



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

**Agenda**

**Thursday, May 11, 2023  
CAPMC Conference Room 1 / 1a  
1225 Gill Avenue  
Madera, CA 93637  
5:30 pm**

*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, Inc., 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](http://www.maderacap.org) for updates.*

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Cristal Sanchez

**A. PUBLIC COMMENT**

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

**B. ADOPTION OF THE AGENDA**

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

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

**C. TRAINING/ADVOCACY ISSUES**

None

**D. CONSENT ITEMS**

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – April 13, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – April 11, 2023.

D-3 Review and consider accepting the Bank of America Credit Card Statements:

- April 2023

D-4 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – March 2023
- In-Kind Report – March 2023
- CACFP Program Report – March 2023

D-5 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2023-2024 program year for Migrant/Seasonal Head Start.

D-6 Review the Madera County Child Advocacy Center Report for April 2023. (Informational Only)

D-7 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2023. (Informational Only)

D-8 Review the Community Services Program Report for April 2023. (Informational Only)

D-9 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for April 2023. (Informational Only)

D-10 Review the Victim Services Report for April 2023. (Informational Only)

**E. DISCUSSION ITEMS**

E-1 Review and consider approving the submission of the 2022-2023 California Department of Social Services (CDSS) State Budgets.

E-2 Review and consider approving the Workers' Compensation renewal coverage under Berkshire Hathaway Homestate Company (BHHC) and broker's consulting fee.

- E-3 Consider awarding the annual entity-wide single audit for June 30, 2023, to Brown Armstrong CPAs.
- E-4 Consider awarding the annual 403B Plan audit for calendar year 2022 to Brown Armstrong CPAs.

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS**

- F-1 Finance Committee Report – Scheduled for May 15, 2023 at Noon
- F-2 Personnel Committee Report – May 2023
- F-3 Executive Director Monthly Report – April 2023
- F-4 Financial Statements – April 2023 *(To be distributed at the Board of Directors Meeting)*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – April 2023
- F-7 CAPMC Board of Directors Attendance Report – April 2023
- F-8 Staffing Changes Report for April 5 – May 2, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Victim Services Flyer for 2023 Domestic Violence/Sexual Assault Advocate Training.

**I. ADJOURN**

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I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for May 11, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on May 5, 2023.



Cristal Sanchez  
Strategic Plan Coordinator &  
Assistant to the Executive Director

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**April 13, 2023**  
**1225 Gill Ave Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:41 p.m. by Vice-Chairperson David Hernandez.

**Members Present**

David Hernandez, Vice-Chair  
Steve Montes  
Jeff Troost  
Debi Bray  
Trinice Lee, HS Rep  
Donald Holley  
Molly Hernandez  
Richard Gutierrez  
Sheriff Tyson Pogue,  
Secretary/Treasurer

**Members Absent**

Eric LiCalsi, Chair  
Vicki Bandy  
Supervisor Leticia Gonzalez  
Martha Garcia  
Deborah Martinez  
Aurora Flores

**Personnel Present**

Mattie Mendez  
Daniel Seeto  
Cristal Sanchez  
Irene Yang  
Maritza Gomez-Zaragoza  
Nancy Contreras-Bautista  
Ana Ibanez

**Public – Other Present**

None

**A. PUBLIC COMMENT**

Board Member Debi Bray shared regarding the upcoming Prayer Breakfast. Mattie Mendez, Executive Director, shared regarding her Madera City Council District Woman of the Year Award.

**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 E).

**ADOPTION OF THE AGENDA:** Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Sheriff Tyson Pogue

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

None

**D. 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.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – February 9, 2023.
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – February 2, 2023 & March 2, 2023
- D-3 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – February 7, 2023
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- February 2023
  - March 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- January 2023
  - February 2023
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – January & February 2023
  - In-Kind Report – January & February 2023
  - CACFP Program Report – January & February 2023
- D-7 Review and consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – January & February 2023
  - In-Kind Report – January & February 2023
- D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – January & February 2023
  - In-Kind Report – January & February 2023
  - CACFP Program Report – January & February 2023
  - Program Information Report (PIR) – January & February 2023
- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – January & February 2023

- In-Kind Report – January & February 2023
- CACFP Program Report – January & February 2023

- D-10 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2023-2024 program year for Madera/Mariposa Regional and Early Head Start.
- D-11 Review and approve the Recruitment and Selection Procedures for the 2023 – 2024 program year for Fresno Migrant and Seasonal Head Start.
- D-12 Review and consider approving the 2021-2025 Community Needs Assessment Final Report Fresno Migrant and Seasonal Head Start.
- D-13 Review and consider approving the Program Goals and Objectives Update for the Migrant and Seasonal Head Start Program.
- D-14 Review the Madera County Child Advocacy Center Report for February & March 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for February & March 2023. (Informational Only)
- D-16 Review the Community Services Program Report for February & March 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for February & March 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

- E-1 CAPMC Low-Income Home Energy Assistance Program (LIHEAP) Weatherization Program update and request for guidance from the Board of Directors for the 2023 – 2024 program year.**

Mattie Mendez, Executive Director, presented regarding the CAPMC Low-Income Home Energy Assistance Program (LIHEAP) Weatherization Program update and requested guidance from the Board of Directors for the 2023 – 2024 program year. The Board of Directors expressed their support for establishing the Weatherization Program in-house. This would facilitate more comprehensive wrap-around services for residents of Madera County.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley Seconded by Debi Bray

Vote: Carried Unanimously

**E-2 Consider ratifying the submission of the 2023 Emergency Supplemental Low-Income Home Energy Assistance Program (ESLIHEAP) contract.**

Mattie Mendez, Executive Director, presented regarding the submission of the 2023 Emergency Supplemental Low-Income Home Energy Assistance Program (ESLIHEAP) contract. Mattie noted the opportunity to utilize funding for start-up costs for establishing Weatherization Program in-house.

Motion: APPROVE TO KEEP IN-HOUSE

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-3 Consider ratifying the submission of the Kaiser Permanente 2023 Housing for Health Grant application.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Kaiser Permanente 2023 Housing for Health Grant application. Funding is earmarked for referrals for mental and physical health assessment, Emergency Housing Assistance, incidentals such as transportation, laundry, food, supplies, cost of submitting rental applications/background checks, and costs for obtaining client birth certificates or other necessary documentation.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

**E-4 Review and consider approving the Head Start COVID-19 Mitigation Policy.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Head Start COVID-19 Mitigation Policy. Head Start programs are required to develop an evidence based COVID-19 policy in consultation with their Health Services Advisory Committee (HSAC) that can be scaled based on the impacts or risks of COVID-19 in the community. Program staff have developed the COVID-19 Mitigation Policy following the guidance offered by the Office of Head Start, reviewing state and local guidance regarding COVID-19 safeguards, consultation, and guidance from the program's HSAC group, and Region IX T&TA Specialist.

