COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
August 14, 2019
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Janea Benton	*Guadalupe Perez*
Jimmie Childress	*Ana Vigil*

3. **Approval of Agenda**

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

5. **New Business**

   a. Application Status Report and Funding Requests – Sheila Shegos, Outreach & Grant Administrator – ***Action Item (p. 3-12)***
      1. First 5 Kern for 211 Help Me Grow Program
      2. First 5 Kern for 211 Information & Referral Program
      3. First 5 Kern for East Kern Family Resource Center School Readiness Initiative & Case Management Program
      4. National Science Foundation for 21st STEM Initiative Program at Shafter Youth Center & Friendship House Community Center
      5. Northrop Grumman Foundation for 21st STEM Initiative Program at Shafter Youth Center and Friendship House Community Center
      6. Target Distribution Center for Museum on the Move Program for Shafter Youth Center
      7. United Way of Kern / Emergency Food & Shelter, Phase 36 for Food Procurement and Distribution

   b. Head Start and Early Head Start Budget to Actual Reports – Donna Holland, Fiscal Administrator – ***Info Item***
      1. Kern Head Start Budget to Actual for the Period Ended June 30, 2019 ***(p. 13-15)***
      2. Kern Early Head Start Budget to Actual for the Period Ended June 30, 2019 ***(p. 16-18)***
      3. Kern Head Start and Early Head Start Budget to Actual for the Period Ended July 31, 2019 ***(p. 19-25)***
      4. San Joaquin Early Head Start Budget to Actual for the Period Ended July 31, 2019 (***p. 26-29)***
      5. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended July 31, 2019 ***(p. 30-32)***
      6. Early Head Start Expansion Budget to Actual for the period Ended July 31, 2019 ***(p. 33-34)***

   c. Finance Staffing Changes – Tracy Webster, Chief Financial Officer – ***Action Item (p. 35-51)***

6. **Chief Financial Officer Report**

   a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – ***Info Item (p. 52)***

   b. Financial Statements, July 2019 Tracy Webster, Chief Financial Officer - ***Action Item (p. 53-116)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

   Budget & Finance Committee Meeting
   Wednesday, September 18, 2019
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on August 9, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - June & July 2019

Approved Date	Submission Date	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	$ 657,770
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	$ 225,000
5/29/2019	5/13/2019	US Bank	Small Business Initiative	$ 20,000
5/29/2019	**6/11/2019**	**US DHHS - ACF - Family Strengthening**	**EKFRC Center for Hope (3 years)**	**$ 2,500,000**
5/29/2019	**6/24/2019**	**Wells Fargo**	**VITA Your Money Your Goals Financial Empowerment**	**$ 50,000**
TBD	**7/26/2019**	**Walmart**	**Food Bank C-Train**	**$ 5,000**
TBD	**7/26/2019**	**Walmart**	**FHCC STEM Labs**	**$ 5,000**
TBD	**7/26/2019**	**Walmart**	**CDD Small Business Initiative**	**$ 5,000**
TBD	**7/30/2019**	**First 5 Kern**	**EKFRC School Readiness & Case Management**	**$ 808,863**
TBD	**7/30/2019**	**First 5 Kern**	**2-1-1 Kern Help Me Grow**	**$ 892,242**
TBD	**7/30/2019**	**First 5 Kern**	**2-1-1 Kern Information & Refferal Familes with Children 0-5**	**$ 726,970**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED -June & July 2019

Approved Date	Notification Date	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West	Small Business Initiative - 2nd Year Funding	$25,000	$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	$110,000	$ 101,490	1/1/2019-9/30/2020
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	$268,371	$ 236,838	7/1/2019-6/31/2020
4/24/2019	5/14/2019	Virginia and Alfred Harrel Foundation	Food Bank Truck	$35,000	$ 35,000	
3/27/2019	5/22/2019	Kern Family Health Care	EKFRC Emergency Closeet	$2,000	$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	SYC Museum on the Move	$2,000	$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	FHCC Museum on the Move	$2,000	$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	211/KCHC Hearing Bags for Homeless	$2,000	$ 2,000	6/1/2019-5/31/2019
11/5/2018	5/23/2019	California Coastal Commission-Whale Tail	Youth Centers Ocean Education and Trip	$8,000	$ 8,000	6/1/2019-5/31/2019
3/27/2019	5/26/2019	Borax Visitors Center Foundation	EKFRC Health Link	$4,000	$ 3,000	6/1/2019-5/31/2019
4/24/2019	**6/6/2019**	**Kern County Dept. of Human Services**	**FHCC/SYC Youth Mentoring**	**$ 158,400**	**$ 70,000**	**7/1/2019-6/30/2019**
TBD	**6/28/2019**	**Target**	**SYC Museum on the Move**	**$ 2,000**	**$ 2,000**	**7/1/19-12/31/19**
TBD	**7/17/2019**	**United Way Kern County Phase 36**	**Food Bank General Operating Support**	**$ 175,000**	**$ 79,598**	**10/1/2019-9/30/2020**
TBD	**7/17/2019**	**Stater Bros-Harvesting Hope**	**Food Bank General Operating Support**	**$ 15,000**	**$ 5,000**	**8/1/2019-12/31/2019**
				Total Awards	**$ 573,926**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - June & July 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	$15,000
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	$25,000
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	$458,293
1/23/2019	2/26/2019	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFRC, SYC, FHCC	$1,800,000
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRC, FHCC, &SYC	$158,400
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	$249,420
1/30/2019	4/22/2019	Bank of the Sierra	STEM for the Youth Centers	$5,000
2/27/2019	**No Response**	**Union Bank**	**FHCC/SYC STEM**	**$ 25,000**
3/27/2019	**6/6/2019**	**Bank of America**	**Food Bank Expansion Project**	**$ 50,000**
10/31/2018	**6/21/2019**	**Kern County CDBG**	**Food Bank Expansion Project**	**$ 458,293**
2/27/2019	**7/10/2019**	**California Coastal Conservancy**	**FHCC/SYC Explore the Coast**	**$ 13,558**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: 211 Kern Help-Me-Grow
Funder Name: First 5 Kern
Grant Program Name: 211 Kern
Funding Period: 07/01/2020-6/30/2025
CFDA # N/A

Division Director: Pritika Ram
Program Manager: Irene Fonseca (Interim)

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

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

CAPK's 211 Kern is requesting $892,242 (5 years of funding) from First 5 Kern to continue providing the Help-Me-Grow Developmental Delay Screening and Referral program. The program will use the 2-1-1 Kern information and referral system to provide timely and effective access to early identification and intervention of developmental delays, behavioral issues, and autism spectrum disorder in Kern County children ages 0 – 5 years.

Care coordinators will use the Ages and Stages Questionnaire (ASQ) to determine if a child may have developmental issues. The care coordinator will make referrals for children who are indicated as needing further evaluation and/or services and will provide case management and support families in accessing services. The Community Liaison will provide community outreach and education to increase awareness of the importance of early screenings; build relationships with other agencies/organizations and health care providers/pediatricians; and build a coalition of stakeholders to further support early intervention efforts.

B. *Use of Funds:*

The requested funds will be used to cover personnel costs; program supplies; staff mileage; and cost allocations for 2-1-1 office space, data systems, and 2-1-1 Call Center software.

C. *Approvals:*

1. _____
Division Director Date

2. Pritika 7/17/19
Director of Community Development Date

3. 7/22/19
Chief Financial Officer Date

4. 7/23/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: 2-1-1 Kern County Information & Referral
Funder Name: First 5 Kern
Grant Program Name: 2-1-1 Kern County
Funding Period: 07/01/2020 – 06/30/2025
CFDA # N/A

Division Director: Pritika Ram
Program Manager: Irene Fonseca (Interim)
☐ ***New Funding***
☒ ***Re-Application***

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

CAPK's 2-1-1 Kern Information and Referral Helpline is requesting $726,970 (5 years of funding) from First 5 Kern. Funding will help support 2-1-1 Kern County's information and referral services to (1) assist families with uninsured children ages 0-5 to identify/enroll in health insurance programs; (2) assist families with children 0-5 find a dental home for pediatric dental services; and (3) connect pregnant women to prenatal service providers and Family Resource Centers.

B. *Use of Funds:*

The requested funds will be used for staff salaries and benefits, mileage, program expenses and cost allocations for the 2-1-1 office space, data systems, and 2-1-1 call center software.

C. *Approvals:*

1. _____
Division Director Date

2. Prithi 7/17/19
Director of Planning, Research & Dev. Date

3. Tracy Webster 7/22/19
Chief Financial Officer Date

4. _____ 7/23/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: EKFRC School Readiness Initiative & Case Management
Funder Name: First 5 Kern
Grant Program Name: EKFRC
Funding Period: 07/01/2020-6/30/2025

CFDA # N/A
Division Director: Carmen Segovia
Program Manager: Whitney Hughes

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

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

CAPK's East Kern Family Resource Center (EKFRC) is requesting $808,863, (5 years of funding) from First 5 Kern to continue providing the EKFRC School Readiness Initiative & Case Management program to families residing in Boron, California City, North Edwards, Mojave, Rosamond, and Tehachapi. Due to the geographic isolation and many socio-economically disadvantaged families who reside in this area, there is a high need for the early childhood education and family support opportunities provided by the EKFRC.

The School Readiness Initiative & Case Management program prepares children to enter kindergarten and strengthens families through the School Readiness Initiative (center- and home-based services), Summer Bridge Program, Family Case Management, Parenting Education that meets court-mandated requirements, East Kern Collaborative, and team articulation meetings.

B. *Use of Funds:*

The requested funds will be used to cover personnel costs; cost allocations for space costs including utilities; program supplies; and staff mileage.

C. *Approvals:*

1. Carmen Segovia 7/17/19
Division Director Date

2. [signature] 7/17/19
Director of Community Development Date

3. Stacy Webster 7/22/19
Chief Financial Officer Date

4. [signature] 7/23/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: ____

☐PRE Presentation Date: ____

☐B&F Approval Date: ____

☐Board Approval Date: ____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: 21st STEM Initiative
Funder Name: National Science Foundation
Grant Program Name: SYC & FHCC STEM
Funding Period: 1/1/2020 – 12/31/2021
CFDA #: *N/A*

Division Director: Carmen Segovia

Program Manager: Lois Hannibal, Angelica Nelson

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

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

CAPK's Shafter Youth Center and Friendship House is applying to the National Science Foundation for funding for 2 years of up to $25,000. The funding will provide for a robust Science, Technology, Engineering and Math (STEM) Program emphasizing STEM teacher support and enhancing critical and strategic problem solving abilities to STEM related problems in small class settings. The goal of the grant is to provide a comprehensive STEM program support for teachers and students through educational, internship and workforce professional development to school districts and low-income youths.

The grant will provide youths from 5 -15 years of age with STEM exposure and another cohort of youths ages 16 -18 for internship training and possible opportunities for entry level STEM placement with local STEM companies. STEM area partners have been contacted for possible collaborations to facilitate the mentoring and internship networking process for low-income youths as well as provide job placement opportunities.

B. *Use of Funds:*

$25,000 is being requested to fund a Program Educator, purchase STEM supplies and provide for two field trips to two STEM industries (robotic and engineering) located in Bakersfield.

C. *Approvals:*

1. Carmen Segovia 7/23/19
Division Director Date

2. 7/23/19
Director of Community Development Date

3. 7/23/19
Chief Financial Officer Date

4. 7/24/19.
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: 21st STEM Initiative
Funder Name: Northrop Grumman Foundation
Grant Program Name: SYC & FHCC STEM
Funding Period: 1/1/2020 – 12/31/2021
CFDA #: *N/A*

Division Director: Carmen Segovia

Program Manager: Lois Hannibal, Angelica Nelson

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

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

CAPK's Shafter Youth Center and Friendship House is applying to the Northrop Grumman Foundation for funding for 2 years of up to $25,000. The funding will provide for a robust Science, Technology, Engineering and Math (STEM) Program emphasizing engineering, space technology and chemical science. The goal of the grant is to provide a comprehensive STEM program support for students through educational, internship and workforce professional development to school districts and low-income youths.

The grant will provide youths from 5 -15 years of age with STEM exposure and another cohort of youths ages 16 -18 for internship training and possible opportunities for entry level STEM placement with local STEM companies. STEM area partners have been contacted for possible collaborations to facilitate the mentoring and internship networking process for low-income youths as well as provide job placement opportunities.

B. *Use of Funds:*

$25,000 is being requested to fund a Program Educator, purchase STEM supplies and provide for two field trips to two STEM industries (aerospace and engineering) located in Bakersfield.

C. *Approvals:*

1. Carmen Segovia 7/23/19
Division Director Date

2. 7/23/19
Director of Community Development Date

3. 7/23/19
Chief Financial Officer Date

4. 7/24/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: ____
☐PRE Presentation Date: ____
☐B&F Approval Date: ____
☐Board Approval Date: ____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: Museum on the Move
Funder Name: Target Distribution Center
Grant Program Name: Shafter Youth Center
Funding Period: 10/1/2019-9/30/2020
CFDA-N/A

Division Director: Ralph Martinez

Program Manager: Angelica Nelson

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

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

CAPK is applying for $2,000 from the Target Distribution Center to provide 30 low-income disadvantaged children ages 6-18 at the Shafter Youth Center (SYC) with art education. The Bakersfield Museum of Art (BMOA) "Museum on the Move" program is a hands-on enrichment program that brings fine arts to culturally isolated areas throughout Kern County. SYC participants will learn the fundamentals of drawing, painting, and sculpting, as well as facts about influential artists and art history. The program will provide students with positive avenues for self-exploration and expression and encourage them to look at themselves, their heritage, and their environment in new ways. Up to 17 classes will be provided to SYC participants in a time span of 8 weeks.

B. *Use of Funds:*

The requested funds will be used for BMOA to provide the teachers and all art supplies for the classes. Also included are mileage costs for the teachers to travel from Bakersfield to SYC.

C. *Approvals:*

1. _____
Division Director Date

2. _____ 6-26-19
Director of Community Development Date

3. _____ 6/28/19
Chief Financial Officer Date

4. _____ 6/28/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal

Project Name: Food Procurement and Distribution

Funder Name: United Way of Kern County/
FEMA: Emergency Food & Shelter- Phase 36

Grant Program Name: CAPK Food Bank

Funding Period: 8/1/2019 – 3/31/2020

CFDA #: TBD

Division Director: Carmen Segovia

Program Manager: Jaime Orona

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

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

CAPK'S Food Bank is requesting up to $175,000 from United Way of Kern County Emergency Food and Shelter Program (EFSP-Phase 36) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis and resulting food insecurity. The EFSP is funded by the Federal Emergency Management Agency (FEMA), and a 12-member Local Board distributes the appropriate funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrators for EFSP funds for the Local Board. CAPK is requesting up to $175,000 to be applied towards the procurement of food and fresh produce.

B. *Use of Funds:*

The $175,000 requested will be applied towards the procurement of food and fresh produce and general operating support for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

C. *Approvals:*

1. Carmen Segovia 7/23/19
Division Director Date

2. 7/23/19
Director of Planning, Research & Dev. Date

3. 7/23/19
Director of Finance Date

4. 7/24/19
Executive Director Date

D. *Board:*

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

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

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

Date: August 14, 2019

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

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2019 through June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

Base Funds
Overall expenditures are currently at 100% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

Training & Technical Assistance Funds
Overall expenditures are at 98% of the budget.

