

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
April 17, 2019
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Janea Benton
Jimmie Childress

Guadalupe Perez
Ana Vigil

3. **Approval of Agenda**

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

5. **New Business**

- a. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 3-8)**
 - 1. California Board of State & Community Corrections (BSCC) for Youth Investment Grant to benefit Friendship House Community Center and Shafter Youth Center.
 - 2. Kern County DHS for a Mentoring Project to Benefit Friendship House Community Center and Shafter Youth Center.
 - 3. Virginia & Alfred Harrel Foundation for a Truck to Benefit the Food Bank.
- b. Head Start and Early Head Start Budget to Actual Reports – Tracy Webster, Chief Financial Officer – **Info Item**
 - 1. Kern Head Start Budget to Actual for the Period Ended February 28, 2019 (interim) **(p. 9-11)**
 - 2. Kern Head Start Budget to Actual for the Period Ended March 31, 2019 **(p. 12-14)**
 - 3. Kern Early Head Start Budget to Actual for the Period Ended February 28, 2019 (interim) **(p. 15-17)**
 - 4. Kern Early Head Start Budget to Actual for the Period Ended March 31, 2019 **(p. 18-21)**
 - 5. San Joaquin Early Head Start Budget to Actual for the Period Ended March 31, 2019 **(p. 22-25)**
 - 6. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended March 31, 2019 **(p. 26-28)**
- c. Resolution to Approve the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1 – Emilio Wagner, Director of Operations – **Action Item (p. 29-48)**
- d. Energy Department Budget Revision – Emilio Wagner, Director of Operations – **Action Item (p. 49)**

6. **Chief Financial Officer Report**

- a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item (p. 50)**
- b. Financial Statements, March 2019 – Tracy Webster, Chief Financial Officer - **Action Item (p. 51-95)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, May 22, 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 April 12, 2019. Paula Daoutis, Administrative Coordinator.

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

Approved Date	Submission Date	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	11/30/2018	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 EKERC, 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	2/14/2019	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
3/27/2019	3/15/2019	Kern Family Health Care	EKERC Emergency Closeout	\$ 2,000
3/27/2019	3/16/2019	Kern Family Health Care	SYC Museum on the Move	\$ 2,000
3/27/2019	3/17/2019	Kern Family Health Care	FHCC Museum on the Move	\$ 2,000
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	\$ 225,000
3/27/2019	3/29/2019	Borax Visitors Center Foundation	EKERC Health Link	\$ 3,000

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

Approved Date	Notification Date	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 Application	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 -March 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
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	\$458,293
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRFC, FHCC, &SYC	\$158,400

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: Youth Reinvestment Grant 2019

Funder Name: CA Board of State and
Community Corrections (BSCC)

Grant Program Name: FHCC, SYC

Funding Period: 07/01/2019-2/28/24

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible
Angelica Nelson

☒ **New Funding.**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to California Board of State and Community Corrections in partnership with the County of Kern Department of Human Services, Reach for Greatness Ministries, and Garden Pathways for \$750,000, of which CAPK will be eligible to receive \$250,000 (over 4 yrs and 8mo.)

The Kern County Youth Reinvestment Project will serve youth (including Native American Youth) age 8 to 18, (or 18+ plus years with continued juvenile justice system involvement) with community-based diversion programs at the CAPK Friendship House Community Center and Shafter Youth Center. Programs will be evidenced-based and include mentoring, cognitive behavioral therapy, case management, and care coordination using a coordinated youth diversion model with a centralized referral system utilizing existing Realignment and Community Corrections Partnerships in the County of Kern.

B. Use of Funds:

The requested funds of up to \$250,000 will be used to cover personnel costs; staff mileage; and general program supplies.

C. Approvals:

1. _____
Division Director Date

2. E. J. Noy For Ralph Martinez 4/2/19
Director of Community Development Date

3. [Signature] 4/2/19
Chief Financial Officer Date

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

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: Kern County Mentoring Project

Funder Name: Kern County DHS

Grant Program Name: FHCC, SYC

Funding Period: 07/01/2019-6/30/2020

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible
Angelica Nelson

☒ **New Funding.**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

The CAPK Friendship House and Shafter Youth Center will request \$158,400 from Kern County Department of Human Services to provide mentoring, outreach and afterschool programs for youth at the Centers.

The program will increase healthy self-image, increase academic attainment, and prevent community violence/bullying for 100 at-risk youth, per year. The mentoring services will improve life skills, goal setting, job preparation, and college and career planning for older youth. These services will offer participants the opportunity to have a productive, stable role model in their lives and will keep them moving on the path toward self-sufficiency.

B. Use of Funds:

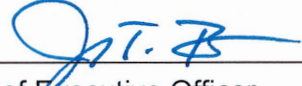
The requested funds will be used to cover personnel costs; staff mileage; general program supplies; client transportation; and outreach materials.

C. Approvals:

1. _____
Division Director Date

2.  For Ralph Martinez 4/2/19
Director of Community Development Date

3.  4/2/19
Chief Financial Officer Date

4.  4/3/19
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: Food Bank Truck

Funder Name: Virginia and Alfred Harrel
Foundation

Grant Program Name: Food Bank

Funding Period: 6/1/2019 – 12/31/2019

CFDA N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to the Virginia and Alfred Harrel Foundation for up to \$35,000 for a full-size pick-up truck for the CAPK Food Bank.

The truck will be used to assist with food and commodity deliveries to partner pantry/commodity sites and picking up donations from corporate, agriculture and farm-based donors. Food Bank vehicles are necessary to daily operations and many of the current vehicles are older and are experiencing frequent and costly repairs, with high mileage—posing added costs and safety concerns for staff transporting food and other commodities to benefit the community.

B. Use of Funds:

The requested funds will be used to purchase one truck including tax, license, and registration fees.

C. Approvals:

1. Carmen Segovia 4-2-19
Division Director Date

2. E. J. Unger For Ralph Martinez 4/2/19
Director of Community Development Date

3. Jaime Orona 4/2/19
Chief Financial Officer Date

4. J. T. B. 4/3/19
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 (Interim) – **Info Item**

Date: April 17, 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

Overall expenditures are at 100% of the budget.

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 04/09/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	10,669,435	(71,625)	101%	-1%
FRINGE BENEFITS	3,337,685	3,249,493	88,192	97%	3%
TRAVEL	5,000	11,481	(6,481)	230%	-130%
EQUIPMENT	222,520	152,379	70,141	68%	32%
SUPPLIES	886,988	960,193	(73,205)	108%	-8%
CONTRACTUAL	126,502	109,624	16,878	87%	13%
OTHER	3,760,375	3,738,663	21,712	99%	1%
INDIRECT	1,826,701	1,730,144	96,557	95%	5%
TOTAL BASE FUNDING	20,763,581	20,621,413	142,168	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	141,736	9,051	94%	6%
INDIRECT	22,652	22,551	101	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	249,118	50	100%	0%

CARRYOVER

EQUIPMENT	134,000	133,999	1	100%	0%
OTHER	343,802	343,545	257	100%	0%
INDIRECT	34,380	34,359	21	100%	0%
TOTAL CARRYOVER	512,182	511,902	280	100%	0%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	21,382,433	142,498	99%	1%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

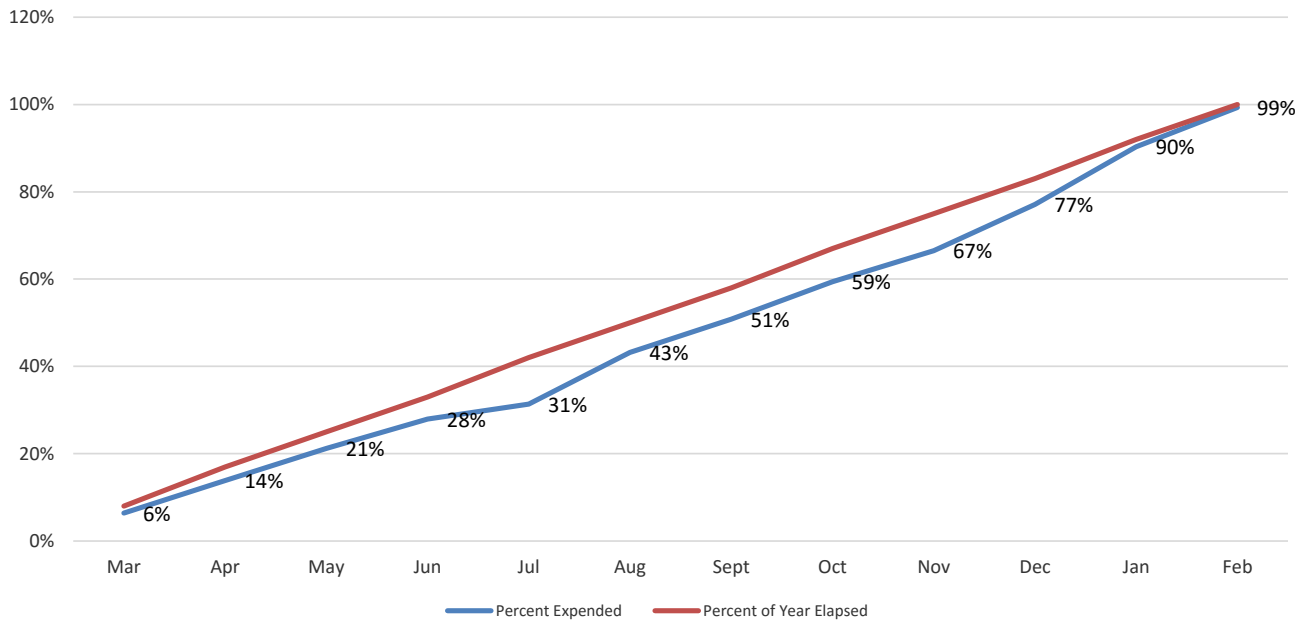
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,565	4,174,861	(1,536,296)	158%	-58%
CALIF DEPT OF ED	3,804,474	4,252,833	(448,359)	112%	-12%
TOTAL NON-FEDERAL	6,443,039	8,427,694	(1,984,655)	131%	-31%

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

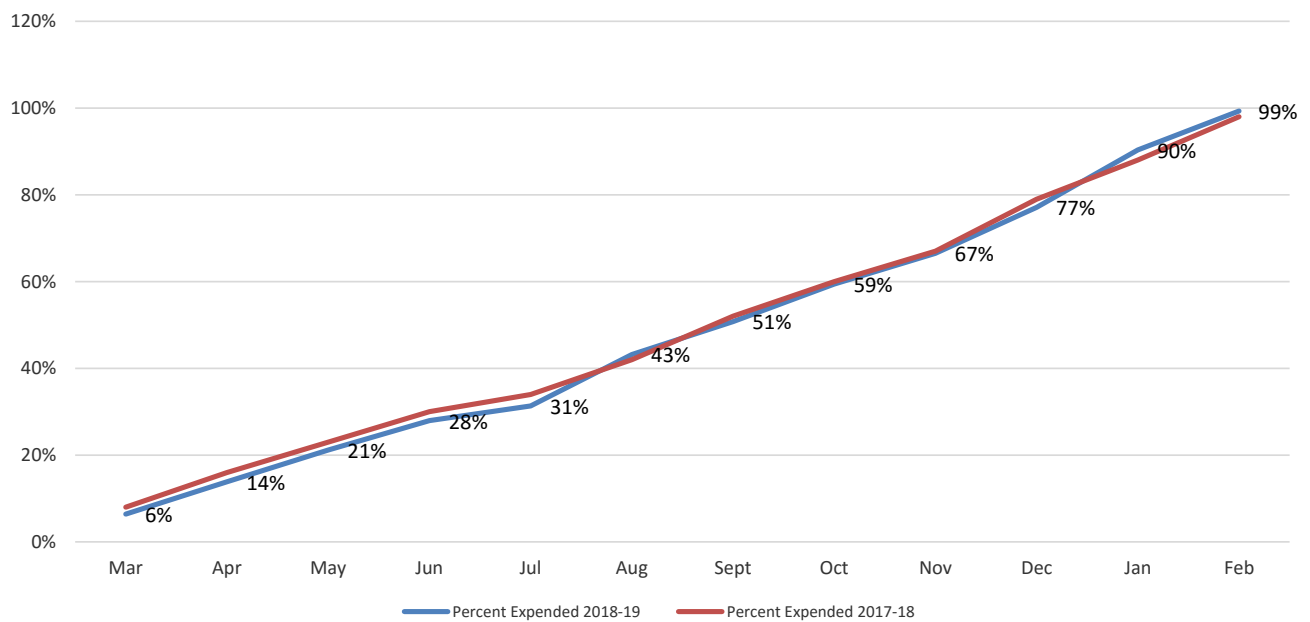
Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Administrative Cost for HS and EHS Kern 8.5%

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 (Interim) – **Info Item**

Date: April 17, 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 99% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 98% of the budget.

Carryover

Expenditures are at 100% of the budget.

