

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference

November 12, 2020

12:00 pm

(213) 204-2374 - Conference ID: 407 087 775#

[Join Microsoft Teams Meeting](#)

Members of the public may join the tele-conference or listen to the call from the CAPK office at
5005 Business Park North, Bakersfield, CA

AGENDA

1. Call to Order

2. Roll Call

Janea Benton

Jonathan Mullings

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. Special Presentation

- a. No special presentation.

6. New Business

- a. Head Start & Early Head Start Budget to Actual Reports – Tracy Webster, Chief Financial Officer – ***Info Item***
1. Kern Head Start Budget to Actual for the Period Ended October 31, 2020 ***(p. 3-5)***
 2. Kern Early Head Start Budget to Actual for the Period Ended October 31, 2020 ***(p. 6-8)***
 3. San Joaquin Early Head Start Budget to Actual for the Period Ended October 31, 2020 ***(p. 9-11)***
 4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended October 31, 2020 ***(p. 12-14)***
- b. Resolution to Approve the Submission of the 2021 Community Service Block Grant (CSBG) Contract Number 21F-4015 from the Department of Community Services and Development – Pritika Ram, Director of Administration - ***Action Item (p. 15-18)***
- c. Food Bank Proposed Reorganization & Job Descriptions– Carmen Segovia, Director of Health and Nutrition – ***Action Item (p. 19-35)***
- d. Financial Statements, October 2020 – Tracy Webster, Chief Financial Officer – ***Action Item (p. 36-85)***

7. Consent

*The Board will be asked to approve all of the following items by a single vote, unless a member of the Board or the public asks that an item be removed from the consent agenda and considered and discussed separately – **Action Item***

- a. Application Status Reports for September 2020 **(p. 86-87)**
- b. Consent Funding Requests for September 2020 **(p. 88)**
- c. Application Status Report for October 2020 **(p. 89-90)**

8. Committee Comments

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
To be Determined
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. 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, CA and online at www.capk.org by 12:00 pm, November 9, 2020. Margaret Frazier-Sanchez, Assistant to the Director.



MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance
Lorraine Casillas

Date: November 12, 2020

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended October 31, 2020 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2020 through October 31, 2020. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 57% of the budget, which is on trend with expenditures at this point in the prior budget period

Training & Technical Assistance Funds

Overall expenditures are at 30% of the budget.

COVID Cares Funds

Overall expenditures are at 16% of the budget.

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

Non-Federal share is at 61% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - October 31, 2020
 Month 8 of 12 (66.67%)

Prepared 11/06/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	4,851,904	4,966,872	49%	51%
FRINGE BENEFITS	3,060,914	1,613,458	1,447,456	53%	47%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	539,524	4,728	99%	1%
CONTRACTUAL	110,999	79,988	31,011	72%	28%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	2,084,264	604,388	78%	22%
INDIRECT	1,561,956	916,914	645,042	59%	41%
TOTAL BASE FUNDING	17,785,549	10,086,051	7,699,498	57%	43%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	2,491	21,495	10%	90%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	44,518	37,797	54%	46%
INDIRECT	16,144	4,904	11,240	30%	70%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	53,948	123,638	30%	70%

COVID CARES

SUPPLIES	631,304	112,331	518,973		
OTHER	420,869	47,754	373,115		
INDIRECT	105,217	20,137	85,080		
TOTAL COVID CARES	1,157,390	180,223	977,167	16%	84%

GRAND TOTAL HS FEDERAL FUNDS	19,120,525	10,428,069	8,692,456	55%	45%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	285,011	1,282,627	18%	82%
CALIF DEPT OF ED	5,130,608	3,807,994	1,322,614	74%	26%
TOTAL NON-FEDERAL	6,698,246	4,093,005	2,605,241	61%	39%

Budget reflects Notice of Award #09CH011132-02-01

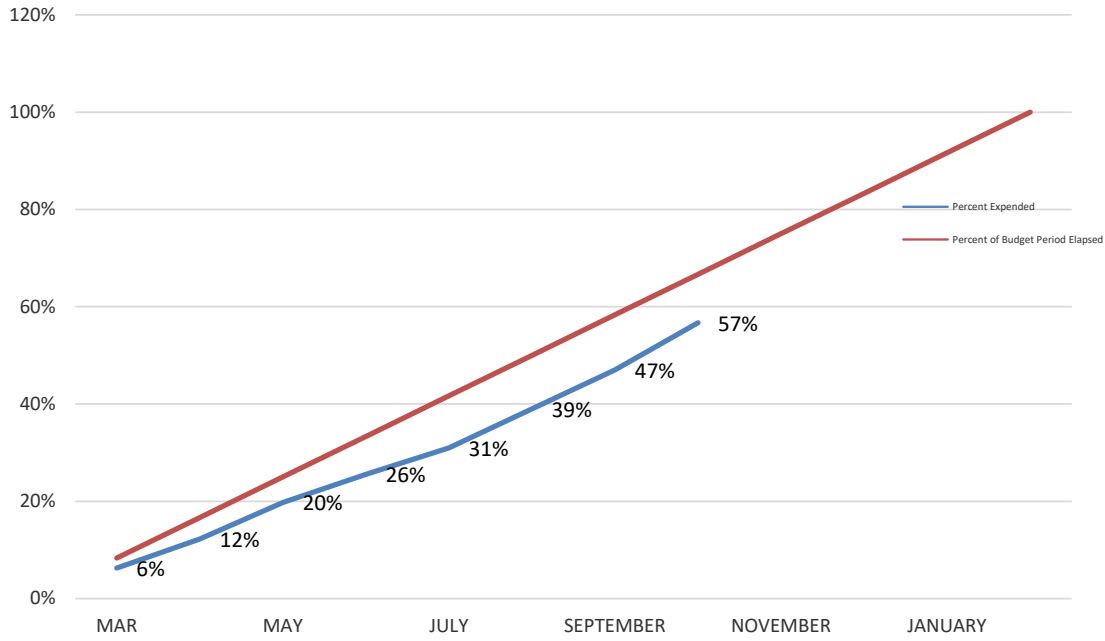
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2020

Administrative Cost for HS and EHS Kern **7.6%**

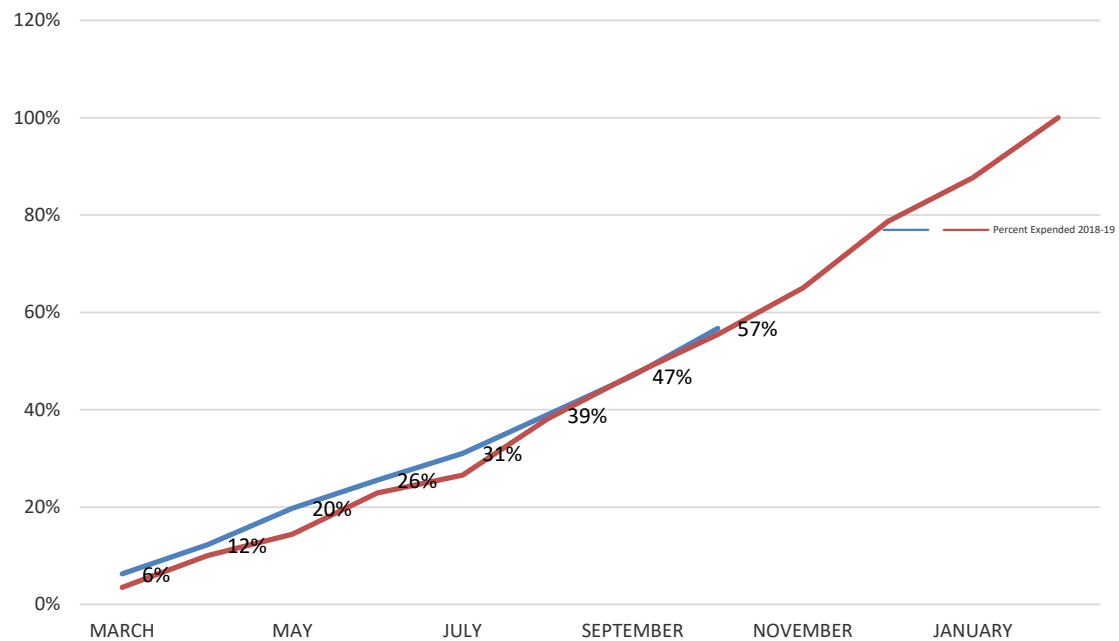
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	51,381				30,356	11/1/2020
Lowe's	33,883				16,188	10/25/2020
Smart & Final	215				135	11/1/2020
Save Mart	19				800	10/7/2020
Chevron & Texaco Business Card	5,118				6,584	11/6/2020
Home Depot	9,994				9,994	10/5/2020
	100,609	0	0	0	64,057	

Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Head Start Kern
Percent Expended Compared to Prior Year





MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance
Lorraine Casillas

Date: November 12, 2020

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended October 31, 2020 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2020 through October 31, 2020. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 54% of the budget, which is on trend with expenditures at this point in the prior budget period

Training & Technical Assistance Funds

Overall expenditures are at 30% of the budget.

COVID Cares Funds

Overall expenditures are at 18% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - October 31, 2020
 Month 8 of 12 (66.67%)

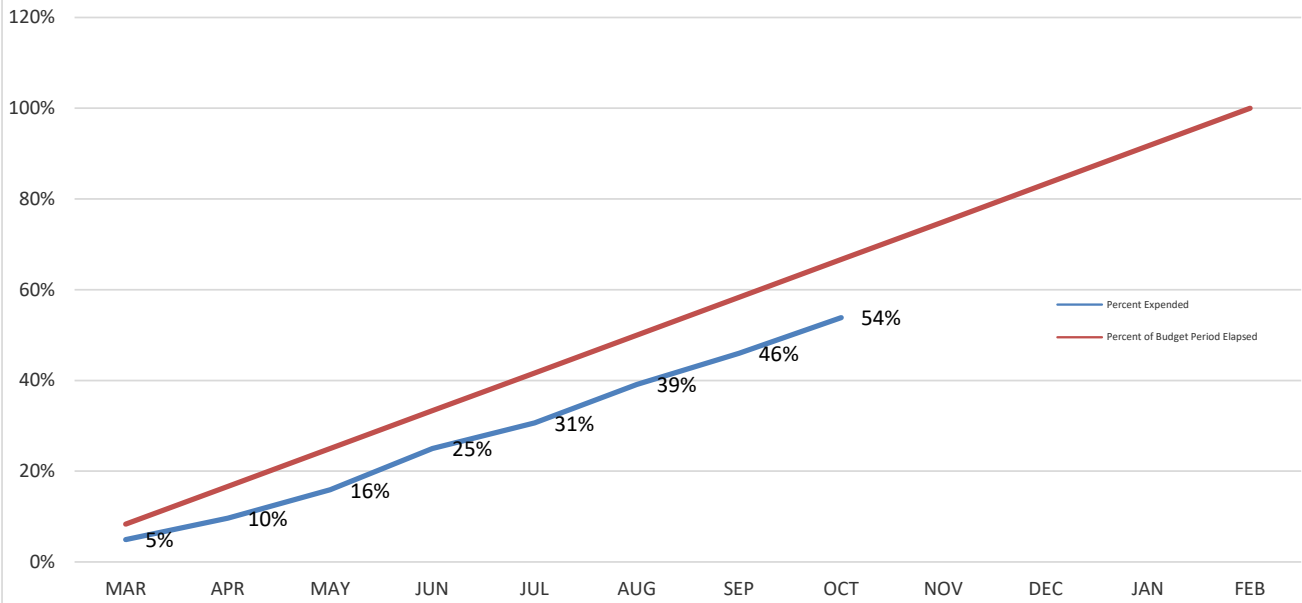
Prepared 11/06/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,462,290	2,681,456	1,780,834	60%	40%
FRINGE BENEFITS	1,659,459	748,277	911,182	45%	55%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	227,541	162,931	58%	42%
CONTRACTUAL	37,099	22,209	14,890	60%	40%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	683,720	269,736	72%	28%
INDIRECT	799,530	436,320	363,210	55%	45%
TOTAL BASE FUNDING	8,913,304	4,799,524	4,113,780	54%	46%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	1,046	5,761	15%	85%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	40,084	63,060	39%	61%
INDIRECT	15,326	4,652	10,674	30%	70%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	51,167	117,419	30%	70%
COVID CARES					
SUPPLIES	213,789	36,096	177,693	17%	83%
OTHER	142,527	26,835	115,692	19%	81%
INDIRECT	35,632	8,289	27,343		
TOTAL COVID CARES	391,948	71,219	320,729	18%	82%
GRAND TOTAL EHS FEDERAL FUNDS	9,473,838	5,030,302	4,443,536	53%	47%

