



DATE	May 24, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Budget & Finance Committee Agenda

1. Call to Order

2. Roll Call

Michelle Jara-Rangel (Chair) Nila Hogan
Denise Boshers

3. Public Comments

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for March 31, 2023 – **Info Item** Tracy Webster, Chief Financial Officer
 1. Head Start Budget to Actual for the Period Ended March 31, 2023 **(p. 3-5)**
 2. Early Head Start budget to Actual for the Period Ended March 31, 2023 **(p. 6-8)**
 3. American Rescue Plan Funding Budget to Actual for the Period Ended March 31, 2023 **(p. 9-12)**
- b. Resolution to Approve the Submission of the 2023 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contact #23Q-5561 – **Action Item (p. 13-15)** Wilfredo Cruz, Energy Administrator
- c. Cost of Living Adjustment (COLA) for All Employee Wages – **Action Item (p. 16-28)** Tracy Webster, Chief Financial Officer
- g. March 2023 Financial Statements - **Action Item (p. 29-87)** Tracy Webster, Chief Financial Officer

5. Committee Member Comments

6. Next Scheduled Meeting

Budget & Finance Committee Meeting
12:00 pm
June 21, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, May 19, 2023 by Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Budget and Finance Committee

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

Date: May 24, 2023

Subject: *Head Start*
Budget to Actual Report for the period ended March 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2023. One month (8.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 4% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 14% of the budget.

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

The non-Federal share is at 12% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - March 31, 2023
 Month 01 of 12 (8.3%)

Prepared 05/12/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,709,705	216,044	9,493,661	2%	98%
FRINGE BENEFITS	3,926,571	103,359	3,823,212	3%	97%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	717,567	59,487	658,080	8%	92%
CONTRACTUAL	129,742	4,269	125,473	3%	97%
CONSTRUCTION	-	-	-		
OTHER	2,369,344	215,875	2,153,469	9%	91%
INDIRECT	1,628,603	53,288	1,575,315	3%	97%
TOTAL BASE FUNDING	18,481,532	652,322	17,829,210	4%	96%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	9,310	32,594	22%	78%
SUPPLIES	23,986	120	23,866	1%	99%
CONTRACTUAL	22,800	221	22,579	1%	99%
OTHER	72,752	12,976	59,776	18%	82%
INDIRECT	16,144	2,255	13,889	14%	86%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	24,882	152,704	14%	86%

CARRYOVER

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

GRAND TOTAL HS FEDERAL FUNDS **18,659,118** **677,204** **17,981,914** **4%** **96%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,985,635	463,105	1,522,530	23%	77%
CALIF DEPT OF ED	10,045,511	998,295	9,047,216	10%	90%
TOTAL NON-FEDERAL	12,031,146	1,461,400	10,569,746	12%	88%

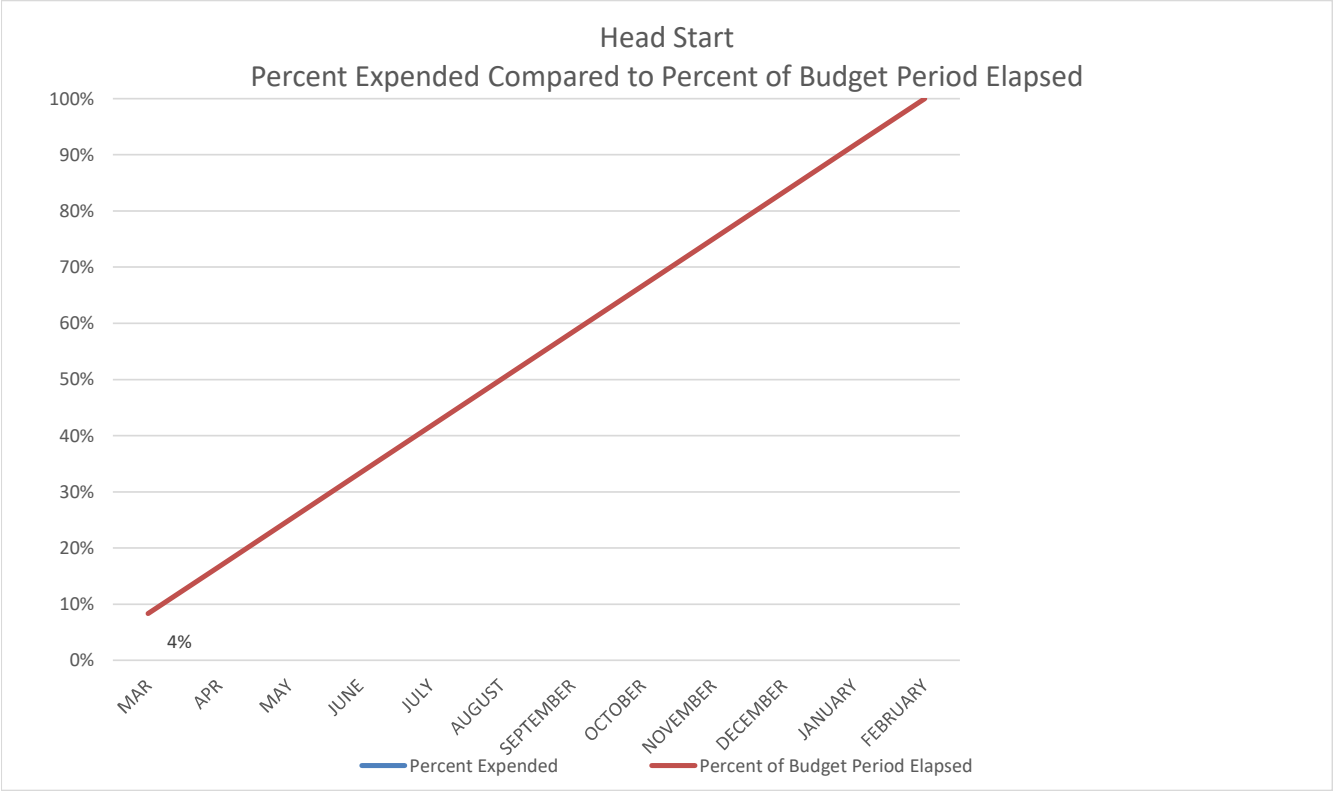
Budget reflects Notice of Award #09CH011132-05-00

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2023

Administrative Cost for HS and EHS Combined **3.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	24,882	-	-	-	24,882	4/1/2023
Lowe's	61,100				61,100	4/1/2023
Smart & Final	390				390	4/2/2023
Save Mart	550				550	4/4/2023
Chevron & Texaco Business Card	8,662	-	-	-	8,662	4/6/2023
Home Depot	16,840	805	976	-	18,621	4/5/2023
	112,425	805	976	-	114,205	





MEMORANDUM

To: Budget and Finance Committee

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

Date: May 14, 2023

Subject: *Early Head Start*
Budget to Actual Report for the period ended March 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2023. One month (8.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 4% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - March 31, 2023
 Month 01 of 12 (8.3%)

Prepared 05/12/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,313,272	285,763	9,027,509	3%	97%
FRINGE BENEFITS	2,737,444	138,104	2,599,340	5%	95%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	859,126	98,762	760,364	11%	89%
CONTRACTUAL	985,671	35,965	949,706	4%	96%
CONSTRUCTION	-	-	-		
OTHER	2,024,865	137,517	1,887,348	7%	93%
INDIRECT	1,545,327	65,644	1,479,683	4%	96%
TOTAL BASE FUNDING	17,465,705	761,755	16,703,950	4%	96%

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	5,806	38,386	13%	87%
SUPPLIES	30,013	30	29,983	0%	100%
CONTRACTUAL	26,080	154	25,926	1%	99%
OTHER	212,393	15,912	196,481	7%	93%
INDIRECT	31,268	2,184	29,084	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	24,086	319,860	7%	93%

CARRYOVER

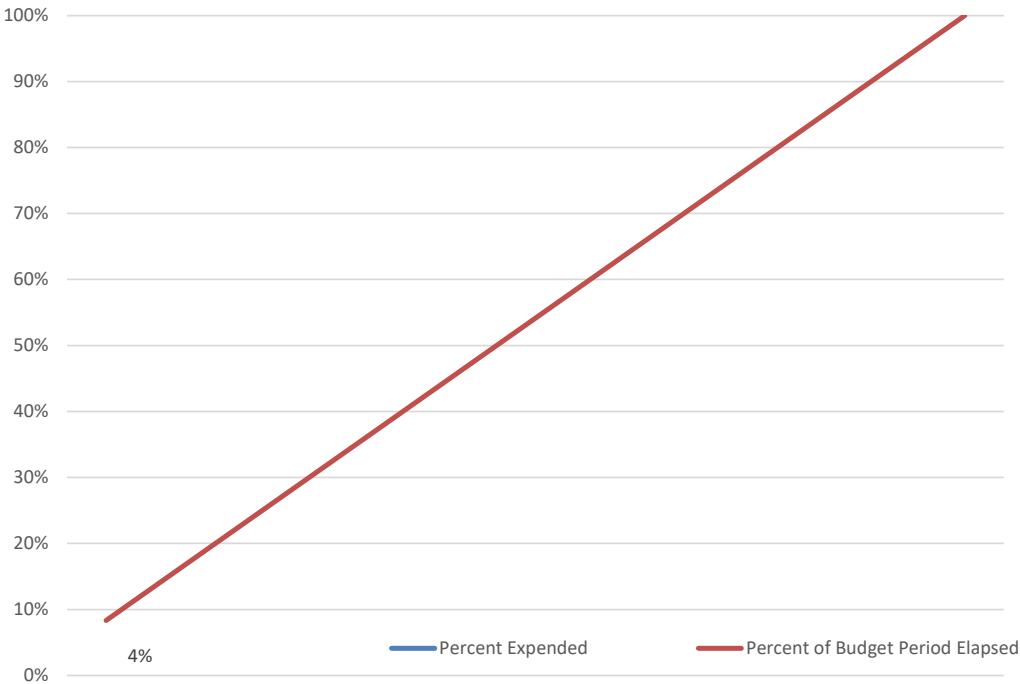
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

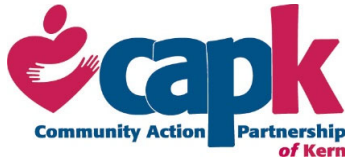
GRAND TOTAL EHS FEDERAL FUNDS	17,809,651	785,842	17,023,809	4%	96%
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Budget reflects Notice of Award #09CH011132-05-00

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2023

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





MEMORANDUM

To: Budget and Finance Committee

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

Date: May 24 2023

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended March 31, 2023 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through March 31, 2023, twenty-four months (100%) of the 24-month budget period have elapsed.