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%)

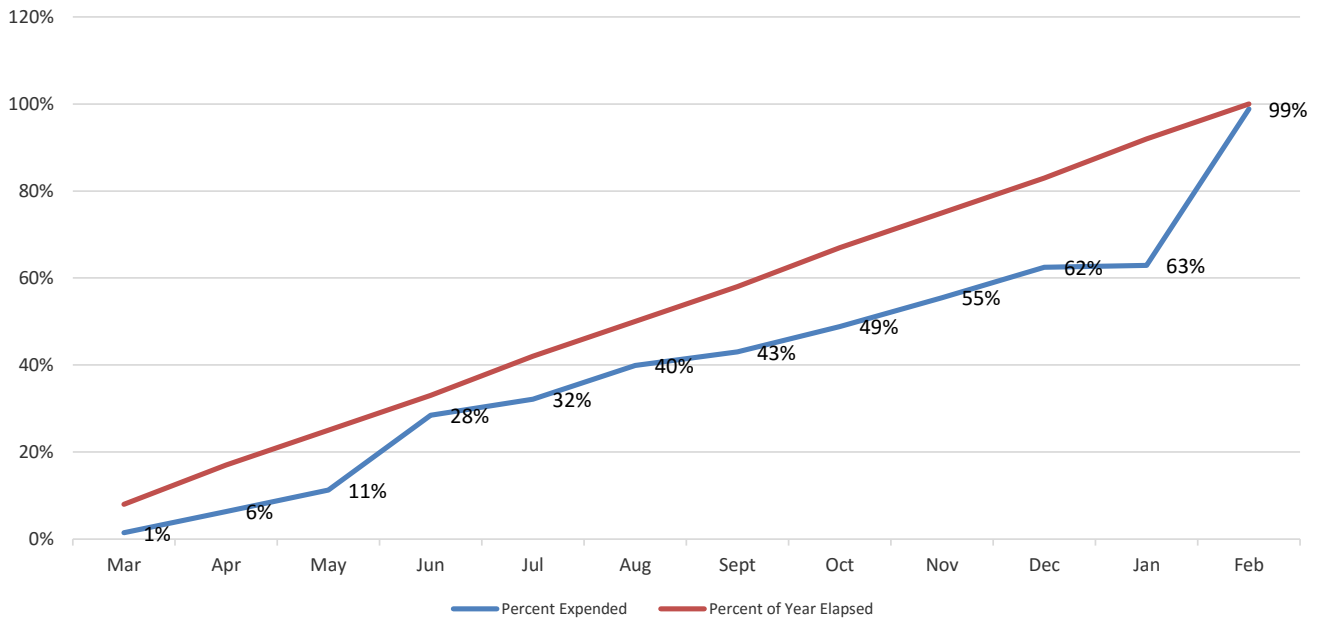
Prepared 04/09/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,004,602	1,852,302	152,300	92%	8%
FRINGE BENEFITS	655,042	571,020	84,022	87%	13%
EQUIPMENT	247,240	251,928	(4,688)	102%	-2%
SUPPLIES	263,896	495,639	(231,743)	188%	-88%
CONTRACTUAL	22,328	17,137	5,191	77%	23%
OTHER	535,893	525,875	10,018	98%	2%
INDIRECT	364,220	331,646	32,574	91%	9%
TOTAL BASE FUNDING	4,093,221	4,045,546	47,675	99%	1%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	10,768	24,562	30%	70%
SUPPLIES	4,020	10,933	(6,913)	272%	-172%
CONTRACTUAL	3,656	3,347	309	92%	8%
OTHER	45,179	62,634	(17,455)	139%	-39%
INDIRECT	8,819	7,269	1,550	82%	18%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	94,951	2,053	98%	2%
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	4,197,497	49,728	99%	1%

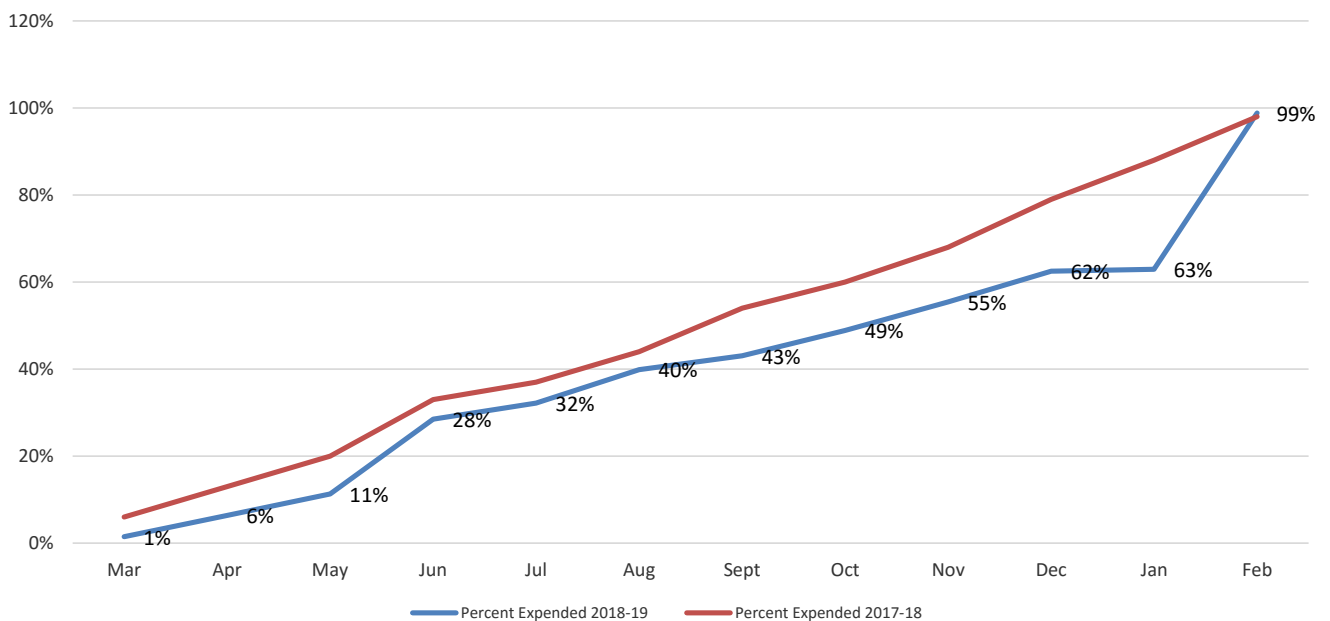
Budget reflects Notice of Award #09CH9142-05-05 (adjusted for Child Care Food Subsidy)

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

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 March 31, 2019 – **Info Item**

Date: April 17, 2019

Pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Head Start a four-month extension of its current award. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2019 through March 31, 2019. One month (25%) of the four-month budget period has elapsed.

Base Funds

Overall expenditures are at 19% of the budget, which is on trend with expenditures for the first quarter of last year.

Training & Technical Assistance Funds

Overall expenditures are at 22% of the budget. Staff have identified all training costs for the four-month budget period, which will fully exhaust these funds

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

Non-Federal share is at 42% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2019 - June 30, 2019

Report Period: March 1, 2019 - March 31, 2019

Month 1 of 4 (25%)

Prepared 04/10/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,699,990	762,614	2,937,376	21%	79%
FRINGE BENEFITS	1,224,686	282,252	942,434	23%	77%
TRAVEL	1,667	0	1,667	0%	100%
SUPPLIES	336,101	32,373	303,728	10%	90%
CONTRACTUAL	32,134	2,716	29,418	8%	92%
OTHER	1,128,654	166,513	962,141	15%	85%
INDIRECT	620,467	118,553	501,914	19%	81%
TOTAL BASE FUNDING	7,043,699	1,365,022	5,678,677	19%	81%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	15,315	3,726	11,589	24%	76%
SUPPLIES	6,947	3,682	3,265	53%	47%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	9,471	40,791	19%	81%
INDIRECT	7,551	1,688	5,863	22%	78%
TOTAL TRAINING & TECHNICAL ASSISTANCE	83,056	18,566	64,490	22%	78%

GRAND TOTAL HS FEDERAL FUNDS	7,126,755	1,383,588	5,743,167	19%	81%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	660,015	373,364	286,651	57%	43%
CALIF DEPT OF ED	1,476,898	527,433	949,465	36%	64%
TOTAL NON-FEDERAL	2,136,913	900,797	1,236,116	42%	58%

Budget reflects Notice of Award #09CH9142-06-01 (adjusted for Child Care Food Subsidy).

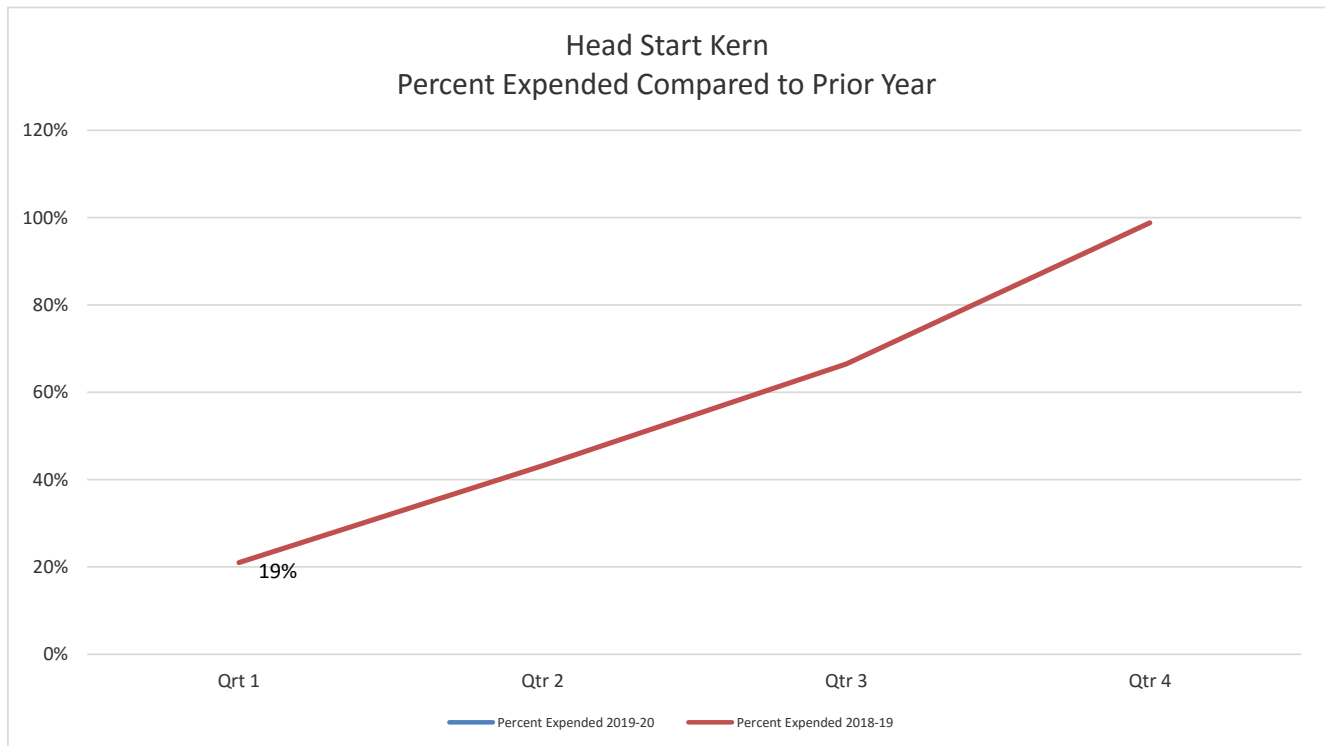
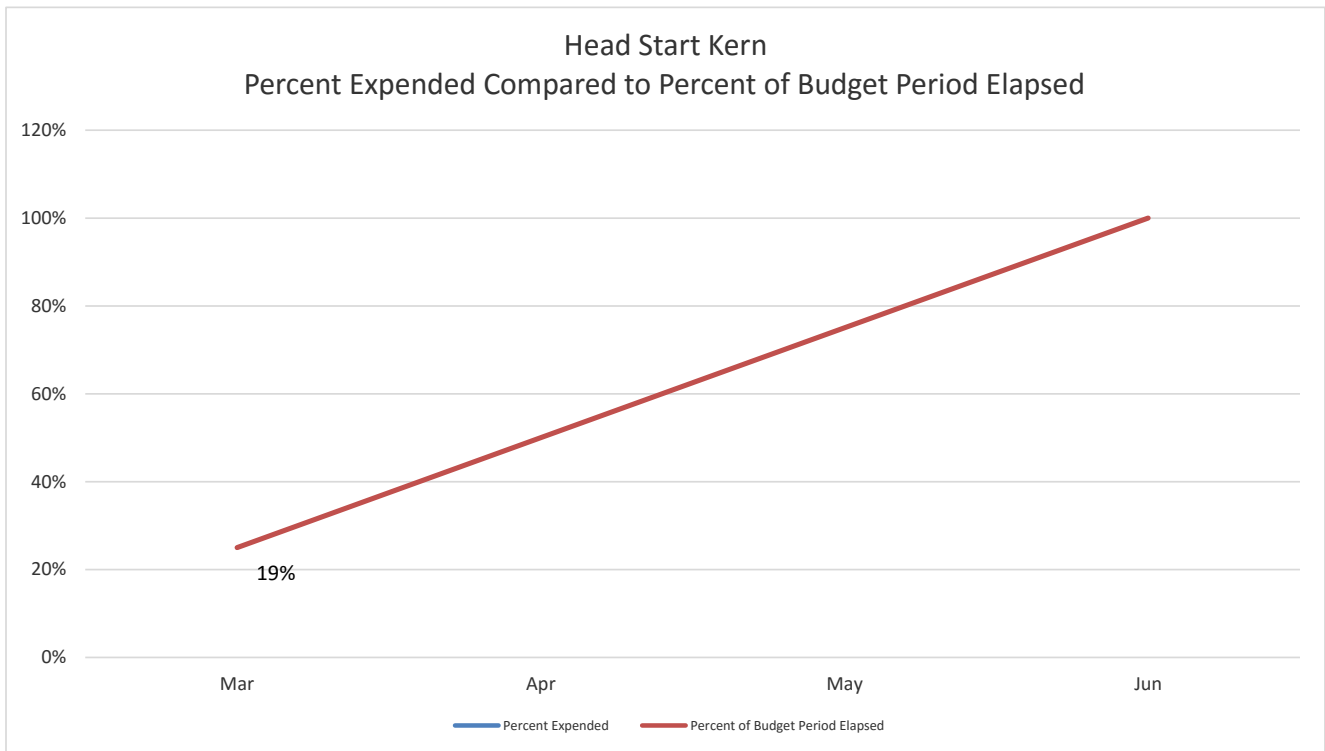
Award is prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019.

Administrative Cost for HS and EHS Kern 7.0%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	32,249				32,249	3/21/2019
Lowe's	10,311				10,311	3/25/2019
Smart & Final	239				239	3/31/2019
Save Mart	3,170	202			3,372	3/31/2019
Chevron & Texaco Business Card	2,036				2,036	4/6/2019
Home Depot	7,123	22			7,145	4/5/2019
	55,128	224	0	0	55,352	



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 March 31, 2019 – **Info Item**

Date: April 17, 2019

Pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Early Head Start a four-month extension of its current award. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2019 through March 31, 2019. One month (25%) of the four-month budget period has elapsed.

Base Funds

Overall expenditures are at 13% of the budget, which is on trend with expenditures for the first quarter of last year.