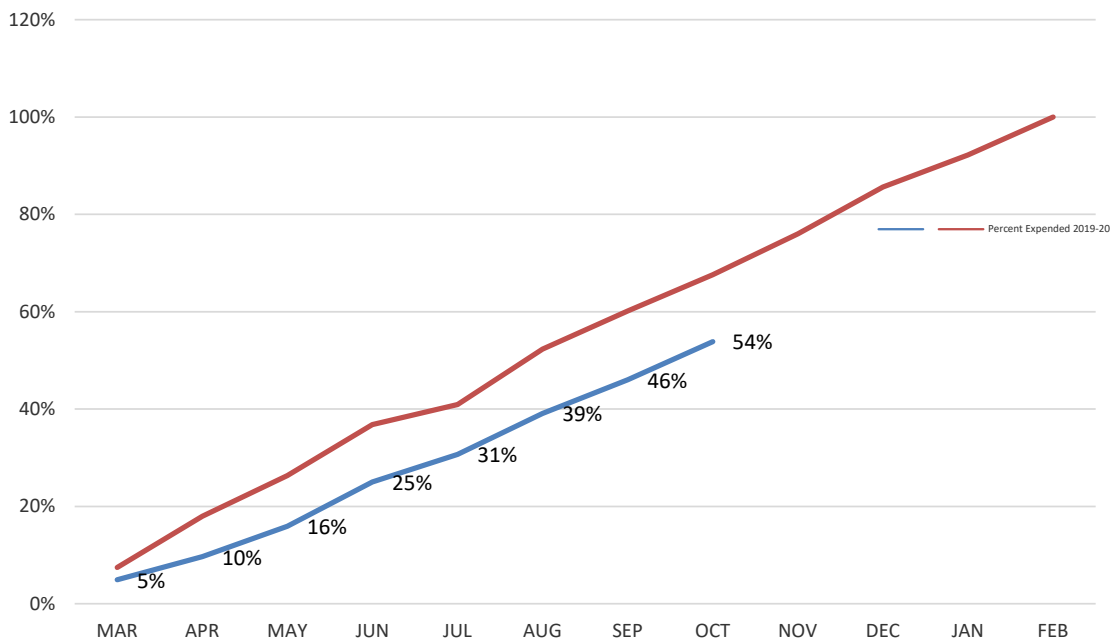
Budget reflects Notice of Award #09CH011132-02-01

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2020

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year





MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance
Lorraine Casillas

Date: November 12, 2020

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended October 31, 2020 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2020 through October 31, 2020. Nine months (75.00%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 66% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 46% of the budget. The combined personnel and fringe benefit expenses are at 66% of this budget.

COVID Cares Funds

Overall expenditures are at 21% of the budget.

Non-Federal Share

Non-Federal share is at 14% of the budget.

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

Budget Period: February 1, 2020 - January 31, 2021

Report Period: February 1, 2020 - October 31, 2020

Month 9 of 12 (75.0%)

Prepared 11/06/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,173,727	2,160,709	1,013,018	68%	32%
FRINGE BENEFITS	959,615	553,112	406,503	58%	42%
TRAVEL	0	1,916	(1,916)	0%	0%
SUPPLIES	125,025	149,119	(24,094)	119%	-19%
CONTRACTUAL	10,600	12,398	(1,798)	117%	-17%
OTHER	741,956	441,727	300,229	60%	40%
INDIRECT	478,171	314,247	163,924	66%	34%
TOTAL	5,489,094	3,633,228	1,855,866	66%	34%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	21,912	16,948	4,964	77%	23%
FRINGE BENEFITS	13,758	7,459	6,299	54%	46%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	536	6,279	8%	92%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	25,226	18,559	58%	42%
INDIRECT	10,834	4,999	5,835	46%	54%
TOTAL	119,175	55,168	64,007	46%	54%

COVID CARES

SUPPLIES	187,546	49,765	137,781	27%	73%
OTHER	62,515	3,335	59,180	5%	95%
INDIRECT	25,006	5,928	19,078	24%	76%
TOTAL	275,067	59,028	216,039	21%	79%

GRAND TOTAL EHS FEDERAL FUNDS	5,883,336	3,747,424	2,135,912	64%	36%
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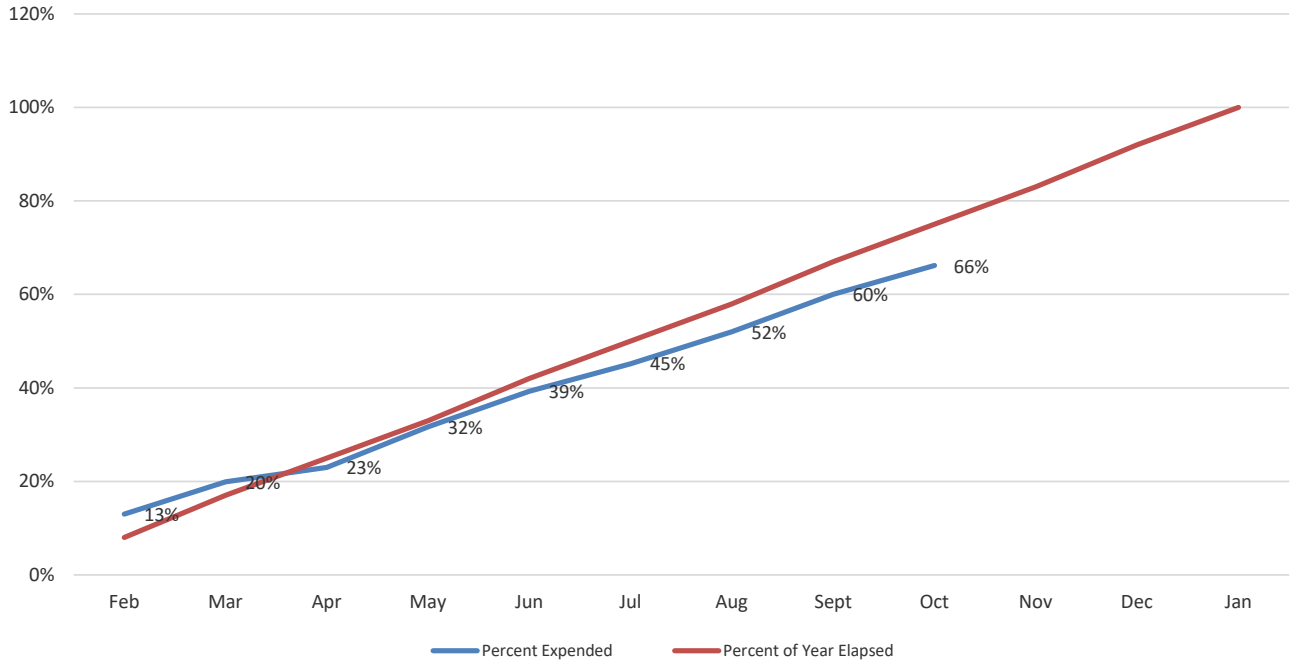
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	193,434	1,153,648	14%	86%
TOTAL NON-FEDERAL FUNDS	1,347,082	193,434	1,153,648	14%	86%

Centralized Administrative Cost	8.1%
Program Administrative Cost	4.3%
Total Administrative Cost	12.5%

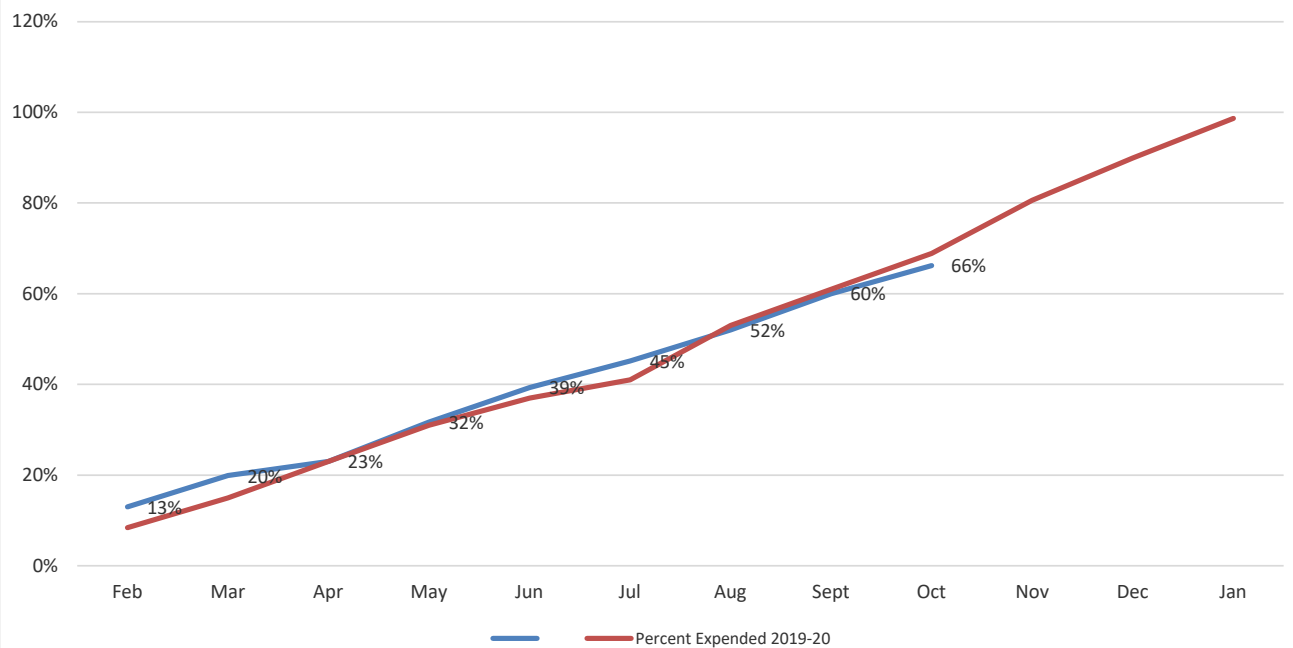
Budget reflects Notice of Award #09CH011406-01-01

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2020

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



Early Head Start San Joaquin
Percent Expended Compared to Prior Year





MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance
Lorraine Casillas

Date: November 12, 2020

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended October 31, 2020 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2020 through October 31, 2020. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 37% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget.

COVID Cares Funds

Overall expenditures are at 1% of the budget.

Non-Federal Share

Non-Federal share is at 21% of the budget.