Motion: APPROVE WITH THE FOLLOWING AMENDMENTS ON THE  
COVID-19 MITIGATION POLICY:  
MEDIUM LEVEL – RECOMMENDED  
HIGH LEVEL – REQUIRED

Moved by Sheriff Tyson Pogue, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**E-5 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start COLA and Quality Improvement (QI) Grant Application.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Madera/Mariposa Regional and Early Head Start COLA and Quality Improvement Grant Application. A 7.5% increase for all staff was proposed. The QI funding for Head Start will be used to hire 2 part-time positions, increase funding for the mental health contract, and staff wellness, and purchase equipment for the maintenance department. For Early Head Start, the QI funding will be combined with the remaining COLA funds to hire a part-time Program Technician to support the program's data collecting and entering.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Jeff Troost

Vote: Carried Unanimously

**E-6 Review and consider approving the 2022-2023 Amendment #1 Budget Revisions for the California State Preschool Program (CSPP).**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2022-2023 Amendment #1 Budget Revisions for the California State Preschool Program (CSPP). The State Based Migrant Part Year Program Daily Reimbursement Rate increased from \$46.69 to \$49.75 the days of service will remain at 178 Child Days of Enrollment retro to July 1, 2021.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Sheriff Tyson Pogue

Vote: Carried Unanimously



**E-7 Review & consider approving the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets. CAPMC will be requesting the funding that was returned to the grantee in 2021. The additional funds will support salary increases and increase the operational cost to operate the Migrant Head Start centers. The proposed grant application will serve migrant and seasonal children and families in Fresno County.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

**E-8 Review & consider approving the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets. The State Based Migrant Part Year Program Daily Reimbursement Rate COLA increased from \$45.74 to \$48.74 retro to July 1, 2022.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

**E-9 Review & consider approving the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 5.6%. In addition, additional funding was allocated for Quality Improvement Funds. A 7.5% increase for all staff was proposed. COLA funding will cover 5.6% and the Quality Improvement funds will cover 1.9%.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

**E-10 Review & consider approving the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets. An increase in salaries for staff retention and a slot and service day reduction were proposed. Any approved changes will be effective March 1, 2023 when the new funding year begins. Salary increases will be effective June 1, 2023 for all CAPMC Head Start programs.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

**E-11 Review and complete the Annual Conflict of Interest Certification Form and Form 700 Report of Economic Interests.**

Mattie Mendez, Executive Director, presented the Annual Conflict of Interest Certification Form and Form 700 Report of Economic Interests. The Board of Directors completed the Annual Conflict of Interest Certification Form and Form 700 Report of Economic Interests.

Motion: APPROVE WITH THE FOLLOWING AMENDMENTS  
UPDATE YEAR TO 2023

Moved by Sheriff Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS**

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – February & March 2023
- F-4 Financial Statements – March 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – February & March 2023
- F-7 CAPMC Board of Directors Attendance Report – February & March 2023
- F-8 Staffing Changes Report for February 1 – April 4, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Victim Services Event Flyers for: Walk-A-Mile, National Victims' Rights Week, and Denim Day

- H-2 Correspondence from the Office of Head Start dated March 28, 2023, regarding the role of Head Start Programs in Addressing Lead in Water.
- H-3 Correspondence from the Office of Head Start dated February 21, 2023, regarding the FY 2023 Head Start Funding Increase.
- H-4 Correspondence from the Office of Head Start dated March 15, 2023, regarding Head Start and Early Head Start Programs Impacted by Hurricanes Fiona and Ian.

**I. ADJOURN**

Vice-Chairperson David Hernandez adjourned the Board of Directors Meeting at 6:54 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Council Meeting  
Tuesday, April 11, 2023  
**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:33 p.m. by Margarita Cruz Santiago.

**Committee Members Present**

Fabiola Rendon  
Margarita Cruz Santiago  
Yardira Alvarado  
Delldi Fuentes  
Ramon Garcia  
Aracely Vasquez

**Committee Members Absent**

Macrina Lopez  
Manuela Delgado  
Juana Perez Lopez

**Personnel Present**

Maritza Gomez-Zaragoza, Head Start Program Director  
Jissel Rodriguez, Executive Administrative Assistant  
Maribel Aguirre, Parent and Governance Specialist

**Others**

None

**A. Public Comment**

Two handouts were given. One was an updated version of minutes and the bank statement.

**B. Training**

None.

**C. Adoption of the Agenda**

**C-1** Margarita Cruz Santiago asked for a motion to approve the agenda as presented. Motion made by Ramon Garcia, seconded motion by Yadira Alvarado to approve the agenda as presented. The motion approved unanimously.

**D. Adjourn to Closed Session - None**

**E. Approval of Minutes**

**E-1** – Margarita Cruz Santiago requested a motion to approve the minutes of the meeting on February 07, 2023. Motion made by Ramon Garcia, seconded motion by Fabiola Rendon to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1** Review and consider approving the Program Goals and Objective Update – Ms. Gomez-Zaragoza went over the program goals and how the program implemented them.

Margarita Cruz Santiago requested a motion to approve the Program Goals and Objective Update. Ramon Garcia made the first motion, seconded by Delldi Fuentes. Motion carried unanimously.

**F-2** Review and consider approving the revised and updated Agency Personnel Policies and Procedures manual (PPP) to be effective as of April 1, 2023, Ms. Gomez-Zaragoza briefly went over the PPP. She asked parents to review the manual and if they had any question to bring them up to at the next meeting. Margarita Cruz Santiago requested a motion to approve the revised and updated Agency Personnel Policies and Procedures manual (PPP) to be effective as of April 1, 2023. Ramon Garcia made the first motion, seconded by Yadira Alvarado. Motion carried unanimously.

**F-3** Review and consider approving the proposed enrollment reduction and program changes for the Madera Migrant Seasonal Head Start Program beginning March 1, 2023 – Ms. Gomez-Zaragoza mentioned if we were able to reduce slots by 100 which would help meet enrollment. The summer program will be reduced by 10 days and winter program will be reduced 6 days. Due to other programs being available to enroll their children is making it difficult. She would also like to reduce the days of the program which would help increase salaries for the teachers.

Margarita Cruz Santiago requested a motion to approve the proposed enrollment reduction and program changes for the Madera Migrant Seasonal Head Start Program beginning March 1, 2023. Fabiola Rendon made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

**F-4** Review and consider approving the 2023-2024 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Application – Ms. Gomez-Zaragoza mentioned this year's COLA is at a 5.6%. In addition, there were quality improvement funds which will increase the percentage to 7.5%. This increase will be for all staff.

Margarita Cruz Santiago requested a motion to approve the 2023-2024 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Application. Ramon Garcia made the first motion, seconded by Dellidi Fuentes. Motion carried unanimously.

**F-5** Review and consider approving the Madera Migrant Seasonal Head Start COVID-19 Mitigation Policy – Ms. Gomez-Zaragoza went over the updated mitigation policy and the new COVID protocols.

Margarita Cruz Santiago requested a motion to approve the Madera Migrant Seasonal Head Start COVID-19 Mitigation Policy. Yadira Alvarado made the first motion, seconded by Fabiola Rendon. Motion carried unanimously.

**F-6** Review and approve CAPMC County 2022-2023 Amendment #2 Budget Revision for CMIG to Stanislaus County Office of Education – Ms. Gomez-Zaragoza went over the budget revision which would only affect Sierra Vista. Margarita Cruz Santiago requested a motion to CAPMC County 2022-2023 Amendment #2 Budget Revision for CMIG to Stanislaus County Office of Education. Ramon Garcia made the first motion, seconded by Fabiola Rendon. Motion carried unanimously.

**G. Administrative Reports**

**G-1** Staff Changes (February & March 2023) – Ms. Aguirre reviewed the staffing changes for February and March.

**G-2** Bank of America Credit Card Account Statement – Agency and other credit cards: (January & February 2023) – Ms. Aguirre reviewed the charges for both months. There were no questions about the charges.