Carryover
Unexpended funds carried over from the prior year were fully expended to reduce the debt on the Pete H. Parra facility.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 152% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2019 - June 30, 2019
Report Period: March 1, 2019 - June 30, 2019
Month 4 of 4 (100%)

Prepared 08/08/2019

HEAD START

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	3,616,944	3,558,405	58,539	98%	2%
FRINGE BENEFITS	1,197,281	1,086,835	110,446	91%	9%
TRAVEL	1,667	9,962	(8,295)	598%	-498%
SUPPLIES	303,163	561,325	(258,162)	185%	-85%
CONTRACTUAL	32,134	72,009	(39,875)	224%	-124%
OTHER	1,272,043	1,108,267	163,776	87%	13%
INDIRECT	620,467	643,619	(23,152)	104%	-4%
TOTAL BASE FUNDING	**7,043,699**	**7,040,423**	**3,276**	**100%**	**0%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	15,315	24,905	(9,590)	163%	-63%
SUPPLIES	6,947	8,361	(1,414)	120%	-20%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	40,965	9,297	82%	18%
INDIRECT	7,551	7,423	128	98%	2%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**83,056**	**81,654**	**1,402**	**98%**	**2%**

CARRYOVER

OTHER	161,576	161,576	0	100%	0%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**161,576**	**161,576**	**0**	**100%**	**0%**

GRAND TOTAL HS FEDERAL FUNDS	**7,126,755**	**7,283,653**	**4,678**	**102%**	**-2%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

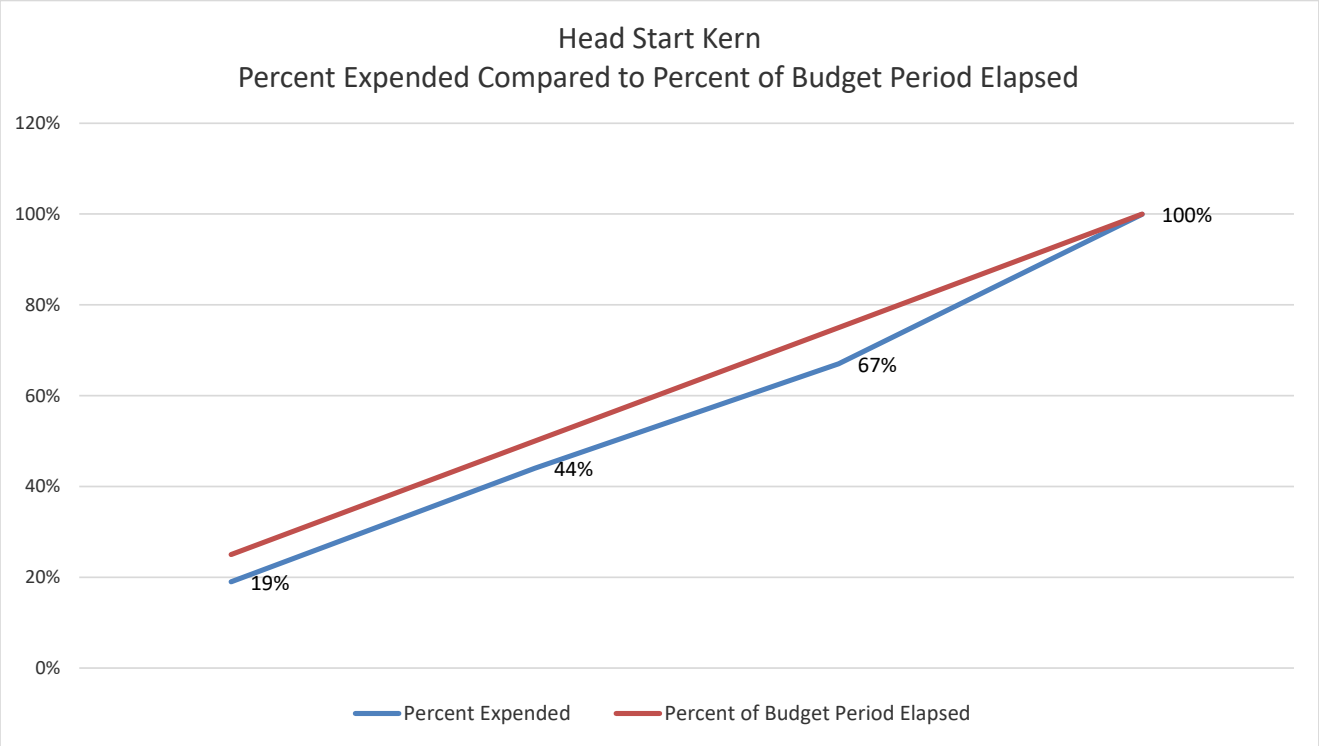
SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
IN-KIND	660,015	1,413,592	(753,577)	214%	-114%
CALIF DEPT OF ED	1,476,898	1,844,893	(367,995)	125%	-25%
TOTAL NON-FEDERAL	**2,136,913**	**3,258,485**	**(1,121,572)**	**152%**	**-52%**

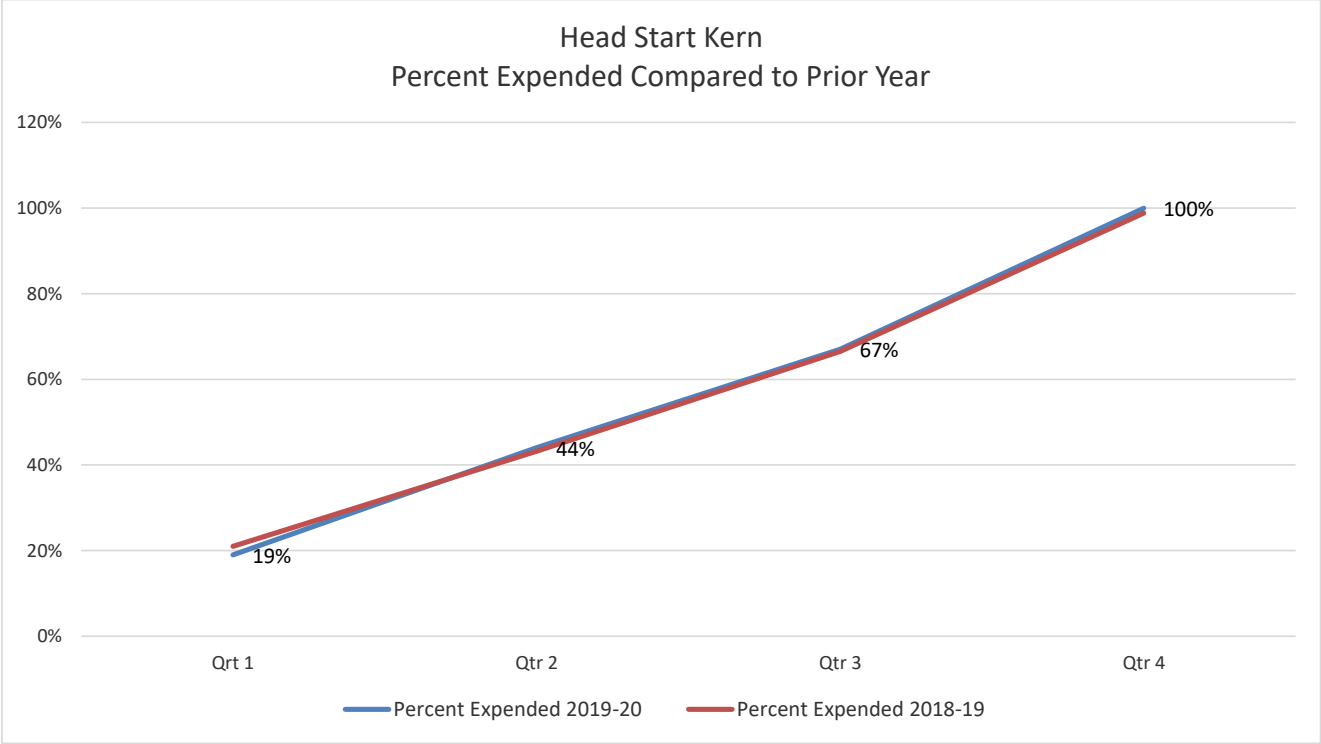
Budget reflects Notice of Award **#09CH9142-06-02** (adjusted for Child Care Food Subsidy).

Award was prorated for ***four months (03/01/2019 - 06/30/2019).***

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

Administrative Cost for HS and EHS Kern **9.9%**


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
19%
44%
67%
100%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
19%
44%
67%
100%
Qrt 1
Qtr 2
Qtr 3
Qtr 4
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

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

Date: August 14, 2019

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

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2019 through June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

Base Funds
Overall expenditures are currently at 95% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

Training & Technical Assistance Funds
Overall expenditures are at 99% of the budget.

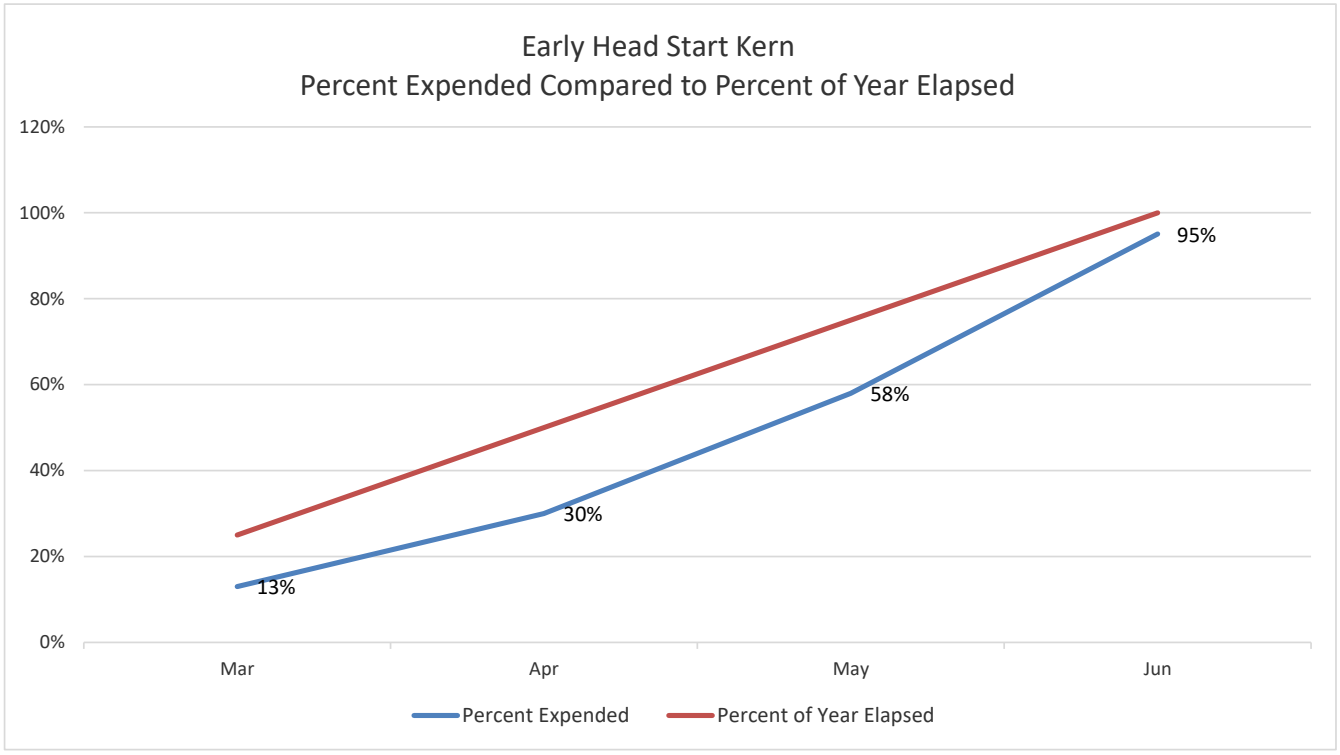
Carryover
Unexpended funds carried over from the prior year were fully expended to reduce the debt on the Pete H. Parra facility.

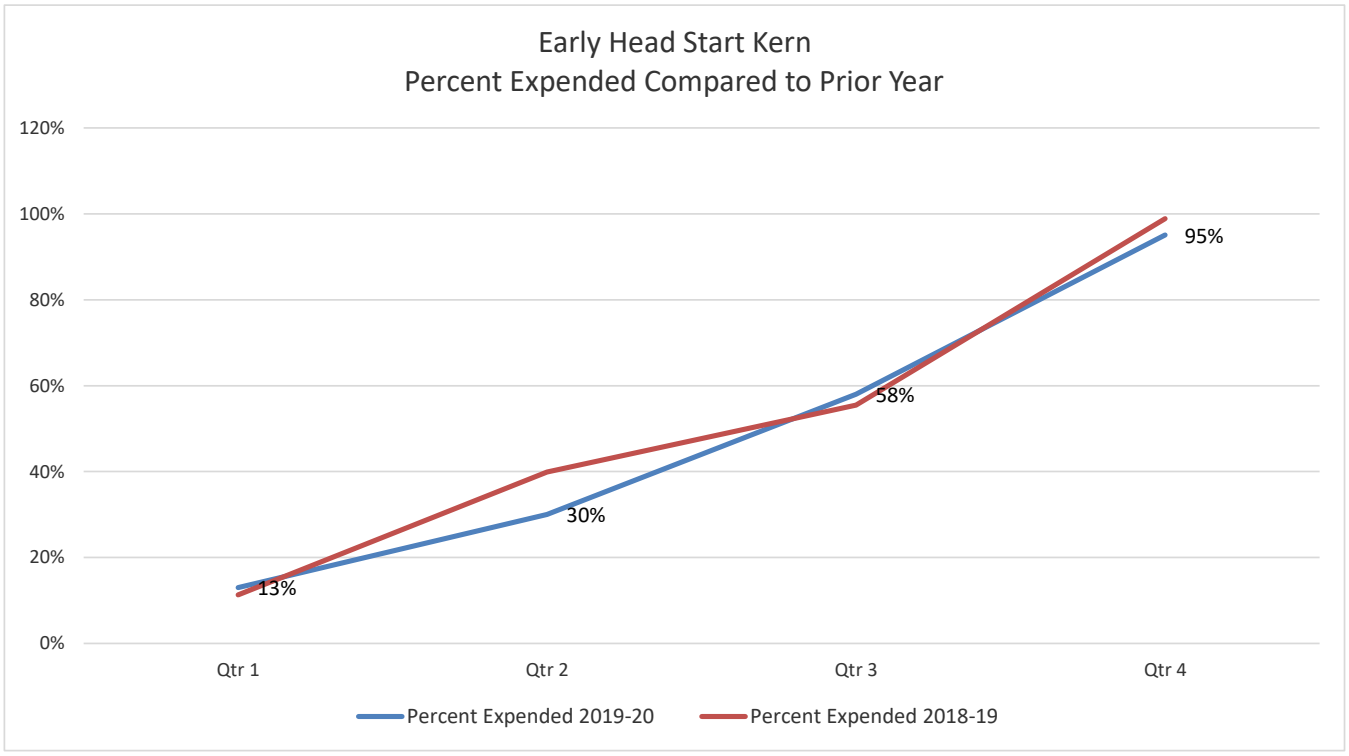
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2019 - June 30, 2019
Report Period: March 1, 2019 - June 30, 2019
Month 4 of 4 (100%)

Prepared 08/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	759,152	581,662	177,490	77%	23%
FRINGE BENEFITS	247,368	186,412	60,956	75%	25%
TRAVEL	0	1,622	(1,622)		
SUPPLIES	86,795	69,222	17,573	80%	20%
CONTRACTUAL	5,809	21,362	(15,553)	368%	-268%
OTHER	164,915	337,157	(172,242)	204%	-104%
INDIRECT	124,518	122,788	1,730	99%	1%
TOTAL BASE FUNDING	**1,388,557**	**1,320,225**	**68,332**	**95%**	**5%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	11,777	4,054	7,723	34%	66%
SUPPLIES	1,340	3,721	(2,381)	278%	-178%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	21,439	(6,380)	142%	-42%
INDIRECT	2,940	2,921	19	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**32,335**	**32,136**	**199**	**99%**	**1%**
CARRYOVER					
OTHER	48,566	48,566	0	100%	0%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**48,566**	**48,566**	**0**	**100%**	**0%**
GRAND TOTAL EHS FEDERAL FUNDS	**1,469,458**	**1,400,927**	**68,531**	**95%**	**5%**

Budget reflects Notice of Award **#09CH9142-06-02** (adjusted for Child Care Food Subsidy).
Award was prorated for ***four months (03/01/2019 - 06/30/2019)*** *pending outcome of the Designated Renewal System.*
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Mar
Apr
May
Jun
13%
30%
58%
95%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
Qtr 1
Qtr 2
Qtr 3
Qtr 4
13%
30%
58%
95%
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended July 31, 2019 – **Info Item**

Date: August 14, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through July 31, 2019. One month (13%) of the eight-month budget period has elapsed.

Base Funds
Overall expenditures are at 5% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds
Overall expenditures are at 5% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 7% of the budget.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately, but no expenses have been recorded for the month of July.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended July 31, 2019 – **Info Item**

Date: August 14, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through July 31, 2019. One month (13%) of the eight-month budget period has elapsed.

Base Funds
Overall expenditures are at 3% of the budget, which is slightly less than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds
Overall expenditures are at 5% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately, but no expenses have been recorded for the month of July.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - July 31, 2019
Month 1 of 8 (13%)

Prepared 08/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,160,963	104,433	6,056,530	2%	98%
FRINGE BENEFITS	2,113,158	227,719	1,885,439	11%	89%
TRAVEL	0	393	(393)		
EQUIPMENT	0	0	0		
SUPPLIES	478,360	28,155	450,205	6%	94%
CONTRACTUAL	51,529	2,622	48,907	5%	95%
CONSTRUCTION	0	0	0		
OTHER	1,703,978	210,908	1,493,070	12%	88%
INDIRECT	1,012,615	57,423	955,192	6%	94%
TOTAL BASE FUNDING	**11,520,603**	**631,654**	**10,888,949**	**5%**	**95%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	2,376	1,077	1,299	45%	55%
SUPPLIES	17,206	481	16,725	3%	97%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	82,389	3,345	79,044	4%	96%
INDIRECT	10,763	490	10,273	5%	95%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**118,391**	**5,393**	**112,998**	**5%**	**95%**

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	0	0		
TOTAL CARRYOVER	**1,812,348**	**0**	**1,812,348**	**0%**	**100%**
GRAND TOTAL HS FEDERAL FUNDS	**13,451,342**	**637,047**	**12,814,295**	**5%**	**95%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,062,035	37,051	1,024,984	3%	97%
CALIF DEPT OF ED	3,211,489	243,625	2,967,864	8%	92%
TOTAL NON-FEDERAL	**4,273,524**	**280,676**	**3,992,848**	**7%**	**93%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.
Administrative Cost for HS and EHS Kern **11.6%**