Training & Technical Assistance Funds

Overall expenditures are at 46% of the budget. Staff have identified all training costs for the four-month budget period, which will fully exhaust these funds.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2019 - June 30, 2019
Report Period: March 1, 2019 - March 31, 2019
 Month 1 of 4 (25%)

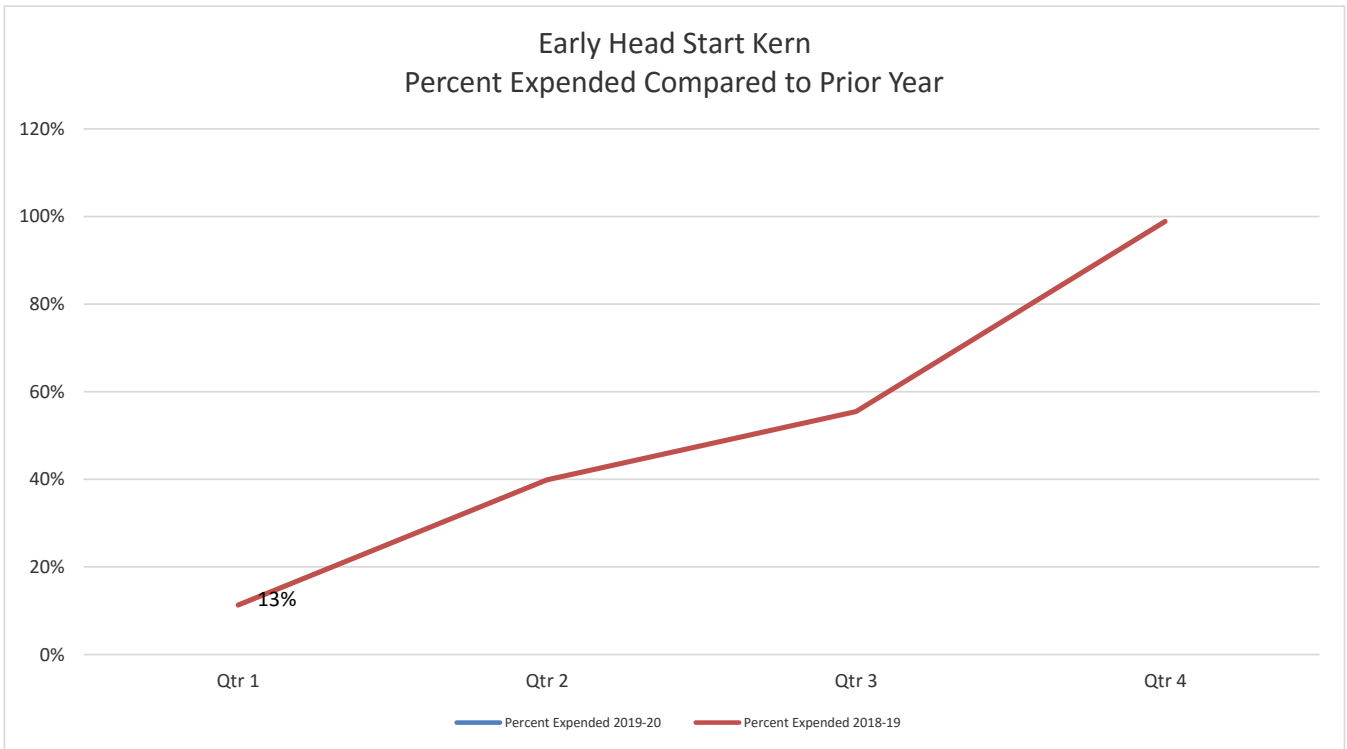
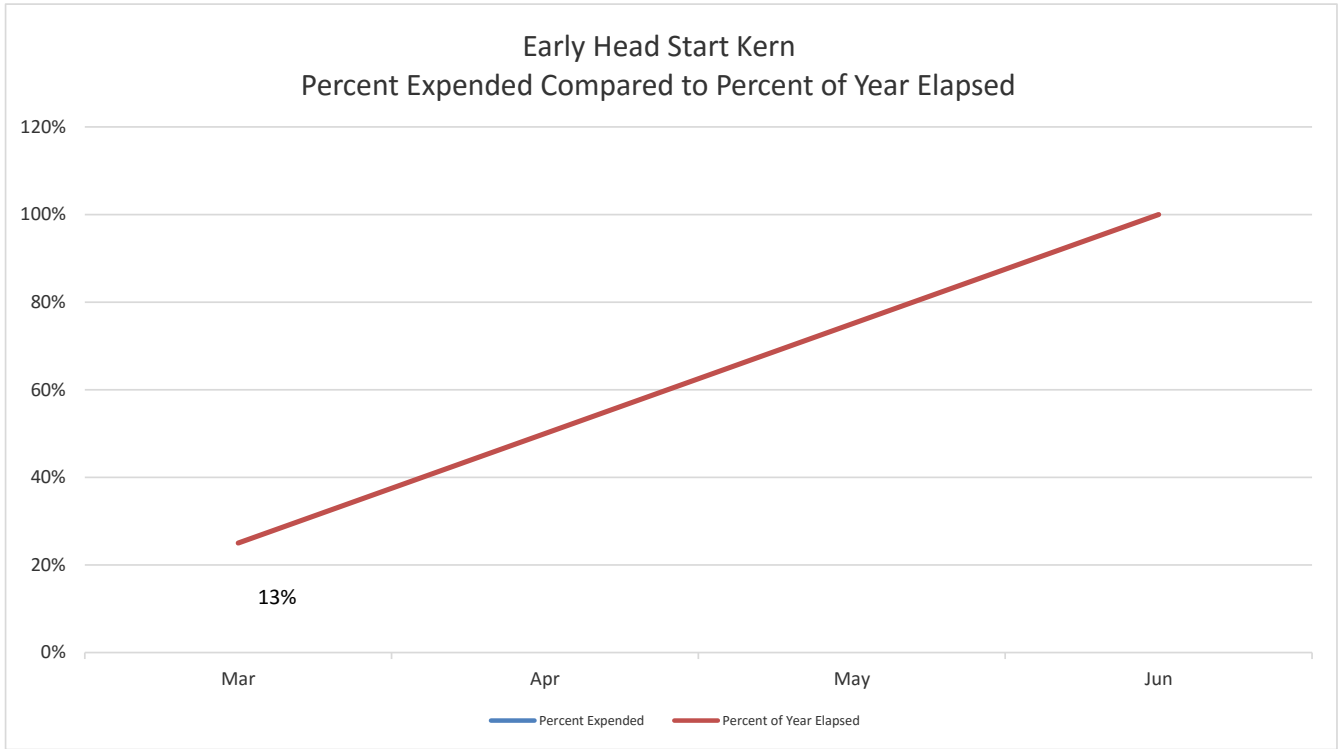
Prepared 04/10/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	772,672	99,686	672,986	13%	87%
FRINGE BENEFITS	251,829	39,739	212,090	16%	84%
SUPPLIES	92,157	6,396	85,761	7%	93%
CONTRACTUAL	5,809	442	5,367	8%	92%
OTHER	141,572	16,382	125,190	12%	88%
INDIRECT	124,518	15,804	108,714	13%	87%
TOTAL BASE FUNDING	1,388,557	178,450	1,210,107	13%	87%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	11,777	607	11,171	5%	95%
SUPPLIES	1,340	599	741	45%	55%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	12,301	2,758	82%	18%
INDIRECT	2,940	1,351	1,589	46%	54%
TOTAL TRAINING & TECHNICAL ASSISTANCE	32,335	14,857	17,478	46%	54%
GRAND TOTAL EHS FEDERAL FUNDS	1,420,892	193,307	1,227,585	14%	86%

Budget reflects Notice of Award #09CH9142-06-01 (adjusted for Child Care Food Subsidy).

Award is prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019.



Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2019 through June 30, 2019
Report for period ending March 31, 2019 (Month 1 of 4)

Percent of year elapsed: 25%

LOCATION	FUNDED ENROLL- MENT	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Taft	78	47,460	47,460	22,063	215%
Alberta Dillard	68	29,528	29,528	19,234	154%
Sunrise Villa	34	13,559	13,559	9,617	141%
Planz	34	12,254	12,254	9,617	127%
Vineland	20	6,869	6,869	5,657	121%
Delano	76	23,876	23,876	21,497	111%
Heritage	34	9,410	9,410	9,617	98%
Shafter	34	9,110	9,110	9,617	95%
Fairfax	40	9,957	9,957	11,314	88%
Martha J. Morgan	83	20,372	20,372	23,477	87%
Franklin	24	5,809	5,809	6,789	86%
Pacific	62	13,136	13,136	17,537	75%
Primeros Pasos	76	15,767	15,767	21,497	73%
Wesley	60	12,177	12,177	16,971	72%
Oildale	34	6,710	6,710	9,617	70%
Lost Hills	20	3,798	3,798	5,657	67%
Rosamond	100	18,817	18,817	28,286	67%
California City	34	6,396	6,396	9,617	67%
Tehachapi	34	6,286	6,286	9,617	65%
Willow	72	13,115	13,115	20,366	64%
McFarland	20	3,637	3,637	5,657	64%
Faith	34	6,020	6,020	9,617	63%
Virginia	34	5,704	5,704	9,617	59%
East California	70	10,827	10,827	19,800	55%
Casa Loma	34	5,163	5,163	9,617	54%
Williams	34	4,721	4,721	9,617	49%
Fairview	34	4,638	4,638	9,617	48%
Harvey L. Hall	138	16,423	16,423	39,034	42%
San Diego Street	48	5,597	5,597	13,577	41%
Sterling	122	12,226	12,226	34,509	35%
Noble	34	3,219	3,219	9,617	33%
Alicante	34	2,980	2,980	9,617	31%
Seibert	34	2,692	2,692	9,617	28%
Rafer Johnson	34	2,151	2,151	9,617	22%
Shafter HS/EHS	36	2,171	2,171	10,183	21%
Cleo Foran	34	103	103	9,617	1%
Broadway	44	125	125	12,446	1%
Roosevelt	34	83	83	9,617	1%
Home Base	229	261	261	32,387	1%
Pioneer	34	75	75	9,617	1%
Oasis	57	97	97	16,123	1%
Lamont	34	44	44	9,617	0%
Mojave	34	0	0	9,617	0%
Pete H. Parra	112	0	0	31,680	0%
Administrative Services		0	0	0	NA
Program Services		0	0	8,767	0%
Policy Council and RPC		0	0	13,547	0%
SUBTOTAL IN-KIND	2,369	373,364	373,364	660,015	57%

State General Child Care*	150,439	150,439	590,759	25%
State Preschool*	356,723	356,723	827,063	43%
State Migrant Child Care*	20,270	20,270	59,076	34%
SUBTOTAL CA DEPT of ED	527,433	527,433	1,476,898	36%

GRAND TOTAL 900,797 900,797 2,136,913 42%

*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 March 31, 2019 – **Info Item**

Date: April 17, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through March 31, 2019. Two months (17%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 15% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 15% of the budget.

Non-Federal Share

Non-Federal share is at 9% of the budget. Documentation for most of March could not be tabulated in time to be included in this report. However, if Non-Federal Share realized for March is in the same amount as for February, the total amount will be at 16% of budget.

**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 - March 31, 2019

Month 2 of 12 (17%)

Prepared 04/10/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	477,880	2,637,052	15%	85%
FRINGE BENEFITS	923,567	156,667	766,900	17%	83%
TRAVEL	20,232	0	20,232	0%	100%
SUPPLIES	140,925	14,415	126,510	10%	90%
CONTRACTUAL	12,078	705	11,373	6%	94%
OTHER	600,638	68,783	531,855	11%	89%
INDIRECT	456,781	67,864	388,917	15%	85%
TOTAL	5,269,153	786,314	4,482,839	15%	85%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	6,801	32,511	17%	83%
FRINGE BENEFITS	11,534	3,579	7,955	31%	69%
TRAVEL	15,673	995	14,678	6%	94%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	30,423	4,742	25,681	16%	84%
INDIRECT	10,833	1,612	9,221	15%	85%
TOTAL	119,175	17,729	101,446	15%	85%

GRAND TOTAL EHS FEDERAL FUNDS	5,388,328	804,043	4,584,285	15%	85%
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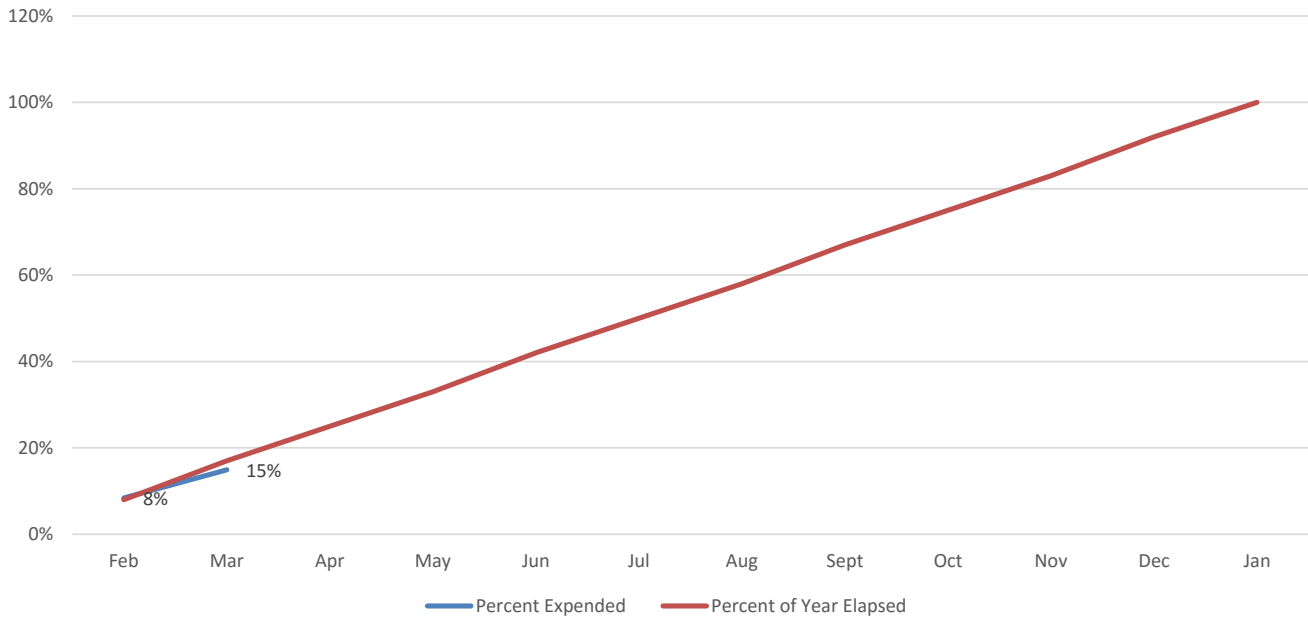
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	116,725	1,207,447	9%	91%
TOTAL NON-FEDERAL FUNDS	1,324,172	116,725	1,207,447	9%	91%

Centralized Administrative Cost	7.5%
Program Administrative Cost	2.6%
Total Administrative Cost	10.2%