COVID

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

American Rescue Plan Act

Overall expenditures are at 100% of the budget. These funds are being utilized to support the retention incentive for staff and Construction.

**Community Action Partnership of Kern
American Rescue Plan
Budget to Actual Report**

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

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

Month 24 of 24 (100%)

Prepared 05/12/2023

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

American Rescue Plan Act

PERSONNEL	763,438	976,097	(212,659)	128%	-28%
FRINGE BENEFITS	251,934	74,671	177,263	30%	70%
TRAVEL					
SUPPLIES	553,540		553,540	0%	100%
CONTRACTUAL					
OTHER	830,310		830,310	0%	100%
CONSTRUCTION		1,509,923	(1,509,923)		
INDIRECT	266,580	105,111	161,469	39%	61%
TOTAL	2,665,802	2,665,802	0	100%	0%

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	3,336,361	0	100%	0%
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Centralized Administrative Cost	5.0%
Program Administrative Cost	0.0%
Total Administrative Cost	5.0%

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

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2023

Community Action Partnership of Kern
 Head Start and Early Head Start Kern
 Year-to-Date Non-Federal Share and In-Kind Report
 Budget Period: March 1, 2023 through February 29, 2024
 Report for period ending March 31, 2023 (Month 1 of 12)

Percent of budget period elapsed: 8.3%

LOCATION	Enrollment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	8,844	0	0	0	0	0	0	0	0	0	0	0	8,844	Kern	39,812	22%
Alicante	20	9,629	0	0	0	0	0	0	0	0	0	0	0	9,629	Kern	19,906	48%
Angela Martinez	60	7,132	0	0	0	0	0	0	0	0	0	0	0	7,132	Kern	59,718	12%
Broadway	40	5,844	0	0	0	0	0	0	0	0	0	0	0	5,844	Kern	39,812	15%
California City	20	2,826	0	0	0	0	0	0	0	0	0	0	0	2,826	Kern	19,906	14%
Cleo Foran	23	2,112	0	0	0	0	0	0	0	0	0	0	0	2,112	Kern	22,892	9%
Delano	76	16,031	0	0	0	0	0	0	0	0	0	0	0	16,031	Kern	75,643	21%
East California	52	6,966	0	0	0	0	0	0	0	0	0	0	0	6,966	Kern	51,756	13%
Fairfax	39	14,538	0	0	0	0	0	0	0	0	0	0	0	14,538	Kern	38,817	37%
Fairview	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
Harvey L. Hall	140	13,116	0	0	0	0	0	0	0	0	0	0	0	13,116	Kern	139,343	9%
Heritage	20	6,419	0	0	0	0	0	0	0	0	0	0	0	6,419	Kern	19,906	32%
Home Base	126	6,420	0	0	0	0	0	0	0	0	0	0	0	6,420	Kern	62,704	10%
Lamont	20	6,800	0	0	0	0	0	0	0	0	0	0	0	6,800	Kern	19,906	34%
Martha J. Morgan	71	16,660	0	0	0	0	0	0	0	0	0	0	0	16,660	Kern	70,667	24%
McFarland	20	18,674	0	0	0	0	0	0	0	0	0	0	0	18,674	Kern	19,906	94%
Mojave	20	19	0	0	0	0	0	0	0	0	0	0	0	19	Kern	19,906	0%
Oasis	45	12,945	0	0	0	0	0	0	0	0	0	0	0	12,945	Kern	44,789	29%
Pete H. Parra	128	24,949	0	0	0	0	0	0	0	0	0	0	0	24,949	Kern	127,399	20%
Planz	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
Primeros Pasos	76	14,655	0	0	0	0	0	0	0	0	0	0	0	14,655	Kern	75,643	19%
Rosamond	60	2,878	0	0	0	0	0	0	0	0	0	0	0	2,878	Kern	59,718	5%
San Diego	32	6,659	0	0	0	0	0	0	0	0	0	0	0	6,659	Kern	31,850	21%
Seibert	20	2,192	0	0	0	0	0	0	0	0	0	0	0	2,192	Kern	19,906	11%
Shafter	20	4,881	0	0	0	0	0	0	0	0	0	0	0	4,881	Kern	19,906	25%
Shafter HS/EHS	24	3,630	0	0	0	0	0	0	0	0	0	0	0	3,630	Kern	23,887	15%
Sterling	124	15,196	0	0	0	0	0	0	0	0	0	0	0	15,196	Kern	123,418	12%
Stockdale Head Start	60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Sunrise Villa	20	2,259	0	0	0	0	0	0	0	0	0	0	0	2,259	Kern	19,906	11%
Taft	60	7,681	0	0	0	0	0	0	0	0	0	0	0	7,681	Kern	59,718	13%
Tehachapi	34	373	0	0	0	0	0	0	0	0	0	0	0	373	Kern	33,840	1%
Vineland	20	1,678	0	0	0	0	0	0	0	0	0	0	0	1,678	Kern	19,906	8%
Virginia	20	9,043	0	0	0	0	0	0	0	0	0	0	0	9,043	Kern	19,906	45%
Wesley	60	20,255	0	0	0	0	0	0	0	0	0	0	0	20,255	Kern	59,718	34%
Willow	40	10,165	0	0	0	0	0	0	0	0	0	0	0	10,165	Kern	39,812	26%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Governance		428	0	0	0	0	0	0	0	0	0	0	0	428	Kern	15,000	3%
Program Services		12,394	0	0	0	0	0	0	0	0	0	0	0	12,394	Kern	74,265	17%
California Street	24	5,167	0	0	0	0	0	0	0	0	0	0	0	5,167	SJC	39,646	13%
Chrisman	16	4,794	0	0	0	0	0	0	0	0	0	0	0	4,794	SJC	26,431	18%
Glanone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	#DIV/0!
Kennedy	16	1,373	0	0	0	0	0	0	0	0	0	0	0	1,373	SJC	26,431	5%
Lodi Home Base	30	7,022	0	0	0	0	0	0	0	0	0	0	0	7,022	SJC	24,779	28%
Lodi UCC	30	6,058	0	0	0	0	0	0	0	0	0	0	0	6,058	SJC	49,558	12%
Manteca Home Base	11	6,619	0	0	0	0	0	0	0	0	0	0	0	6,619	SJC	9,086	73%
Marci Massel	24	1,916	0	0	0	0	0	0	0	0	0	0	0	1,916	SJC	39,646	5%
St. Mary's	24	4,207	0	0	0	0	0	0	0	0	0	0	0	4,207	SJC	39,646	11%
Stockton Home Base	78	9,353	0	0	0	0	0	0	0	0	0	0	0	9,353	SJC	64,425	15%
Tracy Home Base	12	6,099	0	0	0	0	0	0	0	0	0	0	0	6,099	SJC	9,912	62%
Walnut	24	2,953	0	0	0	0	0	0	0	0	0	0	0	2,953	SJC	39,646	7%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
SUBTOTAL IN-KIND	1,919	349,853	0	0	0	0	0	0	0	0	0	0	0	349,853	0	1,958,398	18%
x																	
State General Child Care*		273,064	0	0	0	0	0	0	0	0	0	0	0	273,064	Kern	3,297,554	8%
State Preschool*		623,046	0	0	0	0	0	0	0	0	0	0	0	623,046	Kern	6,413,658	10%
State Migrant Child Care*		5,212	0	0	0	0	0	0	0	0	0	0	0	5,212	Kern	245,034	2%
SUBTOTAL CA DEPT OF ED		901,323	0	0	0	0	0	0	0	0	0	0	0	901,323	0	9,956,246	9%
x																	
State General Child Care*		96,972	0	0	0	0	0	0	0	0	0	0	0	96,972	SJC	1,175,152	8%
SUBTOTAL CA DEPT OF ED		96,972	0	0	0	0	0	0	0	0	0	0	0	96,972	0	1,175,152	8%
GRAND TOTAL		1,348,148	0	0	0	0	0	0	0	0	0	0	0	1,348,148		13,089,796	10%
CCP In-Kind															113,252		
Total In_kind															1,461,400		

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

Percent of year elapsed: 0.083%

LOCATION	FUNDED ENROLLMENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,098	0	0	0	0	0	0	0	0	0	0	0	2,098	103,398	2%
Kern Community College District - BC	32	27,484	0	0	0	0	0	0	0	0	0	0	0	27,484	137,864	20%
KCSOS - Blanton	16	33,685	0	0	0	0	0	0	0	0	0	0	0	33,685	68,932	49%
Garden Pathways	11	0	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Taft College	42	49,928	0	0	0	0	0	0	0	0	0	0	0	49,928	180,947	28%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	152	113,252	0	0	0	0	0	0	0	0	0	0	0	113,252	654,854	17%



MEMORANDUM

To: Budget & Finance Committee

From: Wilfredo Cruz, Energy Program Administrator

Date: May 24, 2023

Subject: Resolution to Approve the Submission of the 2023 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 23Q-5561
– **Action Item**

On May 4, 2023, our agency received the 2023 SLIHEAP grant award from the Department of Community Services and Development (CSD). This grant is supported by the United States Department of Health and Human Services under the Infrastructure Investment and Jobs Act (IIJA). The contract period will run from May 1, 2023, through May 31, 2024 with a total allocation of \$284,366.00.