Agency-Wide Credit Card Report

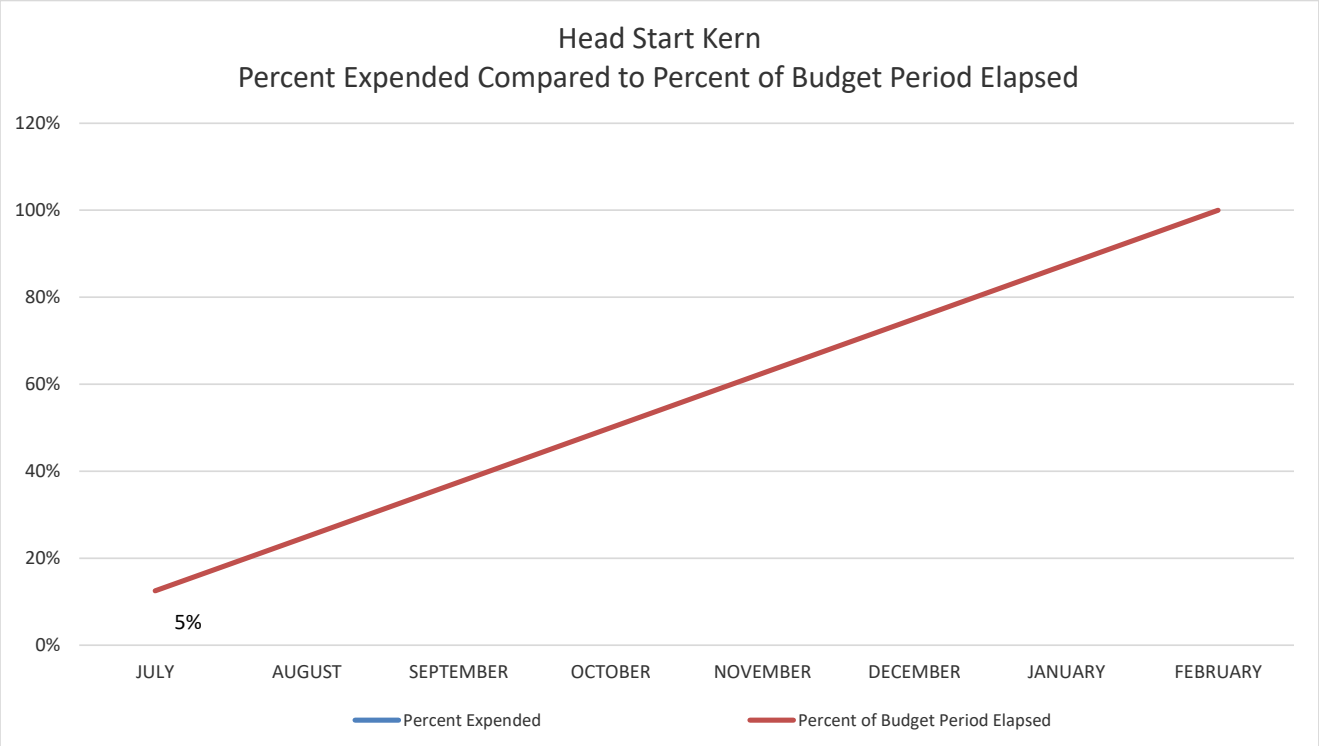
	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	20,826				**20,826**	7/21/2019
Lowe's	15,996				**15,996**	7/25/2019
Smart & Final	275				**275**	8/1/2019
Save Mart	2,004				**2,004**	7/28/2019
Chevron & Texaco Business Card	7,484				**7,484**	8/6/2019
Home Depot	3,523				**3,523**	8/5/2019
	50,109	**0**	**0**	**0**	**50,108**	

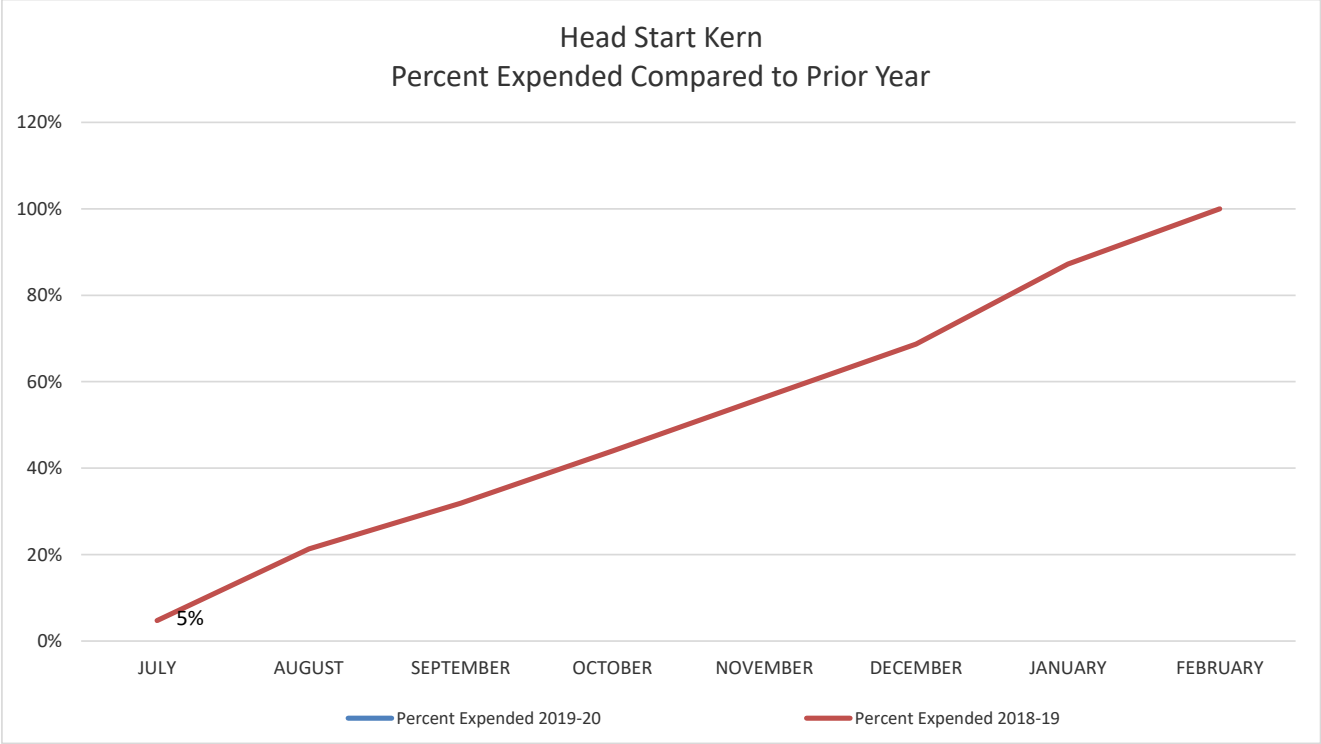
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - July 31, 2019
Month 1 of 8 (13%)

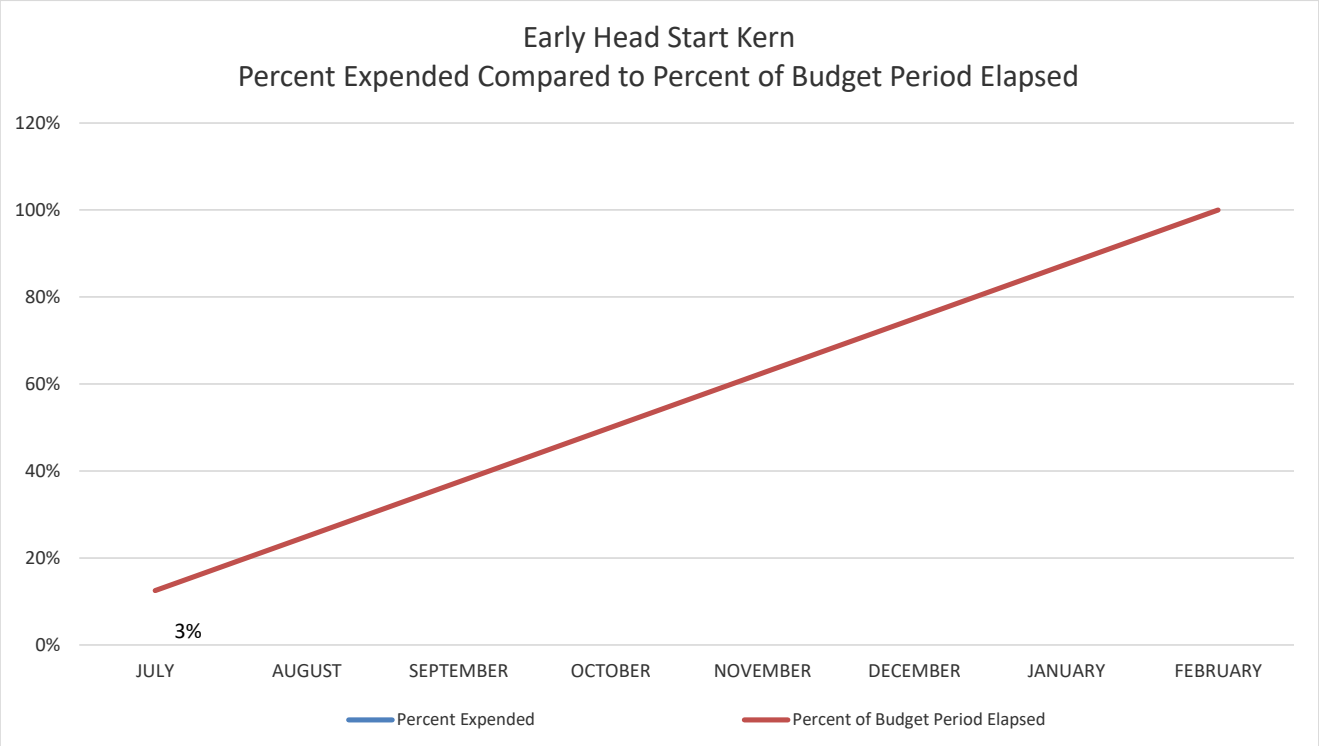
Prepared 08/08/2019

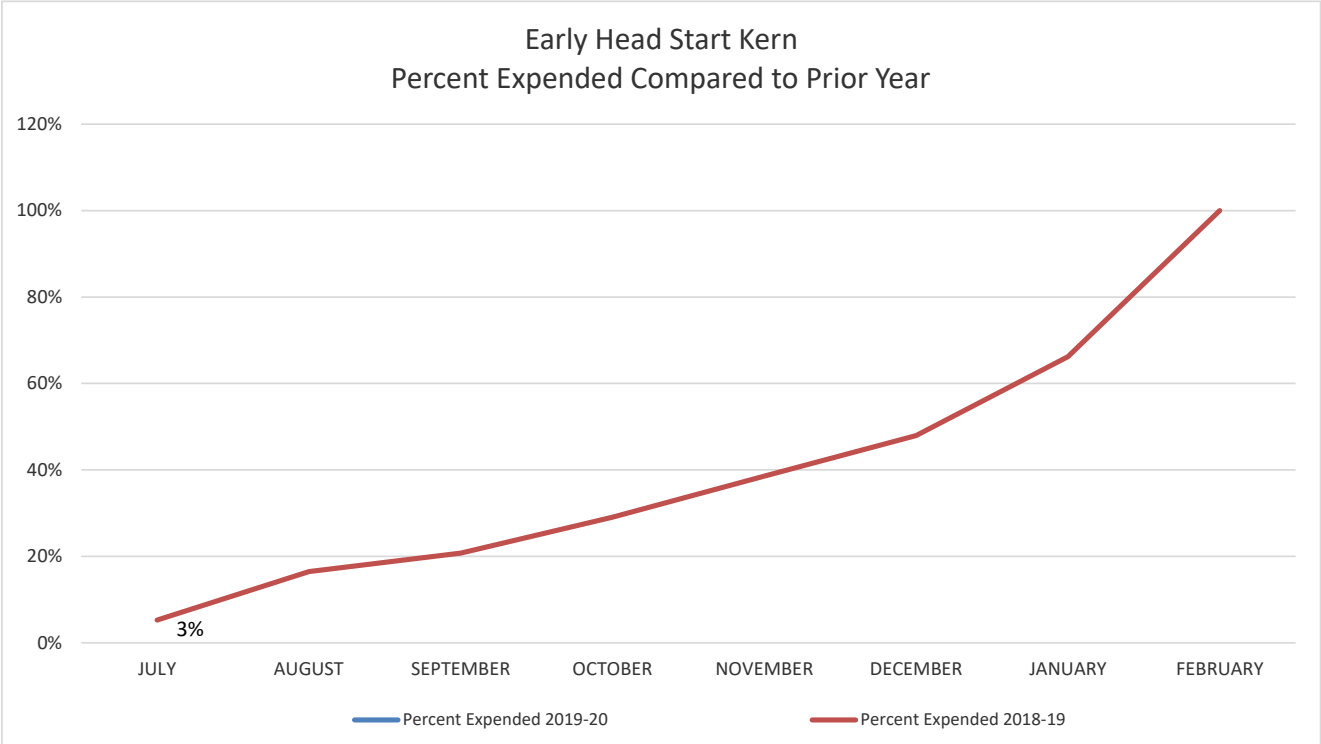
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	3,290,313	46,346	3,243,967	1%	99%
FRINGE BENEFITS	1,173,251	43,685	1,129,566	4%	96%
TRAVEL	0	86	(86)		
EQUIPMENT	0	0	0		
SUPPLIES	267,240	12,468	254,772	5%	95%
CONTRACTUAL	17,923	426	17,497	2%	98%
CONSTRUCTION	0	0	0		
OTHER	456,628	76,274	380,354	17%	83%
INDIRECT	513,644	17,928	495,716	3%	97%
TOTAL BASE FUNDING	**5,718,999**	**197,213**	**5,521,786**	**3%**	**97%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	24,205	482	23,723	2%	98%
SUPPLIES	3,319	97	3,222	3%	97%
CONTRACTUAL	5,793	0	5,793	0%	100%
OTHER	68,856	4,347	64,509	6%	94%
INDIRECT	10,217	493	9,724	5%	95%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**112,390**	**5,419**	**106,971**	**5%**	**95%**
START-UP					
SUPPLIES	349,500	0	349,500	0%	100%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	0	295,325	0%	100%
TOTAL CARRYOVER	**2,137,252**	**0**	**2,137,252**	**0%**	**100%**
GRAND TOTAL EHS FEDERAL FUNDS	**7,968,641**	**202,632**	**7,766,009**	**3%**	**97%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
5%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
5%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended 2019-20
Percent Expended 2018-19


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
3%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
3%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended 2019-20
Percent Expended 2018-19

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: July 1, 2019 through February 28, 2020
Report for period ending July 31, 2019 (Month 1 of 8)

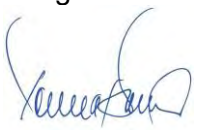
Percent of year elapsed: 13%

LOCATION	Enroll-ment	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alicante	20	1,832	1,832	14,889	12%
Shafter EHS	26	2,276	2,276	19,356	12%
Harvey L. Hall	156	13,404	13,404	116,136	12%
Sterling	124	7,943	7,943	92,313	9%
Primeros Pasos	80	4,041	4,041	59,557	7%
San Diego Street	40	1,851	1,851	29,779	6%
Pete H. Parra	128	5,667	5,667	95,291	6%
Home Base	124	37	37	46,157	0%
Alberta Dillard	80	0	0	59,557	0%
Broadway	40	0	0	29,779	0%
California City	34	0	0	25,312	0%
Cleo Foran	23	0	0	17,123	0%
Delano	76	0	0	56,579	0%
East California	56	0	0	41,690	0%
Fairfax	40	0	0	29,779	0%
Fairview	40	0	0	29,779	0%
Heritage	40	0	0	29,779	0%
Lamont	40	0	0	29,779	0%
Martha J. Morgan	44	0	0	32,756	0%
McFarland	20	0	0	14,889	0%
Mojave	20	0	0	14,889	0%
Oasis	57	0	0	42,434	0%
Planz	20	0	0	14,889	0%
Rosamond	80	0	0	59,557	0%
Seibert	40	0	0	29,779	0%
Shafter HS	20	0	0	14,889	0%
Sunrise Villa	20	0	0	14,889	0%
Taft	66	0	0	49,135	0%
Tehachapi	34	0	0	25,312	0%
Vineland	20	0	0	14,889	0%
Virginia	40	0	0	29,779	0%
Wesley	60	0	0	44,668	0%
Willow	55	0	0	40,946	0%
Administrative Services		0	0	0	NA
Program Services		0	0	26,302	0%
Policy Council and RPC		0	0	27,093	0%
SUBTOTAL IN-KIND	**1,763**	**37,051**	**37,051**	**1,319,728**	**3%**
State General Child Care*		149,110	149,110	1,181,518	13%
State Preschool*		80,213	80,213	1,654,126	5%
State Migrant Child Care*		14,301	14,301	118,152	12%
SUBTOTAL CA DEPT of ED		**243,625**	**243,625**	**2,953,796**	**8%**
GRAND TOTAL		**280,676**	**280,676**	**4,273,524**	**7%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended July 31, 2019 – Info Item

Date: August 14, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through July 31, 2019. Six months (50%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 41% of the budget, which is on trend compared to last year at this time. Because services did not take place during the month of June, expenses in salaries and fringe benefits were lower.

Training & Technical Assistance Funds
Overall expenditures are at 56% of the budget. Combined personnel and fringe benefits expenses are at 49% of the budget.

