



**Community Action Partnership of Madera County, Inc.
Board of Directors Meeting**

Thursday, February 11, 2021

**1225 Gill Avenue
Madera, CA 93637**

WebEx Meeting Information

Meeting number: 146 208 1692 | Password: CAPMC1225

Meeting Link: <https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

Join by phone: 1-844-992-4726 United States Toll Free

Access code: 146 208 1692

AGENDA

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours.

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – January 14, 2021

D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – January 7, 2021

D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – January 12, 2021

D-4 Review and consider accepting the Bank of America Credit Card Statements:

- January 2021

D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- December 2020
- January 2021

D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – December 2020
- In-Kind Report – December 2020
- CACFP Program Report – December 2020

D-7 Review and Consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – December 2020
- In-Kind Report – December 2020

- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
 - CACFP Program Report – December 2020
 - Program Information Report (PIR) – December 2020
- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
- D-10 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
- D-11 Review and consider ratifying the Executive Director to renew the Lease Agreement with Kings Canyon Unified School District to operate at the Reedley and Orange Cove Migrant Seasonal Head Start center.
- D-12 Review and consider authorizing the Executive Director to renew the Lease Agreement with Selma Unified School District to operate at the Selma Migrant Seasonal Head Start center.
- D-13 Review and consider approving the **Madera Migrant/Seasonal Head Start** Enrollment Selection Criteria and the Recruitment Procedure for the 2021-2022 program year.
- D-14 Review and consider approving the **Madera/Mariposa Regional Head Start** Enrollment Selection Criteria and the Recruitment Procedure for the 2021-2022 program year.
- D-15 Review and consider approving the 2020-2021 Madera/Mariposa Regional and Early Head Start Self-Assessment Results and Findings.
- D-16 Review the 2019-2020 CAPMC Madera/Mariposa Regional and Early Head Start Annual Report. (Informational only)
- D-17 Review the Madera County Child Advocacy Center (CAC) Program Report for January 2021 (Informational Only)
- D-18 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2021. (Informational Only)
- D-19 Review the Community Services Report for January 2021. (Informational Only)
- D-20 Review the Homeless Engagement for Living Program (H.E.L.P.) Report January 2021. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the submission of the 2021-2022 Madera/Mariposa Regional & Early Head Start Refunding Application.
- E-2 Review and complete the Annual Conflict of Interest Certification, inclusive of Form 700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2021.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (January 2021)
- F-4 Financial Statements (January 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (January 2021)
- F-7 CAPMC Board of Directors Attendance Report – (January 2021)
- F-8 Staffing Changes Reports for: January 4, 2021 – February 6, 2021

G. CLOSED SESSION

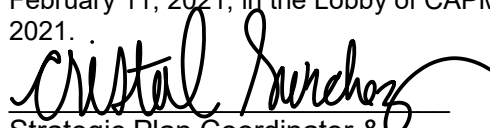
- G-1 Government Code Section 54956.9(d)(2), (d)(1)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Keith W. Trout vs. County of Madera, et al. (Community Action Partnership of Madera County identified in Government Claim Form)
- G-2 Government Code Section 54956.9(d)(1)
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Case Name Unspecified: (disclosure would jeopardize settlement negotiations)
- G-3 Government Code Section 54957(a)
THREAT TO PUBLIC SERVICES OR FACILITIES
- G-4 Government Code Section 54957(b)(1)
PERSONNEL

H. CORRESPONDENCE

- H-1 2021 Community Action Partnership of Madera County, Inc. Board of Directors Roster

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for February 11, 2021, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on February 5, 2021.



Strategic Plan Coordinator &
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
January 14, 2021
ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:34 p.m. by Sherriff Tyson Pogue.

Board Members Present

Tyson Pogue
Steve Montes
Diana Palmer
Martha Garcia
Patricia Trevino
Eric LiCalsi
David Hernandez
Donald Holley
Deborah Martinez
Richard Gutierrez
Vicki Bandy
Supervisor Leticia Gonzalez
Molly Hernandez
Debi Bray

Board Members Absent

Aurora Flores

Personnel Present

Mattie Mendez
Elizabeth Wisener
Irene Yang
Maritza Gomez-Zaragoza
Nancy Contreras-Bautista

Public – Others Present

Donna Tooley, Consultant
Eric Xin, Brown Armstrong, CPAs
Robert Macaulay, Madera County BOS

A. PUBLIC COMMENT

None

B. ADOPTION OF THE AGENDA

ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section F)

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By David Hernandez, Seconded By Steve Montes

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

Board Member Supervisor Leticia Gonzalez joined the meeting.

D. CLOSED SESSION

None

E. BOARD OF DIRECTOR'S CONSENT CALENDAR

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

- E-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – December 10, 2020
- E-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – December 8, 2020
- E-3 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – December 3, 2020
- E-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – December 9, 2020
- E-5 Review and consider accepting the Bank of America Credit Card Statements:
 - December 2020
- E-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - November 2020
 - December 2020
- E-7 Review and consider approving the following **Madera Regional Head Start** Reports:
 - Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
 - CACFP Program Report – November 2020
- E-8 Review and Consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
- E-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
 - CACFP Program Report – November 2020
 - Program Information Report (PIR) – November 2020

- E-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
 - CACFP Program Report – November 2020
- E-11 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
- E-12 Review and consider approving the 2020-2021 final bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.
- E-13 Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment Update.
- E-14 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.
- E-15 Review and consider approving the results of the 2020-2021 Madera Migrant/Seasonal Head Start Quarterly Report/Self-Assessment.
- E-16 Review and consider approving the 2019-2020 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Program Plans of Action for any findings and recommendations.
- E-17 Review and consider accepting Fresno Migrant & Seasonal Head Start’s 2019-2020 Program Information Report (PIR).
- E-18 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- E-19 Review the Madera County Child Advocacy Center (CAC) Program Report for December 2020. (Informational Only)
- E-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for December 2020. (Informational Only)
- E-21 Victim Services Center Program Report for December 2020. (Informational Only)
- E-22 Review the Community Services Report for December 2020. (Informational Only)
- E-23 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report for December 2020. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By Deborah Martinez, Seconded By David Hernandez

Vote: Carried Unanimously

F. DISCUSSION / ACTION ITEMS

F-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2020.

Eric Xin, Audit Partner, from Brown Armstrong, CPAs presented the audited financial statements for the year ended June 30, 2020 to the Board of Directors. The Agency's audit report was unmodified and there were no questioned costs or findings for the current year. There was a separate management letter issued by Brown Armstrong, CPAs for the year ended June 30, 2020 in relation to a recommendation for cost allocation verification for CAPMC vendor invoices.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Martha Garcia

Vote: Carried Unanimously

F-2 Review and consider approving the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division.

Mattie Mendez, Executive Director, presented regarding the approval of the agency-wide budget as required by the CSBG Organization Standards. Mattie noted the total funding amount has increased from 31 million dollars for 2019 -2020 to 36.3 million dollars for 2020 – 2021. Increased were seen for Child Care via COVID-19 funding to provide child care assistance to essential workers in the amount of 3 million dollars. Additional funding to be fully expended. The Head Start program also saw an increase in funding.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

F-3 Consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021.

Mattie Mendez, Executive Director, presented regarding the authorization to implement a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021. The 403(b) plan was established for CAPMC in 1993 at 4% and has remained since. It is requested the discretionary employer contribution be increased from 4% to 5%. The percentage is subject to "meet and confere" negotiations with SEIU Local Union 521, that represent Regional and Madera Migrant Head Start Employees. Total increase amounts to \$90,751, which include all staff both SEIU represented and non-represented.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Deborah Martinez

Vote: Carried Unanimously

F-4 Review and consider approving the 2020-2021 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education.

Mattie Mendez, Executive Director, presented regarding the approval of the 2020 – 2021 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Mattie noted that the budget revision requests that funds be moved from Personnel, Fringe, and Travel and allocated to Equipment, Supplies, and Other. The transfer of funds would allow projects such as cement work, electrical work, installment of a privacy fence, furnishing a new children’s sink, and staff training to be completed for the Head Start program.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Steve Montes

Vote: Carried Unanimously

F-5 Review and consider authorizing the Executive Director to enter into a contract with the County of Madera for CAPMC to administer the Project Roomkey Round II program.

Mattie Mendez, Executive Director, presented regarding the authorization to enter into a contract with the County of Madera for CAPMC to administer the Project Roomkey Round II program. Mattie noted that CAPM was involved with the Roomkey project when it was first initiated. Such funds would allow CAPMC to provide non-congregate shelter options for individuals experiencing homelessness. The goal of the program is to quickly identify prioritized populations and immediately move people into non-congregate shelter placements such as hotels. All of the funds will be used for direct benefits except for 9.1% for indirect administrative cost.

Motion: APPROVE AS PRESENTED

Moved By Eric LiCalsi, Seconded By Martha Garcia

Ayes: David Hernandez, Steve Montes, Diana Palmer, Debi Bray, Patricia Trevino, Donald Holley, Eric LiCalsi, Vicki Bandy, Martha Garcia, Tyson Pogue, Richard Gutierrez, Molly Hernandez

Noes: None

Absent: Aurora Flores

Abstain: Supervisor Leticia Gonzalez and Deborah Martinez

G. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- G-1 Finance Committee Report – January 4, 2021
- G-2 Personnel Committee Report – None
- G-3 Executive Director Monthly Report – (December 2020)
- G-4 Financial Statements (December 2020) – Informational
- G-5 Head Start Policy Council/Committee Reports
- G-6 Work Related Injury Report – (December 2020)
- G-7 CAPMC Board of Directors Attendance Report – (December 2020)
- G-8 Staffing Changes Reports for: December 1, 2020 – January 5, 2021

H. CORRESPONDENCE

- H-1 Correspondence dated December 4, 2020 from the Office of Head Start regarding the interim final rule on flexibility for head start designation renewals in certain emergencies
- H2 Child and Adult Care Food Program (CACFP) Center Summation Report from California Department of Education Nutrition Services Division for the month of October 2020
- H-3 Final Desk Review Report from Department of Community Services and Development Community Services Division (CSD) completed December 10, 2020
- H-4 2021 Board of Directors Meeting Schedule

I. ADJOURN

Chairperson Sherriff Tyson Pogue adjourned the Board of Directors meeting at

6:09 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By Steve Montez

Vote: Carried Unanimously

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, January 7, 2021
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Patricia Trevino 5:35 p.m.

Committee Members Present

Maile Mendoza
Patricia Trevino
Angelica Tapia
Karen Bradley
Gloria Conde
Tanya Hamiliton
Citlali Chavez-Rosas
Angelica Murillo-Virgen
Martha Garcia
Marisol Espinoza-Lira

Committee Members Absent

Rosana Perez
Patricia Barragan

Personnel Present

Maru Gasca Sanchez, Direct Support Manger
Jissel Rodriguez, Executive Administrative Assistant

ROLL CALL

- A. **PUBLIC COMMENT** – None
- B. **TRAINING** – Parent Curriculum – reviewed the Opening Doors curriculum. As for now, meetings cannot be held in person, meaning all future meetings will be held via Zoom.
- C. **ADOPTION OF THE AGENDA**
C-2 Patricia Trevino asked for the motion to approve the agenda as presented. Motion made by Martha Garcia, seconded by Angelica Murillo-Virgen to approve the agenda as presented. Motion carried unanimously.
- D. **ADJOURN TO CLOSED SESSION** – None
- E. **APPROVAL OF MINUTES**
E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – December 3, 2020. Motion made by Martha Garcia, seconded motion by Angelica Murillo-Virgen. Motion carried unanimously.
- F. **DISCUSSION / ACTION ITEMS**
F-1 Nominate and elect Interested Policy Council members to serve on as officers as per By-Laws, Article 10, Section 1 and Article 11, Section 1 –

Position	Representative
Chair Person	Patricia Trevino
Vice Chair Person	Gloria Conde

Patricia Trevino nominated herself for the Chair Person position, uncontested. Gloria Conde nominated herself for the Vice Chair Person uncontested. Martha Garcia made the motion to approve the nominations, Angelica Murillo-Virgen seconded. Motion carried unanimously.

F-2 Review and consider approving the Madera/Mariposa Community Assessment Update – Ms. Sanchez reviewed the Community Assessment update includes current data and program information that will be used for program planning and service delivery. Patricia Trevino requested a motion to approve the Madera/Mariposa Community Assessment Update. Martha Garcia made the first motion, seconded by Angelica Murillo-Virgen. Motion carried unanimously.

F-3 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program – Ms. Sanchez reviewed the programs updated five year goals and objectives for the 2020-2025. Patricia Trevino requested approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program. Angelica Murillo-Virgen made the first motion, seconded by Martha Garcia. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (November 2020) – None.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (October to December 2020) – Ms. Sanchez reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (November 2020) – Ms. Sanchez reviewed the current budget is at a 33% spent.

G-4 In-Kind Report (November 2020) – Ms. Sanchez mentioned the Regional program has 11.11% and Early has 8.19%.

G-5 Program Enrollment & Attendance Report (November 2020) – Ms. Sanchez went over the enrollment and attendance report.

G-6 CACFP Monthly Report (November 2020) – Ms. Sanchez mention the program is currently not receiving reimbursement due to meals not being provided at the centers.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – *Patricia Trevino* – (Ruth Gonzales) Teachers had students create a cutout and draw themselves to hang them at the center. She also shared that her daughter was thrilled.

Marisol Espinoza-Lira – (Verdell) The center had given out homework and part of it was to build a tray to put out for Santa Claus.

H-2- BOD report – *Martha Garcia* – They conducted an election for the new members.

I. CORRESPONDENCE

I-1 Program Instruction for the Office of Head Start regarding *the Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies*; Issuance Date: 12/04/2020

J. FUTURE AGENDA ITEMS

J-1 2021-2022 Budgets and calendars

J-2 2020-2021 Goals and Objectives Updates

J-3 Enrollment, Recruitment, Selection, Eligibility and Attendance ERSEA Policies

J-4 Self-Assessment Results/Corrective Action Plans

K. ADJOURNMENT

Patricia Trevino asked for a motion to adjourn the meeting at 6:14 p.m. Motion made by Martha Garcia, Angelica Murillo-Virgen seconded by. Motion carried unanimously.

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, January 12, 2021

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:42 p.m. by Yasmin Torres

Committee Members Present

Yasmin Torres
Francisca Garcia Hernandez
Silvia Garcia Sanchez
Maria Sut-xon
Guadalupe de la Cruz

Committee Members Absent

Jose Cruz Villavicencio

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maru Gasca Sanchez, Support Services Manager
Jissel Rodriguez, Executive Administrative Assistant

Others

None

A. Public Comment

None.

B. Training

None.

C. Adoption of the Agenda

C-1 Yasmin Torres asked for a motion to approve the agenda as presented. Motion made by Francisca Garcia Hernandez, seconded motion by Guadalupe de la Cruz to approve the agenda as presented. The motion approved unanimously.

D. Closed Session

D-1 – None

E. Approval of Minutes

E-1 – Yasmin Torres requested a motion to approve the minutes of the meeting on December 8, 2020. Motion made by Francisca Garcia Hernandez, seconded motion by Guadalupe de la Cruz to approve the minutes of the meeting. Motion approved unanimously.

F. Discussion / Action Items

F-1 Review and consider approving the Central California Migrant Head Start Self-Assessment report for CAPMC Migrant/Seasonal Head Start 2020-2021 – Ms. Gomez-Zaragoza reviewed the self-assessment reports which were completed quarterly.

Yasmine Torres requested a motion to approve the Central California Migrant Head Start Self-Assessment report for CAPMC Migrant/Seasonal Head Start 2020-2021. Francisca Garcia Hernandez made the first motion, seconded by Silvia Garcia Sanchez.

F-2 Review and consider approving the Community Action Partnership of Madera County 2020-2021 Basic and blended Comparison Budget Revisions – Ms. Gomez-Zaragoza reviewed the budget revisions for the Basic and Blended grant. The funds were allocated to necessary categories.

Jose Cruz requested a motion to approve the Community Action Partnership of Madera County 2020-2021 Basic and Blended Comparison Budget Revisions. Guadalupe de la Cruz made the first motion, seconded by Francisca Garcia Hernandez.

G. Administrative Reports

G-1 Staff Changes (November 2020) – None.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards (December 2020) – Ms. Gomez reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report – (November 2020) – The program has currently spent 56% of its budget.

G-4 In-kind Report (November 2020) – Ms. Gomez-Zaragoza reviewed the In-kind percentage which is at 60.80%.

G-5 Report of enrollment in the program & attendance report (November 2020) – Ms. Gomez-Zaragoza went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (November 2020) – Ms. Gomez-Zaragoza noted that the reimbursement for the month of October was \$6,399.03 for a total of 2,893 meals. There were no questions.

G-7 PIR Program Information Monthly Report (November 2020) – This report provides information and data about the program. This information is presented to the Head Start Office to show that there is a need for the Head Start program in our community.

H. Policy Committee Members Reports

H-1 Center Reports – **None**

H-2 Board of Directors Report – None. Items approved during tonight’s meeting will be presented to the Board for approval tomorrow.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza asked that members please remind the parents to close the gates and secure locks. Also, be consistent with the signatures in the center; please support the program in following the rules of the program.

I. Correspondence

I-1 **Program Instruction** from the Office of Head Start regarding *the Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies; Issuance Date 12/04/2020*

J. Future Agenda Items

J-1 Budget Revisions

J-2 ERSEA

K. Adjournment

Yasmine Torres requested a motion to adjourn the session. Motion made by Guadalupe de la Cruz to adjourn the meeting at 6:22 p.m. in the afternoon, seconded by Francisca Garcia Hernandez. Motion approved unanimously.

**Bank of America Business Card
Credit Card Charges**

January 2021 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
01/04/21	FACEBOOK	No	Facebook Ad Cycle for LIHEAP	\$400.00	234.0-6312-2.0-000.00	YES
01/04/20	BANK OF AMERICA	No	Annual Membership Fee	\$25.00	200.0-6850-2.0-000.90	YES
12/24/20	WAL-MART	No	Program Supplies	\$298.64	200.0-6121-2.0-000.90 (\$36.88) 200.0-6130-2.0-000.90 (\$261.76)	YES
12/24/20	THE HOME DEPOT	No	Information Technology (I.T.) Supplies	\$43.91	321.0-6130-3.0-000.90	YES
12/23/20	EVENT* RADY CHILDRENS	No	36 th Annual International Conference on Child and Family Maltreatment 2021 Conference Registration for Mattie Mendez, Cristal Sanchez, and Nancy Contreras	\$900.00	218.0-6742-2.0-000-40	YES
12/17/20	FACEBOOK	No	Facebook Ad Cycle for LIHEAP	\$300.01	234.0-6312-2.0-000.00	YES
			Total	\$ 1,966.83		

**Bank of America Business Card ending 5045
Credit Card Charges**

January 4, 2021 Statement
Elizabeth Wisener / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/29/2020	Meathead Movers	21282	Move client from G Street to Yosemite Manor	687.00	259.0-7240-2.0-000-00	Yes
12/23/2020	Office Depot		5 Office Chairs for HELP Center	655.79	272.0-6110-2.0-000-00	Yes
12/23/2020	Office Depot		1 Office Chair for Shunammite Place	123.20	224.0-6143-2.0-000-60	Yes
12/29/2020	Knights Inn	No	Lodging for homeless person during COVID-19 MK	665.00	257.0-7222-2.0-000-00	Yes
12/29/2020	Knights Inn	No	Lodging for homeless person during COVID-19	595.00	257.0-7222-2.0-000-00	Yes
12/29/2020	Amazon.com	No	Extension adapter for dryer for Shunammite Resident	29.08	224.0-6130-2.0-000-60	Yes
Total				\$2,755.07		

**Platinum Plus Business Card
Credit Card Charges**

January Statement

Tina Rodriguez / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
12/04/19		Sheraton Denver	No Show Fee Claim #203899789	\$174.78	501.0-6714-5.0-000-00	Yes
12/04/19		Sheraton Denver	No Show Fee Claim #203899789	\$174.78	501.0-6714-5.0-000-00	Yes
12/05/19		California Partnership to End Domestic Violence	Central Valley Retreat	\$75.00	533.0-6742-5.0-000-00	Yes
12/13/19		Etsy.com	Activity for Department Meeting	\$16.18	501.0-6130-5.0-000-00	Yes
12/20/19		Smokehouse 41	Department Meeting 12/20/19	\$372.22	502.0-6121-5.0-000-00	Yes
12/22/19		California's Tugg.com	California's Forgotten Children	\$65.00	500.0-6130-5.0-000-00	Yes
				\$65.00	533.0-6130-5.0-000-00	
Total				\$942.96		

**Bank of America Business Card
Credit Card Charges**

January 2021 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
11/10/2020	Biometrics4all, Inc.	No	Livescan relay fee	0.75 0.75	311.0-6852-3.3-000-00 200.0-6852-0.0-000-00	Yes
12/20/2020	Amazon Digital	No	Fraud charges – BOA will apply credit in 1 billing cycle	1.99 1.99 1.99 3.00 1.99		No
12/22/2020	Amazon Digital	No	Fraud charges – BOA will apply credit in 1 billing cycle	3.99		No
TOTAL:				1.50		

MBNA America Business Card
Credit Card Charges
January / Enero 2020 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
12/04/2020	NA	Teachstone Training	CLASS Infant recertification	\$250.00	310.0-6742-3.1-000-00 46% (\$57.50) 320.0-6742-3.2-000-00 54% (\$67.50)	Yes
12/06/2020	NA	Walmart.com	Credit for items returned	-\$22.81	200.0-6130-2.0-000-90	Yes
12/08/2020	NA	Passion Planner	Agendas for Migrant advocates	\$303.10	321.0-6130-3.2-000-00	No
12/09/2020	NA	Teachstone Training	CLASS Pre-K recertification	\$125.00	310.0-6742-3.1-000-00	Yes
12/10/2020	NA	Fast Track Car Wash	Card to wash agency vehicles	\$135.00	311.0-6640-3.1-000-00 46% (\$62.10) 320.0-6742-3.2-000-00 54% (\$72.90)	Yes
12/18/2020	21244	Walmart.com	Program Supplies	\$356.77	311.0-6110-3.1-009-00 (\$260.44) 311.0-6112-3.1-009-00 (\$96.34)	Yes
12/19/2020	NA	Zoom	Video Conferencing system	\$14.99	311.0-6130-3.1-000-00 46% (\$6.90) 321.0-6130-3.2-000-00 54% (\$8.09)	Yes
12/24/2020	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-000-00	Yes
12/30/2020	NA	Teachstone Training	CLASS Infant recertification	\$125.00	310.0-6742-3.1-000-00	Yes
01/03/2021	NA	Vennagae.com	Monthly subscription for flyer software	\$25.24 (inc 0.74 for international transaction)	311.0-6130-3.1-000-00 37% (9.34) 312.0-6130-3.1-000-00 9% (2.27) 321.0-6130-3.2-000-00 54% (13.63)	No
TOTAL				\$1,327.28		

Comments: I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available).

Maritza Gomez, Head Start Director

Date

**American Express
Credit Card Charges**

DECEMBER 2020 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	30344.48	Yes
Comcast	Net service	679.17	Yes
Community Playthings	Supplies for centers	0.00	No
Discount School Supply	Supplies for centers	623.69	Yes
DS Water	Water/rental	958.63	Yes
Ecolab	Dishwasher rental/repairs	100.79	Yes
Fedex	Postage	110.27	Yes
HD Pro / Supply Works	Supplies for office/centers	1785.48	Yes
Lakeshore	Supplies for centers	0.00	No
Matson Alarm	Alarm service	494.00	Yes
Philadelphia	Insurance	14177.60	Yes
Shred it	Shredding service	0.00	No
Smart Care	Kitchen equipment repairs	0.00	No
Verizon	Wireless devices	7320.54	Yes
Office Depot	Supplies for office/centers	10867.13	Yes
	TOTAL	67461.78	12/28/20 LA

Card Member Service

Credit Card Charges

COSTCO

January 03, 2021 Statement

Card Holder	Description	G/L Account Number	Amount	Card Amount
No activity For the month				
			Total	

Credit Card Charges December 2020

Fiscal

Name of Vendor	Description	Amount
Home Depot	Supplies for centers	8231.21
Walmart	Supplies for centers	2918.58
Wex Bank (Chevron)	Fuel	0.00
Wex Bank (Valero)	Fuel	844.73
DECEMBER STMT DATES		
LA		

02/02/21
J D C



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2020 – May 2021

Reporting Month
December 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">246</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">165</div> <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">197</div>	Centers with Vacancies: Chowchilla: 1 Cottonwood: 12 North Fork: 0 Eastside: 9 Oakhurst: 4 Fairmead: 4 Ruth Gonzales: 4 Mariposa: 0 Valley West: 14 Mis Tesoros: 2 Verdell: 7
No. of Children on Waiting List Income Eligible: 4 No. of Children on Waiting List Over Income : 23	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">19</div> <small>Must be at least 10% of enrollment (↑26)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">22</div> <small>Must be less than 10% of enrollment (↓ 26)</small>
Average Monthly Attendance: Due to COVID -19 Attendance is collected via phone contact with families.		

Madera Early Head Start

Months of Operation:
June 2020– May 2021

Reporting Month
December 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">42</div> <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">59</div>	Vacancies: <div style="font-size: 24pt; font-weight: bold;">0</div>
No. of Children on Waiting List Income Eligible: 5 No. of Children on Waiting List Over Income : 11	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">8</div> <small>Must be at least 10% of enrollment (↑5)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">11</div> <small>Must be less than 10% of enrollment (↓ 4)</small>
Average 4 Home Visits Due to COVID- 19 home visits are conducted via phone contact with families.		

Community Action Partnership of Madera County
 1225 Gill Avenue
 Madera, CA 93637
 (559) 673-9173

IN-KIND MONTHLY SUMMARY REPORT 2020-2021 / REPORTE SUMARIO MENSUAL DE IN KIND 2020-2021

REGIONAL HEAD START 2020-2021

Month-Year December 2020/ Mes-Año Diciembre2020

CATEGORY/Categoría	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	881,982.00	38,124.20	2,038.58	40,162.78	841,819.22
A. Professional Services/Servicios Profesionales	0.00	0.00		0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	881,982.00	37,385.13	2,038.58	39,423.71	842,558.29
Other/Policy Council/Otro/Comité de Póliza	0.00	739.07		739.07	(739.07)
OTHER - FOOD DONATIONS	0.00	0.00		0.00	0.00
Donated Supplies/Materiales Donanos	5,541.00	0.00		0.00	5,541.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	139,143.00	75,781.50	14,697.00	90,478.50	48,664.50
Transportation/ Transportación	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,026,666.00	113,905.70	16,735.58	130,641.28	896,024.72

A. Y-T-D In-Kind / In-Kind asta ahora	130,641.28
B. Contracted In-Kind/ In-kind Contratado	1,026,666.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	12.72%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
December-2020**

FREE MEALS	0		0
REDUCED	0	#DIV/0!	
BASE	0		0
TOTAL	0		#DIV/0!

PERCENTAGES:

FREE	100.0000%		100.0000%
REDUCED	0.0000%		0.0000%
BASE	0.0000%		0.0000%
TOTAL	100.0000%		100.0000%

MEAL	#		%		RATE		
BREAKFAST:	0	X	100.0000%	X	\$1.8900	=	\$0.00
	0	X	0.0000%	X	\$1.5900	=	\$0.00
	0	X	0.0000%	X	\$0.3200	=	\$0.00
LUNCH:	0	X	100.0000%	X	\$3.5100	=	\$0.00
	0	X	100.0000%	X	\$3.5100	=	\$0.00
	0	X	0.0000%	X	\$3.1100	=	\$0.00
	0	X	0.0000%	X	\$0.3300	=	\$0.00
SUPPLEMENTS:	0	X	100.0000%	X	\$0.9600	=	\$0.00
	0	X	100.0000%	X	\$0.9600	=	\$0.00
	0	X	0.0000%	X	\$0.4800	=	\$0.00
	0	X	0.0000%	X	\$0.0800	=	\$0.00

	0			\$0.00
		TOTAL FEDERAL REIMBURSEMENT		\$0.00
CASH IN LIEU:		LUNCHES X \$0.2450		\$0.00
TOTAL REIMBURSEMENT				\$0.00

	Breakfast	Lunch	Snack	Total
RHS	-	-	-	-
CSPP	-	-	-	-
	-	-	-	-
	-	-	-	-
TOTAL FEDERAL REIMBURSEMENT:	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>	
	\$0.00	\$0.00	\$0.00	
CASH IN LIEU:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	\$0.00	\$0.00	\$0.00	



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2020 – May 2021

Reporting Month
December 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">246</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">165</div> <p>-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">197</div>	Centers with Vacancies: Chowchilla: 1 Cottonwood: 12 North Fork: 0 Eastside: 9 Oakhurst: 4 Fairmead: 4 Ruth Gonzales: 4 Mariposa: 0 Valley West: 14 Mis Tesoros: 2 Verdell: 7
No. of Children on Waiting List Income Eligible: 4 No. of Children on Waiting List Over Income : 23	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">19</div> <small>Must be at least 10% of enrollment (↑26)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">22</div> <small>Must be less than 10% of enrollment (↓ 26)</small>
Average Monthly Attendance: Due to COVID -19 Attendance is collected via phone contact with families.		

Madera Early Head Start

Months of Operation:
June 2020– May 2021

Reporting Month
December 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">42</div> <p>-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">59</div>	Vacancies: <div style="font-size: 24pt; font-weight: bold;">0</div>
No. of Children on Waiting List Income Eligible: 5 No. of Children on Waiting List Over Income : 11	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">8</div> <small>Must be at least 10% of enrollment (↑5)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">11</div> <small>Must be less than 10% of enrollment (↓ 4)</small>
Average 4 Home Visits Due to COVID- 19 home visits are conducted via phone contact with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

December

Year

2020

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	152,723.00	12,577.57	9,225.63	21,803.20	130,919.80
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	152,723.00	12,577.57	9,225.63	21,803.20	130,919.80
C. Other/Policy Council/Otro/Comité de Póliza	-	0.00		-	-
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	900.00	0.00		-	900.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	153,623.00	12,577.57	9,225.63	21,803.20	131,819.80
	0.00	0.00			
Grand Total	153,623.00	12,577.57	9,225.63	21,803.20	131,819.80

B. YTD In-Kind \$ 21,803.20

C. Percent Y-T-D In-Kind 14.19%



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera Migrant/Seasonal Head Start

Months of Operation:

May 2020 – February 2021

Reporting Month

December 2020

Total Funded Enrollment 579	Current Enrollment: 79 ----- Cumulative Enrollment: 303	Centers with Vacancies: Eastin Arcola (closed) Mis Angelitos (15) Sierra Vista (25) Eastside (closed) Pomona (closed) Valley West (closed) Los Ninos (11)
No. of Children on Waiting List 17	No. of Children with Disabilities: 14 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 22 Must be less than 10% of enrollment (↓ 58)
Average Monthly Attendance: 77.09%		

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 1225 Gill Avenue
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IN-KIND MONTHLY SUMMARY REPORT 2020-2021 / REPORTE SUMARIO MENSUAL DE IN KIND 2020-2021

MIGRANT AND SEASONAL HEAD START 2020-2021 MIGRANTE/TEMPORAL HEAD START 2020-2021
Month-Year DECEMBER 2020/ Mes-Año DICIEMBRE 2020

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	276,417.00	229,754.22	15,193.77	244,947.99	31,469.01
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	276,417.00	226,921.85	15,193.77	242,115.62	34,301.38
Other/Policy Council/Otro/Comité de Póliza	0.00	2,832.37	0.00	2,832.37	(2,832.37)
State Collaboration/Colaboracion de Estado	827,863.00	417,158.51	69,447.70	486,606.21	341,256.79
Donated Supplies/Materiales Donanos	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	95,785.47	9,650.83	105,436.30	19,695.70
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,230,412.00	742,698.20	94,292.30	836,990.50	393,421.50

A. Y-T-D In-Kind / In-Kind asta ahora	<u>836,990.50</u>
B. Contracted In-Kind/ In-kind Contratado	1,230,412.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	68.03%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
December-2020**

FREE MEALS	88	26
REDUCED	0	0
BASE	0	0
TOTAL	<u>88</u>	<u>26</u>

PERCENTAGES:

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	<u>100.0000%</u>	<u>100.0000%</u>

MEAL	#		%		RATE	=	
BREAKFAST:	1,095	X	100.0000%	X	\$1.8900	=	\$2,069.55
	1,095	X	0.0000%	X	\$1.5900	=	\$0.00
	1,095	X	0.0000%	X	\$0.3200	=	\$0.00
LUNCH:	696	X	100.0000%	X	\$3.5100	=	\$2,442.96
	390	X	100.0000%	X	\$3.5100	=	\$1,368.90
	390	X	0.0000%	X	\$3.1100	=	\$0.00
	390	X	0.0000%	X	\$0.3300	=	\$0.00
SUPPLEMENTS:	550	X	100.0000%	X	\$0.9600	=	\$528.00
	283	X	100.0000%	X	\$0.9600	=	\$271.68
	283	X	0.0000%	X	\$0.4800	=	\$0.00
	283	X	0.0000%	X	\$0.0800	=	\$0.00

3,014 TOTAL FEDERAL REIMBURSEMENT \$6,681.09

CASH IN LIEU: LUNCHES X \$0.2450 \$266.07

TOTAL REIMBURSEMENT \$6,947.16

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	390	283	673
MMHS-MADERA MIGRANT HEAD START	<u>1,095</u>	<u>696</u>	<u>550</u>	<u>2,341</u>
	<u>1,095</u>	<u>1,086</u>	<u>833</u>	<u>3,014</u>

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$5,040.51	\$1,640.58	\$6,681.09
CASH IN LIEU:	<u>\$170.52</u>	<u>\$95.55</u>	<u>\$266.07</u>
	\$5,211.03	\$1,736.13	\$6,947.16

December 2020 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	53.0%	100.0%	A
	# Cumulative Families	222	NA	
PIR AGE GROUP	Under 1 Year			
	1 Year Old			
	2 Years Old			
	3 Years Old			
	4 Years Old			
MOBILITY & RE-ENROLLMENT	Children Enrolled < 45 Days	20.8%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	45.6%	22.2%	B
	Children Enrolled 2+ Years	76.5%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	79.5%	100.0%	C
	Children Needing Medical Treatment	15.2%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	94.8%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	96.1%	93.7%	B
	Children who completed a professional dental exam	63.2%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	13.3%	28.3%	B
	Of those who need dental treatment, children who received treatment	100.0%	88.2%	B
HOUSEHOLD PRIMARY LANGUAGE	Spanish			
	English			
	Centra/South American or Mexican Languages			
	Other			
HOUSEHOLD ETHNICITY	Hispanic			
	Non-Hispanic			
FAMILY COMPOSITION	Single Parent			
	Two Parents			
FAMILY EDUCATION	High School Graduate/GED or Less	85.6%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	4.2%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	85.6%	NA	B
	Social Service Referrals - Services Received	68.5%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	92.8%	NA	
	Families Participating in SNAP (Food Stamps)	88.3%	NA	

STAFF QUALIFICATIONS		MHS	THRESHOLD	
			MHS	**
CLASSROOM PRESCHOOL ASSISTANT TEACHERS	# Classroom Preschool Assistant Teachers	9	NA	
	Classroom Preschool Assistant Teachers who meet minimum education requirements: CDA/equivalent or higher, or are enrolled in a CDE or ECE degree program	100.0%	100.0%	A
CLASSROOM PRESCHOOL TEACHERS	# Classroom Preschool Teachers	17	NA	
	Classroom Preschool Teachers who meet minimum education requirements: AA degree or higher	100.0%	100.0%	A
	Classroom Preschool Teachers with a BA or higher	23.5%	32.0%	B
CLASSROOM INFANT & TODDLER TEACHERS	# Classroom Infant/Toddler Teachers	16	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	100.0%	100.0%	A

** Threshold Source Key:

Source: PIR for agency & date as indicated

A = Head Start Regulation

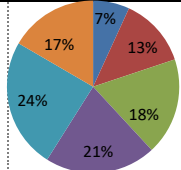
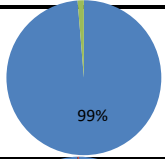
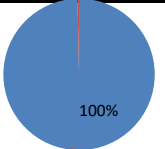
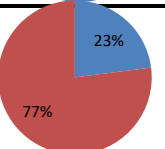
Note: All data for children, family & staff are cumulative.

B = State PIR Indicator 2018-19

Pink shaded cells indicate program does not meet identified threshold

C = Region 12 Specialist

diciembre 2020 reporte para CAPMC

Informacion Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiados	579	NA	
	Inscripción al Final del Mes %	53.0%	100.0%	A
	# Familias Acumuladas	222	NA	
EDAD DEL GRUPO PIR	Menor de 1 Año			
	1 Año de Edad			
	2 Años de Edad			
	3 Años de Edad			
	4 Años de Edad			
MOVILIDAD Y REINSCRITO	Niños Inscritos < 45 Días	20.8%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	45.6%	22.2%	B
	Niños Inscritos 2 + Años	76.5%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	79.5%	100.0%	C
	Niños que Necesita Tratamiento Médico	15.2%	12.7%	B
	Niños Recibiendo Tratamiento Médico	100.0%	98.4%	B
	Niño al Día con las Vecunas o Cumplecon las Directrices del Estado Para Exención	94.8%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	96.1%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	63.2%	89.8%	B
	De los que Completaron un Exámen, Niños Diagnósticados que Necesitan Tratamiento	13.3%	28.3%	B
	De los que Completaron un Exámen, Niños que Recibieron Tratamiento	100.0%	88.2%	B
LENGUAJE PRIMARIO EN EL HOGAR	Español			
	Inglés			
	Central/Sur Americano o Lenjuajes Mexicanos			
	Otro			
ORIGEN ÉTNICO	Hispano			
	No Hispano			
COMPOSICIÓN FAMILIAR	Padre Soltero			
	Dos Padres			
EDUCACIÓN FAMILIAR	Graduado de High School/GED o Menos	85.6%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	4.2%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	85.6%	NA	
	Referencia a Servicios Sociales - Recibio Servicios	68.5%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	92.8%	NA	
	Familias Participando con SNAP	88.3%	NA	

Calificacion del PerCalificacion del Personal		MHS	THRESHOLD	
			MHS	**
Asistentes de Maestra de la Clase Prescolar	# Asistentes de Maestra de la Clase Prescolar	9	NA	
	Asistentes de Maestra de la Clase Prescolar que llenan los requisitos minimo de educacion: CDA/equivalente o mas alto, o estan registradas en un programa de CDE o ECE.	100.0%	100.0%	A
Maestras de la Clase Prescolar	# Maestras de la Clase Prescolar	17	NA	
	Maestras de la Clase Prescolar que llenan los requisitos de educacion: Grado AA o mas alto	100.0%	100.0%	A
	Maestras de la Clase Prescolar con BA o mas alto	23.5%	32.0%	B
Maestras de la Clase de Infantes/Medanos	# Maestras de la Clase de Infantes/Medanos	16	NA	
	Maestras de la Clase de Infantes/Medanos que llenan los requisitos de educacion: CDA/equivalente o mas alto	100.0%	100.0%	A

**La clave fuente original

Recurso: PIR de la agencia & fecha como indicado

Las celdas sombreadas indican que el programa no cumple con el umbral identificado

A = Regalameto Head Start

B = Indicador el PIR 2018-19

C = Especialista Region 12



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:
September 2020 – August 2021

Reporting Month
December 2020

Total Funded Enrollment 519	Current Enrollment: <p style="text-align: center;">0</p> <p style="text-align: center;">-----</p> Cumulative Enrollment: <p style="text-align: center;">106</p>	Centers with Vacancies: All centers are closed for the season
No. of Children on Waiting List 0	No. of Children with Disabilities: <p style="text-align: center;">0</p> <p>Must be at least 10% of enrollment (↑52)</p>	No. of Over Income Families: <p style="text-align: center;">0</p> <p>Must be less than 10% of enrollment (↓ 52)</p>
Average Monthly Attendance: <u>%%</u>		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start Child Care Partnership

Months of Operation:
September 2020 – August 2021

Reporting Month
December 2020

Total Funded Enrollment 30	Current Enrollment: <p style="text-align: center;">9</p> <p style="text-align: center;">-----</p> Cumulative Enrollment: <p style="text-align: center;">12</p>	Vacancies: Mendota (2) Coalinga 1 (2) Coalinga 2 (3) Fresno (5)
No. of Children on Waiting List 1	No. of Children with Disabilities: <p style="text-align: center;">2</p> <p>Must be at least 10% of enrollment (↑3)</p>	No. of Over Income Families: <p style="text-align: center;">1</p> <p>Must be less than 10% of enrollment (↓ 3)</p>
Average Monthly Attendance: <u>87.5%</u>		

*HS is required to maintain an AMA of 85%



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:
September 2020 – August 2021

Reporting Month
December 2020

Total Funded Enrollment 519	Current Enrollment: <div style="text-align: center;">0</div> <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment: <div style="text-align: center;">106</div>	Centers with Vacancies: All centers are closed for the season
No. of Children on Waiting List 0	No. of Children with Disabilities: <div style="text-align: center;">0</div> Must be at least 10% of enrollment (↑52)	No. of Over Income Families: <div style="text-align: center;">0</div> Must be less than 10% of enrollment (↓ 52)
Average Monthly Attendance: <u>%%</u>		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start Child Care Partnership

Months of Operation:
September 2020 – August 2021

Reporting Month
December 2020

Total Funded Enrollment 30	Current Enrollment: <div style="text-align: center;">9</div> <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment: <div style="text-align: center;">12</div>	Vacancies: Mendota (2) Coalinga 1 (2) Coalinga 2 (3) Fresno (5)
No. of Children on Waiting List 1	No. of Children with Disabilities: <div style="text-align: center;">2</div> Must be at least 10% of enrollment (↑3)	No. of Over Income Families: <div style="text-align: center;">1</div> Must be less than 10% of enrollment (↓ 3)
Average Monthly Attendance: <u>87.5%</u>		

*HS is required to maintain an AMA of 85%



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: February 11, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 29, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Authorization the Executive Director to renew the Lease Agreement with Kings Canyon Unified School District.

I. RECOMMENDATION:

Review and consider ratifying the Executive Director to renew the Lease Agreement with Kings Canyon Unified School District to operate at the Reedley and Orange Cove Migrant Seasonal Head Start center.

II. SUMMARY:

CAPMC has maintain a lease agreement with Kings Canyon Unified School District for the use of the Reedley and Orange Cove sites in order to provide Migrant Seasonal Head Start services for families residing in those communities. The Lease Agreement are due to expire on January 31, 2021.

III. DISCUSSION:

A. Kings Canyon Unified School District (USD) initiated the process for the renewal of the lease agreements. However, due to the timing of the scheduled CAPMC Board meeting, the approval of the lease is being obtained after the expiration of the lease.

B. The lease agreements will allow CAPMC-Fresno Migrant Seasonal Head Start to provide services at a site located on Kings Canyon USD's grounds.

C. The agreements will be sent to the Kings Canyon USD Board for approval after the receipt of CAPMC's board approval.

D. The life span of the lease agreement will be for three years commencing on February 27, 2021.

IV. FINANCIAL IMPACT: Significant – All expenses have been budgeted accordingly on the program's budget.

Contract No. _____
Board Approval Date _____

LEASE FOR MIGRANT HEAD START FACILITIES

Kings Canyon Unified School District, a political subdivision of the State of California (hereafter "**Lessor**"), hereby leases to the Community Action Partnership of Madera County, Inc. a nonprofit corporation pursuant to Internal Revenue Code section 501(c) (3) (hereafter "**Lessee**"), the land and premises ("**the Premises**") in the County of Fresno, State of California, described as follows:

Two thirds (2/3) acre, 27,600 square feet, more or less, at 1400 N. Frankwood Avenue, T.L. Reed Elementary School, more particularly described in Exhibit A attached hereto, on the following terms and conditions:

ARTICLE I

TERM OF LEASE

Section 1.01. Fixed Term. The term of this Lease shall be a period of three (3) years commencing February 27, 2021, unless sooner terminated as provided in this Lease.

Section 1.02. Early Termination By Lessee. Lessee may terminate this Lease without any liability on the part of Lessee, on the anniversary date of commencement of the term described in Section 1.01 of this Lease. Lessee must give Lessor at least sixty (60) days prior notice in writing of Lessee's intention to terminate the Lease. Furthermore, should Lessee ever lose or withdraw from the contract to provide the Migrant Head Start programs that are to utilize the premises, Lessee may terminate this

lease upon sixty (60) days notice in writing to Lessor of the loss or withdrawal of the contract.

ARTICLE 2

RENT

Section 2.01. Basic Rent. Lessee agrees to pay Lessor the sum of Two Dollars and No Cents (\$2.00) per year, payable in advance.

Section 2.02 Place for Payment of Rent. Payment for all rent that becomes due and payable under this Lease shall be paid to Lessor at the address set forth in this Lease, or to such other place or places as Lessor may from time to time designate by written notice given to Lessee.

ARTICLE 3

USE OF PREMISES

Section 3.01. Principal Use. The Premises may, during the term of this Lease, be used by Lessee for a Migrant Head Start Program. Any change in use must be specifically approved in writing by Lessor.

Section 3.02. Only Lawful Uses Permitted. Lessee shall not use or permit the Premises or any portion of the Premises to be improved, developed, used, or occupied in any manner or for any purpose that in any way violates any valid law, ordinance or regulation of any federal, state or local government authority. Furthermore, Lessee shall not maintain, commit or permit the maintenance or commission of any nuisance on the Premises or any part of the Premises, as nuisance

is now or may hereafter be defined by any statutory or decisional law applicable to the Premises.

ARTICLE 4

TAXES AND UTILITIES

Section 4.01. Taxes. Lessee acknowledges that the Premises are presently exempt from property taxes. In the event that Lessee's use of the Premises subjects the Premises to property taxes, Lessee shall pay them.

Section 4.02. Assessments. Lessee shall pay, or cause to be paid, any general assessments and other charges levied or assessed during the term of this Lease by any governmental agency of the overall property of which the Premises are a part.

Section 4.03. Utilities. Lessee shall pay, or cause to be paid, and shall hold Lessor and the property of Lessor, including the Premises, free and clear from all charges for the furnishing of gas, water, telephone service, and other public utilities provided to the Premises during the term of the Lease, and for the removal of garbage and rubbish from the Premises during the term of the Lease.

Section 4.04 Payment by Lessor. Should Lessee fail to pay within the time specified in this Article or required by law any taxes, assessments or other charges which this Article requires Lessee to pay, Lessor may pay such charges without notice to or demand on Lessee. In this event, Lessee shall promptly, on written demand of Lessor, reimburse Lessor for the full amount paid by Lessor in paying, discharging or adjusting such tax, assessment or other charge. Where this Article does not specify a

time within which Lessee must pay a particular item, Lessee must pay it before it becomes delinquent.

ARTICLE 5

IMPROVEMENTS BY LESSEE

Section 5.01 Lessee's Rights. Lessee may, at Lessee's sole cost and expense, construct and/or install one (1) portable building and related improvements on the Premises, in the manner and according to the terms and conditions specified in this Article.

Section 5.02. Lessor's Approval of Plans. No structure or other improvement of any kind may be erected or maintained on the Premises unless and until the plans, specifications, and proposed location of the structure or improvement have been approved in writing by Lessor. Lessee shall not erect or maintain any structure or other improvements on the Premises that does not comply with plans, specifications, and locations approved in writing by Lessor. Furthermore, Lessee may not make any material addition to or structural alteration of any structure or improvement hereafter added to the Premises until and unless the plans and specifications for such addition or alteration are approved in writing by Lessor.

Section 5.03. Quality of Buildings. Any portable buildings installed on the Premises by Lessee shall comply with all structural safety standards required by law for school buildings.

Section 5.04. Compliance with Laws. Any improvements to the Premises

shall be in accordance with all valid laws, ordinances, regulations, and orders of all federal, state, and local agencies or entities having jurisdiction over the Premises. All work performed on the Premises pursuant to or authorized by this Lease shall be done in a good and workmanlike manner and only with new materials of good quality and high standard.

