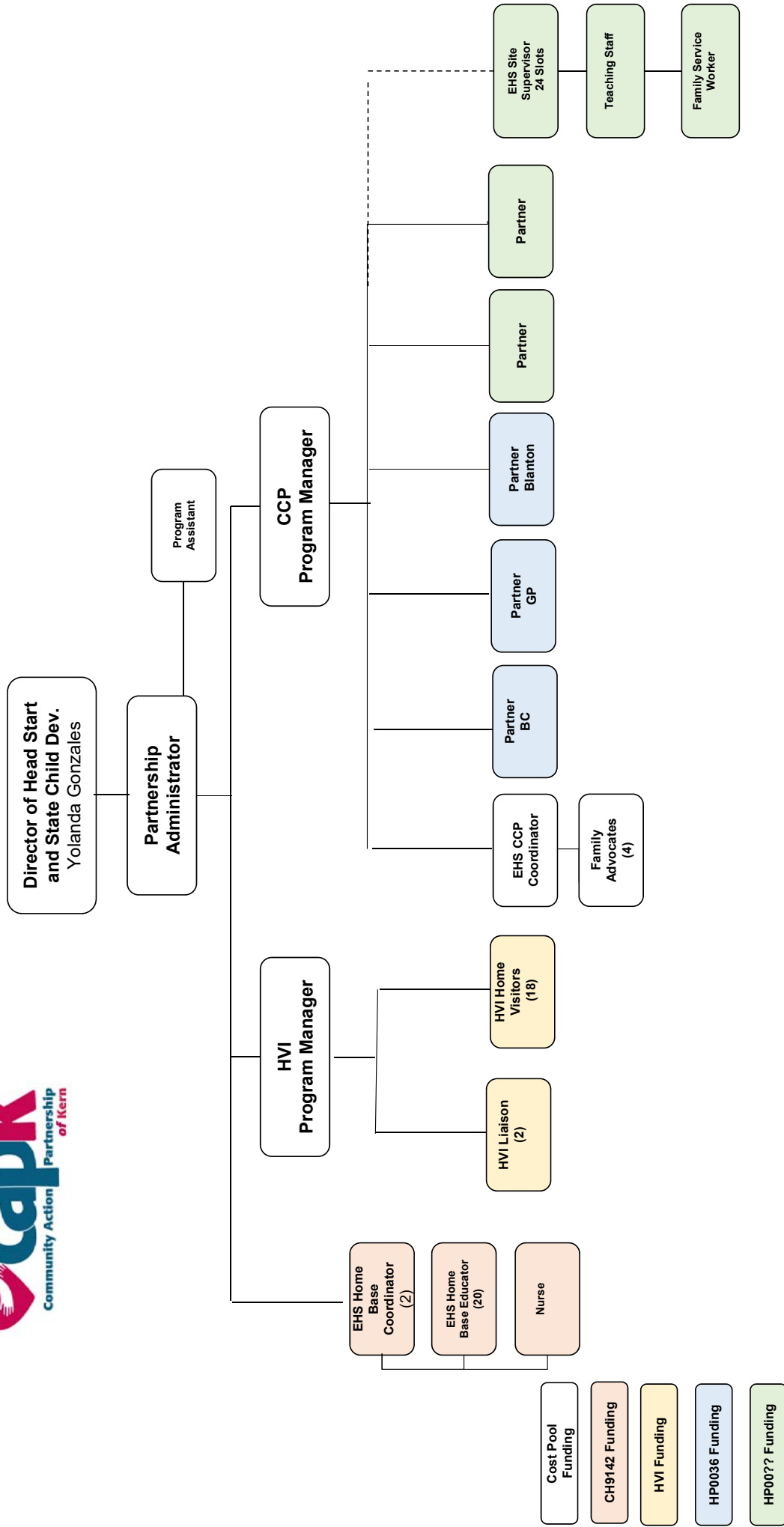
Staff request approval from the Budget and Finance Committee to add the five HVI positions and the coordinating job descriptions.

Attachments:

- Organizational Chart – Partnership Administrator
- Job Descriptions: Partnership Administrator, CCP Program Manager, HVI Program Manager, HVI Liaison, and HVI Home Visitor
- DHS Budget Partial and Annualized



Head Start/State Child Development Programs



**COMMUNITY ACTION PARTNERSHIP of KERN
Head Start /State Child Development Division**

Partnership Administrator

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

Salary Range:

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the general direction of the Director of Head Start/State Head Start Child Development Division, the Partnership Administrator is responsible to manage comprehensive Early Head Start Home Base, Child Care Partnership, and Home Visiting Initiative programs and ensure each program is fully compliant with all State and Federal regulations, contract requirements, and CAPK policies. The Partnership Administrator will monitor overall contract compliance assuring all reporting and budgetary functions are completed with quality and in a timely manner. Holds the responsibility to maintain effective relationships with community partners.

SUPERVISION RECEIVED:

Receives direct supervision from Director of Head Start and State Child Development

SUPERVISION EXERCISED:

HVI Program Manager, Program Manager, and EHS Home Base Coordinators

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. Responsible to participate in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
2. Holds responsibility for full compliance of required regulations for the delivery of EHS Homebase, Child Care Partnerships and Home Visiting Initiative.
3. Maintains a management system to monitor and ensure full compliance of program requirements.
4. Is responsible for shared communications with Director and community partners.
5. Assist the Administrative Management team with developing and writing the annual grant narrative and assisting with budget development.
6. Report to the Director areas for which improvement plans are needed to make corrections for ongoing compliance of health and safety.
7. Supports all mandated training to ensure compliance of Federal and State requirements.
8. Oversees Program Managers and Home Base Coordinators to ensure that daily services are in compliance with all regulations and contract requirements.
9. Assists the Head Start Director in formulating and administering agency policies and developing short-range and long-range goals and objectives.

10. Analyses program activity, operational and personnel costs to ensure compliance with multiple funding requirements.
11. Works closely with Director and other administrative personnel to review achievements and discuss required changes in goals, objective, or program emphasis resulting from current status and conditions.
12. Works closely with Program, Design and Management Administrator to ensure facilities are maintained and both environments internal and external are well kept for the Health and Safety of all children.
13. Works with Administrative team on-going to plan and implement on-going trainings for professional development and on-going pre-service training and as required.

B. Other Job Specific Duties:

1. Attends meetings and trainings as required.
2. Works alternative hours as required, including nights and weekends.
3. Is assertive in the program effort to recruit and enroll families that qualify for the HS/SCD Programs.
4. Perform any other duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Excellent problem-solving skills
- Ability to work with highly complex conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present CAPK program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Child Development, Business Administration, Education Administration, Behavioral Science or any other related degree.
- Six (6) semester units of administration or management classes.
- Minimum five (5) years supervisory experience.
- Six (6) years of experience with Head Start/Early Head Start, public education, child welfare, medical social work, public assistance, contract compliance, government or related group work and community organizations, with management or administration.
- Experience in budget oversight is required.
- Direct experience with government funded programs is highly desirable.
- Bilingual (English/Spanish) capabilities desirable

OTHER REQUIREMENTS:

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

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

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

**COMMUNITY ACTION PARTNERSHIP of KERN
HEAD START / STATE CHILD DEVELOPMENT**

Child Care Partnership Program Manager

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

Salary Range:

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the direction of the Partnership Administrator, the Child Care Partnership Program Manager will provide Early Head Start regulations guidance to child care partners. Implement short term and long-range planning for service delivery and training. Monitor partner programs to ensure compliance with contract requirements. Ensure full compliance of all Federal and State regulations and Community Care Licensing. Ensure education compliance with all of the programs School Readiness Goals and curriculum followed to fidelity. Administer effective communication among leadership, staff, families and community partnerships.