Non-Federal Share
Non-Federal share is at 38% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

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

Report Period: February 1, 2019 - July 31, 2019

Month 6 of 12 (50%)

Prepared 08/08/2019

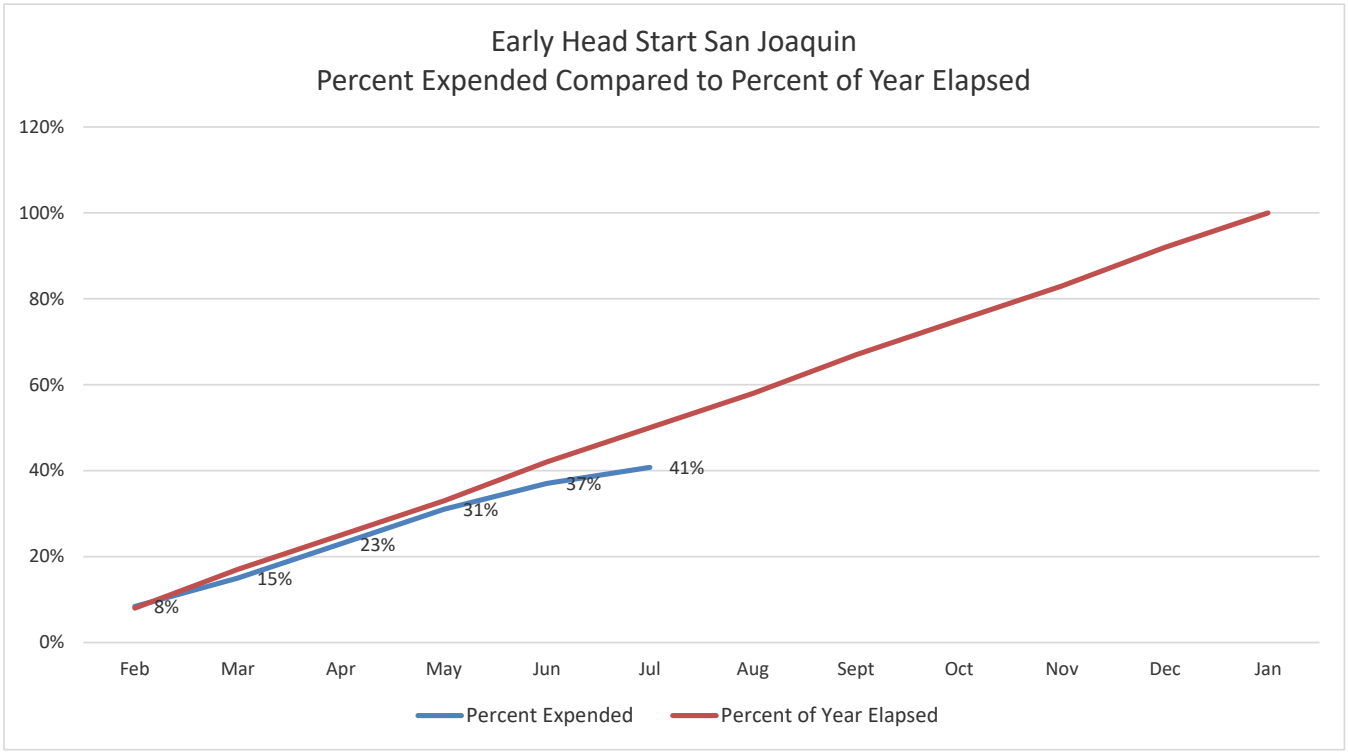
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	1,254,079	1,860,853	40%	60%
FRINGE BENEFITS	923,567	386,273	537,294	42%	58%
TRAVEL	20,232	10,342	9,890	51%	49%
SUPPLIES	140,925	64,629	76,296	46%	54%
CONTRACTUAL	12,078	3,720	8,358	31%	69%
OTHER	600,638	244,471	356,167	41%	59%
INDIRECT	456,781	184,774	272,007	40%	60%
TOTAL	**5,269,153**	**2,148,288**	**3,120,865**	**41%**	**59%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	39,312	12,170	27,142	31%	69%
FRINGE BENEFITS	11,534	7,693	3,841	67%	33%
TRAVEL	15,673	9,798	5,875	63%	37%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	3,930	(430)	112%	-12%
OTHER	30,423	26,997	3,426	89%	11%
INDIRECT	10,833	6,059	4,774	56%	44%
TOTAL	**119,175**	**66,647**	**52,528**	**56%**	**44%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**2,214,935**	**3,173,393**	**41%**	**59%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	513,159	833,924	38%	62%
TOTAL NON-FEDERAL FUNDS	**1,347,083**	**513,159**	**833,924**	**38%**	**62%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	2.6%
Total Administrative Cost	**9.6%**

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

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
8%
15%
23%
31%
37%
41%
Feb
Mar
Apr
May
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Jul
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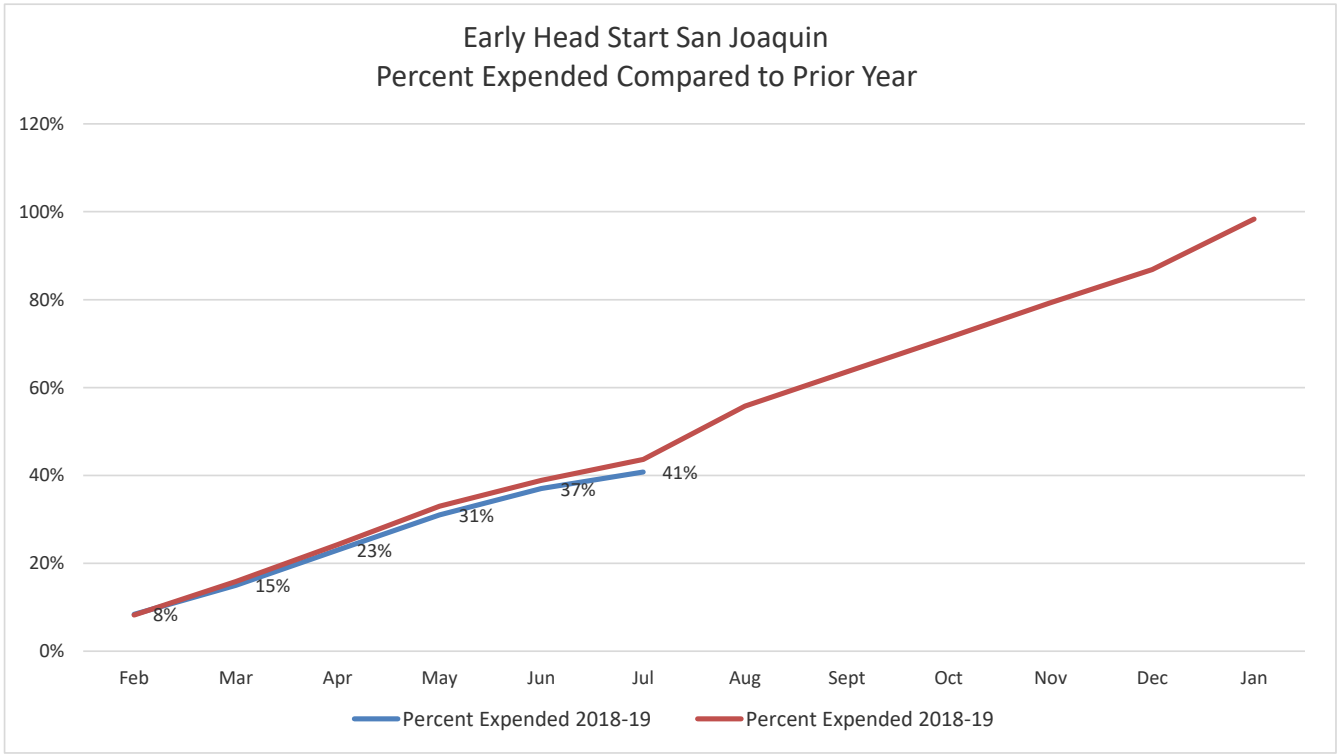
Sept
Oct
Nov
Dec
Jan
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
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31%
37%
41%
Feb
Mar
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Jul
Aug
Sept
Oct
Nov
Dec
Jan
Percent Expended 2018-19
Percent Expended 2018-19

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending July 31, 2019 (Month 6 of 12)

Percent of year elapsed: 50%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	16,320	16,251	14,825	0	0	59,545	97,040	61%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	0	0	17,939	33,271	54%
Walnut	24	11,221	13,005	12,635	10,174	0	0	47,035	133,083	35%
Home Base - Stockton	90	18,088	24,844	20,408	18,358	0	0	81,698	249,531	33%
Lodi UCC	30	11,372	11,887	12,830	10,884	6,914	0	53,887	166,354	32%
Kennedy	16	7,180	5,402	7,181	4,740	1,591	0	26,094	88,722	29%
Chrisman	30	12,312	16,785	11,548	6,606	0	0	47,251	166,354	28%
California Street	24	9,349	9,973	9,716	7,545	0	0	36,583	133,083	27%
St. Mary's	16	5,144	6,702	5,927	4,858	0	0	22,630	88,722	26%
Marci Massei	24	5,173	6,050	6,373	4,616	2,227	0	24,439	133,083	18%
Home Base - Tracy	12	0	0	1,689	2,025	0	0	3,714	33,271	11%
Administrative Services		251	1,678	0	0	0	0	1,928	0	
Program Services		11,721	11,575	18,421	30,923	8,655	8,655	89,949	21,858	412%
Policy Council		57	187	0	175	48	0	467	2,713	17%
SUBTOTAL IN-KIND	**313**	**107,189**	**129,878**	**127,024**	**120,980**	**19,434**	**8,655**	**513,159**	**1,347,083**	**38%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended July 31, 2019 – **Info Item**

Date: August 14, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through July 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 91% of the budget. Expenses in the Personnel, Fringe and Supplies categories are higher than expected, but will be balanced by expending less in the remaining categories.

Training & Technical Assistance (T&TA)

Overall expenditures are at 68% of the budget.

Non-Federal Share

Non-Federal share is at 132% of the budget.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: September 1, 2018 - August 31, 2019
Report Period: September 1, 2018 - July 31, 2019
Month 11 of 12 (92%)

Prepared 08/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	135,797	(5,715)	104%	-4%
FRINGE BENEFITS	33,248	44,922	(11,674)	135%	-35%
SUPPLIES	1,750	1,900	(150)	109%	-9%
CONTRACTUAL	462,028	391,022	71,006	85%	15%
OTHER	17,395	13,255	4,140	76%	24%
INDIRECT	64,398	58,342	6,056	91%	9%
TOTAL BASE	**708,901**	**645,238**	**63,663**	**91%**	**9%**

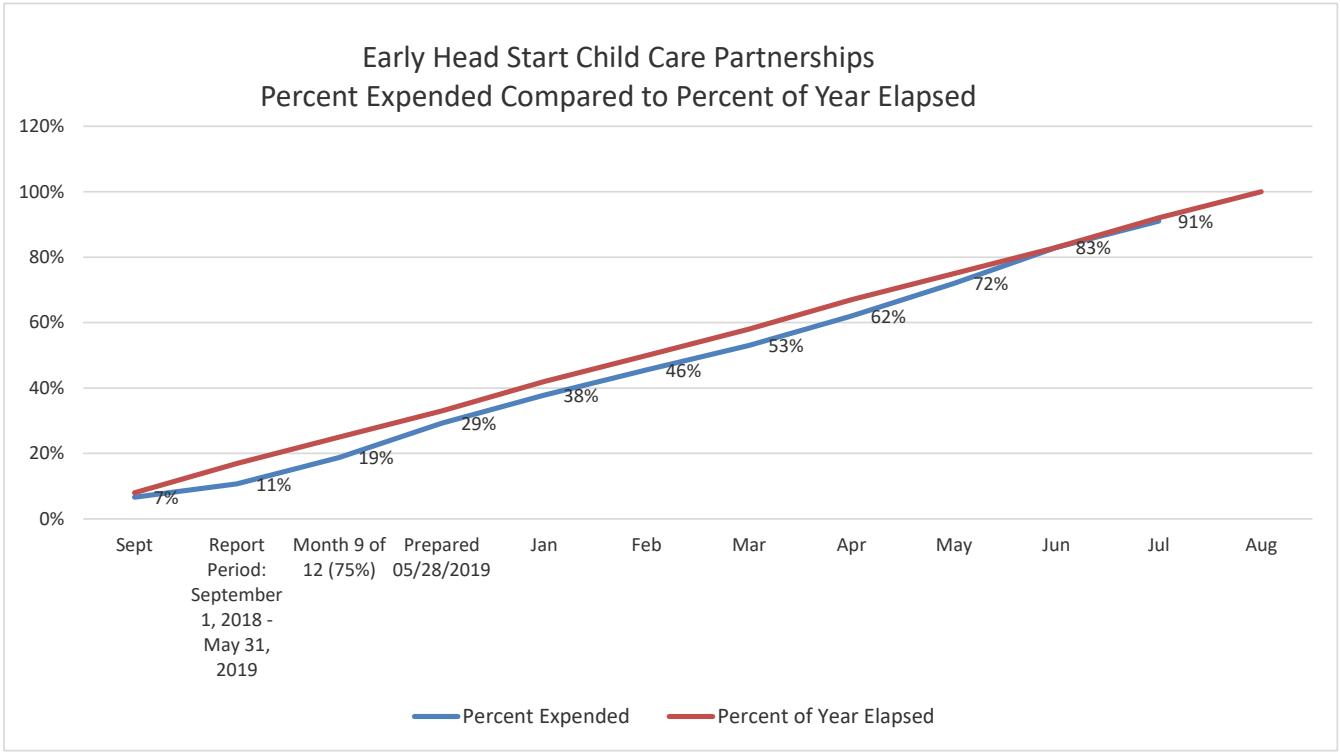
TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	2,413	2,881	46%	54%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	8,033	(1,560)	124%	-24%
INDIRECT	1,527	1,045	482	68%	32%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**11,490**	**5,310**	**68%**	**32%**
GRAND TOTAL FEDERAL FUNDS	**725,701**	**656,728**	**68,973**	**90%**	**10%**

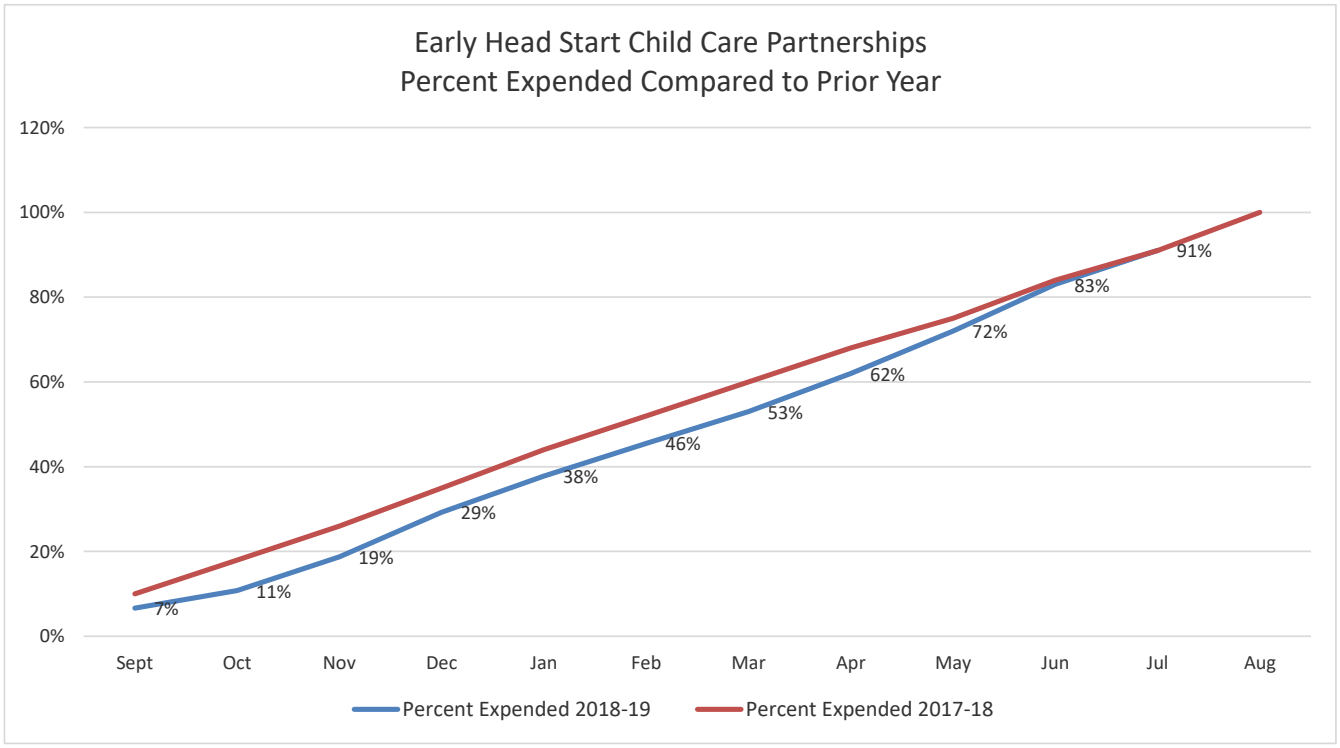
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	239,211	(57,786)	132%	-32%
TOTAL NON-FEDERAL FUNDS	**181,425**	**239,211**	**(57,786)**	**132%**	**-32%**

Centralized Administrative Cost	6.6%
Program Administrative Cost	1.5%
Total Administrative Cost	**8.1%**

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

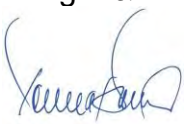
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.


Early Head Start Child Care Partnerships
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
7%
11%
19%
29%
38%
46%
53%
62%
72%
83%
91%
Sept
Report Period: September 1, 2018 - May 31, 2019
Month 9 of 12 (75%)
Prepared 05/28/2019
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Percent Expended
Percent of Year Elapsed


Early Head Start Child Care Partnerships
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
7%
11%
19%
29%
38%
46%
53%
62%
72%
83%
91%
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Percent Expended 2018-19
Percent Expended 2017-18

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Expansion
Budget to Actual Report for the Period Ended July 31, 2019 – **Info Item**

Date: August 14, 2019

At the end of November 2018, CAPK submitted an application to compete for Early Head Start center based and child care partnerships expansion funds. On March 27, 2019, CAPK was awarded the full amount requested in its application. The award will expand center-based services by 24 slots (3 classrooms), and child care partnerships slots by 72.

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

Start-up activities for center-based services: The lease of the center for these services ("Jewett Center") has been executed. Renovations and licensing of three classrooms will begin shortly.

Start-up activities for child care partnerships: CAPK issued a Request for Proposal to solicit potential partners, for which one proposal was received. Contract negotiations are in progress to serve 42 children. CAPK will reissue the Request for Proposal to solicit additional partners for the remaining 30 slots.

The following are highlights of the Early Head Start Expansion Budget to Actual Report for the period March 1, 2019 through June 31, 2019. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 1% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 3% of the budget.

Start Up
Overall expenditures are at 1% of the budget.