Section 5.05. Ownership of Buildings and Improvements. Any and all buildings and fixtures appurtenant thereto placed or erected on the Premises shall remain the property of Lessee and shall be removed from the Premises upon the termination of this Lease. All improvements to the Premises, other than the buildings and fixtures appurtenant thereto, shall become the property of Lessor upon the termination or expiration of the Lease. These improvements include, but are not limited to, playground and other recreational equipment placed on the Premises by Lessee.

Sections 5.06. Right of Refusal. Lessor understands that all buildings to be erected on the Premises belong to the United States Government ("**Government**") and cannot be sold or conveyed by Lessee without the Government's express consent. Lessee agrees that should it be permitted to sell the building on behalf of the Government, Lessor shall have the right of first refusal to purchase the buildings at a price to be negotiated at the time of sale.

ARTICLE 6

MAINTENANCE AND REPAIRS

Section 6.01. Maintenance by Lessee. At all times during the term of this Lease, Lessee shall, at Lessee's own cost and expense, keep and maintain the

Premises and all improvements now or hereafter on the Premises as well as all facilities now or hereafter appurtenant to the Premises in good order and repair and in a safe and clean condition. Furthermore, Lessee shall, at Lessee's own cost and expense, maintain at all times during the terms of this Lease the whole of the Premises as well as any improvements, landscaping, or facilities thereon in a clean, sanitary, neat, tidy, orderly, and attractive condition.

Section 6.02. Requirements of Governmental Agencies. At all times during the term of this Lease, Lessee, at Lessee's own cost and expense, shall:

- (1) Make all alterations, additions, or repairs to the Premises or the improvements or facilities on the Premises required by any valid law, ordinance, statute, order, or regulation now or hereafter made or issued by any federal, state, or local governmental agency or entity;
- (2) Observe and comply with all valid laws, ordinances, statutes, orders, and regulations now or hereafter made or issued respecting the Premises or the improvements or facilities on the Premises by any federal, state, or local governmental agency or entity;
- (3) Contest, if Lessee, in Lessee's sole discretion, desires by appropriate legal proceedings brought in good faith and diligently prosecuted in the name of Lessee, or in the names of Lessee and Lessor where appropriate or required, the validity or applicability to the Premises of any law, ordinance, statute, order, or regulation

now or hereafter made or issued by any federal, state, or local governmental agency or entity; provided, however, that any such contest or proceeding, though maintained in the names of Lessee and Lessor from Lessee's failure to observe or comply during the contest with the contested law, ordinance, statute, order, or regulation; and

- (4) Indemnify and hold Lessor and the property of Lessor, including the Premises, free and harmless from any and all liability, loss, damages, fines, penalties, claims, and actions resulting from Lessee's failure to comply with and perform the requirements of this section, provided that the liability and damages did not result from Lessor's conduct.

Section 6.03. Lessee's Duty to Restore Premises. Should, at any time during the term of this Lease, any buildings or improvements now or hereafter on the Premises be destroyed in whole or in part by fire, theft, the elements, or any other cause not the fault of the Lessor, this Lease, at the sole option and discretion of Lessee, shall continue in full force and effect and Lessee may repair and restore the damaged or destroyed building, buildings, improvement, or improvements according to the original plans or according to such modified plans as shall be approved in writing by Lessor. The work of repair and restoration shall be done in accordance with the requirements for original construction work on the Premises as set forth in Article 5 of this Lease.

ARTICLE 7

INDEMNITY AND INSURANCE

Section 7.01. Indemnity By Lessee. During the period of time during each year Lessee occupies the premises and operates a Migrant Head Start Program, which is from mid-April through mid-November, Lessee shall indemnify and hold Lessor and the property of Lessor, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Lessee's occupation and use of said Premises (providing that such liability, claims, loss, damages or expenses do not result from Lessor's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

- (1) The death or injury of any person, including an employee or agent of Lessee, or by reason of damage to or destruction of any property, including property owned by Lessee or an employee or agent of Lessee, caused or allegedly caused by either (a) the condition of the Premises or omission on the Premises of Lessee or any person in, on, or about the Premises with the permission and consent of Lessee;
- (2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessee or any person or entity acting for or on behalf of Lessee; or
- (3) Lessee's failure to perform any provision of this Lease or to

comply with any requirement of law or any requirement imposed on Lessee or the Premises by any duly authorized governmental agency.

Section 7.02. Indemnity By Lessor. During the time Lessor occupies the premises for its purposes, which time is defined as when Lessee is not occupying the premises for Head Start purposes, Lessor shall indemnify and hold Lessee and the property of Lessee, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Lessor's occupation and use of said Premises (providing that such liability, claims, loss, damages or expenses do not result from Lessee's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

- (1) The death or injury of any person, including an employee or agent of Lessor, or by reason of damage to or destruction of any property, including property owned by Lessor or an employee or agent of Lessor, caused or allegedly caused by either (a) the condition of the Premises or some building or improvement on the Premises, or (b) some act or omission on the Premises of Lessor or any person in, on, or about the Premises with the permission and consent of Lessee;
- (2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessor or any person or

entity acting for or on behalf of Lessor; or

- (3) Lessor's failure to perform any provision of this Lease or to comply with any requirement of law or any requirement imposed on Lessor or the Premises by any duly authorized governmental agency.

Section 7.03. Liability Insurance. Lessee shall at its own cost and expense, secure promptly after the execution of this Lease, and maintain during the entire term of this Lease a broad form comprehensive coverage policy of public liability insurance issued by an insurance company acceptable to Lessor and authorized to issue liability insurance in California insuring Lessee against loss or liability cause by or connected with Lessee's occupation and use of the premises under this Lease in amounts not less than:

- (1) \$1,000,000 for injury to or death of one person and, subject to such limitation for the injury or death of one person, limit \$1,000,000 for injury to or death of two or more persons as a result of any one accident or incident; and
- (2) Limit of \$1,000,000 for liability due to damage to or destruction of any property of others.

Section 7.04. Fire and Casualty Insurance. Lessee shall at Lessee's own cost and expense, at all times during the term of this Lease keep all buildings, improvements, and other structures on the Premises, as well as any and all additions thereto, insured for their full insurable value by insurance companies authorized to issue

such insurance in California against loss or destruction by fire and for the perils commonly covered under the standard extended coverage endorsement to fire insurance policies in Fresno County.

Section 7.05. Specific Perils to be Insured Against. Notwithstanding anything to the contrary contained in Section 7.04 of this Lease, the insurance required by Section 7.04 of this Lease shall, whether or not included in the standard extended coverage endorsement mentioned in Section 7.04, insure all buildings, improvements, and other structures on said Premises as well as any and all additions thereto, against loss or destruction by windstorm, cyclone, tornado, hail, explosion, riot, riot attending a strike, civil commotion, malicious mischief, vandalism, aircraft, fire, smoke damage, and sprinkler leakage. Furthermore, the insurance required by section 7.04 of this Lease shall apply during the course of construction with applicable vandalism and malicious mischief clauses attached insuring the project during its construction, and all materials delivered to the site of the building project for their full insurable value.

Section 7.06. Deposit of Insurance With Lessor. Lessee shall within ten (10) days after the execution of this Lease deliver to Lessor a true and correct copy of each insurance policy required by this Article of this Lease, or a certificate executed by the insurance company or companies or their authorized agent evidencing such policy or policies

Section 7.07. Notice of Cancellation of Insurance. Each insurance policy required by this Article of this Lease shall contain a provision that it cannot be cancelled for any reason unless thirty (30) days prior notice of the cancellation is given to Lessor

in the manner required by this Lease for service of notices on Lessor by Lessee.

ARTICLE 8

ASSIGNMENT AND SUBLEASING

Section 8.01. No Assignment or Sublease Without Lessor's Consent.

Lessee shall not assign, sublet, or otherwise transfer this Lease, in whole or in part, or any right or interest in the Premises or any of the improvements that may now or hereafter be constructed or installed on the Premises without the prior written consent of Lessor. Any such assignment or sublease by Lessee without the prior written consent of Lessor, whether voluntary or involuntary, by operation of law or otherwise, is void and shall, at the option of Lessor, terminate this Lease. Consent of Lessor to an assignment or sublease of Lessee's interest in this Lease shall not be unreasonably withheld. Lessor expressly agrees to consent to a Lease assignment to any entity who assumes the Lessee's Migrant Head Start contract or becomes the contractor for Migrant Head Start in the Orange Cove area.

ARTICLE 9

DEFAULT AND TERMINATION

Section 9.01. Abandonment by Lessee. Should Lessee abandon the Premises prior to the natural expiration of the term of this Lease, Lessor may continue this Lease in effect by not terminating Lessee's right to possession of the Premises, in which event Lessor shall be entitled to enforce all Lessor's rights and remedies under this Lease.

Section 9.02. Termination for Breach by Lessee. All covenants and agreements contained in this Lease are declared to be conditions to this Lease and to

the term hereby demised to Lessee. Should Lessee default in the performance of any covenant, condition, or agreement contained in this Lease and the default not be cured within thirty (30) days after written notice of default is served on Lessee by Lessor, then Lessor may terminate this lease and re-enter and regain possession of the Premises.

Section 9.03. Cumulative Remedies. The remedies given to Lessor in this Article shall not be exclusive but shall be cumulative with and in addition to all remedies now or hereafter allowed by California law.

Section 9.04. Waiver of Breach. The waiver by Lessor of any breach by Lessee of any of the provisions of this Lease shall not constitute a continuing waiver or a waiver of a subsequent breach by Lessee.

Section 9.05. Surrender of Premises. On expiration or termination of this Lease, Lessee shall surrender the Premises to Lessor. All facilities in any way related to the Premises shall remain the property of Lessee and will be removed in a reasonable time, not to exceed sixty (60) days, from the termination or expiration of the Lease.

ARTICLE 10

MISCELLANEOUS

Section 10.01 Force Majeure - Delays. Except as otherwise expressly provided in this Lease, should the performance of any act required by this Lease to be performed by either Lessor or Lessee be prevented or delayed by reason of an act of God, strike, lockout, labor trouble, inability to secure materials, restrictive governmental laws or

regulations, or any other cause except financial inability not the fault of the party required to perform the act, the time for performance of the act during the period of delay will be excused; provided, however, that nothing contained in this section shall excuse the prompt payment of rent by Lessee as required by this Lease or the performance of any act rendered difficult or impossible solely because of the financial condition of the party required to perform the act.

Section 10.02 Attorney's Fees. Should any litigation be commenced between the parties to enforce or interpret the terms of this Lease the prevailing party shall be entitled to its reasonable attorney's fees and costs.

Section 10.3. Notices. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Lease or by law to be served on or given to one party by the other party shall be in writing and shall be deemed duly served and given when personally delivered or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed as follow:

Lessor

Kings Canyon Unified School District
Attn: John Campbell
1801 10th Street
Reedley, California 93654

Lessee

Community Action Partnership of Madera County, Inc.
Attn: Executive Director
1225 Gill Avenue
Madera, California 93637

Section 10.4. Governing Law. This Lease, and all matters relating to this Lease shall be governed by the laws of the State of California.

Section 10.5. Binding of Heirs and Successors. This Lease shall be binding on and shall inure to the benefit of the successors and assigns of the parties hereto, but nothing in this section shall be construed as consent by Lessor to any assignment of this Lease or any interest therein by Lessee except as provided in Article 8 of this Lease.

Section 10.6. Partial Invalidity. Should any provision of this Lease be held by a court of competent jurisdiction to be either invalid, void, or unenforceable, the remaining provisions of this Lease shall remain in full force and effect.

Section 10.7. Final Agreement. This Lease contains the entire agreement between the parties and may not be altered, amended or modified in any respect, except by a writing executed by the party to be charged. All prior agreements, understandings, oral agreement and writings are expressly superseded are of no further force and effect.

Section 10.8. Time of Essence. Time is expressly declared to be of the essence of this Lease.

APPROVAL BY LESSOR:

Approved by the Board of Trustees of Kings Canyon Unified School District at a meeting held on _____, 2020, at Reedley, Fresno County, California.

KINGS CANYON UNIFIED SCHOOL DISTRICT

By _____
Superintendent of Kings Canyon Unified School District

APPROVAL BY LESSEE:

Approved by the Board of Directors of Community Action Partnership of Madera County on January 26, 2021, at Madera, California.

Community Action Partnership of Madera County, Inc.

By Mattie Mendez
Mattie Mendez, Executive Director



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: February 11, 2021

Author: Maritza Gomez-Zaragoza

DATE: November 3, 2020

TO: Board of Directors

FROM: Maritza Gomez, Head Start Director

SUBJECT: Authorization the Executive Director to renew the Lease Agreement with Selma Unified School District.

I. RECOMMENDATION:

Review and consider authorizing the Executive Director to renew the Lease Agreement with Selma Unified School District to operate at the Selma Migrant Seasonal Head Start center.

II. SUMMARY:

CAPMC has maintain a lease agreement with Selma Unified School District for the use of the Selma site in order to provide Migrant Seasonal Head Start services for families residing in that community. The Lease Agreement expired on December 31, 2020.

III. DISCUSSION:

A. CAPMC contacted Selma Unified School District (USD) in order to renew the Selma MHS facility lease agreement. However, due to staff having modified business hours, the lease agreement was unable to be renewed in a timely manner. The lease agreement expired on December 31, 2020.

B. The lease agreement allows CAPMC-Fresno Migrant Head Start to provide services at a site located on Selma USD's grounds.

C. The agreement has been approved by the Selma USD Board of Trustees and will have a life time of five years commencing January 1, 2021.

IV. FINANCIAL IMPACT: Significant – All expenses have been budgeted accordingly on the program's budget.

LEASE FOR MIGRANT HEAD START PROPERTY

Selma Unified School District, a political subdivision of the State of California (hereafter "**Lessor**"), hereby leases to the Community Action Partnership of Madera County, a nonprofit corporation pursuant to Internal Revenue Code section 501(c) (3) (hereafter "**Lessee**"), the land and premises ("**the Premises**") in the County of Fresno, State of California, described as follows:

One acre, more or less, at Selma, more particularly described in Exhibit A attached hereto, on the following terms and conditions:

ARTICLE I

TERM OF LEASE

Section 1.01. Fixed Term. The term of this Lease shall be a period of five (5) years commencing January 1, 2021, unless sooner terminated as provided in this Lease.

Section 1.02. Early Termination By Lessee. Lessee may terminate this Lease without any liability on the part of Lessee, on the anniversary date of commencement of the term described in Section 1.01 of this Lease. Lessee must give Lessor at least sixty (60) days' prior notice in writing of Lessee's intention to terminate the Lease.

Furthermore, should Lessee ever lose or withdraw from the contract to provide the Migrant Head Start programs that are to utilize the premises, Lessee may terminate this lease upon sixty (60) days notice in writing to Lessor of the loss or withdrawal of the contract.

ARTICLE 2

RENT

Section 2.01. Basic Rent. Lessee agrees to pay Lessor the sum of \$1.00 / per year payable in advance for utilization of the property.

Section 2.02 Place for Payment of Rent. Payment for all rent that becomes due and payable under this Lease shall be paid to Lessor at the address set forth in this Lease, or to such other place or places as Lessor may from time to time designate by written notice given to Lessee.

ARTICLE 3

USE OF PREMISES

Section 3.01. Principal Use. The Premises may, during the term of this Lease be used by Lessee for a Migrant Head Start Program. Any change in use must be specifically approved in writing by Lessor.

Section 3.02. Only Lawful Uses Permitted. Lessee shall not use or permit the Premises or any portion of the Premises to be improved, developed, used, or occupied in any manner or for any purpose that in any way violates any valid law, ordinance or regulation of any federal, state or local government authority. Furthermore, Lessee shall not maintain, commit or permit the maintenance or commission of any nuisance on the Premises or any part of the Premises, as nuisance is now or may hereafter be defined by any statutory or decisional law applicable to the Premises.

ARTICLE 4

TAXES AND UTILITIES

Section 4.01. Taxes. Lessee acknowledges that the Premises are presently exempt from property taxes. In the event that Lessee's use of the Premises subjects the Premises to property taxes, Lessee shall pay them.

Section 4.02. Assessments. Lessee shall pay, or cause to be paid, any general assessments and other charges levied or assessed during the term of this Lease by any governmental agency of the overall property of which the Premises are a part.

Section 4.03. Utilities. Lessee shall pay, or cause to be paid, and shall hold Lessor and the property of Lessor, including the Premises, free and clear from all charges for the furnishing of gas, water, telephone service, and other public utilities provided to the Premises during the term of the Lease, and for the removal of garbage and rubbish from the Premises during the term of the Lease.

Section 4.04 Payment by Lessor. Should Lessee fail to pay within the time specified in this Article or required by law any taxes, assessments or other charges which this Article requires Lessee to pay, Lessor may pay such charges without notice to or demand on Lessee. In this event, Lessee shall promptly, on written demand of Lessor, reimburse Lessor for the full amount paid by Lessor in paying, discharging or adjusting such tax, assessment or other charge. Where this Article does not specify a time within which Lessee must pay a particular item, Lessee must pay it before it becomes delinquent.

ARTICLE 5

IMPROVEMENTS BY LESSEE

Section 5.01 Lessee's Rights. Lessee may, at Lessee's sole cost and expense, construct and/or install one portable building and related improvements on the Premises, in the manner and according to the terms and conditions specified in this Article.

Section 5.02. Lessor's Approval of Plans. No structure or other improvement of any kind may be erected or maintained on the Premises unless and until the plans, specifications, and proposed location of the structure or improvement have been approved in writing by Lessor. Furthermore, Lessee may not make any material addition to or structural alteration of any structure or improvement hereafter added to the Premises until and unless the plans and specifications for such addition or alteration are approved in writing by Lessor.

Section 5.03. Quality of Buildings. Any portable buildings installed on the Premises by Lessee shall comply with all structural safety standards required by law for school buildings.

Section 5.04. Compliance with Laws. Any improvements to the Premises shall be in accordance with all valid laws, ordinances, regulations, and orders of all federal, state, and local agencies or entities having jurisdiction over the Premises. All work performed on the Premises pursuant to or authorized by this Lease shall be done in a good and workmanlike manner and only with new materials of good quality and high standard.

Section 5.05. Ownership of Buildings and Improvements. Any and all buildings and fixtures appurtenant thereto placed or erected on the Premises shall remain the property of Lessee and shall be removed from the Premises upon the termination of this Lease. All improvements to the Premises, other than the buildings and fixtures appurtenant thereto, shall become the property of Lessor upon the termination or expiration of the Lease. These improvements include, but are not limited to, playground and other recreational equipment placed on the Premises by Lessee.

Sections 5.06. Right of Refusal. Lessor understands that all buildings to be erected on the Premises belong to the United States Government ("**Government**") and cannot be sold or conveyed by Lessee without the Government's express consent.

ARTICLE 6

MAINTENANCE AND REPAIRS

Section 6.01. Maintenance by Lessee. At all times during the term of this Lease, Lessee shall, at Lessee's own cost and expense, keep and maintain the Premises and all improvements now or hereafter on the Premises as well as all facilities now or hereafter appurtenant to the Premises in good order and repair and in a safe and clean condition. Furthermore, Lessee shall, at Lessee's own cost and expense, maintain at all times during the terms of this Lease the whole of the Premises as well as any improvements, landscaping, or facilities thereon in a clean, sanitary, neat, tidy, orderly, and attractive condition.

Section 6.02. Requirements of Governmental Agencies. At all times during the term of this Lease, Lessee, at Lessee's own cost and expense, shall:

(1) Make all alterations, additions, or repairs to the Premises or the improvements or facilities on the Premises required by any valid law, ordinance, statute, order, or regulation now or hereafter made or issued by any federal, state, or local governmental agency or entity;

(2) Observe and comply with all valid laws, ordinances, statutes, orders, and regulations now or hereafter made or issued respecting the Premises or the improvements or facilities on the Premises by any federal, state, or local governmental agency or entity;

(3) Contest, if Lessee, in Lessee's sole discretion, desires by appropriate legal proceedings brought in good faith and diligently prosecuted in the name of Lessee, or in the names of Lessee and Lessor where appropriate or required, the validity or applicability to the Premises of any law, ordinance, statute, order, or regulation now or hereafter made or issued by any federal, state, or local governmental agency or entity; provided, however, that any such contest or proceeding, though maintained in the names of Lessee and Lessor from Lessee's failure to observe or comply during the contest with the contested law, ordinance, statute, order, or regulation; and

(4) Indemnify and hold Lessor and the property of Lessor, including the Premises, free and harmless from any and all liability, loss, damages, fines, penalties, claims, and actions resulting from Lessee's failure to comply with and perform the requirements of this section, provided that the liability and damages did not result from Lessor's conduct.

Section 6.03. Lessee's Duty to Restore Premises. Should, at any time during the term of this Lease, any buildings or improvements now or hereafter on the Premises be destroyed in whole or in part by fire, theft, the elements, or any other cause not the fault of the Lessor, this Lease, at the sole option and discretion of Lessee, shall continue in full force and effect and Lessee may repair and restore the damaged or destroyed building, buildings, improvement, or improvements according to the original plans or according to such modified plans as shall be approved in writing by Lessor.

The work of repair and restoration shall be done in accordance with the requirements for original construction work on the Premises as set forth in Article 5 of this Lease.

ARTICLE 7

INDEMNITY AND INSURANCE

Section 7.01. Indemnity By Lessee. During the period of time during each year Lessee occupies the premises and operates Head Start Programs, which is from mid-April through mid-November, Lessee shall indemnify and hold Lessor and the property of Lessor, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Lessee's occupation and use of said Premises (providing that such liability, claims, loss, damages or expenses do not result from Lessor's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

(1) The death or injury of any person, including an employee or agent of Lessee, or by reason of damage to or destruction of any property, including property owned by Lessee or an employee or agent of Lessee, caused or allegedly caused by either (a) the condition of the Premises or omission on the Premises of Lessee or any person in, on, or about the Premises with the permission and consent of Lessee;

(2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessee or any person or entity acting for or on behalf of Lessee; or

(3) Lessee's failure to perform any provision of this Lease or to comply with any requirement of law or any requirement imposed on Lessee or the Premises by any duly authorized governmental agency.

Section 7.02. Indemnity By Lessor. During the time Lessor occupies the premises for its purposes, which time is defined as when Lessee is not occupying the premises for Head Start purposes, Lessor shall indemnify and hold Lessee and the property of Lessee, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Lessor's occupation and use of said Premises (providing that such liability, claims, loss, damages or expenses do not result from Lessee's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

(1) The death or injury of any person, including an employee or agent of Lessor, or by reason of damage to or destruction of any property, including property

owned by Lessor or an employee or agent of Lessor, caused or allegedly caused by either (a) the condition of the Premises or some building or improvement on the Premises, or (b) some act or omission on the Premises of Lessor or any person in, on, or about the Premises with the permission and consent of Lessee;

(2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessor or any person or entity acting for or on behalf of Lessor; or

(3) Lessor's failure to perform any provision of this Lease or to comply with any requirement of law or any requirement imposed on Lessor or the Premises by any duly authorized governmental agency.

Section 7.03. Liability Insurance. Lessee shall at its own cost and expense, secure promptly after the execution of this Lease, and maintain during the entire term of this Lease a broad form comprehensive coverage policy of public liability insurance issued by an insurance company acceptable to Lessor and authorized to issue liability insurance in California insuring Lessee against loss or liability cause by or connected with Lessee's occupation and use of the premises under this Lease in amounts not less than:

(1) \$1,000,000 for injury to or death of one person and, subject to such limitation for the injury or death of one person, limit of \$1,000,000 for injury to or death of two or more persons as a result of any one accident or incident; and

(2) Limit of \$1,000,000 for liability due to damage to or destruction of any property of others.

Section 7.04. Fire and Casualty Insurance. Lessee shall at Lessee's own cost and expense, at all times during the term of this Lease keep all buildings, improvements, and other structures on the Premises, as well as any and all additions thereto, insured for their full insurable value by insurance companies authorized to issue such insurance in California against loss or destruction by fire and for the perils commonly covered under the standard extended coverage endorsement to fire insurance policies in Fresno County.

Section 7.05. Specific Perils to be Insured Against. Notwithstanding anything to the contrary contained in Section 7.04 of this Lease, the insurance required by Section 7.04 of this Lease shall, whether or not included in the standard extended coverage endorsement mentioned in Section 7.04, insure all buildings, improvements, and other structures on said Premises as well as any and all additions thereto, against loss or destruction by windstorm, cyclone, tornado, hail, explosion, riot, riot attending a strike, civil commotion, malicious mischief, vandalism, aircraft, fire, smoke damage, and sprinkler leakage. Furthermore, the insurance required by section 7.04 of this Lease shall apply during the course of construction with applicable vandalism and malicious mischief clauses attached insuring the project during its construction, and all materials delivered to the site of the building project for their full insurable value.

Section 7.06. Deposit of Insurance With Lessor. Lessee shall within 30 days after the execution of this Lease deliver to Lessor a true and correct copy of each

insurance policy required by this Article of this Lease, or a certificate executed by the insurance company or companies or their authorized agent evidencing such policy or policies.

Section 7.07. Notice of Cancellation of Insurance. Each insurance policy required by this Article of this Lease shall contain a provision that it cannot be cancelled for any reason unless thirty (30) days' prior notice of the cancellation is given to Lessor in the manner required by this Lease for service of notices on Lessor by Lessee.

ARTICLE 8

ASSIGNMENT AND SUBLEASING

Section 8.01. No Assignment or Sublease Without Lessor's Consent.

Lessee shall not assign, sublet, or otherwise transfer this Lease, in whole or in part, or any right or interest in the Premises or any of the improvements that may now or hereafter be constructed or installed on the Premises without the prior written consent of Lessor. Any such assignment or sublease by Lessee without the prior written consent of Lessor, whether voluntary or involuntary, by operation of law or otherwise, is void and shall, at the option of Lessor, terminate this Lease. Consent of Lessor to an assignment or sublease of Lessee's interest in this Lease shall not be unreasonably withheld.

Lessor expressly agrees to consent to a Lease assignment to any entity who assumes the Lessee's Migrant Head Start contract or becomes the contractor for Migrant Head Start in the Selma area.

ARTICLE 9

DEFAULT AND TERMINATION

Section 9.01. Abandonment by Lessee. Should Lessee abandon the Premises prior to the natural expiration of the term of this Lease, Lessor may continue this Lease in effect by not terminating Lessee's right to possession of the Premises, in which event Lessor shall be entitled to enforce all Lessor's rights and remedies under this Lease.

Section 9.02. Termination for Breach by Lessee. All covenants and agreements contained in this Lease are declared to be conditions to this Lease and to the term hereby demised to Lessee. Should Lessee default in the performance of any covenant, condition, or agreement contained in this Lease and the default not be cured within thirty (30) days after written notice of default is served on Lessee by Lessor, then Lessor may terminate this lease and re-enter and regain possession of the Premises.

Section 9.03. Cumulative Remedies. The remedies given to Lessor in this Article shall not be exclusive but shall be cumulative with and in addition to all remedies now or hereafter allowed by California law.

Section 9.04. Waiver of Breach. The waiver by Lessor of any breach by Lessee of any of the provisions of this Lease shall not constitute a continuing waiver or a waiver of a subsequent breach by Lessee.

Section 9.05. Surrender of Premises. On expiration or termination of this Lease, Lessee shall surrender the Premises to Lessor. All facilities in any way related to the Premises shall remain the property of Lessee and will be removed in a

reasonable time, not to exceed sixty (60) days, from the termination or expiration of the Lease. Lessee will have option to renew this lease 30 days prior to expiration of said contract.

ARTICLE 10

MISCELLANEOUS

Section 10.01 Force Majeure - Delays. Except as otherwise expressly provided in this Lease, should the performance of any act required by this Lease to be performed by either Lessor or Lessee be prevented or delayed by reason of an act of God, strike, lockout, labor trouble, inability to secure materials, restrictive governmental laws or regulations, or any other cause except financial inability not the fault of the party required to perform the act, the time for performance of the act during the period of delay will be excused; provided, however, that nothing contained in this section shall excuse the prompt payment of rent by Lessee as required by this Lease or the performance of any act rendered difficult or impossible solely because of the financial condition of the party required to perform the act.

Section 10.02 Attorney's Fees. Should any litigation be commenced between the parties to enforce or interpret the terms of this Lease the prevailing party shall be entitled to its reasonable attorney's fees and costs.

Section 10.3. Notices. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Lease or by law to be served on or given to one party by the other party shall be in writing and shall be deemed duly served and given when personally delivered or, in lieu of personal service,

when deposited in the United States mail, first-class postage prepaid, addressed as follow:

Lessor

Selma Unified School District
3036 Thompson Ave
Selma, California 93662

Lessee

Community Action Partnership of Madera County
Attn: Executive Director
1225 Gill Avenue
Madera, California 93637

Section 10.4. Governing Law. This Lease, and all matters relating to this Lease shall be governed by the laws of the State of California.

Section 10.5. Binding of Heirs and Successors. This Lease shall be binding on and shall inure to the benefit of the successors and assigns of the parties hereto, but nothing in this section shall be construed as consent by Lessor to any assignment of this Lease or any interest therein by Lessee except as provided in Article 8 of this Lease.

Section 10.6. Partial Invalidity. Should any provision of this Lease be held by a court of competent jurisdiction to be either invalid, void, or unenforceable, the remaining provisions of this Lease shall remain in full force and effect.

Section 10.7. Final Agreement. This Lease contains the entire agreement between the parties and may not be altered, amended or modified in any respect, except by a writing executed by the party to be charged. All prior agreements,

understandings, oral agreement and writings are expressly superseded are of no further force and effect.

Section 10.8. Time of Essence. Time is expressly declared to be of the essence of this Lease.

APPROVAL BY LESSOR:

Approved by the Board of Trustees of Selma Unified School District at a meeting held on January 19, 2021 at Selma, Fresno County, California.

SELMA UNIFIED SCHOOL DISTRICT

By 

APPROVAL BY LESSEE:

Approved by the Board of Directors of Community Action Partnership of Madera County on _____, 2021, at Madera, California.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

By _____
Mattie Mendez, Executive Director



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: February 11, 2021

Author: Amelia Ortiz

DATE: January 27, 2021

TO: Board of Directors

FROM: Amelia Ortiz, Support Services Manager

SUBJECT: Recruitment & Enrollment Selection Criteria 2021-2022

I. **RECOMMENDATIONS**

Review and consider approving the Madera/Mariposa Regional Head Start Enrollment Selection Criteria and the Recruitment Procedure for the 2021-2022 program year.

II. **SUMMARY**

Staff is requesting approval of the Recruitment Procedure and the 2021-2022 Enrollment Selection Criteria.

III. **DISCUSSION**

- ✓ The current Enrollment Selection Criteria and Recruitment Procedure comply with the Office of Head Start and Performance Standards mandates.
- ✓ Families wishing to participate in the Madera/Mariposa Regional Head Start Program will be selected based on the Selection Criteria.
- ✓ The point system was developed based on information gathered by the Community Assessment findings and identified needs of the children and families eligible for Head Start services.
- ✓ Points will be assigned to applicants based on the specific eligibility criteria which were developed utilizing the Head Start eligibility standards to assure children with the greatest need receive services.
- ✓ Recruitment process will continue to focus on enrolling children with disabilities in order to comply with the 10% mandate.
- ✓ The recruitment procedure/plan will include the participation of all CAPMC employees. Head Start staff will actively recruit throughout the program year developing a plan to participate in community events/functions.
- ✓ If any policy/procedure updates are made by the Office of Head Start, changes will be made accordingly and brought to the Policy Council and Board of Directors for approval.

IV. **FINANCING:** None



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 13	HSPPS: 1302.13	Page: 1 of 3
Effective Date: 11/7/16		
Approved by Policy Council Council/Committee:	Approved by Board of Directors:	

Subject: Recruitment of Children

Performance Objective: The program reaches out to those most in need of Head Start Services.

Operational Procedure:

1. In order to reach those most in need of Head Start services, the program develops and implements a recruitment process utilizing information gathered through the Community Assessment, Advocates/Family Facilitators, and Support Services Manager. Recruitment areas and population needs are reviewed annually. The Support Services Manger submits the Recruitment plan to the Policy Council for approval annually.

2. The recruitment process may include canvassing the local community, notices to community partners, local providers, and agencies that serve low income families/children, posting information on agency website, Facebook, and use of family referrals and referrals from other public and private agencies. The recruitment plan will be as follows:

START-UP

The start-up of the recruitment process will begin in:

- a. February through May of every year – RHS only
- b. Recruitment will be conducted throughout the program year – EHS only
- c. March, April and May of every year – MHS only

The start-up process will include the following activities:

- a. Forms will be reviewed annually by Content Specialists and updated as needed (RHS only). Applications for enrollment will be accepted year-round. (EHS only)
- b. Forms will be reviewed and updated per Grantee as needed. Forms will be printed in February of every year to have them available prior to the enrollment period (MHS only).

- c. The Support Services Manager and Advocates/Family Facilitators will meet annually and update/revise the current recruitment plan and take to Policy Committee (MHS) Policy Council (RHS & EHS) for approval.

TRAINING

The Advocates/Family Facilitators and other program staff involved in recruitment will receive training from the Support Services Manager. Training topics will include:

- a. Recruitment, Selection, Enrollment/Re-enrollment
- b. Application Process
- c. Eligibility – reviewing prior trends or any new Head Start eligibility changes, as applicable.

RECRUITMENT/OUTREACH

- a. The Head Start program will involve all CAPMC agency personnel in order to increase recruitment at all sites and provide interested parents a prompt response from Head Start staff. Site Supervisors/Center Directors will remind center staff of their responsibility to assist in the recruitment of children in the community.
- b. The Support Services Manager along with the Advocates/Family Facilitators will develop a plan to assure the following activities take place:
 - Newspaper press release (designated areas only)
 - Flyers distributed to the public schools
 - Flyers distributed and displayed throughout Madera/Mariposa Counties
 - Flyers distributed to current Head Start parents to inform them of the recruitment efforts
 - Contact with community agencies and collaborative partners
 - Engage in activities with the local SELPA Agency (Madera County Superintendent of School) and Madera Unified School District to assure children with disabilities are recruited and enrolled.
 - Contact agencies providing services to children with disabilities for referrals.
 - Lists of children who applied, but were not accepted for the current year and are still eligible will be generated and the family will be contacted to fill out a new application for the new program year.
3. Documentation of recruitment efforts will be maintained at the center level and the central office. Such documents will include; invitation to participate in community events, recruitment logs, requests for Head Start information/flyers, recruitment letters, etc.
4. In order to assure full enrollment, recruitment activities will take place throughout the program year targeting centers with a low number of children on the waiting list. The Support Services Manager will monitor recruitment and waiting list on a monthly basis or as needed.

5. The program flyer will include information that states staff will provide information regarding transportation services and routes.
6. The program flyer includes a statement regarding non-discrimination to ensure the enrollment of all families in the community.

EVALUATION

The recruitment process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment numbers as well as numbers of eligible children on the waiting lists;
- ✓ Review of specific and general on-going monitoring of recruitment.
- ✓ Identification of new and innovative recruitment approaches.



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 12	HSPPS: 1302.12	Page: 1 of 3
Effective Date: 11/7/16		
Approved by Policy Council/Committee:	Approved by Board of Directors:	

SUBJECT: Determining Verifying, and Documenting Eligibility

PERFORMANCE OBJECTIVE: Children must meet Head Start eligibility requirements to be enrolled in the program.

OPERATIONAL PROCEDURE:

1. Advocates/Family Facilitator will complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child's eligibility determination record.
2. In order to participate in one of the Head Start programs the child must meet the age requirement.
 - a. To be eligible for the Regional Head Start services, a child must be at least three (3) years old by September 1st as determined by the community's public school in which the Head Start program is located. Children who do not meet the cut-off of September 1st could be enrolled depending on the needs of a particular center/community. However, the child **must** be three (3) years old at the time of enrollment.
 - b. Early Head Start services will be provided to prenatal women and families with a child up to 3 years old.
 - c. To be eligible for the Seasonal/Migrant Head Start program the child must be at least six (6) weeks old at the time of enrollment.
3. Advocate/Family Facilitator will review one of the following to verify that the child meets the age requirement to receive Head Start services: Birth Certificate, Hospital Certificate of Birth, Baptismal Certificate or Immunization record with child's DOB.
4. Advocates/Family Facilitators will verify income for the last 12 months or preceding calendar year by examining any of the following documents: individual income tax forms 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, and documentation showing current status as recipients of public assistance, or self-declarations. Self-declaration will be used when a family is unable to provide income due to lost documents, teen parent being supported by parents, cash payments, and when only one parent is reporting income for the household – each case will be reviewed by the Support Services Manager to determine if family is meeting income requirements. Income verification from military families will be reviewed and any income/pay for hostile

fire/imminent danger and basic housing allowance will not be considered as part of their wages/total income.

In the instance when the last 12 months or preceding calendar year does not reflect the family's current situation, Advocates/Family Facilitators will obtain information on the family's current income and provide an explanation on what information was used to determine eligibility. The Support Services Manager will review the information provided and determine if the child/family is eligible to participate in the program.

5. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented on the ChildPlus/COPA application. Parent and Advocate/Family Facilitator will sign the application to verify that the information is true and correct.
6. The Support Services Manager will review applications and complete the Eligibility Verification Form to assure income and age has been verified (RHS only). The Support Services Manager's signature will certify that the family's documentation is present and valid.
7. The Head Start program will ensure that no more than ten percent of the children who are enrolled exceed the low-income guidelines. The Support Services Manager will utilize established criteria to ensure families who are at or below the income guidelines are selected first. Over income families who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list. The Support Services Manager will monitor the number of over income families enrolled on a regular basis to assure the number does not exceed 10% of enrollment.
8. The family income is verified by the Advocate/Family Facilitator and Support Services Manger before determining that a child is eligible to participate in the program.
 - a. Children enrolled in the Migrant/Seasonal & Regional Head Start Programs will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not age-eligible for kindergarten. Migrant/Seasonal Head Start families will need to verify income yearly to assure they meet the 50% agriculture requirement.
 - b. Over income families will be offered a one-year placement only. Families will be informed that they will need to update their family size and income or reapply to update priority points, if they would like a second year placement. Second year placement is not guaranteed.
 - c. Children participating in Early Head Start will remain enrolled until a slot becomes available in the Head Start Program or other Preschool program, providing the child is eligible.
9. If a program determines from the Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
10. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 90 days. Advocates/Family facilitators must work with families to obtain required documents.

11. All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained:
 - ✓ Management and staff members who make eligibility determinations will receive training within 90 days of hiring new staff.
 - ✓ All governing body and policy council members with 180 days of the beginning of the term of a new governing body or policy council.

12. Staff that intentionally enroll ineligible families into any of the Head Start programs under CAPMC will be held accountable and disciplinary actions will apply. CAPMC does not tolerate:
 - ✓ The willful violation or disregard of any federal, state, and local law by an employee during the course of that person's employment;
 - ✓ The disregard or circumvention of program and/or CAPMC's policy or engagement in unscrupulous dealings;
 - ✓ The manipulation or disregard of policies or provisions to secure a benefit for friends and/or family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries that which is directly forbidden, and can result in disciplinary action up to and including termination of employment. Employees are required to comply with The Code of Ethics, applicable laws, regulations and Agency policies.

Forms Needed: N/A



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 14	HSPPS: 1302.14	Page: 1 of 3
Effective Date: 11/7/16		
Approved by Policy Council/Committee:	Approved by Board of Directors:	

SUBJECT: Selection Process

PERFORMANCE OBJECTIVE: Each Head Start Program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start service.

OPERATIONAL PROCEDURE:

1. The program has a formal selection criterion for selecting children and families that considers all eligible applicants for Head Start services. The criterion is developed utilizing family data from the Community Assessment and input from the Advocates/Family Facilitators, and Support Services Manager annually.
2. The Support Services Manager will submit the Selection Criteria for Policy Council/Committee and Board of Directors approval in February-March of each year.
3. The selection criteria will take into consideration the following:
 - ✓ Child's age
 - ✓ Family's income
 - ✓ Parent Status – single/two parent
 - ✓ Disability
 - ✓ Child Status – foster
 - ✓ Homelessness
 - ✓ Other family issues – health
4. RHS and EHS will follow the approved selection criteria and priority points options (See Attached)
5. MHS will follow the approved eligibility criteria when selecting families to participate in the Seasonal/Migrant Program (See Attached).
6. As part of the Selection Process the following activities will take place:

APPLICATIONS

- a. Submission of applications for the new program year will begin in March and will continue throughout the year for RHS only; April for MHS Program; and throughout the program year for EHS.
 1. Advocates/Family Facilitators will complete applications and will submit complete packet to the Support Services Manager.
 2. The Application packet will include, ChildPlus/COPA application, copies of income documents and any supporting documentation, birth certificate, immunization card, Health Insurance – Medi-Cal, etc., and health history. Migrant Head Start application will need to provide proof of mobility and emergency card will also accompany the application packet.
 3. Support Services Manger will review the application along with the documentation provided and will complete the Eligibility Verification Form to determine if the child is eligible for services (RHS & EHS).
 4. Migrant/Seasonal HS application will be reviewed to assure families are income eligible, meet more than 50% agriculture income, and whether they are migrant or seasonal. Support Services Manager’s signature on COPA application will indicate the family qualifies for services.
 5. When parent/guardian express during application process that his/her child has special needs the Support Services Manger will forward the applications to the Disability/Mental Health Specialist;
 - The Disability/Mental Health Specialist will verify the disability status of a child by obtaining a current Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or Individual Education Program (IEP) for children over age three years.
 - If there is a current IFSP/IEP the Disability/Mental Health Specialist will indicate on the Child Application that the child has a “Certified IFSP” or “Certified IEP”.
 - If a child has not been certified with a disability but is in the process of evaluation, a parent expresses concerns about their child’s development, or the parent has yet to bring a copy of the IEP/IFSP staff will indicate on the Child Application that the child has a “Suspected Disability”.
 6. Once applications have been reviewed by Support Services Manager; the applications are forwarded to Health Specialist to review immunizations.
 7. Once approved, Health Specialist will forward applications to Data Entry Technician to enter into ChildPlus or COPA system.
- b. Only applications that have been approved by the Support Services Manager and Health Specialist will be entered into the ChildPlus and COPA systems. This will allow the program to have children on the waiting list that are eligible for services and can be enrolled when there is a vacancy.

SELECTION

Once applications have been entered into ChildPlus/COPA system, the Support Services Manger will generate a list of eligible children for each center. The lists will be prioritized according to the established priority point system. The Support Services Manager will begin the selection process from the generated lists beginning August (RHS) - April-May (MHS) - year round (EHS).

At least 10 percent (10%) of the total funded enrollment will be children with documented disabilities. An over income child with an IEP/IFSP may be selected prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to

ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.

Blend/collaborated with State funds must select a child who is Child Protective Services/At Risk child prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092. (MHS only)

ACCEPTANCE

Families of children who are not placed in a center will be placed on the Head Start waiting list – RHS or MHS depending on the program they have selected to participate.

EVALUATION

In January, the selection process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment/attendance numbers as well as numbers of eligible children on the waiting lists;
- ✓ Review Community Assessment and identify new family situation/issues and/or community trends in order to develop a selection criterion.



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HEAD START PROGRAM 2021 FAMILY INCOME GUIDELINES

SIZE OF FAMILY UNIT	INCOME
1	12,880
2	17,420
3	21,960
4	26,500
5	31,040
6	35,580
7	40,120
8	44,660
For each additional person, add	4,540

POLICY

2021-2022 Central California Migrant Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy

Area: Program Operations

Subject: PO-A02 Eligibility, Recruitment, Selection, Enrollment, and Attendance

Reference: 1302.12, 1302.13, 1302.14, 1302.15, 1302.16, 1302.18

Purpose:

The grantee must have a process in place to appropriately determine eligibility, recruitment, selection, enrollment and attendance of children.

Policy:

The following policy will be implemented to meet local needs and provide maximum program awareness in order to recruit, prioritize, select, enroll, and track attendance for children. This will also apply to agencies utilizing State funds for collaborated programs. Each year this policy will be reviewed and approved by the Central California Migrant Head Start (CCMHS) Policy Council, the grantee's Governing Body (JPA), the Delegate Policy Committees (DPC), and the delegate agency's Governing Body. Each delegate agency may establish its own ERSEA policies and enrollment priorities as long as they are in compliance with and do not contradict the grantee's and they receive approval from their Delegate Policy Committee, the delegate agency's Governing Body and the grantee.

Policy Guideline:

ELIGIBILITY

Program staff must complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child's Eligibility Determination Record. Eligibility Determination Records must be kept for all children currently enrolled and for one year after they either have stopped receiving services or are no longer enrolled.

A. Age

1. Migrant Seasonal Head Start enrollees will be under the age of compulsory school attendance. Children who have already attended Kindergarten are not eligible for enrollment.
2. Migrant Seasonal Early Head Start enrollees must be under the age of 3 or a pregnant woman to qualify.

3. Program staff must verify the child's age.
4. For pregnant women, staff must verify pregnancy.

B. Eligibility Criteria

In order to qualify for CCMHS services, a family will meet the following definitions with the intent of serving farm workers:

A migrant family means, for the purpose of eligibility, a family who changed their residence by moving from one geographic location to another within the preceding 2-year period with the intent to engage in agricultural work and whose family's earned income comes primarily (more than 50%) from agricultural work in the last 12 months or calendar year.

A seasonal family means, for the purpose of eligibility, a family who is engaged during the program season primarily in seasonal agricultural labor. In addition, seasonal families have not changed their residence to another geographic location in the preceding 2-year period and have earned income that comes primarily (more than 50%) from agriculture in the last 12 months or calendar year.

Agricultural work means, for the purpose of eligibility, all service performed:

1. on a farm or ranch, in the employment of any person, in connection with cultivating the soil, or in connection with the production or processing of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and fur-bearing animals and wildlife;
2. in the employment of the operator of a farm or ranch, in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment including irrigation, or in salvaging timber (forestry) or clearing land of brush and other debris left by a hurricane or similar environment event.
3. in the employment of the operator of a farm or ranch in handling, planting, drying, packing, packaging, processing, freezing, canning, grading, storing, or delivering to storage or to market or to a carrier for transportation to market, in its unmanufactured, or unprocessed state, any agricultural or horticultural commodity.

The definition of agricultural work shall be deemed to be applicable with respect to service performed in connection with any agricultural, horticultural, viticulture, or apiculture commodity or steps thereof prior to its delivery to a terminal market for distribution for consumption; or on a farm or ranch operated for profit as long as such service is in the course of the employer's trade or business or is domestic service in a private home of the employer. As used in this subsection, the term "farm" includes stock, the raising, feeding and management of livestock, dairy, poultry, fishing, mollusks, and insects, including but not limited to herding, housing, hatching, milking, shearing, handling eggs, and extracting honey; fruit, fur-bearing animal, and truck farms, plantations, ranches, nurseries, wineries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards.

Intent to Work in Agriculture means, for the purpose of eligibility, that staff has determined at the time of application that the family meets federal income guidelines, that less than fifty percent (50%) of their income was from agricultural work and that their move was in search of agricultural work. These families may complete a “Declaration of Intent to Work in Agriculture” form. Declarations of Intent do not satisfy the “presently working” selection criteria unless the family is presently working. Staff will follow-up with the progress of obtaining employment in agriculture according to the timelines stipulated within the approved procedures for Declarations of Intent (EL 23).

A pregnant woman or child is eligible if one of the above criteria is met and;

1. The family’s income is equal to or below the poverty line; or
2. The family is eligible for or, in the absence of childcare, would be eligible for public assistance; including TANF child-only payments; or
3. The child is homeless as defined by the McKinney Vento Assistance Act (42 U.S.C. 11434a(2)sect.725(2)); or
4. The child is in foster care.

Program staff must verify eligibility based on income with the use of W-2’s, tax forms, pay stubs or other proof of income to determine the family income for the relevant 12 month time period. All requirements will be reviewed and verified at least annually.

