



DATE	June 22, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 137 216 385#

Budget & Finance Committee Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, Meeting to be held via Tele-Conference. 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 93309

1. Call to Order

2. Roll Call

Janea Benton (Chair)
Joe Garcia

Craig Henderson
Nila Hogan

Guadalupe Perez

3. Public Comments

The public may address the Board of Directors 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.

4. New Business

- | | |
|---|--|
| <p>a. Head Start / Early Head Start Budget to Actual Reports for May 2022 –
Info Item</p> <ol style="list-style-type: none"> 1. Head Start Budget to Actual for the Period Ended May 31, 2022
(p. 3-7) 2. Early Head Start budget to Actual for the Period Ended May 31, 2022
(p. 8-10) 3. Early Head Start San Joaquin (No Cost Extension) Period Ended May 31, 2022
(p. 11-12) 4. Early Head Start Child Care Partnership (No Cost Extension) Period Ended May 31, 2022
(p. 13-14) 5. American Rescue Plan Funding Budget to Actual for the Period Ended May 31, 2022
(p. 15-16) | <p>Tracy Webster, Chief Financial Officer</p> |
| <p>b. Goodwill Sacramento, California Statewide 211 COVID-19 Call Center Response - Action Item (p.17-26)</p> | <p>Martha Gonzalez, 211 Program Supervisor</p> |
| <p>c. Renewal Contract: U.S. Department of Housing and Urban Development and Coordinated Entry System – Action Item (p.27-29)</p> | <p>Rebecca Moreno, Director of Community Development</p> |
| <p>d. 2022 HS/EHS Draft Budget Revision - Info Item (p.30-31)</p> | <p>Jerry Meade, Assistant Director of HS/SCD – Program</p> |
| <p>e. Agency-Wide Budget Revision #1 – Action Item (p.32-44)</p> | <p>Tracy Webster, Chief Financial Officer</p> |

f. Goal 6 Strategic Plan 2021-2025 Update – ***Info Item (p.45-48)***

Tracy Webster, Chief Financial Officer

g. May 2022 Financial Statements - ***Action Item (p.49-108)***

Tracy Webster, Chief Financial Officer

5. Committee Member Comments

6. Next Scheduled Meeting

Budget & Finance Committee Meeting
12:00 pm
August 17, 2022
5005 Business Park North
Bakersfield, CA 93309

7. 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, May 13, 2022. Laura Alford, Assistant to CFO.



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Agenda Item 4A Head Start*
Budget to Actual Report for the period ended May 31, 2022 – **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 third-year budget period is March 1, 2022, through February 28, 2022.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through May 31, 2022. Three months (25%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 19% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 19% of the budget.

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

Non-Federal share is at 29% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - May 31, 2022
 Month 3 of 12 (25%)

Prepared 6/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,963,132	1,645,914	7,317,218	18%	82%
FRINGE BENEFITS	3,619,011	441,339	3,177,672	12%	88%
TRAVEL	-	19,137	(19,137)		
EQUIPMENT	55,000	-	55,000		
SUPPLIES	890,498	197,719	692,779	22%	78%
CONTRACTUAL	165,175	70,068	95,107	42%	58%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	700,176	2,024,801	26%	74%
INDIRECT	1,584,740	288,807	1,295,933	18%	82%
TOTAL BASE FUNDING	18,002,533	3,363,159	14,639,374	19%	81%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	10,961	30,943	26%	74%
SUPPLIES	23,986	1,804	22,182	8%	92%
CONTRACTUAL	22,800	-	22,800	0%	100%
OTHER	72,752	18,935	53,817	26%	74%
INDIRECT	16,144	2,750	13,394	17%	83%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	34,450	143,136	19%	81%

CARRYOVER

SUPPLIES					
CONTRACTUAL					
CONSTRUCTION					
OTHER					
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL HS FEDERAL FUNDS	18,180,119	3,397,609	14,782,510	19%	81%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,340,055	666,716	1,673,339	28%	72%
CALIF DEPT OF ED	7,988,651	2,311,888	5,676,763	29%	71%
TOTAL NON-FEDERAL	10,328,706	2,978,604	7,350,102	29%	71%

Budget reflects Notice of Award #09CH011132-04-00

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022

Administrative Cost for HS and EHS Combined 5.8%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	40,361	-	-	-	40,361	6/10/2022
Lowe's	3,582	0	-	-	3,582	6/9/2022
Smart & Final	876	-	-	-	876	6/1/2022
Save Mart	517	95	47	29	688	6/2/2022
Chevron & Texaco Business Card	9,802	-	-	-	9,802	6/6/2022
Home Depot	4,764	-	-	-	4,764	6/5/2022
	59,903	95	47	29	60,073	

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2022 through February 28, 2023
Report for period ending May 31, 2022 (Month 3 of 12)

Page 1 of 1

Percent of budget period elapsed: 16.7%

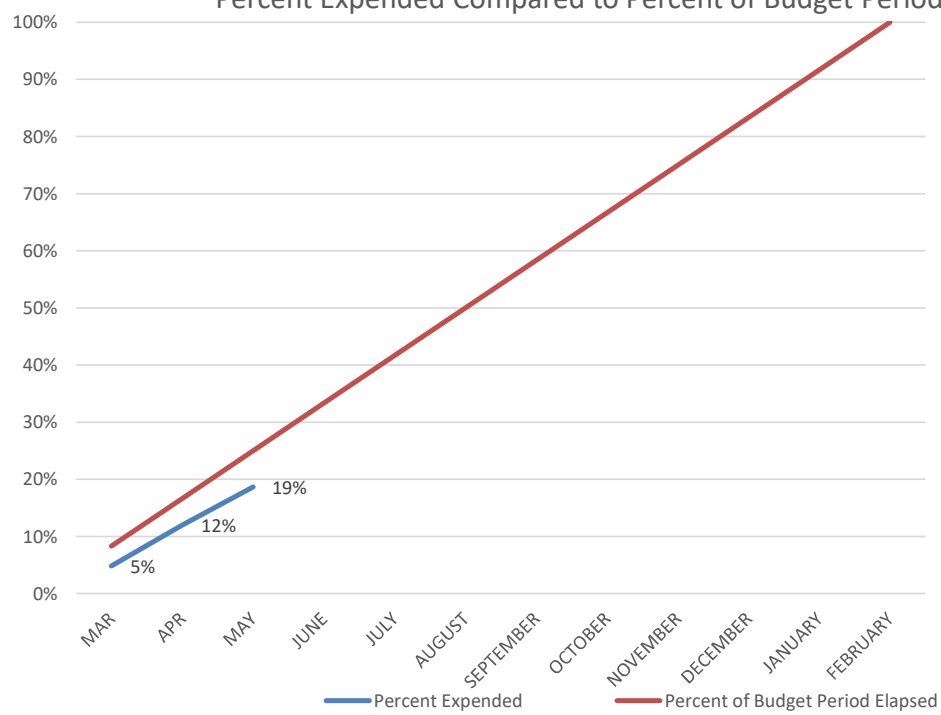
LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	6,091	6,995	6,465	0	0	0	0	0	0	0	0	0	19,551	40,535	48%
Alicante	20	6,683	6,417	5,282	0	0	0	0	0	0	0	0	0	18,381	20,268	91%
Angela Martinez	60	5,074	5,204	9,254	0	0	0	0	0	0	0	0	0	19,531	60,803	32%
Broadway	40	3,607	2,961	1,817	0	0	0	0	0	0	0	0	0	8,385	40,535	21%
California City	34	13,517	7,284	8,632	0	0	0	0	0	0	0	0	0	29,433	34,455	85%
Cleo Foran	23	5,334	1,674	1,711	0	0	0	0	0	0	0	0	0	8,719	23,308	37%
Delano	76	13,615	10,370	7,632	0	0	0	0	0	0	0	0	0	31,616	77,017	41%
East California	52	12,674	12,013	12,338	0	0	0	0	0	0	0	0	0	37,025	52,696	70%
Fairfax	40	4,711	4,469	3,007	0	0	0	0	0	0	0	0	0	12,188	40,535	30%
Fairview	40	11,153	11,122	9,403	0	0	0	0	0	0	0	0	0	31,679	40,535	78%
Harvey L. Hall	156	14,843	10,145	11,608	0	0	0	0	0	0	0	0	0	36,595	158,087	23%
Heritage	20	1,210	1,497	0	0	0	0	0	0	0	0	0	0	2,707	20,268	13%
Home Base	123	3,542	3,756	0	0	0	0	0	0	0	0	0	0	7,298	62,323	12%
Lamont	20	3,579	105	0	0	0	0	0	0	0	0	0	0	3,684	20,268	18%
Martha J. Morgan	72	8,977	9,258	8,839	0	0	0	0	0	0	0	0	0	27,074	72,963	37%
McFarland	20	14,755	13,839	6,654	0	0	0	0	0	0	0	0	0	35,248	20,268	174%
Mojave	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20,268	0%
Oasis	60	6,311	7,275	6,272	0	0	0	0	0	0	0	0	0	19,858	60,803	33%
Pete H. Parra	128	22,284	22,653	0	0	0	0	0	0	0	0	0	0	44,937	129,713	35%
Planz	20	1,051	909	656	0	0	0	0	0	0	0	0	0	2,616	20,268	13%
Primeros Pasos	78	9,572	9,027	4,710	0	0	0	0	0	0	0	0	0	23,309	79,044	29%
Rosamond	80	7,385	4,404	948	0	0	0	0	0	0	0	0	0	12,738	81,070	16%
San Diego Street	40	3,964	161	1,699	0	0	0	0	0	0	0	0	0	5,824	40,535	14%
Seibert	40	107	65	0	0	0	0	0	0	0	0	0	0	172	40,535	0%
Shafter	20	8,891	9,266	7,402	0	0	0	0	0	0	0	0	0	25,558	20,268	126%
Shafter HS/EHS	25	6,119	4,859	4,604	0	0	0	0	0	0	0	0	0	15,582	25,334	62%
Sterling	124	8,587	5,326	2,525	0	0	0	0	0	0	0	0	0	16,437	125,659	13%
Sunrise Villa	20	2,893	2,100	0	0	0	0	0	0	0	0	0	0	4,992	20,268	25%
Taft	63	3,570	3,430	2,143	0	0	0	0	0	0	0	0	0	9,143	63,843	14%
Tehachapi	34	1,674	1,695	787	0	0	0	0	0	0	0	0	0	4,156	34,455	12%
Vineland	20	849	1,325	0	0	0	0	0	0	0	0	0	0	2,174	20,268	11%
Virginia	40	7,331	6,314	5,408	0	0	0	0	0	0	0	0	0	19,053	40,535	47%
Wesley	60	17,881	16,343	8,730	0	0	0	0	0	0	0	0	0	42,954	60,803	71%
Willow	55	6,419	5,852	0	0	0	0	0	0	0	0	0	0	12,271	55,736	22%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Governance		94	49	0	0	0	0	0	0	0	0	0	0	142	15,000	
Program Services		464	0	0	0	0	0	0	0	0	0	0	0	464	74,265	1%
SUBTOTAL IN-KIND	1,763	244,807	208,161	138,526	0	0	0	0	0	0	0	0	0	591,494	1,813,530	33%
State General Child Care*		296,246	210,565	223,645	0	0	0	0	0	0	0	0	0	730,455	2,821,834	26%
State Preschool*		526,899	398,940	407,462	0	0	0	0	0	0	0	0	0	1,333,302	3,865,832	34%
State Migrant Child Care*		8,137	10,870	12,275	0	0	0	0	0	0	0	0	0	31,282	125,833	25%
SUBTOTAL CA DEPT of ED		831,283	620,375	643,382	0	0	0	0	0	0	0	0	0	2,095,039	6,813,499	31%
GRAND TOTAL		1,076,090	828,536	781,908	0	0	0	0	0	0	0	0	0	2,686,533	8,627,029	31%

*May include estimates

Community Action Partnership of Kern
Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: April 1, 2022 through April 30, 2022
Report for period ending April 30, 2022 (Month 2 of 12)
Percent of budget period elapsed: 16.7%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	6,189	7,215	5,185	0	0	0	0	0	0	0	18,589	39,646	47%
Chrisman	20	3,539	4,462	3,137	0	0	0	0	0	0	0	11,138	33,039	34%
Gianone	16	0	0	0	0	0	0	0	0	0	0	0	26,431	0%
Kennedy	16	7,412	4,837	4,626	0	0	0	0	0	0	0	16,875	26,431	64%
Lodi Home Base	35	3,304	3,908	975	0	0	0	0	0	0	0	8,187	28,909	28%
Lodi UCC	30	1,848	2,870	2,078	0	0	0	0	0	0	0	6,795	49,558	14%
Manteca Home Base	12	2,315	2,868	3,382	0	0	0	0	0	0	0	8,565	9,912	86%
Marci Massei	24	1,277	2,268	1,651	0	0	0	0	0	0	0	5,196	39,646	13%
St. Mary's	24	725	942	1,384	0	0	0	0	0	0	0	3,051	39,646	8%
Stockton Home Base	90	3,499	6,613	4,297	84	0	0	0	0	0	0	14,495	74,337	19%
Tracy Home Base	12	0	0	0	0	0	0	0	0	0	0	0	9,912	0%
Walnut	24	3,625	4,542	4,988	0	0	0	0	0	0	0	13,156	39,646	33%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		225	0	0	0	0	0	0	0	0	0	225	108,412	0%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	327	33,958	40,526	31,704	84	0	0	0	0	0	0	106,272	526,525	20%
State General Child Care*		0	71,287	70,881	74,681	0	0	0	0	0	0	216,849	1,175,152	18%
SUBTOTAL CA DEPT of ED		0	71,287	70,881	74,681	0	0	0	0	0	0	216,849	1,175,152	18%
GRAND TOTAL		33,958	111,813	102,585	74,765	0	0	0	0	0	0	323,121	1,402,067	23%

Head Start
Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Early Head Start*
Budget to Actual Report for the period ended May 31, 2022 – **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 third-year budget period is March 1, 2022, through May 31, 2022.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through February 28, 2023. Three months (25%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 17% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 5% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - May 31, 2022
 Month 3 of 12 (25%)