**G-3** Budget Report (February 2023) – Ms. Aguirre reviewed the budget for February.

**G-4** In-kind Report (February 2023) – Ms. Aguirre reviewed the In-kind percentage which is at 123.17%.

**G-5** Report of enrollment in the program and attendance report (January & February 2023) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

**G-6** CACFP Monthly Report (January & February 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of January was \$10,344.61 for 3,750 meals. the reimbursement for the month of February was \$11,726.09 for 4,296 meals. There were no questions.

**G-7** PIR Program Information Monthly Report (January & February 2023) – 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 – Items approved during tonight’s meeting will be presented to the Board for approval.

**H-3** Active Supervision, Challenges and Best Practices Report – None.

#### **I. Correspondence**

**I-1 Program Instruction** from the office of Head Start regarding *FY 2023 Head Start Funding Increase*; Issuance Date 02/21/2023

**I-2 Program Instruction** from the Office of Head Start regarding *Hurricanes Fiona and Ian Disaster Recovery Funds*; Date of Issuance: 03/15/2023

**I-3 Information Memorandum** from the Office of Head Start regarding the *Role of Head Start Programs in Addressing Lead in Water*; Date of Issuance: 03/28/2023

#### **J. Future Agenda Items**

**J-1** Criteria for ERSEA 23-24

#### **K. Adjournment**

Margarita Cruz Santiago requested a motion to adjourn the session. Motion made by Ramon Garcia to adjourn the meeting at 6:57 p.m., in the afternoon, seconded by Delldi Fuentes. Motion approved unanimously.

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

# APRIL 2023 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
3/08/2023	TACO BELL	No	Stipend for Homelessness Focus Group at the Madera Rescue Mission	\$25.00		Yes
03/09/2023	MAILCHIMP	No	Newsletter Software (IT)	\$60.00	200.0-6112-2.0-000-90	Yes
03/11/2023	EZ TRIP MADERA	No	Fuel for Transportation for Mattie Mendez (Madera to SF Airport)	\$47.61	200.0-6610-2.0-000-90	Yes
03/17/2023	HYATT REGENCY WASHINGTON	No	Lodging for Mattie Mendez NCAF Conference Washington, DC	\$0.02	200.0-6714-2.0-000-90	Yes
03/17/2023	HYATT REGENCY WASHINGTON	No	Lodging for Board Member David Hernandez NCAF Conference Washington, DC	\$0.02	200.0-6730-2.0-000-90	Yes
03/22/2023	AMAZON	No	Child Abuse Prevention Month Supplies	\$14.72	200.0-6130-2.0-000-90	Yes
03/22/2023	AMAZON	No	Child Abuse Prevention Month Supplies	\$21.62	200.0-6130-2.0-000-90	Yes
03/25/2023	EZCATER – FAMOUS DAVES	No	Housing Our Homeless Committee Meeting	\$459.07	200.0-6121-2.0-000-90	Yes
03/29/2023	AMAZON	No	Child Abuse Prevention Month Supplies	\$22.91	200.0-6130-2.0-000-90	Yes
03/30/2023	DOOR DASH – COMPA FRANKS	No	New Board Member Orientation	\$201.53	200.0-6121-2.0-000-90	Yes
04/02/2023	AMAZON	No	Child Abuse Prevention Month Supplies	\$38.94	200.0-6130-2.0-000-90	Yes
			<b>Total</b>	<b>\$1,116.44</b>		

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

Date: April 21, 2023

\_\_\_\_\_  
Mattie Mendez, Executive Director



**Bank of America Business Card ending 8462  
Credit Card Charges**

**April 2023 Statement**  
Ana Ibanez / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/8/2023	Amtrak	No	Two train tickets for homeless to go home	228.00	272.0-7210-2.0-000-00	Yes
				\$228.00		

Bank of America Business Card  
Credit Card Charges

# April 2023 Statement

Leticia Murillo / APP R&R

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
02/09/2023	DONUT BASKET	No	Housing Our Homeless Committee Meeting	\$133.68	200.0-6121-2.0-000-90	Yes
02/10/2023	SUPERSHUTTLE	No	Transportation for Mattie Mendez and Board Member David Hernandez NCAF Conference Washington, DC	\$222.11	200.0-6714-2.0-000-90	Yes
02/12/2023	SFO PREPAID PARKING	No	Airport Parking for Mattie Mendez NCAF Conference Washington, DC	\$240.00	200.0-6714-2.0-000-90	Yes
			<b>Total</b>	<b>\$595.79</b>		

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

# April 2023 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/10/2023	Biometrics4all, Inc.	No	Livescan relay fees	2.25 0.75 0.75 0.75 0.75 1.50	311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 331.0-6852-3.3-000-00 371.0-6852-3.7-000-00 500.0-6852-5.0-000-00 533.0-6852-5.0-000-00	Yes
3/22/2023	Shirt Shak Paypal	No	Committee shirt	26.10	See attached list	Yes
4/1/2023	Indeed	No	March 2023 advertising for job openings	160.00 315.00	272.0-6852-2.0-000-00 533.0-6852-5.0-000-00	Yes
<b>TOTAL:</b>				<b>507.85</b>		

Bank of America Business Card  
Credit Card Charges

# April 2023 Statement

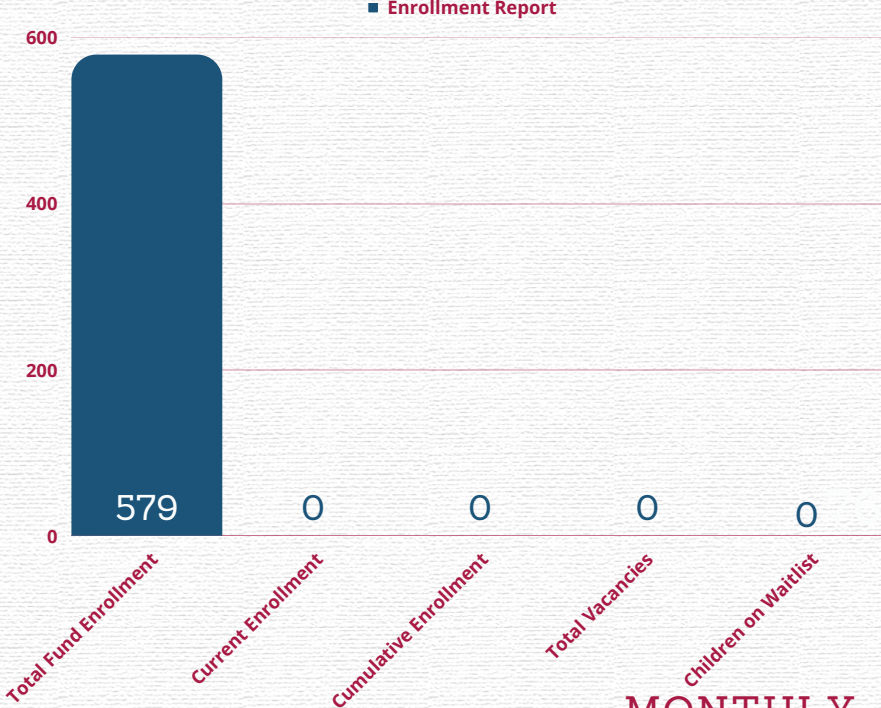
Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
4/10/2023	Flywheel	N/A	Website Hosting for CAPMC	\$ 30.00	200.0-6112-2.0-000-90	Yes
4/28/2023	Amazon	N/A	USB Hub	\$ 86.58	200.0-6112-2.0-000-90	Yes
			<b>Total</b>	<b>\$ 116.50</b>		

