

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
May 22, 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. US Bank for Community Development & Small Business Initiative
 - 2. Wells Fargo Bank for Community Development & Small Business Initiative
 - 3. U.S. Administration for Children & Families for East Kern Family Resource Center
- b. Head Start and Early Head Start Budget to Actual Reports – Jerry Meade, Program Design and Management Administrator – **Info Item**
 - 1. Kern Head Start Budget to Actual for the Period Ended April 30, 2019 **(p. 9-11)**
 - 2. Kern Early Head Start Budget to Actual for the Period Ended April 30, 2019 **(p. 12-14)**
 - 3. San Joaquin Early Head Start Budget to Actual for the Period Ended April 30, 2019 **(p. 15-17)**
 - 4. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended April 30, 2019 **(p. 18-20)**
 - 5. Early Head Start Expansion Budget to Actual for the period Ended April 30, 2019 **(p. 21-22)**
- c. Cost of Living Adjustment (COLA) For All Employee Wages – Tracy Webster, Chief Financial Officer – **Action Item (p. 23-32)**
- d. Federal Financial Report – Tracy Webster, Chief Financial Officer – **Info Item (p. 33-40)**
- e. Division Director Job Descriptions and Wage Salary Grades – Raymond Quan, Director of Human Resources – **Info Item (Verbal Report)**

6. **Chief Financial Officer Report**

- a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item (p. 41)**
- b. Financial Statements, April 2019 – Tracy Webster, Chief Financial Officer - **Action Item (p. 42-89)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, June 19, 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 May 17, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - April 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 EKFERC, SYC, FHCC	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
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	EKFERC 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	EKFERC Health Link	\$ 3,000
4/24/2019	4/2/2019	Kern County Dept. of Human Services	FHCC/SYC Youth Mentoring	\$ 75,000
2/27/2019	4/8/2019	California Coastal Conservancy	FHCC/SYC Explore the Coast	\$ 13,558
4/24/2019	4/15/2019	Virginia and Alfred Harrel Foundation	Food Bank Truck	\$ 30,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED -April 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 - April 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
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	\$249,420

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA: N/A

Project Name: CAPK Small Business Initiative

Division Director: Ralph Martinez

Funder Name: US Bank

Program Manager: James Burger

Grant Program Name: Community Development

☒ **New Funding**

☐ **Re-Application**

Funding Period: 7/1/2019- 6/31/2020

A. Narrative description of funding request, including goals:

CAPK is requesting up to \$20,000 from US Bank to build capacity and expand services of CAPK's Small Business Initiative to assist low-to-moderate income people, and business owners start, strengthen, and grow small businesses in Kern County.

The program is in the second of three years of start-up funding from Bank of the West. Expansion of services will include hiring a part-time Small Business Associate to conduct one-on-one coaching sessions, assisting participants with writing business plans and setting/reaching their small business goals. Workshops will expand to new locations such as Arvin, Lamont, and Wasco and additional outreach will take place to promote coaching and new workshop locations.

B. Use of Funds:

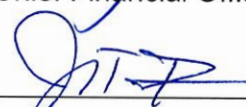
The requested funds will be used for a part-time Small Business Associate, workshop supplies, and outreach.

C. Approvals:

1. _____
Division Director Date

2.  5-7-19
Director of Community Development Date

3.  5/8/19
Chief Financial Officer Date

4.  5/8/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE-Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: Small Business Initiative
Funder Name: Wells Fargo
Grant Program Name: Community Development
Funding Period: 7/1/2019-6/30/2020

CFDA: N/A
Division Director: Ralph Martinez
Program Manager: James Burger
☒ **New Funding** (Received Wells Fargo Funding in the past, but not for this program)
☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$50,000 from Wells Fargo to provide additional support and build capacity for the CAPK Small Business Initiative (SBI).

CAPK's SBI is in the second of three years of Bank of the West start-up funding. CAPK is seeking Wells Fargo support to build on the success and momentum of the program by **increasing community outreach** through CAPK's 10 service programs, widespread social media messaging, and leveraging local media; **one-on-one coaching sessions** with contracted professionals to assist participants in completing business and savings plans to reach their small business goals; and the opportunity for a \$1 to \$1 **new savings account match** of up to \$1,000, to assist in covering business start-up and expansion expenses such as business licenses, space leases, and equipment.

B. Use of Funds:

The requested funds will be used to expand outreach, acquire professional services to provide one-on-one small business coaching, workshop supplies, and provide a \$1 for \$1 savings match to coaching participants.

C. Approvals:

1. _____
Division Director Date

2. Ralph Martinez 5-7-19
Director of Community Development Date

3. James Burger 5/8/19
Chief Financial Officer Date

4. JTP 5/8/19
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: Public

Project Name: Community Collaborations to Strengthen and Preserve Families

Funder Name: U.S. Administration for Children and Families

Grant Program Name: East Kern Family Resource Center

Funding Period: 9/1/2019 – 8/31/2020

CFDA # 93.670

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of the funding request, including goals:

Through an initial grant of \$500,000, CAPK will work with U.S. Administration for Children and Families to build a community collaboration that offers direct family strengthening services and referrals to CAPK and other resources such as case management, financial empowerment, child care, and emergency food and utility assistance. This project would work closely with the U.S. Department of Health and Human Services and be part of a rigorous national evaluative study.

B. Use of Funds:

The requested funds, up to \$2,500,000 over five years, would support community partnerships, to be identified, and offer co-located services at an expanded facility.

C. Approvals:

1. _____
Division Director Date

2. Whitney Hughes 5-7-19
Director of Community Development Date

3. Carmen Segovia 5/8/19
Chief Financial Officer Date

4. John T. R. 5/8/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended April 30, 2019 – Info Item

Date: May 22, 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 April 30, 2019. Two months (50%) of the four-month budget period have elapsed.

Base Funds

Overall expenditures are at 44% of the budget, which is on trend with expenditures for the first quarter of last year.

Training & Technical Assistance Funds

Overall expenditures are at 84% 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 85% 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 - April 30, 2019

Month 2 of 4 (50%)

Prepared 05/13/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,699,990	1,696,847	2,003,143	46%	54%
FRINGE BENEFITS	1,224,686	519,473	705,213	42%	58%
TRAVEL	1,667	0	1,667	0%	100%
SUPPLIES	336,101	106,891	229,210	32%	68%
CONTRACTUAL	32,134	9,282	22,852	29%	71%
OTHER	1,128,654	464,123	664,531	41%	59%
INDIRECT	620,467	267,456	353,011	43%	57%
TOTAL BASE FUNDING	7,043,699	3,064,071	3,979,628	44%	56%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	15,315	18,281	(2,966)	119%	-19%
SUPPLIES	6,947	10,270	(3,323)	148%	-48%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	34,729	15,533	69%	31%
INDIRECT	7,551	6,328	1,223	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	83,056	69,608	13,448	84%	16%

GRAND TOTAL HS FEDERAL FUNDS	7,126,755	3,133,680	3,993,075	44%	56%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	660,015	776,975	(116,960)	118%	-18%
CALIF DEPT OF ED	1,476,898	1,043,251	433,647	71%	29%
TOTAL NON-FEDERAL	2,136,913	1,820,226	316,687	85%	15%

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.

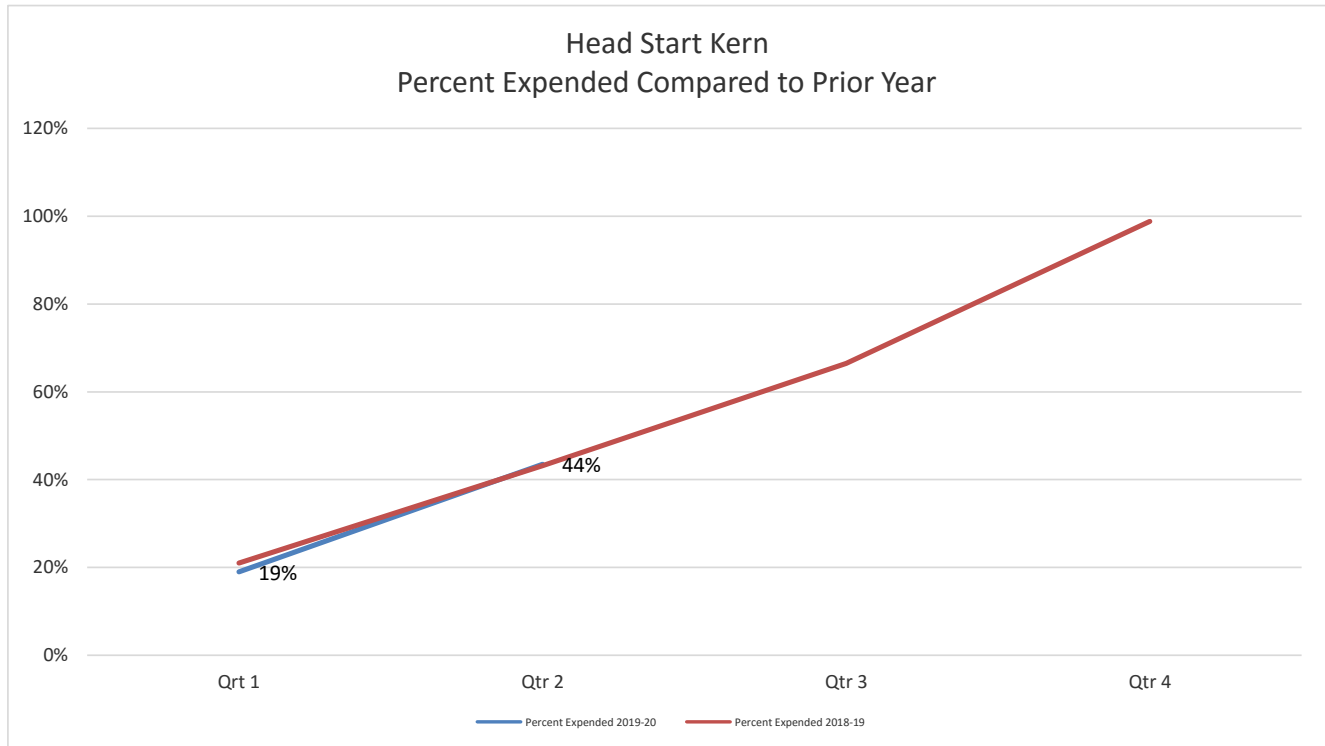
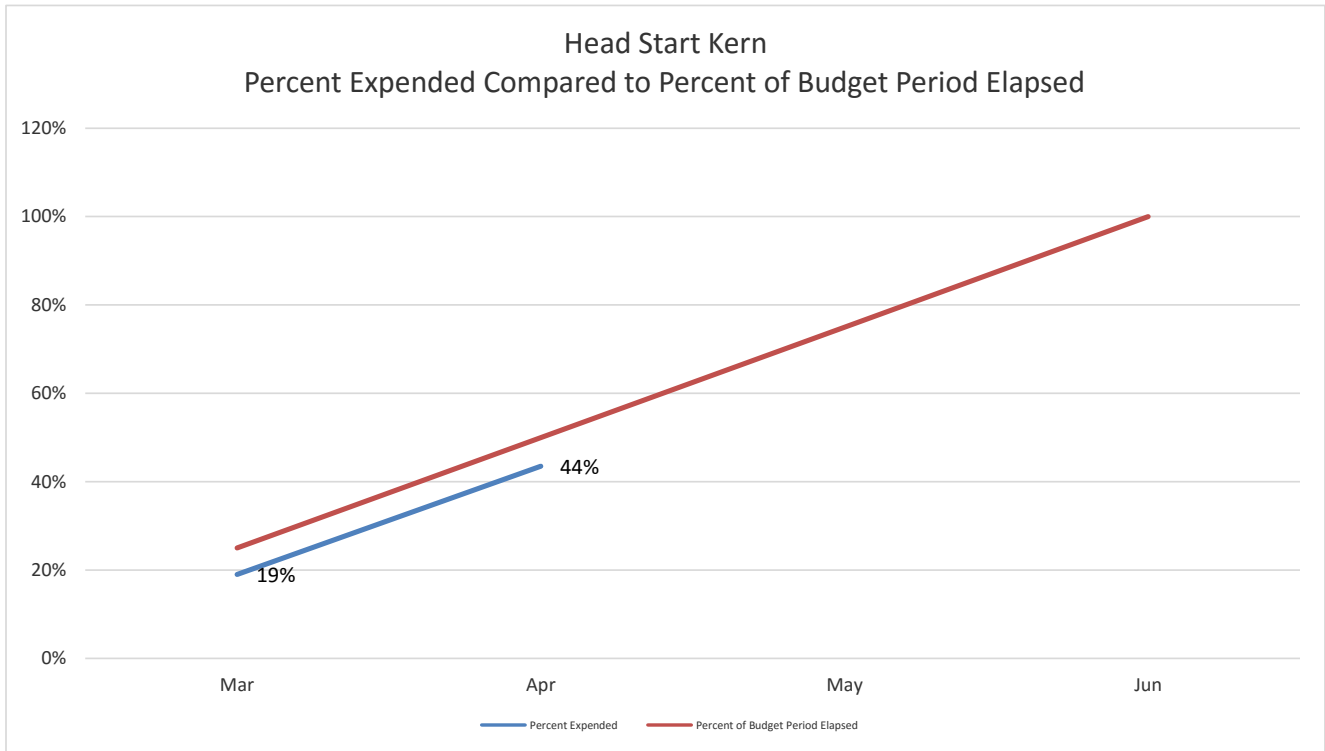
Actual expenditures include posted expenditures and estimated adjustments through 04/30/2019.