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

Budget Period: March 1, 2020 - February 28, 2021

Report Period: March 1, 2020 - October 31, 2020

Month 8 of 12 (66.67%)

Prepared 10/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	259,883	444,333	37%	63%
FRINGE BENEFITS	208,046	49,391	158,655	24%	76%
SUPPLIES	28,175	21,339	6,836	76%	24%
CONTRACTUAL	1,009,556	328,388	681,168	33%	67%
OTHER	143,707	113,332	30,375	79%	21%
INDIRECT	203,138	72,828	130,310	36%	64%
TOTAL BASE FUNDING	2,296,838	845,161	1,451,677	37%	63%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	739	28,654	3%	97%
INDIRECT	5,107	355	4,752	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	3,903	52,282	7%	93%

COVID CARES

SUPPLIES	91,077	914	90,163	1%	99%
OTHER	30,359	369	29,990	1%	99%
INDIRECT	12,143	280	11,863	2%	98%
TOTAL COVID	133,579	1,563	132,016	1.2%	99%

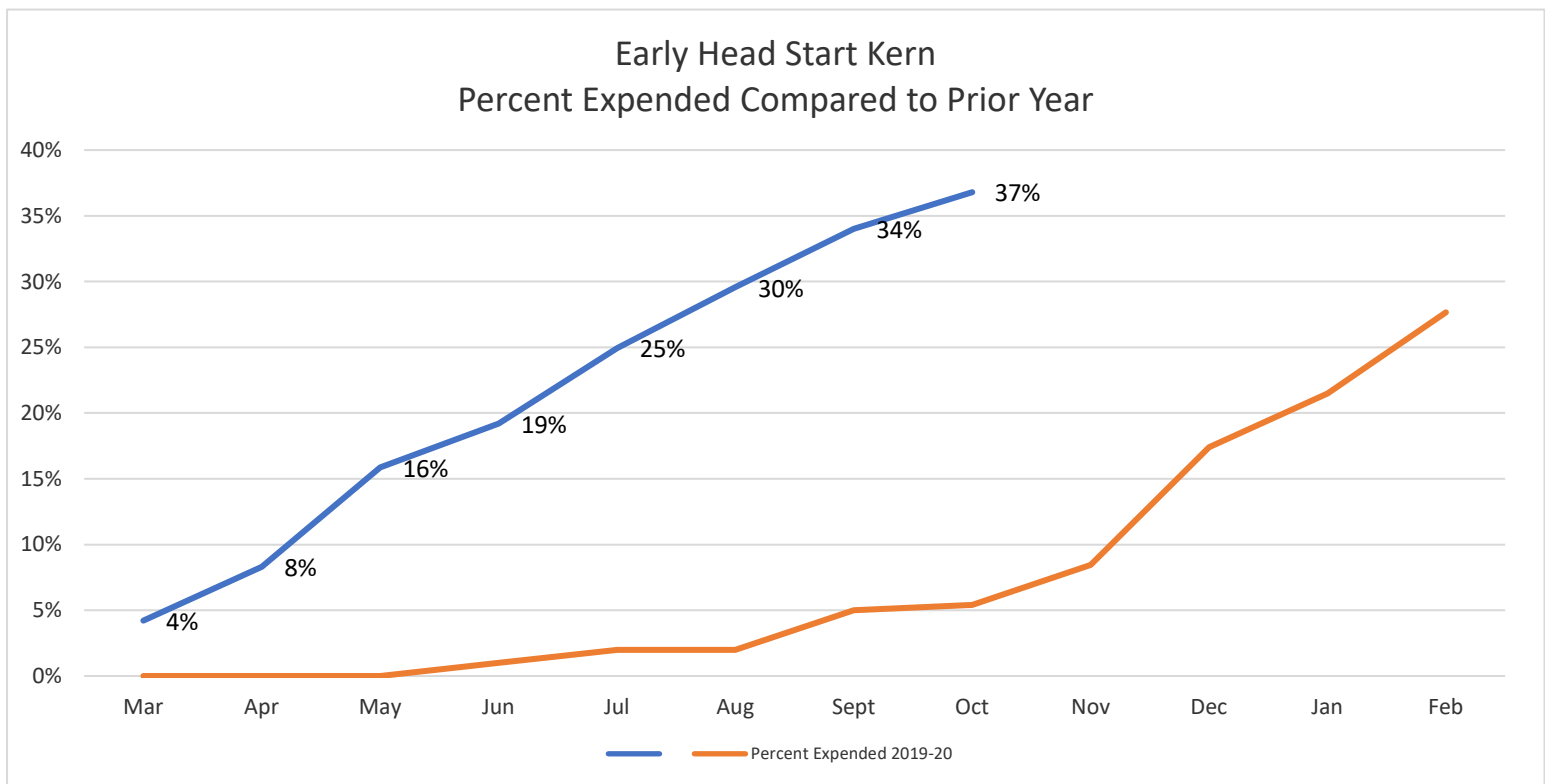
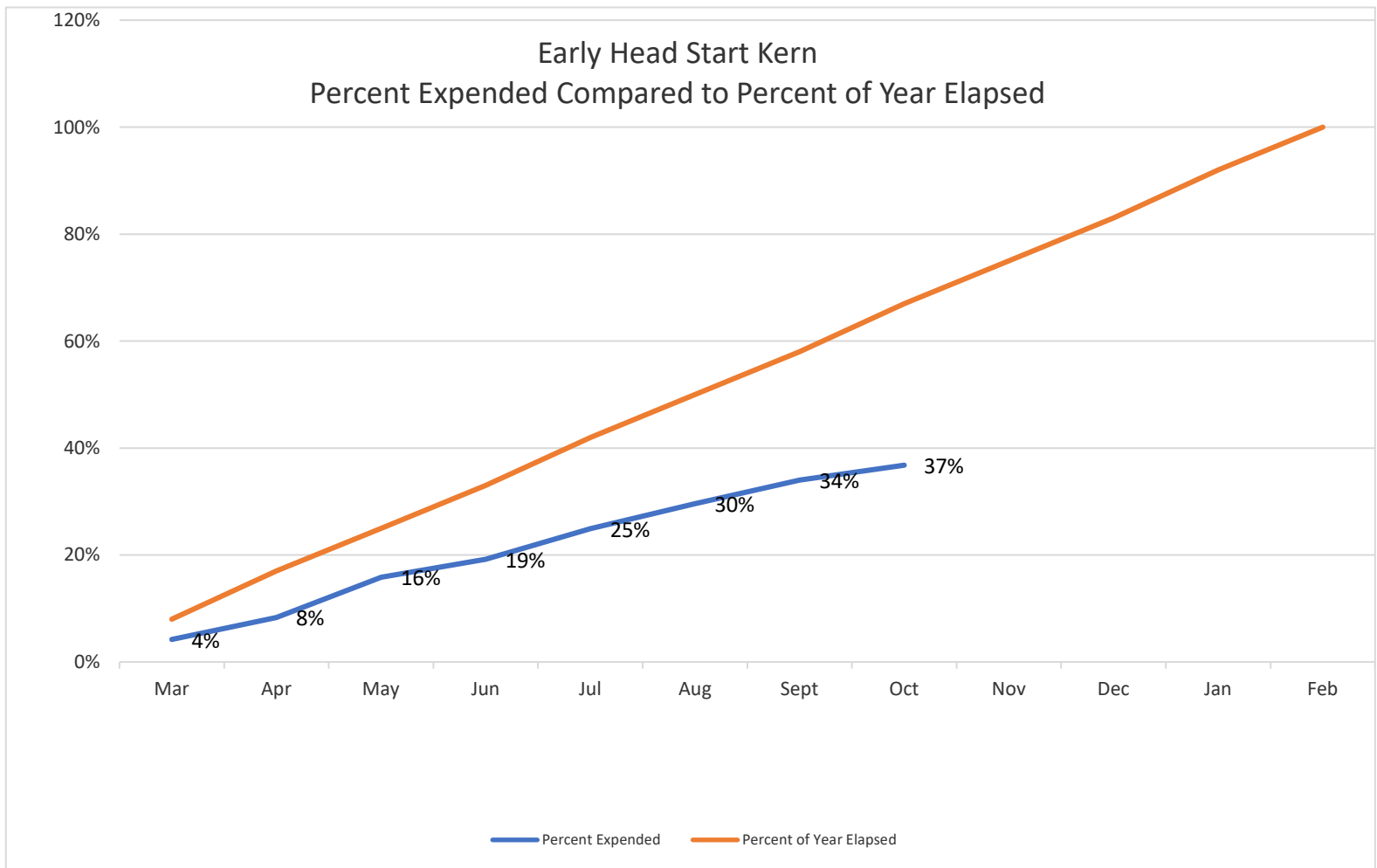
GRAND TOTAL EHS FEDERAL FUNDS	2,486,602	883,381	1,603,221	36%	64%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	126,162	462,094	21%	79%
TOTAL NON-FEDERAL	588,256	126,162	462,094	21%	79%

Budget reflects Notice of Award #09HP000163-02-01

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2020





MEMORANDUM

To: Budget and Finance Committee

From: Pritika Ram, Director of Administrator

Date: November 12, 2020

Subject: *Agenda Item XX*: Resolution to Approve the Submission of the 2021 Community Service Block Grant (CSBG) Contract Number 21F-4015 from the Department of Community Services and Development - **Action Item**

As part of our annual contract with the Department of Community Services and Development (CSD), we have received the 2021 Community Services Block Grant (CSBG) contract. The contract term is January 1, 2021, through December 31, 2021, for \$1,535,543. There was no increase from the final 2020 contract. The contract was received on October 30, 2020, and staff developed the 2021 budget summary that will be part of the contract submission, which is due thirty (30) calendar days from the date of the letter (October 30, 2020), for private non-profit agencies.

CSBG is CAPK's only funding source that allows the flexibility to support multiple low-income programs as well as administration. As illustrated in the budget summary attachment and as with contracts in previous years, our 2021 CSBG contract will be used to support programs that serve areas of great need, but that have a significant program and administrative funding gap, such as the Food Bank, Volunteer Income Tax Assistance (VITA), Friendship House Community Center (FHCC), Shafter Youth Center (SYC), East Kern Family Resource (EKFRS), 2-1-1 Call Center, and Migrant Childcare Alternative Payment (MCAP). You will also notice a place holder for the Community Development Corporation (CDC) and Community Development Financial Institute (CDFI) feasibility study that was approved during the September 2020 meeting.

The attached Resolution #2020-22 provides authority to the Chief Executive Officer, Jeremy T. Tobias, to sign the 2021 CSBG contract on behalf of the Agency and to execute any amendments to the contract over the contract term.

Recommendation:

Staff recommends the Budget and Finance Committee approve Resolution Number 2020-22 to approve the 2021 Community Service Block Grant (CSBG) Contract (21F-4015) from the Department of Community Services and Development (CSD).

Attachments:

Resolution Number 2020-22
CSBG Contract #21F-4015
CSBG Program Budget

RESOLUTION # 2020-22

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2021 CSBG Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 18, 2020 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 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, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2021 CSBG Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2021 CSBG Contract and the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer, to execute CSBG Contract #21F-4015 and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 18th day of November 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

AGREEMENT NUMBER

21F-4015

PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Community Action Partnership of Kern

2. The term of this Agreement is: January 1, 2021 through May 31, 2022

3. The maximum amount of this Agreement is: Total \$1,535,543.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble

Article 1 - Scope of Work

Article 2 - Contract, Administration, Procedure

Article 3 - Agreement Changes

Article 4 - Administrative Policies and Procedures

Article 5 - Program Budget Requirements and Payments

Article 6 - Financial Reporting

Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting

Article 8 - Compliance Policies and Procedures

Article 9 - Federal and State Policies and Provisions

Definitions

Table of Forms and Attachments

These documents can be accessed at <https://providers.csd.ca.gov/>.**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO**

CONTRACTOR				California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Community Action Partnership of Kern					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 5005 Business Park North, Bakersfield, CA 93309					
PRINTED NAME OF PERSON SIGNING				TITLE	
CONTRACTOR AUTHORIZED SIGNATURE				DATE SIGNED	
STATE OF CALIFORNIA					
CONTRACTING AGENCY NAME Department of Community Services and Development					
CONTRACTING AGENCY ADDRESS 2389 Gateway Oaks Drive, Suite 100		CITY Sacramento	STATE CA	ZIP 95833	
PRINTED NAME OF PERSON SIGNING Chris Vail		TITLE Chief Financial Officer			
CONTRACTING AGENCY AUTHORIZED SIGNATURE				DATE SIGNED	

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

COMMUNITY ACTION PARTNERSHIP OF KERN									
2021 CSBG BUDGET WORKPAPERS									
SUMMARY BY PROGRAM									
2021 PROGRAM									
Line Items	Food Bank	VITA	FHCC	SYC	E KERN	211	CDFI	MCAP	TOTAL
Salaries	\$ 264,277	\$ 104,653	\$ 87,813	\$ 115,553	\$ 9,476	\$ 149,239			\$ 731,011
Benefits	\$ 84,823	\$ 26,163	\$ 21,953	\$ 28,888	\$ 2,843	\$ 37,310			\$ 201,980
Operating Expenses									
- Travel	\$ -	\$ 3,950	\$ 2,750	\$ 3,790	\$ 1,000	\$ -	\$ -	\$ -	\$ 11,490
- Space Costs	\$ -	\$ 12,200	\$ 73,700	\$ 33,333	\$ -	\$ -	\$ -	\$ -	\$ 119,233
- Supplies	\$ -	\$ 5,158	\$ 7,300	\$ 5,050	\$ -	\$ -	\$ -	\$ -	\$ 17,508
- Consultant	\$ -	\$ 1,000	\$ 375	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ 1,750
- Other	\$ -	\$ 12,275	\$ 13,900	\$ 11,155	\$ -	\$ -	\$ -	\$ -	\$ 37,330
- Direct	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Subtotal	\$ -	\$ 37,583	\$ 98,025	\$ 53,703	\$ 1,000	\$ -	\$ -	\$ -	\$ 190,311
Indirect	\$ 34,911	\$ 16,330	\$ 20,139	\$ 19,294	\$ 1,332	\$ 18,655	\$ -	\$ 301,580	\$ 412,241
TOTAL	<u>\$ 384,011</u>	<u>\$ 184,729</u>	<u>\$ 227,930</u>	<u>\$ 217,438</u>	<u>\$ 14,651</u>	<u>\$ 205,204</u>	<u>\$ -</u>	<u>\$ 301,580</u>	<u>\$ 1,535,543</u>
% to Total Budget	25.01%	12.03%	14.84%	14.16%	0.95%	13.36%	0.00%	19.64%	
Prepared: 10/26/2020								Allowed Budget	1,535,543
									-



MEMORANDUM

To: Budget and Finance Committee

Carmen Segovia

From: Carmen Segovia, Director of Health & Nutrition

Date: November 12, 2020

Subject: *Agenda Item 6c*: CAPK Food Bank Proposed Reorganization & Job Descriptions – **Action Item**

The CAPK Food Bank has experienced tremendous growth this past year in the volume of food that it receives and distributes, COVID-19 pandemic amplified the growth. The increase in volume has almost doubled some months going from 1.3 up to 2.5 million pounds of food distributed per month. For the year ending on February 28, 2021, we project to have distributed 29.3 million pounds of food compared to last year's distribution of 20.3 million pounds.