The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their heating and cooling energy costs payment assistance at no cost to the participants. This contract does not provide funds for weatherization, only utility assistance. The contract supports federal and state efforts to address the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work being completed connects to CAPK's mission and Strategic Goal 3, advancing economic empowerment and financial stability for low-income people in the community we serve.

In order to execute this contract a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends the Board of Directors approve, with Resolution, the 2023 SLIHEAP contract number 23Q-5561 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2023-08
CSD 2022 SLIHEAP Contract #23Q-5561



RESOLUTION #2023-08

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023 SLIHEAP Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 31, 2023, in Bakersfield, California at a regular scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development has made available SLIHEAP funds for 2023; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2023 SLIHEAP Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2023 SLIHEAP contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the submission of the 2023 SLIHEAP Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 31st day of May 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

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

AGREEMENT NUMBER

23Q-5561

PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Community Action Partnership of Kern

2. The term of this Agreement is: May 1, 2023 through May 31, 2024

3. The maximum amount of this Agreement is: Total \$284,366.00

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

Preamble*

Article 1 - Scope of Work

Article 2 - Contract Administration and Procedure

Article 3 - Contract Changes

Article 4 - Administrative Policies and Procedures

Article 5 - Administrative and Program Expenditures Requirements

Article 6 - Reporting Policies and Procedures

Article 7 - Program Policies and Procedures

Article 8 - Program Implementation

Article 9 - Compliance Policies and Procedures

Article 10 - Federal and State Policy Provisions

Article 11 - General Terms and Conditions GTC 04/2017

Article 12 - Definitions

Article 13 - Table of Forms and Documents Incorporated by Reference

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO

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

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



MEMORANDUM

To: Budget and Finance Committee
Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: May 24, 2023

Re: Agenda Item 4c: Cost of Living Adjustment (COLA) for All Employee Wages –
Action Item

The approved federal budget includes funding for a 5.6% Cost-of-Living Adjustment (COLA) for our Head Start group of contracts. This will provide for a 5.6% contract increase, including a wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, comprising Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County includes approximately 600 employees of the CAPK total 900 employees.

The Board of Directors previously approved the 5.6% COLA for Kern Head Start and San Joaquin Early Head Start.

Historically, we have not been able to offer a regular schedule of COLA increases to our employees. We are bound by federal and state budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread the COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 2.28% increase effective March 2022, 2.0% increase effective March 2021, and a 2.0% increase effective March 2020.

The Chiefs, Division Directors, and Program Managers routinely work at planning and budgeting for a possible COLA. All current program budgets include a wage COLA in their operational budgets for the 2023-24 budget year. The effective date of the COLA for each program or contract may vary, depending on each contract's requirements and funding levels. We plan to implement the COLA during payroll cycles in June.

Recommendation:

Staff recommend approval to implement an agency-wide COLA of 5.6%. This increase would not apply to the Chief Executive Officer. Staff recommends that the COLA be applied with the attached effective dates subject to each individual contract requirements and funding levels.

Attachments:

Resolution No. 2023-09
COLA Adjustment Schedule
2023-24 CAPK Compensation Schedule



RESOLUTION # 2023-09

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

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 31, 2023, at a regular scheduled meeting and resolved as follows:

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

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

WHEREAS, the Head Start / Early Head Start programs has submitted all required paperwork to receive the approved 5.6 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start program (09CH011132); and

WHEREAS, the Executive Leadership Staff identified all employees are not covered by the Head Start / Early Head Start COLA, and recommends a similar COLA as detailed in Attachment “A”.

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

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 31st day of May 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

Agenda Item VI (e): Cost of Living Adjustment (COLA) for all employee wages: Resolution No. 2023-XX Attachment A

COMMUNITY ACTION PARTNERSHIP OF KERN
 Cost of Living Adjustment (COLA)
 FISCAL YEAR 2023/24

<u>Fund Description</u>	<u>% COLA</u>		<u>RETRO</u>	
	<u>Effective Date</u>	<u>Pay Date</u>	<u>Effective Day</u>	<u>Pay Date</u>
<u>Migrant Childcare Alternative Payment</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>WIC Family</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>East Kern Family</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Senior Food Program</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Youth Centers Family</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Homeless Services</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Energy Family</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>211 Family</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>CSBG Funds</u> <i>(Includes the Food Bank, Friendship House, VITA, Shafter Youth Center, and 211)</i>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Indirect Fund</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Employee Cost Pool</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Head Start & State Child Care Family</u>	6/30/2023	TBD by Payroll	3/1/2023	TBD by Payroll

NOTES:

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

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	9	X
Accountant I - Finance	10	
Accountant II - Finance	11	
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Accounts Payable Supervisor	10	X
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Analyst	9	
Administrative Assistant - Community Development	1	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - VITA	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Advocacy & Public Relations Manager	11	X
Agency Relations Coordinator - Food Bank	8	
Assessor I - Energy	7	
Assessor II - Energy	8	
Assistant Director of EHS - San Joaquin	13	X
Assistant Director of Head Start/ State Child Development	13	X
Assistant Director of Operations	13	X
Assistant Teacher - Early Head Start	3	
Assistant Teacher - Head Start	3	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director	8	
Assistant to the Director Head Start / State Child Development	8	
Associate Director of Development	12	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	8	
Breastfeeding Education Coordinator/Peer Counselor Supervisor - WIC	11	
Business Contracts Specialist - Operations	9	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Business Manager - Operations	11	X
Business Technician - Operations	8	
CACFP Monitor	8	
Cal Fresh Health Living Health Educator	8	
Cal Fresh Health Living Program Administrator	12	X
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	16	X
Chief Program Officer	16	X
Child Care Partnership Program Manager	11	X
Classroom Aide	1	
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Controller	14	X
Cook - Central Kitchen - Health & Nutrition	2	
Coordinated Entry Services (CES) Manager	10	X
Coordinated Entry Services (CES) Supervisor	9	X
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Curriculum Specialist	8	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Drafting GIS Specialist	10	
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFRFC - Health & Nutrition	6	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Early Head Start Teacher Permit - Head Start	5	
Early Head Start Teacher AA Degree - Head Start	6	
Early Head Start Teacher BA Degree - Head Start	8	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	8	
Eligibility Technician - Energy	5	
Energy Program Assistant	4	
Enrollment and Attendance Coordinator	9	X
Enrollment and Attendance Manager	10	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	2	
Facilities Specialist - Operations	9	X
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	
Family Engagement Specialist / Home Base Supervisor	9	X
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	8	
Family Service Specialist II - MCAP - Health Nutrition	8	
Family Service Worker - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Manager	11	X
Fingerprint Clerk	5	
Fiscal Administrator - Head Start	12	X
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	8	
Food Bank Administrative Supervisor	9	
Food Bank Pantry Technician	5	
Food Bank Volunteer Technician	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Food Production Supervisor	7	
Food Service Administrator - Central Kitchen - Health & Nutrition	12	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	11	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcer - Food Bank - Health & Nutrition	7	
Grant Administrator	12	X
Head Start Program Administrator	12	X
Health & Nutrition Supervisor - Head Start	9	X
Health & Safety Supervisor - HR	10	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Food Prep Assistant	2	
Homeless Food Prep Coordinator	6	
Homeless Food Prep Lead	4	
Homeless Services Operations Manager	10	X
Homeless Program Coordinator	6	
Homeless Program Administrator	12	X
Homeless Program Supervisor	9	X
Homeless Shelter Worker	3	
Homeless Volunteer Coordinator	6	
Housing Navigator - CES	6	
Housing Services Navigator	6	
Housing Services Program Manager	10	X
Housing Services Program Specialist	7	
HR Specialist - HR San Joaquin	9	
Human Resources Administrator - HR	12	X
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Human Resources Manager	11	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Human Resources Technician - HR	6	
Inclusion and Wellness Coordinator	8	
Inclusion and Wellness Coordinator - San Joaquin	9	
Information & Referral Specialist -211/Operations	3	
Information Systems Business Analyst I	10	X
Information Systems Business Analyst II	11	X
Information Systems Developer	10	
Information Systems Manager	11	X
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Information Technology Administrator	12	X
Information Technology Infrastructure Manager	11	X
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	
Mentor Coach II - Head Start	8	
Migrant Childcare Family Services Manager	11	X
Migrant Childcare Outreach Coordinator	9	
Migrant Childcare Outreach Specialist	8	
Migrant Childcare Outreach Technician	6	
Migrant Childcare Subsidized Reimbursement Manager	11	X
Migrant Childcare Quality Assurance Coordinator	9	
Migrant Childcare Quality Assurance Specialist	8	
Migrant Childcare Quality Assurance Technician	5	
Multimedia Specialist	9	
Network Engineer	10	X
Nutrition Education Supervisor - WIC	11	X
Office Assistant - EKFRS - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	6	
Outreach & Communications Supervisor	10	
Outreach & Public Relations Coordinator - WIC	7	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Outreach Specialist - VITA	6	
Outreach Specialist - Community Development	8	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll Supervisor - Finance	10	X
Payroll/HRIS Administrator - Finance	12	X
Professional Development Coordinator	9	X
Professional Development Technician	4	
Program Administrator - 211	12	X
Program Administrator - Energy	12	X
Program Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Administrator - WIC	12	X
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	9	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Educator - Housing Services	6	
Program Governance Coordinator - Head Start	8	
Program Manager - Americorps	10	X
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Quality Reviewer - VITA	4	
Receptionist - Administration	3	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Rental Assistance Program Supervisor	9	X
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist I	10	X
Senior Community Development Specialist II	11	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Supervisor - WIC	11	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	8	
Teacher - Permit - Head Start	5	
Teacher - AADegree - Head Start	6	
Teacher - BA Degree - Head Start	8	
Transport Driver	2	
Utility Assistance & Outreach Manager - Energy	11	X
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	3	
Weatherization Assistant Manager - Energy	10	
Weatherization Inspector I - Energy	9	
Weatherization Inspector II - Energy	9	
Weatherization Installer I - Energy	6	
Weatherization Installer II - Energy	7	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	4	
WIC Administrative Coordinator	10	
WIC Clerk - WIC	2	
WIC Degreed Nutritionist - WIC	9	
WIC Nutrition Assistant - WIC	3	
WIC Nutrition Assistant II - WIC	3	
WIC Nutrition Assistant III - WIC	3	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
WIC Nutrition Assistant IV - WIC	4	
WIC Training Coordinator	10	
WNA/Peer Counselor - WIC	3	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	3	