Administrative Cost for HS and EHS Kern 7.4%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	31,747				31,747	4/21/2019
Lowe's	6,792	3,715			10,507	4/25/2019
Smart & Final	232				232	5/1/2019
Save Mart ¹	3,072	1,334			4,406	4/28/2019
Chevron & Texaco Business Card	7,341				7,341	5/6/2019
Home Depot	4,362		22		4,384	5/5/2019
	53,546	5,049	22	0	58,617	

¹ Check for past-due amount was received by vendor on 4/20/2019



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 April 30, 2019 – Info Item

Date: May 22, 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 April 30, 2019. Two months (50%) of the four-month budget period have elapsed.

Base Funds

Overall expenditures are at 30% of the budget, which is less than expenditures for the second quarter of last year.

Training & Technical Assistance Funds

Overall expenditures are at 91% 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 - April 30, 2019
 Month 2 of 4 (50%)

Prepared 05/13/2019

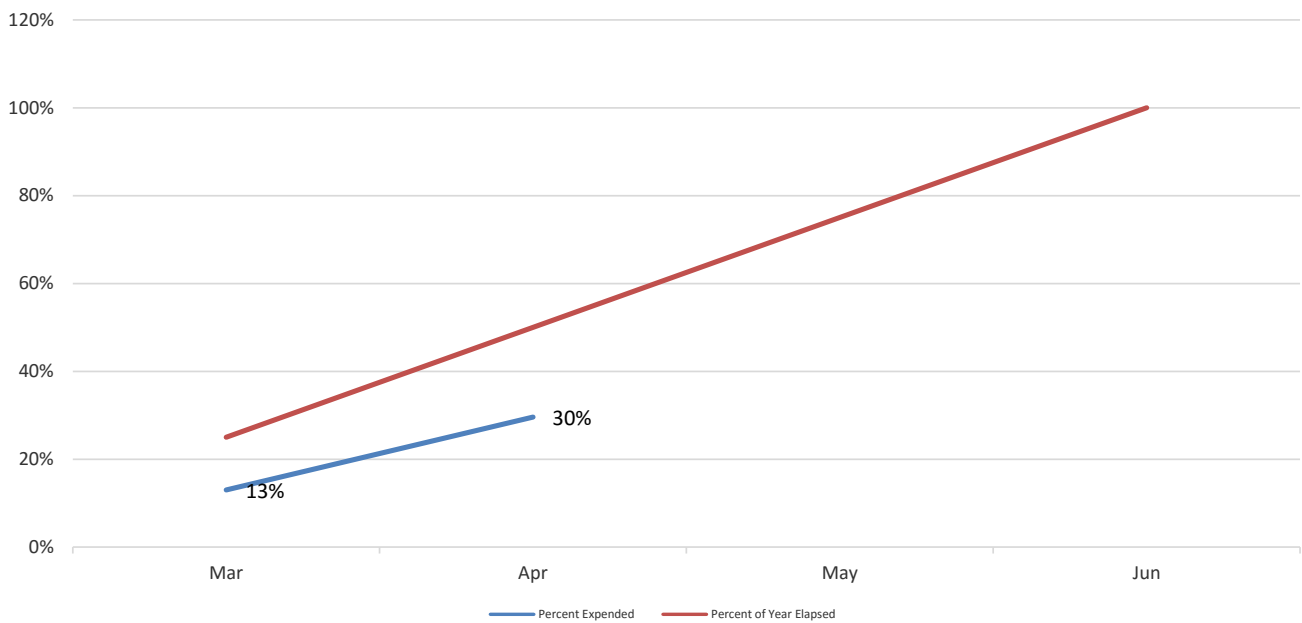
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	772,672	215,047	557,625	28%	72%
FRINGE BENEFITS	251,829	71,420	180,409	28%	72%
SUPPLIES	92,157	21,256	70,901	23%	77%
CONTRACTUAL	5,809	1,501	4,308	26%	74%
OTHER	141,572	65,165	76,407	46%	54%
INDIRECT	124,518	36,525	87,993	29%	71%
TOTAL BASE FUNDING	1,388,557	410,914	977,643	30%	70%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	11,777	2,976	8,801	25%	75%
SUPPLIES	1,340	5,445	(4,105)	406%	-306%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	18,273	(3,214)	121%	-21%
INDIRECT	2,940	2,669	271	91%	9%
TOTAL TRAINING & TECHNICAL ASSISTANCE	32,335	29,364	2,971	91%	9%
GRAND TOTAL EHS FEDERAL FUNDS	1,420,892	440,278	980,614	31%	69%

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

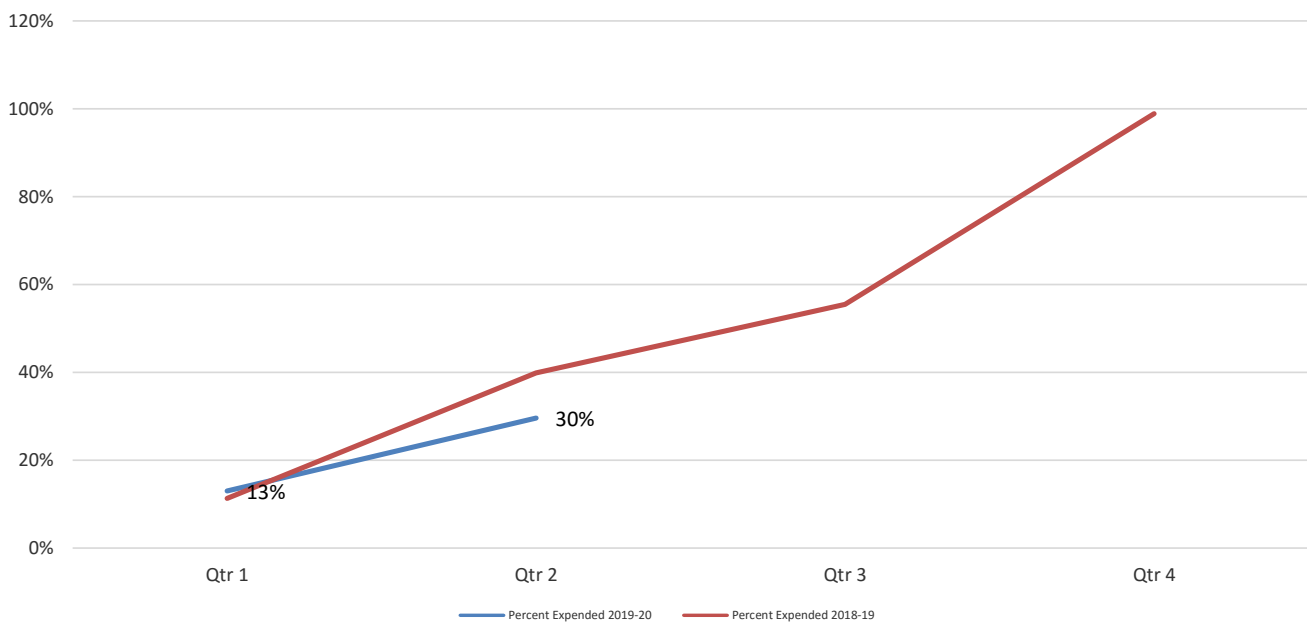
Award is prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2019.

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:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended April 30, 2019 – Info Item

Date: May 22, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through April 30, 2019. Three months (25%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 23% of the budget. Expenses in each category are as expected.

Training & Technical Assistance Funds

Overall expenditures are at 22% of the budget. Staff project that expenses in the Personnel and Fringe Benefits categories will balance each other at year-end.

Non-Federal Share

Non-Federal share is at 19% of the budget. Much of the in-kind documentation for April could not be processed in time to be included in this report. However, if in-kind for April is consistent with prior months, staff conservatively estimate the year-to-date total to be at 25% of the 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 - April 30, 2019

Month 3 of 12 (25%)

Prepared 05/13/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	731,744	2,383,188	23%	77%
FRINGE BENEFITS	923,567	223,349	700,218	24%	76%
TRAVEL	20,232	1,692	18,540	8%	92%
SUPPLIES	140,925	30,490	110,435	22%	78%
CONTRACTUAL	12,078	1,637	10,441	14%	86%
OTHER	600,638	105,026	495,612	17%	83%
INDIRECT	456,781	105,266	351,515	23%	77%
TOTAL	5,269,153	1,199,204	4,069,949	23%	77%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	8,314	30,998	21%	79%
FRINGE BENEFITS	11,534	5,240	6,294	45%	55%
TRAVEL	15,673	5,204	10,469	33%	67%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	3,300	200	94%	6%
OTHER	30,423	1,781	28,642	6%	94%
INDIRECT	10,833	2,384	8,449	22%	78%
TOTAL	119,175	26,223	92,952	22%	78%

GRAND TOTAL EHS FEDERAL FUNDS	5,388,328	1,225,427	4,162,901	23%	77%
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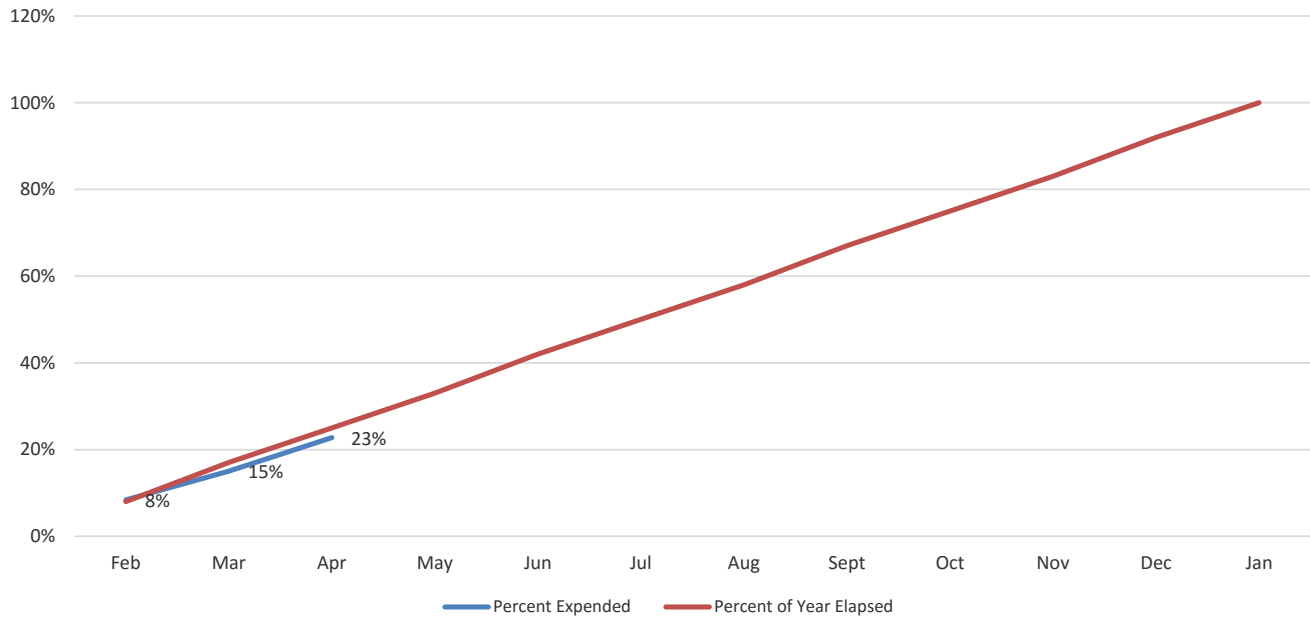
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	244,320	1,079,852	19%	81%
TOTAL NON-FEDERAL FUNDS	1,324,172	244,320	1,079,852	19%	81%