SUPERVISION RECEIVED:

Receives supervision from the Partnership Administrator

SUPERVISION EXERCISED:

Direct supervision of Family Advocates

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. Responsible for the ongoing oversight and on-going monitoring of partner's child development centers for full compliance of program implementation that is consistent with partner contracts and EHS Performance Standards, general child care funding terms and conditions and other pertinent federal and state guidelines.
2. Conduct site visits and on-going to support to partnership staff and ensure facilities are well maintained and environments are conducive to the development and learning of all children both indoors and outdoors.
3. Responsible for responding to non-compliance reports and the completion of all partnership corrective action plans and ensuring compliance.
4. Support in developing goals for partners to reach their fullest potential in delivering a high quality early childhood development program.
5. Responsible for full implementation of all education assessments and ensure screenings are completed within the required mandated timeline.
6. Work with partner's Site Supervisors to develop and implement leadership and communication skills with center staff.
7. Responsible to ensure performance evaluations are completed in a timely manner.
8. Work with Professional Development Coordinator for review and implementation of professional development plans for all partnership staff and participate in the planning of professional development training.
9. Work with Governance Coordinator to ensure successful parent meetings are held monthly at partnership sites; parent boards are kept up to date, ongoing communication and information is posted and kept up to date for parents.

10. In collaboration with Education Coordinators work together to identify partnership staff for the mentor support process, assist and support with observation reports and data such as: a variety of education assessments and CLASS results, and identify trainings needed.
11. Attends and supports a variety of community and agency meetings, including, but not limited to, management meetings and School Readiness.

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present Head Start program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree with emphasis on Early Childhood Development, Education, Human Development or related field.
- Site Supervisor permit issued by the Commission for Teacher Preparation and Licensing required.
- Program Director's permit preferred.

- Minimum four (4) years of progressive management experience in Early Childhood Education, Human Development or related field; two (2) years of which must be in a supervisory capacity.
- One year direct experience in government-funded programs or similar programs required. Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.
- Bilingual language fluency (Spanish/English) fluency highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation as traveling throughout Kern County is necessary.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and tri-annually thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First/CPR Certificate or will obtain the certification within 90 days of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors
- Noise level varies
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT**

Home Visiting Initiative Program Manager

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

Salary Range:

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the direction of the Partnership Administrator, the Home Visiting Initiative (HVI) Program Manager will supervise and lead a team of HVI Home Visitors in preparing parents of young children for self-sufficiency. The HVI Program Manager is responsible for ensuring that the HVI Home Visitors implement best practices, ensuring family outcomes are documented, school readiness goals and service delivery. This position will provide regular reflective supervision, observations, and feedback for staff to provide high-quality and comprehensive services. The HVI Program Manager will lead and model professionalism and teamwork with the HVI Home Visitors, the agency, and the Department of Human Services (DHS) by developing and maintaining supportive, professional relationships with children and their families to enhance parent education, communication, involvement and advocacy.

SUPERVISION RECEIVED:

Receives supervision from the Partnership Administrator

SUPERVISION EXERCISED:

HVI Liaison & HVI Home Visitors

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Responsible for the oversight and support for full compliance of required regulations for the delivery of Home Visiting Initiative.
2. Ensures collaborative planning and evaluation systems exist between DHS and HVI Home Visitors to foster continuous program improvement.
3. Conduct regular supervision with each HVI Liaison and HVI Home Visitor to review case records, enrollment levels, and assignment of cases; and to provide staff support and guidance in meeting program requirements and implementing policies and procedures.
4. Coordinates with the Department of Human Services and HVI Liaisons to ensure families are meeting goals in becoming job ready and removing any job barriers.
5. Monitor and supervise HVI Home Visitors through staffing, observations during home visits, Group Socializations, and program events to identify strengths and provide constructive feedback. Hold staff accountable for meeting performance expectations.
6. Completes performance evaluations based on measurable and objective criteria which are related to program services, school readiness and personal goals and provides and implements professional development and training plan.
7. Ensures staff follows all policies, procedures and legal mandates including HIPAA, client confidentiality and release of information.
8. Oversee the timely implementation of all education assessments, screenings and transition.

9. Conduct follow-up on non-compliance items identified through monitoring to ensure corrective actions have been implemented.
10. Ensure that ChildPlus is fully utilized to track the comprehensive services provided to families, transition eligibility, that the data is accurately entered by staff and that reports are regularly used to monitor delivery of services.
11. Mandated Reporter of suspected cases of child abuse and neglect in accordance with California State and Kern County regulations. Reports suspected cases of child abuse and neglect to Partnership Administrator.
12. Attend workshops, conferences, and continuing education trainings about best practices in home visiting, program expectations, and effective leadership and supervision.
13. Performs other duties as assigned.

B. Other Job Specific Duties:

1. Attends meetings and trainings as required.
2. Works alternative hours as required, including nights and weekends.
3. Is assertive in the program effort to recruit and enroll families that qualify for the HS/SCD Programs.
4. Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present Head Start program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree with emphasis on General Psychology, Family Development, Early Childhood Education, Child Development, Education, Infant & Toddler Education, or a related field.
- Site Supervisor Permit issued by the Commission for Teacher Preparation and Licensing required.

- Program Director's permit preferred.
- Minimum four (4) years' progressive management experience working as an ECE teacher, home visitor or a related position; two (2) years' of which must be in supervisory experience in a child development, home visiting or a related program.
- One (1) year direct experience in government-funded programs or similar programs required. Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.
- Bilingual language fluency (Spanish/English) fluency highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation as traveling throughout Kern County is necessary.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and tri-annually thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First/CPR Certificate or will obtain the certification within 90 days of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors
- Noise level varies
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

**COMMUNITY ACTION PARTNERSHIP of KERN
HEAD START / START CHILD DEVELOPMENT**

Home Visiting Initiative Liaison

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

Salary Range:

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the supervision of the Home Visiting Initiative (HVI) Program Manager, The HVI Liaison is responsible for the oversight and management of the Enrollment, Reporting and Referral systems for the Home Visiting Initiative. The HVI Liaison works closely the Department of Human Services (DHS) staff to coordinate enrollment of HVI participants, data sharing and participant referrals. The Liaison will audit data through a monitoring process to ensure quality data reporting and mitigate fraud risks. Work is carried out under the general supervision from the HVI Program Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the HVI Program Manager

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Ensures full enrollment is maintained at all times.
2. Provides guidance and ensures compliance on procedures and overall department production related to enrollment, reporting and referrals.
3. Conducts department data evaluations through a scheduled monitoring reporting/audit process.
4. Identifies potential data entry errors prior to reporting timelines to ensure consistency in quality and compliance to departmental procedures.
5. Ensures enrollment criteria and selection processes are implemented, as per HVI contract and funding requirements.
6. Collaborates with DHS, the HVI Home Visitors, the Enrollment and Attendance Department, the Support Services Department, Finance, and community members as appropriate.
7. Facilitates recruitment including; planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with DHS and the CAPK Community Development division.
8. Provides technical and procedural assistance and training to HVI staff on ChildPlus.net.
9. Assists with audits and funding source reviews.
10. Assists with developing, maintaining, and updating written policies and procedures as needed.

1. Maintains safe and functional work environment.
2. Works alternative hours as required, including nights and weekends.
3. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.

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:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- High School Diploma (or equivalent) with certificate or credential in social services desirable.
- Minimum three (3) years of case management experience in family services with Head Start, Early Head Start, Child welfare, Medical Social Work, Public Assistance, Psychiatric Social Work, or related group work and community organizations.
- Two years of general computer experience and data entry
- Bilingual (English/Spanish) capabilities desirable

OTHER REQUIREMENTS:

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

- Successful completion of TB screening upon employment and tri-annually thereafter.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First Aid/CPR Certificate or will obtain the certification within 90 days of employment.