Community Action Partnership of Kern 2023-24 - PROPOSED 5.6% COLA

Board Approved: TBD

Compensation Structure						
Grade	Annual Breakdown*			Hourly Breakdown		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
17 ***	\$154,148.80	\$192,670.40	\$212,100.00	\$74.11	\$92.63	\$101.97
16	\$134,056.00	\$167,523.20	\$201,052.80	\$64.45	\$80.54	\$96.66
15	\$116,563.20	\$145,683.20	\$174,844.80	\$56.04	\$70.04	\$84.06
14	\$101,337.60	\$126,692.80	\$152,048.00	\$48.72	\$60.91	\$73.10
13	\$88,129.60	\$110,156.80	\$132,184.00	\$42.37	\$52.96	\$63.55
12	\$76,648.00	\$95,784.00	\$114,961.60	\$36.85	\$46.05	\$55.27
11	\$66,664.00	\$83,324.80	\$99,985.60	\$32.05	\$40.06	\$48.07
10	\$57,990.40	\$72,446.40	\$86,944.00	\$27.88	\$34.83	\$41.80
9 **	\$50,356.80	\$63,024.00	\$75,628.80	\$24.21	\$30.30	\$36.36
8	\$43,867.20	\$54,787.20	\$65,748.80	\$21.09	\$26.34	\$31.61
7	\$40,476.80	\$47,611.20	\$54,787.20	\$19.46	\$22.89	\$26.34
6	\$37,648.00	\$44,324.80	\$50,960.00	\$18.10	\$21.31	\$24.50
5	\$35,027.20	\$41,225.60	\$47,382.40	\$16.84	\$19.82	\$22.78
4	\$32,572.80	\$38,396.80	\$44,137.60	\$15.66	\$18.46	\$21.22
3	\$32,240.00	\$35,672.00	\$41,059.20	\$15.50	\$17.15	\$19.74
2	\$32,240.00	\$33,176.00	\$38,147.20	\$15.50	\$15.95	\$18.34
1	\$32,240.00	\$32,240.00	\$35,464.00	\$15.50	\$15.50	\$17.05

* Based on 2,080 annual hours

** As of 1/1/2022 - Grade 9 is the minimum an exempt employee can be classified

*** Maximum of grade may not exceed Level II of the Federal Executive Schedule (EX)

**SEIU BARGAINING UNIT COMPENSATION SCHEDULE
2023-24 - 5.6% COLA**

Board Approved: TBD

UNIT A

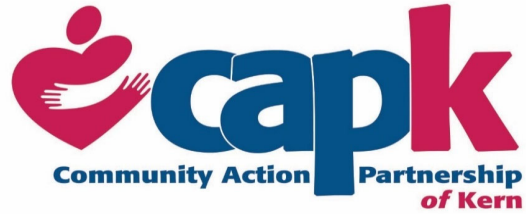
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Head Start Teacher	19.68	19.97	-	-	-	-	-	-
Teacher I (Permit)	19.68	19.97	-	-	-	-	-	-
Teacher I	23.15	23.50	23.84	24.20	24.57	-	-	-
Teacher II	25.06	25.44	25.83	26.20	26.60	27.00	27.41	27.83
EHS Teacher								
Teacher I (Permit)	19.68	19.97	-	-	-	-	-	-
Teacher I	23.15	23.50	23.84	24.20	24.57	-	-	-
Teacher II	25.06	25.44	25.83	26.20	26.60	27.00	27.41	27.83
Family Service Worker	20.25	20.55	20.87	21.18	21.49	-	-	-
Assistant Teacher	17.28	17.54	17.80	-	-	-	-	-
Classroom Aide	16.37	-	-	-	-	-	-	-
Food Service Worker	16.74	-	-	-	-	-	-	-

UNIT B

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Food Production Driver	17.83	18.09	18.36	18.64	18.92	-	-	-
Lead Production Driver	18.90	19.18	19.47	19.77	20.05	-	-	-
Shift Leader	18.90	19.18	19.47	19.77	20.05	-	-	-
Cook	17.28	17.54	17.80	18.07	18.34	-	-	-
Custodian	16.37	-	-	-	-	-	-	-

UNIT C

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Maintenance Tech I	18.90	19.18	19.47	19.77	20.05	-	-	-
Maintenance Tech II	21.06	21.37	21.70	22.02	22.36	-	-	-



BUDGET AND FINANCE COMMITTEE

MAY 24, 2023

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
 SCHEDULE OF PROGRAMS (FUNDS)
 FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/23 - 02/28/24	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/23 - 02/28/24	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/23 - 02/28/24	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/23 - 02/28/24	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/23 - 02/28/24	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/23 - 02/28/24	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	534	DONATIONS
211			NOT APPLICABLE	03/01/23 - 02/28/24	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/23 - 02/28/24	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/23 - 02/28/24	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	29,150,876	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,317,893	93.600	09CH011132-05	03/01/23 - 02/28/24	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042103	08/01/22 - 07/31/23	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	244,868	21.009	23VITAA0166	10/01/22 - 09/30/23	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,756,701	93.569	23F - 4015	01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,438,248 7,083,340	93.568 93.568	22B - 4012 23B - 5013	11/01/21 - 06/30/23 11/01/22 - 06/30/24	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133	93.568	22Q-4561	09/01/22 - 06/30/23	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	23J-5716	04/15/23 - 05/31/25	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 08/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	677,192	93.575	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428	93.575	CMAF - 2000	07/01/22 - 06/30/23	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	2,088	93.575	CMIG - 2004	07/01/22 - 06/30/23	250	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,816,697	10.561	19-10324 A01	10/01/22 - 09/30/23	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/ .569	15 - MOU - 00118	10/01/22 - 09/30/23	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAFE CAMPING - COUNTY OF KERN	1,212,423	21.027		7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	437,459	10.565	MOU-20-6003	10/01/22 - 09/30/23	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	10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,277,247	10.557	22 - 10236	10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000	93.185	00-FE-3400-01-00	05/01/22 - 06/30/23	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	107,627	10.561	22 - CF - SUB - KERN	10/01/22 - 09/30/23	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNITY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/22 - 06/30/23	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
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	1,571,900	PO23-01122	N/A	07/01/22 - 06/30/23	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/22 - 06/30/23	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAF - 2000	07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 2058	07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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**COMMUNITY ACTION PARTNERSHIP OF KERN
 SCHEDULE OF PROGRAMS (FUNDS)
 FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992		CSPP - 2120	07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 2004	07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 2004	07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		010 - 2023	07/01/22 - 06/30/23	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/22 - 06/30/23	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		012 - 2023	07/01/22 - 06/30/23	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	242,527		15 MOU - 00118	07/01/22 - 06/30/23	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 06/30/23	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	240,727		N/A	07/01/22 - 06/30/23	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

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**COMMUNITY ACTION PARTNERSHIP OF KERN
 SCHEDULE OF PROGRAMS (FUNDS)
 FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	90,558 93,282		2020.2.05	07/01/22 - 06/30/23 07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	144,951 147,799		2020.2.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	249,281 256,718		2020.1.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	169,156 173,165		2020.2.18	07/01/22 - 06/30/23	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
UNITED WAY STANISLAUS - CES	402,525			07/01/22 - 03/31/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		604-2022	07/01/22 - 06/30/23	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/22 - 06/30/23	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS

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**COMMUNITY ACTION PARTNERSHIP OF KERN
 SCHEDULE OF PROGRAMS (FUNDS)
 FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/22 - 11/30/23	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

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	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

**COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Homeless Services</u>						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

**COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
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		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	<u>Other</u>						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
 FISCAL YEAR 2023/24

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/23	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for \$1.5 million during January , February, July, August 2021 and will increase to \$350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

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
12/31/22 - 3/31/23	90 days	\$ 642.01	8.69%
04/01/23 - 6/30/23	90 days		
07/01/23 - 9/30/23	90 days		
10/01/23 - 12/31/23	90 days		