Centralized Administrative Cost	7.3%
Program Administrative Cost	2.4%
Total Administrative Cost	9.8%

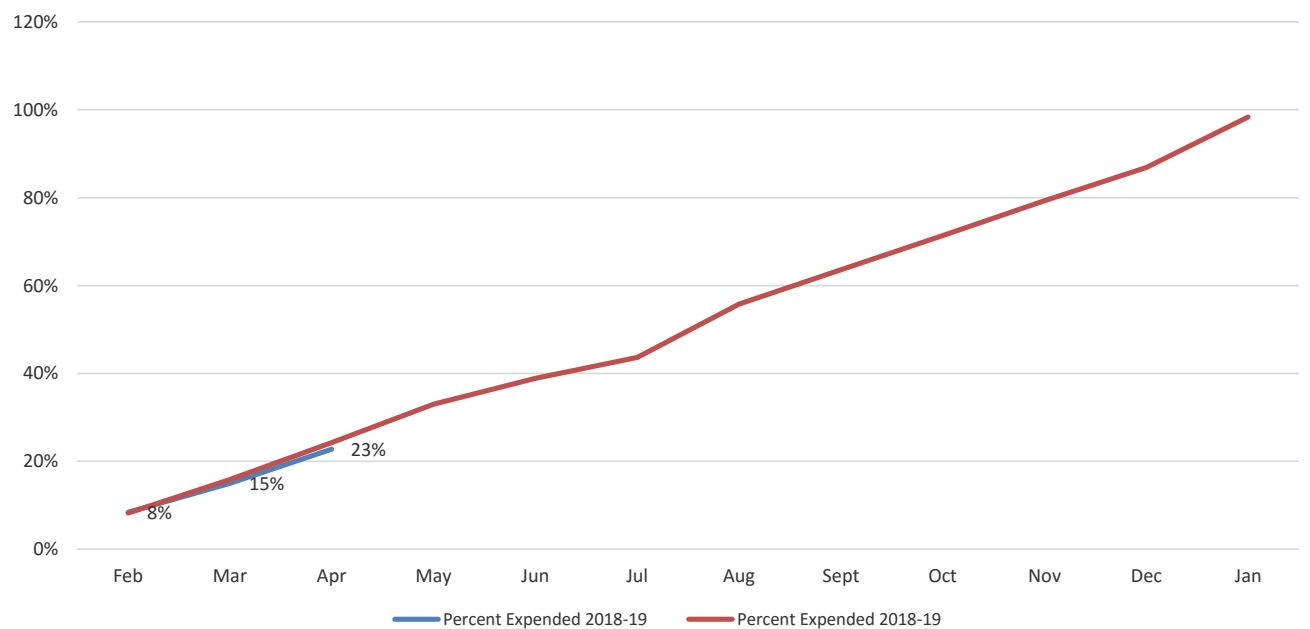
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2019

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

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 April 30, 2019 – Info Item

Date: May 22, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through April 30, 2019. Eight months (67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 62% 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 62% of the budget.

Non-Federal Share

Non-Federal share is at 131% 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 - April 30, 2019

Month 8 of 12 (67%)

Prepared 05/13/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	75,125	54,957	58%	42%
FRINGE BENEFITS	33,248	28,959	4,289	87%	13%
SUPPLIES	1,750	1,394	356	80%	20%
CONTRACTUAL	462,028	282,805	179,223	61%	39%
OTHER	17,395	8,607	8,788	49%	51%
INDIRECT	64,398	39,546	24,852	61%	39%
TOTAL BASE	708,901	436,436	272,465	62%	38%

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	7,716	(1,243)	119%	-19%
INDIRECT	1,527	950	577	62%	38%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	10,453	6,347	62%	38%

GRAND TOTAL FEDERAL FUNDS	725,701	446,888	278,813	62%	38%
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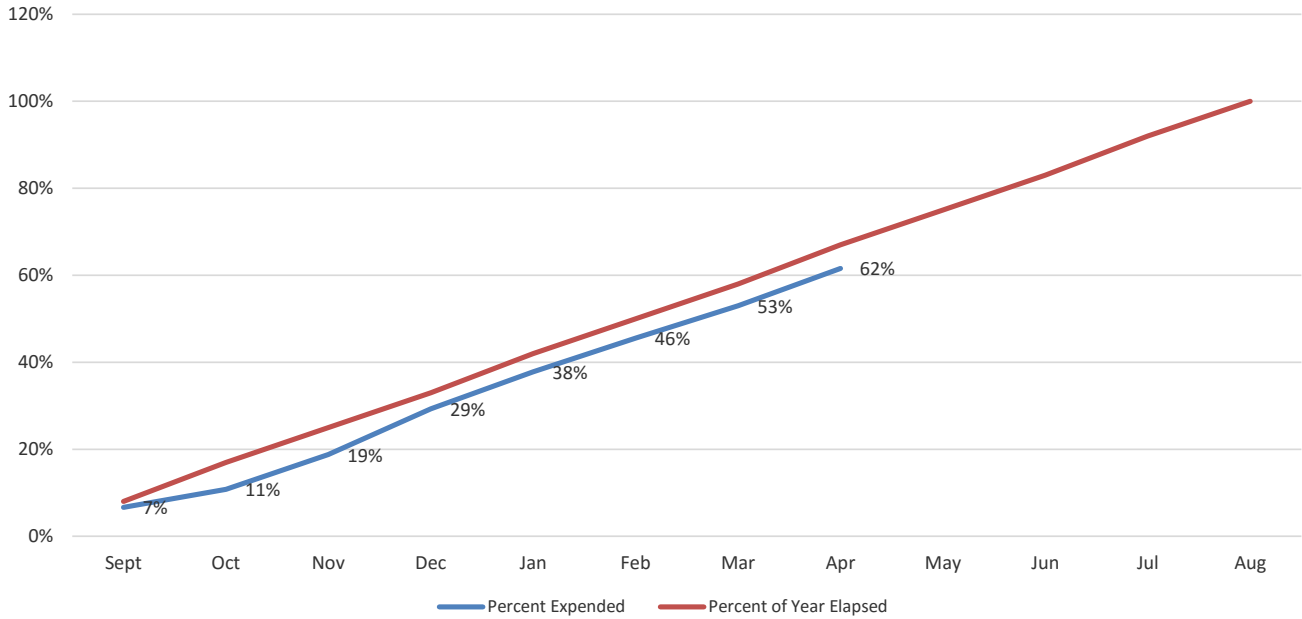
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	237,846	(56,421)	131%	-31%
TOTAL NON-FEDERAL FUNDS	181,425	237,846	(56,421)	131%	-31%

Centralized Administrative Cost	5.9%
Program Administrative Cost	1.3%
Total Administrative Cost	7.2%

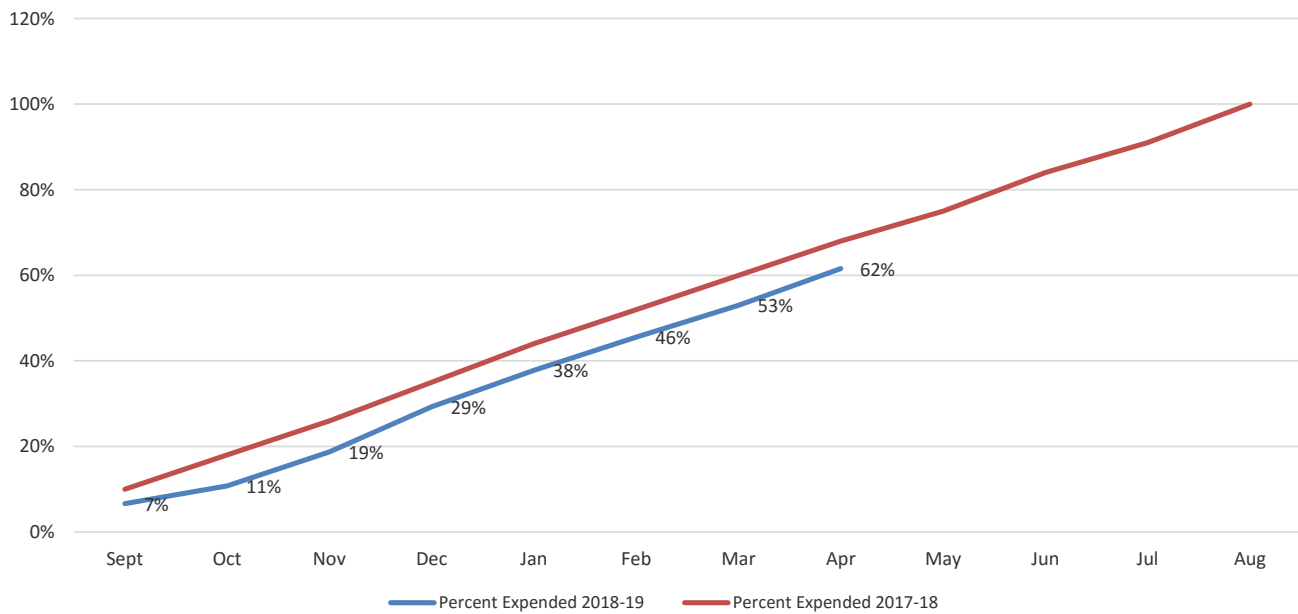
Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2019.

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: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Expansion
Budget to Actual Report for the Period Ended April 30, 2019 – Info Item

Date: May 22, 2019

At the end of November 2018, CAPK submitted an application to compete for Early Head Start center based and child care partnerships expansion funds. On March 27, 2019, CAPK was awarded the full amount requested in its application. The award will expand center-based services by 24 slots (3 classrooms), and child care partnerships slots by 72. Start up activities include preparing three physical classrooms and procuring established child care providers with which to enter into partnership agreements. Services are planned to begin by July 1, 2019.

This grant was awarded under a separate award number; and will thus be reported independently from other Head Start grants operated by CAPK. The annual budget period is March 1 through February 28/29.

The following are highlights of the Early Head Start Expansion Budget to Actual Report for the period March 1, 2019 through April 30, 2019. Two months (17%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 0% of the budget.

Training & Technical Assistance (T&TA)

Overall expenditures are at 0% of the budget.

Start Up

Overall expenditures are at 0% of the budget.

Non-Federal Share

Non-Federal share is at 0% of the budget.

Community Action Partnership of Kern

Early Head Start Expansion

Budget to Actual Report

Budget Period: March 1, 2019 - February 29, 2020

Report Period: March 1, 2019 - April 30, 2019

Month 2 of 12 (17%)

Prepared 05/13/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	541,287	0	541,287	0%	100%
FRINGE BENEFITS	170,225	0	170,225	0%	100%
SUPPLIES	45,780	0	45,780	0%	100%
CONTRACTUAL	540,975	0	540,975	0%	100%
OTHER	141,458	0	141,458	0%	100%
INDIRECT	135,664	0	135,664	0%	100%
TOTAL BASE FUNDING	1,575,389	0	1,575,389	0%	100%

TRAINING & TECHNICAL ASSISTANCE

SUPPLIES	12,885	0	12,885	0%	100%
OTHER	22,920	0	22,920	0%	100%
INDIRECT	3,580	0	3,580	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	39,385	0	39,385	0%	100%

START UP

SUPPLIES	258,000	0	258,000	0%	100%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	0	45,455	0%	100%
TOTAL START UP	500,000	0	500,000	0%	100%

GRAND TOTAL EHS FEDERAL FUNDS	2,114,774	0	2,114,774	0%	100%
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EARLY HEAD START EXPANSION NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	0	528,694	0%	100%
TOTAL NON-FEDERAL	528,694	0	528,694	0%	100%

Budget reflects Notice of Award #09HP000163-01-00

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2019.



MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: May 22, 2019

RE: *Agenda Item 5c: Cost of Living Adjustment (COLA) for all employee wages –*
Action Item

The recently approved federal budget includes funding for a 1.77% Cost-of-Living Adjustment (COLA) for our Head Start group of contracts. This will provide for a 1.77% wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, comprising Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County includes approximately 600 employees of the CAPK total 900 employees.