WORK ENVIRONMENT:

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

- *Work is primarily performed indoors.*
- *Noise level 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: HVI Liaison			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

**COMMUNITY ACTION PARTNERSHIP of KERN
HEAD START / STATE CHILD DEVELOPMENT**

Home Visiting Initiative Home Visitor

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

Salary Range:

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

As part of the Home Visiting Initiative (HVI), the HVI Home Visitor leads and shares responsibility for planning, organizing, and implementing the care, development, and education of developing children (birth to 3, and pregnant women). Responsible for implementing a quality early education home-based curriculum and developing a positive relationship with children, parents, and families. The Home Visitor will provide the parent with parent education, assistance with job readiness and barrier removal. The goal of the Home Visitor is to help families reach self-sufficiency by improving family engagement practices; supporting healthy development of young children living in poverty; and preparing parents for employment.

SUPERVISION RECEIVED:

Receives supervision from HVI Program Manager

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Works with pregnant women and children (ages 0 to 3) one-on-one on a scheduled weekly basis in their homes for a minimum of two hours for each of the families in the assigned caseload.
2. Uses the home as a learning environment and resource for curriculum experiences; provides mentorship support to families during home visits to ensure school readiness and assist with crisis intervention and case conferences as needed.
3. Ensures child development and comprehensive services including parent support and education and accessing community resources are part of the ongoing home visit process.
4. Will meet with assigned Department of Human Services staff each month to provide case management on enrolled families.
5. Enters and maintains accurate and up-to-date records in the family file and in the electronic database. Uses electronic database to its full potential (i.e. scheduling home visits, verifying mileage, etc.)
6. Follow procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance of universal precautions.
7. Responsible to recruit and enroll children and families and maintain enrollment levels as prescribed to include obtaining and maintaining full enrollment throughout the year. Participates in the recruitment and enrollment process.
8. Provides, at a minimum, two group socialization activities per month for parents and children.
9. Work in collaboration with Mentor Coaches and Family Education Specialist as assigned.
10. Attend trainings, meetings, conferences and community collaborative meetings as required and be capable

(clear driving record and transportation) of transporting families as needed.

B. Other Job Specific Duties:

1. Maintains safe and functional work environment.
2. Works alternative hours as required, including nights and weekends.
3. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.

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:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Must have twenty-four (24) college semester units in Early Childhood Development, Human Development or related field or similar area of study
- Two years' experience with children or a community service program
- Three (3) college semester units in infant/toddler courses desired
- One-year experience in data entry
- Bilingual (English/Spanish) capabilities desirable

OTHER REQUIREMENTS:

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

State Department of Social Services, Community Care Licensing

- Successful completion of TB screening upon employment and tri-annually thereafter.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First Aid/CPR Certificate or will obtain the certification within 90 days of employment.

WORK ENVIRONMENT:

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

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

DRAFT

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Community Action Partnership of Kern
CAPK Home Visiting Initiative
PARTIAL FISCAL YEAR: 4/1/2019 - 6/30/2019

Line Item	Budget Amount
SALARIES	\$170,238
BENEFITS	\$56,179
EQUIPMENT	\$0
OPERATIONAL COSTS	\$137,745
PROGRAM COSTS	\$37,493
TOTAL DIRECT COSTS	\$401,655
OVERHEAD OR INDIRECT COSTS @	\$34,325
TOTAL PROGRAM COSTS	\$435,980

CAPK 25% Advance For Fiscal year 2019-2020

\$108,995

Community Action Partnership of Kern
CAPK Home Visiting Initiative
PARTIAL FISCAL YEAR: 4/1/2019 - 6/30/2019

SALARIES	\$170,238
HVI Program Manager	Salaries and Wages includes Program Management responsible for program oversight; 5 Home Visitors responsible for providing individual and family services and over-all program delivery; two Social Worker/Liaison positions responsible for case management, enrollment services and coordination of shared communications with DHS; content areas specialists to support training efforts for all required services areas, Enrollment and Attendance team members responsible for monitoring compliance; a Mentor Coach responsible for providing school readiness assistance and fidelity to curriculum; and Administrative management for compliance in all areas of the program .
5 Home Visitors	
2 Social Workers/Liaisons	
4 Content Area Specialists (@ 6% allocation)	
Mentor Coach (@35% allocation)	
Quality Assurance Manager (@ 6% allocation)	
4 Enrollment and Attendance Staff (@ 6% allocation)	
1 Senior Management (@ 35% allocation)	
6 Senior Management (@ 6% allocation)	
2 Professional Development Staff (@ 6% allocation)	
Data Analyst(@ 6% allocation)	
BENEFITS	\$56,179
Taxes/Benefit	Benefits includes FICA, State Disability, FUTA, Workers Compensation and benefits @33% of Salaries and Wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
EQUIPMENT COSTS	\$0
OPERATIONAL COSTS	\$137,745
Professional Development	Operational expenses are prorated amounts using CAPK allocation schedule bases on an occupied square footage allocation methodology. Costs include the acquisition and renovations for start-up costs for administrative facilities and socialization space for program services. Costs allocated include professional development for all newly hired staff and existing support staff. The rent, facility, utilities, phone/telecommunications, office furnishings and equipment/leases are being acquired to support Phase one staff. The professional services, supplies, and all marketing/advertising/printing will be ramped up for the kick off of the program. Other costs include insurances, mileage reimbursement, and vehicle maintenance and fuel costs.
Rent	
Facility	
Utilities	
Phone/Telecommunications	
Equipment/Leases	
Professional Services	
Supplies	
Marketing/Advertising/Printing	
Insurances	
PROGRAM COSTS	\$37,493
Child and Family Services Supplies	Program supplies which include curriculum, ECE consumable items, books, crafts, music, and incidental food costs. Consultant services for specialized needs, and family engagement activity funds. Material goods related to health and safety of the child/family (not to exceed \$500 per family).
Nutrition Services	
Child Services Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	\$401,655
OVERHEAD OR INDIRECT COSTS @	\$34,325
TOTAL PROGRAM COSTS	\$435,980

Community Action Partnership of Kern
CAPK Home Visiting Initiative
FISCAL YEAR: 7/1/2019 - 6/30/2020

Line Item	Budget Amount
SALARIES	\$1,063,556
BENEFITS	\$350,973
OPERATIONAL COSTS	\$145,657
PROGRAM COSTS	\$158,770
TOTAL DIRECT COSTS	\$1,718,956
OVERHEAD OR INDIRECT COSTS @	\$158,055
TOTAL PROGRAM COSTS	\$1,877,011

CAPK's Monthly Advance not to exceed 1/12 analyzed budget.

\$156,418

Community Action Partnership of Kern

CAPK Home Visiting Initiative

FISCAL YEAR: 7/1/2019 - 6/30/2020

SALARIES	\$1,063,556
HVI Program Manager	Salaries and Wages includes Program Management responsible for program oversight; 18 Home Visitors responsible for providing individual and family services and over-all program delivery; two Social Worker/Liaison positions responsible for case management, enrollment services and coordination of shared communications with DHS; content areas specialists to support training efforts for all required services areas, Enrollment and Attendance team members responsible for monitoring compliance; a Mentor Coach responsible for providing school school readiness assistance and fidelity to curriculum; and Administrative management for compliance in all areas of the program .
18 Home Visitors	
2 Social Workers/Liaisons	
4 Content Area Specialists (@ 6% allocation)	
Mentor Coarch (@35% allocation)	
Quality Assurance Manager (@ 6% allocation)	
4 Enrollment and Attendance Staff (@ 6% allocation)	
1 Senior Management (@ 35% allocation)	
6 Senior Management (@ 6% allocation)	
2 Professional Development Staff (@ 6% allocation)	
Data Analyst(@ 6% allocation)	
BENEFITS	\$350,973
Taxes/Benefit	Benefits includes FICA, State Disability, FUTA, Workers Compensation and benefits @33% of Salaries and Wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
OPERATIONAL COSTS	\$145,657
Professional Development	Operational expenses are prorated amounts using CAPK allocation schedule bases on an occupied square footage allocation methodology. Costs allocated include professional development, rent, facility, utilities, phone/telecommunications, equipment/leases, professional services, supplies, marketing/advertising/printing, and insurances. Other operational costs include mileage reimbursement, and professional development.
Rent	
Facility	
Utilities	
Phone/Telecommunications	
Equipment/Leases	
Professional Services	
Supplies	
Marketing/Advertising/Printing	
Insurances	
PROGRAM COSTS	\$158,770
Child and Family Services Supplies	Program supplies which include curriculum, ECE consumable items, books, crafts, music, and incidental food costs. Consultant services for specialized needs, and family engagement activity funds. Material goods related to health and safety of the child/family (not to exceed \$500 per family).
Nutrition Services	
Child Services Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	\$1,718,956
OVERHEAD OR INDIRECT COSTS @	\$158,055
TOTAL PROGRAM COSTS	\$1,877,011