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 MARCH 31, 2023	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(156,455.42)
HEAD START/EARLY HEAD START	3,263,465.42
SUBTOTAL	3,107,010.00
GENERAL CHILD CARE	44,837.45
MIGRANT A/P	3,687,248.92
MIGRANT CHILD CARE	86,706.57
MIGRANT SPECIALIZED SERVICES	(7,070.93)
SAN JOAQUIN COE GENERAL CHILD CARE	(74,831.35)
STATE PRESCHOOL	2,870,129.15
SUBTOTAL	6,607,019.81
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(101,844.70)
EF&S	75,489.61
EFAP	(237,257.60)
FEEDING AMERICA SENIOR HUNGER	0.87
FEEDING AMERICA SERVICE INSIGHTS	83,352.42
FOOD BANK	(236,995.57)
FOOD BANK EXPANSION	758.19
FOOD BANK CAPACITY PROGRAM	646,615.93
FOOD BANK - STATE	(746,515.21)
WONDERFUL FOOD BANK EXPANSION	2,383,784.63
WONDERFUL FOUNDATION	119,620.87
SUBTOTAL	1,987,009.44
ENERGY	(89,414.99)
LIHEAP	(965,138.75)
LIWHAP	(13,542.64)
PG&E	17,359.01
DAP (Disgorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,050,737.24
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	435,271.13
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(46,583.27)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(26,622.37)
CALAIM HOMELESS PREVENTION SERVICES	232,888.59
CAL FRESH	(10,590.41)
CALEITC	(209,981.53)
CAPK FOUNDATION	(18,611.71)
COST POOLS	7,074.29
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(1,006,115.00)
CSBG	169,874.03
CSBG - DISCRETIONARY	(31,000.00)
DIFFERENTIAL RESPONSE	(83,669.10)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,480,149.10
EAST KERN FAMILY RESOURCE CENTER	13,535.37
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(154,100.69)
ESG COORDINATED ENTRY SERVICE - COVID19	(201.01)
ASTHO VACCINE EQUITY	62,266.88
CITY OF BAKERSFIELD CAL VIP	(4,377.53)
FIRST 5 KERN 211	(8,726.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(26,980.83)
FIRST 5 HELP ME GROW	(15,303.06)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(38,727.70)
FRIENDSHIP HOUSE	15,048.27
FUNDRAISING	275,059.44
GENERAL FUND	572,906.41
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(13,494.30)
HOME VISIT INITIATIVE (CO OF KERN)	(171,721.43)
HOUSING FOR THE HARVEST STATE	3.02
HUD-COORDINATED ENTRY SYSTEM	(29,792.50)
COUNTY OF KERN - 211	0.03
INDIRECT FUND	386,108.24
IRS - VITA	(47,474.16)
TAX ASSISTANCE	29,288.32
M ST NAVIGATION CENTER	37,831.25
NEOPB CAL FRESH HEALTHY LIVING	(311,782.26)
POSITIVE YOUTH DEV SVC	(6,568.74)
POSITIVE YOUTH M	(52,267.31)
SHAFTER YOUTH CENTER	40,970.45
OASIS FAMILY RESOURCE CENTER	11,902.08
SIERRA FOUNDATION - ASTHMA MITIGATION	39,640.24
UNITED WAY 211	981.55
UW STANISLAUS CES	(67,630.27)
WELLS FARGO FOUNDATION	66,981.80
WIC	(547,630.68)
LESS: ENERGY NEGATIVE BALANCE	(1,050,737.24)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	1,898,139.10
TOTAL OPERATING CASH	13,601,178.35

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
HEADSTART ACCRUED VACATION*
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2023

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


ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	03/31/23	992,949.63
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	03/31/23	992,949.63

BALANCE PER G/L	02/28/23	1,050,719.23
ADD:		
DEPOSITS		0.00
INTEREST		720.45
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		58,490.05
BALANCE PER G/L	03/31/23	992,949.63

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/05/23
 APPROVED BY:  Tracy Webster (Apr 5, 2023 14:10 PDT) TITLE: Chief Financial Officer DATE: Apr 5, 2023

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2023


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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	03/31/23	836,665.15
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	03/31/23	836,665.15

BALANCE PER G/L	02/28/23	439,614.14
ADD:		
DEPOSITS		1,922,291.00
INTEREST		555.77
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
WIRE TRANSFER		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		1,525,795.76
BALANCE PER G/L	03/31/23	836,665.15

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00
 ** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/05/23
 APPROVED BY:  Tracy W. Water (Apr 5, 2023 13:36 PDT) TITLE: Chief Financial Officer DATE: Apr 5, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2023


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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	03/31/23	58,978.97
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	03/31/23	58,978.97

BALANCE PER GENERAL LEDGER	02/28/23	58,380.76
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		597.40
PAYPAL DEPOSIT		0.00
INTEREST		41.64
LESS: APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		17.45
BANKCARD FEES		23.38
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
BALANCE PER GENERAL LEDGER:	03/31/23	58,978.97

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing. Difference: 0.00
 ** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.
 *** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/20/23
 APPROVED BY:  Tracy W. Water (Apr 20, 2023 15:07 PDT) TITLE: Chief Financial Officer DATE: Apr 20, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2023

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

ACCOUNT NO.: XXXXX-X2049


BANK BALANCE ENDING:	03/31/23	35,217.25
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	03/31/23	35,217.25

BALANCE PER G/L	02/28/23	35,192.29
ADD:		
DEPOSITS		0.00
INTEREST		24.96
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00

BALANCE PER G/L	03/31/23	35,217.25
------------------------	-----------------	------------------

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/05/23

APPROVED BY:  TITLE: Chief Financial Officer DATE: Apr 5, 2023
Tracy W. Maxon (Apr 5, 2023 16:02 PDT)

**COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED March 1, 2023 - March 31, 2023**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	1,528.22
Gloria Barbero	Administrator - EHS San Joaquin	795.94
Yolanda Gonzales	Director of Head Start/State Child Development Programs	964.62
Freddy Hernandez	Director of Youth and Community Services	3,134.67
Louis Gill	Chief Program Officer	2,284.85
Lisa McGranahan	Director of Human Resources	141.20
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,858.61
Pritika Ram	Chief Business Development Officer	29.00
Jeremy Tobias	Chief Executive Officer	2,280.71
Emilio Wagner	Director of Operations	1,766.08
Tracy Webster	Chief Financial Officer	4,777.37
Rebecca Moreno	Director of Housing Support Services	2,036.98
Susana Magana	Director of Nutrition Services	3,283.56
	Total	\$ 24,881.81



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
						Transaction Count: 0
						Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/6/2023	3/7/2023	Walmart.Com 8009666546 800-966-6546, AR				406.76
Canvas Photos. Prior vendor no longer offers this service. Had to use credit card for this purchase.						
2 3/6/2023	3/8/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
Hotel Deposit for Wipfli Conference in Las Vegas in July. Attendee: C. Anspach.						
3 3/7/2023	3/8/2023	Sq *shafter Chamber Bakersfield, CA				154.88
3 Tickets to Chamber Dinner on 3/16/23. Attendees: C. Anspach, P. Ram, & S. Maldonado						
4 3/7/2023	3/9/2023	Kc Steakhouse Bakersfield, CA				102.77
Lunch Meeting with donor prospect. Attendees: C. Anspach, A. Joven, G. Gonzales (CA Resource Corp.)						
5 3/17/2023	3/20/2023	Candy Nation Llc 610-326-4901, PA				145.25
Candy for Swag Bags for the CAPK Foundation Mixer on 3/30/23						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/18/2023	3/20/2023	Dollar Tree Bakersfield, CA				39.24
Swag Bag Supplies for CAPK Foundation Mixer on 3/30/23						
<hr/>						
7 3/28/2023	3/29/2023	Food-Ex Bakersfield, CA				285.25
Lunch for Foundation Board of Directors Meeting on March 28, 2023. Agenda & Attendee List is attached to invoice.						
<hr/>						
8 3/29/2023	3/31/2023	Office Depot #952 Bakersfield, CA				69.70
Donor Recognition Board for CAPK Foundation Mixer on 3/30/23						
<hr/>						
9 3/29/2023	3/31/2023	The Home Depot #1050 Bakersfield, CA				122.55
Plants purchased for table centerpieces for the CAPK Foundation Mixer on 3/30/23						
<hr/>						

Transaction Count: 9
Total: 1,528.22

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/28/2023	3/30/2023	Southwes 800-435-9792, TX				397.97
Travel tickets for Gloriana Teixeira to Phoenix to attend the NHSA Conference.						
<hr/>						
2 3/28/2023	3/30/2023	Southwes 800-435-9792, TX				397.97
Travel tickets for Tina Moua to Phoenix to attend the NHSA Conference.						
<hr/>						