At this time, it is difficult to project the volume of food that will be received and distributed after the COVID-19 pandemic; however, we do not foresee returning to a pre-COVID-19 volume.

To keep up with the increase in demand for food distribution, it is necessary to revise the organizational structure of the Food Bank and to add staff to assist with the additional tasks and responsibilities necessary for the operation of the Food Bank. Four new positions/job descriptions have been created to assist with the growth and realignment of duties/responsibilities: Administrative Supervisor, Program Supervisor, Procurement Coordinator, and a Volunteer Coordinator. The job descriptions have been reviewed and pointed by HR and the results are as follows:

Job title	Grade	Min \$	Mid \$	Max \$
Administrative Supervisor	9	21.55	26.96	32.35
Program Supervisor	9	21.55	26.96	32.35
Procurement Coordinator	8	18.76	23.43	28.13
Volunteer Coordinator	7	17.32	20.37	23.43

The budget impact will be \$254,073 for wages and benefits and funding is available to adequately cover the four positions, including post COVID-19.

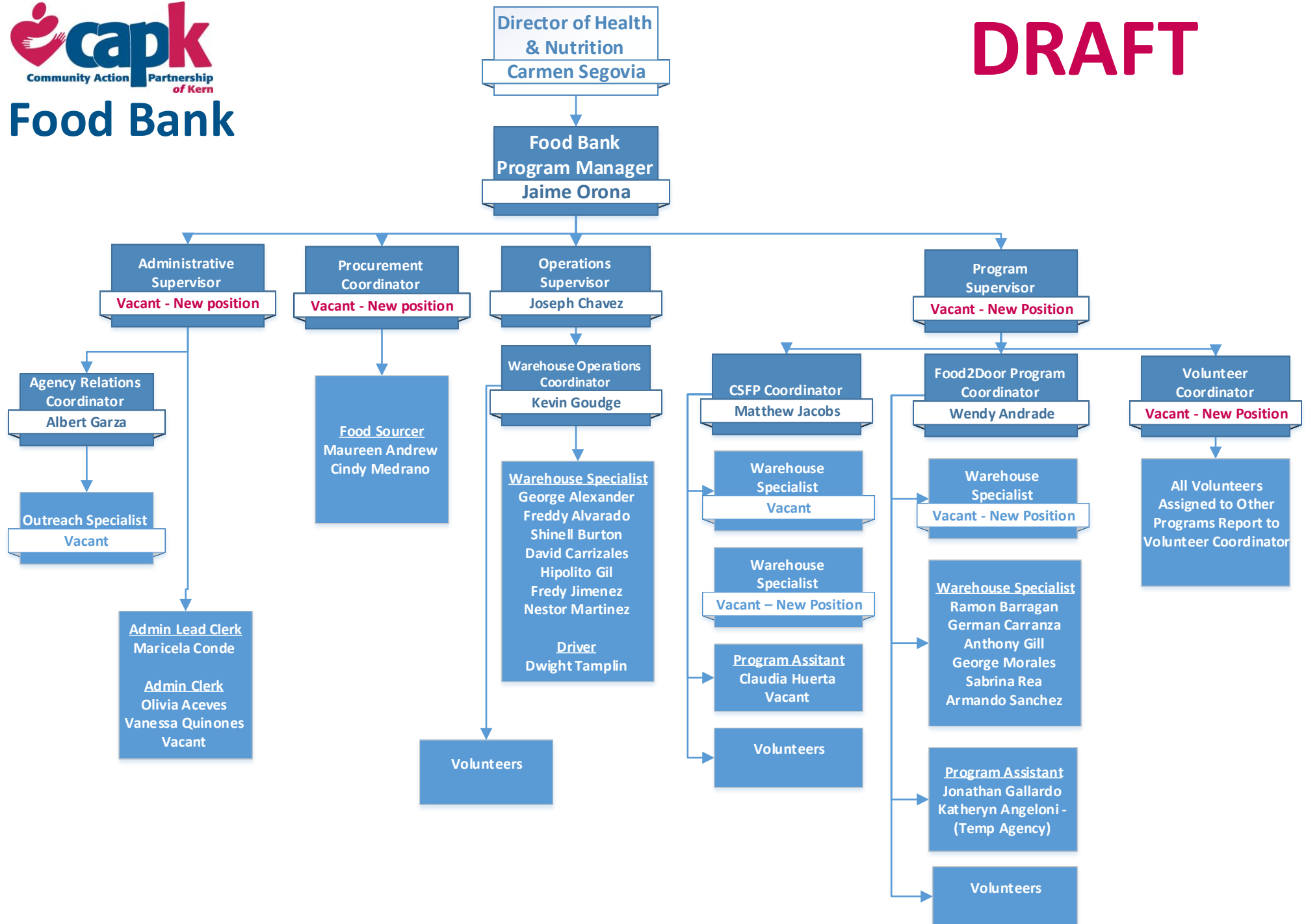
The reorganization coincides with the Strategic goals of CAPK by developing organizational goals that unify the program efforts throughout the agency and the reorganization will give the program a more engaged staff and better retention.

Recommendation

Staff recommends approval of the job descriptions for the Administrative Supervisor, Program Supervisor, Procurement Coordinator and Volunteer Coordinator.

Attachments:

Proposed Food Bank Org Chart
Food Bank Administrative Supervisor Job Description
Food Bank Program Supervisor Job Description
Procurement Coordinator Job Description
Volunteer Coordinator Job Description





Food Bank Administrative Supervisor

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

Salary Range: Grade

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the direction of the Food Bank Manager, the Administrative Supervisor is responsible for overseeing the Agency Relations Coordinator, the Lead Administrative Clerk and the Administrative Clerks; assist the Food Bank Manager with other administrative duties necessary for the operation of the Food Bank. May require flexible hours according to the nature and scope of the position.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Agency Relations Coordinator, Lead Administrative Clerk, Administrative Clerk

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Provides direction and supervision to the Agency Relations Coordinator and the Lead Administrative Clerk.
2. Ensures that food distribution sites are monitored and in compliance with State rules/regulations.
3. Ensures that reports are completed accurately and submitted on a timely basis, month end reports, HHP, EFAP-7's, etc.
4. Ensures that staff and volunteers, including volunteers at commodity and pantry sites, receive the appropriate/required training.
5. Ensures that volunteers are recruited, oriented, trained and placed according to the needs of the program, including special events.
6. Ensures that volunteer information is documentation, i.e. individual names, number of hours volunteered, trainings, etc.
7. Ensures that food distribution sites, including commodity and pantry sites, complete the appropriate paperwork to participate in the network of distribution sites.
8. Ensures that program forms, digital and paper, are reviewed and updated regularly to reflect State rules/regulations.
9. Ensures that the Food Bank participates at appropriate community events.
10. Ensures that a calendar is developed and revised on a regular basis to reflect the food distribution site locations, dates and times.
11. Ensures that the 2-1-1 program receives current information pertaining to food distribution locations, dates and times.
12. Assist the Food Bank Program Manager with administrative duties, such as tracking grants, developing presentations, analyzing reports, preparing clear and concise reports, etc.

13. Oversee the continuous quality and process improvement for the Food Bank.
14. Integrate monthly Food Bank reports with the CAPK CRM platform and other technologies.
15. Creates communication materials to present to private and public entities pertaining to hunger.
16. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Serves as an emergency contract for the warehouse emergencies.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Food safety and sanitation.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Business Administration or related field.
- One year of warehouse operations experience with general knowledge of warehouse practices.
- One-year experience working with volunteers.
- One- year supervisory experience

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling, and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Food Bank Administrative Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs.			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	

51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					



Food Bank Program Supervisor

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

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

SUMMARY:

Under the direction of the Food Bank Manager, the Program Supervisor is responsible for overseeing the programs operated by the Food Bank such as the Commodity Supplemental Food Program (CSFP). The Program Supervisor will be responsible for establishing and maintaining policies and procedures for each program, ensuring that the programs are staff and trained appropriately, and that all activities are compliant with rules and regulations.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

CSFP Coordinator, Food2Door Coordinator, Volunteer Coordinator, Farmworker Initiative Warehouse Specialist

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Works closely with the Food Bank Program Manager and the Program Coordinators in planning and delivering services to the community.
2. Provides direction and supervision to the program operated by the Food Bank, i.e. the CSFP.
3. Works closely with each program coordinator to ensure the daily operation of each program is compliant with State rules/ regulations.
4. Ensures that each program completes accurate reports and submits them timely, as required by the funding source.
5. Ensures that staff is recruited, oriented, trained and placed according to the needs of the program, including special events.
6. Ensures that program forms, digital and paper versions, are reviewed and updated regularly to reflect State rules/regulations.
7. Ensures that the Food Bank participates at appropriate community events.
8. Ensures that a calendar is developed and revised on a regular basis to reflect the food distribution site locations, dates, and times.
9. Ensures that the 2-1-1 program receives current information pertaining to food distribution locations, dates, and times.
10. Stays abreast of each programs scope of work and rules and regulations.
11. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.

2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Serves as an emergency contract for the warehouse emergencies.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Food safety and sanitation.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Business Administration or related field.
- One year of warehouse operations experience with general knowledge of warehouse practices.
- One-year experience working with volunteers.
- One- year supervisory experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling, and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Food Bank Program Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

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



Food Bank Procurement Coordinator

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

Salary Range: Grade

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the direction of the Food Bank Manager, the Procurement Coordinator is responsible for procuring food and non-food items to be provided as direct services to the community. The Procurement Coordinator will work with established and new vendors to secure products using CAPK's Procurement policies and procedures.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Food Sourcer

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Under the direction of the Program Manager, procures perishable and non-perishable food to be provided as a direct service to the community.
2. Ensures that food procured meets the requirements of the funding source, i.e. food items purchased using CalFood State funds must be grown in California.
3. Tracks and reports on purchase orders, packing slips, bills of lading; ensuring that all support documents are received and expenditures are within program budgets.
4. Works closely with Finance staff to ensure that the appropriate documentation is prepared, submitted and kept on file for the items procured.
5. Works closely with the Fresh Produce Sourcer in securing fresh produce for the Food Bank.
6. Assists Fresh Produce Sourcer to track and report donations by donor, commodity/category.
7. Assists Fresh Produce Sourcer in the development of outreach material to present to donors.
8. Ensures that food donations are available for distribution at community events, as appropriate.
9. Works closely with the Food Bank Operations Supervisor to coordinate deliveries and storage of product procured.
10. Works closely with the Fresh Produce Sourcer in building strong working relationships with the agriculture industry.
11. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Serves as an emergency contract for the warehouse emergencies.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Food safety and sanitation.
General knowledge of warehouse practices.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.
Demonstrate excellent customer service.