To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment

A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Migrant Seasonal Head Start Programs.

RECRUITMENT

In all recruitment efforts, adequate program descriptions will be made available, including general program content, general location of centers or family childcare homes, service areas, dates, times and places of registration, ages of children accepted, facility license number and contacts for additional information. Programs must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care. If the program does not provide transportation services,

information about public transit available to families must be in recruitment announcements. The announcements distributed during the preliminary recruitment phase will contain sufficient information to enable families to apply at any time during the program year. Each agency will complete a recruitment plan annually.

A. Recruitment Activities: Preliminary recruitment will begin a minimum of one month prior to the scheduled program opening. The program will be advertised in the following manner with the highest priority going to efforts that contact families directly.

1. Door-to-door and/or direct contact with potential families will be made in the service areas by staff with the assistance of parents, if they are available.
2. An agency may elect to use local radio and television stations and newspapers to announce the opening of registration and ongoing recruitment.
3. As feasible, notices in the native languages of the eligible families will be posted at laundromats, grocery stores, service stations, churches, health clinics, workplaces, county farm bureau offices, county agricultural commissioner offices, and other locations where the public and/or agricultural workers generally gather.
4. Schools and community agencies, including agencies serving children with disabilities and agencies serving migrant and seasonal farmworker families, will be notified and asked for referrals.
5. Staff will actively recruit families experiencing homelessness and children in foster care by contacting shelters and foster agencies.
6. The plan for recruiting pregnant women should address those experiencing homelessness, pregnant teens, teens in foster care, and women with special needs/risk factors. In addition, programs should attempt, as appropriate, to involve the child's father in the program.
7. Utilize the COPA Recruitment, Eligibility Waiting List and Ineligible/Terminated list for potential applicants.
8. Ongoing recruitment will continue during the season to be able to reach those families who arrive in the area following the preliminary recruitment period with information sufficient to access program services. Program staff will also continue to provide ongoing outreach activities to the community in order to identify underserved populations, potential community partners and general community awareness of the programs.

B. Applications

1. Applications will be accepted on an ongoing basis.
2. A Child/Family Services Application will be completed with parent/legal guardian.
3. All data regarding income, date of birth, immunization status, migratory move, and any special circumstances will be verified by Head Start staff completing the application and designated management staff.
4. Disabilities must be verified by a current IEP/IFSP document.
5. During the application process, parents will be informed of their eligibility status and their child's name will be placed on the electronic waiting list. Parents will be provided information about other childcare programs in the area if they do not meet the Migrant Head Start eligibility requirements. All completed applications will be inputted into the electronic database.

6. Programs that provide services through Head Start and state will verify income, family size, and need as required by the applicable funding sources. For pregnant women applications, the unborn child is included in the family size.

SELECTION

The Central California Migrant Head Start Policy Council and Governing Body will approve the criteria for defining enrollment priorities. The electronic data base system will prioritize all applications for Migrant/Seasonal Head Start programs by assigning a point value to each priority below;

A. Criteria

Enrolled families will meet the eligibility criteria provided above for age and status as a migrant or seasonal farm worker family.

- Income Eligible
- Migrant
- Current IEP/IFSP
- Homeless, Foster and CPS (automatically eligible)
- Transfer
- Sibling of Enrolled Child
- Single Parent Working in Ag
- Both Parent(s) Working in Ag
- One Parent Working in Ag
- Single Parent Seeking Ag Work
- Both Parents Seeking Ag Work
- One Parent Seeking Ag Work
- Seasonal
- 1-2 moves last 24 months
- 1-2 moves last 12 months
- 3-4 moves last 24 months
- 3-4 moves last 12 months
- 5-6 moves last 12 months
- 5-6 moves last 24 months
- 7-8 moves last 12 months
- 7-8 moves last 24 months
- 9 or more moves last 12 months
- 9 or more moves last 24 months
- Returning Child
- Over Income

1. Eligible Accepted List will be utilized to maintain the waiting list used for the selection of children for enrollment. Center management and/or social service staff will review and print the Eligible Accepted List will be used as openings occur and at least monthly to ensure an accurate and current waitlist.

2. Programs implementing more than one option (center base and family childcare home) will maintain a waiting list for each option.
3. After meeting full enrollment or capacity has been met, including 10% enrollment of children with disabilities, each agency must sustain a viable waitlist. When an agency does not have a viable waitlist to fill current or upcoming vacancies, a Recruitment Work Plan will be completed and submitted to the Grantee documenting ongoing recruitment efforts.

B. Selecting Children for Enrollment

After prioritization on the electronic database has taken place and waiting list has been established, all available openings will be filled.

1. Foster and Homeless families will automatically be selected first.
2. The child with the lowest income will be enrolled first within each priority group as indicated on the electronic database.
3. Vacancies for children under the age of three will be filled based on enrollment priorities and age group/pregnant women vacancies available. For the purpose of determining the number of individuals enrolled, the pregnant woman is counted as the one who is enrolled. Once the child is born (at 6 weeks of age), it is the child who is enrolled.
4. In the event that one pregnant woman has the same prioritization points and income, the vacancy will go to the woman whose estimated due date and recovery period coincide the most with an opening in a center based program.
5. At least 10 percent (10%) of the total funded enrollment by each Delegate Agency/Grantee Op will be children with documented disabilities. Agencies may select an over income child with an IEP/IFSP prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.
6. Programs that are blended/collaborated with State funds must select a child who is Child Protective Services/At Risk prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092)
7. Not more than ten percent (10%) of the total number of the agency's funded enrollment may be over one-hundred percent (100%) of the federal poverty income guidelines.
8. If approved by the grantee, in order to maintain or reach funded enrollment, not more than thirty-five percent (35%) of the total number of children cumulatively enrolled may be between one-hundred and one-hundred thirty (100-130%) percent of the federal poverty income guidelines ("Near Low Income"). If this "Near Low Income" enrollment option is approved, the ten percent (10%) over-income limitation from the immediately preceding requirement applies only to enrollees that are over one-hundred thirty percent (130%) of the federal poverty income guidelines.

ENROLLMENT

Enrollment of eligible children and pregnant women shall not be denied because of race, sex, creed, color, national origin, disability, or chronic health condition or its severity.

1. All families of the children selected will be notified by phone. Families will be contacted by mail or home visit, if they are unable to be reached by telephone. If the family cannot be contacted within three days, the family of the next child on the waiting list will be contacted. All contact attempts will be documented in Family Case notes and on waitlist documentation. Children's names remain on the waiting list unless family requests removal.
2. Families will be notified by phone or letter of the date, time and location of the parent orientation.
3. A program must fill all vacancies as soon as possible.
4. Every two years the family income will be checked to verify that their income is under Federal Poverty Guidelines. Each program year, the family income will be reviewed to ensure that income is primarily from agriculture.
5. Prior to the beginning of the program year, the Disabilities Supervisor/designee will collaborate with the agency's management staff in order to appropriately plan for children with special needs as needed.
6. Prior to the beginning of the program year and as needed, health staff will collaborate with staff and families to appropriately plan for children with incidental medical needs.
7. If a program determines from their Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
8. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 30 days. Program staff must work with families to obtain the required documents. Efforts must be made to maintain a child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area.
9. Applications must be updated and approved each program year.
10. Families enrolled in to collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families.
11. Families that are enrolled in collaborated programs that are 'at risk' or with child protective services may be exempt from paying a family fee if the referral specifies an exemption is necessary.
12. Families enrolled in collaborated programs that are receiving CAL Works (TANF) are exempt from paying family fees.
13. Families that are enrolled in collaborated programs that are experiencing a temporary hardship due to unexpected events or unforeseen changes that has

resulted in temporary inability to pay their state program family fee may request Head Start to pay their family fee as a payer of last resort.

14. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

ATTENDANCE

A. Improving Child Attendance

1. Information will be shared with families at the beginning of the program year and throughout the year regarding the benefits of regular attendance.
2. Any time a child is unexpectedly absent without notification from the parent/guardian, a designated staff member must attempt to contact the family by phone within one hour of the child's expected start time to ensure the child's well-being.
3. Within the first 60 days of program operation, and on an ongoing basis thereafter, child attendance must be tracked to identify children with patterns of absences that put them at risk of missing 10% of program days per year. Staff will work with families through home visits or direct contact to identify barriers and develop strategies to improve attendance. When developing strategies to improve attendance, review data to identify if attendance concerns are due to excused (illness or injury of child or parent, death in family, family emergency, medical appointments, or court ordered visitation) or unexcused (home with family members, slept late, weather, or no notification from parent) absences.
4. When a child ceases to attend and efforts have been made with the family to resume attendance, and the child's attendance does not resume, the slot is considered vacant.
5. Programs must support the attendance of families experiencing homelessness by utilizing community resources for transportation to and from the program and to meet other needs of the family.
6. Each agency will have a procedure in place to ensure there is a system for tracking and following up with children and families.

B. Absence Reporting

Excused Absence

- No transportation
- Child or Parent Illness
- Weather
- Medical Treatment
- Death in family

- Other Extenuating Circumstances (ex. Plumbing issues at home, car accident etc.)
- Court Appointment
- Court Ordered Visitation

Unexcused Absence

- Child home with older siblings
- Child/Parents got up late
- Absence not reported or recorded on the sign-in/out
- Vacations/Family Reunions
- State Best Interest Days (for non-blended children only)
 - Visiting or vacation time with family, relatives or friends (not court order)
 - Religious observance, holiday or ceremony
 - Personal or family business
 - Family moving
 - Child attending a party
- Family Emergency (Out of county travel)

C. Improving Agency Attendance

1. If an agency falls below 85% average daily attendance for any month, they must complete and submit an Enrollment/Attendance Work Plan (O-18).
2. Agency will utilize data to identify the challenges/barriers that affected attendance for the month. This data will be used to develop strategies to support families to improve child attendance.

TERMINATION OF SERVICE:

1. A program must have a written termination of services procedure that includes the following:
 - a. The steps staff must follow before terminating a family
 - b. The family must be given a two day notice before being dropped from the program
 - c. A family must be given a written notice notifying them of the intent to drop them from the program



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: February 11, 2021

Author: Amelia Ortiz

DATE: January 26, 2021

TO: Board of Directors

FROM: Amelia Ortiz, Support Services Manager

SUBJECT: Recruitment & Enrollment Selection Criteria 2021-2022

I. **RECOMMENDATIONS**

Review and consider approving the Madera/Mariposa Regional Head Start Enrollment Selection Criteria and the Recruitment Procedure for the 2021-2022 program year.

II. **SUMMARY**

Staff is requesting approval of the Recruitment Procedure and the 2021-2022 Enrollment Selection Criteria.

III. **DISCUSSION**

- ✓ The current Enrollment Selection Criteria and Recruitment Procedure comply with the Office of Head Start and Performance Standards mandates.
- ✓ Families wishing to participate in the Madera/Mariposa Regional Head Start Program will be selected based on the Selection Criteria.
- ✓ The point system was developed based on information gathered by the Community Assessment findings and identified needs of the children and families eligible for Head Start services.
- ✓ Points will be assigned to applicants based on the specific eligibility criteria which were developed utilizing the Head Start eligibility standards to assure children with the greatest need receive services.
- ✓ Recruitment process will continue to focus on enrolling children with disabilities in order to comply with the 10% mandate.
- ✓ The recruitment procedure/plan will include the participation of all CAPMC employees. Head Start staff will actively recruit throughout the program year developing a plan to participate in community events/functions.
- ✓ If any policy/procedure updates are made by the Office of Head Start, changes will be made accordingly and brought to the Policy Council and Board of Directors for approval.

IV. **FINANCING:** None



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 13	HSPPS: 1302.13	Page: 1 of 3
Effective Date: 11/7/16		
Approved by Policy Council Council/Committee:	Approved by Board of Directors:	

Subject: Recruitment of Children

Performance Objective: The program reaches out to those most in need of Head Start Services.

Operational Procedure:

1. In order to reach those most in need of Head Start services, the program develops and implements a recruitment process utilizing information gathered through the Community Assessment, Advocates/Family Facilitators, and Support Services Manager. Recruitment areas and population needs are reviewed annually. The Support Services Manger submits the Recruitment plan to the Policy Council for approval annually.
2. The recruitment process may include canvassing the local community, notices to community partners, local providers, and agencies that serve low income families/children, posting information on agency website, Facebook, and use of family referrals and referrals from other public and private agencies. The recruitment plan will be as follows:

START-UP

The start-up of the recruitment process will begin in:

- a. February through May of every year – RHS only
- b. Recruitment will be conducted throughout the program year – EHS only
- c. March, April and May of every year – MHS only

The start-up process will include the following activities:

- a. Forms will be reviewed annually by Content Specialists and updated as needed (RHS only). Applications for enrollment will be accepted year-round. (EHS only)
- b. Forms will be reviewed and updated per Grantee as needed. Forms will be printed in February of every year to have them available prior to the enrollment period (MHS only).

- c. The Support Services Manager and Advocates/Family Facilitators will meet annually and update/revise the current recruitment plan and take to Policy Committee (MHS) Policy Council (RHS & EHS) for approval.

TRAINING

The Advocates/Family Facilitators and other program staff involved in recruitment will receive training from the Support Services Manager. Training topics will include:

- a. Recruitment, Selection, Enrollment/Re-enrollment
- b. Application Process
- c. Eligibility – reviewing prior trends or any new Head Start eligibility changes, as applicable.

RECRUITMENT/OUTREACH

- a. The Head Start program will involve all CAPMC agency personnel in order to increase recruitment at all sites and provide interested parents a prompt response from Head Start staff. Site Supervisors/Center Directors will remind center staff of their responsibility to assist in the recruitment of children in the community.
- b. The Support Services Manager along with the Advocates/Family Facilitators will develop a plan to assure the following activities take place:
 - Newspaper press release (designated areas only)
 - Flyers distributed to the public schools
 - Flyers distributed and displayed throughout Madera/Mariposa Counties
 - Flyers distributed to current Head Start parents to inform them of the recruitment efforts
 - Contact with community agencies and collaborative partners
 - Engage in activities with the local SELPA Agency (Madera County Superintendent of School) and Madera Unified School District to assure children with disabilities are recruited and enrolled.
 - Contact agencies providing services to children with disabilities for referrals.
 - Lists of children who applied, but were not accepted for the current year and are still eligible will be generated and the family will be contacted to fill out a new application for the new program year.
3. Documentation of recruitment efforts will be maintained at the center level and the central office. Such documents will include; invitation to participate in community events, recruitment logs, requests for Head Start information/flyers, recruitment letters, etc.
4. In order to assure full enrollment, recruitment activities will take place throughout the program year targeting centers with a low number of children on the waiting list. The Support Services Manager will monitor recruitment and waiting list on a monthly basis or as needed.

5. The program flyer will include information that states staff will provide information regarding transportation services and routes.
6. The program flyer includes a statement regarding non-discrimination to ensure the enrollment of all families in the community.

EVALUATION

The recruitment process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment numbers as well as numbers of eligible children on the waiting lists;
- ✓ Review of specific and general on-going monitoring of recruitment.
- ✓ Identification of new and innovative recruitment approaches.



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 12	HSPPS: 1302.12	Page: 1 of 3
Effective Date: 11/7/16		
Approved by Policy Council/Committee:	Approved by Board of Directors:	

SUBJECT: Determining Verifying, and Documenting Eligibility

PERFORMANCE OBJECTIVE: Children must meet Head Start eligibility requirements to be enrolled in the program.

OPERATIONAL PROCEDURE:

1. Advocates/Family Facilitator will complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child's eligibility determination record.
2. In order to participate in one of the Head Start programs the child must meet the age requirement.
 - a. To be eligible for the Regional Head Start services, a child must be at least three (3) years old by September 1st as determined by the community's public school in which the Head Start program is located. Children who do not meet the cut-off of September 1st could be enrolled depending on the needs of a particular center/community. However, the child **must** be three (3) years old at the time of enrollment.
 - b. Early Head Start services will be provided to prenatal women and families with a child up to 3 years old.
 - c. To be eligible for the Seasonal/Migrant Head Start program the child must be at least six (6) weeks old at the time of enrollment.
3. Advocate/Family Facilitator will review one of the following to verify that the child meets the age requirement to receive Head Start services: Birth Certificate, Hospital Certificate of Birth, Baptismal Certificate or Immunization record with child's DOB.
4. Advocates/Family Facilitators will verify income for the last 12 months or preceding calendar year by examining any of the following documents: individual income tax forms 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, and documentation showing current status as recipients of public assistance, or self-declarations. Self-declaration will be used when a family is unable to provide income due to lost documents, teen parent being supported by parents, cash payments, and when only one parent is reporting income for the household – each case will be reviewed by the Support Services Manager to determine if family is meeting income requirements. Income verification from military families will be reviewed and any income/pay for hostile

fire/imminent danger and basic housing allowance will not be considered as part of their wages/total income.

In the instance when the last 12 months or preceding calendar year does not reflect the family's current situation, Advocates/Family Facilitators will obtain information on the family's current income and provide an explanation on what information was used to determine eligibility. The Support Services Manager will review the information provided and determine if the child/family is eligible to participate in the program.

5. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented on the ChildPlus/COPA application. Parent and Advocate/Family Facilitator will sign the application to verify that the information is true and correct.
6. The Support Services Manager will review applications and complete the Eligibility Verification Form to assure income and age has been verified (RHS only). The Support Services Manager's signature will certify that the family's documentation is present and valid.
7. The Head Start program will ensure that no more than ten percent of the children who are enrolled exceed the low-income guidelines. The Support Services Manager will utilize established criteria to ensure families who are at or below the income guidelines are selected first. Over income families who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list. The Support Services Manager will monitor the number of over income families enrolled on a regular basis to assure the number does not exceed 10% of enrollment.
8. The family income is verified by the Advocate/Family Facilitator and Support Services Manger before determining that a child is eligible to participate in the program.
 - a. Children enrolled in the Migrant/Seasonal & Regional Head Start Programs will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not age-eligible for kindergarten. Migrant/Seasonal Head Start families will need to verify income yearly to assure they meet the 50% agriculture requirement.
 - b. Over income families will be offered a one-year placement only. Families will be informed that they will need to update their family size and income or reapply to update priority points, if they would like a second year placement. Second year placement is not guaranteed.
 - c. Children participating in Early Head Start will remain enrolled until a slot becomes available in the Head Start Program or other Preschool program, providing the child is eligible.
9. If a program determines from the Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
10. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 90 days. Advocates/Family facilitators must work with families to obtain required documents.

11. All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained:
- ✓ Management and staff members who make eligibility determinations will receive training within 90 days of hiring new staff.
 - ✓ All governing body and policy council members with 180 days of the beginning of the term of a new governing body or policy council.
12. Staff that intentionally enroll ineligible families into any of the Head Start programs under CAPMC will be held accountable and disciplinary actions will apply. CAPMC does not tolerate:
- ✓ The willful violation or disregard of any federal, state, and local law by an employee during the course of that person's employment;
 - ✓ The disregard or circumvention of program and/or CAPMC's policy or engagement in unscrupulous dealings;
 - ✓ The manipulation or disregard of policies or provisions to secure a benefit for friends and/or family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries that which is directly forbidden, and can result in disciplinary action up to and including termination of employment. Employees are required to comply with The Code of Ethics, applicable laws, regulations and Agency policies.

Forms Needed: N/A



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 14	HSPPS: 1302.14	Page: 1 of 3
Effective Date: 11/7/16		
Approved by Policy Council/Committee:	Approved by Board of Directors:	

SUBJECT: Selection Process

PERFORMANCE OBJECTIVE: Each Head Start Program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start service.

OPERATIONAL PROCEDURE:

1. The program has a formal selection criterion for selecting children and families that considers all eligible applicants for Head Start services. The criterion is developed utilizing family data from the Community Assessment and input from the Advocates/Family Facilitators, and Support Services Manager annually.
2. The Support Services Manager will submit the Selection Criteria for Policy Council/Committee and Board of Directors approval in February-March of each year.
3. The selection criteria will take into consideration the following:
 - ✓ Child's age
 - ✓ Family's income
 - ✓ Parent Status – single/two parent
 - ✓ Disability
 - ✓ Child Status – foster
 - ✓ Homelessness
 - ✓ Other family issues – health
4. RHS and EHS will follow the approved selection criteria and priority points options (See Attached)
5. MHS will follow the approved eligibility criteria when selecting families to participate in the Seasonal/Migrant Program (See Attached).
6. As part of the Selection Process the following activities will take place:

APPLICATIONS

- a. Submission of applications for the new program year will begin in March and will continue throughout the year for RHS only; April for MHS Program; and throughout the program year for EHS.
 1. Advocates/Family Facilitators will complete applications and will submit complete packet to the Support Services Manager.
 2. The Application packet will include, ChildPlus/COPA application, copies of income documents and any supporting documentation, birth certificate, immunization card, Health Insurance – Medi-Cal, etc., and health history. Migrant Head Start application will need to provide proof of mobility and emergency card will also accompany the application packet.
 3. Support Services Manger will review the application along with the documentation provided and will complete the Eligibility Verification Form to determine if the child is eligible for services (RHS & EHS).
 4. Migrant/Seasonal HS application will be reviewed to assure families are income eligible, meet more than 50% agriculture income, and whether they are migrant or seasonal. Support Services Manager’s signature on COPA application will indicate the family qualifies for services.
 5. When parent/guardian express during application process that his/her child has special needs the Support Services Manger will forward the applications to the Disability/Mental Health Specialist;
 - The Disability/Mental Health Specialist will verify the disability status of a child by obtaining a current Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or Individual Education Program (IEP) for children over age three years.
 - If there is a current IFSP/IEP the Disability/Mental Health Specialist will indicate on the Child Application that the child has a “Certified IFSP” or “Certified IEP”.
 - If a child has not been certified with a disability but is in the process of evaluation, a parent expresses concerns about their child’s development, or the parent has yet to bring a copy of the IEP/IFSP staff will indicate on the Child Application that the child has a “Suspected Disability”.
 6. Once applications have been reviewed by Support Services Manager; the applications are forwarded to Health Specialist to review immunizations.
 7. Once approved, Health Specialist will forward applications to Data Entry Technician to enter into ChildPlus or COPA system.
- b. Only applications that have been approved by the Support Services Manager and Health Specialist will be entered into the ChildPlus and COPA systems. This will allow the program to have children on the waiting list that are eligible for services and can be enrolled when there is a vacancy.

SELECTION

Once applications have been entered into ChildPlus/COPA system, the Support Services Manger will generate a list of eligible children for each center. The lists will be prioritized according to the established priority point system. The Support Services Manager will begin the selection process from the generated lists beginning August (RHS) - April-May (MHS) - year round (EHS).

At least 10 percent (10%) of the total funded enrollment will be children with documented disabilities. An over income child with an IEP/IFSP may be selected prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to

ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.

Blend/collaborated with State funds must select a child who is Child Protective Services/At Risk child prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092. (MHS only)

ACCEPTANCE

Families of children who are not placed in a center will be placed on the Head Start waiting list – RHS or MHS depending on the program they have selected to participate.

EVALUATION

In January, the selection process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment/attendance numbers as well as numbers of eligible children on the waiting lists;
- ✓ Review Community Assessment and identify new family situation/issues and/or community trends in order to develop a selection criterion.



Child Development Services
1225 Gill Avenue, Madera, California 93637

(559) 673-0012
Fax (559) 661-8459

HEAD START PROGRAM 2021 FAMILY INCOME GUIDELINES

SIZE OF FAMILY UNIT	INCOME
1	12,880
2	17,420
3	21,960
4	26,500
5	31,040
6	35,580
7	40,120
8	44,660
For each additional person, add	4,540



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: February 11, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 26, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Review and approve the 2020-2021 Madera/Mariposa Regional and Early Head Start Self-Assessment Report

I. **RECOMMENDATIONS**

Review and consider approving the 2020-2021 Madera/Mariposa Regional and Early Head Start Self-Assessment Results and Findings.

II. **SUMMARY**

The 2020-2021 Self-Assessment was conducted during the months of November and December of 2020. The process for conducting the program's self-assessment was modified significantly due to COVID-19. Management staff utilized other means of assessing the program's compliance with Head Start Performance Standards.

III. **DISCUSSION**

In order to effectively assess the program's compliance, the assessment process begun on November and concluded early December of 2020.

Staff utilized program monitoring, children's file review, observations (virtual), and desk top monitoring to identify program strengths, findings, or areas of recommendation. The process did not include any site visits due to the health & safety of center and management staff. In addition, program services are being provided via distance learning. Therefore, "visits" were conducted via zoom and education staff participated in the "zoom" group sessions between teaching staff, children, and parents/families. The areas reviewed were:

- Quality Education and Child Development services
- Quality Health Program Services/Environmental Health and Safety
- Quality Family and Community Engagement Services
- ERSEA – Eligibility and Attendance
- Program Design and Management

Once all information and data was collected, staff determined that there were no findings, recommendations for program improvement were identified for some areas, and program strengths were identified for all areas.

Staff will be working on the corrective plans to address recommendations made to continue to increase the quality of Head Start and Early Head Start services to the children and families. The corrective plans will be presented to the Policy Council and Board of Directors for review and approval in March.

IV. **FINANCING**: None



PROGRAM SELF-ASSESSMENT REVIEW
Review Year 2020-2021
PROGRAM STRENGTHS, RECOMENDANTIONS AND FINDINGS

Program: CAPMC – Madera/Mariposa Regional and Early Head Start		November 2020
Program Area	STRENGTHS	
Quality Education and Child Development Services	<p>Review of disabilities files identified the following strengths related to recordkeeping:</p> <ul style="list-style-type: none"> • D/MH Specialist tabbed children’s IEPs and IFSPs to facilitate staff accessing priority information relating to child’s disability, goals, and services. • D/MH Specialist completed IEP and IFSP Review Forms which included simplified goals to ensure staff were clear on goals and could easily individualize for the children. <p>Regardless of how children scored on their ASQ-3 and ASQ-SE2, staff provided resources (ASQ-3 Learning Activities or ASQ-SE2 Learning Activities) for parents to work with their child at home and enhance their growth and development.</p> <p>Training and professional development</p> <p>To ensure program continued providing technical assistance during pandemic, all staff has access to trainings and professional development opportunities by utilizing high-quality online continuing education with platforms such as Continued, Individualized Professional Development (IPD), California Early Childhood Online (CECO), and Curriculum implementation.</p> <p>All staff have been given the opportunity to complete more than 15 hours of professional development. At this point every employee has completed at least 25 hours of virtual training.</p> <p>All staff were provided with guidance and individualized professional development opportunities. The program mentor/coach took the time to select the trainings that were needed based on our data form CLASS observations, DRDP outcomes and well as the Needs Assessment previously provided.</p>	

	<p>Parent and family engagement in education and child development services</p> <p>Parents have become an active partner in assessing the developmental milestones of their children. Parents are providing observations and updates of their child's progress through activities provided. The information has allowed staff to complete the developmental assessment and provide individualized activities and support for each child.</p> <p>Teacher and family advocates communicate at least twice a week via email, phone calls, text and virtually with parents to ensure they are well- informed about their child's individual needs.</p> <p>Program is also providing parents access to ReadyRosie, a cohesive family engagement resource that builds on parents' knowledge by providing video modeling, family workshops, professional development opportunities, and mobile technology building powerful partnerships between families and educators.</p> <p>During distance learning, teachers also continue making in-person appointments for families to pick-up materials to the families that don't have access to technology.</p>
<p>Quality Health Program/Environmental Health and Safety</p>	<p>The program is growing in the richness of the Health Service Advisory Committee. We are having more participants from the community and sharing valuable information to parents. (Participants:15 for 2018, 21 for 2019, and 29 for 2020)</p> <p>The communication and collaboration between Family Advocates/Facilitators, parents, and medical providers has enhanced this program year to meet the challenges of Distance Learning.</p> <p>Family Advocates/Facilitators have strengthened the collaboration with medical and dental providers that has facilitated obtaining documentation of physicals and dental care reports.</p> <p>To help meet the challenges of COVID-19, the program has established a strong collaborative relationship with the Madera County Department of Public Health and the Local Licensing Office. Health Specialist is able to contact both agencies to receive guidance and support as the need arises.</p>
<p>Nutrition Services</p>	<p>CAPMC was reviewed by the Child Adult Care Food Program the week of December 1-4, 2020. The review was conducted virtually with program staff providing information to the reviewer via a secure exchange.</p>

	<p>The review did not identify any findings and did extremely well in all areas of the review. All policies and procedures were in compliance and met all CACFP requirements. The reviewer highlighted the excellent record keeping from staff, procedures, and services to the children.</p>
ERSEA – Eligibility and Recruitment	<p>Due to the COVID-19 pandemic, the process for registration and eligibility was modified as staff collected information to verify eligibility:</p> <ul style="list-style-type: none"> • Obtained required enrollment documents electronically, through a secure box outside or by mail. • To maintain the health and safety of staff and parents, any required one on one contact with parents was conducted following established safety protocol. <p>Review of data for enrolled children with disabilities indicated 10.2% requirement was met based on funded enrollment.</p> <p>Due to services being provided via distance learning, program staff developed a system to gather attendance/participation data. Management staff created a process to document children/family participation on ChildPlus data system. The process allows for staff to identify if a child/family is not participating regularly and provide support to the families as need it.</p>
Governance, Program Management & Quality	<p>Although COVID-19 halted the ability for the program to conduct and elect parent policy council members, program staff were able to develop a system to hold elections and establish a parent policy group. All parent policy council functions have been performed as required by OHS.</p> <p>Center staff at all levels have been provided with a plethora of professional development opportunities that support the transition to virtual services and ensure children are provided with quality learning opportunities. Additionally, staff were provided with on-line professional development courses to increase their knowledge and skills.</p>
Quality Family and Community Engagement Services	<p>The program developed a monthly newsletter that serves as a venue to communicate with parents. The newsletter provides information regarding community resources, parent self-care, parent/child mental health, educational resources, food distributions, food banks, family engagement activities, health and safety, resources on technology, current information regarding COVID-19 pandemic, and many other topics.</p>
Program Area	RECOMMENDATION
Quality Health Program/Environmental Health and Safety	<p>Information entered into the program’s database needs to match 100% the information in the child’s file. Expiration dates on health events need to be accurate to properly identify when a child is due for a health event or has an expiring health event.</p>

ERSEA – Recruitment	It is recommended that staff conduct research methods to utilize the agency’s website to disseminated user-friendly information about Head Start – offer online registration for the program or download a paper application and make the process easier on parents and staff.
Quality Family and Community Engagement Services	<p>Although files were well maintained, there was inconsistency with family contact documentation.</p> <p>It is recommended to strengthen the family contact documentation through the review of the policies and procedures to ensure consistency.</p>



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors' Meeting for: February 11, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 26, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2019-2020 CAPMC Madera/Mariposa Regional and Early Head Start Annual Public Report.

I. RECOMMENDATIONS

Review the 2019-2020 CAPMC Madera/Mariposa Regional and Early Head Start Annual Report. (Informational only)

II. SUMMARY

Per the 2007 Head Start Act, CAPMC Madera/Mariposa Regional and Early Head Start shall make available to the public a report that is published at least once each fiscal year. The report presented discloses information from the most recently concluded fiscal year of June 1, 2019-May 31, 2020. The pictures utilized in the report were of enrolled children. The information will not reveal personally identifiable information about an individual child or parent. The annual report must also include the following:

- (A) The total amount of public and private funds received by the CAPMC agency and the amount from each source.
- (B) An explanation of budgetary expenditures and proposed budget for the 2019-2020 fiscal year.
- (C) The total number of children and families served in the 2019-2020 Madera/Mariposa Regional and Early Head Start program. The total enrollment and the percentage of eligible children served.
- (D) The results of the most recent review by the financial auditor.
- (E) The percentage of enrolled children that received medical and dental exams.
- (F) Information about parent involvement activities.
- (G) The agency's efforts to prepare children for kindergarten.
- (H) Any other information that may be required by the Secretary of Health and Human Services.
- (I) The results of the most recent Federal Review.

III. DISCUSSION

Utilizing the Child Plus and Accufund system, 2019-2020 Program Information Report (PIR) and monitoring reports, the Head Start Department is pleased to share their Madera/Mariposa Regional and Early Head Start annual report. The report will be reviewed in its entirety to reflect areas of need and the strengths of the program. This information will also be shared with the Board of Directors, community partners and providers, and all local agencies from Madera and Mariposa Counties.

IV. **FINANCING** - Minimal



ANNUAL REPORT

2019-2020

Madera/Mariposa Regional Head Start
Madera Early Head Start



OUR AGENCY

Community Action Partnership of Madera County (CAPMC), a 501(c)(3) non-profit organization, has dedicated its programs and services to address the needs of the low-income residents of Madera County for over the past four decades. Although Madera County is our primary focus for serving low-income individuals and families, CAPMC has also been awarded funds to expand Head Start services to Regional families in Mariposa County and Migrant/Seasonal families in Fresno County.

CAPMC was established in 1965 as a result of the Economic Opportunity Act (EOA) of 1964. The EOA was signed into law by President Lyndon B. Johnson to support his declaration of an unconditional “War on Poverty.” The act was established to promote school readiness, enhance children’s social and cognitive development by providing educational, health, nutritional, social, and other services to enrolled children and their families. Each county in the United States designated a community action agency to be responsive to the needs of the low-income individuals and families by providing programs and services that assist them in becoming stable and self-reliant.

CAPMC is a leader in “helping people, changing lives.” We have received local and national recognition for implementing creative, cost-effective programs to serve the low-income residents of Madera, Mariposa, and Fresno counties. As the region continues to grow and change, CAPMC is also transforming itself to best serve those in need. CAPMC continues to examine its current programs to ensure that they meet the highest levels of efficiency and effectiveness. As an agency, leaders regularly seek to initiate innovative programs that complement and broaden our existing ones, and search for the best practices from other agencies in our community action network. CAPMC continues to maintain the financial integrity of its programs to maximize resources to the greatest benefit of CAPMC program participants and other customers and stakeholders. Since its inception in 1965, CAPMC’s mission and vision have remained the same:

Mission

Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision

CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

Message from the Director



Community Action Partnership of Madera County's Head Start Department would like to share important information regarding the services that the Madera/Mariposa Regional and Early Head Start programs provide to the children and families in Madera and Mariposa counties. The 2019-2020 Annual Report's data provides an overview of the funding, staffing, enrollment, attendance, school readiness results, and overall services provided by the program.

Madera/Mariposa Regional and Early Head Start are direct grantees of the Office of Head Start Region IX. A grant application is submitted annually and funding is awarded to CAPMC. For the 2019-2020 program year, CAPMC was funded to serve 246 preschool children and 42 children ages zero to three, including pregnant women. By the end of the program year, a total of 314 preschool children and 64 Early Head Start children and families were served.

During the children and families' participation in the program, they receive comprehensive services inclusive of education, health, nutrition, mental health, and disabilities. CAPMC's primary goal is to provide families with opportunities to engage with their children, increase their knowledge of their children's development, and ultimately, assist them in becoming their children's lifelong educators.

Due to COVID-19 the Head Start services were provided remotely to the parents/families and children. Head Start staff made every effort to continue to provide educational services to children and support and resources to the parents and families participating in the program. Program data reflected on this report was impacted after the closure of sites and services transferring to remote services. Any data that was affected due to COVID-19 will have an asterisk (*) to indicate the fact that the numbers and/or percentages fell below Head Start regulations/standards.

I want to acknowledge our exceptional staff for all their dedication to providing quality educational experiences to our children, the Policy Council and Board of Directors for their continued support, and our community partners that make it possible for the program to provide assistance to families in need. This is truly a "community effort" to help families meet their needs and allow children to be successful in their educational path.

A special recognition and gratitude to the families of the program that allow program staff the honor of educating and caring for their children on a daily basis. It

Respectfully,

Maritza Gomez-Zaragoza

Head Start Program Director
Community Action Partnership of Madera County

TABLE OF CONTENTS

- 1. SHARED GOVERNANCE**
- 2. AGENCY BUDGET**
- 3. MADERA/MARIPOSA REGIONAL & EARLY HEAD START BUDGET**
- 4. CHILDREN AND FAMILIES SERVED**
- 5. ENROLLMENT**
- 6. SERVICES PROVIDED TO EXPECTANT MOTHERS**
- 7. HEALTH & DENTAL SERVICES**
- 8. PARENT & FAMILY DATA**
- 9. PROGRAM STAFF QUALIFICATIONS**
- 10. SCHOOL READINESS GOALS**
- 11. CHILD OUTCOMES**
- 12. FAMILY OUTCOMES**
- 13. PARENT ENGAGEMENT**



SHARED GOVERNANCE

BOARD OF DIRECTORS

Deborah Martinez
Department of Social Services

David Hernandez
Madera Unified School District

Robert Poythress
Madera County Board of Supervisors

Steve Montes
Madera City Council

Dennis Haworth
City of Chowchilla

Debi Bray
Madera Chamber of Commerce

Mike King
Head Start Policy Council

Donald Holley
Community Affairs Expertise

Eric LiCalsi
Criminal Defense and Labor Law

Vicky Bandy
Early Childhood Education/Development

Martha Garcia
Central Madera/Alpha

Tyson Pogue
Eastern Madera County

Molly Hernandez
Fairmead/Chowchilla

Aurora Flores
Monroe/Washington

POLICY COMMITTEE

Chowchilla
Jessie Valdez
Alternate: David Madden

Cottonwood
Monica Juarez
Alternate: Victoria Cortez

Early Head Start
Marisa Vega-Vaca
Ana Covarrubias

Eastside
Veronica Santos
Alternate: Maria Romero-Munoz

Fairmead
Miguel Lopez
Alternate: Sydney Shelton

Mariposa
Mike King

Mis Tesoros
Marjorie Davis
Alternate: Raquel Perry

North Fork
Jennifer Elliot
Alternate: Christina Williams

Oakhurst
Darhinka Rodriguez
Alternate: Jennifer Myers

Ruth Gonzales
Patricia Trevino
Alternate: Alejandra Gonzalez

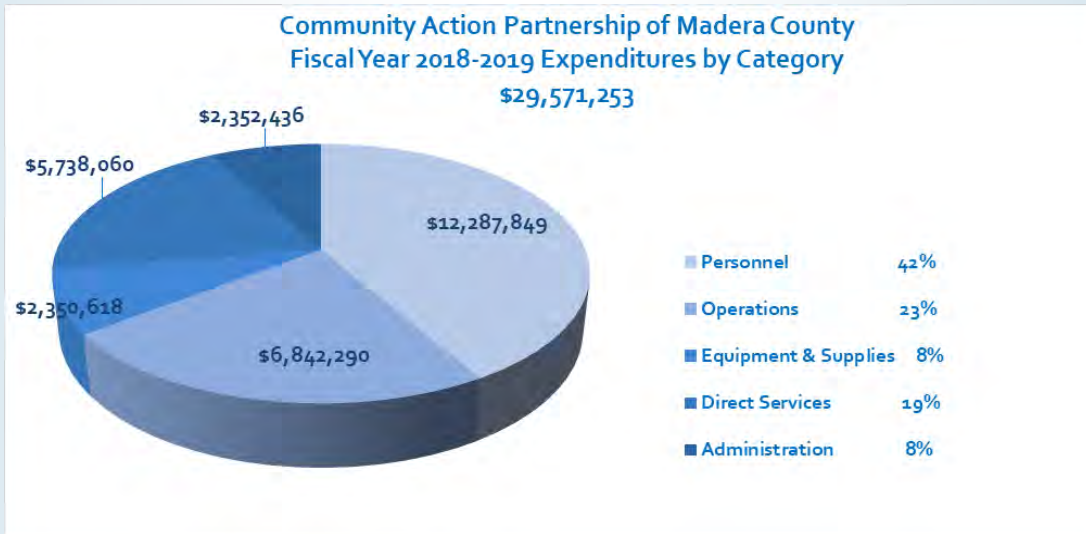
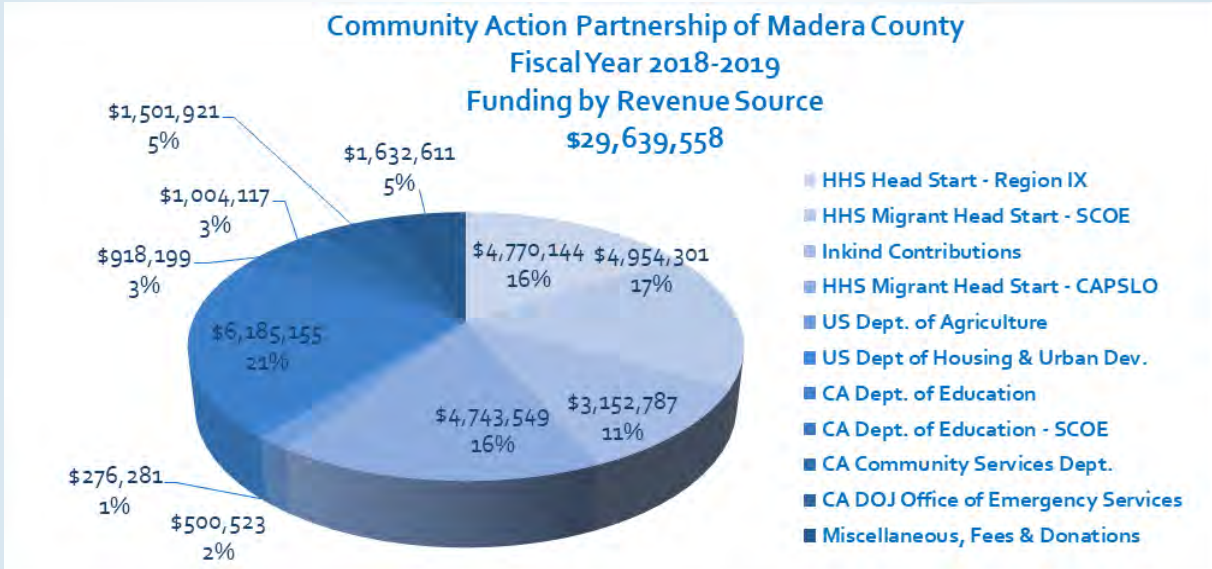
Valley West
Alyssa Jefferson
Alternate: Miriam Estrada Garcia

Verdell McKelvey
Consuelo Muniz-Godinez

Board Representation
Martha Garcia

Community Representation
Angelica Murillo-Virgen

AGENCY BUDGET 2018-2019



**An audit was conducted by Randolph Scott & Company
as of June 30, 2019.**

**In the auditor's judgment, he/she had no reservation as to the fairness
of presentation of Community Action Partnership of Madera County
financial statements and their conformity with
Generally Accepted Accounting Principles (GAAP).**

**A "clean opinion" was given without any reservations of the financial
condition. There were no findings or questioned costs or any material or
significant internal control weaknesses noted during the audit.**

**Note: Audited Financial Reports for the fiscal year
2019-2020 were not available at the time of this report.**

2019 –2020 Madera/Mariposa and Early Head Start Budget

Legal Name: Community Action Partnership of Madera County

Grant Number: 90-CH-9950

Annual Funding Cycle: June 1, 2019–May 31, 2020

Number of Eligible Children Served in Madera County:

0-2 Year Olds 329

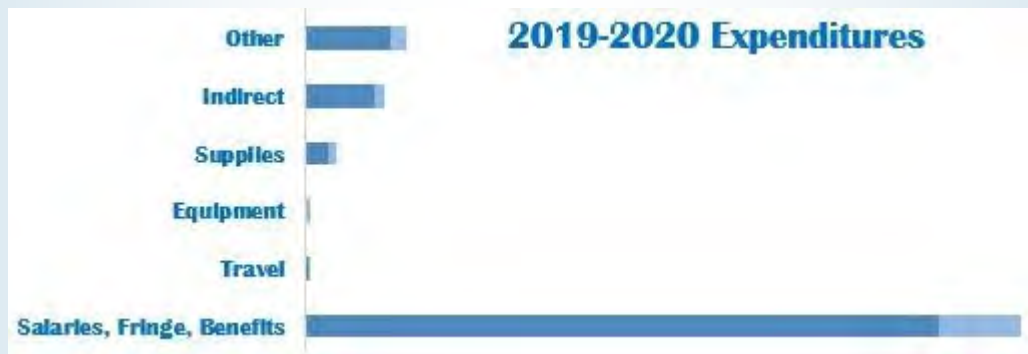
3-5 Year Olds 661

Total 990

Program Option: Center-Based and Early Head Start

Licensed by Community Care Licensing

<u>Funds Awarded by Program</u>	<u>Regional:</u>	<u>Early Head Start:</u>
	\$3,786,461	\$563,346
Basic Funds	\$3,916,867	\$574,260
T&TA Funds	\$46,025	\$13,373
TOTAL FUNDS AWARDED:	\$4,550,525	
<u>Non-Federal Funds</u>	<u>\$1,137,632</u>	
In-Kind Contributions	\$1,137,632	

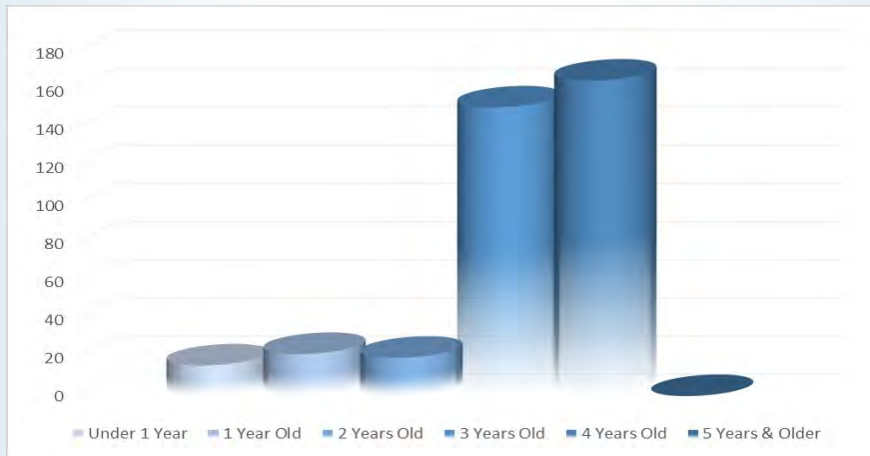


	Salaries, Fringe, Benefits	Travel	Equipment	Supplies	Indirect	Other
Regional	\$2,986,572	\$9,500	\$0	\$106,055	\$326,705	\$398,035
Early Head Start	\$379,796	\$5,165	\$20,000	\$43,992	\$47,899	\$77,408

In 2014 the Office of Head Start acknowledge that Community Action Partnership of Madera County was in full compliance with all applicable Head Start Performance Standards, laws, regulations and policy requirements by issuing a letter based on the program’s compliance and performance.

Children and Families Served

The Madera/Mariposa Regional and Early Head Start Programs met the funded enrollment for the 2019-2020 program year. The breakdown of the ages of enrolled children is as follows.