Transaction Count: 2
Total: 795.94

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Freddy Hernandez	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 2/28/2023	3/1/2023	Dd Doordash Elpollolo 855-973-1040, CA		_____	_____	60.60
Lunch for VITA volunteers.						
<hr/>						
2 3/2/2023	3/3/2023	Dd Doordash Frescomex 855-973-1040, CA		_____	_____	47.28
Lunch for VITA volunteers.						
<hr/>						
3 3/3/2023	3/6/2023	Pizza Hut 27385 Https://lpcha, CA		_____	_____	40.70
Lunch provided for VITA volunteers.						
<hr/>						
4 3/5/2023	3/6/2023	Dd Doordash Onohawaii 855-973-1040, CA		_____	_____	199.93
Lunch provided for VITA volunteers.						
<hr/>						
5 3/7/2023	3/8/2023	Dd Doordash Pandaexpr 855-973-1040, CA		_____	_____	56.05
Lunch provided for VITA volunteers.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/8/2023	3/9/2023	Dd Doordash Tacobell 855-973-1040, CA				22.16
Lunch provided for VITA volunteers.						
<hr/>						
7 3/12/2023	3/13/2023	Dd Doordash Elpollolo 855-973-1040, CA				127.50
Lunch provided for VITA volunteers.						
<hr/>						
8 3/14/2023	3/15/2023	Dd Doordash Wingstop 855-973-1040, CA				64.01
Lunch for VITA volunteers.						
<hr/>						
9 3/16/2023	3/17/2023	Sequoia Sand Downtown Bakersfield, CA				38.25
Lunch provided for VITA volunteers.						
<hr/>						
10 3/17/2023	3/20/2023	Blaze Pizza - 1098 - Bake 559-920-5418, CA				148.99
Lunch provided for VITA volunteers.						
<hr/>						
11 3/18/2023	3/20/2023	Sq *too Fat Sandwiches-18 Gosq.Com, CA				100.49
Lunch provided for VITA volunteers.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 3/23/2023	3/24/2023	Event* Meeting Solutio Www.Cvent.Com, VA				675.00
Registration for Abran Gonzalez to attend the NEUAC Conference in San Diego, CA.						
<hr/>						
13 3/23/2023	3/24/2023	Event* Meeting Solutio Www.Cvent.Com, VA				675.00
Registration for Wilfredo Cruz to attend the NEUAC Conference in San Diego, CA.						
<hr/>						
14 3/25/2023	3/27/2023	Canva* I03735-22776402 Httpscanva.Co, DE				12.95
Software required for VITA.						
<hr/>						
15 3/25/2023	3/27/2023	Dd Doordash Littlecae 855-973-1040, CA				32.31
Lunch provided for VITA volunteers.						
<hr/>						
16 3/26/2023	3/27/2023	Dd Doordash Popeyes 855-973-1040, CA				118.20
Lunch provided for VITA volunteers.						
<hr/>						
17 3/28/2023	3/29/2023	Dd Doordash Elpollolo 855-973-1040, CA				40.25
Lunch provided for VITA volunteers.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 3/30/2023	3/31/2023	Event* Meeting Solutio Www.Cvent.Com, VA				675.00
Registration for Freddy Hernandez to attend the NEUAC Conference in San Diego, CA.						

Transaction Count: 18

Total: 3,134.67

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Louis Gill	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/1/2023	3/3/2023	Office Depot #952 Bakersfield, CA		_____	_____	447.98
Immediate need for office supplies for Louis Gill, CPO.						
<hr/>						
2 3/20/2023	3/21/2023	American Air Fort Worth, TX		_____	_____	290.20
Airline ticket for Louis Gill to attend the NHSA Conference in Phoenix, AZ.						
<hr/>						
3 3/20/2023	3/21/2023	American Air Fort Worth, TX		_____	_____	27.67
American Airline seat charge for Louis Gill to attend the NHSA Conference in Phoenix, AZ.						
<hr/>						
4 3/24/2023	3/27/2023	National Head Start Asso 703-739-0875, VA		_____	_____	1,519.00
Registration for Louis Gill to attend the NHSA Conference in Phoenix.						
<hr/>						

Transaction Count: 4
Total: 2,284.85

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/7/2023	3/8/2023	Start Early 312-922-3863, IL		_____	_____	798.00
Registration for staff to attend the National Home Visiting Virtual Summit - Tory Newsome, Patricia Robles-Wesley						
<hr/>						
2 3/21/2023	3/22/2023	Paypal 402-935-7733, VA		_____	_____	29.00
Registration for Pyramid Model training for Home Visiting Program ~ Home Visitor ~ A. Lopez.						
<hr/>						
3 3/22/2023	3/23/2023	Target.Com 800-591-3869, MN		_____	_____	103.45
Program/sanitation materials for diapering area in Rosamond HVP Socialization Room						
<hr/>						
4 3/27/2023	3/29/2023	Midgleys Public House 209-4747700, CA		_____	_____	928.16
Head Start Strategic Planning Retreat / CPO Introductions and Team Building Event Venue and Incidental Food Costs						
<hr/>						

Transaction Count: 4

Total: 1,858.61

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/1/2023 - 4/30/2023

Statement Summary

Name	Pritika Ram	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	Currency	US Dollar
Reporting Period	4/1/2023 - 4/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 4/1/2023	4/3/2023	Stk*shutterstock 866-6633954, NY				29.00
Monthly Subscription Fee for Stock Photos						

Transaction Count: 1
Total: 29.00

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Jeremy Tobias	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/7/2023	3/8/2023	Stockdale Mkt #2 Bakersfield, CA		_____	_____	74.76
Gasoline for CEO's Agency Vehicle.						
<hr/>						
2 3/14/2023	3/15/2023	Sq *nima Ali Washington, DC		_____	_____	27.05
Cab Fare for Jeremy Tobias, from airport to hotel. NCAF Conference in Washington, DC						
<hr/>						
3 3/16/2023	3/17/2023	Fedex Offic50400050492 Washington, DC		_____	_____	7.17
Print fee for Jeremy Tobias to print talking points for Legislative Meetings in Washington, DC.						
<hr/>						
4 3/17/2023	3/20/2023	Hyatt Regency Washington 8885872877, DC		_____	_____	1,739.08
Hotel Fee for Jeremy Tobias. NCAF Conference in Washington, DC						
<hr/>						
5 3/17/2023	3/20/2023	Sq *grand Cab Llc Arlington, VA		_____	_____	21.92
Cab Fare for Jeremy Tobias, from hotel to airport. NCAF Conference in Washington, DC						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/18/2023	3/20/2023	Rps Bakersfield Bakersfield, CA				50.00
Parking fee for Jeremy Tobias at Bakersfield Airport - NCAF Conference in Washington, DC						
<hr/>						
7 3/28/2023	3/29/2023	Stockdale Mkt #2 Bakersfield, CA				76.25
Gasoline for CEO's Agency Vehicle.						
<hr/>						
8 3/29/2023	3/30/2023	Food-Ex Bakersfield, CA				284.48
Lunch for Board of Directors Meeting on March 29, 2023. Agenda and Attendee list is attached to invoice.						
<hr/>						

Transaction Count: 8
Total: 2,280.71

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Emilio Wagner	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/11/2023	3/13/2023	Microsoft#g020388301 Msbill.Info, WA		_____	_____	1,304.10
		Microsoft#g009792710- Microsoft Azure - Software Support HS				
<hr/>						
2 3/20/2023	3/21/2023	Mindbody 805-5462000, CA		_____	_____	461.98
		MindBody - Premier Basic monthly charge and subscription fee for March 2023				
<hr/>						

Transaction Count: 2
Total: 1,766.08

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/6/2023	3/7/2023	National Head Start Asso 703-739-0875, VA				2,037.00
Reg Jennifer Davis, Louis Rodriguez and Tracy Webster for Conference on May 8 - 11, 2023 in Phoenix, AZ						
<hr/>						
2 3/7/2023	3/8/2023	American Air Fort Worth, TX				308.20
American Air ticket for Tracy Webster to Phoenix, AZ to attended NHSA conference May 8 - 11, 2023						
<hr/>						
3 3/7/2023	3/8/2023	American Air Fort Worth, TX				308.20
American Air for Louis Rodriguez to Phoenix, AZ to attended NHSA conference on May 8 -11, 2023						
<hr/>						
4 3/7/2023	3/8/2023	American Air Fort Worth, TX				308.20
American Air for Jennifer Davis to Phoenix, AZ to attended NHSA conference on May 8 - 11, 2023						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 3/9/2023	3/10/2023	Coursra90thqqgzcnoj 650-963-9884, CA				39.00
Laura Alford to take online Foundations of Project Management Course <hr/>						
6 3/16/2023	3/17/2023	National Head Start Asso 703-739-0875, VA				550.00
Reg Jennifer Davis for the NHSA conference on May 8 - 11, 2023 <hr/>						
7 3/16/2023	3/17/2023	National Head Start Asso 703-739-0875, VA				550.00
Reg Louis Rodriguez for NHSA for May 8-11,2023 <hr/>						
8 3/16/2023	3/17/2023	National Head Start Asso 703-739-0875, VA				550.00
Reg Tracy Webster for NHSA conference May 8 -11, 2023 <hr/>						
9 3/21/2023	3/22/2023	Sq *too Fat Sandwiches Gosq.Com, CA				126.74
Sandwiches for Board members for Budget & Finance Committee <hr/>						
10 3/21/2023	3/22/2023	Tst* West Coast Sourdough 916-812-2515, CA				190.00
Order placed than canceled <hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 3/21/2023	3/23/2023	Tst* West Coast Sourdough 916-812-2515, CA				-190.00
Credit for the canceled ordered						

Transaction Count: 11

Total: 4,777.34

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 2/28/2023	3/6/2023	Oakland Marriott City Oakland, CA		_____	_____	920.45
Hotel for Megan Ruth to attend the NAEH conference in Oakland, CA.						
<hr/>						
2 2/28/2023	3/6/2023	Oakland Marriott City Oakland, CA		_____	_____	1,116.53
Hotel for Laurie Hughey to attend the NAEH conference in Oakland, CA.						
<hr/>						