The Board of Directors previously approved the applications to receive the 1.77% COLA for Kern Head Start and San Joaquin Early Head Start. Both of these applications have been received and approved by the Office of Head Start.

Historically, we have not been able to offer a regular schedule of COLA increases to our employees. We are bound by federal and state budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread a COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 2.6% increase effective in March 2018.

The Division Directors and Program Managers routinely work at planning and budgeting for a possible COLA. All program budgets included a wage COLA in their operational budgets for the 2019-20 budget year. The effective date of the COLA for each program or contract may vary, depending on each contract's requirements and funding levels.

Recommendation:

Staff recommends approval to implement the Head Start COLA of 1.77% and approval of a 1.77% COLA for all remaining CAPK employees not covered by Head Start. Staff recommends that the COLA be applied with the attached effective dates subject to each individual contract requirements and funding levels.

*Attachments: Resolution No. 2019-06
Attachment A
2019-20 CAPK Compensation Schedule*

RESOLUTION # 2019-06

**A Resolution of the Board of Directors
of Community Action Partnership of Kern
Approving a Cost-of-Living Adjustment (COLA)
For CAPK Head Start Staff and
Staff Not Covered with the Head Start / Early Head Start COLA**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 29, 2019, in Bakersfield, California at a regularly scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Head Start / Early Head Start programs have been approved for a 1.77 percent Cost of Living Adjustment (COLA) contract adjustment for the Head Start / Early Head Start Kern (09CH9142); Early Head Start Child Care Partnership (09HP0036); and the Early Head Start San Joaquin (09CH010071); and

WHEREAS, the Division Directors identified all employees that are not covered by the Head Start / Early Head Start COLA, and recommends a similar COLA as detailed in Attachment "A".

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to initiate a wage COLA for CAPK staff covered by the Head Start funding and staff not covered by the Head Start / Early Head Start COLA, and as detailed in Attachment "A".

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 29th day of May 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN
Cost of Living Adjustment (COLA)
FISCAL YEAR 2019/20

<u>Fund Description</u>	<u>% COLA</u>		<u>RETRO</u>	
	<u>Effective Date</u>	<u>Pay Date</u>	<u>Effective Day</u>	<u>Pay Date</u>
<u>Migrant Childcare Alternative Payment</u>	5/1/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>WIC Family</u>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>East Kern Family</u>	5/1/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>Senior Food Program</u>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>Youth Centers Family</u>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>Energy Family</u>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>211 Family</u>	5/1/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>CSBG Funds</u> <i>(Includes the Food Bank, Friendship House, VITA, Shafter Youth Center, and 211)</i>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>Indirect Fund</u>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>Employee Cost Pool</u>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll
<u>Head Start & State Child Care Family</u>	5/29/2019	TBD by Payroll	3/1/2019	TBD by Payroll

NOTES:

- 1.) EFFECTIVE DATE: In order to be eligible for the COLA and the retroactive payment(s), employees must be employed on the effective date. Those that are not an active employee on the effective date will not receive the COLA or any retroactive payment(s).
- 2.) TBD BY PAYROLL: Payroll will determine the pay date for the retro-active payments, and will begin applying the COLA approved rates by program as identified in this document on the effective date.
- 3.) All effective and retro-active dates and increase are contingent upon the approval of the Head Start program COLA increase.
- 4.) All effective and retro-active COLA increases are subject to the individual contract provisions of each program. Some program contracts may not permit COLA salary increases and/or retro-active payments.

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

PROPOSED 2019-20

Effective March 1, 2019

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	8	X
Accountant - Finance	9	
Accountant II - Finance	10	
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	6	
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - VITA	1	
Administrative Clerk - Food Bank - Health Nutrition	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Agency Relations Coordinator - Food Bank	8	
Assessor - Energy	7	
Assistant Director of Head Start/ State Child Development	12	X
Assistant Teacher - Head Start	2	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director Head Start / State Child Development	8	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Supervisor - Energy	8	X
Billing Technician - Energy	6	
Breastfeeding Education Coordinator - WIC	10	
Business Contracts Specialist - Operations	9	
Business Manager - Energy	11	X
Business Manager - Operations	11	X
Business Technician - Operations	8	
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	15	X
Child Care Partnership Program Manager	11	
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

PROPOSED 2019-20

Effective March 1, 2019

Job Classification/Position Title	Salary Grade	Exempt Status
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Controller	14	X
Cook - Central Kitchen - Health & Nutrition	2	
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Director of Administration	14	X
Director of Community Development	13	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	13	X
Director of Human Resources	14	X
Director of Operations	14	X
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFR - Health & Nutrition	6	
Early Head Start Teacher AA Degree - Head Start	5	
Early Head Start Teacher BA Degree - Head Start	7	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	6	
Eligibility Technician - Energy	3	
Enrollment and Attendance Manager	10	X
Enrollment Coordinator	9	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	1	
Facilities Specialist - Operations	8	
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

PROPOSED 2019-20

Effective March 1, 2019

Job Classification/Position Title	Salary Grade	Exempt Status
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	5	
Family Service Worker I - Head Start	5	
Family Service Worker II - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Manager	11	X
Fiscal Administrator - Head Start	12	X
Fiscal Coordinator - Energy	8	X
Fiscal Specialist - Operations	7	
Fiscal Specialist - Head Start	9	
Fiscal Technician - Energy	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	
Food Production Supervisor	7	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	10	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcer - Food Bank - Health & Nutrition	7	
Health & Nutrition Supervisor - Head Start	9	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Navigator Coordinated Entry Systems	4	
HR Specialist - HR San Joaquin	9	
Human Resource Technician - HR	6	
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Human Resources Manager - HR	11	X
Information & Referral Specialist -211/Operations	3	
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

PROPOSED 2019-20

Effective March 1, 2019

Job Classification/Position Title	Salary Grade	Exempt Status
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	
Nutrition Education Coordinator - WIC	11	X
Office Assistant - EKFRS - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	5	
Outreach & Public Relations Coordinator - WIC	7	
Outreach and Advocacy Coordinator	10	X
Outreach and Grant Administrator - Community Development	12	X
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll/HRIS Manager - Finance	11	X
Professional Development Coordinator	8	X
Professional Development Technician	4	
Program Administrator - Energy	12	X
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	8	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Governance Coordinator - Head Start	8	
Program Manager - 211	9	X
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - MCAP	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

PROPOSED 2019-20

Effective March 1, 2019

Job Classification/Position Title	Salary Grade	Exempt Status
Program Manager Food Bank	10	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Receptionist - Administration	3	
Receptionist - Energy	3	
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Resource & Outreach Coordinator - Community Development	8	
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist	9	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	1	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Coordinator - WIC	10	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	5	
Teacher - AADegree - Head Start	5	
Teacher - BA Degree - Head Start	7	

Community Action Partnership of Kern 2019-20 - PROPOSED 1.77% COLA

Board Approved: PENDING

Compensation Structure						
Grade	Annual Breakdown*			Hourly Breakdown		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
17	\$137,176.00	\$171,454.40	\$205,753.60	\$65.95	\$82.43	\$98.92
16	\$119,288.00	\$149,094.40	\$178,921.60	\$57.35	\$71.68	\$86.02
15	\$103,729.60	\$129,646.40	\$155,584.00	\$49.87	\$62.33	\$74.80
14	\$90,188.80	\$112,736.00	\$135,304.00	\$43.36	\$54.20	\$65.05
13	\$78,436.80	\$98,030.40	\$117,644.80	\$37.71	\$47.13	\$56.56
12	\$68,203.20	\$85,238.40	\$102,315.20	\$32.79	\$40.98	\$49.19
11	\$59,321.60	\$74,152.00	\$88,982.40	\$28.52	\$35.65	\$42.78
10	\$51,584.00	\$64,459.20	\$77,376.00	\$24.80	\$30.99	\$37.20
9	\$44,824.00	\$56,076.80	\$67,288.00	\$21.55	\$26.96	\$32.35
8	\$39,020.80	\$48,734.40	\$58,510.40	\$18.76	\$23.43	\$28.13
7	\$36,025.60	\$42,369.60	\$48,734.40	\$17.32	\$20.37	\$23.43
6	\$33,508.80	\$39,436.80	\$45,344.00	\$16.11	\$18.96	\$21.80
5	\$31,158.40	\$36,691.20	\$42,161.60	\$14.98	\$17.64	\$20.27
4	\$28,995.20	\$34,153.60	\$39,249.60	\$13.94	\$16.42	\$18.87
3	\$26,977.60	\$31,740.80	\$36,524.80	\$12.97	\$15.26	\$17.56
2	\$25,084.80	\$29,515.20	\$33,945.60	\$12.06	\$14.19	\$16.32
1	\$23,358.40	\$27,476.80	\$31,574.40	\$11.23	\$13.21	\$15.18

* Based on 2,080 annual hours



MEMORANDUM

TO: Budget & Finance Committee
FROM: Tracy Webster, Chief Financial Officer
DATE: May 22, 2019
RE: *Agenda Item 5d*: Federal Financial Report – **Info Item**

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

The following semi-annual FFR was filed:

- Early Head Start Partnership #09HP0036-04 (9/1/18 – 2/28/19)

The following annual FFR's were filed:

- Early Head Start San Joaquin: #09CH010071-04 (2/1/18 -1/31/19)
- EHS/Head Start – Kern : #09CH9142-05 (3/1/18 – 2/28/19)

The following final FFR was filed:

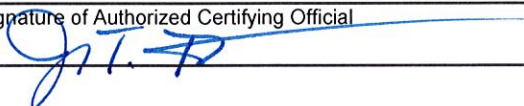
- Early Head Start San Joaquin: #09CH010071-04 (2/1/18 – 1/31/19)

Attached are the semi-annual, annual and final Federal Financial Reports that were uploaded to the Grant Solutions system before the April 30, 2019 deadline.

Attachment: SF-425 Federal Financial Report – EHS Partnership (Semi-annual)
SF-425 Federal Financial Report – EHS San Joaquin (Annual)
SF-425 Federal Financial Report – EHS/Head Start – Kern (Annual)
SF-425 Federal Financial Report – EHS San Joaquin (Final)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACF REGION IX		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09HP0036-04-00			Page of 1 1 pages		
3. Recipient Organization (Name and complete address including Zip code) COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309							
4a. DUNS Number 072947617	4b. EIN 95-2402760	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 1-952402760A1	6. Report Type ☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☒ Accrual			
8. Project/Grant Period (Month, Day, Year) From: 09/01/2018 To: 08/31/19			9. Reporting Period End Date (Month, Day, Year) 02/28/19				
10. Transactions			Cumulative				
<i>(Use lines a-c for single or combined multiple grant reporting)</i>							
Federal Cash (To report multiple grants separately, also use FFR Attachment):							
a. Cash Receipts			\$ 0.00				
b. Cash Disbursements			\$ 0.00				
c. Cash on Hand (line a minus b)			\$ 0.00				
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized			\$ 725,701.00				
e. Federal share of expenditures			\$ 328,026.31				
f. Federal share of unliquidated obligations			\$ 0.00				
g. Total Federal share (sum of lines e and f)			\$ 328,026.31				
h. Unobligated balance of Federal funds (line d minus g)			\$ 397,674.69				
Recipient Share:							
i. Total recipient share required			\$ 181,425.00				
j. Recipient share of expenditures			\$ 181,425.00				
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal share of program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense	10% De minimis	10%	9/1/2018	2/28/2019	\$ 298,308.68	\$ 29,658.34	\$ 29,658.34
			g. Totals:				
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Jeremy T. Tobias, Chief Executive Officer					c. Telephone (Area code, number, and extension) (661) 336-5236		
b. Signature of Authorized Certifying Official 					d. Email Address jtobias@capk.org		
e. Date Report Submitted (Month, Day, Year) 04/04/2019					14. Agency use only:		

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
 Expiration Date: 2/28/2015

Paperwork Burden Statement

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

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACF REGION IX	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09CH010071-04-03	Page 1 of 1 pages
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3. Recipient Organization (Name and complete address including Zip code) COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

4a. DUNS Number 072947617	4b. EIN 95-2402760	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 1-952402760A1	6. Report Type ☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☒ Accrual
-------------------------------------	------------------------------	---	--	--

8. Project/Grant Period (Month, Day, Year) From: 02/01/2018 To: 01/31/2019	9. Reporting Period End Date (Month, Day, Year) 01/31/2019
---	--