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED FEBRUARY 28, 2019**

	03/01/18- 01/31/19	02/01/19- 02/28/19	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 477,296.30	\$ -	\$ 477,296.30
CASH RECEIPTS			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
2019 Awards Banquet Donations	5,000.00	500.00	5,500.00
Donations	2,488.43	-	2,488.43
Misc. Revenue	6,693.30	1,970.56	8,663.86
Interest Income/Union Administrative Fee	917.71	105.59	1,023.30
TOTAL CASH RECEIPTS	87,073.91	2,576.15	89,650.06
CASH DISBURSEMENTS			
Line of Credit Interest Expense	1,110.85	156.60	1,267.45
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	4,861.98	42.87	4,904.85
Indirect	3,033.38	17.81	3,051.19
TOTAL CASH DISBURSEMENTS	41,078.52	217.28	41,295.80
CASH PROVIDED (USED)	45,995.39	2,358.87	48,354.26
ENDING BALANCE	\$ 523,291.69		\$ 525,650.56
		Discretionary Cash	\$ 214,204.39
		Fund Raising Cash	311,598.96
			525,803.35
		Add: Prepaid	-
		Less: AP	(152.79)
			\$ 525,650.56

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 02/28/19, 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 12/31/18 to 9/30/19 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: 03/12/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

MARCH 20, 2019

FINANCIAL REPORT

TABLE OF CONTENTS

<u>SECTION</u>	<u>Pages (s)</u>
A. Schedule of Programs for the period March 1, 2018 through February 28, 2019	A1 - A4
B. Functional Classification by Fund	B1 - B2
C. Line of Credit Summary	C1
D. - Cash Summary as of February 28, 2019	D1
- Bank Reconciliations	D2 - D8
E. B of A Mastercard Summary and Statements	E1 - E15
F. Central Kitchen Budget to Actual February 28, 2019	F1
G. State Department of Education Contract - Earned Revenue	G1 - G2
H. Finance Division Monthly Report	H1
I. Financial Statements as of February 28, 2018	I1
J. Financial Statements as of February 28, 2019	J1
K. Agency-wide Budget to Actual as of February 28, 2019	K1 - K7
L. Indirect Fund Budget To Actual as of February 28, 2019	L1

**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	25,772,156	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	885,275 725,701	93.600	09HP0036 - 03 09HP0036 - 04	09/01/17 - 08/31/18 09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,296,686 5,296,686	93.600	09CH010071 - 04 09CH010071 - 05	02/01/18 - 01/31/19 02/01/19 - 01/31/20	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 1,489,531	93.569	18F - 5015 19F - 4015	01/01/18 - 12/31/18 01/01/19 - 12/31/19	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	274,183 600,085	93.575	CCTR - 7050 CCTR - 8049	07/01/17 - 06/30/18 07/01/18 - 06/30/19	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	586,480 275,855	93.596	CCTR - 7050 CCTR - 8049	07/01/17 - 06/30/18 07/01/18 - 06/30/19	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 7000 CMAP - 8000	07/01/17 - 06/30/18 07/01/18 - 06/30/19	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	188,396 164,081	93.575	CSPP - 7119 CSPP - 8120	07/01/17 - 06/30/18 07/01/18 - 06/30/19	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642 357,247	93.596	CSPP - 7119 CSPP - 8120	07/01/17 - 06/30/18 07/01/18 - 06/30/19	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

**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
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
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 - OJ	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	501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866 3,046,805		CIMAP - 7000 CIMAP - 8000	07/01/17 - 06/30/18 07/01/18 - 06/30/19	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400 2,067,088		CCTR - 7050 CCTR - 8049	07/01/17 - 06/30/18 07/01/18 - 06/30/19	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232 3,731,472		CSPP - 7119 CSPP - 8120	07/01/17 - 06/30/18 07/01/18 - 06/30/19	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499 254,377		CMIG - 7004 CMIG - 8004	07/01/17 - 06/30/18 07/01/18 - 06/30/19	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172 38,156		CMSS - 7004 CMSS - 8004	07/01/17 - 06/30/18 07/01/18 - 06/30/19	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

**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 CAPACITY PROGRAM	101,490		SGRT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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

**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
EAST KERN HEALTH LINK	24,701		N/A	01/01/18 - 02/28/19	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			
	<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		
02/28/19	n/a				

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.

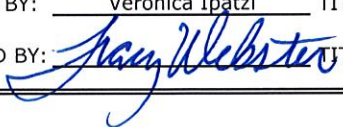
COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF FEBRUARY 28, 2015	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(253,077.53)
HEAD START/EARLY HEAD START	2,052,509.51
SUBTOTAL	1,799,431.98
CHILD DEVELOPMENT RESERVE No. 2	(142.26)
GENERAL CHILD CARE	674,276.82
MIGRANT A/P	(452,233.41)
MIGRANT CHILD CARE	(16,458.51)
MIGRANT SPECIALIZED SERVICES	25,082.21
STATE PRESCHOOL	1,029,934.25
SUBTOTAL	1,260,459.10
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(94,871.14)
EF&S	(9,323.00)
EFAP	(26,281.77)
FOOD BANK	247,497.65
FOOD BANK - STATE	126,024.87
SOCAL GAS	9,175.00
WONDERFUL FOUNDATION	39,047.76
SUBTOTAL	291,322.69
ENERGY	(128,188.62)
DOE WAP	(68,223.28)
LIHEAP	(1,019,185.01)
LIWP SOLAR PV	(1.15)
LIWP SINGLE FAMILY	(3,802.21)
WATER TANK	(51.61)
TRANSFER NEGATIVE BALANCE	1,219,451.88
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	21,092.79
211 HOSPITAL PREPAREDNESS	(9,875.09)
BANK OF THE WEST	36,505.62
CAL FRESH	(14,666.79)
CALEITC	(11,601.93)
COST POOLS	(1,191,693.70)
COUNTY OF KERN - 2-1-1	(10.17)
CSBG	185,149.83
DIFFERENTIAL RESPONSE	(21,502.36)
DIGNITY HEALTH	9,187.78
DISCRETIONARY FUND	212,982.53
ECONOMIC EMPOWERMENT	(11,256.94)
FIRST 5 KERN 211	(37,700.21)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(15,973.38)
FIRST 5 HELP ME GROW	(22,875.03)
FRIENDSHIP HOUSE	(53,811.82)
FUNDRAISING	311,598.96
GANG PREVENTION	(4,736.80)
GENERAL FUND	61,832.37
INDIRECT FUND	1,507,707.36
IRS - VITA	(12,529.03)
INFORMATION & EDUCATION	(93,782.73)
REALIGNMENT FOR SUCCESS	(3,025.21)
SHAFTER YOUTH CENTER	3,861.40
STARBUCKS FOUNDATION	24,852.89
UNITED WAY 211	32,020.58
WELLS FARGO FOUNDATION	1,831.15
WIC	(563,379.08)
LESS: ENERGY NEGATIVE BALANCE	(1,219,451.88)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(879,248.89)
TOTAL OPERATING CASH	2,473,964.88