Prepared 6/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,444,729	1,516,989	7,927,740	16%	84%
FRINGE BENEFITS	2,228,717	410,080	1,818,637	18%	82%
TRAVEL	-	17,426	(17,426)		
EQUIPMENT	45,000	-	45,000		
SUPPLIES	946,255	162,268	783,987	17%	83%
CONTRACTUAL	1,051,918	55,999	995,919	5%	95%
CONSTRUCTION	-	-	-		
OTHER	1,784,305	441,971	1,342,334	25%	75%
INDIRECT	1,504,851	248,355	1,256,496	17%	83%
TOTAL BASE FUNDING	17,005,775	2,853,089	14,152,686	17%	83%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	6,498	37,694	15%	85%
SUPPLIES	30,013	810	29,203	3%	97%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	212,393	6,811	205,582	3%	97%
INDIRECT	31,268	4,607	26,661	15%	85%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	18,727	325,219	5%	95%

CARRYOVER

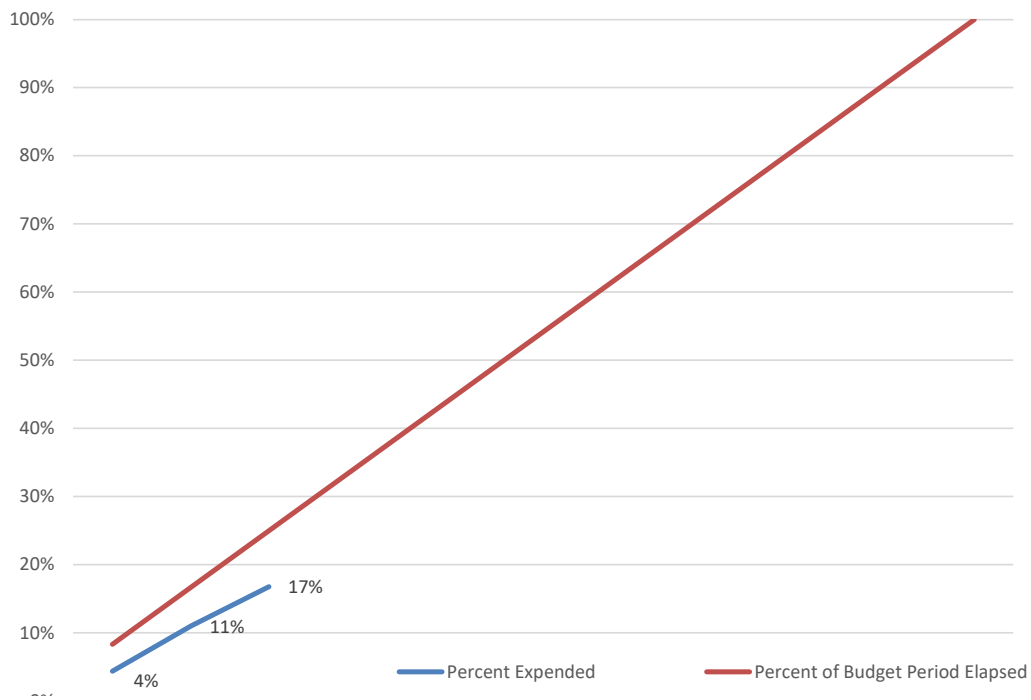
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-				
INDIRECT	-				
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL EHS FEDERAL FUNDS	17,349,721	2,871,816	14,477,906	17%	83%
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Budget reflects Notice of Award #09CH011132-04-00

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022

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





MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2023. Sixteen months (64%) of the 25-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 95% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 0% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 117% of the budget.

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

Budget Period: February 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: February 1, 2021 - May 31, 2022

Month 16 of 25 (64%)

Prepared 6/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,234,991	274,272	92%	8%
FRINGE BENEFITS	985,996	813,437	172,559	82%	18%
TRAVEL	0	46,889	(46,889)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	143,912	222,535	(78,623)	155%	-55%
CONTRACTUAL	10,244	28,736	(18,491)	281%	-181%
OTHER	776,728	848,060	(71,331)	109%	-9%
INDIRECT	536,733	488,066	48,667	91%	9%
TOTAL	6,007,877	5,713,904	293,972	95%	5%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	53,809	52,188	1,621	97%	3%
FRINGE BENEFITS	23,718	21,722	1,996	92%	8%
TRAVEL	3,519	3,975	(456)	113%	-13%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	25,788	(4,971)	124%	-24%
INDIRECT	11,675	11,667	7	100%	0%
TOTAL	128,816	128,817	(0)	100%	0%

CARRYOVER

EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	0	381,242	0%	100%
INDIRECT	41,905	0	41,905	0%	100%
TOTAL	481,986	0	481,986	0%	100%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	75,407	69,273	6,134	92%	8%
OTHER	21,681	3,128	18,553	14%	86%
INDIRECT	9,709	11,861	(2,152)	122%	-22%
TOTAL	106,797	106,797	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	6,725,476	5,949,518	775,958	88%	12%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,630,480	1,913,366	(282,885)	117%	-17%
TOTAL NON-FEDERAL FUNDS	1,630,480	1,913,366	(282,885)	117%	-17%

Centralized Administrative Cost	6.6%
Program Administrative Cost	2.8%
Total Administrative Cost	9.4%

Budget reflects Notice of Award #09CH011406-02-02 and NOA 09CH011406-02-04

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through May 31, 2022. Fifteen months (63%) of the 24-month budget period have elapsed. The Office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 81% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 35% of the budget.

Carryover Funds

Overall expenditures are at 95% of the budget.

COVID Cares Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 134% of the budget.

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

Budget Period: March 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: March 1, 2021 - May 31, 2022

Month 15 of 24 (63%)

Prepared 3/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,607	103,274	85%	15%
FRINGE BENEFITS	183,736	150,179	33,557	82%	18%
TRAVEL	0	2,669	(2,669)		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	472,161	619,343	43%	57%
OTHER	231,300	254,580	(23,280)	110%	-10%
INDIRECT	215,164	151,160	64,004	70%	30%
TOTAL BASE FUNDING	2,427,668	1,724,460	703,208	71%	29%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,794	3,313	35%	65%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	19,857	36,328	35%	65%

CARRYOVER

SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,336,566	122,015	95%	5%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	35,000	(20,879)	248%	-148%
INDIRECT	4,412	400	4,012	9%	91%
TOTAL CARRYOVER	2,507,114	2,371,966	135,148	95%	5%

COVID CARES

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	112,302	20,993	95,510	19%	81%

GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	4,137,276	970,194	81%	19%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	790,157	(201,901)	134%	-34%
TOTAL NON-FEDERAL	588,256	790,157	(201,901)	134%	-34%

Budget reflects Notice of Award #09HP000163-03-02

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through May 31, 2022, fourteen months (58.33%) of the 24-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 0% of the budget. These funds are being utilized to support the retention incentive for staff.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - May 31, 2022

Month 14 of 24 (58.33%)

Prepared 1/11/2022

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	670,559	670,559	0	100%	0%

American Rescue Plan Act

PERSONNEL	763,438	0	763,438	0%	100%
FRINGE BENEFITS	251,934	0	251,934	0%	100%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	0	553,540	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	0	266,580	0%	100%
TOTAL	2,665,802	0	2,665,802	0%	100%

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	670,559	2,665,802	20%	80%
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Centralized Administrative Cost	9.1%
Program Administrative Cost	0.0%
Total Administrative Cost	9.1%

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2022



MEMORANDUM

To: Budget and Finance Committee

From: Martha Gonzalez, Program Supervisor

Date: 6/22/2022

Subject: *Agenda Item 4B*: Goodwill Sacramento, California Statewide 211 COVID-19 Call Center Response– **Action Item**

Community Action Partnership of Kern's 2-1-1 Information and Referral Line has received notification for contract renewal through the Goodwill Industries of Sacramento Valley and Northern Nevada Inc. 2-1-1 Kern and 2-1-1 services statewide and nationwide, have played a vital role in COVID-19 call handling response, linking callers to vital services. The 2-1-1 Kern Program has been awarded an additional \$90,680.59, for a term of twelve months beginning 4/1/2022 and expiring on 6/31/2023 to continue to provide COVID-19 call center response.

Through the hard work and dedication of 14 skilled and professional Information and Referral Specialists, from March 1, 2021, to March 31, 2022, CAPK's 2-1-1 Program answered 138,197 calls for individuals and families in need, including those impacted by the COVID-19 pandemic. The 2-1-1 Kern Program handles information and referrals calls for the counties of Kern, Kings, Stanislaus, Tulare, Fresno, Madera, Merced, and Mariposa.

Through this funding opportunity and critical reporting measures, the 2-1-1 California Network has received statewide recognition and has had the ability to showcase the work performed both individually and as a network. In the past year, 2-1-1's across California responded to over 2.4 million calls, serving the most vulnerable, with needs ranging from COVID-19 testing and vaccines to financial insecurity.

Recommendation:

Staff recommends approval of the CAPK 2-1-1 Program and Goodwill Industries of Sacramento Valley and Northern Nevada Inc. Contract and authorize the CEO to execute the contract and any amendments throughout the term of the contract.

Attachment:

Agreement for Community Action Partnership of Kern 2-1-1 Program and Goodwill Industries of Sacramento Valley and Northern Nevada Inc.-California Statewide COVID-19 Call Center Response.

**OPERATIONAL AGREEMENT BETWEEN
GOODWILL INDUSTRIES OF SACRAMENTO VALLEY & NORTHERN NEVADA, INC.
AND
COMMUNITY ACTION PARTNERSHIP OF KERN**

CALIFORNIA STATEWIDE 211 COVID-19 CALL CENTER RESPONSE

THIS AGREEMENT is entered into by and between Goodwill Industries of Sacramento Valley & Northern Nevada, Inc., hereafter referred to as Goodwill Sacramento, the Lead Agency for the California Statewide 211 COVID-19 Call Center Response Grant Award, with headquarters located at 8001 Folsom Blvd., Sacramento, CA 95826, and Community Action Partnership of Kern, with headquarters located at 5005 Business Park North, Bakersfield CA 93309, hereafter referred to as the Provider. The parties hereto mutually agree as follows:

ARTICLE 1: PROVIDER ENGAGEMENT

Provider agrees to perform all services as set forth in the California Statewide 211 COVID-19 Call Center Response Grant Award, hereafter referred to as Grant, approved by the California Department of Public Health (CDPH) for a grant period beginning on April 1, 2022 and ending on June 30, 2023. Provider understands and agrees that all services are to be performed solely by Provider and may not be subcontracted or assigned unless specifically noted in the grant award, or otherwise without prior written consent from Goodwill Sacramento, as authorized by CDPH. This Agreement does not vest any rights for Provider, or associated subcontractors, to create any obligation on behalf of Goodwill Sacramento. All subcontract agreements will contain a disclosure to this effect.

ARTICLE 2: PERFORMANCE PERIOD

This Agreement is effective as of April 1, 2022 and shall continue through June 30, 2023, hereafter referred to as the Performance Period. No costs incurred by Provider prior to or after the Performance Period, unless specifically approved in writing by Goodwill Sacramento will be reimbursed. Provider is solely responsible for any such expenses.

ARTICLE 3: STATEMENT OF WORK

For the Performance Period, Provider will provide services under a fixed pricing model which includes staffing and infrastructure to provide 24/7 call center support through its 2-1-1 contact center. Provider will be receiving calls directly from a statewide hotline, which will be routed a pre-determined DID provided by Provider. Provider will maintain a comprehensive database for services/programs related to COVID-19 and will continue to update as new services/programs start and existing services/programs end. Provider will

share data in real time about unmet needs and call volumes and provide weekly call data to 211 San Diego's informatics team. Provider will engage with Goodwill Sacramento on any outstanding concerns, and work to address those immediately. If Provider does not keep clear lines of communication open with Goodwill Sacramento, Goodwill Sacramento may withhold funding until Provider engages. Details for Provider's statement of work and approved budget are included in Appendix A.

ARTICLE 4: GRANT FUNDS

Goodwill Sacramento's performance and obligation to reimburse Provider under this Agreement is contingent upon Goodwill Sacramento's receipt of Grant funds from CDPH. Provider agrees not to commingle Grant funds with other personal or business accounts. This does not require physical segregation of deposits or the establishment of any eligibility requirements for funds which are provided to a Provider. However, Provider's accounting systems must ensure the Grant funds are not commingled with funds on either a program-by-program or project-by-project basis. Grant funds specifically budgeted and/or received for one project may not be used to support another. Where Provider's existing accounting system cannot comply with this requirement, Provider shall establish an additional accounting system to provide adequate Grant fund accountability for each project.

ARTICLE 5: REGISTRATION REQUIREMENTS

Prior to execution of this Agreement, Provider shall be registered electronically with the State of California. Provider agrees to comply with the applicable requirements regarding registration and compliance with the System for Award Management (SAM), and to acquire and provide a Data Universal Numbering System (DUNS) number. In the event Provider is approved to utilize subcontractors, Provider also agrees to applicable restrictions on subcontractors that do not acquire and provide a DUNS number.

ARTICLE 6: PROGRAM INCOME

Provider shall provide services to Clients, at no charge, throughout the Performance Period.

ARTICLE 7: CONTACTS

Provider's designated representatives for this Agreement are as follows.

CONTRACTS

Jeremy Tobias

PROGRAM

Pritika Ram

Provider agrees to notify Goodwill Sacramento in writing of any change in its designated representative for this Agreement within three (3) business days of said change.

ARTICLE 8: REPORTING AND INVOICING REQUIREMENTS

All required performance reports must be completed by Provider and submitted to Goodwill Sacramento and 211 San Diego to document the provision of the project deliverables. Provider agrees to maintain and timely submit such progress, fiscal, inventory, and other reports required by CDPH to Goodwill Sacramento. Processing of reimbursement of a monthly invoice is contingent upon timely receipt of performance reports, approval by Goodwill Sacramento of the level of service provided during the report period, and approval by Goodwill Sacramento of all performance reports due. Provider must submit weekly data reports to 211 San Diego by 11am each Monday.

Monthly invoices (utilizing the provided ECF) and all required supporting documentation must be submitted by Provider to Goodwill Sacramento no later than the 10th day of the month immediately following the month for which reimbursement is requested, unless otherwise approved by Goodwill Sacramento in writing. Provider shall maintain appropriate documentation of all costs represented on the invoice. Goodwill Sacramento may require any and all appropriate documentation of expenditures prior to approval of the invoice and may withhold submitting the invoice for reimbursement to CDPH if the documentation is not accurate and complete. Provider must submit its final invoice to Goodwill Sacramento no later than the last day of the month immediately following the cancellation, expiration, or termination of the Grant. Any reimbursement submissions to CDPH under the terms of the Agreement shall be withheld until all evaluation, financial and program reports due from Provider, and necessary adjustments thereto, have been reviewed and approved by Goodwill Sacramento.