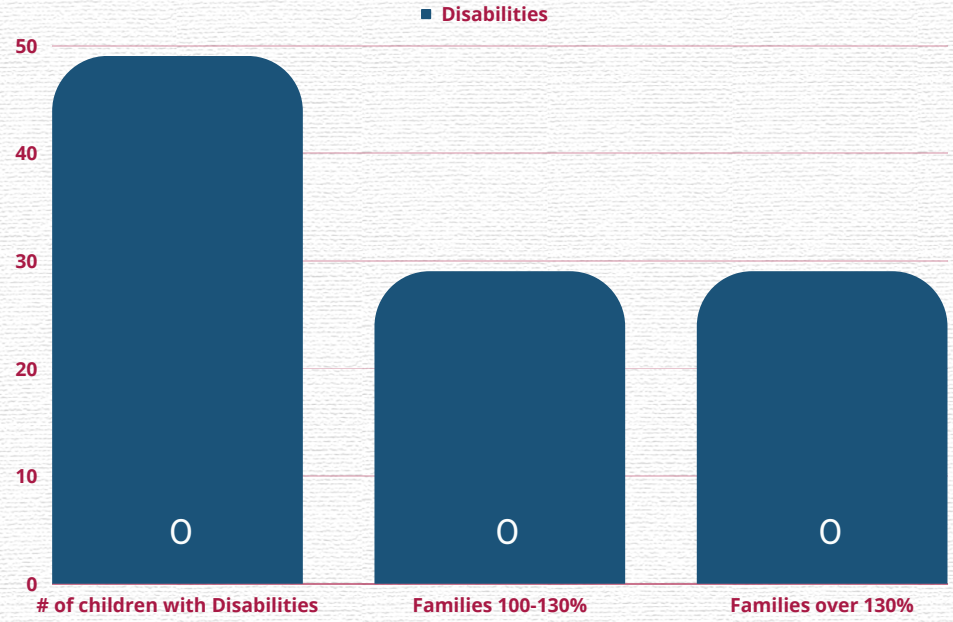


# Migrant Seasonal Head Start Monthly Enrollment Report March 2023

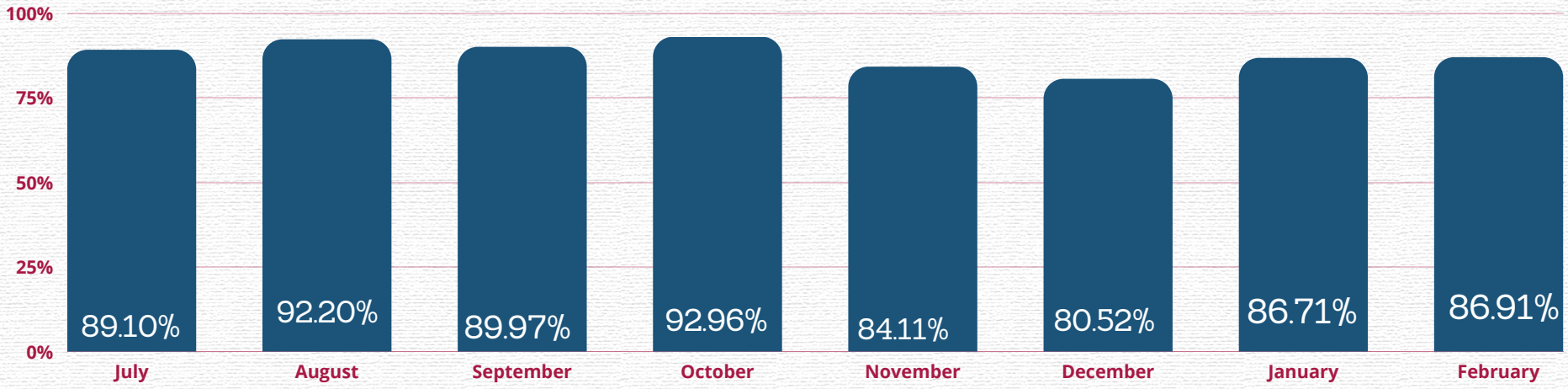
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## MONTHLY ATTENDANCE REPORT



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

**IN-KIND MONTHLY SUMMARY REPORT 2023-2024 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2024**

**MIGRANT AND SEASONAL HEAD START 2023-2024 MIGRANTE/TEMPORAL HEAD START 2023-2024**

Month-Year MARCH 2023/ Mes-Año Marzo 2023

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	297,519.00	0.00	0.00	0.00	297,519.00
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	297,519.00	0.00	0.00	0.00	297,519.00
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00	0.00	0.00	0.00
State Collaboration/Colaboracion de Estado	1,006,468.00	0.00	0.00	0.00	1,006,468.00
Donated Supplies/Materiales Donanos	0.00	0.00	0.00	0.00	0.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	112,210.00	0.00	9,251.00	9,251.00	102,959.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,416,197.00</b>	<b>0.00</b>	<b>9,251.00</b>	<b>9,251.00</b>	<b>1,406,946.00</b>

A. Y-T-D In-Kind / In-Kind asta ahora	9,251.00
B. Contracted In-Kind/ In-kind Contratado	1,416,197.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	0.65%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**  
**MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM**  
**INCOME CALCULATIONS**  
**March-2023**

FREE MEALS	0	0
REDUCED	0	0
BASE	0	0
TOTAL	0	0

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	0	X	100.0000%	X	\$2.2100	=	\$0.00
			0.0000%	X	\$1.9100	=	\$0.00
			0.0000%	X	\$0.4500	=	\$0.00
<b>LUNCH:</b>	0	X	100.0000%	X	\$4.0300	=	\$0.00
	0	X	100.0000%	X	\$4.0300	=	\$0.00
		X	0.0000%	X	\$3.6300	=	\$0.00
		X	0.0000%	X	\$0.4700	=	\$0.00
<b>SUPPLEMENTS:</b>	0	X	100.0000%	X	\$1.1800	=	\$0.00
	0	X	100.0000%	X	\$1.1800	=	\$0.00
		X	0.0000%	X	\$0.6400	=	\$0.00
		X	0.0000%	X	\$0.1900	=	\$0.00

0  
TOTAL FEDERAL REIMBURSEMENT \$0.00

**CASH IN LIEU:** LUNCHES X \$0.3000 \$0.00

**TOTAL REIMBURSEMENT** **\$0.00**

	Breakfast	Lunch	Snack	Total
<b>CMIG-MADERA MIGRANT PRESCHOOL</b>	-	-	-	-
<b>MMHS-MADERA MIGRANT HEAD START</b>	-	-	-	-
	-	-	-	-

	<u><b>MMHS</b></u>	<u><b>CMIG</b></u>	<u><b>Total</b></u>
TOTAL FEDERAL REIMBURSEMENT:	<u><b>\$0.00</b></u>	<u><b>\$0.00</b></u>	<u><b>\$0.00</b></u>
CASH IN LIEU:	<u><b>\$0.00</b></u>	<u><b>\$0.00</b></u>	<u><b>\$0.00</b></u>
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Report to the Board of Directors

Agenda Item Number: D-5

Board of Directors Meeting for May 11, 2023

Author: Maritza Gomez-Zaragoza

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DATE: May 3, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Recruitment & Enrollment Selection Criteria for Program Year 2023-2024 for Migrant/Seasonal Head Start

## **I. RECOMMENDATIONS**

Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2023-2024 program year for Migrant/Seasonal Head Start.