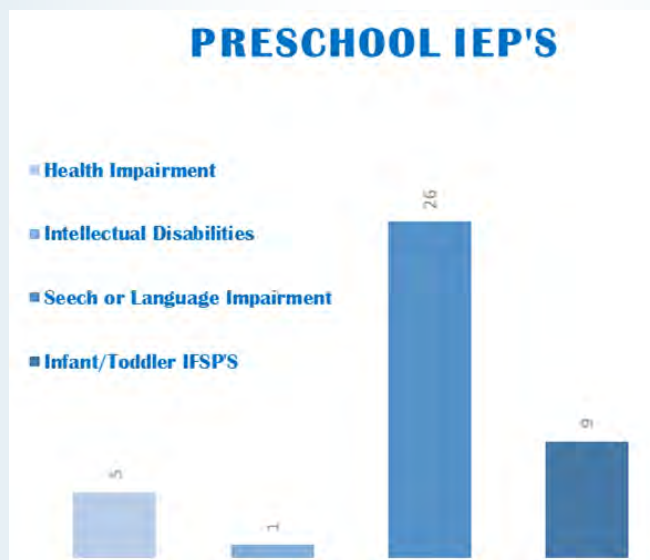
378 Total Number of Children Served in Madera and Mariposa Counties

Total Number of Pregnant Women Served **4**

288 Funded Number of Children and Pregnant Women to be Served in Madera and Mariposa counties

Total Number of Families Served **345**

Children with Disabilities



Enrolled Children with Disabilities

11% *

Enrollment

RHS Average Monthly Attendance

71%*

EHS Average Monthly Attendance

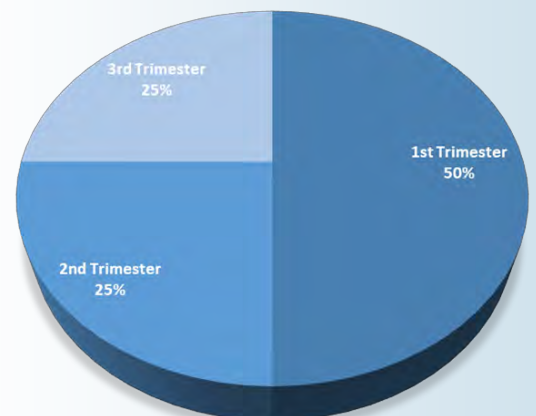
100 %

Eligibility	Children Enrolled
Income Below 100% of Federal Poverty Line	233
Receipt of Public Assistance	104
Foster Children	8
Homeless	0
Over Income	33

Services Provided to Expectant Mothers

Services Provided	Number of Women
Prenatal Health Care	4
Postpartum Health Care	3
Mental Health Interventions and Follow-up	4
Substance Abuse Prevention / Treatment	8
Prenatal Education on Fetal Development	4
Information on the Benefits of Breastfeeding	4

Trimester in which Pregnant Women were Served



The Madera/Mariposa Regional & Early Head Start Programs aims to provide comprehensive services to all children and families enrolled.

Below are the health related services the children and families have received.



Medical Services

Dental Services

373

Number of children with health insurance

78%

Number of children with up-to-date scheduled preventative health care *

98%

Number of children with up-to-date on all immunizations appropriate for their age

365

Number of children with continuous, accessible dental care provided by a dentist

290

Number of children who received preventative care *

32

Number of infant & toddlers who are up-to-date with age-appropriate preventative dental care

BODY MASS INDEX	
Underweight	10
Healthy weight	192
Overweight BMI	40
Obese BMI	64

CHRONIC HEALTH CONDITIONS	
Number of children diagnosed with chronic condition needing medical treatment	38
RECIPIENTS OF TREATMENT FOR CHRONIC CONDITIONS	
Anemia	19
Asthma	1
Hearing Difficulties	4
Vision Problems	23

Parent & Family Data

PARENT EDUCATION LEVEL

Less than high school graduate	114
High school graduate or GED	158
Associate degree or some college	72
Advanced or baccalaureate degree	1



Family Type

Two-Parent Families

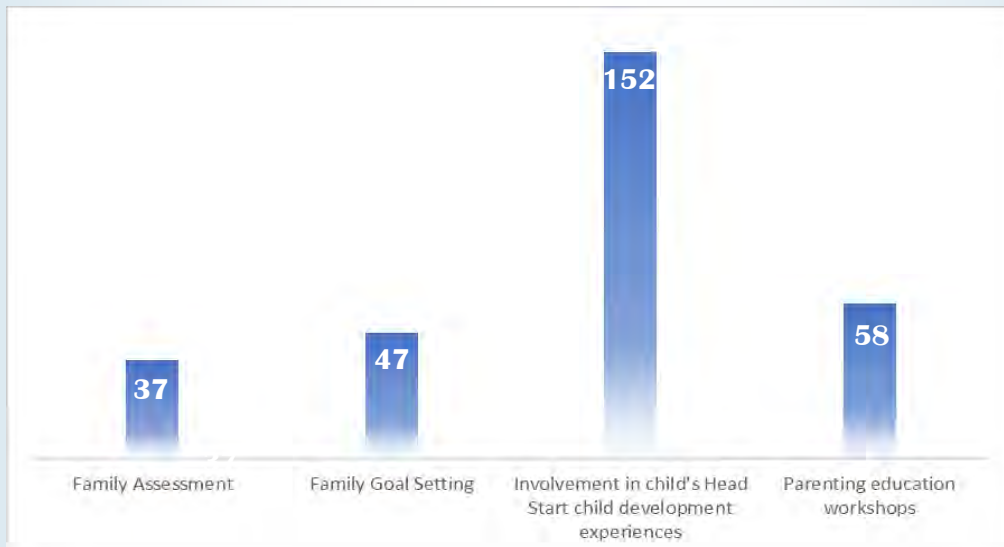
185

Single-Parent Families

160

Number of fathers/father figures who were engaged in the following activities during the program year.

Father Engagement



Program Staff & Qualifications

Teaching Staff



	Preschool Classrooms
Graduate Degree	1
Bachelor's Degree	5
Associate Degree	12
Child Development Associate Credential	8
Total Teaching Staff	26

Mid-Management & Management Staff

Graduate Degree	0
Bachelor's Degree	3
Associate Degree	0

Total Number of Staff Members

67

32%

Staff who are current or former Head Start Parents

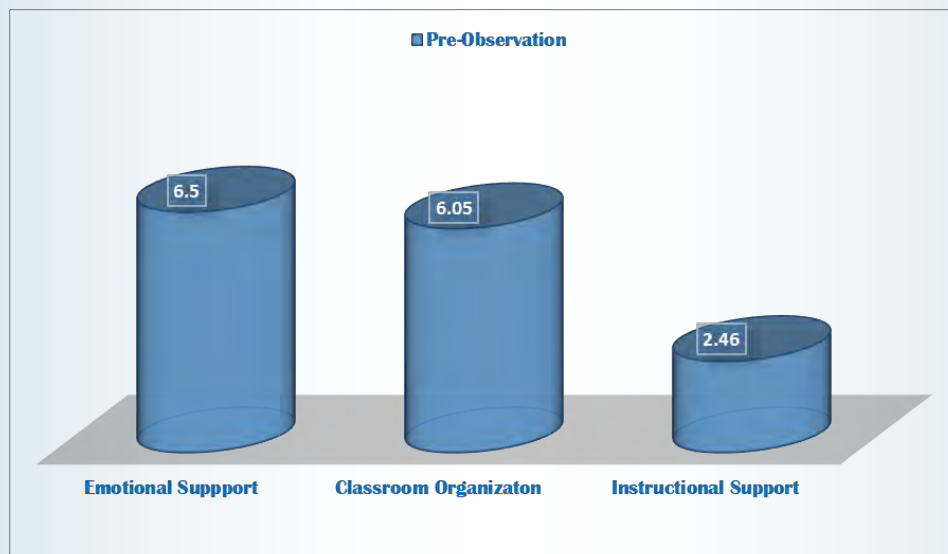
School Readiness Goals & Data

The Improving Head Start for School Readiness Act of 2007 and the School Readiness in Programs Serving Preschool Children Program Instruction (ACFPIOHS-11-04) require Head Start programs to adopt school readiness goals for preschool children. Madera/Mariposa Regional Head Start has adopted the following School Readiness Goals:

Children Will...

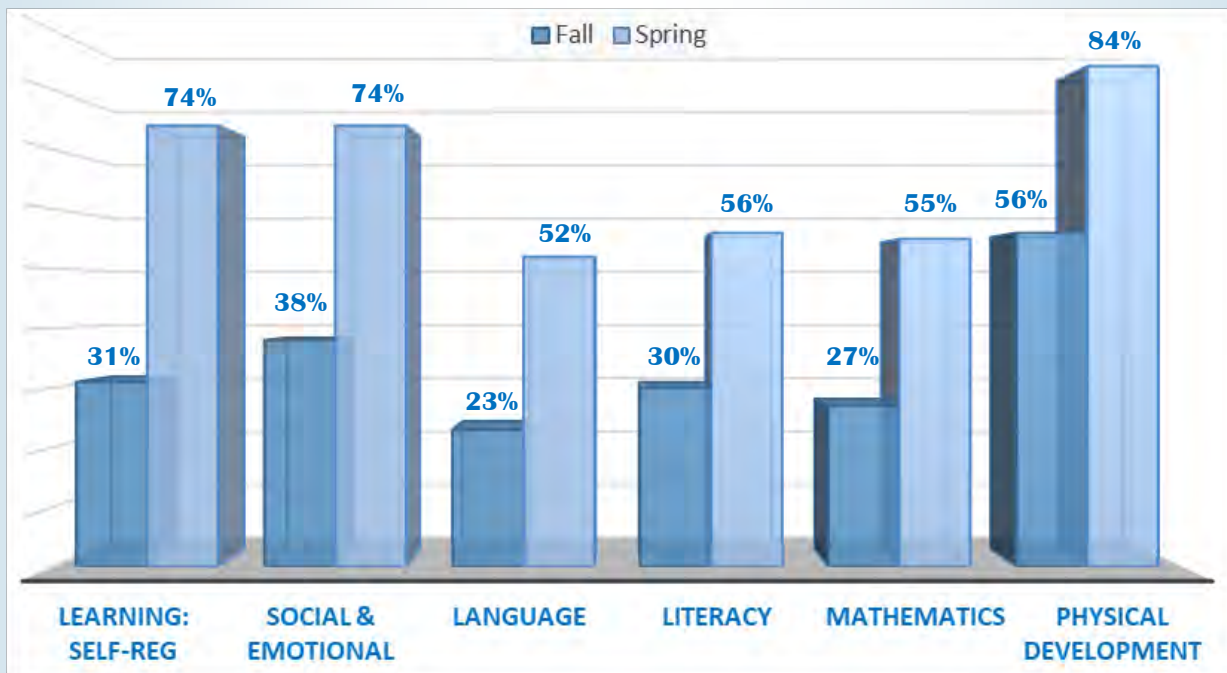
- Be persistent in demonstrating an interest in different topics and activities, desire to learn, creativeness, and independence in learning.
- Able to recognize and regulate emotions, attention, impulses, and behavior.
- Demonstrate improvement on understanding complex communication, language, and literacy.
- Use cognitive skills in every day routines to count, compare, relate, pattern, and problem-solving.
- Participate in activities and play to develop increased control in gross and fine motor skills, to support and demonstrate an understanding of healthy practices.

The Madera/Mariposa Regional Head Start program uses Creative Curriculum, a research-validated system that teaches school readiness skills by responding to children's learning styles and building on their strengths and interests. In addition to academic preparation, children learn socialization and problem-solving skills. Various assessments are used to measure the quality of environment, social and emotional aptitude, and school readiness. The Classroom Assessment Scoring System (CLASS) looks at 10 dimensions of teacher-student interactions and rates them on a seven-point scale. The scores are data from the three domains. Post-Observation scores are not available, centers close earlier during the year due to COVID-19.



Child Outcomes: DRDP DATA

Desired Results Developmental Profile Regional Head Start-Preschool



Classroom Studies

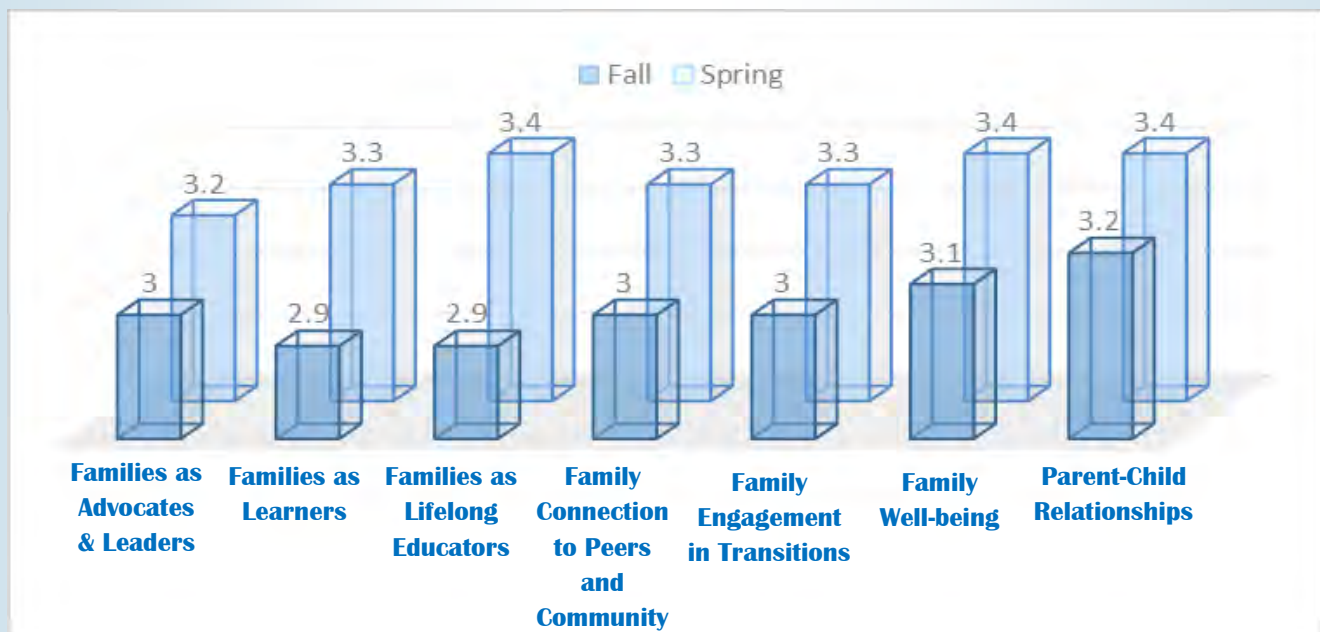
Through the implementation of the Creative Curriculum, our Head Start sites have executed Studies, which are in-depth projects in which children become researchers and experts. Children learn to ask questions, collect data and analyze information, which are critical thinking skills that they will continue to use and develop during the school years. Head Start sites dug deep into a variety of areas of interest, such as shoes, trees, balls, music, boxes, gym and bones.

The participation of parents and the community was key to a successful study. Parents and community members were used as visiting experts and the children prepared interview questions to further investigate their Study. The parents also volunteered during field studies to ensure the safety of children. Parents and their children also working on a project at home, linking the school with home activities. Children guided studies and teachers facilitated.

2019-2020 Family Outcomes

In the fall and spring of the 2019-2020 program year, 235 parents and guardians of children enrolled in CAPMC completed a survey about how they and their families benefited from the variety of services they received. Overwhelmingly, parents and guardians found CAPMC services very helpful. These results are a strong testament from the respondents about how much the CAPMC contributes to families' well-being.

**Family Engagement Outcome by Average Outcome Level and Checkpoint
(1-Immediate Need 2-Support Needed 3-Stable 4-Strength)**



2019-2020 Family Engagement

Parents actively participated not only in building their skills as their child's first teacher, but also in sharing decision-making responsibility for program planning, goals and objectives, recruitment criteria, selection and enrollment of children, the annual program assessment, and personnel policies. Some of our activities are as follows:

- **Community Action Partnership of Madera County Parent Policy Council – Parents actively participated during the policy committee meetings and trainings provided.**
- **Conferences - One parent attended the Family Engagement and Cultural Conference by Region IX in October. She attended a variety of training in School Readiness, mental health, curriculum and others.**
- **Parent Curriculum – Our program offers opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development. A total of 19 parents from the Regional Head Start program and 10 from Early Head Start completed the ten sessions from the curriculum which included the following topics:**
 - ◇ **I Am My Child's First Teacher, Our Home, My Child's First School**
 - ◇ **My Child's Growth and Development**
 - ◇ **Power of Words**
 - ◇ **Healthy Body/Healthy Mind – Nutrition & Physical Activity**
 - ◇ **Healthy Body/Healthy Mind – Social Emotional Well-Being**
 - ◇ **My Child, Media and Technology**
 - ◇ **Count with Me**
 - ◇ **Let's Get Ready for School**
 - ◇ **Champions for Our Children's Future**
 - ◇ **Yes, We Can!**
- **Parent Education/Workshops –Parents had the opportunity to attend as variety of workshops. Topics include, but not limited to the following:**
 - ◇ **Stress/Anxiety**
 - ◇ **Brain/Child Development**
 - ◇ **Financial Literacy**
 - ◇ **My Plate/Sugary Drinks**
 - ◇ **School Readiness Home Activities**
 - ◇ **Education/Job Opportunities**
 - ◇ **Male Activities**
 - ◇ **Health Topics: CPR/First Aid, Oral Health, Health Literacy, Tobacco, SIDS, Lead etc.**

Madera /Mariposa Regional
and Early Head Start are
funded by grants from the
U.S. Department of Health
and Human Services,
Administration for Children
and Families. Our services
are aligned with Head Start
Program Performance
Standards.



Madera/Mariposa Regional Head Start Locations

CHOWCHILLA

**265 Hospital Dr., Chowchilla, California 93610
(559) 665-0291**

COTTONWOOD

**2236 Tozer Ave., Madera, California 93638
(559) 664-1109**

EASTSIDE

**1112 South A St., Madera, California 93638
(559) 674-1268**

FAIRMEAD

**22850 Rd 19 1/2, Chowchilla, California 93610
(559) 665-5559**

MARIPOSA

**5058 Jones St., Mariposa, California 95338
(209) 966-6161**

MIS TESOROS

**131 Mace St., Madera, California 93638
(559) 673-1011**

NORTH FORK

**33087 Road 228, North Fork, California 93643
(559) 887-2352**

OAKHURST

**40094 Indian Springs Rd, Oakhurst, CA 93638
(559) 658-8171**

RUTH GONZALES

**838 Lilly St., Madera, California 93638
(559) 675-8518**

SUNSET

**8564 Road 23, Madera, California 93638
(559) 675-1921**

VALLEY WEST

**101 Adell St., Madera, California 93638
(559) 673-4959**

VERDELL MCKELVEY

**1901 Clinton St., Madera, California 93638
(559) 673-1500**

EARLY HEAD START

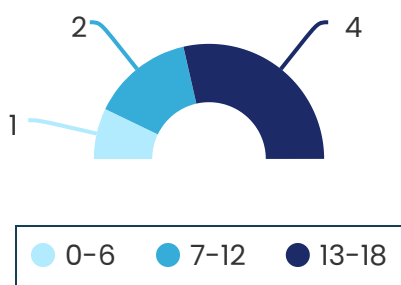
**201 South B St., Madera, California 93638
(559) 661-1127**



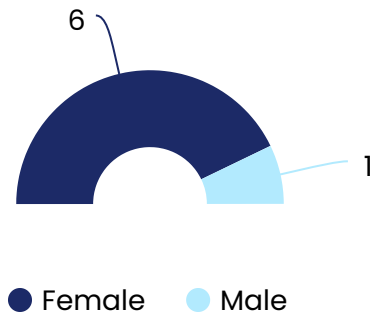
Madera County Child Advocacy Center (CAC)

January, 2021

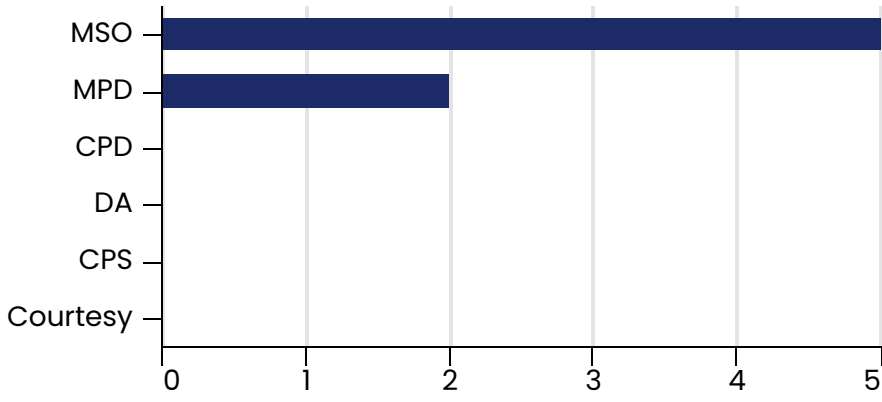
Age



Gender



Requesting Agency



3 Referrals to
Counseling
Services

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2021	7											
2020	9	19	30	43	54	66	79	85	88	96	104	110



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [January 2021](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract - CAPP	300
CalWORKs Stage 2 – C2AP	223
CalWORKs Stage 3 – C3AP	152
Bridge Program - BP	15
Total Children Enrolled	690

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	48
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	34
LICENSE-EXEMPT CHILD CARE PROVIDERS	41
Total Providers Enrolled	123

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	124
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Safe Sleep Regulations - 8 attendees
- Safe Sleep Regulations (Spanish) - 24 attendees

Family, Friend and Neighbor Activity:

- None



Community Services Monthly Report to the Board of Directors

January 2021

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	YTD Totals
2020 CARES HEAP	21	340
2020 CARES WPO	0	7
Non-Emergency	11	1335
Emergency	26	1152
Wood/Propane/Oil	6	104

HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	26	8
Madera Mental Health Service Act	12	0

EMERGENCY WATER PROGRAM

Program	HH on Program	December Additions	Total
CAL OES Emergency Drinking Water Program	109	0	109

HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	179	0

January 2021 Homeless Prevention/ Rental Assistance

Homeless Housing Assistance Program	10
FEMA CARES/ Rental Mortgage	6
CDBG CARES	14
Kaiser	6
Total	36

Homeless Engagement for Living Program (H.E.L.P Center) Services Report



800 E. Yosemite Avenue Madera, CA 93637

January 2021

Outreach was conducted both in the City and in the County of Madera. Below are the number of unsheltered contacts that were made for the period of 1/1/2021 - 1/31/2021.

Location	Madera City and surrounding area	Oakhurst	Nippanahwasie	Coarsegold	North Fork	Chowchilla	Total Contact
Previous month YTD	411	41	1	10	2	60	525
Jan-21	54	13	0	0	0	14	81
Year-to-Date Total 7/1/20-6/30/21	465	54	1	10	2	74	606

Previous Month YTD and Year-to-Date Total are cumulated totals. Clients have been contacted multiple times by staff several months in a row before they are housed.

Outcomes of Homeless Outreach – Services Offered			
<i>Treatment Services</i>	<i>Current Month</i>	<i>Prior Month YTD</i>	<i>Year-to-Date</i>
Entered drug program	0	9	9
Referrals to Madera Behavioral Health for Assessments	20	151	171
Suicide prevention	3	6	9
<i>Housing Services</i>	<i>Current Month</i>	<i>Prior Month YTD</i>	<i>Year-To-Date</i>
Went into shelter	21	35	56
Went into Transitional housing	0	0	0
Reunited with family via bus or airplane	0	9	9
Assisted with collecting paperwork to get help to get housed	30	153	183
Moved into permanent housing	9	19	28
<i>Employment</i>	<i>Current Month</i>	<i>Prior Month YTD</i>	<i>Year-To-Date</i>
Referred and connected w/ workforce	4	0	4
Assisted with job interview process	3	9	12
Employed as a result of assistance	3	4	7
Assisted in obtaining a bicycle for transportation for work	0	1	1
<i>Other Non-Employment Income</i>	<i>Current Month</i>	<i>Prior Month YTD</i>	<i>Year-To-Date</i>
Assisted with approval of SSI Benefits/reinstated	0	9	9

<i>Other Non-Cash Benefits and Services</i>	<i>Current Month</i>	<i>Prior Month YTD</i>	<i>Year-To-Date</i>
Assisted in obtaining Cash Aid/TANF	1	0	1
Assisted in obtaining Cal/Fresh Benefits	3	38	41
Assisted to obtain Medi-cal or Healthcare coverage	9	0	9
Assisted to obtain access to healthcare (medical, dental, eye care)	2	30	32
Delivered commodities	17	21	38
Provided shoes or clothing for client	3	5	8
Arranged Transportation	7	2	9
Referred Veterans to VA	2	12	14
Assisted w/ pet documentation	1	0	1
Received Homeless Prevention Services	0	0	0
Assisted in obtaining a government phone	0	6	6
DMV Vouchers provided	5	34	39
Assisted to obtain Driver's license	1	0	1
CPS Referrals made	0	10	10
Victim Services Referrals made	1	11	12
Transitional Age Youth - Contacted	0	13	13
Rapid Rehousing referrals	9	19	28
Assisted in obtaining Birth Certificate	0	0	0
Assisted in obtaining a Social Security Card	0	0	0
Connected to volunteer work	0	2	2
Advocacy w/ legal matter	2	0	2

January 2021 Rapid Rehousing Program	
RAPID REHOUSING HOUSEHOLDS ON THE PROGRAM	4
ELIGIBLE- SEEKING HOUSING	4
SELF RESOLVED	7
Referred to LIHEAP	18



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: February 11, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 26, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: 2021-2022 Madera/Mariposa Regional and Early Head Start Refunding Application – Year 2 of the 5-year cycle

I. RECOMMENDATIONS:

Review and consider approving the submission of the 2021-2022 Madera/Mariposa Regional & Early Head Start Refunding Application.

- ✓ Approve the 2021-2022 Basic Budget
- ✓ Approve the 2021-2022 Administrative Budget
- ✓ Approve the 2021-2022 Training and Technical Assistance Budget
- ✓ Approve the 2021-2022 Non-Federal Share (In-Kind) Budget

II. SUMMARY:

CAPMC received notice from the Office of Head Start to submit its refunding application. The letter from OHS provides funding amounts and there are four sections within this overall action that the Board of Directors will need to review, discuss, and approve/disapprove the recommendations set forth. Staff will review each section in detail. The items are presented in chronological order to complete our application process.

III. DISCUSSION:

Step One: Approve the Basic Budget including indirect cost for the grant year ending May 31, 2022. See Attachments for the respective budgets.

CAPMC received its annual funding guidance letter from ACF Region IX for a total amount of \$4,721,155. The funds were allocated as follows:

1. \$4,060,640 for Head Start Basic Operating Cost
2. \$601,117 for Early Head Start Basic Operating Cost
3. \$46,025 for Head Start Training and Technical Assistance
4. \$13,373 for Early Head Start Training and Technical Assistance
5. CAPMC must also submit a combined Non-Federal Share budget for \$1,180,288 for In-Kind to be generated by the program.

Upon receipt of the funding guidance, staff developed a preliminary budget based on the following items:

1. Review 2020-2021 Program Expenditures – YTD
2. Review 2020-2021 Program Operations – number of centers, days and hours of operation, and enrollment reports.
3. Review of new Workers’ Compensation Rates.
4. Review increase of cost of Health Insurance coverage.
5. Review all Health/Safety Monitoring Reports for all centers
6. Review rent cost for each site and central office.
7. Review projected salary increases for staff based on performance (merit increases), an unfunded liability.
8. Review staffing patterns for all sites and central office.

Step Two: Approve the Administrative Budget and the components of the indirect cost pool for the grant application for the year ending May 31, 2022.

As a part of the grant application, certain costs are identified as administrative costs. The agency cannot exceed a 15% limitation on administrative costs. Staff recommends that the Policy Council and the Board of Directors approve the administrative costs and the components of the indirect cost pool as attached.

Support for Recommendation:

The Head Start Bureau designates certain percentages of items of the budget as administrative.

The Policy Council and Board of Directors must approve the components of the indirect cost pool. The agency has an approved rate of 9.1% indirect cost in place for the year ending June 30, 2022. This indirect cost rate proposal is submitted on an annual basis to the Office of Head Start, Division of Cost Allocation and must be approved by the Office of Head Start Region IX Division.

Indirect costs are those costs that cannot be readily and specifically identified with a particular project or activity but are necessary to the operation of the organization. Indirect costs such as administration, fiscal, and human resources are charged to a central administrative cost center. This covers the salaries and related fringe benefits of the following positions:

Executive Director	Program Assistant/Typist Clerk II
Assistant to the Executive Director	Facilities Manager
Chief Financial Officer	Human Resources Director
Human Resources Assistants	Receptionist
Accounting Technicians	Network Administrator
Accountant Services Program Manager	

Other costs paid out of the indirect cost center include rent, utilities, building repairs and maintenance, property insurance, and custodial services based on the square footage occupied by the administrative staff. Other expenses which originate for the indirect cost pool and are for the benefit of all programs are:

Office Supplies	Data Processing Supplies
Liability Insurance	Program Supplies
Printing and Publication	Telephone

Postage and Shipping	Audit
Consultants	Legal
Staff Travel – Local and Out of Area	Training
Equipment Rental	Fees & Licenses
Vehicle Insurance, Repair & Maintenance	

Financial Impact

No major impact; the Administrative Budget is a component of the Basic and T&TA budgets. It does not increase or decrease the total amount of the funding application.

Step Three: Review and approve the Madera/Mariposa Regional & Early Head Start Training & Technical Assistance Budget. Head Start receives funds to provide ongoing technical assistance to staff, Policy Council and Board Members. The training plan was developed using the process below:

Program Data: Results from the Self-Assessment, Community Assessment, ongoing monitoring report, outcomes and PIR data were reviewed to identify emerging trends and training needs. T&TA funds will be used to support teaching staff in areas specific to CLASS, implementation of Program Curriculum to Fidelity, and implementation of classroom studies. Funding to support mental health/wellness will also be set aside to ensure and support teaching staff and children with challenging behaviors.

The training plan is based on all the needs identified above.

Step Four: Review and approve the Madera/Mariposa Regional Head Start In-Kind Budget. Performance Standards require a 20% In-Kind match for Head Start funds. Total In-Kind to be earned is \$1,180,288.

Financial Impact: For every \$1.00 received from the Head Start Bureau, the agency is required to provide a 0.25¢ match.

Step Five: CAPMC-Head Start has applied and has been awarded California State Preschool Program (CSPP) Funding through Stanislaus County Office of Education. The purpose for applying for the additional funds is to support the increase of additional service days for children and families. In addition, the funding will assist the program in reinstating position that were previously eliminated. The total funding awarded totals \$631,152. The CSPP services will be provided at five sites in the City of Madera. The funding will be layered with Head Start funds.

IV. FINANCING: significant

Total Head Start Grant Award – Basic Budget:	\$4,060,640
Total Early Head Start Grant Award – Basic Budget	\$ 601,117
Total Head Start T&TA Award:	\$ 46,025
Total Early Head Start T&TA Award	\$ 13,373
Total In-Kind Budget:	\$1,180,288
CA State Preschool Program	\$ 631,152

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA REGIONAL/MARIPOSA HEAD START
BASIC DURATION BUDGET JUSTIFICATION
JUNE 1, 2021 - MAY 31, 2022

8 Utilities - Electricity, Water, & Disposal						\$ 76,404
Central Head Start Office	\$ 860.00	x	12 Mths		\$ 10,320	
Head Start Sites:	\$ 5,507.00	x	12 Mths		\$ 66,084	
9 Building Maintenance/Repair and Other Occupancy						\$ 79,349
a. Building Repairs & Maintenance	\$ 4,166.67	x	12 Mths		50,000	
b. Grounds Maintenance	\$ 1,804.33	x	12 Mths		\$ 21,652	
c. Pest Control	\$ 441.00	x	12 Mths		\$ 5,292	
d. Burglar and Fire Alarm	\$ 135.83	x	12 Mths		\$ 1,630	
e. Custodial Services	\$ 64.58	x	12 Mths		\$ 775	
10 Building and Liability Insurance						\$ 10,622
a. Property Insurance	\$ 647.67	x	12 Mths		\$ 7,772	
b. Student Insurance	\$ 223.33	x	9 Mths		\$ 2,010	
c. Liability Insurance	\$ 70.00	x	12 Mths		\$ 840	
11 Consultants	\$ 2,869.00	x	10 Mths		\$ 28,690	\$ 29,530
12 Consultant Expenses	\$ 420.00	x	2 Mths		\$ 840	
f. Contracts - Chawanakee (North Fork) Lbr	\$ 1,940.00	x	10 Mths		\$ 19,400	
g. Legal fees and Union Negotiation					\$ 5,000	
13 Human Resource & Personnel Fees						\$ 12,374
a. Medical Screening/Drug Testing	\$ 75.00	x	20 Emp		\$ 1,500	
b. Fingerprinting Clearance Fees	\$ 75.00	x	20 Emp		\$ 1,500	
c. Center Licensing Fees	\$ 781.17	x	12 Mths		\$ 9,374	
14 Transportation						\$ 22,092
a. Vehicle Operating Expenses: Gas & Oil	\$ 175.00	x	12 Mths		\$ 2,100	
b. Vehicle Insurance	\$ 1,166.00	x	12 Mths		\$ 13,992	
c. Vehicle Maintenance	\$ 500.00	x	12 Mths		\$ 6,000	
15 Local Travel	Miles					\$ 2,700
a. Local in-county travel for office/center staff	4,822	x	0.560		\$ 2,700	
16 Parent Services						\$ 10,420
a. Parent/PC mileage reimbursement	\$ 120.00	x	10 Mths		\$ 1,200	
b. Policy Council Meeting Allowance	\$ 35.00	x 12 Mtg	x 13 members		\$ 3,300	
c. PC Food Allowance	\$ 10.00	x 12 Mtg	x 10 members		\$ 1,000	
17 Training or Staff Development						\$ 16,100
a. Employee Health and Safety	\$ 150.00	x	80 Emp		\$ 12,000	
b. Registration Fees - Local Training	\$ 50.00	x	80 Emp		\$ 4,000	
c. Per Diem - Staff	\$ 20.00	x	5 Emp		\$ 100	
d. Classroom field trip	\$ 11.38	x	246 Children			\$ 2,800
TOTAL OPERATIONAL COST						BASIC \$ 674,917
TOTAL PAYROLL COST						\$ 3,047,026
						\$ 3,721,943
6i. INDIRECT COSTS						
Indirect Costs 9.1% Of Total Direct Charges	\$			3,721,943		\$ 338,697
TOTAL PA 22 HEAD START BUDGET						\$ 4,060,640

Children	246
Cost per Child	\$ 16,507
Inkind	\$ 1,026,666.00

**Community Action Partnership of Madera County
Madera Regional/Mariposa Head Start
Basic Administrative Budget
June 1, 2021 - May 31, 2022**

6A PERSONNEL	Hrs./ Day	# Days	% Time	BASIC FEDERAL SHARE
Position				
HEAD START DIRECTOR	2.40	261	30.0%	\$ 45,856
DEPUTY DIRECTOR-ECE	2.00	261	25.0%	\$ 30,751
DEPUTY DIRECTOR-PROGRAM SERVICES	2.00	261	25.0%	\$ 30,708
EXECUTIVE ADMINISTRATIVE AIDE	2.40	261	30.0%	\$ 13,864
ADMINISTRATIVE ANALYST	2.00	261	25.0%	\$ 14,545
HUMAN RESOURCES ASSISTANT II	0.00	261	0.0%	\$ -
HUMAN RESOURCES ASSISTANT I	3.76	261	47.0%	\$ 21,435
TOTAL SALARIES				<u>\$ 157,159</u>
6B FRINGE BENEFITS				
Payroll Taxes:				
FICA				11,742
SUI				2,318
Workers' Compensation				5,205
Health/Dental/Vision/Life Insurance				12,500
Retirement				6,203
TOTAL FRINGE BENEFITS				<u>37,968</u>
TOTAL PERSONNEL COSTS				<u>195,127</u>
6C TRAVEL (OUT OF AREA)				
1. National Head Start Association Conference	\$ 7,000	x	50%	3,500
2. CHSA Annual Education Conference	\$ 3,020	x	50%	1,510
3. CHSA Health Institute	\$ 2,454	x	50%	1,227
4. CACFP Annual Conference	\$ 1,103	x	50%	552
TOTAL TRAVEL (OUT OF AREA)	<u>\$ 13,577</u>			<u>6,789</u>
6D EQUIPMENT (EXCESS \$5,000/UNIT)				0
TOTAL EQUIPMENT (EXCESS \$5,000/UNIT)				<u>0</u>
6E SUPPLIES				
Office Supplies	\$19,270 per yr.	x	29.0%	5,588
Data Supplies	\$14,700 per yr.	x	37.0%	5,439
Custodial Supplies	\$2,400 per yr.	x	5.0%	120
Postage	\$1,080 per yr.	x	100.0%	1,080
Printing & Publications	\$5,800 per yr.	x	50.0%	2,900
TOTAL SUPPLIES				<u>15,127</u>
6F CONTRACTS				-
6G RENOVATION				-
6H OTHER				
Telephone	\$ 18,420.00 per yr.	x	2.00%	368
Rent	\$ 73,404.00 per yr.	x	5.25%	3,854
Utilities and Disposal	\$ 19,920.00 per yr.	x	4.00%	797
Property Insurance	\$ 2,952.00 per yr.	x	5.00%	148
Fees & Licenses	\$ 9,000.00 per yr.	x	1.00%	90
Legal	\$ 5,100.00 per yr.	x	100.00%	5,100
TOTAL OTHER				<u>5,257</u>
6I TOTAL DIRECT COSTS				<u>222,300</u>
6J INDIRECT COSTS	Approved Indirect Rate (9.1%)			<u>388,836</u>
TOTAL BUDGET				<u>611,136</u>

ADMINISTRATIVE PERCENTAGE

10.36%

Administrative Rate Calculation	
Basic (Regional and EHS)	\$ 4,661,757
T&TA (Regional and EHS)	\$ 59,398
	<u>\$ 4,721,155</u>
Non-Federal (Regional and EHS)	\$ 1,180,288
Grand Total	<u>\$ 5,901,443</u>
MAX ADMIN % ALLOWED = 15%	\$ 885,216
ADMIN BUDGET TOTAL	\$ 611,136
DIVIDED BY TOTAL FUNDING	\$ 5,901,443
ADMIN %	10.36%

Assistance - PA20
Budget Detail Justification
June 01, 2021 - May 31, 2022

6a.	SALARIES		\$0
6b.	FRINGE BENEFITS		\$0
	TOTAL SALARIES & FRINGE BENEFITS		\$0
 OPERATIONAL EXPENSES			
6c.	TRAVEL		\$ 13,577
	<u>1. National Head Start Association Conference</u>	\$ 7,000	
	Registration fees (\$500/person x 3 staff)	\$ 1,500	
	Lodging (\$250/night x 5 nights x 2 room, including parkir	\$ 2,500	
	Per diem (\$50/day x 6 days x 3 staff)	\$ 900	
	Airfare	\$ 2,100	
	<u>2. CHSA Annual Education Conference</u>	\$3,020	
	Registration for 3 staff (\$450/day x 3 staff)	\$1,350	
	Lodging (150/night x 4 nights x 2 rooms, including parkir	\$1,040	
	Per diem (\$42/day x 5 days x 3 staff)	\$630	
	<u>3. CHSA Health Institute</u>	\$2,454	
	Registration fees (\$350 x 3 staff)	\$1,050	
	Lodging (\$150/night x 3 nights x 2 room, including parkir	\$900	
	Per diem (\$42/day x 4 days x 3 staff)	\$504	
	<u>4. CACFP Annual Conference</u>	\$1,103	
	Registration fees (\$275 x 1 staff)	\$275	
	Lodging (\$149/night x 4 nights x 1 room, including parkir	\$660	
	Per diem (\$42/day x 4 days x 1 staff)	\$168	
6d.	EQUIPMENT		\$0
6e.	SUPPLIES		\$2,070
	<u>1. Office/Program Supplies</u>	\$2,070	
	Resource materials for staff and parents training and meetings		
6f.	CONTRACTUAL		\$0
6g.	CONSTRUCTION		\$0
6h.	OTHER SUPPLIES		\$26,539
		\$3,444	
	Rental of facility for training and advisory meetings (200.00/day rental fee x 5 meetings)	\$1,000	
	Printed Mateirlas/Supplies	\$2,444	
	<u>2. Consultants and Consultant Expenses</u>	\$23,095	
	a. Policy Council Training with Agency Attorney	\$1,500	
	*Brown Act		
	*By-Laws		
	*Program Governance		
	*Role & Responsibilities		

Assistance - PA20
 Budget Detail Justification
 June 01, 2021 - May 31, 2022

b. Area Managers, Teaching staff, 15 hour In-service	\$10,800
*CLASS	
*Dual Language Learners	
*Creative Curriculum - Studies	
*Teaching Pyramid - Level I	
*Conscious Discipline	
c. Abriendo Puertas Curriculum Training	\$6,500
*Training \$6,000	
*Books/Materials \$500	
d. Advocate - Family Dev. Credential	\$1,000
*\$500/per person x 2 staff	
f. Health & Safety Trainings	\$2,500
*CPR/First Aid	
*Emergency/Safety Procedures	
*Child Abuse & Neglect	
*Harrasment in the Workplace	
g. Food Handler and Food Manager Certification	\$195
*\$15/per person x 13 staff - handler	
h. Teach Stone - CLASS Certification	\$600
(\$150/Person x 4 Staff)	

4. Printing and Publications - Training Materials

	TOTAL DIRECT CHARGES			\$42,187
6i.	INDIRECT COSTS	\$42,187	X	9.10%
	TOTAL PA 20 HEAD START T & TA BUDGET			<u>\$46,026</u>

**Community Action Partnership of Madera County
Madera Regional/Mariposa Head Start
Basic Non-Federal Share (In-Kind Cash)
Budget Detail Justification PA20/PA22
June 1, 2021 - May 31, 2022**

							BASIC			
6a. SALARIES							0			
6b. FRINGE BENEFITS							0			
6c. TRAVEL (OUT OF AREA)							0			
6d. EQUIPMENT							0			
6e. SUPPLIES								<u>\$ 4,200.00</u>		
1	Donated Materials	\$ 100.00	x	11	Sites	\$	1,100.00			
	Doantions provided by local merchants									
2	Supplies Purchased	\$ 258.33	x	12	Months	\$	3,100.00			
	with Program Income									
6f. CONTRACTUAL										
6g. CONSTRUCTION										
6h. OTHER								<u>\$139,143</u>		
		Appraised		Annual Rent Paid			Inkind Value			
000	Office (Only)	-		37,243.08			N/A			
001	Vedell Mckelvey	43,500.00		6,000.00			37,500.00			
002	Chowchilla	15,720.00		6,600.00			9,120.00			
004	Eastside	35,000.00		12,000.00			23,000.00			
005	Fairmead	10,800.00		1.00			10,799.00			
006	Cottonwood	19,200.00		-			19,200.00			
007	North Fork	27,648.00		12,000.00			15,648.00			
008	Oakhurst	29,376.00		6,000.00			23,376.00			
009	Valley West	11,520.00		7,200.00			N/A			
012	Homebase	-		-			0.00			
013	Sunset	-		-			N/A			
014	Ruth Gonzales	4,700.00		4,200.00			500.00			
016	Mis Tesoras	-		6,600.00			N/A			
351	Mariposa	6,900.00		1.00			N/A			
		<u>204,364.00</u>		<u>97,845.08</u>			<u>\$139,143</u>			
3. Volunteers								<u>\$252,171</u>		
	PC Board	14	Membrs	1.50	Hrs	12	Mtgs	\$49.18	Hr	\$12,395
	000 Office	0	Parents	-	Hrs	10	Mtgs	\$21.66	Hr	\$0
	001 Vedell Mckelvey	30	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$29,241
	002 Chowchilla	40	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$38,988
	004 Eastside	20	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$19,494
	005 Fairmead	17	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$16,570
	006 Cottonwood	20	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$19,494
	007 North Fork	17	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$16,570
	008 Oakhurst	15	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$14,621
	009 Valley West	30	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$29,241
	012 Homebase	0	Parents	-	Hrs	12	Mtgs	\$21.66	Hr	\$0
	013 Sunset	0	Parents	-	Hrs	10	Mtgs	\$21.66	Hr	\$0
	014 Ruth Gonzales	20	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$19,494
	016 Mis Tesoras	17	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$16,570
	351 Mariposa	20	Parents	4.50	Hrs	10	Mtgs	\$21.66	Hr	\$19,494
4 State Inkind Collaboration								<u>\$631,152</u>		
Total Non-Federal Share								<u>\$1,026,666.00</u>		

EHS Training and Technical Assistance - PA20
 Budget Detail Justification
 June 1, 2021 - May 31, 2022

6a.	SALARIES		\$0
6b.	FRINGE BENEFITS		\$0
TOTAL SALARIES & FRINGE BENEFITS			\$0
 OPERATIONAL EXPENSES			
6c.	TRAVEL		\$8,070
	<u>1. Zero to Three Conference</u>		\$ 3,820
	Registration (\$500 x 2 staff)	\$1,000	
	Lodging (\$250/night x 4 nights x 1 room, including part	\$1,000	
	Per diem (\$42/day x 5 days x 2 staff)	\$420	
	Airfare	\$1,400	
	<u>1. National Head Start Association Conference</u>		\$4,250
	Registration fees (\$500/person x 2 staff)	\$ 1,000	
	Lodging (\$250/night x 5 nights x 1 room, including part	\$ 1,250	
	Per diem (\$50/day x 6 days x 2 staff)	\$ 600	
	Airfare	\$ 1,400	
6d.	EQUIPMENT		\$0
6e.	SUPPLIES		\$478
	<u>1. Office/Program Supplies</u>		
	Resource materials for staff and parents training and meetings -		\$478
6f.	CONTRACTUAL		\$0
6g.	CONSTRUCTION		\$0
6h.	OTHER SUPPLIES		\$3,710
			\$0
	<u>2. Consultants and Consultant Expenses</u>		\$3,710
	a. Health & Safety Trainings	\$350	
	*CPR/First Aid		
	*Emergency/Safety Procedures		
	*Child Abuse & Neglect		
	*Harrasment in the Workplace		
	b. Early Head Start Family Facilitator Training	\$3,300	
	*HOVRS		
	*DRDP Learning Genie		
	* Program Curriculum		
	c. Food Handler Certification	\$60	
	\$15 x 4 Staff		
	<u>4. Printing and Publications - Training Materials</u>		\$0
	TOTAL DIRECT CHARGES		\$12,258
6i.	INDIRECT COSTS	\$12,258	X 9.10%
TOTAL PA 20 HEAD START T & TA BUDGET			<u>\$13,373</u>

Community Action Partnership of Madera County
Regional/Mariposa Head Start
Payroll Budget Detail and Justification
June 1, 2021 - May 31,2022

2/5/2021
2:57 PM

DAYS OF OPERATION

Title	Pre-Start	Child Days	Duration	Staff w/o Child	Holidays	N/P Partial Staff	Winter/Sprg Brks	N/P All Staff	N/P All Staff	Total Work Days	Hrs	Total	Total	Federal
											Per	Total	YTD	Federal
											Day	Hrs	Wages	Amount
Full Day		Full Day												
EARLY HEAD START-FAMILY FACILITATOR		218		18	12		11	2	2	248	8.0	1,984		
EARLY HEAD START-FAMILY FACILITATOR		218		18	12		11	2	2	248	8.0	1,984		
EARLY HEAD START-FAMILY FACILITATOR		218		18	12		11	2	2	248	8.0	1,984		
EARLY HEAD START-FAMILY FACILITATOR		218		18	12		11	2	2	248	8.0	1,984		
												7,936	\$ 208,078.00	\$ 242,160.00
Madera Office Support Staff														
AREA MANAGER		248				13				261	2.80	731		
HEAD START PROFESSIONAL DEVELOPMENT COACH		248				13				261	0.80	209		
SUPPORT SERVICES MANAGER/ERSEA		248				13				261	0.24	63		
DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST		248				13				261	0.80	209		
NUTRITION SERVICES CONTENT SPECIALIST		248				13				261	0.56	146		
GOVERNANCE SPECIALIST		248				13				261	0.40	104		
HEALTH SERVICES CONTENT SPECIALIST		248				13				261	0.80	209		
DATA ENTRY TECHNICIAN		248				13				261	0.80	209		
DATA ENTRY TECHNICIAN-PURCHASING		248				13				261	0.40	104		
PROGRAM TECHNICIAN		248				13				261	0.40	104		
												2,088	\$ 60,601.00	\$ 77,112.00
HEAD START DIRECTOR		248				13				261	0.40	104		
DEPUTY DIRECTOR-ECE		248				13				261	0.64	167		
DEPUTY DIRECTOR-PROGRAM SERVICES		248				13				261	0.40	104		
EXECUTIVE ADMINISTRATIVE AIDE		248				13				261	0.40	104		
HUMAN RESOURCES ASSISTANT I		248				13				261	0.40	104		
												583	\$ 23,087.28	\$ 29,125.22
													\$ 291,766.28	\$ 348,397.22

