



Policy Council Budget & Finance Committee Meeting Agenda

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Meeting ID: 292 769 074 966 09

January 12, 2026

5:30 p.m. – 6:15 p.m.

1. Welcome
2. Call to order
3. Roll call and establish quorum (half plus one)
4. Approval of Agenda
 - a. January 12, 2026
5. Introduction of Guests
6. Public Forum

(The public wishing to address the Policy Council Budget & Finance Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
7. Presentation/Discussion Items – Louis Rodriquez, Finance Administrator
 - a. Head Start Budget to Actual Report - March 1, 2025, through November 30, 2025
 - b. Early Head Start Budget to Actual Report - March 1, 2025, through November 30, 2025
 - c. Head Start and Early Head Start Non-Federal Share (In-kind) Report, March 1, 2025, through November 30, 2025
 - d. Early Head Start Childcare Partnerships Non-Federal Share (In-kind) Report – November 30, 2024
 - e. Parent Local Travel & Childcare through November 30, 2025
 - f. Parent Activity Funds through November 30, 2025
 - g. Proposed Policy Council Budget & Finance Committee Meeting Dates – **ACTION ITEM**
8. Announcements
9. Meeting Adjourned

"Individual commitment to a group effort – that is what make a teamwork, a company work, a society work, a civilization work." – Vince Lombardi



MEMORANDUM

To: Budget and Finance Committee

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

Date: January 12, 2026

Subject: *Head Start*
Budget to Actual Report for the period ended November 30, 2025 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2025, through November 30, 2025. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 95% of the budget.

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

The non-Federal share is at 125% of the budget.

**Community Action Partnership of Kern
Head Start**

Budget to Actual Report

Budget Period: March 1, 2025 - February 28, 2026

Report Period: March 1, 2025 - November 30, 2025

Month 9 of 12 (75%)

Prepared 12/30/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,458,695	7,559,935	898,760	89%	11%
FRINGE BENEFITS	2,693,248	2,150,420	542,828	80%	20%
TRAVEL	55,000	-	55,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	535,017	797,658	(262,641)	149%	-49%
CONTRACTUAL	186,280	320,473	(134,193)	172%	-72%
CONSTRUCTION	-	-	-		
OTHER	3,495,261	3,060,584	434,677	88%	12%
INDIRECT	1,467,033	1,142,783	324,250	78%	22%
TOTAL BASE FUNDING	16,890,534	15,031,853	1,858,681	89%	11%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	47,729	13,175	78%	22%
SUPPLIES	23,986	15,727	8,259	66%	34%
CONTRACTUAL	12,800	-	12,800	0%	100%
OTHER	63,752	89,703	(25,951)	141%	-41%
INDIRECT	16,144	14,886	1,258	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	168,044	9,542	95%	5%

GRAND TOTAL HS FEDERAL FUNDS	17,068,120	15,199,897	1,868,223	89%	11%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,104,780	3,199,195	(1,094,415)	152%	-52%
CALIF DEPT OF ED	7,918,076	9,306,195	(1,388,119)	118%	-18%
TOTAL NON-FEDERAL	10,022,856	12,505,390	(2,482,534)	125%	-25%