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

BANK RECONCILIATION FOR THE MONTH ENDED
February 28, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	02/28/19		2,099,179.55
LESS: OUTSTANDING CHECKS		884,811.66	
LESS: Miscellaneous Deposit		160.00	
ADJUSTED BANK BALANCE AT	02/28/19		1,214,207.89
GENERAL LEDGER BALANCE AT	01/31/19		1,783,671.78
ADD: DEPOSITS		2,013,428.23	
ACH DEPOSITS			
ADP EFT DEPOSIT		-	
US TREAS DRAWDOWNS		2,916,020.41	
WIRE TRANSFERS		521,182.68	
TRSFER LINE OF CREDIT		-	
To Record Unreconciled Difference in General Cash - JV-019519		0.38	
FUNDS FROM OTHER GRANTS		56,210.68	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,218,961.03	
ADP PAYROLL 2/15/19		1,381,557.43	
ADP PAYROLL 3/1/19 - WITHDRAWN FROM BANK ON 2/28/2019		1,260,192.07	
EFTS FOR HRA/HSA/ STD/403B		280,489.82	
TO REIMBURSE INTERFUNDS FOR S/C CHGS (JUL-NOV 2018)		-	
REC LOAN PRINCIPAL/INT EXPENSES		32,104.45	
REPAY LINE OF CREDIT		900,000.00	
Payroll Taxes		1,800.05	
CLIENT ANALYSIS SERVICE CHARGE		1,201.12	
Beginning balance difference		0.30	
GENERAL LEDGER BALANCE AT	02/28/19		1,214,207.89
DIFFERENCE:			-
PREPARED BY:	Veronica Ipatzi	TITLE:	Accountant
		DATE:	03/14/2019
APPROVED BY:		TITLE:	Chief Financial Officer
		DATE:	03/14/2019

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	02/28/19	476,062.43
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	02/28/19	476,062.43

BALANCE PER G/L	01/31/19	535,665.95
ADD:		
DEPOSITS		0.00
INTEREST		93.11
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		59,696.63
BALANCE PER G/L	02/28/19	476,062.43

DIFFERENCE: 0.00

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

PREPARED BY: <u>Veronica Ipatzi</u>	TITLE: <u>Accountant</u>	DATE: <u>03/14/19</u>
APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>03/14/19</u>

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 02/28/19 514,934.86

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 02/28/19 514,934.86

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

ADD: DEPOSITS 372,383.00

INTEREST 79.41

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 102.82

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 450,552.04

BALANCE PER G/L 02/28/19 514,934.86

* 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: Veronica Ipatzi TITLE: Accountant DATE: 03/15/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 03/15/19

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	02/28/19	3,682.37
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	02/28/19	3,682.37

BALANCE PER GENERAL LEDGER	01/31/19	11,934.01
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		2,725.86
PAYPAL DEPOSIT		0.00
INTEREST		1.59
LESS: APPLIED MERCHANT DEBITS		1.78
CLIENT ANALYSIS SERVICE CHARGE		30.85
BANKCARD FEES		12.45
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		10,934.01
		0.00
BALANCE PER GENERAL LEDGER:	02/28/19	3,682.37

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.
 ** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.
 *** January 2018 name changed from HOPE Program Account to On-line Donations Account.

Difference: 0.00

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 03/15/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 03/15/19

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	02/28/19	270.09
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	02/28/19	270.09

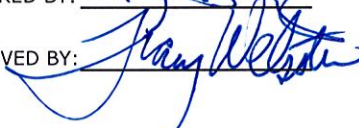
BALANCE PER G/L	01/31/19	160.33
------------------------	-----------------	---------------

ADD:	DEPOSITS	
	INTEREST	0.03
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	163.95
LESS:	CHECKS	0.00
	CLIENT ANALYSIS SERVICE CHARGE	54.22
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00

BALANCE PER G/L	02/28/19	270.09
------------------------	-----------------	---------------

DIFFERENCE: 0.00

PREPARED BY: 	TITLE: <u>Controller</u>	DATE: <u>03/14/19</u>
--	--------------------------	-----------------------

APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>03/14/19</u>
--	---------------------------------------	-----------------------

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ -
Yolanda Gonzales	Director of Head Start/State Child Development Programs	3,743.76
Emily Gonzalez Demont	Assistant Director - Grants Management	13,920.46
Ralph Martinez	Director of Community Development	292.53
Raymond Quan	Director of Human Resources	1,508.68
Pritika Ram	Director of Administration	1,048.35
Carmen Segovia	Director of Health & Nutrition Services	3,893.57
Jeremy Tobias	Chief Executive Officer	5,824.38
Emilio Wagner	Director of Operations	7,838.24
	Total	\$ 38,069.97



GLORIA BARBERO

Platinum Plus® for Business

January 22, 2019 - February 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 \$0.00

Minimum Payment Due \$0.00

Payment Due Date 03/20/19

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 \$240.00

Payments and Other Credits -\$240.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$0.00

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$0.00

Credit Limit \$5,000

Credit Available \$5,000.00

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
02/14	02/14	CA Banking Center payment	04506005750001168158467	= 240.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$240.00

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:

January 22, 2019 - February 21, 2019

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 03/20/19

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

January 22, 2019 - February 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				
02/04	02/01	TARGET 00013847 BAKERSFIELD CA	05410199032091012411975	- 75.06
02/06	02/04	JORONCO RENTALS INC BAKERSFIELD CA	85138509036900873800036	- 60.00
02/14	02/14	CA Banking Center payment	04506005760025168755400	- 6,364.75
02/15	02/09	HISTORIC MISSION INN RIVERSIDE CA	55436879045640404215308	- 624.84
		Arr: 02/09/19 Dep: 02/09/19 Inv: 29844355		
02/15	02/09	HISTORIC MISSION INN RIVERSIDE CA	55436879045640404215316	- 624.84

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$3,743.76

Minimum Payment Due \$37.44

Payment Due Date 03/20/19

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 \$6,364.75

Payments and Other Credits -\$7,749.49

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$5,128.50

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$3,743.76

Credit Limit \$10,000

Credit Available \$6,256.24

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Account Number:
January 22, 2019 - February 21, 2019

New Balance Total \$3,743.76

Minimum Payment Due \$37.44

Payment Due Date 03/20/19

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
		Arr: 02/09/19 Dep: 02/09/19 Inv: 29844356		
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$7,749.49
		Purchases and Other Charges		
01/24	01/23	TARGET 00027151 BAKERSFIELD CA	05410199023091007306603	1,693.46
01/24	01/23	BEST BUY 00008565 BAKERSFIELD CA	05410199023295065070627	1,315.76
01/24	01/23	THE UPS STORE 2179 BAKERSFIELD CA	55432869024200173699743	94.00
01/28	01/25	THE UPS STORE 2179 BAKERSFIELD CA	55432869026200616632630	188.00
01/28	01/25	THE UPS STORE 2179 BAKERSFIELD CA	55432869026200616632655	188.00
01/29	01/28	THE UPS STORE 2179 BAKERSFIELD CA	55432869029200207147417	94.00
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA	55432869037200109268600	351.08
		Arr: 02/03/19 Dep: 02/06/19 Inv: 045947		
02/08	02/07	MARRIOTT RIVERSIDE RIVERSIDE CA	55432869038200324369240	175.54
		Arr: 02/05/19 Dep: 02/07/19 Inv: 044861		
02/08	02/07	MARRIOTT RIVERSIDE RIVERSIDE CA	55432869038200324369257	175.54
		Arr: 02/05/19 Dep: 02/07/19 Inv: 044862		
02/08	02/06	HISTORIC MISSION INN RIVERSIDE CA	55436879038640383635764	416.56
		Arr: 02/03/19 Dep: 02/06/19 Inv: 29844350		
02/11	02/08	HISTORIC MISSION INN RIVERSIDE CA	55436879040640404213324	51.00
		Arr: 02/05/19 Dep: 02/08/19 Inv: 29844354		
02/15	02/13	DOUBLETREE PHNX TEMPE TEMPE AZ	45180139045051600074093	385.56
		Arr: 02/13/19 Dep: 02/13/19 Inv: 320322		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$5,128.50

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
January 22, 2019 - February 21,
2019

Platinum Plus® for Business

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 \$13,713.42
Overlimit Amount \$3,713.42
Minimum Payment Due \$3,850.55
Payment Due Date 03/20/19