EDUCATION AND EXPERIENCE:

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

- Associate degree in Business Administration, Accounting or related field.
- One-year experience in procurement related functions.
- One-year supervisory experience.
- One-year experience working with the agriculture industry, preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Food Bank Procurement Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

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



Food Bank Volunteer Coordinator

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

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

SUMMARY:

Under the direction of the Food Bank Program Supervisor, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal and external clients, and community members. The Volunteer Coordinator will oversee the Food Bank's volunteer program, data collection of availabilities and skills, and record volunteer hours served. This position will also work with food distribution site coordinators and volunteers.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Under the direction of the Food Bank Program Supervisor and Food Bank Program Manager, develops and implements the Volunteer Program for the Food Bank.
2. Recruits and manages volunteers for routine and special events.
3. Responsible for identifying partners and establishing agreements formalizing partnerships and sources of volunteers.
4. Develops a policy and procedure manual for use by volunteers.
5. Provides orientation and training to volunteers on a regular basis.
6. In collaboration with the program coordinators, the Volunteer Coordinator assigns duties to the volunteers and monitors their performance.
7. Acts as the liaison between the Food Bank and the organizations referring volunteers to the Food Bank.
8. Responsible for keeping detailed records of volunteer information, assignments, and hours of service.
9. Prepare clear and concise reports pertaining to volunteers, as required.
10. Works with Food Bank and CAPK staff to automate the recruitment of volunteers, i.e. creating a calendar of activities on the CAPK Food Bank website.
11. Disseminates information for upcoming needs and events.
12. Must be able to work alternative schedules such as nights, weekends and non-traditional hours.
13. Manage, launch and monitor a volunteer platform.
14. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Data collection and reporting.
5. Organizational practices.
6. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Food safety and sanitation.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.
Effectively organize and prioritize assigned work.
Multi-task in a hectic environment.
Work independently and in a team environment.

EDUCATION AND EXPERIENCE:

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

- Associate degree in Business Administration, social work or closely related field.
- One year of supervision in a volunteer or operations program.
- Experience in volunteering.
- Experience recruiting through various channels.
- One year of experience in customer service

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.

- Completion of a physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Food Bank Volunteer Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

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

100+ lbs	x					
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BUDGET AND FINANCE COMMITTEE

NOVEMBER 12, 2020

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,454,592	93.600	09HP000163-02	03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START EXPANSION - CARES ACT	133,579		09HP000163-02C3	03/01/20 - 02/28/21		
EARLY HEAD START/HEAD START	27,045,025	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - CARES ACT	1,549,338		09CH011132-02C3	03/01/20 - 02/28/21		
EARLY HEAD START SAN JOAQUIN	5,608,269	93.600	09-CH011406-01	02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN - CARES ACT	275,067		09-CH011406-01C3	02/01/20 - 01/31/21		
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	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,520,187	93.569	20F - 3015	01/01/20 - 12/31/20	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
COUNTY OF KERN CARES ACT FOOD BANK DELIVERY PROGRAM	2,000,000	93.391	391-2020	06/16/20 - 12/30/20	135	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
COUNTY OF KERN PPSA EMERGENCY COVID PPE DISTRIBUTION	25,000	93.391		9/1/20 - 12/30/20	136	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,000,000	93.391		9/17/20 - 12/30/20	137	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
AMERICORPS PLANNING GRANT	69,959	94.006	17AFHY26-PG87	1/15/2020 - 12/31/2020	155-007	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
AMERICORPS OPERATIONAL	653,691	94.006		2/1/2020 - 1/31/2021	155-000	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19 - 03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (CRM)	32,000	93.569	20F-3015	1/1/20 - 12/31/20	175/175	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT DISCRETIONARY (RENTAL ASSISTANCE CRM)	40,370	93.569	20F - 3654	03/27/20 - 05/31/22	175/008	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,615,849 4,415,991		19B - 5012 20B - 2012	10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443		20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	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 - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAF - 9000	07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CA	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
HOUSING AUTHORITY OF KERN COUNTY RENTAL & MORTGAGE ASSISTANCE 211	332,624	93.391	N/A	09/21/20 - 12/15/20	188	HOUSING AUTHORITY OF KERN COUNTY, CARES ACT, CORONAVIRUS RELIEF FUND
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	386,114	10.568/569	15 - MOU - 00118	10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	623,392	10.568/569		03/27/20 - 09/30/20	105-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	389,808	10.568/569		06/05/20 - 09/30/20	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RELIEF FUND (CRF)	1,288,605	10.568/569		7/1/2020 - 11/30/2020	105-097	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 36	79,598			7/1/2019 - 3/31/2020	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 37	58,005			7/1/2020 - 3/31/2021	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S CARES Act	82,698			7/1/2020 - 3/31/2021	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S State Set Aside (SSA)	18,900			7/1/2020 - 3/31/2021	114-097	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD			10/01/19 - 09/30/20	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	332,408	10.565	16 - 6017	10/01/19 - 09/30/20	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	10/01/19 - 09/30/20	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,112,061 111,000	10.557	19 - 10139	10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/19 - 09/30/20	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	60,476 43,513	10.561		10/01/19 - 09/30/20 10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/19 - 06/30/20	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
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/20 - 06/30/21	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAF - 9000	07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 9050	07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369		CSPP - 9121	07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 9004	07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 9004	07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	348,000		19T - 9011	10/01/19 - 06/30/22	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	1,877,011		N/A	07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000 70,000		509-2019	07/01/19 - 06/30/20 07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER START-UP	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21		STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
FOOD BANK CAPACITY PROGRAM	101,490 363,636		SGRT-19-0012	07/01/17 - 06/30/20 06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,758 13,749		15 MOU - 00118	07/01/19 - 06/30/20 07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,439 274,249		15 MOU - 00118	07/01/19 - 06/30/20 07/01/20 - 06/30/21	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	21,334		N/A	07/01/19 - 06/30/20	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/19 - 06/30/20	280	OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	105,697		2015.2.5	07/01/19 - 06/30/20	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	135,637		2015.2.6	07/01/19 - 06/30/20	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	169,641		2017.2.01	07/01/19 - 06/30/20	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/19 - 06/30/20	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/19 - 06/30/20	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SIERRA FOUNDATION - 2020 CENSUS	40,000		GRANT CANCELLED	01/01/20 - 07/31/20	408	SIERRA FOUNDATION
NALEO EDUCATIONAL FOUNDATION - 2020 CENSUS	15,000		N/A	01/13/20 - 09/30/20	409	NALEO EDUCATIONAL FOUNDATION
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681 25,000		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
UNITED WAY - COVID-19 211 COMMUNITY RESPONSE AND RELIEF	45,000 5,000		N/A	04/01/20 - 06/30/20 07/01/20 - 12/31/20	431	UNITED WAY WORLDWIDE

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SVCF MIGRANT CHILDCARE ALTERNATIVE PAYMENT	250,000		N/A	08/01/20 - 07/31/21	451	SILICON VALLEY COMMUNITY FOUNDATION
KEDF MEAL DELIVERY RESTAURANT PROGRAM	99,000		N/A	08/01/20 - 09/30/20	463	KERN ECONOMIC DEVELOPMENT FOUNDATION, SOUTHERN CALIFORNIA GAS COMPANY
NO KID HUNGRY (FOOD BANK)	150,000		N/A	05/28/20 - 09/30/20	465	NO KID HUNGRY - SHARE OUR STRENGTH
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
CALIFORNIA FAMILY RESOURCE CENTER - EKFRS COVID-19 RAPID RESPONSE	10,000		MOU# COVID-413-7	04/13/20-06/30/20	533-005	CALIFORNIA FAMILY RESOURCE CENTER ASSOCIATION, PREVENT CHILD ABUSE CALIFORNIA
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	66,000 70,019		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		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
FOOD BANK FREE FARMERS MARKET - WASCO	100,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

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					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
451	SCVF Migrant Childcare Alternative Payment	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		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				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		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				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				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		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				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		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				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		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				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		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2020/21

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/29/20	n/a				
03/31/20	n/a				
04/30/20	n/a				
05/31/20	n/a				
06/30/20	n/a				
07/31/20	600,000	600,000	6		
08/31/20	n/a				
09/30/20	n/a				
10/31/20	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of March 23, 2020 for \$4 million and will terminate on March 22, 2021. A \$2 million increase

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

Note 3: Line of credit was required on July 30, 2020 in the amount of 600,000. The loan was repaid on Aug

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
12/31/19 - 3/30/20	90 days	\$ 1,253.47	0.25%
04/01/20 - 6/30/20	90 days	\$ 2,583.33	0.25%
07/01/20 - 9/30/20	90 days	\$ 2,534.73	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 OCTOBER 31, 2020	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(143,631.72)
HEAD START/EARLY HEAD START	118,392.81
SUBTOTAL	(25,238.91)
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
CHILD CARE FACILITIES	(80.00)
GENERAL CHILD CARE	289,951.71
MIGRANT A/P	1,784,825.95
MIGRANT CHILD CARE	(2,579.37)
MIGRANT SPECIALIZED SERVICES	16,383.43
SAN JOAQUIN COE GENERAL CHILD CARE	478,861.44
STATE PRESCHOOL	244,359.31
SUBTOTAL	2,811,722.17
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	192,127.60
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(140,128.52)
EF&S	70,351.50
EFAP	(972,865.82)
FOOD BANK	510,594.47
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	166,554.63
TRADE MITIGATION	(133,580.23)
WONDERFUL FOUNDATION	17,594.97
SUBTOTAL	(107,533.40)
ENERGY	(366,246.33)
DOE WAP	(98,068.59)
LIHEAP	(250,490.30)
PG&E	(15,952.05)
DAP (Disorgement Assistance Program)	(4,072.35)
TRANSFER NEGATIVE BALANCE	1,547,058.74
SUBTOTAL	812,229.12
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	300,656.98
AMERICORPS - CALIFORNIA VOLUNTEERS	(173,546.40)
BANK OF THE WEST	11,621.84
CAL FRESH	(29,489.96)
CALEITC	(219.05)
CAPK FOUNDATION	(440.00)
COST POOLS	2,439.15
COUNTY OF KERN 2020 CENSUS	(2,773.12)
COUNTY OF KERN CARES ACT	380,894.42
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	(18,820.13)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	120,228.40
CSBG	219,180.80
CSBG CARES ACT	6,505.95
CSBG DISCRETIONARY	(23,316.40)
DIFFERENTIAL RESPONSE	(23,860.93)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,268,604.03
ECONOMIC EMPOWERMENT	(13,512.07)
EAST KERN FAMILY RESOURCE CENTER	4,450.72
KEDF MEAL DELIVERY RESTAURANT PROGRAM	851.72
FIRST 5 KERN 211	(50,103.26)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(33,568.08)
FIRST 5 HELP ME GROW	(37,060.40)
FRIENDSHIP HOUSE	18,114.06
FUNDRAISING	275,125.44
GAPP FUND	0.00
GENERAL FUND	45,938.99
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(5,952.05)
HOME VISIT INITIATIVE (CO OF KERN)	32,455.18
HUD-COORDINATED ENTRY SYSTEM	(9,339.84)
INDIRECT FUND	1,397,346.76
IRS - VITA	(30,309.35)
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(214,254.25)
POSITIVE YOUTH DEV SVC	(4,431.22)
POSITIVE YOUTH M	(16,814.38)
SENIOR FARMERS MARKET NUTRITION PROGRAM	11,216.72
SHAFTER YOUTH CENTER	18,020.22
SHARE OUR STRENGTH NO KID HUNGRY	2,818.06
SIERRA FOUNDATION - ASTHMA MITIGATION	100,000.00
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	206,105.28
SO CA EDISON - 211 CUSTOMER RELATIONS	(412.52)
UNITED WAY 211	931.58
UNITED WAY CESH	18,890.96
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	(408.06)
WELLS FARGO FOUNDATION	46,981.80
WIC	(660,353.08)
LESS: ENERGY NEGATIVE BALANCE	(1,547,058.74)
ADD: LINE OF CREDIT	
SUBTOTAL	1,605,123.07
TOTAL OPERATING CASH	5,098,302.05

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.