Provider shall submit all invoices and reports to contracts@goodwillsacto.org.

Goodwill Sacramento agrees to distribute, via USPS, a check for expense reimbursement to the Provider for approved monthly Grant expenses, by the last business day of the month, following the month for which reimbursement is requested, assuming that Provider has met its deadline to provide its invoice and ECF to Goodwill by the 10th day as noted above.

Provider acknowledges that invoices must be submitted within 60 days of expenses being incurred. Invoices submitted after 60 days will not be paid.

ARTICLE 9: LIABILITY AND ACCOUNTABILITY

Provider agrees to provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability by reason of actions taken while acting within the scope of their authority during the existence of this Agreement and any amendment(s) thereof. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of California.

ARTICLE 10: INDEPENDENT CONTRACTOR

Provider agrees that it is an independent contractor and not an officer, employee, agent, servant, or joint venture of Goodwill Sacramento. Neither the Provider nor its agents, employees, subcontractors or assignees shall represent to others that the Provider has the authority to bind Goodwill Sacramento. The Provider agrees to take such actions as may be necessary to ensure that each subcontractor of the Provider will be deemed an independent contractor and will not be considered or permitted to be an officer, employee, agent, servant, or joint venture. Goodwill Sacramento will not furnish support services (e.g., office space, office supplies, telephone service, and administrative support) to the Provider, or its subcontractor or assignee, unless specifically agreed to in writing by Goodwill Sacramento.

ARTICLE 11: DOCUMENTATION AND RECORD RETENTION

Provider shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of Grant funds. Provider shall maintain a file for inspection by Goodwill Sacramento or its designee, that contains invoices for all fees or other compensation for services and expenses, in detail sufficient for a proper pre- and post-audit. This includes the nature of the services performed or expenses incurred, the identity of the person(s) who performed the services or incurred the expenses, the daily time and attendance records and the amount of time expended in performing the services, and if expenses were incurred, a detailed itemization of such expenses. All documentation, including audit working papers, shall be maintained at the office of Provider for a period of five (5) years from the termination date of this Agreement, or until any audit has been completed and any findings have been resolved, whichever is later.

Upon completion of the Agreement, Provider shall keep and maintain public records required to perform the services in the scope of this Agreement. If Provider keeps and maintains public records upon completion of the Agreement, Provider shall meet all applicable requirements for retaining public records. All public records stored electronically must be provided to Goodwill Sacramento, upon request of its Custodian of Public Records, in a format compatible with the information technology systems of Goodwill Sacramento.

ARTICLE 12: EQUIPMENT

Provider agrees to be responsible for the proper care and custody of all equipment purchased with Grant funds and agrees not to sell, transfer, encumber, or otherwise dispose of equipment acquired with Grant funds without the written permission of Goodwill Sacramento, for a period of two (2) years from the termination date of this Agreement.

ARTICLE 13: MONITORING

By entering into this Agreement, Provider agrees to comply and cooperate with any monitoring procedures/processes and additional audits deemed necessary by Goodwill Sacramento in accordance with the Grant contract, including but not limited to on-site visits. Provider, by signing this Agreement, specifically authorizes Goodwill Sacramento to receive and review any record reasonably related to the purpose of this Grant as authorized in the Grant award and/or amendments thereto. Provider further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by Goodwill Sacramento. Failure to provide access to documentation as requested by Goodwill Sacramento under the provisions of this Agreement shall result in either the termination of the Agreement or suspension of further reimbursements to the Provider until all requested documentation has been received and reviewed, and the costs are approved for reimbursement by Goodwill Sacramento. The Provider shall give authorized representatives of Goodwill Sacramento the right to access, receive, and examine all records, books, papers, case files, documents, goods and services related to the Grant. If the Provider fails to provide access to such materials, Goodwill Sacramento may terminate this Agreement and notify CDPH of the termination and cause(s). California statutes provide that certain records received by Goodwill Sacramento are exempt from public record requests, and any otherwise confidential record or report shall retain that status and will not be subject to public disclosure.

ARTICLE 14: PUBLIC ENTITY CRIME

Pursuant to California Statutes the following restrictions are placed on persons convicted of public entity crimes to transact business for the Grant: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided by California Statutes. The Provider certifies that neither it nor any affiliate has been placed on such convicted vendor list and shall notify Goodwill Sacramento within five (5) days of its, or any of its affiliates, placement thereon.

ARTICLE 15: GRATUITIES

The Provider agrees that it will not offer or give any gift or any form of compensation or gratuity to any Goodwill Sacramento employee, or its officers, agents and subcontractors. In addition to any other remedies available to Goodwill Sacramento, any violation of this provision will result in referral of the

Provider's name and description of the violation of this term to CDHP for the potential inclusion of the Provider's name on the suspended vendors list for an appropriate period. The Provider will ensure that its subcontractors, if any, comply with these provisions.

ARTICLE 16: INDEMNIFICATION AND ASSUMPTION OF LIABILITY

Provider agrees to assume all liability associated with providing services under the terms and conditions of this Agreement. This includes, but is not limited to, premises liability and any travel taken by any employee of Provider or any recipient of Provider's services. Provider shall be liable for and indemnify, defend, and hold Goodwill Sacramento and all of its officers, agents, subcontractors and employees harmless from all claims, suits, judgments, or damages, including attorney's fees and costs, arising out of any act or omission or neglect by Provider and its agents, employees and subcontractors during the performance or operation of this Agreement or any subsequent modifications or extensions thereof. Provider's evaluation or inability to evaluate its liability shall not excuse the Provider's duty to defend and to indemnify Goodwill Sacramento within seven (7) days after notice by Goodwill Sacramento. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the Provider not liable shall excuse performance of this provision. Provider shall pay all costs and fees including attorney's fees related to these obligations and their enforcement by Goodwill Sacramento. Goodwill Sacramento's failure to notify Provider of a claim shall not release Provider from these duties. Provider shall not be liable for any claims, suits, judgments, or damages arising solely from the negligent acts of Goodwill Sacramento. This Agreement and the rights and obligations created by it are intended for the sole benefit of Goodwill Sacramento and Provider. No third party to this Agreement, including the Clients served by Provider, have any rights under this Agreement. No third party may rely upon this Agreement or the rights and representations created by it for any purpose.

ARTICLE 17: REMEDIES; INCLUDING TERMINATION OF AGREEMENT

Provider's failure to perform pursuant to the terms of this Agreement may result in non-payment, delay of payment, and/or termination as provided under this Agreement. Such non-compliance can result in any or all of the additional following actions; temporary withholding of payments, pending correction of all deficiencies by the Provider; and suspension of Grant funds up to and including termination of the Agreement. This Agreement may be terminated by Goodwill Sacramento upon five (5) days written notice via certified U.S. mail, hand delivery, or email to the Provider's designated representative, to the physical or email address provided by Provider in this Agreement, upon cancellation, termination, and/or expiration of the Grant with CDHP. In the event this Agreement is terminated, the Provider shall deliver documentation of ownership or title, if appropriate for all supplies, equipment and property purchased with grant funds to

Goodwill Sacramento, within thirty (30) days after termination of the Agreement. Any finished or unfinished documents, data, correspondence, reports and other products prepared by or for the Provider under this Agreement shall be made available to Goodwill Sacramento. In the event this Agreement is terminated due to the termination of the Grant, the Provider shall be reimbursed for satisfactorily performed and documented services provided prior to the effective date of termination.

ARTICLE 18: AMENDMENTS

Modification of any provision of this Agreement must be mutually agreed upon by all parties and requires a written and fully executed amendment to this Agreement.

ARTICLE 19: ACKNOWLEDGMENTS

All publications, advertising or written descriptions of the sponsorship of the program shall state: "This project was supported by the California Department of Public and 211 California".

ARTICLE 20: EMPLOYMENT

The employment of unauthorized aliens by the Provider is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Provider knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. Any services performed by any such unauthorized aliens shall not be paid. The Provider shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

ARTICLE 21: ADMINISTRATION OF AGREEMENT

All approvals referenced in this Agreement must be obtained from Goodwill Sacramento's contract administrator: Ken Gosney, President & CEO, keng@goodwillsacto.org, or designee.

ARTICLE 22: CONTROLLING LAW AND VENUE

This Agreement shall be governed by the laws of the State of California. Any and all litigation arising under the Agreement shall be instituted in the appropriate court of general jurisdiction in Sacramento, California.

ARTICLE 23: 211 CALIFORNIA MEMBERSHIP

Prior to receiving reimbursement through this Agreement, Provider agrees to be current with its 211 California Membership Dues.

ARTICLE 24: AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument embodies the entire Agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein. This Agreement supersedes all previous communications, representations or Agreements on this same subject, verbal or written, between the

parties. There are no representations or statements that are relied upon by the Provider that are not expressly set forth herein. Each of the parties executing this Agreement have full authority to do so and have received all lawfully necessary approvals to enter into this Agreement.

IN WITNESS WHEREOF, GOODWILL INDUSTRIES SACRAMENTO VALLEY & NORTHERN NEVADA and COMMUNITY ACTION PARTNERSHIP OF KERN have executed this agreement.

Provider Authorizing Official

Goodwill Sacramento Authorizing Official

Jeremy T. Tobias, CEO

Print Name

Print Name

Date

Date

FEIN # of Provider: _____

SAM Cage Code: _____

DUNS Number: _____

Appendix A: Approved Budget and Statement of Work

Approved Budget

The approved budget for Provider for the California Statewide 211 COVID-19 Call Center Response Grant Award, pursuant to the Grant award contract with CDPH, is as follows. Any changes to the budget as noted below must be submitted to Goodwill Sacramento in writing for review and consideration prior to the expense being incurred and submitted for reimbursement.

- Kern:	\$90,680.59
Total:	\$90,680.59

Statement of Work: Provider agrees to:

1. Provide 24/7 call center services for calls routed from the MAXIMUS State COVID-19 hotline for each County Service area as noted above in the Approved Budget. Call center services will include provision of basic Information & Referral Services for the caller's local community.
2. Provide adequate staffing capacity for the influx of calls.
3. For call navigation, provider specialists will leverage a maintained community resource database indexed in alignment with the 211 LA County Taxonomy standard.
4. Provide a dedicated 10-digit Direct Inward Dial (DID) number for routing of call transfers from the MAXIMUS State COVID-19 hotline for each County service area.
5. Develop, deploy and maintain inbound Integrated Voice Response (IVR) scripting necessary to route inbound calls.
6. Provide primary and secondary agency contacts for ongoing program design, implementation and evaluation.
7. Participate in monthly and as needed project calls.
8. Provide daily call handling reporting including, but not limited to:
 - a. Call Impact – total number of calls reaching designated DID number(s)
 - b. Calls Answered – total number of calls through the designated DID number(s) answered by an agent
 - c. Calls Abandoned – total number of calls through the designated DID number(s) abandoned (dropped after queued)
 - d. Total calls Served through Automated Messaging (IVR) Only – total number calls through designated DID # that completed self-help (listened to messaging on IVR) and not queued (not routed to an agent)
 - e. De-identified data export of handled call needs met and unmet
 - f. Top 5 Met Needs – top 5 needs met by referrals
 - g. Top 5 Unmet Needs



MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Community Development

Date: June 22, 2022

Subject: *Agenda Item 4C*: Renewal Contract: U.S. Department of Housing and Urban Development and Coordinated Entry System- **Action Item**

The U.S. Department of Housing and Urban Development (HUD) has awarded Community Action Partnership of Kern a renewal contract for operation of the Coordinated Entry System (CES) on behalf of the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Continuum of Care (CoC).

The annual budget of \$236,838, has been designed to fund one full time CES Supervisor and two full time Homeless Navigators. The Homeless Navigators conduct intakes, referrals, assessments, and determine eligibility in accordance with HUD and local CoC policies. The CES Supervisor provides oversight and guidance to the Homeless Navigators as well as conducts trainings, data management, and reporting to the CoC.

This extended agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

Recommendation:

Staff recommends the Budget and Finance Committee authorize the Chief Executive Officer to execute the contract for services with the U. S. Department of Housing and Urban Development for Coordinated Entry System, upon receipt, and allow for the execution for additional documents as needed.

Attachment:

Award Letter Notification



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT

March 14, 2022

Mr. Jeremy Tobias
Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

Congratulations! I am delighted to inform you of the funding for your project(s) under HUD's Notice3 of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Competition and NonCompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants for a total of \$236,838.

The CoC Program is an important part of HUD's mission. CoCs around the country will continue to improve the lives of men, women, and children through their local planning efforts and through the direct housing and service programs funded under the FY 2021 CoC Program Competition. Projects like those of your organization, funded through the CoC program, continue to demonstrate their value by improving accountability and performance every year.

The enclosure provides details about your organization's award(s) including: the name(s) of the individual project(s); the project number(s); and the specific amount(s) of the obligation(s) for each project. HUD field office staff will notify you when they are available to process grant agreements; once all conditions are satisfied and the grant agreement is executed, your organization can expend funds.

HUD commends your organization's work and encourages it to continue to strive for excellence in the fight to end homelessness.

Sincerely,

A handwritten signature in blue ink, appearing to read "James", followed by a stylized flourish.

James Arthur Jemison II
Principal Deputy Assistant Secretary
for Community Planning and Development

Enclosure

CA1799L9D042103

CAPK Coordinated Entry System

\$236,838

Total Amount: **\$236,838**



MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director - Programs

Date: June 22, 2022

Subject: *Agenda Item 4D: 2022 HS/EHS Draft Budget Revision – Info Item*

The Head Start and State Child Development division will be requesting approval to submit a budget revision for the 2022-2023 funding year for the Head Start and Early Head Start grant #09CH011132. The budget revision stems from adjustments to State Contracts, program option revisions, and the supporting staffing patterns aligned to the program options. Attached to this memorandum is the draft budget detail.

Within the draft budget detail please note:

- Reduction of 57 positions (All affected positions are currently vacant)
- Increased wages for Direct Services employees
- Adjusted State Revenue based on revised contracts
- Expenditure reductions based 13 classroom closures (All affected classrooms are currently closed)
- Expenditure reductions based on serving 162 fewer children (No child will be dropped from the program)

This draft budget as presented includes a reduction in funded enrollment and the staffing required to support program options as revised. Program will seek approval from the Board of Directors as required at the June 29, 2022, meeting.