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

Community Action Partnership of Kern
Early Head Start Expansion
Budget to Actual Report
Budget Period: March 1, 2019 - February 29, 2020
Report Period: March 1, 2019 - July 31, 2019
Month 5 of 12 (42%)

Prepared 08/06/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	541,287	8,388	532,899	2%	98%
FRINGE BENEFITS	170,225	2,074	168,151	1%	99%
SUPPLIES	45,780	0	45,780	0%	100%
CONTRACTUAL	540,975	0	540,975	0%	100%
OTHER	141,458	0	141,458	0%	100%
INDIRECT	135,664	305	135,359	0%	100%
TOTAL BASE FUNDING	**1,575,389**	**10,767**	**1,564,622**	**1%**	**99%**
TRAINING & TECHNICAL ASSISTANCE					
SUPPLIES	12,885	0	12,885	0%	100%
OTHER	22,920	79	22,841	0%	100%
INDIRECT	3,580	961	2,619	27%	73%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**39,385**	**1,175**	**38,210**	**3%**	**97%**
START UP					
SUPPLIES	258,000	3,414	254,586	1%	99%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	0	45,455	0%	100%
TOTAL START UP	**500,000**	**3,414**	**496,586**	**1%**	**99%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,114,774**	**15,356**	**2,099,418**	**1%**	**99%**

EARLY HEAD START EXPANSION NON-FEDERAL SHARE

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

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

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: August 14, 2019

RE: *Agenda Item #5c:* Finance Staffing Changes – **Action Item**

The Finance Division proposes several staffing changes to resolve reporting issues. First, the Accounting Technicians job descriptions have been updated to reflect their actual duties. Subsequently, this resulted in their positions being re-pointed by Human Resources from a Grade 6 to a Grade 8. This re-pointing correlated with market data we retrieved from similar agencies and the Bureau of Labor Statistics for our geographic area. The change in grade and job description correlates with industry standards for like positions. This will not result in automatic pay increases for the affected employees. Their existing wage will fall within the new wage scale.

In addition, currently our payroll staff spend annually close to $10,000 in overtime to process payroll. Our proposal is to eliminate the Accounting Clerk position and reclassify it to an Accounting Technician. This position will assist Payroll 50% and Accounts Payable 50%. This change will allow payroll to satisfy statutory deadlines without the need for overtime work.

Subsequently, we will be adding the position of Administrative Assistant to the Director. This position will assume many of the tasks held by the Accounting Clerk plus provide additional administrative support to the Chief Financial Officer and the Finance Division as a whole. We hope to consolidate the clerical component of agency travel to this position.

In addition, we have strategically created Staff Accountant Specialists who are responsible for specific tasks and programs that work alongside program managers to assist with close monitoring. We would like to change the Finance Manager to be paid 50% by Head Start and 50% by Indirect. Currently they are paid 100% by Indirect which leaves room to add another Staff Accountant who will be paid 50% by Snap-Ed and 50% by Indirect. The new Accountant will assume the nutrition services contracts of Snap-Ed and WIC.

Finally, we are proposing to move the Head Start Fiscal staff to join the Finance Division to streamline our processes. The change will shift the responsibility of the budget to actual reporting

from the program to the Finance Manager. This will align the financial reporting to be all within the Finance Division.

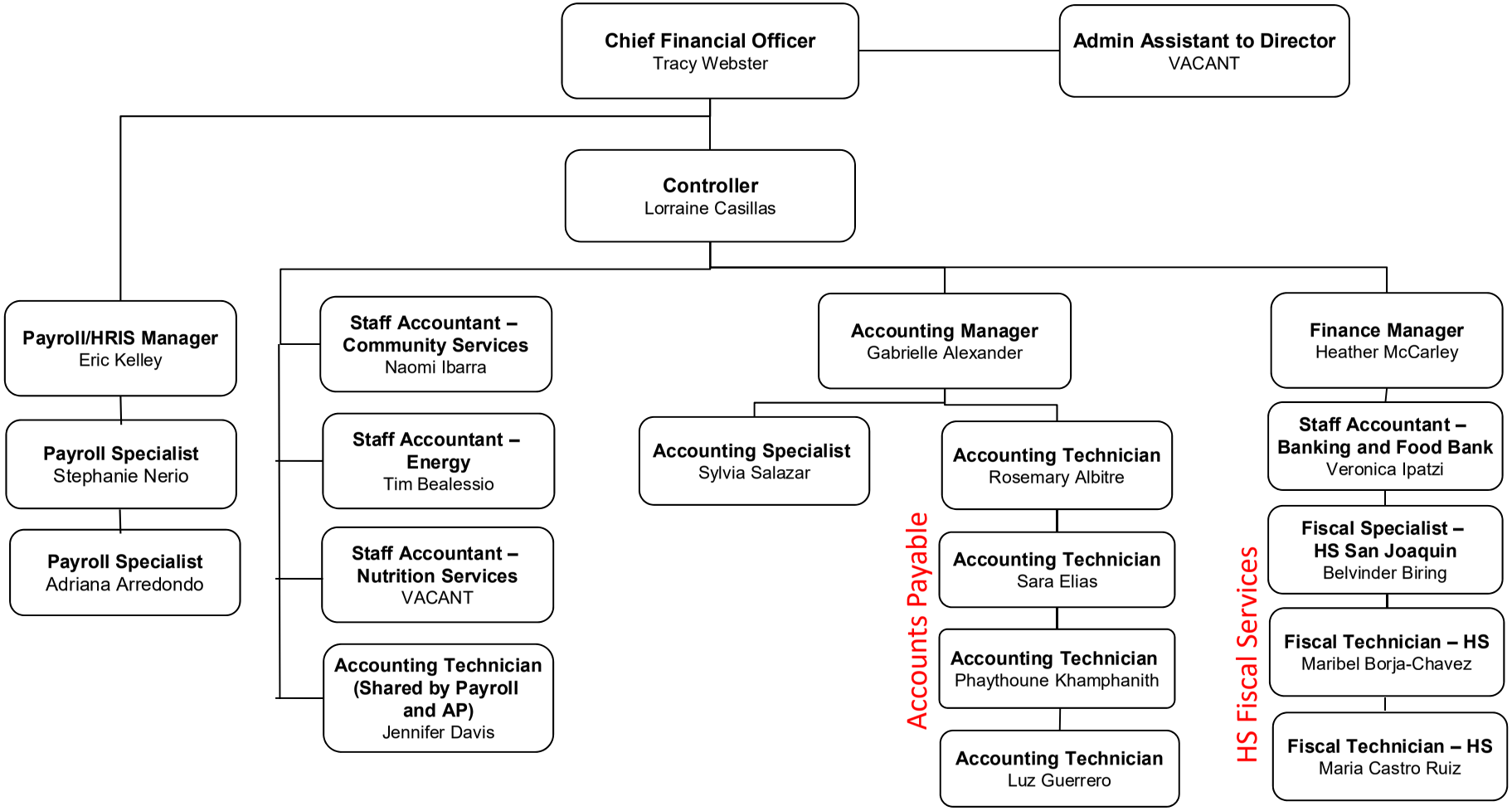
Overall, each of these moves aligns the Finance Division to provide greater support to individual programs. It also aligns the department to be growth minded and create succession planning from each level.

Recommendation:

Staff recommends approval to implement the proposed staffing changes presented.

Attachments: *Revised Finance Division Org Chart*
Accounting Technician grade reclassification Analysis
Revised Accounting Technician job description
Staff Accountant job description
Administrative Assistant to the Director job description

Finance Division



COMMUNITY ACTION PARTNERSHIP OF KERN

FINANCE

Accounting Technician

Salary Grade: Grade 8 **FLSA Status:** Non-exempt **Date approved:**

SUMMARY:

Responsible for the accounting activities to include, but not limited to, accounts payable and accounts receivable.

SUPERVISION RECEIVED:

Receives supervision from the Accounting Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Establish, balance, verify, adjust and maintain accounting and fiscally related records and reports.
2. Process a variety of documents pertaining to fiscally-related transactions.
3. Prepare documents to support bank transactions.
4. Process general ledger data entry transaction into the accounting system.
5. Analyze travel advances and liquidations for compliance with organization policies and procedures.
6. Allocate transactions and prepare journal entries as needed.
7. Maintain filing system for grants, contract service agreements, leases, journal entries and other financial documents.
8. Prepare audit schedules as needed.
9. Assist in the preparation of financial schedules and reports.
10. Make complex arithmetical calculation and verify computations.
11. Provide assistance in compiling cash receipts and general ledger supporting documentation for funding source monitors and auditors.
12. May perform accounts payable and accounts receivable functions.
    - **a.** Match purchase requisitions, purchase orders, receiving documents and vendor invoices.
13. Receive, review and verify financial documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
14. Review accuracy of coding for disbursement and receipt transactions using the established chart of accounts.
15. Prepare checks and disbursement packages.

16. Ensure that the aging of accounts payable is within the organization guidelines.
17. Reconcile vendor statements and resolve any discrepancies in a timely manner.
18. Maintain a filing system for all unpaid invoices.
19. Research and resolve any problems or inquiries associated with disbursement transactions.
20. Assist in compiling cash disbursement supporting documentation for funding source monitors and auditors.

B. Other Job Specific Duties

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Methods, practices and procedures to accounting and fiscally related record management systems.
- Auditing, account and fund monitoring, and reconciliation processes.
- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures and equipment including computer
- Word processing, spreadsheet, general ledger database, and other related software applications

Ability to:

- Perform detailed accounting functions
- Audit, review and prepare financial reports, records and related summaries.
- Make arithmetical calculations with speed and accuracy.
- Work under frequent time pressures or deadlines
- Use good organizational methods and procedures
- Communicate effectively both orally and in writing
- Follow instructions given by supervisor
- Maintain effective working relationships with co-workers

EDUCATION AND EXPERIENCE

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

- High school diploma or equivalent and six semester units of post high school coursework in general accounting, bookkeeping, business math and/or accounting related courses.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting including computer-assisted processes.
- One year demonstrated experience working with electronic spreadsheet applications.
- Accounting experience in a non-profit or governmental entity is desirable.

OTHER REQUIREMENTS

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

WORK ENVIRONMENT

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x

Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

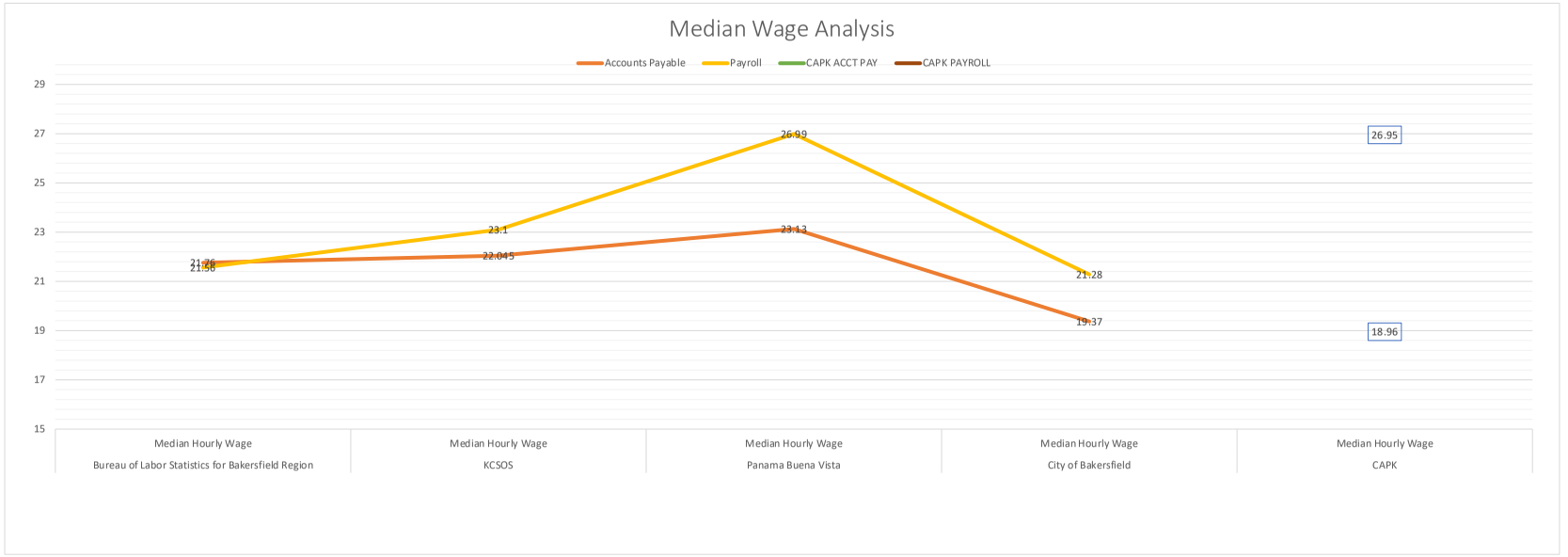
Summary of Accounts Payable Clerk and Payroll Clerk Salary Wages Analysis

A review of comparative wages from the following local agencies are listed below:

	Occupation Title	Starting hourly wage	Highest hourly wage	Median Annual Wage
Bureau of Labor Statistics for Bakersfield Region	Bookkeeping, Accounting, & Auditing Clerks	19.32	20.07	41,740
	Payroll and Timekeeping Clerks	21.19	21.56	44,080
	Procurement Clerks	22.16	23.52	46,090
KCSOS	Accounting Clerk I	15.72	19.94	37,086
	Accounting Clerk II	17.69	22.41	41,704
	Accounting Clerk III	19.43	24.66	45,854
	Payroll Technician	20.37	25.83	48,072
Panama Buena Vista	Accounting Technician	24.40	29.58	56,139
	Accounting Clerk	20.91	25.35	48,110
Kern County				

Summary of Accounts Payable Clerk and Payroll Clerk Hourly Wages

	KCSOS	Panama Buena Vista	City of Bakersfield	CAPK	Bureau of Labor Statistics for Bakersfield Region	KCSOS	Panama Buena Vista	City of Bakersfield	CAPK	KCSOS	Panama Buena Vista	City of Bakersfield	CAPK
	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Median Hourly Wage	Median Hourly Wage	Median Hourly Wage	Median Hourly Wage	Median Hourly Wage	Highest Hourly Wage	Highest Hourly Wage	Highest Hourly Wage	Highest Hourly Wage
Accounts Payable	19.43	20.91	17.48		21.76	22.045	23.13	19.37		24.66	25.35	21.26	
Payroll	20.37	24.4	19.21		21.56	23.1	26.99	21.28		25.83	29.58	23.35	
CAPK ACCT PAY				16.11					18.96				21.8
CAPK PAYROLL				21.55					26.95				32.35



as of June 2019 Analysis

COMMUNITY ACTION PARTNERSHIP of KERN
FINANCE
Accountant

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

Salary Range: Grade 9 **FLSA Status:** Hourly **Date Approved:** 12/1/2017

SUMMARY:

Responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenues and expenditures accounts.

SUPERVISION RECEIVED:

Receives supervision from the Finance Manager, or from the Controller or CFO in the absence of the Finance Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Prepare organization financial statements.
2. Prepare financial reports for grants/contracts in accordance with funding source requirements.
3. Analyze general ledger accounts for propriety and accuracy.
4. Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
5. Reconcile bank accounts on a monthly basis.
6. Analyze organization cash balances on a daily basis by grant and program.
7. Prepare U.S. Treasury cash drawdown supporting schedules.
8. Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
9. Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
10. Prepare annual audit schedules.
11. Provide technical support to program staff in resolving budget, financial, and reporting issues.

12. Keep supervisor(s) informed on all accounting and financial issues affecting grants/programs. Recommend solutions for improvement.
13. Train key management staff and division staff on effective use of the accounting software applications/modules.
14. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Generally accepted accounting principles
Applicable federal, state, and local laws, codes, and regulations
Organization and Finance division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, advanced spreadsheet, general ledger database, and other related software applications

Ability to:

Prepare financial statements and reports
Analyze financial data
Research and resolve accounting issues
Work independently
Coordinate work requiring constant alertness and attention to detail
Work under frequent time pressures and deadlines
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Use good organizational methods and procedures
Establish and maintain effective working relationships, both internally and externally

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in accounting, business administration or related field
- Six (6) years of progressive financial accounting experience
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN
Assistant to the Director

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

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved: 07/24/2019**

SUMMARY: Performs sensitive and confidential administrative assistant/secretarial functions for the Division Director with special assistance to the Divisions administrative team. Maintains official records and provides administrative support to the Division.

SUPERVISION RECEIVED:
Receives supervision from Division Director.

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:

1. Performs a wide variety of duties for the Director that are complex, highly confidential and detailed.
2. Maintains official records system for the Division.
3. Coordinates, plans and serves as the primary point of contact for all Director's management team meetings.
4. Manages and coordinates the Director's calendar, meetings, phone calls and other administrative tasks to help manage the priorities of the Director.
5. Acts as the primary liaison for communication within the Director's departments, and responds to queries for general information
6. Furnish general information to the public as required.
7. Monitors budget for all departments managed by the Director.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
3. Organizational and procedure principles; research techniques.
4. Excellent oral and written communication skills; modern office practice, procedures and equipment; record-keeping and report writing techniques.

5. Various computer software applications.
6. Proper preparation of official agendas, public and other legal notices, and meeting minutes.
7. Knowledge of basic budgetary principles
8. Take accurate minutes and transcribe.
9. Organize and maintain office files, records and logs.
10. Work with minimal supervision.
11. Compose professional letters, memos, reports and a variety of internal and external correspondence.
12. Communicate orally in public.
13. Maintain confidentiality of sensitive documents and information.
14. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Correspondence and report writing practices and procedures
Current problems of socially and economically challenged families
The contributions of parents and volunteers who may be non-professional
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications
Language translation and interpretation strategies and techniques

Ability to:

Ability to deal with conceptual matters. Excellent problem-solving skills.
Ability to plan, organize, allocate, and control substantial resources.
Exercise independent discretionary judgment as needed in a professional manner.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program information to the general public.
Establish professional working relationships with staff, agencies and parents
Bilingual (English/Spanish) capabilities desirable

EDUCATION AND EXPERIENCE:

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

- AA degree in Business Administration or a related field is desirable.
- Minimum of four (4) years of responsible administrative management work,

including document and records management.
- Any combination of education and or experience may be acceptable at the discretion of the Director.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout

- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.