## **II. SUMMARY**

Staff is requesting approval of the Recruitment Procedure and the 2023-2024 Enrollment Selection Criteria. CAPMC's Selection Criteria has been alignment with SCOE – Central CA Migrant/Seasonal Head Start approved Selection Criteria.

## **III. DISCUSSION**

- ✓ Staff changed the Selection Criteria to be in alignment with the priorities provided and approved by SCOE-Central CA Migrant/Seasonal Head Start Policy Council.
  - ✓ Families wishing to participate in the Madera Migrant/Seasonal Head Start Program will be selected based on the Selection Criteria provided by Central California Migrant/Seasonal Head Start and approved by the Madera MHS Policy Committee.
  - ✓ Points will be assigned to applicants based on the specific eligibility criteria which were developed utilizing the Head Start eligibility standards to assure children with the greatest need receive services.
  - ✓ Recruitment process will continue to focus on enrolling children with disabilities in order to comply with the 10% mandate.
  - ✓ The recruitment procedure/plan will include the participation of all CAPMC employees. Head Start staff will actively recruit throughout the program year developing a plan to participate in community events/functions.
  - ✓ If any policy/procedure updates are made by the Office of Head Start, changes will be made accordingly and brought to the Policy Committee for approval.
- The Enrollment Selection Criteria and the Recruitment Procedure for the 2023-2024 program



year will be reviewed by the Policy Committee for approval on May 9, 2023.

**IV. FINANCING:** None

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## POLICY

### 2023-2024 Central California Migrant Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy

**Area:** Program Operations

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

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

**Purpose:**

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

**Policy:**

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

**Policy Guideline:**

**ELIGIBILITY**

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

**A. Age**

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

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

## **B. Eligibility Criteria**

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

1. **A migrant family means**, for the purpose of eligibility, a family who changed their residence by moving from one geographic location to another within the preceding 2-year period with the intent to engage in agricultural work and whose family's earned income comes primarily (more than 50%) from agricultural work in the last 12 months or calendar year.
2. **A seasonal family means**, for the purpose of eligibility, a family who is engaged during the program season primarily in seasonal agricultural labor. In addition, seasonal families have not changed their residence to another geographic location in the preceding 2-year period and have earned income that comes primarily (more than 50%) from agriculture in the last 12 months or calendar year.
3. **Agricultural work means**, for the purpose of eligibility, all service performed:
  - a. on a farm or ranch, in the employment of any person, in connection with cultivating the soil, or in connection with the production or processing of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and fur-bearing animals and wildlife;
  - b. in the employment of the operator of a farm or ranch, in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment including irrigation, or in salvaging timber (forestry) or clearing land of brush and other debris left by a hurricane or similar environment event.
  - c. in the employment of the operator of a farm or ranch in handling, planting, drying, packing, packaging, processing, freezing, canning, grading, storing, or delivering to storage or to market or to a carrier for transportation to market, in its unmanufactured, or unprocessed state, any agricultural or horticultural commodity.
  - d. The definition of agricultural work shall be deemed to be applicable with respect to service performed in connection with any agricultural, horticultural, viticulture, or apiculture commodity or steps thereof prior to its delivery to a terminal market for distribution for consumption; or on a farm or ranch operated for profit as long as such service is in the course of the employer's trade or business or is domestic service in a private home of the employer. As used in this subsection, the term "farm" includes stock, the raising, feeding and management of livestock, dairy, poultry, fishing, mollusks, and insects, including but not limited to herding, housing, hatching, milking, shearing, handling eggs, and extracting honey; fruit, fur-bearing animal, and truck farms, plantations, ranches, nurseries, wineries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards.

4. **Intent to Work in Agriculture means**, for the purpose of eligibility, that staff has determined at the time of application that the family meets federal income guidelines, that less than fifty percent (50%) of their income was from agricultural work and that their move was in search of agricultural work. These families may complete a “Declaration of Intent to Work in Agriculture” form. Declarations of Intent do not satisfy the “presently working” selection criteria unless the family is presently working. Staff will follow-up with the progress of obtaining employment in agriculture according to the timelines stipulated within the approved procedures for Declarations of Intent (EL 23).
5. **A pregnant woman or child** is eligible if one of the above criteria is met and;
  - a. The family’s income is equal to or below the poverty line; or
  - b. The family is eligible for or, in the absence of childcare, would be eligible for public assistance; including TANF child-only payments; or
  - c. The child is homeless as defined by the McKinney Vento Assistance Act (42 U.S.C. 11434a(2) sect.725(2); or
  - d. The child is in foster care.
  - e. The family is receiving Public Assistance (TANF or SNAP/Cal Fresh)
  - f. The child or someone in the family size is receiving SSI
6. Program staff must verify eligibility based on income with the use of W-2’s, tax forms, pay stubs or other proof of income to determine the family income for the relevant 12-month time period. All requirements will be reviewed and verified at least annually.
7. To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.
8. To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment
9. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Migrant Seasonal Head Start Programs.

## **RECRUITMENT**

In all recruitment efforts, adequate program descriptions will be made available, including general program content, general location of centers or family childcare homes, service areas, dates, times and places of registration, ages of children accepted, facility license number and contacts for additional information. Programs must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care. If the program does not provide transportation services, information about public transit available to families must be in recruitment announcements. The announcements distributed during the preliminary recruitment phase will contain sufficient information to enable families to apply at any time during the program year. Each agency will complete a recruitment plan annually.

## **A. Recruitment Activities**

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

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

## **B. Applications**

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

women applications, the unborn child is included in the family size.

## **SELECTION**

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

### **A. Criteria**

1. Enrolled families will meet the eligibility criteria provided above for age and status as a migrant or seasonal farm worker family.
2. Income Eligible (includes public assistance TANF/SNAP/Cal Fresh, SSI, Foster and Homeless)
3. Migrant Family
4. Transition between MSHS program (without a break in service in any SCOE Delegate/Grantee Operated MSHS program within the same program year)
5. Re-enrollee (prior enrollment in any SCOE EHS/RHS or CCMHS program)
6. Current IEP/IFSP (this could apply for a pregnant woman with an IEP)
7. Homeless (automatically eligible)
8. Child Protective Services /Court Referral
9. At Risk of Abuse/Neglect / Exploitation /or Domestic Violence (written referral dated within 6 months from legal, medical, social service agency or shelter with required elements)
10. Foster Child/Independent Living (Foster System) (automatically eligible)
11. Teen Parent (compulsory school age)
12. Non-parental guardianship
13. High Risk Pregnancy Diagnosed by doctor or Mental Health professional (for enrollment of pregnant woman only)
14. Transition between agency's state funded Child Development Program and MSHA program (without a break in service in any MSHS program of SCOE or its delegate agencies within the same program year)
15. Prior IEP/IFSP
16. Single Parent Working in Ag
17. Both Parent(s) Working in Ag
18. One Parent Working in Ag
19. Single Parent Seeking Ag Work
20. Both Parents Seeking Ag Work
21. One Parent Seeking Ag Work
22. Seasonal
23. 1-2 moves last 24 months
24. 1-2 moves last 12 months
25. 3-4 moves last 24 months
26. 3-4 moves last 12 months
27. 5-6 moves last 12 months
28. 5-6 moves last 24 months
29. 7-8 moves last 12 months