Attachment:

HS EHS 2022-2023 Draft Budget Detail as Revised

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2022-2023 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	ORIGINAL 2022-2023	PROPOSAL 2022-2023	VARIANCE increase (decrease)	Comments
PERSONNEL	29,231,198	26,956,944	(2,274,254)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
FRINGE BENEFITS	8,644,797	8,001,794	(643,003)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
TRAVEL	86,096	86,096	-	
EQUIPMENT	100,000	55,000	(45,000)	Reduction of 1 Vehicle
SUPPLIES				
Office Supplies	425,100	325,100	(100,000)	Reduction of Supplies
Child and Family Services Supplies	1,240,568	1,227,268	(13,300)	Reduction of Classrooms
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	224,584	219,291	(5,293)	Reduction of Classrooms
TOTAL SUPPLIES	1,983,252	1,864,659	(118,593)	
CONTRACTUAL				
Administrative Services	76,450	51,450	(25,000)	Adjustment to Legal Fees
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,140,643	1,085,343	(55,300)	Removed Tableau & DRDP Tech Data Software
TOTAL CONTRACTUAL	1,265,973	1,185,673	(80,300)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	844,536	843,016	(1,520)	
Mortgage	297,840	297,840	-	
Utilities, Telephone	971,287	971,287	-	
Building & Child Liability Insurance	120,550	120,550	-	
Building Maintenance/Repair	1,049,779	834,767	(215,012)	Reduction of 13 classrooms
Local Travel (children)	-	-	-	
Nutrition Services	1,576,490	1,547,165	(29,325)	Reduction of 162 Slots
Child Services Consultants	112,555	75,750	(36,805)	Reduction of 162 Slots
Volunteers	4,937	4,937	-	
Parent Services	16,490	16,490	-	
Publications/Advertising/Printing	89,030	78,750	(10,280)	Adjusted based on Historical Data
Training or Staff Development	285,145	285,145	-	
Other	548,738	538,738	(10,000)	Leased Equipment returned
TOTAL OTHER	5,917,377	5,614,435	(302,942)	
INDIRECT	4,592,270	4,250,550	(341,720)	

BUDGETED EXPENDITURES 51,820,963 48,015,151 (3,805,812)
REVENUES

STATE & FEDERAL REVENUES	2021-2022 BUDGET	2022-2023 BUDGET	VARIANCE inc. / (decr.)	Comments
Head Start/EHS Program Operations	35,008,308	35,008,308	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,314,087	2,306,410	(7,677)	
Estimated California Department of Education	13,977,036	10,178,901	(3,798,135)	Match to contracts as revised

TOTAL STATE & FEDERAL REVENUES 51,820,963 48,015,151 (3,805,812)

SUMMARY - 2022-2023

TOTAL REVENUES	48,015,151
TOTAL BUDGETED EXPENDITURES	48,015,151
DIFFERENCE	-

ESTIMATED HS/EHS ADMINISTRATIVE COST RATE: 12.11%



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 22, 2022

Subject: *Agenda Item 4E*: Agency-Wide Budget Revision #1 – **Action Item**

The proposed revised annual budget for the 2022/23 fiscal year is presented using the following functional categories:

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

The annual operating budget (program services and support services) has been revised from \$83,407,077 to \$104,174,023. The increase is attributed to the following: Head Start carryover construction costs, Food Bank Expansion, Low Income Water Assistance Program, ASTHO Vaccine Equity Project, and Safe Camping funded through the County of Kern. Attached is the 2022/23 annual budget with category support schedules.

The Indirect budget has been revised from \$6,845,707 to \$7,047,520 for the five support divisions: Executive, Human Resources, Finance, Operations and Program Administration. A projected cost of \$100,000 has been added to the indirect line Consultant/Contract for the acquisition and implementation of financial enterprise resource planning (ERP) software. This amount is an estimate which will allow the agency to develop and distribute a request for proposal (RFP). The cost of the system would likely need to be amended after a vendor is selected.

Recommendation:

Staff recommends approval of the revised CAPK Annual Budget for FY 2022/23.

Attachment:

Revised Annual Budget for FY 2022/23

Detail of Budget Revision Changes for FY 2022/23

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2022/23**

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	\$ 62,009,643	\$ 20,257,591	\$ 6,322,316	\$ 5,769,906	\$ 1,530,496	\$ -	\$ 3,602,032	\$ 99,491,984	\$ -
Head Start Subsidy for CACFP	(870,245)	870,245	-	-	-	-	-	-	-
Private Revenue	-	3,050,000	-	644,392	-	11,520	-	3,705,912	-
Other Revenue	1,602	478,247	-	-	-	1,205	-	481,054	7,597,038
Donations	-	196,040	-	-	-	10,000	-	206,040	-
Total Revenue	\$ 61,141,000	\$ 24,852,123	\$ 6,322,316	\$ 6,414,298	\$ 1,530,496	\$ 22,725	\$ 3,602,032	\$ 103,884,990	\$ 7,597,038
Expenditures									
Salaries	27,451,264	4,210,991	2,072,237	2,555,412	890,550	123,600	1,274,188	38,578,242	4,122,037
Benefits	8,315,926	1,260,035	436,716	664,456	238,729	25,956	218,713	11,160,531	927,258
Travel	492,583	91,246	51,475	22,313	15,740	22,100	26,473	721,930	67,900
Space Cost	6,305,378	15,205,613	237,187	1,200,276	161,300	5,700	89,133	23,204,587	184,200
Supplies	2,644,635	211,553	84,506	217,849	24,699	14,750	55,869	3,253,861	252,500
Equipment	100,000	724,960	6,419	-	-	-	-	831,379	-
Consultant/Contract	1,369,385	563,961	1,037,085	412,936	2,750	35,000	374,433	3,795,550	988,000
Other Operating Costs	1,130,700	378,585	927,356	491,102	51,480	56,310	416,750	3,452,283	474,125
Program Costs	7,769,839	1,436,167	868,172	292,916	3,000	-	907,088	11,277,182	-
Depreciation	297,840	3,600	-	-	-	-	-	301,440	31,500
Indirect	5,263,450	765,412	601,163	557,038	142,248	28,342	239,385	7,597,038	-
Total Expenditures	\$ 61,141,000	\$ 24,852,123	\$ 6,322,316	\$ 6,414,298	\$ 1,530,496	\$ 311,758	\$ 3,602,032	\$ 104,174,023	\$ 7,047,520
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (289,033)	\$ -	\$ (289,033)	\$ 549,518

One-Time COVID Indirect Surplus (239,385)

A. Grant writing consultant \$150,000 & Marketing consultant \$78,000 (ongoing expense)
Addition of \$100,000 for possible acquisition of new financial ERP software

Ongoing Indirect Surplus \$ 310,133

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
FUNDING RELATED TO COVID

	Education COVID Response & CARES	Nutrition COVID Response	Energy ARPA	Community Services COVID Response	CSBG CARES	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ 312,374	\$ 312,374
Other Government Revenue	-	-	1,704,658	1,585,000	-	3,289,658
Head Start Subsidy for CACFP	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 1,704,658	\$ 1,585,000	\$ 312,374	\$ 3,602,032
Expenditures						
Salaries	-	-	898,884	275,000	100,304	1,274,188
Benefits	-	-	116,428	73,109	29,176	218,713
Travel	-	-	13,635	5,000	7,838	26,473
Space Cost	-	-	62,220	6,000	20,913	89,133
Supplies	-	-	25,570	2,500	27,799	55,869
Equipment	-	-	-	-	-	-
Consultant/Contract	-	-	19,433	355,000	-	374,433
Other Operating Costs	-	-	413,720	-	3,030	416,750
Program Costs	-	-	-	812,185	94,903	907,088
Depreciation	-	-	-	-	-	-
Indirect	-	-	154,768	56,206	28,411	239,385
Total Expenditures	\$ -	\$ -	\$ 1,704,658	\$ 1,585,000	\$ 312,374	\$ 3,602,032
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	0.0%	0.0%	13.0%	26.6%	29.1%	17.2%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	38,408,253	8,204,779	2,064,238	3,460,624	9,871,749	62,009,643
Head Start Subsidy for CACFP	(870,245)	-	-	-	-	(870,245)
Private Revenue	-	-	-	-	-	-
Other Revenue	-	1,602	-	-	-	1,602
Donations	-	-	-	-	-	-
Total Revenue	\$ 37,538,008	\$ 8,206,381	\$ 2,064,238	\$ 3,460,624	\$ 9,871,749	\$ 61,141,000
Expenditures						
Salaries	17,798,635	5,588,875	1,456,669	1,847,685	759,400	27,451,264
Benefits	5,345,129	1,830,351	419,911	593,535	127,000	8,315,926
Travel	345,073	910	-	138,600	8,000	492,583
Space Cost	5,993,000	3,728	-	225,440	83,210	6,305,378
Supplies	2,351,102	9,270	-	270,263	14,000	2,644,635
Equipment	100,000	-	-	-	-	100,000
Consultant/Contract	1,336,723	14,300	-	10,562	7,800	1,369,385
Other Operating Costs	969,897	12,933	-	72,961	74,909	1,130,700
Program Costs	(137,523)	-	-	-	7,907,362	7,769,839
Depreciation	297,840	-	-	-	-	297,840
Indirect	3,138,132	746,014	187,658	301,578	890,068	5,263,450
Total Expenditures	\$ 37,538,008	\$ 8,206,381	\$ 2,064,238	\$ 3,460,624	\$ 9,871,749	\$ 61,141,000
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	32.7%	28.8%	32.1%	16.7%	30.3%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	Food Bank Expansion	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP			
Revenue								
Commuity Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397,316	\$ -	\$ 397,316
Other Government Revenue	4,212,059	1,491,998	1,272,351	177,633	1,449,984	1,527,944	11,575,606	20,257,591
Head Start Subsidy for CACFP	-	-	743,585	126,660	870,245	-	-	870,245
Private Revenue	-	-	-	-	-	50,000	3,000,000	3,050,000
Other Revenue	-	-	-	-	-	244,247	234,000	478,247
Donations	-	-	-	-	-	130,000	66,040	196,040
Total Revenue	\$ 4,212,059	\$ 1,491,998	\$ 2,015,936	\$ 304,293	\$ 2,320,229	\$ 2,349,507	\$ 14,875,646	\$ 10,373,793
Expenditures								
Salaries	2,511,777	535,396	605,614	-	605,614	831,644	-	4,484,431
Benefits	728,415	165,846	187,407	-	187,407	266,122	-	1,347,790
Travel	12,000	6,146	27,000	-	27,000	46,100	-	91,246
Space Cost	367,860	54,307	121,700	-	121,700	186,100	14,475,646	15,205,613
Supplies	40,657	11,706	86,000	-	86,000	73,190	-	211,553
Equipment	25,000	-	-	-	-	299,960	400,000	724,960
Consultant/Contract	-	553,361	-	-	-	10,600	-	563,961
Other Operating Costs	165,927	29,599	62,600	-	62,600	120,459	-	378,585
Program Costs	3,000	-	809,946	-	809,946	335,076	-	1,148,022
- Vended Meals	-	-	-	288,145	288,145	-	-	288,145
Depreciation	3,600	-	-	-	-	-	-	3,600
Indirect	353,823	135,637	115,669	16,148	131,817	180,256	-	801,533
Total Expenditures	\$ 4,212,059	\$ 1,491,998	\$ 2,015,936	\$ 304,293	\$ 2,320,229	\$ 2,349,507	\$ 14,875,646	\$ 10,373,793
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	29.0%	31.0%	30.9%		30.9%	32.0%		30.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	6,322,316
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 6,322,316
Expenditures	
Salaries	2,072,237
Benefits	436,716
Travel	51,475
Space Cost	237,187
Supplies	84,506
Equipment	6,419
Consultant/Contract	1,037,085
Other Operating Costs	927,356
Program Costs	868,172
Depreciation	-
Indirect	601,163
Total Expenditures	\$ 6,322,316
Gain/(Loss)	\$ -
Benefit Rate	21.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
COMMUNITY SERVICES

	211	Homeless Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	\$ 66,747	\$ 17,031	\$ 20,924	\$ -	\$ 228,979	\$ 479,048	\$ 812,729
Other Government Revenue	614,149	3,735,375	367,663	164,656	829,235	58,828	5,769,906
Private Revenue	644,392	-	-	-	-	-	644,392
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenue	\$ 1,325,288	\$ 3,752,406	\$ 388,587	\$ 164,656	\$ 1,058,214	\$ 537,876	\$ 7,227,027
Expenditures							
Salaries	807,633	1,259,165	223,700	112,215	319,739	229,895	2,952,347
Benefits	195,226	352,567	74,509	25,553	56,798	55,733	760,386
Travel	5,000	2,000	10,415	2,083	7,972	7,333	34,803
Space Cost	65,626	1,074,813	26,875	10,150	29,331	154,781	1,361,576
Supplies	56,557	144,838	3,918	1,696	19,428	11,111	237,548
Equipment	-	-	-	-	-	-	-
Consultant/Contract	10,186	-	500	500	403,750	750	415,686
Other Operating Costs	64,579	296,523	15,450	4,810	124,096	29,274	534,732
Program Costs	-	289,645	-	1,316	3,800	1,155	295,916
Depreciation	-	-	-	-	-	-	-
Indirect	120,481	332,855	33,220	6,333	93,300	47,844	634,033
Total Expenditures	\$ 1,325,288	\$ 3,752,406	\$ 388,587	\$ 164,656	\$ 1,058,214	\$ 537,876	\$ 7,227,027
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	24.2%	28.0%	33.3%	22.8%	17.8%	24.2%	25.8%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	Food Bank	211	E Kern	VITA	Youth Ctrs	CES	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 397,316	\$ 66,747	\$ 20,924	\$ 228,979	\$ 479,048	\$ 17,031	\$ 320,451	\$ 1,530,496
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 397,316	\$ 66,747	\$ 20,924	\$ 228,979	\$ 479,048	\$ 17,031	\$ 320,451	\$ 1,193,014
Expenditures								
Salaries	273,440	48,543	9,667	126,235	212,490	-	220,175	890,550
Benefits	87,755	12,136	2,900	27,772	53,122	-	55,044	238,729
Travel	-	-	1,000	3,950	6,540	1,000	3,250	15,740
Space Cost	-	-	-	24,400	128,900	8,000	-	161,300
Supplies	-	-	-	5,158	9,695	4,846	5,000	24,699
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	2,000	750	-	-	2,750
Other Operating Costs	-	-	-	16,575	25,055	2,000	7,850	51,480
Program Costs	-	-	-	3,000	-	-	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	36,121	6,068	7,357	19,889	42,496	1,185	29,132	142,248
Total Expenditures	\$ 397,316	\$ 66,747	\$ 20,924	\$ 228,979	\$ 479,048	\$ 17,031	\$ 320,451	\$ 1,193,014
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	32.1%	25.0%	30.0%	22.0%	25.0%	0.0%	25.0%	26.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	11,520	-	11,520
Other Revenue	1,205	-	1,205
Donations	10,000	-	10,000
Transfer Released From Restriction	(303,552)	303,552	-
Total Revenue	\$ (280,827)	\$ 303,552	\$ 22,725
Expenditures			
Salaries	-	123,600	123,600
Benefits	-	25,956	25,956
Travel	-	22,100	22,100
Space Cost	2,200	3,500	5,700
Supplies	-	14,750	14,750
Equipment	-	-	-
Consultant/Contract	-	35,000	35,000
Other Operating Costs	5,260	51,050	56,310
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	746	27,596	28,342
Total Expenditures	\$ 8,206	\$ 303,552	\$ 311,758
Gain/(Loss)	\$ (289,033)	\$ -	\$ (289,033)
Benefit Rate	0.0%	21.0%	21.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
INDIRECT FUND