Transaction Count: 2
Total: 2,036.98

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Susana Magana	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 2/28/2023	3/1/2023	American Air Fort Worth, TX				476.81
Flight for Kelly Lowery to attend the Feeding American Annual Conference in NOLA.						
<hr/>						
2 3/1/2023	3/1/2023	Abbottstore 800-258-7677, OH				107.88
Special diet supplement.						
<hr/>						
3 3/1/2023	3/2/2023	Walmart.Com 800-966-6546, AR				112.41
Special diet supplement.						
<hr/>						
4 3/7/2023	3/7/2023	Walmart.Com 800-966-6546, AR				84.90
Special diet baby formula.						
<hr/>						
5 3/9/2023	3/15/2023	Walmart.Com 8009666546 Bentonville, AR				92.15
Special baby formula.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/10/2023	3/13/2023	Lassens Natural Foods-Bk Bakersfield, CA				277.83
Special diet food.						
<hr/>						
7 3/20/2023	3/21/2023	Dollar Tree Bakersfield, CA				51.62
Purchases for partnership conference on 3/21/23.						
<hr/>						
8 3/20/2023	3/21/2023	Costco Whse #0688 Bakersfield, CA				394.49
Purchases for partnership conference on 3/21/23.						
<hr/>						
9 3/20/2023	3/22/2023	Office Depot #952 Bakersfield, CA				159.71
Purchase for partnership conference on 3/21/23.						
<hr/>						
10 3/21/2023	3/21/2023	Walmart.Com 800-966-6546, AR				189.30
Baby formula.						
<hr/>						
11 3/21/2023	3/22/2023	Starbucks Store 24007 Bakersfield, CA				260.00
Purchases for partnership conference on 3/21/23.						
<hr/>						

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 28, 2024 (1 OF 12 MONTHS OR 8.33%)**

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,098,319	139,987	6.7%	1,958,332
Head Start Subsidy	<u>1,213,057</u>	<u>67,754</u>	5.6%	<u>1,145,303</u>
Total Revenue	<u><u>3,311,376</u></u>	<u><u>207,741</u></u>	6.3%	<u><u>3,103,635</u></u>
Expenditures (Note B)				
Salaries	843,039	34,130	4.0%	808,909
Benefits	258,634	15,217	5.9%	243,417
Vehicle Gasoline, Repair/Maintenance	47,000	2,795	5.9%	44,205
Space Costs	121,700	7,985	6.6%	113,715
Supplies - Office & Food Service	106,000	13,590	12.8%	92,410
Equipment Repair/Maintenance & Lease	35,300	2,838	8.0%	32,462
Communication	13,000	1,478	11.4%	11,522
Risk Insurance	12,700	-	0.0%	12,700
Printing	1,000	48	4.8%	952
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,552,853</u>	<u>97,631</u>	6.3%	<u>1,455,222</u>
Sub Total	2,991,826	175,711	5.9%	2,816,115
Adult Meals Prepared	128,794	15,723	12.2%	113,071
Indirect	<u>190,756</u>	<u>16,307</u>	8.5%	<u>174,449</u>
Total Expenditures	<u><u>3,311,376</u></u>	<u><u>207,741</u></u>	6.3%	<u><u>3,103,635</u></u>

	Prior Period	March 2023	Cumulative
Total Meals Prepared and Vended (Note C)	-	72,469	72,469
Total Meals Claimed	<u>-</u>	<u>47,835</u>	<u>47,835</u>
Difference	-	24,634	24,634
Percentage Claimed to Prepared/Vended		66.0%	66.0%

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 7/1/22 - 6/30/23 (9 OF 12 MONTHS = 75.0%)**

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,828,266	\$ -	\$ -	\$ -	\$ 12,382,090		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,828,266	\$ -	\$ -	\$ -	\$ 12,382,090	80.46%	
Maximum Reimbursable Amount (MRA) for Provider Payments													23,857,165		51.90%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,828,266	\$ -	\$ -	\$ -	\$ 12,382,090		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	
Revenue Earned	\$ 163,049	\$ 216,312	\$ 253,748	\$ 329,985	\$ 529,077	\$ 452,438	\$ 440,536	\$ 420,303	\$ 485,995	\$ -	\$ -	\$ -	\$ 3,291,444		
Program Administration/Support Services Costs	101,870	115,425	139,282	139,997	144,668	246,553	168,847	285,405	299,542	-	-	-	1,641,588	10.67%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,017	136,944	212,318	193,576	181,372	185,329	186,200	-	-	-	1,365,855	8.88%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 172,199	\$ 207,199	\$ 247,298	\$ 276,941	\$ 356,986	\$ 440,128	\$ 350,218	\$ 470,733	\$ 485,741	\$ -	\$ -	\$ -	3,007,444	19.54%	
Revenue Earned Over/(Under) Costs	\$ (9,150)	\$ 9,113	\$ 6,450	\$ 53,044	\$ 172,091	\$ 12,310	\$ 90,318	\$ (50,430)	\$ 254	\$ -	\$ -	\$ -	284,001		
TOTAL COSTS - NET OF FAMILY FEES	\$ 785,573	\$ 1,020,945	\$ 1,201,872	\$ 1,518,313	\$ 2,347,322	\$ 2,142,155	\$ 2,007,473	\$ 2,051,873	\$ 2,314,007	\$ -	\$ -	\$ -	15,389,534	100.00%	

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

Provider payments	12,382,090
Reimbursement Rate (19% / 81%)	x 26.5823%
Revenue Earned	<u>3,291,444</u>

Note 2: The maximum reimbursable amount per the 2022/23 State contract is as follows:

Provider Payments	23,857,165	81.00%
Administration	4,712,526	16.00%
Support Services	883,599	<u>3.00%</u>
Maximum Reimbursable Amount (MRA)	<u>29,453,290</u>	<u>100.00%</u>

Note 3: Increase to contract was received December 2022 in the amount of \$2,031,428.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (9 OF 12 MONTHS = 75.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-2058)														
Adjusted Days of Enrollment - Certified	3,439	4,970	4,923	5,761	5,374	5,384	5,468	5,498	7,042	-	-	-	47,858	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55
Revenue Earned	\$ 177,255	\$ 256,191	\$ 253,771	\$ 296,976	\$ 277,019	\$ 266,711	\$ 270,902	\$ 272,391	\$ 348,861	\$ -	\$ -	\$ -	\$ 2,420,078	65.80%
Maximum Reimbursable Amount (MRA)													\$3,678,194	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%	97.74%	97.83%	98.61%	97.31%					97.74%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,296	6,416	8,191	9,575	8,903	8,030	9,456	9,063	11,273				74,203	
Reimbursement Rate per Child per Day	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27
Revenue Earned	\$ 182,181	\$ 354,638	\$ 452,716	\$ 529,198	\$ 492,046	\$ 443,829	\$ 522,656	\$ 500,892	\$ 623,046	\$ -	\$ -	\$ -	\$ 4,101,201	57.33%
Maximum Reimbursable Amount (MRA)													\$7,153,992	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%	97.39%	96.11%	96.93%	96.89%					96.79%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	94	123	130	158	136	133	149	146	101				1,171	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55
Revenue Earned	\$ 4,865	\$ 6,338	\$ 6,703	\$ 8,169	\$ 7,002	\$ 6,881	\$ 7,703	\$ 7,512	\$ 5,212	\$ -	\$ -	\$ -	\$ 60,385	20.59%
Maximum Reimbursable Amount (MRA)													\$293,327	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%	98.39%	96.24%	98.41%	91.67%					98.12%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.67%					100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 State contracts.

Note 3: CSPP Contract was amended from \$4,544,694 to \$7,153,992

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/22 - 6/30/23 (9 OF 12 MONTHS = 75.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	687	919	860	995	918	1,188	1,366	1,453	2,025				10,411	
Reimbursement Rate per Child per Day	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	
Revenue Earned	\$ 31,629	\$ 42,283	\$ 39,571	\$ 45,804	\$ 42,254	\$ 54,680	\$ 62,899	\$ 66,865	\$ 93,226	\$ -	\$ -	\$ -	\$ 479,209	30.49%
Maximum Reimbursable Amount (MRA)													\$1,571,900	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	97.54%	99.05%	96.92%	98.06%	96.48%					98.13%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO
 Program/Work Unit: Not Applicable

Month/Year: March-2023
 Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	March-2023		Year to Date		
	Description	Number	Amount	03/1/23 - 03/31/23	Amount
Bank Deposits		19	1,591,639	19	1,591,639
Wire Deposits		14	4,257,986	14	4,257,986
Head Start/IRS Drawdowns		4	5,302,506	4	5,302,506
Vendor Checks Issued		1564	7,667,171	1,564	7,667,171
Payroll Disbursed					-
Grant Reports Prepared		33		33	
ASTHO Vaccine Equity					
CalFresh Outreach					
CalFresh Healthy Living					
CALEITC					
CAL Food					
City of Bakersfield Homeless Housing & Prevention					
City of Bakersfield CDBG Food Bank Expansion					
Commodity Supplemental Food Prog					
County of Kern CDBG Food Bank Expansion					
CMAP Fiscal Report & Caseload					
CSBG Discretionary					
CSBG 2022					
Differential Response					
EFAP					
ESG CARES Act Homeless					
Food Bank Farmers Market					
First 5 Kern – Help Me Grow					
Head Start Expansion SF-425					
Head Start San Joaquin SF-425					
Homeless LBNC					
Homeless Safe Camping					
Home Visit Program					
Homeless Housing Assistance & Prevention					
HUD					
LIHEAP 2021					
LIHEAP 2022					
LIHEAP ARPA					
Postive Youth					
Postive Youth Medi-Cal					
San Joaquin COE General Child Care					
VITA					
UW STANISLAUS CES					
WIC					

Business Services					
Activity	Requested	In-Progress	Processed		Processed YTD
Purchase Orders	409	0	409		409
Contracts	40	0	40		40
Leases	7	0	7		7
Requests for Proposals	1	0	1		1