**BANK RECONCILIATION FOR THE MONTH ENDED
October 31, 2020**

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	10/31/20		6,062,784.91
LESS: OUTSTANDING CHECKS		964,250.21	
ADJUSTED BANK BALANCE AT	10/31/20		5,098,534.70
GENERAL LEDGER BALANCE AT	09/30/20		4,374,051.15
ADD: DEPOSITS		2,402,927.55	
US TREAS DRAWDOWNS		3,048,427.91	
FUNDS FROM OTHER GRANTS		847,119.36	
TRANSFERS FROM RESTRICTED ACCOUNT LIHEAP/DOE		988,000.00	
ADP /HEALTH EQUITY REFUND		2,225.28	
LINE OF CREDIT LOAN		-	
ONLINE DONATION		-	
REIMBURSEMENT OF ALTERED PAYEE		(164.00)	
LESS: CHECKS		2,458,267.78	
ADP PAYROLL 10/9/20		1,423,676.57	
ADP PAYROLL 10/23/20		1,445,322.01	
EFTS FOR HRA/HSA/ STD/403B		318,191.63	
REC LOAN PRINCIPAL/INT EXPENSES		225,632.44	
CREDIT CARD		51,380.74	
BANK FEES		1,531.22	
ACH VOUCHERS		640,050.16	
		-	
GENERAL LEDGER BALANCE AT	10/31/20		5,098,534.70

DIFFERENCE: -

APPROVED BY: TITLE: Chief Financial Officer DATE: 11/04/2020

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	10/31/20	961,076.06
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	10/31/20	961,076.06

BALANCE PER G/L	09/30/20	801,566.99
ADD:		
DEPOSITS		159,398.34
INTEREST		110.73
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	10/31/20	961,076.06
------------------------	-----------------	-------------------

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 11/02/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 11/02/20

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 10/31/20 806,616.26

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 10/31/20 806,616.26

BALANCE PER G/L 09/30/20 607,385.64

ADD: DEPOSITS 1,209,125.53

INTEREST 105.09

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 1,010,000.00

BALANCE PER G/L 10/31/20 806,616.26

* December 2009 name changed from Food Bank to DOE ARRA.

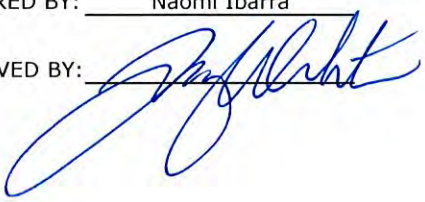
DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 11/02/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 11/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	10/31/20	31,386.53
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	10/31/20	31,386.53

BALANCE PER GENERAL LEDGER	09/30/20	29,167.95
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	2,524.70	
PAYPAL DEPOSIT	0.00	
INTEREST	4.04	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	12.45	
BANKCARD FEES	297.71	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
BALANCE PER GENERAL LEDGER:	10/31/20	31,386.53

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

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

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

Difference: 0.00

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 11/06/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 11/06/20

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 10/31/20 7,523.08

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 10/31/20 7,523.08

BALANCE PER G/L 09/30/20 7,522.06

ADD: DEPOSITS 0.00

INTEREST 1.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 10/31/20 7,523.08

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/02/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 11/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

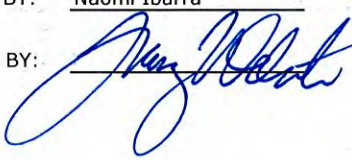
ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	10/31/20	34,948.86
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	10/31/20	34,948.86

BALANCE PER G/L	09/30/20	2.11
ADD:		
DEPOSITS		34,944.00
INTEREST		2.75
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	10/31/20	34,948.86

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/06/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 11/06/20

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED October 1, 2020 - October 31, 2020

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	547.08
Yolanda Gonzales	Director of Head Start/State Child Development Programs	8,701.52
Freddy Hernandez	Director of Youth and Community Services	770.00
Traco Matthews	Chief Program Officer	1,236.64
Lisa McGranahan	Director of Human Resoures	-
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,919.00
Pritika Ram	Director of Administration	(475.04)
Carmen Segovia	Director of Health & Nutrition Services	10,239.58
Sheila Shegos	Director of Community Development	770.00
Jeremy Tobias	Chief Executive Officer	-
Emilio Wagner	Director of Operations	1,809.49
Tracy Webster	Chief Financial Officer	2,837.94
	Total	\$ 30,356.21



Statement Expenses

11/03/2020 09:12 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	0.00 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	0.00 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

There are no results.

---End of Report---



Statement Expenses

 11/03/2020 09:13 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	547.08 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	547.08 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/16/2020	10/19/2020	Western Building Mat 559-4548500,CA		CAPK Pcard(CAPL Pcard)	No	547.08 USD / 547.08

Total Charges: 547.08 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

11/03/2020 09:14 AM PT

Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	8,701.52 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	8,701.52 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2020	10/01/2020	In Region Ix Head Start 916-2590971,CA		CAPK Pcard(CAPL Pcard)	No	975.52 USD / 975.52
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2020	10/23/2020	Smore.com - Educator Www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2020	10/23/2020	Smore.com - Educator Www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/28/2020	10/29/2020	Wipfillip 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	5,390.00 USD / 5,390.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/29/2020	10/30/2020	Community Care Licensing 678-7315516,CA		CAPK Pcard(CAPL Pcard)	No	2,178.00 USD / 2,178.00

Total Charges: 8,701.52 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 11/03/2020 09:14 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HERNANDEZ, FREDDY	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-8889	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	770.00 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	770.00 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/26/2020	10/27/2020	Wipfillp 715-843- 7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00

Total Charges: 770.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 11/03/2020 09:15 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MATTHEWS, TRACO	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-3726	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	1,236.64 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	1,236.64 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/09/2020	10/12/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/14/2020	Mexicali - Ca - 18th Stre Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	36.70 USD / 36.70
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/15/2020	Vons #1969 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	79.94 USD / 79.94
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/15/2020	10/16/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00

Total Charges: 1,236.64 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

11/03/2020 09:15 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MCGRANAHAN, LISA	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-9914	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	0.00 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	0.00 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

There are no results.

---End of Report---



Statement Expenses

 11/03/2020 09:16 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MEADE, JERRY	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-5025	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	3,919.00 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	3,919.00 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/06/2020	10/07/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	2,850.00 USD / 2,850.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/15/2020	10/16/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/29/2020	10/30/2020	Uf Doce Basic Serv Prog 352-3921701,FL		CAPK Pcard(CAPL Pcard)	No	299.00 USD / 299.00

Total Charges: 3,919.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 11/03/2020 09:16 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	(475.04) USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	(475.04) USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2020	10/01/2020	La Times Subscription 213-283-2274,CA		CAPK Pcard(CAPL Pcard)	No	23.96 USD / 23.96
	Description		Monthly Electronic Subscription Fee - Sept. 2020				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/05/2020	10/07/2020	Moo Creamery Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	87.04 USD / 87.04
	Description		Lunch Meeting w/ T. Matthews Heather Frank to discuss CAPK Foundation				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/06/2020	10/07/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	325.00 USD / 325.00
	Description		Registration Fee for Pritika Ram to attend the Wipfli CSBG Org Standards Boot Camp				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/06/2020	10/07/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	325.00 USD / 325.00
	Description		Registration Fee for Kathline Moessner to attend the Wipfli CSBG Org Standards Boot Camp				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/06/2020	10/07/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	325.00 USD / 325.00
	Description		Registration Fee for Lisa McKay to attend the Wipfli CSBG Org Standards Boot Camp				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/09/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
	Description		Registration Fee for James Burger to attend the 2020 CA Economic Summit				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/09/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
	Description		Registration Fee for Kathline Moessner to attend the 2020 CA Economic Summit				
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/09/2020	Sq California	E9	CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00

			Forward Gosq.com,CA		Pcard)		
Description		Registration Fee for Lisa McKay to attend the 2020 CA Economic Summit					
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/09/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
Description		Registration Fee for Raul Gallardo to attend the 2020 CA Economic Summit					
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/12/2020	California Association Of 800-7764226,CA		CAPK Pcard(CAPL Pcard)	No	75.00 USD / 75.00
Description		Registration fee for James Burger to attend the CalNonprofits 2020 Policy Convention					
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/12/2020	Housing California Sacramento,CA		CAPK Pcard(CAPL Pcard)	No	(3,060.00) USD / (3,060.00)
Description		Refund of Registration fees for attendees previously scheduled to attend the Housing CA Conference in April 2020					
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/28/2020	10/29/2020	La Times Subscription 213-283-2274,CA		CAPK Pcard(CAPL Pcard)	No	23.96 USD / 23.96
Description		Monthly Electronic Subscription Fee - Oct. 2020					

Total Charges: (475.04) USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 11/03/2020 09:17 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	10,239.58 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	10,239.58 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/01/2020	10/02/2020	Wpy California Wic Associ 855-469-3729,CA		CAPK Pcard(CAPL Pcard)	No	270.00 USD / 270.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2020	10/05/2020	Toastmasters Renew Web 702-439-5050,CO		CAPK Pcard(CAPL Pcard)	No	65.00 USD / 65.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/01/2020	10/05/2020	Toastmasters Renew Web 702-439-5050,CO		CAPK Pcard(CAPL Pcard)	No	45.00 USD / 45.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/03/2020	10/05/2020	Fs Optimoroute 877-3278914,CA		CAPK Pcard(CAPL Pcard)	No	114.00 USD / 114.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/03/2020	10/05/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,190.63 USD / 1,190.63
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/03/2020	10/05/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,190.63 USD / 1,190.63
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/03/2020	10/05/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,190.63 USD / 1,190.63
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/08/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	112.06 USD / 112.06
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2020	10/12/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	(138.20) USD / (138.20)
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
				E11			

	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	152.94 USD / 152.94
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	50.98 USD / 50.98
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00
16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/14/2020	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	196.09 USD / 196.09
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/14/2020	10/14/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	105.88 USD / 105.88
18.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2020	10/23/2020	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard(CAPL Pcard)	No	1,990.00 USD / 1,990.00
19.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2020	10/26/2020	Hertz #0126919 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98
20.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2020	10/26/2020	Hertz #0126919 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98
21.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2020	10/26/2020	Hertz #0126919 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98
22.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/29/2020	10/30/2020	Fidelity Safety - Food Httpswww.fide,CA		CAPK Pcard(CAPL Pcard)	No	432.00 USD / 432.00

Total Charges: 10,239.58 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

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Statement Expenses

 11/03/2020 09:17 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SHEGOS, SHEILA	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-0776	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	770.00 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	770.00 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/15/2020	10/16/2020	Wipfillp 715-843- 7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00

Total Charges: 770.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

11/03/2020 09:18 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	10/31/2020
Status:	Cardholder Reviewed	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	0.00 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	0.00 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

There are no results.

---End of Report---



Statement Expenses

 11/03/2020 09:18 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	1,809.49 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	1,809.49 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/02/2020	10/05/2020	Bestbuycom806332772691 Richfield,MN		CAPK Pcard(CAPL Pcard)	No	194.84 USD / 194.84
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/07/2020	10/08/2020	Vzwrllss Prpay Autopay 888-294-6804,FL		CAPK Pcard(CAPL Pcard)	No	65.00 USD / 65.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/09/2020	10/12/2020	Ring Multicam Yearly Httpspring.com,CA		CAPK Pcard(CAPL Pcard)	No	100.00 USD / 100.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/19/2020	10/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	No	209.25 USD / 209.25
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/20/2020	10/21/2020	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/29/2020	10/30/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	795.00 USD / 795.00

Total Charges: 1,809.49 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 11/03/2020 09:19 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	10/31/2020
Status:	Open	Reminder Period:	11/03/2020 through 11/05/2020
Charges:	2,837.94 USD	Grace Period:	11/06/2020 through 11/08/2020
Out-of-pocket:	0.00 USD	Approval Period:	11/09/2020 through 11/12/2020
Total Amount:	2,837.94 USD	Download Period:	11/13/2020 through 11/30/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2020	10/02/2020	Victors Mexican Grill Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	838.94 USD / 838.94
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/09/2020	10/12/2020	Feldesman Tucker Leifer F 512-0800052, DC		CAPK Pcard(CAPL Pcard)	No	1,999.00 USD / 1,999.00

Total Charges: 2,837.94 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (7 OF 12 MONTHS OR 66.66%)**