Budget reflects Notice of Award #09CH012489-02-01

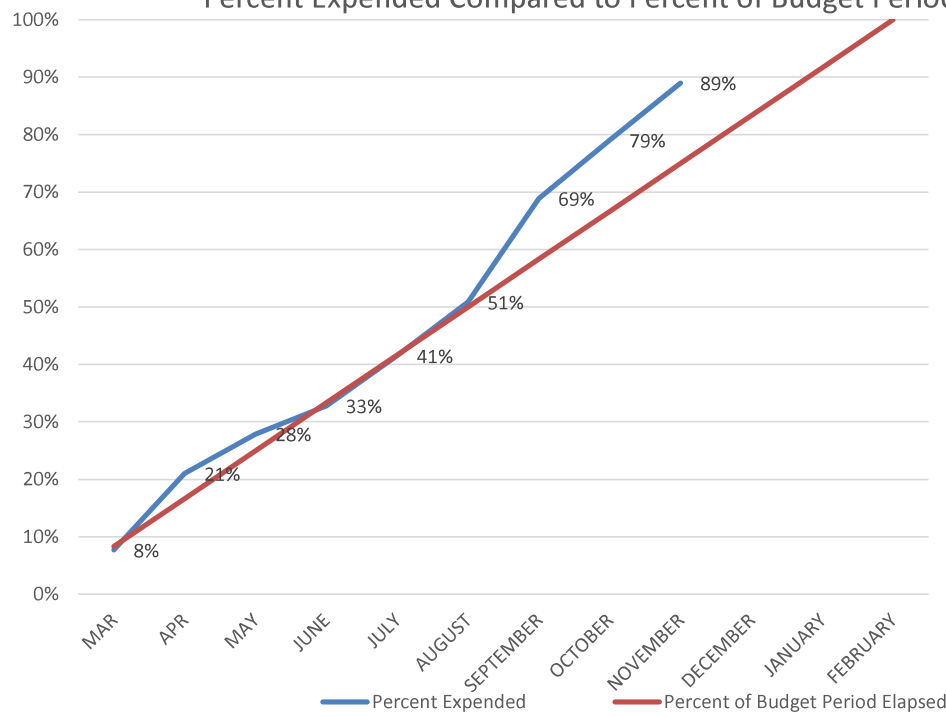
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2025

Administrative Cost for HS and EHS Combined **11.7%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Elan Credit Card	91,822				91,822	12/1/2025
Lowe's	5,543	(6)	-	-	5,538	11/30/2025
Smart & Final	2,319	-	-	-	2,319	12/1/2025
Save Mart	481	-	-	-	481	11/23/2025
Chevron & Texaco Business Card	6,581	-	-	-	6,581	12/6/2025
Home Depot	16,682	-	-	-	16,682	12/5/2025
	123,428	(6)	-	-	123,423	

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: January 12, 2026

Subject: *Early Head Start*
Budget to Actual Report for the period ended November 30, 2025 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2025, through November 30, 2025. Nine months (75%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 67% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 48% of the budget.

Community Action Partnership of Kern

Early Head Start

Budget to Actual Report

Budget Period: March 1, 2025 - February 28, 2026

Report Period: March 1, 2025 - November 30, 2025

Month 9 of 12 (75%)

Prepared 12/30/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,545,456	7,608,820	4,936,636	61%	39%
FRINGE BENEFITS	3,896,047	2,866,758	1,029,289	74%	26%
TRAVEL	45,000	-	45,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	751,602	658,287	93,315	88%	12%
CONTRACTUAL	1,001,244	801,259	199,985	80%	20%
CONSTRUCTION	-	-	-		
OTHER	2,423,100	1,926,359	496,741	79%	21%
INDIRECT	2,016,910	1,231,409	785,501	61%	39%
TOTAL BASE FUNDING	22,679,359	15,092,892	7,586,467	67%	33%

TRAINING & TECHNICAL ASSISTANCE

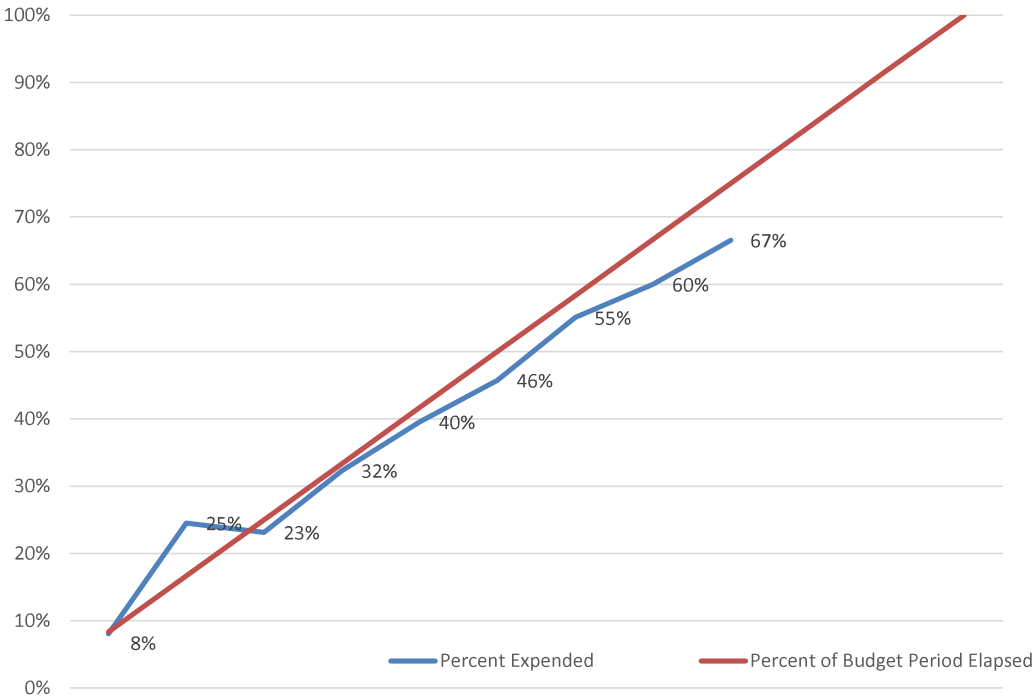
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	52,125	66,507	44%	56%
SUPPLIES	30,013	11,536	18,477	38%	62%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	137,953	88,034	49,919	64%	36%
INDIRECT	31,268	14,509	16,759	46%	54%
TOTAL TRAINING & TECHNICAL AS:	343,946	166,204	177,741.66	48%	52%