10. Transactions	Cumulative
------------------	------------

(Use lines a-c for single or combined multiple grant reporting)

Federal Cash (To report multiple grants separately, also use FFR Attachment):

a. Cash Receipts	\$ 0.00
b. Cash Disbursements	\$ 0.00
c. Cash on Hand (line a minus b)	\$ 0.00

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$ 5,296,684.00
e. Federal share of expenditures	\$ 5,252,815.40
f. Federal share of unliquidated obligations	\$ 0.00
g. Total Federal share (sum of lines e and f)	\$ 5,252,815.40
h. Unobligated balance of Federal funds (line d minus g)	\$ 43,868.60

Recipient Share:

i. Total recipient share required	\$ 1,183,000.00
j. Recipient share of expenditures	\$ 1,183,000.00
k. Remaining recipient share to be provided (line i minus j)	\$ 0.00

Program Income:

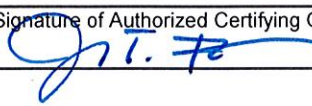
l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% De minimis	10%	2/1/18	1/31/19	\$ 4,541,765.49	\$ 450,800.49	\$ 450,800.49
g. Totals:							

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

See attached

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Jeremy T. Tobias, Chief Executive Officer	c. Telephone (Area code, number, and extension) (661) 336-5236
	d. Email Address jttobias@capk.org
b. Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year) 4/10/19
14. Agency use only:	

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

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

Community Action Partnership of Kern
Federal Financial Report 09CH010071-04 ANNUAL
Line 12 Detail

	<u>Grant Amount</u>	<u>Unobligated Balance</u>
G094125 EHS Base	5,177,509.00	43,868.17
G094121 EHS T&TA	119,175.00	0.43
	<u>5,296,684.00</u>	<u>43,868.60</u>
	<u>Other Income</u>	
Program Income - Rental Income (Cell Tower)	-	
	<u>Costs</u>	
Admin Cost	620,952.56	9.56%
Mortgages	None	
USDA Reimbursement	153,007.55	

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACF REGION IX	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09CH9142-05-04	Page 1 of 1 pages
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3. Recipient Organization (Name and complete address including Zip code) COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

4a. DUNS Number 072947617	4b. EIN 95-2402760	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 1-952402760A1	6. Report Type ☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☒ Accrual
-------------------------------------	------------------------------	---	--	--

8. Project/Grant Period (Month, Day, Year) From: 03/01/2018 To: 02/28/2019	9. Reporting Period End Date (Month, Day, Year) 02/28/2019
---	--

10. Transactions	Cumulative
------------------	------------

(Use lines a-c for single or combined multiple grant reporting)

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

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$ 25,772,156.00
e. Federal share of expenditures	\$ 25,528,188.57
f. Federal share of unliquidated obligations	\$ 0.00
g. Total Federal share (sum of lines e and f)	\$ 25,528,188.57
h. Unobligated balance of Federal funds (line d minus g)	\$ 243,967.43

Recipient Share:	
i. Total recipient share required	\$ 6,443,040.00
j. Recipient share of expenditures	\$ 6,443,040.00
k. Remaining recipient share to be provided (line i minus j)	

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

11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense	10% De minimis	10%	3/1/2018	02/28/2019	\$ 22,221,843	\$ 2,130,661.33	\$ 2,130,661.33
g. Totals:							

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

See attached

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Jeremy T. Tobias, Chief Executive Officer	c. Telephone (Area code, number, and extension) (661) 336-5236
	d. Email Address jtobias@capk.org
b. Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year) 4/15/2019
14. Agency use only:	

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

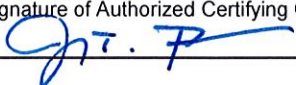
Paperwork Burden Statement
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Community Action Partnership of Kern
Federal Financial Report 09CH9142-05 ANNUAL
Line 12 Detail

	<u>Grant Amount</u>	<u>Unobligated Balance</u>
G094122 HS Base	20,763,581.00	191,255.04
G094125 EHS Base	4,093,221.00	50,797.41
G094120 HS T&TA	249,168.00	-
G094121 EHS T&TA	97,004.00	1,914.62
G094123 Carryover	569,182.00	0.36
	<u>25,772,156.00</u>	<u>243,967.43</u>
	<u>Other Income</u>	
Program Income - Rental Income (Cell Tower)	18,250.56	
	<u>Costs</u>	
Admin Cost	3,218,517.73	9.48%
	<u>Mortgages:</u>	
Business Park North Facility	82,840.08	
Pete Parra CDC Facility	205,084.44	
USDA Reimbursement	1,501,323.09	

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACF REGION IX		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09CH010071-04-03			Page 1 of 1 pages	
3. Recipient Organization (Name and complete address including Zip code) COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309						
4a. DUNS Number 072947617	4b. EIN 95-2402760	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 1-952402760A1	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☒ Final	7. Basis of Accounting ☐ Cash ☒ Accrual		
8. Project/Grant Period (Month, Day, Year) From: 02/01/2018 To: 01/31/2019			9. Reporting Period End Date (Month, Day, Year) 01/31/2019			
10. Transactions <i>(Use lines a-c for single or combined multiple grant reporting)</i> Federal Cash (To report multiple grants separately, also use FFR Attachment):			Cumulative			
a. Cash Receipts \$ 0.00						
b. Cash Disbursements \$ 0.00						
c. Cash on Hand (line a minus b) \$ 0.00						
<i>(Use lines d-o for single grant reporting)</i> Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized \$ 5,296,684.00						
e. Federal share of expenditures \$ 5,252,815.40						
f. Federal share of unliquidated obligations \$ 0.00						
g. Total Federal share (sum of lines e and f) \$ 5,252,815.40						
h. Unobligated balance of Federal funds (line d minus g) \$ 43,868.60						
Recipient Share:						
i. Total recipient share required \$ 1,183,000.00						
j. Recipient share of expenditures \$ 1,183,000.00						
k. Remaining recipient share to be provided (line i minus j) \$ 0.00						
Program Income:						
l. Total Federal share of program income earned						
m. Program income expended in accordance with the deduction alternative						
n. Program income expended in accordance with the addition alternative						
o. Unexpended program income (line l minus line m or line n)						
11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged
Indirect Expense	10% De minimis	10%	2/1/18	1/31/19	\$ 4,541,765.00	\$ 450,800.49
g. Totals:						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: See attached						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official Jeremy T. Tobias, Chief Executive Officer					c. Telephone (Area code, number, and extension) (661) 336-5236	
b. Signature of Authorized Certifying Official 					d. Email Address jtobias@capk.org	
e. Date Report Submitted (Month, Day, Year) 4/10/19					14. Agency use only:	

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Community Action Partnership of Kern
Federal Financial Report 09CH010071-04 FINAL
Line 12 Detail

	<u>Grant Amount</u>	<u>Unobligated Balance</u>
G094125 EHS Base	5,177,509.00	43,868.17
G094121 EHS T&TA	119,175.00	0.43
	<u>5,296,684.00</u>	<u>43,868.60</u>
	<u>Other Income</u>	
Program Income - Rental Income (Cell Tower)	-	
	<u>Costs</u>	
Admin Cost	620,952.56	9.56%
Mortgages	None	
USDA Reimbursement	153,007.55	

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED APRIL 30, 2019**

	02/28/19	04/01/19 - 04/30/19	TOTAL	
BEGINNING BALANCE (NOTE 1)	\$ 525,890.15	\$ -	\$ 525,890.15	
CASH RECEIPTS				
2019 Awards Banquet Donations	2,500.00	31,400.00	33,900.00	a
Donations	-	121.94	121.94	
Misc. Revenue	-	2,186.61	2,186.61	
Interest Income/Union Administrative Fee	870.26	108.25	978.51	
TOTAL CASH RECEIPTS	3,370.26	33,816.80	37,187.06	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	-	-	-	
Line of Credit Unused Commitment Fee	-	-	-	b
2019 Awards Banquet Expenses	-	50.00	50.00	a
Supplies	-	347.87	347.87	
Volunteer Appreciation	-	-	-	c
Fundraising Expenses	-	-	-	
Property Taxes - Campus Vacant Parcels	-	-	-	
Line of Credit Commitment Fee	-	1,243.75	1,243.75	
Miscellaneous Expenses	12.45	193.43	205.88	
Indirect	-	165.42	165.42	
TOTAL CASH DISBURSEMENTS	12.45	2,000.47	2,012.92	
CASH PROVIDED (USED)	3,357.81	31,816.33	35,174.14	
ENDING BALANCE	\$ 529,247.96		\$ 561,064.29	
		Discretionary Cash	\$ 216,668.87	
		Fund Raising Cash	335,973.83	
			552,642.70	
		Add: Prepaid	8,789.46	
		Less: AP	(367.87)	
			\$ 561,064.29	

NOTES

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was \$48,593.85.
- a. As of 04/30/19, net 2019 awards banquet gain is \$39,350.00 (FYE 2/28/19 = \$5,500.00 + \$33,900.00 - \$50 expenses 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: 05/17/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

MAY 22, 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	19VITA00228	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
DOE	1,364,399	81.042	17C-4010	6/1/18 - 6/30/20	123-65	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

**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	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
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		CMAP - 8000	07/01/18 - 06/30/19	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088		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		18T-8012	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		
04/30/19	n/a				

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

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

Note 3: Line of credit was not required for the month of April 2019.

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/18 - 3/30/19	90 days	1,243.75	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF APRIL 30, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(290,562.44)
HEAD START/EARLY HEAD START	401,302.11
SUBTOTAL	110,739.67
CHILD DEVELOPMENT RESERVE No. 2	(142.26)
GENERAL CHILD CARE	625,550.78
MIGRANT A/P	(109,235.54)
MIGRANT CHILD CARE	(4,592.37)
MIGRANT SPECIALIZED SERVICES	25,082.21
STATE PRESCHOOL	(113,411.87)
SUBTOTAL	423,250.95
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(105,269.08)
EF&S	(9,323.00)
EFAP	(69,466.40)
FOOD BANK	242,114.98
FOOD BANK CAPACITY PROGRAM	(3.37)
FOOD BANK - STATE	(5,658.63)
SOCAL GAS	8,350.00
WONDERFUL FOUNDATION	37,890.91
SUBTOTAL	98,688.73
ENERGY	(142,686.59)
DOE WAP	(91,797.14)
LIHEAP	(273,070.87)
LIWP SOLAR PV	(171.80)
LIWP SINGLE FAMILY	(3,730.45)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	511,456.85
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	11,458.39
211 HOSPITAL PREPAREDNESS	0.00
BANK OF THE WEST	27,336.99
CAL FRESH	(15,661.22)
CALEITC	(47,506.77)
COST POOLS	37,319.45
COUNTY OF KERN - 2-1-1	(10.17)
CSBG	285,277.86
DIFFERENTIAL RESPONSE	(46,493.40)
DIGNITY HEALTH	8,922.93
DISCRETIONARY FUND	213,109.30
ECONOMIC EMPOWERMENT	(18,832.26)
FIRST 5 KERN 211	(38,045.49)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(15,658.54)
FIRST 5 HELP ME GROW	(30,677.43)
FRIENDSHIP HOUSE	(74,911.24)
FUNDRAISING	335,973.83
GANG PREVENTION	(3,324.35)
GENERAL FUND	84,062.46
HOME VISIT INITIATIVE (CO OF KERN)	108,995.00
INDIRECT FUND	1,657,133.64
IRS - VITA	(8,764.77)
INFORMATION & EDUCATION	(67,415.17)
REALIGNMENT FOR SUCCESS	(3,025.21)
SHAFTER YOUTH CENTER	(20,894.19)
STARBUCKS FOUNDATION	4,792.81
UNITED WAY 211	3,397.93
WELLS FARGO FOUNDATION	1,831.15
WIC	(997,989.78)
LESS: ENERGY NEGATIVE BALANCE	(511,456.85)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	878,944.90
TOTAL OPERATING CASH	1,513,624.25