30. 7-8 moves last 24 months
31. 9 or more moves last 12 months
32. 9 or more moves last 24 months
33. Over Income

## **B. Waiting Lists**

1. Eligible Accepted List will be utilized to maintain the waiting list used for the selection of children for enrollment. Center management and/or social service staff will review and print the Eligible Accepted List will be used as openings occur and at least monthly to ensure an accurate and current waitlist.
2. Programs implementing more than one option (center base and family childcare home) will maintain a waiting list for each option.
3. After meeting full enrollment or capacity has been met, including 10% enrollment of children with disabilities, each agency must sustain a viable waitlist. When an agency does not have a viable waitlist to fill current or upcoming vacancies, a Recruitment Work Plan will be completed and submitted to the Grantee documenting ongoing recruitment efforts.

## **C. Selecting Children for Enrollment**

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

1. All income eligible re-enrollees will be selected first.
2. Foster and homeless families will automatically be selected after all income eligible re-enrollees.
3. The child with the lowest income will be enrolled first within each priority group as indicated on the electronic database.
4. Vacancies for children under the age of three will be filled based on enrollment priorities and age group/pregnant women vacancies available. For the purpose of determining the number of individuals enrolled, the pregnant woman is counted as the one who is enrolled. Once the child is born (at 6 weeks of age), it is the child who is enrolled.
5. In the event that one pregnant woman has the same prioritization points and income, the vacancy will go to the woman whose estimated due date and recovery period coincide the most with an opening in a center based program.
6. At least 10 percent (10%) of the total funded enrollment by each Delegate Agency/Grantee Op will be children with documented disabilities. Agencies may select an over income child with an IEP/IFSP prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.
7. Programs that are blended/collaborated with State funds must select a child who is Child Protective Services/At Risk prior to selecting any other child. (Child Protective

Services/At Risk child is defined as a child that has been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092)

8. Not more than ten percent (10%) of the total number of the agency's funded enrollment may be over one hundred percent (100%) of the federal poverty income guidelines.
9. If approved by the grantee, in order to maintain or reach funded enrollment, not more than thirty-five percent (35%) of the total number of children cumulatively enrolled may be between one-hundred and one-hundred thirty (100-130%) percent of the federal poverty income guidelines ("Near Low Income"). If this "Near Low Income" enrollment option is approved, the ten percent (10%) over-income limitation from the immediately preceding requirement applies only to enrollees that are over one-hundred thirty percent (130%) of the federal poverty income guidelines.

## **ENROLLMENT**

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

### **A. Guidance**

1. All families of the children selected will be notified by phone. Families will be contacted by mail or home visit if they are unable to be reached by telephone. If the family cannot be contacted within three days, the family of the next child on the waiting list will be contacted. All contact attempts will be documented in Family Case notes and on waitlist documentation. Children's names remain on the waiting list unless family requests removal.
2. Families will be notified by phone or letter of the date, time and location of the parent orientation.
3. A program must fill all vacancies as soon as possible.
4. Every two years the family income will be checked to verify that their income is under Federal Poverty Guidelines. Each program year, the family income will be reviewed to ensure that income is primarily from agriculture.
5. Prior to the beginning of the program year, the Disabilities Supervisor/designee will collaborate with the agency's management staff in order to appropriately plan for children with special needs as needed.
6. Prior to the beginning of the program year and as needed, health staff will collaborate with staff and families to appropriately plan for children with incidental medical needs.
7. If a program determines from their Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
8. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 30 days. Program staff must work with families to obtain the required documents. Efforts must be made to maintain a child's enrollment regardless of whether the family or child moves to a different service



area or transition the child to a program in a different service area.

9. Applications must be updated and approved each program year.
10. Families enrolled in to collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families.
11. Families that are enrolled in collaborated programs that are 'at risk' or with child protective services may be exempt from paying a family fee if the referral specifies an exemption is necessary.
12. Families enrolled in collaborated programs that are receiving CAL Works (TANF) are exempt from paying family fees.
13. Families that are enrolled in collaborated programs that are experiencing a temporary hardship due to unexpected events or unforeseen changes that has resulted in temporary inability to pay their state program family fee may request Head Start to pay their family fee as a payer of last resort.
14. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

## **ATTENDANCE**

### **A. Improving Child Attendance**

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

## **B. Absence Reporting**

1. Excused Absence
  - a. No Transportation
  - b. Child or Parent Illness
  - c. Weather
  - d. Medical Treatment
  - e. Death in Family
  - f. Other Extenuating Circumstances (ex. Plumbing issues at home, car accident, etc.)
  - g. Court Appointment
  - h. Court Ordered Visitation
2. Unexcused Absence
  - a. Child home with older siblings
  - b. Child/Parent got up late
  - c. Absence not reported or recorded on the Sign In/Out sheet
  - d. State Best Interest days (for non-blended children only)
  - e. Visiting or vacation time with families, relatives, or friends (not court ordered)
  - f. Religious observances, holidays or ceremonies
  - g. Personal or family business
  - h. Family moving
  - i. Child attending a party
  - j. Family emergency (out of county travel)

## **C. Improving Agency Attendance**

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

## **D. Termination of Service**

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



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

<b>Policy Number: 12</b>	<b>HSPPS: 1302.12</b>	<b>Page: 1 of 3</b>
<b>Effective Date: 11/7/16</b>		
<b>Approved by Policy Council/Committee: February 3, 2021</b>	<b>Approved by Board of Directors: February 11, 2021</b>	

**SUBJECT:** Determining Verifying, and Documenting Eligibility

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

**OPERATIONAL PROCEDURE:**

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

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

5. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented on the ChildPlus/COPA application. Parent and Advocate/Family Facilitator will sign the application to verify that the information is true and correct.
6. The Support Services Manager will review applications and complete the Eligibility Verification Form to assure income and age has been verified (RHS only). The Support Services Manager's signature will certify that the family's documentation is present and valid.
7. The Head Start program will ensure that no more than ten percent of the children who are enrolled exceed the income guidelines. The Support Services Manager will utilize established criteria to ensure families who are at or below the income guidelines are selected first. Over income families who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list. The Support Services Manager will monitor the number of over income families enrolled on a regular basis to assure the number does not exceed 35% and 10% of funded enrollment.
8. The family income is verified by the Advocate/Family Facilitator and Support Services Manager before determining that a child is eligible to participate in the program.
  - a. Children enrolled in the Migrant/Seasonal & Regional Head Start Programs will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not age-eligible for kindergarten. Migrant/Seasonal Head Start families will need to verify income yearly to assure they meet the 50% agriculture requirement.
  - b. Over income families will be offered a one-year placement only. Families will be informed that they will need to update their family size and income or reapply to update priority points, if they would like a second year placement. Second year placement is not guaranteed.
  - c. Children participating in Early Head Start will remain enrolled until a slot becomes available in the Head Start Program or other Preschool program, providing the child is eligible.
9. If a program determines from the Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
10. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 90 days. Advocates/Family facilitators must work with families to obtain required documents.
11. All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained:

- ✓ Management and staff members who make eligibility determinations will receive training within 90 days of hiring new staff.
- ✓ All governing body and policy council members with 180 days of the beginning of the term of a new governing body or policy council.