Line Item	2020/21 Budget	3/1/20 - 10/31/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	619,546	422,734	68.2%	196,812
Head Start Subsidy	<u>1,080,077</u>	<u>672,545</u>	62.3%	<u>407,532</u>
Total Revenue	<u>1,699,623</u>	<u>1,095,279</u>	64.4%	<u>604,344</u>
Expenditures (Note B)				
Salaries	597,785	391,870	65.6%	205,915
Benefits	193,353	122,490	63.4%	70,863
Vehicle Gasoline, Repair/Maintenance	27,000	17,165	63.6%	9,835
Space Costs	48,202	84,477	175.3%	(36,275)
Supplies - Office & Food Service	86,000	45,260	52.6%	40,740
Equipment Repair/Maintenance & Lease	35,300	3,977	11.3%	31,323
Communication	13,000	10,169	78.2%	2,831
Risk Insurance	12,700	10,008	78.8%	2,692
Printing	1,000	421	42.1%	579
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	25	5.0%	475
Other Misc	-	22	-	(22)
Raw Food/Vended Meals	<u>502,129</u>	<u>324,965</u>	64.7%	<u>177,164</u>
Sub Total	1,517,069	1,010,848	66.6%	506,221
Adult Meals Prepared	28,497	46,075	161.7%	(17,578)
Indirect	<u>154,057</u>	<u>38,355</u>	24.9%	<u>115,701</u>
Total Expenditures	<u>1,699,623</u>	<u>1,095,279</u>	64.4%	<u>604,344</u>

	Prior Period	October 2020	Cumulative
Total Meals Prepared and Vended (Note C)	261,477	53,891	315,368
Total Meals Claimed	<u>156,827</u>	<u>40,993</u>	<u>197,820</u>
Difference	104,650	12,898	117,548

Percentage Claimed to Prepared/Vended		76.1%	62.7%
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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 7/1/20 - 6/30/21 (3 OF 12 MONTHS = 25.0%)

Contract CMAP-9000	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	Total	%	% Earned to MRA
Provider Payments	\$ 431,498	\$ 519,622	\$ 587,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 1,538,920		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 431,498	\$ 519,622	\$ 587,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,538,920	81.97%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		19.46%
Administration & Support Services Revenue															
Provider Payments	\$ 431,498	\$ 519,622	\$ 587,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,538,920		
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	\$ 91,530	\$ 110,223	\$ 124,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326,437		
Program Administration/Support Services Costs	65,934	71,199	71,268										208,400	11.10%	
Indirect (10% x MTDC) Costs	48,956	58,294	65,124										172,374	6.93%	
Transfer Indirect to CSBG	-	(42,232)	-										(42,232)		
Total Operating Costs	\$ 114,890	\$ 87,261	\$ 136,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 338,542	18.03%	
Revenue Earned Over/(Under) Costs	\$ (23,360)	\$ 22,962	\$ (11,707)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,105)		
TOTAL COSTS - NET OF FAMILY FEES	\$ 546,388	\$ 606,883	\$ 724,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,877,463	100.00%	

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

Provider payments	1,538,920
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>326,437</u>

Note 2: The maximum reimbursable amount per the 2020/21 State contract is as follows:

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	<u>239,617</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>9,584,682</u>	<u>100.00%</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/20 - 6/30/21 (4 OF 12 MONTHS = 33.3%)

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	2/29/2021	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	2,921	2,982	2,982	4,151									13,037	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 144,717	\$ 147,753	\$ 147,728	\$ 205,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 645,833	18.27%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%	97.42%										99.04%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,070	5,342									11,166	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 58,501	\$ 78,791	\$ 153,040	\$ 266,289	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 556,620	12.74%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%	98.38%										98.02%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	195	159	138	159									651	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 9,664	\$ 7,886	\$ 6,837	\$ 7,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,254	12.68%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%	100.00%										99.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%

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 2020/21 State contracts

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 29, 2020

ASSETS

Cash in Bank	3,642,878
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	4,795,724
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,419,797
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	<u>8,778,811</u>

Total Assets 21,381,904

LIABILITIES AND NET ASSETS

Accounts Payable	2,795,971
Accrued Expenses	894,006
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	<u>887,394</u>

Total Liabilities 7,481,959

Total Net Assets 13,899,945

Total Liabilities and Net Assets 21,381,904

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020

REVENUE

Grant Revenue	66,107,452
Donations	31,410,450
Other Revenue	1,835,376
In-Kind	<u>190,735</u>

Total Revenue 99,544,013

EXPENDITURES

Salaries	28,545,273
Benefits	8,375,922
Travel	666,442
Space Costs	5,684,927
Supplies	2,551,784
Consultant/Contract Services	2,538,409
Other Costs	2,386,513
Program Costs	10,096,209
Capital Expenditures	-
Indirect	5,871,779
Donated Commodities	31,218,738
In-Kind	<u>190,735</u>

Total Expenditures 98,126,731

Net Change in Assets 1,417,282

Net Assets, beginning 12,482,663

Net Assets, ending 13,899,945

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF OCTOBER 31, 2020

ASSETS

Cash in Bank	5,976,025
Cash - Vacation Reserve	960,874
Petty Cash	300
Accounts Receivable	(1,524,884)
Travel Advance	2,469
Prepaid Expense	439,890
Inventory	1,451,829
Net Fixed Assets - Unrestricted	1,447,942
Net Fixed Assets - Restricted	<u>8,413,482</u>

Total Assets 17,167,927

LIABILITIES AND NET ASSETS

Accounts Payable	661,469
Accrued Expenses	3,488
Accrued Vacation	960,769
Line of Credit	-
Note Payable	1,579,020
Advance Payable	318,485
Deferred Revenue	<u>-</u>

Total Liabilities 3,523,231

Total Net Assets 13,644,695

Total Liabilities and Net Assets 17,167,926

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2020 TO OCTOBER 31, 2020

REVENUE

Grant Revenue	39,691,397
Donations	3,173,994
Other Revenue	4,016,876
In-Kind	<u>4,151,768</u>

Total Revenue 51,034,034

EXPENDITURES

Salaries	20,811,181
Benefits	6,115,948
Travel	142,465
Space Costs	4,253,383
Supplies	1,974,172
Consultant/Contract Services	1,899,022
Other Costs	1,922,327
Program Costs	5,577,973
Capital Expenditures	718,247
Indirect	3,722,798
In-Kind	<u>4,151,768</u>

Total Expenditures 51,289,284

Net Change in Assets (255,250)

Net Assets, beginning 13,899,945

Net Assets, ending 13,644,695

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,295,491	19,206,011	16,089,480	54%
BENEFITS	10,824,659	5,719,221	5,105,438	53%
TRAVEL	925,612	137,939	787,673	15%
SPACE COST	11,015,674	3,532,766	7,482,908	32%
SUPPLIES	3,319,097	1,879,948	1,439,149	57%
EQUIPMENT	92,760	926,110	(833,350)	998%
CONSULTANT/CONTRACT SERVICES	4,856,366	1,377,822	3,478,544	28%
OTHER COSTS	3,595,745	1,745,587	1,850,158	49%
PROGRAM COSTS	14,048,842	5,517,559	8,531,283	39%
INDIRECT	8,006,619	3,743,095	4,263,524	47%
TOTAL	91,980,865	43,786,059	48,194,806	48%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,696,802	14,112,691	10,584,111	57%
BENEFITS	7,909,663	4,246,590	3,663,073	54%
TRAVEL	417,754	52,321	365,433	13%
SPACE COST	9,500,942	2,403,952	7,096,990	25%
SUPPLIES	2,637,345	1,274,359	1,362,986	48%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,337,430	486,992	850,438	36%
OTHER COSTS	1,829,915	819,009	1,010,906	45%
PROGRAM COSTS	8,157,623	4,301,619	3,856,004	53%
INDIRECT	5,127,674	2,729,081	2,398,593	53%
TOTAL	61,615,148	30,426,614	31,188,534	49%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,228,141	2,413,543	1,814,598	57%
BENEFITS	1,235,823	618,385	617,438	50%
TRAVEL	242,490	69,320	173,170	29%
SPACE COST	650,140	546,230	103,910	84%
SUPPLIES	258,822	328,530	(69,708)	127%
EQUIPMENT	87,760	920,840	(833,080)	1049%
CONSULTANT/CONTRACT SERVICES	561,751	212,925	348,826	38%
OTHER COSTS	384,691	353,935	30,756	92%
PROGRAM COSTS	4,130,882	1,081,437	3,049,445	26%
INDIRECT	1,059,657	476,083	583,574	45%
TOTAL	12,840,157	7,021,228	5,818,929	55%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,082,216	979,639	1,102,577	47%
BENEFITS	543,661	244,065	299,596	45%
TRAVEL	146,000	5,960	140,040	4%
SPACE COST	315,785	125,204	190,581	40%
SUPPLIES	107,730	28,068	79,662	26%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,884,710	497,745	1,386,965	26%
OTHER COSTS	936,378	306,070	630,308	33%
PROGRAM COSTS	909,205	81,178	828,027	9%
INDIRECT	692,569	220,345	472,224	32%
TOTAL	7,618,254	2,488,274	5,129,980	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,446,168	1,213,653	1,232,515	50%
BENEFITS	623,618	249,653	373,965	40%
TRAVEL	76,378	9,333	67,045	12%
SPACE COST	338,374	339,984	(1,610)	100%
SUPPLIES	176,583	186,523	(9,940)	106%
EQUIPMENT	5,000	5,270	(270)	105%
CONSULTANT/CONTRACT SERVICES	507,725	128,468	379,257	25%
OTHER COSTS	371,772	184,357	187,415	50%
PROGRAM COSTS	798,132	52,432	745,700	7%
INDIRECT	482,423	205,219	277,204	43%
TOTAL	5,826,173	2,574,891	3,251,282	44%

5,826,173

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,567,468	352,028	1,215,440	22%
BENEFITS	438,247	123,472	314,775	28%
TRAVEL	42,990	1,005	41,985	2%
SPACE COST	208,233	117,184	91,049	56%
SUPPLIES	132,517	55,734	76,783	42%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	514,750	771	513,979	0%
OTHER COSTS	59,179	30,556	28,623	52%
PROGRAM COSTS	53,000	894	52,106	2%
INDIRECT	601,652	66,904	534,748	11%
TOTAL	3,618,036	748,548	2,869,488	21%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

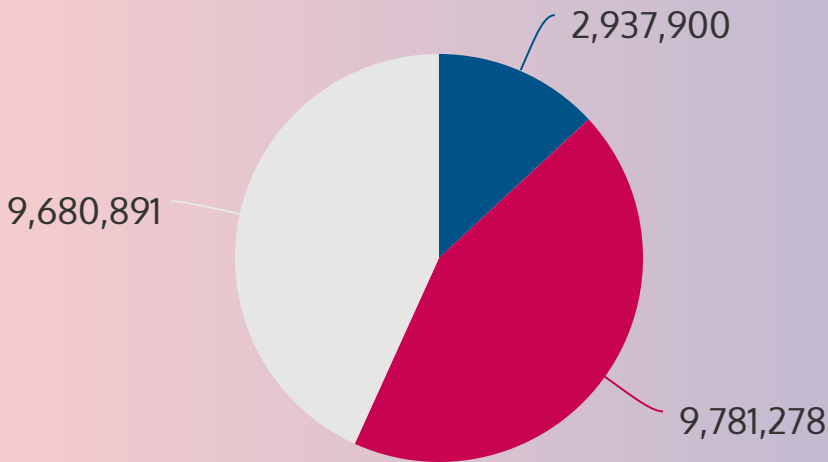
	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	134,458	140,238	49%
BENEFITS	73,647	237,056	(163,409)	322%
TRAVEL	-	-	-	0%
SPACE COST	2,200	211	1,989	10%
SUPPLIES	6,100	6,733	(633)	110%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	50,921	(921)	102%
OTHER COSTS	13,810	51,661	(37,851)	374%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	45,463	(2,819)	107%
TOTAL	463,097	526,503	(63,406)	114%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 10/31/20 (7 OF 12 MONTHS = 66.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,642,243	\$ 3,743,095	49.0%	\$ 3,899,148
Expenditures				
Salaries	3,710,632	1,778,710	47.9%	1,931,922
Benefits @ 24.2% actual	<u>906,536</u>	<u>403,421</u>	<u>44.5%</u>	<u>503,115</u>
Total Personnel Costs	4,617,168	2,182,130	47.3%	2,435,038
Operating Costs				
Travel	56,750	6,050	10.7%	50,700
Space Costs	193,300	143,239	74.1%	50,061
Supplies	119,400	93,495	78.3%	25,905
Consultant/Contract	1,004,366	547,857	54.5%	456,509
Other Operating Costs	<u>298,600</u>	<u>178,991</u>	<u>59.9%</u>	<u>119,609</u>
Total Operating Costs	1,672,416	969,632	58.0%	702,784
Total Expenditures	<u>\$ 6,289,584</u>	<u>\$ 3,151,762</u>	<u>50.1%</u>	<u>\$ 3,137,822</u>
Excess Indirect Revenue	<u>\$ 1,352,659</u>	<u>\$ 591,333</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 917,844	\$ 484,265	52.8%	\$ 433,579
Operations	1,937,318	1,074,735	55.5%	862,583
Executive	1,145,335	313,297	27.4%	832,038
Community Development	354,917	261,722	73.7%	93,195
Finance	1,757,619	1,014,722	57.7%	742,897
Youth and Community Svcs	<u>176,551</u>	<u>3,022</u>	<u>1.7%</u>	<u>173,529</u>
	<u>\$ 6,289,584</u>	<u>\$ 3,151,762</u>	<u>50.1%</u>	<u>\$ 3,137,822</u>