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
April 30, 2019

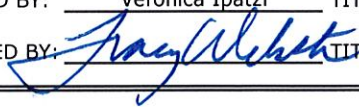
WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	04/30/19		2,050,370.23
LESS: OUTSTANDING CHECKS		536,748.57	
ADJUSTED BANK BALANCE AT	04/30/19		1,513,621.66
GENERAL LEDGER BALANCE AT	03/31/19		446,418.33
ADD: DEPOSITS		1,898,055.31	
ACH DEPOSITS		2,154.07	
ADP EFT DEPOSIT		-	
US TREAS DRAWDOWNS		3,119,592.82	
WIRE TRANSFERS		-	
TRSFER LINE OF CREDIT		-	
Online Deposit		160.00	
FUNDS FROM OTHER GRANTS		627,656.43	
TRANSFER FROM LIHEAP		1,000,000.00	
STALE DATED CHECKS		6,874.08	
DRAW DIFFERENCE BETWEEN AMOUNT THAT HIT THE BANK AND THE G/L		3.00	
DEPOSIT DIFFERENCE BETWEEN AMOUNT THAT HIT BANK AND THE G/L		0.70	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,560,185.71	
ADP PAYROLL 4/12/19		1,245,989.67	
ADP PAYROLL 4/26/19		1,257,600.45	
EFTS FOR HRA/HSA/ STD/403B		254,918.13	
TO REIMBURSE INTERFUNDS FOR S/C CHGS		-	
REC LOAN PRINCIPAL/INT EXPENSES		33,101.09	
Transfer to Restricted EHS/HS		-	
REPAY LINE OF CREDIT		235,000.00	
CLIENT ANALYSIS SERVICE CHARGE		497.73	
Beginning balance difference		-	
Unreconciled Difference		0.30	
GENERAL LEDGER BALANCE AT	04/30/19		1,513,621.66

DIFFERENCE: -

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 05/09/2019

APPROVED BY:  TITLE: Chief Financial Officer DATE: 05/09/2019

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 04/30/19 620,696.29

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 04/30/19 620,696.29

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

ADD: DEPOSITS 0.00

INTEREST 123.95

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 0.00

BALANCE PER G/L 04/30/19 620,696.29

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: 05/09/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 05/09/19

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
April 30, 2019**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	04/30/19	216,825.30
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	04/30/19	216,825.30

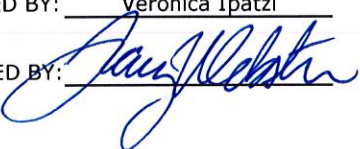
BALANCE PER G/L	03/31/19	515,013.58
ADD:		
DEPOSITS	1,216,637.00	
INTEREST	47.72	
BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:		
CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
WIRE TRANSFER	1,514,873.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	

BALANCE PER G/L	04/30/19	216,825.30
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* December 2009 name changed from Food Bank to DOE ARRA.	DIFFERENCE:	0.00
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** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: <u>Veronica Ipatzi</u>	TITLE: <u>Accountant</u>	DATE: <u>05/09/19</u>
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APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>05/09/19</u>
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COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2019

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

ACCOUNT NO.: XXXXXX-X1921

BANK BALANCE ENDING:	04/30/19	3,842.57
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	04/30/19	3,842.57

BALANCE PER GENERAL LEDGER	03/31/19	3,670.48
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	283.00	
PAYPAL DEPOSIT	0.00	
INTEREST	0.55	
LESS:		
APPLIED MERCHANT DEBITS	99.01	
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:	04/30/19	3,842.57

* 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.

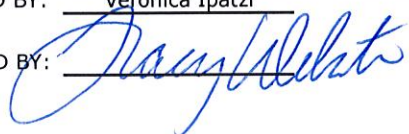
*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 05/16/19

APPROVED BY:



TITLE: Chief Financial Officer

DATE: 05/16/19

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	04/30/19	324.40
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	

ADJUSTED BANK BALANCE:	04/30/19	324.40
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BALANCE PER G/L	03/31/19	324.35
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ADD:	DEPOSITS	0.00
	INTEREST	0.05
	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	04/30/19	324.40
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DIFFERENCE:	0.00
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PREPARED BY:	Veronica Ipatzi	Accountant	DATE:	05/09/19
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APPROVED BY:		TITLE:	Chief Financial Officer	DATE:	05/09/19
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**COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED MARCH 22, 2019 - APRIL 21, 2019**

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 3,051.76
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,925.10
Emily Gonzalez Demont	Assistant Director - Grants Management	1,772.64
Ralph Martinez	Director of Community Development	1,206.61
Raymond Quan	Director of Human Resources	4,387.02
Pritika Ram	Director of Administration	2,735.94
Carmen Segovia	Director of Health & Nutrition Services	3,668.64
Jeremy Tobias	Chief Executive Officer	2,752.98
Emilio Wagner	Director of Operations	5,246.34
	Total	\$ 31,747.03



GLORIA BARBERO

Platinum Plus® for Business

March 22, 2019 - April 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 \$3,051.76
Minimum Payment Due \$30.52
Payment Due Date 05/16/19

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

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

Account Summary

Previous Balance \$0.00
Payments and Other Credits -\$40.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$3,091.76
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$3,051.76

Credit Limit \$5,000
Credit Available \$1,948.24
Statement Closing Date 04/21/19
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/19	04/18	HYATT REGENCY SACRAMEN SACRAMENTO CA Arr: 04/18/19 Dep: 04/18/19 Inv: 0000074298	55310209108722000742987	- 40.00
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$40.00
Purchases and Other Charges				
04/15	04/12	READYREFRESH BY NESTLE 800-274-5282 CA	55432869102200398510068	1,214.16
04/19	04/17	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 04/15/19 Dep: 04/17/19 Inv: 29239588	55310209108722744551330	489.40

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

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

New Balance Total \$3,051.76
Minimum Payment Due \$30.52
Payment Due Date 05/16/19

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/19	04/17	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 04/15/19 Dep: 04/17/19 Inv: 29179662	55310209108722747299465	449.40
04/19	04/17	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 04/15/19 Dep: 04/17/19 Inv: 29179667	55310209108722747296784	449.40
04/19	04/17	HYATT REGENCY SACRAMEN 8885884384 CA Arr: 04/15/19 Dep: 04/17/19 Inv: 29179481	55310209108722744562329	489.40
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$3,091.76

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.



YOLANDA GONZALES

Platinum Plus® for Business

March 22, 2019 - April 21, 2019

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
04/17	04/17	CA Banking Center payment	10706005750005528179001	- 1,377.26
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,377.26
		Purchases and Other Charges		
03/22	03/20	UNITED 01673418974382 800-932-2732 TX MALDONADO/LORENZOJR 01673418974382	55432869080200536273013	635.60

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$6,925.10

Minimum Payment Due \$69.25

Payment Due Date 05/16/19

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 \$1,377.26

Payments and Other Credits -\$1,377.26

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$6,925.10

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$6,925.10

Credit Limit \$10,000

Credit Available \$3,074.90

Statement Closing Date 04/21/19

Days in Billing Cycle 31

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

New Balance Total \$6,925.10

Minimum Payment Due \$69.25

Payment Due Date 05/16/19

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 04/22/19 Airport Code: BFL UA Q SFO		
		Departure Date: 04/22/19 Airport Code: SFO UA Q ORD		
		Departure Date: 04/26/19 Airport Code: ORD UA S DEN		
		Departure Date: 04/26/19 Airport Code: DEN AU S BFL		
03/22	03/20	UNITED 01673418974393 800-932-2732 TX RODRIGUEZJUAREZ/ALAN 01673418974393	55432869080200536273021	635.60
		Departure Date: 04/22/19 Airport Code: BFL UA Q SFO		
		Departure Date: 04/22/19 Airport Code: SFO UA Q ORD		
		Departure Date: 04/26/19 Airport Code: ORD UA S DEN		
		Departure Date: 04/26/19 Airport Code: DEN AU S BFL		
04/01	03/29	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 03/27/19 Dep: 03/29/19 Inv: 052146	55432869088200343913431	236.69
04/01	03/29	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 03/27/19 Dep: 03/29/19 Inv: 053483	55432869088200343913530	236.69
04/01	03/29	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 03/27/19 Dep: 03/29/19 Inv: 053484	55432869088200343913548	236.69
04/01	03/30	INN AT THE PIER PISMO BEACH CA	25247809089002742256633	3.00
04/02	04/01	US COACHWAYS 8003595991 NY	55547509092034539745846	2,826.51
04/02	04/01	US COACHWAYS 8003595991 NY	55547509092034539756173	2,114.32
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$6,925.10

Finance Charge Calculation

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

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

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



EMILY GONZALEZ DEMONT

Platinum Plus® for Business

March 22, 2019 - April 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 \$1,772.64

Minimum Payment Due \$17.73**Payment Due Date 05/16/19****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 \$746.02

Payments and Other Credits -\$746.02

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,772.64

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

New Balance Total \$1,772.64

Credit Limit \$10,000

Credit Available \$8,227.36

Statement Closing Date 04/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/17	04/17	CA Banking Center payment	10706005750005518693227	- 746.02
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$746.02
Purchases and Other Charges				
03/27	03/25	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/28/19 Inv: 31750	25247809085002368233712	196.96
03/27	03/25	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/28/19 Inv: 31755	25247809085002368233811	196.96

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796EMILY GONZALEZ DEMONT
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:

March 22, 2019 - April 21, 2019

New Balance Total \$1,772.64

Minimum Payment Due \$17.73**Payment Due Date 05/16/19****Enter payment amount**\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/27	03/25	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/28/19 Inv: 31753	25247809085002368233829	196.96
03/27	03/25	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/28/19 Inv: 32104	25247809085002368233902	196.96
04/01	03/29	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/29/19 Inv: 31754	25247809089002742256302	196.96
04/01	03/29	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/29/19 Inv: 31752	25247809089002742256377	196.96
04/01	03/29	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/29/19 Inv: 31756	25247809089002742256419	196.96
04/01	03/29	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/29/19 Inv: 31746	25247809089002742256450	196.96
04/01	03/29	INN AT THE PIER PISMO BEACH CA Arr: 03/28/19 Dep: 03/29/19 Inv: 31751	25247809089002742256617	196.96
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,772.64

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.



RALPH MARTINEZ

Platinum Plus® for Business March 22, 2019 - April 21, 2019 Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/17	04/17	CA Banking Center payment	10706005760037528251538	- 4,359.20
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$4,359.20
Purchases and Other Charges				
03/27	03/26	FOOD-EX BAKERSFIELD CA	25247809085002394137937	264.25
03/27	03/26	SMK*SURVEYMONKEY.COM 971-2445555 CA	75418239085070447935597	300.00
04/15	04/11	CASA MUNOZ BAKERSFIELD CA	85186879102702117666612	108.39
04/15	04/14	EZCATERTOGOS SANDWICH 8004881803 MA	55429509104713828203471	387.71

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$1,206.61
Minimum Payment Due **\$12.07**
Payment Due Date **05/16/19**
Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

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

Account Summary

Previous Balance \$4,359.20
Payments and Other Credits **-\$4,359.20**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,206.61
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$1,206.61
Credit Limit \$10,000
Credit Available \$8,793.39
Statement Closing Date 04/21/19
Days in Billing Cycle 31

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

New Balance Total \$1,206.61
Minimum Payment Due **\$12.07**
Payment Due Date **05/16/19**

Enter payment amount

\$

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RALPH MARTINEZ

March 22, 2019 - April 21, 2019
Page 3 of 6

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/17	04/15	MGM GRAND - ADV DEP 8552755733 NV Arr: 07/29/19 Dep: 08/02/19 Inv: 1779468621	55310209106796019070855	146.26
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,206.61

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 March 22, 2019 - April 21, 2019 Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/17	04/17	CA Banking Center payment	10706005760029518504299	- 481.45
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$481.45
Purchases and Other Charges				
04/03	04/02	INDEED 203-564-2400 CT	55432869092200277375387	210.72
04/18	04/17	SHERATON SACRAMENTO CA Arr: 04/16/19 Dep: 04/17/19 Inv: 2186134	55436879107261073904489	671.05
04/18	04/17	SHERATON SACRAMENTO CA	55436879107261073904497	671.05

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$4,387.02

Minimum Payment Due \$43.87

Payment Due Date 05/16/19

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 \$481.45

Payments and Other Credits -\$481.45

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$4,387.02

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$4,387.02

Credit Limit \$10,000

Credit Available \$5,612.98

Statement Closing Date 04/21/19

Days in Billing Cycle 31

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

New Balance Total \$4,387.02

Minimum Payment Due \$43.87

Payment Due Date 05/16/19

Enter payment amount

\$

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

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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>
04/18	04/17	Arr: 04/16/19 Dep: 04/17/19 Inv: 2186148 SHERATON SACRAMENTO CA	55436879107261073904950	75.00
04/18	04/17	Arr: 04/16/19 Dep: 04/17/19 Inv: 2186134 SHERATON SACRAMENTO CA	55436879107261073904968	671.05
04/18	04/17	Arr: 04/16/19 Dep: 04/17/19 Inv: 2186129 SHERATON SACRAMENTO CA	55436879107261073904976	75.00
04/18	04/17	Arr: 04/16/19 Dep: 04/17/19 Inv: 2186129 SHERATON SACRAMENTO CA	55436879107261073905395	671.05
04/18	04/17	Arr: 04/16/19 Dep: 04/17/19 Inv: 2186131 SHERATON SACRAMENTO CA	55436879107261073905403	671.05
04/18	04/17	Arr: 04/16/19 Dep: 04/17/19 Inv: 2186132 SHERATON SACRAMENTO CA	55436879107261073905445	671.05
		Arr: 04/16/19 Dep: 04/17/19 Inv: 2187173		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$4,387.02

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.