6A Total Salaries	276,406.74
Accrued Vacation	15,359.54
Merit	0.00
	<u>291,766.28</u>
Taxes	
SUI	5,862.00
FICA	21,650.00
	<u>\$ 27,512</u>

Community Action Partnership of Madera County
Regional/Mariposa Head Start
Payroll Budget Detail and Justification
June 1, 2021 - May 31,2022

2/5/2021
2:58 PM

DAYS OF OPERATION

Title	Pre-Start	Child Days	Duration	Staff w/o Child	Holidays	N/P Partial Staff	Winter/Spring Breaks	N/P All Staff	N/P All Staff	Total Work Days	Total	Benefit	Total	Federal	
											Hrs	%	YTD Wages	Amount	
Double Part Day															
SITE SUPERVISOR/TEACHER	15	174		24	11			11	0	26	224	1,792	100.0%		
ADVOCATE III	3	174		24	11			11	0	38	212	1,696	100.0%		
TEACHER		174		24	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE III/JANITOR		174		24	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE/HEAD COOK(40+MEALS)		174		24	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		174		24	11			11	0	41	209	1,672	100.0%		
											10,176		\$ 209,556.22	\$ 280,092.14	
Full Day Full Day															
SITE SUPERVISOR/TEACHER	15	178		20	11			11	0	26	224	1,792	100.0%		
ADVOCATE III	3	178		20	11			11	0	38	212	1,696	100.0%		
MASTER TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
ASSOCIATE TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE III/JANITOR		178		20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE I/JANITOR		178		20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE/HEAD COOK(40+MEALS)		178		20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		178		20	11			11	0	41	209	732	50.0%		
											15,924		\$ 329,306.21	\$ 426,018.99	
Full Day Full Day															
SITE SUPERVISOR/TEACHER	15	178		20	11			11	0	26	224	1,792	100.0%		
ADVOCATE III	3	178		20	11			11	0	38	212	1,696	100.0%		
TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE III		178		20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		178		20	11			11	0	41	209	1,463	100.0%		
											8,295		\$ 169,541.74	\$ 212,283.74	
Full Day Full Day															
SITE SUPERVISOR/TEACHER	15	178		20	11			11	0	26	224	1,792	100.0%		
ADVOCATE III	3	178		20	11			11	0	38	212	1,696	100.0%		
TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE I/JANITOR		178		20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		178		20	11			11	0	41	209	732	50.0%		
											7,564		\$ 146,385.21	\$ 183,642.21	
Full Day Full Day															
SITE SUPERVISOR/TEACHER	15	178		20	11			11	0	26	224	1,792	100.0%		
ADVOCATE II	3	178		20	11			11	0	38	212	1,696	100.0%		
ASSOCIATE TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE I/JANITOR		178		20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		178		20	11			11	0	41	209	1,463	100.0%		
											8,295		\$ 172,769.81	\$ 222,473.81	
Full Day Full Day															
SITE SUPERVISOR/TEACHER	15	178		20	11			11	0	26	224	1,792	100.0%		
ADVOCATE III	3	178		20	11			11	0	38	212	848	50.0%		
ASSOCIATE TEACHER		178		20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE III/JANITOR		178		20	11			11	0	41	209	1,672	100.0%		
											5,984		\$ 109,102.13	\$ 142,602.13	
Double Part Day															
SITE SUPERVISOR/TEACHER	15	174		24	11			11	0	26	224	1,344	100.0%		
ADVOCATE III	3	174		24	11			11	0	38	212	848	50.0%		
TEACHER		174		24	11			11	0	41	209	1,254	100.0%		
INSTRUCTIONAL AIDE I/JANITOR		174		24	11			11	0	41	209	1,254	100.0%		
											4,700		\$ 91,444.06	\$ 122,237.06	
Double Part Day															
SITE SUPERVISOR/TEACHER	15	174		24	11			11	0	26	224	1,792	100.0%		
ADVOCATE III	3	174		24	11			11	0	38	212	1,696	100.0%		
TEACHER		174		24	11			11	0	41	209	1,672	100.0%		
TEACHER		174		24	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE III/JANITOR		174		24	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		174		24	11			11	0	41	209	1,463	100.0%		
											9,967		\$ 203,064.47	\$ 258,338.47	
FULL Full Day															
SITE SUPERVISOR/TEACHER	15	178		20	11			11	0	26	224	1,792	100.0%		

Community Action Partnership of Madera County
Regional/Mariposa Head Start
Payroll Budget Detail and Justification
June 1, 2021 - May 31, 2022

2/5/2021
2:58 PM

DAYS OF OPERATION

Title	Pre-Start	Child Days	Duration	Staff w/o Child	Holidays	N/P Partial Staff	Winter/Spring Breaks	N/P All Staff	N/P All Staff	Total Work Days	Total	Benefit	Total	Federal
											Hrs	%	YTD	Amount
ADVOCATE III	3	178	20	11			11	0	38	212	1,696	100.0%		
TEACHER		178	20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE I/JANITOR		178	20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		178	20	11			11	0	41	209	1,463	100.0%		
											8,295		\$ 175,643.28	\$ 227,431.28
FULL														
Full Day														
SITE SUPERVISOR/TEACHER	15	178	20	11			11	0	26	224	1,792	100.0%		
ADVOCATE III	3	178	20	11			11	0	38	212	1,696	100.0%		
ASSOCIATE TEACHER		178	20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE II/JANITOR		178	20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE WORKER I		178	20	11			11	0	41	209	1,463	100.0%		
											8,295		\$ 165,149.19	\$ 216,487.19
Full Day														
Full Day														
SITE SUPERVISOR/TEACHER	15	178	20	11			11	0	26	224	1,792	100.0%		
ADVOCATE II	3	178	20	11			11	0	38	212	1,696	100.0%		
ASSOCIATE TEACHER		178	20	11			11	0	41	209	1,672	100.0%		
INSTRUCTIONAL AIDE II/JANITOR		178	20	11			11	0	41	209	1,672	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		178	20	11			11	0	41	209	1,463	100.0%		
											8,295		\$ 157,425.17	\$ 203,052.17
Madera Office Support Staff														
AREA MANAGER		248			13					261	626	30.0%		
AREA MANAGER		248			13					261	418	20.0%		
AREA MANAGER		248			13					261	626	30.0%		
HEAD START PROFESSIONAL DEVELOPMENT COACH		248			13					261	731	35.0%		
SUPPORT SERVICES MANAGER/ERSEA		248			13					261	438	21.0%		
DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST		248			13					261	480	23.0%		
NUTRITION SERVICES CONTENT SPECIALIST		248			13					261	480	23.0%		
GOVERNANCE SPECIALIST		248			13					261	585	28.0%		
HEALTH SERVICES CONTENT SPECIALIST		248			13					261	522	25.0%		
DATA ENTRY TECHNICIAN		248			13					261	1,879	90.0%		
DATA ENTRY TECHNICIAN-PURCHASING		248			13					261	981	47.0%		
PROGRAM TECHNICIAN		248			13					261	981	47.0%		
MAINTENANCE WORKER II		248			13					261	1,190	57.0%		
MAINTENANCE WORKER I		248			13					261	2,088	100.0%		
											12,025		\$ 301,360.30	\$ 386,364.30
HEAD START DIRECTOR														
HEAD START DIRECTOR		248			13					261	626	30.0%		
DEPUTY DIRECTOR-ECE		248			13					261	522	25.0%		
DEPUTY DIRECTOR-PROGRAM SERVICES		248			13					261	522	25.0%		
EXECUTIVE ADMINISTRATIVE AIDE		248			13					261	626	30.0%		
ADMINISTRATIVE ANALYST		248			13					261	522	25.0%		
HUMAN RESOURCES ASSISTANT I		248			13					261	981	47.0%		
											3,799		\$ 134,072.59	\$ 166,002.59
													\$ 2,364,820.38	\$ 3,047,026.08

6A Total Salaries	2,506,393.15
Accrued Vacation	148,338.12
Merit	27,462.00
	\$ (317,372.89)
	<u>2,364,820.38</u>
Taxes	
SUI	32,508.00
FICA	176,890.00
	<u>209,398.00</u>
Workers Comp	<u>87,542.00</u>
6B Fringe Benefits	
Medical Insurance	208,990.00
Dental Insurance	69,985.84
Retirement Insurance Decline	21,155.00
Retirement Insurance 4%	85,135.01
	<u>385,265.85</u>
Total Employee Benefits	682,205.85
	<u>\$ 3,047,026.23</u>

2021-2022 MADERA/MARIPOSA REGIONAL HEAD START

Days of Operation

FULL DAY SESSION

Jun-21

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mth	22	Exp	22
Child Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	22		22

Jul-21

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mth	22	Exp	17
Child Days			0
Staff w/o Children			5
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	17		22

Aug-21

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	27
Child Days			21
Staff w/o Children			1
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Sep-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth	22	Exp	13
Child Days			20
Staff w/o Children			1
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Oct-21

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	21	Exp	30
Child Days			18
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Nov-21

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth	22	Exp	20
Child Days			16
Staff w/o Children			3
Holidays			3
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Dec-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth	23	Exp	20
Child Days			12
Staff w/o Children			1
Holidays			3
Winter/Spring Break			7
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Jan-22

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth	21	Exp	20
Child Days			19
Staff w/o Children			1
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Feb-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth	20	Exp	26
Child Days			17
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Mar-22

MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

Mth	23	Exp	14
Child Days			22
Staff w/o Children			1
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

Apr-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth	21	Exp	30
Child Days			15
Staff w/o Children			1
Holidays			1
Winter/Spring Break			4
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		0

May-22

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	22
Child Days			18
Staff w/o Children			2
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	2		2

Advocates	Starting	Ending
Site Supervisors	07/06/20	05/28/21
All Staff	07/22/20	05/28/21
Training/Setup Days	07/27/20	05/28/21
Childrens first day	08/05/19	
Winter Break	08/03/20	05/26/21
Spring Break	12/21/20	01/01/21
	03/29/21	04/02/21

Total Child Days	178
Staff Days w/o Children	20
Holidays	11
Winter/Spring Break	11
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	41
	261

2021-2022 MADERA/MARIPOSA REGIONAL HEAD START

Days of Operation PART DAY SESSION

Jun-21

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mth	22	Exp	22
Child Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	22		22

Jul-21

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mth	22	Exp	17
Child Days			0
Staff w/o Children			5
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	17		22

Aug-21

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	27
Child Days			21
Staff w/o Children			1
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	17		22

Sep-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth	22	Exp	13
Child Days			19
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		22

Oct-21

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	21	Exp	30
Child Days			18
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		21

Nov-21

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth	22	Exp	20
Child Days			16
Staff w/o Children			3
Holidays			3
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		22

Dec-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth	23	Exp	20
Child Days			12
Staff w/o Children			1
Holidays			3
Winter/Spring Break			7
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		23

Jan-22

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth	21	Exp	20
Child Days			18
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		21

Feb-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth	20	Exp	26
Child Days			17
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		20

Mar-22

MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

Mth	23	Exp	14
Child Days			21
Staff w/o Children			2
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		23

Apr-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth	21	Exp	30
Child Days			15
Staff w/o Children			1
Holidays			1
Winter/Spring Break			4
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	0		21

May-22

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	22
Child Days			17
Staff w/o Children			3
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days	2		22

	Starting	Ending
Advocates	07/06/20	05/28/21
Site Supervisors	07/22/20	05/28/21
All Staff	07/27/20	05/28/21
Training/Setup Days	08/05/19	
Childrens first day	08/03/20	05/26/21
Winter Break	12/21/20	01/01/21
Spring Break	03/29/21	04/02/21

Total Child Days	174
Staff Days w/o Children	24
Holidays	11
Winter/Spring Break	11
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	41
	261

2021-2022 MADERA/MARIPOSA REGIONAL HEAD START
Days of Operation
EARLY HEAD START

Jun-21						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mth	22	Exp	22
Child Days			22
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Jul-21						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mth	22	Exp	17
Child Days			16
Staff w/o Children			5
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Aug-21						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	27
Child Days			22
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Mth	66	Exp	66
Child Days			60
Staff w/o Children			5
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Sep-21						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth	22	Exp	13
Child Days			21
Staff w/o Children			0
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Oct-21						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	21	Exp	30
Child Days			15
Staff w/o Children			5
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			21

Nov-21						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth	22	Exp	20
Child Days			16
Staff w/o Children			3
Holidays			3
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Mth	65	Exp	63
Child Days			52
Staff w/o Children			8
Holidays			5
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Dec-21						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth	23	Exp	20
Child Days			13
Staff w/o Children			0
Holidays			3
Winter/Spring Break			7
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			23

Jan-22						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth	21	Exp	20
Child Days			20
Staff w/o Children			0
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			21

Feb-22						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth	20	Exp	26
Child Days			19
Staff w/o Children			0
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			20

Mth	64	Exp	66
Child Days			52
Staff w/o Children			0
Holidays			5
Winter/Spring Break			7
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Mar-22						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth	23	Exp	14
Child Days			23
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			23

Apr-22						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth	21	Exp	30
Child Days			16
Staff w/o Children			0
Holidays			1
Winter/Spring Break			4
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			21

May-22						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	22
Child Days			15
Staff w/o Children			5
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			2
			22

Mth	66	Exp	66
Child Days			54
Staff w/o Children			5
Holidays			1
Winter/Spring Break			4
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			2

Total Child Days	218
Staff Days w/o Children	18
Holidays	12
Winter/Spring Break	11
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	2
	261

Mth	261	Exp	261
Child Days			218
Staff w/o Children			18
Holidays			12
Winter/Spring Break			11
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			2



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: February 11, 2021

Author: Donna Tooley

DATE: February 2, 2021

TO: Board of Directors

FROM: Donna Tooley, Consultant and Former Chief Financial Officer

SUBJECT: Annual Conflict of Interest Certification

I. **RECOMMENDATION:**

Review and complete the Annual Conflict of Interest Certification, inclusive of Form 700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2020.

II. **SUMMARY:**

On an annual basis, members of the Board of Directors, the Executive Director, the Chief Financial Officer, and all Head Start Directors, Program Managers and those staff that influence vendor selections must complete a Form 700, Report of Economic Interests and complete the Annual Conflict of Interest Disclosure Form. This disclosure form must be completed as part of the agency's ongoing policies annually.

III. **DISCUSSION:**

- A. The CAPMC Conflict of Interest Policy was revised on February 4, 2016. A copy of the policy is attached. It defines interested parties and financial interests.
- B. Every Board Member, the Executive Director and the Chief Financial Officer need to complete the Annual Conflict of Interest Disclosure Form. Cristal Sanchez, CAPMC Strategic Plan Coordinator and Assistant to the Executive Director, will email the forms soon and provide further guidance on completing and returning the forms. This Disclosure Form should be completed and returned no later than April 1, 2021 along with the completed and signed Form 700.
- C. Staff will make the Form 700 and Form 700 instructions available to each Board Member. The Form 700 must be filed by April 1, 2021. This is one of the items (#1C) on the Disclosure Statement.
- D. The listing of the agency's vendors/contractors for the calendar year 2020 at the Board of Director meeting is attached. Please review the listing and respond to question #5 on the Disclosure Statement.
- E. The purpose of this disclosure is to avoid and refrain from any potential or actual conflicts of interests or to receive any benefit by entering into any transaction or arrangement. This disclosure also provides a mechanism for reporting any real or apparent conflicts of interest to the Executive Director.

IV. **FINANCING:** None

Community Action Partnership of Madera County
Conflict of Interest Policy
and
Form 700 Report of Economic Interest
For Directors, Officers, Employees and Volunteers

Article I – Purpose

1. The purpose of this Board conflict of interest policy is to protect Community Action Partnership of Madera County (CAPMC)'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an employee, volunteer, officer or director of CAPMC or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations such as CAPMC.
3. All employees, officers, board members, policy council/committee members and volunteers have an obligation to:
 - a. Avoid potential or actual conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Agency in dealing with outside entities or individuals,
 - b. Disclose real and apparent conflicts of interest to the Executive Director, and
 - c. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

Article II – Definitions

1. Interested Persons – The persons covered under this policy shall hereinafter be referred to as “interested persons.” Interested persons include all members of the board of directors and all employees, as well as persons with the following relationships to directors or employees:
 - a. Spouses or domestic partners
 - b. Brothers and sisters
 - c. Parents, children, grandchildren, and great-grandchildren
 - d. Spouses of individuals listed in 2 and 3

- e. Corporations, partnerships, limited liability companies (LLCs), and other forms of business in which an employee or board member, either individually or in combination with individuals listed in 1, 2, 3, or 4, collectively possess a 25% or more ownership or beneficial interest.
2. Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- a. An ownership or investment interest in any entity with which CAPMC has a transaction or arrangement,
 - b. A compensation arrangement with CAPMC or with any entity or individual with which CAPMC has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CAPMC is negotiating a transaction or arrangement.

Conflicts of interest arise when the interest of any interested party may be seen as competing with those of the Agency. Conflicts of interest may be financial (where an interested party benefits financially directly or indirectly) or non-financial (e.g. seeking preferential treatment, using confidential information).

A conflict of interest arises when an employee, officer, board member, policy council/committee member, or volunteer involved in making a decision is in the position to benefit, directly or indirectly, from his/her dealings with the Agency or person conducting business with the Agency. (A potential conflict of interest exists when the board member or employee, or his or her immediate family {spouse, parent, child, brother, sister and spouse of parent, child, brother, or sister} owes/receives more than 1% of the benefiting business/profits.)

Examples of conflicts of interest include, but are not limited to, situations in which a board/policy council/committee member or employee:

- i. Negotiates or approves a contract, purchase, or lease on behalf of the Agency and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services. Personal and institutional services are covered, including banking and other financial services, medical, legal, and other professional services, and management and consultant services, as well as other kinds of skilled and unskilled labor;

- ii. Negotiates or approves a contract, sale, or lease on behalf of the Agency and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the good or services;
- iii. Employs or approves the employment of, or supervises a person who is an immediate family member of the board/policy council/committee member or employee. Family members are designated as:

Husband	Son	Son-in-law	Uncle
Wife	Daughter	Daughter-in-law	Aunt
Father	Father-in-law	Grandfather	Nephew
Mother	Mother-in-law	Grandmother	Niece
Sister	Sister-in-law	Stepchildren	Cousin
Brother	Brother-in-law	Stepparent	Domestic Partner

- iv. Sells products or services in competition with the Agency;
- v. Uses the Agency's facilities, other assets, employees, or other resources for personal gain;
- vi. Receives a gift from a vendor, if the board/policy council/committee member or employee is responsible for initiating or approving purchases from that vendor.

Board Member, Policy Council/Committee Member Application for Employment

Any person who is or has been on the Board of Directors in the six months previous to his/her application for a CAPMC vacancy shall be ineligible for employment consideration, except for target area representatives and Policy Council/Committee members/Board of Directors representatives.

Additionally, no immediate family member of the Board of Directors or the Policy Council/Committee member may be an employee of that Agency. This does not prohibit an immediate family member from submitting an application for employment with the Agency. However, if the family member is offered and accepts employment, the affected Board or Policy Council/Committee member must resign his/her position. Nothing contained in the provision would permit any preferential treatment or consideration of the employment application of any family member.

Article III – Disclosure Requirements

An employee, officer, board member, policy council/committee member, or volunteer who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that

conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

CAPMC requires the following:

1. On an annual basis, all members of the Board of Directors, the Executive Director, the Chief Financial Officer, and all Program Managers shall complete Form 700, Report of Economic Interests.
2. Employees, officers, board members, policy council/committee members or volunteers of the Agency are required to notify the Executive Director or any financial conflict of interest that may arise in the course of carrying out assigned duties. Board members are directed to CAPMC's Bylaws, Article 11, and if any conflicts of interest arise in the implementation or interpretation of this provision, the Bylaws will take precedence.
3. At the inception of employment or volunteer service to the Agency, and on an annual basis thereafter, the fiscal department shall distribute a list of all vendors with whom the Agency has transacted business at any time during the preceding year, along with a copy of the disclosure statement to all members of the Board of Directors, the Executive Director, members of senior management, and employees with purchasing and/or hiring responsibilities or authority. Using the prescribed form these individuals shall inform, in writing and with a signature, the Executive Director and Finance Committee of all potential reportable conflicts.
4. During the year, these individuals shall submit a signed, updated disclosure form if any new potential conflict arises.
5. Prior to any management, board or committee action on a contract or transaction involving a conflict of interest, material facts to a conflict of interest shall be disclosed by staff, board or committee member. Such disclosure shall be reflected in the minutes of the meeting.
6. A person who has a conflict of interest shall not participate in or be permitted to hear management's, the board's or the committee's discussion of the matter. Such person shall not attempt to exert his or her personal influence with respect to the matter.
7. A person who has a conflict of interest with respect to a contract or transaction that will be voted on at a meeting shall not be counted in determining a quorum for purposes of the vote. The person having a conflict of interest may not vote on the contract or transaction and shall not be present in the meeting room during deliberations or when the vote is taken. Such a person's ineligibility to vote and abstention from voting shall be reflected in the minutes of the meeting.

Article IV – Resolution of Conflicts of Interest

All potential, actual or apparent conflicts of interest shall be disclosed to the Board Chairperson or the Executive Director of the Agency. Conflicts shall be resolved as follows:

- The chair of the board shall be responsible for making all decisions concerning resolution of the conflict involving the Executive Director, members of the Finance Committee, or other board members. If the actual, potential or apparent conflict involves the board chair, then the board shall appoint of committee of three board members not involved in the actual, potential or apparent conflict to make all decisions concerning resolution of the conflict.
- The Executive Director shall be responsible for making all decisions concerning resolutions of conflicts involving employees.

An employee, officer, board member, policy council/committee member or volunteer may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the Board Chairperson. If the actual, potential or apparent conflict involves the board chair, then the board shall appoint of committee of three board members not involved in the actual, potential or apparent conflict to make all decisions concerning resolution of the conflict.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full Board of Directors.
- Board members who are the subject of the appeal, or who have conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board.

Article V – Disciplinary Action for Violations of this Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, removal from the board or policy council/committee, referral for criminal prosecution, and reimbursement to the Agency or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee, officer, board member, policy council/committee member or volunteer charged with a violation of this policy will be afforded an opportunity to explain his/her actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that in a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any Program Manager or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A board member or policy council/committee member who violates this policy will be removed from his/her respective governing board. The services of a volunteer who violates this policy will be terminated.

2020-2021 Statement of Economic Interests



Form 700

A Public Document

Table of Contents

Quick Start Guide	p.2
Who? Where? How? When?	p.3
Types of Statements.....	p.4
Cover Page and Schedules	
Cover Page	p.5
Schedule A-1 (<i>Investments</i>).....	p.7
Schedule A-2 (<i>Business Entities/Trusts</i>)	p.9
Schedule B (<i>Real Property</i>)	p.11
Schedule C (<i>Income</i>)	p.13
Schedule D (<i>Gifts</i>).....	p.15
Schedule E (<i>Travel Payments</i>).....	p.17
Restrictions and Prohibitions.....	p.19
Q & A.....	p.20

Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and

California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2020

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 1
members listed in Government Code Section 87200

•

WHERE DO I FILE?

ITEMS TO NOTE!

- The Form 700 is a public document.
-
- You must also report interests held by your spouse or registered domestic partner.
- Your agency' You are encouraged to get

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and	Savings and checking accounts, and annuities.
B: Real Property	's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note:

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC'

What's New

Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**. The gift limit in 2020 was **\$500**.

Who

- Government Code Section 87200
-

Obtain your disclosure categories, which describe the interests you must report, from your agency; they are not part of the Form 700

- C

board members)

Exception:

- Candidates for a county central committee are not
- Members of newly created boards and interest code
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where

87200 Filers

- ⌚ Your agency
- ⌚ The clerk of your court
- Retired Judges ⌚ Directly with FPPC
- ⌚ Y
- ⌚ Your city clerk
- ⌚ Your agency

Code: File with your agency, board, or commission unless s code (e.g., Legislative

board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies: File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing Agencies: File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Candidates:

How

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All

statements must have an original "wet" signature or be under Government Code Section 87500.2.

When

Annual Statements

⌚ March 1, 2021

-
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⌚ April 1, 2021

-

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is

Exception:

2020, and December 31, 2020, until March 1, 2022, or April 1, 2022, whichever is applicable. The annual statement will cover the day after ee Reference Pamphlet, page 6, for additional exceptions.

Candidate Statements

File of candidacy or nomination documents. A candidate annual statement for the same jurisdiction within 60 days documents.

Late Statements

. (See page 19 for

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised.

amendment schedules at www.fppc.ca.gov.

Types of Statements

in a position designated, or that will be designated, in a state or local agency'

otherwise authorized to serve in the position. If you are a you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the

or the Commission on Judicial Appointments, your nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

applicable.

- Report: Investments, interests in real property, and code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2020, through December 31, 2020. If the period covered by 2020, through

December 31, 2020 between October 1, 2019, and December 31, 2019 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

- If your disclosure category changes during a reporting period, disclose under the old category until the date of the of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Generally, the period covered is January 1, 2020, through the date you stopped performing the duties of

1, 2020, through the date you stopped performing the

between October 1, 2019, and December 31, 2019, or you are combining statements), the period covered must

The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

Candidate Statement:

in real property, and business positions held on the date

In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date

change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective county

position. The code may be obtained from the agency of the elected position.

Amendments:

an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not

schedules from the FPPC website at www.fppc.ca.gov.

Note:

it. All changes must be noted on amendment schedules.

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other _____

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2020, through December 31, 2020.
- or- The period covered is ____/____/____, through December 31, 2020.
- Assuming Office:** Date assumed ____/____/____
- Candidate:** Date of Election _____ and office sought, if different than Part 1: _____
- Leaving Office:** Date Left ____/____/____ (Check one circle.)
- The period covered is January 1, 2020, through the date of leaving office.
- or- The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments – schedule attached
- Schedule A-2 - Investments – schedule attached
- Schedule B - Real Property – schedule attached
- Schedule C - Income, Loans, & Business Positions – schedule attached
- Schedule D - Income – Gifts – schedule attached
- Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed paper statement with your filing official.)

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, address instead of your home address.**

Agency, or Court

- or court. Consultants must enter the public agency name s name. (Examples: State Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), expanded statement.
 - To do this, enter the name of the other agency(ies) title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an

you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the

include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Brian will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Brian will make a copy

Irrigation District. Both will contain an original signature.

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. Pamphlet, page 13, to determine their jurisdiction.

- which your agency has jurisdiction.
- districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position:
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement

are completing a 2020 annual statement, **do not** change the . Your annual statement is used for reporting the **previous year’s** economic interests. January 1, 2021, through December 31, 2021, will be disclosed on your . See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be

FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. V

entering the date signed. All statements must have an original

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. has authority to sign the statement. An unsigned statement

penalties.

Instructions – Schedules A-1 and A-2 Investments

entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your

totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse's or registered domestic partner's business (See Reference Pamphlet, page 8, "Business entity.")
- Your spouse's or registered domestic partner's investments even if they are legally separate property
-
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- G exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are . (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally

Examples:

interest code requires full disclosure of investments. Frank must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency's jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
-

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">____/____/20</td> <td style="text-align: center;">____/____/20</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/20	____/____/20	ACQUIRED	DISPOSED
____/____/20	____/____/20				
ACQUIRED	DISPOSED				

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">____/____/20</td> <td style="text-align: center;">____/____/20</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/20	____/____/20	ACQUIRED	DISPOSED
____/____/20	____/____/20				
ACQUIRED	DISPOSED				

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">____/____/20</td> <td style="text-align: center;">____/____/20</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/20	____/____/20	ACQUIRED	DISPOSED
____/____/20	____/____/20				
ACQUIRED	DISPOSED				

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">____/____/20</td> <td style="text-align: center;">____/____/20</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/20	____/____/20	ACQUIRED	DISPOSED
____/____/20	____/____/20				
ACQUIRED	DISPOSED				

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members

reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the

Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or

the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

Interests in real property include:

- interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are **not** required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
 - **Please note:** A non-reportable property can still disqualifying.

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available**

status are not reportable.

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Allison Gande is a city planning commissioner. During the reporting period, she received rental income of \$12,000, from a single tenant who rented property she owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR street address	
4600 24th Street	
city	
Sacramento	
fair market value	if applicable, list date:
<input type="checkbox"/> \$2,000 - \$10,000	<input type="checkbox"/> / / 19 XX / / 19 XX
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> acquired <input type="checkbox"/> disposed
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> over \$1,000,000	
nature of interest	
<input type="checkbox"/> ownership/ end of trust	<input type="checkbox"/> easement
<input type="checkbox"/> leasehold	<input type="checkbox"/> other
	ys. remaining
if rent al proper ty , gross income received	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	<input type="checkbox"/> over \$100,000
sources of rent al income: if you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
<input type="checkbox"/> none	
Henry Wells	
name of lender *	
Sophia Petroillo	
address (Business Address Acceptable)	
2121 Blue Sky Parkway, Sacramento	
business activity , if any , of lender	
Restaurant Owner	
interest ra te	term (months/years)
8 % <input type="checkbox"/> none	15 Years
highest balance during repor ting period	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> over \$100,000
<input type="checkbox"/> guarantor, if applicable	
comments:	

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED
▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED No Income - Business Position Only

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED No Income - Business Position Only

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

INTEREST RATE TERM (Months/Years)

_____ % None _____

SECURITY FOR LOAN

None Personal residence

Real Property _____
Street address

_____ *City*

Guarantor _____

Other _____
(Describe)

Comments: _____

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE D
Income – Gifts

Name _____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You

after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
-
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of status
- Wedding gifts (See Reference Pamphlet, page 16)
- you may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a **\$500** limit in **2020**. (See Reference Pamphlet, page 10.)
- you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to the admission is provided by the person who organizes the event.
- made by an individual who is not a lobbyist registered to s state agency, where it is clear that the gift was made because of an existing personal or business s position and there is no evidence whatsoever at the time the gift is made to

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

Name _____

- Mark either the gift or income box.
- or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the

purpose of your travel. (See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" to read about travel payments under section 89506(a).)

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for her travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which she is not providing services are likely considered gifts. Note that the same payment from a 501(c)(3) would NOT be reportable.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(if gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
▶ If Gift, Provide Travel Destination _____	

Example:

Mayor Kim travels to China on a trip organized by China Silicon V 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as his meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose. Thus, Mayor Kim must report the gift of travel,

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People's Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(if gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
▶ If Gift, Provide Travel Destination <u>Sichuan Sheng, China</u>	

but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).)

or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-

and employees to publicly disclose their personal assets and income. They also must disqualify themselves

personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

and candidates are subject to a limit. In 2021-2022, the gift limit increased to \$520 from a single source during a calendar year. In 2019 and 2020, the gift limit was \$500 from a single source during a calendar year.

Additionally state employees are subject to a \$10 limit per calendar

with the Secretary of State. See Reference Pamphlet, page 10.

their agency to determine if other restrictions apply.

to disqualify themselves from making, participating in, or

This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for

of boards of supervisors, planning commissioners, etc.).

a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing www.fppc.ca.gov.

Honorarium Ban

are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

Loan Restrictions

on loans. (See Reference Pamphlet, page 14.)

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected

including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The

late.

circumstances.

referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the

be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents.

member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Questions and Answers

General

Q. What is the reporting period for disclosing interests

statement?

A.

reportable investments, interests in real property, and business positions held on the date you assumed

loans, gifts and travel payments) received during the 12

On a candidate statement, disclose all reportable investments, interests in real property, and business

candidacy. You must also disclose income (including loans, gifts and travel payments) received during the

candidacy.

Q. I hold two other board positions in addition to my position with the county economic interests?

A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for

using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.

Q. I am a department head who recently began acting as city manager

A. Y

manager. Persons serving as "acting," "interim," or

they are or may be performing the duties of the position.

Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse's income, investments, and interests in real property?

A. Yes. A

economic interests until such time as dissolution of _____, if a separate property agreement has been reached prior to that time, your estranged spouse's income may not have to be reported. Contact the FPPC for more information.

Q. As a designated employee, I left one state agency to work for another state agency

A. Yes. You may also need t statement for the new agency.

Investment Disclosure

Q. I have an investment interest in shares of stock in a

Must I still disclose my investment interest in this company?

A. Probably. _____ f "doing business in the jurisdiction" is not limited to whether the business has

Reference Pamphlet, page 13.)

Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence,

disclosure. How is this trust disclosed?

A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence

with the SEC are not reportable.

Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by

though they are held in an IRA and I did not decide which stocks to purchase?

A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Q. The value of my stock changed during the reporting period. How do I report the value of the stock?

A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value.

report the value of the stock on the date you assumed

Questions and Answers Continued

Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and

purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the

A. No. You must only report dates in the "Acquired" or

initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. (See Reference Pamphlet, page 14.)

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My husband all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Questions and Answers Continued

- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2020 the gift limit was \$500, so the Bensons may have given the supervisor artwork valued at no more than **\$1,000**. The supervisor must identify Jared and Julia Benson as the sources of the gift.

- Q. I received free admission to an educational conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of persona attendance at a concert, or sporting event, are gifts subject to reporting and limits.

Q.

basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, , and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?

- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.

- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency' reportable source of income under the code.

- A. Yes. If the value of the food and beverages consumed , plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Accounts Payable Status by Vendor 2020

[06068]	21-A DISTRICT AGRICULTURAL ASSOC	1,600.00
[00111]	4 IMPRINT, INC	9,570.80
[00091]	47TH PLACE CARPET, INC	3,884.52
[61114]	ABURTO VILLAGOMEZ, LILA E	219.74
[05858]	ACCUCUT/CUSTOM SHAPE PROS	260.00
[01409]	ACCUFUND, INC	19,550.63
[61209]	ACEVEDO, GINA	47.15
[00871]	ADT SECURITY SERVICES PITTS	3,205.28
[04213]	ADVANCED AUTOMOTIVE, LLC	1,274.83
[03079]	ADVANCED ROOFING AND RAINGUTTERS	3,400.00
[60908]	AGUAYO, IRMA	55.32
[06115]	AGUILAR, JUAN	2,150.00
[06206]	AGUIRRE, GISELA	60.00
[60575]	AGUIRRE, MARIBEL	363.00
[06123]	AGUIRRE, NOEMI	2,900.00
[61232]	ALANIS, DORA	225.40
[04987]	ALFARO, CHRISTINE	50.24
[00021]	ALL VALLEY ADMINISTRATIONS, LLC cedar ave	525.00
[60008]	ALVARADO, IRMA M.	39.68
[06164]	ALVAREZ, LEO	500.00
[05556]	AMAZON.COM	80,160.70
[01149]	AMERICAN CANCER SOCIETY	10,359.87
[02280]	AMERICAN EXPRESS	1,236,591.29
[06188]	AMERICAN MOBILE WASH SERVICES	1,525.84
[02564]	AMERIGAS ALL	509.00
[03033]	AMERITAS LIFE INSURANCE claims	112,961.46
[03043]	AMERITAS LIFE INSURANCE dental prem	12,130.00
[03068]	AMY'S LANDSCAPING	1,460.00
[61241]	ANDEOLA, ANGELA D	4,547.11
[03992]	ANDRADE, LORENA	99.48
[60229]	ANDRADE-ROSAS, MARIANA	1,146.58
[04084]	ANDY'S SPORTS & DESIGN	5,870.21
[06193]	ANGELES, MARIANAVELLY	60.00
[60015]	ARANDA, LETICIA M	589.86
[06219]	ARBORPOINT APARTMENTS	822.00
[60016]	ARELLANO, MARIA E.	60.00
[60932]	ARIAS, EXCIQUIO JOSEPH	364.72
[60018]	ARIZ, MARY LOUISE	5.00
[60289]	ARREDONDO, MARIA E.	563.00
[61211]	ARREOLA, JACQUELINE	16.68
[06113]	ARRIAGA, JOAQUIN	1,100.00
[04550]	ART DOUGLAS PLUMBING, INC.	1,950.00

[06093]	ARTHUR B FONTAINE MC, INC	268.00
[04210]	ASI ADMINISTRATIVE SOLUTIONS, INC	250.00
[04908]	ASSOCIATION OF CALIFORNIA COMM	750.00
[61271]	ASSOCIATON OF NATIONALLY CERTIFIED	75.00
[04251]	ATT (CALNET 3)	45,657.86
[02407]	ATT2407 105068 ATLANTA	1,465.30
[00808]	ATT5019 5019 CAROL STREAM	7,941.91
[02832]	ATT5025 5025 CAROL STREAM	5,064.21
[03925]	BAEZ, MARTIN PACHECO	210.00
[06174]	BAKERS STONE, THE	795.00
[06089]	BAR HOLDING, INC	700.00
[06056]	BAR PROPERTIES	1,500.00
[01650]	BARNES & NOBLE	11,199.60
[06205]	BARRAZA, RUBEN RAYGOZA	3,150.00
[06161]	BARRIOS, JOSE LUIS	4,200.00
[04999]	BARRY'S APPLIANCE SERVICE	95.00
[06215]	BASS LAKE AT YOSEMITE	1,206.38
[00942]	BASS LAKE SCHOOL DISTRICT	2,960.00
[04834]	BAUDVILLE	4,154.18
[04592]	BCI BURKE COMPANY LLC	64,631.15
[06100]	BENCHMARK EDUCATION	4,446.20
[60630]	BENITEZ, MARTHA	728.00
[02818]	BERKSHIRE HATHAWAY HOMESTATE COMPANIES	59,630.35
[02769]	BERRY & BERRY INC	62,598.04
[04837]	BERRY DEVELOPMENT, LP	301,170.00
[04453]	BERRY, DAVID L	15,600.00
[00119]	BETHANY LUTHERAN CHURCH	18,341.39
[03577]	BEZAK LIQUID TRANSPORT	333,150.00
[60313]	BLANCO, NORMA	100.00
[60032]	BOJORQUEZ, LINA B.	525.00
[06201]	BONN, CARRIE	45.00
[01289]	BRADDOCK, KAREN S	390.00
[06092]	BRAR HOLDING, INC	10,079.50
[60034]	BRAVO, MARTHA G.	427.57
[00178]	BRIDGEVIEW APARTMENTS	16,732.00
[06075]	BRIGNONI, FRED AND COLEEN	2,550.00
[04572]	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	65,600.00
[06197]	BURKE, OLIBA	1,500.00
[01287]	BUSINESS 1CARD	131,074.11
[06130]	CABRERA, MIGUEL	700.00
[06251]	CACERES, PEDRO C	1,870.00
[06072]	CADE CONSTRUCTION	1,054.97
[04637]	CALCAPA	1,272.11
[00202]	CALCASA	650.00
[00206]	CALIFORNIA BUSINESS MACHINES	1,882.61
[00438]	CALIFORNIA CHAMBER OF **ALL COMMERCE	569.00
[00201]	CALIFORNIA CHILD CARE R & R NETWORK SF	4,763.70

[01397]	CALIFORNIA DEPT ATTORNEY GENERAL'S REGISTRY OF CHARITABLE TR	225.00
[03072]	CALIFORNIA DEPT OF BOARD EQUALIZATION	2,055.00
[00212]	CALIFORNIA DEPT OF COMMUNITY CARE LICENSING **	11,278.00
[01873]	CALIFORNIA DEPT OF EDUCATION ALL	15,435.00
[00211]	CALIFORNIA DEPT OF JUSTICE/BUREAU OF CRIMINAL ID	2,018.00
[00488]	CALIFORNIA DEPT OF MOTOR VEHICLE-PULL	231.00
[02322]	CALIFORNIA DEPT OF MOTOR VEHICLE-REGISTRATION	32.00
[04327]	CALIFORNIA DEPT OF TAX AND FEE ADMINISTRATION	2,553.00
[04578]	CALIFORNIA DISTRICT ATTORNEYS ASSOCIATION	25.00
[05572]	CALIFORNIA PARTNERSHIP TO END	500.00
[04430]	CAMACHO, MARY	1,200.00
[03684]	CAMARENA HEALTH CORP	13,499.92
[06128]	CAMARILLO, ANGELICA	300.00
[02344]	CAMPORA PROPANE	5,695.59
[03890]	CAPPA	4,559.00
[04454]	CARD MEMBER SERVICE-COSTCO	23,806.80
[06162]	CARDENAS, LUZ MARIA	500.00
[60524]	CARRANCO, DENISE M	17.30
[06083]	CASA GRANDE MOTEL	14,554.09
[60573]	CASILLAS, LUZ MARIA	670.47
[61213]	CASTELLANOS MENDIVIL, AMERICA G	58.08
[06064]	CASTONE ROOFING AND CONSTRUCTION, INC	32,017.20
[60049]	CASTRO, EVA	138.00
[61148]	CASTRO, JR, DAVID E	260.48
[00398]	CCFP ROUNDTABLE	100.00
[05836]	CCR ANALYTICS (CHILD CARE RESULTS)	2,950.00
[05842]	CDW-GOVERNMENT INC.	185,358.38
[06217]	CENLAR	396.26
[01188]	CENTRAL CALIFORNIA DIRECTORIES	1,078.00
[04943]	CENTRAL CALIFORNIA FOOD BANK	37.50
[06158]	CENTRAL CALIFORNIA PUBLIC SERVICE	299.00
[04266]	CENTRAL COAST ENERGY SERVICES, INC.	9,084.00
[01489]	CENTRAL VALLEY CHILDREN'S SERVICES NETWORK	900.00
[06058]	CENTRAL VALLEY COMMUNITY FOUNDATION CORP	650.00
[04994]	CENTRAL VALLEY CONSTRUCTION INC	21,557.39
[04200]	CERTIFIED FORKLIFT TRAINING CENTER	1,650.00
[06168]	CERVANTEZ, ANTONIO	1,100.00
[06110]	CERVANTEZ, RICHARD AND ROSE	1,120.00
[61194]	CERVANTEZ, ROBERT J	150.00
[04286]	CHADWICK CENTER FOR CHILDREN & FAMILIES	1,525.00
[04425]	CHALK/KODO INSPIRING EXPLORATION	30,241.03
[05104]	CHANNING BETE/HALO	27,755.14
[00622]	CHAVEZ MAGALLON, MITZI G.	300.00
[60779]	CHAVEZ, CAROL	23.00
[00237]	CHAWANAKEE UNIFIED SCHOOL DISTRICT	34,167.14
[02165]	CHILDREN'S ADVOCACY CENTERS OF CALIFORNIA	300.00
[02432]	CHOOSY KIDS, LLC	317.85

[03758]	CHOWCHILLA GARDEN APARTMENTS	1,600.00
[00323]	CHOWCHILLA MEMORIAL HOSPITAL	6,600.00
[01198]	CHOWCHILLA SCHOOL DISTRICT	1.00
[00243]	CHOWCHILLA, CITY OF	2.00
[01451]	CIMA COMPANIES	1,363.11
[02871]	CITRIX	16,259.21
[04532]	CLAY, JERRI	17.30
[01087]	CLEARWATER PROPERTIES	61.77
[04476]	CM SCHOOL SUPPLY	4,355.82
[03450]	COARSEGOLD COMMUNITY CENTER	4,800.00
[06183]	COLORADO GRILL	1,095.95
[06118]	COMMUNITY ACTION PARTNERSHIP ASSOC. sacramento	1,000.00
[04447]	COMMUNITY ACTION PARTNERSHIP washington	475.00
[06065]	COMMUNITY PARTNERS	795.00
[06239]	CONDE, GLORIA	30.00
[06076]	CONTINUED .COM LLC	11,505.00
[61205]	CONTRERAS-BAUTISTA, NANCY	200.00
[61286]	CONTRERAS-TEJEDA, MARIA JUANITA	367.07
[04594]	CORE BUSINESS INTERIOR	2,733.56
[60766]	CORONADO, JENNIFER LUPE	4.00
[61249]	CORREALE, BRANDEN A	171.73
[02368]	COSTCO I *Membership only	240.00
[02819]	COTTONWOOD CREEK FAMILY	12,000.00
[06129]	COTTONWOOD CREEK mdra	700.00
[03324]	COUNTRY CLUB AUTO BODY, INC	3,138.58
[01355]	COUNTRY CLUB VILLAGE	9,500.00
[03673]	COVARRUBIA, ANA	33.34
[03006]	COVERALL NORTH AMERICA,INC	54,615.92
[01686]	CPRS	170.00
[00263]	CREATIVE COPY INC	30,399.05
[02962]	CREEKSIDE APARTMENT HOMES	7,815.00
[01991]	CRESCO	18,186.34
[06131]	CROSSINGS AT MADERA APARTMENTS	7,860.00
[04993]	CRUZ, JOSE LUIS	155.30
[06169]	CUELLAR, ROCIO	1,050.00
[06230]	CVC I, LLC	1,340.00
[04640]	CXTEC, INC	44,868.50
[02844]	CYPRESS INSURANCE COMPANY	325,453.47
[04458]	DATA PATH FRESNO LLC	9,450.00
[05249]	DAVALOS, VICTORIA	71.00
[05730]	DAVID GRANT, INC	12,526.01
[06031]	DAVIS, MARJORIE	102.42
[06177]	DE LA CRUZ, GUADELUPE	127.84
[06231]	DEMARIS, KIMBERLY	1,395.00
[00328]	DIAMOND COMMUNICATIONS 2/Vs	3,926.50
[03011]	DIAMOND LOCKSMITHS	322.72
[03857]	DIAZ, MARIA	78.65

[06250]	DINIS, LUIS JR	2,400.00
[06053]	DISCOVERY SOURCE THE	846.63
[06101]	DOLPHIN TAXI CAB	437.55
[00112]	DORN'S GAS	613.16
[04291]	DPS MEDIA SALES, INC	438.48
[04407]	DRC PLUMBING, INC	190.00
[02937]	E RATE SOLUTIONS GROUP, INC	35,670.34
[60571]	EDGAR, LISETTE	44.85
[06073]	ELITE ALARM, INC	180.00
[06078]	ELLYN SATTER INSTITUTE, INC	729.08
[60516]	ESCALERA, LETICIA V	94.00
[06200]	ESPINOSA, MARISOL	60.00
[06167]	ESPINOSA, RICARDO	1,100.00
[06226]	ESSENTIAL ELEMENTS, LLC	3,750.00
[61288]	ESTRADA, MARISSA FERNANDEZ	175.67
[04918]	EVERYCHILD CALIFORNIA	2,484.00
[03831]	EXPONENTIAL GROWTH, INC	6,336.00
[00546]	EXTREME COMMUN TFCG INC	6,754.63
[03909]	EZ HAUL READY MIX & LANDSCAPE	3,557.54
[06241]	FAGBULE, OLASUNKANMI STEPHEN	1,050.00
[04121]	FARMER, JEFFREY GETTYSBURG, FRESNO	1,000.00
[06235]	FARMER, JEFFREY. YALE, FRESNO (cs)	1,000.00
[04802]	FERRELLGAS	975.00
[03957]	FIDELITY 1SECURITY LIFE INSURANCE CO	30,168.63
[04996]	FIG GARDEN SELF STORAGE	6,480.00
[61180]	FIGUEROA, ESMERALDA	94.00
[60801]	FIGUEROA, GENOVEVA A	13.23
[04571]	FIRE SYSTEM SOLUTIONS, INC	6,624.16
[04439]	FITNESS FIT FOR KIDS	300.00
[06240]	FLORIDA STATE UNIVER PREVENTION...	1,275.00
[04518]	FLORIDA UNIVERSITY OF	8,965.00
[06070]	FMAA	50.00
[02875]	FOLKMANIS, INC	1,709.18
[00512]	FOOD 4 LESS MADERA YRMO-XX	8,820.43
[02925]	FOOD 4 LESS STOCKTON	125.00
[05779]	FOSTER ACE HARDWARE	335.56
[06133]	FOX PROPERTY MANAGEMENT	795.00
[06096]	FPI MANAGEMENT, INC	1,600.00
[06192]	FRANCISCO, MONSERRAT	120.00
[06132]	FRANCO, GABINO RIOS	1,000.00
[00234]	FRESNO CHAFFEE ZOO	396.56
[01981]	FRESNO COUNCIL ON CHILD ABUSE PREVENTION	200.00
[00525]	FRESNO COUNTY ECONOMIC	18,930.45
[00530]	FRESNO COUNTY TAX COLLECTOR	12,299.26
[02750]	FRESNO COUNTY TREASURER	2,353.14
[55997]	FRESNO ECONOMIC OPPORTUNITIES COMMISSION	128,885.37
[04939]	FRESNO EOC TRANSIT	23,311.05