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 \$307.81
Payments and Other Credits -\$514.85
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$13,920.46
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$13,713.42

Credit Limit \$10,000
Credit Available \$0.00
Statement Closing Date 02/21/19
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/04	02/01	TARGET 00013847 BAKERSFIELD CA	05410199032091012411967	- 179.04
02/14	02/13	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/13/19 Inv: 044378	55432869044100200072482	- 28.00
02/14	02/14	CA Banking Center payment	04506005760025169199178	- 307.81
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$514.85
Purchases and Other Charges				
01/24	01/23	TARGET 00013847 BAKERSFIELD CA	05410199023091008040516	1,180.02

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
January 22, 2019 - February 21, 2019

New Balance Total \$13,713.42
Minimum Payment Due \$3,850.55
Payment Due Date 03/20/19

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
01/24	01/24	TARGET.COM * 800-591-3869 MN	55310209024083045160003	75.00
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083045226399	335.50
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083045302927	71.31
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046113059	139.29
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046115781	48.23
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046342344	26.80
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046638451	621.62
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046640358	64.34
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046705755	32.15
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046838101	101.80
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046839703	167.17
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046874734	392.92
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046963586	579.05
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047035392	64.31
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047356046	268.01
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047743102	64.34
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047759512	373.06
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047793487	1,179.51
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047863256	109.33
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047870020	193.02
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083048127396	64.34
01/28	01/26	TARGET.COM * 800-591-3869 MN	55310209026083048730230	25.72
01/28	01/26	TARGET.COM * 800-591-3869 MN	55310209026083051051581	16.08
01/28	01/26	TARGET.COM * 800-591-3869 MN	55310209026083051257774	21.44
01/28	01/27	TARGET.COM * 800-591-3869 MN	55310209027083051446632	55.73
01/28	01/27	TARGET.COM * 800-591-3869 MN	55310209027083053670262	32.15
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 044333	55432869037200109268287	28.00
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 044378	55432869037200109268303	28.00
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045421	55432869037200109268527	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045933	55432869037200109268535	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045943	55432869037200109268584	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045946	55432869037200109268592	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045948	55432869037200109268618	365.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045950	55432869037200109268626	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045951	55432869037200109268634	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045952	55432869037200109268642	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045958	55432869037200109268659	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/04/19 Dep: 02/06/19 Inv: 046039	55432869037200109268691	351.08
02/11	02/08	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/08/19 Inv: 042295	55432869039200544641427	351.08
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045949	55432869040200764879589	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045954	55432869040200764879597	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045955	55432869040200764879605	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045956	55432869040200764879613	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 046057	55432869040200764879712	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 046059	55432869040200764879720	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 046207	55432869040200764879738	526.62
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$13,920.46



RALPH MARTINEZ

Platinum Plus® for Business

January 22, 2019 - February 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 \$292.53

Minimum Payment Due \$10.00**Payment Due Date 03/20/19**

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 \$601.24

Payments and Other Credits -\$601.24

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$292.53

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

New Balance Total \$292.53

Credit Limit \$10,000

Credit Available \$9,707.47

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/14	02/14	CA Banking Center payment	04506005750015169013950	- 601.24
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$601.24
Purchases and Other Charges				
02/13	02/12	DNH*GODADDY.COM 480-5058855 AZ	75418239043068145218978	91.08
02/14	02/14	DISPLAYS2GO 401-247-0333 MA	55432869045100672297350	189.28
02/15	02/14	DNH*GODADDY.COM 480-5058855 AZ	75418239045068239048586	12.17
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$292.53

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796RALPH MARTINEZ
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$292.53

Minimum Payment Due \$10.00**Payment Due Date 03/20/19****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



RAYMOND T QUAN

Platinum Plus® for Business

January 22, 2019 - February 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
		Purchases and Other Charges		
02/14	02/13	WIPFLILLP 7158437449 WI	55429509044894869588682	1,325.00
02/15	02/13	CAESARS PLACE ADV RSVN 8662094732 NV	55310209046006153828289	183.68
		Arr: 02/12/19 Dep: 02/13/19 Inv: 0008709376		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,508.68

Payment Information

New Balance Total \$1,508.68

Minimum Payment Due \$15.09**Payment Due Date 03/20/19****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 \$0.00

Payments and Other Credits \$0.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,508.68

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

New Balance Total \$1,508.68

Credit Limit \$10,000

Credit Available \$8,491.32

Statement Closing Date 02/21/19

Days in Billing Cycle 31

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796RAYMOND T QUAN
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651Account Number:
January 22, 2019 - February 21, 2019

New Balance Total \$1,508.68

Minimum Payment Due \$15.09**Payment Due Date 03/20/19****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



CARMEN SEGOVIA

Platinum Plus® for Business January 22, 2019 - February 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				
02/14	02/14	CA Banking Center payment	04506005750001168625218	- 3,964.92
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$3,964.92
Purchases and Other Charges				
01/23	01/22	TARGET 00006148 BAKERSFIELD CA	05410199022091017115060	246.90
01/23	01/22	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369023837000178695	133.31
01/29	01/28	NATIONAL WIC ASSOC 2022325492 DC	55429509029637623405647	200.00
01/30	01/28	ECONO LODGE 9162338453 CA	55310209029750986060369	67.93

Payment Information

New Balance Total \$3,893.57

Minimum Payment Due \$38.94

Payment Due Date 03/20/19

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 \$3,964.92

Payments and Other Credits - \$3,964.92

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$3,892.37

Fees Charged \$1.20

Finance Charge \$0.00

New Balance Total \$3,893.57

Credit Limit \$20,000

Credit Available \$16,106.43

Statement Closing Date 02/21/19

Days in Billing Cycle 31

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
January 22, 2019 - February 21, 2019

New Balance Total \$3,893.57

Minimum Payment Due \$38.94

Payment Due Date 03/20/19

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
01/30	01/28	Arr: 01/27/19 Dep: 01/28/19 Inv: 0398606036 ECONO LODGE 9162338453 CA	55310209029750986063835	67.93
01/30	01/29	Arr: 01/27/19 Dep: 01/28/19 Inv: 0398606383 AMZN MKTP US*MB2Z907F1 AMZN.COM/BILLWA	55310209029083701577065	186.71
01/31	01/30	ONLINE VITAL US BADALONA ESP	75207299030210080965544	39.95
01/31	01/30	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369031837000193298	126.26
02/04	02/03	AMZN MKTP US*MB7TB6DA2 AMZN.COM/BILLWA	55310209034083708710381	137.46
02/05	02/05	AMZN Mktp US*MB9EJ7SJ2 Amzn.com/billWA	55432869036200751266846	40.64
02/06	02/05	ABBOTT LABORATORIES 800-258-7677 OH	55432869036200833768959	539.98
02/08	02/06	PROMOTIONS NOW MOORESTOWN NJ	25247809038000622111177	1,274.29
02/11	02/07	TOASTMASTERS RENEW WEB 7024395050 CO	55460299040207787206190	80.00
02/18	02/15	TARGET 00025247 BAKERSFIELD CA	05410199046091017392760	237.93
02/18	02/15	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369047837000352862	90.65
02/18	02/15	OFFICEMAX/DEPOT 6235 BAKERSFIELD CA	05436849047200041159017	24.69
02/21	02/20	TARGET 00006148 BAKERSFIELD CA	05410199051091017249194	170.94
02/21	02/20	WM SUPERCENTER #1624 BAKERSFIELD CA	05436849052400033151954	10.96
02/21	02/20	WALGREENS #3294 BAKERSFIELD CA	05436849052000324432939	215.84
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$3,892.37
Fees Charged				
01/31	01/31	INTERNATIONAL TRANSACTION FEE	75207299030210080965544	1.20
TOTAL FEES FOR THIS PERIOD				\$1.20