PRITIKA RAM

Platinum Plus® for Business

March 22, 2019 - April 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 \$2,735.94
Minimum Payment Due \$27.36
Payment Due Date 05/16/19

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

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

Account Summary

Previous Balance \$4,963.89
Payments and Other Credits -\$4,963.89
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$2,735.94
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$2,735.94

Credit Limit \$10,000
Credit Available \$7,264.06
Statement Closing Date 04/21/19
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/17	04/17	CA Banking Center payment	10706005760029528336898	- 4,963.89
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$4,963.89
Purchases and Other Charges				
03/28	03/26	VONS #2033 BAKERSFIELD CA	55310209086975017600160	25.00
04/03	04/02	EB COMMUNITY BUILDING 8014137200 CA	55429509092713073854634	160.00
04/03	04/02	EB 2019 CAPLAW NATION 8014137200 CA	55429509092713073187720	1,070.00
04/05	04/03	NATIONAL COMMUNITY ACT WASHINGTON DC	85140519094900012898986	150.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

PRITIKA RAM
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

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

New Balance Total \$2,735.94
Minimum Payment Due \$27.36
Payment Due Date 05/16/19

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/05	04/03	AMERICAN 00123466210582 8004337300 TX WEBSTER/TRACY 00123466210582 Departure Date: 06/18/19 Airport Code: BFL AA B PHX Departure Date: 06/18/19 Airport Code: PHX AA B CLT Departure Date: 06/22/19 Airport Code: CLT AA B PHX Departure Date: 06/22/19 Airport Code: PHX AA B BFL	55310209094978000547612	557.10
04/08	04/06	WESTIN CHARLOTTE CHARLOTTE NC Arr: 04/06/19 Dep: 04/06/19 Inv: 2200400	55436879096270960462652	224.74
04/11	04/09	AMERICAN 00123477020660 8004337300 TX RAM/PRITIKA 00123477020660 Departure Date: 06/18/19 Airport Code: BFL AA B PHX Departure Date: 06/18/19 Airport Code: PHX AA B CLT Departure Date: 06/21/19 Airport Code: CLT AA B PHX Departure Date: 06/21/19 Airport Code: PHX AA B BFL	55310209100978000465346	549.10
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,735.94

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 March 22, 2019 - April 21, 2019 Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/17	04/17	CA Banking Center payment	10706005750017536159032	- 13,311.25
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$13,311.25
Purchases and Other Charges				
03/26	03/25	SP * PARTS MOITO BURNABY BC	8230009908400000464145	36.98
03/27	03/26	WPY*NATIONAL CSFP ASS 855-4693729 CA	75418239085070447690598	385.00
03/27	03/26	CAFB CONF 2019 CAFBCON 15105903110 CA	55429509085637152278416	190.00
03/27	03/26	CAFB CONF 2019 CAFBCON 15105903110 CA	55429509085637151945379	190.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Payment Information

New Balance Total \$3,668.64
Minimum Payment Due **\$36.69**
Payment Due Date **05/16/19**
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 \$13,311.25
Payments and Other Credits **-\$13,311.25**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$3,667.53
Fees Charged \$1.11
Finance Charge \$0.00
New Balance Total \$3,668.64
Credit Limit \$20,000
Credit Available \$16,331.36
Statement Closing Date 04/21/19
Days in Billing Cycle 31

Account Number:
March 22, 2019 - April 21, 2019
New Balance Total \$3,668.64
Minimum Payment Due **\$36.69**
Payment Due Date **05/16/19**

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/05	04/05	TARGET.COM * 800-591-3869 MN	55310209095083049043670	183.97
04/09	04/07	NTLREST SERVSAFE CHICAGO IL	25247809098000722018311	15.00
04/10	04/08	OFFICE DEPOT #952 BAKERSFIELD CA	02305379099100076056288	303.10
04/10	04/09	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369100837000197188	83.81
04/11	04/10	PRICELINE*FAIRFIELD I 800-774-2354 CT	55432869100200018060454	1,017.90
04/11	04/10	WALMART.COM 8009666546 AR	55500369100083714267302	126.28
04/11	04/11	WALMART.COM 8009666546 AR	55500369101083707249076	43.57
04/12	04/11	WALMART.COM 8009666546 AR	55500369101083716186343	145.75
04/12	04/11	WPY*NATIONAL CSFP ASS 855-4693729 CA	75418239101071322422297	385.00
04/15	04/12	AMZN Mktp US*MZ7GV1FY0 Amzn.com/billWA	55432869102200433391995	69.18
04/15	04/14	AMZN MKTP US*MZ7EG8N81 AMZN.COM/BILLWA	55310209104083705272596	64.88
04/15	04/15	AMZN MKTP US*MZ53K8F42 AMZN.COM/BILLWA	55310209105083314575354	213.81
04/18	04/17	HOTELS.COM157945324700 HOTELS.COM WA	55432869107200636111005	213.30
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$3,667.53
Fees Charged				
03/26	03/26	INTERNATIONAL TRANSACTION FEE	82300099084000000464145	1.11
TOTAL FEES FOR THIS PERIOD				\$1.11

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 March 22, 2019 - April 21, 2019 Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/17	04/17	CA Banking Center payment	10706005760029518553999	- 2,034.39
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$2,034.39
Purchases and Other Charges				
03/22	03/21	SQUARE *SQ *UVC Washington DC	55432869080200532268132	22.67
03/25	03/21	AMERICAN 0010284997957 WASHINGTON NADC TOBIAS/JEREMY 0010284997957	55417349081870812645208	30.00

Payment Information

New Balance Total \$2,752.98

Minimum Payment Due \$27.53

Payment Due Date 05/16/19

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

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

Account Summary

Previous Balance \$2,034.39

Payments and Other Credits - \$2,034.39

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$2,752.98

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$2,752.98

Credit Limit \$10,000

Credit Available \$7,247.02

Statement Closing Date 04/21/19

Days in Billing Cycle 31

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:
March 22, 2019 - April 21, 2019

New Balance Total \$2,752.98

Minimum Payment Due \$27.53

Payment Due Date 05/16/19

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 03/21/19 Airport Code: EBC AA Y FEE		
03/25	03/21	LIAISON CAPITOL HILL H WASHINGTON DC Arr: 03/18/19 Dep: 03/21/19 Inv: 6009	55310209081722316626719	807.81
03/29	03/27	FOOD-EX BAKERSFIELD CA	25247809087002581220684	323.45
04/08	04/05	HOTEL INDIGO EL PASO TX Arr: 04/02/19 Dep: 04/05/19 Inv: 2221511	55310209096708385116248	461.79
04/08	04/05	HOTEL INDIGO EL PASO TX Arr: 04/02/19 Dep: 04/05/19 Inv: 2221520	55310209096708385098420	461.79
04/08	04/05	HOTEL INDIGO EL PASO TX Arr: 04/02/19 Dep: 04/05/19 Inv: 2221512	55310209096708385236277	461.79
04/12	04/10	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 04/09/19 Dep: 04/10/19 Inv: 0008954807	55310209102006160686481	183.68
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$2,752.98

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

March 22, 2019 - April 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 \$5,246.34

Minimum Payment Due \$52.46

Payment Due Date 05/16/19

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

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

Account Summary

Previous Balance \$4,975.87

Payments and Other Credits -\$4,975.87

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$5,246.34

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$5,246.34

Credit Limit \$10,000

Credit Available \$4,753.66

Statement Closing Date 04/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
04/17	04/17	CA Banking Center payment	10706005760037518447575	- 4,975.87
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$4,975.87
Purchases and Other Charges				
03/22	03/20	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 03/19/19 Dep: 03/20/19 Inv: 0008864064	55310209081006158071535	183.68
03/22	03/20	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 03/19/19 Dep: 03/20/19 Inv: 0008864077	55310209081006158071691	183.68

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

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

New Balance Total \$5,246.34

Minimum Payment Due \$52.46

Payment Due Date 05/16/19

Enter payment amount

\$

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/04	04/03	FS *ARCHENERGY 877-3278914 CA	75418239093070906365344	500.00
04/04	04/04	BRIGHT HOUSE NETWORKS 317-972-9700 FL	55432869094200603653711	696.09
04/10	04/08	AMERICAN 00123474905746 8004337300 TX WAGNER/EMILIO 00123474905746 Departure Date: 05/20/19 Airport Code: BFL AA S PHX Departure Date: 05/20/19 Airport Code: PHX AA L ORD Departure Date: 05/22/19 Airport Code: ORD AA Q PHX Departure Date: 05/22/19 Airport Code: PHX AA Q BFL	5531020909978000466248	702.61
04/12	04/11	NATIONAL ENERGY AND UT 5712268300 VA	55429509101637853812091	500.00
04/12	04/11	NATIONAL ENERGY AND UT 5712268300 VA	55429509101637854306515	500.00
04/12	04/10	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 04/09/19 Dep: 04/10/19 Inv: 0008954992	55310209102006160690350	183.68
04/12	04/12	CALIFORNIA COMMUNITY A 9164431721 CA	75187429102000000321088	72.32
04/15	04/12	OMNI FORT WORTH HOTEL FORT WORTH TX Arr: 04/12/19 Dep: 04/12/19 Inv: 3402208	55436879102161021137056	233.43
04/15	04/12	OMNI FORT WORTH HOTEL FORT WORTH TX Arr: 04/12/19 Dep: 04/12/19 Inv: 3402279	55436879102161021139433	233.43
04/15	04/11	AMERICAN 00123481285340 8004337300 TX PALMER/MARGARET 00123481285340 Departure Date: 06/02/19 Airport Code: BFL AA B DFW Departure Date: 06/05/19 Airport Code: DFW AA B BFL	55310209102978000362236	376.20
04/15	04/11	AMERICAN 00123481285351 8004337300 TX WAGNER/EMILIO 00123481285351 Departure Date: 06/02/19 Airport Code: BFL AA B DFW Departure Date: 06/05/19 Airport Code: DFW AA B BFL	55310209102978000362244	376.20
04/15	04/11	HOMEWOOD STES BY HILTO SACRAMENTO CA Arr: 04/11/19 Dep: 04/11/19 Inv: 272919	55310209102036002729199	295.77
04/15	04/13	ONESTEPGPSCOM 18186592031 CA	55429509103715747224489	209.25
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$5,246.34

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.