	Human Resources	Operations	Executive	Program Administration	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ 320,451	\$ -	\$ 320,451
Other Government Revenue	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	7,327,503
Donations	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ 320,451	\$ -	\$ 7,647,954
Expenditures						
Salaries	901,071	1,156,364	764,652	317,675	1,202,450	4,342,212
Benefits	198,236	300,655	160,577	82,344	240,490	982,302
Travel	9,000	23,500	24,200	6,450	8,000	71,150
Space Cost	-	181,200	-	-	3,000	184,200
Supplies	18,000	62,000	31,500	6,000	140,000	257,500
Equipment	-	-	-	-	-	-
Consultant/Contract	143,500	219,500	241,500	-	383,500	988,000
Other Operating Costs	18,500	298,075	114,650	8,850	41,900	481,975
Program Costs	-	-	-	-	-	-
Depreciation	-	31,500	-	-	-	31,500
Indirect	-	-	-	29,132	-	29,132
Total Expenditures	\$ 1,288,307	\$ 2,272,794	\$ 1,337,079	\$ 450,451	\$ 2,019,340	\$ 7,367,971
Gain/(Loss)						\$ 279,983
Benefit Rate	22.0%	26.0%	21.0%	25.9%	20.0%	22.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
INDIRECT FUND - FIVE YEAR HISTORY**

Line Items	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Revenue	\$ 4,827,346	\$ 5,059,589	\$ 5,799,844	\$ 6,862,349	\$ 7,471,110	\$ 7,647,954	2.4%
Expenditures							
Personnel Costs							
Salaries	2,614,903	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	9.0%
Benefits	605,877	674,091	756,241	875,486	931,312	982,302	5.5%
<i>Benefit Rate</i>	23.2%	23.9%	24.6%	24.3%	23.4%	22.6%	
Total Personnel Costs	\$ 3,220,780	\$ 3,494,351	\$ 3,826,791	\$ 4,477,468	\$ 4,914,456	\$ 5,324,514	8.3%
	67.6%	71.3%	72.5%	71.2%	71.9%	72.3%	
Operating Costs							
Travel	79,900	88,750	93,650	56,750	62,350	71,150	14.1%
Space Costs	190,700	187,900	186,800	193,300	206,370	215,700	4.5%
Supplies	147,277	138,400	166,500	119,400	150,200	257,500	71.4%
Equipment	5,223	-	-	-	196,000	-	-100.0%
Consultant/Contract	783,320	630,725	659,100	1,144,066	956,000	988,000	3.3%
Other Operating Costs	339,600	363,950	345,050	298,600	352,750	511,107	44.9%
Total Operating Costs	\$ 1,546,020	\$ 1,409,725	\$ 1,451,100	\$ 1,812,116	\$ 1,923,670	\$ 2,043,457	6.2%
	32.4%	28.7%	27.5%	28.8%	28.1%	27.7%	
Total Expenditures	\$ 4,766,800	\$ 4,904,076	\$ 5,277,891	\$ 6,289,584	\$ 6,838,126	\$ 7,367,971	7.7%
Excess Indirect Revenue	\$ 60,546	\$ 155,513	\$ 521,953	\$ 572,765	\$ 632,984	\$ 279,983	-55.8%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Operations	\$ 1,526,000	\$ 1,394,366	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	\$ 2,272,794	-2.2%
Human Resources	1,151,500	1,223,465	1,034,632	917,844	1,262,307	1,288,307	2.1%
Finance	1,049,800	1,046,900	1,563,775	1,757,619	1,786,550	2,019,340	13.0%
Program Administration	525,400	704,410	705,930	354,917	330,664	450,451	36.2%
Executive	514,100	534,935	612,204	1,145,335	1,133,815	1,337,079	17.9%
TOTAL	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	\$ 6,289,584	\$ 6,838,126	\$ 7,367,971	7.7%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Education	\$ 42,473,221	\$ 54,886,617	\$ 60,024,566	\$ 61,574,517	\$ 61,141,000	-0.7%
Nutrition	7,569,576	8,687,954	9,221,197	9,378,845	24,852,123	165.0%
Energy Conservation	4,138,200	5,746,308	6,867,228	6,424,164	6,322,316	-1.6%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	34.6%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	-0.3%
Discretionary & Fund Raising	41,035	41,233	203,689	284,270	311,758	9.7%
COVID Response	-	-	-	4,259,035	3,602,032	-15.4%
Total Annual Budget	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	18.1%

RECAP - EXPENDITURES BY CATEGORY	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Salaries	\$ 25,995,600	\$ 30,816,989	\$ 33,631,062	\$ 38,932,538	\$ 38,578,242	-0.9%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	-1.7%
Travel	536,271	604,666	814,611	723,003	721,930	-0.1%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	177.0%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	23.3%
Equipment	211,038	99,000	92,760	291,353	831,379	185.4%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	-10.2%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	34.3%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	-0.5%
Depreciation	306,776	362,700	311,004	301,440	301,440	0.0%
Indirect	5,059,589	5,799,844	6,862,349	7,471,110	7,597,038	1.7%
TOTAL	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	18.1%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2022/23
BUDGET REVISION #1 (PROPOSED CHANGES)**

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	\$ 3,300,000	\$ 11,575,606	\$ 893,992	\$ 1,272,308	\$ -	\$ -	\$ 425,000	\$ 17,466,906	\$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-	-
Private Revenue	-	3,000,000	-	-	-	-	-	3,000,000	-
Other Revenue	-	234,000	-	-	-	-	-	234,000	269,535
Donations	-	66,040	-	-	-	-	-	66,040	-
Total Revenue	\$ 3,300,000	\$ 14,875,646	\$ 893,992	\$ 1,272,308	\$ -	\$ -	\$ 425,000	\$ 20,766,946	\$ 269,535
Expenditures									
Salaries	-	-	516,009	299,365	-	-	35,000	850,374	105,035
Benefits	-	-	60,976	83,822	-	-	5,909	150,707	(222)
Travel	-	-	(5,544)	-	-	-	-	(5,544)	-
Space Cost	2,750,000	14,475,646	30,566	522,675	-	-	-	17,778,887	-
Supplies	500,000	-	7,712	54,725	-	-	-	562,437	-
Equipment	-	400,000	6,419	-	-	-	-	406,419	-
Consultant/Contract	-	-	(362,414)	-	-	-	300,000	(62,414)	97,000 A
Other Operating Costs	-	-	316,125	94,321	-	-	-	410,446	-
Program Costs	-	-	216,454	109,645	-	-	80,000	406,099	-
Depreciation	-	-	-	-	-	-	-	-	-
Indirect	50,000	-	107,689	107,755	-	-	4,091	269,535	-
Total Expenditures	\$ 3,300,000	\$ 14,875,646	\$ 893,992	\$ 1,272,308	\$ -	\$ -	\$ 425,000	\$ 20,766,946	\$ 201,813
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,722

One-Time COVID Indirect Surplus (4,091)

A. Grant writing consultant \$150,000 & Marketing consultant \$78,000 (ongoing expense)
Addition of \$100,000 for possible acquisition of new financial ERP software

Ongoing Indirect Surplus \$ 63,631



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 22, 2022

Subject: *Agenda Item 4F*: Goal 6 Strategic Plan 2021-2025 Update – **Info Item**

Strategic Plan Goal 6 states, “Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.”

After the launch of the strategic plan, Goal 6 team has been meeting regularly to discuss the key items of Goal 6 and record progress on the described activities and indicators. The Goal 6 team continues to discuss in depth the goals and sub-goals. Furthermore, the team has outlined the action required to achieve 100% satisfaction of the goals.

Key accomplishments for Goal 6 are:

- The Finance department has hired a Position Control Specialist. This individual has been working to enhance functionality and implementation of human capital management to support workforce planning and management.
- The Finance Department continues to generate indirect funds from existing programming and develops baseline and projected targets by program.
- The Finance Department continues to enhance the agency’s administrative and operational infrastructure starting with RFP has been developed, pending final review for accounting ERP software. IT has hired an Information Systems Business Analyst and is actively working on utilizing data-driven decision making.
- Goal 6 team will focus their attention to the sub goal section of broadening the fundraising scope to support internal programs and cultivate new partnerships when a Foundation Director is appointed.
- The operations team has hired a new Assistant Director of Operations. This will help with per unit deferred maintenance plan for all CAPK sites and schedule maintenance.

Attachment:
Goal 6 Action Plan

Mission

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

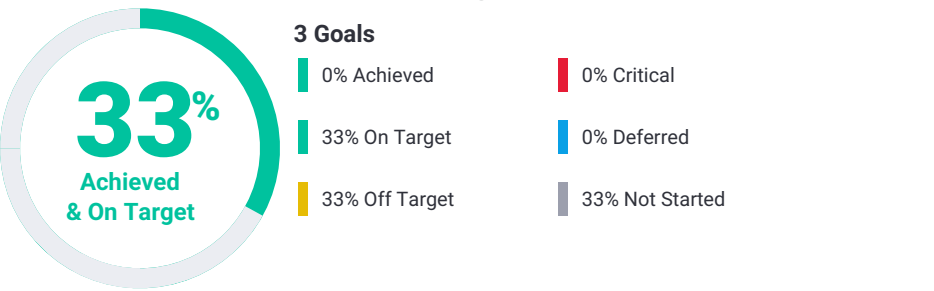
Vision

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

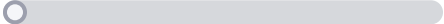
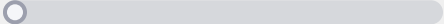
My Items

Item	YTD Actual
6.1: Ensure adequate staffing for successful implementation and fiscal decisionmaking.	10%
6.2: Grow unrestricted funding capacity.	50%
6.2.1: Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding...	100%
6.2.2: Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships.	

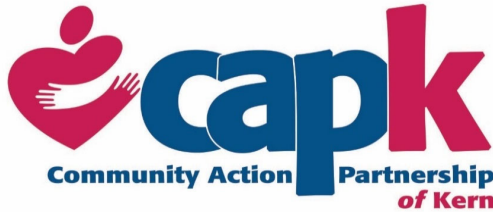
Performance Summary



Item	YTD Actual
6.2.2.1: Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for...	
6.2.2.2: Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support.	
6.3: Enhance agency administrative and operational infrastructure.	

Objective Ensure adequate staffing for successful implementation and fiscal decisionmaking. (6.1) Aligned to: #6 Increase fiscal health and stability of the agency to properly align...	Owner Tracy Webster	Measure: Percent Complete	10% YTD Actual	0% 10/01/21	 YTD Target: 15.6%	12/31/25
Objective Grow unrestricted funding capacity. (6.2) Aligned to: #6 Increase fiscal health and stability of the agency to properly align...	Owner Tracy Webster	Measure: Percent Complete	50% YTD Actual	0% 10/01/21	 YTD Target: 15.6%	12/31/25
Activity Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding streams and service lines based upon new and emerging needs. (6.2.1)	Owner Tracy Webster	Measure: Percent Complete	100% YTD Actual	0% 10/01/21	 YTD Target: 53.1%	100% 12/31/22
Activity Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships. (6.2.2)	Owner Tracy Webster	Measure: Percent Complete	YTD Actual	0% 10/01/21	 YTD Target: 29.5%	12/31/23
Objective Enhance agency administrative and operational infrastructure. (6.3) Aligned to: #6 Increase fiscal health and stability of the agency to properly align...	Owner Tracy Webster	Measure: Percent Complete	YTD Actual	0% 10/01/21	 YTD Target: 15.6%	12/31/25

Activity	Owner	Measure: Percent Complete	20%	0%		
Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management. (6.1.1)			YTD Actual	10/01/21	YTD Target: 15.6%	12/31/25