12. Staff that intentionally enroll ineligible families into any of the Head Start programs under CAPMC will be held accountable and disciplinary actions will apply. CAPMC does not tolerate:

- ✓ The willful violation or disregard of any federal, state, and local law by an employee during the course of that person's employment;
- ✓ The disregard or circumvention of program and/or CAPMC's policy or engagement in unscrupulous dealings;
- ✓ The manipulation or disregard of policies or provisions to secure a benefit for friends and/or family members.

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

Forms Needed: N/A



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

<b>Policy Number: 13</b>	<b>HSPPS: 1302.13</b>	<b>Page: 1 of 3</b>
<b>Effective Date: 11/7/16</b>		
<b>Approved by Policy Council Council/Committee: February 3,2021</b>	<b>Approved by Board of Directors: February 11,2021</b>	

**Subject:** Recruitment of Children

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

**Operational Procedure:**

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

**START-UP**

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

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

The start-up process will include the following activities:

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

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

## **TRAINING**

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

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

## **RECRUITMENT/OUTREACH**

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

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

## **EVALUATION**

The recruitment process will be evaluated. Evaluation will include:

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





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

<b>Policy Number: 14</b>	<b>HSPPS: 1302.14</b>	<b>Page: 1 of 3</b>
<b>Effective Date: 11/7/16</b>		
<b>Approved by Policy Council/Committee: February 3, 2021</b>	<b>Approved by Board of Directors: February 11, 2021</b>	

**SUBJECT:** Selection Process

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

**OPERATIONAL PROCEDURE:**

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

## APPLICATIONS

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

## SELECTION

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

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

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

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

### **ACCEPTANCE**

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

### **EVALUATION**

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

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

Forms Needed: N/A



## Head Start / Early Head Start

Regional Head Start

Madera Early Head Start

Madera Migrant/Seasonal Head Start

Fresno Migrant/Seasonal Head Start

### Federal Poverty Guidelines 2023

Size of Family Unit	Income Eligible 0% - 100%	Over Income 101%-130%	Over Income 131% - 150%	Over Income 151% - 175%	Over Income 176% or More
1	Less Than \$14,580.00	\$14,580.01-\$18,954.00	\$18,954.01 - \$21,870.00	\$21,870.01 - \$25,515.00	\$25,515.01+
2	Less Than \$19,720.00	\$19,720.01- \$25,636.00	\$25,636.01- \$29,580.00	\$29,580.01 - \$34,510.00	\$34,510.01+
3	Less Than \$24,860.00	\$24,860.01- \$32,318.00	\$32,318.01 - \$37,290.00	\$37,290.01 - \$43,505.00	\$43505.01+
4	Less Than \$30,000.00	\$30,000.01- \$39,000.00	\$39,000.01 - \$45,000.00	\$45,000.01 - \$52,500.00	\$52,500.01+
5	Less Than \$35,140.00	\$35,140.01- \$45,682.00	\$45,682.01 - \$52,710.00	\$52,710.01 - \$61,495.00	\$61,495.01+
6	Less Than \$40,280.00	\$40,280.01- \$52,364.00	\$52,364.01- \$60,420.00	\$60,420.01 - \$70,490.00	\$70,490.01+
7	Less Than \$45,420.00	\$45,420.01- \$59,046.00	\$59,046.01 - \$68,130.00	\$68,130.01 - \$76,485.00	\$79,485.01+
8	Less Than \$50,560.00	\$50,560.01- \$65,728.00	\$65,728.01 - \$75,840.00	\$75,840.01 - \$88,480.00	\$88,480.01+
For families/household with more than 8 persons, add \$5,140 for each additional person.					
<b>Effective January 20, 2023</b>					

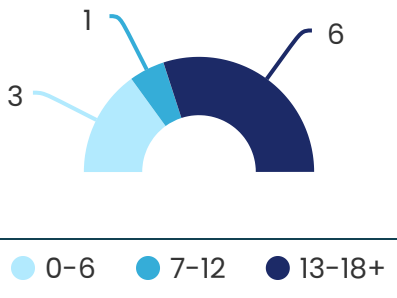
When determining the FPL of a family start by establishing the number of family members as defined by Head Start, "A family is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family."



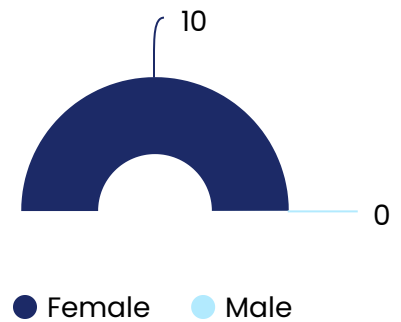
# Madera County Child Advocacy Center (CAC)

April 2023

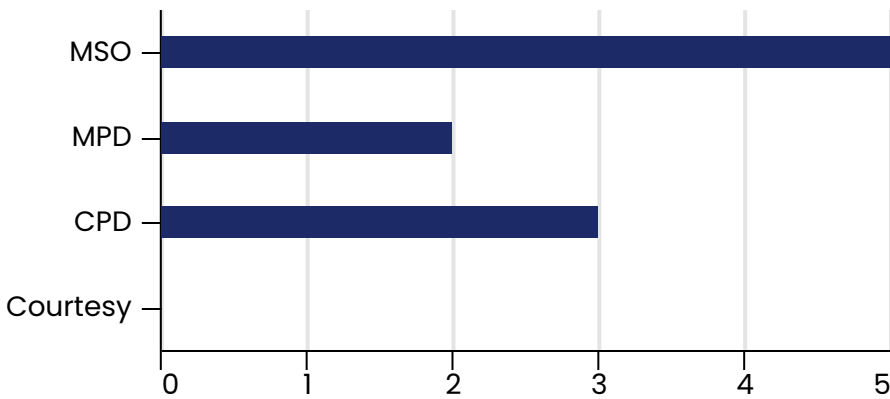
## Age



## Gender



## Requesting Agency



\*Law Enforcement investigations are conducted as a joint response with Madera County Child Protective Services

## Counseling Services

Referrals Made: 3  
Onsite Counseling Sessions: 0



## Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2023	8	17	27	37								
2022	10	17	26	33	42	56	61	68	79	93	100	104



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM  
MONTHLY REPORTING – [April 2023](#)**

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

General Contract - CAPP	415
CalWORKs Stage 2 – C2AP	108
CalWORKs Stage 3 – C3AP	146
Bridge Program - BP	16
<b>Total Children Enrolled</b>	<b>685</b>

**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	38
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	40
LICENSE-EXEMPT CHILD CARE PROVIDERS	45
<b>Total Providers Enrolled</b>	<b>123</b>

**RESOURCE & REFERRAL LICENSED PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	127
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

**CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS**

**CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:**

- Alternative Payment Training & Technical Assistance – 3 attendees
- Alternative Payment Training & Technical Assistance (Spanish) – 33 attendees