- Completion of a physical and substance abuse screening upon offer of employment.

- Completion of TB screening upon offer of employment and every three years thereafter.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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

	03/01/19-06/30/19	07/01/19 - 07/30/19	TOTAL	
BEGINNING BALANCE (NOTE 1)	$ 525,891.33	$ -	**$ 525,891.33**	
CASH RECEIPTS				
2019 Awards Banquet Donations	44,878.70	5,103.16	49,981.86	a
Donations	505.45	190.81	696.26	
Misc. Revenue	2,596.51	160.00	2,756.51	
Interest Income/Union Administrative Fee	1,195.92	0.84	1,196.76	
TOTAL CASH RECEIPTS	49,176.58	5,454.81	54,631.39	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	-	-	-	
Line of Credit Unused Commitment Fee	1,243.75	1,258.99	2,502.74	b
2019 Awards Banquet Expenses	26,648.61	-	26,648.61	a
Supplies	1,563.81	-	1,563.81	
Volunteer Appreciation	-	-	-	c
Fundraising Expenses	-	-	-	
Property Taxes - Campus Vacant Parcels	-	-	-	
Miscellaneous Expenses	338.34	5,316.80	5,655.14	
Indirect	290.57	129.84	420.41	
TOTAL CASH DISBURSEMENTS	30,085.08	6,705.63	36,790.71	
CASH PROVIDED (USED)	19,091.50	(1,250.82)	**17,840.68**	
ENDING BALANCE	$ 544,982.83		**$ 543,732.01**	

Discretionary Cash	$ 213,851.02
Fund Raising Cash	333,380.99
	547,232.01
Add: Prepaid	-
Less: AP	(3,500.00)
	$ 543,732.01

NOTES

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was $48,593.85.

a. As of 06/30/19, net 2019 awards banquet gain is $23,730.09 (FYE 2/28/19 = $5,500.00 + $44,878.70 - $26,648.61 expenses for 2019/20).
b. Commitment fee for the period 12/31/18 to 9/30/19 that the $2 million line of credit is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 08/08/2019

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

AUGUST 14, 2019

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/19 - 02/29/20	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/19 - 02/29/20	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/19 - 02/29/20	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/19 - 02/29/20	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/19 - 02/29/20	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/19 - 02/29/20	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/19 - 02/29/20	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/19 - 02/29/20	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	8,400,992	93.600	09CH9142 - 06	03/01/19 - 06/30/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,095,292	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012	21.009	19VITAA0228	08/01/18 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,489,531	93.569	19F - 4015	01/01/19 - 12/31/19	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	3,721,750 4,010,033	93.568	18B - 4012 19B - 5012	10/01/17 - 7/31/19 10/01/18 - 06/30/20	122-38 122-39	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	6/1/18 - 6/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575 93.575	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596 93.596	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081 164,081	93.575 93.575	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247 357,247	93.596 93.596	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	85,655	93.590	EE - KERN - 17 - 20	07/01/18 - 06/30/19	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	121,906	10.568/.569	15 - MOU - 00118	10/01/18 - 09/30/19	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	306,543	10.565	16 - 6017	10/01/18 - 09/30/19	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/18 - 09/30/19	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,154,816	10.557	15 - 10064	10/01/18 - 09/30/19	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	46,817	10.561	16 - SUB - 00876	10/01/18 - 09/30/19	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/18 - 06/30/19	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/18 - 06/30/19	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	3,046,805 3,046,805		CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088 2,067,088		CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472 3,731,472		CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377 254,377		CMIG - 8004 CMIG - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156 38,156		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		18T-8012	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	435,980 1,877,011		N/A N/A	04/01/19 - 06/30/19 07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	15,442		15 MOU - 00118	07/01/18 - 06/30/19	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	264,704		N/A	07/01/18 - 06/30/19	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/18 - 06/30/19	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	100,350		2015.2.5	07/01/18 - 06/30/19	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	137,493		2015.2.6	07/01/18 - 06/30/19	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/18 - 06/30/19	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/18 - 06/30/19	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/18 - 06/30/19	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,126		N/A	7/1/18 - 6/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	6/01/19 - 5/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	5/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	5/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	9/10/18 - 6/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	5/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	5/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	PENDING		N/A	PENDING	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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

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

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
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		
	Youth Services						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
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		
	2-1-1						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2019/20

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/19	n/a				
03/29/19	$ 235,000	$ 235,000	3		
04/30/19	n/a				
05/31/19	n/a				
06/30/19	n/a				
07/31/19	$ 1,200,000	$ 1,200,000	2		

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 11, 2019 for $2 million and will terminate on January 15, 2020.
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of credit was not required for the month of June 2019.

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/18 - 3/30/19	90 days	$ 1,243.75	0.25%
3/31/19 - 6/29/19	90 days	$ 1,258.99	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 JULY 31, 2019

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(28,171.65)
HEAD START/EARLY HEAD START	354,092.00
SUBTOTAL	**325,920.35**
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	533,263.51
MIGRANT A/P	1,668,841.18
MIGRANT CHILD CARE	48,937.39
MIGRANT SPECIALIZED SERVICES	(8,285.77)
STATE PRESCHOOL	(140,279.49)
SUBTOTAL	**2,102,476.82**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(117,942.54)
EF&S	39,799.00
EFAP	(10,882.67)
FOOD BANK	199,390.02
FOOD BANK CAPACITY PROGRAM	18,115.48
FOOD BANK - STATE	(100,806.30)
SOCAL GAS	3,130.66
WONDERFUL FOUNDATION	13,161.38
SUBTOTAL	**43,965.03**
ENERGY	(115,228.15)
DOE WAP	(176,060.30)
LIHEAP	(693,101.38)
LIWP SOLAR PV	(62.70)
LIWP SINGLE FAMILY	(3,662.76)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	988,115.29
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	(23,809.43)
211 HOSPITAL PREPAREDNESS	0.00
BANK OF THE WEST	14,391.66
CAL FRESH	(12,356.02)
CALEITC	(28,923.98)
COST POOLS	22,085.04
COUNTY OF KERN - 2-1-1	0.00
CSBG	8,230.45
CSBG DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(33,542.82)
DIGNITY HEALTH	3,041.15
DISCRETIONARY FUND	210,359.73
ECONOMIC EMPOWERMENT	(14,622.25)
FIRST 5 KERN 211	(9,493.82)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(38,579.18)
FIRST 5 HELP ME GROW	(7,931.16)
FRIENDSHIP HOUSE	(33,491.76)
FUNDRAISING	333,412.70
GANG PREVENTION	(2,718.81)
GENERAL FUND	55,857.74
HOME VISIT INITIATIVE (CO OF KERN)	16,081.02
INDIRECT FUND	1,604,942.89
IRS - VITA	(1,603.26)
INFORMATION & EDUCATION	(14,234.34)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(25,734.19)
STARBUCKS FOUNDATION	(17,024.98)
UNITED WAY 211	(33,599.06)
WELLS FARGO FOUNDATION	1,831.15
WIC	(928,183.76)
LESS: ENERGY NEGATIVE BALANCE	(988,115.29)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**53,628.50**
TOTAL OPERATING CASH	2,527,990.70

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
July 31, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 07/31/19		2,550,725.39
LESS: OUTSTANDING CHECKS	734,180.07	
ADJUSTED BANK BALANCE AT 06/30/19		1,816,545.32
GENERAL LEDGER BALANCE AT 06/30/19		1,480,670.46
ADD: DEPOSITS	3,453,046.43	
LOAN ADVANCE	1,200,000.00	
ONLINE DEPOSITS	160.00	
US TREAS DRAWDOWNS	1,762,847.28	
VITA DRAWDOWNS	-	
ADP REFUND	531.79	
FUNDS FROM OTHER GRANTS	93,461.53	
BANK ACCOUNT TRANSFER FROM CDS ADVANCES ACCT.	-	
BANK ACCOUNT TRANSFER FROM HEAD START ACCURED VACATION ACCT.	-	
BANK ACCOUNT TRANSFER FROM CHILD DEVELOPMENT RESERVE No. 2 ACCT.	-	
DONATION		
TRANSFER FROM CDR #2	378.73	
LESS: CHECKS ISSUED (CURRENT MONTH)	2,654,911.02	
ADP PAYROLL 7/5/19	724,471.97	
ADP PAYROLL 7/19/19	792,544.19	
PAYROLL HIT BANK ON 7/31/19 - PAYROLL TIMING DIFFERENCE	707,012.66	
EFTS FOR HRA/HSA/ STD/403B	61,788.62	
REC LOAN PRINCIPAL/INT EXPENSES	32,891.77	
CLIENT ANALYSIS SERVICE CHARGE		
BANK ACCOUNT TRANSFER TO CDS ADVANCES ACCT.	-	
PAYBACK LOAN ADVANCE	1,200,000.00	
CLIENT ANALYSIS SERVICE CHARGE	930.67	
GENERAL LEDGER BALANCE AT 07/31/19		1,816,545.32
	DIFFERENCE:	-

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 08/07/2019

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 08/07/2019

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**07/31/19**		**601,547.98**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/19**		**601,547.98**
BALANCE PER G/L	**06/30/19**		**601,423.84**
ADD: DEPOSITS		0.00	
INTEREST		124.14	
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	**07/31/19**		**601,547.98**
		DIFFERENCE:	0.00

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

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 08/07/19

APPROVED BY: TITLE: Chief Financial Officer DATE: 08/07/19

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**07/31/19**		**0.02**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/19**		**0.02**
BALANCE PER G/L	**06/30/19**		**378.73**
ADD: DEPOSITS		0.00	
INTEREST		0.02	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		378.73	
BALANCE PER G/L	**07/31/19**		**0.02**
		DIFFERENCE:	0.00

PREPARED BY: Veronica Ipatzi Accountant DATE: 08/07/19

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 08/07/19

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2019

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**07/31/19**		**16,873.39**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/19**		**16,873.39**
BALANCE PER G/L	**06/30/19**		**16,870.81**
ADD: DEPOSITS		0.00	
INTEREST		2.58	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**07/31/19**		**16,873.39**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 08/07/19

APPROVED BY: TITLE: Chief Financial Officer DATE: 08/07/19

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2019

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**07/31/19**		**5,479.63**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**07/31/19**		**5,479.63**
BALANCE PER GENERAL LEDGER	**06/30/19**		**5,491.24**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		0.84	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANKCARD FEES		12.45	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**07/31/19**		**5,479.63**

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

Difference: **0.00**

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 08/07/19

APPROVED BY: TITLE: Chief Financial Officer DATE: 08/07/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED JUNE 22, 2019 - JULY 21, 2019

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	$ 1,986.73
Yolanda Gonzales	Director of Head Start/State Child Development Programs	-
Ralph Martinez	Director of Community Development	1,309.99
Raymond Quan	Director of Human Resources	147.03
Pritika Ram	Director of Administration	4,107.13
Carmen Segovia	Director of Health & Nutrition Services	8,112.49
Jeremy Tobias	Chief Executive Officer	1,447.85
Emilio Wagner	Director of Operations	3,439.40
	Total	$ 20,550.62

Bank of America

GLORIA BARBERO

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,986.73
Minimum Payment Due	**$19.87**
Payment Due Date	**08/15/19**

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

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

Account Summary

Previous Balance	$2,629.20
Payments and Other Credits	-$2,629.20
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,986.73
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,986.73
Credit Limit	$5,000
Credit Available	$3,013.27
Statement Closing Date	07/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/12	07/12	CA Banking Center payment	193060057500029587368 27	- 2,629.20
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$2,629.20**
		Purchases and Other Charges		
06/24	06/21	CPS HUMAN RESOURCE SER 916-2633600 CA	55436879173121738722735	4.85
07/05	07/03	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 07/02/19 Dep: 07/03/19 Inv: 0009321359	55310209186006171060402	899.10
07/05	07/03	CAESARS PLACE ADV RSVN 8662094732 NV	55310209186006171060592	1,082.78

Account Number:
June 22, 2019 - July 21, 2019

New Balance Total	$1,986.73
Minimum Payment Due	**$19.87**
Payment Due Date	**08/15/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Enter payment amount

$ . .

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

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Arr: 07/02/19 Dep: 07/03/19 Inv: 0009321368		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,986.73**

Finance Charge Calculation

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

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

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

Bank of America

YOLANDA GONZALES

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
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1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**08/15/19**

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

Account Summary

Previous Balance	$9,852.76
Payments and Other Credits	-$9,852.76
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$0.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$0.00
Credit Limit	$10,000
Credit Available	$10,000.00
Statement Closing Date	07/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/12	07/12	CA Banking Center payment	193606057500029586865O1	-9,852.76
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$9,852.76**

Account Number:
June 22, 2019 - July 21, 2019

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**08/15/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Finance Charge Calculation

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

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

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

Bank of America

RALPH MARTINEZ

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,309.99
Minimum Payment Due	**$13.10**
Payment Due Date	**08/15/19**

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

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

Account Summary

Previous Balance	$2,761.80
Payments and Other Credits	-$2,761.80
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,309.99
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,309.99
Credit Limit	$10,000
Credit Available	$8,690.01
Statement Closing Date	07/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/12	07/12	CA Banking Center payment	193606057600409585782 50	- 2,761.80
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$2,761.80**
		Purchases and Other Charges		
06/24	06/23	FACEBK GWL6BMJVT2 Menlo Park CA	15270219174000060253629	25.00
06/24	06/23	FACEBK UDNNSL2VT2 Menlo Park CA	15270219174000032703727	25.00
06/24	06/23	FACEBK Y85CXLNUT2 Menlo Park CA	15270219174000072301523	25.00
06/25	06/24	FACEBK HCAB2M6VT2 Menlo Park CA	15270219175242807900745	35.00

Account Number:
June 22, 2019 - July 21, 2019

New Balance Total	$1,309.99
Minimum Payment Due	**$13.10**
Payment Due Date	**08/15/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Enter payment amount

$ . .

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

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

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
06/26	06/25	FACEBK 5XYY7MAVT2 Menlo Park CA	15270219176000064721447	50.00
06/27	06/27	FACEBK 8TT8ELWUT2 Menlo Park CA	15270219178000046890730	75.00
06/27	06/26	Twitter Online Ads San FranciscoCA	15270219177000059993828	206.62
07/01	06/28	FACEBK ND5NULSUT2 Menlo Park CA	15270219179000059091530	75.00
07/01	06/28	Twitter Online Ads San FranciscoCA	15270219179000065413728	217.80
07/01	06/30	Twitter Online Ads San FranciscoCA	15270219181000176673539	203.08
07/03	07/02	Twitter Online Ads San FranciscoCA	15270219183000082691524	372.49
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,309.99**

Finance Charge Calculation

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

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

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

Bank of America

RAYMOND T QUAN

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$147.03
Minimum Payment Due	**$10.00**
Payment Due Date	**08/15/19**

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

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

Account Summary

Previous Balance	$0.00
Payments and Other Credits	$0.00
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$147.03
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$147.03
Credit Limit	$10,000
Credit Available	$9,852.97
Statement Closing Date	07/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Purchases and Other Charges		
06/28	06/26	BALLYS HOTEL LAS VEGAS LAS VEGAS NV Arr: 06/23/19 Dep: 06/26/19 Inv: 0005644535	55310209179006048610081	147.03
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$147.03**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number:
June 22, 2019 - July 21, 2019

New Balance Total	$147.03
Minimum Payment Due	**$10.00**
Payment Due Date	**08/15/19**

Enter payment amount

$ . .

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

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

Finance Charge Calculation

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

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

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

Bank of America

PRITIKA RAM

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total $4,107.13
Minimum Payment Due $41.07
Payment Due Date 08/15/19

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

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

Account Summary

Previous Balance $4,752.49
Payments and Other Credits ..... -$4,752.49
Balance Transfer Activity $0.00
Cash Advance Activity $0.00
Purchases and Other Charges $4,107.13
Fees Charged $0.00
Finance Charge $0.00
New Balance Total $4,107.13

Credit Limit $10,000
Credit Available $5,892.87
Statement Closing Date 07/21/19
Days in Billing Cycle 30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/12	07/12	CA Banking Center payment	193606057600309587974 63	- 4,752.49
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$4,752.49**
		Purchases and Other Charges		
06/24	06/21	AMERICAN 0010264226151 CHARLOTTE NC RAM/PRITIKA 0010264226151	55417349173871732431421	30.00

Account Number:
June 22, 2019 - July 21, 2019

New Balance Total $4,107.13
Minimum Payment Due $41.07
Payment Due Date 08/15/19

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$ . .