[00532]	FRESNO HOUSING AUTHORITY	7,760.00
[06102]	FRESNO MANAGMENT COMPANY	2,060.00
[04519]	FROG STREET PRESS, INC	31,744.66
[03527]	FURNITURE TOWN	25,444.48
[04470]	GALICIA, YASMIN	32.76
[61137]	GALLEGOS, JESSICA	63.25
[06199]	GALLEGOS-LOPEZ, MARIELA	30.00
[06107]	GAMBOA, ALICIA	1,100.00
[02499]	GAMIZ CONSTRUCTION	2,633.00
[06137]	GARCIA, ALFONSO & MARTHA	1,700.00
[06189]	GARCIA, ANGELICA	30.00
[06178]	GARCIA, FRANCISCA	95.88
[06182]	GARCIA, FRANZUELY	34.14
[60086]	GARCIA, GILBERT	896.42
[06214]	GARCIA, JAMES H	6,000.00
[02874]	GARCIA, MARIA G executive legal	1,150.00
[60088]	GARCIA, MARIA R	363.00
[04972]	GARCILAZO, SAYRA	30.00
[00904]	GARNISHMENT% VENDOR	2,586.15
[00905]	GARNISHMENT%2 VENDOR	803.15
[03096]	GARNISHMENT%5 VENDOR	1,925.74
[00901]	GARNISHMENT1 VENDOR	2,447.28
[60785]	GARNISHMENT4 VENDOR	10,034.62
[00612]	GARZA PLUMBING AND BUILDING CONTRACTOR	575.00
[60238]	GASCA SANCHEZ, MARU	26.40
[00760]	GATEWAY TRAVEL	1,864.00
[00615]	GENERAL BUILDERS SUPPLY	26,231.21
[06127]	GENERATION WELLNESS	2,985.00
[06237]	GEORGE JOHN & ASSOCIATES, INC	1,150.00
[03828]	GEORGE'S AUTO SUPPLY	1,389.97
[04367]	GIRON, TEODORA	300.00
[06085]	GOLD STANDARD MEDICAL SUPPLY	199.50
[60096]	GOMEZ - ZARAGOZA, MARITZA	187.00
[61051]	GOMEZ, ARIANA	85.68
[06163]	GOMEZ, JESUS	550.00
[06111]	GOMEZ, LORENZO & JOSEFE GAL	2,400.00
[06186]	GOMEZ, YOLANDA	1,300.00
[06135]	GOMEZ-SERNA, MANUEL	1,400.00
[61239]	GONZALES, LORINDA M	4,088.50
[06136]	GONZALEZ, LOURDES	800.00
[06134]	GONZALEZ, MARIA ALEJO	1,150.00
[61270]	GONZALEZ, MARISSA CHRISTINE	299.59
[06159]	GOULART, MARY	5,185.00
[03509]	GRACE COMMUNITY CHURCH	3,791.16
[05211]	GRAINGER	768.94
[04646]	GRANADA APARTMENTS	11,058.00
[06140]	GREEN PLANET, LLC	2,150.00

[02443]	GT AUTO WHOLESALE, LLC	27,832.67
[06109]	GUERRERO, CARMEN E	490.00
[60105]	GUERRERO, NAOMI	363.00
[61291]	GUILLEN, DAVID	600.00
[06171]	GUTIERREZ, LEONEL .	3,900.00
[01425]	GUTIERREZ, MARIA	888.70
[00603]	GUZMAN, GENARO	750.00
[00600]	GW SCHOOL SUPPLY	2,690.67
[06202]	HAMILTON, TANYA	180.00
[03935]	HATCH/CREATIVE DIVERSITY	59,205.47
[05187]	HCI AUDIOMETRICS, INC	750.00
[04940]	HEAD START CALIFORNIA	3,000.00
[04365]	HEALTHIEST YOU	2,288.00
[01499]	HEFFERNAN INSURANCE BROKERS	5,000.00
[06156]	HEREFORD, LYNNE	4,200.00
[06190]	HERNANDEZ, ARELI	30.69
[04199]	HERNANDEZ, DAVID	111.61
[60118]	HERNANDEZ, JOAQUIN	679.80
[06234]	HERNANDEZ, RUBEN M	2,900.00
[61279]	HERRERA SANTOS, MAGALI	339.90
[04386]	HERTZ	72.60
[04687]	HEWLETT-PACKARD COMPANY	1,977.21
[06046]	HEWLETT-PACKARD FINANCIAL SERVICES CO.	21,749.31
[04309]	HOFFMAN ELECTRIC SYSTEMS	648.00
[06238]	HOLGUIN, FRANCISCO	7,380.00
[03372]	HOME DEPOT PMT	109,699.47
[04282]	HOVANNISIAN, DAVID & LINDA	9,547.20
[01114]	HYATT REGENCY ALL	4,488.24
[60993]	IBANEZ, ANA LUISA	461.48
[02421]	INCONTACT, INC 500/531/533	260.15
[05361]	INSIGHT	206,269.21
[04509]	INTEGRAL COMMUNITY SOLUTIONS	2,603.00
[04992]	INTERSTATE ASSOCIATION OF THE CHURCH OF GOD	12,000.00
[06021]	J & M CLEANING HANDYMAN, MARCOS EDUARDO PACHECO BAEZ	11,981.41
[04567]	J & M FLOOR COVERING, INC & CARPET CLEANING	300.00
[02690]	JACK FROST DESIGN, INC	12,671.75
[02240]	JACK'S BUTANE	461.00
[60125]	JACOBO, ALMA R.	60.00
[61098]	JANZEN, REBECCA ANN	35.00
[01424]	JD HOME RENTALS	6,628.00
[06042]	JEFFERSON, ALYSSA	131.50
[06138]	JIANG, ZHI GAO	1,300.00
[02234]	JIM PLUMB ZWEIGLE, JAMES K	240.00
[60987]	JIMENEZ, DAVID	94.00
[60401]	JOAQUIN, LUIS R	150.00
[01227]	JOE'S SEW AND VAC	5.81
[01440]	JOHN'S FIREWOOD	283.00

[04461]	JOHNSON CONTROLS FIRE PROTECTION LP	11,700.00
[06060]	JOHNSON DRYWALL dba, CALCOM ... INC	17,060.00
[00150]	JORGENSEN & CO	164.83
[04302]	J'S COMMUNICATION, INC	7,787.66
[01779]	JS WEST	3,195.00
[60129]	JUAREZ, ELIDA	147.67
[03274]	JUAREZ, JOSEFA	2,100.00
[04924]	JUAREZ, MONICA	124.83
[01164]	JW MYERS	2,741.00
[00350]	KAISER FOUNDATION HEALTH PLAN, INC.	1,211,397.40
[02689]	KAMPS PROPANE	302.00
[61227]	KAPKO, CONNIE L	525.86
[01000]	KAPLAN SCHOOL	87,313.42
[06103]	KAREN'S KLEANING	170.00
[04920]	KC CONSTRUCTION COMPANY	17,300.00
[03907]	KER'S GAS & LUBE, INC -- BUGGY CAR	1,110.18
[00114]	KIMBRELL, INC	4,000.00
[06030]	KING, MICHAEL	433.00
[01672]	KINGS CANYON UNIFIED SCHOOL DIST.	2,133.53
[06079]	KNIGHTS INN	76,499.00
[06121]	KOPSHEVER, JIM	1,100.00
[06181]	LAGUNA KNOLLS	1,250.50
[06198]	LAHR, MICHAEL L	1,600.00
[06139]	LAKE LAND	1,340.00
[06213]	LAKEVIEW LOAN	718.28
[06059]	LEE'S AIR CORP	22,002.27
[01109]	LEE'S CONCRETE MATERIALS CO, INC	398.63
[60131]	LEMUS, ANGELINA	177.10
[60132]	LEON, MARGARITA	17.30
[04324]	LIBERTY PROPERTY MANAG, INC	26,795.00
[06071]	LIBERTY PROPERTY MANAGEMENT, INC LPM SERV	75,864.35
[00491]	LIEBERT CASSIDY WHITMORE CORP	1,545.00
[03053]	LIMON, ANGELICA	6,947.76
[06062]	LIONHEART SAFETY LLC	51,246.47
[60960]	LIVE, YOLANDA SERRANO	9.43
[05817]	LOGAN'S LANDSCAPING	16,150.00
[04588]	LONGORIA, MIKE	22,386.50
[60138]	LOPEZ, ESTHER L.	732.60
[60528]	LOPEZ, KIMBERLY A *Keep Active1099s	8,174.51
[60350]	LOPEZ, LUPE J	140.07
[00045]	LOPEZ, MIGUEL A	193.83
[60679]	LOPEZ, NEIRI A	109.15
[06125]	LOPEZ, THOMAS A	3,075.00
[60009]	LORONA, EVA MARIA	477.00
[04539]	LOVING GUIDANCE, INC.	30,774.15
[60357]	LUGO, ELVA C	125.00
[60141]	LUGO, MARIA D LOURDES	261.00

[60377]	LUGO, SOCORRO	125.00
[60143]	LUJAN-ROJAS, LETICIA	782.72
[02674]	M & M PLUMBING	400.00
[01546]	MADERA AUTO CENTER	21,092.00
[00371]	MADERA CHAMBER OF COMMERCE	200.00
[06063]	MADERA CITY 123 N E ST	1,575.00
[01563]	MADERA CITY 205 W 4TH	6,000.00
[01204]	MADERA CITY *utilities	20,473.77
[00673]	MADERA CITY HOUSING AUTHORITY	24,601.97
[03498]	MADERA COUNTY (SAC utilities)	4,540.20
[01281]	MADERA COUNTY 1ALL	7,885.76
[02412]	MADERA COUNTY AUDITOR-CONTROLLER	213,697.06
[01251]	MADERA COUNTY BEHAVIORAL HEALTH ALL	4,094.20
[03499]	MADERA COUNTY LANDFILL	556.05
[04491]	MADERA COUNTY SUPERINTENDENT OF SCHOOLS	305,898.73
[02840]	MADERA COUNTY TAX COLLECTOR	903.76
[06061]	MADERA ELKS LODGE	300.00
[05173]	MADERA FOOD BANK	10,000.00
[00952]	MADERA GLASS & 1MIRROR CO	195.00
[06095]	MADERA MANAGEMENT COMPANY, INC	1,590.00
[01589]	MADERA MANAGEMENT COMPANY, INC.	11,578.00
[06097]	MADERA MH & RV PARK	1,360.66
[61281]	MADERA MOBILE HOME AND RV PARK	3,350.74
[03934]	MADERA OPPORTUNITIES FOR RES, INC	10,727.00
[01219]	MADERA POLICE DEPARTMENT	100.00
[01220]	MADERA PRODUCE INC	15,244.20
[01280]	MADERA RESCUE MISSION	1,100.00
[01225]	MADERA TRIBUNE	2,849.00
[01226]	MADERA TROPHY MFG/CAL VALLEY PRINTING	259.80
[01778]	MADERA UNIFIED SCHOOL DISTRICT	6,016.97
[01629]	MADERA VILLA	1,155.00
[06104]	MADERA WINDOW COMPANY	21.84
[06212]	MADERA, JOSE A	3,300.00
[61048]	MALCOLM, MELISSA ANN	22.45
[06141]	MALDONADO, CARMINA	950.00
[02066]	MAMMOTH POOL MOBILE HOME PARK	2,819.64
[00242]	MANAGEMENT INFO INC	8,876.80
[05636]	MANUEL'S LAWN SERVICE	7,117.00
[06209]	MARIN, CARMEN	3,633.34
[00827]	MARIPOSA COUNTY UNIFIED SCHOOL DISTRICT	462.28
[60761]	MARQUEZ, LUISA RAFAELA	577.83
[06187]	MARTIN, ELVIN	11,700.00
[61106]	MARTINEZ JR, VICTOR	337.00
[61207]	MARTINEZ LOPEZ, DANI	202.74
[60565]	MARTINEZ, ANGELA D	309.75
[04951]	MARTINEZ, MAGDAI	32.53
[06194]	MARTINEZ, MARIA	123.39

[04976]	MARTINEZ, NELIDA	40.47
[61284]	MARTINEZ, TERESA MENDOZA	500.00
[04900]	MATT DOLPH PAINTING	28,570.00
[05163]	MCI ALBANY	1,174.08
[03028]	ME N ED'S	366.18
[06086]	MEADOWS SENIOR PARK, THE	10,192.72
[06074]	MEATHEAD MOVERS, INC	657.00
[06050]	MEDIA GROUP, THE/VALLEY YELLOW PAGES	2,799.92
[61264]	MEJIA, ANA G	22.43
[06114]	MENA, EDGAR	1,100.00
[00567]	MENDEZ, BLANCA E	146.44
[60156]	MENDEZ, MATTIE	1,220.22
[01272]	MENDOTA, CITY OF	6,628.42
[06124]	MENDOZA, ALEXIS	500.00
[06210]	MENDOZA, JOSE	4,800.00
[02907]	MENDOZA, MAILE pc	93.34
[60851]	MENDOZA, MARTHA	43.08
[61045]	MENDOZA, MELISSA	23.00
[02470]	MERCED COUNTY COMMUNITY	219,654.60
[06223]	METZGER-PARKER CO	1,450.00
[60161]	MEZA, ARMANDO	162.72
[00054]	MID VALLEY DISPOSAL, INC	1,793.00
[01259]	MIKE BISPO'S PROPANE	1,062.00
[02309]	MINUTEMAN PRESS	67,090.34
[03792]	MMHSA, INC	279.00
[04922]	MOBILE SCIENCE EDUCATION	3,050.00
[06207]	MONASARIA, LLC	3,327.95
[06211]	MONTES, ERIK	4,400.00
[04511]	MOORE TWINING ASSOCIATES, INC/TWINING LABORATORIES	421.00
[60166]	MORA, ELIZABETH	624.08
[60927]	MORA, ERENDIRA	94.00
[06087]	MORALES, FRANCES	1,500.00
[04947]	MORALES, SILVIA	33.34
[60067]	MORAN, ANGELICA DOLORES	831.94
[60168]	MORENO, OLGA	403.00
[01961]	MOTSCHIEDLER, MICHAELIDES, WISHON, BREWER & RYAN, LLP	67,379.73
[01266]	MOUNTAIN MILK & CREAM	571.89
[06142]	MOUTESINOS, MISAEEL	500.00
[06028]	MUNIZ, CONSUELO	101.04
[60174]	MURILLO, LETICIA	177.29
[04628]	NASSAR, THEODORE R AND AIDA	36,212.02
[50450]	NATIONAL CHILDREN'S ALLIANCE	2,000.00
[05844]	NATIONAL EDUCATION SYSTEM, INC	29,850.16
[04560]	NATIONAL FATHERHOOD INITIATIVE	6,449.34
[01303]	NATIONAL HEAD START ASSOCIATION	1,619.00
[03923]	NAVEX GLOBAL, INC	2,415.00
[01510]	NCS PEARSON, INC	899.00

[00440]	NELSON, BARBARA F.	984.36
[02162]	NELSON'S ACE HARDWARE & LUMBER	1,028.37
[05839]	NELSON'S POWER CENTER	135.59
[03982]	NEWTON PROPERTY MGMT sister	2,750.00
[06185]	NEXUS ADMINISTRATORS, INC	8,945.50
[06057]	NORTHWEST REGIONAL PRIMARY CARE	350.00
[06143]	NUNEZ, FRANCISCO	1,450.00
[06144]	NUNEZ, JOSE A	600.00
[60874]	NUNEZ, LOURDES SUSANA	265.65
[01498]	OAK LIQUIDATORS	3,374.22
[01418]	OAKHURST MOBILE HOME ESTATES	302.00
[04499]	OCCU-MED, LTD	5,041.50
[03972]	OFFICE CITY, THE	47,550.28
[06088]	OH4-7399	1,200.54
[06117]	OLIVE FOUNDATION	750.00
[04202]	ONLINE WEB SERVICES US, INC	600.00
[01407]	ORANGE COVE, CITY OF	5,213.22
[61186]	ORCUTT, AIMEE L	232.68
[06196]	OREGON, IVETTE	120.00
[05850]	ORIENTAL TRADING CO.	1,019.07
[02532]	ORKIN	17,852.00
[04983]	ORTHOQUEST	307.16
[06176]	ORTIZ B, BARTOLO	350.00
[60185]	ORTIZ, AMELIA W.	453.00
[06146]	ORTIZ, HILARIO	800.00
[06145]	OSORIO, OSCAR EDUARDO	600.00
[01041]	PACIFIC TENT & AWNING	12,922.26
[06106]	PACIFICA APARTMENT PARTNERSHIP	1,950.00
[60846]	PALACIOS, CONRAD	302.45
[03631]	PANERA, LLC	2,339.37
[06126]	PARKSDALE VILLAGE II	4,990.00
[01507]	PARLIER UNIFIED SCHOOL DISTRICT	6,600.00
[02909]	PARLIER, CITY OF	3,354.75
[04531]	PASSION PLANNER LLC	732.90
[01574]	PAUL H BROOKS PUBLISHING CO	3,578.54
[06166]	PEMBROOKE INVESTMENTS, LLC	2,490.00
[60981]	PENA, BRITTNEY SAMANTHA	46.52
[04973]	PENALOZA, MARIA	134.62
[06221]	PENNYMAC LOAN SERVICES, LLC	895.58
[00056]	PEPPER TREE APARTMENTS	1,700.00
[60192]	PEREZ, ARACELI	652.19
[04970]	PEREZ, CARLOS	122.10
[06208]	PEREZ, ROSANA	90.00
[06090]	PESTASIDE	285.00
[01502]	PG&E MADERA mailed to SAC	240,021.75
[61127]	PIMENTEL, VERONICA	46.99
[60636]	PINEDA, YOLANDA	13.23

[03897]	PIONEER MARKET	3,160.68
[03786]	PITNEY BOWES CREDIT CORPORATION	609.85
[01185]	PITNEY BOWES GLOBAL FINANCIAL SER	4,450.67
[01628]	PLAY WITH A PURPOSE dont except amex	5,839.10
[60198]	PONCE, LINDA E.	614.53
[01526]	PONDEROSA TELEPHONE CO	2,662.30
[04195]	POSITIVE PROMOTIONS	12,087.21
[06147]	POSTIGO, ROBERTO	800.00
[03360]	POSTMASTER ALL	142.00
[06184]	POWER BUSINESS TECHNOLOGY	1,272.07
[61278]	POWER, DAWN	1,300.00
[06077]	PPG PAINTS	2,288.88
[01054]	PRAXAIR	620.22
[00463]	PRECIADO, EMILY E.	1,086.72
[61272]	PRECIADO, ISABEL	507.73
[61204]	PRECIADO, KARELI	23.00
[06170]	PRESTIGE CUSTOM GLASS	491.37
[60374]	PRICE, MARCIA A	159.23
[60200]	PRIETO, AMELIA	13.23
[01533]	PRODUCERS DAIRY	2,010.75
[04209]	PSA WORLDWIDE, LLC	901.06
[01207]	PURCHASE POWER	850.79
[00063]	PURL'S SHEET METAL AIR CONDITIONING INC	67,452.07
[00065]	QUALITY DAIRY	15,892.09
[01703]	RALEY'S SUPERSTORE	208.87
[60507]	RAMIREZ, MARIA DOLORES	135.90
[06165]	RAMOS, JESUS	550.00
[03434]	RANCHOS HILLS SENIOR CENTER INC	4,200.00
[06154]	RANCHOS INDEPENDENT	630.00
[61251]	RAPE AGGRESSION D SYSTEMS, INC	375.00
[03481]	REAL DEAL PROPERTIES	7,980.00
[06082]	REALLY GOOD STUFF, LLC	216.39
[04311]	RECOLOGY	1,852.27
[01716]	RED TRIANGLE OIL CO	478.00
[01714]	REDLEAF PRESS NATIONAL	2,661.23
[03049]	REDROCK ENVIRONMENTAL GROUP	12,767.97
[03160]	REDWOOD BIOTECH	167.07
[01717]	REEDLEY, CITY OF	2,391.03
[02387]	REGENCY COURT	4,275.00
[00867]	REGION 9 HEADSTART ASSOCIATION	9,005.87
[01655]	RELYCO	1,353.22
[03868]	RESERVE ACCOUNT	21,000.00
[60997]	REVIS, NICOLE MAKALEKA	19,395.00
[60876]	REYES, AMALIA	100.00
[06224]	RIO SECO PROPERTIES	2,400.00
[01018]	RIVERA INVESTMENT PROP	660.00
[06233]	RIVERWOODS, LLC	1,010.00

[60381]	RODRIGUEZ, CATALINA	100.00
[06029]	RODRIGUEZ, DARHINKA	189.82
[06148]	RODRIGUEZ, ELVIRA	1,400.00
[06195]	RODRIGUEZ, ERIKA	60.00
[06172]	RODRIGUEZ, JESUS	1,200.00
[61101]	RODRIGUEZ, JISSEL	279.50
[06191]	RODRIGUEZ, MARIA E	60.00
[60527]	RODRIGUEZ, TINA D	275.50
[06069]	ROGERS, LAVONNE	560.00
[61154]	ROJAS JR, FRANCISCO	228.00
[06091]	ROMERO, ANGEL AND MARIA	1,600.00
[06149]	ROMERO, ONEFRE	1,550.00
[60227]	ROMERO, ROSALVA	425.00
[61252]	ROMINE, ALAN LINN	150.00
[04325]	RONELL, MARY	4,762.50
[06108]	ROONGA, INC	156.35
[06203]	ROSAS, CITLALI CHAVEZ	93.34
[01485]	ROSENBALM ROCKERY, INC	3,265.57
[04530]	ROSS RECREATION EQUIPMENT, INC.	6,422.60
[04455]	ROTO ROOTER INC	1,010.00
[02284]	ROYAL PALMS MOBILE ESTATES	2,841.71
[60386]	RUBALCAVA, MARY L	306.65
[03332]	RUSS INVISON	4,500.00
[04330]	S & J LUMBER	422.82
[61113]	SALAZAR, BEATRIZ	118.39
[06151]	SALAZAR, FERNANDO DE JESUS	650.00
[61275]	SALGADO CONCRETE	9,425.00
[06236]	SANABRIA, BENJAMIN	2,640.00
[61231]	SANCHEZ GUTIERREZ, ERICKA	36.11
[61078]	SANCHEZ, CRISTAL GASCA	228.00
[06122]	SANCHEZ, JOSE LUIS	1,100.00
[60236]	SANCHEZ, MARIA A.	60.00
[06112]	SANCHEZ, PRIMO LUIS	1,000.00
[06150]	SANCHEZ, PRUDENCIA	400.00
[04948]	SANCHEZ, SILVIA GARCIA	203.04
[60241]	SANDOVAL, SILVIA C.	275.00
[06175]	SANDOVAL, VENTURA	600.00
[60688]	SANTIAGO, GRACIELA	111.30
[06025]	SANTOS, VERONICA	94.14
[06216]	SARABIAN, SARA PATRICIA	1,350.00
[02127]	SAVE MART SUPERMARKETS 45751	30,904.07
[01802]	SAVE MART SUPERMARKETS 56475	5,910.24
[06229]	SAWYER, THOMAS W	2,875.00
[61159]	SCHEIBNER, CAROLINA	94.00
[00082]	SCHOETTLER TIRE, INC./MADERA	238.47
[02466]	SCHOLASTIC ALL	2,726.10
[04945]	SCHOOL FIX	666.31

[01392]	SCHOOL HEALTH CORPORATION	29,363.20
[02465]	SCHOOL NURSE SUPPLY, INC.	1,345.59
[04546]	SCREEN FLUENCE	378.00
[01800]	SEABURY, COPLAND & ANDERSON	6,988.71
[02022]	SEBASTIAN	2,808.73
[00037]	SEIU LOCAL 521	56,820.10
[06080]	SELF, FRED	575.00
[00331]	SELMA UNIFIED SCHOOL DISTRICT	5,529.58
[02334]	SERGIO'S WELDING	287.71
[05902]	SERV SAFE	1,236.75
[02347]	SHADOWCREEK APARTMENTS	835.00
[03943]	SHASTA COURT/VILLAS APARTMENTS	3,351.00
[60247]	SHEPARD, YOLANDA M.	207.40
[01606]	SHERATON ALL	1,647.57
[04684]	SHERWIN WILLIAMS	780.39
[01997]	SHERWOOD SQUARE APARTMENTS	2,280.00
[08691]	SHI INC.	78,346.35
[03161]	SHIRT SHAK	1,814.17
[02938]	SHRED-IT FRESNO	3,765.50
[02420]	SIERRA SENIOR SOCIETY, INC	6,840.00
[01812]	SIERRA TELEPHONE	10,381.80
[61110]	SILVA, SAYRA N.	17.30
[06222]	SINGH, GURDEV	1,900.00
[06084]	SINGH, RAVI	1,000.00
[06157]	SKYRUN, LLC	3,000.00
[03404]	SOAP & SUDS JANITORIAL	4,776.00
[01621]	SORENSEN MACHINE WORKS	80.20
[04682]	SOTO FENCE CO	16,600.00
[05889]	SOURCE TECHNOLOGIES	4,407.17
[06228]	SOUSA, HENRIQUE	609.00
[06119]	SPRINGER, OD, WILLIAM	244.00
[00468]	STANISLAUS COUNTY OFFICE OF ED	50.00
[60665]	STAPLETON, JEANNIE M	489.48
[04017]	STEVE'S CHEVROLET OF CHOWCHILLA	67,751.32
[02994]	SUBURBAN PROPANE-BOX 12027	4,574.44
[01659]	SUMMERWOOD PROPERTY LP	2,836.77
[05697]	SURVEILLANCE SYSTEMS INTEGRATION	66,421.91
[06179]	SUT-XON, MARIA	168.08
[05692]	SWAN COURT	2,724.46
[01230]	SYSCO FOOD SERVICES OF MODESTO, INC	131,447.63
[06180]	TAPIA, ANGELICA	131.96
[03885]	TEACHING STRATEGIES, LLC	21,915.90
[00251]	TEACHSTONE TRAINING LLC	4,213.49
[03973]	TECO	21.60
[00956]	TESEI PETROLEUM, INC.	1,368.00
[04526]	THERAPY SHOPPE INC.	2,872.62
[00383]	THOMASSON PEST CONTROL, INC	1,200.00

[04543]	TIDES CENTER dba ABRIENDO PUERTAS/OPENING DOORS	18,546.97
[05899]	TIM R TRULL ELECTRIC, INC	22,127.30
[06220]	TINETTI REALTY GROUP	2,400.00
[06105]	TOLEDO, PATRICIO	4,550.00
[60264]	TOOLEY, DONNA S.	139.58
[04414]	TORRES FENCE CO.	3,056.63
[04963]	TORRES, ANNABEL	5,000.00
[61287]	TORRES, DANIEL	2,600.00
[03904]	TORRES, GUILLERMO ALCALA	6,020.00
[00510]	TORRES, JOVANNA	827.12
[06120]	TORRES, MARIO J	1,300.00
[04946]	TORRES, YAZMIN	60.06
[02728]	TOSHIBA FINANCIAL SERVICES	87,263.31
[06152]	TOWER PROPERTIES	750.00
[03311]	TRAINERS WAREHOUSE	870.06
[61262]	TREVINO, PATRICIA	290.08
[01162]	TUFF SHED, INC	9,129.84
[04981]	ULINE	3,545.48
[00085]	UNITED RENTALS	322.95
[04090]	UNITED STATES TREASURY	70,113.14
[50525]	UNUM FUND ADMINISTRATOR	19,033.69
[01578]	UNWIRED BROADBAND INC.	57,909.34
[00693]	US TOY CO/CONSTRUCTIVE PLAYTHINGS	1,420.14
[06232]	USDA-RD	459.48
[04630]	VALDEZ, JESSIE M	183.14
[60511]	VALDEZ, VERONICA	46.57
[02310]	VALERO - FUEL	8,610.04
[05171]	VALLEY PROPANE	762.00
[04093]	VALLEY VISTA APARTMENTS	3,780.00
[03841]	VALLEY WEST CHRISTIAN CENTER (CORP)	24,150.77
[60661]	VANG, XAI	299.88
[03924]	VAR RESOURCES LLC	45,650.40
[60273]	VASQUEZ, PATRICIA MUNOZ	135.53
[06033]	VEGA, MARISA 1PC central	32.19
[04619]	VEGA, MARISA 2ashlan	32.19
[04580]	VEZINA INDUSTRIES	3,609.40
[03489]	VILLA GARDENING SERVICE, INC	46,075.00
[61168]	VILLA, BLANCA A	67.85
[60408]	VILLAFAN, MARIA I	20.70
[01633]	VILLAGE AT CHOWCHILLA, THE	2,113.00
[04326]	VISTA HEIGHTS APARTMENTS	1,860.00
[04585]	VORTEX INDUSTRIES, INC.	6,851.00
[03177]	VOYA INSTITUTIONAL TRUST COMPANY	703,436.53
[00545]	WALMART CREDIT CARD -/14,16/	39,662.00
[06081]	WARD PROMOTIONAL MARKETING SOLUTIONS, INC	73,999.18
[02070]	WASHINGTON SQUARE LP	3,870.00
[03933]	WASTE MANAGEMENT	2,538.47

[01095]	WATER CONNECTION, THE	240.00
[06047]	WELCH ALLYN INC	718.63
[04645]	WEST COAST USA PROPERTIES, LLC	8,680.00
[01882]	WESTIN ALL	3,380.85
[01733]	WESTLANDS WATER DISTRICT	17.12
[04941]	WEX BANK Chevron Box 4337	1,808.51
[06067]	WEX BANK Valero Box 6293	11,128.70
[60396]	WILCOX, ELIZABETH N	708.97
[01947]	WILD CHILD ADVENTURES	150.00
[04409]	WILD ELECTRIC, INC	7,609.75
[02715]	WILSON, ABRAHAM	2,255.00
[01365]	WIPFLI	995.00
[60298]	WISENER, ELIZABETH	4,610.00
[04652]	WIZIX TECHNOLOGY GROUP, INC	137.44
[05918]	WOLTER, DAVID J.	7,784.91
[04273]	WOLTERS KLUWER	199.00
[00619]	WRIGHT, SHELLEY E.	1,400.07
[06173]	YANG, LINDA	1,250.00
[06051]	Z GOLF FOOD AND BEVERAGE SERVICES	13,833.14
[06218]	ZAMORA, NICOLAS	3,600.00
[06153]	ZARATE MENDOZA, JOSEFINO	1,102.51
[04952]	ZARATE, JUANA	31.61
[04962]	ZAZUETA, NEREYDA	36.21
[01415]	ZERO TO THREE	7,390.00
[03768]	ZHAO, JINGSONG	53,337.14
[05122]	ZONES, INC	90,732.49
[02204]	ZOOM	40,250.37
[60397]	ZUNIGA, LYDIA	60.06



Policy Name: Conflict of Interest
 Policy Number: 1.2.4

Annual Conflict of Interest Disclosure Statement

Board of Directors or Officer

This information applies to current activities or any activities anticipated during the next 12 months. Attach additional sheets if necessary. (Note – All underlined words are detailed in CAPMC Financial Procedures Manual.)

Name: _____	Date: _____
1. Position	
a. Are you a voting Board Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are you an Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are an Officer, which Officer position do you hold? _____	
c. Have you completed the Form 700 Report of Economic Interest, as required by the CAPMC Bylaws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I affirm the following:	
a. I have received a copy of the CAPMC Conflict of Interest Policy.	_____
b. I have read and understand the policy.	_____
c. I agree to comply with the policy.	_____
d. I understand that CAPMC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes.	_____
3. Disclosure	
a. Do you or does any member of your <u>family</u> have or anticipate having a <u>financial interest</u> in, or receive or anticipate receiving a <u>financial benefit</u> from any <u>commercial entity</u> whose activities relate to CAPMC activities or other responsibilities as a member of the Agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	
b. Have you influenced or played a role in any relationship between the Agency and an individual or <u>commercial entity</u> for whom you provide consulting or other professional services, or do you anticipate doing so within the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	
c. Do you or does any member of your family hold a managerial position in or serve on an advisory board of a <u>commercial entity</u> whose activities relate to your Board of Directors' activities or other responsibilities as a Board of Directors member, or anticipate doing so within the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	
d. Have you participated in or otherwise influenced the selection by the Agency of a contractor, vendor, or supplier of goods or services in or from which you or any member of your <u>family</u> has had or received a <u>significant financial interest</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, please describe:

e. Have you participated in or otherwise influenced the selection by the Agency of a current or past employee? Yes No

If Yes, please describe:

f. Have you participated in or otherwise influenced any Agency transaction to buy, sell, lease, or license real or intellectual property to or from any business in or from which you or any member of your family has had or received a significant financial interest? Yes No

If Yes, please describe:

g. Have you taken any administrative action within the Agency which is likely to benefit a business in which you or any member of your family has a significant financial interest? Yes No

If Yes, please describe:

h. Do you serve on the Board of Directors or an advisory Board of any other business? Yes No

If Yes, please describe:

4. Previous Disclosures

a. In the last 12 months, have you disclosed any conflict of interest that may or may not still exist? Yes No

If yes, please describe subject matter and date of disclosure:

5. Review of Agency vendor list (published every January)

a. Do you or any member of your family have or anticipate receiving a financial interest from any of the vendors listed? Yes No

If yes, please disclose name of vendor(s) and financial interest(s):

I affirm that the aforementioned information is true, correct, and complete to the best of my knowledge.

Signature

Date

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JANUARY 31, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	%BUDGETED YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG (01/01/21 - 12/31/21) 218	287,694.00	19,246.87	8.33%	6.69%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 2020 (06/01/20 - 5/31/21) 217	32,000.00	32,000.00	66.67%	100.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	60,927.72	38.46%	15.62%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	40,370.00	0.00	38.46%	0.00%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL (06/1/20 - 05/31/21) 311/380	4,060,640.00	2,303,610.08	66.67%	56.73%	Provide HS services to 246 low income preschool children and families
HEAD START T/TA (06/01/20 - 05/31/21) 310	46,025.00	123,954.54	66.67%	269.32%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/20 - 05/31/21) 312	601,117.00	346,822.89	66.67%	57.70%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/20 - 05/31/21) 309	13,373.00	14,588.23	66.67%	109.09%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/20 - 06/30/21) 319	631,152.00	130,325.81	58.33%	20.65%	Provide child care services to HS preschool children and families
HEAD START REGIONAL CARES (06/1/20 - 05/31/21) 811	216,187.00	153,141.89	66.67%	70.84%	Provide funds to prevent, prepare for and respond to COVID-19 in the Head Start program
EARLY HEAD START REGIONAL CARES (06/1/20 - 05/31/21) 812	36,910.00	19,481.17	66.67%	52.78%	Provide funds to prevent, prepare for and respond to COVID-19 in the Early Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/20 - 09/30/21) 390	528,085.00	48,371.50	33.33%	9.16%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/20 - 02/28/21) 321/362	5,159,852.00	3,773,007.98	91.67%	73.12%	Provide HS services to 458 migrant and 121 seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/20 - 02/28/21) 320	31,845.00	28,368.98	91.67%	89.08%	Provide training for staff and parents
MADERA MIGRANT HS CARES (03/01/20 - 02/28/21) 821	289,500.00	243,933.22	91.67%	84.26%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Head Start
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/20 - 06/30/21) 322/324	883,390.00	314,545.92	58.33%	35.61%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/20 - 06/30/21) 325	134,765.00	60,877.61	58.33%	45.17%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	%BUDGETED YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START (09/01/20 - 08/31/21) 331	4,806,650.00	1,406,770.40	41.67%	29.27%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/20 - 08/31/21) 330	89,638.00	3,107.76	41.67%	3.47%	Provide training for staff and parents
FRESNO MIGRANT EARLY HEAD START (09/01/20 - 08/31/21) 337	310,267.00	74,150.14	41.67%	23.90%	Provide early HS services to 30 low income infant, toddlers and pregnant women
FRESNO MIGRANT EARLY HS -TRAINING (09/01/20 - 08/31/21) 338	6,949.00	0.00	41.67%	0.00%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/20 - 08/31/21) 831	454,125.00	180,497.98	41.67%	39.75%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT EARLY HEAD START CARES (09/01/20 - 08/31/21) 837	26,250.00	5,080.10	41.67%	19.35%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Early Head Start
DSS STRENGTHENING FAMILIES (07/01/2020 - 06/30/2021) 371	189,600.00	81,439.13	58.33%	42.95%	Provides training and education to parents to strengthen family relationships
RESOURCE & REFERRAL:					
CSCP - ONE TIME FUNDS (07/01/20 - 06/30/21) 400	225,201.00	37,672.04	58.33%	16.73%	Training and supplies for child care providers
CCDF-HEALTH & SAFETY (07/01/20 - 06/30/21) 411	4,702.00	0.00	58.33%	0.00%	Training and supplies for child care providers
R & R GENERAL (07/01/20 - 06/30/21) 401	196,708.00	102,329.94	58.33%	52.02%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/20 - 06/30/21) 407	219,899.00	109,901.95	29.17%	49.98%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/20 - 06/30/21) 424	33,509.00	16,232.83	58.33%	48.44%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/21) 426/432	6,062,403.00	1,832,327.70	58.33%	30.22%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 (07/01/20 - 06/30/21) 427	2,597,220.00	1,152,295.66	58.33%	44.37%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/20 - 06/30/21) 428	1,207,044.00	728,917.49	58.33%	60.39%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT ONE TIME ONLY PROVIDER STIPENDS (07/01/20 - 06/30/21) 439	132,985.55	114,354.98	58.33%	85.99%	Provide supplies and one-tie stipend to child care providers
VICTIM SERVICES:					
RSVP/CALOES (10/01/20 - 09/30/21) 500	331,285.00	109,372.36	33.33%	33.01%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/20 - 09/30/21) 501	363,566.00	123,007.70	33.33%	33.83%	Assist victims of crime

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	%BUDGETED YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
DOM.VIO.MAR.LIC. (07/01/20 - 06/30/21) 502	15,000.00	25,038.93	58.33%	166.93%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/20 - 06/30/21) 504	2,400.00	0.00	58.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/20 - 06/30/21) DONATIONS ONLY 507/525	2,000.00	739.43	58.33%	36.97%	Assist victims of domestic violence
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/21 - 12/31/21) 508	162,896.00	8,075.90	8.33%	4.96%	Assist unserved/underserved, primarily Hispanic, victims of crime
VICTIM SERVICES CENTER FUND (07/01/20 - 06/30/21) DONATIONS ONLY 510	2,500.00	5,194.56	58.33%	207.78%	Assist with program operations for all Victim Services clients
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/21) 533	537,587.00	219,776.22	33.33%	40.88%	Provide shelter services for domestic violence victims
TRANSITIONAL HOUSING (01/01/20 - 12/31/20) 531	126,808.00	8,331.10	8.33%	6.57%	Provide long-term shelter services for domestic violence and human trafficking victims
EMERGENCY SERVICES:					
E.C.I.P./LIHEAP (10/01/19 - 06/30/21) 203	754,299.00	510,611.29	88.89%	67.69%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 05/31/21) 205	1,826.00	1,826.00	81.25%	100.00%	Administration of the FEMA program
FEMA CARES (01/27/20 - 05/31/21) 210	32,603.00	13,378.20	75.00%	41.03%	Housing assistance for clients impacted by COVID-19 and administration of FEMA CARES
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/20 - 06/30/21) 216	30,000.00	8,792.64	58.33%	29.31%	Provides property management services for the County of Madera Behavioral Health
SHUNAMMITE PLACE (11/01/20 - 10/31/21) 224	541,520.00	90,588.13	25.00%	16.73%	Provides permanent supportive housing for homeless women with disabilities
CITY OF MADERA - CDBG (07/01/20 - 06/30/21) 231	20,000.00	3,573.30	58.33%	17.87%	Provides funding for Fresno-Madera Continuum of Care and homeless support
LIHEAP CARES (07/01/20 - 04/30/21) 234	155,591.00	110,757.93	70.00%	71.19%	Assistance for low income clients for energy bills impacted by COVID-19
SENIOR MEAL - MADERA COUNTY (07/01/20 - 06/30/21) 237	43,734.00	27,066.39	58.33%	61.89%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
CDBG CARES (09/17/20 - 06/30/21) 244	90,000.00	34,664.78	52.94%	38.52%	Provides utility and rental assistance for clients within the City of Madera jurisdiction.
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	208,214.06	16.33%	50.61%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
MADERA CO. SENIOR MEAL HOME DELIVERY (08/17/20 - 12/31/21) 247	350,000.00	151,378.09	33.33%	43.25%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	%BUDGETED YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
Kaiser Rapid Rehousing (12/01/2020 - 12/31/2021) 249	90,000.00	8,960.00	15.38%	9.96%	Provides rental assistance to clients
DRINKING WATER - STATE WATER RESOURCES (09/22/17 - 06/30/21) 252	117,905.00	67,050.45	88.89%	56.87%	Provides bottled water for continuation of drought water assistance
PROJECT ROOMKEY (12/01/20 - 06/30/21) 257	45,178.00	29,405.21	28.57%	65.09%	Provides hotel and motel vouchers to homeless clients
BEHAVIORAL HEALTH PATH PROGRAM (07/01/20 - 06/30/21) 259	39,045.00	5,217.23	58.33%	13.36%	Provides outreach and case management for homeless individuals that have a serious mental illness
EMERGENCY SOLUTIONS GRANT (01/01/21 - 12/31/21) 268	110,000.00	72.20	8.33%	0.07%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
ESG CARES (01/01/21 - 12/31/21) 269	110,000.00	0.00	8.33%	0.00%	Provides emergency shelter and rapid rehousing to homeless
HOMELESS OUTREACH CCP AB109 07/01/20 - 06/30/21 272	231,000.00	158,964.51	58.33%	68.82%	Provides funds outreach workers to provide case management & resources to homeless or at-risk
YOUTH AND SPECIALIZED SERVICES:					
MENTAL HEALTH FULL SERVICES (07/01/20 - 6/30/21) 607	5,000.00	3,657.37	75.00%	73.15%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/20 - 6/30/21) 516	1,000.00	614.12	58.33%	61.41%	Provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. Consolidated Balance Sheet by Object December 31, 2020

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	5,095.10
1115- CASH IN WESTAMERICA MENTAL HEALTH	11,073.87
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,514.07
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	68,292.13
1122- SAVINGS - WESTAMERICA	2,474,398.32
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	3,061,776.89
1320- ACCOUNTS RECEIVABLE	(2,700.00)
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	294.74
1326- EMPLOYEE RECEIVABLES	0.00
1327- A/R-OTHER	(4.60)
1329- ADVANCE CLEARING	1,977.21
1410- PREPAID EXPENSES	111,314.71
1414- PREPAID RENT	1,000.00
1420- SECURITY DEPOSITS	25,381.44
1421- WORKERS' COMP DEPOSIT	59,629.96
1450- INVENTORY	16,230.41
1512- EQUIPMENT	1,181,006.63
1513- VEHICLES	842,974.24
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	180,369.83
1516- BUILDING IMPROVEMENTS	72,459.76
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(889,832.07)
1523- ACC DEPR - VEHICLES	(740,258.13)
1524- ACC DEPR - BUILDINGS	(3,317,018.45)
1525- ACC DEPR - LAND IMPROVE.	(123,189.99)
1526- ACC DEPR - BUILDING IMPROVE.	(71,202.78)
	7,395,508.74
Total Assets	7,395,508.74
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	955,107.75
2111- ACCOUNTS PAYABLE - MANUAL	63,242.37
2112- ACCOUNTS PAY-FUNDING SOURCE	530.22
2115- A/P OTHERS	2,496.05

2121- ACCRUED PAYROLL	23,490.29
2122- ACCRUED VACATION	1,078,138.94
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	21,905.42
2212- FICA-MED PAYABLE	15,145.98
2213- FIT PAYABLE	28,070.02
2215- SIT PAYABLE	10,673.36
2216- SDI PAYABLE	3,992.55
2217- SUI PAYABLE	257.59
2220- WORKER'S COMP PAYABLE	36,798.03
2231- RETIREMENT PAYABLE-ER CONTRIB	435,383.21
2232- W/H RETIREMENT	0.00
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(5,896.03)
2245- KAISER HIGH15	894.49
2248- KAISER LOW30	(6,044.76)
2252- SELF INSURANCE - LIFE & ADD	(984.94)
2253- VISION INSURANCE PAYABLE	62.39
2254- SELF INSURANCE - DENTAL	65,835.87
2255- UNION DUES & FEE PAYMENTS	98.12
2258- TELEMEDICINE	108.00
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	6,205.21
2410- DEFERRED GRANT REVENUE	2,195,055.99
2415- RESERVE ACCOUNT	39,976.00
2420- OTHER DEFERRED REVENUE	11,903.28
2600- INVESTMENT IN FIXED ASSETS	0.00
	<hr/>
Total Liabilities	4,987,895.62
3000- NET ASSETS W/O DONOR RESTRICTIONS	389,324.33
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,480,328.32
Change in Net Assets	(22,039.53)
	<hr/>
Total Net Assets	2,407,613.12
	<hr/>
Total Liabilities and Net Assets	7,395,508.74
	<hr/> <hr/>

COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC. Consolidated Revenue and Expense December 31, 2020

	<u>Year-To-Date</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	11,513,818.79
4120- GRANT INCOME-STATE	3,150,785.39
4130- GRANT INCOME-AREA	106,104.81
4210- DONATIONS	81,614.62
4220- IN KIND CONTRIBUTIONS	677,462.37
4315- CHILD CRE REVENUE-STATE	118,615.00
4320- INTEREST INCOME	767.28
4350- RENTAL INCOME	16,395.96
4370- MERCHANDISE SALES	330.95
4390- MISCELLANEOUS INCOME	6,486.79
4900- INDIRECT COST REIMBURSEMENT	1,168,627.06
Total Revenues	<u>16,841,009.02</u>
<u>Expenses</u>	
5010- SALARIES & WAGES	6,413,170.67
5012- DIRECTOR'S SALARY	68,763.81
5019- SALARIES & WAGES C19	1,217.41
5020- ACCRUED VACATION PAY	385,622.12
5112- HEALTH INSURANCE	546,727.62
5114- WORKER'S COMPENSATION	203,687.17
5115- Worker's Compensation C19	91.02
5116- PENSION	294,188.41
5117- Pension C19	82.57
5121- FICA C19	145.54
5122- FICA	506,635.84
5124- SUI	17,045.78
5125- DIRECTOR'S FRINGE	38,331.74
5130- ACCRUED VACATION FRINGE	24,611.29
6110- OFFICE SUPPLIES	73,588.27
6112- DATA PROCESSING SUPPLIES	230,274.74
6121- FOOD	103,312.54
6122- KITCHEN SUPPLIES	27,964.92
6130- PROGRAM SUPPLIES	444,937.61
6132- MEDICAL & DENTAL SUPPLIES	18,472.59