BUDGET AND FINANCE COMMITTEE

JUNE 22, 2022

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/22 - 02/28/23	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/22 - 02/28/23	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/22 - 02/28/23	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/22 - 02/28/23	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/22 - 02/28/23	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/22 - 02/28/23	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	534	DONATIONS
211			NOT APPLICABLE	03/01/22 - 02/28/23	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/22 - 02/28/23	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/22 - 02/28/23	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	27,829,010	93.600	09CH011132-04	03/01/22 - 02/28/23	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,700,832	93.600	09CH011132-04	03/01/22 - 02/28/23	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/21 - 07/31/22	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	200,693	21.009	21VITAA0297	10/01/21 - 09/30/22	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,530,496	93.569	22F - 5015	01/01/22 - 12/31/22	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
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,323,755 7,129,494	93.568 93.568	21B - 5012 22B - 4012	11/01/20 - 06/30/22 11/01/21 - 06/30/23	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	450,000	81.042	20C-6008	07/01/20 - 06/30/22	123-60 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 8,241	93.575	CCTR - 1057 CCTR - 1057	07/01/21 - 06/30/22 07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 1057	07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 138,128	93.575	CMAP - 1000 CMAP - 1000	07/01/21 - 06/30/22 07/01/21 - 06/30/22	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.575	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,835,459	10.561	19-10324	10/01/21 - 09/30/22	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPABILITY	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/ .569	15 - MOU - 00118	10/01/21 - 09/30/22	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP BUILD BACK BETTER (BBB) SUPPLEMENTAL	299,960	10.568	15 - MOU - 00118	10/01/21 - 09/30/22	105-099	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/21 - 09/30/22	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN (START UP)	161,272	21.027		3/1/2022 - 6/30/2022	142-007	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	303,106	21.027		4/1/2022 - 6/30/2022	142-000	U S DEPT OF TREASURY
	1,212,423			7/1/2022 - 6/30/2023		CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, CITY OF BAKERSFIELD
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/21 - 09/30/22	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	10/01/21 - 09/30/22 10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/21 - 09/30/22	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	104,492	10.561	18 - 7012 - SUB - CAPK	10/01/21 - 09/30/22	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/21 - 06/30/22	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	07/01/21 - 06/30/22	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/21 - 06/30/22	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	22,010,862		CMAF - 1000	07/01/21 - 06/30/22	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,802,254		CCTR - 1057	07/01/21 - 06/30/22	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,577,394		CSPP - 1123	07/01/21 - 06/30/22	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	273,427		CMIG - 1004	07/01/21 - 06/30/22	250	STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 1004	07/01/21 - 06/30/22	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)	4,227,141		N/A	07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/21 - 06/30/22	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	552,772		509-2019	07/01/21 - 06/30/22	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 LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	537,628		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/21 - 06/30/22	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/21 - 06/30/22	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/21 - 06/30/22	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	230,726		N/A	07/01/21 - 06/30/22	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	87,948		2020.2.05	07/01/21 - 06/30/22	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	142,167		2020.2.06	07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	163,032		2020.1.06	07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	154,174		2020.2.18	07/01/21 - 06/30/22	286	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	07/01/21 - 06/30/22	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/21 - 06/30/22	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868		N/A	07/01/21 - 06/30/22	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/21 - 06/30/22	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/21 - 06/30/22	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	92,130 96,737		N/A	12/28/21 - 12/31/22 01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	TBD	429	SOUTHERN CALIFORNIA EDISON
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
BLUE SHIELD OF CALIFORNIA	25,000		N/A	01/01/22 - 06/30/22	455	BLUE SHIELD OF CALIFORNIA

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/21 - 11/30/22	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

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 2022/23

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		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
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 2022/23

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/22	n/a				
04/30/22	n/a				
05/31/22	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for \$1.5 million during January , February, July, August 2021 and will increase to \$350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022.

A varied amount decrease to better manage the cash flow need during peak months.

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

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
12/31/21 - 3/31/22	90 days	\$ 406.25	0.25%
04/01/22 - 6/30/22	90 days		0.25%
07/01/22 - 9/30/22	90 days		0.25%
10/01/22 - 12/31/22	90 days		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 MAY 31, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(47,768.69)
HEAD START/EARLY HEAD START	823,594.24
SUBTOTAL	775,825.55
CHILD DEVELOPMENT RESERVE No. 1	4,657.70
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	179,089.39
MIGRANT A/P	3,580,622.76
MIGRANT CHILD CARE	44,440.42
MIGRANT SPECIALIZED SERVICES	(28,011.78)
SAN JOAQUIN COE GENERAL CHILD CARE	(128,193.87)
STATE PRESCHOOL	1,176,751.61
SUBTOTAL	4,829,356.23
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(40,869.03)
EF&S	103,573.50
EFAP	(133,432.64)
FEEDING AMERICA SENIOR HUNGER	(5,169.06)
FOOD BANK	(615,634.22)
FOOD BANK EXPANSION	(696,360.03)
FOOD BANK CAPACITY PROGRAM	425,743.68
FOOD BANK - STATE	98,467.13
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,500,000.00
WONDERFUL FOUNDATION	58,413.57
SUBTOTAL	716,651.57
ENERGY	(215,564.49)
DOE WAP	(40,832.55)
LIHEAP	(566,561.58)
PG&E	(15,720.99)
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	838,679.48
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	149,875.93
211 HOSPITAL PREPAREDNESS PROGRAM	0.00
AMERICORPS - CALIFORNIA VOLUNTEERS	(13.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(5,968.99)
CAL FRESH	(15,378.19)
CALEITC	(262,488.34)
CAPK FOUNDATION	(165,409.69)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(1,765.64)
COST POOLS	(6,125.01)
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(220,511.65)
CSBG	41,016.60
CSBG CARES ACT	(18,028.70)
CSBG DISCRETIONARY	49,757.93
DIFFERENTIAL RESPONSE	(39,117.27)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,170,907.95
EAST KERN FAMILY RESOURCE CENTER	22,321.68
ESG CARES ACT HOMELESS SERVICES	(578,223.62)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(3,904.39)
ESG COORDINATED ENTRY SERVICE - COVID19	(22,975.66)
FIRST 5 KERN 211	(8,833.56)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(24,925.85)
FIRST 5 HELP ME GROW	(26,007.76)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(25,300.35)
FRIENDSHIP HOUSE	15,554.51
FUNDRAISING	275,059.44
GAAP FUND	0.00
GENERAL FUND	383,413.95
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(1,028.47)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(282,129.25)
HOUSING FOR THE HARVEST STATE	(1,752.01)
HUD-COORDINATED ENTRY SYSTEM	(33,853.47)
COUNTY OF KERN - 211	(739.49)
INDIRECT FUND	151,931.20
IRS - VITA	(31,787.33)
TAX ASSISTANCE	60,989.01
M ST NAVIGATION CENTER	20,177.87
NEOPB CAL FRESH HEALTHY LIVING	(384,301.43)
POSITIVE YOUTH DEV SVC	(8,893.44)
POSITIVE YOUTH M	(47,724.36)
SHAFTER YOUTH CENTER	42,623.85
OASIS FAMILY RESOURCE CENTER	19,179.67
SIERRA FOUNDATION - ASTHMA MITIGATION	51,914.05
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	(4.19)
SO CA EDISON - 211 CUSTOMER RELATIONS	0.01
UNITED WAY 211	981.55
UW STANTISLAUS 211 RENTAL ASSISTANCE	(46.20)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	(0.01)
WELLS FARGO FOUNDATION	46,981.80
WIC	(520,452.92)
LESS: ENERGY NEGATIVE BALANCE	(838,679.48)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	2,058,491.50
TOTAL OPERATING CASH	8,382,324.85

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
May 31, 2022

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	05/31/22		8,912,405.40
LESS: OUTSTANDING CHECKS		576,009.54	
ADJUSTED BANK BALANCE AT	05/31/22		8,336,395.86
GENERAL LEDGER BALANCE AT	04/30/22		8,281,453.73
ADD: DEPOSITS		1,459,611.96	
US TREAS DRAWDOWNS		1,710,103.79	
FUNDS FROM OTHER GRANTS		1,763,708.82	
TRANSFERS FROM RESTRICTED ACCOUNTS		1,840,109.02	
ADP /HEALTH EQUITY REFUND		2,612.72	
REIMBURSEMENT OF ALTERED PAYEE		49,709.11	
		-	
		-	
		-	
LESS: CHECKS		2,402,957.05	
ADP PAYROLL 5/6/22		1,450,677.77	
ADP PAYROLL 5/20/22		1,460,413.73	
EFTS FOR HRA/HSA/ STD/403B		101,758.14	
REC LOAN PRINCIPAL/INT EXPENSES		122,736.83	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		36,289.37	
BANK FEES		1,513.65	
ACH VOUCHERS		1,194,566.75	
GENERAL LEDGER BALANCE AT	05/31/22		8,336,395.86

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/09/2022
APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Jun 9, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 05/31/22 993,965.39

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/22 993,965.39

BALANCE PER G/L 04/30/22 993,830.33

ADD: DEPOSITS 0.00

INTEREST 135.06

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 05/31/22 993,965.39

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: 06/07/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 7, 2022

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 05/31/22 535,804.27

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/22 535,804.27

BALANCE PER G/L 04/30/22 627,676.88

ADD: DEPOSITS 248,179.84

INTEREST 56.57

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 340,109.02

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 05/31/22 535,804.27

* 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: 06/06/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 6, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	05/31/22	98,484.31
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	05/31/22	98,484.31

BALANCE PER GENERAL LEDGER	04/30/22	96,827.50
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	1,754.10	
PAYPAL DEPOSIT	0.00	
INTEREST	13.28	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	93.12	
BANKCARD FEES	17.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	05/31/22	98,484.31

* 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: 06/07/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 7, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	05/31/22	11.97
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	05/31/22	11.97
BALANCE PER G/L	04/30/22	11.96
ADD: DEPOSITS	0.00	
INTEREST	0.01	
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	05/31/22	11.97
DIFFERENCE:		(0.00)

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>06/07/22</u>
APPROVED BY: <u></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Jun 7, 2022</u>

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 05/31/22 35,037.34

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/22 35,037.34

BALANCE PER G/L 04/30/22 35,032.58

ADD: DEPOSITS 0.00

INTEREST 4.76

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 05/31/22 35,037.34

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/07/22

APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Jun 7, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED May 1, 2022 - May 31, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	223.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	8,731.38
Freddy Hernandez	Director of Youth and Community Services	890.79
Traco Matthews	Chief Program Officer	2,106.30
Lisa McGranahan	Director of Human Resources	1,007.31
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	79.00
Pritika Ram	Director of Administration	4,744.46
Jeremy Tobias	Chief Executive Officer	4,814.06
Emilio Wagner	Director of Operations	3,402.91
Tracy Webster	Chief Financial Officer	2,617.00
Rebecca Moreno	Director of Community Development	8,737.96
Susana Magana	Director of Nutrition Services	3,006.67
	Total	\$ 40,360.84



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	4/30/2022 - 5/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/27/2022	5/30/2022	Allegnt*air Bx2bkb				223.00
		Julian Mahan Flight to to travel to WIPFLI Conference.				

Transaction Count: 1
Total: 223.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/5/2022	5/9/2022	American Air				1,152.20	
Flight for Yolanda Gonzales - CAPLAW conference - Chicago, IL							
2 5/12/2022	5/16/2022	Hyatt Regency Sacramento				100.00	
HSC Managers & Directors Institute/Advocacy Conference - Hotel Parking for Yolanda Gonzales							
3 5/19/2022	5/20/2022	Zoom.us 888-799-9666				1,999.00	
Annual membership renewal for Parent Governance							
4 5/19/2022	5/23/2022	National Community Action				400.00	
War on Poverty workshop for Yolanda Gonzales & Mayra Martinez							
5 5/20/2022	5/23/2022	American Air				870.20	
Flight for Sylvia Ortega - NCAP 2022 Conference - New York NY							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/20/2022	5/23/2022	American Air				10.00
Flight switch for Yolanda Gonzales for CAPLAW Chicago, IL						
7 5/20/2022	5/23/2022	American Air				762.20
Flight for Jerry Meade - NCAP 2022 Conference, New York, NY						
8 5/20/2022	5/23/2022	American Air				762.20
Flight for Mayra Martinez - NCAP 2022 Conference, New York, NY						
9 5/20/2022	5/23/2022	American Air				835.20
Flight for Esperanza Contreras - NCAP 2022 Conference, New York, NY						
10 5/23/2022	5/24/2022	Paypal				29.00
Pyramid Model Training for Patricia Garcia						
11 5/26/2022	5/27/2022	Best Buy 00008565				291.18
Additional USB-C iPad Chargers+ for center staff iPads equipped with USB-C Charge Port						
12 5/27/2022	5/30/2022	American Air				870.20
Flight for Yolanda Gonzales - NCAP 2022 conference - New York NY						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/28/2022	5/30/2022	Wpy*head Start California				650.00
		Registration Yolanda Gonzales for HSC Leadership & Wellness Symposium				

Transaction Count: 13

Total: 8,731.38

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Freddy Hernandez			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 4/27/2022	5/2/2022	Harbor Breeze				-215.00	
Refund for fieldtrip tickets for the youth, they will be going at a later date.							
2 5/25/2022	5/26/2022	Canva* I03431-21564736				12.95	
Software required for VITA.							
3 5/25/2022	5/27/2022	United				-147.00	
Credit for additional seats purchased for flight to NEUAC Conference.							
4 5/26/2022	5/30/2022	Harbor Breeze				215.00	
Tickets for field trip for community youth purchased by Lois Hannible. The field trip is being funded by the California Coastal Commission.							
5 5/27/2022	5/30/2022	Aquarium Of Pactix				725.20	
Tickets for field trip for community youth purchased by Lois Hannible. The field trip is being funded by the California Coastal Commission.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/27/2022	5/30/2022	Lowes #00907				299.64
Chair rack for FHCC.						

Transaction Count: 6

Total: 890.79

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Traco Matthews			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-3726			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/1/2022	5/3/2022	American Air				30.00	
Charge for carry-on bag for Traco to attend the NHSA Conference in Baltimore.							
2 5/6/2022	5/9/2022	Agm Community Partners				200.00	
Registration for 2-1-1 to be a vendor at Bakersfield Kidsfest							
3 5/7/2022	5/9/2022	Renaissance Baltimore				-21.19	
Credit voucher from Renaissance Baltimore.							
4 5/10/2022	5/11/2022	Agm Community Partners				50.00	
Purchase of table and chairs for 2-1-1 to be a vendor at Bakersfield Kidsfest.							
5 5/19/2022	5/20/2022	Event* 2022 Milestones				225.00	
Registration for Jasmin Galindo to attend the 2022 Milestones National Autism Conference.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/19/2022	5/20/2022	Event* 2022 Milestones				225.00
		Registration for Virginia Turner to attend the 2022 Milestones National Autism Conference.				
7 5/19/2022	5/20/2022	Event* 2022 Milestones				225.00
		Registration for Lorena Hernandez to attend the 2022 Milestones National Autism Conference.				
8 5/20/2022	5/23/2022	Amzn Mktp Us				177.48
		Folding tables from Amazon for 2-1-1.				
9 5/26/2022	5/27/2022	Amzn Mktp Us				434.93
		Promotional items from Amazon for 2-1-1.				
10 5/26/2022	5/27/2022	Scholastic Education				432.34
		Scholastic kids books order for 2-1-1.				
11 5/30/2022	5/31/2022	Www.Thingsremembered.Com				127.74
		Retirement Gift for Head Start employee Joni Barlow.				