Prepared Date: 11/05/2020

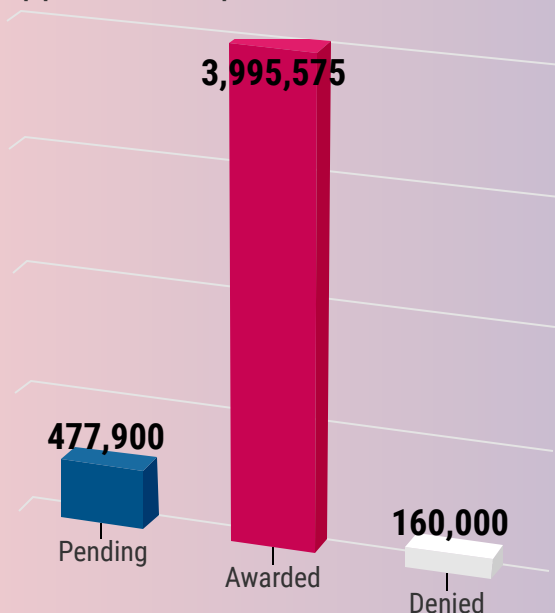


\$ Grant Funding Year-to-Date 2020

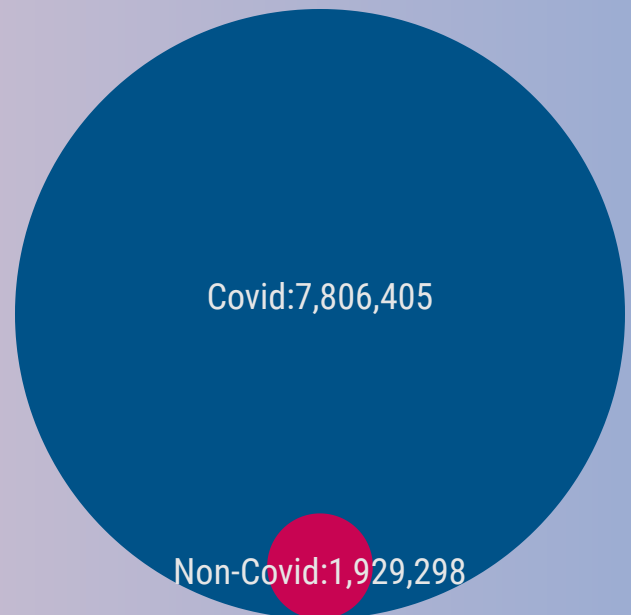
January 1, 2020 - September 30, 2020

■ Pending ■ Awarded ■ Denied

● App Status September 2020



Awarded COVID vs. Non-COVID Applications



Applications
September 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
Wonderful	Shafter Free Farmers Market 2020/2021	Food Bank	\$50,000	\$50,000	9/22/2020	8/27/2020	Awarded
Wonderful	Delano Free Farmers Market 2020/2021	Food Bank	\$50,000	\$50,000	9/22/2020	1/1/2021	Awarded
Wonderful	Wasco Free Farmers Market 2020/2021	Food Bank	\$50,000	\$50,000	9/22/2020	1/1/2021	Awarded
County of Kern	Emergency Solutions Grant-ESG CV 2	KLBNC	\$2,366,882	\$3,800,000	9/11/2020	8/14/2020	Awarded
Valley Republic Bank	COVID-19 pandemic relief	Food Bank	\$3,575	\$3,575	9/11/2020		Awarded
Pacific Gas and Electric Company (PG&E)	Better Together Giving Program	Food Bank	\$29,850	\$0	9/10/2020	8/18/2020	Awarded
Southern California Edison International (SCE)	Emergency and Disaster Outreach	Food Bank	\$5,000	\$0	9/8/2020	7/30/2020	Awarded
City of Bakersfield	Homeless Housing Assistance and Prevention Grant	KLBNC	\$0	\$42,000	9/2/2020		Awarded
Bank of America	Round 2 Economic Development and Social Mobility - 2020	VITA	\$60,000	\$0	9/29/2020	6/17/2020	Denied
Ca Department of Business Oversight (CDBO)	CalMoneySmart	VITA	\$100,000	\$0	9/4/2020	7/2/2020	Denied
California Natural Resources Agency	Prop 64 Youth community Access	FHCC/SYC	\$300,000	\$0		9/16/2020	Pending
Golden State Opportunity	EITC/CalEITC Outreach	VITA	\$42,900	\$0		9/18/2020	Pending
Feeding America	FY21 Feeding America Multi-Donor Senior Hunger	Food Bank, Seniors	\$100,000	\$0		9/29/2020	Pending
Southern California Edison International (SCE)	211 Customer Relations Management (CRM) Development Program 2	211 Kern	\$35,000	\$0		9/29/2020	Pending

Community Action Partnership of Kern Multiple Funding Requests

October 2020

Funding Information			
Funding Type	Private	CAPK Program	VITA
Funding Agency	Golden State Opportunity	Project Name	EITC/CalEITC Rural Outreach
CFDA	N/A	Target Population	Low-Income Tax Payers
Request	\$42,900	Division Director	Freddy Hernandez
Award Period	11/1/2020-6/30/2021	Program Manager	Jacqueline Guerra
Description	Funds will be used to expand outreach in rural Kern County to maximize use of the Federal and State Earned Income Credits.		

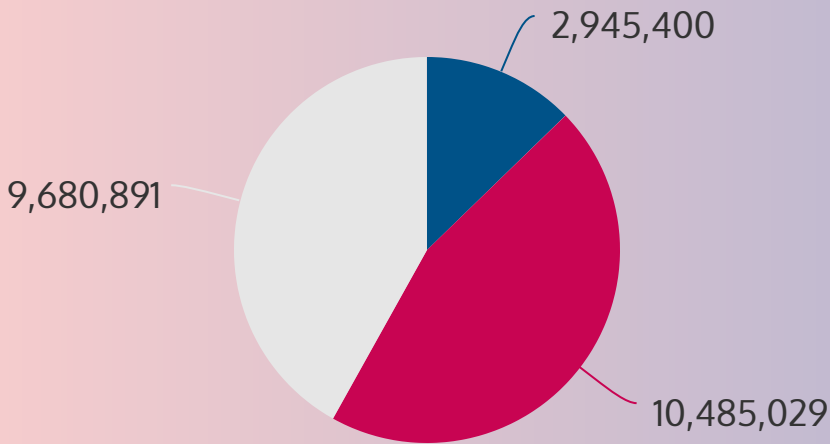
Funding Information			
Funding Type	Private	CAPK Program	211
Funding Agency	Southern California Edison	Project Name	211 Customer Relations Management Deve
CFDA	N/A	Target Population	N/A
Estimated Request	\$35,000	Division Director	Sheila Shgos
Award Period	10/01/2020 - 9/30/2021	Program Manager	Irene Forensco
Description	CAPK aims to develop specific methods and tools to assess needs and analyze, track, and use information to manage and improve services, enhance workflow, and collaborate across multiple programs and data bases. (1) create an integrated system among software systems used within the agency to includes programs, human resources, and finance; (2) standardized aggregate reporting and assess programs based on data; (3) track		

Funding Information			
Funding Type	Government	CAPK Program	Operational
Funding Agency	Kern County	Project Name	Kern Recovers Nonprofit Grant
CFDA	N/A	Target Population	Kern County residents
Estimated Request	\$20,000	Division Director	Pritika Ram
Award Period	10/1/20 - 10/15/20	Program Manager	
Description	Funds will be used to cover Covid-related expenses such as the purchase of PPE, thermometers, hand sanitizer and any programmatic expenses related to Covid.		

Funding Information			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Estimated Request		Division Director	
Award Period		Program Manager	
Description			

Date Presented/Approved

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

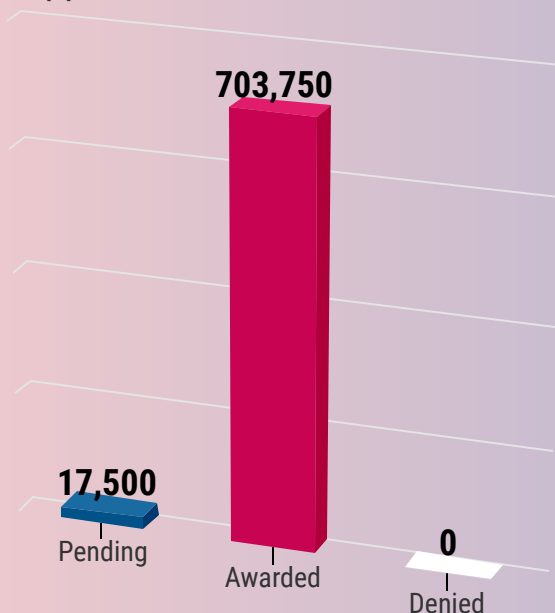


\$ Grant Funding Year-to-Date

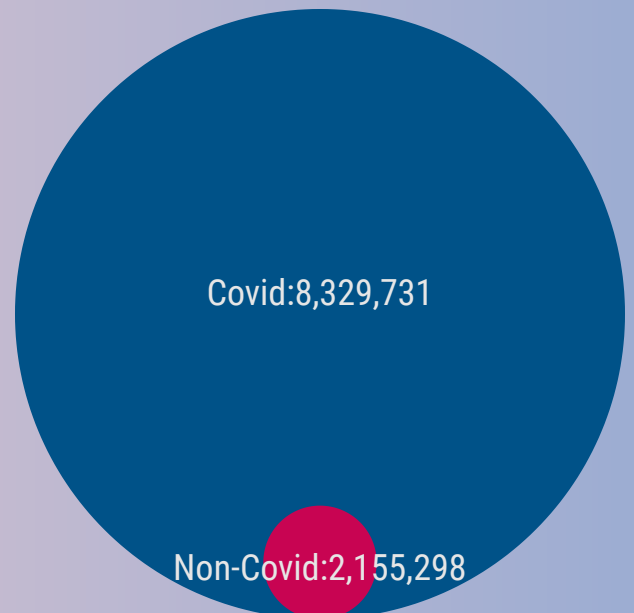
January 1, 2020 - October 31, 2020

■ Pending
 ■ Awarded
 ■ Denied

● App Status October 2020



Awarded COVID vs. Non-COVID Applications



Funder	Opportunity	Program	Requested	Awarded	Decision Date	Date Submitted	Status
Kern County	Kern Recovers Nonprofit Grant Program	Food Bank	\$20,000	\$5,000	10/26/2020	10/6/2020	Awarded
Community Resource Project, Inc.	Time of Use (TOU)	2-1-1 Kern	\$10,000	\$10,000	10/21/2020	5/15/2020	Awarded
Heffernan Foundation	Shafter Youth Center Computers Lab	SYC	\$10,000	\$3,000	10/19/2020	9/17/2014	Awarded
Kern County	Housing for Harvest	CDD	\$0	\$519,750	10/15/2020		Awarded
US Internal Revenue Service (IRS)	VITA 2020/2021	VITA	\$166,842	\$166,000	10/1/2020	6/1/2020	Awarded
Citizens Bank	Financial Empowerment	VITA	\$10,000	\$0		10/15/2020	Pending
Citizens Bank	Virtual Food Drive	Food Bank	\$5,000	\$0		10/15/2020	Pending
Cal Water	Food Bank Operational Support	Food Bank	\$2,500	\$0		10/8/2020	Pending