6134- INSTRUCTIONAL SUPPLIES	46,403.82
6140- CUSTODIAL SUPPLIES	46,260.86
6142- LINEN/LAUNDRY	9.16
6143- FURNISHINGS	20,117.60
6150- UNIFORM RENTAL/PURCHASE	300.00
6160- RESALE ITEMS	555.75
6170- POSTAGE & SHIPPING	7,330.31
6180- EQUIPMENT RENTAL	71,147.24
6181- EQUIPMENT MAINTENANCE	15,656.62
6221- EQUIPMENT OVER > \$5000	108,566.84
6310- PRINTING & PUBLICATIONS	5,031.12
6312- ADVERTISING & PROMOTION	13,108.83
6320- TELEPHONE	223,216.66
6410- RENT	378,202.60
6420- UTILITIES/ DISPOSAL	187,744.64
6432- BUILDING REPAIRS/ MAINTENANCE	128,469.01
6433- GROUNDS MAINTENANCE	53,241.97
6436- PEST CONTROL	9,554.00
6437- BURGLAR & FIRE ALARM	8,665.03
6440- PROPERTY INSURANCE	9,800.00
6510- AUDIT	61,697.50
6520- CONSULTANTS	33,835.34
6522- CONSULTANT EXPENSES	2,396.20
6524- CONTRACTS	244,854.98
6530- LEGAL	26,092.50
6540- CUSTODIAL SERVICES	39,334.25
6555- MEDICAL SCREENING/DEAT/STAFF	3,795.50
6562- MEDICAL EXAM	566.00
6610- GAS & OIL	7,364.24
6620- VEHICLE INSURANCE	10,255.46
6640- VEHICLE REPAIR & MAINTENANCE	11,942.88
6712- STAFF TRAVEL-LOCAL	9,205.16
6714- STAFF TRAVEL-OUT OF AREA	2,744.82
6730- VOLUNTEER TRAVEL	(30.00)
6742- TRAINING - STAFF	62,003.14
6746- TRAINING - PARENT	1,312.50
6748- EDUCATION REIMBURSEMENT	138.00
6810- BANK CHARGES	3,408.97
6832- LIABILITY INSURANCE	3,577.68
6834- STUDENT ACTIVITY INSURANCE	1,437.47
6840- PROPERTY TAXES	13,203.02
6850- FEES & LICENSES	39,001.88

6851- CPR FEES	240.00
6852- FINGERPRINT	1,834.04
6875- EMPLOYEE HEALTH & WELFARE COSTS	24,027.91
7111- PARENT MILEAGE	123.09
7114- PC ALLOWANCE	2,505.00
7210- TRANSPORTATION VOUCHERS	1,012.54
7222- MOTEL VOUCHERS	25,290.00
7224- CLIENT RENT	277,692.72
7226- CLIENT LODGING/SHELTER	19,365.62
7230- CLIENT FOOD	605.60
7234- FOOD - INDIVIDUAL	36.00
7236- FOOD BOX/MASS	20,000.00
7240- DIRECT BENEFITS	3,200,541.46
7245- DIRECT BENEFITS - STATE	118,615.00
7250- FURNACE REPAIRS/REPLACEMENT	14,678.93
8110- IN KIND SALARIES	457,386.93
8120- IN KIND RENT	185,769.73
8130- IN KIND - OTHER	34,305.71
9010- INDIRECT COST ALLOCATION	<u>1,168,627.06</u>
Total Expenses	<u><u>16,863,048.55</u></u>
Excess Revenue Over (Under) Expenditures	<u><u>(22,039.53)</u></u>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
December 31, 2020**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2020</u>	<u>YTD Budget December 31, 2020</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$754,299.00	\$27,796.79	\$483,473.28	\$754,299.00	(0.64)	\$0.00	\$483,473.28	\$270,825.72
Total Revenues	\$754,299.00	\$27,796.79	\$483,473.28	\$754,299.00	(0.64)	\$0.00	\$483,473.28	\$270,825.72
<u>Expenses</u>								
5010- SALARIES & WAGES	\$203,621.00	\$16,918.50	\$168,284.94	\$203,621.00	0.83	\$0.00	\$168,284.94	\$35,336.06
5019- SALARIES & WAGES C19	0.00	0.00	7,500.45	0.00	0.00	0.00	7,500.45	(7,500.45)
5020- ACCRUED VACATION PAY	0.00	849.76	13,163.24	0.00	0.00	0.00	13,163.24	(13,163.24)
5112- HEALTH INSURANCE	22,592.00	1,465.66	14,186.01	22,592.00	0.63	0.00	14,186.01	8,405.99
5114- WORKER'S COMPENSATION	1,254.00	86.58	1,059.47	1,254.00	0.84	0.00	1,059.47	194.53
5115- Worker's Compensation C19	0.00	0.00	39.90	0.00	0.00	0.00	39.90	(39.90)
5116- PENSION	11,529.00	767.53	6,984.87	11,529.00	0.61	0.00	6,984.87	4,544.13
5117- Pension C19	0.00	0.00	223.01	0.00	0.00	0.00	223.01	(223.01)
5121- FICA C19	0.00	0.00	559.00	0.00	0.00	0.00	559.00	(559.00)
5122- FICA	16,131.00	1,295.43	13,555.72	16,131.00	0.84	0.00	13,555.72	2,575.28
5124- SUI	2,356.00	0.00	1,910.27	2,356.00	0.81	0.00	1,910.27	445.73
5130- ACCRUED VACATION FICA	0.00	(37.94)	353.17	0.00	0.00	0.00	353.17	(353.17)
6110- OFFICE SUPPLIES	3,747.00	0.00	3,272.88	3,747.00	0.87	0.00	3,272.88	474.12
6112- DATA PROCESSING SUPPLIES	16,335.00	0.00	18,523.67	16,335.00	1.13	0.00	18,523.67	(2,188.67)
6130- PROGRAM SUPPLIES	650.00	0.00	673.47	650.00	1.04	0.00	673.47	(23.47)
6142- LINEN/LAUNDRY	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6170- POSTAGE & SHIPPING	2,360.00	0.00	2,225.39	2,360.00	0.94	0.00	2,225.39	134.61
6180- EQUIPMENT RENTAL	3,030.00	0.00	2,487.68	3,030.00	0.82	0.00	2,487.68	542.32
6181- EQUIPMENT MAINTENANCE	4,505.00	0.00	3,190.74	4,505.00	0.71	0.00	3,190.74	1,314.26
6310- PRINTING & PUBLICATIONS	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6312- ADVERTISING & PROMOTION	30.00	853.50	5,155.14	30.00	171.84	0.00	5,155.14	(5,125.14)
6320- TELEPHONE	7,050.00	0.00	8,594.54	7,050.00	1.22	0.00	8,594.54	(1,544.54)
6410- RENT	16,400.00	0.00	17,421.61	16,400.00	1.06	0.00	17,421.61	(1,021.61)
6420- UTILITIES/ DISPOSAL	3,160.00	0.00	3,680.91	3,160.00	1.16	0.00	3,680.91	(520.91)
6432- BUILDING REPAIRS/ MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6440- PROPERTY INSURANCE	770.00	0.00	576.03	770.00	0.75	0.00	576.03	193.97
6520- CONSULTANTS	0.00	0.00	2,540.00	0.00	0.00	0.00	2,540.00	(2,540.00)
6524- CONTRACTS	375,419.00	2,856.68	136,128.42	375,419.00	0.36	0.00	136,128.42	239,290.58
6530- LEGAL	100.00	0.00	87.50	100.00	0.88	0.00	87.50	12.50
6555- MEDICAL SCREENING/DEAT/STAFF	150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	80.00	0.00	64.23	80.00	0.80	0.00	64.23	15.77

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
December 31, 2020**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>December</u>	<u>Budget</u>				
		<u>Actual</u>	<u>31, 2020</u>	<u>December</u>		<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
6640- VEHICLE REPAIR & MAINTENANCE	20.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00
6712- STAFF TRAVEL-LOCAL	50.00	0.00	257.30	50.00	5.15	0.00	257.30	(207.30)
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	192.48	0.00	0.00	0.00	192.48	(192.48)
6742- TRAINING - STAFF	833.00	0.00	316.54	833.00	0.38	0.00	316.54	516.46
6840- PROPERTY TAXES	30.00	0.00	22.29	30.00	0.74	0.00	22.29	7.71
6850- FEES & LICENSES	1,266.00	0.00	1,037.68	1,266.00	0.82	0.00	1,037.68	228.32
6852- FINGERPRINT	32.00	0.00	32.25	32.00	1.01	0.00	32.25	(0.25)
6875- EMPLOYEE HEALTH & WELFARE	500.00	0.00	119.50	500.00	0.24	0.00	119.50	380.50
7240- DIRECT BENEFITS	19,000.00	721.00	9,565.00	19,000.00	0.50	0.00	9,565.00	9,435.00
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	10,062.32	10,000.00	1.01	0.00	10,062.32	(62.32)
9010- INDIRECT COST ALLOCATION	31,269.00	2,020.11	29,420.07	31,269.00	0.94	0.00	29,420.07	1,848.93
Total Expenses	<u>\$754,299.00</u>	<u>\$27,796.81</u>	<u>\$483,467.69</u>	<u>\$754,299.00</u>	<u>0.64</u>	<u>\$0.00</u>	<u>\$483,467.69</u>	<u>\$270,831.31</u>
Excess Revenue Over (Under) Expenditures	\$0.00	-\$0.02	\$5.59	\$0.00	0.00	\$0.00	\$5.59	-\$5.59
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$0.00</u>	<u>-\$0.02</u>	<u>\$5.59</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$5.59</u>	<u>-\$5.59</u>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
December 31, 2020**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
		<u>Month</u>	<u>December</u>	<u>Budget</u>				
		<u>Actual</u>	<u>31, 2020</u>	<u>December</u>		<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
				<u>31, 2020</u>				
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$538,041.00	\$36,889.14	\$64,126.84	\$0.00	0.00	\$0.00	\$64,126.84	\$473,914.16
4350- RENTAL INCOME	0.00	2,852.88	5,289.32	0.00	0.00	0.00	5,289.32	(5,289.32)
Total Revenues	\$0.00	\$39,742.02	\$69,416.16	\$0.00	0.00	\$0.00	\$69,416.16	-\$69,416.16
<u>Expenses</u>								
5010- SALARIES & WAGES	\$147,985.00	\$9,521.67	\$19,120.80	\$0.00	0.00	\$0.00	\$19,120.80	\$128,864.20
5020- ACCRUED VACATION PAY	0.00	506.47	990.87	0.00	0.00	0.00	990.87	-\$990.87
5112- HEALTH INSURANCE	20,962.00	1,164.81	2,233.99	0.00	0.00	0.00	2,233.99	\$18,728.01
5114- WORKER'S COMPENSATION	8,269.00	516.04	928.85	0.00	0.00	0.00	928.85	\$7,340.15
5116- PENSION	5,919.00	217.85	386.75	0.00	0.00	0.00	386.75	\$5,532.25
5122- FICA	11,321.00	727.87	1,515.78	0.00	0.00	0.00	1,515.78	\$9,805.22
5124 - SUI	1,401.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,401.00
5130- ACCRUED VACATION FICA	0.00	(10.30)	26.64	0.00	0.00	0.00	26.64	-\$26.64
6110- OFFICE SUPPLIES	1,371.00	1,127.55	1,180.34	0.00	0.00	138.72	1,319.06	\$51.94
6112- DATA PROCESSING SUPPLIES	8,502.00	3,852.77	4,264.50	0.00	0.00	564.04	4,828.54	\$3,673.46
6122- KITCHEN SUPPLIES	0.00	0.00	515.44	0.00	0.00	0.00	515.44	-\$515.44
6130- PROGRAM SUPPLIES	4,040.00	990.41	1,904.35	0.00	0.00	199.13	2,103.48	\$1,936.52
6140- CUSTODIAL SUPPLIES	1,250.00	0.00	250.47	0.00	0.00	0.00	250.47	\$999.53
6143- FURNISHINGS	38,000.00	7,675.21	7,675.21	0.00	0.00	558.88	8,234.09	\$29,765.91
6170- POSTAGE & SHIPPING	110.00	11.00	11.00	0.00	0.00	0.00	11.00	\$99.00
6180- EQUIPMENT RENTAL	1,350.00	7.41	83.10	0.00	0.00	0.00	83.10	\$1,266.90
6181- EQUIPMENT MAINTENANCE	2,065.00	7.41	83.10	0.00	0.00	0.00	83.10	\$1,981.90
6310- PRINTING & PUBLICATIONS	150.00	0.00	108.25	0.00	0.00	0.00	108.25	\$41.75
6320- TELEPHONE	4,645.00	420.45	837.99	0.00	0.00	0.00	837.99	\$3,807.01
6410- RENT	198,624.00	11,282.49	23,425.30	0.00	0.00	0.00	23,425.30	\$175,198.70
6420- UTILITIES/ DISPOSAL	24,419.00	943.59	1,959.77	0.00	0.00	0.00	1,959.77	\$22,459.23
6432- BUILDING REPAIRS & MAINT	7,700.00	0.00	0.00	0.00	0.00	0.00	0.00	\$7,700.00
6433- GROUNDS MAINTENANCE	1,560.00	240.00	240.00	0.00	0.00	0.00	240.00	\$1,320.00
6440 - PROPERTY INSURANCE	1,880.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,880.00
6530 - LEGAL	6,486.00	0.00	0.00	0.00	0.00	0.00	0.00	\$6,486.00
6562 - MEDICAL	550.00	0.00	0.00	0.00	0.00	0.00	0.00	\$550.00
6540- CUSTODIAL SERVICES	0.00	0.00	862.00	0.00	0.00	0.00	862.00	-\$862.00
6610 - GAS & OIL	150.00	0.00	0.00	0.00	0.00	0.00	0.00	\$150.00
6640 - VEHICLES REPAIRS AND MAINT	30.00	0.00	0.00	0.00	0.00	0.00	0.00	\$30.00
6712 - STAFF TRAVEL LOCAL	882.00	0.00	0.00	0.00	0.00	0.00	0.00	\$882.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
December 31, 2020**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Budget</u>	<u>Month</u>	<u>December</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>	<u>31, 2020</u>	<u>December</u>				
				<u>31, 2020</u>				
6832 - LIABILITY INSURANCE	25.00	0.00	0.00	0.00	0.00	0.00	0.00	\$25.00
6850- FEES & LICENSES	11,160.00	76.38	76.38	0.00	0.00	0.00	76.38	\$11,083.62
6875- EMPLOYEE HEALTH & WELFARE	0.00	10.92	13.78	0.00	0.00	0.00	13.78	-\$13.78
7210- TRANSPORTATION VOUCHERS	320.00	126.00	178.00	0.00	0.00	0.00	178.00	\$142.00
7222- MOTEL VOUCHERS	0.00	595.00	595.00	0.00	0.00	0.00	595.00	-\$595.00
7230- CLIENT FOOD	575.00	43.01	121.43	0.00	0.00	0.00	121.43	\$453.57
9010 - INDIRECT COST ALLOCATION	26,340.00	0.00	0.00	0.00	0.00	0.00	0.00	\$26,340.00
Total Expenses	<u>\$538,041.00</u>	<u>\$40,054.01</u>	<u>\$69,589.09</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,460.77</u>	<u>\$71,049.86</u>	<u>\$466,991.14</u>
Excess Revenue Over (Under) Expenditures	\$0.00	-\$311.99	-\$172.93	\$0.00	0.00	-\$1,460.77	-\$1,633.70	-\$536,407.30
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$0.00</u>	<u>-\$304.58</u>	<u>-\$89.83</u>	<u>\$0.00</u>	<u>0.00</u>	<u>-\$1,460.77</u>	<u>-\$1,550.60</u>	<u>\$1,550.60</u>

Victim Services-Domestic Violence Program
October 1, 2020 to December 31, 2020

<u>533 0 SHELTER BASED DV SERVICES</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2020</u>	<u>YTD Budget December 31, 2020</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Expenses (Continued)								
8120- IN KIND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8130- IN KIND - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	44,840.00	4,473.89	14,755.02	0.00	0.33	0.00	14,755.02	30,084.98
Total Expenses	<u>537,587.00</u>	<u>53,637.56</u>	<u>176,898.13</u>	<u>0.00</u>	<u>0.33</u>	<u>151.22</u>	<u>177,049.35</u>	<u>360,537.65</u>
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00		(151.22)	(151.22)	151.22
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Ending Net Assets	0.00	0.00	0.00	0.00		(151.22)	(151.22)	151.22

**Madera Migrant Head Start
Budget to Actual**

For the Period Ending **12/31/2020**

Start Date **3/1/2020**
Current Mnth **10.00**
83%

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,159,852	411,273.43	3,161,365.10	2,750,091.67	4,299,876.63	61%	94,263.30	3,255,628.40	1,904,223.60
4220	IN KIND CONTRIBUTIONS	402,549	16,473.13	347,408.29	330,935.16	335,457.50	86%	-	347,408.29	55,140.71
4120	GRANT INCOME-STATE	-	-	7,500.00	7,500.00	-	-	-	7,500.00	(7,500.00)
4390	MISCELLANEOUS	-	-	7,219.75	7,219.75	-	-	-	7,219.75	(7,219.75)
	TOTAL REVENUES	5,562,401	427,746.56	3,523,493.14	3,095,746.58	4,635,334.13	63%	94,263.30	3,617,756.44	1,944,644.56
EXPENDITURES										
5010	Salaries & Wages	2,809,254	211,388.35	1,719,962.86	1,508,574.51	2,341,045.00	61%	-	1,719,962.86	1,089,291.14
5019	Salaries & Wages C19	45,000	-	33,925.96	33,925.96	37,500.00	75%	-	33,925.96	11,074.04
5020	Accrued Vacation Pay	188,000	11,740.74	124,078.05	112,337.31	156,666.67	66%	-	124,078.05	63,921.95
5112	Health Insurance	331,992	15,025.59	178,485.42	163,459.83	276,660.00	54%	-	178,485.42	153,506.58
5114	Worker's Compensation	154,372	8,916.50	71,092.70	62,176.20	128,643.33	46%	-	71,092.70	83,279.30
5115	Worker's CompensationC19	1,000	-	896.16	896.16	833.33	90%	-	896.16	103.84
5116	Pension	109,093	9,773.68	72,793.18	63,019.50	90,910.83	67%	-	72,793.18	36,299.82
5117	Pension C19	1,500	-	1,225.16	1,225.16	1,250.00	82%	-	1,225.16	274.84
5121	FICA C19	3,000	-	2,470.54	2,470.54	2,500.00	82%	-	2,470.54	529.46
5122	FICA	216,244	16,345.31	130,789.95	114,444.64	180,203.33	60%	-	130,789.95	85,454.05
5123	SUI C19	300	-	(8.10)	(8.10)	250.00	-3%	-	(8.10)	308.10
5124	SUI	46,857	786.76	2,509.47	1,722.71	39,047.50	5%	-	2,509.47	44,347.53
5130	Accrued Vacation Fringe	12,864	897.05	9,488.76	8,591.71	10,720.00	74%	-	9,488.76	3,375.24
6110	Office supplies	25,000	1,381.48	15,864.64	14,483.16	20,833.33	63%	4,376.28	20,240.92	4,759.08
6112	Data Processing Supplies	26,275	7,557.14	37,320.13	29,762.99	21,895.83	142%	31,080.63	68,400.76	(42,125.76)
6121	Food	5,558	-	6,318.61	6,318.61	4,631.67	114%	-	6,318.61	(760.61)
6122	Kitchen Supplies	4,200	-	3,693.77	3,693.77	3,500.00	88%	-	3,693.77	506.23
6130	Program Supplies	157,269	15,660.77	60,763.02	45,102.25	131,057.50	39%	20,421.89	81,184.91	76,084.09
6132	Medical & Dental Supplies	-	-	2,367.96	2,367.96	-	-	-	2,367.96	(2,367.96)
6134	Instructional Supplies	37,635	18,932.63	24,116.24	5,183.61	31,362.50	64%	5,144.37	29,260.61	8,374.39
6140	Custodial Supplies	35,000	5,190.31	22,431.96	17,241.65	29,166.67	64%	-	22,431.96	12,568.04
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	-	-	-	-	-	-	-	-
6150	Uniform Rental / Purchases	432	-	300.00	300.00	360.00	69%	-	300.00	132.00
6170	Postage & Shipping	500	50.17	156.77	106.60	416.67	31%	-	156.77	343.23
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	26,004	1,147.96	20,684.45	19,536.49	21,670.00	80%	-	20,684.45	5,319.55
6181	Equipment Maintenance	11,004	266.48	6,478.98	6,212.50	9,170.00	59%	485.00	6,963.98	4,040.02
6310	Printing & Publications	5,000	169.51	3,659.38	3,489.87	4,166.67	73%	-	3,659.38	1,340.62
6312	Advertising & Promotion	-	15.19	167.82	152.63	-	-	-	167.82	(167.82)
6320	Telephone	42,000	13,381.82	59,984.41	46,602.59	35,000.00	143%	-	59,984.41	(17,984.41)
6410	Rent	94,999	6,680.06	70,002.60	63,322.54	79,165.83	74%	-	70,002.60	24,996.40
6420	Utilities / Disposal	102,390	6,872.62	75,897.09	69,024.47	85,325.00	74%	-	75,897.09	26,492.91
6432	Building Repairs / Maintenan	25,000	11,203.00	37,227.46	26,024.46	20,833.33	149%	5,226.00	42,453.46	(17,453.46)
6433	Grounds Maintenance	14,640	1,450.00	12,270.72	10,820.72	12,200.00	84%	-	12,270.72	2,369.28
6436	Pest Control	2,796	165.94	1,940.40	1,774.46	2,330.00	69%	-	1,940.40	855.60
6437	Burglar & Fire Alarm	2,004	22.23	1,240.14	1,217.91	1,670.00	62%	-	1,240.14	763.86
6440	Property Insurance	17,376	-	8,163.30	8,163.30	14,480.00	47%	-	8,163.30	9,212.70
6521 / 6520	Consultants	43,500	763.20	6,188.44	5,425.24	36,250.00	14%	19,666.66	25,855.10	17,644.90
6522	Consultants Expense	100	-	-	-	83.33	0%	-	-	100.00
6524	Contracts	-	-	170.00	170.00	-	-	-	170.00	(170.00)
6530	Legal	3,000	1,662.50	9,806.40	8,143.90	2,500.00	327%	-	9,806.40	(6,806.40)
6540	Custodial Services	45,004	3,956.00	33,092.30	29,136.30	37,503.33	74%	-	33,092.30	11,911.70

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance	83%
6555	Medical Screening / DEAT / Staff	2,700	223.00	1,544.54	1,321.54	2,250.00	57%	-	1,544.54	1,155.46	
6562	Medical Exam	100	-	-	-	83.33	0%	-	-	100.00	
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-	
6566	Dental Exam	100	-	-	-	83.33	0%	-	-	100.00	
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-	
6610	Gas & Oil	5,700	275.79	2,296.51	2,020.72	4,750.00	40%	-	2,296.51	3,403.49	
6620	Vehicle Insurance	17,500	-	6,524.01	6,524.01	14,583.33	37%	-	6,524.01	10,975.99	
6630	Vehicle License & Fees	-	-	-	-	-	0%	-	-	-	
6640	Vehicle Repair & Maintenanc	7,000	676.87	5,626.21	4,949.34	5,833.33	80%	-	5,626.21	1,373.79	
6712	Staff Travel-Local	1,300	-	743.48	743.48	1,083.33	57%	-	743.48	556.52	
6714	Staff Travel-Out of Area	1,501	-	-	-	1,250.83	0%	-	-	1,501.00	
6722	Per Diem-Staff	-	-	-	-	-	0%	-	-	-	
6724	Per Diem-Parent	-	-	-	-	-	0%	-	-	-	
6730	Volunteer Travel	-	-	-	-	-	0%	-	-	-	
6742	Training - Staff	15,891	36.00	14,732.43	14,696.43	13,242.50	93%	-	14,732.43	1,158.57	
6746	Training - Parent	-	-	-	-	-	-	-	-	-	
6748	Education Reimbursement	-	-	138.00	138.00	-	-	-	138.00	(138.00)	
6750	Field Trips	-	-	-	-	-	-	-	-	-	
6810	Bank Charges	-	-	-	-	-	-	-	-	-	
6820	Interest Expense	-	-	-	-	-	-	-	-	-	
6832	Liability Insurance	600	-	133.46	133.46	500.00	22%	-	133.46	466.54	
6834	Student Activity Insurance	2,606	-	717.06	717.06	2,171.67	28%	-	717.06	1,888.94	
6840	Property Taxes	-	-	-	-	-	-	-	-	-	
6850	Fees & Licenses	9,000	3,752.00	4,309.41	557.41	7,500.00	48%	-	4,309.41	4,690.59	
6852	Finger Printing	2,500	-	375.63	375.63	2,083.33	15%	-	375.63	2,124.37	
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-	
6875	Employee Health & Welfare	8,840	466.51	3,467.62	3,001.11	7,366.67	39%	-	3,467.62	5,372.38	
7110	Parent Activities	1,000	-	-	-	833.33	0%	-	-	1,000.00	
7111	Parent Mileage	500	16.06	91.46	75.40	416.67	18%	-	91.46	408.54	
7112	Parent Involvement	2,500	-	1,701.59	1,701.59	2,083.33	68%	-	1,701.59	798.41	
7114	PPC Allowance	2,700	120.00	750.00	630.00	2,250.00	28%	-	750.00	1,950.00	
7116	PPC Food Allowance	1,300	-	-	-	1,083.33	0%	-	-	1,300.00	
8110	In-Kind Salaries	276,417	12,774.30	244,947.99	232,173.69	230,347.50	89%	-	244,947.99	31,469.01	
8120	In-Kind Rent	125,132	3,698.83	102,460.30	98,761.47	104,276.67	82%	-	102,460.30	22,671.70	
8130	In-Kind Other	1,000	-	-	-	833.33	0%	-	-	1,000.00	
9010	In-Direct Cost Allocation	430,352	34,304.21	264,916.34	230,612.13	358,626.67	62%	7,862.47	272,778.81	157,573.19	
Total Expenses		5,562,401	427,746.56	3,523,493.14	3,095,746.58	4,635,334.13	63%	94,263.30	3,617,756.44	1,944,644.56	
Excess Revenue Over		-	-	-	-	-	-	-	-	-	
Total Expenses w/o In Kind		5,159,852	411,273.43	3,176,084.85	2,764,811.42				3,270,348.15	1,889,503.85	
In-Kind		402,549	16,473.13						63.38%		

ADMINISTRATION BUDGET LIMIT	\$584,446
YEAR-TO DATE ADMIN EXP.	\$333,942
PERCENT OF TOTAL EXPENSES	5.43%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	264,916.34
	264,916.34

**Madera Migrant Head Start
Budget to Actual**

For the Period Ending **12/31/2020**

Start Date **3/1/2020**
Current Mnth **10.00**
83%

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,159,852	411,273.43	3,161,365.10	2,750,091.67	4,299,876.63	61%	94,263.30	3,255,628.40	1,904,223.60
4220	IN KIND CONTRIBUTIONS	402,549	16,473.13	347,408.29	330,935.16	335,457.50	86%	-	347,408.29	55,140.71
4120	GRANT INCOME-STATE	-	-	7,500.00	7,500.00	-	-	-	7,500.00	(7,500.00)
4390	MISCELLANEOUS	-	-	7,219.75	7,219.75	-	-	-	7,219.75	(7,219.75)
	TOTAL REVENUES	5,562,401	427,746.56	3,523,493.14	3,095,746.58	4,635,334.13	63%	94,263.30	3,617,756.44	1,944,644.56
EXPENDITURES										
5010	Salaries & Wages	2,809,254	211,388.35	1,719,962.86	1,508,574.51	2,341,045.00	61%	-	1,719,962.86	1,089,291.14
5019	Salaries & Wages C19	45,000	-	33,925.96	33,925.96	37,500.00	75%	-	33,925.96	11,074.04
5020	Accrued Vacation Pay	188,000	11,740.74	124,078.05	112,337.31	156,666.67	66%	-	124,078.05	63,921.95
5112	Health Insurance	331,992	15,025.59	178,485.42	163,459.83	276,660.00	54%	-	178,485.42	153,506.58
5114	Worker's Compensation	154,372	8,916.50	71,092.70	62,176.20	128,643.33	46%	-	71,092.70	83,279.30
5115	Worker's CompensationC19	1,000	-	896.16	896.16	833.33	90%	-	896.16	103.84
5116	Pension	109,093	9,773.68	72,793.18	63,019.50	90,910.83	67%	-	72,793.18	36,299.82
5117	Pension C19	1,500	-	1,225.16	1,225.16	1,250.00	82%	-	1,225.16	274.84
5121	FICA C19	3,000	-	2,470.54	2,470.54	2,500.00	82%	-	2,470.54	529.46
5122	FICA	216,244	16,345.31	130,789.95	114,444.64	180,203.33	60%	-	130,789.95	85,454.05
5123	SUI C19	300	-	(8.10)	(8.10)	250.00	-3%	-	(8.10)	308.10
5124	SUI	46,857	786.76	2,509.47	1,722.71	39,047.50	5%	-	2,509.47	44,347.53
5130	Accrued Vacation Fringe	12,864	897.05	9,488.76	8,591.71	10,720.00	74%	-	9,488.76	3,375.24
6110	Office supplies	25,000	1,381.48	15,864.64	14,483.16	20,833.33	63%	4,376.28	20,240.92	4,759.08
6112	Data Processing Supplies	26,275	7,557.14	37,320.13	29,762.99	21,895.83	142%	31,080.63	68,400.76	(42,125.76)
6121	Food	5,558	-	6,318.61	6,318.61	4,631.67	114%	-	6,318.61	(760.61)
6122	Kitchen Supplies	4,200	-	3,693.77	3,693.77	3,500.00	88%	-	3,693.77	506.23
6130	Program Supplies	157,269	15,660.77	60,763.02	45,102.25	131,057.50	39%	20,421.89	81,184.91	76,084.09
6132	Medical & Dental Supplies	-	-	2,367.96	2,367.96	-	-	-	2,367.96	(2,367.96)
6134	Instructional Supplies	37,635	18,932.63	24,116.24	5,183.61	31,362.50	64%	5,144.37	29,260.61	8,374.39
6140	Custodial Supplies	35,000	5,190.31	22,431.96	17,241.65	29,166.67	64%	-	22,431.96	12,568.04
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	-	-	-	-	-	-	-	-
6150	Uniform Rental / Purchases	432	-	300.00	300.00	360.00	69%	-	300.00	132.00
6170	Postage & Shipping	500	50.17	156.77	106.60	416.67	31%	-	156.77	343.23
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	26,004	1,147.96	20,684.45	19,536.49	21,670.00	80%	-	20,684.45	5,319.55
6181	Equipment Maintenance	11,004	266.48	6,478.98	6,212.50	9,170.00	59%	485.00	6,963.98	4,040.02
6310	Printing & Publications	5,000	169.51	3,659.38	3,489.87	4,166.67	73%	-	3,659.38	1,340.62
6312	Advertising & Promotion	-	15.19	167.82	152.63	-	-	-	167.82	(167.82)
6320	Telephone	42,000	13,381.82	59,984.41	46,602.59	35,000.00	143%	-	59,984.41	(17,984.41)
6410	Rent	94,999	6,680.06	70,002.60	63,322.54	79,165.83	74%	-	70,002.60	24,996.40
6420	Utilities / Disposal	102,390	6,872.62	75,897.09	69,024.47	85,325.00	74%	-	75,897.09	26,492.91
6432	Building Repairs / Maintenan	25,000	11,203.00	37,227.46	26,024.46	20,833.33	149%	5,226.00	42,453.46	(17,453.46)
6433	Grounds Maintenance	14,640	1,450.00	12,270.72	10,820.72	12,200.00	84%	-	12,270.72	2,369.28
6436	Pest Control	2,796	165.94	1,940.40	1,774.46	2,330.00	69%	-	1,940.40	855.60
6437	Burglar & Fire Alarm	2,004	22.23	1,240.14	1,217.91	1,670.00	62%	-	1,240.14	763.86
6440	Property Insurance	17,376	-	8,163.30	8,163.30	14,480.00	47%	-	8,163.30	9,212.70
6521 / 6520	Consultants	43,500	763.20	6,188.44	5,425.24	36,250.00	14%	19,666.66	25,855.10	17,644.90
6522	Consultants Expense	100	-	-	-	83.33	0%	-	-	100.00
6524	Contracts	-	-	170.00	170.00	-	-	-	170.00	(170.00)
6530	Legal	3,000	1,662.50	9,806.40	8,143.90	2,500.00	327%	-	9,806.40	(6,806.40)
6540	Custodial Services	45,004	3,956.00	33,092.30	29,136.30	37,503.33	74%	-	33,092.30	11,911.70

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance	83%
6555	Medical Screening / DEAT / Staff	2,700	223.00	1,544.54	1,321.54	2,250.00	57%	-	1,544.54	1,155.46	
6562	Medical Exam	100	-	-	-	83.33	0%	-	-	100.00	
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-	
6566	Dental Exam	100	-	-	-	83.33	0%	-	-	100.00	
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-	
6610	Gas & Oil	5,700	275.79	2,296.51	2,020.72	4,750.00	40%	-	2,296.51	3,403.49	
6620	Vehicle Insurance	17,500	-	6,524.01	6,524.01	14,583.33	37%	-	6,524.01	10,975.99	
6630	Vehicle License & Fees	-	-	-	-	-	0%	-	-	-	
6640	Vehicle Repair & Maintenanc	7,000	676.87	5,626.21	4,949.34	5,833.33	80%	-	5,626.21	1,373.79	
6712	Staff Travel-Local	1,300	-	743.48	743.48	1,083.33	57%	-	743.48	556.52	
6714	Staff Travel-Out of Area	1,501	-	-	-	1,250.83	0%	-	-	1,501.00	
6722	Per Diem-Staff	-	-	-	-	-	0%	-	-	-	
6724	Per Diem-Parent	-	-	-	-	-	0%	-	-	-	
6730	Volunteer Travel	-	-	-	-	-	0%	-	-	-	
6742	Training - Staff	15,891	36.00	14,732.43	14,696.43	13,242.50	93%	-	14,732.43	1,158.57	
6746	Training - Parent	-	-	-	-	-	-	-	-	-	
6748	Education Reimbursement	-	-	138.00	138.00	-	-	-	138.00	(138.00)	
6750	Field Trips	-	-	-	-	-	-	-	-	-	
6810	Bank Charges	-	-	-	-	-	-	-	-	-	
6820	Interest Expense	-	-	-	-	-	-	-	-	-	
6832	Liability Insurance	600	-	133.46	133.46	500.00	22%	-	133.46	466.54	
6834	Student Activity Insurance	2,606	-	717.06	717.06	2,171.67	28%	-	717.06	1,888.94	
6840	Property Taxes	-	-	-	-	-	-	-	-	-	
6850	Fees & Licenses	9,000	3,752.00	4,309.41	557.41	7,500.00	48%	-	4,309.41	4,690.59	
6852	Finger Printing	2,500	-	375.63	375.63	2,083.33	15%	-	375.63	2,124.37	
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-	
6875	Employee Health & Welfare	8,840	466.51	3,467.62	3,001.11	7,366.67	39%	-	3,467.62	5,372.38	
7110	Parent Activities	1,000	-	-	-	833.33	0%	-	-	1,000.00	
7111	Parent Mileage	500	16.06	91.46	75.40	416.67	18%	-	91.46	408.54	
7112	Parent Involvement	2,500	-	1,701.59	1,701.59	2,083.33	68%	-	1,701.59	798.41	
7114	PPC Allowance	2,700	120.00	750.00	630.00	2,250.00	28%	-	750.00	1,950.00	
7116	PPC Food Allowance	1,300	-	-	-	1,083.33	0%	-	-	1,300.00	
8110	In-Kind Salaries	276,417	12,774.30	244,947.99	232,173.69	230,347.50	89%	-	244,947.99	31,469.01	
8120	In-Kind Rent	125,132	3,698.83	102,460.30	98,761.47	104,276.67	82%	-	102,460.30	22,671.70	
8130	In-Kind Other	1,000	-	-	-	833.33	0%	-	-	1,000.00	
9010	In-Direct Cost Allocation	430,352	34,304.21	264,916.34	230,612.13	358,626.67	62%	7,862.47	272,778.81	157,573.19	
Total Expenses		5,562,401	427,746.56	3,523,493.14	3,095,746.58	4,635,334.13	63%	94,263.30	3,617,756.44	1,944,644.56	
Excess Revenue Over		-	-	-	-	-	-	-	-	-	
Total Expenses w/o In Kind		5,159,852	411,273.43	3,176,084.85	2,764,811.42				3,270,348.15	1,889,503.85	
In-Kind		402,549	16,473.13						63.38%		

ADMINISTRATION BUDGET LIMIT	\$584,446
YEAR-TO DATE ADMIN EXP.	\$333,942
PERCENT OF TOTAL EXPENSES	5.43%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	264,916.34
	264,916.34

July 1, 2020 to June 30, 2021

State Migrant Full-Day Program - Basic Program

Budget to Actual

For the Period Ending

12/31/2020

Start Date 7/1/2020

Current Mnth 6

60%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	750,881	94,764.07	338,134.12	243,370.05	375,442	45.03%	-	338,134.12	412,746.88
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		750,881	94,764.07	338,134.12	243,370.05	375,442	45.03%	-	338,134.12	412,746.88
EXPENDITURES										
5010	SALARIES & WAGES	436,233	64,528.80	228,533.13	164,004.33	218,117	52.39%	-	228,533.13	207,699.87
5020	ACCRUED VACATION PAY	28,000	3,786.53	14,819.92	11,033.39	14,000	52.93%	-	14,819.92	13,180.08
5112	HEALTH INSURANCE	55,352	6,310.35	24,994.64	18,684.29	27,676	45.16%	-	24,994.64	30,357.36
5114	WORKER'S COMPENSATION	26,321	3,613.88	12,330.53	8,716.65	13,161	46.85%	-	12,330.53	13,990.47
5116	PENSION	22,258	3,120.54	10,370.89	7,250.35	11,129	46.59%	-	10,370.89	11,887.11
5122	FICA	33,002	4,927.44	17,273.61	12,346.17	16,501	52.34%	-	17,273.61	15,728.39
5124	SUI	5,698	282.56	474.21	191.65	2,849	8.32%	-	474.21	5,223.79
5130	ACCRUED VACATION FRINGE	2,500	289.73	1,133.52	843.79	1,250	45.34%	-	1,133.52	1,366.48
6110	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
6112	DATA PROCESSING SUPPLIES	15,000	-	-	-	7,500	0.00%	-	-	15,000.00
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	53,886	-	-	-	26,943	-	-	-	53,886.00
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	10,000	-	-	-	5,000	-	-	-	10,000.00
6140	CUSTODIAL SUPPLIES	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6310	PRINTING & PUBLICATIONS	-	-	-	-	-	-	-	-	-
6312	ADVERTISING & PROMOTION	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	-	-	-	-	-	-	-	-	-
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
6742	TRAINING - STAFF	-	-	-	-	-	-	-	-	-
6834	STUDENT ACTIVITY INSURANCE	-	-	-	-	-	-	-	-	-
6850	FEES & LICENSES	-	-	-	-	-	-	-	-	-
6852	FINGER PRINTING	-	-	-	-	-	-	-	-	-
6875	EE HEALTH & WELFARE COSTS	-	-	-	-	-	-	-	-	-
7110	PARENT ACTIVITIES	-	-	-	-	-	-	-	-	-
7111	PARENT MILEAGE	-	-	-	-	-	-	-	-	-
7112	PARENT INVOLVEMENT	-	-	-	-	-	-	-	-	-
7114	PPC ALLOWANCE	-	-	-	-	-	-	-	-	-
7116	PPC FOOD ALLOWANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	62,631	7,904.24	28,203.67	20,299.43	31,316	45.03%	-	28,203.67	34,427.33
Total Expenses		750,881	94,764.07	338,134.12	243,370.05	375,442	45.03%	-	338,134.12	412,746.88
									45.0%	

In Direct Calc. @ 9.1%	
28,203.67	
28,203.67	Total

FUND #311 Basic
Madera Regional Head Start
Budget to Actual
For the period ending December 31, 2020

Combined with fund 380

Account	Grant	Current	Current Mth	Prior Mth	YTD					
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance	
Revenues										
4110- GRANT INCOME-FEDERAL	4,060,640.00	258,674.02	1,869,938.83	1,611,264.81	2,086,263.04	47%	41,225.49	1,911,164.32	(2,149,475.68)	
4210- DONATIONS	-	-	-	-	-	0%	-	-	-	
4220- IN KIND CONTRIBUTIONS	1,026,666.00	16,735.58	104,711.35	87,975.77	526,997.00	10%	-	104,711.35	(921,954.65)	
4330- SALE OF ASSETS	-	-	-	-	-	0%	-	-	-	
4350- RENTAL INCOME	-	-	-	-	-	0%	-	-	-	
4390- MISC INCOME	-	-	-	-	-	0%	-	-	-	
Total Revenues	5,087,306.00	275,409.60	1,957,914.60	1,692,798.14	2,613,260.04	38%	41,225.49	2,015,875.67	(3,071,430.33)	
5010 SALARIES & WAGES	2,213,193.00	160,974.11	1,084,462.08	923,487.97	1,140,000.00	49%	-	1,084,462.08	(1,128,730.92)	
5019- SALARIES & WAGES C19	-	(2,292.80)	6.07	2,298.87	-	-	-	6.07	6.07	
5020 ACCRUED VACATION PAY	124,930.00	9,890.84	67,947.72	58,056.88	64,349.00	54%	-	67,947.72	(56,982.28)	
5112 HEALTH INSURANCE	222,472.00	14,509.20	93,680.51	79,171.31	111,236.00	42%	-	93,680.51	(128,791.49)	
5114 WORKER'S COMPENSATION	113,398.00	4,663.05	38,000.22	33,337.17	58,406.00	34%	-	38,000.22	(75,397.78)	
5115- Worker's Compensation C19	-	(97.86)	39.30	137.16	-	-	-	39.30	39.30	
5116 PENSION	96,173.00	9,524.49	49,126.16	39,601.67	49,541.00	51%	-	49,126.16	(47,046.84)	
5117- Pension C19	-	(86.92)	35.66	122.58	-	-	-	35.66	35.66	
5121- FICA C19	-	(163.15)	66.80	229.95	-	-	-	66.80	66.80	
5122 FICA	179,270.00	14,124.59	84,976.81	70,852.22	92,343.00	47%	-	84,976.81	(94,293.19)	
5123- SUI C19	-	-	-	-	-	0%	-	-	-	
5124 SUI	43,066.00	107.11	1,230.39	1,123.28	22,183.00	3%	-	1,230.39	(41,835.61)	
5130 ACCRUED VACATION FRINGE	10,120.00	755.94	5,195.36	4,439.42	5,215.00	51%	-	5,195.36	(4,924.64)	
6110 OFFICE SUPPLIES	25,000.00	842.55	9,850.16	9,007.61	12,500.00	51%	2,857.34	12,707.50	(12,292.50)	
6112 DATA PROCESSING	50,000.00	3,912.81	25,737.96	21,825.15	25,000.00	56%	2,283.32	28,021.28	(21,978.72)	
6121 FOOD	4,000.00	-	1,843.52	1,843.52	2,000.00	46%	-	1,843.52	(2,156.48)	
6122 KITCHEN SUPPLIES	2,000.00	-	-	-	1,500.00	0%	-	-	(2,000.00)	
6130 PROGRAM SUPPLIES	49,478.00	(3,397.11)	12,974.58	16,371.69	24,739.00	27%	523.22	13,497.80	(35,980.20)	
6132 MEDICAL & DENTAL SUPPLIES	100.00	(675.02)	2,494.40	3,169.42	100.00	2494%	-	2,494.40	2,394.40	
6134 INSTRUCTIONAL SUPPLIES	8,000.00	46.34	4,290.50	4,244.16	3,999.00	78%	1,946.93	6,237.43	(1,762.57)	
6140 CUSTODIAL SUPPLIES	25,000.00	644.71	4,038.38	3,393.67	12,500.00	16%	-	4,038.38	(20,961.62)	
6142 LINEN/LAUNDRY	650.00	-	-	-	325.00	0%	-	-	(650.00)	
6150 UNIFORM RENTAL/PURCHASE	300.00	-	-	-	300.00	0%	-	-	(300.00)	
6170 POSTAGE & SHIPPING	900.00	14.87	147.79	132.92	450.00	16%	-	147.79	(752.21)	
6180 EQUIPMENT RENTAL	27,500.00	1,261.59	9,999.19	8,737.60	13,748.00	36%	-	9,999.19	(17,500.81)	
6181 EQUIPMENT MAINTENANCE	12,200.00	40.60	2,426.46	2,385.86	6,100.00	29%	1,160.40	3,586.86	(8,613.14)	
6221 EQUIPMENT OVER >\$5000	-	-	-	-	-	0%	-	-	-	
6310 PRINTING & PUBLICATIONS	2,600.00	(2,451.32)	397.74	2,849.06	1,600.00	15%	-	397.74	(2,202.26)	
6312 ADVERTISING & PROMOTION	200.00	10.13	10.13	-	200.00	5%	-	10.13	(189.87)	
6320 TELEPHONE	48,000.00	6,734.17	50,286.49	43,552.32	24,000.00	105%	-	50,286.49	2,286.49	
6410 RENT	112,790.00	1,579.77	46,750.00	45,170.23	56,394.00	41%	-	46,750.00	(66,040.00)	
6420 UTILITIES/ DISPOSAL	80,900.00	1,838.88	31,793.85	29,954.97	40,445.04	39%	-	31,793.85	(49,106.15)	
6432 BUILDING REPAIRS/ MAINTEN	80,000.00	3,733.97	16,828.64	13,094.67	39,999.00	23%	1,349.00	18,177.64	(61,822.36)	
6433 GROUNDS MAINTENANCE	18,400.00	636.91	11,788.98	11,152.07	9,192.00	64%	-	11,788.98	(6,611.02)	
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	0%	-	-	-	
6436 PEST CONTROL	4,744.00	66.00	2,365.01	2,299.01	2,364.00	50%	-	2,365.01	(2,378.99)	
6437 BURGLAR & FIRE ALARM	2,316.00	-	1,333.28	1,333.28	1,396.00	58%	-	1,333.28	(982.72)	
6440 PROPERTY INSURANCE	5,638.00	(852.71)	1,274.68	2,127.39	2,806.00	23%	-	1,274.68	(4,363.32)	
6520 CONSULTANTS	31,690.00	230.25	3,155.13	2,924.88	15,845.00	72%	19,666.67	22,821.80	(8,868.20)	
6522 CONSULTANT EXPENSES	1,200.00	-	-	-	600.00	0%	-	-	(1,200.00)	
6524 CONTRACTS	18,820.00	7,048.22	13,971.98	6,923.76	9,410.00	74%	-	13,971.98	(4,848.02)	
6530 LEGAL	5,000.00	-	3,594.99	3,594.99	2,500.00	72%	-	3,594.99	(1,405.01)	
6540 CUSTODIAL SERVICES	-	-	621.06	621.06	-	0%	-	621.06	621.06	
6555 MEDICAL SCREENING/DEAT/ST	2,500.00	178.00	566.00	388.00	1,800.00	23%	-	566.00	(1,934.00)	
6562 MEDICAL EXAM	-	-	-	-	-	0%	-	-	-	
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	0%	-	-	-	
6566 DENTAL EXAM	-	-	-	-	-	0%	-	-	-	

FUND #311 Basic
Madera Regional Head Start
Budget to Actual
For the period ending December 31, 2020