Transaction Count: 11

Total: 2,106.30

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Lisa McGranahan			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-9914			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/4/2022	5/5/2022	Seq Sand Rosedale				79.05	
Lunch provided after second Union negotiations meeting.							
2 5/10/2022	5/12/2022	Biometrics4all Inc				15.00	
Relay Fees for running New Hire Fingerprints Invoice Period 4/01/2022-4/30/2022 Invoice Date 5/01/2022							
3 5/18/2022	5/19/2022	Smart And Final 326				50.44	
Snacks for Homeless Program Brainstorm Session May 19, 2022 at 4 Points Sheraton							
4 5/20/2022	5/23/2022	Four Points By Sherato				705.87	
Room rental at Four Points By Sherato with 18 meals provided for meeting.							
5 5/23/2022	5/24/2022	Seq Sand Rosedale				92.05	
SEIU Bargaining Session on 05/24/2022 Attendees: Tracy Webster, Traco Matthews, Lisa McGranahan, Jay Roselieb, Margaret Sanchez, Laura Alford, and Zoe Finch							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/24/2022	5/25/2022	Seq Sand Rosedale				22.25
SEIU Bargaining Session on 05/24/2022 Attendees: Tracy Webster, Traco Matthews, Lisa McGranahan, Jay Roselieb, Margaret Sanchez, Laura Alford, and Zoe Finch						
7 5/24/2022	5/25/2022	Seq Sand Rosedale				42.65
SEIU Bargaining Session on 05/24/2022 Attendees: Tracy Webster, Traco Matthews, Lisa McGranahan, Jay Roselieb, Margaret Sanchez, Laura Alford, and Zoe Finch						

Transaction Count: 7

Total: 1,007.31

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-5025	Currency	US Dollar
Reporting Period	4/30/2022 - 5/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/14/2022	5/16/2022	Smore.Com - Educator				79.00
Subscription for Professional Development SMORE account to create newsletter for staff						

Transaction Count: 1
Total: 79.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 4/30/2022	5/2/2022	Stk*shutterstock				29.00	
Monthly Fee for Stock Photos							
2 5/2/2022	5/4/2022	Kern Co Parks And Rec				30.00	
Heritage Park rental fees for Community Action Month.							
3 5/6/2022	5/9/2022	Hoo*hootsuite Inc				774.00	
Social Media Platform Management Software - Recurring Charge Annually							
4 5/16/2022	5/18/2022	National Community Action				200.00	
Webinar Fee for Karen Vazquez & Savannah Maldonado to attend the NCAP "War on Poverty Workshop"							
5 5/17/2022	5/19/2022	Svm Prepaid Card				331.80	
Purchase of 3 \$100 gasoline gift cards to give away at the Community Action Month event on Saturday, May 21. Additional fees charged were for Processing /Compliance and Shipping.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/18/2022	5/19/2022	American Air				846.71
		Round-Trip Airline Ticket for Corinne Thompson to attend the NCAP Convention in New York				
7 5/18/2022	5/20/2022	Office Depot #952				53.90
		Banner for CAPK event on 5/21/22.				
8 5/19/2022	5/19/2022	American Air				518.61
		One-Way airline ticket for Karen Vazquez to fly from Bakersfield to New York to attend the NCAP Convention. Returning by one-way ticket to LAX				
9 5/19/2022	5/19/2022	American Air				165.60
		One-Way return flight for Karen Vazquez to fly into LAX after NCAP Convention.				
10 5/19/2022	5/20/2022	Facebk *q9dgxe7em2				35.78
		Facebook Ads				
11 5/20/2022	5/23/2022	National Community Action				150.00
		Webinar Fee - How do we lift people out of poverty. Attendee: Pritika Ram				
12 5/20/2022	5/23/2022	Facebk *gbuegefem2				25.06
		Facebook Ad - CAPK's Inaugural Resource Fair				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/21/2022	5/23/2022	Facebk *ntad8f3fm2				35.00
Facebook Ad - CAPK's Inaugural Resource Fair						
14 5/23/2022	5/24/2022	Community Action Partner				1,520.00
Registration Fees for NCAP Convention in New York. Attendees: C. Thompson & K. Vazquez						
15 5/31/2022	5/31/2022	Stk*shutterstock				29.00
Monthly Fee for Stock Photos						
						Transaction Count: 15
						Total: 4,744.46

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Jeremy Tobias			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7066			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/2/2022	5/4/2022	Exxonmobil 97224224				96.09	
Gasoline for CEO's Agency Vehicle.							
2 5/10/2022	5/12/2022	Sheraton Inner Harbor				1,323.07	
Hotel Room Fee for Board Member Michelle Jara-Rangel for the National Head Start Association Conference in Baltimore, MD.							
3 5/11/2022	5/12/2022	Sparkling Image 203				59.99	
Car Wash / Detailing of CEO's Agency Vehicle.							
4 5/17/2022	5/19/2022	National Community Action				200.00	
Webinar Fee for Jeremy Tobias to attend "War on Poverty Workshop"							
5 5/18/2022	5/19/2022	Fastrak Violation Cent				7.00	
Purchase of 3 \$100 gasoline gift cards to give away at the Community Action Month event on Saturday, May 21. Additional fees charged were for Processing /Compliance and Shipping.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/18/2022	5/20/2022	Exxonmobil 97224224				87.91
Gasoline for CEO's agency vehicle.						
7 5/23/2022	5/24/2022	Community Action Partner				3,040.00
Registration Fees for NCAP Convention in New York. Attendees: J. Tobias, Board Members F.. Plan, M. Jimenez, and J. Mullings						
						Transaction Count: 7
						Total: 4,814.06

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Emilio Wagner			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7041			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/10/2022	5/11/2022	The Wcrc				595.00	
Registration for Laurie Sproule Workers Comp Conference Sept 2022							
2 5/14/2022	5/16/2022					0.20	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							
Other Debits Currency Conversion Fee							
3 5/14/2022	5/16/2022	Vosker Elite-Monthly				20.00	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							
4 5/14/2022	5/16/2022					0.20	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							
Other Debits Currency Conversion Fee							
5 5/14/2022	5/16/2022	Vosker Elite-Monthly				20.00	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/19/2022	5/19/2022	Microsoft#g010603786				499.83
Microsoft Azure - Software Support HS 6320-109/108-001-120-000-16-1-1						
7 5/20/2022	5/23/2022	Caesars Place Adv Rsvn				197.28
Lodging for Ryan Dozier Wipfli conference July 2022						
8 5/20/2022	5/23/2022	Mindbody				445.40
Premier Basic monthly charge and subscription fee for May 2022						
9 5/24/2022	5/25/2022	Wipfli				1,625.00
Wipfli registration for Ryan Dozier July 2022						
						Transaction Count: 9
						Total: 3,402.91

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	4/30/2022 - 5/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/11/2022	5/12/2022	The Flower Box				80.29
Flower sent to Stephanie Nerio for the loss of her father						
2 5/17/2022	5/18/2022	American Air				846.71
Flight for Tracy Webster for NCAP 2022 Conference New York, NY						
3 5/17/2022	5/18/2022	Community Action Partner				1,690.00
Registration Tracy Webster and Gabrielle Alexander for NCAP 2022 Conference in New York, NY						
						Transaction Count: 3
						Total: 2,617.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Rebecca Moreno			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-4956			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/3/2022	5/4/2022	Naeh				725.00	
Registration fee for Keith Jackson to attend the 2022 National Conference on Ending Homelessness in Washington DC.							
2 5/3/2022	5/4/2022	Af*elite Property Man.				35.00	
Rapid Re-Housing Application charge.							
3 5/3/2022	5/4/2022	Naeh				725.00	
Registration fee for Laurie Hughey to attend the 2022 National Conference on Ending Homelessness in Washington DC.							
4 5/3/2022	5/5/2022	Hilton Internationals				274.73	
Deposit for hotel for Rebecca Moreno for the National Alliance Annual Conference in Washington July 25-July 27.							
5 5/10/2022	5/11/2022	Allianz Travel Ins				109.85	
Travel insurance for Keith Jackson to attend the NAEH in Washington, DC.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/10/2022	5/11/2022	Allianz Travel Ins				109.85
Travel insurance for Joseph Aguilar to attend the NAEH in Washington, DC.						
7 5/10/2022	5/11/2022	Allianz Travel Ins				109.85
Travel Insurance for Laurie Hughey to attend the NAEH in Washington, DC.						
8 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Keith Jackson to attend the NAEH in Washington, DC.						
9 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Rebecca Moreno to attend the NAEH in Washington, DC.						
10 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Laurie Hughey to attend the NAEH in Washington, DC.						
11 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Joseph Aguilar to attend the NAEH in Washington, DC.						
12 5/11/2022	5/11/2022	Allianz Travel Ins				109.85
Travel insurance for Rebecca Moreno to attend the NAEH in Washington, DC.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/13/2022	5/16/2022	Hyatt Regency McCormick				809.99
Hotel for Rebecca Moreno to attend the Built for Zero Spring Learning Session in Chicago.						

Transaction Count: 13
Total: 8,737.96

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/3/2022	5/4/2022	Sq *bakersfield Cash Regi				64.63	
		Emergency purchase for Printer Ribbon.					
2 5/3/2022	5/4/2022	Target.Com				243.51	
		Purchase of toasters for Food Bank.					
3 5/3/2022	5/5/2022	Stinsons				54.14	
		Supplies for Central Kitchen.					
4 5/4/2022	5/5/2022	Walmart.Com Aa				191.45	
		Baby supplies					
5 5/4/2022	5/5/2022	Walmart.Com Aa				88.42	
		Baby supplies.					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/10/2022	5/11/2022	Wal-Mart #2557				91.30
Purchase of baby formula.						
7 5/10/2022	5/11/2022	Wal-Mart #2557				73.04
Purchase of baby formula.						
8 5/10/2022	5/11/2022	Wal-Mart #2557				118.52
Purchase of baby formula.						
9 5/10/2022	5/11/2022	Target 00013847				282.04
Purchase of baby formula.						
10 5/10/2022	5/11/2022	Wal-Mart #2557				203.16
Purchase of baby formula.						
11 5/10/2022	5/12/2022	Wal-Mart #2557				91.30
Purchase of baby formula.						
12 5/11/2022	5/12/2022	Walmart.Com Aa				61.49
Purchase Walmart.Com Aa						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/12/2022	5/13/2022	Usps Po 0504720502				580.00
Purchase of mail stamps for satellite offices.						
14 5/12/2022	5/13/2022	Wm Supercenter #1574				24.77
Supplies purchase - small ice chest for water.						
15 5/12/2022	5/13/2022	Smart And Final 344				103.90
Cleaning supplies.						
16 5/18/2022	5/19/2022	Ucsd Extension Web				735.00
On line Lactation Educator Counselor course for Jazmin Mendez.						
						Transaction Count: 16
						Total: 3,006.67

Employee Signature

Date

Authorized Approver Signature

Date

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023 (3 OF 12 MONTHS OR 25.0%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	289,266	13.2%	1,894,393
Head Start Subsidy	<u>377,301</u>	<u>287,533</u>	76.2%	<u>89,768</u>
Total Revenue	<u>2,560,960</u>	<u>576,798</u>	22.5%	<u>1,984,162</u>
Expenditures (Note B)				
Salaries	724,671	151,990	21.0%	572,681
Benefits	200,399	45,106	22.5%	155,293
Vehicle Gasoline, Repair/Maintenance	27,000	10,205	37.8%	16,795
Space Costs	121,700	13,485	11.1%	108,215
Supplies - Office & Food Service	92,500	38,196	41.3%	54,304
Consultant Services	-	3,500	Not budgeted	(3,500)
Equipment Repair/Maintenance & Lease	35,300	10,833	30.7%	24,467
Communication	14,000	4,389	31.3%	9,611
Risk Insurance	12,700	3,590	28.3%	9,110
Printing	1,000	52	5.2%	948
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,015,580</u>	<u>239,079</u>	23.5%	<u>776,501</u>
Sub Total	2,245,450	520,595	23.2%	1,724,855
Adult Meals Prepared	128,794	27,625	21.4%	101,169
Indirect	<u>186,716</u>	<u>28,579</u>	15.3%	<u>158,137</u>
Total Expenditures	<u>2,560,960</u>	<u>576,798</u>	22.5%	<u>1,984,162</u>

	Prior Period	May 2022	Cumulative
Total Meals Prepared and Vended (Note C)	137,039	62,878	199,917
Total Meals Claimed	<u>81,768</u>	<u>38,215</u>	<u>119,983</u>
Difference	55,271	24,663	79,934

Percentage Claimed to Prepared/Vended		60.8%	60.0%
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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 7/1/21 - 6/30/22 (10 OF 12 MONTHS = 83.3%)

Contract CMAP-1000	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	Total	%	% Earned to MRA
Provider Payments	\$ 571,122	\$ 754,613	\$ 807,201	\$ 806,954	\$ 861,543	\$ 1,465,384	\$ 982,019	\$ 1,042,161	\$ 1,077,503	\$ 1,136,859			\$ 9,505,357		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	-		
Net Provider Payments	\$ 571,122	\$ 754,613	\$ 807,201	\$ 806,954	\$ 861,543	\$ 1,465,384	\$ 982,019	\$ 1,042,161	\$ 1,077,503	\$ 1,136,859	\$ -	\$ -	\$ 9,505,357	84.78%	
Maximum Reimbursable Amount (MRA) for Provider Payments													22,736,992		41.81%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 571,122	\$ 754,613	\$ 807,201	\$ 806,954	\$ 861,543	\$ 1,465,384	\$ 982,019	\$ 1,042,161	\$ 1,077,503	\$ 1,136,859	\$ -	\$ -	\$ 9,505,357		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 21.2121%		
Revenue Earned	\$ 121,147	\$ 160,069	\$ 171,224	\$ 171,172	\$ 182,751	\$ 310,839	\$ 261,043	\$ 277,030	\$ 286,425	\$ 302,203	\$ -	\$ -	\$ 2,243,904		
Program Administration/Support Services Costs	80,960	78,427	77,608	76,768	80,969	104,121	79,020	150,416	22,022	90,894		-	841,205	7.50%	
Indirect (10% x MTDC) Costs	54,332	82,483	87,367	87,551	93,430	156,129	105,283	118,093	108,788	121,545		-	1,015,000	7.72%	
Transfer Indirect to CSBG	-	-	-	-	(150,000)	-	-	-	-	-		-	(150,000)		
Total Operating Costs	\$ 135,292	\$ 160,909	\$ 164,975	\$ 164,319	\$ 24,399	\$ 260,250	\$ 184,302	\$ 268,509	\$ 130,810	\$ 212,440	\$ -	\$ -	1,706,205	15.22%	
Revenue Earned Over/(Under) Costs	\$ (14,145)	\$ (840)	\$ 6,249	\$ 6,853	\$ 158,352	\$ 50,589	\$ 76,741	\$ 8,522	\$ 155,616	\$ 89,763	\$ -	\$ -	537,699		
TOTAL COSTS - NET OF FAMILY FEES	\$ 706,415	\$ 915,522	\$ 972,176	\$ 971,272	\$ 885,942	\$ 1,725,634	\$ 1,166,321	\$ 1,310,670	\$ 1,208,313	\$ 1,349,298	\$ -	\$ -	11,211,562	100.00%	