GRAND TOTAL EHS FEDERAL FUNI	23,023,305	15,259,096	7,764,209	66%	34%
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Budget reflects Notice of Award #09CH012489-02-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2025

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



Report for period ending November 30, 2025 (Month 9 of 12)

	Enroll-	
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	661,376
	<u>12,505,390</u>

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, 2025 through February 28, 2026
 Report for period ending November 30, 2025 (Month 09 of 12)

Percent of year elapsed: 75.00%

LOCATION	FUNDED ENROLL- MENT	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	27,305	23,388	26,196	21,671	10,062	15,052	29,050	30,634	0	183,358	137,864	133%
KCSOS - Blanton	16	34,387	34,387	28,570	29,533	24,921	28,812	32,160	30,743	0	243,512	68,932	353%
Garden Pathways	11	81	317	332	484	572	366	713	686	195	3,748	47,391	8%
Taft College	42	27,610	35,201	27,594	27,992	34,146	28,724	16,754	32,614	0	230,635	180,947	127%
Escuelita Hernandez	16	49	0	0	0	0	0	37	37	0	123	68,932	0%
Program Services		0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	117	89,431	93,293	82,693	79,681	69,701	72,954	78,714	94,714	195	661,376	504,065	131%

Budget reflects Notice of Award #09CH012489-02-01

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2025-2026**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 1,350.00	\$ 97.45	\$ 97.45	\$ 1,252.55	8%	7%
APRIL 2025	\$ 1,252.55	\$ 121.72	\$ 219.17	\$ 1,130.83	17%	16%
MAY 2025	\$ 1,130.83	\$ 116.75	\$ 335.92	\$ 1,014.08	25%	25%
JUNE 2025	\$ 1,014.08	\$ 107.76	\$ 443.68	\$ 906.32	33%	33%
JULY 2025	\$ 906.32	\$ -	\$ 443.68	\$ 906.32	42%	33%
AUGUST 2025	\$ 906.32	\$ 62.83	\$ 506.51	\$ 843.49	50%	38%
SEPTEMBER 2025	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	58%	38%
OCTOBER 2025	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	67%	38%
NOVEMBER 2025	\$ 843.49	\$ 131.16	\$ 637.67	\$ 712.33	75%	47%
DECEMBER 2025	\$ 712.33	\$ -	\$ 637.67	\$ 712.33	83%	47%
JANUARY 2026	\$ 712.33	\$ -	\$ 637.67	\$ 712.33	92%	47%
FEBRUARY 2026	\$ 712.33	\$ -	\$ 637.67	\$ 712.33	100%	47%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 500.00	\$ 65.65	\$ 65.65	\$ 434.35	8%	13%
APRIL 2025	\$ 434.35	\$ 57.62	\$ 123.27	\$ 376.73	17%	25%
MAY 2025	\$ 376.73	\$ 65.67	\$ 188.94	\$ 311.06	25%	38%
JUNE 2025	\$ 311.06	\$ 60.31	\$ 249.25	\$ 250.75	33%	50%
JULY 2025	\$ 250.75	\$ -	\$ 249.25	\$ 250.75	42%	50%
AUGUST 2025	\$ 250.75	\$ 35.34	\$ 284.59	\$ 215.41	50%	57%
SEPTEMBER 2025	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	58%	57%
OCTOBER 2025	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	67%	57%
NOVEMBER 2025	\$ 215.41	\$ 73.78	\$ 358.37	\$ 141.63	75%	72%
DECEMBER 2025	\$ 141.63	\$ -	\$ 358.37	\$ 141.63	83%	72%
JANUARY 2026	\$ 141.63	\$ -	\$ 358.37	\$ 141.63	92%	72%
FEBRUARY 2026	\$ 141.63	\$ -	\$ 358.37	\$ 141.63	100%	72%