Combined with fund 380

Account	Grant	Current	Current Mth	Prior Mth	YTD					
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance	
6568 DENTAL FOLLOW-UP		-				0%		-	-	
6610 GAS & OIL	9,000.00	106.22	669.03	562.81	4,500.00	7%	-	669.03	(8,330.97)	
6620 VEHICLE INSURANCE	13,334.00	(1,165.75)	2,331.48	3,497.23	6,666.00	17%	-	2,331.48	(11,002.52)	
6640 VEHICLE REPAIR & MAINTENA	12,000.00	499.15	2,336.11	1,836.96	6,000.00	19%	-	2,336.11	(9,663.89)	
6712 STAFF TRAVEL-LOCAL	6,000.00	481.29	1,145.35	664.06	3,000.00	19%	-	1,145.35	(4,854.65)	
6714 STAFF TRAVEL-OUT OF AREA	9,500.00	-	-	-	4,750.00	0%	-	-	(9,500.00)	
6722 PER DIEM - STAFF	100.00	-	-	-	45.00	0%	-	-	(100.00)	
6724 PER DIEM - PARENT		-				0%		-	-	
6730 VOLUNTEER TRAVEL		-	(30.00)	(30.00)	-	0%	-	(30.00)	(30.00)	
6742 TRAINING - STAFF	4,000.00	1,437.50	15,578.20	14,140.70	2,000.00	389%	-	15,578.20	11,578.20	
6744 TRAINING VOLUNTEERS		-				0%		-	-	
6746 TRAINING PARENTS		-				0%		-	-	
6748 EDUCATION REIMBURSEMENT		-				0%		-	-	
6750 FIELD TRIPS	1,474.00	-		-		0%		-	(1,474.00)	
6810 BANK CHARGES		-				0%		-	-	
6820 INTEREST CHARGES		-				0%		-	-	
6832 LIABILITY INSURANCE	888.00	(70.63)	-	70.63	444.00	0%	-	-	(888.00)	
6834 STUDENT ACTIVITY INSURANC	1,990.00	(206.06)	342.08	548.14	995.00	17%	-	342.08	(1,647.92)	
6840 PROPERTY TAXES	8.00	-	-	-	8.00	0%	-	-	(8.00)	
6850 FEES & LICENSES	15,442.00	2,146.00	4,678.00	2,532.00	7,721.00	82%	8,000.00	12,678.00	(2,764.00)	
6851 CPR FEES		-				0%		-	-	
6852 FINGER PRINTING	1,500.00	0.75	324.50	323.75	750.00	22%	-	324.50	(1,175.50)	
6860 DEPRECIATION EXPENSE		-				0%		-	-	
6870 EMPLOYEE RECOGNITION		-				0%		-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	16,409.00	313.74	2,252.52	1,938.78	16,409.00	14%	-	2,252.52	(14,156.48)	
6880 VOLUNTEER RECONGNITION		-				0%		-	-	
6892 CASH SHORT / OVER		-				0%		-	-	
7110 PARENT ACTIVITIES		-				0%		-	-	
7111 PARENT MILEAGE	1,950.00	8.67	28.31	19.64	975.00	1%	-	28.31	(1,921.69)	
7112 PARENT INVOLVEMENT	2,280.00	-	-	-	1,140.00	0%	-	-	(2,280.00)	
7114 PPC ALLOWANCE	2,520.00	195.00	1,004.20	809.20	1,260.00	40%	-	1,004.20	(1,515.80)	
7115 PPC FOOD ALLOWANCE		-				0%		-	-	
7116 POLICY COUN. FOOD ALLOWAN	1,000.00	-	-	-	500.00	0%	-	-	(1,000.00)	
8110 IN KIND SALARIES	881,983.00	2,038.58	26,863.10	24,824.52	452,680.00	3%	-	26,863.10	(855,119.90)	
8120 IN KIND RENT	139,143.00	14,697.00	77,848.25	63,151.25	71,473.00	56%	-	77,848.25	(61,294.75)	
8130 IN KIND - OTHER	5,540.00	-	-	-	2,844.00	0%	-	-	(5,540.00)	
9010 INDIRECT COST ALLOCATION	338,697.00	21,575.93	155,971.07	134,395.14	174,015.00	47%	3,438.61	159,409.68	(179,287.32)	
Total Expenses	5,087,306.00	275,409.60	1,957,914.60	1,692,798.14	2,613,260.04	40%	41,225.49	2,015,875.67	(3,071,430.33)	
Excess Revenue Over (Under) Expenditures	-	-	-	-	-		-	-	-	
		237,098.09	1,697,232.18	1,470,427.23						
		21,575.93	154,448.13	133,808.88	9.10%					

ADMINISTRATIVE EXPENSES	\$228,675.08
PERCENT ADMINISTRATIVE	11.52%
LIMIT IS 15%	

YTD Contract % 47.07%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	89,639.00	541.60	2,616.46	0.00	(0.03)	0.00	2,616.46	87,022.54
Total Revenues	<u>89,639.00</u>	<u>541.60</u>	<u>2,616.46</u>	<u>0.00</u>	<u>(0.03)</u>	<u>0.00</u>	<u>2,616.46</u>	<u>87,022.54</u>
Expenses								
6121- FOOD	450.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
6130- PROGRAM SUPPLIES	9,705.00	0.00	0.00	0.00	0.00	0.00	0.00	9,705.00
6520- CONSULTANTS	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00
6714- STAFF TRAVEL-OUT OF AREA	28,008.00	0.00	0.00	0.00	0.00	199.67	199.67	27,808.33
6722- PER DIEM - STAFF	2,061.00	0.00	0.00	0.00	0.00	0.00	0.00	2,061.00
6724- PER DIEM - PARENT	2,125.00	0.00	0.00	0.00	0.00	0.00	0.00	2,125.00
6742- TRAINING - STAFF	18,813.00	0.00	236.00	0.00	0.01	0.00	236.00	18,577.00
6746- TRAINING - PARENT	3,000.00	0.00	525.00	0.00	0.18	0.00	525.00	2,475.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	496.42	1,637.22	0.00	0.00	0.00	1,637.22	(1,637.22)
9010- INDIRECT COST ALLOCATION	7,477.00	45.18	218.24	0.00	0.03	0.00	218.24	7,258.76
Total Expenses	<u>89,639.00</u>	<u>541.60</u>	<u>2,616.46</u>	<u>0.00</u>	<u>0.03</u>	<u>199.67</u>	<u>2,816.13</u>	<u>86,822.87</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(199.67)</u>	<u>(199.67)</u>	<u>199.67</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(199.67)</u>	<u>(199.67)</u>	<u>199.67</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,806,650.00	143,850.50	1,304,083.77	1,548,496.40	(0.27)	0.00	1,304,083.77	3,502,566.23
4220- IN KIND CONTRIBUTIONS	666,728.00	13,213.46	132,399.84	215,543.32	(0.20)	0.00	132,399.84	534,328.16
Total Revenues	5,473,378.00	157,063.96	1,436,483.61	1,764,039.72	(0.26)	0.00	1,436,483.61	4,036,894.39
Expenses								
5010- SALARIES & WAGES	2,544,511.00	73,624.14	765,926.71	887,779.00	0.30	0.00	765,926.71	1,778,584.29
5020- ACCRUED VACATION PAY	152,718.00	2,968.28	47,364.53	53,283.00	0.31	0.00	47,364.53	105,353.47
5112- HEALTH INSURANCE	193,684.00	6,336.84	63,140.16	64,560.00	0.33	0.00	63,140.16	130,543.84
5114- WORKER'S COMPENSATION	107,775.00	2,388.74	33,489.54	37,604.00	0.31	0.00	33,489.54	74,285.46
5116- PENSION	140,699.00	2,979.65	41,491.97	49,286.00	0.29	0.00	41,491.97	99,207.03
5122- FICA	227,802.00	5,996.80	67,695.04	79,479.00	0.30	0.00	67,695.04	160,106.96
5124- SUI	46,571.00	26.92	972.10	16,470.00	0.02	0.00	972.10	45,598.90
5130- ACCRUED VACATION FICA	13,667.00	227.09	3,623.14	4,768.40	0.27	0.00	3,623.14	10,043.86
6110- OFFICE SUPPLIES	27,200.00	25.95	1,046.29	4,600.00	0.04	0.00	1,046.29	26,153.71
6112- DATA PROCESSING SUPPLIES	90,000.00	668.25	6,149.30	15,000.00	0.07	129.55	6,278.85	83,721.15
6121- FOOD	12,000.00	0.00	3,173.44	4,082.00	0.26	0.00	3,173.44	8,826.56
6122- KITCHEN SUPPLIES	5,000.00	0.00	140.33	0.00	0.03	0.00	140.33	4,859.67
6130- PROGRAM SUPPLIES	107,433.00	537.89	3,275.17	16,700.00	0.03	2,553.35	5,828.52	101,604.48
6132- MEDICAL & DENTAL SUPPLIES	160.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
6134- INSTRUCTIONAL SUPPLIES	30,000.00	0.00	64.66	12,000.00	0.00	0.00	64.66	29,935.34
6140- CUSTODIAL SUPPLIES	29,450.00	442.75	11,412.66	11,200.00	0.39	0.00	11,412.66	18,037.34
6170- POSTAGE & SHIPPING	2,040.00	26.55	163.18	750.00	0.08	0.00	163.18	1,876.82
6180- EQUIPMENT RENTAL	26,184.00	961.98	7,284.13	8,728.00	0.28	0.00	7,284.13	18,899.87
6181- EQUIPMENT MAINTENANCE	21,850.00	0.00	2,046.57	7,284.00	0.09	1,710.19	3,756.76	18,093.24
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	677.65	0.00	0.10	0.00	677.65	6,322.35
6312- ADVERTISING & PROMOTION	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6320- TELEPHONE	48,996.00	12,192.32	41,255.97	16,332.00	0.84	0.00	41,255.97	7,740.03
6410- RENT	87,032.00	7,176.38	28,890.52	29,014.00	0.33	0.00	28,890.52	58,141.48
6420- UTILITIES/ DISPOSAL	84,396.00	3,482.18	21,979.79	28,132.00	0.26	0.00	21,979.79	62,416.21
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	2,113.08	8,789.06	11,364.00	0.05	313,556.00	322,345.06	(145,883.06)
6433- GROUNDS MAINTENANCE	31,284.00	1,440.01	6,380.95	10,428.00	0.20	0.00	6,380.95	24,903.05
6436- PEST CONTROL	7,260.00	595.00	2,380.00	2,420.00	0.33	0.00	2,380.00	4,880.00
6437- BURGLAR & FIRE ALARM	5,328.00	713.22	1,383.33	1,776.00	0.26	0.00	1,383.33	3,944.67
6440- PROPERTY INSURANCE	13,013.00	0.00	0.00	4,340.00	0.00	0.00	0.00	13,013.00
6520- CONSULTANTS	10,000.00	865.20	2,665.20	0.00	0.27	25,750.00	28,415.20	(18,415.20)
6522- CONSULTANT EXPENSES	900.00	0.00	0.00	360.00	0.00	0.00	0.00	900.00
6530- LEGAL	2,004.00	0.00	131.25	668.00	0.07	0.00	131.25	1,872.75
6540- CUSTODIAL SERVICES	4,776.00	398.00	1,592.00	1,592.00	0.33	0.00	1,592.00	3,184.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	680.00	200.00	0.68	0.00	680.00	320.00
6610- GAS & OIL	10,008.00	294.77	1,564.49	3,336.00	0.16	0.00	1,564.49	8,443.51
6620- VEHICLE INSURANCE	15,660.00	0.00	0.00	5,220.00	0.00	0.00	0.00	15,660.00
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	1,091.98	2,050.62	6,600.00	0.10	0.00	2,050.62	17,949.38
6712- STAFF TRAVEL-LOCAL	5,000.00	0.00	1,388.02	2,000.00	0.28	0.00	1,388.02	3,611.98

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6714- STAFF TRAVEL-OUT OF AREA	1,750.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00
6722- PER DIEM - STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6742- TRAINING - STAFF	34,834.00	0.00	15.00	4,400.00	0.00	0.00	15.00	34,819.00
6746- TRAINING - PARENT	16,277.00	0.00	0.00	0.00	0.00	0.00	0.00	16,277.00
6832- LIABILITY INSURANCE	504.00	0.00	0.00	168.00	0.00	0.00	0.00	504.00
6834- STUDENT ACTIVITY INSURANCE	1,260.00	0.00	0.00	756.00	0.00	0.00	0.00	1,260.00
6840- PROPERTY TAXES	1,600.00	0.00	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,000.00	4,114.00	4,120.00	3,647.00	0.23	0.00	4,120.00	13,880.00
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	74.00	248.50	0.00	0.00	0.00	248.50	(248.50)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	0.00	2,158.82	300.00	0.28	0.00	2,158.82	5,491.18
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	1,075.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	675.00	0.00	4.08	270.00	0.01	0.00	4.08	670.92
7114- PC ALLOWANCE	1,000.00	90.00	630.00	400.00	0.63	0.00	630.00	370.00
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	200.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	566,743.00	4,977.54	99,456.16	182,240.00	0.18	0.00	99,456.16	467,286.84
8120- IN KIND RENT	97,936.00	8,235.92	32,943.68	32,645.32	0.34	0.00	32,943.68	64,992.32
8130- IN KIND - OTHER	2,049.00	0.00	0.00	658.00	0.00	0.00	0.00	2,049.00
9010- INDIRECT COST ALLOCATION	400,087.00	11,998.53	108,773.26	128,325.00	0.27	0.00	108,773.26	291,313.74
Total Expenses	5,473,378.00	157,063.96	1,436,483.61	1,764,039.72	0.26	343,699.09	1,780,182.70	3,693,195.30
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(343,699.09)	(343,699.09)	343,699.09
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	0.00	0.00	0.00	0.00	(343,699.09)	(343,699.09)	343,699.09

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
337 0 FRESNO MIGRANT - EARLY HEAD START								
Revenues								
4110- GRANT INCOME-FEDERAL	310,267.00	8,404.19	62,948.57	34,410.00	(0.20)	0.00	62,948.57	247,318.43
4220- IN KIND CONTRIBUTIONS	35,246.00	477.59	2,880.17	4,411.00	(0.08)	0.00	2,880.17	32,365.83
Total Revenues	345,513.00	8,881.78	65,828.74	38,821.00	(0.19)	0.00	65,828.74	279,684.26
Expenses								
5010- SALARIES & WAGES	51,840.00	5,111.12	23,340.87	16,486.00	0.45	0.00	23,340.87	28,499.13
5020- ACCRUED VACATION PAY	2,850.00	343.57	1,628.63	905.00	0.57	0.00	1,628.63	1,221.37
5112- HEALTH INSURANCE	6,534.00	605.97	2,476.17	2,177.00	0.38	0.00	2,476.17	4,057.83
5114- WORKER'S COMPENSATION	3,680.00	194.07	843.79	1,170.00	0.23	0.00	843.79	2,836.21
5116- PENSION	3,030.00	240.96	1,216.55	963.00	0.40	0.00	1,216.55	1,813.45
5122- FICA	4,882.00	431.28	1,946.26	1,552.00	0.40	0.00	1,946.26	2,935.74
5124- SUI	450.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
5130- ACCRUED VACATION FICA	269.00	26.28	124.60	87.00	0.46	0.00	124.60	144.40
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	150.00	0.00	0.00	0.00	1,500.00
6112- DATA PROCESSING SUPPLIES	2,000.00	2.28	6.84	0.00	0.00	0.00	6.84	1,993.16
6121- FOOD	386.00	0.00	0.00	50.00	0.00	0.00	0.00	386.00
6130- PROGRAM SUPPLIES	4,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	4,500.00
6134- INSTRUCTIONAL SUPPLIES	1,800.00	0.00	0.00	600.00	0.00	0.00	0.00	1,800.00
6180- EQUIPMENT RENTAL	0.00	15.04	15.04	0.00	0.00	0.00	15.04	(15.04)
6310- PRINTING & PUBLICATIONS	360.00	0.00	161.29	180.00	0.45	0.00	161.29	198.71
6312- ADVERTISING & PROMOTION	120.00	0.00	0.00	60.00	0.00	0.00	0.00	120.00
6320- TELEPHONE	648.00	50.97	203.83	216.00	0.31	0.00	203.83	444.17
6410- RENT	2,160.00	360.00	1,440.00	2,160.00	0.67	0.00	1,440.00	720.00
6520- CONSULTANTS	2,500.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00	(3,500.00)
6522- CONSULTANT EXPENSES	300.00	195.00	195.00	0.00	0.65	0.00	195.00	105.00
6524- CONTRACTS	181,200.00	0.00	23,400.00	3,000.00	0.13	0.00	23,400.00	157,800.00
6610- GAS & OIL	804.00	96.66	335.80	264.00	0.42	0.00	335.80	468.20
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	67.38	0.00	0.00	0.00	67.38	(67.38)
6712- STAFF TRAVEL-LOCAL	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00
6742- TRAINING - STAFF	0.00	0.00	236.00	0.00	0.00	0.00	236.00	(236.00)
6746- TRAINING - PARENT	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6850- FEES & LICENSES	20.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00
7111- PARENT MILEAGE	315.00	0.00	0.00	0.00	0.00	0.00	0.00	315.00
7114- PC ALLOWANCE	240.00	30.00	60.00	0.00	0.25	0.00	60.00	180.00
8110- IN KIND SALARIES	33,403.00	477.59	2,880.17	4,180.00	0.09	0.00	2,880.17	30,522.83
8130- IN KIND - OTHER	1,843.00	0.00	0.00	231.00	0.00	0.00	0.00	1,843.00
9010- INDIRECT COST ALLOCATION	25,879.00	700.99	5,250.52	2,870.00	0.20	0.00	5,250.52	20,628.48
Total Expenses	345,513.00	8,881.78	65,828.74	38,821.00	0.19	6,000.00	71,828.74	273,684.26
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(6,000.00)	(6,000.00)	6,000.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2020</u>	<u>YTD Budget December 31, 2020</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
337 0 FRESNO MIGRANT - EARLY HEAD START								
Ending Net Assets	0.00	0.00	0.00	0.00	0.00	(6,000.00)	(6,000.00)	6,000.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
Revenues								
4120- GRANT INCOME-STATE	0.00	0.00	48,800.00	0.00	0.00	0.00	48,800.00	(48,800.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>(48,800.00)</u>
Expenses								
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>(48,800.00)</u>
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>56,112.32</u>	<u>104,912.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>104,912.32</u>	<u>(104,912.32)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	454,125.00	16.35	170,540.57	0.00	(0.38)	0.00	170,540.57	283,584.43
Total Revenues	<u>454,125.00</u>	<u>16.35</u>	<u>170,540.57</u>	<u>0.00</u>	<u>(0.38)</u>	<u>0.00</u>	<u>170,540.57</u>	<u>283,584.43</u>
Expenses								
5010- SALARIES & WAGES	0.00	0.00	133,130.25	0.00	0.00	0.00	133,130.25	(133,130.25)
5114- WORKER'S COMPENSATION	0.00	0.00	5,138.72	0.00	0.00	0.00	5,138.72	(5,138.72)
5116- PENSION	0.00	0.00	4,549.23	0.00	0.00	0.00	4,549.23	(4,549.23)
5122- FICA	0.00	0.00	10,184.48	0.00	0.00	0.00	10,184.48	(10,184.48)
5124- SUI	0.00	0.00	302.25	0.00	0.00	0.00	302.25	(302.25)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	0.00	0.00	0.00	9,128.64	9,128.64	(9,128.64)
6130- PROGRAM SUPPLIES	416,247.00	14.99	1,987.92	0.00	0.00	0.00	1,987.92	414,259.08
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,022.98	0.00	0.00	0.00	1,022.98	(1,022.98)
9010- INDIRECT COST ALLOCATION	37,878.00	1.36	14,224.74	0.00	0.38	0.00	14,224.74	23,653.26
Total Expenses	<u>454,125.00</u>	<u>16.35</u>	<u>170,540.57</u>	<u>0.00</u>	<u>0.38</u>	<u>9,128.64</u>	<u>179,669.21</u>	<u>274,455.79</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,128.64)</u>	<u>(9,128.64)</u>	<u>9,128.64</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,128.64)</u>	<u>(9,128.64)</u>	<u>9,128.64</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
837 0 COVID-19 CARES - FRESNO EHS								
Revenues								
4110- GRANT INCOME-FEDERAL	26,250.00	0.00	3,254.37	0.00	(0.12)	0.00	3,254.37	22,995.63
Total Revenues	<u>26,250.00</u>	<u>0.00</u>	<u>3,254.37</u>	<u>0.00</u>	<u>(0.12)</u>	<u>0.00</u>	<u>3,254.37</u>	<u>22,995.63</u>
Expenses								
5010- SALARIES & WAGES	0.00	0.00	1,764.00	0.00	0.00	0.00	1,764.00	(1,764.00)
5114- WORKER'S COMPENSATION	0.00	0.00	67.39	0.00	0.00	0.00	67.39	(67.39)
5116- PENSION	0.00	0.00	69.00	0.00	0.00	0.00	69.00	(69.00)
5122- FICA	0.00	0.00	134.94	0.00	0.00	0.00	134.94	(134.94)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	0.00	0.00	0.00	1,825.73	1,825.73	(1,825.73)
6130- PROGRAM SUPPLIES	24,060.00	0.00	1,033.82	0.00	0.04	0.00	1,033.82	23,026.18
9010- INDIRECT COST ALLOCATION	<u>2,190.00</u>	<u>0.00</u>	<u>185.22</u>	<u>0.00</u>	<u>0.08</u>	<u>0.00</u>	<u>185.22</u>	<u>2,004.78</u>
Total Expenses	<u>26,250.00</u>	<u>0.00</u>	<u>3,254.37</u>	<u>0.00</u>	<u>0.12</u>	<u>1,825.73</u>	<u>5,080.10</u>	<u>21,169.90</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,825.73)</u>	<u>(1,825.73)</u>	<u>1,825.73</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,825.73)</u>	<u>(1,825.73)</u>	<u>1,825.73</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,686,931.00	152,812.64	1,543,443.74	1,582,906.40	(0.27)	0.00	1,543,443.74	4,143,487.26
4120- GRANT INCOME-STATE	0.00	0.00	48,800.00	0.00	0.00	0.00	48,800.00	(48,800.00)
4220- IN KIND CONTRIBUTIONS	701,974.00	13,691.05	135,280.01	219,954.32	(0.19)	0.00	135,280.01	566,693.99
Total Revenues	<u>6,388,905.00</u>	<u>166,503.69</u>	<u>1,727,523.75</u>	<u>1,802,860.72</u>	<u>(0.27)</u>	<u>0.00</u>	<u>1,727,523.75</u>	<u>4,661,381.25</u>
Expenses								
5010- SALARIES & WAGES	2,596,351.00	78,735.26	924,161.83	904,265.00	0.36	0.00	924,161.83	1,672,189.17
5020- ACCRUED VACATION PAY	155,568.00	3,311.85	48,993.16	54,188.00	0.31	0.00	48,993.16	106,574.84
5112- HEALTH INSURANCE	200,218.00	6,942.81	65,616.33	66,737.00	0.33	0.00	65,616.33	134,601.67
5114- WORKER'S COMPENSATION	111,455.00	2,582.81	39,539.44	38,774.00	0.35	0.00	39,539.44	71,915.56
5116- PENSION	143,729.00	3,220.61	47,326.75	50,249.00	0.33	0.00	47,326.75	96,402.25
5122- FICA	232,684.00	6,428.08	79,960.72	81,031.00	0.34	0.00	79,960.72	152,723.28
5124- SUI	47,021.00	26.92	1,274.35	16,470.00	0.03	0.00	1,274.35	45,746.65
5130- ACCRUED VACATION FICA	13,936.00	253.37	3,747.74	4,855.40	0.27	0.00	3,747.74	10,188.26
6110- OFFICE SUPPLIES	28,700.00	25.95	1,046.29	4,750.00	0.04	0.00	1,046.29	27,653.71
6112- DATA PROCESSING SUPPLIES	92,000.00	670.53	6,156.14	15,000.00	0.07	11,083.92	17,240.06	74,759.94
6121- FOOD	12,836.00	0.00	3,173.44	4,132.00	0.25	0.00	3,173.44	9,662.56
6122- KITCHEN SUPPLIES	5,000.00	0.00	140.33	0.00	0.03	0.00	140.33	4,859.67
6130- PROGRAM SUPPLIES	561,945.00	552.88	6,296.91	18,200.00	0.01	2,553.35	8,850.26	553,094.74
6132- MEDICAL & DENTAL SUPPLIES	160.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
6134- INSTRUTIONAL SUPPLIES	31,800.00	0.00	64.66	12,600.00	0.00	0.00	64.66	31,735.34
6140- CUSTODIAL SUPPLIES	29,450.00	442.75	12,435.64	11,200.00	0.42	0.00	12,435.64	17,014.36
6170- POSTAGE & SHIPPING	2,040.00	26.55	163.18	750.00	0.08	0.00	163.18	1,876.82
6180- EQUIPMENT RENTAL	26,184.00	977.02	7,299.17	8,728.00	0.28	0.00	7,299.17	18,884.83
6181- EQUIPMENT MAINTENANCE	21,850.00	0.00	2,046.57	7,284.00	0.09	1,710.19	3,756.76	18,093.24
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,360.00	0.00	838.94	180.00	0.11	0.00	838.94	6,521.06
6312- ADVERTISING & PROMOTION	620.00	0.00	0.00	60.00	0.00	0.00	0.00	620.00
6320- TELEPHONE	49,644.00	12,243.29	41,459.80	16,548.00	0.84	0.00	41,459.80	8,184.20
6410- RENT	89,192.00	7,536.38	30,330.52	31,174.00	0.34	0.00	30,330.52	58,861.48
6420- UTILITIES/ DISPOSAL	84,396.00	3,482.18	21,979.79	28,132.00	0.26	0.00	21,979.79	62,416.21
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	2,113.08	8,789.06	11,364.00	0.05	313,556.00	322,345.06	(145,883.06)
6433- GROUNDS MAINTENANCE	31,284.00	1,440.01	6,380.95	10,428.00	0.20	0.00	6,380.95	24,903.05
6436- PEST CONTROL	7,260.00	595.00	2,380.00	2,420.00	0.33	0.00	2,380.00	4,880.00
6437- BURGLAR & FIRE ALARM	5,328.00	713.22	1,383.33	1,776.00	0.26	0.00	1,383.33	3,944.67
6440- PROPERTY INSURANCE	13,013.00	0.00	0.00	4,340.00	0.00	0.00	0.00	13,013.00
6520- CONSULTANTS	30,500.00	865.20	2,665.20	0.00	0.09	31,750.00	34,415.20	(3,915.20)
6522- CONSULTANT EXPENSES	1,200.00	195.00	195.00	360.00	0.16	0.00	195.00	1,005.00
6524- CONTRACTS	181,200.00	0.00	23,400.00	3,000.00	0.13	0.00	23,400.00	157,800.00
6530- LEGAL	2,004.00	0.00	131.25	668.00	0.07	0.00	131.25	1,872.75
6540- CUSTODIAL SERVICES	4,776.00	398.00	1,592.00	1,592.00	0.33	0.00	1,592.00	3,184.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	680.00	200.00	0.68	0.00	680.00	320.00
6610- GAS & OIL	10,812.00	391.43	1,900.29	3,600.00	0.18	0.00	1,900.29	8,911.71
6620- VEHICLE INSURANCE	15,660.00	0.00	0.00	5,220.00	0.00	0.00	0.00	15,660.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 12/31/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual December 31, 2020	YTD Budget December 31, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	1,091.98	2,118.00	6,600.00	0.11	0.00	2,118.00	17,882.00
6712- STAFF TRAVEL-LOCAL	14,000.00	0.00	1,388.02	2,000.00	0.10	0.00	1,388.02	12,611.98
6714- STAFF TRAVEL-OUT OF AREA	29,758.00	0.00	0.00	0.00	0.00	199.67	199.67	29,558.33
6722- PER DIEM - STAFF	2,311.00	0.00	0.00	0.00	0.00	0.00	0.00	2,311.00
6724- PER DIEM - PARENT	2,125.00	0.00	0.00	0.00	0.00	0.00	0.00	2,125.00
6742- TRAINING - STAFF	53,647.00	0.00	487.00	4,400.00	0.01	0.00	487.00	53,160.00
6746- TRAINING - PARENT	22,277.00	0.00	525.00	0.00	0.02	0.00	525.00	21,752.00
6832- LIABILITY INSURANCE	504.00	0.00	0.00	168.00	0.00	0.00	0.00	504.00
6834- STUDENT ACTIVITY INSURANCE	1,260.00	0.00	0.00	756.00	0.00	0.00	0.00	1,260.00
6840- PROPERTY TAXES	1,600.00	0.00	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,020.00	4,114.00	4,120.00	3,667.00	0.23	0.00	4,120.00	13,900.00
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	74.00	248.50	0.00	0.00	0.00	248.50	(248.50)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	496.42	3,796.04	300.00	0.50	0.00	3,796.04	3,853.96
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	1,075.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	990.00	0.00	4.08	270.00	0.00	0.00	4.08	985.92
7114- PC ALLOWANCE	1,240.00	120.00	690.00	400.00	0.56	0.00	690.00	550.00
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	200.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	600,146.00	5,455.13	102,336.33	186,420.00	0.17	0.00	102,336.33	497,809.67
8120- IN KIND RENT	97,936.00	8,235.92	32,943.68	32,645.32	0.34	0.00	32,943.68	64,992.32
8130- IN KIND - OTHER	3,892.00	0.00	0.00	889.00	0.00	0.00	0.00	3,892.00
9010- INDIRECT COST ALLOCATION	473,511.00	12,746.06	128,651.98	131,195.00	0.27	0.00	128,651.98	344,859.02
Total Expenses	6,388,905.00	166,503.69	1,678,723.75	1,802,860.72	0.26	360,853.13	2,039,576.88	4,349,328.12
Excess Revenue Over (Under) Expenditures	0.00	0.00	48,800.00	0.00	0.00	(360,853.13)	(312,053.13)	312,053.13
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	56,112.32	104,912.32	0.00	0.00	(360,853.13)	(255,940.81)	255,940.81

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Dec-20**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES										
4110 GRANT INCOME-FEDERAL		4,896,289.00	138,699.28	1,306,743.21	1,168,043.93	1,548,496.40	26.69%	375,193.55	1,681,936.76	(3,214,352.24)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		666,728.00	13,203.61	132,389.99	119,186.38	215,543.32	19.86%	0.00	132,389.99	(534,338.01)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		5,563,017.00	151,902.89	1,439,133.20	1,287,230.31	1,764,039.72	25.87%	375,193.55	1,814,326.75	(3,748,690.25)
5010 SALARIES & WAGES	6A	2,544,511.00	66,901.31	765,926.71	699,025.40	887,779.00	30.10%	0.00	765,926.71	(1,778,584.29)
5012- DIRECTOR'S SALARY			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	152,718.00	2,968.28	47,364.53	44,396.25	53,283.00	31.01%	0.00	47,364.53	(105,353.47)
5112 HEALTH INSURANCE	6B	193,684.00	5,454.61	63,140.16	57,685.55	64,560.00	32.60%	0.00	63,140.16	(130,543.84)
5114 WORKER'S COMPENSATION	6B	107,775.00	2,747.32	33,489.54	30,742.22	37,604.00	31.07%	0.00	33,489.54	(74,285.46)
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	140,699.00	2,979.65	41,491.97	38,512.32	49,286.00	29.49%	0.00	41,491.97	(99,207.03)
5117- Pension C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	227,802.00	5,482.50	67,695.04	62,212.54	79,479.00	29.72%	0.00	67,695.04	(160,106.96)
5124 SUI	6B	46,571.00	26.92	972.10	945.18	16,470.00	2.09%	0.00	972.10	(45,598.90)
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B	13,667.00	227.09	3,623.14	3,396.05	4,768.40	26.51%	0.00	3,623.14	(10,043.86)
6714 STAFF TRAVEL-OUT OF AREA	6C	29,758.00	0.00	0.00	0.00	0.00	0.00%	199.67	199.67	(29,558.33)
6722 PER DIEM - STAFF	6C	2,311.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(2,311.00)
6221 EQUIPMENT OVER > \$5000	6D	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	(10,000.00)
6110 OFFICE SUPPLIES	6E	27,200.00	25.95	1,046.29	1,020.34	4,600.00	3.85%	0.00	1,046.29	(26,153.71)
6112 DATA PROCESSING SUPPLIES	6E	90,000.00	668.25	6,149.30	5,481.05	15,000.00	6.83%	129.55	6,278.85	(83,721.15)
6121 FOOD	6E	12,450.00	0.00	3,173.44	3,173.44	4,082.00	25.49%	0.00	3,173.44	(9,276.56)
6122 KITCHEN SUPPLIES	6E	5,000.00	0.00	140.33	140.33	0.00	2.81%	0.00	140.33	(4,859.67)
6130 PROGRAM SUPPLIES	6E	117,138.00	537.89	3,275.17	2,737.28	16,700.00	2.80%	2,553.35	5,828.52	(111,309.48)
6134 INSTRUCTIONAL SUPPLIES	6E	30,000.00	0.00	64.66	64.66	12,000.00	0.22%	0.00	64.66	(29,935.34)
6140 CUSTODIAL SUPPLIES	6E	29,450.00	442.75	11,412.66	10,969.91	11,200.00	38.75%	0.00	11,412.66	(18,037.34)
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	2,040.00	26.55	163.18	136.63	750.00	8.00%	0.00	163.18	(1,876.82)
6132 MEDICAL & DENTAL SUPPLIES	6H	160.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(160.00)
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	26,184.00	3,220.05	7,284.13	4,064.08	8,728.00	27.82%	0.00	7,284.13	(18,899.87)
6181 EQUIPMENT MAINTENANCE	6H	21,850.00	(0.13)	2,046.57	2,046.70	7,284.00	9.37%	1,710.19	3,756.76	(18,093.24)
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	7,000.00	0.00	677.65	677.65	0.00	9.68%	0.00	677.65	(6,322.35)
6312 ADVERTISING & PROMOTION	6H	500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(500.00)
6320 TELEPHONE	6H	48,996.00	12,192.34	41,255.97	29,063.63	16,332.00	84.20%	0.00	41,255.97	(7,740.03)
6410 RENT	6H	87,032.00	7,176.38	28,890.52	21,714.14	29,014.00	33.20%	0.00	28,890.52	(58,141.48)
6420 UTILITIES/ DISPOSAL	6H	84,396.00	3,487.62	21,979.79	18,492.17	28,132.00	26.04%	0.00	21,979.79	(62,416.21)
6432 BUILDING REPAIRS/ MAINT	6H	176,462.00	2,152.48	8,828.46	6,675.98	11,364.00	5.00%	313,556.00	322,384.46	145,922.46
6433 GROUNDS MAINTENANCE	6H	31,284.00	1,440.01	6,380.95	4,940.94	10,428.00	20.40%	0.00	6,380.95	(24,903.05)
6436 PEST CONTROL	6H	7,260.00	595.00	2,380.00	1,785.00	2,420.00	32.78%	0.00	2,380.00	(4,880.00)
6437 BURGLAR & FIRE ALARM	6H	5,328.00	713.22	1,383.33	670.11	1,776.00	25.96%	0.00	1,383.33	(3,944.67)
6440 PROPERTY INSURANCE	6H	13,013.00	0.00	0.00	0.00	4,340.00	0.00%	0.00	0.00	(13,013.00)
6520 CONSULTANTS	6H	28,000.00	865.20	2,665.20	1,800.00	0.00	9.52%	25,750.00	28,415.20	415.20

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Dec-20**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance	
6522 CONSULTANT EXPENSES	6H	900.00	0.00	0.00	0.00	360.00	0.00%	0.00	0.00	(900.00)
6524 CONTRACTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6530 LEGAL	6H	2,004.00	0.00	131.25	131.25	668.00	6.55%	0.00	131.25	(1,872.75)
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	1,592.00	1,194.00	1,592.00	33.33%	0.00	1,592.00	(3,184.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	680.00	680.00	200.00	68.00%	0.00	680.00	(320.00)
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	10,008.00	294.77	1,564.49	1,269.72	3,336.00	15.63%	0.00	1,564.49	(8,443.51)
6620 VEHICLE INSURANCE	6H	15,660.00	0.00	0.00	0.00	5,220.00	0.00%	0.00	0.00	(15,660.00)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	1,091.98	2,050.62	958.64	6,600.00	10.25%	0.00	2,050.62	(17,949.38)
6712 STAFF TRAVEL-LOCAL	6H	5,000.00	0.00	1,388.02	1,388.02	2,000.00	27.76%	0.00	1,388.02	(3,611.98)
6724 PER DIEM - PARENT	6H	2,125.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(2,125.00)
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	53,647.00	0.00	251.00	251.00	4,400.00	0.47%	0.00	251.00	(53,396.00)
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	19,277.00	0.00	525.00	525.00	0.00	2.72%	0.00	525.00	(18,752.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	0.00	0.00	0.00	168.00	0.00%	0.00	0.00	(504.00)
6834 STUDENT ACTIVITY INSURAN	6H	1,260.00	0.00	0.00	0.00	756.00	0.00%	0.00	0.00	(1,260.00)
6840 PROPERTY TAXES	6H	1,600.00	0.00	7,626.34	7,626.34	1,600.00	476.65%	0.00	7,626.34	6,026.34
6850 FEES & LICENSES	6H	18,000.00	4,114.00	4,120.00	6.00	3,647.00	22.89%	0.00	4,120.00	(13,880.00)
6851 CPR FEES	6H	0.00	240.00	240.00	0.00	0.00	0.00%	0.00	240.00	240.00
6852 FINGER PRINTING	6H	0.00	74.00	248.50	174.50	0.00	0.00%	0.00	248.50	248.50
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	7,650.00	496.42	3,796.04	3,299.62	300.00	49.62%	0.00	3,796.04	(3,853.96)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	2,800.00	0.00	0.00	0.00	1,075.00	0.00%	0.00	0.00	(2,800.00)
7111- PARENT MILEAGE	6H	675.00	0.00	4.08	4.08	270.00	0.60%	0.00	4.08	(670.92)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	1,000.00	90.00	630.00	540.00	400.00	63.00%	0.00	630.00	(370.00)
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	200.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		566,743.00	4,967.69	99,446.31	94,478.62	182,240.00	17.55%	0.00	99,446.31	(467,296.69)
8120 INKIND RENT		97,936.00	8,235.92	32,943.68	24,707.76	32,645.32	33.64%	0.00	32,943.68	(64,992.32)
8130 INKIND OTHER		2,049.00	0.00	0.00	0.00	658.00	0.00%	0.00	0.00	(2,049.00)
9010 INDIRECT EXPENSE	6J	407,564.00	11,568.87	108,995.08	97,426.21	128,325.00	26.74%	31,294.79	140,289.87	(267,274.13)
TOTAL EXPENSES		5,563,017.00	151,902.89	1,439,133.20	1,287,230.31	1,764,039.72	25.87%	375,193.55	1,814,326.75	(3,748,690.25)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Contract 33%

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending December-20**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES										
4110 GRANT INCOME-FEDERAL		317,216.00	16,182.39	62,948.57	46,766.18	34,410.00	19.84%	6,546.00	69,494.57	(247,721.43)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		35,246.00	477.59	2,880.17	2,402.58	4,411.00	8.17%	0.00	2,880.17	(32,365.83)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		352,462.00	16,659.98	65,828.74	49,168.76	38,821.00	18.68%	6,546.00	72,374.74	(280,087.26)
5010 SALARIES & WAGES	6A	51,840.00	5,111.12	23,340.87	18,229.75	16,486.00	45.02%	0.00	23,340.87	(28,499.13)
5019- SALARIES & WAGES C19	6A		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	2,850.00	343.57	1,628.63	1,285.06	905.00	57.14%	0.00	1,628.63	(1,221.37)
5112 HEALTH INSURANCE	6B	6,534.00	605.97	2,476.17	1,870.20	2,177.00	37.90%	0.00	2,476.17	(4,057.83)
5114 WORKER'S COMPENSATION	6B	3,680.00	203.49	843.79	640.30	1,170.00	22.93%	0.00	843.79	(2,836.21)
5115- Worker's Compensation C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	3,030.00	240.96	1,216.55	975.59	963.00	40.15%	0.00	1,216.55	(1,813.45)
5117- Pension C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	4,882.00	431.28	1,946.26	1,514.98	1,552.00	39.87%	0.00	1,946.26	(2,935.74)
5124 SUI	6B	450.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(450.00)
5130 ACCRUED VACATION FRINGE	6B	269.00	26.28	124.60	98.32	87.00	46.32%	0.00	124.60	(144.40)
6714 STAFF TRAVEL-OUT OF AREA	6C	2,961.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(2,961.00)
6722 PER DIEM - STAFF	6C	424.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(424.00)
6221 EQUIPMENT OVER > \$5000	6D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6110 OFFICE SUPPLIES	6E	1,500.00	0.00	0.00	0.00	150.00	0.00%	0.00	0.00	(1,500.00)
6112 DATA PROCESSING SUPPLIES	6E	2,000.00	2.28	6.84	4.56	0.00	0.34%	0.00	6.84	(1,993.16)
6121 FOOD	6E	836.00	0.00	0.00	0.00	50.00	0.00%	0.00	0.00	(836.00)
6122 KITCHEN SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6130 PROGRAM SUPPLIES	6E	5,334.00	0.00	0.00	0.00	1,500.00	0.00%	0.00	0.00	(5,334.00)
6134 INSTRUCTIONAL SUPPLIES	6E	1,800.00	0.00	0.00	0.00	600.00	0.00%	0.00	0.00	(1,800.00)
6140 CUSTODIAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6132 MEDICAL & DENTAL SUPPLIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	0.00	15.04	15.04	0.00	0.00	0.00%	0.00	15.04	15.04
6181 EQUIPMENT MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	360.00	0.00	161.29	161.29	180.00	44.80%	0.00	161.29	(198.71)
6312 ADVERTISING & PROMOTION	6H	120.00	0.00	0.00	0.00	60.00	0.00%	0.00	0.00	(120.00)
6320 TELEPHONE	6H	648.00	50.97	203.83	152.86	216.00	31.46%	0.00	203.83	(444.17)
6410 RENT	6H	2,160.00	360.00	1,440.00	1,080.00	2,160.00	66.67%	0.00	1,440.00	(720.00)
6420 UTILITIES/ DISPOSAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6432 BUILDING REPAIRS/ MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6433 GROUNDS MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6437 BURGLAR & FIRE ALARM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6440 PROPERTY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6520 CONSULTANTS	6H	2,500.00	0.00	0.00	0.00	0.00	0.00%	6,000.00	6,000.00	3,500.00
6522 CONSULTANT EXPENSES	6H	300.00	195.00	195.00	0.00	0.00	65.00%	0.00	195.00	(105.00)
6524 CONTRACTS	6H	181,200.00	7,120.00	23,400.00	16,280.00	3,000.00	12.91%	0.00	23,400.00	(157,800.00)

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending December-20**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6530 LEGAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6540 CUSTODIAL SERVICES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6555 MEDICAL SCREENING/DEAT/S	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	804.00	96.66	335.80	239.14	264.00	41.77%	0.00	335.80	(468.20)
6620 VEHICLE INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	0.00	0.00	67.38	67.38	0.00	0.00%	0.00	67.38	67.38
6712 STAFF TRAVEL-LOCAL	6H	9,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(9,000.00)
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	1,700.00	0.00	236.00	236.00	0.00	13.88%	0.00	236.00	(1,464.00)
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	3,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(3,000.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6834 STUDENT ACTIVITY INSURAN	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6840 PROPERTY TAXES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6850 FEES & LICENSES	6H	20.00	0.00	0.00	0.00	20.00	0.00%	0.00	0.00	(20.00)
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111- PARENT MILEAGE	6H	315.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(315.00)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	240.00	30.00	60.00	30.00	0.00	25.00%	0.00	60.00	(180.00)
7116 PC FOOD	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 INKIND SALARIES		33,403.00	477.59	2,880.17	2,402.58	4,180.00	8.62%	0.00	2,880.17	(30,522.83)
8120 INKIND RENT		0.00	0.00	0.00	0.00	231.00	0.00%	0.00	0.00	0.00
8130 INKIND OTHER		1,843.00	0.00	0.00	0.00	2,870.00	0.00%	0.00	0.00	(1,843.00)
9010 INDIRECT EXPENSE	6J	26,459.00	1,349.77	5,250.52	3,900.75	0.00	19.84%	546.00	5,796.52	(20,662.48)
TOTAL EXPENSES		352,462.00	16,659.98	65,828.74	49,168.76	38,821.00	18.68%	6,546.00	72,374.74	(280,087.26)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

CAPMC
Work Related Injuries Report - January 2021
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
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Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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Up To Date Injuries: January 2021 to December 2021

- | | | | |
|--|---|---|---------------------------------|
| <input type="checkbox"/> Hand Injuries | <input type="checkbox"/> Feet Injuries | <input type="checkbox"/> Chest Injuries | |
| <input type="checkbox"/> Back Injuries | <input type="checkbox"/> Eye Injuries | <input type="checkbox"/> Neck Injuries | <input type="checkbox"/> Bottom |
| <input type="checkbox"/> Knee Injuries | <input type="checkbox"/> Leg Injuries | <input type="checkbox"/> Head Injuries | <input type="checkbox"/> Hip |
| <input type="checkbox"/> Arm Injuries | <input type="checkbox"/> Wrist Injuries | <input type="checkbox"/> Ankle Injuries | |
| <input type="checkbox"/> Elbow Injuries | <input type="checkbox"/> Burn Injuries | <input type="checkbox"/> Respiratory Injuries | |
| <input type="checkbox"/> Shoulder Injuries | <input type="checkbox"/> Abdomen Injuries | <input type="checkbox"/> Face Injuries | |

DOI: DATE OF INJURY

TOI: TIME OF INJURY



BOARD OF DIRECTORS 2021 ATTENDANCE REPORT

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Miguel Gonzalez	Department of Social Services	P											
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P											
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P											
Steve Montes A: Artemio Villegas	Madera City Council	P											
John Chavez A: Diana Palmer	Chowchilla City Council	P											
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P											
Patricia Trevino	Head Start Policy Council	P											
Donald Holley	Community Affairs	P											
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	P											
Vicky Bandy	Early Childhood Education & Development	P											
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P											
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P											
Richard Gutierrez	Eastside/Parksdale	P											
Molly Hernandez	Fairmead/Chowchilla	P											
Aurora Flores A: Octavio Pineda	Monroe/Washington	X											
<i>Total Directors</i>		14/15											

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
January 4, 2021 - February 6, 2021
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61264	Housing Case Worker	Gill - Community Services	1/4/2021	80	Open Position
61296	Information Technology Communication Specialist	Gill - Information Technology	1/6/2021	80	Open Position
61297	Housing Case Worker	Gill - Community Services	1/11/2021	80	Open Position
61187	Housing Case Worker	Gill - Community Services	1/11/2021	80	Open Position
61298	Receptionist	Gill - Community Services	1/11/2021	80	Open Position
61299	Family Services Associate II	Gill - Resources and Referrals & Alternative Payment Program	1/19/2021	80	Open Position
61300	Program Assistant / Clerk Typist II	Gill - Human Resources & Administration	2/1/2021	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61299	Family Services Associate II	Gill - Resources and Referral & Alternative Payment Program	1/20/2021	80	Resignation
61264	Program Assistant / Clerk Typist II	Shunmmite Place - Community Services	12/31/2020	80	Position Change

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
60107	Instructional Aide III	Sierra Vista - Madera Migrant Head Start	1/11/2021	80	Re-instatement

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61187	Advocate III	Vercelli McKelvey - Madera Regional Head Start	1/8/2021	70	Position Change

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification



BOARD OF DIRECTORS 2021 ROSTER

REPRESENTING	DIRECTOR
Public Officials	
<i>Department of Social Services</i>	Deborah Martinez
<i>Alternate</i>	Miguel Gonzalez
<i>Madera Unified School District</i>	David Hernandez (<i>Secretary/Treasurer</i>)
<i>Madera County Board of Supervisors</i>	Leticia (Lety) Gonzalez
<i>Alternate</i>	Robert Poythress
<i>Madera City Council</i>	Steve Montes
<i>Alternate</i>	Artemio Villegas
<i>Chowchilla City Council</i>	John Chavez
<i>Alternate</i>	Diana Palmer
Private Sector	
<i>Madera Chamber of Commerce</i>	Debi Bray
<i>Regional Head Start Policy Council – Parent</i>	Patricia Trevino
<i>Community Affairs</i>	Donald Holley
<i>Attorney at Law</i>	Eric LiCalsi (<i>Vice-Chairperson</i>)
<i>Early Childhood Education and Development</i>	Vicki Bandy
Target Areas	
<i>Central Madera/Alpha</i>	Martha Garcia
<i>Alternate</i>	Joann Lorance
<i>Easter Madera County</i>	Tyson Pogue (<i>Chairperson</i>)
<i>Eastside/Parksdale</i>	Richard Gutierrez
<i>Fairmead/Chowchilla</i>	Molly Hernandez
<i>Monroe/Washington</i>	Aurora Flores
<i>Alternate</i>	Octavio Pineda