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

Provider payments	9,505,357
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>2,016,286</u>

Note 2: The maximum reimbursable amount per the 2021/22 State contract is as follows:

Provider Payments	22,736,992	82.50%
Administration	4,133,998	15.00%
Support Services	<u>689,000</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>27,559,990</u>	<u>100.00%</u>

Note 3: Increase to contract was received December 2021. Unused contract amount will be rolled into FY 2022-23. Administrative rate was also changed in January.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2021/22 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/21 - 6/30/22 (11 OF 12 MONTHS = 91.7%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CTTR-0052)														
Adjusted Days of Enrollment - Certified	4,482	4,818	4,932	4,992	4,693	5,360	5,016	4,775	6,100	5,430	5,768		56,366	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 231,039	\$ 248,345	\$ 254,265	\$ 257,347	\$ 241,937	\$ 265,511	\$ 248,473	\$ 236,558	\$ 302,218	\$ 269,013	\$ 285,724	\$ -	\$ 2,840,429	80.35%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%	98.14%	98.99%	99.04%	98.33%	98.49%	98.51%	98.45%	97.97%	98.36%	98.96%			98.57%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
CALIFORNIA STATE PRESCHOOL (CSP-0126)														
Adjusted Days of Enrollment - Certified	2,937	2,997	4,507	5,811	5,515	6,143	7,575	7,494	8,984	7,691	7,855		67,510	
Reimbursement Rate per Child per Day	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	X \$1.87	
Revenue Earned	\$ 152,344	\$ 155,435	\$ 233,776	\$ 301,418	\$ 286,057	\$ 306,239	\$ 377,614	\$ 373,588	\$ 447,859	\$ 383,404	\$ 391,594	\$ -	\$ 3,409,330	74.48%
Maximum Reimbursable Amount (MRA)													\$4,577,394	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.27%	99.21%	98.50%	98.83%	98.76%	97.71%	98.58%	98.78%	98.20%	96.78%	98.07%			98.23%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	93	84	96	87	62	121	115	114	158	211	238		1,378	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 4,807	\$ 4,307	\$ 4,927	\$ 4,480	\$ 3,196	\$ 6,212	\$ 5,913	\$ 5,894	\$ 8,137	\$ 10,446	\$ 11,796	\$ -	\$ 70,115	26.69%
Maximum Reimbursable Amount (MRA)													\$262,661	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	98.73%	98.21%	95.96%	100.00%	100.00%	98.55%	98.94%	99.52%			99.09%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	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 2021/22 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2021/22 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/21 - 6/30/22 (11 OF 12 MONTHS = 91.7%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	1,751	1,856	1,817	1,870	1,537	1,498	1,156	972	1,439	1,431	1,507		16,832	
Reimbursement Rate per Child per Day	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	
Revenue Earned	\$ 80,580	\$ 85,430	\$ 83,641	\$ 86,058	\$ 70,726	\$ 68,950	\$ 53,193	\$ 44,725	\$ 66,236	\$ 65,859	\$ 69,390	\$ -	\$ 774,788	27.16%
Maximum Reimbursable Amount (MRA)													\$2,852,203	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.60%	99.91%	100.00%	98.73%	99.67%	98.22%	97.74%	98.91%	96.29%	97.91%	99.25%			98.83%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%

1

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 2021/22 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO

Month/Year: May-2022

Program/Work Unit: Not Applicable

Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	May-2022		Year to Date 03/1/22 -05/31/22	
Description	Number	Amount		Amount
Bank Deposits	13	1,462,224	51	10,654,466
Wire Deposits	19	3,603,818	39	5,272,213
Head Start/IRS Drawdowns	5	1,710,104	15	11,276,974
Vendor Checks Issued	838	3,538,175	2,704	17,504,217
Payroll Disbursed		2,911,092		8,843,585
Grant Reports Prepared	35		109	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
Commodity Supplemental Food Prog				
County of Kern - 211				
CMAP Fiscal Report & Caseload				
CSBG Cares				
CSBG Discretionary				
CSBG 2022				
DAP				
DOE 2020				
Differential Response				
ESG CARES Act Homeless				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Housing for the Harvest				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
WIC				

Total Division Staffing 21 positions + 2 Vacancies

CFO	Accounting Technician (4)
Director of Finance	Accounting Specialist
Finance Administrator	AP Supervisor (1)
Payroll/HRIS Manager	Fiscal Technician (2)
Accounting Administrator	Payroll Specialists (3)
Accounting Administrator - Energy	Position Control Specialist (1)
Accountant (2)	Administrative Assistant to CFO
Accountant II (2)	

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2022

ASSETS

Cash in Bank	7,377,972
Cash - Vacation Reserve	986,470
Petty Cash	-
Accounts Receivable	8,324,646
Travel Advance	6,231
Prepaid Expense	542,407
Inventory	948,718
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	<u>11,019,230</u>

Total Assets 30,223,015

LIABILITIES AND NET ASSETS

Accounts Payable	6,079,373
Accrued Expenses	3,351,181
Accrued Vacation	1,667,283
Line of Credit	-
Note Payable	1,083,367
Advance Payable	1,958,305
Deferred Revenue	<u>-</u>

Total Liabilities 14,139,508

Total Net Assets 16,083,506

Total Liabilities and Net Assets 30,223,014

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE

Grant Revenue	86,118,477
Donations	30,609,662
Other Revenue	7,488,585
In-Kind	<u>228,840</u>

Total Revenue 124,445,564

EXPENDITURES

Salaries	37,586,473
Benefits	10,065,343
Travel	433,818
Space Costs	13,225,743
Supplies	3,302,863
Consultant/Contract Services	3,799,202
Other Costs	3,534,631
Program Costs	43,973,326
Capital Expenditures	143,633
Indirect	6,944,890
In-Kind	<u>228,840</u>

Total Expenditures 123,238,761

Net Change in Assets 1,206,803

Net Assets, beginning 14,876,703

Net Assets, ending 16,083,506

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF MAY 31, 2022

ASSETS

Cash in Bank	9,063,575
Cash - Vacation Reserve	993,830
Petty Cash	-
Accounts Receivable	52,072,569
Travel Advance	13,006
Prepaid Expense	938,143
Inventory	962,737
Net Fixed Assets - Unrestricted	933,488
Net Fixed Assets - Restricted	<u>10,776,196</u>

Total Assets 75,753,545

LIABILITIES AND NET ASSETS

Accounts Payable	1,263,915
Accrued Expenses	340,443
Accrued Vacation	993,149
Line of Credit	-
Note Payable	1,000,324
Advance Payable	1,954,555
Deferred Revenue	<u>55,363,214</u>

Total Liabilities 60,915,600

Total Net Assets 14,837,946

Total Liabilities and Net Assets 75,753,545

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO MAY 31, 2022

REVENUE

Grant Revenue	16,679,935
Donations	90,508
Other Revenue	1,521,586
In-Kind	<u>1,888,907</u>

Total Revenue 20,180,936

EXPENDITURES

Salaries	7,320,793
Benefits	2,125,088
Travel	120,399
Space Costs	2,890,692
Supplies	646,678
Consultant/Contract Services	906,496
Other Costs	867,711
Program Costs	2,736,663
Capital Expenditures	610,776
Indirect	1,312,293
In-Kind	<u>1,888,907</u>

Total Expenditures 21,426,497

Net Change in Assets (1,245,561)

Net Assets, beginning 16,083,506

Net Assets, ending 14,837,946

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	37,727,868	6,949,944	30,777,924	18%
BENEFITS	11,009,824	1,983,527	9,026,297	18%
TRAVEL	727,474	119,926	607,548	16%
SPACE COST	5,727,140	3,301,361	2,425,779	58%
SUPPLIES	2,691,424	604,429	2,086,995	22%
EQUIPMENT	424,960	866,482	(441,522)	204%
CONSULTANT/CONTRACT SERVICES	3,857,964	714,941	3,143,023	19%
OTHER COSTS	3,041,837	749,432	2,292,405	25%
PROGRAM COSTS	10,871,083	2,765,477	8,105,606	25%
INDIRECT	7,327,503	1,470,242	5,857,261	20%
TOTAL	83,407,077	19,525,762	63,881,315	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	5,283,318	22,167,946	19%
BENEFITS	8,315,926	1,525,154	6,790,772	18%
TRAVEL	492,583	60,974	431,609	12%
SPACE COST	3,853,218	1,577,168	2,276,050	41%
SUPPLIES	2,144,635	439,895	1,704,740	21%
EQUIPMENT	100,000	127,853	(27,853)	128%
CONSULTANT/CONTRACT SERVICES	1,369,385	135,551	1,233,834	10%
OTHER COSTS	1,130,700	294,853	835,847	26%
PROGRAM COSTS	7,769,839	2,257,290	5,512,549	29%
INDIRECT	5,213,450	1,080,308	4,133,142	21%
TOTAL	57,841,000	12,782,365	45,058,635	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	634,574	3,576,417	15%
BENEFITS	1,260,035	185,262	1,074,773	15%
TRAVEL	91,246	14,340	76,906	16%
SPACE COST	733,567	1,482,548	(748,981)	202%
SUPPLIES	211,553	76,908	134,645	36%
EQUIPMENT	324,960	553,597	(228,637)	170%
CONSULTANT/CONTRACT SERVICES	563,961	63,184	500,777	11%
OTHER COSTS	378,585	118,642	259,943	31%
PROGRAM COSTS	1,436,167	360,295	1,075,872	25%
INDIRECT	765,412	129,462	635,950	17%
TOTAL	9,976,477	3,618,811	6,357,666	36%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,455,112	270,929	2,184,183	11%
BENEFITS	492,168	77,843	414,325	16%
TRAVEL	70,654	12,322	58,332	17%
SPACE COST	268,841	46,230	222,611	17%
SUPPLIES	102,364	28,130	74,234	27%
EQUIPMENT	-	51,295	(51,295)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,418,932	304,997	1,113,935	21%
OTHER COSTS	1,024,951	179,531	845,420	18%
PROGRAM COSTS	651,718	65,674	586,044	10%
INDIRECT	648,242	95,828	552,414	15%
TOTAL	7,132,982	1,132,779	6,000,203	16%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,496,047	562,728	1,933,319	23%
BENEFITS	647,834	137,921	509,913	21%
TRAVEL	27,313	8,529	18,784	31%
SPACE COST	683,601	143,019	540,582	21%
SUPPLIES	165,624	55,779	109,845	34%
EQUIPMENT	-	133,738	(133,738)	Not budgeted
CONSULTANT/CONTRACT SERVICES	467,936	152,935	315,001	33%
OTHER COSTS	396,781	144,686	252,095	36%
PROGRAM COSTS	915,456	82,218	833,238	9%
INDIRECT	501,398	126,746	374,652	25%
TOTAL	6,301,990	1,548,299	4,753,691	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	198,394	792,460	20%
BENEFITS	267,905	57,347	210,558	21%
TRAVEL	23,578	23,761	(183)	101%
SPACE COST	182,213	52,397	129,816	29%
SUPPLIES	52,498	3,709	48,789	7%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,750	1,771	979	64%
OTHER COSTS	54,510	8,010	46,500	15%
PROGRAM COSTS	97,903	-	97,903	0%
INDIRECT	170,659	31,988	138,671	19%
TOTAL	1,842,870	377,377	1,465,493	20%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	-	123,600	0%
BENEFITS	25,956	-	25,956	0%
TRAVEL	22,100	-	22,100	0%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	14,750	8	14,742	0%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	56,502	(21,502)	161%
OTHER COSTS	56,310	3,710	52,600	7%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	5,910	22,432	21%
TOTAL	311,758	66,131	245,627	21%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 05/31/22 (3 OF 12 MONTHS = 25.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,327,503	\$ 1,470,242	20.1%	\$ 5,857,261
Expenditures				
Salaries	4,017,002	757,660	18.9%	3,259,342
Benefits @ 23.6% actual	<u>927,480</u>	<u>176,453</u>	<u>19.0%</u>	<u>751,027</u>
Total Personnel Costs	4,944,482	934,113	18.9%	4,010,369
Operating Costs				
Travel	67,900	11,734	17.3%	56,166
Space Costs	215,700	40,230	18.7%	175,470
Supplies	252,500	53,232	21.1%	199,268
Consultant/Contract	891,000	215,187	24.2%	675,813
Other Operating Costs	<u>474,125</u>	<u>147,509</u>	<u>31.1%</u>	<u>326,616</u>
Total Operating Costs	1,901,225	467,892	24.6%	1,433,333
Total Expenditures	<u>\$ 6,845,707</u>	<u>\$ 1,402,005</u>	<u>20.5%</u>	<u>\$ 5,443,702</u>
Excess (Deficit) Indirect Revenue	<u>\$ 481,796</u>	<u>\$ 68,237</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,285,046	\$ 267,459	20.8%	\$ 1,017,587
Operations	2,272,794	492,974	21.7%	1,779,820
Executive	1,276,004	242,018	19.0%	1,033,986
Program Administration	130,000	30,418	23.4%	99,582
Finance	<u>1,881,863</u>	<u>369,136</u>	<u>19.6%</u>	<u>1,512,727</u>
	<u>\$ 6,845,707</u>	<u>\$ 1,402,005</u>	<u>20.5%</u>	<u>\$ 5,443,702</u>

Prepared Date: 5/11/2022