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

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 06/21/19 Airport Code: EBC AA Y FEE		
06/24	06/22	WESTIN CHARLOTTE CHARLOTTE NC Arr: 06/18/19 Dep: 06/22/19 Inv: 2200396	55436879173261738068406	449.48
06/24	06/23	WESTIN CHARLOTTE CHARLOTTE NC Arr: 06/18/19 Dep: 06/23/19 Inv: 2200400	55436879174171744895958	674.22
06/26	06/25	COMMUNITY ACTION PARTN 2022657546 DC	55457029176083301359050	750.00
07/01	06/28	EXCHANGE PRESS 4024676112 NE	55480779180200925000259	128.85
07/01	06/29	HYATT REGENCY LONG BEA 8885884384 CA Arr: 08/25/19 Dep: 08/28/19 Inv: 30086820	55310209180722579757698	209.69
07/01	06/29	HYATT REGENCY LONG BEA 8885884384 CA Arr: 08/25/19 Dep: 08/28/19 Inv: 30086812	55310209180722579758605	209.69
07/01	06/29	HYATT REGENCY LONG BEA 8885884384 CA Arr: 08/25/19 Dep: 08/28/19 Inv: 30086607	55310209180722579758191	209.69
07/01	06/29	CareerBuilder 800-861-4182 IL	85180899181001001810107	375.00
07/08	07/05	MGM GRAND - ADV DEP 8552755733 NV Arr: 07/29/19 Dep: 08/02/19 Inv: 1779468621	55310209187796865354793	617.92
07/08	07/05	AMERICAN 00123644441712 8004337300 TX SHEGOS/SHEILA 00123644441712 Departure Date: 08/27/19 Airport Code: BFL AA B DFW Departure Date: 08/27/19 Airport Code: DFW AA B ORD Departure Date: 08/30/19 Airport Code: ORD AA B PHX Departure Date: 08/30/19 Airport Code: PHX AA B BFL	55310209187978000416162	452.59
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$4,107.13**

Finance Charge Calculation

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

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

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

Bank of America

CARMEN SEGOVIA

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total $8,112.49
Minimum Payment Due $81.12
Payment Due Date 08/15/19

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

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

Account Summary

Previous Balance	$9,603.93
Payments and Other Credits	-$9,647.93
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$8,156.49
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$8,112.49
Credit Limit	$20,000
Credit Available	$11,887.51
Statement Closing Date	07/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/26	06/19	EMBASSY SUITES LAX LOS ANGELES CA Arr: 06/19/19 Dep: 06/19/19 Inv: 1188458	5543687917626171089981 7	- 44.00
07/12	07/12	CA Banking Center payment	19306005750002958637710	- 9,603.93
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$9,647.93**
		Purchases and Other Charges		
06/24	06/21	WALMART.COM 8009666546 AR	55500369172083312818285	500.00
06/24	06/22	AMZN Mktp US*M66EE9KE2 Amzn.com/billWA	55432869173200282406906	168.98

Account Number:
June 22, 2019 - July 21, 2019

New Balance Total $8,112.49
Minimum Payment Due $81.12
Payment Due Date 08/15/19

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$ . .

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

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

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/24	06/21	VIOC GN0163 BAKERSFIELD CA	5545702917383700002819 8	68.56
06/24	06/21	VIOC GN0163 BAKERSFIELD CA	5545702917383700002822 2	82.24
06/24	06/21	SVM PREPAID CARD 8007206428 IL	5546029917328608230033 7	224.60
06/24	06/21	ALBERTSONS 0336 BAKERSFIELD CA	5531020917397501293024 4	200.00
06/24	06/21	ALBERTSONS 0336 BAKERSFIELD CA	5531020917397501368171 3	150.00
06/24	06/21	USPS PO 0504680519 BAKERSFIELD CA	0230537917300048756126 5	60.50
06/25	06/24	AMZN MKTP US*MH4FR34Q1 AMZN.COM/BILLWA	5531020917508371806494 3	71.97
06/27	06/25	LA QUINTA INNS 0914 SACRAMENTO CA Arr: 06/24/19 Dep: 06/25/19 Inv: 888977	5543286917720029414465 7	125.35
06/27	06/25	FAMILY DEVELOPMENT RES 4356495822 UT	8514051917790001520005 7	90.00
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371920	5543687917826178092165 5	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371918	5543687917826178092168 9	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371919	5543687917826178092180 4	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371921	5543687917826178092181 2	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371923	5543687917826178092182 0	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371924	5543687917826178092183 8	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371922	5543687917826178092190 3	216.98
06/28	06/27	THE SEQUOIA SANDWICH C BAKERSFIELD CA	5550080917820788870005 1	139.50
07/01	06/27	SHREDS UNLIMITED LANCASTER CA	7530637917920710077414 7	161.00
07/01	06/29	AMZN MKTP US*MH0GL2CQ0 AMZN.COM/BILLWA	5531020918008338079359 0	17.42
07/01	06/30	AMZN MKTP US*MH2895A41 AMZN.COM/BILLWA	5531020918108332324239 9	527.40
07/03	07/02	USPS PO BOXES ONLINE 800-275-8777 DC	0230537918460004172874 3	134.00
07/04	07/03	HOTELSCOM160560334766 HOTELS.COM WA	5543286918420001909273 7	304.42
07/04	07/04	HOTELSCOM160570992179 HOTELS.COM WA	5543286918520009798190 9	1,462.76
07/05	07/04	UNITED 01624612459960 800-932-2732 TX LUJAN/KATHLYNA 01624612459960 Departure Date: 07/28/19 Airport Code: BWI UA EA DEN Departure Date: 07/28/19 Airport Code: DEN UA EA BFL	5543286918520023258983 1	561.80
07/05	07/03	UNITED 01615180884587 800-932-2732 TX LUJAN /BUNDLE ECONOMY PLU 01615180884587 Departure Date: 07/28/19 Airport Code: BWI UA ED DEN Departure Date: 07/28/19 Airport Code: DEN UA ED BFL	5543286918520023275286 8	126.00
07/05	07/04	TRAVEL INSURANCE POLIC 8007296021 VA	5548077918502672097085 8	25.53
07/05	07/04	TRAVEL GUARD GROUP INC 8779348308 WI	5550036918508376162559 0	44.71
07/05	07/03	AMERICAN 00123641500743 8004337300 TX LUJAN/KATHLYN 00123641500743 Departure Date: 07/24/19 Airport Code: BFL AA V DFW Departure Date: 07/24/19 Airport Code: DFW AA V DCA	5531020918597800052837 2	372.80
07/05	07/03	AMERICAN 00106516541084 8004337300 TX LUJAN/KATHLYN 00106516541084 Departure Date: 07/03/19 Airport Code: RVU AA Y FEE	5531020918597800148258 7	19.94
07/09	07/08	HOTELSCOM160748757642 HOTELS.COM WA	5543286918920016459818 6	96.58
07/09	07/08	HOTELSCOM160748914295 HOTELS.COM WA	5543286918920016460139 4	65.99
07/09	07/09	TARGET.COM * 800-591-3869 MN	5531020919008303653345 5	155.96
07/11	07/11	AMZN MKTP US*MH8DX1512 AMZN.COM/BILLWA	5531020919208335440633 2	100.76
07/12	07/11	ABBOTT LABORATORIES 800-258-7677 OH	5543286919220077474225 2	269.99
07/12	07/11	AMZN MKTP US*MH7JQ5691 AMZN.COM/BILLWA	5531020919208336339554 2	27.90
07/12	07/11	LASSENS NATURAL FOODS- BAKERSFIELD CA	5550036919383700031928 5	95.97

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
07/15	07/12	3 WIRE ADDISON IL	25140619194010514327402	185.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$8,156.49**

Finance Charge Calculation

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

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

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

Bank of America

JEREMY T TOBIAS

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,447.85
Minimum Payment Due	**$14.48**
Payment Due Date	**08/15/19**

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

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

Account Summary

Previous Balance	$3,849.47
Payments and Other Credits	-$3,849.47
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,447.85
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,447.85
Credit Limit	$10,000
Credit Available	$8,552.15
Statement Closing Date	07/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/12	07/12	CA Banking Center payment	193060057500149588 49849	- 3,849.47
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$3,849.47**
		Purchases and Other Charges		
06/25	06/24	PAYPAL *IRISTRIFOI 4029357733 CA	55429509175894916148812	29.00
06/25	06/24	PAYPAL *IRISTRIFOI 4029357733 CA	55429509175894916081302	29.00
06/25	06/24	PAYPAL *IRISTRIFOI 4029357733 CA	55429509175894915995940	29.00
06/27	06/26	FOOD-EX BAKERSFIELD CA	25247809177002372152477	431.76

Account Number
June 22, 2019 - July 21, 2019

New Balance Total $1,447.85
Minimum Payment Due $14.48
Payment Due Date 08/15/19

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$ . .

JEREMY T TOBIAS
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

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

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
07/03	07/02	FOOD-EX BAKERSFIELD CA	25247809183000158168313	145.90
07/08	07/05	AMERICAN 00123644180030 8004337300 TX HOGAN/NILA 00123644180030 Departure Date: 08/27/19 Airport Code: BFL AA B DFW Departure Date: 08/27/19 Airport Code: DFW AA B ORD Departure Date: 08/30/19 Airport Code: ORD AA B PHX Departure Date: 08/30/19 Airport Code: PHX AA B BFL	55310209187978000371912	452.59
07/08	07/05	AMERICAN 00123644202846 8004337300 TX BENTON/JANEA 00123644202846 Departure Date: 08/27/19 Airport Code: BFL AA B DFW Departure Date: 08/27/19 Airport Code: DFW AA B ORD	55310209187978000375905	167.80
07/08	07/05	AMERICAN 00123644232401 8004337300 TX BENTON/JANEA 00123644232401 Departure Date: 09/01/19 Airport Code: DTW AA B PHX Departure Date: 09/01/19 Airport Code: PHX AA B BFL	55310209187978000380020	162.80
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,447.85**

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	21.49% V	$0.00	$0.00

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

Bank of America

EMILIO WAGNER

Platinum Plus® for Business | June 22, 2019 - July 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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PO BOX 15796
WILMINGTON, DE 19886-5796

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1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$3,439.40
Minimum Payment Due	**$34.39**
Payment Due Date	**08/15/19**

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

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

Account Summary

Previous Balance	$6,066.85
Payments and Other Credits	-$6,066.85
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$3,439.40
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$3,439.40
Credit Limit	$10,000
Credit Available	$6,560.60
Statement Closing Date	07/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/17	07/17	CA Banking Center payment	19806005750002389668644	- 6,066.85
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$6,066.85**
		Purchases and Other Charges		
06/26	06/24	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 06/23/19 Dep: 06/24/19 Inv: 0009281779	55310209177006169956984	899.10
07/01	06/28	WIPFLILLP 7158437449 WI	5542950917989407373008 5	650.00
07/08	07/05	AATRIX SOFTWARE 7017466814 ND	5548077918728604344684 0	14.95

Account Number:
June 22, 2019 - July 21, 2019

New Balance Total	$3,439.40
Minimum Payment Due	**$34.39**
Payment Due Date	**08/15/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$ . .

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

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

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or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
07/08	07/05	AMERICAN 00123643669645 8004337300 TX WAGNER/EMILIO 00123643669645 Departure Date: 08/25/19 Airport Code: BFL AA B DFW Departure Date: 08/25/19 Airport Code: DFW AA B ORD Departure Date: 08/30/19 Airport Code: ORD AA B PHX Departure Date: 08/30/19 Airport Code: PHX AA B BFL	55310209187978000281574	475.60
07/15	07/13	ONESTEPGPSCOM 18186592031 CA	5542950919471350513624 3	209.25
07/15	07/12	RISK MANAGEMENT EDUCAT CHARLOTTE NC	25247809194001102160635	800.00
07/16	07/15	CCI*HOTEL RESVGETAROOM 800-292-0712 TX	55432869196200810828343	195.25
07/16	07/15	CCI*HOTEL RESVGETAROOM 800-292-0712 TX	55432869196200810828442	195.25
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$3,439.40**

Finance Charge Calculation

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED JULY 3, 2019 - JULY 31, 2019

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,961.09
Donna Holland	Fiscal Administrator	3,704.66
Raymond Quan	Director of Human Resources	-
Pritika Ram	Director of Administration	1,052.39
Carmen Segovia	Director of Health & Nutrition Services	59.52
Jeremy Tobias	Chief Executive Officer	1,331.30
Emilio Wagner	Director of Operations	3,120.06
Tracy Webster	Chief Financial Officer	2,612.38
	Total	$ 16,841.40

WELLS FARGO

Statement Expenses

08/08/2019 04:13 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary			
Cardholder Name:	**AP, CAPK**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**07/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**08/01/2019** through	**08/03/2019**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**08/04/2019** through	**08/06/2019**
		Approval Period:	
		08/07/2019 through	**08/10/2019**
		Download Period:	
		08/11/2019 through	**08/28/2019**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

08/08/2019 04:13 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary			
Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**07/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**08/01/2019** through	**08/03/2019**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**08/04/2019** through	**08/06/2019**
		Approval Period:	
		08/07/2019 through	**08/10/2019**
		Download Period:	
		08/11/2019 through	**08/28/2019**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

08/08/2019 04:11 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**07/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**4,961.09 USD**	**08/01/2019** through **08/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**4,961.09 USD**	**08/04/2019** through **08/06/2019**	
		Approval Period:	
		08/07/2019 through **08/10/2019**	
		Download Period:	
		08/11/2019 through **08/28/2019**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
07/13/2019	07/15/2019	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	134.25 USD / 134.25

Description Admin Office Supplies

2.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
07/15/2019	07/17/2019	American Air0012366298514 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	Yes	545.60 USD / 545.60

Description Airfare for CACP Conference Yolanda Gonzales

3.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
07/15/2019	07/17/2019	American Air0012366298515 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	Yes	545.60 USD / 545.60

Description Airfare for CACP Conference Esperanza Contreras

4.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
07/15/2019	07/17/2019	American Air0012366298516 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	Yes	545.60 USD / 545.60

Description Airfare for CACP Conference Leslie Mitchell

5.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
07/19/2019	07/22/2019	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard (CAPL Pcard)	Yes	0.02 USD / 0.02

	Description	Hotel adjustment for Yolanda Gonzales for WIPFLI Conference					
6.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/19/2019	07/22/2019	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard (CAPL Pcard)	Yes	0.02 USD / 0.02
	Description	Hotel adjustment for Esperanza Contreras for WIPFLI Conference					
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/24/2019	07/25/2019	Tableau-eventcore Httpswww.tabl,WA		CAPK Pcard (CAPL Pcard)	Yes	3,190.00 USD / 3,190.00
	Description	Tableau registration for Chase Rangel and Sylvia Ortega					

Total Charges: 4,961.09 USD

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

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WELLS FARGO

Statement Expenses

08/08/2019 04:14 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary

Cardholder Name:	**HOLLAND, DONNA**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7033**	End Date:	**07/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**3,704.66 USD**	**08/01/2019** through **08/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**3,704.66 USD**	**08/04/2019** through **08/06/2019**	
		Approval Period:	
		08/07/2019 through **08/10/2019**	
		Download Period:	
		08/11/2019 through **08/28/2019**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	07/16/2019	07/18/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91
2.	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
3.	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
4.	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
5.	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
6.	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**

	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00

8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00

9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/18/2019	07/19/2019	Paypal Iristrifoi 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00

10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91

11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91

12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91

13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91

14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91

15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/18/2019	07/22/2019	Balboa Bay Resort Dep Newport Beach,CA		CAPK Pcard (CAPL Pcard)	No	855.71 USD / 855.71

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/18/2019	07/22/2019	Balboa Bay Resort Dep Newport		CAPK Pcard (CAPL Pcard)	No	855.71 USD / 855.71

			Beach,CA				
17.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/18/2019	07/22/2019	Balboa Bay Resort Dep Newport Beach,CA		CAPK Pcard (CAPL Pcard)	No	855.71 USD / 855.71
18.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/22/2019	07/23/2019	Alg Air 99qzmf 702-505-8888,NV		CAPK Pcard (CAPL Pcard)	No	190.00 USD / 190.00
19.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/23/2019	07/25/2019	Mandalay - Adv Dep 8552755733,NV		CAPK Pcard (CAPL Pcard)	No	224.49 USD / 224.49
20.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/23/2019	07/25/2019	Mandalay - Adv Dep 8552755733,NV		CAPK Pcard (CAPL Pcard)	No	224.49 USD / 224.49
21.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/25/2019	07/29/2019	Balboa Bay Resrt Pkg 2 Newport Beach,CA		CAPK Pcard (CAPL Pcard)	No	60.00 USD / 60.00
22.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/25/2019	07/29/2019	Balboa Bay Resort Club Newport Beach,CA		CAPK Pcard (CAPL Pcard)	No	282.24 USD / 282.24
23.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/25/2019	07/29/2019	Balboa Bay Resort Dep Newport Beach,CA		CAPK Pcard (CAPL Pcard)	No	(534.93) USD / (534.93)
24.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/28/2019	07/30/2019	Balboa Bay Resort Dep Newport Beach,CA		CAPK Pcard (CAPL Pcard)	No	51.01 USD / 51.01
25.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/28/2019	07/30/2019				No	

	Balboa Bay Resort Dep Newport Beach,CA	CAPK Pcard (CAPL Pcard)	(197.23) USD / (197.23)

Total Charges: 3,704.66 USD

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WELLS FARGO

Statement Expenses

08/08/2019 04:15 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary			
Cardholder Name:	**QUAN, RAYMOND**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-6985**	End Date:	**07/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**08/01/2019** through	**08/03/2019**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**08/04/2019** through	**08/06/2019**
		Approval Period:	
		08/07/2019 through	**08/10/2019**
		Download Period:	
		08/11/2019 through	**08/28/2019**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

08/08/2019 04:16 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary

Cardholder Name:	**RAM, PRITIKA**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**07/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**1,052.39 USD**	**08/01/2019** through **08/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**1,052.39 USD**	**08/04/2019** through **08/06/2019**	
		Approval Period:	
		08/07/2019 through **08/10/2019**	
		Download Period:	
		08/11/2019 through **08/28/2019**	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Courtyard Chicago Down Chicago,IL		CAPK Pcard (CAPL Pcard)	No	677.39 USD / 677.39

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/26/2019	07/29/2019	Careerbuilder 800-861-4182,IL		CAPK Pcard (CAPL Pcard)	No	375.00 USD / 375.00

Total Charges: 1,052.39 USD

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WELLS FARGO

Statement Expenses

08/08/2019 04:16 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**07/31/2019**
Status:	**Cardholder Reviewed**	Reminder Period:	
Charges:	**59.52 USD**	**08/01/2019** through **08/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**59.52 USD**	**08/04/2019** through **08/06/2019**	
		Approval Period:	
		08/07/2019 through **08/10/2019**	
		Download Period:	
		08/11/2019 through **08/28/2019**	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2019	07/23/2019	Oreilly Auto #3870 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	59.52 USD / 59.52