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

January 22, 2019 - February 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				
02/14	02/14	CA Banking Center payment	04506005760037168884585	- 1,596.51
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,596.51
Purchases and Other Charges				
01/24	01/23	KIMS FLORIST 8005806298 CA	55429509023637415937175	86.50
01/25	01/23	AMERICAN 00123328542525 8004337300 TX TOBIAS/JEREMY 00123328542525	55310209024978000514492	651.60

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 \$5,824.38
Minimum Payment Due \$58.24
Payment Due Date 03/20/19

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 \$1,596.51
Payments and Other Credits -\$1,596.51
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$5,824.38
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$5,824.38

Credit Limit \$10,000
Credit Available \$4,175.62
Statement Closing Date 02/21/19
Days in Billing Cycle 31

Account Number:
January 22, 2019 - February 21, 2019

New Balance Total \$5,824.38
Minimum Payment Due \$58.24
Payment Due Date 03/20/19

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
		Departure Date: 03/18/19 Airport Code: BFL		
		AA G DFW		
		Departure Date: 03/18/19 Airport Code: DFW		
		AA G DCA		
		Departure Date: 03/21/19 Airport Code: DCA		
		AA Q DFW		
		Departure Date: 03/21/19 Airport Code: DFW		
		AA Q BFL		
01/25	01/24	NCAF 2028422092 VA	55429509024894159422661	775.00
01/31	01/30	FOOD-EX BAKERSFIELD CA	25247809030002895111270	290.54
02/04	02/01	SPA AND EQUIPMENT 818-834-6643 CA	55310209032083710613823	41.63
02/05	02/04	CONROYS FLOWERS F-73 BAKERSFIELD CA	85500599035900016715101	79.48
02/06	02/05	FOOD-EX BAKERSFIELD CA	25247809036000473082073	358.15
02/11	02/07	CONROYS FLOWERS F-73 BAKERSFIELD CA	85500599039900017016638	79.48
02/18	02/15	WIPFLILLP 7158437449 WI	55429509046894936028058	1,325.00
02/18	02/15	WIPFLILLP 7158437449 WI	55429509046894936273381	1,325.00
02/18	02/15	CALCAPA 9164431721 CA	55429509046637402623310	12.00
02/18	02/15	KERN EDC BAKERSFIELD CA	55207399047000046150039	800.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$5,824.38

Finance Charge Calculation

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

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

January 22, 2019 - February 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 \$7,838.24
Minimum Payment Due \$78.38
Payment Due Date 03/20/19

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 \$4,168.88
Payments and Other Credits -\$4,168.88
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$7,838.24
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$7,838.24

Credit Limit \$10,000
Credit Available \$2,161.76
Statement Closing Date 02/21/19
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/14	02/14	CA Banking Center payment	04506005760025168334156	- 4,168.88
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$4,168.88
Purchases and Other Charges				
01/28	01/25	DNH*GODADDY.COM 480-5058855 AZ	75418239025067196489704	176.70
01/28	01/25	DNH*GODADDY.COM 480-5058855 AZ	75418239025067196660254	301.60
01/31	01/30	PAYPAL *KERNCOUNTYC 4029357733 CA	55429509030894370226653	484.95
02/01	01/31	NONPROFITWEBADVISOR.CO 5127031526 TX	55480779031200585900013	299.00

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

Account Number:
January 22, 2019 - February 21, 2019

New Balance Total \$7,838.24
Minimum Payment Due \$78.38
Payment Due Date 03/20/19

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

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
02/04	01/31	SHRM*ANNUAL700079128 1800444500 VA	55207399032910155532073	1,885.00
02/04	02/01	RUSTYS PIZZA PARLOR 11 BAKERSFIELD CA	25247809034000268025206	651.39
02/13	02/12	ONESTEPGPS.COM 18186592031 CA	55429509043717544521961	209.25
02/14	02/13	WIPFLILLP 7158437449 WI	55429509044894867250285	2,650.00
02/14	02/13	AATRIX SOFTWARE 7017466814 ND	55480779045286041193750	14.95
02/18	02/15	WIPFLILLP 7158437449 WI	55429509046894936981363	720.00
02/21	02/20	MINDBODY, INC 805-4762700 CA	85454919051900011642875	445.40
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$7,838.24

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 (12 OF 12 MONTHS OR 100.0%)

Line Item	2018/19 Budget	3/1/18 - 2/28/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,265,857	1,501,323	118.6%	(235,466)
Head Start Subsidy	<u>1,151,461</u>	<u>919,979</u>	79.9%	<u>231,482</u>
Total Revenue	<u>2,417,318</u>	<u>2,421,302</u>	100.2%	<u>(3,984)</u>
Expenditures (Note B)				
Salaries	557,792	661,125	118.5%	(103,333)
Benefits	167,338	215,672	128.9%	(48,334)
Vehicle Gasoline, Repair/Maintenance	70,000	58,807	84.0%	11,193
Space Costs	101,200	83,632	82.6%	17,568
Supplies - Office & Food Service	114,900	147,554	128.4%	(32,654)
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	29,438	490.6%	(23,438)
Communication	13,000	10,012	77.0%	2,988
Risk Insurance	12,700	10,572	83.2%	2,128
Printing	1,700	769	45.2%	931
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>862,344</u>	113.0%	<u>(98,926)</u>
Sub Total	1,822,016	2,087,897	114.6%	(265,881)
Adult Meals Prepared	188,000	184,345	98.1%	3,655
Indirect	<u>219,302</u>	<u>149,060</u>	68.0%	<u>70,242</u>
Total Expenditures	<u>2,229,318</u>	<u>2,421,302</u>	108.6%	<u>(191,984)</u>

	Prior Period	February	Cum
Total Meals Prepared and Vended (Note C)	831,731	95,707	927,438
Total Meals Claimed	<u>631,111</u>	<u>71,070</u>	<u>702,181</u>
Difference	200,620	24,637	225,257

Percentage Claimed to Prepared/Vended	75.9%	74.3%	75.7%
---------------------------------------	-------	-------	-------

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 (7 OF 12 MONTHS = 58.33%)

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	\$ 548,867	\$ 515,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,605,546		
Addl. Family Fees	<u>7,417</u>	<u>10,702</u>	<u>11,206</u>	<u>8,219</u>	<u>9,327</u>	<u>8,664</u>	<u>8,769</u>	-	-	-	-	-	<u>64,304</u>		
Net Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 523,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,669,850	85.57%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		52.59%
Administration & Support Services Revenue															
Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 523,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,669,850		
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>\$ 117,231</u>	<u>\$ 118,264</u>	<u>\$ 111,130</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 778,452</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,567	88,735	61,862	69,199	61,365	63,573	70,624	-	-	-	-	-	461,925	10.77%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,595	57,926	-	-	-	-	-	399,847	3.66%	
Total Operating Costs	<u>-</u>	<u>-</u>	<u>(56,318)</u>	<u>-</u>	<u>-</u>	<u>(186,689)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(243,007)</u>		
	\$ 88,927	\$ 147,318	\$ 64,260	\$ 131,020	\$ 121,210	\$ 67,521	\$ 128,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 618,765	14.43%	
Revenue Earned Over/(Under) Costs	<u>\$ (5,989)</u>	<u>\$ (38,226)</u>	<u>\$ 55,959</u>	<u>\$ (11,442)</u>	<u>\$ (3,979)</u>	<u>\$ 180,785</u>	<u>\$ (17,420)</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159,688		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 479,918</u>	<u>\$ 661,610</u>	<u>\$ 631,009</u>	<u>\$ 694,745</u>	<u>\$ 673,873</u>	<u>\$ 495,010</u>	<u>\$ 652,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,288,615</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	3,669,850
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>778,452</u>

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)	<u>8,457,805</u>	<u>100.00%</u>

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 (8 OF 12 MONTHS = 66.67%)**