Business Services Projects					
Description			% Completed		Comments
Energy Subcontractor			20		Issued on April 26
Design Build Sports Field Lighting FHCC			100		Completed

Total Division Staffing

29 positions + 0 Vacancies

- | | | |
|-----------------------------------|---------------------------------|-------------------------------|
| CFO | Accounting Technician (5) | Procurement Manager |
| Director of Finance | Accounting Specialist (2) | Business Contracts Specialist |
| Finance Administrator | AP Supervisor (1) | Business Technician (2) |
| Payroll/HRIS Manager | Fiscal Technician (2) | |
| Accounting Administrator | Payroll Specialists (3) | |
| Accounting Administrator - Energy | Payroll Supervisor (1) | |
| Accountant (2) | Administrative Assistant to CFO | |
| Accountant II (2) | | |

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2023

ASSETS

Cash in Bank	12,456,824
Cash - Vacation Reserve	1,050,719
Petty Cash	-
Accounts Receivable	6,772,736
Travel Advance	200
Prepaid Expense	905,945
Inventory	1,083,946
Net Fixed Assets - Unrestricted	698,298
Net Fixed Assets - Restricted	<u>17,353,474</u>

Total Assets 40,322,142

LIABILITES AND NET ASSETS

Accounts Payable	7,193,170
Accrued Expenses	2,486,250
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	5,444,772
Deferred Revenue	<u>-</u>

Total Liabilites 17,571,812

Total Net Assets 22,750,329

Total Liabilities and Net Assets 40,322,141

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

REVENUE

Grant Revenue	104,150,267
Donations	451,856
Other Revenue	8,759,248
In-Kind	<u>163,275</u>

Total Revenue 113,524,646

EXPENDITURES

Salaries	40,298,475
Benefits	10,973,726
Travel	769,098
Space Costs	19,972,190
Supplies	3,104,378
Consultant/Contract Services	5,748,070
Other Costs	4,523,384
Program Costs	18,772,446
Capital Expenditures	98,715
Indirect	8,083,349
In-Kind	<u>163,275</u>

Total Expenditures 112,507,106

Net Change in Assets 1,017,540

Net Assets, beginning 21,732,790

Net Assets, ending 22,750,329

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF MARCH 31, 2023

ASSETS

Cash in Bank	14,536,061
Cash - Vacation Reserve	992,229
Petty Cash	-
Accounts Receivable	960,038
Travel Advance	2,427
Prepaid Expense	874,326
Inventory	1,083,265
Net Fixed Assets - Unrestricted	676,497
Net Fixed Assets - Restricted	<u>17,226,576</u>

Total Assets 36,351,418

LIABILITES AND NET ASSETS

Accounts Payable	5,030,957
Accrued Expenses	1,340,883
Accrued Vacation	997,588
Line of Credit	-
Note Payable	682,734
Advance Payable	5,445,587
Deferred Revenue	<u>-</u>

Total Liabilites 13,497,750

Total Net Assets 22,853,668

Total Liabilities and Net Assets 36,351,418

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2023 TO MARCH 31, 2023

REVENUE

Grant Revenue	6,722,202
Donations	54,447
Other Revenue	560,146
In-Kind	<u>-</u>

Total Revenue 7,336,795

EXPENDITURES

Salaries	1,348,913
Benefits	803,851
Travel	71,739
Space Costs	1,129,406
Supplies	220,671
Consultant/Contract Services	345,941
Other Costs	312,173
Program Costs	2,261,026
Capital Expenditures	252,282
Indirect	487,454
In-Kind	<u>-</u>

Total Expenditures 7,233,456

Net Change in Assets 103,339

Net Assets, beginning 22,750,329

Net Assets, ending 22,853,668

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	44,051,888	1,600,283	42,451,605	4%
BENEFITS	14,158,980	765,977	13,393,003	5%
TRAVEL	860,927	67,058	793,869	8%
SPACE COST	5,119,714	991,633	4,128,081	19%
SUPPLIES	2,275,029	207,599	2,067,430	9%
EQUIPMENT	410,420	252,282	158,138	61%
CONSULTANT/CONTRACT SERVICES	3,053,138	219,161	2,833,977	7%
OTHER COSTS	2,757,892	288,644	2,469,248	10%
PROGRAM COSTS	26,485,434	2,261,026	24,224,408	9%
INDIRECT	9,589,595	561,995	9,027,600	6%
TOTAL	108,763,017	7,215,659	101,547,358	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	31,698,221	1,305,859	30,392,362	4%
BENEFITS	10,482,845	591,704	9,891,141	6%
TRAVEL	606,386	46,713	559,673	8%
SPACE COST	2,923,727	163,581	2,760,146	6%
SUPPLIES	1,779,693	164,054	1,615,639	9%
EQUIPMENT	396,870	252,282	144,588	64%
CONSULTANT/CONTRACT SERVICES	1,306,125	7,829	1,298,296	1%
OTHER COSTS	1,162,562	119,064	1,043,498	10%
PROGRAM COSTS	22,106,428	1,861,236	20,245,192	8%
INDIRECT	7,214,192	422,529	6,791,663	6%
TOTAL	79,677,049	4,934,851	74,742,198	6%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,689,341	169,095	4,520,246	4%
BENEFITS	1,454,798	74,219	1,380,579	5%
TRAVEL	110,349	12,143	98,206	11%
SPACE COST	765,375	700,484	64,891	92%
SUPPLIES	125,671	18,665	107,006	15%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	648,910	46	648,864	0%
OTHER COSTS	409,174	53,882	355,292	13%
PROGRAM COSTS	3,068,971	346,422	2,722,549	11%
INDIRECT	918,707	65,301	853,406	7%
TOTAL	12,191,296	1,440,257	10,751,039	12%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,279,389	28,197	2,251,192	1%
BENEFITS	683,820	35,420	648,400	5%
TRAVEL	50,000	2,691	47,309	5%
SPACE COST	237,186	13,906	223,280	6%
SUPPLIES	109,499	8,705	100,794	8%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	229,213	164,306	64,907	72%
OTHER COSTS	654,000	54,399	599,601	8%
PROGRAM COSTS	481,231	22,907	458,324	5%
INDIRECT	472,412	32,135	440,277	7%
TOTAL	5,196,750	362,667	4,834,083	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	120,128	4,099,684	3%
BENEFITS	1,226,969	53,677	1,173,292	4%
TRAVEL	55,702	4,776	50,926	9%
SPACE COST	953,189	109,298	843,891	11%
SUPPLIES	232,451	11,447	221,004	5%
EQUIPMENT	13,550	-	13,550	0%
CONSULTANT/CONTRACT SERVICES	830,833	46,947	783,886	6%
OTHER COSTS	380,166	52,943	327,223	14%
PROGRAM COSTS	825,804	30,461	795,343	4%
INDIRECT	779,220	41,932	737,288	5%
TOTAL	9,517,696	471,609	9,046,087	5%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,007,969	(25,895)	1,033,864	-3%
BENEFITS	261,830	9,830	252,000	4%
TRAVEL	13,740	735	13,005	5%
SPACE COST	234,537	4,364	230,173	2%
SUPPLIES	18,915	3,365	15,550	18%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	7,750	32	7,718	0%
OTHER COSTS	42,380	1,952	40,428	5%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	166,580	(848)	167,428	-1%
TOTAL	1,756,701	(6,464)	1,763,165	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	2,900	154,256	2%
BENEFITS	48,718	1,127	47,591	2%
TRAVEL	24,750	-	24,750	0%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	8,800	1,362	7,438	15%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	-	30,307	0%
OTHER COSTS	109,610	6,405	103,205	6%
PROGRAM COSTS	-	-	-	0%
INDIRECT	38,484	946	37,538	2%
TOTAL	423,525	12,739	410,786	3%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 3/31/23 (1 OF 12 MONTHS = 8.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 9,589,595	\$ 561,995	5.9%	\$ 9,027,600
Expenditures				
Salaries	4,599,831	189,979	4.1%	4,409,852
Benefits @ 23.6% actual	<u>1,190,237</u>	<u>71,402</u>	<u>6.0%</u>	<u>1,118,835</u>
Total Personnel Costs	5,790,068	261,380	4.5%	5,528,688
Operating Costs				
Travel	88,000	4,597	5.2%	83,403
Space Costs	386,450	9,265	2.4%	377,185
Supplies	262,650	12,900	4.9%	249,750
Consultant/Contract	1,049,000	126,780	12.1%	922,220
Other Operating Costs	<u>780,300</u>	<u>22,406</u>	<u>2.9%</u>	<u>757,894</u>
Total Operating Costs	2,566,400	175,949	6.9%	2,390,451
Total Expenditures	<u>\$ 8,356,468</u>	<u>\$ 437,329</u>	<u>5.2%</u>	<u>\$ 7,919,139</u>
Excess (Deficit) Indirect Revenue	<u>\$ 1,233,127</u>	<u>\$ 124,666</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,302,127	\$ 84,259	6.5%	\$ 1,217,868
Operations	2,700,165	141,161	5.2%	2,559,004
Executive	500,950	54,822	10.9%	446,128
Program Administration	-	118	Not budgeted	(118)
Finance	2,523,658	133,440	5.3%	2,390,218
Community Development	<u>1,329,568</u>	<u>23,528</u>	<u>1.8%</u>	<u>1,306,040</u>
	<u>\$ 8,356,468</u>	<u>\$ 437,329</u>	<u>5.2%</u>	<u>\$ 7,919,139</u>

Prepared Date: 04/24/23