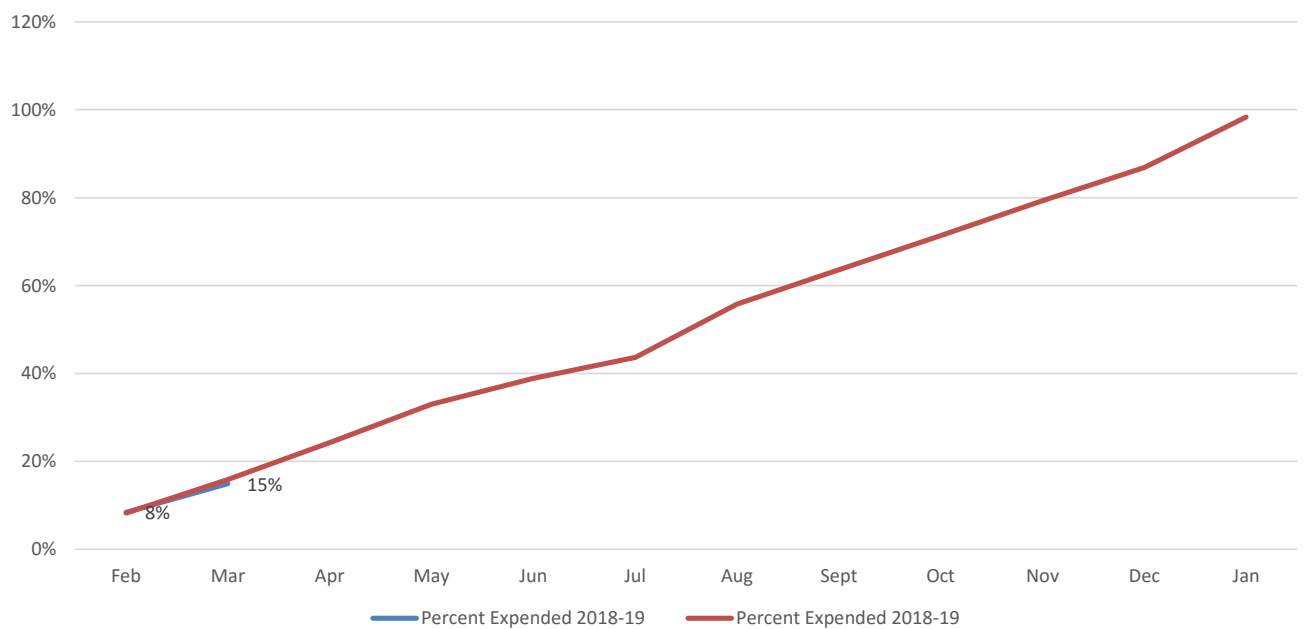
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019

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, 2019 through January 31, 2020
Report for period ending March 31, 2019 (Month 2 of 12)

Percent of year elapsed: 17%

LOCATION	FUNDED ENROLL- MENT	Feb	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	0	12,150	97,040	13%
Home Base - Manteca	12	3,172	0	3,172	33,271	10%
Walnut	24	11,221	0	11,221	133,083	8%
Kennedy	16	7,180	150	7,330	88,722	8%
Chrisman	30	12,312	0	12,312	166,354	7%
Home Base - Stockton	90	18,088	0	18,088	249,531	7%
California Street	24	9,349	100	9,449	133,083	7%
Lodi UCC	30	11,372	166	11,538	166,354	7%
St. Mary's	16	5,144	166	5,310	88,722	6%
Marci Massei	24	5,173	67	5,240	133,083	4%
Home Base - Tracy	12	233	0	233	33,271	1%
Administrative Services		251	0	251	0	
Program Services		11,721	8,655	20,376	21,858	93%
Policy Council		57	0	57	2,713	2%
SUBTOTAL IN-KIND	313	107,421	9,304	116,725	1,347,083	9%

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 March 31, 2019 – **Info Item**

Date: April 17, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through March 31, 2019. Seven months (58%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 53% of the budget. Expenses in the Personnel, Fringe and Other categories appear lower or higher than expected 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 53% of the budget.

Non-Federal Share

Non-Federal share is at 108% 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 - March 31, 2019

Month 7 of 12 (58%)

Prepared 04/09/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	56,717	73,365	44%	56%
FRINGE BENEFITS	33,248	23,756	9,492	71%	29%
SUPPLIES	1,750	1,332	418	76%	24%
CONTRACTUAL	462,028	249,906	212,122	54%	46%
OTHER	17,395	6,999	10,396	40%	60%
INDIRECT	64,398	33,716	30,682	52%	48%
TOTAL BASE	708,901	372,427	336,474	53%	47%

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	6,291	182	97%	3%
INDIRECT	1,527	808	719	53%	47%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	8,885	7,915	53%	47%

GRAND TOTAL FEDERAL FUNDS	725,701	381,312	344,389	53%	47%
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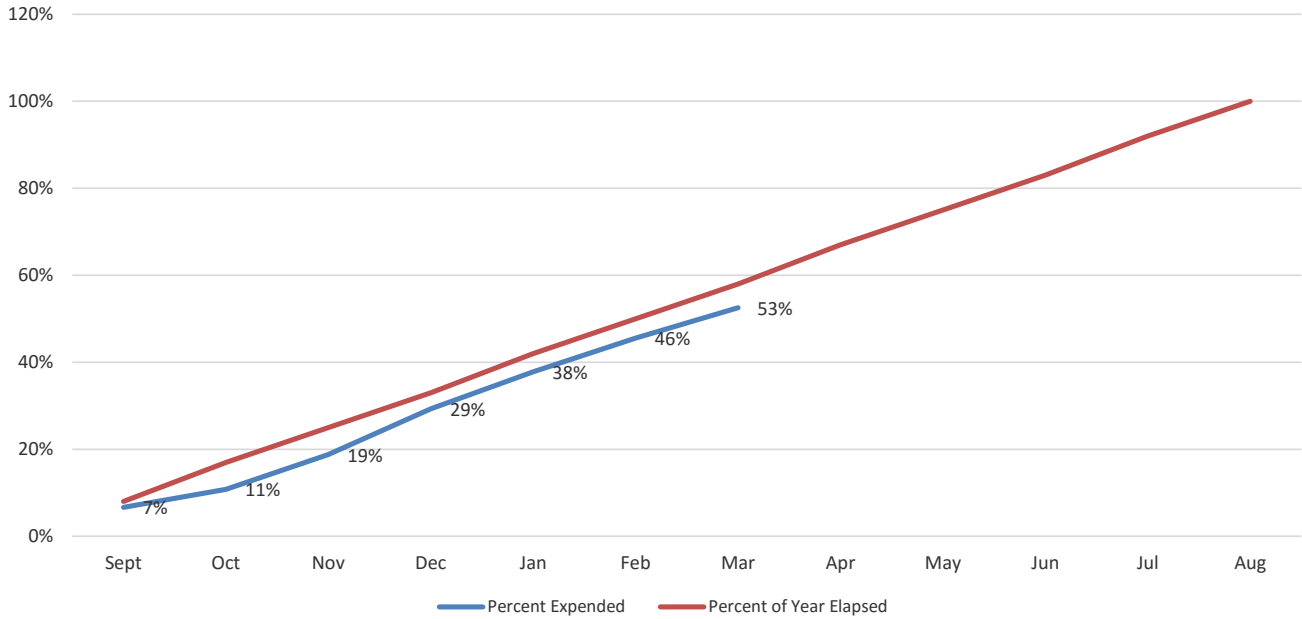
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	196,082	(14,657)	108%	-8%
TOTAL NON-FEDERAL FUNDS	181,425	196,082	(14,657)	108%	-8%

Centralized Administrative Cost	6.0%
Program Administrative Cost	1.2%
Total Administrative Cost	7.2%

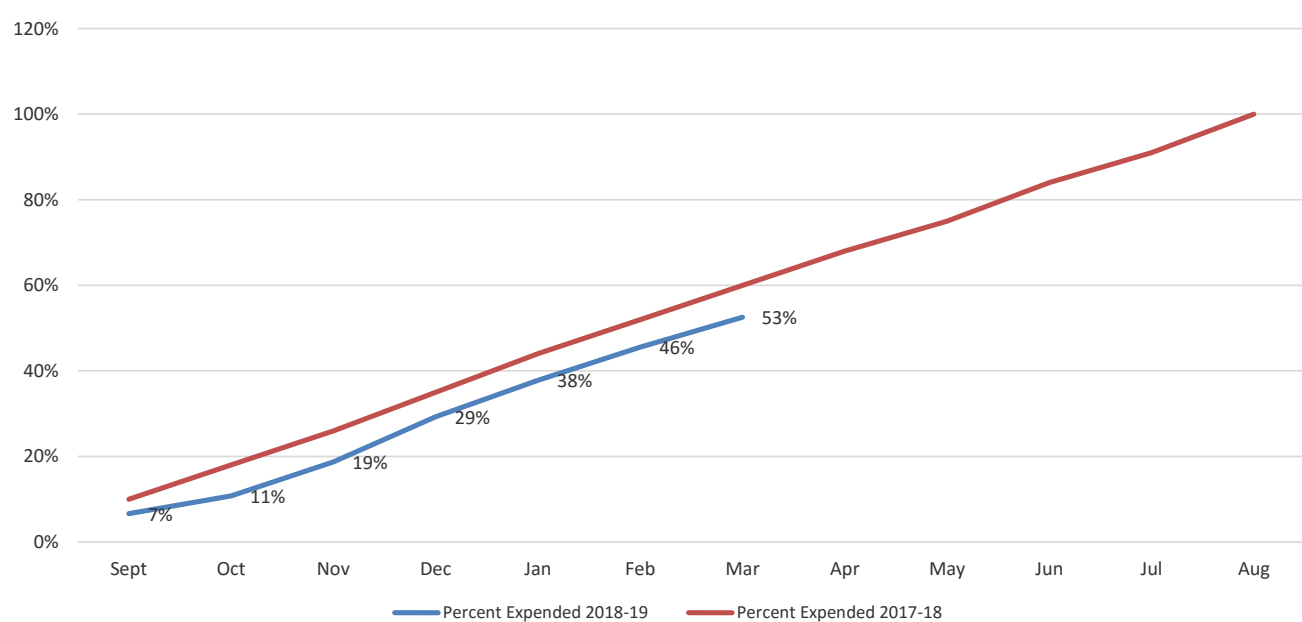
Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019.

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 & Finance Committee



From: Emilio Wagner, Director of Operations

Date: April 17, 2018

Subject: *Agenda Item 5c:* Resolution to Approve the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1 – **Action Item**

Community Action Partnership of Kern (CAPK) has received the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1 from the Department of Community Services and Development (CSD).

CAPK received a letter from CSD, dated February 13, 2019, with notice that funding for this contract was being increased based on CAPK's capacity to expend under the 2017 DOE Grant, and confirmation that CAPK can successfully expend the additional funds by June 30, 2020.

The Contract term is from June 1, 2018 through June 30, 2020 for the funding amount of \$1,364,399 which represents an increase of \$1,100,000 from the contract executed on May 8, 2018. Staff has reviewed the contract amendment and found it to be acceptable.

Recommendation:

Staff recommends the Budget & Finance Committee approve Resolution #2019-04 for the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1, which authorizes Jeremy T. Tobias, Chief Executive Officer, to execute the contract.

Attachments:

Resolution #2019-04
DOE WAP Contract #17C-4010-01

RESOLUTION # 2019-04

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Department of Energy Weatherization Assistance Program Contract, Amendment 1

The Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met on April 4, 2019 in Bakersfield, California at a scheduled meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development has made available DOE WAP funds for 2017; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2017 Contract Amendment to increase funding by \$1,100,000; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2017 DOE WAP Contract Amendment; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the 2017 Department of Energy Weatherization Assistance Program Contract Amendment 1 and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 24th day of April 2019.

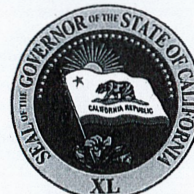
Curtis Floyd, Chair
CAPK Board of Directors

Date



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

April 5, 2019

Dear Executive Director:

The Department of Community Services and Development (CSD) is releasing the 2017 Department of Energy (DOE) Contract Amendment No. 1, which includes your 2018 and 2019 DOE allocation and extends the contract term through June 30, 2020. This amendment provides \$12,945,536 of the combined 2018 and 2019 DOE grant.

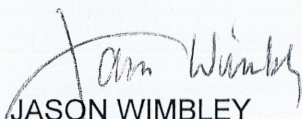
As stated in the February 13, 2019, letter CSD based your 2018 and 2019 DOE allocation on your agency's capacity to expend under the 2017 DOE grant, and your agency's confirmation of the amount of funds that could successfully be expended by June 30, 2020. It is imperative that your agency fully expend your DOE allocation by the end of the contract term to prevent any funding from being returned to DOE.

CSD has modified the expenditure benchmarks to align with the new contract term. CSD will evaluate your ability to expend funds within the established timeframes to ensure that DOE funds remain in California for the benefit of the low-income households we serve.

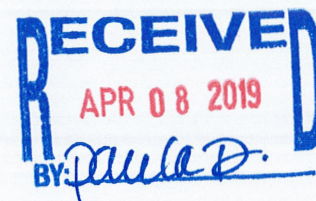
Enclosed is a contract checklist and other information needed for execution of the contract. The contract packets will need to be completed and returned to CSD within 30 calendar days for private nonprofit agencies and 45 calendar days for public agencies from the date of this letter.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,


JASON WIMBLEY
Chief Deputy Director
Department of Community Services and Development

Enclosure



2017 DOE Amendment Effective March 1, 2019

Contract Checklist

General Comments and Requirements:

1. Please do not use correction fluid or tape. Do not make any changes or notations to the contract document. If any corrections are necessary, please contact your Field Representative. If you need to reproduce contract pages, please do so single-sided only.
2. When you return the Contract packet to CSD, please arrange all pages, including the face sheets and articles, in the order received. All forms printed from the CSD Providers' Website will need to be added to the back of the contract packet. Please do not use staples on any of the documents.

Check the box as the following completed documents are attached to the contract.

- ☐ 1. Did you provide CSD with 2 copies of the contract?
- ☐ 2. Did you complete the contractor's name and title of the person authorized to sign the contract? Are both contracts face sheets signed (wet signature) and dated by authorized person?
- ☐ 3. Do you have current insurance or Self-Insurance Authority Certification on file with CSD? *New Insurance is required if it expires during the first month of the amendment or the amount of the insurance needs to be increased.*
- ☐ 4. Did you attach (or already submit) a Board Resolution? N/A If a general Board Resolution was submitted previously and is not specific to the program, program year, and does not contain any changes.