	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	3,672	-	-	-	-	39,054	
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	\$ 176,177	\$ -	\$ -	\$ -	\$ -	\$ 1,873,834	63.67%
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	6,446	7,383	7,186	-	-	-	-	46,294	
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	\$ 311,217	\$ 356,458	\$ 346,963	\$ -	\$ -	\$ -	\$ -	\$ 2,235,081	71.38%
Maximum Reimbursable Amount (MRA)													\$3,131,270	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	422	-	-	-	-	3,628	
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	\$ 20,271	\$ -	\$ -	\$ -	\$ -	\$ 174,080	68.43%
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: February 2019		
Program/Work Unit: Not Applicable		Controller: Kam Taing		
Services: Overall financial and accounting functions of the organization				
Activities	February 2019		Year to Date (3/1/18 -02/28/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	9	2,013,428	80	23,776,025
Wire Deposits	3	56,211	41	543,068
Head Start/IRS Drawdowns	4	2,909,748	60	33,600,307
Vendor Checks Issued	881	2,218,961	10,943	26,608,315
Payroll Disbursed		2,697,706		30,696,134
Grant Reports Prepared in January 2019	12		182	
Cal EITC				
Cal Fresh Outreach				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2017				
LIHEAP 2018				
LIHEAP 2019				
Realignment for Success				
United Way CES				
WIC				

Other: Total Division Staffing: 11 + 1 vacancies – 1 Accountant

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 (AUDITED) 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 (AUDITED) 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 FEBRUARY 28, 2019

ASSETS

Cash in Bank	2,990,247
Cash - Vacation Reserve	475,696
Petty Cash	500
Accounts Receivable	2,223,043
Travel Advance	1,965
Prepaid Expense	333,732
Inventory	1,243,614
Net Fixed Assets - Unrestricted	2,223,684
Net Fixed Assets - Restricted	<u>8,636,028</u>

Total Assets 18,128,509

LIABILITIES AND NET ASSETS

Accounts Payable	823,817
Accrued Expenses	1,305,223
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	1,689
Deferred Revenue	<u>439,063</u>

Total Liabilities 6,000,982

Total Net Assets 12,127,527

Total Liabilities and Net Assets 18,128,509

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE

Grant Revenue	57,174,257
Donations	144,843
Other Revenue	5,738,189
In-Kind	<u>8,967,293</u>

Total Revenue 72,024,581

EXPENDITURES

Salaries	29,003,410
Benefits	8,396,158
Travel	611,902
Space Costs	4,885,867
Supplies	2,018,409
Consultant/Contract Services	2,319,211
Other Costs	2,389,643
Program Costs	7,425,092
Capital Expenditures	684,680
Indirect	5,191,897
In-Kind	<u>8,967,293</u>

Total Expenditures 71,893,562

Net Change in Assets 131,019

Net Assets, beginning 11,996,508

Net Assets, ending 12,127,527

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	26,214,998	24,967,365	1,247,633	95%
BENEFITS	7,989,374	7,491,068	498,306	94%
TRAVEL	536,271	540,362	(4,091)	101%
SPACE COST	3,764,605	3,979,321	(214,716)	106%
SUPPLIES	1,706,041	1,889,061	(183,020)	111%
EQUIPMENT	211,038	684,680	(473,642)	324%
CONSULTANT/CONTRACT SERVICES	1,554,462	1,500,465	53,997	97%
OTHER COSTS	2,179,160	2,096,689	82,471	96%
PROGRAM COSTS	8,691,790	7,419,856	1,271,934	85%
INDIRECT	5,032,142	5,191,897	(159,755)	103%
TOTAL	57,879,881	55,760,763	2,119,118	96%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	19,248,046	753,268	96%
BENEFITS	6,306,887	5,918,784	388,103	94%
TRAVEL	323,189	329,399	(6,210)	102%
SPACE COST	2,763,629	3,003,239	(239,610)	109%
SUPPLIES	1,391,790	1,518,693	(126,903)	109%
EQUIPMENT	113,310	677,409	(564,099)	598%
CONSULTANT/CONTRACT SERVICES	697,686	687,111	10,575	98%
OTHER COSTS	1,273,028	1,184,720	88,308	93%
PROGRAM COSTS	6,935,676	5,814,006	1,121,670	84%
INDIRECT	3,489,828	3,724,779	(234,951)	107%
TOTAL	43,296,337	42,106,187	1,190,150	97%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	3,109,363	322,507	91%
BENEFITS	981,090	852,259	128,831	87%
TRAVEL	106,391	119,597	(13,206)	112%
SPACE COST	576,555	557,480	19,075	97%
SUPPLIES	214,757	262,941	(48,184)	122%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	3,439	7,861	30%
OTHER COSTS	310,015	330,679	(20,664)	107%
PROGRAM COSTS	1,235,539	1,126,572	108,967	91%
INDIRECT	604,331	551,301	53,030	91%
TOTAL	7,569,576	6,920,902	648,674	91%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,480,000	1,431,553	48,447	97%
BENEFITS	377,000	350,475	26,525	93%
TRAVEL	60,000	53,355	6,645	89%
SPACE COST	180,000	175,998	4,002	98%
SUPPLIES	50,000	52,358	(2,358)	105%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	800,000	798,652	1,348	100%
OTHER COSTS	455,000	458,706	(3,706)	101%
PROGRAM COSTS	490,000	460,340	29,660	94%
INDIRECT	380,000	368,191	11,809	97%
TOTAL	4,272,000	4,149,629	122,371	97%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	535,126	116,878	82%
BENEFITS	150,654	164,956	(14,302)	109%
TRAVEL	32,701	29,684	3,017	91%
SPACE COST	102,402	96,575	5,827	94%
SUPPLIES	25,419	38,335	(12,916)	151%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	9,216	34,010	21%
OTHER COSTS	66,152	56,878	9,274	86%
PROGRAM COSTS	20,025	13,488	6,537	67%
INDIRECT	101,673	91,579	10,094	90%
TOTAL	1,194,256	1,035,837	158,419	87%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	645,810	640,786	5,024	99%
BENEFITS	172,918	204,247	(31,329)	118%
TRAVEL	13,990	8,326	5,664	60%
SPACE COST	137,819	143,803	(5,984)	104%
SUPPLIES	21,875	14,423	7,452	66%
EQUIPMENT	-	-	-	
CONSULTANT/CONTRACT SERVICES	2,250	2,046	204	91%
OTHER COSTS	48,705	37,552	11,153	77%
PROGRAM COSTS	10,550	2,733	7,817	26%
INDIRECT	452,760	452,760	-	100%
TOTAL	1,506,677	1,506,677	0	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)

	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	2,311	(111)	105%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	28,152	(1,892)	107%
PROGRAM COSTS	0	2,717	(2,717)	#####
INDIRECT	3,550	3,287	263	93%
TOTAL	41,035	41,532	(497)	101%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (12 OF 12 MONTHS = 100.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 5,191,897	102.6%	\$ (132,308)
Expenditures				
Salaries	2,820,260	2,618,644	92.9%	201,616
Benefits @ 24.11% actual	<u>674,091</u>	<u>577,772</u>	<u>85.7%</u>	<u>96,319</u>
Total Personnel Costs	3,494,351	3,196,416	91.5%	297,935
Operating Costs				
Travel	90,750	68,635	75.6%	22,115
Space Costs	187,900	195,085	103.8%	(7,185)
Supplies	138,400	112,934	81.6%	25,466
Consultant/Contract	630,725	803,605	127.4%	(172,880)
Other Operating Costs	<u>363,950</u>	<u>271,992</u>	<u>74.7%</u>	<u>91,958</u>
Total Operating Costs	1,411,725	1,452,251	102.9%	(40,526)
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 4,648,667</u>	<u>94.8%</u>	<u>\$ 257,409</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 543,230</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 1,153,545	94.3%	\$ 69,920
Operations	1,394,366	1,345,007	96.5%	49,359
Executive	536,935	562,109	104.7%	(25,174)
Community Development	704,410	595,438	84.5%	108,972
Finance	<u>1,046,900</u>	<u>992,568</u>	<u>94.8%</u>	<u>54,332</u>
	<u>\$ 4,906,076</u>	<u>\$ 4,648,667</u>	<u>94.8%</u>	<u>\$ 257,409</u>

Prepared Date: 03/12/2019