Total Charges: 59.52 USD

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WELLS FARGO

Statement Expenses

08/08/2019 04:17 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary

Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**07/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**1,331.30 USD**	**08/01/2019** through **08/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**1,331.30 USD**	**08/04/2019** through **08/06/2019**	
		Approval Period:	
		08/07/2019 through **08/10/2019**	
		Download Period:	
		08/11/2019 through **08/28/2019**	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Courtyard Chicago Down Chicago,IL		CAPK Pcard (CAPL Pcard)	No	665.65 USD / 665.65

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Courtyard Chicago Down Chicago,IL		CAPK Pcard (CAPL Pcard)	No	665.65 USD / 665.65

Total Charges: 1,331.30 USD

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WELLS FARGO

Statement Expenses

08/08/2019 04:18 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary

Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**07/31/2019**
Status:	**Cardholder Reviewed**	Reminder Period:	
Charges:	**3,120.06 USD**	**08/01/2019** through **08/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**3,120.06 USD**	**08/04/2019** through **08/06/2019**	
		Approval Period:	
		08/07/2019 through **08/10/2019**	
		Download Period:	
		08/11/2019 through **08/28/2019**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	07/18/2019	07/19/2019	Airserver Kopavogur		CAPK Pcard (CAPL Pcard)	Yes	59.95 USD / 59.95
2.	07/18/2019	07/19/2019	Cross Border Trans Fee		CAPK Pcard (CAPL Pcard)	Yes	0.60 USD / 0.60
3.	07/19/2019	07/22/2019	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard (CAPL Pcard)	Yes	754.56 USD / 754.56
4.	07/25/2019	07/26/2019	America Inn & Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	275.00 USD / 275.00
5.	07/25/2019	07/26/2019	America Inn & Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	275.00 USD / 275.00
6.	07/25/2019	07/26/2019	America Inn & Suites		CAPK Pcard (CAPL Pcard)	No	275.00 USD / 275.00

			Anaheim,CA				
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/25/2019	07/26/2019	America Inn & Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	275.00 USD / 275.00
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/28/2019	07/29/2019	America Inn & Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	220.00 USD / 220.00
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/28/2019	07/29/2019	America Inn & Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	(275.00) USD / (275.00)
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/29/2019	07/30/2019	America's Best Value Inn 760-3717454,CA		CAPK Pcard (CAPL Pcard)	No	310.75 USD / 310.75
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/30/2019	07/31/2019	Ajb's Super 8 Ridgecre Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	355.95 USD / 355.95
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/30/2019	07/31/2019	Ajb's Super 8 Ridgecre Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	355.95 USD / 355.95
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	07/30/2019	07/31/2019	Ajb's Super 8 Ridgecre Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	237.30 USD / 237.30

Total Charges: 3,120.06 USD

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WELLS FARGO

Statement Expenses

08/08/2019 04:19 PM PT
Requested By: WEBSTER, TRACY

Cardholder Summary

Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**07/03/2019**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**07/31/2019**
Status:	**Cardholder Reviewed**	Reminder Period:	
Charges:	**2,612.38 USD**	**08/01/2019** through **08/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**2,612.38 USD**	**08/04/2019** through **08/06/2019**	
		Approval Period:	
		08/07/2019 through **08/10/2019**	
		Download Period:	
		08/11/2019 through **08/28/2019**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	07/12/2019	07/15/2019	American Payroll Assoc 210-226-4600,TX		CAPK Pcard (CAPL Pcard)	Yes	289.00 USD / 289.00
2.	07/12/2019	07/15/2019	American Payroll Assoc 210-226-4600,TX		CAPK Pcard (CAPL Pcard)	Yes	380.00 USD / 380.00
3.	07/12/2019	07/15/2019	Paypal Kerncountyc 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	Yes	50.00 USD / 50.00
4.	07/19/2019	07/22/2019	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard (CAPL Pcard)	Yes	899.12 USD / 899.12
5.	07/19/2019	07/22/2019	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard (CAPL Pcard)	Yes	1,084.26 USD / 1,084.26
6.	07/22/2019	07/24/2019				Yes	(90.00) USD / (90.00)

	Caesars Hotel & Casino 8662094732,NV	CAPK Pcard (CAPL Pcard)			

Total Charges: 2,612.38 USD

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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (5 OF 12 MONTHS OR 41.66%)

Line Item	2019/20 Budget	3/1/19 - 7/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	524,106	35.6%	948,028
Head Start Subsidy	709,204	361,563	51.0%	347,641
Total Revenue	2,181,338	885,670	40.6%	1,295,668
Expenditures (Note B)				
Salaries	650,054	244,763	37.7%	405,291
Benefits	214,518	89,610	41.8%	124,908
Vehicle Gasoline, Repair/Maintenance	70,000	19,139	27.3%	50,861
Space Costs	101,200	42,871	42.4%	58,329
Supplies - Office & Food Service	114,900	51,531	44.8%	63,369
Equipment Repair/Maintenance & Lease	6,000	9,106	151.8%	(3,106)
Communication	13,000	4,786	36.8%	8,214
Risk Insurance	12,700	5,110	40.2%	7,590
Printing	1,700	332	19.5%	1,368
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	-	0.0%	2,600
Raw Food/Vended Meals	1,047,490	303,446	29.0%	744,044
Sub Total	2,235,962	770,718	34.5%	1,465,244
Adult Meals Prepared	188,000	62,980	33.5%	125,020
Indirect	133,376	51,974	39.0%	81,402
Total Expenditures	2,557,338	885,672	34.6%	1,671,666

	Prior Period	July 2019	Cum
Total Meals Prepared and Vended (Note C)	291,699	22,204	313,903
Total Meals Claimed	76,937	11,720	88,657
Difference	214,762	10,484	225,246
Percentage Claimed to Prepared/Vended		52.8%	28.2%

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (12 OF 12 MONTHS = 100.00%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	$ 376,158	$ 492,888	$ 544,337	$ 547,287	$ 534,008	$ 540,203	$ 507,051	$ 530,165	$ 537,485	$ 575,312	$ 614,284	$ 585,575	$ 6,384,753		
Add: Family Fees	7,417	10,702	11,206	8,490	9,327	8,849	8,954	9,725	10,410	10,961	11,560	11,075	118,677		
Net Provider Payments	$ 383,575	$ 503,590	$ 555,543	$ 555,777	$ 543,335	$ 549,052	$ 516,005	$ 539,890	$ 547,895	$ 586,273	$ 625,844	$ 596,650	$ 6,503,429	82.50%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**6,977,689**		**93.20%**
Administration & Support Services Revenue															
Provider Payments	$ 383,575	$ 503,590	$ 555,543	$ 555,777	$ 543,335	$ 549,052	$ 516,005	$ 539,890	$ 547,895	$ 586,273	$ 625,844	$ 596,650	$ 6,503,429		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	$ 81,364	$ 106,822	$ 117,842	$ 117,892	$ 115,253	$ 116,465	$ 109,456	$ 114,522	$ 116,220	$ 124,361	$ 132,755	$ 126,562	$ 1,379,514		
Program Administration/Support Services Costs	46,579	88,735	61,862	69,345	61,365	63,573	99,051	113,760	38,292	70,925	71,570	109,767	894,824	11.35%	
Indirect (10% x MTDC) Costs	42,359	58,583	58,717	61,821	59,846	60,595	60,838	64,672	57,947	65,050	69,072	69,972	729,472	6.15%	
Transfer Indirect to CSBG	-	-	(56,318)	-	-	(186,689)	-	-	-	-	-	(1,775)	(244,782)		
Total Operating Costs	$ 88,939	$ 147,318	$ 64,260	$ 131,166	$ 121,210	$ (62,521)	$ 159,889	$ 178,432	$ 96,239	$ 135,975	$ 140,641	177,964	1,379,514	17.50%	
Revenue Earned Over/(Under) Costs	$ (7,575)	$ (40,496)	$ 53,582	$ (13,274)	$ (5,958)	$ 178,987	$ (50,434)	$ (63,910)	$ 19,981	$ (11,615)	$ (7,887)	(51,402)	(0)		
TOTAL COSTS - NET OF FAMILY FEES	$ 472,513	$ 650,908	$ 619,803	$ 686,943	$ 664,546	$ 486,531	$ 675,894	$ 718,322	$ 644,135	$ 722,248	$ 766,485	$ 774,615	$ 7,882,943	100.00%	

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

Provider payments	6,503,429
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,379,514

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (1 OF 12 MONTHS = 8.33%)

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-8049)														
Adjusted Days of Enrollment - Certified	3,183	-	-	-	-	-	-	-	-	-	-	-	3,183	
Reimbursement Rate per Child per Day	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	
Revenue Earned	$ 152,705	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,705	**5.19%**
Maximum Reimburseable Amount (MRA)													**$2,943,028**	
CALIFORNIA STATE PRESCHOOL (CSPP-8120)														
Adjusted Days of Enrollment - Certified	1,582	-	-	-	-	-	-	-	-	-	-	-	1,582	
Reimbursement Rate per Child per Day	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	
Revenue Earned	$ 76,380	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 76,380	**1.80%**
Maximum Reimburseable Amount (MRA)													**$4,252,800**	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	298	-	-	-	-	-	-	-	-	-	-	-	298	
Reimbursement Rate per Child per Day	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	
Revenue Earned	$ 14,301	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,301	**5.62%**
Maximum Reimburseable Amount (MRA)													**$254,377**	

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO	**Month/Year:** JULY 2019
Program/Work Unit: Not Applicable	**Controller:** Lorraine Casillas
Services: Overall financial and accounting functions of the organization	

Activities	**JULY 2019**		**Year to Date (7/1/19 -7/31/19)**	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	12	3,453,046	48	13,124,934
Wire Deposits	3	93,462	17	841,593
Head Start/IRS Drawdowns	5	1,762,847	25	12,831,530
Vendor Checks Issued	840	2,654,911	4,772	12,702,955
Payroll Disbursed		1,517,016		8,874,223
Grant Reports Prepared in July 2019	20		75	
Cal EITC				
Cal Fresh Outreach				
CCTR				
CMAP				
CMIG				
CMSS				
CSPP				
CSBG				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – 211 Helpline				
First 5 Kern – Help Me Grow				
First 5 East Kern Family Resource Center				
Gang Prevention				
Head Start/ Early Head Start Kern				
Home Visit Initiative				
Information & Education				
TEFAP Emergency Food Assist				
WIC				

Other: **Total Division Staffing**: 16 positions

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Technicians (2)
Accountant (3)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	1,737,266
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,455,825
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,147,317
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	9,157,072
Total Assets	19,415,940
LIABILITES AND NET ASSETS	
Accounts Payable	2,026,795
Accrued Expenses	425,097
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	1,832
Deferred Revenue	1,324,208
Total Liabilites	7,209,122
Total Net Assets	12,206,818
Total Liabilities and Net Assets	19,415,940

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

REVENUE	
Grant Revenue	57,694,944
Donations	929,359
Other Revenue	824,286
In-Kind	136,040
Total Revenue	59,584,628
EXPENDITURES	
Salaries	26,678,276
Benefits	7,845,246
Travel	553,461
Space Costs	5,248,280
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,136,549
Program Costs	8,018,404
Capital Expenditures	40,125
Indirect	5,059,766
In-Kind	136,040
Total Expenditures	59,374,318
Net Change in Assets	210,310
Net Assets, beginning	11,996,508
Net Assets, ending	12,206,818

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	2,550,045
Cash - Vacation Reserve	601,548
Petty Cash	500
Accounts Receivable	(14,841)
Travel Advance	7,477
Prepaid Expense	486,816
Inventory	1,166,746
Net Fixed Assets - Unrestricted	2,044,327
Net Fixed Assets - Restricted	9,157,072
Total Assets	15,999,689
LIABILITES AND NET ASSETS	
Accounts Payable	734,739
Accrued Expenses	8,329
Accrued Vacation	588,724
Line of Credit	-
Note Payable	2,305,509
Advance Payable	3,185
Deferred Revenue	238,970
Total Liabilites	3,879,456
Total Net Assets	12,120,233
Total Liabilities and Net Assets	15,999,689

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

REVENUE	
Grant Revenue	22,669,811
Donations	96,480
Other Revenue	2,226,954
In-Kind	3,749,158
Total Revenue	28,742,403
EXPENDITURES	
Salaries	10,613,979
Benefits	3,459,737
Travel	283,837
Space Costs	1,961,727
Supplies	1,111,055
Consultant/Contract Services	1,200,227
Other Costs	985,411
Program Costs	3,276,462
Capital Expenditures	154,587
Indirect	2,032,808
In-Kind	3,749,158
Total Expenditures	28,828,988
Net Change in Assets	(86,585)
Net Assets, beginning	12,206,818
Net Assets, ending	12,120,233

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,816,989	9,714,323	21,102,666	32%
BENEFITS	9,792,653	3,206,862	6,585,791	33%
TRAVEL	604,666	247,111	357,555	41%
SPACE COST	7,859,253	1,866,640	5,992,613	24%
SUPPLIES	2,343,556	1,058,179	1,285,377	45%
EQUIPMENT	99,000	101,668	(2,668)	103%
CONSULTANT/CONTRACT SERVICES	2,765,704	826,854	1,938,850	30%
OTHER COSTS	2,888,001	830,705	2,057,296	29%
PROGRAM COSTS	9,513,508	3,192,407	6,321,101	34%
INDIRECT	5,717,625	2,032,989	3,684,636	36%
TOTAL	72,400,955	23,077,739	49,323,216	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	7,446,083	16,638,126	31%
BENEFITS	7,856,788	2,558,562	5,298,226	33%
TRAVEL	323,485	146,813	176,672	45%
SPACE COST	6,811,540	1,420,072	5,391,468	21%
SUPPLIES	1,974,004	900,082	1,073,922	46%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	271,687	947,493	22%
OTHER COSTS	1,377,998	470,691	907,307	34%
PROGRAM COSTS	7,120,305	2,436,589	4,683,716	34%
INDIRECT	4,119,108	1,547,000	2,572,108	38%
TOTAL	54,886,617	17,197,577	37,689,040	31%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	1,135,541	2,513,038	31%
BENEFITS	1,115,935	341,693	774,242	31%
TRAVEL	118,450	64,070	54,380	54%
SPACE COST	573,934	258,938	314,996	45%
SUPPLIES	213,074	85,604	127,470	40%
EQUIPMENT	98,000	97,889	111	100%
CONSULTANT/CONTRACT SERVICES	8,985	9,918	(933)	110%
OTHER COSTS	599,558	154,926	444,632	26%
PROGRAM COSTS	1,685,551	544,078	1,141,473	32%
INDIRECT	625,888	222,630	403,258	36%
TOTAL	8,687,954	2,915,288	5,772,666	34%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	597,983	994,203	38%
BENEFITS	416,928	144,396	272,532	35%
TRAVEL	106,561	24,495	82,066	23%
SPACE COST	252,069	79,666	172,403	32%
SUPPLIES	82,222	38,484	43,738	47%
EQUIPMENT	-	3,780	(3,780)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	522,466	924,273	36%
OTHER COSTS	730,217	155,911	574,306	21%
PROGRAM COSTS	683,802	201,800	482,002	30%
INDIRECT	435,584	172,294	263,290	40%
TOTAL	5,746,308	1,941,274	3,805,034	34%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	293,640	514,301	36%
BENEFITS	221,237	71,665	149,572	32%
TRAVEL	39,380	10,590	28,790	27%
SPACE COST	94,385	53,763	40,622	57%
SUPPLIES	55,481	24,998	30,483	45%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	2,868	85,682	3%
OTHER COSTS	95,417	29,768	65,649	31%
PROGRAM COSTS	17,350	7,536	9,814	43%
INDIRECT	128,571	48,072	80,499	37%
TOTAL	1,549,312	542,901	1,006,411	35%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	239,870	440,204	35%
BENEFITS	180,940	90,401	90,539	50%
TRAVEL	16,790	1,121	15,669	7%
SPACE COST	123,125	52,580	70,545	43%
SUPPLIES	16,575	6,271	10,304	38%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	125	2,125	6%
OTHER COSTS	58,551	11,000	47,551	19%
PROGRAM COSTS	6,500	2,404	4,096	37%
INDIRECT	404,726	40,150	364,576	10%
TOTAL	1,489,531	443,922	1,045,609	30%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	1,206	2,794	30%
BENEFITS	825	144	681	17%
TRAVEL	0	23	(23)	Not budgeted
SPACE COST	4,200	1,622	2,578	39%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	8,409	17,851	32%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,748	2,843	905	76%
TOTAL	41,233	36,777	4,456	89%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/19 TO 7/31/19 (5 OF 12 MONTHS = 41.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 5,375,703**	**$ 2,032,989**	**37.8%**	**$ 3,342,714**
Expenditures				
Salaries	3,066,150	1,047,679	34.2%	2,018,471
Benefits @ 24.11% actual	755,091	260,913	34.6%	494,178
Total Personnel Costs	3,821,241	1,308,592	34.2%	2,512,649
Operating Costs				
Travel	93,650	33,516	35.8%	60,134
Space Costs	186,800	81,814	43.8%	104,986
Supplies	166,500	98,238	59.0%	68,262
Consultant/Contract	659,100	296,866	45.0%	362,234
Other Operating Costs	345,050	132,005	38.3%	213,045
Total Operating Costs	1,451,100	642,439	44.3%	808,661
Total Expenditures	**$ 5,272,341**	**$ 1,951,031**	**37.0%**	**$ 3,321,310**
Excess Indirect Revenue	**$ 103,362**	**$ 81,958**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,034,632	$ 378,508	36.6%	$ 656,124
Operations	1,355,800	496,106	36.6%	859,694
Executive	612,204	236,496	38.6%	375,708
Community Development	705,930	247,316	35.0%	458,614
Finance	1,563,775	592,606	37.9%	971,169
	$ 5,272,341	$ 1,951,031	37.0%	$ 3,321,310

Prepared Date: 08/07/2019