Programmatic Contract Requirements (as applicable):

- ☐ 5. Did you provide a completed DOE Weatherization Budget form (CSD 570)?
- ☐ 6. Did you provide a completed DOE WAP Performance and Expenditure Benchmark form (CSD 622D)?
- ☐ 7. If applicable, submit a Working Capital Advance. Did you complete, sign and submit the form to EARS.Reports@CSD.CA.GOV?

State of California
Department of Community Services and Development
2017-2019 DOE Allocation
Administration and Training & Technical Assistance

County/Service Territory	Contract Number	Total Allocation (Contract)	Allowable Admin	Allowable T&TA
1 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA				
Amador County				
Calaveras County				
Tuolumne County				
Service Territory Total	17C-4001	170,986	9,823	15,954
2 Butte County - CAA of Butte County, Inc.	17C-4002	494,826	28,319	47,998
3 Colusa Service Territory - Glenn County Health and Human Services Agency				
Colusa County				
Glenn County				
Trinity County				
Service Territory Total	17C-4003	137,725	7,916	12,798
4 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	17C-4004	476,486	27,376	44,459
5 Del Norte County - Del Norte Senior Center, Inc.	17C-4005	0	0	0
6 Fresno County - Fresno County Economic Opportunities Commission	17C-4006	1,074,179	61,638	101,503
7 Humboldt Service Territory - Redwood CAA				
Humboldt County				
Modoc County				
Service Territory Total	17C-4007	256,322	14,726	23,917
8 Imperial Service Territory - Campesinos Unidos, Inc.				
Imperial County				
San Diego County - Area A				
Service Territory Total	17C-4008	708,230	40,690	66,082
9 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.				
Inyo County				
Mono County				
Service Territory Total	17C-4009	131,588	7,567	12,165
10 Kern County - Community Action Partnership of Kern	17C-4010	1,364,399	78,030	133,277
11 Kings County - Kings Community Action Organization, Inc.	17C-4011	160,000	9,183	15,095
12 Lake Service Territory - North Coast Energy Services, Inc.				
Lake County				
Mendocino County				
Napa County				
Solano County				
Sonoma County				
Yolo County				
Service Territory Total	17C-4031	150,000	8,529	15,469
Los Angeles County				
13 Area A - Maravilla Foundation	17C-4012	1,635,043	93,768	155,359
14 Area B - Pacific Asian Consortium in Employment	17C-4013	1,191,692	68,509	110,481
15 Area C - Long Beach Community Action Partnership	17C-4014	1,008,349	57,829	95,812
16 Merced Service Territory - Merced County CAA				
Madera County				
Merced County				
Service Territory Total	17C-4015	611,523	34,961	59,931
17 Placer Service Territory - Project GO, Inc.				
Nevada County				
Placer County				
Service Territory Total	17C-4016	386,144	22,186	36,030

State of California
Department of Community Services and Development
2017-2019 DOE Allocation
Administration and Training & Technical Assistance

County/Service Territory	Contract Number	Total Allocation (Contract)	Allowable Admin	Allowable T&TA
18 Orange County - Community Action Partnership of Orange County	17C-4017	670,662	38,463	63,726
19 Plumas Service Territory - Plumas Co. Community Development Commission				
Plumas County				
Sierra County				
Service Territory Total	17C-4018	0	0	0
20 Riverside County - Community Action Partnership of Riverside County	17C-4019	896,168	51,471	83,892
21 Sacramento Service Territory - Community Resource Project, Inc.				
Sacramento County				
Sutter County				
Yuba County				
Service Territory Total	17C-4020	2,336,147	133,451	230,772
22 San Bernardino County - Community Action Partnership of San Bernardino Co.	17C-4021	605,285	34,929	53,924
23 San Diego County - Area B - Metropolitan Area Advisory Committee	17C-4022	469,691	26,875	45,669
24 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	17C-4023	644,414	36,877	62,559
25 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	17C-4024	143,087	8,221	13,351
26 Santa Barbara Co. - Community Action Commission of Santa Barbara County	17C-4025	222,895	12,795	20,980
27 Santa Cruz Service Territory - Central Coast Energy Services, Inc.				
Monterey County				
San Benito County				
San Francisco County				
San Mateo County				
Santa Cruz County				
Service Territory Total	17C-4026	995,979	57,210	93,137
28 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.				
Shasta County				
Tehama County				
Service Territory Total	17C-4027	204,463	11,803	18,149
29 Siskiyou County - Great Northern Services	17C-4028	90,000	5,202	7,876
30 Stanislaus County - Central Valley Opportunity Center, Inc.	17C-4029	749,498	42,888	72,804
31 Tulare County - Community Services & Employment Training, Inc.	17C-4030	10,235	600	7,992
TOTALS		17,996,016	1,031,835	1,721,161

Note:

Services not provided in Alameda, Del Norte, Alpine, El Dorado, Lassen, Marin, Mariposa, Plumas, Sierra, Santa Clara and Ventura counties

AGREEMENT NUMBERAMENDMENT NUMBER17C-4010

1

REGISTRATION NUMBER[illegible]

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME

Department of Community Services and Development

CONTRACTOR'S NAME

Community Action Partnership of Kern

2. The term of this Agreement is : June 1, 2018 through June 30, 2020

3.	The maximum amount of this Agreement is:	Total \$1,364,399.00
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4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

A. The maximum amount of this Agreement payable to Contractor by the State has changed from \$264,399.00 to \$1,364,399.00, reflecting an increase of \$1,100,000.00.

B. The term of this Agreement is changed from June 1, 2018 through May 31, 2019 to June 1, 2018 through June 30, 2020.

C. Part I and Part II* are deleted in their entirety and replaced with the attached Part I and Part II*

All other terms and conditions shall remain unchanged.

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CALIFORNIA
Department of General Services
Use Only

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Community Action Partnership of Kern

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Jeremy T. Tobias, Chief Executive Officer

ADDRESS

5005 Business Park North, Bakersfield, CA 93309

STATE OF CALIFORNIA

AGENCY NAME

Department of Community Services and Development

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Brian Dougherty, Deputy Director, Administrative Services

ADDRESS

2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

☐ Exempt per

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

Contents

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**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

PART I

PREAMBLE

This subvention agreement, for the implementation of the Department of Energy Weatherization Assistance Program (DOE WAP) in program year 2017 ("Agreement"), is entered into between the Department of Community Services and Development ("CSD" or "Department") and the contractor named on Form STD. 213, the face sheet of this document ("Contractor"), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

- A. Contractor agrees to provide Weatherization (WX) assistance to eligible participants residing in the service area described in Section 1.2, pursuant to Title 42 of the United States Code (U.S.C.) Section 6861 et seq., as amended and 10 Code of Federal Regulations (CFR), Part 440, as amended, the Department of Energy Weatherization Assistance Program (DOE WAP) for low-income persons. Contractor shall ensure that the highest level of assistance will be furnished to those households which have the lowest income and highest energy costs or needs in relation to income.
- B. The DOE WAP Catalog of Federal Domestic Assistance number is **81.042**. Award is made available through the United States Department of Energy.

1.2 Service Area

- A. The services shall be performed in the Service Territory comprised of the following service area(s):

See Part II, Subpart H. The 2017 DOE WAP Numbers, Contractors, and Service Territories listing may be accessed at <http://providers.csd.ca.gov>.
- B. Contractors that provide services in Los Angeles and San Diego counties shall refer to the ZIP Codes listing located at <http://providers.csd.ca.gov> to determine the zip codes for their respective area.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

1.3 Term and Amount of Agreement

- A. The term of this Agreement shall be for the period represented on the face sheet (Form STD 213).
- B. The Maximum Amount of this Agreement shall be as specified on the face sheet.
- C. The amount allocated under this Agreement as specified in Paragraph B is expressly contingent upon Contractor's compliance with DOE WAP Performance requirements specified in Article 10, Section 10.5, "Service Delivery, Expenditure Requirements, and Consequences for Failure to Perform," of this Agreement.

1.4 Program Authorities – Requirements, Standards and Guidance

- A. All services and activities are to be provided in accordance with applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:
 - 1. The Energy Conservation in Existing Buildings Act of 1976, 42 U.S.C. §§ 6851 et seq., and 10 Code of Federal Regulation (CFR) Part 440;
 - 2. The Federal Procurement requirements for Energy Contracts, **2 CFR 200.317 est seq.**;
 - 3. The Single Audit Act, 31 U.S.C. §§ 7301 et seq., and Office of Management and Budget (OMB) Subpart F-Audit Requirements Circular 2 CFR 200 its appendices and supplements.
 - 4. Applicable Intellectual Property Provisions for federal financial assistance awards specified in **2 CFR 200.448**.
- B. Conflict of Laws. Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement, administrative, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §6851 et seq. or 22 CCR §100800 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to grants, such as 10 CFR 440, allows for the application of state law.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200);
 2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 04/2017 (CCC-04/2017)
- C. CSD shall provide Contractor with short-term program guidance to inform or direct immediate action to correct a problem or provide relief from an obligation in the form of a "CSD Program Advisory (CPA) No. XX-XXX" posted at <https://providers.csd.ca.gov>.
- D. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's participation in the DOE WAP program, and as a condition of receipt of funds under the program, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" posted at <https://providers.csd.ca.gov>.
 2. That such guidance shall be issue by CSD in writing in the form of "CSD Program Advisory (CPA) No. XXX posted at <https://providers.csd.ca.gov>;
 3. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 4. That such guidance shall be reasonably necessary to realize the purposes of DOE WAP;
 5. That major and material changes in the program and/or requirements which substantially affect the Contractor's and/or CSD's ability to fulfill their obligations or otherwise serve to create a substantial hardship on either the Contractor or CSD shall be subject to an amendment to this Agreement;
 6. Contractor shall notify CSD within 10 working days of issuance of a CPN, if contractor is unable to fulfill its obligations under the new guidance;
 7. That the parties' failure to execute a mutually acceptable amendment or CPN, as contemplated in subparagraph C 5 and C 6, in a reasonable period of time, shall result in this Agreement being without force and effect subject only to such provisions contained herein as are intended to survive

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

the Agreement in accordance with the express and implied provisions of applicable federal and state law; and

8. That upon CSD's good faith determination, delivered to the Contractor by written notice that Agreement between the parties to any necessary amendment or CPN as contemplated in subparagraph C 5 and C 6 cannot be achieved, then this contract shall be "closed out" and the funds disposed in accordance with established CSD procedure and policy and as required under federal and state law.
- E. CSD provided Contractor with specific participation conditions that are incorporated into this Contract as referenced in Addendum B - Participation Conditions. The Participation Conditions are conditions of Contractor's participation in the DOE WAP program.
- F. The federal and state laws, regulations and other authorities referenced in this Section are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.
- G. Contract Elements Integral to Agreement
 1. Contractor's Priority Plan Narrative and forms listed below are integral to this Agreement:
 - a. DOE Weatherization Priority Plan Narrative (CSD 793) (referenced in Part II, Article 5.1),
 - b. DOE Weatherization Budget (CSD 570) (referenced in Part II, Article 5.1),
 - c. DOE Performance and Expenditure Benchmark (CSD 622D),
 - d. Certification Regarding Lobbying/Disclosure of Lobbying Activities,
 - e. Contractor Certification Clause (CCC-04/2017),
 - f. Current Insurance or Self-Insurance Authority Certification,
 - g. Agency Staff and Board Roster (CSD 188),
 - h. Federal Funding Accountability and Transparency Act Report (CSD 279),

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

- i. Proof of Contractor's website modification pursuant to Addendum A – DOE Directives, Section 5.0.
 - j. Addendum B - Participation Conditions
2. The forms must be completed by Contractor before CSD will execute the Agreement and Contractor is authorized to commence work. CSD will not forbear from executing this Agreement pending its own review and final approval of Contractor's submission, provided Contractor acts in good faith to rectify any outstanding issues associated with the forms. The approved forms shall become part of this Agreement.
- H. Contractor's signature affixed hereon shall constitute a certification that to the best of Contractor's ability and knowledge it will, unless exempted, comply with the provisions set forth in Part II, Article 11, Section 11.1, "Certifications" of this Agreement.

1.5 Special Contract Contingency – Quality Control Inspector Certification

In addition to the Quality Control Inspectors (QCI) Certification requirement specified in Section 9.2 and the reimbursement restrictions and inspection requirements provided in Section 5.5 D.1.a., this Agreement is subject to, and expressly contingent upon, the following provisions:

- A. This Agreement shall have no force and effect until fully executed by CSD and notice of CSD's execution of the Agreement has been communicated to Contractor. CSD will not execute this Agreement until Contractor has provided CSD with documentation reasonably acceptable to CSD that shows Contractor has employed or contracted with a certified quality control inspector who has met the certification requirements of Section 9.2.
- B. If at any time during the term of this Agreement Contractor is unable to meet the requirements of Section 5.5 D.1.a. because Contractor loses access to a Certified QCI, Contractor shall immediately notify CSD of the loss and may not report any weatherized dwelling or request reimbursement for weatherization work and associated expenditures until such time as Contractor has employed or contracted with a certified quality control inspector who has met the certification requirements of Section 9.2.
- C. If CSD reasonably determines that Contractor is unable to fully expend Contractor's allocation and to provided services as required herein because of a lack of access to a Certified QCI, CSD may, at its sole option, terminate this

Article 1 – Scope of Work

**STANDARD AGREEMENT
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Agreement and/or transfer Contractor's allocation, in whole or in part, to another contractor for expenditure, after giving Contractor written notice of its intended action.

1.6 Duplication of Services and Dwelling Interest Booking Services

A. Duplication of Services

Dwellings that have received Low Income Weatherization Program (LIWP) funded energy efficiency measures do not qualify for additional energy efficiency measures under this Agreement, except for the following:

1. Assessment and installation of Health and Safety measures not installed through LIWP.
2. Re-weatherization in accordance with DOE program requirements.
3. Call-backs in accordance with DOE program requirements.

B. Dwelling Interest Booking Service. The Dwelling Interest Booking Service (DIBS) allows Contractor to reserve projects and prevent duplication of efforts by other CSD Service Providers operating within the Contractor's service areas. The reservation feature will ensure reimbursement of weatherization services in accordance with contract requirements.