Prepared by: Louis Rodriquez
January 6, 2026

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2025-2026**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 9,210.00	\$ 230.87	\$ 230.87	\$ 8,979.13	8%	3%
APRIL 2025	\$ 8,979.13	\$ 165.43	\$ 396.30	\$ 8,813.70	17%	4%
MAY 2025	\$ 8,813.70	\$ -	\$ 396.30	\$ 8,813.70	25%	4%
JUNE 2025	\$ 8,813.70	\$ 183.04	\$ 579.34	\$ 8,630.66	33%	6%
JULY 2025	\$ 8,630.66	\$ 224.35	\$ 803.69	\$ 8,406.31	42%	9%
AUGUST 2025	\$ 8,406.31	\$ 118.02	\$ 921.71	\$ 8,288.29	50%	10%
SEPTEMBER 2025	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	58%	10%
OCTOBER 2025	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	67%	10%
NOVEMBER 2025	\$ 8,288.29	\$ 1,198.39	\$ 2,120.10	\$ 7,089.90	75%	23%
DECEMBER 2025	\$ 7,089.90	\$ -	\$ 2,120.10	\$ 7,089.90	83%	23%
JANUARY 2026	\$ 7,089.90	\$ -	\$ 2,120.10	\$ 7,089.90	92%	23%
FEBRUARY 2026	\$ 7,089.90	\$ -	\$ 2,120.10	\$ 7,089.90	100%	23%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 5,245.00	\$ 129.87	\$ 129.87	\$ 5,115.13	8%	2%
APRIL 2025	\$ 5,115.13	\$ 93.06	\$ 222.93	\$ 5,022.07	17%	4%
MAY 2025	\$ 5,022.07	\$ -	\$ 222.93	\$ 5,022.07	25%	4%
JUNE 2025	\$ 5,022.07	\$ 102.96	\$ 325.89	\$ 4,919.11	33%	6%
JULY 2025	\$ 4,919.11	\$ 126.19	\$ 452.08	\$ 4,792.92	42%	9%
AUGUST 2025	\$ 4,792.92	\$ 66.38	\$ 518.46	\$ 4,726.54	50%	10%
SEPTEMBER 2025	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	58%	10%
OCTOBER 2025	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	67%	10%
NOVEMBER 2025	\$ 4,726.54	\$ 616.37	\$ 1,134.83	\$ 4,110.17	75%	22%
DECEMBER 2025	\$ 4,110.17	\$ -	\$ 1,134.83	\$ 4,110.17	83%	22%
JANUARY 2026	\$ 4,110.17	\$ -	\$ 1,134.83	\$ 4,110.17	92%	22%
FEBRUARY 2026	\$ 4,110.17	\$ -	\$ 1,134.83	\$ 4,110.17	100%	22%

January 6, 2026

Policy Council

BUDGET & FINANCE COMMITTEE

2025 – 2026 PROPOSED Meeting Dates

Committee meetings will be conducted through Microsoft Teams and will begin at 5:30 p.m. As the meeting date approaches you will receive an email invitation as well as all necessary documentation/information for the meeting. Please mark your calendar accordingly.

Thursday, January 15, 2026*
Tuesday, February 17, 2026
Tuesday, March 17, 2026
Tuesday, April 21, 2026
Tuesday, May 19, 2026
Tuesday, June 16, 2026
Tuesday, August 18, 2026
Tuesday, September 15, 2026
Tuesday, October 20, 2026

** Please note that the first meeting of the term will be held out of succession*



Approved: