



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

Thursday, January 14, 2021

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 F).

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

C. CLOSED SESSION

None

D. TRAINING/ADVOCACY ISSUES

None

E. 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.

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/Mariposa Regional & Early Head Start Policy Council Committee Meeting – December 3, 2020

E-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – December 8, 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
- 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.) Report December 2020. (Informational Only)

F. DISCUSSION ITEMS

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

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.

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

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

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.

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

H-2 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

I, Cristal Sanchez, 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 January 8, 2021, near the front entrance of CAPMC as well as on the agency website by 5:00 p.m. on January 14, 2021.

Cristal Sanchez
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
December 10, 2020
ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:36 p.m. by Tyson Pogue.

Board Members Present

Tyson Pogue
Steve Montes
Diana Palmer
Martha Garcia
Patricia Trevino
Aurora Flores
David Hernandez
Donald Holley
Deborah Martinez
Richard Gutierrez
Vicki Bandy
Robert Poythress
Molly Hernandez
Debi Bray

Board Members Absent

Eric LiCalsi

Personnel Present

Mattie Mendez
Cristal Sanchez
Elizabeth Wisener
Irene Yang
Maritza Gomez-Zaragoza

Public – Others Present

Leticia Gonzalez
Dennis Haworth

A. PUBLIC COMMENT

- ✓ Dennis Haworth thanked the Board of Directors and staff as he concludes his tenure on the CAPMC Board of Directors and noted that he will no longer be part of the Chowchilla City Council.

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 AGENDA AS PRESENTED WITH THE RECOMMENDATION THAT CLOSED SESSION BE THE LAST ITEM ADDRESSED

Moved By David Hernandez, Seconded By Vicki Bandy

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

D. CLOSED SESSION

Public session was adjourned at 6:05 p.m. by Chairman Tyson Pogue.

Closed Session – Public Employee Performance Evaluation & Compensation Review
Title: Executive Director (Pursuant to Government Code 54957)

The meeting was reconvened to public session at 6:15 p.m. by Chairman Tyson Pogue.

(Pursuant to California Government Code 54957.1)

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 – November 12, 2020
- E-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – November 5, 2020
- E-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – November 4, 2020
- E-4 Review and consider accepting the Bank of America Credit Card Statements:
 - November 2020
- E-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - October 2020
 - November 2020

- E-6 Review and consider approving the following **Madera Regional Head Start** Reports:
- Monthly Enrollment Report – October 2020
 - In-Kind Report – October 2020
 - CACFP Program Report – October 2020
- E-7 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – October 2020
 - In-Kind Report – October 2020
- E-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – October 2020
 - In-Kind Report – October 2020
 - CACFP Program Report – October 2020
 - Program Information Report (PIR) – October 2020
- E-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – October 2020
 - In-Kind Report – October 2020
 - CACFP Program Report – October 2020
- E-10 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – October 2020
 - In-Kind Report – October 2020
- E-11 Review the Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2019-2020. (Informational Only)
- E-12 Review and consider approving the 2020-2021 Madera/Mariposa Head Start program process for conducting the self-assessment.
- E-13 Review the Madera Migrant/Seasonal Head Start Program Information Report for 2019-2020. (Informational Only)
- E-14 Review the 2019-2020 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)
- E-15 Review and consider approving the 2020-2021 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- E-16 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.
- E-17 Review and consider approving the 2019-2020 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Results.
- E-18 Review the Madera County Child Advocacy Center Report for November 2020. (Informational Only)

- E-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for November 2020. (Informational Only)
- E-20 Victim Services Center Program Report for November 2020. (Informational Only)
- E-21 Review the Community Services Report for November 2020. (Informational Only)
- E-22 Review the Homeless Engagement for Living Program (H.E.L.P.) Report November 2020. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By Steve Montes, Seconded By David Hernandez

Vote: Carried Unanimously

F. DISCUSSION / ACTION ITEMS

F-1 Consider approving the 2021 Holiday Schedule.

Mattie Mendez, presented regarding the 2021 Holiday Schedule. Mattie noted a revision to the 1-day holiday start date of 12/23 instead of the originally noted 12/24 start date.

Motion: APPROVE WITH THE 1-DAY HOLIDAY DATES REVISION OF 12/23 – 12/31.

Moved By Vicki Bandy, Seconded By Deborah Martinez

Vote: Carried Unanimously

F-2 Review and consider approving the Non-Federal Share (In-kind) Waiver for the 2020-2021 Program Year.

Mattie Mendez, Executive Director, presented regarding the approval of the Non-Federal Share (In-kind) Waiver for the 2020-2021 Program Year. Mattie shared that Migrant Seasonal Head Start will be submitting a Non-Federal Share Waiver for the 2020-2021 Program Year due to the current COVID-19 pandemic that has affected the program's ability to earn its non-federal share with volunteer hours. Due to the pandemic, less children are enrolled in the program and consequently less families are able to support the program in earning its non-federal share. Because of the pandemic, the Office of Head Start will not enact any consequences for the program. However, the program is expected to make every effort to earn its non-federal share.

Motion: APPROVE AS PRESENTED

Moved By Steve Montes, Seconded By Richard Gutierrez

Vote: Carried Unanimously

F-3 Review and consider approving the 2020-2021 State Based Migrant Part Year Program Budget Revision to Stanislaus County Office of Education. Comparison Budget included.

Mattie Mendez, Executive Director, presented regarding the approval of the 2020-2021 State Based Migrant Part Year Program Budget Revision to Stanislaus County Office of Education. The State Based Migrant Part Year Program (CMIG) needs necessary category changes to allocate majority of State Blending costs primarily to Salaries and Fringe with some Supplies.

Motion: APPROVE AS PRESENTED

Moved By David Hernandez, Seconded By Vicki Bandy

Vote: Carried Unanimously

F-4 Review and consider approving the 2020-2021 Training & Technical Assistance Budget Revision to Stanislaus County Office of Education. Comparison Budget included.

Mattie Mendez, Executive Director, presented regarding the approval of the 2020-2021 Training & Technical Assistance Budget Revision to Stanislaus County Office of Education. Excess funds from the “travel out of area” and “other” categories of the Training & Technical Assistance Grant due to COVID-19 will need to be transferred to in-house staff training.

Motion: APPROVE AS PRESENTED

Moved By Richard Gutierrez, Seconded By Vicki Bandy

Vote: Carried Unanimously

F-5 Review and consider approving the 2020-2021 COVID-19 One-Time Fund Budget Revision to Stanislaus County Office of Education. Comparison Budget included.

Mattie Mendez, Executive Director, presented regarding the approval of the 2020-2021 COVID-19 One-Time Fund Budget Revision to Stanislaus County Office of Education. COVID-19 one-time funds need necessary category changes for the purchase of personal protective equipment (PPE) supplies.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously

F-6 Consider authorizing the Executive Director and Head Start Program Director to apply for Head Start and Early Head Start funding to serve in the Fresno County area.

Mattie Mendez, Executive Director, presented regarding the application for Head Start and Early Head Start funding to serve in the Fresno County area. Fresno County Economic Opportunity Commission's (EOC) Head Start grant has been made available for competition. The total available funding is \$41.7 million. CAPMC is proposing to apply for funding in order to provide Head Start and Early Head Start services in areas where the Migrant Head Start program currently serves. The proposed areas are: Firebaugh, Huron, Mendota, Orange Cove, Parlier, Reedley, and Selma. The completed application is due to Office of Head Start on January 5, 2021.

Motion: APPROVE AS PRESENTED

Moved By Steve Montes, Seconded By Aurora Flores

Vote: Carried Unanimously

F-7 Consider authorizing the Executive Director and Chairperson to sign and submit the Local FEMA Application on behalf of the Community Action Partnership of Madera County (CAPMC) Board of Directors.

Mattie Mendez, Executive Director, presented regarding the submission of the Local FEMA Application on behalf of the Community Action Partnership of Madera County (CAPMC) Board of Directors. The National FEMA Board has announced the funding allocation for the Phase 38 Award in the amount of \$79,378. The goal of the Local FEMA Board is to receive the applications and to make a determination of awardees. CAPMC has been a FEMA awardee for over thirty years and has been designated the fiscal conduit for the Madera County Local FEMA Board. CAPMC has requested \$1,587.56 for administration expenses related to serving as the fiscal conduit for the Madera County Local FEMA Board.

Board Member, David Hernandez, noted an incorrect submission date on the cover page of the application to be corrected before submission.

Motion: APPROVE WITH NECESSARY CORRECTIONS

Moved By David Hernandez, Seconded By Vicki Bandy

Vote: Carried Unanimously

F-8 Review and consider approving the Executive Director to sign and submit the 2021 CSBG contract with the Department of Community Services & Development (CSD) on behalf of the Board of Directors.

Mattie Mendez, Executive Director, presented regarding the approval the Executive Director to sign and submit the 2021 CSBG contract with the Department of Community Services & Development (CSD) on behalf of the Board of Directors. The total allocation for Fiscal Year 2020 is \$287,694. These funds will be used for administration at the Shunammite Place, Strengthening Families and the Child Advocacy Center (CAC)/Child Forensic Interview Team (CFIT).

Motion: APPROVE AS PRESENTED

Moved By Deborah Martinez, Seconded By Aurora Flores

Vote: Carried Unanimously

F-9 Review and consider authorizing the renewal of a line of credit with West America Bank scheduled to mature on January 31, 2021.

Mattie Mendez, Executive Director, presented regarding the renewal of a line of credit with West America Bank scheduled to mature on January 31, 2021. The line of credit is currently \$2000,000 and has been established for emergencies. The agency has not used the line of credit since it was established. Mattie noted that usually the Chief Financial Officer (CFO) and Executive Director are authorized to sign the line of credit. Due to the current CFO vacancy, the Executive Director is the sole authorized signer. Once the CFO vacancy is filled, the CFO will become the second authorized signer on the line of credit. Mattie emphasized that any use of the line of credit would need approval from the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved By Aurora Flores, Seconded By Steve Montes

Vote: Carried Unanimously

F-10 Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors.

Mattie Mendez, Executive Director, presented regarding the acceptance of the nominations made by the Nominating Committee for the Board of Directors. Nominations were made for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.

Motion: APPROVE FULL SLATE AS PRESENTED

Moved By Steve Montes, Seconded By Aurora Flores

Vote: Carried Unanimously

G. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- G-1 Finance Committee Report – None
- G-2 Personnel Committee Report – None
- G-3 Executive Director Monthly Report – (November 2020)
- G-4 Financial Statements (November 2020) – Informational
- G-5 Head Start Policy Council/Committee Reports
- G-6 Work Related Injury Report – (November 2020)
- G-7 CAPMC Board of Directors Attendance Report – (November 2020)
- G-8 Staffing Changes Reports for: November 4 – November 30, 2020

H. CORRESPONDENCE

- H-1 Correspondence dated October 28, 2020 from the Office of Head Start regarding administrative simplification for consolidating head start grants, including early head start-child care partnerships

I. ADJOURN

Chairperson Tyson Pogue adjourned the Board of Directors meeting at 6:15 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By David Hernandez

Vote: Carried Unanimously

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, December 3, 2020
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Patricia Trevino 5:45 p.m.

Committee Members Present

Citlali Chavez
Patricia Trevino
Angelica Tapia
Karen Bradley
Marisol Espinoza-Lira
Tanya Hamilton
Gloria Conde

Committee Members Absent

Rosana Perez
Maile Mendoza
Martha Garcia
Angelica Murillo-Virgen

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maru Gasca Sanchez, Direct Support Manger
Jissel Rodriguez, Executive Administrative Assistant
Norma Blanco, Deputy Director Education and Facilities

ROLL CALL

- A. PUBLIC COMMENT** – None
- B. TRAINING** – Classroom Assessment Scoring System (CLASS) – Norma Blanco presented the tool that assesses the quality of the environment of the classroom and teachers.
- C. ADOPTION OF THE AGENDA**
C-2 Patricia Trevino asked for the motion to approve the agenda as presented. Motion made by Karen Bradley, seconded by Tanya Hamilton 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 – November 5, 2020. Motion made by Tanya Hamilton, seconded motion by Karen Bradley. Motion carried unanimously.
- F. DISCUSSION / ACTION ITEMS**
F-1 Review and consider approving the Madera/Mariposa Regional and Early Head Start final bylaws 2020-2021 – Ms. Sanchez did a brief overview for the new policy committee members. She asked if there were any questions or recommendations. No questions asked.
Patricia Trevino requested a motion to approve the Madera/Mariposa Regional and Early Head Start final bylaws 2020-2021. Karen Bradley made the first motion, seconded by Angelica Tapia. Motion carried unanimously.

F-2 Review the Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2019 – 2020 – Ms. Gomez-Zaragoza reviewed the data collected for the Program Information Report. Unfortunately, this year the data collected cannot be compared due to COVID-19. No questions were asked.

F-3 Review and consider approving the 2020-2021 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure – Ms. Gomez-Zaragoza reviewed how this year's self-assessment will be conducted via Zoom. Patricia Trevino requested a motion to approve the 2020-2021 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure. Karen Bradley made the first motion, seconded by Angelica Tapia. Motion carried unanimously.

F-4 Authorize the Executive Director and Head Start Program Director to apply for Head Start and Early Head Start funding to serve in the Fresno County area - Ms. Gomez-Zaragoza mentioned the Fresno Migrant Head Start is currently serves the Fresno community. There is an opportunity where Fresno Migrant can apply to serve more children in the current areas. Ms. Gomez-Zaragoza asked if there were any questions. No questions asked.
Patricia Trevino a motion to Authorize the Executive Director and Head Start Program Director to apply for Head Start and Early Head Start funding to serve in the Fresno County area. Karen Bradley made the first motion, seconded by Gloria Conde. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

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

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (September & November 2020) – Mrs. Gomez-Zaragoza reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (October 2020) – Ms. Gomez-Zaragoza reviewed the current budget is at a 28% spent. The budget is currently below where we should be if it were a normal program year. As for any savings funds will be used to for centers maintenance or repairs if any.

G-4 In-Kind Report (October 2020) – Ms. Gomez-Zaragoza mentioned this program year will be different due to the current situation. Currently the Regional program has 8.57%.

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

G-6 CACFP Monthly Report (October 2020) – Ms. Gomez-Zaragoza 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 – None.

H-2- BOD report – None.

I. CORRESPONDENCE

I-1 Program Instruction from the Office of Head Start regarding *the Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start – Child Care Partnership*; Issuance Date 10/28/20

J. FUTURE AGENDA ITEMS

J-1 2021-2022 Budgets and calendars

J-2 2020-2021 Goals and Objectives Updates

K. ADJOURNMENT

Patricia Trevino asked for a motion to adjourn the meeting at 6:35 p.m. Motion made by Karen Bradley, Tanya Hamilton seconded by. Motion carried unanimously.

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, December 8, 2020

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:34 p.m. by Jose Cruz.

Committee Members Present

Jose Cruz Villavicencio
Francisca Garcia Hernandez
Silvia Garcia Sanchez
Maria Sut-xon
Guadalupe de la Cruz

Committee Members Absent

Yasmin Torres

Personnel Present

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

Others

None

A. Public Comment

None

B. Training

Parent Curriculum - Ms. Sanchez 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-1 Jose Cruz asked for a motion to approve the agenda as presented. Motion made by Francisca Garcia Hernandez, seconded motion by Silvia Garcia Sanchez to approve the agenda as presented. The motion approved unanimously.

D. Closed Session

D-1 – None

E. Approval of Minutes

E-1 – Jose Cruz requested a motion to approve the minutes of the meeting on October 6, 2020. Motion made by Francisca Garcia Hernandez, seconded motion by Silvia Garcia Sanchez to approve the minutes of the meeting. Motion approved unanimously.

F. Discussion / Action Items

F-1 Review the Madera Migrant/Seasonal Head Start Program Information Report for 2019-2020 – Ms. Gomez-Zaragoza mentioned the Program Information Report is required by the Office of Head Start. The information gives details about the Migrant program.

F-2 Review the CAPMC Madera Migrant/Seasonal Head Start Annual Report for 2019-2020 – Ms. Gomez-Zaragoza reviewed the information gathered for the annual report.

F-3 Review and consider approving the Non-Federal Share (In-kind) Waiver for the 2020-2021 Program Year – Ms. Gomez-Zaragoza mentioned due to the current circumstances the program will not meet in-kind required by the end of the program year. The program will be asking for a waiver.

Jose Cruz requested a motion to approve the Non-Federal Share (In-kind) Waiver for the 2020-2021 program year. Francisca Garcia Hernandez made the first motion, seconded by Guadalupe de la Cruz. Motion carried unanimously.

F-4 Review and consider approving the Community Action Partnership of Madera County 2020-2021 State Based Migrant Part Year Program Budget – Ms. Gomez-Zaragoza mentioned the budget revision is to reallocate excess funds from Supplies category to Salaries and Equipment category.

Jose Cruz requested a motion to approve the Community Action Partnership of Madera County 2020-2021 State Based Migrant Part Year Program Budget. Silvia Garcia Sanchez made the first motion, seconded by Francisca Garcia Hernandez. Motion carried unanimously.

F-5 Review and consider approving the Community Action Partnership of Madera County 2020-2021 Training & Technical Assistance Budget Revision – Ms.

Gomez-Zaragoza mentioned the budget revision is to allocate unused funds from *Out of State Travel* for trainings as staff will be attending more virtual trainings.

Jose Cruz requested a motion to approve the Community Action Partnership of Madera County 2020-2021 Training & Technical Assistance Budget Revision. Guadalupe de la Cruz made the first motion, seconded by Silvia Garcia Sanchez. Motion carried unanimously.

F-6 Review and consider approving the Community Action Partnership of Madera County 2020-2021 COVID-19 One-Time Fund Budget Revision – Ms. Gomez-Zaragoza mentioned the budget revision is to allocate savings to Supply category to purchase additional PPE such as face mask, sanitizer, and disinfectant wipes for the centers.

Jose Cruz requested a motion to approve the Community Action Partnership of Madera County 2020-2021 COVID-19 one-time fund budget revision. Francisca Garcia Hernandez made the first motion, seconded by Silvia Garcia Sanchez. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (September & October 2020) – Ms. Gomez-Zaragoza mentioned in September there was a voluntary resignation. In the month of October there was one new hire for the Advocate III position and one termination for the Instructional Aide II position.

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

G-3 Budget Report – (October 2020) – The program has currently spent 50% of its budget. It is 12% under the what is projected.

G-4 In-kind Report (October 2020) – Ms. Gomez-Zaragoza reviewed the In-kind percentage which is at 50.62%.

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

G-6 CACFP Monthly Report (September & October 2020) – Ms. Gomez-Zaragoza noted that the reimbursement for the month of October was \$10,889.39 for a total of 4,973 meals. There were no questions.

G-7 PIR Program Information Monthly Report (September & October 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 Information Memorandum from the Office of Head Start regarding *Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees*; Issuance Date: 09/24/2020

I-2 Program Instruction from the Office of Head Start regarding *the Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start – Child Care Partnerships*; Issuance Date: 10/28/20

J. Future Agenda Items

J-1 Budget Revisions

K. Adjournment

Jose Cruz requested a motion to adjourn the session. Motion made by Francisca Garcia Hernandez to adjourn the meeting at 6:28 p.m. in the afternoon, seconded by Silvia Garcia Sanchez. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start
Policy Committee Meeting
Wednesday, December 9, 2020

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:32 p.m. by Monserrat Hernandez Francisco.

Committee Members Present

Maria Martinez
Gisela Aguirre Ramirez
Erika Rodriguez
Ivette Oregon
Monserrat Hernandez
Marianayelly Angeles

Committee Members Absent

Angelica Garcia
Aurora Flores
Areli Hernandez

Personnel Present

Maritza Gomez-Zaragoza, Head Start Director
Maru Gasca Sanchez, Deputy Director Direct Services
Luisa Marquez, Administrative Analyst

Others

None

A. Public Comment

None

B. Training

None

C. Adoption of the Agenda

Monserrat Hernandez Francisco asked for a motion to approve the agenda as presented. Motion made by Maria Martinez, seconded motion by Ivette Oregon to approve the agenda as presented. Motion approved unanimously.

D. Closed Session

D-1 – None

E. Approval of Minutes

E-1 – Monserrat Hernandez Francisco requested a motion to approve the minutes of the meeting on November 4, 2020. Motion made by Marianayelly Angeles, seconded motion by Erika Rodriguez to approve the minutes of the meeting. Motion approved unanimously.

F. Discussion / Action Items

F-1 Review and approve 2019-2020 Fresno Migrant Seasonal Head Start and Early Head Start Corrective plan of Action for findings and

recommendations. Ms. Gomez-Zaragoza requested a motion to approve the corrective plan of action. Maria Martinez made the motion to approve, seconded by Ivette Oregon. Motion approved unanimously.

F-2 Review & approve Fresno Migrant/Seasonal Head Start Program Information Report (PIR) for 2019-2020. Ms. Gomez-Zaragoza explained the PIR data. Gisela Aguirre Ramirez made the motion to approve, seconded by Ivette Oregon. Motion approved unanimously.

F-3 Review and approve Fresno Migrant Seasonal Head Start No Fee Policy per Head Start Performance Standards. Ms. Gomez-Zaragoza explained the No Fee Policy to the parents. Maria Martinez made the motion to approve, seconded by Erika Rodriguez. Motion approved unanimously.

G. Administrative Reports

G-1 Credit Card Account Statement – Agency and other credit cards: (October 2020) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

G-2 Budget Report – (October 2020) – Ms. Gomez-Zaragoza explained the most recent budget report for the month of August.

G-3 In-kind Report (October 2020) – Ms. Gomez-Zaragoza explained there was the In-kind reports for both programs.

G-4 Report of enrollment in the program and attendance report (October 2020) – Ms. Gomez-Zaragoza explained the enrollment reports.

G-5 CACFP Monthly Report (October 2020) – Ms. Gomez-Zaragoza explained the CACFP meals report.

H. Correspondence

H-1 Program Information Memorandum from the Office of Head Start regarding *Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees: Issuance Date: 9/24/2020*

I. Adjournment

Monserrat Hernandez Francisco requested a motion to adjourn the session. Motion made by Ivette Oregon to adjourn the meeting at 6:00 p.m. in the afternoon, seconded by Maria Martinez. Motion approved unanimously.

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

December 2020 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/2/2020	Doordash Full-o-Bull Madera	No	Board of Directors Nominating Committee	\$44.02	200.0-6121-2.0-000.90	YES
12/2/2020	La Quinta Madera	No	Victim Services – Hotel Stay for DV Client	\$48.28	501.0-7226-5.0-000.00	YES
12/2/2020	La Quinta Madera	No	Victim Services – Hotel Stay for DV Client	\$48.28	501.0-7226-5.0-000.00	YES
12/2/2020	La Quinta Madera	No	Victim Services – Hotel Stay for DV Client	\$48.28	501.0-7226-5.0-000.00	YES
11/30/20	La Quinta Madera	No	Victim Services – Hotel Stay for DV Client	\$737.96	501.0-7226-5.0-000.00	YES
11/30/20	La Quinta Madera	No	Victim Services – Hotel Stay for DV Client	\$737.96	501.0-7226-5.0-000.00	YES
11/30/20	La Quinta Madera	No	Victim Services – Hotel Stay for DV Client	\$737.96	501.0-7226-5.0-000.00	YES
11/30/20	Best Buy	No	Program Supplies	\$48.57	200.0-6130-2.0-000.90	YES
11/27/20	Nothing Bundt Cakes	No	November Board of Directors Meeting – Virtual Attendees	\$71.40	200.0-6121-2.0-000.90	YES
11/23/20	Nothing Bundt Cakes	No	CFO Retirement	\$440.00	100.0-1327-1.0-000.00	YES
11/13/20	Black Bear Diner	No	Board of Directors Meeting	\$185.52	200.0-6121-2.0-000.90	YES
11/12/20	Nothing Bundt Cakes	No	November Board of Directors Meeting – In-Person Attendees	\$142.80	200.0-6121-2.0-000.90	YES
11/11/20	Amazon	No	Disinfecting/Program Supplies	\$24.89	200.0-6130-2.0-000.90	YES
11/11/20	Amazon	No	Disinfecting/Program Supplies	\$103.82	200.0-6130-2.0-000.90	YES
11/10/20	Amazon	No	Disinfecting/Program Supplies	\$433.53	200.0-6130-2.0-000.90	YES
11/09/20	Amazon	No	Disinfecting/Program Supplies	\$134.32	200.0-6130-2.0-000.90	YES
11/09/20	Walmart	No	Spirit of the Holidays Trees	\$151.55	200.0-6130-2.0-000.90	YES
11/09/20	Amazon	No	Disinfecting/Program Supplies	\$65.72	200.0-6130-2.0-000.90	YES
11/09/20	Amazon	No	Disinfecting/Program Supplies	\$31.89	200.0-6130-2.0-000.90	YES
11/05/20	Doordash Sugar Pine Smokehouse	No	Board of Directors Personnel Committee Meeting	\$14.56	200.0-6121-2.0-000.90	YES
			Total	\$ 4,251.31		

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

December 2020 Statement (2)

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/8/2020	PayPal NCA	21130	National Children's Alliance Leadership Conference (Virtual)	\$700.00	218.0-6742-2.0-000-40	YES
12/8/2020	PayPal NCA	21130	National Children's Alliance Leadership Conference (Virtual)	\$700.00	218.0-6742-2.0-000-40	YES
			Total	\$ 1,400.00		

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

December 4, 2020 Statement
Elizabeth Wisener / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
11/30/2020	Casa Grande Hotel	No	Lodging for Shunammite Place client During COVID-19 testing	595.00	224.0-7222-2.0-000-00	Yes
Total				\$595.00		

Platinum Plus Business Card
Credit Card Charges

December Statement

Tina Rodriguez / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
10/31/20		La Quinta Madera	Refund Lodging for DV victim	-\$196.56	533.0-7226-5.0-000-00	Yes
11/06/20		Madera Window Company	Door handles for doors at Martha Diaz shelter	\$129.90	533.0-6130-5.0-062-00	Yes
11/18/20	21115	Deli Delicious	Food for Victim's Rights Event	\$367.37	501.0-6121-5.0-000-00	Yes
11/24/20		Marshalls	Clothing for victims	\$219.56	508.0-6130-5.0-000-00	Yes
11/25/20		Alert-O-Lite Inc.	Lighting for shelter	\$965.68	533.0-6130-5.0-000-00	Yes
11/25/20		Marshalls	Clothing for victims	\$78.17	531.0-6130-5.0-000-00	Yes
11/25/20		Old Navy	Clothing for victims	\$19.96	531.0-6130-5.0-000-00	Yes
11/27/20		Walgreens	Items for underserved family	\$30.76	508.0-6130-5.0-000-00	Yes
				Total	\$1,811.40	

Bank of America Business Card
Credit Card Charges

December 2020 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
11/6/2020, 11/11/2020	Amazon Marketplace	21123	Office Supplies Safety Store Items (\$1847.08-189.17+11.21)	189.17 1669.12	200.0-6875-2.0-000-90 See attached schedule	Yes
11/10/2020	Biometrics4all, Inc.	No	Livescan relay fee	0.75 0.75	311.0-6852-3.3-000-00 426.0-6852-3.2-000-00	Yes
11/15/2020	Biometrics4all, Inc.	No	Livescan machine maintenance fees	635.04	200.0-6852-2.0-000-90	Yes
12/1/2020	Indeed	No	November job advertising	69.01	200.0-6312-0.0-000-00	Yes
TOTAL:				\$2563.84		

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

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
11/18/2020	NA	Walmart.com	Program Supplies	\$94.30	200.0-6130-2.0-000-90	Yes
11/19/2020	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
11/19/2020	NA	Dicicco's Italian Restaurant	Lunch for Data Day	\$18.08	320.0-6121-3.2-000-00	Yes
11/19/2020	NA	Dicicco's Italian Restaurant	Lunch for Data Day	\$339.36	320.0-6121-3.2-000-00	Yes
11/19/2020	NA	Round Table	Lunch for Data Day	\$96.78	320.0-6121-3.2-000-00	Yes
11/19/2020	NA	China Kitchen	Lunch for Data Day	\$159.00	320.0-6121-3.2-000-00	Yes
11/19/2020	NA	China Kitchen	Lunch for Data Day	\$291.79	320.0-6121-3.2-000-00	Yes
11/21/2020	NA	American Red Cross	CPR Supplies	\$305.31	311.0-6130-3.1-000-00 37% (112.96) 312.0-6130-3.1-000-00 9% (27.48) 321.0-6130-3.2-000-00 54% (164.87)	Yes
11/22/2020	NA	Round Table	Rebate for lunch for Data Day	-\$3.87	320.0-6121-3.2-000-00	No
11/24/2020	NA	American Red Cross	CPR Certifications for staff	\$300.00	310.0-6742-3.1-000-00 (\$210.00) 320.0-6742-3.2-000-00 (\$90.00)	Yes
11/24/2020	NA	American Red Cross	CPR Certifications for staff	\$390.00	310.0-6742-3.1-000-00 (\$30.00) 320.0-6742-3.2-000-00 (\$360.00)	Yes
11/24/2020	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-000-00	Yes
11/30/2020	NA	Servsafe	Manager Certificate	\$36.00	321.0-6742-3.2-000-39	Yes
12/02/2020	NA	Walmart.com	Program Supplies	\$6.43	200.0-6130-2.0-000-90	Yes
12/02/2020	NA	Madera Window Company	Replace window screen at Sierra Vista	\$32.97	321.0-6432-3.2-054-00	Yes
12/02/2020	NA	Walmart.com	Credit for items returned	-\$22.81	200.0-6130-2.0-000-90	Yes
12/03/2020	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				\$2,098.56		

**American Express
Credit Card Charges**

NOVEMBER 2020 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	10244.39	Yes
Comcast	Net service	808.96	Yes
Community Playthings	Supplies for centers	0.00	
Discount School Supply	Supplies for centers	90.75	Yes
DS Water	Water/rental	1492.62	Yes
Ecolab	Dishwasher rental/repairs	0.00	
Fedex	Postage	111.22	Yes
HD Pro / Supply Works	Supplies for office/centers	8782.66	Yes
Lakeshore	Supplies for centers	312.72	Yes
Matson Alarm	Alarm service	611.58	Yes
Philadelphia	Insurance	14016.02	Yes
Shred it	Shredding service	240.41	Yes
Smart Care	Kitchen equipment repairs	386.36	Yes
Verizon	Wireless devices	4177.09	Yes
Office Depot	Supplies for office/centers	7504.35	Yes
Amex	New card fees	40.00	Yes
	TOTAL	48819.13	11/28/20 LA

Card Member Service

Credit Card Charges

COSTCO

DECEMBER 04, 2020 Statement

Card Holder	Description	G/L Account Number	Amount	Card Amount
Tina Rodriguez	Supplies for dept	502.0-6121-5.0-000-00	20.09	111.27
		500.0-6121-5.0-000-00	18.24	
		501.0-6121-5.0-000-00	18.24	
		508.0-6121-5.0-000-00	18.24	
		531.0-6121-5.0-000-00	18.23	
		533.0-6121-5.0-000-00	18.23	
				0
				0
				0.00
			Total	111.27

Credit Card Charges November 2020

Fiscal

Name of Vendor	Description	Amount	
Home Depot	Supplies for centers	5169.15	
Walmart	Supplies for centers	1133.26	
Wex Bank (Chevron)	Fuel	59.94	
Wex Bank (Valero)	Fuel	1552.83	
NOVEMBER STMT DATES			
LA			

01/05/21
J D C



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2020 – May 2021

Reporting Month
November 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">246</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">160</div> <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">189</div>	Centers with Vacancies: Chowchilla: 4 Cottonwood: 13 North Fork: 0 Eastside: 9 Oakhurst: 4 Fairmead: 4 Ruth Gonzales: 4 Mariposa: 0 Valley West: 14 Mis Tesoros: 2 Verdell: 8
No. of Children on Waiting List Income Eligible: 4 No. of Children on Waiting List Over Income : 28	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">21</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
October 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">40</div> <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">58</div>	Vacancies: <div style="font-size: 24pt; font-weight: bold;">2</div>
No. of Children on Waiting List Income Eligible: 9 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;">4</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 November 2020/ Mes-Año Noviembre 2020

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	24,824.52	13,493.51	38,318.03	843,663.97
A. Professional Services/Servicios Profesionales	0.00	0.00		0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	881,982.00	24,085.18	13,493.51	37,578.69	844,403.31
Other/Policy Council/Otro/Comité de Póliza	0.00	739.34		739.34	(739.34)
OTHER - FOOD DONATIONS	0.00	0.00		0.00	0.00
Donated Supplies/Materiales Donados	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	63,151.25	12,630.25	75,781.50	63,361.50
Transportation/Transportación	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,026,666.00	87,975.77	26,123.76	114,099.53	912,566.47

A. Y-T-D In-Kind / In-Kind asta ahora	114,099.53
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	11.11%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
November-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	\$1.8400	=	\$0.00
	0	X	0.0000%	X	\$1.5400	=	\$0.00
	0	X	0.0000%	X	\$0.3100	=	\$0.00

LUNCH:	0	X	100.0000%	X	\$3.4100	=	\$0.00
	0	X	100.0000%	X	\$3.4100	=	\$0.00
	0	X	0.0000%	X	\$3.0100	=	\$0.00
	0	X	0.0000%	X	\$0.3200	=	\$0.00

SUPPLEMENTS:	0	X	100.0000%	X	\$0.9400	=	\$0.00
	0	X	100.0000%	X	\$0.9400	=	\$0.00
	0	X	0.0000%	X	\$0.4700	=	\$0.00
	0	X	0.0000%	X	\$0.0800	=	\$0.00

0
TOTAL FEDERAL REIMBURSEMENT \$0.00

CASH IN LIEU: LUNCHES X \$0.2375 \$0.00

TOTAL REIMBURSEMENT **\$0.00**

	Breakfast	Lunch	Snack	Total
RHS	-	-	-	-
CSPP	-	-	-	-
	-	-	-	-

TOTAL FEDERAL REIMBURSEMENT:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
CASH IN LIEU:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2020 – May 2021

Reporting Month
November 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">246</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">160</div> <p style="text-align: center;">-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">189</div>	Centers with Vacancies: Chowchilla: 4 Cottonwood: 13 North Fork: 0 Eastside: 9 Oakhurst: 4 Fairmead: 4 Ruth Gonzales: 4 Mariposa: 0 Valley West: 14 Mis Tesoros: 2 Verdell: 8
No. of Children on Waiting List Income Eligible: 4 No. of Children on Waiting List Over Income : 28	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">21</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
October 2020

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">40</div> <p style="text-align: center;">-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">58</div>	Vacancies: <div style="font-size: 24pt; font-weight: bold;">2</div>
No. of Children on Waiting List Income Eligible: 9 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;">4</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

EARLY HEAD START 2020-2021

Month-Year November 2020/ Mes-Año Noviembre 2020

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	152,723.00	0.00	12,577.57	12,577.57	140,145.43
A. Professional Services/Servicios Profesionales	0.00	0.00		0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	152,723.00	0.00	12,577.57	12,577.57	140,145.43
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00		0.00	0.00
OTHER - FOOD DONATIONS	0.00	0.00		0.00	0.00
Donated Supplies/Materiales Donados	900.00	0.00		0.00	900.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	0.00	0.00		0.00	0.00
Transportation/Transportación	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	153,623.00	0.00	12,577.57	12,577.57	141,045.43

A. Y-T-D In-Kind / In-Kind asta ahora	12,577.57
B. Contracted In-Kind/ In-kind Contratado	153,623.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	8.19%



Madera Migrant/Seasonal Head Start

Months of Operation:

May 2020 – February 2021

Reporting Month

November 2020

Total Funded Enrollment 579	Current Enrollment: 70 ----- Cumulative Enrollment: 290	Centers with Vacancies: Eastin Arcola (closed) Mis Angelitos (18) Sierra Vista (28) Eastside (closed) Pomona (closed) Valley West (closed) Los Ninos (14)
No. of Children on Waiting List 18	No. of Children with Disabilities: 14 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 14 Must be less than 10% of enrollment (↓ 58)
Average Monthly Attendance: 81.57 %		

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

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 NOVEMBER 2020/ Mes-Año NOVIEMBRE 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	177,260.94	54,943.63	232,204.57	44,212.43
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	174,172.53	54,943.63	229,116.16	47,300.84
Other/Policy Council/Otro/Comité de Póliza	0.00	3,088.41	0.00	3,088.41	(3,088.41)
State Collaboration/Colaboracion de Estado	827,863.00	356,472.18	60,686.33	417,158.51	410,704.49
Donated Supplies/Materiales Donados	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	89,110.64	9,650.83	98,761.47	26,370.53
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,230,412.00	622,843.76	125,280.79	748,124.55	482,287.45

A. Y-T-D In-Kind / In-Kind asta ahora	748,124.55
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	60.80%

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

FREE MEALS	168	47
REDUCED	0	0
BASE	<u>0</u>	<u>0</u>
TOTAL	168	47

PERCENTAGES:

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

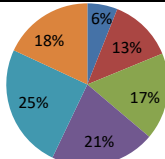
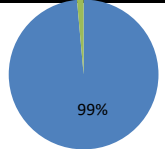
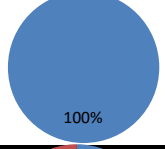
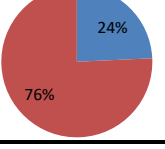
MEAL	#		%		RATE	=	
BREAKFAST:	1,038	X	100.0000%	X	\$1.8400	=	\$1,909.92
	1,038	X	0.0000%	X	\$1.5400	=	\$0.00
	1,038	X	0.0000%	X	\$0.3100	=	\$0.00
LUNCH:	604	X	100.0000%	X	\$3.4100	=	\$2,059.64
	410	X	100.0000%	X	\$3.4100	=	\$1,398.10
	410	X	0.0000%	X	\$3.0100	=	\$0.00
	410	X	0.0000%	X	\$0.3200	=	\$0.00
SUPPLEMENTS:	514	X	100.0000%	X	\$0.9400	=	\$483.16
	327	X	100.0000%	X	\$0.9400	=	\$307.38
	327	X	0.0000%	X	\$0.4700	=	\$0.00
	327	X	0.0000%	X	\$0.0800	=	\$0.00

2,893		<hr/>
TOTAL FEDERAL REIMBURSEMENT		\$6,158.20
CASH IN LIEU:	LUNCHES X \$0.2375	<hr/>
		\$240.83
TOTAL REIMBURSEMENT		<hr/> \$6,399.03

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	410	327	737
MMHS-MADERA MIGRANT HEAD START	<u>1,038</u>	<u>604</u>	<u>514</u>	<u>2,156</u>
	<u><u>1,038</u></u>	<u><u>1,014</u></u>	<u><u>841</u></u>	<u><u>2,893</u></u>

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$4,452.72	\$1,705.48	\$6,158.20
CASH IN LIEU:	<u>\$143.45</u>	<u>\$97.38</u>	<u>\$240.83</u>
	\$4,596.17	\$1,802.86	\$6,399.03

November 2020 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	48.7%	100.0%	A
	# Cumulative Families	202	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	19.5%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	45.4%	22.2%	B
	Children Enrolled 2+ Years	79.1%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	80.1%	100.0%	C
	Children Needing Medical Treatment	14.6%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	95.0%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	94.3%	93.7%	B
	Children who completed a professional dental exam	64.4%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	12.9%	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	86.6%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	4.3%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	72.3%	NA	B
	Social Service Referrals - Services Received	68.8%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	93.1%	NA	
	Families Participating in SNAP (Food Stamps)	89.1%	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	18	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	94.4%	100.0%	A

** Threshold Source Key:

Source: PIR for agency & date as indicated

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

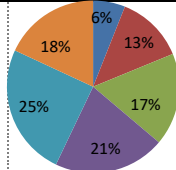
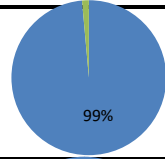
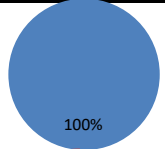
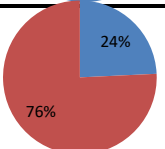
Pink shaded cells indicate program does not meet identified threshold

A = Head Start Regulation

B = State PIR Indicator 2018-19

C = Region 12 Specialist

noviembre 2020 reporte para CAPMC

Informacion Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiados	579	NA	
	Inscripción al Final del Mes %	48.7%	100.0%	A
	# Familias Acumuladas	202	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	19.5%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	45.4%	22.2%	B
	Niños Inscritos 2 + Años	79.1%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	80.1%	100.0%	C
	Niños que Necesita Tratamiento Médico	14.6%	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	95.0%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	94.3%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	64.4%	89.8%	B
	De los que Completaron un Exámen, Niños Diagnósticados que Necesitan Tratamiento	12.9%	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	86.6%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	4.3%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	72.3%	NA	
	Referencia a Servicios Sociales - Recibio Servicios	68.8%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	93.1%	NA	
	Familias Participando con SNAP	89.1%	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	18	NA	
	Maestras de la Clase de Infantes/Medanos que llenan los requisitos de educacion: CDA/equivalente o mas alto	94.4%	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 = Regalamento 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
November 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: %%		

*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
November 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: 75.74%		

*HS is required to maintain an AMA of 85%

FRESNO MIGRANT SEASONAL HEAD START IN-KIND MONTHLY SUMMARY REPORT

Month

November

Year

2020

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	566,743.00	74,211.62	20,257.15	94,468.77	(472,274.23)
A. Professional Services	0.00	0.00		0.00	0.00
B. Center Volunteers	557,891.00	72,572.02	20,147.55	92,719.57	(465,171.43)
C. Policy Concl/Committee	8,852.00	1,639.60	109.60	1,749.20	(7,102.80)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	2,049.00	0.00		0.00	(2,049.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	97,936.00	16,471.84	8,235.92	24,707.76	(73,228.24)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	666,728.00	90,683.46	28,493.07	119,176.53	(547,551.47)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	666,728.00	90,683.46	28,493.07	119,176.53	(547,551.47)

- A. Y-T-D In-Kind 119,176.53
- B. Contracted In-Kind 666,728.00
- C. Percent Y-T-D In-Kind 17.87%



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:
September 2020 – August 2021

Reporting Month
November 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: %%		

*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
November 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: 75.74%		

*HS is required to maintain an AMA of 85%

**FRESNO MIGRANT SESONAL EARLY HEAD START
IN-KIND MONTHLY SUMMARY REPORT**

Month

November

Year

2020

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	33,403.00	1,029.05	1,328.79	2,357.84	(31,045.16)
A. Professional Services	0.00	0.00	255.00	255.00	255.00
B. Center Volunteers	31,190.00	1,029.05	1,073.79	2,102.84	(29,087.16)
C. Policy Concl/Committee	2,213.00	0.00		0.00	(2,213.00)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	1,843.00	0.00		0.00	(1,843.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	0.00	0.00		0.00	0.00
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	35,246.00	1,029.05	1,328.79	2,357.84	(32,888.16)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	35,246.00	1,029.05	1,328.79	2,357.84	(32,888.16)

A. Y-T-D In-Kind	2,357.84
B. Contracted In-Kind	35,246.00
C. Percent Y-T-D In-Kind	<u>6.69%</u>



Report to the Board of Directors

Agenda Item Number: E-12

Board of Directors Meeting for: January 14, 2021

Author: Maru Gasca Sanchez

DATE: January 4, 2021

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: Approval of the 2020-2021 Final Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council

I. RECOMMENDATION:

Review and consider approving the 2020-2021 final bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council

II. SUMMARY:

The bylaws are one set of rules that govern the Policy Council. Bylaws are reviewed yearly. Any proposed changes will be made at the time of review. The Council was allowed 30 days for review and is expected to suggest any changes or recommendation if there are any.

III. DISCUSSION:

- The format has been updated to correspond to the agency's Board of Directors Bylaws and comply with new Head Start Performance Standards.
- Council members were provided with 30 days to review the changes.
- During the December's Policy Committee meeting, time was provided to Council members to address any questions or suggestions members.
- The Agency Attorney, Russ Ryan, provided guidance and feedback for 2020-2021 MRHS bylaws to comply with the Brown Act.
- The Policy Council members approved the final bylaws on December 3, 2020.

IV. FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: MADERA/MARIPOSA REGIONAL AND EARLY HEAD START POLICY COUNCIL 2020-2021

**Guidance provided by Agency Attorney – June 2020
Approved by the Madera/Mariposa Regional
and Early Head Start Policy Council – December 3, 2020
Approved by CAPMC Board of Directors -**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY MADERA/MARIPOSA COUNTY REGIONAL AND EARLY HEAD START

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Regional and Early Head Start Program must be understood and built upon by the family and the community. To achieve this goal, Regional and Early Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Regional and Early Head Start are rooted in "change". These changes must take place in the family itself, the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Madera/Mariposa Regional and Early Head Start is bringing about substantial changes and demands full and complete involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when the Regional and Early Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Regional and Early Head Start Policy Council is to support the Regional and Early Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the 2007 Head Start Act and the Performance Standards – Program Governance, 45 C.F.R. § 1304.50.

The Regional and Early Head Start Policy Council works in partnership with the CAPMC Board of Directors, which is the governing board of the organization. The Regional and Early Head Start Policy Council and the Board of Directors share responsibility (known as "Shared Governance") in implementing the overall goals of Regional and Early Head Start Program. The Policy Council is responsible for the direction of the program.

These Bylaws set forth the membership, offices, term of office and method of operation of the Policy Council. These Bylaws also include the Binding Arbitration Agreement for Resolution of Impasse between CAPMC's Board of Directors and the Regional and Early Head Start Policy Council.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

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.

OUR 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.

OUR VALUES – BASIC BELIEF: As a community action organization, CAPMC is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create CAPMC’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two very unique attributes distinguish Head Start from any other preschool program in our community and county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our beliefs that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and country.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion, include:

- Comprehensive Services
- Parent Engagement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the CAPMC Board of Directors.

Section 3 – General Activities The CAPMC Regional and Early Head Start Policy Council is responsible for the direction of the Head Start program, including program design and operation as well as long and short-term planning goals and objectives, taking into account the Regional and Early Head Start Program’s annual self-assessment and outcomes data and needs assessment.

Section 4 – Additional Responsibilities The Policy Council shall approve and submit to the CAPMC governing body decisions as to each of the following activities:

- a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs under this subchapter, prior to submission of applications described in this clause.
- d) Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
- e) These Bylaws for the operation of the Policy Council.
- f) Reviewing and approving all personnel policies of the Agency regarding the hiring, evaluation, termination and compensation of Agency employees (See Head Start Act Section 642(c)(1)(E)(iv)(V));
- g) Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in equivalent position within the agency. The Policy Council is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section. (See Head Start Act, 45 C.F.R. §642(c)(1)(E)(iv)(IX))
- f) Standards of conduct for program staff, consultants, contractors, and volunteers.
- h) Developing procedures for how members of the Policy Council of the Head Start agency will be elected.
- i) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which include:

- A. Monthly financial statements, including credit card expenditures;
- B. Monthly program information summaries;
- C. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- D. Monthly reports of meals and snacks provided through programs from the Department of Agriculture;

- E. Annual financial audit;
- F. Annual self-assessment, including any findings related to such assessment;
- G. Community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- H. Communication and guidance from the Department of Health and Human Services; and
- I. Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Council Representative in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Council meetings, Special Council Meetings and other Policy Council assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Council Representative is unable to attend.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The authorized number of Policy Council members shall be thirteen (13) parent representatives, one representative from the Board of Directors, and at least one Community Representative, if elected. If the numbers fall below thirteen, the Policy Council may lawfully continue to manage Head Start activities but must act with reasonable diligence under the circumstances to select/replace/elect new Policy Committee members.

Section 2 – Membership of the CAPMC Regional Policy Council The membership of the Policy Council shall be comprised of at least the following:

- A. Representation from each CAPMC Regional and Early Head Start Program shall be based on the following representative/children served ratio:

- 1 to 40 children served – 1 Parent Representatives and 1 Alternates
- 41 to 80 children served – 2 Parent Representatives and 2 Alternates

Center	Representatives	Alternates
Chowchilla	1	1
Cottonwood	1	1
Early Head Start	2	2
East Side	1	1
Fairmead	1	1
Mariposa	1	1
Mis Tesoros	1	1
North Fork	1	1
Oakhurst	1	1
Ruth Gonzales	1	1
Valley West	1	1
Verdell McKelvey	1	1

- B. Representation from the Community:Representation from the

Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of Regional and Early Head Start. Community members shall be approved by the members of the Policy Council.

The Head Start Performance Standards also provide that at-large community representatives may include “parents of children who were formerly enrolled in the Head Start program of the agency.”

C. Representation from the Board of Directors:

The CAPMC Board of Directors Chairperson will appoint one Representative and one Alternate to serve on the Policy Council.

Article 5: Selection of Policy Council Members

Section 1 – Head Start Center Representation

- A. The Policy Council members (representatives and alternate) must be elected by general vote of each center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the respective center committee minutes and forwarded to the Support Services Manager prior to the next regularly scheduled Policy Council meeting. Subject to the approval of the CAPMC Board of Directors, this Council will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- B. Once elected, the Parent Center Council Officials **may serve** as the respective Policy Council representative of the respective center. If a center has two representatives, both may serve as the representatives.
- C. Any current parent who is also a family member of a Regional and Early Head Start staff employee may **not** serve as an elected representative of the Policy Committee.
- D. Only one member of an immediate family may serve on the policy Council as a voting member. The term ‘immediate family’ means wife, husband, son daughter, mother, father, brother, sister or relative by marriage or similar degree.

Section 2 – Board of Directors Representation The CAPMC Board Chair will appoint a

CAPMC Board member to represent the CAPMC Board of the Policy Council.

Section 3 – Community At-Large Representation The community representative/ organization must submit a letter of interest for consideration of a position to the Regional and Early Head Start Policy Council. The Regional and Early Head Start Policy Council must approve/disapprove the request by a majority vote.

- A. In selecting a community representative at large, the Council shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Regional and Early Head Start Policy Council shall annually rotate seats in this sector among the eligible organizations using the following criteria:
 - 1. Length of tenure of each organization on the Policy Council;
 - 2. The value of the current member organizations as resources to the current and immediate future program goals; and
 - 3. The desire of the current organization to remain as members
- B. Each representative may have one alternate to substitute for him/her. The representing body shall select its own alternate.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of each center’s Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the parent representative’s term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Board of Directors CAPMC Board Representatives shall serve at the pleasure of the CAPMC Board of Directors.

Section 3 – Term of Office for Community At-Large Representative Community representatives serve at the pleasure of the designated organization. An individual may not serve more than five (5) one-year terms as community representative and must be elected or appointed annually by a majority vote of the Head Start Policy Council. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 4 – Alternates Service as an alternate Policy Council member will not be considered as time served as a principal representative committee member unless the alternate attended a Policy Council meeting and had a vote.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Council for the following reasons:

- A. Change of residence to an area outside geographic area of Regional and Early Head Start Services Program.
- B. A Policy Council member transfers their child to another center.
- C. The Parent Center Committee selects another representative.
- D. Unexcused absence of a member from the Policy Council for two meetings. Unexcused absence of a member is defined as failure to timely contact the member's alternate. In addition, a member who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting.
- E. Any officer or representative not acting in the best interest of the Policy Council may be asked to resign. If the Policy Council officer or representative refuses to resign, the Policy Council officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who misses two (2) regularly scheduled meetings of the Council may be deemed to have resigned their position as a member of the Council (subject to Council approval). After a member has missed two (2) regularly scheduled monthly meetings, the Support Services Manager will contact the Council member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in Committee member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- A. A Council member is notified of his/her removal by actions of the Policy Council for cause;
- B. A Policy Council member notifies the Policy Council of his/her resignation;
- C. The Designee body removes its representative by 2/3 vote of the total non-vacant seats.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Policy Council will call for election from the respective center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Board of Directors If a seat of the representative of the Board of Directors is vacant and if a new representative has not been appointed, then the Policy Council shall prepare a written request to the Chair of the Board of Directors for a new appointee.

Section 4 – Vacancy of Community Representative If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Policy Council will call for election from the Community Body of Representation. The Policy Council shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Policy Council will normally be held on the first Thursday of each month unless the Policy Council fixes another date and time. The Policy Council will use its best efforts to maintain those dates as Policy Council meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Policy Council recognizes its obligations to comply with the Ralph M. Brown Act (the "**Brown Act**") open meeting laws and will comply with all aspects of the Brown Act including, without limitation, the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. This generally means publishing notice of all meetings at least 72 hours prior to general meetings. In addition, the Robert's Rules of Order shall be the governing rules for all Policy Council meetings.

Section 2 – Quorum Fifty-one percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Policy Council. A quorum must be present at the time of any official action taken. Parent membership at all times shall reflect a minimum of 51% of the total Policy Council Members prior to conducting business.

Section 3 – Special Meetings Special meetings of the Policy Council may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Policy Council may be called by the Chairperson of the Policy Council or by any two Members. A call for a special meeting will state the business to be addressed by the Policy Council at the special meeting in the form of agenda items. Every member of the Policy Council must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings, and only those items for which the special meeting was called may be deliberated and action taken.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Support Services Manager will determine with the Policy Council Chairperson if an Executive Committee meeting rather than a full Policy Council meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all Members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Policy Council is established, the meeting would then become a special meeting of the Policy Council.

Section 5 – Place of Meetings Meetings of the Policy Council shall generally be held at CAPMC's administrative offices, which is currently located as 1225 Gill Avenue, Madera, California. Meetings may be held, however, at any place within the County of Madera designated by the Policy Council so long as notice of such meetings is published as required by the Brown Act and is held in a location that does not discriminate on the basis of any protected category under California law. Nothing in these Bylaws is intended to prohibit the Policy Council from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act and specify the place, date, and hour of the meeting as well as all matters of business to be considered by the Policy Council. Written notification of regular Policy Council meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the Members at least five days in advance of the meeting. The Policy Council secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence of a majority of the members then in office at a meeting of the Committee constitutes a quorum for the transaction of day-to-day business of CAPMC, except as otherwise provided in these Bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Policy Council, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these Bylaws, or the provisions of the California Corporations

Code applicable to CAPMC. Members may not vote by proxy but their alternates may vote in their place instead. Voting by alternates is not deemed a vote by proxy.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Council as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of the respective absent Policy Council Board member.

Section 9 – Adjournment A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Policy Council (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Policy Council. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC’s Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all members of the Policy Council and the Head Start Director be able to fully participate in the discussions and deliberations, so minutes will be recorded on tape during each meeting by a member of CAPMC’s clerical staff or by a volunteer, not by a member of the Policy Council or by the Head Start Director. Minutes will then be transcribed by an Agency clerical employee after the meeting. The tape recordings are not the official meeting minutes and are used only for the transcription of the official minutes and/or used by the Policy Council to ensure the accuracy of the official minutes of a particular meeting prior to their approval. As a result, the tape recordings are not available to the public for review. Once the official minutes of a particular meeting have been approved by the Policy Council, the tape recording will be destroyed. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Council Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11 – Modifications Due to Emergency Circumstances - Temporary Suspension of Certain Provisions of the Brown Act Notwithstanding the above, in the event that the governor, legislative body or judge order temporary modifications or suspension of certain aspects of the Brown Act—as occurred in March 2020 when the governor issued Executive Order N-25-2—as a result of the worldwide Covid-19 Pandemic, the following modifications to this Article 9 are now in effect and remain in effect until the Committee approves otherwise:

(a) The Committee may hold Council meetings via teleconference, telephone or other electronic means so that all Council members and public seeking to attend without being physical present. CAPMC staff assisting the Policy Council may also appear by

teleconference, telephone or other electronic means.

(b) A quorum of the Council is now present for any Council meeting so long as a majority of the members of the Council are participating in the meeting by teleconference, telephone or other electronic means. Council Meetings may proceed even if a quorum of the Council — or the entire Council — is participating remotely.

(c) Council members may attend meetings remotely (i.e. by telephone or teleconference) without adhering to the usual requirements that require posting of notices at the remote location and public access to the remote location.

(d) Advanced notice of meetings must be provided as required above (72 hours for regular meetings, 24 hours for special meetings) still apply.

(d) The meeting notice will identify at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the Council meeting, consistent with the public's rights of access and comment required by the Brown Act. In doing so, the Council will use its best efforts to identify and schedule the publicly accessible location for the public to observe and offer public comment in a venue that allows social distancing of six feet per person. The Council may also require other reasonable safeguards for attendance at Council meetings as may be directed or recommended by the State of California Department of Public Health and Centers for Disease Control Guidelines such as the use of face masks or face coverings.

(e) The Council will make reasonable efforts to adhere as closely as reasonably possible to the Brown Act and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to Committee meetings.

Article 10: Officers

Section 1 – Officers The Policy Council shall have the following officers; Chairperson, Vice-Chairperson and Secretary. The alternate to the member serving in these officer positions shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer including, without limitation, during the Executive Committee meetings and as serving as the representative to the CAPMC Board of Directors.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

- A. **Chairperson** The Chairperson shall be the Chairperson of the Policy Council and Executive Committee. The Chairperson shall:
1. Be a member of the Policy Council and the Executive Committee.
 2. Call to order all meetings of the Policy Council and Executive Committee and work with parents and staff (as may be necessary and appropriate) in the development of agendas and submission of agendas with notice of call and keep order over all meetings.

3. Preside at all meetings of the Policy Council and Executive Committee.
 4. Exercise such other powers and performs such other duties as may be prescribed by the Policy Council.
- B. **Vice-Chairperson** The Vice-Chairperson shall be a member of the Policy Council and Executive Committee. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall preside at meetings and shall also perform such other duties as may be prescribed by the Policy Council from time to time.
- C. **Secretary** The Secretary shall be a member of the Policy Council and Executive Committee and shall keep, or work with staff to cause to be kept, minutes of all Committee and Executive Committee meetings, and other such duties as may be prescribed by the Policy Council.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected (annually) to a one-year term by the Committee. Election shall take place at the Committee meeting following the seating of the new Policy Council members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Committee to complete the unexpired term of the position being filled.

Section 4 – Alternates may not serve as officers on the Committee except to the extent the alternate is assuming the position temporarily as set forth below in Article 12, Section 1.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Committee. As noted above, the alternate to the member serving on the Executive Committee shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer Executive Committee member. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Committee meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Council.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Council shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Article 13: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Committee Members will be required to sign a Policy Committee Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- Participation on the Policy Committee will result in no financial gain to the Policy Committee member or any member of his/her family.
- Conflict of Interest – The Policy Committee member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Committee member acknowledges and agrees that all information obtained during his/her participation on the Policy Committee meetings is confidential and that no information gained as a result of participation on the Policy Committee will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Committee Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Committee Representative position prior to submitting any application for employment.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Committee Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Committee Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure.

Article 14: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Committee and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Committee Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 15: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Policy Committee must be followed and is hereby incorporated herein by reference into these Bylaws.

Article 16: Amendments and Revisions

The Committee may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Committee meeting in which the Committee will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Committee than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

CODE OF CONDUCT

The Madera/Mariposa Regional and Early Head Start Policy Council recognizes that persons involved in governance activities (Policy Council) at Community Action Partnership of Madera County – Madera/Mariposa Regional and Early Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera County Head Start and Early Head Start public's image, reputation, or credibility.

CODE OF CONDUCT

Community Action Partnership of Madera County-Madera/Mariposa Regional and Early Head Start Policy Council members:

1. Will respect and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Conflict of Interest – I am confirming that I am not related to any Community Action Partnership of Madera County-Head Start program employee by blood or marriage.
3. Must uphold the agency's confidentiality guidelines stated as follows:
 - i. No information regarding children and families of children enrolled with Madera/Mariposa Regional and Early Head Start is to be discussed outside of the work setting or Board/Council meetings;
 - ii. Information is to be discussed within the work setting and at Board/Council meetings only as is necessary and related to program operations/business or decision-making;
 - iii. No information learned at Board/Council meetings or while conducting Board/Council business may be discussed or used in any way outside of Board/Council activities.
4. Will support and participate in a TEAMWORK approach to decision making.
5. Will behave and interact respectfully while participating on Board/Council or representing the organization within the community.
6. Must have an interest and concern for children and their families.
7. May not accept gifts and/or gratuities as stated in the Community Action Partnership of Madera California Personnel Policy Manual.
8. Are prohibited from using their position on Board/Council for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
9. Must not make public statements under the auspices of any agency title without the Board of Directors' approval.
10. Will follow all Community Action Partnership of Madera California – Madera/Mariposa Regional and Early Head Start general operating procedures.
11. Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Council.

CERTIFICATION OF SECRETARY

I certify that I am the duly acting Secretary of the Madera/Mariposa Regional and Early Head Start Policy Council that the above Bylaws are the Bylaws of this Head Start Policy Council as adopted by the Head Start Policy Council on December 3, 2020 and that they have not been amended or modified since that date.

Dated: December 3, 2020.

Secretary



Report to the Board of Directors

Agenda Item Number: E-13

Board of Directors Meeting for: January 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: December 14, 2020
TO: Board of Directors
FROM: Maritza Gomez-Zaragoza, Head Start Director
SUBJECT: 2020-2025 Community Assessment Update

I. **RECOMMENDATION:**

Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment Update.

II. **SUMMARY:**

The Community Assessment describes and reviews the geographic area, the economy and workforce, characteristics of residents, available resources, and the needs of Head Start eligible families.

Staff is providing the update on the 2020-2025 Community Assessment Executive Summary for review and consideration.

III. **DISCUSSION:**

- Under the new Head Start Program Performance Standards, a program must complete a comprehensive community assessment to identify the needs of the community and the need for Head Start services at the beginning of the 5 year grant cycle.
- CAPMC has conducted the community assessment for both Madera and Mariposa Counties. The process included, parent, program staff, and management staff focus groups were conducted to identify parent/family, child, program, and community needs.
- The information gathered will be utilized to establish goals for the program, selection criteria if changes are needed, and identify the other areas in need of Head Start services.
- The 2020-2025 community assessment update includes current data and program information that will be used for program planning and service delivery.

IV. **FINANCING:** Minimal

EXECUTIVE SUMMARY

OVERVIEW OF THE GRANTEE

Community Action Partnership of Madera County (CAPMC) is a non-profit organization established in 1965 to provide a breadth of services aiming at eliminating the effects of poverty. Over the years, CAPMC has continued to evolve in order to meet the changing community needs. CAPMC's mission is *"Helping people, changing lives, and making our community a better place to be by providing resources and services that inspire personal growth and independence."* CAPMC's vision is, *"CAPMC is recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time."*

CAPMC's Head Start and Early Head Start programs are currently funded to serve 246 Head Start children and 42 Early Head Start children or pregnant women, and their families. The service area of these CAPMC Head Start programs includes Madera County and Mariposa County. The two counties span 3,616 square miles that border Merced and Tuolumne counties toward the north, Mono County of the east, and Fresno County to the south and east.

COMMUNITY ASSESSMENT PROCESS AND DATA ANALYSIS

Every five years Head Start grantees are required to conduct a comprehensive community assessment that is used in decision-making for program planning, implementation, and evaluation. The assessment is designed to help the staff and Policy Council of CAPMC Head Start programs to identify current trends in the communities they serve, understand the needs of Head Start eligible children and families, become aware of resources that are available, and define gaps. The community assessment represents a critical piece of the planning process developed to encourage strategic thinking about the agency's capacity to impact families and the community in a meaningful way. This is an ongoing process which engages staff, the Board of Directors, and community partners to stimulate understanding about the strengths, needs and resources of the communities and families we serve.

To complete the Community Assessment, CAPMC followed guidance from the Head Start Performance Standards and Office of Head Start resources. A Community Assessment Team comprised of the Head Start Director, Service Area Managers, support staff, and a consultant worked together to collect internal and external data and conduct parent surveys. The Policy Council and Board of Directors approved the Community Assessment Plan and received ongoing updates throughout the process.

Worthwhile data analysis includes reviewing both quantitative and qualitative data. For quantitative data analysis, charts, graphs and tables are formulated out of data points to seek

out emerging trends. Analyzing qualitative data requires reviewing input from multiple sources, where open-ended and feedback-eliciting questions are asked of a target population.

MAJOR FINDINGS

The population in Madera and Mariposa counties has increased overall. In Madera County population increased 1.4% over the past 5 years, from 153,187 in 2015 to 155,433 in 2019. In Mariposa County, population slightly decreased 2.3% from 17,789 in 2015 to 17,420 in 2019.

According to the American Community Survey, the percentage of children under the age of six who are living in poverty is decreasing. In 2015 in Madera County, about 31.7% of children under the age of six lived in poverty, and in 2019, it fell to 33.4%. While it appears that the financial state of families in the service area is improving, many still find it difficult to make ends meet. California Budget & Policy Center estimates that it takes a two-parent working family \$61,636 to pay for housing, utilities, food, child care, health care, transportation, taxes, and miscellaneous. According to the American Community Survey’s 2019 data, the median household income was \$57,585, producing a \$4,000 deficit yearly for families to meet their basic needs.

	Madera County		Mariposa County	
	0-2 Year Olds	3-5 Year Olds	0-2 Year Olds	3-5 Year Olds
Child Population	6,960	7,129	491	436
County Poverty Rate for 0-5 Year Olds	32.1%		25.3%	
Estimated Income Eligible Children	2,234	2,288	124	110
Children proposed to be served by CAPMC Regional and Early Head Start	42	226	0	20
Percentage of eligible children proposed to be served by CAPMC	1.88%	9.88%	0.0%	18.2%

While children in poverty are decreasing, the children from at-risk populations are increasing. This includes homeless, foster care, and children with disabilities. In 2015, the incidence rate of a children entering foster care was 5.2 in 1,000, in 2019 that decreased to 5.0, producing a downward trend. Children 0-5 with disabilities have increased from 359 students per year in 2014 to 448 students in 2019.

The economies of Madera and Mariposa counties represent different challenges. In Madera County, many historically manual agricultural jobs are becoming increasingly mechanized, most likely due to improved technology, the minimum wage increase, and employer laws and regulations. Mariposa's major industries are tourism and government. According to the National Park Service's Monthly Use Report for Yosemite National Park, annual park visits have increased 13.8% from 2014 to 2019.

PRIORITIZED RECOMMENDATIONS

1. Parent Education: Both staff and parents listed this item as a main priority, particularly focusing on parenting, communication, and finances.
2. Nutrition: Head Start parents want to be informed when feeding their families. Additionally, many Head Start centers are located in food deserts, where healthy, fresh foods are not accessible.
3. Mental Health Services: Mental health concerns dominate conversations nationally and locally, as resources seem scarce and inaccessible.
4. Safety: Safety concerns have heightened, mostly likely due to national events. Parents are worried and have questions about gangs, human trafficking, and drugs. Additionally, maintaining safety at the Head Start centers is a concern.

Center staffing: Staff at CAPMC say that wages are a concern. Additionally, finding qualified substitutes is a challenge. Classrooms cannot operate without meeting a ratio of qualified staff members, so it is imperative that substitutes are available in the event that regular staff are out.



Report to the Board of Directors

Agenda Item Number: E-14

Board of Directors Meeting for: January 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: December 18, 2020

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera/Mariposa Head Start & Early Head Start 2020-2025 Program Goals and Objectives Update

I. **RECOMMENDATION:**

Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.

II. **SUMMARY:**

After the completion and analysis of the community assessment, Head Start management staff developed the program's five year goals and objectives for the 2015-2020 refunding cycle with parent and program staff input. The update is being presented for review and consideration.

III. **DISCUSSION:**

- Management staff has been working towards accomplishing its program goals. However, due to the current COVID-19 circumstances many of the activities and deadlines had to be adjusted to reschedule for a later time.
- Although some of the activities were delayed, staff have made progress in accomplishing the objectives for each goal. None of the goals were changed but if staff find themselves having to change a goal, an update will be provided to the Policy Council and Board of Directors.
- The Policy Council and Board of Directors will continue to be provided with annual updates on the status and/or progress of the goals and objectives.

IV. **FINANCING:** Minimal



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Program Goal: *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

Objective I: Program will intentionally use its data plan at all levels for program activities, planning, and service delivery to increase the quality of service to children and families beginning August of 2020.

Expected Outcome(s): Program staff will collect, analyze, and utilize program data for informed decision making for all center and program service delivery.

Expected Challenge(s): Effective and timely collection of data, staff's understanding in analysis of data, potential technical issues – internet, equipment, etc.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Area Managers will work with center staff to ensure current data tools are being utilized as intended to collect children's developmental assessments in Learning Genie.	Area Managers Data Entry	December 2020 On-going	Minimal – TA is provided by Learning Genie
Update: Teachers were provided with T&TA on Learning Genie by Area Managers. Data is schedule to be reviewed during meeting on December 2020.			
Advocates and Data Entry staff will be provided with specific timeframes and guidelines for entering child and family information	Support Services Manager	August 2020 On-going	Minimal



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Update: Training and timeframes were provided to staff. However, due to COVID-19 there was delay in entering child/family data to accommodate for changes in service delivery.		August 2021	
Training will be provided to center staff on the purpose of the data management plan, its components, and usability for center level planning.	Area Managers Head Start Director	August 2021	Minimal
During monthly Site Supervisor meetings, data points for each service area will be discussed and utilized for planning center activities and/or staff trainings.	Area Managers Program Specialist Head Start Director	January 2022 On-going	Minimal

Program Goal: *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

Objective II: Utilize program data, develop a comprehensive professional development and resource plan to provide knowledge and skills to teachers, Advocates, and families beginning January 2021.

Expected Outcome(s): Teachers and parents experiencing challenging behaviors will be equipped with techniques and resources to support children in the classroom and home.

Expected Challenge(s): Funding, availability of speakers and cost, effective planning to schedule training during non-child days

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Based on staff and parent/family needs identify training topics, resources, and strategies to address the social emotional needs of children in the classroom and home.	Disabilities/Mental Health Specialist Head Start Director	January 2021 - Ongoing	Cost will be part of the T&TA budget



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

<p>Update: Based on current parent and staff needs with COVID-19, the following topics have been presented and/or planned for parents and staff to support mental health wellness:</p> <ul style="list-style-type: none"> • How do I deal with stress, if I don't know I have it? • Conscious discipline – feeling buddies • Trauma Training (Behavioral Health) <p>Trainings to support teaching staff in the classroom will resume in the Fall of 2021 when children return to the classroom.</p>	Disabilities/Mental Health Specialist	October 2020 – Ongoing	Cost was allocated under the Quality Improvement funds.
Disabilities/Mental Health Specialist will follow up with teaching staff experiencing more challenging behaviors to ensure strategies provided through resources and/or training are being implemented effectively in the classroom.	Disabilities/Mental Health Specialist	After training is provided beginning January 2021	Cost for materials, resources, and supports will be allocated on budget
Identify training topics to provide to parents during parent meetings. In addition, identify online trainings to provide an opportunity for all parents to access resources and/or techniques to address challenging behaviors	Disabilities/Mental Health Specialist Support Services Manager	January 2021 – On-going	Cost will be part of T&TA budget
Disabilities/Mental Health Specialist, as part of the child's support plan, will encourage parent/families to participate in parenting classes through CAPMC-Head Start or other available parenting classes in the community.	Disabilities/Mental Health Specialist Advocates Support Services Manager	January 2021 – Ongoing	None – Parenting classes are offered at no cost



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Program Goal: *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

Objective II: Address the salary disparity between local preschool/childcare programs and CAPMC-Head Start to decrease staff turn-over and ensure continuity of services for children and families beginning June of 2020.

Expected Outcome(s): Maintain current workforce to provide continuity of services for children and families enrolled in Early Head Start and Head Start.

Expected Challenge(s): Availability of funding, continued pay disparity with local preschool programs, employees opting for higher salaries

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Apply for additional funding as opportunities become available from Office of Head Start to increase salaries.	Head Start Director CAPMC Executive Director	Beginning June 2020 – On-going	5% increase in salaries constitutes over \$100,000 in additional funding
Update: Office of Head Start allocated funding to support Head Start Program with a Cost of Living Adjustment of 2%. In addition, Quality Improvement funds were allocated to Head Start programs. CAPMC used part of those funds to increase employees' salaries an additional 2.5%.	Head Start Director CAPMC Executive Director	Salary adjustments were implemented effective June 2020	\$147,496 of the total funds were applied to salary increases for all HS and EHS staff.



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Review CAPMC's teacher job classifications to potentially create a tier within current job classifications to augment pay for a higher tier that will require higher education qualifications.	Head Start Director Human Resources Director	June 2022	Unknown
Seek funding opportunities from other sources – state – to address the upcoming California's minimum wage.	Head Start Director CAPMC Executive Director Human Resources Director	June 2021 – On-going	5% increase in salaries constitutes over \$100,000 in additional funding

Program Goal: Program will prepare children enrolled in Head Start to enter Kindergarten.

Objective: Program will develop connections with Local School Districts to improve transitions and share program data.

Expected Outcome(s): Children will be exposed to elementary school experiences. Program and School District will develop a process of data sharing.

Expected Challenge(s): Head Start children having the opportunity to visit elementary schools. School District's being open to partnering with CAPMC Head Start.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Program staff will contact local school districts to develop a stronger partnership and collaboration. Center staff will have a better understanding of Kindergarten expectations, enrollment process, and	Head Start Director Area Mangers	December 2020 – On-going	N/A



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

data/information sharing between Head Start and the elementary schools.			
Update: There are meetings and discussions taking place regarding Kindergarten expectations and information sharing between Head Start, State Preschool, and Kindergarten/Elementary Schools.	Deputy Director – ECE/Facilities Area Managers	December 2020	N/A
Teachers will schedule a meeting with the closest Elementary School’s teaching staff to share children’s outcomes and K-SEP data. Parent’s consent will be obtained prior to data/information sharing.	Teachers Area Managers	April-May of each year	Minimal
Update: Due to COVID-19 and services being provided via Distance Learning, the Kindergarten Student Entrance Profile (KSEP) will not be completed for the 2020-2021 school year. Data from DRDP outcomes will be utilized instead to indicate child educational gains.	Area Managers Teaching staff	April/May	N/A
Children will have the opportunity to visit an elementary school prior to kindergarten enrollment. Information will be documented on transition plan.	Teachers Area Mangers	April-May of each year	N/A
Update: The program will not be able to complete this activity due to school closures. Instead, teaching staff will provide virtual fieldtrips to elementary school settings. Teachers will invite Kindergarten teachers to be part of a virtual meeting to speak and share information with parents and children.	Teaching Staff Area Managers	April/May	N/A
At the end of each program year, management staff in collaboration with center staff will review the transition plan for effectiveness. If any gaps or opportunities for improvement are identified, the plan will be revised prior to the start of each program year.	Area Managers Teachers / Family Advocates	May 2021 – On-going	Minimal



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Program Goal: Program will prepare children enrolled in Head Start to enter Kindergarten.

Objective: Program will utilize the end of the year family survey as a measure for child/family Kindergarten readiness – Indicator: Family as Lifelong Educator will indicate 65%-70% in the domain of Family Engagement in Transition.

Expected Outcome(s): Program will strengthen parents’ understanding of the importance of their role in supporting their children’s transition to school.

Expected Challenge(s): Having a low parent participation during activities offered.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Teachers will review their classroom outcome data after each collection. They will complete a Summary of Findings. Upon completion, this data will be shared with parents along with strategies that can be implemented at home.	Area Managers Teachers Family Advocates	August 2022- On-going	
Update: First DRDP collection was completed first week of November. Currently Data is being analyzed by CCR Analytics. As soon as reports are ready, they will be reviewed and analyzed with center supervisors and the Summary of Finding will be completed.			
Program will develop a School Readiness event for families. During these event families will received strategies to help their children on developing skills and getting ready for school.	Support Services Manager Area Manager Family Advocates Education Staff	August 2021- On-going	
Area Managers will review the Family Strengths/Needs Assessment (pre and post data) to identify family trends and teaching staff training needs. This information will provide a baseline for planning purposes.	Area Managers Support Services Manager	Twice a year beginning 2021	



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Program Goal: Program will support the safety of children and families in the community

Objective: Booklet will be provided to families with information on safety community resources – data will indicate that 70% of families received resources

Expected Outcome(s): Families will have resources on agencies/services that can provide guidance on safety measures at school and home.

Expected Challenge(s): Accuracy of information from year to year. Programs/agencies closing and not providing services due to funding.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
A committee will be established and the primary goal will be to complete a booklet on safety community resources.	Health Specialist	August/September 2020	\$1000 printing cost
Update: Due to COVID-19, establishing a committee by the timeline was delayed. A committee will be established by January 2021.			
Agencies that provide safety resources will be contacted to ensure information on resource books is accurate and appropriate.	Safety Resource Committee	June 2020-annually	None
Update: CAPMC-Head Start has increased its partnership and working relation with community partners to ensure services and resources are provided to families; specifically, health education related to COVID-19.			
Trainings on how to use the safety resource booklet with families will be provided to Advocates, Family Facilitators and center staff during pre-service.	Health Specialist	August 2021-annually	\$1200 venue/materials



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Annual search for new agencies/resources, and review of current resources to ensure information is current.	Health Specialist, Safety Resource Committee	June 2022 - annually	
---	--	-------------------------	--

Program Goal: Program will support the safety of children and families in the community

Objective: Safety topics will be presented to parents at parent meetings – Parent meeting agendas will indicate “safety topic” – 100% of centers will provide at least 1-2 safety topics during the school year.

Expected Outcome(s): Parents will be provided with information on safety measures for their home, school, and community.

Expected Challenge(s): Parent participation in meeting. Availability of community presenters and programs/agencies that meet parent’s needs.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Parent meeting schedule will be revised to include safety topics of interest to families.	Health Specialist Support Services Manager	July 2020	\$150 printing cost
Update: Parent meeting schedule now includes safety topics of interested to families. However, parent meetings are being provided virtually at this time.			
Identify programs and agencies that provide presentations for parents on safety in the home, schools, and neighborhoods/community.	Health Specialist	July – August 2020	None



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Update: Family Advocates and EHS Family Facilitators have been provided with a list of community agencies/services that address safety to conduct presentations and resources for parents.			
Revised parent meeting survey, list of resources and community presenter will be provided to Advocate during pre-service.	Health Specialist	August 2020	\$500 venue/materials
Update: A list of health and safety resources that aligns with the parent meeting survey was provided to the Advocates and EHS Facilitators. Information is organized to align with titles on survey that provide easy identification of resources.			
Safety topics identified by parents on the parent meeting survey will be included on the “parent meeting plan”. Information will be documented on agenda & meeting minutes.	Advocates Family Facilitators	September 2020 - annually	None
Update: Due to COVID-19, parent meetings were put on hold. Virtual meetings have begun as of November 2020. Safety information will be presented to families and documented in the meeting agenda & minutes.			
Ongoing monitoring will ensure at least one safety topic is being presented to the parents during the school year.	Health Specialist	October 2020- ongoing	None
Update: Due to COVID-19 timeline will be moved to January 2021. Virtual meetings will be monitored for safety topics to ensure family needs/requests are being met.		January 2021	



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Program Goal: Program will support the safety of children and families in the community

Objective: The program will conduct a safety assessment of all sites and develop a plan to address any safety concerns by August of 2021.

Expected Outcome(s): Children, parents, and staff will be safe while at Head Start centers.

Expected Challenge(s): Availability of funding to address identified concerns. Safety versus compliance with Community Care Licensing

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
A Head Start safety committee will be established to evaluate the safety of all Head Start centers.	Health Specialist Maintenance Team Head Start Director	December 2020	
Update: In progress. Staff are in the planning stages to set up a safety committee. However, timeline may be delayed depending on the health & safety issues at hand with COVID-19.		February 2021	
Research a tool to assist with the evaluation of safety of Head Start centers to include safety measures, safe doors, surveillance cameras, emergency measures/drills.	Health Specialist Area Managers Head Start Director	January 2021	None
Update: In progress. Staff are in the planning stages to set up a safety committee which will help with this objective. Staff will develop and implement tool early 2021.		March 2021	
Deploy committee members to evaluate all Head Start sites and identify gaps in safety.	Health Specialist Safety Committee Members	February 2021	None



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

<p>Update: Depending on the situation with COVID-19, once the tool is developed, center staff may be the ones completing the safety tool. At this time and until further notice, no outside visitors are allowed at the centers. The follow up activities will also have to be delayed for now.</p>		TBD	
<p>Compile findings from all sites. Present information to Head Start Director to develop a plan to address findings. The plan will include recommendations to address potential safety issues.</p>	Health Specialist Safety Committee Members	April 2021	Significant based on findings
<p>Provide safety trainings and drills for staff that include but not limited to, emergency evacuations that include wild fire evacuations, active shooter trainings, and lock downs.</p>	Health Specialist Head Start Director	August 2021 – On-going	\$600 venue/materials

Program Goal: Program will support children and family’s health and nutritional habits and practices.

Objective: Program will identify children that based on BMI are considered over weight/obese and provide additional support – data from first and second height and weight will indicate a decrease by 2% each year.

Expected Outcome(s): Children & parents will learn how to be active by participating in I’m Moving I’m Learning (IMIL) daily and will learn healthy eating habits. Parents will learn how to make healthy meal choices and make positive changes for their family.

Expected Challenge(s): Parent’s willingness to make changes at home. Participation from parents on workshops/educational sessions.



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Identify an IMIL presenter to provide training to Head Start and Early Head Start staff on the principles and objectives of IMIL.	Nutrition Specialist	June 2020	\$ 3,500.00 Presenter
Update: Due to COVID-19 the training was postponed. Staff is looking into rescheduling the training to the Winter/Spring of 2021.	Nutrition Specialist	Winter/Spring 2021	\$ 3,500.00 Presenter
Develop an implementation plan to ensure IMIL activities are included in lesson plans and parent meetings. Monitoring will identify staff's implementation of IMIL activities.	Nutrition Specialist Area Managers	August 2020	\$4,000 Presenter, materials, venue
Update: Currently program Advocates and teaching staff are including some IMIL activities during distance learning zoom meetings. After the schedule training, additional resources will be provided to staff to support parents with nutritional needs.	Nutrition Specialist Advocates Teaching staff	August 2021	\$2,500 materials
Train staff on the implementation of the Food Experience's/Creative Curriculum plan. Monitor each month to ensure the plan is being carried out.	Nutrition Specialist	February 2021	1,000 materials & venue
Update: Activity postponed due to COVID-19. Plans for implementation will resume in 2021-2022 school year.	Nutrition Specialist	February 2022	1,000 materials & venue
Purchase resource bags and materials to help educate families on nutrition topics. Train and distribute resource bags for parents who set goals or in need of help	Nutrition Specialist Advocates	August 2022	\$4,000
Each year input and collect height and weight data using Child Plus and analyze results.	Nutrition Specialist Advocates Head Start Director	June – July 2021 and yearly	None



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

- Program Goal:** Program will support children and family’s health nutrition habits and practices
- Objective:** Nutrition Specialist along with program staff will review current nutrition assessment form and revise them to ensure the forms allow parents to solicit assistance/resources. The new forms will be implemented by August of 2021
- Expected Outcome(s):** The new Identification of Nutritional Needs/Referral form will allow for data collection and target program and center issues.
- Expected Challenge(s):** Families are already working with their Health Care Provider or WIC and don’t want additional help from Head Start.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Take nutrition forms to Advocate and Health Advisory Committee meetings for input on changes.	Nutrition Specialist	May 2020	None
Update: Forms were taken for input to the Advocates and HA Committee. Input was gathered and will be used to update forms. Updated forms will be implemented in the 2021-2022 program year.	Nutrition Specialist	August 2021	\$500 Printing cost
For data collection the Identification for Nutritional Needs/Referral form will be added to Child Plus as a fillable form.	Nutrition Specialist	June - July 2020	None
Update: The form has been created on the ChildPlus system. However, data collection has not begun due to changes on the collection of children nutritional information due to COVID.	Nutrition Specialist	August 2021	None



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Revise forms and procedures for Identification of Nutrition Needs/Referral and Identification of Nutrition Follow Up Document.	Nutrition Specialist	June – July 2020	\$500.00 Printing
Update: This activity’s timeline will be moved to Winter/Spring 2021 due to adjustments made to current services for COVID.	Nutrition Specialist	Winter 2020/ Spring 2021	\$500.00 Printing
Three centers will be selected to participate in a pilot test of the form Identification of Nutrition Needs/Referral into Child Plus. Program Year 2020-2021.	Nutrition Specialist Advocates	August 2021	None
Review and analyze the results from the pilot test. Review and evaluate for needed changes. Make the needed changes and deploy for the following program year.	Nutrition Specialist Advocates	May – June 2021	None
Advocates will be provided with training on the implementation of the new Identification of Nutrition Follow Up form.	Nutrition Specialist	July 2021	\$500 Venue and materials
Research training on “effective communication/interviewing techniques” for Advocate to increase their skill with communicating with parents.	Nutrition Specialist SS Manager	December 2021	\$800 Presenter and materials

Program Goal:

Program will support children and family’s health nutrition habits and practices

Objective:

CAPMC will enter into a partnership with Madera County Department of Public Health and CalFresh to develop information resources and workshops targeting nutrition and healthy eating habits by January of 2021

Expected Outcome(s):

Provide on-going nutritional workshops/classes for parents that will include - Harvest of the Month, Champions for Change, Dietary Guidelines, Potter the Otter, and My Plate.



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Expected Challenge(s): Parent being able to attend workshops/classes. Availability of funding to continue nutrition education from community partners.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Contact and meet with Community Partners that provide nutrition education to discuss and develop a plan that will target nutrition and healthy eating and living habits for Head Start families.	Nutrition Specialist and Support Services Manager	May 2020-June 2020	None
Update: Due to COVID many community partners have been limiting their services and engagement with others. Timeline for this activity will be moved to Spring of 2021	Nutrition Specialist	Spring 2021	None
Develop of list of community partners that provide nutrition workshops/education to Advocates. Provide list at pre-service and ensure that nutrition topics are included on parent meeting plan.	Nutrition Specialist Support Services Manager	July 2020 – On-going	None
Update: Timeline for this activity was delayed. List of community partners will be developed Winter of 2020.	Nutrition Specialist	Winter of 2020	
Research and develop a parent survey to be distributed to parents who attend parent meetings at the end of each program year to collect data on the effectiveness of the nutrition education plan.	Nutrition Specialist SS Manager Head Start Director	January 2021	\$100 printing cost
Utilizing collected data from the 2020-2021 program year, nutritional materials will be compiled to create a resource binder for Advocates to utilize when meeting with parents.	Nutrition Specialist Advocates	July – August 2021	\$500 printing cost/materials
Provide training to Advocates & center staff on how to utilize resource binder to provide resources and information to parents seeking information on healthy nutrition.	Nutrition Specialist	August 2021 – On-going	\$1200 venue/materials



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

- Program Goal:** Program will provide community resources to all Head Start participating families.
- Objective:** Community resource book will be reviewed and updated annually beginning July 2020.
- Expected Outcome(s):** Parents will have current information about different agencies within their community.
- Expected Challenge(s):** Agencies moving from location or contact information - Eligibility and requirements for services

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Contact agencies listed in the parent handbook to ensure they are still active and make revisions as appropriate.	Support Services Manager/Advocates	June 2020 – annually	\$ 6,000.00 printing cost
Update: In collaboration with the Madera School District, a digital parent resource book was developed. The resource book contains a plethora of information about community services. Resource book provides a direct link to the listed program/agency’s website. The development team will review information on a monthly basis an update information as needed to keep it as current as possible. A copy of the resource book was provided for parent who preferred to have it in paper form.	Head Start Director Deputy Director of Direct Services	June 2020 – On-going	\$1,000 printing
Locate resource list from Mariposa, North fork, Oakhurst and Chowchilla to include in the resource book.	Support Services Manager/Advocates	June 2020 – annually	
Update: Timeline has been adjusted due to COVID. Activities to create resource book for the mountain areas will resume Winter of 2020.	Deputy Director of Direct Services	Winter 2020	



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Locate parenting classes or other available classes in all service areas to include them in the resource book.	Support Services Manager/Advocates	June 2020 – annually	
Update: Timeline has been adjusted due to COVID. Activities will resume Spring of 2021.	Deputy Director of Direct Services	Spring 2021	
Training on how to use the resource books with families will be provided to Advocates during pre-service.	Support Services Manager/Advocates	August 2020 – annually	
Update: Timeline has been adjusted due to COVID. Activities will resume Spring of 2021.	Deputy Director of Direct Services	Spring 2021	
Continue to seek new agencies and update resource book annually to ensure information is current.	Support Services Manager/Advocates	June 2021 – annually	

Program Goal: Program will provide community resources to all Head Start participating families.

Objective: Resource book will be reviewed with parents at the beginning of each school year during orientation to target 80 - 85% of enrolling parents.

Expected Outcome(s): Parents will learn and be able to access services provided by different agencies in the community.

Expected Challenge(s): Parents not being able to communicate with representatives from the different agencies, challenges finding resources, and eligibility requirements possible barrier for families to receive services.



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Advocates will provide an overview of the parent resource book with attending parents. Documentation will be included on the parent orientation agenda and minutes to reflect the handbook was reviewed with parents.	Advocates	August 2020 – annually	N/A
Update: Due to COVID 19, the parent resource book was reviewed with parent via phone. A link was also provided for parent to access the resource book through the Agency website. The resource book receipt was completed by staff and documentation was entered under case notes in Child Plus.	Advocates		
Resource book and acknowledgement of receipt will be provided to parents during orientation. Acknowledgment of receipt will be file in the family file.	Advocates	September 2020 – on- going	N/A
Update: Timeline has been adjusted due to COVID. Activities will resume Fall of 2021.	Advocates	September 2021	
Training on communication techniques and how to assist families in contacting agencies will be provided to Advocates during pre-service.	Support Services Manager	July 2020 – annually	\$1,500 Presenter
Update: Timeline has been adjusted due to COVID. Activities will resume Fall of 2021.	Support Services Manager	Fall 2021	
Ongoing monitoring will ensure resource book was provided to parents, documentation will indicate staff’s providing assistance to parents seeking resources, and parents receiving needed services to address their needs.	Support Services Manager Advocates	October 2020 – on-going	N/A
Update: Although many of the activities under this goal were unable to be accomplished due to COVID, a file review was completed on	Advocates	November 2020	N/A



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

11/9/20 -11/19/20 to ensure documentation of referral/resources provided to parents was entered into Child Plus. In addition, the file review was to ensure resource book was provided to the parents.	Deputy Director of Direct Services		
--	------------------------------------	--	--

Program Goal: Program will provide community resources to all Head Start participating families.

Objective: Advocates will be trained on how to identify opportunities to provide resources to parents and document at least one resource and per parent/family. PIR C.50 will indicate an increase of 2% each year.

Expected Outcome(s): Parent/family will gain new information by receiving at least one resource based on their need or interest.

Expected Challenge(s): Parents declining resources or information.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Training on how to identify resources in the community for parents based in their interest o need will be provided to Advocates during pre-service.	Deputy Director – Direct Services	July 2020 – annually	\$ 900 for training materials
Update: Training was provided to Advocates during preservice on 7/7/20 and during an Advocate meeting on 8/25/20 on how to identify opportunities to refer or provide resources to parents based on their needs or interests			
The current referral form will be reviewed/updated and used to refer parents as needed. Advocates will document on form referral follow-up and filed in the family file.	Advocates	July 2020 – on-going	



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Update: The referral form was updated to include a section on resources provided to the parents. However, due to COVID 19, referrals and resources are being completed with parents via phone and directly entered in ChildPlus.			
Documentation of referral or resource provided to parents and follow-up will be documented in ChildPlus.	Advocates	August 2020 – on-going	
Update: Training was provided to Advocates on 8/24/20 how to document referrals and resources in Child Plus under the Family Event tab.			
Ongoing monitoring will ensure at least one resource is provided to parent/family. T&TA will be provided to Advocates as needed to support the identification of needed referrals/services by families.	Deputy Director – Direct Services	October 2020 – on-going	
Update: At least one referral or resource have been provided to the parents during this year. Advocates continue to look for opportunities to refer families or provide resources.			
Collected data on documented referrals will be included during Advocate meetings for discussion and identify effectiveness and possible challenges.	Deputy Director – Direct Services	November 2020 – on-going	
Update: Timeline has been adjusted due to COVID. Activities will resume Dec. 2020 – January 2021.			



Report to the Board of Directors

Agenda Item Number: E-15

Board of Directors Meeting for: January 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 4, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2020-2021 Quarterly Report/Program Self-Assessment

I. RECOMMENDATION:

Review and consider approving the results of the 2020-2021 Madera Migrant/Seasonal Head Start Quarterly Report/Self-Assessment.

II. SUMMARY:

Stanislaus County Office of Education (SCOE) Central CA Migrant Seasonal Head Start has implemented a new process for the Grantee monitoring system to ensure their Delegates remain compliant with Office of Head Start Performance and Regulations. The new process includes On-Site Monitoring, Program Audit, Electronic Monitoring and Quarterly Meetings/Self-Assessment.

III. DISCUSSION:

1. Quarterly meetings are held with the Grantee to review program data and information. Staff provide information on performance that include areas of strength and areas identified as a concern.
2. The attached document provides the areas that were analyzed. Strengths and Challenges are identified in each area. Whenever possible the team developed strategies to address the identified "Challenge" within the current year otherwise the information is utilized for future planning.
3. Due to COVID-19, the first quarter was not completed since the grantee and delegates focus was on safely opening sites. The check-in process resumed in the second quarter July 2020
4. CAPMC's "Self-Assessment" process was completed quarterly in the months of July, October and December of 2020. The Grantee will utilize the information and schedule planning meetings to support CAPMC to address needs and concerns or develop process improvements. The Grantee is requiring Policy and Board approval for the Self-Assessment.

IV. FINANCING: Minimal

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

SECOND QUARTER **DATE:**

AGENCY: _____ **PROGRAM MODEL:** HS/EHS EHS-CCP MHS/MEHS
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY FULL WORKING DAY PART DAY HOME BASE FCCH

PARTICIPANTS: _____

COMMENTS: _____

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)			Additional Comment(s)
ERSEA					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
CHILD OUTCOMES					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
FAMILY ASSESSMENT (FSPA)					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	

Program Summary; COPA #201, 230, 231

COPA #100N (DRDP, current year)

COPA #1030N (current year)

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

SECOND QUARTER **DATE:**

AGENCY: _____ **PROGRAM MODEL:** HS/EHS EHS-CCP MHS/MEHS
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY FULL WORKING DAY PART DAY HOME BASE FCCH

...CONTINUED FROM PREVIOUS PAGE

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)			Additional Comment(s)
PIR					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
HEALTH					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
MENTAL HEALTH					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
DISABILITIES					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	

COPA #999 (PIR)

COPA #999 (PIR) C5-C21

COPA #999 (PIR) C22-C24

COPA #999 (PIR) C25-C27

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

SECOND QUARTER **DATE:**

AGENCY: _____ **PROGRAM MODEL:** HS/EHS EHS-CCP MHS/MEHS
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY FULL WORKING DAY PART DAY HOME BASE FCCH

...CONTINUED FROM PREVIOUS PAGE

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)	Additional Comment(s)			
FISCAL		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?				
MONITORING REVIEW & ONGOING MONITORING		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?				
STRATEGIC PLANNING		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?				
GOALS & OBJECTIVES		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?				

Monthly Claims, Status Report

COPA Site Visit Reports

Community Assessment

Scorecard

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

THIRD QUARTER **DATE:**

AGENCY: _____ **PROGRAM MODEL:** HS/EHS EHS-CCP MHS/MEHS
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY FULL WORKING DAY PART DAY HOME BASE FCCH

PARTICIPANTS: _____

COMMENTS: _____

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)	Additional Comment(s)			
ERSEA		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?				
CHILD OUTCOMES		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?				
PIR		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?				

Program Summary: COPA #201, 230, 231

COPA #100N (DRDP, current year);
School Readiness Program Level
Planning Form

COPA #999 (PIR)

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

THIRD QUARTER **DATE:**

AGENCY: _____ **PROGRAM MODEL:** HS/EHS EHS-CCP MHS/MEHS
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY FULL WORKING DAY PART DAY HOME BASE FCCH

...CONTINUED FROM PREVIOUS PAGE

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)			Additional Comment(s)
HR					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
HEALTH					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
MENTAL HEALTH					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
DISABILITIES					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	

COPA #999 (PIR) Section B;
COPA #601, 634

COPA #999 (PIR) C5-C21

COPA #999 (PIR) C22-C24

COPA #999 (PIR) C25-C27

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

THIRD QUARTER **DATE:**

AGENCY: _____ **PROGRAM MODEL:** HS/EHS EHS-CCP MHS/MEHS
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY FULL WORKING DAY PART DAY HOME BASE FCCH

...CONTINUED FROM PREVIOUS PAGE

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)	Additional Comment(s)
FISCAL			
		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
MONITORING REVIEW & ONGOING MONITORING			
		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
STRATEGIC PLANNING			
		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
GOALS & OBJECTIVES			
		<table border="1"> <tr> <td>Person(s) Responsible</td> <td>Timeline</td> <td>Possible Long-Term Corrective Action?</td> </tr> </table>	
Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	

Monthly Claims, Status Report

COPA Site Visit Reports

Community Assessment

Scorecard

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

FOURTH QUARTER DATE:

AGENCY: _____ **PROGRAM MODEL:** HS/EHS _____ EHS-CCP _____ MHS/MEHS _____
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY _____ FULL WORKING DAY _____ PART DAY _____ HOME BASE _____ FCCH _____

PARTICIPANTS: _____

COMMENTS: _____

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)			Additional Comment(s)
ERSEA					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
CHILD OUTCOMES					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
FAMILY ASSESSMENT (FSPA)					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	

Program Summary; COPA #201, 230, 231

COPA #100N (DRDP, current year)

COPA #1030N (current year)

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

FOURTH QUARTER DATE:

AGENCY: _____ **PROGRAM MODEL:** HS/EHS _____ EHS-CCP _____ MHS/MEHS _____
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY _____ FULL WORKING DAY _____ PART DAY _____ HOME BASE _____ FCCH _____

...CONTINUED FROM PREVIOUS PAGE

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)			Additional Comment(s)
HEALTH					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
MENTAL HEALTH					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	
DISABILITIES					
		Person(s) Responsible	Timeline	Possible Long-Term Corrective Action?	

COPA #999 (PIR) C5-C21

COPA #999 (PIR) C22-C24

COPA #999 (PIR) C25-C27

Self-Assessment Report & Corrective Action Plans for Continuous Improvement

Utilize the Self-Assessment Timeline Document to guide the discussion for each quarterly check-in meeting

FOURTH QUARTER DATE:

AGENCY: _____ **PROGRAM MODEL:** HS/EHS _____ EHS-CCP _____ MHS/MEHS _____
PROGRAM YEAR: _____ **FUNDED ENROLLMENT:** _____ **PROGRAM OPTION:** FULL DAY _____ FULL WORKING DAY _____ PART DAY _____ HOME BASE _____ FCCH _____

...CONTINUED FROM PREVIOUS PAGE

	Strength(s)	Area(s) of Concern / Short-Term Corrective Action Plan(s)	Additional Comment(s)
FISCAL		Person(s) Responsible: _____ Timeline: _____ Possible Long-Term Corrective Action? _____	
MONITORING REVIEW & ONGOING MONITORING		Person(s) Responsible: _____ Timeline: _____ Possible Long-Term Corrective Action? _____	
STRATEGIC PLANNING		Person(s) Responsible: _____ Timeline: _____ Possible Long-Term Corrective Action? _____	
GOALS & OBJECTIVES		Person(s) Responsible: _____ Timeline: _____ Possible Long-Term Corrective Action? _____	

Monthly Claims; Status Report

COPA Site Visit Reports

Community Assessment

Scorecard



Report to the Board of Directors

Agenda Item Number: E-16

Board of Directors Meeting for: January 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 14, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2019-2020 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Corrective Plan of Action for findings and recommendations.

I. RECOMMENDATION:

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.

II. SUMMARY

The 2019-2020 Self-Assessment was conducted during the week of August 17-21, 2020. All program service areas were reviewed for compliance. However, due to the current COVID-19 restrictions and safety precautions, staff conducted a modified self-assessment process.

III. DISCUSSION

Staff utilized a variety of systems based on the 2020 Office of Head Start Monitoring Protocol to evaluate the program. 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

As stated, staff had to modify the process which included:

- Virtual sites visits
- File review prior to the self-assessment
- CLASS observations were postponed for the 2019-2020 season. However, the program will utilize the 2018-2019 CLASS observation results for planning and professional development.
- Center's environmental health & safety checks were completed by the Center Directors and verified by the Area Manager.

Although program staff only identified one finding during the review, staff also identified

areas where services can continue to be improved and enhance program services.

The attached document includes the identified finding and recommendations with a detailed plan to address and/or enhance the specific service area.

- The 2019-2020 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Corrective Plan of Action was presented and approved by the Policy Committee on December 9, 2020.

IV. **FINANCING**: None



PROGRAM SELF-ASSESSMENT REVIEW
Review Year 2019-2020
CORRECTIVE PLAN OF ACTION

Program: CAPMC – Fresno Migrant Seasonal Early Head Start		August 17-21, 2020
Program Area	RECOMMENDATION	
Program Management and Quality Improvement	<p>It is recommended to use an effective record keeping tracking system</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • FCCH Specialist will meet with Program Specialist to review required child file documents, checklists, procedures, and expectations for each service area. • Children’s health, dental, disabilities, family, and nutritional service follow up notes will be documented in ChildPlus. • FCCH Specialist will review/monitor children’s file once a month to ensure all documents are being collected and filed. 	
Quality Family and Community Engagement Services	<p>It is recommended that the program research another based curriculum that will address the needs of the participating families/parents.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Identify a research based parent curriculum that is of best fit for families in Family Child Care homes. • Receive proper training on parent curriculum. • Host a virtual Parent Night to introduce the curriculum to currently enrolled families and offer introduction to new families on an ongoing basis. • Implement curriculum and monitor parent participation through the collection of data. 	



PROGRAM SELF-ASSESSMENT REVIEW
Review Year 2019-2020
CORRECTIVE PLAN OF ACTION

Program: CAPMC – Fresno Migrant Seasonal Head Start		August 17-21, 2020
Program Area	RECOMMENDATION	
Quality Education and Child Development Services	<p>It is recommended to review IFSP and IEP documentation procedure to strengthen system.</p> <p><u>ACTION PLAN</u> Review and update the referral process forms and parent teacher goal form. During pre-service, training will be provided to all staff on disability procedure and forms:</p> <ul style="list-style-type: none"> • Consent for Special Need Services • Release of Information • Transition Plan • Transportation • Disability Exit • Parent Teacher Goal • Disability Monthly Monitoring checklist file <p>Technical assistance will be provide as needed throughout the season. On-going monitoring of children’s files will take place to ensure compliance and provide TA as need it.</p> <p>It is recommended that Child Case Review system be strengthen.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Review Child Case Review Policy and Procedures will be revise to include specific steps and expectation. • Updated system will be introduced during pre-service to all staff. • Documentation of meeting will be kept at center and central office, • Monthly Monitoring will be conduct to ensure compliance and provide TA as need it. 	

	<p>It is recommended that the following forms be updated and training and technical assistance provided for staff on completion and expectations – Access Log, Infant/Toddler Service Plan, Individual School Readiness Plan, Parent Contact Record, Transition Plan</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Staff will review education forms, seek input from center staff, and update to improve documentation and reflect service delivery to children and families. • Program policies & procedures will be updated to reflect updated forms. • Revised forms and policies and procedures will be reviewed with teaching staff during pre-service. • Monitoring for compliance and TA will be conducted on a monthly basis, or as frequent as requested by staff. <p>Child & Family Service Consent Form needs to be included in the child’s education file in order to inform teaching staff about parent’s consent to administer developmental screenings.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Staff will review child & family service consent form and procedure. The procedure will be updated to reflect form to be forwarded and included in the child’s education file. • Education file checklist will be revised to include the child and family service consent form. • Revised form, file checklist and procedure will be reviewed with teaching staff during pre-service. • Monitoring for compliance will be conducted on a monthly basis to ensure compliance or additional support to teaching staff.
<p>Health Program Services/Environmental Health and Safety</p>	<p>It is recommended that Health staff and Advocates develop a plan to monitor and cross check data on files and on Child Plus to ensure information is entered correctly, timely, and both include same information about the child’s health status.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Deputy Director- Direct Services will work along the Health Consultant and Nutrition Specialist to develop a monitoring schedule of health services. • Program staff will review children’s files and crosscheck information contained on file and Child Plus data system. Discrepancies will be identified and follow up plan will be created. • Review of Health requirements and importance of documentation on children’s files and Child Plus will provided for Advocates to ensure understanding and timely follow-up. • Ongoing monitoring and TA will be conducted to ensure compliance with health requirements and proper documentation on both children’s files and Child Plus.

	<p>It is recommended that Health Specialist conducts frequent monitoring of children’s health requirements and follow up with Advocates to ensure children are receiving timely health care, there’s compliance with required timeliness, and information is collected and documented accordingly.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Deputy Director- Direct Services will work along the Health Consultant and Nutrition Specialist to develop a monitoring schedule of health services. • Identified issues and health requirements that are passed due, will be addressed immediately. • Review of Health requirements and timeframes will be provided for Advocates to ensure understanding and timely follow-up. • Ongoing monitoring and TA will be conducted to ensure compliance with health requirements and proper documentation on both children’s files and Child Plus.
<p>ERSEA – Eligibility and Attendance</p>	<p>Although documentation of recruitment efforts at all centers was evident, it is recommended that staff review current process and identify additional recruitment methods to ensure migrant/seasonal families are identified and registered to obtain services.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Revise the recruitment policy/procedure to ensure families are identified and registered to obtain services. • Train recruitment team at time of pre-service on the revised policy/procedure. • Monitor monthly to ensure the revised recruitment policy/procedure is implemented to ensure the program identifies and registers families.
<p>Quality Family and Community Engagement Services</p>	<p>In order to identify a system that identifies parent engagement in the program, it is recommended that the program identify a system to include parents input for selecting topics of interest for the meetings.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • Review and update policy and procedure • Provided training during preservice on the revised policy and procedure updates • Provide staff with examples on how to complete updated form with parents. • The implementation of the family policy and procedure will be monitored during file reviews, case conferences, and as needed. • T&TA will be provided for sites/programs needing additional support as identified during monitoring.

Although, the program meets the requirement for providing parents the opportunity to volunteer, it is recommended to strengthen the system through the review of the policies and procedures to ensure clarity and consistency of documentation.

ACTION PLAN

- Review and update policy and procedure
- Provided training during preservice on the revised policy and procedure updates
- Update volunteer manual to provide staff with examples on what parents can volunteer.
- Provide training and follow up during Advocate meeting to ensure policy is clear.
- T&TA will be provided for sites/programs needing additional support as identified during monitoring.

Provide training to Ensure that all program staff are aware of the collaborations with other agencies and programs and how program collaboration support program services.

ACTION PLAN

- Review and update policy and update list of collaborating partners
- Provided training during preservice on the revised policy.
- Provide training and follow up during Advocate meeting to ensure policy is clear.
- T&TA will be provided for sites/programs needing additional support as identified during monitoring.

It is recommended to strengthen the family contact documentation through the review of the policies and procedures to ensure consistency.

ACTION PLAN

- Review and update policy and procedure
- Add a module in Child Plus to enter case notes and ensure consistency.
- Provided training during preservice on the revised policy and procedures.
- Documentation will be monitored during file and desktop review.
- Provide training and follow up during Advocate meetings.
- T&TA will be provided for sites/programs needing additional support as identified during monitoring.

<p>Governance, Program Management & Quality Improvement, Human Resources</p>	<p>Although the program has system for collecting data, there needs to be a clear plan on how the data is analyzed and used for planning. It is recommended that a Data Plan is developed and implemented.</p> <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> • HS Director will do research with other HS programs to identify a Data Plan that will meet the needs of the program. • HS Director along with Management staff will hold planning and development meetings to create a Data Plan to include data collection systems, collection points, and time periods for analysis and planning. • All program staff will be involved in data collection, analysis, and monitoring of data information and accuracy. • Management staff will utilize data information and reports for planning and to inform program staff, parents, board, and the community. 	
<p>Performance Standards</p>	<p>Program Area</p>	<p>FINDING</p>
<p>1302.91</p>	<p>Quality Family & Community Engagement Services</p>	<p>Out of five family service staff hired after November 7, 2016, five are missing a family credential or certification. It is recommended that a plan be developed for family service staff to comply with this requirement.</p> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> • Research available Credentialing programs, costs, and availability. • Develop a plan to ensure Advocates complete the Family Development Credential Program. • Enroll/Register Advocates to ensure completion of the Family Development Credential Program prior to the end of the program season. • Check-in with Advocates to monitor completion of course work and provide support as needed. • Advocates will receive certification of completion.



Report to the Board of Directors

Agenda Item Number: E-17

Board of Directors Meeting for: January 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 14, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant & Seasonal Head Start 2019-2020 Program Information Report

I. RECOMMENDATION:

Review and consider accepting Fresno Migrant & Seasonal Head Start's 2019-2020 Program Information Report (PIR).

II. SUMMARY:

The Office of Head Start Program Information Report (PIR) is an annual report mandated of all Head Start programs in the country. It serves as a source of data to track the programs performance. The Office of Head Start utilizes the PIR indicators to assess strengths of the program as well as its challenges. In turn, it provides technical assistance to those areas needing improvement. Per Head Start Act 642(d)(2)(l), the PIR must be presented annually to the Policy Council and Board of Directors and made available to federal legislators and the public.

III. DISCUSSION:

1. Fresno Migrant & Seasonal Head Start (FMSHS) program served 344 children, meeting funded enrollment of 519. Highlighted below are some key demographics of the children and families served:
 - 100% of enrolled children have health insurance at end of year.
 - 86% of children are up-to-date on schedule of age-appropriate well childcare.
 - 77% of preschool age children have a healthy weight status.
 - 83% of pre-k enrolled children received preventative dental care.
 - 68% of families are two-parent families; 32% are of single-parent families.
2. Attached is the PIR in its entirety for 2019-2020.
3. The Fresno Migrant & Seasonal Head Start 2019-2020 Program Information Report was presented and approved by the Policy Committee on December 9, 2020.

IV. FINANCING: None

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

A. Enrollment & Program Options

Funded Enrollment by Funding Source

1. Funded Enrollment	
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA that captures the greatest part of the program year	0
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded Enrollment by Program Option

2. Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for full working day	0
3. Home-based option	0
4. Family child care option	0
5. Locally designed option	0
6. Pregnant women slots	0

Funded Slots at Child Care Partner

7. Total number of slots in the center-based or locally designed option	<i>System Calculates Total</i>
a. Of these, the total number of slots at a child care partner	0
8. Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	<i>System Calculates Total</i>

Classes in Center-based

9. Total number of center-based classes operated	0
a. Of these, the number of double session classes	0

Children by Age

10. Children by Age:			
a. Under 1 year	49	d. 3 years old	76
b. 1 year old	60	e. 4 years old	82
c. 2 years old	77	f. 5 years and older	0
g. Total cumulative enrollment of children	<i>System Calculates Total</i>		

Cumulative enrollment of pregnant women

11. Cumulative enrollment of pregnant women	0
---	---

Total cumulative enrollment

12. Total cumulative enrollment	<i>System Calculates Total</i>
---------------------------------	--------------------------------

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

A. Enrollment & Program Options

Primary type of Eligibility

13. Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	254
b. Receipt of public assistance such as TANF and SSI	0
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	30
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	60
14. If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	

Prior enrollment

15. Enrolled in Head Start or Early Head Start for:	
a. The second year	176
b. Three or more years	85

Transition and Turnover (HS Programs)

16. Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll		0
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days		0
17. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year		0

Transition and Turnover (EHS Programs)

18. Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll		0
a. Of the infants and toddlers who left the program above, the number of children who were enrolled less than 45 days		0
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start		0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program		0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program		0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did NOT enter another early childhood program		0
19. Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll		0
20. Number of pregnant women receiving Early Head Start services at the time their infant was born		0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program		0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in the program		<i>System Calculates Total</i>

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

A. Enrollment & Program Options

Transition and Turnover (Migrant Programs)

21. Total number of children who left the program any time after classes or home visits began and did not re-enroll	246
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	42
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e. left the program in order to attend kindergarten	79

Attendance

22. The total number of children cumulatively enrolled in the center-based or family child care program option	344
a. Of these children, the number of children that were chronically absent	176
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	58
23. Comments on children that were chronically absent:	

Child Care Subsidy

24. The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0
--	---

Race and Ethnicity

25. Race and Ethnicity	(1) Hispanic/Latino	(2) Non-Hispanic
a. American Indian or Alaskan Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or Pacific Islander	0	0
e. White	0	0
f. Biracial/Multi-racial	0	0
g. Other	344	0
h. Unspecified	0	0
25.g.1 Comments:		
25.h.1 Comments:		

Primary Language of the Family at Home

26. Primary language of family at home:			
a. English		27	
1. Of these, the number of children acquiring/learning another language in addition to english		0	
b. Spanish	317	h. Pacific Island Languages	0
c. Native Central American	0	i. European/Slavic Languages	0
d. Caribbean Languages	0	j. African Languages	0
e. Middle Eastern & South Asian	0	k. American Sign Language	0
f. East Asian Languages	0	l. Other	0
g. Native North American/Alaskan	0	m. Unspecified	0
26.l.1 Comments:			

Dual Language Learners

27. Total number of Dual Language Learners	<i>System Calculates Total</i>
--	--------------------------------

Transportation

28. Number of children for whom transportation is provided to and from classes	0
--	---

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

A. Enrollment & Program Options

Management Information Systems

29. List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, and program staff.

Name/title

a. ChildPlus/ChildPlus.net

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

B. Program Staff & Qualifications

Staff by type	(1) Head Start Early Head Start Staff	(2) Contracted Staff
1. Total number of staff members, regardless of the funding source for their salary or the number of hours worked	97	0
a. Of these, the number who are current or former Head Start parents	14	0

Volunteers by type	(1) Classroom Teacher	(2) Assistant Teachers
2. Number of persons providing any volunteer services to the program during the program year		0
a. Of these, the number who are current or former Head Start or Early Head Start parents		0

Preschool Classroom and Assistant Teachers (HS and Migrant Programs)	(1) Classroom Teacher	(2) Assistant Teachers
3. Total number of preschool education and child development staff by position	9	8
a. An advanced degree in: early childhood education or any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.	0	0
b. A baccalaureate degree in one of the following: early childhood education any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or any field and is part of the Teach for America program and passed a rigorous early childhood content exam	4	0
c. An associate degree in: early childhood education a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	4	1
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0
e. None of the qualifications listed in B.3.a through B.3.d	1	7

Preschool Classroom Teachers Program Enrollment

4. Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	<i>System Calculates Total</i>
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool Classroom Assistant Teachers Program Enrollment

5. Total number of preschool assistant teachers that do not meet qualifications listed in B.3.a through B.3.d	<i>System Calculates Total</i>
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet the qualifications listed in B.3.a through B.3.d	7

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

B. Program Staff & Qualifications

Infant and Toddler Classroom Teachers (EHS and Migrant Programs)

6. Total number of infant and toddler classroom teachers	30
a. An advanced degree in:	0
early childhood education with a focus on infant and toddler development or any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	
b. A baccalaureate degree in:	1
early childhood education with a focus on infant and toddler development or any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	
c. An associate degree in:	19
early childhood education with a focus on infant and toddler development or a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
e. None of the qualifications listed in B.6.a through B.6.d	10
7. Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	<i>System Calculates Total</i>
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certifications, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d	10

Home Visitors and Family Child Care Provider Staff Qualifications

8. Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a	0
9. Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a	0
10. Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

B. Program Staff & Qualifications

Child development staff - average salary

11. Average salary:	Avg. Annual Salary	Avg. Hourly Rate
a. Classroom teachers	0	0
b. Assistant teachers	0	0
c. Home-based visitors	0	0
d. Family child care providers	0	0

Classroom teacher salary by level of education

12. Classroom teacher salary by level of education:	
a. Advanced degree in early childhood education or related degree	0
b. Baccalaureate degree in early childhood education or related degree	0
c. Associate degree in early childhood education or related degree	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
e. Classroom teachers that do not have the qualifications listed in B.12.a - B.12.d	0

Child development staff - race

13. Race and Ethnicity:	(1)Hispanic/Latino	(2)Non-Hispanic
a. American Indian or Alaskan Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or Pacific Islander	0	0
e. White	0	0
f. Biracial/Multi-racial	0	0
g. Other	48	0
h. Unspecified	0	0
13.g.1 Comments:		
13.h.1 Comments:		

Child development staff - language

14. The number who are proficient in a language(s) other than English	45
a. Of these, the number who are proficient in more than one language other than English	0
15. Language groups in which staff are proficient:	
a. Spanish	45
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
15.k.1 Comments:	
l. Unspecified (language is not known or staff declined identifying the language)	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

B. Program Staff & Qualifications

All Staff Turnover

	Staff	Contract Staff
16. Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	0	0
a. Of these, the number who were replaced	0	0

Education and Child Development Staff Turnover

17. The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g. during summer months)		0
a. Of these, the number who were replaced		0
b. Of these, the number who left while classes and home visits were in session		0
18. Of the number of education and child development staff that left, the number that left for the following primary reason:		
a. Higher compensation		0
1. Of these, the number that moved to state pre-k or other early childhood program		0
b. Retirement or relocation		0
c. Involuntary separation		0
d. Other (e.g. change in job field, reason not provided)		0
19. Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Health Insurance - children		
1. Number of all children with health insurance	344	344
Of these, the number of children whose primary insurance fits into the following categories:		
a. Number enrolled in Medicaid and/or CHIP	343	343
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	<i>System Calculates Total</i>	<i>System Calculates Total</i>
2. Number of all children with no health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>

	(1) At enrollment	(2) At end of enrollment year
Health insurance - pregnant women (EHS programs)		
3. Number of pregnant women with at least one type of health insurance.	0	0
a. Number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g. medically indigent insurance), private insurance, or other health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>
4. Number of pregnant women with no health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>

	(1) At enrollment	(2) At end of enrollment year
Accessible Health Care - Children		
5. Number of children with and ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	344	344
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	64	64

	(1) At enrollment	(2) At end of enrollment year
Accessible Health Care - Pregnant Women (EHS Programs)		
6. Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Medical services - children		
7. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	155	298
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		20
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		7
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment		Number of Children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0
8. Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		
a. Autism spectrum disorder (ASD)	0	f. Hearing Problems
b. Attention deficit hyperactivity disorder (ADHD)	0	g. Vision Problems
c. Asthma	7	h. Blood lead level test with elevated lead levels > u5 g/dL
d. Seizures	0	i. Diabetes
e. Life threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis).		0

	Children at enrollment
Body Mass Index (BMI) - children (HS and Migrant programs)	
9. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	1
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	122
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	12
d. Obese (BMI at or above 95th percentile for child's age and sex)	10

	(1) At enrollment	(2) At end of enrollment year
Immunization services - children		
10. Number of children who have been determined by a health professional to be up-to-date on all immunizations appropriate for their age	333	337
11. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	11	7
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

Medical services - pregnant women (EHS programs)

13. Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment	0

Prenatal health - pregnant women (EHS programs)

14. Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
15. Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	
	0

	(1) At enrollment	(2) At end of enrollment year
Accessible dental care - children		
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	213	131

Preschool dental services (HS and Migrant programs)

17. Number of children who received preventive care during the program year	119
18. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	119
a. Of these, the number of children diagnosed as needing dental treatment during the program year	11
1. Of these, the number of children who have received or are receiving dental treatment	11
b. Specify the primary reason that children who needed dental treatment did not receive it:	Number of Children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 - 5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	0
8. No transportation	0
9. Other	0

Infant and toddler preventive dental services (EHS and migrant programs)

19. Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	75
---	----

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

Mental health consultation

20. Total number of classroom teachers, home visitors, and family child care providers	<i>System Calculates Total</i>
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

IDEA eligibility determination

21. The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	0
a. Of these, the number who received an evaluation to determine IDEA eligibility	0
1. Of the children that received an evaluation, the number that were diagnosed with a disability	0
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	<i>System Calculates Total</i>
22. Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disability services (HS and Migrant programs)

23. Number of children enrolled in the program who had an individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	19
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to this program year	16
2. During this program year	3
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

24. Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C agency to receive early intervention services under the IDEA	18
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to this program year	15
2. During this program year	3
b. Of these, the number who have not received early intervention services under IDEA	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

Preschool primary disabilities (HS and Migrant programs)	(1) Determined to have Disability	(2) Receiving Special Services
25. Diagnosed primary disability:		
a. Health impairment	0	0
b. Emotional disturbance	0	0
c. Speech or language impairment	12	12
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	2	2
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	5	5
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities, excluding deaf-blind	0	0
m. Deaf-blind	0	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

Education and Development Tools/Approaches

Screening

26. Number of all newly enrolled children since last year's PIR was reported	168
27. Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	126
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	37
28. The instrument(s) used by the program for developmental screening:	
a.	
b.	
c.	

Assessment

29. Approach or tool(s) used by the program for ongoing child assessment:	Locally designed
a.	No
b.	No
c.	No

Curriculum

30. Curriculum used by the program:	
a. For center-based services:	Locally designed
1.	No
2.	No
3.	No
b. For family child care services:	Locally designed
1.	No
2.	No
3.	No
c. For home-based services:	Locally designed
1.	No
2.	No
3.	No
d. For pregnant women services:	Locally designed
1.	No
2.	No
3.	No
e. For building on the parents' knowledge and skill (i.e. parenting curriculum)	Locally designed
1.	
2.	
3.	

Staff-child interaction observation tools

	Yes (Y)/ No (N)
31. Does the program routinely use classroom or home visit observation tools to assess quality?	No
32. If yes, classroom and home visit observation tool(s) used by the program:	Locally designed
a. Center-based settings	No
b. Home-based settings	No
c. Family child care settings	No

Fresno Migrant Head Start
9700 - PIR Report (precalculated values and overrides)
Fresno Migrant Head Start 2020

C. Child & Family Services

Family and Community Partnerships

Number of families

33. Total number of families:	269
a. Of these, the number of two-parent families	177
b. Of these, the number of single-parent families	92
34. Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	256
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	86
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	1
b. Grandparents	3
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent guardian education

35. Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	
a. An advanced degree or baccalaureate degree	4
b. An associate degree, vocational school, or some college	10
c. High school graduate or GED	54
d. Less than high school graduate	201

Employment, Job Training, and School

36. Total number of families in which at enrollment	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	269
1. Of these families, the number in which one or more parent/guardian is employed	269
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	6
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	4
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	0
37. Total number of families in which at end of enrollment:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	9
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	9
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	260
1. Of these families, the number of families that were also counted in C.36.a	260
2. Of these families, the number of families that were also counted in C.36.b	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

Military Families

38.a At least one parent/guardian is a member of the United States military on active duty	0
38.b At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance	(1) At enrollment	(2) At end of enrollment year
39. The number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	5	5
40. Total number families receiving Supplemental Security Income (SSI)	0	0
41. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	242	242
42. Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	100	100

Family Services

Family Services	Services Received
43. The number of families who received the following program service to promote family outcomes:	
a. Emergency/crisis intervention such as addressing immediate need for food, clothing, or shelter	7
b. Housing assistance such as subsidies, utilities, repairs, etc.	1
c. Asset building services (e.g. financial education, debt counseling)	34
d. Mental health services	35
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a second language (ESL) training	4
h. Assistance in enrolling into an education or job training program	9
i. Research-based parenting curriculum	7
j. Involvement in discussing their child's screening and assessment results and their child's progress	0
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	0
l. Education on preventative medical and oral health	257
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	0
o. Education on postpartum care (e.g. breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
44. Of these, the number that received at least one of the services listed above	257

Father engagement

45. Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family Assessment	38
b. Family goal setting	38
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, volunteering)	4
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	2

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

C. Child & Family Services

Homelessness Services

46. Total number of families experiencing homelessness that were served during the enrollment year	0
47. Total number of children experiencing homelessness that were served during the enrollment year	0
48. Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

49. Total number of enrolled children who were in foster care at any point during the program year	0
50. Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

Fresno Migrant Head Start

9700 - PIR Report (precalculated values and overrides)

Fresno Migrant Head Start 2020

D. Grant Level Questions

Intensive Coaching

1. The number of education and child development staff (i.e. teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	0
2. The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	0

Management Staff Salaries

	(1) Annual Salary	(2) Percent Funded by Head Start or Early Head Start	(3) Number of Management Staff in this Position
3. Management staff:			
a. Executive Director	0	0	0
b. Head Start and/or Early Head Start Director	0	0	0
c. Education Manager/Coordinator	0	0	0
d. Health Services Manager/Coordinator	0	0	0
e. Family & Community Partnerships Manager/Coordinator	0	0	0
f. Disability Services Manager/Coordinator	0	0	0
g. Fiscal Officer	0	0	0

of education managers /coordinators

Education Management Staff Qualifications

4. Total number of education managers/coordinators	System Calculates T
a. Of these, the number of education manager/coordinators with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advance degree and equivalent coursework in early childhood education with early education teaching experience	0
b. Of these, the number of education manager/coordinators that do not meet one of the qualifications in D.4.a	0
1. Of the education manager/coordinators in D.4.b, the number enrolled in a program that wo	0

of family services staff

Family Services Staff Qualifications

5. Total number of family services staff	0
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	0
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

of formal agreements

Formal Agreements for Collaboration

6. Total number of formal agreements with child care partners	0
7. Total number of LEAs in the service area	0
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	0
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	0



Report to the Board of Directors

Agenda Item Number: E-18

Board of Directors Meeting for: January 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: January 14, 2021
TO: Board of Directors
FROM: Maritza Gomez-Zaragoza, Head Start Program Director
SUBJECT: Head Start No Fee Policy

I. RECOMMENDATIONS:

Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

II. SUMMARY:

Per Head Start Performance Standard 1302.18 states; Head Start programs must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

III. DISCUSSION:

CAPMC Head Start has developed a policy that complies with the Head Start Performance Standards Policy on Fees. The program does not prescribe fees to any families regardless of their income. Although up to 10% of the families participating in the program exceed the established Federal Income Guidelines, the program does not charge any of its services to the children and families.

The Head Start No Fee policy was presented and approved by the Policy Committee on December 9, 2020.

IV. FINANCING: None



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT/SEASONAL HEAD START**

Policy Number: EL 1.4	Relates to CFR #: 1302.18 (a)	Page # 1 of 1
Notes:		

SUBJECT: Policy on Fees

PERFORMANCE OBJECTIVE: Fresno Migrant and Seasonal Head Start Program must not prescribe any fee schedule for participation in the program, 1302.1BThe program is free to any family who meets the eligibility criteria outlined in 1302.12(c)(1)(i)(ii)(iii)(iv).

OPERATIONAL PROCEDURE:

1. Under no circumstance shall the Fresno Migrant/Seasonal Head Start Program solicit, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.
2. Parent participation is encouraged but parents are never forced to volunteer.
4. Parents are welcomed at the center and are considered vital partners in their child's care and education.
5. Parents will be encouraged to examine how the enrollment process is working in relationship to the requirements of 1302.18 and in understanding the program philosophy and the needs.



Madera County Child Advocacy Center (CAC)

December, 2020

CAC Staff:

Cristal Sanchez

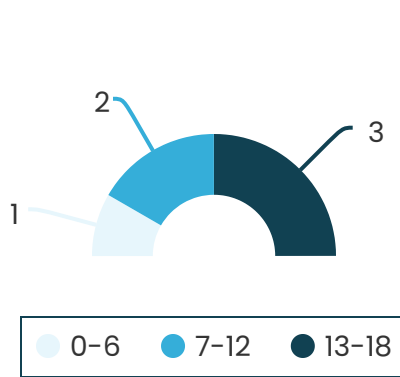
Strategic Plan Coordinator & Assistant to the Executive Director

Nancy Contreras-Bautista

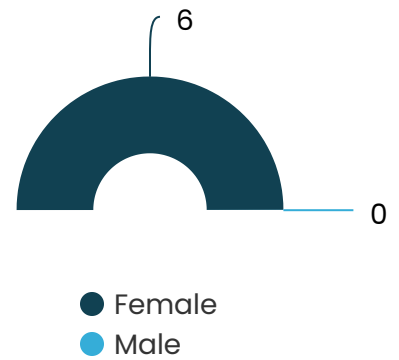
CAC Case Worker



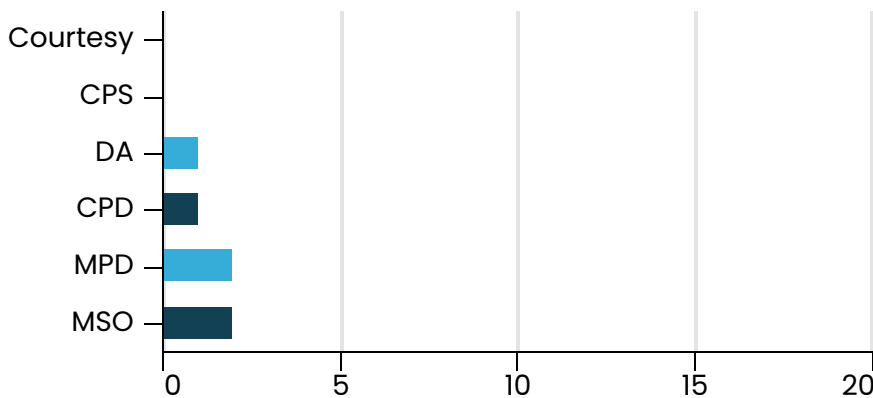
Age



Gender



Requesting Agency



3 Referrals to
Counseling
Services

Forensic Interviews Year to Date

Month	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2020	9	19	30	43	54	66	79	85	88	96	104	110
2019	9	20	32	38	45	54	70	82	92	101	106	111



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [DECEMBER 2020](#)**

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

General Contract - CAPP	262
CalWORKs Stage 2 – C2AP	230
CalWORKs Stage 3 – C3AP	159
Bridge Program - BP	20
Total Children Enrolled	653

**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	94
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	70
LICENSE-EXEMPT CHILD CARE PROVIDERS	78
Total Providers Enrolled	242

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:

- No workshops until January 2021

Family, Friend and Neighbor Activity:

- Play Group - 0 attendee

Trauma Coaching Session (TIC):

- 27 participants

R&R assisted 60 providers with COVID-19 Supplies for this month. In addition, the California Department of Education (CDE) and the California Department of Social Services (CDSS) determined a flat-rate stipend amount for all Child Care Providers. The flat-rate stipend amount is based on the number of subsidized children enrolled in each County's average cost of care across all CDE funded Alternative Payment Programs (CAPP, C2AP & C3AP) and Department of Social Services CalWORKs Stage 1 Program. CDE utilized the most recent data available for this purpose, which was for the month of July 2020.

Therefore, Community Action Partnership of Madera County, Inc. - Alternative Payment Program (CAPP, C2AP & C3AP) will receive a flat-rate per-child stipend in the amount of \$117.74.



To: CAPMC Board of Directors
From: Tina Rodriguez
Re: December 2020 VSC Report

The Money Store, Madera County Probation Department, and Madera Rotary honored the holiday season by donating gifts to families impacted by crime in 2020. Several families were moved to tears when they received the individually wrapped gifts. We appreciate the thoughtfulness of taking the time to shop, wrap, and deliver the gifts.



The generosity continued with CAPMC's Human Resources Department and the Fiscal Department donating two fully decorated trees to uplift the spirits of families at the Martha Diaz Shelter.



The Victim Witness quarterly report was submitted.
The Rape Crisis quarterly report was submitted.
The Underserved quarterly report was submitted.
The Transitional Housing report was submitted.

We are recruiting for 2 Shelter Aide positions and 1 Advocate position.

We encourage the sharing of our crisis hotline for anyone seeking services 1 (800) 355-8989.



Community Services Monthly Report to the Board of Directors

December 2020

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	YTD Totals
2020 CARES HEAP	71	319
2020 CARES WPO	4	7
Non-Emergency	7	1324
Emergency	18	1126
Wood/Propane/Oil	2	98

HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	24	12
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	194	0

2020 Census

People supported in completing the 2020 Census	Census reporting ended in October 2020
--	--



Homeless Engagement Living Program (HELP) Center Outreach Report December 2020

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 12/1/2020 through 12/31/2020.

Unsheltered Contacts for December 2020							
Location	Madera City and surrounding area	Oakhurst	Nippanahwasie	Coarsegold	North Fork	Chowchilla	Total Contact
Previous month YTD	343	33	1	10	0	52	439
December 2020	68	8	0	0	2	8	86
Year-to-Date Total	411	41	1	10	2	60	525

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>Year-to-Date</i>
Entered drug program	3	9
Referrals to Madera Behavioral Health for Assessments	20	151
Suicide prevention	2	6
<i>Housing Services</i>	<i>Current Month</i>	<i>Year-To-Date</i>
Went into shelter or Bridge Housing	10	35
Reunited with family via bus or airplane	1	9

Assisted with collecting paperwork to get help to get housed	25	153
Housing Services	Current Month	Year-To-Date
Moved into permanent housing	1	19
Purchase tent for family	0	1
Employment	Current Month	Year-To-Date
Assisted with job interview process	1	9
Gainfully employed as a result of assistance	1	4
Assisted in obtaining a bicycle for transportation for work	0	1
Other Non-Employment Income	Current Month	Year-To-Date
Approved for or reinstated SSI Benefits	0	11
Other Non-Cash Benefits and Services	Current Month	Year-To-Date
Assisted in obtaining Cal-Fresh Benefits	4	38
Assisted to obtain medical / dental services treatment and / or to receive medication	1	30
Delivered commodities	5	21
Provided shoes or clothing for client	1	5
Transport homeless to services	0	2
Referred Vets to VA	2	12
Assisted in obtaining a government phone	0	6
DMV vouchers	7	34
Child Protective Services Referrals	0	10
Victim Services Referrals	1	11
Transitional Age Youth - Contacts	5	13
Rapid Rehousing	0	19

Helped obtain Birth Certificate	0	0
Referred for volunteer work	1	2

December 2020 RENTAL ASSISTANCE

Data based off the month of December 2020.

<u>HOMELESS PREVENTION FILES COMPLETED AND CHECK PROCESSED</u>	46
<u>PENDING DOCUMENTATION</u>	0
<u>DENIED - OVER INCOME</u> Referred to FMCoC	9
<u>ELIGIBLE- SEEKING HOUSING</u>	3
<u>DENIED- MISSING DOCUMENTATION</u>	5
<u>SELF RESOLVED</u>	2
<u>FEMA</u>	8
<u>PROVIDED MONEY ORDERS FOR BACKGROUND CHECKS</u>	0
<u>Rapid Rehousing Payments</u>	4



Report to the Board of Directors

Agenda Item Number: F-1

Board of Directors Meeting for: January 14, 2021

Author: Donna Tooley

DATE: January 4, 2021
TO: Board of Directors
FROM: Donna Tooley, CPA – Consultant and Former Chief Financial Officer
SUBJECT: Review and Accept Audit Report – June 30, 2020

I. RECOMMENDATION:

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

II. SUMMARY:

The agency is required to have an independent, single-wide agency audit every year. Brown Armstrong, CPAs prepared the auditor's report on the financial statements for the fiscal year ended June 30, 2020. The Finance Committee recommends that the Board of Directors accept the audit report and the related financial statements for the period ended June 30, 2020.

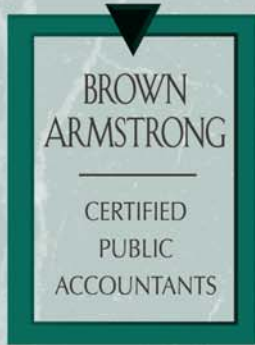
III. DISCUSSION:

- A. Community Action Partnership of Madera County, Inc. is required to have an independent, single-wide agency audit because of the federal funding that the agency receives. Brown Armstrong, CPAs performed the audit work and prepared the audit report.
- B. The agency audit report was unmodified.
- C. There were no questioned costs and no findings for the current year.
- D. Once the CAPMC Board accepts the audit report, it will be forwarded to the Madera County Board of Supervisors for its acceptance.
- E. There was a separate management letter issued by Brown Armstrong, CPAs for the year ended June 30, 2020. It was related to a recommendation for cost allocation verification for CAPMC vendor invoices. Items or considerations that are reported will strengthen internal controls, improve operations and efficiencies.
- F. There is an additional letter attached known by professional standards as Statement on Auditing Standards 114 that is required communication letter for all financial statement audits. The purpose of the letter is to communicate to those charged with governance, such as the Board of Directors, Audit Committee, or Management, the scope of audit procedures performed, significant findings, and other information, such as disagreements with management, audit adjustments and significant estimates, that are not communicated in the audited financial statements. Another important portion of the letter is the presentation of any passed journal entries. These are entries that were not posted to the audited financials, because, in total, they

- have no material effect on the financial statements, but are presented to you in this letter in order to bring to your attention other known errors that were found during the audit. There were no such misstatements.
- G. All the correspondence referred to above is included as attachments for your review and consideration. Additionally, an agenda prepared by Brown Armstrong for discussion points is provided as supplementary information.
 - H. Brooke Baird, the Audit Manager, and Eric Xin, Audit Partner, on the engagement from Brown Armstrong, CPAs presented the audited financial statements and the management letters comments to the Finance Committee on Monday, January 4, 2021.

IV. FINANCING:

The audit cost of \$60,430 was budgeted in the Indirect Cost Pool. This is the third year that CAPMC has used this outside audit firm.



BROWN ARMSTRONG

Certified Public Accountants

**Community Action Partnership of Madera County, Inc.
Board of Directors Presentation of the 2020 Audit Results
By: Eric Xin
January 14, 2021**

**BAKERSFIELD OFFICE
(MAIN OFFICE)**

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

1. Brooke Baird previously met with the Finance Committee on Monday, January 4th and discussed the following:
 - a) Audit Process
 - b) Significant Audit Areas
 - c) Audit Reports Issued
 - d) The Financial Statements
2. In regards to the Audit Reports Issued for the Financial Audit of Community Action Partnership of Madera County, Inc. (the Agency)
 - a) Independent Auditor's Report – Unmodified Opinion – “Clean Opinion”
 - b) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - c) Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance
 - d) Agreed Upon Conditions Report Designed to Increase Efficiency, Internal Controls, and/or Financial Reporting
3. Required Communication to the Board of Directors
4. Questions and/or Comments

**COMMUNITY ACTION PARTNERSHIP OF
MADERA COUNTY, INC.**

**REPORT ON EXAMINATION OF FINANCIAL STATEMENTS
AND ADDITIONAL INFORMATION**

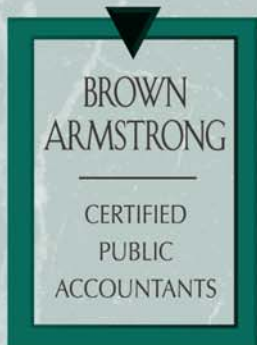
**FOR THE YEAR ENDED
JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR 2019)**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 REPORT ON EXAMINATION OF FINANCIAL STATEMENTS
 AND ADDITIONAL INFORMATION
 JUNE 30, 2020**

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report.....	1
FINANCIAL STATEMENTS	
Statement of Financial Position.....	3
Statement of Activities.....	4
Statement of Functional Expenses.....	5
Statement of Cash Flows	7
Notes to Financial Statements	8
ADDITIONAL INFORMATION	
Schedule of Expenditures of Federal and State Awards	17
Notes to Schedule of Expenditures of Federal and State Awards.....	21
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	22
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	24
Financial Statements by Operating Programs:	
Combining Statement of Financial Position.....	26
Combining Statement of Activities.....	27
Statements of Revenue and Expense:	
Community Services Block Grant Programs	28
Head Start Programs	29
Migrant Programs.....	30
Child Care Programs.....	31
Emergency Food and Shelter Programs	34

	<u>Page</u>
Energy Programs	36
Senior Services Programs	37
Other Programs	38
 SUPPLEMENTAL REPORTING REQUIREMENTS OF THE CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT	
ENERGY PROGRAMS – Statements of Revenue and Expense.....	41
COMMUNITY SERVICES BLOCK GRANT – Statements of Revenue and Expense.....	49
 SUPPLEMENTAL REPORTING REQUIREMENTS OF THE CALIFORNIA OFFICE OF EMERGENCY SERVICES	
Statements of Revenue and Expense.....	54
 SUPPLEMENTAL REPORTING REQUIREMENTS OF THE CALIFORNIA DEPARTMENT OF EDUCATION	
General Information	60
Schedule of Expenditures by State Categories.....	61
Schedule of Expenditures for Equipment.....	64
Schedule of Equipment Expenditures and Schedule of Expenditures for Buildings and Improvements.....	65
Combining Schedule of Administrative Costs Relating to California Department of Education Programs.....	66
Audited Attendance and Fiscal Reports.....	67
Audited Reserve Account Cash Activity Reports	91
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	93



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of
Madera County, Inc.
Madera, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Community Action Partnership of Madera County, Inc. (the Agency), which comprise the statement of financial position as of June 30, 2020; the related statements of activities, functional expenses, and cash flows for the year then ended; and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency, as of June 30, 2020, and the changes in its net assets, statements of functional expenses, and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The combining statement of financial position, combining statement of activities, and the supplemental reporting requirements are not a required part of the financial statements. The accompanying schedule of expenditures of federal and state awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 17, 2020, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have audited the financial statements of the Agency, as of June 30, 2019, and expressed an unmodified opinion on those financial statements in our report dated December 19, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 17, 2020

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR 2019)

<u>ASSETS</u>	Without Donor	With Donor	Total	
	Restrictions	Restrictions	2020	2019
CURRENT ASSETS				
Cash and Cash Equivalents (Note 1)	\$ 1,847,252	\$ -	\$ 1,847,252	\$ 1,933,441
Grants Receivable	3,495,657	-	3,495,657	2,925,917
Accounts Receivable	(5,563)	-	(5,563)	18,103
Food and Custodial Supply Inventory	28,029	-	28,029	20,196
Prepaid Expenses	35,428	-	35,428	31,158
TOTAL CURRENT ASSETS	5,400,803	-	5,400,803	4,928,815
PROPERTY AND EQUIPMENT, Net (Note 3)	1,558,424	-	1,558,424	1,712,700
DEPOSITS	107,658	-	107,658	116,487
TOTAL ASSETS	<u>\$ 7,066,885</u>	<u>\$ -</u>	<u>\$ 7,066,885</u>	<u>\$ 6,758,002</u>
 <u>LIABILITIES AND NET ASSETS</u>				
CURRENT LIABILITIES				
Current Portion of Note Payable	\$ -	\$ -	\$ -	\$ 826
Accounts Payable and Accrued Expenses	4,362,345	-	4,362,345	3,563,853
Due to Funder	62	-	62	120
California Department of Education Reserves	39,976	-	39,976	24,415
Deferred Income	234,851	-	234,851	667,342
TOTAL CURRENT LIABILITIES	4,637,234	-	4,637,234	4,256,556
NET ASSETS	2,429,651	-	2,429,651	2,501,446
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 7,066,885</u>	<u>\$ -</u>	<u>\$ 7,066,885</u>	<u>\$ 6,758,002</u>

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR 2019)

	Without Donor Restrictions	With Donor Restrictions	Total	
			2020	2019
REVENUE, GAINS, AND OTHER SUPPORT				
Grant Income - Federal	\$ 20,550,494	\$ -	\$ 20,550,494	\$ 19,905,728
Grant Income - State	8,237,237	-	8,237,237	5,861,077
Grant Income - Local Govt	282,224	-	282,224	439,501
Grant and Contract Income - Other	-	-	-	60
In-Kind Donations (Note 7)	2,391,340	-	2,391,340	3,152,787
Donations	45,038	-	45,038	40,090
Rental Income	22,324	-	22,324	26,192
Parent Fees	177,675	-	177,675	185,497
Investment Income				
Interest	1,565	-	1,565	1,510
Other Income	11,009	-	11,009	27,146
Total Revenue, Gains, and Other Support	31,718,906	-	31,718,906	29,639,588
EXPENSES AND LOSSES				
Corporate	2,272,090	-	2,272,090	2,045,817
Community Services Block Grant (CSBG)	338,542	-	338,542	306,619
Regional Head Start	6,009,100	-	6,009,100	6,231,546
Migrant Programs	10,750,926	-	10,750,926	11,241,063
Child Care Programs	10,588,568	-	10,588,568	7,883,774
Emergency Food and Shelter	1,414,991	-	1,414,991	866,811
Energy Program	534,080	-	534,080	871,379
Senior Services	104,206	-	104,206	284,914
Other Programs	1,897,104	-	1,897,104	1,882,992
Eliminations	(2,270,678)	-	(2,270,678)	(2,043,662)
Total Expenses and Losses	31,638,929	-	31,638,929	29,571,253
CHANGE IN NET ASSETS	79,977	-	79,977	68,335
ADJUSTMENTS TO NET ASSETS				
Net Additions to Restricted Net Assets	163,739	-	163,739	296,307
Net Adjustments for Financing	826	-	826	9,013
Depreciation and Deductions to Restricted Net Assets	(316,337)	-	(316,337)	(281,250)
NET ASSETS, Beginning of the Year	2,501,446	-	2,501,446	2,409,041
NET ASSETS, End of the Year	\$ 2,429,651	\$ -	\$ 2,429,651	\$ 2,501,446

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR 2019)**

EXPENSES	<u>Program Services</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>Total 2020</u>
Salaries and Wages	\$ 10,878,572	\$ 1,249,173	\$ 62,518	\$ 12,190,263
Employee Benefits	2,790,332	290,460	17,301	3,098,093
In-Kind Expenditures	2,391,340	-	-	2,391,340
Direct Assistance	7,631,945	-	-	7,631,945
Medical Expenses	4,982	158	-	5,140
Consultants and Contractual	447,003	66,774	-	513,777
Materials and Supplies	2,440,159	303,708	-	2,743,867
Travel and Training	231,211	31,815	-	263,026
Repairs and Maintenance	66,232	6,113	-	72,345
Vehicle Expenses	139,139	3,776	-	142,915
Rent	622,057	138,324	1,779	762,160
Occupancy	926,680	93,252	6,105	1,026,037
Insurance	11,764	24,861	-	36,625
Postage and Printing	39,937	8,547	-	48,484
Telephone	214,526	33,107	-	247,633
Rentals	114,287	9,733	-	124,020
Capital Purchases	177,697	-	-	177,697
Other Expenses	140,260	21,576	-	161,836
Depreciation	-	1,726	-	1,726
	<u>\$ 29,268,123</u>	<u>\$ 2,283,103</u>	<u>\$ 87,703</u>	<u>\$ 31,638,929</u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR 2019)**

EXPENSES	Program Services	General and Administrative	Fundraising	Total 2019
Salaries and Wages	\$ 9,608,096	\$ 1,236,056	\$ 44,427	\$ 10,888,579
Employee Benefits	2,751,310	279,483	11,533	3,042,326
In-Kind Expenditures	3,152,787	-	-	3,152,787
Direct Assistance	5,738,208	-	-	5,738,208
Medical Expenses	12,372	467	-	12,839
Consultants and Contractual	919,823	114,048	-	1,033,871
Materials and Supplies	2,057,842	150,660	-	2,208,502
Travel and Training	324,222	64,623	-	388,845
Repairs and Maintenance	62,108	8,255	-	70,363
Interest	12	-	-	12
Vehicle Expenses	206,641	3,291	-	209,932
Rent	628,424	132,464	1,324	762,212
Occupancy	1,000,911	59,125	2,744	1,062,780
Insurance	10,965	36,613	-	47,578
Postage and Printing	54,931	5,198	-	60,129
Telephone	268,984	20,157	-	289,141
Rentals	118,253	9,502	-	127,755
Capital Purchases	297,402	-	-	297,402
Other Expenses	155,471	17,425	-	172,896
Depreciation	3,369	1,727	-	5,096
	<u>\$ 27,372,131</u>	<u>\$ 2,139,094</u>	<u>\$ 60,028</u>	<u>\$ 29,571,253</u>

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR 2019)

	Without Donor Restrictions	With Donor Restrictions	Total All Funds	
			2020	2019
Cash Flows From Operating Activities				
Change in net assets	\$ 79,977	\$ -	\$ 79,977	\$ 68,335
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:				
Depreciation, net of amount charged to net assets (Note 4)	1,726	-	1,726	5,096
Changes in assets and liabilities:				
(Increase) decrease in assets:				
Grants receivable	(569,740)	-	(569,740)	(1,241,389)
Accounts receivable	23,666	-	23,666	21,427
Food and custodial supply inventory	(7,833)	-	(7,833)	3,320
Prepaid expenses	(4,270)	-	(4,270)	142,113
Deposits	8,829	-	8,829	9,941
Increase (decrease) in liabilities:				
Accounts payable and accrued expenses	798,492	-	798,492	304,487
Due to funder	(58)	-	(58)	62
CDE reserve	15,561	-	15,561	1,315
Deferred revenue	(432,491)	-	(432,491)	604,805
Net cash (used in) provided by operating activities	<u>(86,141)</u>	<u>-</u>	<u>(86,141)</u>	<u>(80,488)</u>
Cash Flows From Investing Activities				
Purchase of property and equipment	(163,739)	-	(163,739)	(296,307)
Less changes to property and equipment charged to net assets	<u>163,739</u>	<u>-</u>	<u>163,739</u>	<u>296,307</u>
Net cash provided by investing activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Flows From Financing Activities				
Payments on capital lease	-	-	-	(1,380)
Payments on note	(826)	-	(826)	(9,013)
Less additions charged directly to restricted net assets	<u>778</u>	<u>-</u>	<u>778</u>	<u>9,013</u>
Net cash (used in) financing activities	<u>(48)</u>	<u>-</u>	<u>(48)</u>	<u>(1,380)</u>
Net (decrease) in cash and cash equivalents	(86,189)	-	(86,189)	(81,868)
Cash and cash equivalents:				
Beginning	<u>1,933,441</u>	<u>-</u>	<u>1,933,441</u>	<u>2,015,309</u>
Ending	<u>\$ 1,847,252</u>	<u>\$ -</u>	<u>\$ 1,847,252</u>	<u>\$ 1,933,441</u>
NON-CASH ACTIVITIES				
Interest expense			<u>\$ -</u>	<u>\$ 12</u>
In-kind services			<u>\$ 2,391,340</u>	<u>\$ 3,152,787</u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Community Action Partnership of Madera County, Inc., (the Agency) was founded as a nonprofit public benefit corporation in December of 1965 as Madera County Action Committee, Inc. The Agency legally changed its name to Madera County Community Action Agency, Inc., in April of 1999 and finally to Community Action Partnership of Madera County, Inc., in April of 2006. The Agency was organized for the purpose of directing available public and private resources for a coordinated effort in the prevention of poverty and the circumstances that perpetuate it. The Agency is primarily funded through federal, state, and local governmental units.

Major Programs

Head Start: The Head Start program provides early education and services for low income children and families in Madera and Mariposa Counties. Services include child care, medical/dental screening, meals for children, mental health and disability services, and health and nutrition education.

Migrant Programs: The migrant programs provide early education and other services to low income children and families of migrant workers in Fresno and Madera Counties. Services include child care, medical/dental screening, meals for children, mental health and disability services, and health and nutrition education.

Child Care Programs: The child care programs provide child care and referral services for low income families. Other services provided include nutrition for children enrolled with family day care providers, educational and learning materials, and CPR and first aid classes to providers.

Other major programs of the Agency include *Victim Services* such as domestic violence and sexual assault programs and *Community Services* such as emergency food and shelter program, energy assistance, and senior services.

Basis of Accounting

The accounting records of the Agency are maintained on the accrual basis of accounting.

Fund Accounting

To ensure observance of limitations and restrictions placed on the use of resources available to the Agency, the accounts of the Agency are maintained in accordance with the principles of fund accounting. Fund accounting is the procedures by which resources for the various programs are classified for accounting and reporting according to the activities and objectives specified by donors, grantors, officials, and governing boards. Separate accounts are maintained for each fund.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, net assets, revenue, and expenses for the reporting period. Actual results could differ from those estimates.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Values of Financial Instruments

The following methods and assumptions were used to estimate the fair value of financial instruments:

Cash and Cash Equivalents: The carrying amount reported in the statement of financial position for cash and cash equivalents approximates its fair value.

Grants Receivable and Deferred Revenue: The carrying amounts of grants receivable and deferred revenue in the statement of financial position approximates fair value.

Notes Payable and Lease Obligations: The carrying value of the Agency's debt approximates fair value because of the variable of market interest rates.

Concentration of Credit Risk

Financial instruments that potentially subject the Agency to concentrations of credit risk consist principally of uninsured cash balances. The Agency places its cash deposits with high-credit, quality financial institutions. At times, balances in the Agency's accounts may exceed the Federal Deposit Insurance Corporation (FDIC) limit of \$250,000. The Agency has an agreement with West America Bank, which requires the bank to collateralize all deposits in excess of the first \$250,000 in demand deposits. An independent third party holds assets pledged as collateral by the bank under this agreement.

Concentration of Revenue Sources

During the year ended June 30, 2020, the Agency had four major revenue sources that together accounted for approximately 72% of the total revenue of the Agency. The major revenue sources include the Agency's Head Start Program, its two Migrant Head Start Programs, and the California Department of Education grants included within the Child Care programs.

Cash and Cash Equivalents

Cash is defined as cash in demand deposit accounts as well as cash on hand. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and investments so near their maturity that the risk of changes in value due to changes in interest rates is negligible. These are generally investments with maturity dates within three months of their acquisition date. Not included as cash equivalents are funds restricted as to their use, regardless of liquidity or the maturity dates of investments.

Prepaid Expenses

Prepaid expense balances are calculated and adjusted at year-end to properly charge funds in the period benefited.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment

The Agency reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent of explicit donor stipulations about how those long-lived assets must be maintained, the Agency reports expirations of donor restrictions when the long-lived assets are placed in service.

The Agency capitalizes all asset purchases of \$5,000 or more, except where a grantor may impose a different threshold. The Agency records purchased property and equipment at cost on the date received.

Property and equipment purchased in connection with the restricted funds are expensed during the grant period. These purchases are also capitalized in the equipment fund, and depreciated over their useful lives. Depreciation is shown as a reduction to the restricted net asset account. Retirements are reflected as decreases to the furniture and equipment account, with a corresponding reduction in restricted net assets. Title to those assets vests with the Agency subject to any restrictions or limitations placed on it by the specific original funding source.

As further discussed in Note 3, property and equipment not purchased with grant funds are depreciated by the straight-line method over the estimated useful lives of the respective assets.

Vacation and Sick Leave Policy

Vacation benefits are accrued on a monthly basis. Employees may accumulate up to a maximum of 35 days (280 hours) of vacation at a time. Benefits cease to accrue until the employee's accumulated hours drop below 279.

For full-time, regular and limited term employees, sick leave accrues at the rate of one day per month. Sick leave can be accumulated without limit. Part-time employees accrue sick leave on a pro-rated basis based on the number of hours worked.

Revenue Recognition

Contributions and unconditional grants are recognized as support and revenues when they are received or unconditionally pledged. These contributions and gifts are shown as restricted support and revenues if they are subject to time or donor restrictions. Net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions when a stipulated time restriction ends, purpose restriction is accomplished, or both. However, temporarily restricted contributions and grants are reported as unrestricted support and revenues if the restriction is met in the same year that the gift is received.

Conditional contributions are not recorded as support and revenues until the conditions are met. Payments classified as exchange transactions (reciprocal transfers between two entities in which goods and services of equal value is exchanged) are not recorded as other support and revenue until allowable expenditures are incurred.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Allocation of Expense

The costs of operating the various programs and other activities have been summarized on a functional basis in the combining statement of activities. As further discussed in Note 13, certain costs have been allocated among the programs benefited based upon the Agency's cost allocation plan.

Income Taxes

The Agency is exempt from federal and state income tax under Section 501(c)(3) of the Internal Revenue Code, and Section 23701 (d) of the State of California Revenue and Taxation Code.

Accounting principles generally accepted in the United States of America provide accounting and guidance about positions taken by an Agency in its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken by the Agency in its federal and state exempt Agency tax returns are more likely than not to be sustained upon examination. The Agency's returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

Net Assets Without Donor Restrictions

These are net asset balances that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. As of June 30, 2020, these include \$389,323 in unrestricted, \$560,000 designated, and \$1,480,328 in property and equipment.

Net Assets With Donor Restrictions

These include net asset balances that are subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restriction will be met by action of the Agency or by the passage of time.

Summarized Information for 2019

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Such information should be read in conjunction with the Agency's financial statements for the year ended June 30, 2019, from which the summarized information was derived.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Future Accounting Pronouncements

As a result of COVID-19, the pronouncements below were extended.

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)*, requiring an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The updated standard will replace most existing revenue recognition guidance in accounting principles generally accepted in the United States of America (GAAP) when it becomes effective and permits the use of either a full retrospective or retrospective with cumulative effect transition method. In August 2015, the FASB issued ASU 2015-14, which defers the effective date of ASU 2014-09 one year, making it effective for annual reporting periods beginning after December 15, 2017, for public business entities and not-for-profit entities that have issued, or is a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market and effective for annual reporting periods beginning after December 15, 2019, for all other entities. The Agency has not yet selected a transition method and is currently evaluating the effect the standard will have on the financial statements.

In June 2019, the FASB issued ASU 2019-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The amendments in this ASU should assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of Topic 958, or as exchange (reciprocal) transactions subject to other guidance and (2) determining whether a contribution is conditional. The amendments should be applied on a modified prospective basis. Under a modified prospective basis, in the first set of financial statements following the effective date, the amendments should be applied to agreements that are either not completed as of the effective date or entered into after the effective date. Retrospective application is permitted. This ASU is effective for annual reporting periods beginning after June 15, 2019, for not-for-profit entities that have issued, or is a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market. All other entities shall apply the pending content that links to this paragraph for transactions in which the entity serves as a resource recipient to annual periods beginning after December 15, 2019, and interim periods within annual periods beginning after December 15, 2019. The Agency is currently evaluating the effect the standard will have on the financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases*. The standard requires all leases with lease terms over 12 months to be capitalized as a right-of-use asset and lease liability on the balance sheet at the date of the lease commencement. Leases will be classified as either finance or operating. This distinction will be relevant for the pattern of expense recognition in the income statement. This standard will be effective for the calendar year ending December 31, 2020. The Agency is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 2 – LIQUIDITY AND AVAILABILITY

As of June 30, 2020, the following table shows the total financial assets held by the Agency and the amounts of those financial assets that could readily be made available within one-year of the statement of financial position date to meet general expenditures:

Financial assets held at year-end:	
Cash and cash equivalents	\$ 1,847,252
Grants and accounts receivable	3,490,094
	5,337,346
Less: Donor restrictions	-
Financial assets available to meet expenditures over the next 12 months	\$ 5,337,346

The Agency has certain donor-restricted assets limited to use which are available for expenditure within one-year in the normal course of operations. Accordingly, these assets have been included in the qualitative information above for financial asset to meet general expenditures within one year. The Agency has assets limited to use for donor-restricted purposes. These assets are not available for general expenditure within the next year.

NOTE 3 – PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2020, consisted of the following:

	Cost/Basis	Accumulated Depreciation	Net Book Value
Buildings	\$ 4,364,110	\$ 3,317,019	\$ 1,047,091
Building Improvements	72,460	71,203	1,257
Vehicles	842,975	740,258	102,717
Equipment	1,181,006	889,832	291,174
Land	59,005	-	59,005
Land Improvements	180,370	123,190	57,180
	\$ 6,699,926	\$ 5,141,502	\$ 1,558,424

Total unrestricted depreciation expense for the year ended June 30, 2020, was \$1,726. As indicated in Note 1, depreciation expense that was charged as a reduction in the Restricted Net Assets account was \$316,337.

NOTE 4 – LINE OF CREDIT

The Agency has an unsecured, bank line of credit in the amount of \$200,000, with a maturity date of January 31, 2021. The line of credit's interest rate currently varies with the bank's index rate. At June 30, 2020, the interest rate was 7.25%. As of June 30, 2020, there is no balance due on the line of credit.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 5 – STATE CHILD DEVELOPMENT RESERVES

Child development contractors with the California Department of Education (CDE) are allowed, with prior approval, to maintain a reserve account from earned but unexpended child development contract funds.

Transfers from a reserve account are considered restricted income for child development programs, but may be applied to any of the contracts that are eligible to contribute to that particular program type. The Agency maintains reserve accounts where the funds are deposited in an interest bearing account.

The balance for the reserve account at June 30, 2020, totaled \$39,976, which is recorded as an asset in the cash account. Also, upon termination of child development contracts with CDE, the Agency would have to return the reserve funds to CDE. As such, the offsetting balance of \$39,976 is recorded as a liability in the Agency's financial statements.

NOTE 6 – NUTRITION PROGRAMS

The Agency had a nutrition agreement with CDE for Child and Adult Care Food Programs, as reported in the Schedule of Expenditures of Federal and State Awards. No nutrition schedules are included in this audit because the audit is not a program-specific nutrition audit, and no program findings or adjustments were calculated with this audit.

NOTE 7 – DONATED MATERIALS AND SERVICES

Donated materials and services (in-kind) are reflected as contributions in the accompanying statements at their fair values. A donation is allowable as in-kind under accounting principles generally accepted in the United States of America and grant funding terms and conditions if such materials or services would have been purchased if not provided by donation or if the service required specialized skills and are provided by individuals possessing such specialized skills. The types of in-kind donated to the Agency include volunteer services and supplies. The total in-kind contributions for the year ended June 30, 2020, were \$2,391,340.

NOTE 8 – DEFINED CONTRIBUTION PLAN

The Agency maintains a defined contributory retirement plan (the Plan) available for its employees which allows participants to make tax deferred investment contributions. The Plan qualifies under the provisions of Section 403(b) of the Internal Revenue Code of 1954, as amended. Total cash contributions made by the Agency to the Plan for the year ended June 30, 2020, were \$332,064.

NOTE 9 – RELATED PARTY TRANSACTIONS

In accordance with state and local laws, the Madera County Board of Supervisors maintains an oversight role with the Agency. Additionally, the Agency's executive director is an employee of the County of Madera (the County). The County also has executed contracts with the Agency to provide various services to the community. The Agency's management and the Board of Directors (the Board) believe that all transactions with the County were made in the ordinary course of business on substantially the same terms as those prevailing at the time for comparable transactions with other agencies.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 10 – COST ALLOCATION PLAN

The Agency updates its cost allocation plan annually or more frequently when there is a need due to changes in program enrollment or other cost drivers. The cost allocation plan is reviewed by the Agency's auditors for compliance with applicable laws and regulations. The Agency obtains approval of the cost allocation plan from its Board and the indirect cost rate is approved annually by the U.S. Department of Health and Human Services. Its written cost allocation plan is on file in the Agency's main accounting office. The Agency applies several methods for allocating costs:

Direct Costs. Costs identified 100 percent to a specific program are charged directly to that program.

Shared Direct Costs. Costs identified to specific multiple programs or activities are shared between the programs benefitting.

- Payroll costs are allocated using individual time sheets that report the actual time spent by employees in each program each day. Administrative and fiscal staff whose time benefits all programs have their payroll charged to the administrative cost pool. Head Start program managers allocate their time between Head Start and Migrant Head Start based upon child enrollment.
- Rent and associated utilities, maintenance, and insurance are allocated using the square footage of building space occupied by each program, according to the floor plans and/or room measurements.
- Training costs for staff members are allocated to programs in proportion to the actual time employees spent working in those programs.
- IT and computer related expenses are allocated to the programs in proportion to the number of computers in use or assigned to each program.

Indirect Costs. Costs that benefit the operations of the entire Agency, which cannot be identified to specific programs or activities, are allocated according to an indirect cost allocation plan. The Agency follows the Simplified Allocation Method for indirect costs as described in the Uniform Guidance. During the year ended June 30, 2020, the federally approved indirect cost rate was 9.1%. When certain funding sources have a maximum allowable indirect rate that is lower than the Agency's federally approved indirect rate, then unrestricted sources of income are utilized to cover the cost deficit.

NOTE 11 – EMPLOYMENT AGREEMENTS

The Agency's full-time and regular part-time Regional/Migrant/Seasonal Head Start employees are members of the Service Employees International Union, Local 521. The collective bargaining agreement with this Union will continue through June 30, 2020.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 12 – SUBCONTRACT AGREEMENT

The Agency entered into multiple agreements as a subcontractor to operate its Migrant Head Start Programs and its State Migrant programs for the year ended June 30, 2020. These subcontracts are included in the schedule of expenditures of federal and state awards. In addition, the State Migrant programs are not included in the supplemental reporting requirements of the CDE in this audit report.

NOTE 13 – COMMITMENTS AND CONTINGENCY

Commitments

The Agency leases various office and facility spaces. In addition, the Agency has entered into multiple lease agreements for equipment such as copiers, postage machines, and dishwashers. Future obligations on non-cancelable leases are as follows:

<u>Year Ending June 30,</u>	<u>Facility Leases</u>	<u>Equipment Leases</u>	<u>Total Commitments</u>
2021	\$ 783,478	\$ 51,222	\$ 834,700
2022	509,341	20,347	529,688
2023	451,356	18,008	469,364
2024	414,894	14,358	429,252
2025	346,770	1,290	348,060
Thereafter	751,335	-	751,335
	<u>\$ 3,257,174</u>	<u>\$ 105,225</u>	<u>\$ 3,362,399</u>

Total rent expense of facilities for the year ended June 30, 2020, was \$762,160. Total rent expense for equipment was \$124,020.

Contingency

Grant awards require the fulfillment of certain conditions as set forth in the instruments of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The Agency deems this contingency remote since by accepting the grants and their terms it has accommodated the objectives of the Agency to the provisions of the grants. The Agency's management is of the opinion that the Agency has complied with the terms of all grants.

NOTE 14 – SUBSEQUENT EVENTS

The Agency has evaluated its financial position and activities from the June 30, 2020 year-end of this report through December 17, 2020, which is the date that the financial statements were available to be issued.

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. The COVID-19 outbreak in the United States has resulted in increased activities and funding to the Agency. At the current time, the Agency is unable to quantify all the potential effects of the pandemic on the future financial statements.

ADDITIONAL INFORMATION

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2020**

Grantor / Pass-Through Grantor / or Program Title	Federal CFDA Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
<u>U.S. Department of Health & Human Services</u>								
Regional Head Start-Madera Co.: 6/1/20-5/31/21	93.600	09CH011519/01	\$ 4,721,155	\$ -	\$ 4,721,155	\$ 142,513	\$ -	\$ 142,513
Regional Head Start-Madera Co.: 6/1/19-5/31/20	93.600	09CH9950/05/02	4,764,537	-	4,764,537	4,604,131	-	4,604,131
Regional Head Start-Madera Co. COVID-19: 6/1/20-5/31/21	93.600	09CH011519/01	253,097	-	253,097	13,194	-	13,194
<u>Pass-Through Program From:</u>								
<u>Stanislaus County Office of Education</u>								
Madera Migrant Head Start: 3/1/20-2/28/21	93.600	90CM9830/2	5,191,697	-	5,191,697	903,856	-	903,856
Madera Migrant Head Start: 3/1/19-2/28/20	93.600	90CM9830/1	4,921,648	-	4,921,648	3,814,962	-	3,814,962
Madera Migrant Head Start Covid-19: 3/1/20-2/28/21	93.600	90CM9830/2	89,500	-	89,500	42,106	-	42,106
<u>Comm. Action Partnership of San Luis Obispo Co., Inc.</u>								
Fresno Migrant Head Start: 9/1/19-8/31/20	93.600	90CM9821/05	4,634,304	-	4,634,304	3,283,774	-	3,283,774
Fresno Migrant Head Start: 9/1/18-8/31/19	93.600	90CM9821/04	4,555,142	-	4,555,142	1,447,360	-	1,447,360
Fresno Migrant Early Head Start: 9/1/19-8/31/20	93.600	90HM000010/03	297,187	-	297,187	146,830	-	146,830
Fresno Migrant Early Head Start: 9/1/18-8/31/19	93.600	90HM000010/02	292,139	-	292,139	66,186	-	66,186
		Subtotal Head Start	29,720,406	-	29,720,406	14,464,912	-	14,464,912
<u>California Dept. of Comm. Services & Development</u>								
CSBG: 1/1/20-5/31/21	93.569	20F-3023	284,817	-	284,817	130,831	-	130,831
CSBG: 1/1/19-12/31/19	93.569	19F-4023	279,073	-	279,073	177,270	-	177,270
CSBG Discretionary: 1/1/20-5/31/21	93.569	20F-3023	32,000	-	32,000	-	-	-
CSBG Discretionary: 6/1/19-5/31/20	93.569	19F-4425	30,000	-	30,000	30,000	-	30,000
CSBG CARES Supplemental: 3/27/20-5/31/22	93.569	20F-3662	390,168	-	390,168	441	-	441
LIHEAP: 10/1/19-06/30/21								
LIHEAP EHA-16	93.568	20B-2019	317,507	-	317,507	196,663	-	196,663
LIHEAP Weatherization	93.568	20B-2019	51,373	-	51,373	29,444	-	29,444
LIHEAP EHA-16 provided to Subrecipient	93.568	20B-2019	41,614	-	41,614	18,192	-	18,192
LIHEAP Weatherization provided to Subrecipient	93.568	20B-2019	343,805	-	343,805	93,534	-	93,534
LIHEAP: 10/1/18-6/30/20								
LIHEAP EHA-16	93.568	19B-5019	312,077	-	312,077	110,223	-	110,223
LIHEAP Weatherization	93.568	19B-5019	52,507	-	52,507	17,911	-	17,911
LIHEAP EHA-16 provided to Subrecipient	93.568	19B-5019	54,312	-	54,312	16,955	-	16,955
LIHEAP Weatherization provided to Subrecipient	93.568	18B-4019	351,392	-	351,392	29,219	-	29,219
LIHEAP: 10/1/17-07/31/19								
LIHEAP EHA-16	93.568	18B-4019	321,747	-	321,747	-	-	-
LIHEAP Weatherization	93.568	18B-4019	31,233	-	31,233	-	-	-
LIHEAP EHA-16 provided to Subrecipient	93.568	18B-4019	47,060	-	47,060	-	-	-
LIHEAP Weatherization provided to Subrecipient	93.568	18B-4019	209,018	-	209,018	-	-	-
Disorggement Assistance Program: 10/1/19-12/31/20								
DAP EHA-16	93.568	20D-1019	12,854	-	12,854	12,854	-	12,854
DAP Weatherization	93.568	20D-1019	-	-	-	-	-	-
DAP EHA-16 provided to Subrecipient	93.568	20D-1019	9,085	-	9,085	-	-	-
DAP Weatherization provided to Subrecipient	93.568	20D-1019	-	-	-	9,085	-	9,085
<u>California Department of Education</u>								
Alternative Payment	93.596	CAPP-9034	1,259,778	1,586,959	2,846,737	1,538,524	1,416,053	2,954,577
Alternative Payment	93.575	CAPP-9034	312,363	-	312,363	312,363	-	312,363
Alternative Payment Extending Contract	93.596	CAPP-8034	1,538,524	1,049,256	2,587,780	-	165,623	165,623
Alternative Payment - Stage 2	93.575	C2AP-9032	376,610	2,284,269	2,660,879	376,610	2,418,471	2,795,081

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2020**

Grantor / Pass-Through Grantor / or Program Title	Federal CFDA Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
Alternative Payment - Stage 3	93.575	C3AP-9031	664,514	486,661	1,151,175	680,222	546,399	1,226,621
Alternative Payment - Stage 3	93.596	C3AP-9031	85,485	-	85,485	85,485	-	85,485
Child Care Initiative Project	93.575	CCIP-9032	26,000	2,503	28,503	26,000	-	26,000
Child Care Initiative Project - Expansion (Multi-Year)	93.575	N/A	51,984	-	51,984	50,957	-	50,957
CCDF Health & Safety	93.575	CHST-9032	4,702	-	4,702	4,702	-	4,702
Resource & Referral	93.575	CRRP-9032	28,196	168,512	196,708	28,196	168,512	196,708
CSCP Resource & Referral One-Time Funds	--	N/A	-	225,201	225,201	-	187,495	187,495
SSPI - Resource & Referral	93.575	19-14872-B5090-4	2,209	-	2,209	2,209	-	2,209
<u>Pass-Through Program From:</u>								
<u>County of Madera Dept. of Social Services</u>								
Emergency Child Care Bridge Program for Foster Children	--	11396A-20	-	367,770	367,770	-	243,485	243,485
<u>Pass-Through Program From:</u>								
<u>Stanislaus County Office of Education</u>								
State Migrant	--	CMIG-9017	-	883,390	883,390	-	955,679	955,679
Migrant Specialized Services	--	CMSS-9017	-	134,765	134,765	-	134,765	134,765
Quality Rating - 3/1/18-2/28/19	--	N/A	-	-	-	-	-	-
CSPP RHS Layered	--	CSPP-9631	-	651,629	651,629	-	651,629	651,629
<u>Pass-Through Program From:</u>								
<u>Fresno County Office of Education</u>								
Fresno COE - Quality Rating	--	N/A	-	56,296	56,296	-	36,000	36,000
Subtotal CCDF Cluster Program			4,350,365	7,897,211	12,247,576	3,105,268	6,924,111	10,029,379
<u>California Office of Emergency Services:</u>								
Comprehensive Shelter: 10/01/19-9/30/20	93.671	DV19 11 1245	428,108	-	428,108	273,108	-	273,108
<u>County of Madera:</u>								
Senior Meals	93.045	20-1455	40,000	-	40,000	40,000	-	40,000
Total U.S. Department of Health & Human Services			37,710,521	7,897,211	45,607,732	18,755,910	6,924,111	25,680,021
<u>U.S. Department of Agriculture</u>								
<u>Pass-Through Program From:</u>								
<u>California Department of Education</u>								
Child Care Food Program - Centers 10/1/19-9/30/20	10.558	04440-CACFP	561,812	-	561,812	235,899	-	235,899
Child Care Food Program - Centers 10/1/18-9/30/19	10.558	04440-CACFP	570,129	-	570,129	176,985	-	176,985
Total U.S. Department of Agriculture			1,131,941	-	1,131,941	412,884	-	412,884
<u>U.S. Department of Justice</u>								
<u>Pass-Through Program From:</u>								
<u>California Office of Emergency Services</u>								
Transitional Housing Program: 1/1/20-12/31/20	16.575	XH 19 02 1245	123,114	-	123,114	68,213	-	68,213
Transitional Housing Program: 7/1/16 - 12/31/19	16.575	XH 16 01 1245	430,900	-	430,900	57,345	-	57,345
Rape & Sexual Assault Program - 10/1/19 - 9/30/20	16.575	RC19 33 1245	307,069	15,620	322,689	219,606	15,620	235,226
Rape & Sexual Assault Program - 10/1/18 - 9/30/19	16.575	RC18 32 1245	306,069	62,462	368,531	95,994	28,691	124,685
Victim Witness: 10/1/19-9/30/20	16.575	VW19 33 0200	317,946	37,482	355,428	219,565	36,338	255,903
Victim Witness: 10/1/18-9/30/19	16.575	VW18 32 0200	344,244	39,303	383,547	94,792	3,863	98,655

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2020**

Grantor / Pass-Through Grantor / or Program Title	Federal CFDA Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
Advocacy and Outreach Program: 10/1/2019-9/30/20	16.575	UV19 04 1245	156,250	-	156,250	76,241	-	76,241
Advocacy and Outreach Program: 10/1/2018-9/30/19	16.575	UV18 03 1245	125,000	-	125,000	27,446	-	27,446
Comprehensive Shelter: 10/01/19-9/30/20	16.575	DV19 11 1245	221,664	486,660	708,324	111,480	245,210	356,690
<u>Pass-Through Program From:</u>								
<u>California Coalition Against Sexual Assault</u>								
CA Immigration Legal Assistance - 10/1/16-2/29/20	16.524	2016 WLAX 0043	60,614	-	60,614	24,737	-	24,737
<i>Total U.S. Department of Justice</i>			2,392,870	641,527	3,034,397	995,419	329,722	1,325,141
<u>U.S. Department of Housing & Urban Development</u>								
Perm. Support. Housing - Shunammite Place - 10/31/20	14.235	CA0772L9T141810	298,836	-	298,836	185,944	-	185,944
Perm. Support. Housing - Shunammite Place - 10/31/19	14.235	CA0772L9T141709	285,671	-	285,671	102,532	-	102,532
<u>Pass-Through Program From:</u>								
<u>City of Madera</u>								
Community Development Block Grant	14.218	N/A	18,000	-	18,000	18,000	-	18,000
<u>Pass-Through Program From:</u>								
<u>Fresno County</u>								
Emergency Solutions Grant Program: 4/28/20-12/31/20	14.231	N/A	106,000	-	106,000	37,450	-	37,450
<i>Total U.S. Department of Housing & Urban Development</i>			708,507	-	708,507	343,926	-	343,926
<u>Federal Emergency Management Agency</u>								
<u>Pass-Through Program From:</u>								
<u>United Way FEMA Board</u>								
Emerg Food & Shelter-FEMA: 1/1/20-5/31/21	97.024	Phase 37	1,826	-	1,826	1,826	-	1,826
Emerg Food & Shelter-FEMA: 7/1/19-2/28/20	97.024	Phase 36	2,002	-	2,002	1,000	-	1,000
Emerg Food & Shelter-FEMA CARES: 1/27/20-5/31/21	97.024	N/A	32,603	-	32,603	481	-	481
<i>Total Federal Emergency Management Agency</i>			36,431	-	36,431	3,307	-	3,307
<u>California Office of Emergency Services</u>								
Emergency Tank Water Continuation: 7/01/17-12/31/20	--	TW17011245	-	1,988,979	1,988,979	-	723,360	723,360
<i>Total California Office Emergency Services</i>			-	1,988,979	1,988,979	-	723,360	723,360
<u>California Dept. of Water Resources</u>								
CAA Interim Emergency Drinking Water: 7/1/19-2/28/22	--		-	115,500	115,500	-	22,430	22,430
<i>Total California Dept. of Water Resource</i>			-	115,500	115,500	-	22,430	22,430
<u>California Dept. of Health Care Services</u>								
<u>Pass-Through Program From:</u>								
<u>County of Madera Behavioral Health</u>								
Mental Health Services Act - Property Management	--	11521-19	-	50,000	50,000	-	20,160	20,160
Mental Health Services Act	--	11248-A-2018	-	45,000	45,000	-	6,564	6,564
Homeless Mentally Ill Outreach & Treatment Program	--	11334-19	-	100,000	100,000	-	98,289	98,289
Projects for Assistance in Transition from Homelessness	93.15	11334-19-PATH	39,048	-	39,048	39,048	-	39,048
<i>Total California Dept. of Health Care Services</i>			39,048	195,000	234,048	39,048	125,013	164,061

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2020**

Grantor / Pass-Through Grantor / or Program Title	Federal CFDA Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
<u>California Homeless Coordinating & Financing Council</u>								
<u>Pass-Through Program From:</u>								
<u>County of Madera Behavioral Health</u>								
Homeless Housing & Assistance Program		11681-20	-	411,434	411,434	-	5,816	5,816
Emergency COVID-19 Emergency Homelessness		11629-20	-	-	-	-	39,785	39,785
<i>Total California Homeless Coordinating & Financing Council</i>			-	411,434	411,434	-	45,601	45,601
<u>California Community Development Block Grant AB109</u>								
<u>Pass-Through Program From:</u>								
<u>County of Madera</u>								
Homeless Outreach CCP - AB109			-	231,000	231,000	-	45,000	45,000
Behavioral Health Rapid Rehousing		N/A	-	14,000	14,000	-	14,000	14,000
<i>Total California Community Development Block Grant AB109</i>			-	245,000	245,000	-	59,000	59,000
<u>California Franchise Tax Board</u>								
<u>VITA and CalEITC</u>								
			-	-	-	-	-	-
<u>Pass-Through Program From:</u>								
<u>United Way Fresno and Madera Counties</u>								
	--	N/A	-	14,000	14,000	-	8,000	8,000
<i>Total California Franchise Tax Board</i>			-	14,000	14,000	-	8,000	8,000
Total Federal and State Awards			\$ 42,019,318	\$ 11,508,651	\$ 53,527,969	\$ 20,550,494	\$ 8,237,237	\$ 28,787,731

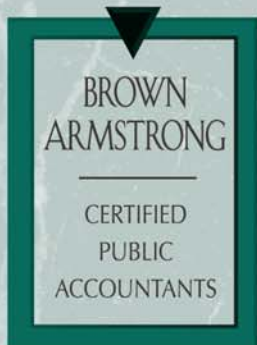
**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of the Community Action Partnership of Madera County, Inc. (the Agency), and is presented on the accrual basis of accounting. The federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE 2 – DE MINIMIS COST RATE

The Agency did not use the 10% de minimis cost rate within its financial statements.



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Community Action Partnership of
Madera County, Inc.
Madera, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Madera County, Inc. (the Agency), which comprise the statement of financial position as of June 30, 2020, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 17, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

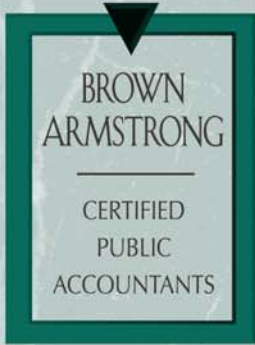
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
December 17, 2020



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Community Action Partnership of
Madera County, Inc.
Madera, California

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Madera County, Inc.'s (the Agency's) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Agency's major federal programs for the year ended June 30, 2020. The Agency's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Agency's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Agency's compliance.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Opinion on Each Major Federal Program

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over compliance.

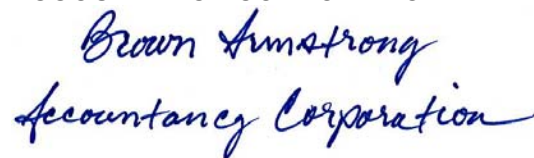
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive style and is positioned below the printed name of the company.

Bakersfield, California
December 17, 2020

FINANCIAL STATEMENTS BY OPERATING PROGRAMS

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
COMBINING STATEMENT OF FINANCIAL POSITION
JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR 2019)

	Unrestricted Programs	Temporarily Restricted Programs							Total All Funds		
	Corporate	CSBG	Regional Head Start	Migrant Programs	Child Care	Emerg. Food & Shelter	Energy Programs	Senior Services	Other Programs	2020	2019
ASSETS											
CURRENT ASSETS											
Cash and Cash Equivalents	\$ 1,846,802	\$ -	\$ 100	\$ 100	\$ 50	\$ 200	\$ -	\$ -	\$ -	\$ 1,847,252	\$ 1,933,441
Grants Receivable	-	85,103	814,628	742,576	893,919	432,307	49,386	16,187	461,551	3,495,657	2,925,917
Accounts Receivable	(7,575)	-	-	-	-	1,993	-	-	19	(5,563)	18,103
Due to/(from) Other Funds	294,302	(71,892)	(324,909)	135,439	131,983	(273,375)	117,446	(15,879)	6,885	-	-
Inventory	13,379	-	-	-	14,650	-	-	-	-	28,029	20,196
Prepaid Expenses	29,380	-	-	-	-	5,912	-	-	136	35,428	31,158
Total Current Assets	2,176,288	13,211	489,819	878,115	1,040,602	167,037	166,832	308	468,591	5,400,803	4,928,815
PROPERTY AND EQUIPMENT, net	1,558,424	-	-	-	-	-	-	-	-	1,558,424	1,712,700
DEPOSITS	82,842	-	1,780	7,590	-	6,719	-	-	8,727	107,658	116,487
TOTAL ASSETS	<u>\$ 3,817,554</u>	<u>\$ 13,211</u>	<u>\$ 491,599</u>	<u>\$ 885,705</u>	<u>\$ 1,040,602</u>	<u>\$ 173,756</u>	<u>\$ 166,832</u>	<u>\$ 308</u>	<u>\$ 477,318</u>	<u>\$ 7,066,885</u>	<u>\$ 6,758,002</u>
LIABILITIES AND NET ASSETS											
CURRENT LIABILITIES											
Current Portion of Note Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 826
Accounts Payable and Accrued Expenses	1,824,321	13,211	491,599	721,767	898,193	169,291	112,573	29	131,361	4,362,345	3,563,853
Due to Funder	-	-	-	-	62	-	-	-	-	62	120
CDE Reserve	-	-	-	-	39,976	-	-	-	-	39,976	24,415
Deferred Revenue	-	-	-	163,938	45,207	3,838	-	279	21,589	234,851	667,342
Total Current Liabilities	1,824,321	13,211	491,599	885,705	983,438	173,129	112,573	308	152,950	4,637,234	4,256,556
NET ASSETS	1,993,233	-	-	-	57,164	627	54,259	-	324,368	2,429,651	2,501,446
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,817,554</u>	<u>\$ 13,211</u>	<u>\$ 491,599</u>	<u>\$ 885,705</u>	<u>\$ 1,040,602</u>	<u>\$ 173,756</u>	<u>\$ 166,832</u>	<u>\$ 308</u>	<u>\$ 477,318</u>	<u>\$ 7,066,885</u>	<u>\$ 6,758,002</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 COMBINING STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2020
 (WITH COMPARATIVE TOTALS FOR 2019)**

	Unrestricted Programs	Temporarily Restricted Programs								Total All Funds		
	Corporate	CSBG	Regional Head Start	Migrant Programs	Child Care	Emerg. Food & Shelter	Energy Programs	Senior Services	Other Programs	Eliminations	2020	2019
REVENUE												
Grant Income - Federal	\$ -	\$ 338,542	\$ 4,759,838	\$ 9,705,074	\$ 3,518,152	\$ 368,281	\$ 534,080	\$ 40,000	\$ 1,286,527	\$ -	\$ 20,550,494	\$ 19,905,728
Grant Income - State	-	-	-	-	6,924,111	968,840	-	-	344,286	-	8,237,237	5,861,077
Grant Income - Local Govt.	-	-	-	-	-	-	-	50,580	231,644	-	282,224	439,501
Grant and Contract Income - Other	-	-	-	-	-	-	-	-	-	-	-	60
In-Kind Contributions	-	-	1,249,262	1,038,632	-	45,802	-	3,839	53,805	-	2,391,340	3,152,787
Donations	2,909	-	-	-	-	10,353	-	9,787	21,989	-	45,038	40,090
Rental Income	-	-	-	-	-	22,324	-	-	-	-	22,324	26,192
Parent Fees	-	-	-	-	177,675	-	-	-	-	-	177,675	185,497
Interest Income	1,390	-	-	-	175	-	-	-	-	-	1,565	1,510
Cost Reimbursements	2,270,678	-	-	-	-	-	-	-	-	(2,270,678)	-	-
Other Revenue	2,693	-	-	7,220	496	-	-	-	600	-	11,009	27,146
	<u>2,277,670</u>	<u>338,542</u>	<u>6,009,100</u>	<u>10,750,926</u>	<u>10,620,609</u>	<u>1,415,600</u>	<u>534,080</u>	<u>104,206</u>	<u>1,938,851</u>	<u>(2,270,678)</u>	<u>31,718,906</u>	<u>29,639,588</u>
EXPENSES												
Salaries and Wages	1,246,021	147,693	2,320,266	5,257,759	1,723,104	222,799	205,455	53,756	1,013,410	-	12,190,263	10,888,579
Employee Benefits	284,226	42,184	593,638	1,365,867	450,304	59,339	44,541	9,975	248,019	-	3,098,093	3,042,326
In-Kind Expenditures	-	-	1,249,262	1,038,632	-	45,802	-	3,839	53,805	-	2,391,340	3,152,787
Direct Assistance	-	59,464	-	-	6,685,952	817,647	41,327	-	27,555	-	7,631,945	5,738,208
Medical Expenses	158	-	1,422	2,532	376	158	-	-	494	-	5,140	12,839
Consultants and Contractual	66,774	9,619	69,617	166,411	4,669	5,550	147,806	87	43,244	-	513,777	1,033,871
Materials and Supplies	303,708	13,741	621,307	987,301	632,136	57,428	21,864	4,689	101,693	-	2,743,867	2,208,502
Travel and Training	31,815	4,857	56,656	108,350	21,957	15,077	1,343	743	22,228	-	263,026	388,845
Repairs and Maintenance	6,113	329	17,594	29,726	8,518	2,329	4,148	831	2,757	-	72,345	70,363
Interest	-	-	-	-	-	-	-	-	-	-	-	12
Vehicle Expenses	3,776	1,166	28,493	75,939	13,482	1,072	87	341	18,559	-	142,915	209,932
Rent	129,363	36,740	134,864	170,495	65,525	102,069	17,581	16,454	89,069	-	762,160	762,212
Occupancy	99,174	17,191	240,720	508,744	42,805	34,600	4,490	314	77,999	-	1,026,037	1,062,780
Insurance	24,861	-	2,987	5,210	456	10	-	208	2,893	-	36,625	47,578
Postage and Printing	8,547	84	10,893	13,591	9,253	1,159	1,974	372	2,611	-	48,484	60,129
Telephone	33,107	3,579	66,436	73,232	27,270	5,801	8,457	2,800	26,951	-	247,633	289,141
Rentals	9,733	252	31,833	48,543	23,620	1,062	2,831	629	5,517	-	124,020	127,755
Capital Purchases	-	-	151,150	25,766	-	-	-	-	781	-	177,697	297,402
Indirect Administration	-	-	383,469	807,949	848,087	39,656	30,865	8,372	152,280	(2,270,678)	-	-
Other Expenses	22,988	1,643	28,493	64,879	31,054	3,433	1,311	796	7,239	-	161,836	172,896
Depreciation	1,726	-	-	-	-	-	-	-	-	-	1,726	5,096
	<u>2,272,090</u>	<u>338,542</u>	<u>6,009,100</u>	<u>10,750,926</u>	<u>10,588,568</u>	<u>1,414,991</u>	<u>534,080</u>	<u>104,206</u>	<u>1,897,104</u>	<u>(2,270,678)</u>	<u>31,638,929</u>	<u>29,571,253</u>
CHANGE IN NET ASSETS	5,580	-	-	-	32,041	609	-	-	41,747	-	79,977	68,335
ADJUSTMENTS TO NET ASSETS:												
Net Additions to Restricted Net Assets	163,739	-	-	-	-	-	-	-	-	-	163,739	296,307
Net Adjustments for Financing	826	-	-	-	-	-	-	-	-	-	826	9,013
Deprec. & Deductions to Restr. Net Assets	(316,337)	-	-	-	-	-	-	-	-	-	(316,337)	(281,250)
Reclassification to Net Assets	-	-	-	-	-	(354)	-	-	354	-	-	-
NET ASSETS, beginning of year	<u>2,139,425</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,123</u>	<u>372</u>	<u>54,259</u>	<u>-</u>	<u>282,267</u>	<u>-</u>	<u>2,501,446</u>	<u>2,409,041</u>
NET ASSETS, end of year												
- Unrestricted	<u>\$ 1,993,233</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,164</u>	<u>\$ 627</u>	<u>\$ 54,259</u>	<u>\$ -</u>	<u>\$ 324,368</u>	<u>\$ -</u>	<u>\$ 2,429,651</u>	<u>\$ 2,501,446</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
COMMUNITY SERVICES BLOCK GRANT PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2020**

	Comm. Services Block Grant		CSBG	CSBG	Total
	19F-4023	20F - 3023	Discretionary	CARES	
	19F-4023	20F - 3023	Supplemental	Supplemental	
	7/1/2019 - 12/31/2019	1/1/2020 - 6/30/2020	19F-4425 7/1/2019 - 5/31/2020	20F-3662 3/27/2020 - 6/30/2020	
REVENUE					
Grant Income - Federal	\$ 177,270	\$ 130,831	\$ 30,000	\$ 441	\$ 338,542
	<u>177,270</u>	<u>130,831</u>	<u>30,000</u>	<u>441</u>	<u>338,542</u>
EXPENSES					
Salaries and Wages	94,123	53,232	-	338	147,693
Employee Benefits	28,784	13,297	-	103	42,184
In-Kind Expenditures	-	-	-	-	-
Direct Assistance	73	36,174	23,217	-	59,464
Medical Expenses	-	-	-	-	-
Consultants and Contractual	4,008	4,095	1,516	-	9,619
Materials and Supplies	3,471	5,993	4,277	-	13,741
Travel and Training	2,270	1,637	950	-	4,857
Repairs and Maintenance	144	185	-	-	329
Interest	-	-	-	-	-
Vehicle Expenses	72	1,054	40	-	1,166
Rent	33,540	3,200	-	-	36,740
Occupancy	9,279	7,912	-	-	17,191
Insurance	-	-	-	-	-
Postage and Printing	51	33	-	-	84
Telephone	1,287	2,292	-	-	3,579
Rentals	99	153	-	-	252
Purchases	-	-	-	-	-
Indirect Administration	-	-	-	-	-
Other Expenses	69	1,574	-	-	1,643
Depreciation	-	-	-	-	-
	<u>177,270</u>	<u>130,831</u>	<u>30,000</u>	<u>441</u>	<u>338,542</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
HEAD START PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2020**

	Madera Head Start			Total All Funds
	09CH9950/05/02 7/01/19-5/31/20	09CH011519/01 6/01/20-6/30/20	CARES 09CH011519/01 6/01/20-6/30/20	
REVENUE				
Grant Income - Federal	\$ 4,604,131	\$ 142,513	\$ 13,194	\$ 4,759,838
Grant Income - State	-	-	-	-
Grant Income - Local Govt.	-	-	-	-
Grant and Contract Income - Other	-	-	-	-
In-Kind Contributions	1,249,262	-	-	1,249,262
Donations	-	-	-	-
Rental Income	-	-	-	-
Parent Fees	-	-	-	-
Interest Income	-	-	-	-
Other Revenue	-	-	-	-
	<u>5,853,393</u>	<u>142,513</u>	<u>13,194</u>	<u>6,009,100</u>
EXPENSES				
Salaries and Wages	2,259,010	61,256	-	2,320,266
Employee Benefits	577,081	16,557	-	593,638
In-Kind Expenditures	1,249,262	-	-	1,249,262
Direct Assistance	-	-	-	-
Medical Expenses	1,422	-	-	1,422
Consultants and Contractual	67,637	1,980	-	69,617
Materials and Supplies	603,640	8,884	8,783	621,307
Travel and Training	50,187	6,469	-	56,656
Repairs and Maintenance	16,672	922	-	17,594
Interest	-	-	-	-
Vehicle Expenses	26,564	1,929	-	28,493
Rent	125,160	9,704	-	134,864
Occupancy	228,625	9,017	3,078	240,720
Insurance	2,710	277	-	2,987
Postage and Printing	8,319	2,574	-	10,893
Telephone	57,030	9,406	-	66,436
Rentals	31,187	646	-	31,833
Capital Purchases	151,150	-	-	151,150
Indirect Administration	370,249	11,887	1,333	383,469
Other Expenses	27,488	1,005	-	28,493
Depreciation	-	-	-	-
	<u>5,853,393</u>	<u>142,513</u>	<u>13,194</u>	<u>6,009,100</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
MIGRANT PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2020**

	Madera Migrant Head Start			Fresno Migrant Head Start		Early Head Start Child Care Partnerships		Total All Funds
	90CM9830/1 7/1/19 - 2/28/20	90CM9830/2 3/1/20 - 6/30/20	CARES 90CM9830/2 3/1/20 - 6/30/20	90CM9821/04 7/1/19 - 8/31/19	90CM9821/05 9/1/19 - 6/30/20	90HM000010/02 7/1/19 - 8/31/19	90HM000010/03 9/1/19 - 6/30/20	
REVENUE								
Grant Income - Federal	\$ 3,814,962	\$ 903,856	\$ 42,106	\$ 1,447,360	\$ 3,283,774	\$ 66,186	\$ 146,830	\$ 9,705,074
Grant Income - State	-	-	-	-	-	-	-	-
In-Kind Contributions	614,143	55,911	-	141,345	217,795	7,671	1,767	1,038,632
Donations	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-
Other Revenue	-	7,220	-	-	-	-	-	7,220
	<u>4,429,105</u>	<u>966,987</u>	<u>42,106</u>	<u>1,588,705</u>	<u>3,501,569</u>	<u>73,857</u>	<u>148,597</u>	<u>10,750,926</u>
EXPENSES								
Salaries and Wages	2,115,548	503,643	-	825,109	1,750,652	10,017	52,790	5,257,759
Employee Benefits	583,308	119,108	-	200,201	445,297	2,977	14,976	1,365,867
In-Kind Expenditures	614,143	55,911	-	141,345	217,795	7,671	1,767	1,038,632
Direct Assistance	-	-	-	-	-	-	-	-
Medical Expenses	1,542	218	-	456	316	-	-	2,532
Consultants and Contractual	65,440	13,579	-	6,355	12,900	12,060	56,077	166,411
Materials and Supplies	379,090	77,502	37,953	170,982	283,557	34,411	3,806	987,301
Travel and Training	13,100	13,224	-	11,007	67,705	82	3,232	108,350
Repairs and Maintenance	3,740	3,189	-	3,676	19,121	-	-	29,726
Interest	-	-	-	-	-	-	-	-
Vehicle Expenses	20,170	6,812	-	6,957	40,638	300	1,062	75,939
Rent	54,158	28,320	-	13,726	72,399	-	1,892	170,495
Occupancy	173,282	43,254	457	85,316	205,863	601	(29)	508,744
Insurance	2,581	415	-	738	1,250	-	226	5,210
Postage and Printing	1,190	2,009	184	1,793	8,415	-	-	13,591
Telephone	24,207	15,234	-	(8,243)	41,382	109	543	73,232
Rentals	17,635	6,187	-	4,763	19,958	-	-	48,543
Capital Purchases	13,177	-	-	-	12,589	-	-	25,766
Indirect Administration	317,106	75,992	3,512	120,724	272,849	5,519	12,247	807,949
Other Expenses	29,688	2,390	-	3,800	28,883	110	8	64,879
Depreciation	-	-	-	-	-	-	-	-
	<u>4,429,105</u>	<u>966,987</u>	<u>42,106</u>	<u>1,588,705</u>	<u>3,501,569</u>	<u>73,857</u>	<u>148,597</u>	<u>10,750,926</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CHILD CARE PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2020**

	State Migrant Basic CMIG-9017	Stanislaus Start-Up/ Close-Down CMIG-9017	Stanislaus Specialized Services CMSS-9017	Stanislaus CSPP RHS Layered CSPP-9631	Fresno COE One-Time QRIS	Subtotal Child Care Programs Page 1
REVENUE						
Grant Income - Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Income - State	823,170	132,509	134,765	651,629	36,000	1,778,073
Grant Income - Local Govt.	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-
Parent Fees	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
	<u>823,170</u>	<u>132,509</u>	<u>134,765</u>	<u>651,629</u>	<u>36,000</u>	<u>1,778,073</u>
EXPENSES						
Salaries and Wages	562,390	96,315	96,432	392,928	-	1,148,065
Employee Benefits	159,027	20,107	23,235	103,666	-	306,035
In-Kind Expenditures	-	-	-	-	-	-
Direct Assistance	-	-	-	-	-	-
Medical Expenses	98	-	-	-	-	98
Consultants and Contractual	3,040	-	-	1,192	-	4,232
Materials and Supplies	16,079	5,034	2,714	58,964	3,629	86,420
Travel and Training	-	-	-	463	-	463
Repairs and Maintenance	527	-	-	2,884	-	3,411
Interest	-	-	-	-	-	-
Vehicle Expenses	2,924	-	-	-	-	2,924
Rent	-	-	936	6,816	-	7,752
Occupancy	7,239	-	200	22,232	-	29,671
Insurance	214	-	-	227	-	441
Postage and Printing	861	-	-	7	-	868
Telephone	659	-	7	5,387	-	6,053
Rentals	1,226	-	-	1,827	-	3,053
Capital Purchases	-	-	-	-	-	-
Indirect Administration	68,660	11,053	11,241	54,352	330	145,636
Other Expenses	226	-	-	684	-	910
Depreciation	-	-	-	-	-	-
	<u>823,170</u>	<u>132,509</u>	<u>134,765</u>	<u>651,629</u>	<u>3,959</u>	<u>1,746,032</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,041</u>	<u>\$ 32,041</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CHILD CARE PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2020

	Resource and Referral Programs						
	Resource & Referral CRRP-9032	SSPI One-Time Resource & Referral 19-14872- B5090-4	CSCP One-Time Cleaning Supplies	Child Care Initiative Project CCIP-9032	Child Care Initiative Expansion	CCDF Health and Safety CHST-9032	Subtotal Child Care Programs Page 2
REVENUE							
Grant Income - Federal	\$ 28,196	\$ 2,209	\$ -	\$ 26,000	\$ 50,957	\$ 4,702	\$ 112,064
Grant Income - State	168,512	-	187,495	-	-	-	356,007
Grant Income - Local Govt.	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Parent Fees	-	-	-	-	-	-	-
Interest Income	19	-	-	-	-	-	19
Other Revenue	495	-	-	1	-	-	496
	<u>197,222</u>	<u>2,209</u>	<u>187,495</u>	<u>26,001</u>	<u>50,957</u>	<u>4,702</u>	<u>468,586</u>
EXPENSES							
Salaries and Wages	96,941	-	-	13,317	23,371	-	133,629
Employee Benefits	21,574	-	-	3,403	5,508	-	30,485
In-Kind Expenditures	-	-	-	-	-	-	-
Direct Assistance	-	-	-	-	17,828	-	17,828
Medical Expenses	-	-	-	-	-	-	-
Consultants and Contractual	437	-	-	-	-	-	437
Materials and Supplies	13,018	2,025	171,856	5,291	-	2,257	194,447
Travel and Training	2,191	-	-	1	-	-	2,192
Repairs and Maintenance	184	-	-	-	-	-	184
Interest	-	-	-	-	-	-	-
Vehicle Expenses	1,562	-	-	-	-	-	1,562
Rent	20,772	-	-	728	-	-	21,500
Occupancy	4,032	-	-	614	-	-	4,646
Insurance	15	-	-	-	-	-	15
Postage and Printing	1,083	-	-	150	-	-	1,233
Telephone	5,970	-	-	290	-	-	6,260
Rentals	355	-	-	-	-	-	355
Capital Purchases	-	-	-	-	-	-	-
Indirect Administration	16,450	184	15,639	2,169	4,250	392	39,084
Other Expenses	12,638	-	-	38	-	2,053	14,729
Depreciation	-	-	-	-	-	-	-
	<u>197,222</u>	<u>2,209</u>	<u>187,495</u>	<u>26,001</u>	<u>50,957</u>	<u>4,702</u>	<u>468,586</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CHILD CARE PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2020

	Alternative Payment Programs								
	Alternative Payment CAPP-9034	Alternative Payment CAPP-8034	Alternative Payment Stage 2 C2AP-9032	Alternative Payment Stage 3 C3AP-9031	Emergency Child Care Bridge Program for Foster Children	Child Care Food Program 04440-CACFP	Subtotal Child Care Programs Page 1	Subtotal Child Care Programs Page 2	Total All Child Care Funds
REVENUE									
Grant Income - Federal	\$ 1,850,887	\$ -	\$ 376,610	\$ 765,707	\$ -	\$ 412,884	\$ -	\$ 112,064	\$ 3,518,152
Grant Income - State	1,416,053	165,623	2,418,471	546,399	243,485	-	1,778,073	356,007	6,924,111
Grant Income - Local Govt.	-	-	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-
Parent Fees	101,431	14,616	20,956	40,672	-	-	-	-	177,675
Interest Income	54	-	78	24	-	-	-	19	175
Other Revenue	-	-	-	-	-	-	-	496	496
	<u>3,368,425</u>	<u>180,239</u>	<u>2,816,115</u>	<u>1,352,802</u>	<u>243,485</u>	<u>412,884</u>	<u>1,778,073</u>	<u>468,586</u>	<u>10,620,609</u>
EXPENSES									
Salaries and Wages	143,734	13,600	148,562	69,741	44,594	21,179	1,148,065	133,629	1,723,104
Employee Benefits	36,142	3,104	38,661	17,984	10,871	7,022	306,035	30,485	450,304
In-Kind Expenditures	-	-	-	-	-	-	-	-	-
Direct Assistance	2,869,333	147,731	2,344,904	1,139,399	166,757	-	-	17,828	6,685,952
Medical Expenses	278	-	-	-	-	-	98	-	376
Consultants and Contractual	-	-	-	-	-	-	4,232	437	4,669
Materials and Supplies	8,267	43	9,672	2,308	6,963	324,016	86,420	194,447	632,136
Travel and Training	2,841	96	2,884	971	12,510	-	463	2,192	21,957
Repairs and Maintenance	1,137	82	1,508	424	363	1,409	3,411	184	8,518
Interest	-	-	-	-	-	-	-	-	-
Vehicle Expenses	222	3	220	10	-	8,541	2,924	1,562	13,482
Rent	14,562	673	15,597	5,441	-	-	7,752	21,500	65,525
Occupancy	3,321	125	3,816	1,226	-	-	29,671	4,646	42,805
Insurance	-	-	-	-	-	-	441	15	456
Postage and Printing	3,186	-	3,013	888	65	-	868	1,233	9,253
Telephone	5,392	144	6,262	2,051	1,108	-	6,053	6,260	27,270
Rentals	1,615	57	1,587	546	241	16,166	3,053	355	23,620
Capital Purchases	-	-	-	-	-	-	-	-	-
Indirect Administration	272,499	13,842	233,143	109,444	-	34,439	145,636	39,084	848,087
Other Expenses	5,896	739	6,286	2,369	13	112	910	14,729	31,054
Depreciation	-	-	-	-	-	-	-	-	-
	<u>3,368,425</u>	<u>180,239</u>	<u>2,816,115</u>	<u>1,352,802</u>	<u>243,485</u>	<u>412,884</u>	<u>1,746,032</u>	<u>468,586</u>	<u>10,588,568</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,041</u>	<u>\$ -</u>	<u>\$ 32,041</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2020

	Dept. of Housing and Urban Develop. Shunammite Place		FEMA Phase 36 & 37	Madera Co. Behavioral Health Programs	CA Water Tank Continuation	CA Drinking Water Assistance WRCB	Other Housing Foundation Programs	Subtotal Emerg. Food and Shelter Page 1
	CA0772L9T141709	CA0772L9T141810						
REVENUE								
Grant Income - Federal	\$ 102,532	\$ 185,944	\$ 2,826	\$ 39,048	\$ -	\$ -	\$ -	\$ 330,350
Grant Income - State	-	-	-	118,449	723,360	22,430	-	864,239
Grant Income - Local Govt.	-	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-	-
In-Kind Contributions	-	45,802	-	-	-	-	-	45,802
Donations	-	-	-	-	-	-	10,353	10,353
Rental Income	6,567	15,757	-	-	-	-	-	22,324
Interest Income	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
	<u>109,099</u>	<u>247,503</u>	<u>2,826</u>	<u>157,497</u>	<u>723,360</u>	<u>22,430</u>	<u>10,353</u>	<u>1,273,068</u>
EXPENSES								
Salaries and Wages	34,254	69,858	2,032	81,247	13,385	4,690	-	205,466
Employee Benefits	10,401	19,277	317	20,918	3,537	1,084	-	55,534
In-Kind Expenditures	-	45,802	-	-	-	-	-	45,802
Direct Assistance	1,863	1,064	-	7,610	701,674	15,330	7,656	735,197
Medical Expenses	-	-	-	-	-	-	-	-
Consultants and Contractual	2,710	1,225	-	538	487	-	-	4,960
Materials and Supplies	9,134	14,785	-	5,465	213	1	1,090	30,688
Travel and Training	170	159	-	14,183	-	-	-	14,512
Repairs and Maintenance	392	1,231	78	380	139	87	-	2,307
Interest	-	-	-	-	-	-	-	-
Vehicle Expenses	-	-	-	1,072	-	-	-	1,072
Rent	30,578	67,325	-	387	790	281	-	99,361
Occupancy	11,993	13,553	-	8,654	161	60	-	34,421
Insurance	-	10	-	-	-	-	-	10
Postage and Printing	21	76	25	275	708	54	-	1,159
Telephone	1,121	2,176	-	1,888	313	137	-	5,635
Rentals	233	389	54	222	118	46	-	1,062
Capital Purchases	-	-	-	-	-	-	-	-
Indirect Administration	6,183	10,573	-	13,137	1,809	592	-	32,294
Other Expenses	46	-	320	1,521	26	68	998	2,979
Depreciation	-	-	-	-	-	-	-	-
	<u>109,099</u>	<u>247,503</u>	<u>2,826</u>	<u>157,497</u>	<u>723,360</u>	<u>22,430</u>	<u>9,744</u>	<u>1,272,459</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 609</u>	<u>\$ 609</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2020**

	FEMA CARES	Madera Co. Homeless Housing Assistance and Prevention (HHAP) 11681-20	Madera Co. Emergency COVID-19 Occupancy Project Roomkey 11629-20	Madera Co. Behavioral Health Rapid Re-housing	Fresno Co. Emergency Solutions Program	Madera Co. Homeless Outreach AB109	Subtotal Emerg. Food and Shelter Page 1	Total All Emerg. Food and Shelter Funds
REVENUE								
Grant Income - Federal	\$ 481	\$ -	\$ -	\$ -	\$ 37,450	\$ -	\$ 330,350	\$ 368,281
Grant Income - State	-	5,816	39,785	14,000	-	45,000	864,239	968,840
Grant Income - Local Govt.	-	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-	-
In-Kind Contributions	-	-	-	-	-	-	45,802	45,802
Donations	-	-	-	-	-	-	10,353	10,353
Rental Income	-	-	-	-	-	-	22,324	22,324
Interest Income	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
	<u>481</u>	<u>5,816</u>	<u>39,785</u>	<u>14,000</u>	<u>37,450</u>	<u>45,000</u>	<u>1,273,068</u>	<u>1,415,600</u>
EXPENSES								
Salaries and Wages	142	-	4,246	-	4,541	8,404	205,466	222,799
Employee Benefits	19	-	730	-	1,308	1,748	55,534	59,339
In-Kind Expenditures	-	-	-	-	-	-	45,802	45,802
Direct Assistance	-	5,331	34,809	14,000	28,310	-	735,197	817,647
Medical Expenses	-	-	-	-	-	158	-	158
Consultants and Contractual	-	-	-	-	-	590	4,960	5,550
Materials and Supplies	-	-	-	-	150	26,590	30,688	57,428
Travel and Training	-	-	-	-	17	548	14,512	15,077
Repairs and Maintenance	-	-	-	-	-	22	2,307	2,329
Interest	-	-	-	-	-	-	-	-
Vehicle Expenses	-	-	-	-	-	-	1,072	1,072
Rent	-	-	-	-	-	2,708	99,361	102,069
Occupancy	-	-	-	-	-	179	34,421	34,600
Insurance	-	-	-	-	-	-	10	10
Postage and Printing	-	-	-	-	-	-	1,159	1,159
Telephone	-	-	-	-	-	166	5,635	5,801
Rentals	-	-	-	-	-	-	1,062	1,062
Capital Purchases	-	-	-	-	-	-	-	-
Indirect Administration	-	485	-	-	3,124	3,753	32,294	39,656
Other Expenses	320	-	-	-	-	134	2,979	3,433
Depreciation	-	-	-	-	-	-	-	-
	<u>481</u>	<u>5,816</u>	<u>39,785</u>	<u>14,000</u>	<u>37,450</u>	<u>45,000</u>	<u>1,272,459</u>	<u>1,414,991</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 609</u>	<u>\$ 609</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
ENERGY PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2020**

	Department of Community Service and Development			
	LIHEAP 20B-2019	LIHEAP 19B-5019	Disgorgement Assistance Program (DAP) 20D-1019	Total
REVENUE				
Grant Income - Federal	\$ 337,833	\$ 174,308	\$ 21,939	\$ 534,080
Grant Income - State	-	-	-	-
Grant Income - Local Govt.	-	-	-	-
Grant and Contract Income - Other	-	-	-	-
Parent Fees	-	-	-	-
Interest Income	-	-	-	-
Other Revenue	-	-	-	-
	<u>337,833</u>	<u>174,308</u>	<u>21,939</u>	<u>534,080</u>
EXPENSES				
Salaries and Wages	124,557	79,502	1,396	205,455
Employee Benefits	26,410	17,865	266	44,541
In-Kind Expenditures	-	-	-	-
Direct Assistance	16,346	13,940	11,041	41,327
Medical Expenses	-	-	-	-
Consultants and Contractual	101,751	36,970	9,085	147,806
Materials and Supplies	17,758	4,106	-	21,864
Travel and Training	766	577	-	1,343
Repairs and Maintenance	3,191	957	-	4,148
Interest	-	-	-	-
Vehicle Expenses	40	47	-	87
Rent	12,732	4,849	-	17,581
Occupancy	2,967	1,523	-	4,490
Insurance	-	-	-	-
Postage and Printing	1,764	210	-	1,974
Telephone	5,928	2,529	-	8,457
Rentals	2,063	768	-	2,831
Capital Purchases	-	-	-	-
Indirect Administration	20,421	10,293	151	30,865
Other Expenses	1,139	172	-	1,311
Depreciation	-	-	-	-
	<u>337,833</u>	<u>174,308</u>	<u>21,939</u>	<u>534,080</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
SENIOR SERVICES PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2020**

	County of Madera		City of Chowchilla	Total
	Senior Meals	Senior Meals	Senior Meals	
REVENUE				
Grant Income - Federal	\$ 40,000	\$ -	\$ -	\$ 40,000
Grant Income - State	-	-	-	-
Grant Income - Local Govt.	-	47,425	3,155	50,580
Grant and Contract Income - Other	-	-	-	-
In-Kind Contributions	3,839	-	-	3,839
Donations	9,730	40	17	9,787
Parent Fees	-	-	-	-
Interest Income	-	-	-	-
Other Revenue	-	-	-	-
	<u>53,569</u>	<u>47,465</u>	<u>3,172</u>	<u>104,206</u>
EXPENSES				
Salaries and Wages	41,197	11,808	751	53,756
Employee Benefits	7,606	2,252	117	9,975
In-Kind Expenditures	3,839	-	-	3,839
Direct Assistance	-	-	-	-
Medical Expenses	-	-	-	-
Consultants and Contractual	-	87	-	87
Materials and Supplies	515	3,497	677	4,689
Travel and Training	-	678	65	743
Repairs and Maintenance	-	831	-	831
Interest	-	-	-	-
Vehicle Expenses	-	322	19	341
Rent	-	16,438	16	16,454
Occupancy	-	311	3	314
Insurance	-	186	22	208
Postage and Printing	-	372	-	372
Telephone	412	1,945	443	2,800
Rentals	-	629	-	629
Purchases	-	-	-	-
Indirect Administration	-	7,438	934	8,372
Other Expenses	-	671	125	796
Depreciation	-	-	-	-
	<u>53,569</u>	<u>47,465</u>	<u>3,172</u>	<u>104,206</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
OTHER PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2020**

	Community Services Programs	City of Madera CDBG	San Joaquin Valley Health Census 2020 Outreach	FTB CalEITC Pass-Through UWFMC	Subtotal Other Programs Page 1
REVENUE					
Grant Income - Federal	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
Grant Income - State	-	-	-	8,000	8,000
Grant Income - Local Govt.	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-
In-Kind Contributions	-	-	-	-	-
Donations	-	-	6,305	-	6,305
Rental Income	-	-	-	-	-
Other Revenue	600	-	-	-	600
	<u>600</u>	<u>18,000</u>	<u>6,305</u>	<u>8,000</u>	<u>32,905</u>
EXPENSES					
Salaries and Wages	-	11,832	4,713	484	17,029
Employee Benefits	-	2,779	760	193	3,732
In-Kind Expenditures	-	-	-	-	-
Direct Assistance	1	-	-	-	1
Medical Expenses	-	-	158	-	158
Consultants and Contractual	-	-	-	6,280	6,280
Materials and Supplies	327	57	16	234	634
Travel and Training	-	486	61	-	547
Repairs and Maintenance	-	91	-	368	459
Interest	-	-	-	-	-
Vehicle Expenses	-	166	36	-	202
Rent	-	266	-	-	266
Occupancy	-	46	-	-	46
Insurance	-	-	-	-	-
Postage and Printing	-	-	-	-	-
Telephone	-	47	-	-	47
Rentals	-	73	-	131	204
Capital Purchases	-	-	-	-	-
Indirect Administration	-	1,501	526	-	2,027
Other Expenses	235	656	35	310	1,236
Depreciation	-	-	-	-	-
	<u>563</u>	<u>18,000</u>	<u>6,305</u>	<u>8,000</u>	<u>32,868</u>
CHANGE IN NET ASSETS	<u>\$ 37</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
OTHER PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2020**

	Cal-OES Rape/Sexual Assault	Cal-OES Victim Witness	Cal-OES Advocacy and Outreach	Cal-OES Comprehensive Domestic Violence Serv	Cal-OES Transitional Housing	Other Programs	Subtotal Other Programs Page 2
REVENUE							
Grant Income - Federal	\$ 315,600	\$ 314,357	\$ 103,687	\$ 384,588	\$ 125,558	\$ 24,737	\$ 1,268,527
Grant Income - State	44,311	40,201	-	245,210	-	-	329,722
Grant Income - Local Govt.	-	-	-	-	-	42,044	42,044
Grant and Contract Income - Other	-	-	-	-	-	-	-
In-Kind Contributions	10,696	10,696	5,348	21,717	5,348	-	53,805
Donations	-	-	-	-	-	15,684	15,684
Rental Income	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
	<u>370,607</u>	<u>365,254</u>	<u>109,035</u>	<u>651,515</u>	<u>130,906</u>	<u>82,465</u>	<u>1,709,782</u>
EXPENSES							
Salaries and Wages	210,767	204,281	58,691	344,623	55,106	21,686	895,154
Employee Benefits	49,763	48,270	16,053	79,767	16,637	4,599	215,089
In-Kind Expenditures	10,696	10,696	5,348	21,717	5,348	-	53,805
Direct Assistance	1,000	-	-	10,475	10,063	-	21,538
Medical Expenses	-	-	-	178	158	-	336
Consultants and Contractual	15,443	9,107	304	9,067	93	-	34,014
Materials and Supplies	12,199	12,146	7,601	35,824	3,131	3,975	74,876
Travel and Training	10,309	10,917	-	398	49	8	21,681
Repairs and Maintenance	879	224	166	518	111	-	1,898
Interest	-	-	-	-	-	-	-
Vehicle Expenses	2,357	7,432	2,168	5,624	704	-	18,285
Rent	12,587	17,605	3,728	13,927	27,662	294	75,803
Occupancy	3,426	6,238	970	63,681	814	2	75,131
Insurance	534	630	385	907	437	-	2,893
Postage and Printing	665	869	323	518	-	-	2,375
Telephone	6,906	5,753	3,467	8,460	97	-	24,683
Rentals	1,636	574	611	1,043	19	-	3,883
Capital Purchases	-	-	-	-	-	781	781
Indirect Administration	30,020	29,574	8,648	52,531	10,458	2,660	133,891
Other Expenses	1,420	938	572	2,257	19	643	5,849
Depreciation	-	-	-	-	-	-	-
	<u>370,607</u>	<u>365,254</u>	<u>109,035</u>	<u>651,515</u>	<u>130,906</u>	<u>34,648</u>	<u>1,661,965</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 47,817</u>	<u>\$ 47,817</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
OTHER PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2020

	Mental Health Services	Strengthening Families Parenting	Child Advocacy Center CFIT	Subtotal Other Programs Page 1	Subtotal Other Programs Page 2	Total All Funds
REVENUE						
Grant Income - Federal	\$ -	\$ -	\$ -	\$ 18,000	\$ 1,268,527	\$ 1,286,527
Grant Income - State	6,564	-	-	8,000	329,722	344,286
Grant Income - Local Govt.	-	189,600	-	-	42,044	231,644
Grant and Contract Income - Other	-	-	-	-	-	-
In-Kind Contributions	-	-	-	-	53,805	53,805
Donations	-	-	-	6,305	15,684	21,989
Rental Income	-	-	-	-	-	-
Other Revenue	-	-	-	600	-	600
	<u>6,564</u>	<u>189,600</u>	<u>-</u>	<u>32,905</u>	<u>1,709,782</u>	<u>1,938,851</u>
EXPENSES						
Salaries and Wages	-	101,227	-	17,029	895,154	1,013,410
Employee Benefits	-	29,198	-	3,732	215,089	248,019
In-Kind Expenditures	-	-	-	-	53,805	53,805
Direct Assistance	6,016	-	-	1	21,538	27,555
Medical Expenses	-	-	-	158	336	494
Consultants and Contractual	-	2,950	-	6,280	34,014	43,244
Materials and Supplies	-	21,323	4,860	634	74,876	101,693
Travel and Training	-	-	-	547	21,681	22,228
Repairs and Maintenance	-	400	-	459	1,898	2,757
Interest	-	-	-	-	-	-
Vehicle Expenses	-	72	-	202	18,285	18,559
Rent	-	13,000	-	266	75,803	89,069
Occupancy	-	1,618	1,204	46	75,131	77,999
Insurance	-	-	-	-	2,893	2,893
Postage and Printing	-	193	43	-	2,375	2,611
Telephone	-	2,221	-	47	24,683	26,951
Rentals	-	1,430	-	204	3,883	5,517
Capital Purchases	-	-	-	-	781	781
Indirect Administration	548	15,814	-	2,027	133,891	152,280
Other Expenses	-	154	-	1,236	5,849	7,239
Depreciation	-	-	-	-	-	-
	<u>6,564</u>	<u>189,600</u>	<u>6,107</u>	<u>32,868</u>	<u>1,661,965</u>	<u>1,897,104</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (6,107)</u>	<u>\$ 37</u>	<u>\$ 47,817</u>	<u>\$ 41,747</u>

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021**

	20D-1019				Reported Costs	Budget 10/1/2019 Through 12/31/2021	Budget vs. Actual Variance
	Actual			Total Audited Costs			
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 12/31/2021				
REVENUE							
Grants Income Federal	\$ 9,085	\$ -	\$ -	\$ 9,085	\$ 9,085	\$ 9,085	\$ -
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	9,085	-	-	9,085	9,085	9,085	-
EXPENSE							
Weatherization Program Support Costs							
Intake	-	-	-	-	-	-	-
Outreach	-	-	-	-	-	-	-
Training and Technical Assistance	-	-	-	-	-	-	-
Training and Technical Assistance - Solar Hot Water Heating	-	-	-	-	-	-	-
Total Weatherization Program Costs	-	-	-	-	-	-	-
Weatherization Program Activities and Program Costs	9,085	-	-	9,085	9,085	9,085	-
Total Weatherization Program Activities and Program Costs	9,085	-	-	9,085	9,085	9,085	-
Total Expenses	9,085	-	-	9,085	9,085	9,085	-
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021**

	20D-1019						
	Actual			Total Audited Costs	Reported Costs	Budget	Budget vs. Actual Variance
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 12/31/2021			10/1/2019 Through 12/31/2021	
REVENUE							
Grants Income Federal	\$ 12,854	\$ -	\$ -	\$ 12,854	\$ 12,854	\$ 12,854	\$ -
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	12,854	-	-	12,854	12,854	12,854	-
EXPENSE							
Assurance 16 Costs							
Assurance 16 Activities	1,662	-	-	1,662	1,662	1,662	-
Administrative Costs							
Administrative Costs	151	-	-	151	151	151	-
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Total Administrative Costs	151	-	-	151	151	151	-
Program Support Costs (ECIP and HEAP)							
Intake	-	-	-	-	-	-	-
Outreach	-	-	-	-	-	-	-
Training and Technical Assistance	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	-	-	-	-	-	-	-
Program Services Costs							
ECIP Emergency Heating and Cooling Services (EHCS)	-	-	-	-	-	-	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-	-
Wood, Propane, and Oil (ECIP and HEAP WPO)	11,041	-	-	11,041	11,041	11,041	-
General Operating Costs	-	-	-	-	-	-	-
Total Program Services Costs	11,041	-	-	11,041	11,041	11,041	-
Total Expenses	12,854	-	-	12,854	12,854	12,854	-
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021**

	20B-2019				Reported Costs	Budget 10/1/2019 Through 12/31/2021	Budget vs. Actual Variance
	Actual			Total Audited Costs			
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 12/31/2021				
REVENUE							
Grants Income Federal	\$ 122,978	\$ -	\$ -	\$ 122,978	\$ 122,978	\$ 395,178	\$ 272,200
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	<u>122,978</u>	<u>-</u>	<u>-</u>	<u>122,978</u>	<u>122,978</u>	<u>395,178</u>	<u>272,200</u>
EXPENSE							
Weatherization Program Support Costs							
Intake	17,659	-	-	17,659	17,659	31,614	13,955
Outreach	11,785	-	-	11,785	11,785	19,759	7,974
Training and Technical Assistance	-	-	-	-	-	19,759	19,759
Training and Technical Assistance - Solar Hot Water Heating	-	-	-	-	-	-	-
Total Weatherization Program Costs	<u>29,444</u>	<u>-</u>	<u>-</u>	<u>29,444</u>	<u>29,444</u>	<u>71,132</u>	<u>41,688</u>
Weatherization Program Activities and Program Costs	<u>93,534</u>	<u>-</u>	<u>-</u>	<u>93,534</u>	<u>93,534</u>	<u>324,046</u>	<u>230,512</u>
Total Weatherization Program Activities and Program Costs	<u>93,534</u>	<u>-</u>	<u>-</u>	<u>93,534</u>	<u>93,534</u>	<u>324,046</u>	<u>230,512</u>
Total Expenses	<u>122,978</u>	<u>-</u>	<u>-</u>	<u>122,978</u>	<u>122,978</u>	<u>395,178</u>	<u>272,200</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

	20B-2019						Budget 10/1/2019 Through 12/31/2021	Budget vs. Actual Variance
	Actual			Total Audited Costs	Reported Costs	Budget 10/1/2019 Through 12/31/2021		
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 12/31/2021					
REVENUE								
Grants Income Federal	\$ 214,855	\$ -	\$ -	\$ 214,855	\$ 214,855	\$ 359,121	\$ 144,266	
Other Revenue	-	-	-	-	-	-	-	
TOTAL REVENUE	214,855	-	-	214,855	214,855	359,121	144,266	
EXPENSE								
Assurance 16 Costs								
Assurance 16 Activities	47,606	-	-	47,606	47,606	79,617	32,011	
Administrative Costs								
Administrative Costs	45,065	-	-	45,065	45,065	79,617	34,552	
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-	-	
Out of State Travel	-	-	-	-	-	-	-	
Total Administrative Costs	45,065	-	-	45,065	45,065	79,617	34,552	
Program Support Costs (ECIP and HEAP)								
Intake	45,160	-	-	45,160	45,160	76,147	30,987	
Outreach	27,717	-	-	27,717	27,717	47,592	19,875	
Training and Technical Assistance	1,868	-	-	1,868	1,868	3,337	1,469	
Out of State Travel	-	-	-	-	-	-	-	
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-	-	
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-	-	
Automation Supplemental	-	-	-	-	-	-	-	
Total Program Support Costs (ECIP and HEAP)	74,745	-	-	74,745	74,745	127,076	52,331	
Program Services Costs								
ECIP Emergency Heating and Cooling Services (EHCS)	10,062	-	-	10,062	10,062	10,000	(62)	
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-	-	
Wood, Propane, and Oil (ECIP and HEAP WPO)	6,284	-	-	6,284	6,284	19,000	12,716	
General Operating Costs	31,093	-	-	31,093	31,093	43,811	12,718	
Total Program Services Costs	47,439	-	-	47,439	47,439	72,811	25,372	
Total Expenses	214,855	-	-	214,855	214,855	359,121	144,266	
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD OCTOBER 1, 2018 THROUGH JUNE 30, 2020**

	19B-5019					
	Actual			Reported Costs	Budget	Budget vs. Actual Variance
	10/1/2018 Through 6/30/2019	7/1/2019 Through 6/30/2020	Total Audited Costs		10/1/2018 Through 6/30/2020	
REVENUE						
Grants Income Federal	\$ 356,769	\$ 47,130	\$ 403,899	\$ 403,899	\$ 403,899	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	356,769	47,130	403,899	403,899	403,899	-
EXPENSE						
Weatherization Program Support Costs						
Intake	21,164	11,148	32,312	32,312	32,312	-
Outreach	13,432	6,763	20,195	20,195	20,195	-
Training and Technical Assistance	4,717	-	4,717	4,717	20,195	15,478
Training and Technical Assistance - Solar Hot Water Heating	-	-	-	-	-	-
Total Weatherization Program Costs	39,313	17,911	57,224	57,224	72,702	15,478
Weatherization Program Activities and Program Costs	317,456	29,219	346,675	346,675	331,197	(15,478)
Total Weatherization Program Activities and Program Costs	317,456	29,219	346,675	346,675	331,197	(15,478)
Total Expenses	356,769	47,130	403,899	403,899	403,899	-
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD OCTOBER 1, 2018 THROUGH JUNE 30, 2020**

	19B-5019					
	Actual		Total Audited Costs	Reported Costs	Budget	Budget vs. Actual Variance
	10/1/2018 Through 6/30/2019	7/1/2019 Through 6/30/2020			10/1/2018 Through 6/30/2020	
REVENUE						
Grants Income Federal	\$ 239,211	\$ 127,178	\$ 366,389	\$ 366,389	\$ 366,389	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	239,211	127,178	366,389	366,389	366,389	-
EXPENSE						
Assurance 16 Costs						
Assurance 16 Activities	49,909	31,202	81,111	81,111	81,111	-
Administrative Costs						
Administrative Costs	58,933	22,178	81,111	81,111	81,111	-
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total Administrative Costs	58,933	22,178	81,111	81,111	81,111	-
Program Support Costs (ECIP and HEAP)						
Intake	48,378	29,400	77,778	77,778	77,778	-
Outreach	30,829	17,782	48,611	48,611	48,611	-
Training and Technical Assistance	3,092	385	3,477	3,477	3,442	(35)
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	82,299	47,567	129,866	129,866	129,831	(35)
Program Services Costs						
ECIP Emergency Heating and Cooling Services (EHCS)	14,698	9,204	23,902	23,902	22,000	(1,902)
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane, and Oil (ECIP and HEAP WPO)	12,464	4,736	17,200	17,200	17,200	-
General Overhead Costs	20,908	12,291	33,199	33,199	35,136	1,937
Total Program Services Costs	48,070	26,231	74,301	74,301	74,336	35
Total Expenses	239,211	127,178	366,389	366,389	366,389	-
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD OCTOBER 1, 2017 THROUGH JULY 31, 2019**

	18B-4019				Reported Costs	Budget 10/1/2017 Through 7/31/2019	Budget vs. Actual Variance
	Actual			Total Audited Costs			
	10/1/2017 Through 6/30/2018	7/1/2018 Through 6/30/2019	7/1/2019 Through 7/31/2019				
REVENUE							
Grants Income Federal	\$ 189,917	\$ 50,334	\$ -	\$ 240,251	\$ 240,251	\$ 240,251	\$ -
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	<u>189,917</u>	<u>50,334</u>	<u>-</u>	<u>240,251</u>	<u>240,251</u>	<u>240,251</u>	<u>-</u>
EXPENSE							
Weatherization Program Support Costs							
Intake	11,214	6,600	-	17,814	17,814	19,220	1,406
Outreach	7,737	3,667	-	11,404	11,404	12,013	609
Training and Technical Assistance	4,155	-	-	4,155	4,155	12,013	7,858
Training and Technical Assistance - Solar Hot Water Heating	-	-	-	-	-	-	-
Total Weatherization Program Costs	<u>23,106</u>	<u>10,267</u>	<u>-</u>	<u>33,373</u>	<u>33,373</u>	<u>43,246</u>	<u>9,873</u>
Weatherization Program Activities and Program Costs	<u>166,811</u>	<u>40,067</u>	<u>-</u>	<u>206,878</u>	<u>206,878</u>	<u>197,005</u>	<u>(9,873)</u>
Total Weatherization Program Activities and Program Costs	<u>166,811</u>	<u>40,067</u>	<u>-</u>	<u>206,878</u>	<u>206,878</u>	<u>197,005</u>	<u>(9,873)</u>
Total Expenses	<u>189,917</u>	<u>50,334</u>	<u>-</u>	<u>240,251</u>	<u>240,251</u>	<u>240,251</u>	<u>-</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD OCTOBER 1, 2017 THROUGH JULY 31, 2019

	18B-4019						
	Actual			Total Audited Costs	Reported Costs	Budget	Budget vs. Actual Variance
	10/1/2017 Through 6/30/2018	7/1/2018 Through 6/30/2019	7/1/2019 Through 7/31/2019			10/1/2017 Through 7/31/2019	
REVENUE							
Grants Income Federal	\$ 146,476	\$ 222,331	\$ -	\$ 368,807	\$ 368,807	\$ 368,807	\$ -
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	146,476	222,331	-	368,807	368,807	368,807	-
EXPENSE							
Assurance 16 Costs							
Assurance 16 Activities	27,476	44,747	-	72,223	72,223	72,223	-
Administrative Costs							
Administrative Costs	36,980	52,133	-	89,113	89,113	89,113	-
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Total Administrative Costs	36,980	52,133	-	89,113	89,113	89,113	-
Program Support Costs (ECIP and HEAP)							
Intake	30,187	52,153	-	82,340	82,340	82,340	-
Outreach	17,929	33,534	-	51,463	51,463	51,463	-
Training and Technical Assistance	283	2,379	-	2,662	2,662	2,662	-
Out of State Travel	-	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	48,399	88,066	-	136,465	136,465	136,465	-
Program Services Costs							
ECIP Emergency Heating and Cooling Services (EHCS)	4,078	25,039	-	29,117	29,117	27,840	(1,277)
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-	-
Wood, Propane, and Oil (ECIP and HEAP WPO)	11,552	6,410	-	17,962	17,962	27,846	9,884
General Operating Costs	17,991	5,936	-	23,927	23,927	15,320	(8,607)
Total Program Services Costs	33,621	37,385	-	71,006	71,006	71,006	-
Total Expenses	146,476	222,331	-	368,807	368,807	368,807	-
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG
FOR THE YEAR ENDED DECEMBER 31, 2019**

19F-4023

	Actual		Total Audited Costs	Reported Costs	Budget	Budget vs. Actual Variance
	1/1/2019 Through 6/30/2019	7/1/2019 Through 12/31/2019			1/1/2019 Through 12/31/2019	
REVENUE						
Grants Income Federal	\$ 101,803	\$ 177,270	\$ 279,073	\$ 279,073	\$ 279,073	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	101,803	177,270	279,073	279,073	279,073	-
EXPENSE						
Administrative Costs						
Salaries and Wages	24,194	64,914	89,108	89,108	92,281	3,173
Employee Benefits	9,295	23,097	32,392	32,392	31,991	(401)
Operating Expenses	-	10,923	10,923	10,923	10,797	(126)
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-
Subtotal Administrative Costs	33,489	98,934	132,423	132,423	135,069	2,646
Program Costs						
Salaries and Wages	19,754	29,209	48,963	48,963	48,759	(204)
Employee Benefits	6,529	5,687	12,216	12,216	13,250	1,034
Operating Expenses	33,642	37,189	70,831	70,831	65,907	(4,924)
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	2,170	2,170	2,170	3,518	1,348
Contract/Consultant Services	8,314	4,008	12,322	12,322	11,760	(562)
Other Costs	75	73	148	148	810	662
Subtotal Program Costs	68,314	78,336	146,650	146,650	144,004	(2,646)
TOTAL EXPENSE	101,803	177,270	279,073	279,073	279,073	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY
FOR THE PERIOD JULY 1, 2019 THROUGH MAY 31, 2020**

	19F-4425				
	Actual		Reported Costs	Budget	Budget vs. Actual Variance
	7/1/2019 Through 5/31/2020	Total Audited Costs		7/1/2019 Through 5/31/2020	
REVENUE					
Grants Income Federal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
Other Revenue	-	-	-	-	-
TOTAL REVENUE	30,000	30,000	30,000	30,000	-
EXPENSE					
Administrative Costs					
Salaries and Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	-	-
Program Costs					
Salaries and Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Operating Expenses	990	990	990	1,000	10
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	1,516	1,516	1,516	1,500	(16)
Other Costs	27,494	27,494	27,494	27,500	6
Subtotal Program Costs	30,000	30,000	30,000	30,000	-
TOTAL EXPENSE	30,000	30,000	30,000	30,000	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG
FOR THE PERIOD JANUARY 1, 2020 THROUGH JUNE 30, 2020

	20F-3023					
	Actual				Budget	Budget vs. Actual Variance
	1/1/2020 Through 6/30/2020	Total Audited Costs	Reported Costs	1/1/2020 Through 5/31/2021		
REVENUE						
Grants Income Federal	\$ 130,831	\$ 130,831	\$ 130,831	\$ 287,694	\$ 156,863	
Other Revenue	-	-	-	-	-	
TOTAL REVENUE	130,831	130,831	130,831	287,694	156,863	
EXPENSE						
Administrative Costs						
Salaries and Wages	756	756	756	19,792	19,036	
Employee Benefits	438	438	438	7,467	7,029	
Operating Expenses	-	-	-	1,100	1,100	
Equipment	-	-	-	-	-	
Out-of-State Travel	-	-	-	-	-	
Contract/Consultant Services	-	-	-	-	-	
Other Costs	-	-	-	-	-	
Subtotal Administrative Costs	1,194	1,194	1,194	28,359	27,165	
Program Costs						
Salaries and Wages	52,476	52,476	52,476	95,205	42,729	
Employee Benefits	12,859	12,859	12,859	21,223	8,364	
Operating Expenses	24,033	24,033	24,033	53,466	29,433	
Equipment	-	-	-	-	-	
Out-of-State Travel	-	-	-	-	-	
Contract/Consultant Services	4,095	4,095	4,095	5,000	905	
Other Costs	36,174	36,174	36,174	84,441	48,267	
Subtotal Program Costs	129,637	129,637	129,637	259,335	129,698	
TOTAL EXPENSE	130,831	130,831	130,831	287,694	156,863	
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY
FOR THE PERIOD JANUARY 1, 2020 THROUGH JUNE 30, 2020**

	20F-3023				
	Actual		Reported Costs	Budget	Budget vs. Actual Variance
	1/1/2020 Through 6/30/2020	Total Audited Costs		1/1/2020 Through 5/31/2021	
REVENUE					
Grants Income Federal	\$ -	\$ -	\$ -	\$ 32,000	\$ 32,000
Other Revenue	-	-	-	-	-
TOTAL REVENUE	-	-	-	32,000	32,000
EXPENSE					
Administrative Costs					
Salaries and Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	-	-
Program Costs					
Salaries and Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	32,000	32,000
Subtotal Program Costs	-	-	-	32,000	32,000
TOTAL EXPENSE	-	-	-	32,000	32,000
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG – CARES SUPPLEMENTAL
FOR THE PERIOD MARCH 27, 2020 THROUGH JUNE 30, 2020**

	20F-3662				
	Actual		Reported Costs	Budget	Budget vs. Actual Variance
	3/27/2020 Through 6/30/2020	Total Audited Costs		3/27/2020 Through 5/31/2022	
REVENUE					
Grants Income Federal	\$ 441	\$ 441	\$ 441	\$ 390,168	\$ 389,727
Other Revenue	-	-	-	-	-
TOTAL REVENUE	441	441	441	390,168	389,727
EXPENSE					
Administrative Costs					
Salaries and Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Operating Expenses	-	-	-	1,000	1,000
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	1,000	1,000
Program Costs					
Salaries and Wages	338	338	338	296,766	296,428
Employee Benefits	103	103	103	72,076	71,973
Operating Expenses	-	-	-	20,326	20,326
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Program Costs	441	441	441	389,168	388,727
TOTAL EXPENSE	441	441	441	390,168	389,727
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA OFFICE OF EMERGENCY SERVICES**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA OFFICE OF EMERGENCY SERVICES
RAPE CRISIS PROGRAM
FOR THE PERIOD OCTOBER 1, 2018 THROUGH JUNE 30, 2020**

	<u>Rape/Sexual Assault</u> RC18 32 1245			<u>Rape/Sexual Assault</u> RC19 33 1245			
	Audited Costs 10/1/2018 Through 6/30/2019	Audited Costs 7/1/2019 Through 9/30/2019	Total Audited Costs	Reported Expenses 10/1/2018 Through 6/30/2020	Total Budget 10/1/2018 Through 9/30/2019	Audited Costs 10/1/2019 Through 6/30/2020	Total Budget 10/1/2019 Through 9/30/2020
<u>REVENUE</u>							
Grants Income Federal	\$ 210,075	\$ 95,994	\$ 306,069	\$ 306,069	\$ 306,069	\$ 219,606	\$ 307,069
Grants Income State	33,771	28,691	62,462	62,462	62,462	15,620	15,620
In-Kind Contributions	5,877	4,423	10,300	10,300	-	6,273	15,353
TOTAL REVENUE	249,723	129,108	378,831	378,831	368,531	241,499	338,042
<u>EXPENSE</u>							
<u>Personnel Services</u>							
Personnel Services	184,070	75,894	259,964	259,964	259,964	184,636	247,943
Salaries In-Kind	4,373	4,423	8,796	8,796	-	6,273	15,353
Total Personnel Services	188,443	80,317	268,760	268,760	259,964	190,909	263,296
<u>Operating Expenses</u>							
Operating Expenses	59,776	48,791	108,567	108,567	108,567	50,590	74,746
In-Kind Expenses	1,504	-	1,504	1,504	-	-	-
Total Operating Expenses	61,280	48,791	110,071	110,071	108,567	50,590	74,746
<u>Equipment</u>							
Capital Purchases	-	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-	-
Total Expenses	249,723	129,108	378,831	378,831	368,531	241,499	338,042
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA OFFICE OF EMERGENCY SERVICES
COMPREHENSIVE SHELTER PROGRAM
FOR THE PERIOD OCTOBER 1, 2018 THROUGH JUNE 30, 2020**

	<u>Comprehensive Shelter</u> DV18 10 1245			<u>Comprehensive Shelter</u> DV19 11 1245			
	Audited Costs 10/1/2018 Through 6/30/2019	Audited Costs 7/1/2019 Through 9/30/2019	Total Audited Costs	Reported Expenses 10/1/2018 Through 6/30/2020	Total Budget 10/1/2018 Through 9/30/2019	Audited Costs 10/1/2019 Through 6/30/2020	Total Budget 10/1/2019 Through 9/30/2020
REVENUE							
Grants Income Federal	\$ 268,114	\$ 55,446	\$ 323,560	\$ 323,560	\$ 323,560	\$ 329,142	\$ 328,168
Grants Income State	153,488	129,235	282,723	282,723	282,723	115,975	201,981
In-Kind Contributions	28,478	7,541	36,019	36,019	28,041	14,176	20,198
TOTAL REVENUE	450,080	192,222	642,302	642,302	634,324	459,293	550,347
EXPENSE							
<u>Personnel Services</u>							
Personnel Services	275,247	97,607	372,854	372,854	372,854	326,783	409,398
Salaries In-Kind	7,934	-	7,934	7,934	3,561	-	-
Total Personnel Services	283,181	97,607	380,788	380,788	376,415	326,783	409,398
<u>Operating Expenses</u>							
Operating Expenses	122,784	87,074	209,858	209,858	209,859	118,334	120,751
In-Kind Expenses	20,545	7,541	28,086	28,086	24,480	14,176	20,198
Total Operating Expenses	143,329	94,615	237,944	237,944	234,339	132,510	140,949
<u>Equipment</u>							
Capital Purchases	23,570	-	23,570	23,570	23,570	-	-
Total Equipment	23,570	-	23,570	23,570	23,570	-	-
Total Expenses	450,080	192,222	642,302	642,302	634,324	459,293	550,347
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA OFFICE OF EMERGENCY SERVICES
TRANSITIONAL HOUSING PROGRAM
FOR THE PERIOD JULY 1, 2016 THROUGH JUNE 30, 2020**

	<u>Transitional Housing Program</u> XH16 01 1245			<u>Transitional Housing Program</u> XH19 02 1245			
	Audited Costs 7/1/2016 Through 6/30/2019	Audited Costs 7/1/2019 Through 12/31/2019	Total Audited Costs	Reported Expenses 7/1/2016 Through 12/31/2019	Total Budget 7/1/2016 Through 12/31/2019	Audited Costs 1/1/2020 Through 6/30/2020	Total Budget 1/1/2020 Through 12/31/2020
<u>REVENUE</u>							
Grants Income Federal	\$ 373,555	\$ 57,345	\$ 430,900	\$ 430,900	\$ 430,900	\$ 68,213	\$ 123,114
Donations	10,200	-	10,200	10,200	10,200	-	-
In-Kind Contributions	101,898	2,211	104,109	104,109	97,525	3,137	6,156
TOTAL REVENUE	485,653	59,556	545,209	545,209	538,625	71,350	129,270
<u>EXPENSE</u>							
<u>Personnel Services</u>							
Personnel Services	189,229	34,353	223,582	223,582	213,587	37,390	71,823
Salaries In-Kind	91,534	2,211	93,745	93,745	87,161	3,137	6,156
Total Personnel Services	280,763	36,564	317,327	317,327	300,748	40,527	77,979
<u>Operating Expenses</u>							
Operating Expenses	184,326	22,992	207,318	207,318	227,513	30,823	51,291
In-Kind Expenses	20,564	-	20,564	20,564	10,364	-	-
Total Operating Expenses	204,890	22,992	227,882	227,882	237,877	30,823	51,291
<u>Equipment</u>							
Capital Purchases	-	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-	-
Total Expenses	485,653	59,556	545,209	545,209	538,625	71,350	129,270
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA OFFICE OF EMERGENCY SERVICES
VICTIM WITNESS PROGRAM
FOR THE PERIOD OCTOBER 1, 2018 THROUGH JUNE 30, 2020**

	<u>Victim Witness Program</u> VW18 32 0200			<u>Victim Witness Program</u> VW19 33 0200			
	Audited Costs 10/1/2018 Through 6/30/2019	Audited Costs 7/1/2019 Through 9/30/2019	Total Audited Costs	Reported Expenses 10/1/2018 Through 6/30/2020	Total Budget 10/1/2018 Through 9/30/2019	Audited Costs 10/1/2019 Through 6/30/2020	Total Budget 10/1/2019 Through 9/30/2020
<u>REVENUE</u>							
Grants Income Federal	\$ 249,452	\$ 94,792	\$ 344,244	\$ 344,244	\$ 344,244	\$ 219,565	\$ 317,946
Grants Income State	35,440	3,863	39,303	39,303	39,303	36,338	37,482
In-Kind Contributions	13,924	4,423	18,347	18,347	9,351	6,273	15,897
TOTAL REVENUE	298,816	103,078	401,894	401,894	392,898	262,176	371,325
<u>EXPENSE</u>							
<u>Personnel Services</u>							
Personnel Services	184,546	71,939	256,485	256,485	256,485	180,612	265,225
Salaries In-Kind	13,724	4,423	18,147	18,147	9,351	6,273	15,897
Total Personnel Services	198,270	76,362	274,632	274,632	265,836	186,885	281,122
<u>Operating Expenses</u>							
Operating Expenses	78,996	26,716	105,712	105,712	105,712	75,291	90,203
In-Kind Expenses	200	-	200	200	-	-	-
Total Operating Expenses	79,196	26,716	105,912	105,912	105,712	75,291	90,203
<u>Equipment</u>							
Capital Purchases	21,350	-	21,350	21,350	21,350	-	-
Total Equipment	21,350	-	21,350	21,350	21,350	-	-
Total Expenses	298,816	103,078	401,894	401,894	392,898	262,176	371,325
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA OFFICE OF EMERGENCY SERVICES
ADVOCACY AND OUTREACH
FOR THE PERIOD OCTOBER 1, 2018 THROUGH JUNE 30, 2020**

	<u>Unservd/Underservd Victim Advocacy Program</u>			<u>Unservd/Underservd</u>			
	UV 18 03 1245			UV 19 04 1245			
	Audited Costs 10/1/2018 Through 6/30/2019	Audited Costs 7/1/2019 Through 9/30/2019	Total Audited Costs	Reported Expenses 10/1/2018 Through 9/30/2019	Total Budget 10/1/2018 Through 9/30/2019	Audited Costs 10/1/2019 Through 6/30/2020	Total Budget 10/1/2019 Through 12/31/2020
REVENUE							
Grants Income Federal	\$ 97,554	\$ 27,446	\$ 125,000	\$ 125,000	\$ 125,000	\$ 76,241	\$ 156,250
In-Kind Contributions	6,318	2,211	8,529	8,529	6,250	3,137	7,813
TOTAL REVENUE	103,872	29,657	133,529	133,529	131,250	79,378	164,063
EXPENSE							
<u>Personnel Services</u>							
Personnel Services	69,479	17,823	87,302	87,302	87,302	56,921	117,646
Salaries In-Kind	6,250	2,211	8,461	8,461	6,250	3,137	7,813
Total Personnel Services	75,729	20,034	95,763	95,763	93,552	60,058	125,459
<u>Operating Expenses</u>							
Operating Expenses	28,075	9,623	37,698	37,698	37,698	19,320	38,604
In-Kind Expenses	68	-	68	68	-	-	-
Total Operating Expenses	28,143	9,623	37,766	37,766	37,698	19,320	38,604
<u>Equipment</u>							
Capital Purchases	-	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-	-
Total Expenses	103,872	29,657	133,529	133,529	131,250	79,378	164,063
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA OFFICE OF EMERGENCY SERVICES
DISASTER ASSISTANCE ACT
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2020**

Emergency Water Tank Continuation Program

TW17 01 1245

	Audited Costs 7/1/2017 Through 6/30/2019	Audited Costs 7/1/2019 Through 6/30/2020	Total Audited Costs	Reported Expenses 7/1/2017 Through 6/30/2020	Total Budget 7/1/2017 Through 12/31/2020
<u>REVENUE</u>					
Grants Income State	\$ 1,234,603	\$ 723,360	\$ 1,957,963	\$ 1,957,963	\$ 1,988,979
Other Revenue	-	-	-	-	-
TOTAL REVENUE	1,234,603	723,360	1,957,963	1,957,963	1,988,979
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	15,000	16,922	31,922	31,922	62,938
Salaries In-Kind	-	-	-	-	-
Total Personnel Services	15,000	16,922	31,922	31,922	62,938
<u>Operating Expenses</u>					
Operating Expenses	1,219,603	706,438	1,926,041	1,926,041	1,926,041
In-Kind Expenses	-	-	-	-	-
Total Operating Expenses	1,219,603	706,438	1,926,041	1,926,041	1,926,041
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	1,234,603	723,360	1,957,963	1,957,963	1,988,979
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA DEPARTMENT OF EDUCATION**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
GENERAL INFORMATION
FOR THE YEAR ENDED JUNE 30, 2020**

Agency Name:	Community Action Partnership of Madera County, Inc.
Address of Agency:	1225 Gill Avenue Madera, CA 93637
Type of Agency:	California Nonprofit Public Benefit Corporation
California Department of Education, Contract Numbers:	C2AP-9032 Alternative Payment-Stage 2 C3AP-9031 Alternative Payment-Stage 3 CAPP-8034 Alternative Payment Extended Contract CAPP-9034 Alternative Payment CCIP-9032 Child Care Initiative Project CHST-9032 CCDF Health and Safety CRRP-9032 Resource and Referral
Executive Director:	Mattie Mendez
Chief Financial Officer:	Donna Tooley
Report Period:	Fiscal Year Ended June 30, 2020
Schedule Daily Hours	Varies
Number of Days of Operation:	Varies

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF EDUCATION
FOR THE YEAR ENDED JUNE 30, 2020**

	CDE Resource and Referral Programs	CDE Alternative Payment and CACFP Programs	Total Child Care Programs
Direct Payments to Providers	\$ -	\$ 8,609,271	\$ 8,609,271
1000 Certified Salaries	23,371	-	23,371
2000 Classified Salaries	110,258	526,756	637,014
3000 Employee Benefits	30,485	137,371	167,856
4000 Books and Supplies	21,799	369,289	391,088
5000 Services/Other Operating Expenses	69,708	149,211	218,919
6000 Capital Outlay	-	1,986	1,986
Depreciation	-	-	-
Start-Up	-	-	-
Indirect	23,261	865,245	888,506
Total Expense Claimed for Reimbursement	278,882	10,659,129	10,938,011
Supplemental Expenses	-	-	-
Total Expenditures	\$ 278,882	\$ 10,659,129	\$ 10,938,011

Note 1. Basis of Presentation:

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF EDUCATION
FOR THE YEAR ENDED JUNE 30, 2020**

	Resource and Referral CRRP-9032	Child Care Initiative Project CCIP-9032	Child Care Initiative Project Expansion CCIP-9032	Health and Safety CHST-9032	Total Resource and Referral Programs
1000 Certified Salaries	\$ -	\$ -	\$ 23,371	\$ -	\$ 23,371
2000 Classified Salaries	96,941	13,317	-	-	110,258
3000 Employee Benefits	21,574	3,403	5,508	-	30,485
4000 Books and Supplies	14,101	5,441	-	2,257	21,799
5000 Services/Other Operating Expenses	48,156	1,671	17,828	2,053	69,708
6000 Capital Outlay	-	-	-	-	-
Depreciation	-	-	-	-	-
Indirect	16,450	2,169	4,250	392	23,261
Total Expense Claimed for Reimbursement	197,222	26,001	50,957	4,702	278,882
Supplemental Expenses	-	-	-	-	-
Total Expenditures	\$ 197,222	\$ 26,001	\$ 50,957	\$ 4,702	\$ 278,882

Note 1. Basis of Presentation:

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF EDUCATION
FOR THE YEAR ENDED JUNE 30, 2020**

	Alternative Payment CAPP-8034	Alternative Payment CAPP-9034	Alternative Payment Stage 2 C2AP-9032	Alternative Payment Stage 3 C3AP-9031	Child Care Food Programs	Total Alternative Payment Programs
Direct Payments to Providers	\$ 2,255,635	\$ 2,869,333	\$ 2,344,904	\$ 1,139,399	\$ -	\$ 8,609,271
1000 Certified Salaries	-	-	-	-	-	-
2000 Classified Salaries	143,540	143,734	148,562	69,741	21,179	526,756
3000 Employee Benefits	37,562	36,142	38,661	17,984	7,022	137,371
4000 Books and Supplies	17,939	11,453	12,685	3,196	324,016	369,289
5000 Services/Other Operating Expenses	36,521	35,264	38,160	13,038	26,228	149,211
6000 Capital Outlay	1,986	-	-	-	-	1,986
Depreciation	-	-	-	-	-	-
Start-Up	-	-	-	-	-	-
Indirect	215,720	272,499	233,143	109,444	34,439	865,245
Total Expense Claimed for Reimbursement	2,708,903	3,368,425	2,816,115	1,352,802	412,884	10,659,129
Supplemental Expenses	-	-	-	-	-	-
Total Expenditures	\$ 2,708,903	\$ 3,368,425	\$ 2,816,115	\$ 1,352,802	\$ 412,884	\$ 10,659,129

Note 1. Basis of Presentation:

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES FOR EQUIPMENT
CALIFORNIA DEPARTMENT OF EDUCATION
FOR THE YEAR ENDED JUNE 30, 2020**

<u>EQUIPMENT EXPENDITURES</u>	<u>Resource and Referral CRRP-9032</u>	<u>Alternative Payment CAPP-8034</u>	<u>Alternative Payment CAPP-9034</u>	<u>Alternative Payment C2AP-9032</u>	<u>Alternative Payment C3AP-9031</u>	<u>Local Non-CDE Programs</u>	<u>Totals</u>
<u>UNIT COST UNDER \$7,500 PER ITEM -</u>							
Vehicle - Carryover Contract	\$ -	\$ 1,986	\$ -	\$ -	\$ -	\$ -	\$ 1,986
Subtotal	-	1,986	-	-	-	-	1,986
<u>UNIT COST OVER \$7,500 PER ITEM WITH PRIOR WRITTEN APPROVAL -</u>							
None	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-
<u>UNIT COST OVER \$7,500 PER ITEM WITHOUT PRIOR WRITTEN APPROVAL -</u>							
None	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-
TOTAL EQUIPMENT EXPENDITURES	\$ -	\$ 1,986	\$ -	\$ -	\$ -	\$ -	\$ 1,986

NOTE: Agency's Capitalization Threshold is \$5,000.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EQUIPMENT EXPENDITURES AND
SCHEDULE OF EXPENDITURES FOR BUILDINGS AND IMPROVEMENTS
CALIFORNIA DEPARTMENT OF EDUCATION
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Resource and Referral CRRP-9032</u>	<u>Alternative Payment CAPP-9034</u>	<u>Alternative Payment C2AP-9032</u>	<u>Alternative Payment C3AP-9031</u>	<u>Local Non-CDE Programs</u>	<u>Totals</u>
<u>IMPROVEMENT EXPENDITURES</u>						
<u>UNIT COST UNDER \$10,000 PER ITEM -</u>						
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	-	-	-	-	-	-
<u>UNIT COST OVER \$10,000 PER ITEM WITH PRIOR WRITTEN APPROVAL -</u>						
None	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
<u>UNIT COST OVER \$10,000 PER ITEM WITHOUT PRIOR WRITTEN APPROVAL -</u>						
None	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
TOTAL IMPROVEMENT EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTE: Agency's Capitalization Threshold is \$5,000.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 COMBINING SCHEDULE OF ADMINISTRATIVE COSTS RELATING TO
 CALIFORNIA DEPARTMENT OF EDUCATION PROGRAMS
 CALIFORNIA DEPARTMENT OF EDUCATION
 FOR THE YEAR ENDED JUNE 30, 2020**

	Resource and Referral CRRP-9032	SSPI One-Time Resource & Referral	CSCP One-Time Cleaning Supplies	Child Care Initiative Project CCIP-9032	Child Care Initiative Expansion	CCDF Health and Safety Training CHST-9032	Alternative Payment CAPP-8034	Alternative Payment CAPP-9034	Alternative Payment Stage 2 C2AP-9032	Alternative Payment Stage 3 C3AP-9031
Salaries and Wages	\$ 9,023	\$ 101	\$ 8,577	\$ 1,189	\$ 2,382	\$ 216	\$ 122,943	\$ 149,440	\$ 127,857	\$ 60,020
Employee Benefits	2,058	23	1,956	271	543	49	27,048	34,088	29,165	13,691
Medical Expenses	1	-	1	-	-	-	47	19	16	8
Consultants and Contractual	483	5	460	64	130	12	11,673	8,008	6,852	3,216
Materials and Supplies	2,199	25	2,090	290	574	52	16,733	36,425	31,164	14,629
Travel and Training	230	3	219	30	63	5	6,327	3,816	3,265	1,532
Repairs and Maintenance	44	-	42	6	11	1	852	733	627	294
Vehicle Expense	27	-	26	4	7	1	348	453	387	182
Rent	937	10	890	123	247	22	13,664	15,515	13,274	6,231
Occupancy	718	8	683	95	189	17	6,519	11,894	10,176	4,777
Insurance	180	2	171	24	49	4	3,768	2,982	2,551	1,198
Postage and Printing	62	1	59	8	16	1	565	1,025	877	412
Telephone	240	3	228	32	63	6	2,193	3,971	3,397	1,595
Rentals	70	1	67	9	18	2	998	1,167	999	469
Other	166	2	158	22	44	4	1,861	2,757	2,359	1,107
Depreciation	12	-	12	2	-	-	181	206	177	83
<i>Total Administrative Costs</i>	<u>\$ 16,450</u>	<u>\$ 184</u>	<u>\$ 15,639</u>	<u>\$ 2,169</u>	<u>\$ 4,336</u>	<u>\$ 392</u>	<u>\$ 215,720</u>	<u>\$ 272,499</u>	<u>\$ 233,143</u>	<u>\$ 109,444</u>

**California Department of Education
Audited Fiscal Report for CalWORKs, Alternative Payment
or Family Child Care Home Programs**

Fiscal Year End
 Contract Number
 Vendor Code

A U D 9500AP Page 1 of 4

Full Name of Contractor

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children		20,956		20,956
Interest Earned on Child Development Apportionment Payments		78		78
Unrestricted Income - Other:				
Total Revenue		21,034		21,034

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		2,344,904		2,344,904
1000 Certificated Salaries				
2000 Classified Salaries		146,834	1,728	148,562
3000 Employee Benefits		38,541	120	38,661
4000 Books and Supplies		12,553	132	12,685
5000 Services and Other Operating Expenses		37,452	708	38,160
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		232,899	244	233,143
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		2,813,183	2,932	2,816,115
Total Administrative Cost (included in Section 2 above)		232,899	244	233,143
Days of Operation		248		248

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDFFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children		20,956		20,956
Interest Earned on Child Development Apportionment Payments		78		78
Direct Payments to Providers		2,344,904		2,344,904
Total Administrative Cost		232,899	244	233,143
Days of Operation		248		248
Total Reimbursable Expenses		2,813,183	2,932	2,816,115

Comments:

**California Department of Education
Audited Fiscal Report for CalWORKs, Alternative Payment
or Family Child Care Home Programs**

Fiscal Year End
 Contract Number
 Vendor Code

A U D 9500AP Page 1 of 4

Full Name of Contractor

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children		40,672		40,672
Interest Earned on Child Development Apportionment Payments		24		24
Unrestricted Income - Other:				
Total Revenue		40,696		40,696

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA, INC.

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		1,139,839	-440	1,139,399
1000 Certificated Salaries				
2000 Classified Salaries		69,741		69,741
3000 Employee Benefits		17,984		17,984
4000 Books and Supplies		3,197	-1	3,196
5000 Services and Other Operating Expenses		13,005	33	13,038
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		109,481	-37	109,444
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		1,353,247	-445	1,352,802
Total Administrative Cost (included in Section 2 above)		109,481	-37	109,444
Days of Operation		248		248

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA, INC.

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDFFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children		40,672		40,672
Interest Earned on Child Development Apportionment Payments		24		24
Direct Payments to Providers		1,139,839	-440	1,139,399
Total Administrative Cost		109,481	-37	109,444
Days of Operation		248		248
Total Reimbursable Expenses		1,353,247	-445	1,352,802

Comments:

**California Department of Education
Audited Fiscal Report for CalWORKs, Alternative Payment
or Family Child Care Home Programs**

Fiscal Year End
 Contract Number
 Vendor Code

A U D 9500AP Page 1 of 4

Full Name of Contractor

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children	106,366	14,616		120,982
Interest Earned on Child Development Apportionment Payments	141			141
Unrestricted Income - Other:				
Total Revenue	106,507	14,616		121,123

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers	2,107,904	147,731		2,255,635
1000 Certificated Salaries				
2000 Classified Salaries	129,940	13,600		143,540
3000 Employee Benefits	34,458	3,104		37,562
4000 Books and Supplies	17,896	43		17,939
5000 Services and Other Operating Expenses	34,602	1,919		36,521
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)	1,986			1,986
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)	201,878	13,842		215,720
Non-Reimbursable (State use only)				
Total Reimbursable Expenses	2,528,664	180,239		2,708,903
Total Administrative Cost (included in Section 2 above)	201,878	13,842		215,720
Days of Operation	248			248

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDFFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children	106,366	14,616		120,982
Interest Earned on Child Development Apportionment Payments	141			141
Direct Payments to Providers	2,107,904	147,731		2,255,635
Total Administrative Cost	201,878	13,842		215,720
Days of Operation	248			248
Total Reimbursable Expenses	2,528,664	180,239		2,708,903

Comments:

**California Department of Education
Audited Fiscal Report for CalWORKs, Alternative Payment
or Family Child Care Home Programs**

A U D 9500AP Page 1 of 4

Fiscal Year End	June 30, 2020
Contract Number	CAPP 9034
Vendor Code	000000B509

Full Name of Contractor

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children		101,431		101,431
Interest Earned on Child Development Apportionment Payments		54		54
Unrestricted Income - Other:				
Total Revenue		101,485		101,485

Full Name of Contractor **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		2,867,856	1,477	2,869,333
1000 Certificated Salaries				
2000 Classified Salaries		143,743	-9	143,734
3000 Employee Benefits		36,143	-1	36,142
4000 Books and Supplies		11,453		11,453
5000 Services and Other Operating Expenses		35,171	93	35,264
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		272,357	142	272,499
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		3,366,723	1,702	3,368,425
Total Administrative Cost (included in Section 2 above)		272,357	142	272,499
Days of Operation		248		248

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees for Certified Children		101,431		101,431
Interest Earned on Child Development Apportionment Payments		54		54
Direct Payments to Providers		2,867,856	1,477	2,869,333
Total Administrative Cost		272,357	142	272,499
Days of Operation		248		248
Total Reimbursable Expenses		3,366,723	1,702	3,368,425

Comments:

**California Department of Education
Audited Fiscal Report for
Childcare Initiative Project Contracts**

A U D 9529CCIP Page 1 of 4

Fiscal Year Ending

Contract Number

Vendor Code

Full Name of Contractor

Section 1 - Revenue

	Column A Cumulative CDNFS 9529CCIP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Match Requirement		1	1
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal		1	1
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Match Requirement			
Unrestricted Income - Other:			
Total Revenue		1	1

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Section 2 - Reimbursable Expenses

	Column A Cumulative CDNFS 9529CCIP	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries	13,316	1	13,317
3000 Employee Benefits	3,403		3,403
4000 Books and Supplies	5,446	-5	5,441
5000 Services and Other Operating Expenses	1,666	5	1,671
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs (include in Total Administrative Cost)	2,169		2,169
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	26,000	1	26,001
Total Administrative Cost (included in Section 2 above)	1,641	528	2,169

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor

Section 5 - Summary

	Column A Cumulative CDNFS 9529CCIP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income		1	1
Restricted Income - Match Requirement		1	1
Unrestricted Income - Match Requirement			
Interest Earned on Child Development Apportionment Payments			
Total Reimbursable Expenses	26,000	1	26,001
Total Administrative Cost	1,641	528	2,169

Comments:

**California Department of Education
Audited Fiscal Report for
Childcare Initiative Project Contracts**

A U D 9529CCIP Page 1 of 4

Fiscal Year Ending

Contract Number

Vendor Code

Full Name of Contractor

Section 1 - Revenue

	Column A Cumulative CDNFS 9529CCIP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Match Requirement			
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Match Requirement			
Unrestricted Income - Other:			
Total Revenue			

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Section 2 - Reimbursable Expenses

	Column A Cumulative CDNFS 9529CCIP	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries	22,345	1,026	23,371
2000 Classified Salaries			
3000 Employee Benefits	6,534	-1,026	5,508
4000 Books and Supplies			
5000 Services and Other Operating Expenses	18,769		18,769
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs (include in Total Administrative Cost)	4,336		4,336
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	51,984	0	51,984
Total Administrative Cost (included in Section 2 above)	4,336		4,336

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Section 5 - Summary

	Column A Cumulative CDNFS 9529CCIP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Restricted Income - Match Requirement			
Unrestricted Income - Match Requirement			
Interest Earned on Child Development Apportionment Payments			
Total Reimbursable Expenses	51,984	0	51,984
Total Administrative Cost	4,336		4,336

Comments:

**California Department of Education
Audited Fiscal Report for
Child Development Support Contracts**

A U D 9529 Page 1 of 4

Fiscal Year Ending

Contract Number

Vendor Code

Full Name of Contractor

Section 1 - Revenue

	Column A Cumulative CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Match Requirement			
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Other:			
Total Revenue			

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA, INC.

Section 2 - Reimbursable Expenses

	Column A Cumulative CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies	2,257		2,257
5000 Services and Other Operating Expenses	2,053		2,053
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs (include in Total Administrative Cost)	392		392
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	4,702		4,702
Total Administrative Cost (included in Section 2 above)	392		392

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor COMMUNITY ACTION PARTNERSHIP OF MADERA, INC.

Section 5 - Summary

	Column A Cumulative CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Match Requirement			
Interest Earned on Child Development Apportionment Payments			
Total Reimbursable Expenses	4,702		4,702
Total Administrative Cost	392		392

Comments:

California Department of Education
Audited Fiscal Report for
Resource and Referral Programs
 A U D 2507 Page 1 of 4

Fiscal Year Ending
 Contract Number
 Vendor Code

Full Name of Contractor

Section 1 - Revenue

	Column A Cumulative CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer from Reserve (resource & referral only)			
Interest Earned on Child Development Apportionment Payments	19		19
Unrestricted Income - Other:	648	-153	495
Total Revenue	667	-153	514

Comments:

Full Name of Contractor

Section 2 - Reimbursable Expenses

	Column A Cumulative CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries	97,181	-240	96,941
3000 Employee Benefits	21,592	-18	21,574
4000 Books and Supplies	14,270	-169	14,101
5000 Services and Other Operating Expenses	47,906	250	48,156
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs	16,407	43	16,450
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	197,356	-134	197,222

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Full Name of Contractor

Section 5 - Summary

	Column A Cumulative CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Transfer from Reserve			
Interest Earned on Apportionment Payments	19		19
Total Reimbursable Expenses	197,356	-134	197,222

**California Department of Education
Audited Reserve Account Activity Report**

Fiscal Year End	June 30, 2020
Reserve Account Type	Alternative Payment
Vendor Code	20-B509

A U D 9530A Page 1 of 1

Full Name of Contractor **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2018–19 AUD 9530A Ending Balance)	19,020
2. Plus Transfers to Reserve Account:	Per 2018–19 Post-Audit CDNFS 9530
Contract No.C2AP 9032	9,617
Contract No.C2AP 9032	208
Contract No.C3AP9031	5,707
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2018–19 Contracts to Reserve	15,532
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2018–19 Post-Audit CDNFS 9530	34,552

Section 2 - Current Year Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve	10		10
6. Less Transfers to Contracts from Reserve:			
CSPP General-Contract No.			
CSPP General-Contract No.			
CSPP Professional Development-Contract No.			
CSPP Professional Development-Contract No.			
Subtotal CSPP Transfers			
Other Contract No.			
Other Contract No.			
Other Contract No.			
Other Contract No.			
Other Contract No.			
Subtotal Other Contract Transfers			
Total Transferred to Contracts from Reserve Account			
7. Ending Balance on June 30, 2020	34,562		34,562

COMMENTS - If necessary, attach additional sheets to explain adjustments.

Page

**California Department of Education
Audited Reserve Account Activity Report**

Fiscal Year End	June 30, 2020
Reserve Account Type	Resource & Referral
Vendor Code	20-B509

A U D 9530A Page 1 of 1

Full Name of Contractor **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2018–19 AUD 9530A Ending Balance)	5,395
2. Plus Transfers to Reserve Account:	Per 2018–19 Post-Audit CDNFS 9530
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2018–19 Contracts to Reserve	
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2018–19 Post-Audit CDNFS 9530	5,395

Section 2 - Current Year Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve	19		19
6. Less Transfers to Contracts from Reserve:			
CSPP General-Contract No.			
CSPP General-Contract No.			
CSPP Professional Development-Contract No.			
CSPP Professional Development-Contract No.			
Subtotal CSPP Transfers			
Other Contract No.			
Other Contract No.			
Other Contract No.			
Other Contract No.			
Other Contract No.			
Subtotal Other Contract Transfers			
Total Transferred to Contracts from Reserve Account			
7. Ending Balance on June 30, 2020	5,414		5,414

COMMENTS - If necessary, attach additional sheets to explain adjustments.

Page

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2020**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? ___ Yes X No
- Significant deficiencies identified that are not considered to be material weaknesses? ___ Yes X None Reported

Noncompliance material to financial statements noted? ___ Yes X No

Federal Awards

Internal control over major federal programs:

- Material weakness identified? ___ Yes X No
- Significant deficiencies identified that are not considered to be material weaknesses? ___ Yes X None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? ___ Yes X No

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
93.600 93.596/93.575 10.558	Head Start and Migrant Head Start CCDF Cluster Child and Adult Care Food Program

Dollar threshold used to distinguish between Type A and B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes ___ No

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
FOR THE YEAR ENDED JUNE 30, 2020**

SECTION II – FINANCIAL STATEMENT FINDINGS

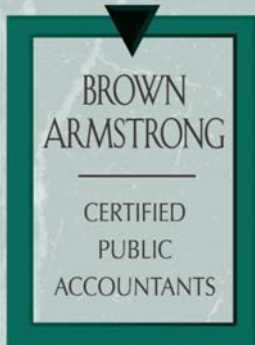
None.

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None.

SECTION IV – STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None.



BROWN ARMSTRONG

Certified Public Accountants

AGREED UPON CONDITIONS REPORT DESIGNED TO INCREASE EFFICIENCY, INTERNAL CONTROLS, AND/OR FINANCIAL REPORTING

Board of Directors
Community Action Partnership
of Madera County, Inc.
Madera, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

We have audited the financial statements of the Community Action Partnership of Madera County, Inc., (the Agency) for the year ended June 30, 2020, and have issued our report dated December 17, 2020. In planning and performing our audit of the financial statements of the Agency, we considered its internal control structure over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we considered to be material weaknesses.

Current Year Agreed Upon Condition and Recommendation

Agreed Upon Condition 1 – Usage of Incorrect Allocation Schedule

Condition:

During our non-payroll expense testing, we noted two out of twenty transactions tested were allocated using the calculated percentage from the prior fiscal year.

Recommendation:

We recommend the Agency ensure it properly reviews allocation methods and schedules before transactions are finalized.

Management Response:

The Agency applies several methods for allocating costs as outlined in its written cost allocation plan. With regard to *Shared Direct Costs*, the Accounting Technician - Accounts Payable will review the allocation schedule and method before processing invoices submitted for payment. This will ensure that costs are properly allocated based on the current cost allocation plan in effect for the particular item of cost. Further, this will confirm that costs are shared appropriately with the benefitting programs and grant awards using the most relevant cost allocation methodology.

Prior Year Agreed Upon Condition and Recommendation

Agreed Upon Condition 1 – Head Start In-Kind Contributions

Program Title(s): Head Start
CFDA No.: 93.600
Federal Agency(ies): U.S. Department of Health and Human Services
Pass Through: N/A
Federal Award No.: 09CH9950-04
Federal Award Year: 2018-2019
Compliance Requirement: In-Kind
Questioned Costs: \$127

Criteria:

For matching, 2 Code of Federal Regulation (CFR) Section 200.306 provides detailed criteria for acceptable costs and contributions. The following is a list of the basic criteria for acceptable matching:

- Are verifiable from the non-Federal entity's records;
- Are not included as contributions for any other Federal award;
- Are necessary and reasonable for accomplishment of project or program objectives;
- Are allowed under 2 CFR part 200, subpart E (Cost Principles);
- Are not paid by the Federal Government under another award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- Are provided for in the approved budget when required by the Federal awarding agency; and
- Conform to other provisions of this part, as applicable.

Condition:

During our review of in-kind contributions for the months of September 2018 and March 2019, we noted 14 instances where the incorrect rate was used to calculate in-kind on the volunteer forms, 6 instances where the appropriate authorizing adult signatures were missing but attendance was still counted on in-kind forms, and 3 instances where children who were marked absent on the in-kind forms were still counted.

Cause of the Condition:

The errors were a result of clerical errors when the forms were filled out.

Effect of the Condition:

Overstatement of in-kind contribution amounts.

Recommendation:

We recommend the Agency implement additional review procedures over its in-kind claims to increase the accuracy and reduce the number of errors that occur.

Management Response and Planned Corrective Action:

The Agency has policies and procedures related to the in-kind contributions, including review procedures. The errors were the result of new staff both in the Regional Head Start program and the Fiscal Departments. In-kind contributions are reviewed first by program staff and then the in-kind forms are submitted to the Fiscal department for an additional review. Further training has been provided to both staff and is in fact on-going with all Agency staff that review in-kind.

Current Year Status

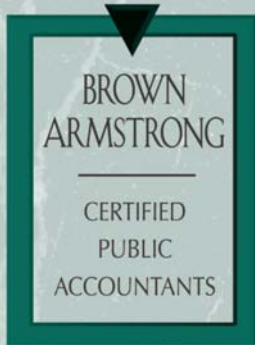
Implemented.

This communication is indented solely for the information and use of the Board of Directors and management of the Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
December 17, 2020



BROWN ARMSTRONG

Certified Public Accountants

Board of Directors of
Community Action Partnership of
Madera County, Inc.
Madera, California

We have audited the financial statements of Community Action Partnership of Madera County, Inc., (the Agency) for the year ended June 30, 2020, and have issued our report thereon dated December 17, 2020. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 25, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. In the current year, the Agency implemented Accounting Standards Update 2020-05—*Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842): Effective Dates for Certain Entities*. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the fair value of property and equipment is described in Note 1. We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 17, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Community Action Partnership of Madera County, Inc., and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 17, 2020



Report to the Board of Directors

Agenda Item Number: F-2

Board of Directors Meeting for: January 14, 2021

Author: Donna Tooley

DATE: January 4, 2021
TO: Board of Directors
FROM: Donna Tooley, CPA – Consultant and Former CAPMC Chief Financial Officer
SUBJECT: Community Action Partnership of Madera County, Inc. Agency-wide Budget

I. **RECOMMENDATION:**

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

II. **SUMMARY:**

The CSBG Organizational Standards require that the CAPMC Board of Directors approve an agency-wide budget. Attached for your review is the proposed budget for the fiscal year ending June 30, 2021. CAPMC utilizes the prior year audited financial statements and updates the spending projections based on available information.

III. **DISCUSSION:**

- A. This agency-wide budget summary is intended to complement, not replace program budgets and is prepared for the fiscal year from July 1, 2020 to June 30, 2021.
- B. It is recognized that each grant or program will likely have an annual budget that may be for a different time period. Grant or program budgets may cross two organization fiscal years.
- C. The agency-wide budget is a forecast for the upcoming fiscal year, based on the best information at the time of development. It provides the Finance Committee and the CAPMC Board of Directors with an overview of expected revenues and expenditures. The actual revenues and expenditures will probably differ. There is no requirement for the agency to pass a modified agency-wide budget during the course of a year as things change.
- D. This budget has been prepared without using cash reserves and to maintain programs and services at existing levels.
- E. The budget reflects many increases to the various agency departmental budgets. CAPMC received additional federal funding from the CARES Act as noted below and these amounts are included in the 20/21 budget:

Community Services Block Grant (CSBG) CARES Act pro-rated for 20/21	\$	176,720
Regional Head Start CARES Act Carryover		239,903
Madera Migrant Head Start CARES Act Carryover		247,394
Fresno Migrant Head Start CARES Act		480,375

Federal Emergency Management Agency (FEMA)	
CARES Act	32,603
Community Development Block Grant (CDBG)	
CARES Act	190,000
County of Madera CARES Act – Coronavirus Relief Fund	500,000
Low-Income Heating and Energy Assistance (LIHEAP)	
CARES Act	<u>115,591</u>
 Total CARES Act Additional Funding	 \$ 1,982,586

- F. The Alternative Payment Program/Resource and Referral (APP/R&R) Child Care Department has received tremendous funding increases for the 20/21 year. The augmentation amounts to \$3,261,852 over the 19/20 levels for the CAPP Alternative Payment Program with the latest budget modification #2 of \$481,874. There was also an extended CAPP contract for the 19/20 in the amount of \$180,239 that is not included in the projected revenues for the 20/21 year. The R&R Program received one-time state funding of \$225,201, but \$187,495 was already spent in the 19/20 year. Only the balance of the funding will carry over into the 20/21 fiscal year. The Child Care Initiative Expansion Project in the amount of \$50,957 will not be included in the 20/21 budget year as well.
- G. Community Services has received new funding streams for its Emergency Food and Shelter Programs. These new funds are incorporated into the 20/21 budget. Below is a recap of these new programs or the balance available to be spent in the current fiscal year:

San Joaquin Migrant Farmworker Housing	\$ 50,000
Emergency Solutions Grant (ESG) Carryover	68,550
Homeless Housing Assistance and Prevention (HHAP)	190,770
Homeless Outreach CCP – AB109 Carryover	<u>186,000</u>
 Subtotal Additional Funding	 \$ 495,320

The amount of \$495,320 will be added to the FEMA, CDBG and County of Madera CARES grant amounts noted in item E above for a total increase of \$1.2M for addressing homeless and housing concerns in Madera County.

The funding for the Madera County Water Tank Continuation Program in the amount of \$723,360 was spent in the 19/20 fiscal year. All that remained was \$20,603 that has already been spent in 20/21. Since this was a one-time resource, this amount has been eliminated from the budget for the 20/21 fiscal year.

- H. The CAPMC Energy Programs received the CARES money noted above in the amount of \$115,591. However, there was a loss of some one-time disgorgement support in the amount of \$21,939 that has not been included in the current budget.
- I. The Senior Meal Program received a subsidy of \$150,000 from Madera County CARES Act for senior meal deliveries to those impacted by COVID-19 and the shelter-in-place conditions. Services are being offered through a contract with Fresno EOC. Unfortunately, because congregate meal options were no longer an

alternative, FMAAA canceled the CAPMC contract for senior meals. The amount of the FMAAA contract was \$40,000 along with donations and inkind services. The total amount of \$53,569 has not been included in the 20/21 budget.

- J. CAPMC had also received a donation from the San Joaquin Valley Health for Census Outreach for hard-to-reach populations. There was \$7,390 available for carryover to the 20/21 fiscal year and this has been included in this budget.
- K. The Victim Services CA Office of Emergency Services grants are fairly consistent. There was a loss of the CA Immigration Legal Assistance grant. Therefore, the amount of \$24,737 is not contained in the 20/21 fiscal year budget.
- L. All of the additional grant funding for 20/21 has generated more money for the Indirect Cost Pool. CAPMC has a federally approved indirect cost rate of 9.1%. This provides the support and financing for the Administration, IT, Human Resources and Fiscal departments of the agency. The new funding has resulted in about \$430,881 more dollars in Indirect. This money will be utilized for a number of vacant or new positions in Human Resources, IT, and the Fiscal departments that have remained unfilled for over six months or more. These were not planned vacancies; the positions have just been difficult to fill. Additionally, it is expected that rent, occupancy costs, and telephone expenses will increase by about 10%. The IT department has a number of projects underway with the network infrastructure and the phone systems that may require consultants. It is also expected that the new IT Communications Specialist who starts in January 2021 will need training with the CAPMC website and intranet so additional money has been budgeted in the consultant line item to cover this.
- M. Attached is the CAPMC agency-wide budget for the 2020-2021 year for your review and consideration.
- N. The elimination entries on the agency-wide budget involve the agency's indirect cost pool that funds administration, human resources, and fiscal services. It eliminates inter-agency revenue and expenses.

IV. FINANCING

The estimated revenues and expenses are approximately \$36.3 million. The actual revenues and expenses for 2019-2020 were about \$31.6 million.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
AGENCY-WIDE BUDGET FOR THE YEAR ENDING JUNE 30, 2021**

	<u>Corporate</u>	<u>CSBG</u>	<u>Regional Head Start</u>	<u>Migrant Programs</u>	<u>Child Care</u>	<u>Emerg.Food Shelter</u>	<u>Energy Programs</u>	<u>Senior Services</u>	<u>Other Programs</u>	<u>Victim Services</u>	<u>Eliminations</u>	<u>Total for 6/30/2021</u>
REVENUE												
Grant Income - Federal	-	515,262	4,785,729	10,432,843	6,806,187	1,159,434	627,732	150,000	18,000	1,243,790	-	25,738,977
Grant Income - State	-	-	-	-	6,734,539	642,853	-	-	14,564	329,722	-	7,721,678
Grant Income - Local Govt.	-	-	-	-	-	-	-	47,425	189,600	42,044	-	279,069
Grant and Contract Income - Other	-	-	-	-	-	-	-	-	-	-	-	-
In-Kind Contributions	-	-	1,249,262	1,038,632	-	45,802	-	-	-	53,805	-	2,387,501
Donations	2,909	-	-	-	-	60,353	-	40	13,695	15,684	-	92,681
Rental Income	-	-	-	-	-	22,324	-	-	-	-	-	22,324
Parent Fees	-	-	-	-	147,628	-	-	-	-	-	-	147,628
Investment Income	1,390	-	-	-	121	-	-	-	-	-	-	1,511
Cost Reimbursements	2,701,559	-	-	-	-	-	-	-	-	-	(2,701,559)	-
Other Income	2,693	-	-	7,220	496	-	-	-	600	-	-	11,009
Total Revenues	2,708,551	515,262	6,034,991	11,478,695	13,688,971	1,930,766	627,732	197,465	236,459	1,685,045	(2,701,559)	36,402,378
EXPENSES												
Salaries and Wages	1,523,991	282,476	2,411,535	5,390,734	1,763,709	337,102	247,863	17,530	118,450	889,161	-	12,982,551
Employee Benefits	371,707	74,291	603,779	1,386,132	458,204	104,763	59,781	3,516	33,274	214,999	-	3,310,446
In-Kind Expenditures	-	-	1,249,262	1,038,632	-	45,802	-	-	-	53,805	-	2,387,501
Direct Assistance	-	59,464	-	-	9,136,089	985,573	66,286	-	6,017	21,538	-	10,274,967
Medical Expenses	158	-	1,422	2,532	1,318	38,650	-	-	-	336	-	44,416
Consultants & Contractual	88,451	9,619	69,617	166,411	(548)	8,692	141,621	130,462	12,298	37,164	-	663,787
Materials and Supplies	303,708	13,741	705,425	1,483,548	700,403	52,426	24,621	3,614	22,045	80,033	-	3,389,564
Travel and Training	31,815	4,857	56,656	108,350	58,255	25,228	1,343	718	486	21,681	-	309,389
Repairs and Maintenance	6,113	329	17,594	29,726	10,449	3,293	4,868	1,081	859	1,898	-	76,210
Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Expense	3,776	1,166	28,493	75,939	13,532	8,762	87	337	253	18,285	-	150,630
Rent	146,872	42,876	134,864	170,495	72,448	108,863	20,381	24,538	13,266	75,522	-	810,125
Occupancy	117,125	18,827	237,642	508,287	47,228	37,956	5,070	416	1,664	78,749	-	1,052,964
Insurance	26,104	-	2,987	5,210	456	166	-	186	-	2,893	-	38,002
Postage and Printing	8,974	84	10,893	13,407	9,267	1,076	2,264	472	193	2,375	-	49,005
Telephone	39,728	4,637	66,436	73,232	29,359	12,787	9,757	1,945	2,268	24,683	-	264,832
Rentals	9,733	252	31,833	48,543	25,303	1,825	3,231	779	1,644	3,883	-	127,026
Capital Purchases	-	-	-	25,766	-	22,000	-	-	-	20,600	-	68,366
Indirect Costs	-	-	398,004	868,652	1,106,497	127,190	39,238	11,160	19,005	131,813	(2,701,559)	-
Other Expenses	22,988	2,643	8,549	83,099	257,002	8,612	1,321	711	4,737	5,627	-	395,289
Depreciation	1,726	-	-	-	-	-	-	-	-	-	-	1,726
Total Expenses	2,702,971	515,262	6,034,991	11,478,695	13,688,971	1,930,766	627,732	197,465	236,459	1,685,045	(2,701,559)	36,396,798
CHANGE IN NET ASSETS	5,580	-	-	-	-	-	-	-	(0)	-	-	5,580



Report to the Board of Directors

Agenda Item Number: F-3

Board of Directors Meeting for: January 14, 2021

Author: Donna Tooley

DATE: January 4, 2021

TO: Board of Directors

FROM: Donna Tooley, CPA – Consultant and Former CAPMC Chief Financial Officer

SUBJECT: Discretionary Contribution for CAPMC 403(b) Retirement Plan

I. **RECOMMENDATION:**

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

II. **SUMMARY:**

Based on the plan document, the Board of Directors must determine at the beginning of each plan year the discretionary contribution that will be allocated for each eligible participant. The Executive Director recommends a discretionary employer contribution of 5% of FICA wages for the 2021 plan year for qualified employees.

III. **DISCUSSION:**

- A. The Agency has offered a 403(b) retirement plan since 1993. The Agency is not able to participate in CalPERS or any other state sponsored pension program.
- B. The Board of Directors has authorized a 4% discretionary employer contribution for eligible employees since the inception of the plan.
- C. The Executive Director recommends increasing the discretionary employer contribution from 4% to 5% for the 2021 plan year. This would increase the retirement plan contribution by approximately \$90,751 for the 2021 plan year. There is often spenddown available at year end with many of the program funds. Additionally, this might help with personnel recruitment to offer a somewhat more attractive retirement option.
- D. The percentage is subject to “meet and confer” negotiations with the SEIU Local Union 521 that represents the Regional and Madera Migrant Head Start employees. The Agency’s attorney, Russell Ryan, was authorized by the Executive Director in mid-December to contact the union representatives to discuss this proposed change on behalf of the Agency.
- E. In order to participate in the CAPMC 403(b) Retirement Plan, employees must complete one year of eligibility service by being paid a minimum of 1,000 hours and be at least 21 years old. The only entry plan dates are January 1 and July 1 following the initial one year of service. Thereafter, employees must be paid for 1,000 hours during the calendar year to qualify for the employer contribution.
- F. Upon hiring or any time thereafter, employees may contribute to the plan on their own through salary reduction agreements from their payroll checks.

G. The Finance Committee met on Monday, January 4, 2021 and voted to approve and recommend the increase from 4% to 5% to the CAPMC Board of Directors.

IV. FINANCING

The 4% discretionary contribution has been budgeted in all of the applicable funds. For the calendar year 2019, the amount of the employer contribution was \$363,005. The additional 1% discretionary contribution would increase the employer contribution expense by about \$90,751 for a total of about \$453,756. Programs should be able to locate the funding for the added expense.

The exact amount will not be known until all of the salaries and wages have been processed for the 2021 calendar year, the eligibility testing has been completed for the year, and the calculations have been made by the third party administrator, Nexus.



Report to the Board of Directors

Agenda Item Number: F-4

Board of Directors' Meeting for: January 14, 2021

Author: Sandra Ramirez

DATE: January 4, 2021

TO: Board of Directors

FROM: Sandra Ramirez, Accountant Program Manager

SUBJECT: 2020-2021 Basic and Blended Grant Budget Revision.

I. RECOMMENDATION:

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

II. SUMMARY:

We have prepared comparison budget revision based on agency's funding allocations for the 2020-2021 funding guidance and amounts received from Stanislaus County Office of Education.

III. DISCUSSION:

The Basic and Blended Grant needs necessary category changes supplies, equipment and building repairs & maintenance at the Head Start Centers.

A. Basic

- a. 6a Personnel – \$400,500 from vacancies and Covid19 tax credits. Savings transfer out to 6d Equipment, 6e Supplies and 6h Other categories.
- b. 6b Fringe - \$184,163 unused funds from vacancies and Covid19 tax credits transfer out to 6h Other Category.
- c. Travel – \$1,501 from restriction on travel due to Covid19 transfer out to 6h Other category.
- d. 6d Equipment – transfer in \$138,727 to purchase two vehicles, playground equipment, fire alarm and AC unit. Costs shared with Blended & CMIG programs.
- e. 6e Supplies – transfer in \$119,335 to purchase Bilingual, Health, & Nutrition books and supplies. Data supplies like iPads and replace outdoor cameras.
- f. 6h Other – transfer in \$339,673 to update Head Start centers with ramps, cement work, windows, electrical panel, children's sinks and privacy fence. Professional Development training for staff.
- g. 6i Indirect - \$11,571 from no indirect cost allocation for equipment. Savings transfer out to 6h-Other category.

B. Blended

- a. 6a Personnel – \$66,340 from vacancies and Covid19 tax credits. Savings transfer out to 6d Equipment and 6h Other categories.
- b. 6b Fringe - \$10,000 unused funds from vacancies and Covid19 tax credits. Savings transfer out to 6h Other Category.
- c. 6d Equipment – transfer in \$48,040 to purchase two vehicles, playground equipment, fire alarm and AC unit. Costs shared with Basic & CMIG programs.
- d. 6h Other – transfer in \$28,300 to update Sierra Vista Head Start center with ramps, re-seal black top, and children's sinks. Share costs with Basic Head Start.

IV. **FINANCING:** None

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
BASIC BUDGET COMPARISON REVISION
March 1, 2020 - February 28, 2021**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

321 BASIC		Approved Budget	Modification Changes	Revised Budget
6a	Personnel	2,761,876	(400,500)	2,361,376
6b	Fringe	793,955	(184,163)	609,792
6c	Travel	1,501	(1,501)	-
6d	Equip >5,000	-	138,727	138,727
6e	Equip <5,000	-	0	-
6e	Supplies	210,179	119,335	329,514
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	437,431	339,673	777,104
	Total Direct	4,204,942	11,571	4,216,513
6i	Indirect	382,649	(11,571)	371,078
	Total	4,587,591	-	4,587,591

Explanation of requested variance/changes:			Changes
6a	Net Decrease:	Decrease due to vacancies and Covid19 tax credits for staff EFMLA leaves. Transfer savings from 6a-Personnel to 6d-Equipment, 6c-Supplies and 6h-Other categories to purchase equipment, supplies and center building repair & maintenance.	(400,500)
6b	Net Decrease:	Decrease due to vacancies and Covid19 tax credits for staff EFMLA leaves. Transfer savings from 6c-Fringe to 6h-Other category for center building repair & maintenance.	(184,163)
6c	Net Decrease:	Decrease due to Covid19 staff could not travel. Transfer savings from 6c-Travel to 6h-Other category for center building repair & maintenance.	(1,501)
6d	Net Increase:	Increase to purchase two vehicles, playground equipment, fire alarm and AC unit. Truck for maintenance and a Van to deliver meals to centers. Playground and AC unit for Sierra Vista Head Start Center. Fire alarm for Pomona Head Start Center. All costs will be shared with Blended & CMIG programs.	138,727
6e	No Change		-
6e	Net Increase:	Increase to purchase Bilingual, Health, & Nutrition books and supplies, Family Resources/Ed and Toddler Curriculum Study Kits for the centers. Data supplies like iPads and replace outdoor cameras.	119,335
6f	No Change		-
6g	No Change		-
6h	Net Increase:	Increase to update Head Start centers with ramps, cement work, windows, electrical panel, children's sinks and privacy fence. Professional Development training for staff.	339,673
6i	Net Decrease:	Decrease due to no indirect cost allocation for equipment. Transfer savings from 6i-Indirect to 6h-Other category.	(11,571)
Total			-

Approval Section	
Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:



Report to the Board of Directors

Agenda Item Number: F-5

Board of Directors Meeting for: January 14, 2021

Author: Elizabeth Wisener

DATE: January 7, 2021
TO: Board of Directors
FROM: Elizabeth Wisener, Community Services Program Manager
SUBJECT: Project Roomkey (PRK)

I. RECOMMENDATION:

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.

II. SUMMARY:

The purpose of Project Roomkey is to provide non-congregate shelter options for people experiencing homelessness, protect human life, and minimize the strain on health care system capacity. Priority will be given to people age 65 and older and/or those with underlying health conditions who are particularly susceptible to serious health impacts as the result of the virus, including death. The goal of the program is to quickly identify prioritized populations and immediately move people into non-congregate shelter placements such as hotels.

III. DISCUSSION:

- A. CAPMC has agreements with 1 hotel in Eastern Madera County and 2 hotels in Madera to provide emergency shelter for vulnerable individuals and their families.
- B. Potential candidates need to provide a note from a medical provider stating they have an underlying medical condition that would make them a high risk client for COVID infections.
- C. CAPMC staff must also confirm that there are not any vacancies at the Madera Rescue Mission.
- D. Invoicing is due to the Department of Social Services on the 15th calendar day of the month following the month in which the services were provided.
- E. The contract period is from January 1, 2021 through June 30, 2021. It is anticipated there is sufficient funding to serve approximately 15 clients for about 45 days of lodging.
- F. All of the funds will be used for direct benefits except for 9.1% for indirect administrative cost.

IV. FINANCING:

Hotel Costs	\$41,066.80
Indirect Costs 9.1%	<u>\$ 4,111.20</u>
Total	<u><u>\$45,178.00</u></u>

MADERA COUNTY PURCHASING AGREEMENT NO. _____
(Project Roomkey and Rehousing Strategy Program Agreement)

THIS AGREEMENT is made and entered into this _____ day of _____, 2021, by and between the COUNTY OF MADERA, a political subdivision of the State of California ("COUNTY"), by and through the Madera County Purchasing Agent, and COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY ("CONTRACTOR").

AGREEMENT

1. **TERM.** This agreement shall begin January 1, 2021, and end on June 30, 2021, unless extended or terminated as provided herein.
2. **SCOPE OF SERVICE.** CONTRACTOR's scope of services under this Agreement shall be as set forth in the CONTRACTOR's proposal, a copy of which is attached hereto as Exhibit "A", and incorporated herein by reference.
3. **INCORPORATION OF MASTER AGREEMENT.** Madera County Master Contract No. 009 is incorporated herein by reference as if fully stated. CONTRACTOR shall adhere to all terms and conditions of Master County Contract No. 009, with the following revisions: Paragraph 23, "Notices," shall be replaced by Section 5 below. In the event of an inconsistency between the provisions of Exhibits "A" or "B" and Master Contract No. 009, the provisions of Master Contract No. 009 shall control.
4. **COMPENSATION AND COSTS.** CONTRACTOR's total compensation for the satisfactory completion of services under this Agreement shall not exceed the sum of Forty-Five Thousand One Hundred Seventy-Eight Dollars (\$45,178.00), to be billed as per Exhibit "B".

5. **NOTICES.** All notices required by this Agreement shall be in writing and shall be effective upon personal service or deposit in the mail, postage prepaid and addressed as follows:

COUNTY

Deborah Martinez, Director
Department of Social Services
County of Madera
PO Box 569
Madera, CA 93639-9887

CONTRACTOR

Mattie Mendez, Executive Director
Community Action Partnership
of Madera County
1221 Gill Avenue
Madera, CA 93637

With Copy to

Darin McCandless
Purchasing Agent
200 West 4th Street
Madera, CA 93637

6. **INSURANCE.** CONTRACTOR shall not commence work under this Agreement until first obtaining general liability insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) annual aggregate; automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) annual aggregate, combined single limits; and workers' compensation insurance as required by California law. General liability and automobile liability policies shall name the County of Madera as additional insureds.

//

//

//

//

//

* * * * *

IN WITNESS WHEREOF the foregoing Agreement is executed on the date and year first above-written.

COUNTY OF MADERA

Darin McCandless, Purchasing Agent

Approved as to Legal Form:
COUNTY COUNSEL

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY

By:_____

By:_____ (Signature)

(Print)

Title:_____

Approved as to Form:
COUNTY ADMINISTRATIVE OFFICER

By:_____

Approved as to Accounting Form:
COUNTY AUDITOR-CONTROLLER

By:_____

ACCOUNT NUMBER(S)

07510-721400

SUMMARY OF SERVICES

ORGANIZATION: Community Action Partnership of Madera County
ADDRESS: 1225 Gill Avenue, Madera, CA 93637
SERVICES: Project Roomkey (PRK) and Rehousing Strategy
CONTRACT PERIOD: January 1, 2021 – June 30, 2021
CONTRACT AMOUNT: \$45,178
CONTACT PERSON: Mattie Mendez, Executive Director
TELEPHONE: 559-673-9173
EMAIL: mmendez@maderacap.org

SUMMARY OF SERVICES:

People experiencing homelessness who are living on the streets and those living in large congregate shelter settings are particularly susceptible to COVID-19. Lack of access to sanitation, isolation and quarantine, and health care is compounded by increased risk of exposure and subsequent severe health impacts due the prevalence of comorbidities amongst people experiencing homelessness. According to the CDC, people age 65 and older and those with underlying health conditions are particularly susceptible to serious health impacts as a result of the virus, including death. Additionally, people who lack stable housing are more likely to use the emergency department of a hospital. Patients who are experiencing homelessness are admitted to inpatient units five times more often and on average, stay longer than people not experiencing homelessness.

The purpose of Project Roomkey is to provide non-congregate shelter options for people experiencing homelessness, protect human life, and minimize strain on health care system capacity. Project Roomkey gives people who are experiencing homelessness and are recovering from COVID-19 or have been exposed to COVID-19 a place to recuperate and properly quarantine outside of a hospital. It also provides a safe place for isolation for people who are experiencing homelessness and at high risk for medical complication were they to become infected. The goal of Project Roomkey is to quickly identify prioritized populations and immediately move people into non-congregate shelter placements, such as hotels, motels, or self-contained trailers.

CONTRACTOR RESPONSIBILITIES:

CONTRACTOR shall be responsible for providing the following functions and services:

1. Use of CONTRACTOR's triage workers to identify members of the Madera County homeless community who are "at-risk" of the present COVID-19 pandemic.
2. Placement of those homeless persons identified as "at-risk" in pre-selected hotel accommodations within the County.
3. Coordination of certain ancillary services, including but not limited to food for occupants place under this agreement.
4. Complete triage assessment of COVID-19 "at-risk" homeless person, determine eligibility for placement in hotel accommodations for COVID-19 isolation and/or quarantine purposes, enter the foregoing information into COUNTY Tracking Software.
5. Notify COUNTY of placement of each individual in hotel accommodations under this Agreement.
6. Ensure occupants placed in accommodations hereunder shall be provided premises in good repair and tenantable condition.
7. Data Reporting
 - a. CONTRACTOR will coordinate with COUNTY to submit required data to CDSS per All County Welfare Directors Letter (ACWDL) dated November 18, 2020.
 - i. Participant Exit Data: Exit data will be submitted twice a month. The portal will collect at minimum:
 1. Total participants served to date; and
 2. Total participants that have exited into:
 - a. Permanent housing
 - b. Congregate shelter
 - c. Other non-congregate shelter
 - d. Unsheltered/vehicle/street
 - e. Unknown
 - f. Other
 - ii. Hotel/Motel Data: Hotel/motel data will continue to be due daily at 1 p.m. with the exception of weekends and holidays. The portal will collect, at minimum:

1. Information on all hotels and motels available to-date with occupancy agreements or alternative arrangements with the county or tribe for purposes of PRK;
 2. The population being sheltered (i.e., COVID-19 positive, exposed to COVID-19, asymptomatic but “high risk”);
 3. The number of rooms committed or reserved at the hotel/motel;
 4. The number of rooms occupied by PRK clients;
 5. The number of participants in each hotel/motel site; and
 6. Whether or not there is a formal agreement executed with the hotel/motel.
8. Submit the invoice to Madera County Department of Social Services (MCDSS) Administrative Analyst and carbon copy the DSS-Invoices@MaderaCounty.com mailbox by the 15th calendar day of the month following the month in which services were provided.
9. Meet with COUNTY quarterly or as needed to discuss services and issues.

COUNTY RESPONSIBILITIES:

1. Providing a COUNTY liaison to CONTRACTOR for assistance in implementation of this Agreement.
2. Assistance with triage assessment, as described in Subsection 3, above, including but not limited to screening for eligibility for programs administered by MCDSS.

Project Roomkey Program Budget FY 20/21

ITEM OR SERVICE	BUDGETED AMOUNT
ONGOING NON-CONGREGATE SHELTER	\$ 41,066.80
ADMINISTRATIVE COSTS	\$ 4,111.20
TOTAL BUDGET	\$ 45,178.00

CONTRACTOR shall have no claim against COUNTY for payment of any kind whatsoever for any services provided by CONTRACTOR which were provided after the expiration or termination of this Agreement.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	%BUDGETED YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG (01/01/20 - 12/31/20) 218	284,817.00	236,766.79	91.67%	83.13%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 2020 (06/01/20 - 5/31/21) 217	32,000.00	12,000.00	41.67%	37.50%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	40,178.72	30.77%	10.30%	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	1,473,743.44	50.00%	36.29%	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	8,859.97	50.00%	19.25%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/20 - 05/31/21) 312	601,117.00	257,165.45	50.00%	42.78%	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	12,033.46	50.00%	89.98%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/20 - 06/30/21) 319	631,152.00	130,325.81	41.67%	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	136,425.42	50.00%	63.11%	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	11,489.18	50.00%	31.13%	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	31,531.55	16.67%	5.97%	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	2,796,861.16	75.00%	54.20%	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	16,400.34	75.00%	51.50%	Provide training for staff and parents
MADERA MIGRANT HS CARES (03/01/20 - 02/28/21) 821	289,500.00	224,345.46	75.00%	77.49%	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	211,242.42	41.67%	23.91%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SF (07/01/20 - 06/30/21) 325	134,765.00	41,418.34	41.67%	30.73%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
FRESNO MIGRANT HEAD START (09/01/20 - 08/31/21) 331	4,806,650.00	1,160,368.10	25.00%	24.14%	Provide HS services to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/20 - 08/31/21) 330	89,638.00	2,074.87	25.00%	2.31%	Provide training for staff and parents
FRESNO MIGRANT EARLY HEAD START (09/01/20 - 08/31/21) 337	310,267.00	47,807.24	25.00%	15.41%	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	25.00%	0.00%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/20 - 08/31/21) 831	454,125.00	170,520.27	25.00%	37.55%	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	2,220.55	25.00%	8.46%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Early Head Start
RESOURCE & REFERRAL:					
CSCP - ONE TIME FUNDS (07/01/20 - 06/30/21) 400	225,201.00	5,140.56	41.67%	2.28%	Training and supplies for child care providers
CCDF-HEALTH & SAFETY (07/01/20 - 06/30/21) 411	4,702.00	0.00	41.67%	0.00%	Training and supplies for child care providers
R & R GENERAL (07/01/20 - 06/30/21) 401	196,708.00	77,085.84	41.67%	39.19%	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	76,178.80	20.83%	34.64%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/20 - 06/30/21) 424	33,509.00	12,666.20	41.67%	37.80%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/21) 426	6,062,403.00	1,337,279.59	41.67%	22.06%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 (07/01/20 - 06/30/21) 427	2,597,220.00	807,880.55	41.67%	31.11%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/20 - 06/30/21) 428	1,207,044.00	505,426.63	41.67%	41.87%	Provide subsidized child care for eligible families
VICTIM SERVICES:					
RSVP/CALOES (10/01/20 - 09/30/21) 500	331,285.00	54,091.95	16.67%	16.33%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/20 - 09/30/21) 501	363,566.00	59,561.46	16.67%	16.38%	Assist victims of crime
DOM.VIO.MAR.LIC. (07/01/20 - 06/30/21) 502	15,000.00	24,923.38	41.67%	166.16%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/20 - 06/30/21) 504	2,400.00	0.00	41.67%	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	245.97	41.67%	12.30%	Assist victims of domestic violence
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (10/01/19 - 12/31/20) 508	156,250.00	138,298.56	93.33%	88.51%	Assist unserved/underserved, primarily Hispanic, victims of crime
VICTIM SERVICES CENTER FUND (07/01/20 - 06/30/21) DONATIONS ONLY 510	2,500.00	5,195.55	41.67%	207.82%	Assist with program operations for all Victim Services clients
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/21) 533	537,587.00	122,499.55	16.67%	22.79%	Provide shelter services for domestic violence victims
TRANSITIONAL HOUSING (01/01/20 - 12/31/20) 531	123,114.00	125,014.02	91.67%	101.54%	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	458,557.21	77.78%	60.79%	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	68.75%	100.00%	Administration of the FEMA program
FEMA CARES (01/27/20 - 05/31/21) 210	32,603.00	4,177.12	62.50%	12.81%	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	6,789.07	41.67%	22.63%	Provides property management services for the County of Madera Behavioral Health
SHUNAMMITE PLACE (11/01/20 - 10/31/21) 224	541,520.00	55,867.19	8.33%	10.32%	Provides permanent supportive housing for homeless women with disabilities
CITY OF MADERA - CDBG (07/01/20 - 06/30/21) 231	20,000.00	2,657.88	41.67%	13.29%	Provides funding for Fresno-Madera Continuum of Care and homeless support
LIHEAP CARES (07/01/20 - 04/30/21) 234	155,591.00	86,844.46	50.00%	55.82%	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	11,938.47	41.67%	27.30%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
EMERGENCY TANK WATER CONTINUATION PROG. (07/01/17 - 12/31/20) 240	1,988,979.00	1,978,571.81	97.62%	99.48%	Potable and non-potable water assistance for Madera County residents without water sources
SAN JOAQUIN VALLEY HEALTH FUND COVID-19 (06/01/20 - 11/30/20) 245	50,000.00	49,972.47	100.00%	99.94%	Provides funds for rapid rehousing and homeless prevention for migrant farmworker families
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	134,959.48	12.24%	32.80%	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 - 12/31/20) 247	150,000.00	74,974.89	66.67%	49.98%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
DRINKING WATER - STATE WATER RESOURCES (09/22/17 - 12/31/20) 252	117,905.00	65,430.58	97.44%	55.49%	Provides bottled water for continuation of drought water assistance
BEHAVIORAL HEALTH PATH PROGRAM (07/01/20 - 06/30/21) 259	39,045.00	2,518.58	41.67%	6.45%	Provides outreach and case management for homeless individuals that have a serious mental illness
EMERGENCY SOLUTIONS GRANT (06/01/20 - 12/31/20) 268	110,000.00	73,556.89	85.71%	66.87%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
HOMELESS OUTREACH CCP AB109 07/01/20 - 06/30/21 272	231,000.00	83,564.20	41.67%	36.17%	Provides funds outreach workers to provide case management & resources to homeless or at-risk
MADERA CO. CARES COVID-19 RELIEF FUND 09/01/20 - 12/31/20 274	500,000.00	6,411.60	75.00%	1.28%	Provides funds for rental and utility assistance in response to COVID-19 economic impacts
YOUTH AND SPECIALIZED SERVICES:					
MENTAL HEALTH FULL SERVICES (07/01/20 - 6/30/21) 607	5,000.00	3,238.60	58.33%	64.77%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/20 - 6/30/21) 516	1,000.00	16.56	41.67%	1.66%	Provide child sexual assault interviews

**Consolidated Balance Sheet by Object
November 30, 2020**

This YearASSETS

CURRENT ASSETS

1113- CASH IN WESTAMERICA PAYROLL CK	4,774.83
1115- CASH IN WESTAMERICA MENTAL HEALTH	6,157.53
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,514.01
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(896.48)
1122- SAVINGS - WESTAMERICA	2,293,463.29
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	3,180,942.53
1320- ACCOUNTS RECEIVABLE	(1,350.00)
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	480.73
1326- EMPLOYEE RECEIVABLES	(942.69)
1327- A/R-OTHER	533.54
1328- TRAVEL ADVANCE	0.00
1329- ADVANCE CLEARING	2,125.75
1410- PREPAID EXPENSES	99,537.72
1414- PREPAID RENT	1,000.00
	<hr/>
TOTAL CURRENT ASSETS	5,589,150.76
1420- SECURITY DEPOSITS	25,381.44
1421- WORKERS' COMP DEPOSIT	58,279.96
1450- INVENTORY	20,610.31
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)
	<hr/>
TOTAL ASSETS	7,251,846.96
	<hr/> <hr/>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

2101- ACCOUNTS PAYABLE	800,844.46
2111- ACCOUNTS PAYABLE - MANUAL	37,703.81

2112- ACCOUNTS PAY-FUNDING SOURCE	507.57
2115- A/P OTHERS	2,692.19
2121- ACCRUED PAYROLL	537,915.51
2122- ACCRUED VACATION	1,076,226.17
2123- ACCRUED PAYROLL - MANUAL	2,993.89
2211- FICA PAYABLE	(10,947.09)
2212- FICA-MED PAYABLE	3,408.76
2213- FIT PAYABLE	(3,005.98)
2216- SDI PAYABLE	(10.25)
2220- WORKER'S COMP PAYABLE	35,530.44
2231- RETIREMENT PAYABLE-ER CONTRIB	384,999.42
2232- W/H RETIREMENT	0.00
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(9,693.51)
2245- KAISER HIGH15	(8,450.37)
2248- KAISER LOW30	(10,578.33)
2252- SELF INSURANCE - LIFE & ADD	(1,033.02)
2253- VISION INSURANCE PAYABLE	(559.74)
2254- SELF INSURANCE - DENTAL	65,253.82
2255- UNION DUES & FEE PAYMENTS	98.12
2258- TELEMEDICINE	20.00
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	1,807,313.59
2415- RESERVE ACCOUNT	39,976.00
2420- OTHER DEFERRED REVENUE	11,903.28
	<hr/>
TOTAL CURRENT LIABILITIES	4,773,914.77
2600- INVESTMENT IN FIXED ASSETS	0.00
	<hr/>
TOTAL LIABILITIES	4,773,914.77
	<hr/>
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	48,279.54
	<hr/>
TOTAL NET ASSETS	2,477,932.19
	<hr/>
TOTAL LIABILITIES AND NET ASSETS	7,251,846.96
	<hr/> <hr/>

**Consolidated Revenue and Expense
November 30, 2020**

Year-To-Date

Revenues

4110- GRANT INCOME-FEDERAL	9,782,622.59
4120- GRANT INCOME-STATE	2,577,494.00
4130- GRANT INCOME-AREA	82,259.98
4210- DONATIONS	80,864.58
4220- IN KIND CONTRIBUTIONS	621,569.87
4315- CHILD CRE REVENUE-STATE	93,629.00
4320- INTEREST INCOME	486.75
4350- RENTAL INCOME	13,543.08
4370- MERCHANDISE SALES	330.95
4390- MISCELLANEOUS INCOME	6,363.99
4900- INDIRECT COST REIMBURSEMENT	977,088.14
	<hr/>
Total Revenues	14,236,252.93
	<hr/>

Expenses

5010- SALARIES & WAGES	5,490,624.02
5012- DIRECTOR'S SALARY	44,008.85
5019- SALARIES & WAGES C19	1,217.41
5020- ACCRUED VACATION PAY	336,240.29
5112- HEALTH INSURANCE	465,571.60
5114- WORKER'S COMPENSATION	175,726.99
5115- Worker's Compensation C19	91.02
5116- PENSION	251,952.27
5117- Pension C19	82.57
5121- FICA C19	145.54
5122- FICA	432,544.71
5124- SUI	15,137.10
5125- DIRECTOR'S FRINGE	24,572.09
5130- ACCRUED VACATION FRINGE	21,638.38
6110- OFFICE SUPPLIES	59,048.59
6112- DATA PROCESSING SUPPLIES	161,487.90
6121- FOOD	95,391.10
6122- KITCHEN SUPPLIES	26,841.69
6130- PROGRAM SUPPLIES	270,273.07
6132- MEDICAL & DENTAL SUPPLIES	13,024.72
6134- INSTRUCTIONAL SUPPLIES	17,183.40
6140- CUSTODIAL SUPPLIES	37,468.95
6142- LINEN/LAUNDRY	9.16

6143- FURNISHINGS	9,897.54
6150- UNIFORM RENTAL/PURCHASE	150.00
6160- RESALE ITEMS	555.75
6170- POSTAGE & SHIPPING	6,863.09
6180- EQUIPMENT RENTAL	60,595.68
6181- EQUIPMENT MAINTENANCE	15,045.72
6221- EQUIPMENT OVER > \$5000	108,566.84
6310- PRINTING & PUBLICATIONS	4,717.19
6312- ADVERTISING & PROMOTION	10,812.53
6320- TELEPHONE	171,414.64
6410- RENT	313,777.17
6420- UTILITIES/ DISPOSAL	162,860.89
6432- BUILDING REPAIRS/ MAINTENANCE	100,996.54
6433- GROUNDS MAINTENANCE	46,545.08
6436- PEST CONTROL	7,970.00
6437- BURGLAR & FIRE ALARM	7,859.41
6440- PROPERTY INSURANCE	9,800.00
6510- AUDIT	43,697.50
6520- CONSULTANTS	27,498.14
6522- CONSULTANT EXPENSES	2,081.20
6524- CONTRACTS	192,822.83
6530- LEGAL	19,355.00
6540- CUSTODIAL SERVICES	33,885.25
6555- MEDICAL SCREENING/DEAT/STAFF	2,963.50
6562- MEDICAL EXAM	566.00
6610- GAS & OIL	6,317.87
6620- VEHICLE INSURANCE	10,255.46
6640- VEHICLE REPAIR & MAINTENANCE	9,021.38
6712- STAFF TRAVEL-LOCAL	8,515.71
6714- STAFF TRAVEL-OUT OF AREA	2,744.82
6730- VOLUNTEER TRAVEL	(30.00)
6742- TRAINING - STAFF	50,154.82
6745- TRAINING - PARTICIPANT/CLIENTS	80.00
6746- TRAINING - PARENT	1,312.50
6748- EDUCATION REIMBURSEMENT	138.00
6810- BANK CHARGES	2,966.35
6832- LIABILITY INSURANCE	1,122.07
6834- STUDENT ACTIVITY INSURANCE	1,437.47
6840- PROPERTY TAXES	13,203.02
6850- FEES & LICENSES	24,452.13
6851- CPR FEES	240.00
6852- FINGERPRINT	1,049.50
6875- EMPLOYEE HEALTH & WELFARE COSTS	22,233.79
7111- PARENT MILEAGE	98.36
7114- PC ALLOWANCE	2,070.00

7210- TRANSPORTATION VOUCHERS	868.54
7222- MOTEL VOUCHERS	24,695.00
7224- CLIENT RENT	202,630.63
7226- CLIENT LODGING/SHELTER	15,229.46
7230- CLIENT FOOD	534.32
7240- DIRECT BENEFITS	2,778,087.54
7245- DIRECT BENEFITS - STATE	93,629.00
7250- FURNACE REPAIRS/REPLACEMENT	14,678.93
8110- IN KIND SALARIES	428,126.18
8120- IN KIND RENT	159,137.98
8130- IN KIND - OTHER	34,305.71
9010- INDIRECT COST ALLOCATION	977,088.14
Total Expenses	<u>14,187,973.59</u>
Excess Revenue Over (Under) Expenditures	<u>48,279.34</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	13,373.00	0.00	12,033.46	8,542.53	(0.90)	0.00	12,033.46	1,339.54
Total Revenues	<u>13,373.00</u>	<u>0.00</u>	<u>12,033.46</u>	<u>8,542.53</u>	<u>(0.90)</u>	<u>0.00</u>	<u>12,033.46</u>	<u>1,339.54</u>
Expenses								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	300.00	0.00	0.00	0.00	478.00
6714- STAFF TRAVEL-OUT OF AREA	8,070.00	0.00	10,015.00	3,820.00	1.24	0.00	10,015.00	(1,945.00)
6742- TRAINING - STAFF	3,710.00	0.00	936.00	3,710.00	0.25	0.00	936.00	2,774.00
6746- TRAINING - PARENT	0.00	0.00	78.75	0.00	0.00	0.00	78.75	(78.75)
9010- INDIRECT COST ALLOCATION	1,115.00	0.00	1,003.71	712.53	0.90	0.00	1,003.71	111.29
Total Expenses	<u>13,373.00</u>	<u>0.00</u>	<u>12,033.46</u>	<u>8,542.53</u>	<u>0.90</u>	<u>0.00</u>	<u>12,033.46</u>	<u>1,339.54</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>0.00</u>	<u>0.00</u>	<u>0.00</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><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

310 0 HEAD START-MADERA REG. T&TA	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	46,025.00	220.13	8,886.99	20,980.00	(0.19)	0.00	8,886.99	37,138.01
Total Revenues	<u>46,025.00</u>	<u>220.13</u>	<u>8,886.99</u>	<u>20,980.00</u>	<u>(0.19)</u>	<u>0.00</u>	<u>8,886.99</u>	<u>37,138.01</u>
Expenses								
6130- PROGRAM SUPPLIES	2,070.00	0.00	0.00	828.00	0.00	0.00	0.00	2,070.00
6410- RENT	1,500.00	0.00	0.00	660.00	0.00	0.00	0.00	1,500.00
6714- STAFF TRAVEL-OUT OF AREA	21,977.00	0.00	758.54	1,103.00	0.03	199.66	958.20	21,018.80
6742- TRAINING - STAFF	16,638.00	177.00	6,678.44	16,638.00	0.40	0.00	6,678.44	9,959.56
6746- TRAINING - PARENT	0.00	0.00	708.75	0.00	0.00	0.00	708.75	(708.75)
9010- INDIRECT COST ALLOCATION	3,840.00	43.13	741.26	1,751.00	0.19	0.00	741.26	3,098.74
Total Expenses	<u>46,025.00</u>	<u>220.13</u>	<u>8,886.99</u>	<u>20,980.00</u>	<u>0.19</u>	<u>199.66</u>	<u>9,086.65</u>	<u>36,938.35</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>(199.66)</u>	<u>(199.66)</u>	<u>199.66</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>(199.66)</u>	<u>(199.66)</u>	<u>199.66</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	601,117.00	41,586.35	261,122.31	310,246.91	(0.43)	0.00	261,122.31	339,994.69
4220- IN KIND CONTRIBUTIONS	153,623.00	0.00	2,300.33	79,289.00	(0.01)	0.00	2,300.33	151,322.67
Total Revenues	754,740.00	41,586.35	263,422.64	389,535.91	(0.35)	0.00	263,422.64	491,317.36
Expenses								
5010- SALARIES & WAGES	318,238.00	22,180.36	132,927.22	163,228.00	0.42	0.00	132,927.22	185,310.78
5019- SALARIES & WAGES C19	0.00	0.00	7,658.62	0.00	0.00	0.00	7,658.62	(7,658.62)
5020- ACCRUED VACATION PAY	21,212.00	1,523.14	10,199.19	10,881.00	0.48	0.00	10,199.19	11,012.81
5112- HEALTH INSURANCE	28,806.00	2,169.29	12,600.26	14,404.00	0.44	0.00	12,600.26	16,205.74
5114- WORKER'S COMPENSATION	4,040.00	278.28	1,544.64	2,072.18	0.38	0.00	1,544.64	2,495.36
5115- Worker's Compensation C19	0.00	0.00	65.21	0.00	0.00	0.00	65.21	(65.21)
5116- PENSION	17,620.00	1,312.57	7,051.43	9,037.51	0.40	0.00	7,051.43	10,568.57
5117- Pension C19	0.00	0.00	298.51	0.00	0.00	0.00	298.51	(298.51)
5121- FICA C19	0.00	0.00	564.28	0.00	0.00	0.00	564.28	(564.28)
5122- FICA	25,140.00	1,992.30	10,362.96	12,895.22	0.41	0.00	10,362.96	14,777.04
5124- SUI	3,144.00	0.00	46.02	1,612.00	0.01	0.00	46.02	3,097.98
5130- ACCRUED VACATION FRINGE	1,676.00	116.52	773.25	860.00	0.46	0.00	773.25	902.75
6110- OFFICE SUPPLIES	6,000.00	322.97	1,892.74	3,000.00	0.32	103.38	1,996.12	4,003.88
6112- DATA PROCESSING SUPPLIES	5,000.00	1,558.64	5,512.14	2,600.00	1.10	6,401.50	11,913.64	(6,913.64)
6121- FOOD	540.00	0.00	0.00	270.00	0.00	0.00	0.00	540.00
6130- PROGRAM SUPPLIES	6,440.00	4.54	841.50	3,220.00	0.13	797.73	1,639.23	4,800.77
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	231.84	0.00	0.00	0.00	231.84	(231.84)
6134- INSTRUCTIONAL SUPPLIES	7,014.00	0.00	4,258.71	3,506.00	0.61	0.00	4,258.71	2,755.29
6140- CUSTODIAL SUPPLIES	540.00	0.00	94.70	270.00	0.18	0.00	94.70	445.30
6170- POSTAGE & SHIPPING	6.00	0.00	0.50	2.00	0.08	0.00	0.50	5.50
6180- EQUIPMENT RENTAL	2,700.00	107.42	1,211.13	1,350.00	0.45	0.00	1,211.13	1,488.87
6181- EQUIPMENT MAINTENANCE	1,500.00	0.01	2,236.93	750.00	1.49	0.00	2,236.93	(736.93)
6310- PRINTING & PUBLICATIONS	2,400.00	0.00	337.28	1,200.00	0.14	29.23	366.51	2,033.49
6320- TELEPHONE	26,400.00	1,439.91	14,580.30	13,200.00	0.55	0.00	14,580.30	11,819.70
6410- RENT	33,300.00	2,824.97	16,929.59	16,650.00	0.51	0.00	16,929.59	16,370.41
6420- UTILITIES/ DISPOSAL	4,800.00	67.28	2,682.24	2,400.00	0.56	0.00	2,682.24	2,117.76
6432- BUILDING REPAIRS/ MAINTENANCE	300.00	33.10	569.10	150.00	1.90	77.82	646.92	(346.92)
6433- GROUNDS MAINTENANCE	300.00	0.00	0.00	150.00	0.00	0.00	0.00	300.00
6436- PEST CONTROL	600.00	52.00	312.00	300.00	0.52	0.00	312.00	288.00
6437- BURGLAR & FIRE ALARM	216.00	17.50	105.00	108.00	0.49	0.00	105.00	111.00
6440- PROPERTY INSURANCE	2,796.00	0.00	715.18	1,398.00	0.26	0.00	715.18	2,080.82
6520- CONSULTANTS	9,600.00	452.13	927.18	4,800.00	0.10	11,666.67	12,593.85	(2,993.85)
6522- CONSULTANT EXPENSES	540.00	0.00	0.00	270.00	0.00	0.00	0.00	540.00
6530- LEGAL	100.00	0.00	396.69	0.00	3.97	0.00	396.69	(296.69)
6610- GAS & OIL	600.00	0.00	0.00	300.00	0.00	0.00	0.00	600.00
6620- VEHICLE INSURANCE	0.00	0.00	494.71	0.00	0.00	0.00	494.71	(494.71)
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	123.38	750.00	0.08	0.00	123.38	1,376.62
6712- STAFF TRAVEL-LOCAL	1,218.00	0.00	0.00	618.00	0.00	0.00	0.00	1,218.00
6714- STAFF TRAVEL-OUT OF AREA	4,260.00	0.00	0.00	4,260.00	0.00	0.00	0.00	4,260.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
6742- TRAINING - STAFF	9,854.00	0.00	641.58	6,570.00	0.07	0.00	641.58	9,212.42
6834- STUDENT ACTIVITY INSURANCE	588.00	0.00	68.69	294.00	0.12	0.00	68.69	519.31
6850- FEES & LICENSES	1,200.00	1.00	1.00	600.00	0.00	0.00	1.00	1,199.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	7.34	86.47	0.00	0.00	0.00	86.47	(86.47)
7111- PARENT MILEAGE	58.00	0.00	0.00	28.00	0.00	0.00	0.00	58.00
7112- PARENT INVOLVEMENT	252.00	0.00	0.00	126.00	0.00	0.00	0.00	252.00
7114- PC ALLOWANCE	480.00	0.00	0.00	240.00	0.00	0.00	0.00	480.00
8110- IN KIND SALARIES	152,723.00	0.00	2,300.33	78,825.00	0.02	0.00	2,300.33	150,422.67
8130- IN KIND - OTHER	900.00	0.00	0.00	464.00	0.00	0.00	0.00	900.00
9010- INDIRECT COST ALLOCATION	50,139.00	5,125.08	21,780.14	25,877.00	0.43	0.00	21,780.14	28,358.86
Total Expenses	754,740.00	41,586.35	263,422.64	389,535.91	0.35	19,076.33	282,498.97	472,241.03
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(19,076.33)	(19,076.33)	19,076.33
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	(19,076.33)	(19,076.33)	19,076.33

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

319 0 MADERA STATE CSPP/RHS LAYERED	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	0.00	0.00	130,325.81	0.00	0.00	0.00	130,325.81	(130,325.81)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>130,325.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>130,325.81</u>	<u>(130,325.81)</u>
Expenses								
5010- SALARIES & WAGES	0.00	0.00	77,607.53	0.00	0.00	0.00	77,607.53	(77,607.53)
5019- SALARIES & WAGES C19	0.00	0.00	37.69	0.00	0.00	0.00	37.69	(37.69)
5020- ACCRUED VACATION PAY	0.00	0.00	4,829.72	0.00	0.00	0.00	4,829.72	(4,829.72)
5112- HEALTH INSURANCE	0.00	0.00	7,152.81	0.00	0.00	0.00	7,152.81	(7,152.81)
5114- WORKER'S COMPENSATION	0.00	0.00	2,608.59	0.00	0.00	0.00	2,608.59	(2,608.59)
5115- Worker's Compensation C19	0.00	0.00	1.55	0.00	0.00	0.00	1.55	(1.55)
5116- PENSION	0.00	0.00	3,392.04	0.00	0.00	0.00	3,392.04	(3,392.04)
5117- Pension C19	0.00	0.00	1.40	0.00	0.00	0.00	1.40	(1.40)
5121- FICA C19	0.00	0.00	2.64	0.00	0.00	0.00	2.64	(2.64)
5122- FICA	0.00	0.00	5,854.54	0.00	0.00	0.00	5,854.54	(5,854.54)
5124- SUI	0.00	0.00	160.15	0.00	0.00	0.00	160.15	(160.15)
5130- ACCRUED VACATION FICA	0.00	0.00	369.23	0.00	0.00	0.00	369.23	(369.23)
6180- EQUIPMENT RENTAL	0.00	0.00	741.33	0.00	0.00	0.00	741.33	(741.33)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	577.41	0.00	0.00	0.00	577.41	(577.41)
6320- TELEPHONE	0.00	0.00	4,333.74	0.00	0.00	0.00	4,333.74	(4,333.74)
6410- RENT	0.00	0.00	2,525.16	0.00	0.00	0.00	2,525.16	(2,525.16)
6420- UTILITIES/ DISPOSAL	0.00	0.00	4,710.88	0.00	0.00	0.00	4,710.88	(4,710.88)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,491.01	0.00	0.00	0.00	1,491.01	(1,491.01)
6433- GROUNDS MAINTENANCE	0.00	0.00	1,830.12	0.00	0.00	0.00	1,830.12	(1,830.12)
6436- PEST CONTROL	0.00	0.00	212.11	0.00	0.00	0.00	212.11	(212.11)
6437- BURGLAR & FIRE ALARM	0.00	0.00	208.23	0.00	0.00	0.00	208.23	(208.23)
6440- PROPERTY INSURANCE	0.00	0.00	430.72	0.00	0.00	0.00	430.72	(430.72)
6540- CUSTODIAL SERVICES	0.00	0.00	150.24	0.00	0.00	0.00	150.24	(150.24)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	16.16	0.00	0.00	0.00	16.16	(16.16)
6834- STUDENT ACTIVITY INSURANCE	0.00	0.00	70.07	0.00	0.00	0.00	70.07	(70.07)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	47.73	0.00	0.00	0.00	47.73	(47.73)
7111- PARENT MILEAGE	0.00	0.00	1.77	0.00	0.00	0.00	1.77	(1.77)
7114- PC ALLOWANCE	0.00	0.00	90.80	0.00	0.00	0.00	90.80	(90.80)
9010- INDIRECT COST ALLOCATION	0.00	0.00	10,870.44	0.00	0.00	0.00	10,870.44	(10,870.44)
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>130,325.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>130,325.81</u>	<u>(130,325.81)</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>0.00</u>	<u>0.00</u>	<u>0.00</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>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

811 0 COVID-19 CARES - RHS	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	216,187.00	3,640.32	136,803.32	0.00	(0.63)	0.00	136,803.32	79,383.68
Total Revenues	<u>216,187.00</u>	<u>3,640.32</u>	<u>136,803.32</u>	<u>0.00</u>	<u>(0.63)</u>	<u>0.00</u>	<u>136,803.32</u>	<u>79,383.68</u>
Expenses								
5010- SALARIES & WAGES	75,546.00	0.00	92,366.70	0.00	1.22	0.00	92,366.70	(16,820.70)
5020- ACCRUED VACATION PAY	3,570.00	0.00	0.00	0.00	0.00	0.00	0.00	3,570.00
5112- HEALTH INSURANCE	5,571.00	0.00	0.00	0.00	0.00	0.00	0.00	5,571.00
5114- WORKER'S COMPENSATION	2,222.00	0.00	3,170.05	0.00	1.43	0.00	3,170.05	(948.05)
5116- PENSION	2,371.00	0.00	3,168.11	0.00	1.34	0.00	3,168.11	(797.11)
5122- FICA	4,569.00	0.00	7,066.05	0.00	1.55	0.00	7,066.05	(2,497.05)
5124- SUI	659.00	0.00	218.55	0.00	0.33	0.00	218.55	440.45
5130- ACCRUED VACATION FRINGE	272.00	0.00	0.00	0.00	0.00	0.00	0.00	272.00
6120- FOOD/KITCHEN SUPPLIES	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6130- PROGRAM SUPPLIES	20,000.00	0.00	5,237.55	0.00	0.26	4,916.30	10,153.85	9,846.15
6132- MEDICAL & DENTAL SUPPLIES	30,000.00	0.00	7,653.41	0.00	0.26	0.00	7,653.41	22,346.59
6140- CUSTODIAL SUPPLIES	19,200.00	1,390.30	1,390.30	0.00	0.07	655.88	2,046.18	17,153.82
6310- PRINTING & PUBLICATIONS	5,000.00	0.00	97.43	0.00	0.02	0.00	97.43	4,902.57
6432- BUILDING REPAIRS/ MAINTENANCE	15,000.00	346.38	3,424.44	0.00	0.23	0.00	3,424.44	11,575.56
6742- TRAINING - STAFF	0.00	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	(1,600.00)
6746- TRAINING - PARENT	4,175.00	0.00	0.00	0.00	0.00	0.00	0.00	4,175.00
9010- INDIRECT COST ALLOCATION	18,032.00	303.64	11,410.73	0.00	0.63	0.00	11,410.73	6,621.27
Total Expenses	<u>216,187.00</u>	<u>3,640.32</u>	<u>136,803.32</u>	<u>0.00</u>	<u>0.63</u>	<u>5,572.18</u>	<u>142,375.50</u>	<u>73,811.50</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>(5,572.18)</u>	<u>(5,572.18)</u>	<u>5,572.18</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>(5,572.18)</u>	<u>(5,572.18)</u>	<u>5,572.18</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
812 0 COVID-19 CARES - REGIONAL EHS								
Revenues								
4110- GRANT INCOME-FEDERAL	36,910.00	0.00	11,489.18	0.00	(0.31)	0.00	11,489.18	25,420.82
Total Revenues	<u>36,910.00</u>	<u>0.00</u>	<u>11,489.18</u>	<u>0.00</u>	<u>(0.31)</u>	<u>0.00</u>	<u>11,489.18</u>	<u>25,420.82</u>
Expenses								
5010- SALARIES & WAGES	5,285.00	0.00	9,312.35	0.00	1.76	0.00	9,312.35	(4,027.35)
5020- ACCRUED VACATION PAY	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
5112- HEALTH INSURANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
5114- WORKER'S COMPENSATION	155.00	0.00	92.96	0.00	0.60	0.00	92.96	62.04
5116- PENSION	166.00	0.00	369.49	0.00	2.23	0.00	369.49	(203.49)
5122- FICA	320.00	0.00	712.40	0.00	2.23	0.00	712.40	(392.40)
5124- SUI	46.00	0.00	0.00	0.00	0.00	0.00	0.00	46.00
5130- ACCRUED VACATION FRINGE	19.00	0.00	0.00	0.00	0.00	0.00	0.00	19.00
6130- PROGRAM SUPPLIES	6,600.00	0.00	43.67	0.00	0.01	148.87	192.54	6,407.46
6132- MEDICAL & DENTAL SUPPLIES	6,744.00	0.00	0.00	0.00	0.00	0.00	0.00	6,744.00
6140- CUSTODIAL SUPPLIES	5,357.00	0.00	0.00	0.00	0.00	0.00	0.00	5,357.00
6310- PRINTING & PUBLICATIONS	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
6746- TRAINING - PARENT	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
9010- INDIRECT COST ALLOCATION	3,078.00	0.00	958.31	0.00	0.31	0.00	958.31	2,119.69
Total Expenses	<u>36,910.00</u>	<u>0.00</u>	<u>11,489.18</u>	<u>0.00</u>	<u>0.31</u>	<u>148.87</u>	<u>11,638.05</u>	<u>25,271.95</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>(148.87)</u>	<u>(148.87)</u>	<u>148.87</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>(148.87)</u>	<u>(148.87)</u>	<u>148.87</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	913,612.00	45,446.80	430,335.26	339,769.44	(0.47)	0.00	430,335.26	483,276.74
4120- GRANT INCOME-STATE	0.00	0.00	130,325.81	0.00	0.00	0.00	130,325.81	(130,325.81)
4220- IN KIND CONTRIBUTIONS	153,623.00	0.00	2,300.33	79,289.00	(0.01)	0.00	2,300.33	151,322.67
Total Revenues	<u>1,067,235.00</u>	<u>45,446.80</u>	<u>562,961.40</u>	<u>419,058.44</u>	<u>(0.53)</u>	<u>0.00</u>	<u>562,961.40</u>	<u>504,273.60</u>
Expenses								
5010- SALARIES & WAGES	399,069.00	22,180.36	312,213.80	163,228.00	0.78	0.00	312,213.80	86,855.20
5019- SALARIES & WAGES C19	0.00	0.00	7,696.31	0.00	0.00	0.00	7,696.31	(7,696.31)
5020- ACCRUED VACATION PAY	25,032.00	1,523.14	15,028.91	10,881.00	0.60	0.00	15,028.91	10,003.09
5112- HEALTH INSURANCE	34,767.00	2,169.29	19,753.07	14,404.00	0.57	0.00	19,753.07	15,013.93
5114- WORKER'S COMPENSATION	6,417.00	278.28	7,416.24	2,072.18	1.16	0.00	7,416.24	(999.24)
5115- Worker's Compensation C19	0.00	0.00	66.76	0.00	0.00	0.00	66.76	(66.76)
5116- PENSION	20,157.00	1,312.57	13,981.07	9,037.51	0.69	0.00	13,981.07	6,175.93
5117- Pension C19	0.00	0.00	299.91	0.00	0.00	0.00	299.91	(299.91)
5121- FICA C19	0.00	0.00	566.92	0.00	0.00	0.00	566.92	(566.92)
5122- FICA	30,029.00	1,992.30	23,995.95	12,895.22	0.80	0.00	23,995.95	6,033.05
5124- SUI	3,849.00	0.00	424.72	1,612.00	0.11	0.00	424.72	3,424.28
5130- ACCRUED VACATION FRINGE	1,967.00	116.52	1,142.48	860.00	0.58	0.00	1,142.48	824.52
6110- OFFICE SUPPLIES	6,478.00	322.97	1,892.74	3,300.00	0.29	103.38	1,996.12	4,481.88
6112- DATA PROCESSING SUPPLIES	5,000.00	1,558.64	5,512.14	2,600.00	1.10	6,401.50	11,913.64	(6,913.64)
6120- FOOD/KITCHEN SUPPLIES	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6121- FOOD	540.00	0.00	0.00	270.00	0.00	0.00	0.00	540.00
6130- PROGRAM SUPPLIES	35,110.00	4.54	6,122.72	4,048.00	0.17	5,862.90	11,985.62	23,124.38
6132- MEDICAL & DENTAL SUPPLIES	36,744.00	0.00	7,885.25	0.00	0.21	0.00	7,885.25	28,858.75
6134- INSTRUCTIONAL SUPPLIES	7,014.00	0.00	4,258.71	3,506.00	0.61	0.00	4,258.71	2,755.29
6140- CUSTODIAL SUPPLIES	25,097.00	1,390.30	1,485.00	270.00	0.06	655.88	2,140.88	22,956.12
6170- POSTAGE & SHIPPING	6.00	0.00	0.50	2.00	0.08	0.00	0.50	5.50
6180- EQUIPMENT RENTAL	2,700.00	107.42	1,952.46	1,350.00	0.72	0.00	1,952.46	747.54
6181- EQUIPMENT MAINTENANCE	1,500.00	0.01	2,814.34	750.00	1.88	0.00	2,814.34	(1,314.34)
6310- PRINTING & PUBLICATIONS	10,900.00	0.00	434.71	1,200.00	0.04	29.23	463.94	10,436.06
6320- TELEPHONE	26,400.00	1,439.91	18,914.04	13,200.00	0.72	0.00	18,914.04	7,485.96
6410- RENT	34,800.00	2,824.97	19,454.75	17,310.00	0.56	0.00	19,454.75	15,345.25
6420- UTILITIES/ DISPOSAL	4,800.00	67.28	7,393.12	2,400.00	1.54	0.00	7,393.12	(2,593.12)
6432- BUILDING REPAIRS/ MAINTENANCE	15,300.00	379.48	5,484.55	150.00	0.36	77.82	5,562.37	9,737.63
6433- GROUNDS MAINTENANCE	300.00	0.00	1,830.12	150.00	6.10	0.00	1,830.12	(1,530.12)
6436- PEST CONTROL	600.00	52.00	524.11	300.00	0.87	0.00	524.11	75.89
6437- BURGLAR & FIRE ALARM	216.00	17.50	313.23	108.00	1.45	0.00	313.23	(97.23)
6440- PROPERTY INSURANCE	2,796.00	0.00	1,145.90	1,398.00	0.41	0.00	1,145.90	1,650.10
6520- CONSULTANTS	9,600.00	452.13	927.18	4,800.00	0.10	11,666.67	12,593.85	(2,993.85)
6522- CONSULTANT EXPENSES	540.00	0.00	0.00	270.00	0.00	0.00	0.00	540.00
6530- LEGAL	100.00	0.00	396.69	0.00	3.97	0.00	396.69	(296.69)
6540- CUSTODIAL SERVICES	0.00	0.00	150.24	0.00	0.00	0.00	150.24	(150.24)
6610- GAS & OIL	600.00	0.00	0.00	300.00	0.00	0.00	0.00	600.00
6620- VEHICLE INSURANCE	0.00	0.00	494.71	0.00	0.00	0.00	494.71	(494.71)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	123.38	750.00	0.08	0.00	123.38	1,376.62
6712- STAFF TRAVEL-LOCAL	1,218.00	0.00	16.16	618.00	0.01	0.00	16.16	1,201.84
6714- STAFF TRAVEL-OUT OF AREA	34,307.00	0.00	10,773.54	9,183.00	0.31	199.66	10,973.20	23,333.80
6742- TRAINING - STAFF	30,202.00	1,777.00	9,856.02	26,918.00	0.33	0.00	9,856.02	20,345.98
6746- TRAINING - PARENT	9,175.00	0.00	787.50	0.00	0.09	0.00	787.50	8,387.50
6834- STUDENT ACTIVITY INSURANCE	588.00	0.00	138.76	294.00	0.24	0.00	138.76	449.24
6850- FEES & LICENSES	1,200.00	1.00	1.00	600.00	0.00	0.00	1.00	1,199.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	7.34	134.20	0.00	0.00	0.00	134.20	(134.20)
7111- PARENT MILEAGE	58.00	0.00	1.77	28.00	0.03	0.00	1.77	56.23
7112- PARENT INVOLVEMENT	252.00	0.00	0.00	126.00	0.00	0.00	0.00	252.00
7114- PC ALLOWANCE	480.00	0.00	90.80	240.00	0.19	0.00	90.80	389.20
8110- IN KIND SALARIES	152,723.00	0.00	2,300.33	78,825.00	0.02	0.00	2,300.33	150,422.67
8130- IN KIND - OTHER	900.00	0.00	0.00	464.00	0.00	0.00	0.00	900.00
9010- INDIRECT COST ALLOCATION	76,204.00	5,471.85	46,764.59	28,340.53	0.61	0.00	46,764.59	29,439.41
Total Expenses	1,067,235.00	45,446.80	562,961.40	419,058.44	0.53	24,997.04	587,958.44	479,276.56
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(24,997.04)	(24,997.04)	24,997.04
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	(24,997.04)	(24,997.04)	24,997.04

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,060,640.00	230,451.37	1,161,869.93	1,827,831.64	(0.29)	0.00	1,161,869.93	2,898,770.07
4220- IN KIND CONTRIBUTIONS	1,026,666.00	0.00	87,975.77	461,803.00	(0.09)	0.00	87,975.77	938,690.23
Total Revenues	<u>5,087,306.00</u>	<u>230,451.37</u>	<u>1,249,845.70</u>	<u>2,289,634.64</u>	<u>(0.25)</u>	<u>0.00</u>	<u>1,249,845.70</u>	<u>3,837,460.30</u>
Expenses								
5010- SALARIES & WAGES	2,213,193.00	135,333.63	651,264.94	984,383.00	0.29	0.00	651,264.94	1,561,928.06
5019- SALARIES & WAGES C19	0.00	0.00	2,799.25	0.00	0.00	0.00	2,799.25	(2,799.25)
5020- ACCRUED VACATION PAY	124,930.00	7,922.64	40,421.50	55,566.00	0.32	0.00	40,421.50	84,508.50
5112- HEALTH INSURANCE	222,472.00	12,819.22	54,609.59	92,509.60	0.25	0.00	54,609.59	167,862.41
5114- WORKER'S COMPENSATION	113,398.00	4,518.15	24,368.17	50,434.00	0.21	0.00	24,368.17	89,029.83
5115- Worker's Compensation C19	0.00	0.00	118.78	0.00	0.00	0.00	118.78	(118.78)
5116- PENSION	96,173.00	5,808.66	27,746.57	42,779.00	0.29	0.00	27,746.57	68,426.43
5117- Pension C19	0.00	0.00	105.91	0.00	0.00	0.00	105.91	(105.91)
5121- FICA C19	0.00	0.00	198.57	0.00	0.00	0.00	198.57	(198.57)
5122- FICA	179,270.00	10,682.05	50,116.52	79,737.00	0.28	0.00	50,116.52	129,153.48
5124- SUI	43,066.00	129.88	829.19	19,156.00	0.02	0.00	829.19	42,236.81
5130- ACCRUED VACATION FICA	10,120.00	606.26	3,091.02	4,502.00	0.31	0.00	3,091.02	7,028.98
6110- OFFICE SUPPLIES	25,000.00	682.89	4,888.76	11,776.00	0.20	1,650.64	6,539.40	18,460.60
6112- DATA PROCESSING SUPPLIES	50,000.00	3,328.45	16,382.57	21,470.00	0.33	2,845.19	19,227.76	30,772.24
6121- FOOD	4,000.00	0.00	1,843.52	600.00	0.46	0.00	1,843.52	2,156.48
6122- KITCHEN SUPPLIES	2,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	2,000.00
6130- PROGRAM SUPPLIES	49,478.00	690.21	10,054.10	21,500.00	0.20	1,202.96	11,257.06	38,220.94
6132- MEDICAL & DENTAL SUPPLIES	100.00	0.00	2,615.31	100.00	26.15	0.00	2,615.31	(2,515.31)
6134- INSTRUCTIONAL SUPPLIES	8,000.00	1,524.34	3,044.62	3,398.00	0.38	192.39	3,237.01	4,762.99
6140- CUSTODIAL SUPPLIES	25,000.00	0.00	2,264.26	10,000.00	0.09	0.00	2,264.26	22,735.74
6142- LINEN/LAUNDRY	650.00	0.00	0.00	260.00	0.00	0.00	0.00	650.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	900.00	0.00	132.92	450.00	0.15	0.00	132.92	767.08
6180- EQUIPMENT RENTAL	27,500.00	(138.59)	6,981.40	12,628.00	0.25	0.00	6,981.40	20,518.60
6181- EQUIPMENT MAINTENANCE	12,200.00	203.38	1,104.63	5,000.00	0.09	0.00	1,104.63	11,095.37
6310- PRINTING & PUBLICATIONS	2,600.00	0.00	2,849.06	1,000.00	1.10	120.16	2,969.22	(369.22)
6312- ADVERTISING & PROMOTION	200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00
6320- TELEPHONE	48,000.00	9,598.89	36,604.93	24,000.00	0.76	0.00	36,604.93	11,395.07
6410- RENT	112,790.00	8,478.86	39,844.89	55,196.00	0.35	0.00	39,844.89	72,945.11
6420- UTILITIES/ DISPOSAL	80,900.00	3,027.31	19,456.27	40,444.04	0.24	0.00	19,456.27	61,443.73
6432- BUILDING REPAIRS/ MAINTENANCE	80,000.00	1,800.02	9,709.14	39,998.00	0.12	518.74	10,227.88	69,772.12
6433- GROUNDS MAINTENANCE	18,400.00	2,090.00	7,005.00	9,190.00	0.38	0.00	7,005.00	11,395.00
6436- PEST CONTROL	4,744.00	440.52	1,842.12	2,357.00	0.39	0.00	1,842.12	2,901.88
6437- BURGLAR & FIRE ALARM	2,316.00	47.05	1,036.93	1,396.00	0.45	0.00	1,036.93	1,279.07
6440- PROPERTY INSURANCE	5,638.00	0.00	868.99	2,802.00	0.15	0.00	868.99	4,769.01
6520- CONSULTANTS	31,690.00	821.73	2,924.88	13,545.00	0.09	19,666.67	22,591.55	9,098.45
6522- CONSULTANT EXPENSES	1,200.00	0.00	0.00	600.00	0.00	0.00	0.00	1,200.00
6524- CONTRACTS	18,820.00	0.00	6,923.76	7,528.00	0.37	0.00	6,923.76	11,896.24
6530- LEGAL	5,000.00	0.00	3,594.99	2,500.00	0.72	0.00	3,594.99	1,405.01

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6540- CUSTODIAL SERVICES	0.00	0.00	423.80	0.00	0.00	0.00	423.80	(423.80)
6555- MEDICAL SCREENING/DEAT/STAFF	2,500.00	0.00	388.00	1,600.00	0.16	0.00	388.00	2,112.00
6610- GAS & OIL	9,000.00	139.82	562.81	4,500.00	0.06	0.00	562.81	8,437.19
6620- VEHICLE INSURANCE	13,334.00	0.00	3,497.23	6,666.00	0.26	0.00	3,497.23	9,836.77
6640- VEHICLE REPAIR & MAINTENANCE	12,000.00	202.18	1,836.96	6,000.00	0.15	0.00	1,836.96	10,163.04
6712- STAFF TRAVEL-LOCAL	6,000.00	0.00	642.84	2,400.00	0.11	0.00	642.84	5,357.16
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	4,750.00	0.00	0.00	0.00	9,500.00
6722- PER DIEM - STAFF	100.00	0.00	0.00	55.00	0.00	0.00	0.00	100.00
6730- VOLUNTEER TRAVEL	0.00	0.00	(30.00)	0.00	0.00	0.00	(30.00)	30.00
6742- TRAINING - STAFF	4,000.00	0.00	14,140.70	2,050.00	3.54	1,495.00	15,635.70	(11,635.70)
6750- FIELD TRIPS	1,474.00	0.00	0.00	0.00	0.00	0.00	0.00	1,474.00
6832- LIABILITY INSURANCE	888.00	0.00	70.63	444.00	0.08	0.00	70.63	817.37
6834- STUDENT ACTIVITY INSURANCE	1,990.00	0.00	343.47	796.00	0.17	0.00	343.47	1,646.53
6840- PROPERTY TAXES	8.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00
6850- FEES & LICENSES	15,442.00	76.00	2,532.00	7,720.00	0.16	0.00	2,532.00	12,910.00
6852- FINGERPRINT	1,500.00	75.50	323.75	600.00	0.22	0.00	323.75	1,176.25
6875- EMPLOYEE HEALTH & WELFARE COSTS	16,409.00	82.20	1,876.12	16,409.00	0.11	0.00	1,876.12	14,532.88
7111- PARENT MILEAGE	1,950.00	13.24	17.32	650.00	0.01	0.00	17.32	1,932.68
7112- PARENT INVOLVEMENT	2,280.00	0.00	0.00	912.00	0.00	0.00	0.00	2,280.00
7114- PC ALLOWANCE	2,520.00	225.00	690.00	1,008.00	0.27	0.00	690.00	1,830.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	500.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	881,983.00	0.00	24,824.52	396,689.00	0.03	0.00	24,824.52	857,158.48
8120- IN KIND RENT	139,143.00	0.00	63,151.25	62,622.00	0.45	0.00	63,151.25	75,991.75
8130- IN KIND - OTHER	5,540.00	0.00	0.00	2,492.00	0.00	0.00	0.00	5,540.00
9010- INDIRECT COST ALLOCATION	338,697.00	19,221.88	96,911.24	152,459.00	0.29	0.00	96,911.24	241,785.76
Total Expenses	<u>5,087,306.00</u>	<u>230,451.37</u>	<u>1,249,845.70</u>	<u>2,289,634.64</u>	<u>0.25</u>	<u>27,691.75</u>	<u>1,277,537.45</u>	<u>3,809,768.55</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>(27,691.75)</u>	<u>(27,691.75)</u>	<u>27,691.75</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>(27,691.75)</u>	<u>(27,691.75)</u>	<u>27,691.75</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	110,315.53	449,394.88	0.00	0.00	0.00	449,394.88	(449,394.88)
Total Revenues	<u>0.00</u>	<u>110,315.53</u>	<u>449,394.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>449,394.88</u>	<u>(449,394.88)</u>
Expenses								
5010- SALARIES & WAGES	0.00	76,375.39	272,223.03	0.00	0.00	0.00	272,223.03	(272,223.03)
5019- SALARIES & WAGES C19	0.00	0.00	(500.38)	0.00	0.00	0.00	(500.38)	500.38
5020- ACCRUED VACATION PAY	0.00	4,678.37	17,635.38	0.00	0.00	0.00	17,635.38	(17,635.38)
5112- HEALTH INSURANCE	0.00	7,762.65	24,561.72	0.00	0.00	0.00	24,561.72	(24,561.72)
5114- WORKER'S COMPENSATION	0.00	2,577.03	8,969.00	0.00	0.00	0.00	8,969.00	(8,969.00)
5115- Worker's Compensation C19	0.00	0.00	18.38	0.00	0.00	0.00	18.38	(18.38)
5116- PENSION	0.00	3,431.23	11,855.10	0.00	0.00	0.00	11,855.10	(11,855.10)
5117- Pension C19	0.00	0.00	16.67	0.00	0.00	0.00	16.67	(16.67)
5121- FICA C19	0.00	0.00	31.38	0.00	0.00	0.00	31.38	(31.38)
5122- FICA	0.00	5,905.40	20,735.70	0.00	0.00	0.00	20,735.70	(20,735.70)
5124- SUI	0.00	26.34	294.09	0.00	0.00	0.00	294.09	(294.09)
5130- ACCRUED VACATION FICA	0.00	357.73	1,348.40	0.00	0.00	0.00	1,348.40	(1,348.40)
6110- OFFICE SUPPLIES	0.00	0.00	4,118.85	0.00	0.00	0.00	4,118.85	(4,118.85)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	5,442.58	0.00	0.00	0.00	5,442.58	(5,442.58)
6130- PROGRAM SUPPLIES	0.00	0.00	6,317.59	0.00	0.00	0.00	6,317.59	(6,317.59)
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	554.11	0.00	0.00	0.00	554.11	(554.11)
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	1,199.54	0.00	0.00	0.00	1,199.54	(1,199.54)
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,129.41	0.00	0.00	0.00	1,129.41	(1,129.41)
6180- EQUIPMENT RENTAL	0.00	0.00	1,756.20	0.00	0.00	0.00	1,756.20	(1,756.20)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	1,281.23	0.00	0.00	0.00	1,281.23	(1,281.23)
6320- TELEPHONE	0.00	0.00	6,947.39	0.00	0.00	0.00	6,947.39	(6,947.39)
6410- RENT	0.00	0.00	5,325.34	0.00	0.00	0.00	5,325.34	(5,325.34)
6420- UTILITIES/ DISPOSAL	0.00	0.00	10,498.70	0.00	0.00	0.00	10,498.70	(10,498.70)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	3,385.53	0.00	0.00	0.00	3,385.53	(3,385.53)
6433- GROUNDS MAINTENANCE	0.00	0.00	4,147.07	0.00	0.00	0.00	4,147.07	(4,147.07)
6436- PEST CONTROL	0.00	0.00	456.89	0.00	0.00	0.00	456.89	(456.89)
6437- BURGLAR & FIRE ALARM	0.00	0.00	296.35	0.00	0.00	0.00	296.35	(296.35)
6440- PROPERTY INSURANCE	0.00	0.00	1,258.40	0.00	0.00	0.00	1,258.40	(1,258.40)
6540- CUSTODIAL SERVICES	0.00	0.00	197.26	0.00	0.00	0.00	197.26	(197.26)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	21.22	0.00	0.00	0.00	21.22	(21.22)
6834- STUDENT ACTIVITY INSURANCE	0.00	0.00	204.67	0.00	0.00	0.00	204.67	(204.67)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	62.66	0.00	0.00	0.00	62.66	(62.66)
7111- PARENT MILEAGE	0.00	0.00	2.32	0.00	0.00	0.00	2.32	(2.32)
7114- PC ALLOWANCE	0.00	0.00	119.20	0.00	0.00	0.00	119.20	(119.20)
9010- INDIRECT COST ALLOCATION	0.00	9,201.39	37,483.90	0.00	0.00	0.00	37,483.90	(37,483.90)
Total Expenses	<u>0.00</u>	<u>110,315.53</u>	<u>449,394.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>449,394.88</u>	<u>(449,394.88)</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>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	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 6/01/2020 to 11/30/2020

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2020</u>	<u>YTD Budget November 30, 2020</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
380 0 MADERA REGIONAL HS BLENDED 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	0.00	0.00	0.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,060,640.00	340,766.90	1,611,264.81	1,827,831.64	(0.40)	0.00	1,611,264.81	2,449,375.19
4220- IN KIND CONTRIBUTIONS	1,026,666.00	0.00	87,975.77	461,803.00	(0.09)	0.00	87,975.77	938,690.23
Total Revenues	5,087,306.00	340,766.90	1,699,240.58	2,289,634.64	(0.33)	0.00	1,699,240.58	3,388,065.42
Expenses								
5010- SALARIES & WAGES	2,213,193.00	211,709.02	923,487.97	984,383.00	0.42	0.00	923,487.97	1,289,705.03
5019- SALARIES & WAGES C19	0.00	0.00	2,298.87	0.00	0.00	0.00	2,298.87	(2,298.87)
5020- ACCRUED VACATION PAY	124,930.00	12,601.01	58,056.88	55,566.00	0.46	0.00	58,056.88	66,873.12
5112- HEALTH INSURANCE	222,472.00	20,581.87	79,171.31	92,509.60	0.36	0.00	79,171.31	143,300.69
5114- WORKER'S COMPENSATION	113,398.00	7,095.18	33,337.17	50,434.00	0.29	0.00	33,337.17	80,060.83
5115- Worker's Compensation C19	0.00	0.00	137.16	0.00	0.00	0.00	137.16	(137.16)
5116- PENSION	96,173.00	9,239.89	39,601.67	42,779.00	0.41	0.00	39,601.67	56,571.33
5117- Pension C19	0.00	0.00	122.58	0.00	0.00	0.00	122.58	(122.58)
5121- FICA C19	0.00	0.00	229.95	0.00	0.00	0.00	229.95	(229.95)
5122- FICA	179,270.00	16,587.45	70,852.22	79,737.00	0.40	0.00	70,852.22	108,417.78
5124- SUI	43,066.00	156.22	1,123.28	19,156.00	0.03	0.00	1,123.28	41,942.72
5130- ACCRUED VACATION FICA	10,120.00	963.99	4,439.42	4,502.00	0.44	0.00	4,439.42	5,680.58
6110- OFFICE SUPPLIES	25,000.00	682.89	9,007.61	11,776.00	0.36	1,650.64	10,658.25	14,341.75
6112- DATA PROCESSING SUPPLIES	50,000.00	3,328.45	21,825.15	21,470.00	0.44	2,845.19	24,670.34	25,329.66
6121- FOOD	4,000.00	0.00	1,843.52	600.00	0.46	0.00	1,843.52	2,156.48
6122- KITCHEN SUPPLIES	2,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	2,000.00
6130- PROGRAM SUPPLIES	49,478.00	690.21	16,371.69	21,500.00	0.33	1,202.96	17,574.65	31,903.35
6132- MEDICAL & DENTAL SUPPLIES	100.00	0.00	3,169.42	100.00	31.69	0.00	3,169.42	(3,069.42)
6134- INSTRUCTIONAL SUPPLIES	8,000.00	1,524.34	4,244.16	3,398.00	0.53	192.39	4,436.55	3,563.45
6140- CUSTODIAL SUPPLIES	25,000.00	0.00	3,393.67	10,000.00	0.14	0.00	3,393.67	21,606.33
6142- LINEN/LAUNDRY	650.00	0.00	0.00	260.00	0.00	0.00	0.00	650.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	900.00	0.00	132.92	450.00	0.15	0.00	132.92	767.08
6180- EQUIPMENT RENTAL	27,500.00	(138.59)	8,737.60	12,628.00	0.32	0.00	8,737.60	18,762.40
6181- EQUIPMENT MAINTENANCE	12,200.00	203.38	2,385.86	5,000.00	0.20	0.00	2,385.86	9,814.14
6310- PRINTING & PUBLICATIONS	2,600.00	0.00	2,849.06	1,000.00	1.10	120.16	2,969.22	(369.22)
6312- ADVERTISING & PROMOTION	200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00
6320- TELEPHONE	48,000.00	9,598.89	43,552.32	24,000.00	0.91	0.00	43,552.32	4,447.68
6410- RENT	112,790.00	8,478.86	45,170.23	55,196.00	0.40	0.00	45,170.23	67,619.77
6420- UTILITIES/ DISPOSAL	80,900.00	3,027.31	29,954.97	40,444.04	0.37	0.00	29,954.97	50,945.03
6432- BUILDING REPAIRS/ MAINTENANCE	80,000.00	1,800.02	13,094.67	39,998.00	0.16	518.74	13,613.41	66,386.59
6433- GROUNDS MAINTENANCE	18,400.00	2,090.00	11,152.07	9,190.00	0.61	0.00	11,152.07	7,247.93
6436- PEST CONTROL	4,744.00	440.52	2,299.01	2,357.00	0.48	0.00	2,299.01	2,444.99
6437- BURGLAR & FIRE ALARM	2,316.00	47.05	1,333.28	1,396.00	0.58	0.00	1,333.28	982.72
6440- PROPERTY INSURANCE	5,638.00	0.00	2,127.39	2,802.00	0.38	0.00	2,127.39	3,510.61
6520- CONSULTANTS	31,690.00	821.73	2,924.88	13,545.00	0.09	19,666.67	22,591.55	9,098.45
6522- CONSULTANT EXPENSES	1,200.00	0.00	0.00	600.00	0.00	0.00	0.00	1,200.00
6524- CONTRACTS	18,820.00	0.00	6,923.76	7,528.00	0.37	0.00	6,923.76	11,896.24
6530- LEGAL	5,000.00	0.00	3,594.99	2,500.00	0.72	0.00	3,594.99	1,405.01

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 11/30/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6540- CUSTODIAL SERVICES	0.00	0.00	621.06	0.00	0.00	0.00	621.06	(621.06)
6555- MEDICAL SCREENING/DEAT/STAFF	2,500.00	0.00	388.00	1,600.00	0.16	0.00	388.00	2,112.00
6610- GAS & OIL	9,000.00	139.82	562.81	4,500.00	0.06	0.00	562.81	8,437.19
6620- VEHICLE INSURANCE	13,334.00	0.00	3,497.23	6,666.00	0.26	0.00	3,497.23	9,836.77
6640- VEHICLE REPAIR & MAINTENANCE	12,000.00	202.18	1,836.96	6,000.00	0.15	0.00	1,836.96	10,163.04
6712- STAFF TRAVEL-LOCAL	6,000.00	0.00	664.06	2,400.00	0.11	0.00	664.06	5,335.94
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	4,750.00	0.00	0.00	0.00	9,500.00
6722- PER DIEM - STAFF	100.00	0.00	0.00	55.00	0.00	0.00	0.00	100.00
6730- VOLUNTEER TRAVEL	0.00	0.00	(30.00)	0.00	0.00	0.00	(30.00)	30.00
6742- TRAINING - STAFF	4,000.00	0.00	14,140.70	2,050.00	3.54	1,495.00	15,635.70	(11,635.70)
6750- FIELD TRIPS	1,474.00	0.00	0.00	0.00	0.00	0.00	0.00	1,474.00
6832- LIABILITY INSURANCE	888.00	0.00	70.63	444.00	0.08	0.00	70.63	817.37
6834- STUDENT ACTIVITY INSURANCE	1,990.00	0.00	548.14	796.00	0.28	0.00	548.14	1,441.86
6840- PROPERTY TAXES	8.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00
6850- FEES & LICENSES	15,442.00	76.00	2,532.00	7,720.00	0.16	0.00	2,532.00	12,910.00
6852- FINGERPRINT	1,500.00	75.50	323.75	600.00	0.22	0.00	323.75	1,176.25
6875- EMPLOYEE HEALTH & WELFARE COSTS	16,409.00	82.20	1,938.78	16,409.00	0.12	0.00	1,938.78	14,470.22
7111- PARENT MILEAGE	1,950.00	13.24	19.64	650.00	0.01	0.00	19.64	1,930.36
7112- PARENT INVOLVEMENT	2,280.00	0.00	0.00	912.00	0.00	0.00	0.00	2,280.00
7114- PC ALLOWANCE	2,520.00	225.00	809.20	1,008.00	0.32	0.00	809.20	1,710.80
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	500.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	881,983.00	0.00	24,824.52	396,689.00	0.03	0.00	24,824.52	857,158.48
8120- IN KIND RENT	139,143.00	0.00	63,151.25	62,622.00	0.45	0.00	63,151.25	75,991.75
8130- IN KIND - OTHER	5,540.00	0.00	0.00	2,492.00	0.00	0.00	0.00	5,540.00
9010- INDIRECT COST ALLOCATION	338,697.00	28,423.27	134,395.14	152,459.00	0.40	0.00	134,395.14	204,301.86
Total Expenses	5,087,306.00	340,766.90	1,699,240.58	2,289,634.64	0.33	27,691.75	1,726,932.33	3,360,373.67
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(27,691.75)	(27,691.75)	27,691.75
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	(27,691.75)	(27,691.75)	27,691.75

FUND #311 Basic
Madera Regional Head Start
Budget to Actual
For the period ending November 30, 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	228,801.13	1,611,264.81	1,382,463.68	1,827,832.00	40%	30,211.70	1,641,476.51	(2,419,163.49)	
4210- DONATIONS	-	-	-	-	-	0%	-	-	-	
4220- IN KIND CONTRIBUTIONS	1,026,666.00	41,303.72	87,975.77	46,672.05	461,803.00	9%	-	87,975.77	(938,690.23)	
4330- SALE OF ASSETS	-	-	-	-	-	0%	-	-	-	
4350- RENTAL INCOME	-	-	-	-	-	0%	-	-	-	
4390- MISC INCOME	-	-	-	-	-	0%	-	-	-	
Total Revenues	5,087,306.00	270,104.85	1,692,798.14	1,429,135.73	2,289,635.00	33%	30,211.70	1,729,452.28	(3,357,853.72)	
5010 SALARIES & WAGES	2,213,193.00	142,854.01	923,487.97	780,633.96	984,383.00	42%	-	923,487.97	(1,289,705.03)	
5019- SALARIES & WAGES C19	-	-	2,298.87	2,298.87	-	-	-	2,298.87	2,298.87	
5020 ACCRUED VACATION PAY	124,930.00	8,395.13	58,056.88	49,661.75	55,566.00	46%	-	58,056.88	(66,873.12)	
5112 HEALTH INSURANCE	222,472.00	14,130.14	79,171.31	65,041.17	92,510.00	36%	-	79,171.31	(143,300.69)	
5114 WORKER'S COMPENSATION	113,398.00	4,765.20	33,337.17	28,571.97	50,434.00	29%	-	33,337.17	(80,060.83)	
5115- Worker's Compensation C19	-	-	137.16	137.16	-	-	-	137.16	137.16	
5116 PENSION	96,173.00	6,221.63	39,601.67	33,380.04	42,779.00	41%	-	39,601.67	(56,571.33)	
5117- Pension C19	-	-	122.58	122.58	-	-	-	122.58	122.58	
5121- FICA C19	-	-	229.95	229.95	-	-	-	229.95	229.95	
5122 FICA	179,270.00	11,405.19	70,852.22	59,447.03	79,737.00	40%	-	70,852.22	(108,417.78)	
5123- SUI C19	-	-	-	-	-	0%	-	-	-	
5124 SUI	43,066.00	1.52	1,123.28	1,121.76	19,156.00	3%	-	1,123.28	(41,942.72)	
5130 ACCRUED VACATION FRINGE	10,120.00	642.45	4,439.42	3,796.97	4,502.00	44%	-	4,439.42	(5,680.58)	
6110 OFFICE SUPPLIES	25,000.00	682.89	9,007.61	8,324.72	11,776.00	43%	1,650.64	10,658.25	(14,341.75)	
6112 DATA PROCESSING	50,000.00	3,258.49	21,825.15	18,566.66	21,470.00	49%	2,845.19	24,670.34	(25,329.66)	
6121 FOOD	4,000.00	1,781.46	1,843.52	62.06	600.00	46%	-	1,843.52	(2,156.48)	
6122 KITCHEN SUPPLIES	2,000.00	-	-	-	1,000.00	0%	-	-	(2,000.00)	
6130 PROGRAM SUPPLIES	49,478.00	1,256.83	16,371.69	15,114.86	21,500.00	36%	1,202.96	17,574.65	(31,903.35)	
6132 MEDICAL & DENTAL SUPPLIES	100.00	-	3,169.42	3,169.42	100.00	3169%	-	3,169.42	3,069.42	
6134 INSTRUCTIONAL SUPPLIES	8,000.00	1,524.34	4,244.16	2,719.82	3,398.00	55%	192.39	4,436.55	(3,563.45)	
6140 CUSTODIAL SUPPLIES	25,000.00	-	3,393.67	3,393.67	10,000.00	14%	-	3,393.67	(21,606.33)	
6142 LINEN/LAUNDRY	650.00	-	-	-	260.00	0%	-	-	(650.00)	
6150 UNIFORM RENTAL/PURCHASE	300.00	-	-	-	300.00	0%	-	-	(300.00)	
6170 POSTAGE & SHIPPING	900.00	-	132.92	132.92	450.00	15%	-	132.92	(767.08)	
6180 EQUIPMENT RENTAL	27,500.00	230.90	8,737.60	8,506.70	12,628.00	32%	-	8,737.60	(18,762.40)	
6181 EQUIPMENT MAINTENANCE	12,200.00	(324.58)	2,385.86	2,710.44	5,000.00	20%	-	2,385.86	(9,814.14)	
6221 EQUIPMENT OVER >\$5000	-	-	-	-	-	0%	-	-	-	
6310 PRINTING & PUBLICATIONS	2,600.00	-	2,849.06	2,849.06	1,000.00	114%	120.16	2,969.22	369.22	
6312 ADVERTISING & PROMOTION	200.00	-	-	-	200.00	0%	-	-	(200.00)	
6320 TELEPHONE	48,000.00	5,384.16	43,552.32	38,168.16	24,000.00	91%	-	43,552.32	(4,447.68)	
6410 RENT	112,790.00	6,143.91	45,170.23	39,026.32	55,196.00	40%	-	45,170.23	(67,619.77)	
6420 UTILITIES/ DISPOSAL	80,900.00	(1,275.32)	29,954.97	31,230.29	40,444.00	37%	-	29,954.97	(50,945.03)	
6432 BUILDING REPAIRS/ MAINTEN	80,000.00	1,062.94	13,094.67	12,031.73	39,998.00	17%	518.74	13,613.41	(66,386.59)	
6433 GROUNDS MAINTENANCE	18,400.00	424.95	11,152.07	10,727.12	9,190.00	61%	-	11,152.07	(7,247.93)	
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	0%	-	-	-	
6436 PEST CONTROL	4,744.00	245.29	2,299.01	2,053.72	2,357.00	48%	-	2,299.01	(2,444.99)	
6437 BURGLAR & FIRE ALARM	2,316.00	(159.01)	1,333.28	1,492.29	1,396.00	58%	-	1,333.28	(982.72)	
6440 PROPERTY INSURANCE	5,638.00	(365.15)	2,127.39	2,492.54	2,802.00	38%	-	2,127.39	(3,510.61)	
6520 CONSULTANTS	31,690.00	821.73	2,924.88	2,103.15	13,545.00	71%	19,666.67	22,591.55	(9,098.45)	
6522 CONSULTANT EXPENSES	1,200.00	-	-	-	600.00	0%	-	-	(1,200.00)	
6524 CONTRACTS	18,820.00	-	6,923.76	6,923.76	7,528.00	37%	-	6,923.76	(11,896.24)	
6530 LEGAL	5,000.00	-	3,594.99	3,594.99	2,500.00	72%	-	3,594.99	(1,405.01)	
6540 CUSTODIAL SERVICES	-	(150.24)	621.06	771.30	-	0%	-	621.06	621.06	
6555 MEDICAL SCREENING/DEAT/ST	2,500.00	-	388.00	388.00	1,600.00	16%	-	388.00	(2,112.00)	
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 November 30, 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	139.82	562.81	422.99	4,500.00	6%	-	562.81	(8,437.19)	
6620 VEHICLE INSURANCE	13,334.00	-	3,497.23	3,497.23	6,666.00	26%	-	3,497.23	(9,836.77)	
6640 VEHICLE REPAIR & MAINTENA	12,000.00	202.18	1,836.96	1,634.78	6,000.00	15%	-	1,836.96	(10,163.04)	
6712 STAFF TRAVEL-LOCAL	6,000.00	113.79	664.06	550.27	2,400.00	11%	-	664.06	(5,335.94)	
6714 STAFF TRAVEL-OUT OF AREA	9,500.00	-	-	-	4,750.00	0%	-	-	(9,500.00)	
6722 PER DIEM - STAFF	100.00	-	-	-	55.00	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	-	14,140.70	14,140.70	2,050.00	391%	1,495.00	15,635.70	11,635.70	
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	8%	-	70.63	(817.37)	
6834 STUDENT ACTIVITY INSURANC	1,990.00	(59.40)	548.14	607.54	796.00	28%	-	548.14	(1,441.86)	
6840 PROPERTY TAXES	8.00	-	-	-	8.00	0%	-	-	(8.00)	
6850 FEES & LICENSES	15,442.00	76.00	2,532.00	2,456.00	7,720.00	16%	-	2,532.00	(12,910.00)	
6851 CPR FEES		-				0%		-	-	
6852 FINGER PRINTING	1,500.00	75.50	323.75	248.25	600.00	22%	-	323.75	(1,176.25)	
6860 DEPRECIATION EXPENSE		-				0%		-	-	
6870 EMPLOYEE RECOGNITION		-				0%		-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	16,409.00	34.47	1,938.78	1,904.31	16,409.00	12%	-	1,938.78	(14,470.22)	
6880 VOLUNTEER RECONGNITION		-				0%		-	-	
6892 CASH SHORT / OVER		-				0%		-	-	
7110 PARENT ACTIVITIES		-				0%		-	-	
7111 PARENT MILEAGE	1,950.00	11.47	19.64	8.17	650.00	1%	-	19.64	(1,930.36)	
7112 PARENT INVOLVEMENT	2,280.00	-	-	-	912.00	0%	-	-	(2,280.00)	
7114 PPC ALLOWANCE	2,520.00	164.20	809.20	645.00	1,008.00	32%	-	809.20	(1,710.80)	
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	22,225.47	24,824.52	2,599.05	396,689.00	3%	-	24,824.52	(857,158.48)	
8120 IN KIND RENT	139,143.00	19,078.25	63,151.25	44,073.00	62,622.00	45%	-	63,151.25	(75,991.75)	
8130 IN KIND - OTHER	5,540.00	-	-	-	2,492.00	0%	-	-	(5,540.00)	
9010 INDIRECT COST ALLOCATION	338,697.00	19,084.24	134,395.14	115,310.90	152,459.00	40%	2,519.95	136,915.09	(201,781.91)	
Total Expenses	5,087,306.00	270,104.85	1,692,798.14	1,429,135.73	2,289,635.00	34%	30,211.70	1,729,452.28	(3,357,853.72)	
Excess Revenue Over (Under) Expenditures	-	-	-	-	-		-	-	-	
		209,716.89	1,470,427.23	1,267,152.78						
		19,084.24	133,808.88	115,310.90	9.10%					

ADMINISTRATIVE EXPENSES	\$201,800.47
PERCENT ADMINISTRATIVE	11.81%
LIMIT IS 15%	

YTD Contract % 40.42%

**Madera Migrant Head Start
Budget to Actual**

		For the Period Ending 11/30/2020					Start Date	3/1/2020		
							Current Mnth	9.00		
							71%			
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	367,956.35	2,750,091.67	2,382,135.32	3,869,889.00	53%	115,608.69	2,865,700.36	2,294,151.64
4220	IN KIND CONTRIBUTIONS	402,549	64,594.46	330,935.16	266,340.70	301,911.75	82%	-	330,935.16	71,613.84
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	432,550.81	3,095,746.58	2,663,195.77	4,171,800.75	56%	115,608.69	3,211,355.27	2,351,045.73
EXPENDITURES										
5010	Salaries & Wages	2,809,254	209,962.41	1,508,574.51	1,298,612.10	2,106,940.50	54%	-	1,508,574.51	1,300,679.49
5019	Salaries & Wages C19	45,000	-	33,925.96	33,925.96	33,750.00	75%	-	33,925.96	11,074.04
5020	Accrued Vacation Pay	188,000	12,796.39	112,337.31	99,540.92	141,000.00	60%	-	112,337.31	75,662.69
5112	Health Insurance	331,992	27,242.52	163,459.83	136,217.31	248,994.00	49%	-	163,459.83	168,532.17
5114	Worker's Compensation	154,372	7,485.16	62,176.20	54,691.04	115,779.00	40%	-	62,176.20	92,195.80
5115	Worker's CompensationC19	1,000	-	896.16	896.16	750.00	90%	-	896.16	103.84
5116	Pension	109,093	8,273.26	63,019.50	54,746.24	81,819.75	58%	-	63,019.50	46,073.50
5117	Pension C19	1,500	-	1,225.16	1,225.16	1,125.00	82%	-	1,225.16	274.84
5121	FICA C19	3,000	-	2,470.54	2,470.54	2,250.00	82%	-	2,470.54	529.46
5122	FICA	216,244	16,163.04	114,444.64	98,281.60	162,183.00	53%	-	114,444.64	101,799.36
5123	SUI C19	300	-	(8.10)	(8.10)	225.00	-3%	-	(8.10)	308.10
5124	SUI	46,857	320.40	1,722.71	1,402.31	35,142.75	4%	-	1,722.71	45,134.29
5130	Accrued Vacation Fringe	12,864	978.90	8,591.71	7,612.81	9,648.00	67%	-	8,591.71	4,272.29
6110	Office supplies	25,000	960.55	14,483.16	13,522.61	18,750.00	58%	4,554.85	19,038.01	5,961.99
6112	Data Processing Supplies	26,275	5,229.42	29,762.99	24,533.57	19,706.25	113%	10,431.69	40,194.68	(13,919.68)
6121	Food	5,558	2,666.77	6,318.61	3,651.84	4,168.50	114%	-	6,318.61	(760.61)
6122	Kitchen Supplies	4,200	-	3,693.77	3,693.77	3,150.00	88%	-	3,693.77	506.23
6130	Program Supplies	157,269	2,158.41	45,102.25	42,943.84	117,951.75	29%	30,947.73	76,049.98	81,219.02
6132	Medical & Dental Supplies	-	-	2,367.96	2,367.96	-	-	-	2,367.96	(2,367.96)
6134	Instructional Supplies	37,635	882.98	5,183.61	4,300.63	28,226.25	14%	20,662.43	25,846.04	11,788.96
6140	Custodial Supplies	35,000	-	17,241.65	17,241.65	26,250.00	49%	-	17,241.65	17,758.35
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	-	-	-	-	-	-	-	-
6150	Uniform Rental / Purchases	432	150.00	300.00	150.00	324.00	69%	-	300.00	132.00
6170	Postage & Shipping	500	-	106.60	106.60	375.00	21%	-	106.60	393.40
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	26,004	(406.47)	19,536.49	19,942.96	19,503.00	75%	-	19,536.49	6,467.51
6181	Equipment Maintenance	11,004	44.76	6,212.50	6,167.74	8,253.00	56%	-	6,212.50	4,791.50
6310	Printing & Publications	5,000	1,242.71	3,489.87	2,247.16	3,750.00	70%	175.36	3,665.23	1,334.77
6312	Advertising & Promotion	-	-	152.63	152.63	-	-	-	152.63	(152.63)
6320	Telephone	42,000	6,873.30	46,602.59	39,729.29	31,500.00	111%	-	46,602.59	(4,602.59)
6410	Rent	94,999	6,680.06	63,322.54	56,642.48	71,249.25	67%	-	63,322.54	31,676.46
6420	Utilities / Disposal	102,390	2,255.37	69,024.47	66,769.10	76,792.50	67%	-	69,024.47	33,365.53
6432	Building Repairs / Maintenanc	25,000	3,520.17	26,024.46	22,504.29	18,750.00	104%	19,527.08	45,551.54	(20,551.54)
6433	Grounds Maintenance	14,640	1,450.00	10,820.72	9,370.72	10,980.00	74%	-	10,820.72	3,819.28
6436	Pest Control	2,796	208.94	1,774.46	1,565.52	2,097.00	63%	-	1,774.46	1,021.54
6437	Burglar & Fire Alarm	2,004	22.23	1,217.91	1,195.68	1,503.00	61%	-	1,217.91	786.09
6440	Property Insurance	17,376	-	8,163.30	8,163.30	13,032.00	47%	-	8,163.30	9,212.70
6521 / 6520	Consultants	43,500	1,121.14	5,425.24	4,304.10	32,625.00	12%	19,666.66	25,091.90	18,408.10
6522	Consultants Expense	100	-	-	-	75.00	0%	-	-	100.00

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6524	Contracts	-	-	170.00	170.00	-	-	-	170.00	(170.00)
6530	Legal	3,000	-	8,143.90	8,143.90	2,250.00	271%	-	8,143.90	(5,143.90)
6540	Custodial Services	45,004	3,956.00	29,136.30	25,180.30	33,753.00	65%	-	29,136.30	15,867.70
6555	Medical Screening / DEAT / Staff	2,700	-	1,321.54	1,321.54	2,025.00	49%	-	1,321.54	1,378.46
6562	Medical Exam	100	-	-	-	75.00	0%	-	-	100.00
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	100	-	-	-	75.00	0%	-	-	100.00
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	5,700	373.02	2,020.72	1,647.70	4,275.00	35%	-	2,020.72	3,679.28
6620	Vehicle Insurance	17,500	-	6,524.01	6,524.01	13,125.00	37%	-	6,524.01	10,975.99
6630	Vehicle License & Fees	-	-	-	-	-	0%	-	-	-
6640	Vehicle Repair & Maintenanc	7,000	941.25	4,949.34	4,008.09	5,250.00	71%	-	4,949.34	2,050.66
6712	Staff Travel-Local	1,300	-	743.48	743.48	975.00	57%	-	743.48	556.52
6714	Staff Travel-Out of Area	1,501	-	-	-	1,125.75	0%	-	-	1,501.00
6722	Per Diem-Staff	-	-	-	-	-	0%	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	0%	-	-	-
6730	Volunteer Travel	-	-	-	-	-	0%	-	-	-
6742	Training - Staff	15,891	13,500.00	14,696.43	1,196.43	11,918.25	92%	-	14,696.43	1,194.57
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	450.00	22%	-	133.46	466.54
6834	Student Activity Insurance	2,606	-	717.06	717.06	1,954.50	28%	-	717.06	1,888.94
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	9,000	88.81	557.41	468.60	6,750.00	6%	-	557.41	8,442.59
6852	Finger Printing	2,500	1.50	375.63	374.13	1,875.00	15%	-	375.63	2,124.37
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	8,840	122.22	3,001.11	2,878.89	6,630.00	34%	-	3,001.11	5,838.89
7110	Parent Activities	1,000	-	-	-	750.00	0%	-	-	1,000.00
7111	Parent Mileage	500	-	75.40	75.40	375.00	15%	-	75.40	424.60
7112	Parent Involvement	2,500	-	1,701.59	1,701.59	1,875.00	68%	-	1,701.59	798.41
7114	PPC Allowance	2,700	-	630.00	630.00	2,025.00	23%	-	630.00	2,070.00
7116	PPC Food Allowance	1,300	-	-	-	975.00	0%	-	-	1,300.00
8110	In-Kind Salaries	276,417	54,943.63	232,173.69	177,230.06	207,312.75	84%	-	232,173.69	44,243.31
8120	In-Kind Rent	125,132	9,650.83	98,761.47	89,110.64	93,849.00	79%	-	98,761.47	26,370.53
8130	In-Kind Other	1,000	-	-	-	750.00	0%	-	-	1,000.00
9010	In-Direct Cost Allocation	430,352	30,691.13	230,612.13	199,921.00	322,764.00	54%	9,642.89	240,255.02	190,096.98

Total Expenses	5,562,401	432,550.81	3,095,746.58	2,663,195.77	4,171,800.75	56%	115,608.69	3,211,355.27	2,351,045.73
-----------------------	------------------	-------------------	---------------------	---------------------	---------------------	------------	-------------------	---------------------	---------------------

Excess Revenue Over	-	-	-	-	-	-	-	-	-
----------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Total Expenses w/o In Kind	5,159,852	367,956.35	2,764,811.42	2,396,855.07				2,880,420.11	2,279,431.89
In-Kind	402,549	64,594.46						55.82%	

ADMINISTRATION BUDGET LIMIT	\$584,446
YEAR-TO DATE ADMIN EXP.	\$333,942
PERCENT OF TOTAL EXPENSES	5.43%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
230,612.13
230,612.13

State Migrant Full-Day Program - Basic Program

Budget to Actual

For the Period Ending

11/30/2020

Start Date **7/1/2020**
 Current Mnth **5**
 50%

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	34,992.84	243,370.05	208,377.21	312,868	32.41%	-	243,370.05	507,510.95
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	750,881	34,992.84	243,370.05	208,377.21	312,868	32.41%	-	243,370.05	507,510.95
EXPENDITURES										
5010	SALARIES & WAGES	436,233	23,864.92	164,004.33	140,139.41	181,764	37.60%	-	164,004.33	272,228.67
5020	ACCRUED VACATION PAY	28,000	1,443.98	11,033.39	9,589.41	11,667	39.40%	-	11,033.39	16,966.61
5112	HEALTH INSURANCE	55,352	2,811.29	18,684.29	15,873.00	23,063	33.76%	-	18,684.29	36,667.71
5114	WORKER'S COMPENSATION	26,321	1,008.56	8,716.65	7,708.09	10,967	33.12%	-	8,716.65	17,604.35
5116	PENSION	22,258	958.80	7,250.35	6,291.55	9,274	32.57%	-	7,250.35	15,007.65
5122	FICA	33,002	1,786.93	12,346.17	10,559.24	13,751	37.41%	-	12,346.17	20,655.83
5124	SUI	5,698	89.16	191.65	102.49	2,374	3.36%	-	191.65	5,506.35
5130	ACCRUED VACATION FRINGE	2,500	110.45	843.79	733.34	1,042	33.75%	-	843.79	1,656.21
6110	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
6112	DATA PROCESSING SUPPLIES	15,000	-	-	-	6,250	0.00%	-	-	15,000.00
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	53,886	-	-	-	22,453	-	-	-	53,886.00
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	10,000	-	-	-	4,167	-	-	-	10,000.00
6140	CUSTODIAL SUPPLIES	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6310	PRINTING & PUBLICATIONS	-	-	-	-	-	-	-	-	-
6312	ADVERTISING & PROMOTION	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUND MAINTENANCE	-	-	-	-	-	-	-	-	-
6436	PEST CONTROL	-	-	-	-	-	-	-	-	-
6437	BURGLAR & FIRE ALARM	-	-	-	-	-	-	-	-	-
6440	PROPERTY INSURANCE	-	-	-	-	-	-	-	-	-
6520	CONSULTANTS	-	-	-	-	-	-	-	-	-
6522	CONSULTANT EXPENSES	-	-	-	-	-	-	-	-	-
6524	CONTRACTS	-	-	-	-	-	-	-	-	-
6530	LEGAL	-	-	-	-	-	-	-	-	-
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	2,918.75	20,299.43	17,380.68	26,096	32.41%	-	20,299.43	42,331.57
	Total Expenses	750,881	34,992.84	243,370.05	208,377.21	312,868	32.41%	-	243,370.05	507,510.95
									32.4%	

In Direct Calc. @ 9.1%
20,299.43
20,299.43 Total

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 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	141.89	2,074.86	0.00	(0.02)	0.00	2,074.86	87,564.14
Total Revenues	<u>89,639.00</u>	<u>141.89</u>	<u>2,074.86</u>	<u>0.00</u>	<u>(0.02)</u>	<u>0.00</u>	<u>2,074.86</u>	<u>87,564.14</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	130.06	1,140.80	0.00	0.00	0.00	1,140.80	(1,140.80)
9010- INDIRECT COST ALLOCATION	7,477.00	11.83	173.06	0.00	0.02	0.00	173.06	7,303.94
Total Expenses	<u>89,639.00</u>	<u>141.89</u>	<u>2,074.86</u>	<u>0.00</u>	<u>0.02</u>	<u>199.67</u>	<u>2,274.53</u>	<u>87,364.47</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 11/30/2020

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,806,650.00	94,849.64	1,165,969.07	1,417,562.34	(0.24)	0.00	1,165,969.07	3,640,680.93
4220- IN KIND CONTRIBUTIONS	<u>666,728.00</u>	<u>28,493.07</u>	<u>119,186.38</u>	<u>191,925.99</u>	<u>(0.18)</u>	<u>0.00</u>	<u>119,186.38</u>	<u>547,541.62</u>
Total Revenues	<u>5,473,378.00</u>	<u>123,342.71</u>	<u>1,285,155.45</u>	<u>1,609,488.33</u>	<u>(0.23)</u>	<u>0.00</u>	<u>1,285,155.45</u>	<u>4,188,222.55</u>
Expenses								
5010- SALARIES & WAGES	2,544,511.00	41,128.72	699,025.40	838,710.00	0.27	0.00	699,025.40	1,845,485.60
5020- ACCRUED VACATION PAY	152,718.00	2,943.43	44,396.25	50,324.00	0.29	0.00	44,396.25	108,321.75
5112- HEALTH INSURANCE	193,684.00	5,771.29	57,685.55	48,420.00	0.30	0.00	57,685.55	135,998.45
5114- WORKER'S COMPENSATION	107,775.00	1,206.21	30,742.22	35,528.00	0.29	0.00	30,742.22	77,032.78
5116- PENSION	140,699.00	1,946.14	38,512.32	46,923.00	0.27	0.00	38,512.32	102,186.68
5122- FICA	227,802.00	4,062.33	62,212.54	75,086.00	0.27	0.00	62,212.54	165,589.46
5124- SUI	46,571.00	102.10	945.18	15,937.00	0.02	0.00	945.18	45,625.82
5130- ACCRUED VACATION FICA	13,667.00	225.16	3,396.05	4,503.59	0.25	0.00	3,396.05	10,270.95
6110- OFFICE SUPPLIES	27,200.00	0.00	1,020.34	4,200.00	0.04	0.00	1,020.34	26,179.66
6112- DATA PROCESSING SUPPLIES	90,000.00	1,421.86	5,481.05	12,500.00	0.06	129.55	5,610.60	84,389.40
6121- FOOD	12,000.00	0.00	3,173.44	3,183.00	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	10.83	2,737.28	14,200.00	0.03	644.07	3,381.35	104,051.65
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	1,481.66	10,969.91	11,000.00	0.37	0.00	10,969.91	18,480.09
6170- POSTAGE & SHIPPING	2,040.00	57.67	136.63	600.00	0.07	0.00	136.63	1,903.37
6180- EQUIPMENT RENTAL	26,184.00	484.78	4,064.08	6,546.00	0.16	0.00	4,064.08	22,119.92
6181- EQUIPMENT MAINTENANCE	21,850.00	0.13	2,046.70	5,463.00	0.09	0.00	2,046.70	19,803.30
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	355.06	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	8,666.61	29,063.63	12,249.00	0.59	0.00	29,063.63	19,932.37
6410- RENT	87,032.00	7,176.38	21,714.14	21,761.75	0.25	0.00	21,714.14	65,317.86
6420- UTILITIES/ DISPOSAL	84,396.00	2,683.08	18,492.17	21,099.00	0.22	0.00	18,492.17	65,903.83
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	1,562.33	6,675.98	8,523.00	0.04	432.29	7,108.27	169,353.73
6433- GROUNDS MAINTENANCE	31,284.00	1,474.98	4,940.94	7,821.00	0.16	0.00	4,940.94	26,343.06
6436- PEST CONTROL	7,260.00	595.00	1,785.00	1,815.00	0.25	0.00	1,785.00	5,475.00
6437- BURGLAR & FIRE ALARM	5,328.00	340.73	670.11	1,332.00	0.13	0.00	670.11	4,657.89
6440- PROPERTY INSURANCE	13,013.00	0.00	0.00	3,255.00	0.00	0.00	0.00	13,013.00
6520- CONSULTANTS	10,000.00	615.00	1,800.00	0.00	0.18	25,750.00	27,550.00	(17,550.00)
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	501.00	0.07	0.00	131.25	1,872.75
6540- CUSTODIAL SERVICES	4,776.00	398.00	1,194.00	1,194.00	0.25	0.00	1,194.00	3,582.00
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	387.15	1,269.72	2,502.00	0.13	0.00	1,269.72	8,738.28
6620- VEHICLE INSURANCE	15,660.00	0.00	0.00	3,915.00	0.00	0.00	0.00	15,660.00
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	0.00	958.64	4,950.00	0.05	0.00	958.64	19,041.36
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 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 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	126.00	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	1,360.94	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,000.00	2.00	6.00	2,480.00	0.00	0.00	6.00	17,994.00
6852- FINGERPRINT	0.00	0.75	174.50	0.00	0.00	0.00	174.50	(174.50)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	357.94	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	120.00	540.00	400.00	0.54	0.00	540.00	460.00
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	150.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	566,743.00	20,257.15	94,478.62	166,840.00	0.17	0.00	94,478.62	472,264.38
8120- IN KIND RENT	97,936.00	8,235.92	24,707.76	24,483.99	0.25	0.00	24,707.76	73,228.24
8130- IN KIND - OTHER	2,049.00	0.00	0.00	602.00	0.00	0.00	0.00	2,049.00
9010- INDIRECT COST ALLOCATION	400,087.00	7,911.38	97,253.15	117,404.00	0.24	0.00	97,253.15	302,833.85
Total Expenses	<u>5,473,378.00</u>	<u>123,342.71</u>	<u>1,285,155.45</u>	<u>1,609,488.33</u>	<u>0.23</u>	<u>26,955.91</u>	<u>1,312,111.36</u>	<u>4,161,266.64</u>
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(26,955.91)	(26,955.91)	26,955.91
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	(26,955.91)	(26,955.91)	26,955.91

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 11/30/2020

337 0 FRESNO MIGRANT - EARLY HEAD START	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	310,267.00	7,769.77	46,766.18	25,011.00	(0.15)	0.00	46,766.18	263,500.82
4220- IN KIND CONTRIBUTIONS	35,246.00	1,328.79	2,402.58	3,460.00	(0.07)	0.00	2,402.58	32,843.42
Total Revenues	<u>345,513.00</u>	<u>9,098.56</u>	<u>49,168.76</u>	<u>28,471.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>49,168.76</u>	<u>296,344.24</u>
Expenses								
5010- SALARIES & WAGES	51,840.00	4,804.66	18,229.75	12,513.00	0.35	0.00	18,229.75	33,610.25
5020- ACCRUED VACATION PAY	2,850.00	387.79	1,285.06	687.00	0.45	0.00	1,285.06	1,564.94
5112- HEALTH INSURANCE	6,534.00	615.36	1,870.20	1,633.00	0.29	0.00	1,870.20	4,663.80
5114- WORKER'S COMPENSATION	3,680.00	172.88	640.30	888.00	0.17	0.00	640.30	3,039.70
5116- PENSION	3,030.00	225.26	975.59	731.00	0.32	0.00	975.59	2,054.41
5122- FICA	4,882.00	442.86	1,514.98	1,178.00	0.31	0.00	1,514.98	3,367.02
5124- SUI	450.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
5130- ACCRUED VACATION FICA	269.00	29.65	98.32	66.00	0.37	0.00	98.32	170.68
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6112- DATA PROCESSING SUPPLIES	2,000.00	2.28	4.56	0.00	0.00	0.00	4.56	1,995.44
6121- FOOD	386.00	0.00	0.00	0.00	0.00	0.00	0.00	386.00
6130- PROGRAM SUPPLIES	4,500.00	0.00	0.00	500.00	0.00	0.00	0.00	4,500.00
6134- INSTRUCTIONAL SUPPLIES	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00
6310- PRINTING & PUBLICATIONS	360.00	0.00	161.29	0.00	0.45	0.00	161.29	198.71
6312- ADVERTISING & PROMOTION	120.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
6320- TELEPHONE	648.00	50.96	152.86	162.00	0.24	0.00	152.86	495.14
6410- RENT	2,160.00	360.00	1,080.00	2,160.00	0.50	0.00	1,080.00	1,080.00
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	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6524- CONTRACTS	181,200.00	0.00	16,280.00	2,250.00	0.09	0.00	16,280.00	164,920.00
6610- GAS & OIL	804.00	30.00	239.14	157.00	0.30	0.00	239.14	564.86
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	0.00	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	0.00	30.00	0.00	0.13	0.00	30.00	210.00
8110- IN KIND SALARIES	33,403.00	1,328.79	2,402.58	3,279.00	0.07	0.00	2,402.58	31,000.42
8130- IN KIND - OTHER	1,843.00	0.00	0.00	181.00	0.00	0.00	0.00	1,843.00
9010- INDIRECT COST ALLOCATION	25,879.00	648.07	3,900.75	2,086.00	0.15	0.00	3,900.75	21,978.25
Total Expenses	<u>345,513.00</u>	<u>9,098.56</u>	<u>49,168.76</u>	<u>28,471.00</u>	<u>0.14</u>	<u>6,000.00</u>	<u>55,168.76</u>	<u>290,344.24</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>(6,000.00)</u>	<u>(6,000.00)</u>	<u>6,000.00</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

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 11/30/2020

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2020</u>	<u>YTD Budget November 30, 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,000.00)</u>	<u>(6,000.00)</u>	<u>6,000.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 11/30/2020

351 0 FRESNO COE 1-TIME FUND	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
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 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	454,125.00	2,152.47	170,524.22	0.00	(0.38)	0.00	170,524.22	283,600.78
Total Revenues	<u>454,125.00</u>	<u>2,152.47</u>	<u>170,524.22</u>	<u>0.00</u>	<u>(0.38)</u>	<u>0.00</u>	<u>170,524.22</u>	<u>283,600.78</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)
6130- PROGRAM SUPPLIES	416,247.00	1,972.93	1,972.93	0.00	0.00	0.00	1,972.93	414,274.07
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	179.54	14,223.38	0.00	0.38	0.00	14,223.38	23,654.62
Total Expenses	<u>454,125.00</u>	<u>2,152.47</u>	<u>170,524.22</u>	<u>0.00</u>	<u>0.38</u>	<u>0.00</u>	<u>170,524.22</u>	<u>283,600.78</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>0.00</u>	<u>0.00</u>	<u>0.00</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>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 11/30/2020

	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
837 0 COVID-19 CARES - FRESNO EHS								
Revenues								
4110- GRANT INCOME-FEDERAL	26,250.00	1,033.82	3,254.37	0.00	(0.12)	0.00	3,254.37	22,995.63
Total Revenues	<u>26,250.00</u>	<u>1,033.82</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)
6130- PROGRAM SUPPLIES	24,060.00	1,033.82	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>1,033.82</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>
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>0.00</u>	<u>0.00</u>	<u>0.00</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	<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>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 11/30/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,686,931.00	105,947.59	1,388,588.70	1,442,573.34	(0.24)	0.00	1,388,588.70	4,298,342.30
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	29,821.86	121,588.96	195,385.99	(0.17)	0.00	121,588.96	580,385.04
Total Revenues	<u>6,388,905.00</u>	<u>135,769.45</u>	<u>1,558,977.66</u>	<u>1,637,959.33</u>	<u>(0.24)</u>	<u>0.00</u>	<u>1,558,977.66</u>	<u>4,829,927.34</u>
Expenses								
5010- SALARIES & WAGES	2,596,351.00	45,933.38	852,149.40	851,223.00	0.33	0.00	852,149.40	1,744,201.60
5020- ACCRUED VACATION PAY	155,568.00	3,331.22	45,681.31	51,011.00	0.29	0.00	45,681.31	109,886.69
5112- HEALTH INSURANCE	200,218.00	6,386.65	59,555.75	50,053.00	0.30	0.00	59,555.75	140,662.25
5114- WORKER'S COMPENSATION	111,455.00	1,379.09	36,588.63	36,416.00	0.33	0.00	36,588.63	74,866.37
5116- PENSION	143,729.00	2,171.40	44,106.14	47,654.00	0.31	0.00	44,106.14	99,622.86
5122- FICA	232,684.00	4,505.19	74,046.94	76,264.00	0.32	0.00	74,046.94	158,637.06
5124- SUI	47,021.00	102.10	1,247.43	15,937.00	0.03	0.00	1,247.43	45,773.57
5130- ACCRUED VACATION FICA	13,936.00	254.81	3,494.37	4,569.59	0.25	0.00	3,494.37	10,441.63
6110- OFFICE SUPPLIES	28,700.00	0.00	1,020.34	4,200.00	0.04	0.00	1,020.34	27,679.66
6112- DATA PROCESSING SUPPLIES	92,000.00	1,424.14	5,485.61	12,500.00	0.06	129.55	5,615.16	86,384.84
6121- FOOD	12,836.00	0.00	3,173.44	3,183.00	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	3,017.58	5,744.03	14,700.00	0.01	644.07	6,388.10	555,556.90
6132- MEDICAL & DENTAL SUPPLIES	160.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
6134- INSTRUCTIONAL SUPPLIES	31,800.00	0.00	64.66	12,000.00	0.00	0.00	64.66	31,735.34
6140- CUSTODIAL SUPPLIES	29,450.00	1,481.66	11,992.89	11,000.00	0.41	0.00	11,992.89	17,457.11
6170- POSTAGE & SHIPPING	2,040.00	57.67	136.63	600.00	0.07	0.00	136.63	1,903.37
6180- EQUIPMENT RENTAL	26,184.00	484.78	4,064.08	6,546.00	0.16	0.00	4,064.08	22,119.92
6181- EQUIPMENT MAINTENANCE	21,850.00	0.13	2,046.70	5,463.00	0.09	0.00	2,046.70	19,803.30
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	355.06	838.94	0.00	0.11	0.00	838.94	6,521.06
6312- ADVERTISING & PROMOTION	620.00	0.00	0.00	0.00	0.00	0.00	0.00	620.00
6320- TELEPHONE	49,644.00	8,717.57	29,216.49	12,411.00	0.59	0.00	29,216.49	20,427.51
6410- RENT	89,192.00	7,536.38	22,794.14	23,921.75	0.26	0.00	22,794.14	66,397.86
6420- UTILITIES/ DISPOSAL	84,396.00	2,683.08	18,492.17	21,099.00	0.22	0.00	18,492.17	65,903.83
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	1,562.33	6,675.98	8,523.00	0.04	432.29	7,108.27	169,353.73
6433- GROUNDS MAINTENANCE	31,284.00	1,474.98	4,940.94	7,821.00	0.16	0.00	4,940.94	26,343.06
6436- PEST CONTROL	7,260.00	595.00	1,785.00	1,815.00	0.25	0.00	1,785.00	5,475.00
6437- BURGLAR & FIRE ALARM	5,328.00	340.73	670.11	1,332.00	0.13	0.00	670.11	4,657.89
6440- PROPERTY INSURANCE	13,013.00	0.00	0.00	3,255.00	0.00	0.00	0.00	13,013.00
6520- CONSULTANTS	30,500.00	615.00	1,800.00	0.00	0.06	31,750.00	33,550.00	(3,050.00)
6522- CONSULTANT EXPENSES	1,200.00	0.00	0.00	360.00	0.00	0.00	0.00	1,200.00
6524- CONTRACTS	181,200.00	0.00	16,280.00	2,250.00	0.09	0.00	16,280.00	164,920.00
6530- LEGAL	2,004.00	0.00	131.25	501.00	0.07	0.00	131.25	1,872.75
6540- CUSTODIAL SERVICES	4,776.00	398.00	1,194.00	1,194.00	0.25	0.00	1,194.00	3,582.00
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	417.15	1,508.86	2,659.00	0.14	0.00	1,508.86	9,303.14
6620- VEHICLE INSURANCE	15,660.00	0.00	0.00	3,915.00	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 11/30/2020

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2020	YTD Budget November 30, 2020	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	0.00	1,026.02	4,950.00	0.05	0.00	1,026.02	18,973.98
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	126.00	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	1,360.94	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,020.00	2.00	6.00	2,480.00	0.00	0.00	6.00	18,014.00
6852- FINGERPRINT	0.00	0.75	174.50	0.00	0.00	0.00	174.50	(174.50)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	488.00	3,299.62	300.00	0.43	0.00	3,299.62	4,350.38
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	570.00	400.00	0.46	0.00	570.00	670.00
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	150.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	600,146.00	21,585.94	96,881.20	170,119.00	0.16	0.00	96,881.20	503,264.80
8120- IN KIND RENT	97,936.00	8,235.92	24,707.76	24,483.99	0.25	0.00	24,707.76	73,228.24
8130- IN KIND - OTHER	3,892.00	0.00	0.00	783.00	0.00	0.00	0.00	3,892.00
9010- INDIRECT COST ALLOCATION	473,511.00	8,750.82	115,735.56	119,490.00	0.24	0.00	115,735.56	357,775.44
Total Expenses	6,388,905.00	135,769.45	1,510,177.66	1,637,959.33	0.24	33,155.58	1,543,333.24	4,845,571.76
Excess Revenue Over (Under) Expenditures	0.00	0.00	48,800.00	0.00	0.00	(33,155.58)	15,644.42	(15,644.42)
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	(33,155.58)	71,756.74	(71,756.74)

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Nov-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	105,830.05	1,168,043.93	1,062,213.88	1,417,562.34	23.86%	29,626.74	1,197,670.67	(3,698,618.33)
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	28,493.07	119,186.38	90,693.31	191,925.99	17.88%	0.00	119,186.38	(547,541.62)
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	134,323.12	1,287,230.31	1,152,907.19	1,609,488.33	23.14%	29,626.74	1,316,857.05	(4,246,159.95)
5010 SALARIES & WAGES	6A	2,544,511.00	41,128.72	699,025.40	657,896.68	838,710.00	27.47%	0.00	699,025.40	(1,845,485.60)
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	2,943.43	44,396.25	41,452.82	50,324.00	29.07%	0.00	44,396.25	(108,321.75)
5112 HEALTH INSURANCE	6B	193,684.00	5,771.28	57,685.55	51,914.27	48,420.00	29.78%	0.00	57,685.55	(135,998.45)
5114 WORKER'S COMPENSATION	6B	107,775.00	1,206.21	30,742.22	29,536.01	35,528.00	28.52%	0.00	30,742.22	(77,032.78)
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	1,946.14	38,512.32	36,566.18	46,923.00	27.37%	0.00	38,512.32	(102,186.68)
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	4,062.33	62,212.54	58,150.21	75,086.00	27.31%	0.00	62,212.54	(165,589.46)
5124 SUI	6B	46,571.00	102.10	945.18	843.08	15,937.00	2.03%	0.00	945.18	(45,625.82)
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	225.16	3,396.05	3,170.89	4,503.59	24.85%	0.00	3,396.05	(10,270.95)
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	0.00	1,020.34	1,020.34	4,200.00	3.75%	0.00	1,020.34	(26,179.66)
6112 DATA PROCESSING SUPPLIES	6E	90,000.00	1,421.86	5,481.05	4,059.19	12,500.00	6.09%	129.55	5,610.60	(84,389.40)
6121 FOOD	6E	12,450.00	3,173.44	3,173.44	0.00	3,183.00	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	10.83	2,737.28	2,726.45	14,200.00	2.34%	644.07	3,381.35	(113,756.65)
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	5,453.62	10,969.91	5,516.29	11,000.00	37.25%	0.00	10,969.91	(18,480.09)
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	57.67	136.63	78.96	600.00	6.70%	0.00	136.63	(1,903.37)
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	982.71	4,064.08	3,081.37	6,546.00	15.52%	0.00	4,064.08	(22,119.92)
6181 EQUIPMENT MAINTENANCE	6H	21,850.00	0.06	2,046.70	2,046.64	5,463.00	9.37%	0.00	2,046.70	(19,803.30)
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	355.06	677.65	322.59	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	8,666.61	29,063.63	20,397.02	12,249.00	59.32%	0.00	29,063.63	(19,932.37)
6410 RENT	6H	87,032.00	7,176.38	21,714.14	14,537.76	21,761.75	24.95%	0.00	21,714.14	(65,317.86)
6420 UTILITIES/ DISPOSAL	6H	84,396.00	4,558.87	18,492.17	13,933.30	21,099.00	21.91%	0.00	18,492.17	(65,903.83)
6432 BUILDING REPAIRS/ MAINTENANCE	6H	176,462.00	1,670.71	6,675.98	5,005.27	8,523.00	3.78%	432.29	7,108.27	(169,353.73)
6433 GROUNDS MAINTENANCE	6H	31,284.00	1,509.95	4,940.94	3,430.99	7,821.00	15.79%	0.00	4,940.94	(26,343.06)
6436 PEST CONTROL	6H	7,260.00	595.00	1,785.00	1,190.00	1,815.00	24.59%	0.00	1,785.00	(5,475.00)
6437 BURGLAR & FIRE ALARM	6H	5,328.00	340.73	670.11	329.38	1,332.00	12.58%	0.00	670.11	(4,657.89)
6440 PROPERTY INSURANCE	6H	13,013.00	0.00	0.00	0.00	3,255.00	0.00%	0.00	0.00	(13,013.00)
6520 CONSULTANTS	6H	28,000.00	615.00	1,800.00	1,185.00	0.00	6.43%	25,750.00	27,550.00	(450.00)

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Nov-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	501.00	6.55%	0.00	131.25	(1,872.75)
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	1,194.00	796.00	1,194.00	25.00%	0.00	1,194.00	(3,582.00)
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	387.15	1,269.72	882.57	2,502.00	12.69%	0.00	1,269.72	(8,738.28)
6620 VEHICLE INSURANCE	6H	15,660.00	0.00	0.00	0.00	3,915.00	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	0.00	958.64	958.64	4,950.00	4.79%	0.00	958.64	(19,041.36)
6712 STAFF TRAVEL-LOCAL	6H	5,000.00	272.09	1,388.02	1,115.93	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	126.00	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	1,360.94	7,626.34	6,265.40	1,600.00	476.65%	0.00	7,626.34	6,026.34
6850 FEES & LICENSES	6H	18,000.00	2.00	6.00	4.00	2,480.00	0.03%	0.00	6.00	(17,994.00)
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	0.75	174.50	173.75	0.00	0.00%	0.00	174.50	174.50
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	488.00	3,299.62	2,811.62	300.00	43.13%	0.00	3,299.62	(4,350.38)
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	120.00	540.00	420.00	400.00	54.00%	0.00	540.00	(460.00)
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	150.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		566,743.00	20,257.15	94,478.62	74,221.47	166,840.00	16.67%	0.00	94,478.62	(472,264.38)
8120 INKIND RENT		97,936.00	8,235.92	24,707.76	16,471.84	24,483.99	25.23%	0.00	24,707.76	(73,228.24)
8130 INKIND OTHER		2,049.00	0.00	0.00	0.00	602.00	0.00%	0.00	0.00	(2,049.00)
9010 INDIRECT EXPENSE	6J	407,564.00	8,827.25	97,426.21	88,598.96	117,404.00	23.90%	2,471.16	99,897.37	(307,666.63)
TOTAL EXPENSES		5,563,017.00	134,323.12	1,287,230.31	1,152,907.19	1,609,488.33	23.14%	29,626.74	1,316,857.05	(4,246,159.95)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Contract 24%

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending November-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	15,755.89	46,766.18	31,010.29	25,011.00	14.74%	6,546.00	53,312.18	(263,903.82)
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	1,328.79	2,402.58	1,073.79	3,460.00	6.82%	0.00	2,402.58	(32,843.42)
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	17,084.68	49,168.76	32,084.08	28,471.00	13.95%	6,546.00	55,714.76	(296,747.24)
5010 SALARIES & WAGES	6A	51,840.00	4,804.66	18,229.75	13,425.09	12,513.00	35.17%	0.00	18,229.75	(33,610.25)
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	387.79	1,285.06	897.27	687.00	45.09%	0.00	1,285.06	(1,564.94)
5112 HEALTH INSURANCE	6B	6,534.00	615.36	1,870.20	1,254.84	1,633.00	28.62%	0.00	1,870.20	(4,663.80)
5114 WORKER'S COMPENSATION	6B	3,680.00	172.88	640.30	467.42	888.00	17.40%	0.00	640.30	(3,039.70)
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	225.26	975.59	750.33	731.00	32.20%	0.00	975.59	(2,054.41)
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	442.86	1,514.98	1,072.12	1,178.00	31.03%	0.00	1,514.98	(3,367.02)
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	29.65	98.32	68.67	66.00	36.55%	0.00	98.32	(170.68)
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	0.00	0.00%	0.00	0.00	(1,500.00)
6112 DATA PROCESSING SUPPLIES	6E	2,000.00	2.28	4.56	2.28	0.00	0.23%	0.00	4.56	(1,995.44)
6121 FOOD	6E	836.00	0.00	0.00	0.00	0.00	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	500.00	0.00%	0.00	0.00	(5,334.00)
6134 INSTRUCTIONAL SUPPLIES	6E	1,800.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
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	0.00	44.80%	0.00	161.29	(198.71)
6312 ADVERTISING & PROMOTION	6H	120.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(120.00)
6320 TELEPHONE	6H	648.00	50.96	152.86	101.90	162.00	23.59%	0.00	152.86	(495.14)
6410 RENT	6H	2,160.00	360.00	1,080.00	720.00	2,160.00	50.00%	0.00	1,080.00	(1,080.00)
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/ MAINTE	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	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(300.00)
6524 CONTRACTS	6H	181,200.00	7,320.00	16,280.00	8,960.00	2,250.00	8.98%	0.00	16,280.00	(164,920.00)

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending November-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	30.00	239.14	209.14	157.00	29.74%	0.00	239.14	(564.86)
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	0.00	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	0.00	30.00	30.00	0.00	12.50%	0.00	30.00	(210.00)
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	1,328.79	2,402.58	1,073.79	3,279.00	7.19%	0.00	2,402.58	(31,000.42)
8120 INKIND RENT		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8130 INKIND OTHER		1,843.00	0.00	0.00	0.00	181.00	0.00%	0.00	0.00	(1,843.00)
9010 INDIRECT EXPENSE	6J	26,459.00	1,314.19	3,900.75	2,586.56	2,086.00	14.74%	546.00	4,446.75	(22,012.25)
TOTAL EXPENSES		352,462.00	17,084.68	49,168.76	32,084.08	28,471.00	13.95%	6,546.00	55,714.76	(296,747.24)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
November 30, 2020**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>November</u> <u>30, 2020</u>	<u>YTD</u> <u>Budget</u> <u>November</u> <u>30, 2020</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbran</u> <u>ce</u>	<u>Actual Plus</u> <u>Encumbran</u> <u>ce</u>	<u>Budget</u> <u>Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$541,520.00	\$27,237.70	\$27,237.70	\$0.00	0.00	\$0.00	\$27,237.70	\$514,282.30
4350- RENTAL INCOME	0.00	2,436.44	2,436.44	0.00	0.00	0.00	2,436.44	-2,436.44
Total Revenues	<u>\$0.00</u>	<u>\$29,674.14</u>	<u>\$29,674.14</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$29,674.14</u>	<u>-\$29,674.14</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$0.00	\$9,802.01	\$9,802.01	\$0.00	0.00	\$0.00	\$9,802.01	-\$9,802.01
5020- ACCRUED VACATION PAY	0.00	497.78	497.78	0.00	0.00	0.00	497.78	-497.78
5112- HEALTH INSURANCE	0.00	1,069.18	1,069.18	0.00	0.00	0.00	1,069.18	-1,069.18
5114- WORKER'S COMPENSATION	0.00	429.31	429.31	0.00	0.00	0.00	429.31	-429.31
5116- PENSION	0.00	180.49	180.49	0.00	0.00	0.00	180.49	-180.49
5122- FICA	0.00	810.08	810.08	0.00	0.00	0.00	810.08	-810.08
5130- ACCRUED VACATION FICA	0.00	37.96	37.96	0.00	0.00	0.00	37.96	-37.96
6110- OFFICE SUPPLIES	0.00	52.79	52.79	0.00	0.00	1,136.62	1,189.41	-1,189.41
6112- DATA PROCESSING SUPPLIES	0.00	411.73	411.73	0.00	0.00	0.00	411.73	-411.73
6122- KITCHEN SUPPLIES	0.00	515.44	515.44	0.00	0.00	0.00	515.44	-515.44
6130- PROGRAM SUPPLIES	0.00	913.94	913.94	0.00	0.00	27.01	940.95	-940.95
6140- CUSTODIAL SUPPLIES	0.00	250.47	250.47	0.00	0.00	0.00	250.47	-250.47
6180- EQUIPMENT RENTAL	0.00	75.69	75.69	0.00	0.00	0.00	75.69	-75.69
6310- PRINTING & PUBLICATIONS	0.00	108.25	108.25	0.00	0.00	0.00	108.25	-108.25
6320- TELEPHONE	0.00	417.54	417.54	0.00	0.00	0.00	417.54	-417.54
6410- RENT	0.00	12,142.81	12,142.81	0.00	0.00	0.00	12,142.81	-12,142.81
6420- UTILITIES/ DISPOSAL	0.00	1,016.18	1,016.18	0.00	0.00	0.00	1,016.18	-1,016.18
6540- CUSTODIAL SERVICES	0.00	862.00	862.00	0.00	0.00	0.00	862.00	-862.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	2.86	2.86	0.00	0.00	0.00	2.86	-2.86
7210- TRANSPORTATION VOUCHERS	0.00	52.00	52.00	0.00	0.00	0.00	52.00	-52.00
7230- CLIENT FOOD	0.00	78.42	78.42	0.00	0.00	0.00	78.42	-78.42
Total Expenses	<u>\$541,520.00</u>	<u>\$29,726.93</u>	<u>\$29,726.93</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$1,163.63</u>	<u>\$30,890.56</u>	<u>-\$30,890.56</u>
Excess Revenue Over (Under) Expenditures	\$0.00	-\$52.79	-\$52.79	\$0.00	0.00	-\$1,163.63	-\$1,216.42	\$1,216.42
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>-\$52.79</u>	<u>-\$52.79</u>	<u>\$0.00</u>	<u>0.00</u>	<u>-\$1,163.63</u>	<u>-\$1,216.42</u>	<u>\$1,216.42</u>

**Budget to be imported for next board report.

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
November 30, 2020**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2020</u>	<u>YTD Budget November 30, 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	\$29,935.17	\$455,676.49	\$754,299.00	-0.60	\$0.00	\$455,676.49	\$298,622.51
Total Revenues	\$754,299.00	\$29,935.17	\$455,676.49	\$754,299.00	-0.60	\$0.00	\$455,676.49	\$298,622.51
<u>Expenses</u>								
5010- SALARIES & WAGES	\$203,621.00	\$17,378.81	\$151,366.44	\$203,621.00	0.74	\$0.00	\$151,366.44	\$52,254.56
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	1,180.11	12,313.48	0.00	0.00	0.00	12,313.48	-12,313.48
5112- HEALTH INSURANCE	22,592.00	1,722.99	12,720.41	22,592.00	0.56	0.00	12,720.41	9,871.59
5114- WORKER'S COMPENSATION	1,254.00	111.35	978.44	1,254.00	0.78	0.00	978.44	275.56
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	954.81	6,217.34	11,529.00	0.54	0.00	6,217.34	5,311.66
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	1,655.09	12,260.29	16,131.00	0.76	0.00	12,260.29	3,870.71
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	-63.57	391.11	0.00	0.00	0.00	391.11	-391.11
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	749.87	4,301.64	30.00	143.39	0.00	4,301.64	-4,271.64
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	2,832.91	133,271.74	375,419.00	0.35	0.00	133,271.74	242,147.26
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

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
November 30, 2020**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2020</u>	<u>YTD Budget November 30, 2020</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6610- GAS & OIL	80.00	0.00	64.23	80.00	0.80	0.00	64.23	15.77
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	1,251.00	8,844.00	19,000.00	0.47	0.00	8,844.00	10,156.00
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	2,156.25	27,399.96	31,269.00	0.88	0.00	27,399.96	3,869.04
Total Expenses	<u>\$754,299.00</u>	<u>\$29,929.62</u>	<u>\$455,676.49</u>	<u>\$754,299.00</u>	<u>0.60</u>	<u>\$0.00</u>	<u>\$455,676.49</u>	<u>\$298,622.51</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$5.55	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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
Ending Net Assets	<u>\$0.00</u>	<u>\$5.55</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>

**Victim Services-Domestic Violence Program
October 1, 2020 to November 30, 2020**

<u>533 0 SHELTER BASED DV SERVICES</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2020</u>	<u>YTD Budget November 30, 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	3,858.68	10,281.13	0.00	0.23	0.00	10,281.13	34,558.87
Total Expenses	<u>537,587.00</u>	<u>46,281.12</u>	<u>123,260.57</u>	<u>0.00</u>	<u>0.23</u>	<u>8,475.00</u>	<u>131,735.57</u>	<u>405,923.43</u>
Excess Revenue Over (Under) Expenditures	0.00	(19.37)	0.00	0.00		(8,475.00)	(8,475.00)	8,403.00
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	(19.37)	0.00	0.00		(8,475.00)	(8,475.00)	8,403.00

CAPMC
Work Related Injuries Report - December 2020
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Site Supervisor/Teacher	Oakhurst	Chemical Reaction	12/8/2020	9:30 AM	EE experienced burning inside of nose when entering the classroom and office after was disinfected sprayed. EE went to work outside to avoid the smell.	0	12/09/20: EE declined to seek medical treatment.
Teacher	Oakhurst	Contusion	12/16/2020	9:00 AM	EE was unlocking the shed to get materials and the door was frozen. EE was pushing on the door and when it opened the door hit EE's right knee.	0	12/16/20: EE declined to seek medical treatment.

First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
------------------	-----------------	----------------	-----	-----	-------------	-----------

Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
------------------	-----------------	----------------	-----	-----	-------------	-----------	----------

Up To Date Injuries: January 2020 to December 2020

(6) Hand Injuries	(1) Feet Injuries	(1) Chest Injuries					
(6) Back Injuries	(1) Eye Injuries	(1) Neck Injuries	(1) Bottom				
(5) Knee Injuries	(4) Leg Injuries	() Head Injuries	() Hip				
(2) Arm Injuries	(2) Wrist Injuries	(4) Ankle Injuries	(2) Psyche				
(1) Elbow Injuries	(1) Burn Injuries	() Respiratory Injuries	(2) Skin				
(1) Shoulder Injuries	() Abdomen Injuries	(1) Face Injuries					

DOI: DATE OF INJURY

TOI: TIME OF INJURY



Community Action Partnership of Madera County, Inc. Board of Directors Attendance Tracking

2020 Director Attendance

Executive Committee Position	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	X	A	A	-	P			P	P	P	X	P	P	
Secretary Expires Oct. 2020	David Hernandez	Madera Unified School District	X	P	P	P	P			P	P	P	P	P	P	
	Robert Poythress A: Max Rodriguez/Leticia Gonzalez	Madera County Board of Supervisors	P	P	P	-	P			X	P	X	P	A	P	
	Steve Montes A: Derek Robinson	Madera City Council	P	P	P	-	P			P	P	P	P	P	P	
Executive Committee Member	Dennis Haworth A: Diana Palmer	Chowchilla City Council	P	P	P	P	P			P	P	X	P	P	P	
Private Sector Officials																
	Debi Bray	Madera Chamber of Commerce	-	-	-	-	-		CANCELLED	P	P	P	P	X	P	
	Patricia Trevino <i>(Seated 11/12/2020)</i>	Head Start Policy Council	P	P	X	-	X			P	P	X	P	P	P	P
Executive Committee Member	Donald Holley	Community Affairs	X	X	P	P	P			P	X	P	X	P	P	P
Vice-Chairperson Expires Oct. 2020	Eric LiCalsi	Attorney at Law	P	P	X	P	P			X	P	P	P	P	P	X
	Vicky Bandy	Early Childhood Education & Development								P	P	P	X	P	P	P
Low-Income Target Area Officials																
	Martha Garcia A: Joann Lorance	Central Madera/Alpha	X	P	P	-	P			P	P	P	P	P	P	
Chairperson Expires Oct. 2020	Tyson Pogue	Eastern Madera County	P	P	P	P	P			P	P	P	P	P	P	
	Richard Gutierrez <i>(Seated 11/12/2020)</i>	Eastside/Parksdale	P	P	X	-	P			X	V	V	V	P	P	
	Molly Hernandez	Fairmead/Chowchilla	P	X	P	-	P			P	P	X	P	X	P	
Executive Committee Member	Aurora Flores A: Octavio Pineda	Monroe/Washington	P	P	X	P	X			P	X	X	P	P	P	
Total Directors Present			10/14	11/13	9/13	6/6 <i>Executive Committee Meeting</i>	11/13			12/15	12/14	9/14	11/14	13/15	14/15	

For more information please contact Cristal Sanchez at (559) 675-5748 or via email at c.sanchez@maderacap.org

<p>Key</p> <p>P: Present A: Alternate Present X: Absent V: Vacant Position</p>

STAFFING CHANGES
December 1, 2020 - January 5, 2021
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61213	Family Services Associate I	Gill - Resources and Referrals & Alternative Payment Program	12/16/2020	80	Open Position
61065	Family Services Associate III	Gill - Resources and Referrals & Alternative Payment Program	1/4/2021	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
61268	Housing Case Worker	Gill - Community Services	12/1/2020	80	Policy 310.06.00 Rejection of Probationary Employee
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
60851	Associate Teacher	North Fork - Madera Regional Head Start	12/7/2020	70	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
60571	Advocate III	Fairmead - Madera Regional Head Start	12/11/2020	70	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-07	2. Issuance Date: 12/4/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Interim Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring	

PROGRAM INSTRUCTION

SUBJECT: INTERIM FINAL RULE ON FLEXIBILITY FOR HEAD START DESIGNATION RENEWALS IN CERTAIN EMERGENCIES

TO: Head Start and Early Head Start Grantees and Delegate Agencies

INSTRUCTION:

The Office of Head Start (OHS) [announced in the Federal Register](#) an interim final rule (IFR) that adds a new section to the Head Start Program Performance Standards under [1304 Subpart B – Designation Renewal](#). This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing federally declared public health emergency (PHE) associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2020–2021 program year for two primary reasons. First, OHS aims to protect the health and safety of Head Start children and staff by limiting their exposure to outside individuals, whenever possible. Sending CLASS® observers into Head Start classrooms during the PHE would violate this principle. Second, OHS anticipates that interactions between teachers and children during the 2020–2021 program year will look very different than is typical, due to health and safety measures implemented in response to the PHE. This may include smaller class sizes, more distancing between children, use of masks by staff and children, and other measures. For these reasons, CLASS® may not capture a representative

picture of the grantee's teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether grantees are subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS does not have authority to extend grants beyond five years to allow more time to collect data. To ensure the continuity of services for the vulnerable children and families Head Start serves, OHS must establish a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster or emergency or PHE.

Effective Date

The new standard described at 45 CFR §1304.17 is effective December 7, 2020. Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This IFR directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies or PHEs. It is critical that OHS implement this IFR as quickly as possible. Due to the ongoing PHE, we find good cause to waive the traditional notice and comment process because it would delay providing OHS the flexibility to make DRS determinations with the available data and potentially cause a gap in the availability of critical Head Start services in impacted communities.

Next Steps

Although this IFR is effective immediately, it is important for OHS to hear comments from the Head Start community about the addition of the new standard at 45 CFR §1304.17. Comments must be submitted between December 7, 2020, and February 5, 2021. The IFR, as well as the link to submit comments, are available on the Early Childhood Learning and Knowledge Center (ECLKC). OHS prefers to receive comments electronically via the Federal Register. However, if you cannot submit your comments electronically, you may send them by mail to:

Office of Head Start
Attention: Director of Policy and Planning
330 C Street SW, 4th Floor
Washington, DC 20201

All comments will be posted without change to www.regulations.gov, so please do not include any personal or sensitive information. If necessary, OHS will issue a revised final rule after considering public comments and making any needed adjustments to 45 CFR §1304.17.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

Office of Early Childhood Development

**CACFP Centers
Summation Report**

Agency Name: Community Action Partnership of Madera Co. Inc.	Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 30967
Address: 1225 Gill Avenue	City: Madera	Zip: 93637	County: Madera
Contact Person: Mrs. Mattie Mendez	Title: Executive Director	Telephone: 559-673-9173	
Program Types: <input type="checkbox"/> Adult Care <input type="checkbox"/> At-risk <input checked="" type="checkbox"/> Child Care <input type="checkbox"/> Emergency Shelters <input checked="" type="checkbox"/> Head Start <input type="checkbox"/> School Age			
Type of Review: <input checked="" type="checkbox"/> First <input type="checkbox"/> First Follow-up <input type="checkbox"/> Second Follow-up <input type="checkbox"/> Ninety-day <input type="checkbox"/> Program Assistance			

Areas Reviewed for Compliance

Performance Standard 1: Financial Viability <input type="checkbox"/> 100 Financial Management Performance Standard 2: Administrative Capability <input type="checkbox"/> 200 Procurement Procedures <input type="checkbox"/> 220 Program Resources <input type="checkbox"/> 240 Policies and Procedures <input type="checkbox"/> 280 Pricing Program	Performance Standard 3: Program Accountability <input type="checkbox"/> 300 Enrollment <input type="checkbox"/> 500 Eligibility <input type="checkbox"/> 600 Meal Counts <input type="checkbox"/> 700 Licensing Requirements <input type="checkbox"/> 800 Meal Requirements <input type="checkbox"/> 900 Fiscal Accountability <input type="checkbox"/> 1000 Training <input type="checkbox"/> 1100 Facility Review <input type="checkbox"/> 1200 Safety and Sanitation <input type="checkbox"/> 1300 Civil Rights
--	---

Place an (R) at the end of all repeat findings.

Summary of Review Findings

Review Month: October 2020 Review Dates: December 1- 4 , 2020

All areas found to be in compliance. No action is required. This review is closed. Congratulations on an excellent administrative review (AR).

One or more performance standards (PS) were not in compliance. The noncompliant areas are checked above.

A **follow-up review** may be conducted because of noncompliance in PS 1, PS 2, or PS 3.

Serious deficiencies (SD) were found during your AR. If permanent, acceptable corrective action documentation (CAD) is not implemented, the California Department of Education (CDE) will propose to terminate your Child and Adult Care Food Program (CACFP) agreement. If the CACFP agreement is terminated, your organization and responsible parties will be placed on the National Disqualified List (NDL) and will remain on the NDL until such time as the CDE, in consultation with the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) determines that the SDs have been corrected, or until seven years after their disqualification. However, if any debt relating to the SDs has not been repaid, your organization and responsible parties will remain on the NDL until the debt has been repaid. These actions are being taken pursuant to Title 7, *Code of Federal Regulations (7 CFR)*, sections 226.6(c)(3) and (7)(v).

Agency is required to submit CAD by: December 21, 2020 _____
Submit CAD to:

Sharon Kimura, Child Nutrition Consultant/Assistant
 California Department of Education Nutrition Services Division
 1105 S. Madera Avenue
 Madera, CA 93637
 Phone: 559-662-3864
 E-mail: skimura@cde.ca.gov

The findings of this review are the results of an assessment of a sample of your program records for the current year. All program records must be retained for a period of three years plus the current year.

Signature of Agency Representative:	Date:
Signature of State Representative:	Date:
(Agency signature does not designate agreement with reviewer comments)	

Summation Report

Agency Name: Community Action Partnership of Madera Co. Inc.	Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 30967
--	---------------------------------	--	----------------------------

Comments:

The reviewer would like to thank Community Action Partnership of Madera County, Inc. and the staff for their courtesy and cooperation during the review. There were no findings in this review.

The meal observations were conducted at the following sites:

- Biola Migrant Head Start, October 26, 2020, Breakfast observation, announced
- Eastin Arcola Migrant Head Start, October 28, 2020, Breakfast observation, announced
- Five Points Migrant Head Start, October 26, 2020, Lunch observation, announced

Commendations/Highlights:

The reviewer would like to commend Mattie Mendez – Executive Director, Maritza Gomez-Zaragoza – Head Start Program Director, Belinda Jarvis -Accountant Program Manager, Tammy McDougal – Nutrition Specialist, and Francisco Rojas – Nutrition Specialist for all their hard work in administering the Child and Adult Care Food Program for the children of Madera County. All review documents were submitted in a timely manner. The documents were well organized and completed with no errors. The agency also provided their staff with a comprehensive, well-done annual training of the Child and Adult Care Food Program.

Signature of Agency Representative:	Date:
Approval Signature of State Representative:	Date:



Department of Community Services and Development
Community Services Division
Desk Review Cover Sheet (rev 8/13/2020)

Agency & Report Information

Agency Name	Community Action Partnership of Madera County, Inc.
Agency Type	Community Action Agency-Private
Report #	C-20-055
Field Representative	Stephanie Williams
Desk Review Analyst	Jennifer Milovina
Desk Review Completed	12/10/2020

Desk Review Documentation

1. Review of each contract.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Contract #: 20F-3023 • Term of Contract: 1/1/2020-5/31/2021 • Contract Amount: \$287,694 • Percent Expended to date: 45.48% • Type of Contract: Regular CSBG | <ul style="list-style-type: none"> • Contract #: 20F-3023 • Term of Contract: 4/15/2020 • Contract Amount: \$32,000 • Percent Expended to date: 0% • Type of Contract: Discretionary |
|--|---|

<ul style="list-style-type: none"> • Contract #: 20F-3662 • Term of Contract: 3/27/2020-5/31/2022 • Contract Amount: \$390,168 • Percent Expended to date: 3.98% • Type of Contract: CARES 	<ul style="list-style-type: none"> • Contract #: 20F-3662 • Term of Contract: 10/1/2020-5/31/2022 • Contract Amount: \$40,370 • Percent Expended to date: 0% • Type of Contract: CARES Discretionary
---	---

2. Review prior year's monitoring report and follow-up.

- Type of Monitoring Report: On-site
- Date of Report: 4/22/2019
- Report # C-19-055

List any Recommendation(s)/Observation(s)/Finding(s) if appropriate or

Status of the Recommendation(s)/Observation(s)/Finding(s):

2019 Onsite results:

Finding (1): A review of the backup documentation for an expenditure charged 9/1/18-10/31/18 Program Operating Expenses in the amount of \$448.02 indicated that the Community

Action Partnership of Madera County, Inc. did not authorize a purchase in accordance with its Fiscal Policies and Procedures.

{45 CFR §75.303, CSBG Contract Article 4-Administrative Policies and Procedures-4.3}

Corrective Action: Community Action Partnership of Madera County, Inc. will provide CSD with a listing of procurement transactions occurring 3/1/19- 4/30/19. CSD will select a sample of the transactions to verify the agency's adherence to fiscal policies and procedures.

Response: June 15, 2019

3. Assessment of the composition of the Agency's board of directors.
 - Agency's bylaws dated 8/9/2016 require the board of directors to have 15 members and define a quorum as: "Presence of a majority of the directors then in office at a meeting of the Board constitutes a quorum for the transaction of day-to-day business of the Agency
 - Board Roster dated 6/2/2020 indicates there are no vacancies.
4. Review of the Board Minutes for timeliness and to assess the board's involvement in the development, planning, and implementation, and evaluation of the agency's programs, and to determine if a quorum was met at the meetings.
 - The three most recent Board/Council meetings:

Date of Board Meeting	Date Minutes Approved by the Board	Minutes reflect Board Involvement. (Y/N)	Quorum? (Y/N)
8/13/2020	9/10/2020	Y	Y
9/10/2020	10/8/2020	Y	Y
10/8/2020	12/2/2020	Y	Y

5. Programmatic Reporting
 - A. Review of the Annual Report for timely submission.
 - The most current CSBG Annual Report was due to CSD on or before February 18, 2020.
 - Agency submitted the most current Annual Report to CSD on 10/11/2019
 - B. Review of the Organizational Standards state assessment report.
 - The agency is at 100%
6. Review the most current Community Action Plan, Work Plan(s), and the Annual Report for program performance and alignment.
 - The agency's current work Plan is in alignment with the most recent CAP and the projections reported in eGov.

CSBG CARES Enhanced Fiscal Review Update

7. Review of the results of the monthly review EARS expenditure reports for CSBG CARES from March 2020 through October 2020 indicates 3.98% or \$15,510.00 of \$390,168 has been expended.

Some of CAP Madera's plans for CARES include:

- Pay for rental application fees, deposits, and first month's rent to help reestablish a place of residence for those who are homeless.
- Street Outreach: Homeless Outreach Workers canvas all of Madera County to identify and reach out to homeless people to share about services that are available. If people state they would like to be housed, Outreach Workers help them gather and prepare the paperwork that is necessary to determine eligibility a housing program. Once the paperwork has been completed, the Outreach Worker provides a warm hand off of the client to a Housing Case Worker who works with the client to obtain housing through one of the housing programs that CAPMC operates.



2021 MEETING SCHEDULE BOARD OF DIRECTORS

Unless otherwise noted, all meetings will be held on *the second Thursday of every month at 5:30 p.m. virtually via WebEx and/or in person at the Community Action Partnership of Madera County, Inc. Conference Room at 1225 Gill Ave. Madera, CA. 93637*

Month	Meeting Date
January	January 14
February	February 11
March	March 11
April	April 8
May	May 13
June	June 10
July	July 8
August	August 12
September	September 9
October	October 14
November	November 11
December	December 9