1. CSD shall prepare and make available to Contractor a Program Advisory that will include, but not limited to, guidance on weatherization service restriction requirements to prevent the duplication of services, and dwelling reservation restrictions related to the maximum number of reservations, reservation length, reservation removal, and conditions for reimbursement.
2. Contractor hereby agrees to comply with the Program Advisory and understands that the advisory shall govern the service restriction requirements and dwelling reservations.
3. Upon implementation of DIBS, Contractor's in specific service areas shall reserve projects and confirm dwelling eligibility in accordance with the Program Advisory to ensure reimbursement of services.

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4. Failure to comply with the Program Advisory service restrictions and reservation requirements may result in the loss of the right to reimbursement for dwellings reserved by another CSD Service providers or dwellings that received services under LIWP, except for dwellings that received services under subparagraph A.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

**ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION,
PROCEDURE**

2.1 Base Contract and Whole Agreement

- A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.
- B. Part I is the “Base Contract” which consists of the following:
 - 1. The face sheet (Form STD 213) which specifies:
 - a. the parties to the Agreement;
 - b. the term of the Agreement;
 - c. the maximum dollar amount of the Agreement; and
 - d. the authorized signatures and dates of execution.
 - 2. The Preamble, Article 1 and Article 2
 - 3. Zip Code Cross-Reference, if Contractor’s Service Area is defined in whole or in part by ZIP Codes.
- C. Part II consists of the “Administrative and Programmatic Provisions” which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials, necessary for program implementation.
- D. Agreed upon Contract Execution Provisions and Procedures
 - 1. Only Part I, the Base Contract, will be exchanged by the parties for execution with original signatures, fully executed copies being retained by each party.
 - 2. Part II, Administrative and Programmatic Provisions is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
 - 3. CSD shall maintain a certified date-stamped “hard copy” of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, edit restricted, version of Part II on CSD’s “Provider Website,” which may be accessed by Contractor, “down-loaded” and printed at Contractor’s option.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

4. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in paragraph D 5 of Section 1.4 with respect to program guidance, or as provided Section 3.2 of Part II, Subpart A, Article 3, with respect to minor modifications. Upon such amendment of any provision of Part II, the amended version shall be date-stamped and locked-down until such time as a subsequent Agreement or amendment is executed by the parties.

2.2 State Contracting Requirements – “General Terms and Conditions, GTC 04/2017”

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this agreement. The provisions in their entirety are found in Subpart F of this Agreement and are fully binding on the parties in accordance with state law.

2.3 Contractor’s Option of Termination

- A. Notwithstanding the provisions of paragraph D of Section 1.4, Contractor may, at Contractor’s sole option, elect to terminate this contract in lieu of adherence to the procedures set out in paragraph D of section 1.4, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise inimical to Contractor’s legitimate business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:
 1. Such notice of termination is in writing and will be effective thirty (30) days after receipt by CSD, delivered by U.S. Certified Mail, Return Receipt Requested.
 2. Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.
- B. Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.
- C. Contractor shall, within sixty (60) days of termination, closeout the contract in accordance with contractual closeout procedures.

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- D. CSD may at its option procure a temporary replacement provider, and may at its option, designate a permanent replacement provider for Contractor's service area in accordance with federal and state law.

2.4 Budget Contingencies

A. State Budget Contingency

1. It is mutually agreed that if funds are not appropriated for implementation of DOE WAP through the State budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.
2. If program funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

B. Federal Budget Contingency

1. The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the State by the United States Government.
2. If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced

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funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

3. If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.
4. Subject to the provisions of subparagraph B 2, CSD shall authorize expenditures of funds under this Agreement based on any Continuing Resolution appropriations that are adequate for the purpose. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.5 Miscellaneous Provisions

- A. Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.
- B. Merger/Entire Agreement. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.
- C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.
- D. Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

1. To Contractor's address of record; and
2. To CSD at:
Department of Community Services and Development
Field Operations
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

MEMORANDUM

To: Budget and Finance Committee



From: Emilio G. Wagner, Director of Operations

Date: April 17, 2019

Subject: Agenda Item 5d: Energy Budget Revision – Action Item

Due to the \$1,100,000 increase through June 2020 of the 2017 DOE Contract, a revision to the 2019/2020 fiscal year budget is requested to increase the expenditure lines as follows:

	ENERGY CONSERVATION			
	ANNUAL BUDGET	CHANGE	ADJUSTED ANNUAL BUDGET	PERCENTAGE CHANGED
EXPENDITURES				
SALARIES	\$1,464,580	\$127,606	\$1,592,186	8.71%
BENEFITS	382,832	34,096	416,928	8.91%
TRAVEL	92,304	14,257	106,561	15.45%
SPACE COST	235,279	16,790	252,069	7.14%
SUPPLIES	82,222	-	82,222	0.00%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SVCS	1,261,272	185,467	1,446,739	14.70%
OTHER COSTS	708,781	21,436	730,217	3.02%
PROGRAM COSTS	632,133	51,669	683,802	8.17%
INDIRECT	473,707	44,099	517,803	9.31%
TOTAL	\$5,333,110	\$495,420	\$5,746,308	9.29%

Recommendation:

Staff recommends the Budget and Finance Committee approves the Energy budget modification.

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

	02/28/19	03/01/19 - 03/31/19	TOTAL	
BEGINNING BALANCE (NOTE 1)	\$ 527,593.53	\$ -	\$ 527,593.53	
CASH RECEIPTS				
2019 Awards Banquet Donations	-	2,500.00	2,500.00	a
Donations	-	-	-	
Misc. Revenue	-	-	-	
Interest Income/Union Administrative Fee	-	870.26	870.26	
TOTAL CASH RECEIPTS	-	3,370.26	3,370.26	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	-	-	-	
Line of Credit Unused Commitment Fee	-	-	-	b
2019 Awards Banquet Expenses	-	-	-	a
Volunteer Appreciation	-	-	-	c
Fundraising Expenses	-	-	-	
Property Taxes - Campus Vacant Parcels	-	-	-	
Miscellaneous Expenses	-	12.45	12.45	
Indirect	-	-	-	
TOTAL CASH DISBURSEMENTS	-	12.45	12.45	
CASH PROVIDED (USED)	-	3,357.81	3,357.81	
ENDING BALANCE	\$ 527,593.53		\$ 530,951.34	
		Discretionary Cash	\$ 217,546.96	
		Fund Raising Cash	313,453.08	
			531,000.04	
		Add: Prepaid	-	
		Less: AP	(48.70)	
			\$ 530,951.34	

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$50,297.23.
- a. As of 03/31/19, net 2019 awards banquet gain is \$8,000.00 (FYE 2/28/19 = \$5,500.00 + \$2,500.00 for 2019/20).
- 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: 04/11/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

APRIL 17, 2019

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/19 - 02/29/20	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/19 - 02/29/20	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/19 - 02/29/20	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/19 - 02/29/20	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/19 - 02/29/20	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/19 - 02/29/20	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/19 - 02/29/20	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/19 - 02/29/20	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	8,400,992	93.600	09CH9142 - 06	03/01/19 - 06/30/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES PENDING DRS APPLICATION APPROVAL
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
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)	1,489,531	93.569	19F - 4015	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)	3,721,750 4,010,033	93.568	18B - 4012 19B - 5012	10/01/17 - 7/31/19 10/01/18 - 06/30/20	122-38 122-39	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 8049	07/01/18 - 06/30/19	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 8049	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	93.575	CMAF - 8000	07/01/18 - 06/30/19	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 8120	07/01/18 - 06/30/19	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 8120	07/01/18 - 06/30/19	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	85,655	93.590	EE - KERN - 17 - 20	07/01/18 - 06/30/19	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	10,000	93.074	659 - 2017	PENDING	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)	121,906	10.568/569	15 - MOU - 00118	10/01/18 - 09/30/19	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)	306,543	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	10/01/18 - 09/30/19	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,154,816	10.557	15 - 10064	10/01/18 - 09/30/19	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	46,817	10.561	16 - SUB - 00876	10/01/18 - 09/30/19	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
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	20,000	84.412	N/A	07/01/18 - 06/30/19	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
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/18 - 06/30/19	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	3,046,805		CWAP - 8000	07/01/18 - 06/30/19	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,068		CCTR - 8049	07/01/18 - 06/30/19	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472		CSPP - 8120	07/01/18 - 06/30/19	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377		CMIG - 8004	07/01/18 - 06/30/19	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156		CMSS - 8004	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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
HOME VISIT INITIATIVE (COUNTY OF KERN)	435,980 1,877,011		N/A N/A	04/01/19 - 06/30/19 07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
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)	15,442		15 MOU - 00118	07/01/18 - 06/30/19	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	264,704		N/A	07/01/18 - 06/30/19	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/18 - 06/30/19	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	100,350		2015.2.5	07/01/18 - 06/30/19	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	137,493		2015.2.6	07/01/18 - 06/30/19	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/18 - 06/30/19	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/18 - 06/30/19	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/18 - 06/30/19	335	COUNTY OF KERN, DEPT OF HUMAN 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	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
PREP WORKS - YOUTH CENTERS	PENDING		N/A	PENDING	444	STARBUCKS
PREP WORKS PROGRAM	PENDING		N/A	PENDING	448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	PENDING		N/A	PENDING	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 2019/20

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	
107	EHS Expansion	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					
250.0	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					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		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				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
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		
	<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>						
160	HUD Coordinated Entry System				X		
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	United Way - Coordinate Entry System				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 2019/20

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/19	n/a				
03/29/19	235,000	235,000	3		

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.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MARCH 31, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(290,620.00)
HEAD START/EARLY HEAD START	(89,652.35)
SUBTOTAL	(380,272.35)
CHILD DEVELOPMENT RESERVE No. 2	(147.68)
GENERAL CHILD CARE	642,735.75
MIGRANT A/P	(34,835.97)
MIGRANT CHILD CARE	(4,656.59)
MIGRANT SPECIALIZED SERVICES	25,082.21
STATE PRESCHOOL	264,740.57
SUBTOTAL	892,918.29
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(75,513.34)
EF&S	(9,323.00)
EFAP	(26,281.77)
FOOD BANK	238,679.33
FOOD BANK - STATE	118,584.18
SOCAL GAS	9,175.00
WONDERFUL FOUNDATION	39,047.76
SUBTOTAL	294,421.48
ENERGY	(113,086.77)
DOE WAP	(85,754.64)
LIHEAP	(1,595,845.55)
LIWP SOLAR PV	(16.30)
LIWP SINGLE FAMILY	(3,562.40)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	1,798,265.66
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	12,326.77
211 HOSPITAL PREPAREDNESS	0.00
BANK OF THE WEST	31,590.88
CAL FRESH	(11,982.02)
CALEITC	(39,738.20)
COST POOLS	60,915.28
COUNTY OF KERN - 2-1-1	(10.17)
CSBG	55,388.73
DIFFERENTIAL RESPONSE	(47,007.04)
DIGNITY HEALTH	8,957.73
DISCRETIONARY FUND	213,876.18
ECONOMIC EMPOWERMENT	(17,071.55)
FIRST 5 KERN 211	(30,594.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(7,294.68)
FIRST 5 HELP ME GROW	(23,597.11)
FRIENDSHIP HOUSE	(65,718.39)
FUNDRAISING	313,453.08
GANG PREVENTION	(5,128.37)
GENERAL FUND	147,990.39
INDIRECT FUND	1,635,606.68
IRS - VITA	(31,675.76)
INFORMATION & EDUCATION	(60,117.06)
REALIGNMENT FOR SUCCESS	(3,025.21)
SHAFTER YOUTH CENTER	(6,466.62)
STARBUCKS FOUNDATION	20,402.12
UNITED WAY 211	16,378.05
WELLS FARGO FOUNDATION	1,831.15
WIC	(968,673.61)
LESS: ENERGY NEGATIVE BALANCE	(1,798,265.66)
ADD: LINE OF CREDIT	235,000.00
SUBTOTAL	(362,649.40)
TOTAL OPERATING CASH	446,418.02

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

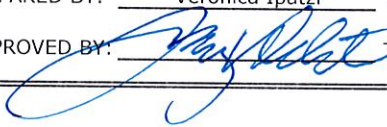
BANK RECONCILIATION FOR THE MONTH ENDED
March 31, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	03/31/19		1,393,661.39
LESS: OUTSTANDING CHECKS		947,243.36	
LESS: Unreconciled Difference		(0.30)	
ADJUSTED BANK BALANCE AT	03/31/19		446,418.33
GENERAL LEDGER BALANCE AT	02/28/19		1,214,208.19
ADD: DEPOSITS		1,459,871.01	
ACH DEPOSITS		299,163.56	
ADP EFT DEPOSIT		-	
US TREAS DRAWDOWNS		2,706,219.52	
WIRE TRANSFERS		235,000.00	
TRSFR LINE OF CREDIT		-	
Online Deposit (From February booked in March)		160.00	
FUNDS FROM OTHER GRANTS		63,730.56	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,659,556.74	
ADP PAYROLL 3/15/19		1,266,474.15	
ADP PAYROLL 3/29/19		1,362,240.83	
EFTS FOR HRA/HSA/ STD/403B		66,723.49	
TO REIMBURSE INTERFUNDS FOR S/C CHGS		54.22	
REC LOAN PRINCIPAL/INT EXPENSES		31,655.67	
Transfer to Restricted EHS/HS		144,654.82	
REPAY LINE OF CREDIT		-	
CLIENT ANALYSIS SERVICE CHARGE		574.59	
Beginning balance difference		-	
Unreconciled Difference			
GENERAL LEDGER BALANCE AT	03/31/19		446,418.33
DIFFERENCE:			0.00

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 04/10/2019

APPROVED BY:  TITLE: Chief Financial Officer DATE: 04/10/2019

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 03/31/19 620,572.34

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 03/31/19 620,572.34

BALANCE PER G/L 02/28/19 476,062.43

ADD: DEPOSITS 144,654.82

INTEREST 128.09

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 273.00

BALANCE PER G/L 03/31/19 620,572.34

DIFFERENCE: 0.00

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

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 04/10/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 04/10/19

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

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

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	03/31/19	515,013.58
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	03/31/19	515,013.58

BALANCE PER G/L	02/28/19	514,934.86
ADD:		
DEPOSITS		0.00
INTEREST		78.72
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
WIRE TRANSFER		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	03/31/19	515,013.58

* 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: 04/10/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 04/10/19

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2019

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	03/31/19	3,670.48
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	03/31/19	3,670.48

BALANCE PER GENERAL LEDGER	02/28/19	3,682.37
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	0.00	
PAYPAL DEPOSIT	0.00	
INTEREST	0.56	
LESS:		
APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANKCARD FEES	12.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	03/31/19	3,670.48