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (2 OF 12 MONTHS OR 16.67%)

Line Item	2019/20 Budget	3/1/19 - 4/30/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	315,165	21.4%	1,156,969
Head Start Subsidy	<u>709,204</u>	<u>114,947</u>	16.2%	<u>594,257</u>
Total Revenue	<u><u>2,181,338</u></u>	<u><u>430,112</u></u>	19.7%	<u><u>1,751,226</u></u>
Expenditures (Note B)				
Salaries	650,054	106,597	16.4%	543,457
Benefits	214,518	38,536	18.0%	175,982
Vehicle Gasoline, Repair/Maintenance	70,000	9,012	12.9%	60,988
Space Costs	101,200	15,036	14.9%	86,164
Supplies - Office & Food Service	114,900	24,432	21.3%	90,468
Equipment Repair/Maintenance & Lease	6,000	1,798	30.0%	4,202
Communication	13,000	1,846	14.2%	11,154
Risk Insurance	12,700	942	7.4%	11,758
Printing	1,700	54	3.2%	1,646
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	-	0.0%	2,600
Raw Food/Vended Meals	<u>1,047,490</u>	<u>167,948</u>	16.0%	<u>879,542</u>
Sub Total	2,235,962	366,226	16.4%	1,869,736
Adult Meals Prepared	188,000	34,427	18.3%	153,573
Indirect	<u>133,376</u>	<u>29,459</u>	22.1%	<u>103,917</u>
Total Expenditures	<u><u>2,557,338</u></u>	<u><u>430,112</u></u>	16.8%	<u><u>2,127,226</u></u>

	Prior Period	April 2019	Cum
Total Meals Prepared and Vended (Note C)	99,196	84,057	183,253
Total Meals Claimed	<u>74,456</u>	<u>63,705</u>	<u>138,161</u>
Difference	173,652	20,352	12,596

Percentage Claimed to Prepared/Vended		75.8%	75.4%
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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 (9 OF 12 MONTHS = 75.0%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,506	\$ 543,335	\$ 548,867	\$ 515,820	\$ 530,165	\$ 537,485	\$ -	\$ -	\$ -	\$ 4,673,886		
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	\$ 537,485	\$ -	\$ -	\$ -	\$ 4,738,190	85.66%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		67.90%
Administration & Support Services Revenue															
Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 524,589	\$ 530,165	\$ 537,485	\$ -	\$ -	\$ -	\$ 4,738,190		
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>\$ 114,012</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,005,070</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	31,746	67,328	39,450	52,761	42,710	46,245	81,513	113,760	37,298	-	-	-	512,810	9.27%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,595	60,838	63,744	56,807	-	-	-	523,309	5.07%	
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>		
	\$ 74,105	\$ 125,911	\$ 41,848	\$ 114,582	\$ 102,556	\$ 79,849	\$ 142,351	\$ 177,503	\$ 94,104	\$ -	\$ -	\$ -	\$ 793,112	14.34%	
Revenue Earned Over/(Under) Costs	\$ 8,833	\$ (16,819)	\$ 78,371	\$ 4,996	\$ 14,675	\$ 198,113	\$ (31,075)	\$ (65,044)	\$ 19,908	\$ -	\$ -	\$ -	\$ 211,958		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 465,096</u>	<u>\$ 640,203</u>	<u>\$ 608,597</u>	<u>\$ 678,307</u>	<u>\$ 655,218</u>	<u>\$ 477,682</u>	<u>\$ 666,940</u>	<u>\$ 707,668</u>	<u>\$ 631,590</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,531,302</u>	<u>100.00%</u>	

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

Provider payments 4,738,190
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 1,005,070

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/18 - 6/30/19 (10 OF 12 MONTHS = 83.33%)

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-8049)														
Adjusted Days of Enrollment - Certified	5,122	6,161	4,840	5,773	4,656	4,388	4,442	4,070	5,026	5,325	-	-	49,803	
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	\$ 255,481	\$ -	\$ -	\$ 2,389,548	81.19%
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	7,800	-	-	62,520	
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	\$ 376,576	\$ -	\$ -	\$ 3,018,455	70.98%
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	538	-	-	4,610	
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	\$ 25,816	\$ -	\$ -	\$ 221,203	86.96%
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: April 2019		
Program/Work Unit: Not Applicable		Controller: Lorraine Casillas		
Services: Overall financial and accounting functions of the organization				
Activities	April 2019		Year to Date (4/1/19 -4/30/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	10	3,147,169	17	4,906,151
Wire Deposits	2	112,783	7	411,947
Head Start/IRS Drawdowns	7	3,119,599	11	5,825,719
Vendor Checks Issued	973	2,560,186	1,833	5,219,743
Payroll Disbursed		2,509,466		5,138,181
Grant Reports Prepared in April 2019	20		35	
Cal EITC				
Cal Fresh Outreach				
CCTR General Child Care				
CMAF Migrant Alternative Payment				
CMIG Migrant Specialized Services				
CMSS Migrant Specialized Services				
Differential Response				
DOE				
Economic Empowerment				
EHS Partnership Semi-annual FFR				
EHS San Joaquin Annual FFR				
EHS San Joaquin Final FFR				
Gang Prevention				
Head Start Kern Annual FFR				
Information and Education				
LIHEAP 2018 Close-out				
LIHEAP 2019				
Realignment for Success				
United Way CES				
WIC				

Other: Total Division Staffing: 16 positions

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Technicians (2)
Accountant (3)	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	2,478,625
Travel Advance	2,095
Prepaid Expense	272,169
Inventory	1,236,969
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 17,524,152

LIABILITIES AND NET ASSETS

Accounts Payable	2,162,546
Accrued Expenses	425,097
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	1,689
Deferred Revenue	<u>(639,794)</u>

Total Liabilities 5,380,727

Total Net Assets 12,143,424

Total Liabilities and Net Assets 17,524,152

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

REVENUE

Grant Revenue	58,492,563
Donations	147,605
Other Revenue	5,638,058
In-Kind	<u>10,148,849</u>

Total Revenue 74,427,075

EXPENDITURES

Salaries	29,353,369
Benefits	8,428,954
Travel	621,826
Space Costs	5,593,529
Supplies	2,158,098
Consultant/Contract Services	2,411,297
Other Costs	2,443,642
Program Costs	8,008,272
Capital Expenditures	40,125
Indirect	5,072,198
In-Kind	<u>10,148,849</u>

Total Expenditures 74,280,159

Net Change in Assets 146,916

Net Assets, beginning 11,996,508

Net Assets, ending 12,143,424

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF APRIL 30, 2019

ASSETS

Cash in Bank	1,734,482
Cash - Vacation Reserve	620,696
Petty Cash	500
Accounts Receivable	21,383,000
Travel Advance	6,120
Prepaid Expense	538,017
Inventory	1,237,560
Net Fixed Assets - Unrestricted	2,118,186
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 36,795,632

LIABILITIES AND NET ASSETS

Accounts Payable	1,054,934
Accrued Expenses	19,254
Accrued Vacation	608,244
Line of Credit	-
Note Payable	2,379,368
Advance Payable	3,042
Deferred Revenue	<u>20,571,222</u>

Total Liabilities 24,636,063

Total Net Assets 12,159,569

Total Liabilities and Net Assets 36,795,632

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO APRIL 30, 2019

REVENUE

Grant Revenue	8,454,421
Donations	42,897
Other Revenue	828,703
In-Kind	<u>2,008,097</u>

Total Revenue 11,334,119

EXPENDITURES

Salaries	4,326,556
Benefits	1,436,078
Travel	109,402
Space Costs	615,072
Supplies	339,216
Consultant/Contract Services	394,159
Other Costs	365,961
Program Costs	956,873
Capital Expenditures	-
Indirect	766,560
In-Kind	<u>2,008,097</u>

Total Expenditures 11,317,974

Net Change in Assets 16,144

Net Assets, beginning 12,143,424

Net Assets, ending 12,159,569

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 4-30-19 (16.67%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,962,816	4,095,179	24,867,637	14%
BENEFITS	9,271,446	1,341,846	7,929,600	14%
TRAVEL	623,443	97,106	526,337	16%
SPACE COST	3,898,195	579,208	3,318,987	15%
SUPPLIES	1,771,879	272,212	1,499,667	15%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	2,218,012	294,311	1,923,701	13%
OTHER COSTS	2,495,921	321,029	2,174,892	13%
PROGRAM COSTS	9,489,435	956,249	8,533,186	10%
INDIRECT	5,087,726	771,705	4,316,021	15%
TOTAL	63,819,873	8,728,845	55,091,028	14%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 4-30-19 (16.67%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	22,355,036	3,346,097	19,008,939	15%
BENEFITS	7,420,581	1,079,948	6,340,633	15%
TRAVEL	350,762	61,162	289,600	17%
SPACE COST	2,858,982	416,073	2,442,909	15%
SUPPLIES	1,410,827	205,728	1,205,099	15%
EQUIPMENT	-	-	-	Not budgeted
CONSULTANT/CONTRACT SERVICES	671,488	94,870	576,618	14%
OTHER COSTS	1,318,918	174,387	1,144,531	13%
PROGRAM COSTS	7,096,232	568,062	6,528,170	8%
INDIRECT	3,489,828	581,388	2,908,440	17%
TOTAL	46,972,654	6,527,713	40,444,941	14%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 4-30-19 (16.67%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,523,579	407,561	3,116,018	12%
BENEFITS	1,030,935	141,910	889,025	14%
TRAVEL	109,950	24,579	85,371	22%
SPACE COST	565,434	95,944	469,490	17%
SUPPLIES	204,574	37,376	167,198	18%
EQUIPMENT	-	-	-	Not budgeted
CONSULTANT/CONTRACT SERVICES	8,985	590	8,395	7%
OTHER COSTS	266,558	60,121	206,437	23%
PROGRAM COSTS	1,685,551	316,785	1,368,766	19%
INDIRECT	604,331	100,057	504,274	17%
TOTAL	7,999,897	1,184,923	6,814,974	15%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 4-30-19 (16.67%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	193,944	1,398,242	12%
BENEFITS	416,928	56,451	360,477	14%
TRAVEL	106,561	7,790	98,771	7%
SPACE COST	252,069	26,294	225,775	10%
SUPPLIES	82,222	18,347	63,875	22%
EQUIPMENT	-	-	-	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	197,855	1,248,884	14%
OTHER COSTS	730,217	69,320	660,897	9%
PROGRAM COSTS	683,802	69,172	614,630	10%
INDIRECT	435,584	62,245	373,339	14%
TOTAL	5,746,308	701,419	5,044,889	12%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 4-30-19 (16.67%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	80,436	727,505	10%
BENEFITS	221,237	27,733	193,504	13%
TRAVEL	39,380	3,436	35,944	9%
SPACE COST	94,385	39,344	55,041	42%
SUPPLIES	55,481	9,858	45,623	18%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	965	87,585	1%
OTHER COSTS	95,417	12,440	82,977	13%
PROGRAM COSTS	17,350	1,631	15,719	9%
INDIRECT	101,673	17,033	84,640	17%
TOTAL	1,522,414	192,876	1,329,538	13%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 4-30-19 (16.67%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	67,141	612,933	10%
BENEFITS	180,940	35,804	145,136	20%
TRAVEL	16,790	139	16,651	1%
SPACE COST	123,125	1,554	121,571	1%
SUPPLIES	16,575	554	16,021	3%
EQUIPMENT	-	-	-	Not budgeted
CONSULTANT/CONTRACT SERVICES	2,250	31	2,219	1%
OTHER COSTS	58,551	3,261	55,290	6%
PROGRAM COSTS	6,500	598	5,902	9%
INDIRECT	452,760	10,813	441,947	2%
TOTAL	1,537,565	119,896	1,417,669	8%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 4-30-19 (16.67%)**

	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	348	1,852	16%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	1,500	24,760	6%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,550	169	3,381	5%
TOTAL	41,035	2,017	39,019	5%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/19 TO 4/30/19 (2 OF 12 MONTHS = 16.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,413,827	\$ 771,705	14.3%	\$ 4,642,122
Expenditures				
Salaries	3,066,150	387,895	12.7%	2,678,255
Benefits @ 24.11% actual	<u>755,091</u>	<u>104,407</u>	<u>13.8%</u>	<u>650,684</u>
Total Personnel Costs	3,821,241	492,302	12.9%	3,328,939
Operating Costs				
Travel	93,650	11,966	12.8%	81,684
Space Costs	186,800	32,154	17.2%	154,646
Supplies	166,500	65,342	39.2%	101,158
Consultant/Contract	659,100	99,848	15.1%	559,252
Other Operating Costs	<u>345,050</u>	<u>42,243</u>	<u>12.2%</u>	<u>302,807</u>
Total Operating Costs	1,451,100	251,553	17.3%	1,199,547
Total Expenditures	<u>\$ 5,272,341</u>	<u>\$ 743,855</u>	<u>14.1%</u>	<u>\$ 4,528,486</u>
Excess Indirect Revenue	<u>\$ 141,486</u>	<u>\$ 27,850</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 131,592	12.7%	\$ 903,040
Operations	1,355,800	193,032	14.2%	1,162,768
Executive	612,204	85,127	13.9%	527,077
Community Development	705,930	99,379	14.1%	606,551
Finance	<u>1,563,775</u>	<u>234,725</u>	<u>15.0%</u>	<u>1,329,050</u>
	<u>\$ 5,272,341</u>	<u>\$ 743,855</u>	<u>14.1%</u>	<u>\$ 4,528,486</u>

Prepared Date: 05/16/2019