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

Difference: 0.00

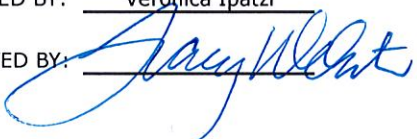
** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

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

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 04/11/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 04/11/19

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 03/31/19 324.35

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 03/31/19 324.35

BALANCE PER G/L 02/28/19 270.09

ADD: DEPOSITS 54.22

INTEREST 0.04

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

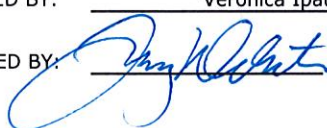
CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 03/31/19 324.35

DIFFERENCE: 0.00

PREPARED BY: Veronica Ipatzi Accountant DATE: 04/11/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 04/11/19

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ -
Yolanda Gonzales	Director of Head Start/State Child Development Programs	1,377.26
Emily Gonzalez Demont	Assistant Director - Grants Management	746.02
Ralph Martinez	Director of Community Development	4,359.20
Raymond Quan	Director of Human Resources	481.45
Pritika Ram	Director of Administration	4,963.89
Carmen Segovia	Director of Health & Nutrition Services	13,311.25
Jeremy Tobias	Chief Executive Officer	2,034.39
Emilio Wagner	Director of Operations	4,975.87
	Total	\$ 32,249.33



YOLANDA GONZALES

Platinum Plus® for Business

February 22, 2019 - March 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 \$1,377.26

Minimum Payment Due \$13.77

Payment Due Date 04/17/19

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

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

Account Summary

Previous Balance \$3,743.76

Payments and Other Credits -\$4,094.84

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,728.34

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$1,377.26

Credit Limit \$10,000

Credit Available \$8,622.74

Statement Closing Date 03/21/19

Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/08	03/07	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 03/06/19 Dep: 03/07/19 Inv: 050629	55432869066200468526147	- 175.54
03/08	03/07	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 03/06/19 Dep: 03/07/19 Inv: 050630	55432869066200468526154	- 175.54
03/14	03/14	CA Banking Center payment	07306005760041580325214	- 3,743.76
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$4,094.84
Purchases and Other Charges				

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

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

New Balance Total \$1,377.26

Minimum Payment Due \$13.77

Payment Due Date 04/17/19

Enter payment amount

\$

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

Mail this coupon along with your check payable to:
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Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
02/26	02/25	HARMONY HOUSE LLC PISMO BEACH CA	85454919056014632301823	350.00
03/01	02/27	OFFICE DEPOT #952 BAKERSFIELD CA	05436849059100065419567	228.34
03/21	03/20	CACFP.ORG 5128508278 TX	55429509079637878355165	575.00
03/21	03/20	CACFP.ORG 5128508278 TX	55429509079637878380650	575.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,728.34

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

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



EMILY GONZALEZ DEMONT

February 22, 2019 - March 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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005750017580401629	- 13,713.42
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$13,713.42
Purchases and Other Charges				
02/27	02/26	INTUIT *IN *THE GO GAM 415-7349330 CA	55432869057200306016427	600.00
03/18	03/15	SPRINGHILL SUITES RIDG RIDGECREST CA Arr: 03/15/19 Dep: 03/15/19 Inv: 074003	55432869074200203368086	146.02
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$746.02

Payment Information

New Balance Total \$746.02

Minimum Payment Due \$10.00

Payment Due Date 04/17/19

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

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

Account Summary

Previous Balance \$13,713.42

Payments and Other Credits -\$13,713.42

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$746.02

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$746.02

Credit Limit \$10,000

Credit Available \$9,253.98

Statement Closing Date 03/21/19

Days in Billing Cycle 28

BUSINESS CARD
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WILMINGTON, DE 19886-5796

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

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

New Balance Total \$746.02

Minimum Payment Due \$10.00

Payment Due Date 04/17/19

Enter payment amount

\$

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RALPH MARTINEZ

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

Account Information:
www.bankofamerica.com

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

Mail Payments to:
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WILMINGTON, DE 19886-5796

Customer Service:
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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				
03/14	03/14	CA Banking Center payment	07306005750017580455328	- 292.53
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$292.53
Purchases and Other Charges				
02/28	02/27	U.W.K.C BAKERSFIELD CA	55506299058726522700220	200.00
03/11	03/08	PAYPAL *PARTNERSHIP 4029357733 DC	55429509067894765380798	350.00
03/11	03/08	PAYPAL *PARTNERSHIP 4029357733 DC	55429509067894765687036	350.00
03/11	03/09	BITTITAN, INC. BITTITAN.COM/WA	55432869068200877667852	1,500.00

BUSINESS CARD
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WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$4,359.20

Minimum Payment Due \$43.59**Payment Due Date 04/17/19**

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

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

Account Summary

Previous Balance \$292.53

Payments and Other Credits -\$292.53

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$4,359.20

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

New Balance Total \$4,359.20

Credit Limit \$10,000

Credit Available \$5,640.80

Statement Closing Date 03/21/19

Days in Billing Cycle 28

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

New Balance Total \$4,359.20

Minimum Payment Due \$43.59**Payment Due Date 04/17/19****Enter payment amount**

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/14	03/12	AMERICAN 00123423453952 8004337300 TX SHEGOS/SHEILA 00123423453952 Departure Date: 04/02/19 Airport Code: BFL AA B PHX Departure Date: 04/02/19 Airport Code: PHX AA B ELP Departure Date: 04/05/19 Airport Code: ELP AA B PHX Departure Date: 04/05/19 Airport Code: PHX AA B BFL	55310209072978000396313	329.60
03/14	03/12	AMERICAN 00123424529362 8004337300 TX MARTINEZ/RALPH 00123424529362 Departure Date: 04/01/19 Airport Code: BFL AA B PHX Departure Date: 04/01/19 Airport Code: PHX AA B ELP Departure Date: 04/05/19 Airport Code: ELP AA B PHX Departure Date: 04/05/19 Airport Code: PHX AA B BFL	55310209072978000589867	429.60
03/15	03/14	BITTITAN, INC. BITTITAN.COM/WA	55432869073200945989570	750.00
03/18	03/16	BITTITAN, INC. BITTITAN.COM/WA	55432869075200422343711	450.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,359.20

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.



RAYMOND T QUAN

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

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

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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 \$481.45
Minimum Payment Due \$10.00
Payment Due Date 04/17/19

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

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

Account Summary

Previous Balance \$1,508.68
Payments and Other Credits -\$1,508.68
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$481.45
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$481.45

Credit Limit \$10,000
Credit Available \$9,518.55
Statement Closing Date 03/21/19
Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005750017580505643	- 1,508.68
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,508.68
Purchases and Other Charges				
03/11	03/08	EXPEDIA 7417893727651 EXPEDIA.COM WA	55432869067200676111707	481.45
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$481.45

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

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

New Balance Total \$481.45
Minimum Payment Due \$10.00
Payment Due Date 04/17/19

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		CONTRERAS/ESPERANZA 00123407219272 Departure Date: 05/29/19 Airport Code: BFL AA B DFW Departure Date: 05/29/19 Airport Code: DFW AA B ATL Departure Date: 06/05/19 Airport Code: ATL AA B PHX Departure Date: 06/05/19 Airport Code: PHX AA B BFL		
03/06	03/04	AMERICAN 00123407238323 8004337300 TX FONESCA/IRENE 00123407238323 Departure Date: 05/29/19 Airport Code: BFL AA B DFW Departure Date: 05/29/19 Airport Code: DFW AA B ATL Departure Date: 06/05/19 Airport Code: ATL AA B PHX Departure Date: 06/05/19 Airport Code: PHX AA B BFL	55310209064978000419016	465.60
03/15	03/15	CALIFORNIA COMMUNITY A 9164431721 CA	75187429074000000548841	1,023.95
03/15	03/15	CALIFORNIA COMMUNITY A 9164431721 CA	75187429074000000548858	1,228.74
03/18	03/16	ALLIANCE OF INFORMATIO FAIRFAX VA	55207399076000075160010	830.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$4,963.89

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.



CARMEN SEGOVIA

Platinum Plus® for Business

February 22, 2019 - March 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
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Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/08	03/04	WAL-MART #1624 BAKERSFIELD CA	55483829066310873101519	- 70.67
03/11	03/08	PROMOTIONS NOW MOORESTOWN NJ	25247809068000781152676	- 50.00
03/14	03/14	CA Banking Center payment	07306005750006580594962	- 3,893.57
03/15	03/14	LAKESHORE LEARNING MAT 3105374778 CA	55480779073026499911120	- 146.68
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$4,160.92
Purchases and Other Charges				
02/22	02/21	WALMART.COM 8009666546 AR	55500369052083324266254	70.67

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

Payment Information

New Balance Total \$13,311.25

Minimum Payment Due \$133.11

Payment Due Date 04/17/19

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

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

Account Summary

Previous Balance \$3,893.57

Payments and Other Credits -\$4,160.92

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$13,578.60

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$13,311.25

Credit Limit \$20,000

Credit Available \$6,688.75

Statement Closing Date 03/21/19

Days in Billing Cycle 28

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

New Balance Total \$13,311.25

Minimum Payment Due \$133.11

Payment Due Date 04/17/19

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/22	02/21	FIDELITYSAFETY.COM 8662214045 CA	55429509052637639664708	260.00
02/25	02/22	WALMART.COM 8009666546 AR	55500369053083711820548	144.47
02/25	02/21	FOOD SAFETY TRAINING 888-826-5222 CA	85438399053980013135239	9.95
02/25	02/21	FOOD SAFETY TRAINING 888-826-5222 CA	85438399053980013135262	59.70
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359957	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359958	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359959	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359960	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359961	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359962	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359963	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359954	85486149059703432823332	698.76
03/01	02/28	CALIFORNIA WIC ASSOCIA 9165720700 CA	55506299059608992561929	5,250.00
03/04	03/01	CATALDOS PIZZERIA -NEW 8887072469 CA	55429509060637025203236	128.07
03/04	03/01	SVM PREPAID CARD 8007206428 IL	55460299061286082400660	224.60
03/04	03/01	SVM PREPAID CARD 8007206428 IL	55460299061286082400686	580.63
03/04	03/01	THE HOME DEPOT #1050 BAKERSFIELD CA	55541869061010179250256	53.66
03/05	03/04	PAYPAL *CALIFORNIAH 4029357733 CA	55429509064894607415136	50.00
03/06	03/05	SUBWAY 009999700999979 MIAMI FL	05410199064255313490381	400.00
03/07	03/06	HOTELS.COM156570884505 HOTELS.COM WA	55432869065200284792205	167.94
03/12	03/11	HOTELS.COM156724727226 HOTELS.COM WA	55432869070200338068191	155.76
03/13	03/12	LAKESHORE LEARNING MAT 3105374778 CA	55480779071026491657756	755.65
03/13	03/12	FIDELITYSAFETY.COM 8662214045 CA	55429509071637524195971	125.00
03/19	03/18	TOO FAT SANDWICHES & C BAKERSFIELD CA	85369439077167902380881	671.50
03/21	03/20	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369080837000165643	103.75
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$13,578.60

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 February 22, 2019 - March 21, 2019 Cardholder Statement

Account Information:
www.bankofamerica.com

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

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1.509.353.6656, 24 Hours

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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				
03/14	03/14	CA Banking Center payment	07306005750006580641763	- 5,824.38
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$5,824.38
Purchases and Other Charges				
02/22	02/21	RESIDENCE INN SACRAMEN 916-649-1300 CA Arr: 02/21/19 Dep: 02/21/19 Inv: 052001	55432869052200144799502	318.60
02/28	02/27	FOOD-EX BAKERSFIELD CA	25247809058002588032780	347.13
03/11	03/08	PAYPAL *PARTNERSHIP 4029357733 DC	55429509067894751956338	350.00

Payment Information

New Balance Total \$2,034.39

Minimum Payment Due \$20.34

Payment Due Date 04/17/19

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

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

Account Summary

Previous Balance \$5,824.38

Payments and Other Credits - \$5,824.38

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$2,034.39

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$2,034.39

Credit Limit \$10,000

Credit Available \$7,965.61

Statement Closing Date 03/21/19

Days in Billing Cycle 28

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

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

New Balance Total \$2,034.39

Minimum Payment Due \$20.34

Payment Due Date 04/17/19

Enter payment amount

\$

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

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/11	03/08	PAYPAL *PARTNERSHIP 4029357733 DC	55429509067894752382088	350.00
03/14	03/12	AMERICAN 00123423320882 8004337300 TX PEREZ GARCIA/GUADALU 00123423320882 Departure Date: 04/02/19 Airport Code: BFL AA B PHX Departure Date: 04/02/19 Airport Code: PHX AA B ELP Departure Date: 04/05/19 Airport Code: ELP AA B PHX Departure Date: 04/05/19 Airport Code: PHX AA B BFL	55310209072978000370516	329.60
03/14	03/12	AMERICAN 00123423535082 8004337300 TX VIGIL/ANA 00123423535082 Departure Date: 04/02/19 Airport Code: BFL AA B PHX Departure Date: 04/02/19 Airport Code: PHX AA B ELP Departure Date: 04/06/19 Airport Code: ELP AA B PHX Departure Date: 04/06/19 Airport Code: PHX AA B BFL	55310209072978000411161	289.60
03/19	03/18	SQUARE *SQ *DC VIP CAB Washington DC	55432869077200936811748	19.46
03/20	03/18	AMERICAN 0010284695501 BAKERSFIELD CA TOBIAS/JEREMY 0010284695501 Departure Date: 03/18/19 Airport Code: EBC AA Y FEE	55417349078870782888718	30.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,034.39

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

February 22, 2019 - March 21, 2019

Cardholder Statement

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For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005750006580687436	- 7,838.24
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$7,838.24
Purchases and Other Charges				
03/04	03/01	BITTITAN, INC. BITTITAN.COM/WA	55432869060200980302981	900.00
03/06	03/05	BITTITAN, INC. BITTITAN.COM/WA	55432869064200946545091	1,500.00
03/11	03/08	BITTITAN, INC. BITTITAN.COM/WA	55432869067200637836921	750.00
03/13	03/08	LA QUINTA INNSUITES FRESNO CA	55432869071200514928738	817.22

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

Payment Information

New Balance Total \$4,975.87
Minimum Payment Due \$49.76
Payment Due Date 04/17/19

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

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

Account Summary

Previous Balance \$7,838.24
Payments and Other Credits - \$7,838.24
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$4,975.87
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$4,975.87

Credit Limit \$10,000
Credit Available \$5,024.13
Statement Closing Date 03/21/19
Days in Billing Cycle 28

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

New Balance Total \$4,975.87
Minimum Payment Due \$49.76
Payment Due Date 04/17/19

Enter payment amount

\$

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

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

Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
		Arr: 03/03/19 Dep: 03/08/19 Inv: 208538		
03/13	03/13	ONESTEPGPSCOM 18186592031 CA	55429509072717707566591	209.25
03/15	03/14	SPRINGHILL SUITES SACR SACRAMENTO CA	55432869073200976233856	354.00
		Arr: 03/14/19 Dep: 03/14/19 Inv: 073007		
03/21	03/20	MINDBODY, INC 805-4762700 CA	85454919079900014593818	445.40
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,975.87

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, 2019 TO FEBRUARY 29, 2020 (1 OF 12 MONTHS OR 8.33%)

Line Item	2019/20 Budget	3/1/19 - 3/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	169,928	11.5%	1,302,206
Head Start Subsidy	<u>709,204</u>	<u>21,172</u>	3.0%	<u>688,032</u>
Total Revenue	<u>2,181,338</u>	<u>191,099.53</u>	8.8%	<u>1,990,238</u>
Expenditures (Note B)				
Salaries	650,054	48,966	7.5%	601,088
Benefits	214,518	20,803	9.7%	193,715
Vehicle Gasoline, Repair/Maintenance	70,000	1,729	2.5%	68,271
Space Costs	101,200	5,270	5.2%	95,930
Supplies - Office & Food Service	114,900	14,205	12.4%	100,695
Equipment Repair/Maintenance	6,000	299	5.0%	5,701
Communication	13,000	922	7.1%	12,078
Risk Insurance	12,700	-	0.0%	12,700
Printing	1,700	-	0.0%	1,700
Hiring & Employee Costs	1,800	-	0.0%	1,800
First Aid	2,600	-	0.0%	2,600
Raw Food/Vended Meals	<u>1,047,490</u>	<u>66,391</u>	6.3%	<u>981,099</u>
Sub Total	2,235,962	158,584	7.1%	2,077,378
Adult Meals Prepared	188,000	17,126	9.1%	170,874
Indirect	<u>133,376</u>	<u>15,389</u>	11.5%	<u>117,987</u>
Total Expenditures	<u>2,557,338</u>	<u>191,099.53</u>	7.5%	<u>2,366,238</u>

	Prior Period	March 2019	Cum
Total Meals Prepared and Vended (Note C)	-	107,116	107,116
Total Meals Claimed	<u>-</u>	<u>81,188</u>	<u>81,188</u>
Difference	-	25,928	12,596

Percentage Claimed to Prepared/Vended		75.8%	75.8%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (7 OF 12 MONTHS = 66.67%)

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	\$ 515,820	\$ 530,165	\$ -	\$ -	\$ -	\$ -	\$ 4,136,401		
Add: 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	\$ 524,589	\$ 530,165	\$ -	\$ -	\$ -	\$ -	\$ 4,200,705	83.54%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		60.20%
Administration & Support Services Revenue															
Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 524,589	\$ 530,165	\$ -	\$ -	\$ -	\$ -	\$ 4,200,705		
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>\$ 111,276</u>	<u>\$ 112,459</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 891,058</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,567	88,735	61,862	69,199	61,365	63,573	99,051	113,650	-	-	-	-	604,002	12.01%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,595	60,838	63,731	-	-	-	-	466,490	4.44%	
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	\$ 159,889	\$ 177,381	\$ -	\$ -	\$ -	\$ -	\$ 827,485	16.46%	
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>\$ (48,613)</u>	<u>\$ (64,922)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 63,573</u>		
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>\$ 684,478</u>	<u>\$ 707,546</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,028,190</u>	100.00%	

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

Provider payments	4,200,705
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>891,058</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 (9 OF 12 MONTHS = 75.0%)**

	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	4,070	5,026	-	-	-	44,478	
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	\$ 195,284	\$ 241,126	\$ -	\$ -	\$ -	\$ 2,134,067	72.51%
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	8,426	-	-	-	54,720	
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	\$ 406,797	\$ -	\$ -	\$ -	\$ 2,641,878	62.12%
Maximum Reimbursable Amount (MRA)													\$4,252,800	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	422	444	-	-	-	4,072	
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	\$ 21,308	\$ -	\$ -	\$ -	\$ 195,388	76.81%
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 \$1,121,530 greater than 2017/18.
CMIG's MRA for 2018/19 is \$17,878 greater than 2017/18.

Division/CFO: Tracy Webster, CFO		Month/Year: March 2019		
Program/Work Unit: Not Applicable		Controller: VACANT		
Services: Overall financial and accounting functions of the organization				
Activities	March 2019		Year to Date (3/1/19 -3/31/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	7	1,758,982	7	1,758,982
Wire Deposits	5	299,164	5	299,164
Head Start/IRS Drawdowns	4	2,706,120	4	2,706,120
Vendor Checks Issued	860	2,659,557	860	2,659,557
Payroll Disbursed		2,628,715		2,628,715
Grant Reports Prepared in March 2019	15		15	
Cal EITC				
Cal Fresh Outreach				
CSBG				
CSBG Discretionary				
CSBG 2018 Close-out				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2017 Close-out				
LIHEAP 2018				
LIHEAP 2019				
Realignment for Success				
United Way CES				
WIC				

Other: Total Division Staffing: 14 + 1 vacancies – 1 Controller

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

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2019

ASSETS

Cash in Bank	1,733,097
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	3,189,395
Travel Advance	1,767
Prepaid Expense	322,057
Inventory	1,236,975
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 18,284,486

LIABILITIES AND NET ASSETS

Accounts Payable	1,898,677
Accrued Expenses	429,490
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,446,675
Advance Payable	1,689
Deferred Revenue	<u>363,294</u>

Total Liabilities 6,142,272

Total Net Assets 12,142,214

Total Liabilities and Net Assets 18,284,486

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

REVENUE

Grant Revenue	58,385,783
Donations	147,605
Other Revenue	5,612,945
In-Kind	<u>10,148,849</u>

Total Revenue 74,295,182

EXPENDITURES

Salaries	29,353,521
Benefits	8,432,984
Travel	621,621
Space Costs	5,379,174
Supplies	2,156,548
Consultant/Contract Services	2,385,542
Other Costs	2,409,464
Program Costs	8,010,988
Capital Expenditures	-
Indirect	5,250,786
In-Kind	<u>10,148,849</u>

Total Expenditures 74,149,476

Net Change in Assets 145,706

Net Assets, beginning 11,996,508

Net Assets, ending 12,142,214

Community Action of Partnership of Kern Agency Total

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

ASSETS

Cash in Bank	965,483
Cash - Vacation Reserve	620,572
Petty Cash	500
Accounts Receivable	23,319,190
Travel Advance	6,648
Prepaid Expense	344,720
Inventory	1,232,889
Net Fixed Assets - Unrestricted	2,142,726
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 37,789,799

LIABILITIES AND NET ASSETS

Accounts Payable	674,476
Accrued Expenses	111,420
Accrued Vacation	608,244
Line of Credit	217,068
Note Payable	2,421,840
Advance Payable	3,134
Deferred Revenue	<u>21,629,143</u>

Total Liabilities 25,665,325

Total Net Assets 12,124,474

Total Liabilities and Net Assets 37,789,799

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

REVENUE

Grant Revenue	3,377,889
Donations	3,145
Other Revenue	321,055
In-Kind	<u>919,507</u>

Total Revenue 4,621,596

EXPENDITURES

Salaries	1,805,680
Benefits	755,420
Travel	27,543
Space Costs	230,785
Supplies	90,243
Consultant/Contract Services	144,218
Other Costs	150,546
Program Costs	203,149
Capital Expenditures	14,856
Indirect	297,389
In-Kind	<u>919,507</u>

Total Expenditures 4,639,336

Net Change in Assets (17,740)

Net Assets, beginning 12,142,214

Net Assets, ending 12,124,474

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,835,210	1,792,228	27,042,982	6%
BENEFITS	9,237,350	713,520	8,523,830	8%
TRAVEL	609,186	22,435	586,751	4%
SPACE COST	3,881,405	216,359	3,665,046	6%
SUPPLIES	1,771,879	81,746	1,690,133	5%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	2,032,545	73,816	1,958,729	4%
OTHER COSTS	2,474,485	139,176	2,335,309	6%
PROGRAM COSTS	9,437,766	200,844	9,236,922	2%
INDIRECT	5,032,142	311,995	4,720,147	6%
TOTAL	63,312,968	3,552,120	59,760,848	6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	22,355,036	1,549,594	20,805,442	7%
BENEFITS	7,420,581	583,860	6,836,721	8%
TRAVEL	350,762	12,860	337,902	4%
SPACE COST	2,858,982	158,187	2,700,795	6%
SUPPLIES	1,410,827	51,990	1,358,837	4%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	671,488	13,642	657,846	2%
OTHER COSTS	1,318,918	84,357	1,234,561	6%
PROGRAM COSTS	7,096,232	3,875	7,092,357	0%
INDIRECT	3,489,828	236,320	3,253,508	7%
TOTAL	46,972,654	2,694,684	44,277,970	6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,523,579	153,367	3,370,212	4%
BENEFITS	1,030,935	71,632	959,303	7%
TRAVEL	109,950	5,765	104,185	5%
SPACE COST	565,434	38,800	526,634	7%
SUPPLIES	204,574	17,381	187,193	8%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	8,985	295	8,690	3%
OTHER COSTS	266,558	15,677	250,882	6%
PROGRAM COSTS	1,685,551	167,810	1,517,741	10%
INDIRECT	604,331	45,712	558,619	8%
TOTAL	7,999,897	516,439	7,483,458	6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,464,580	53,636	1,410,944	4%
BENEFITS	382,832	26,725	356,107	7%
TRAVEL	92,304	2,439	89,865	3%
SPACE COST	235,279	9,975	225,304	4%
SUPPLIES	82,222	9,370	72,852	11%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	1,261,272	59,847	1,201,425	5%
OTHER COSTS	708,781	31,018	677,763	4%
PROGRAM COSTS	632,133	28,028	604,105	4%
INDIRECT	380,000	21,274	358,726	6%
TOTAL	5,239,403	242,312	4,997,091	5%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	18,792	789,149	2%
BENEFITS	221,237	12,425	208,812	6%
TRAVEL	39,380	1,231	38,149	3%
SPACE COST	94,385	8,850	85,535	9%
SUPPLIES	55,481	2,707	52,774	5%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	1	88,549	0%
OTHER COSTS	95,417	6,562	88,855	7%
PROGRAM COSTS	17,350	1,131	16,219	7%
INDIRECT	101,673	4,913	96,760	5%
TOTAL	1,522,414	56,613	1,465,801	4%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	16,840	663,234	2%
BENEFITS	180,940	18,880	162,060	10%
TRAVEL	16,790	139	16,651	1%
SPACE COST	123,125	547	122,578	0%
SUPPLIES	16,575	297	16,278	2%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	2,250	31	2,219	1%
OTHER COSTS	58,551	1,562	56,989	3%
PROGRAM COSTS	6,500	-	6,500	0%
INDIRECT	452,760	3,775	448,985	1%
TOTAL	1,537,565	42,071	1,495,494	3%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	-	4,000	0%
BENEFITS	825	-	825	0%
TRAVEL	0	-	0	0%
SPACE COST	4,200	-	4,200	0%
SUPPLIES	2,200	-	2,200	0%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	-	26,260	0%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,550	-	3,550	0%
TOTAL	41,035	-	41,035	0%

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	\$ 5,502,967	108.8%	\$ (443,378)
Expenditures				
Salaries	2,820,260	2,674,642	94.8%	145,618
Benefits @ 24.11% actual	<u>674,091</u>	<u>584,944</u>	<u>86.8%</u>	<u>89,147</u>
Total Personnel Costs	3,494,351	3,259,586	93.3%	234,765
Operating Costs				
Travel	90,750	68,720	75.7%	22,030
Space Costs	187,900	209,022	111.2%	(21,122)
Supplies	138,400	114,752	82.9%	23,648
Consultant/Contract	630,725	841,152	133.4%	(210,427)
Other Operating Costs	<u>363,950</u>	<u>272,773</u>	<u>74.9%</u>	<u>91,177</u>
Total Operating Costs	1,411,725	1,506,419	106.7%	(94,694)
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 4,766,004</u>	<u>97.1%</u>	<u>\$ 140,072</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 736,963</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 1,197,063	97.8%	\$ 26,402
Operations	1,394,366	1,370,576	98.3%	23,790
Executive	536,935	579,701	108.0%	(42,766)
Community Development	704,410	616,795	87.6%	87,615
Finance	<u>1,046,900</u>	<u>1,001,870</u>	<u>95.7%</u>	<u>45,030</u>
	<u>\$ 4,906,076</u>	<u>\$ 4,766,004</u>	<u>97.1%</u>	<u>\$ 140,072</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/19 TO 3/31/19 (1 OF 12 MONTHS = 8.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,413,827	\$ 311,995	5.8%	\$ 5,101,832
Expenditures				
Salaries	3,066,150	180,934	5.9%	2,885,216
Benefits @ 24.11% actual	<u>755,091</u>	<u>54,028</u>	<u>7.2%</u>	<u>701,063</u>
Total Personnel Costs	3,821,241	234,961	6.1%	3,586,280
Operating Costs				
Travel	93,650	3,110	3.3%	90,540
Space Costs	186,800	12,657	6.8%	174,143
Supplies	166,500	5,951	3.6%	160,549
Consultant/Contract	659,100	45,025	6.8%	614,075
Other Operating Costs	<u>345,050</u>	<u>9,749</u>	<u>2.8%</u>	<u>335,301</u>
Total Operating Costs	1,451,100	76,493	5.3%	1,374,607
Total Expenditures	<u>\$ 5,272,341</u>	<u>\$ 311,454</u>	<u>5.9%</u>	<u>\$ 4,960,887</u>
Excess Indirect Revenue	<u>\$ 141,486</u>	<u>\$ 541</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 63,160	6.1%	\$ 971,472
Operations	1,355,800	73,259	5.4%	1,282,541
Executive	612,204	40,864	6.7%	571,340
Community Development	705,930	48,270	6.8%	657,660
Finance	<u>1,563,775</u>	<u>85,901</u>	<u>5.5%</u>	<u>1,477,874</u>
	<u>\$ 5,272,341</u>	<u>\$ 311,454</u>	<u>5.9%</u>	<u>\$ 4,960,887</u>

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