**Family, Friend and Neighbor Activity:**

- None for this month

**Emergency Child Care Bridge Program for Foster Children:**

- Coaching Session (Spanish) – 15 attendees



**Community Services Monthly Report to the Board of Directors**

**April 2023**

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

<b>Program</b>	<b>Monthly Households Served</b>	<b>11-1-21 to June 30, 2023 Fiscal YTD Totals</b>
ARPA – Non-Emergency	0	22
ARPA 2021-Emergency	0	18
ARPA 2021 – WPO	0	15
HEAP 2022- Non-Emergency	0	423
FAST TRACK 2022 – Emergency	0	564
2022 WOOD/PROPANE/OIL	0	16
HEAP 2023 –Non-Emergency	4	254
FAST TRACK 2023 - Emergency	0	236
WOOD/PROANE/OIL 2023	0	11
SLIHEAP – HEAP	0	23
SLIHEAP – FAST TRACK 2022	0	5
SLIHEAP – WOOD/PROANE/OIL 2022	0	0

**LOW INCOME HOME WATER ASSISTANCE PROGRAM**

<b>Program</b>	<b>Monthly Households Served</b>	<b>Fiscal YTD Totals</b>
LIHWAP Past Due Water Bills	25	282

**HOMELESS PROGRAMS**

<b>Program</b>	<b>Residents</b>	<b>Vacancy</b>
Shunammite Place	41	2
Madera Mental Health Service Act	11	1

**EMERGENCY HOUSING VOUCHERS**

<b>Program</b>	<b>Amount</b>	<b>Issued</b>
Emergency Housing Vouchers – Housing Services	33	0

**April 2023 Homeless Prevention Assistance**

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and District 3	19
<b>Total</b>	<b>331</b>

**Kaiser Permanente Housing for Health Grant Opportunity**

**Spending Period July 1, 2022 through June 30, 2023**

	Application Submitted	YTD Expenses	Budget Balance	
Funding	\$95,000	\$83,070.13	\$11,929.87	87 Achieved
Objective	Goal	YTD Achieved	Balance	% Achieved





# HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT - April 2023

Outreach and Case Management 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 04/01/2023 - 04/30/2023.

Location	Madera City	Chowchilla	Oakhurst	Coarsegold	Northfork	Total Contact
<b>Unduplicated Clients Contacted FY 22-23</b>	252	36	13	1	0	<b>302</b>
<b>Veterans FY 22-23</b>	1	1	0	0	0	<b>2</b>
<b>TAY FY 22-23</b>	8	0	0	0	0	<b>8</b>
<b>DV FY 22-23</b>	8	0	0	0	0	<b>8</b>

<b>OUTCOMES - SERVICES OFFERED</b>			
<b>HOUSING SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REUNITED WITH FAMILY VIA BUS OR TRAIN	0	3	3
WENT INTO SHELTER (non CAPMC)	1	9	10
PLACED IN EMERGENCY SHELTER (CAPMC)	0	7	7
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	0	0
PROVIDED HOUSING RESOURCE GUIDE	6	53	59
ASSISTED WITH AND SUBMITTED RENTAL APPLICATIONS	19	108	127
MOVED INTO PERMANENT HOUSING	0	14	14
ASSISTED WITH MOVE-IN COSTS	1	9	10
REFERRED TO PERMANENT SUPPORTIVE HOUSING (PSH)	1	19	20
MOVED INTO PERMANENT SUPPORTIVE HOUSING (PSH)	2	11	13
REFERRED FOR EMERGENCY HOUSING VOUCHER (EHV)	0	28	28
APPROVED AND COMPLETED BRIEFING FOR EHV (EHV)	0	17	17
<b>DOCUMENT COLLECTION</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	2	12	14
ASSISTED IN OBTAINING BIRTH CERTIFICATE	2	6	8
ASSISTED IN OBTAINING INCOME VERIFICATION	3	87	90
ASSISTED IN OBTAINING EMOTIONAL SUPPORT ANIMAL DOCS	0	3	3
PROVIDED DMV VOUCHER FOR ID	10	36	46
OBTAINED ID IN RESULT OF VOUCHER	2	3	5
OBTAINED DISABILITY CERTIFICATION	1	13	14
OBTAINED SUPPORT LETTERS FOR PSH	3	25	28
<b>REFERRALS</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REFERRAL TO COORDINATED ENTRY BY-NAME LIST (BNL)	8	30	38
REFERRALS MADE TO DSS - HOUSING UNIT	8	62	70
REFERRALS MADE TO DSS - CPS	0	2	2
REFERRALS MADE TO DSS - APS	2	4	6
REFERRALS MADE TO THE VA	0	1	1
REFERRALS MADE TO VICTIM SERVICES	0	9	9
REFERRAL TO FOSTER CARE SERVICES	0	0	0
<b>TREATMENT SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REFERRED TO MADERA BHS FOR ASSESSMENT	16	44	60
OBTAINED BHS DUE TO REFERRAL	1	13	14
REFERRED TO DRUG PROGRAM	0	0	0
SUICIDE PREVENTION	1	1	2
<b>EMPLOYMENT SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REFERRED TO WORKFORCE	0	18	18
ASSISTED WITH JOB INTERVIEW PROCESS	0	1	1
EMPLOYED AS A RESULT OF ASSISTANCE	0	0	0
ASSISTED IN OBTAINING BICYCLE FOR TRANSPORTATION	0	2	2
<b>OTHER NON-CASH BENEFITS &amp; SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
ASSISTED IN OBTAINING CASH AID / TANF	0	2	2
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	6	6
ASSISTED IN OBTAINING HEALTH INSURANCE	0	3	3
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	0	6	6
ASSISTED IN OBTAINING A GOVT. PHONE	0	1	1
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	1	1
DELIVERED COMMODITIES	17	105	122
PROVIDED HYGIENE KITS	19	45	64
PROVIDED SHOES OR CLOTHES TO CLIENT	2	27	29
ARRANGED TRANSPORTATION	5	55	60
ADVOCACY WITH LEGAL MATTER	0	2	2



## Victim Services

October 2022-September 2023

### Domestic Violence Program

Services	1 <sup>st</sup> quarter (Oct.-Dec.)	2 <sup>nd</sup> quarter (Jan-March)	3 <sup>rd</sup> quarter (April-June)	4 <sup>th</sup> quarter (July-Sept.)
Crisis Intervention	208	169		
Individual or group counseling/support	302	396		
Criminal/Civil Legal Advocacy	106/28	14		
Assistance with protective/custody orders	50	92		

### Shelter

Bed Nights	252 (19 individuals)	64 (6 individuals)	( individuals)	
Emergency food/clothing	13	10		

### Victim Witness

Crisis Intervention	236	70		
Individual Counseling	218	273		
Criminal Advocacy/accompaniment	245	274		
Assistance in obtaining protection or restraining order	15	18		
Number of Victims of Crime Compensation claims submitted	18	4		

### Sexual Assault

Crisis Intervention	241	122		
Individual Counseling (unduplicated)	104	165		
Individual Advocacy	44	32		
Criminal Justice Advocacy/Accompaniment	189	118		
On-scene Response	4	1		

**Fiscal Year January-December 2023****Unservd/Underserved**

<b>Services</b>	<b>1<sup>st</sup> Quarter (Jan.-March)</b>	<b>2<sup>nd</sup> Quarter (April-June)</b>	<b>3<sup>rd</sup> Quarter (July-Sept.)</b>	<b>4<sup>th</sup> Quarter (Oct.-Dec.)</b>
Crisis Intervention	38			
Presentations to underserved population	3			
Outreach Events	5			
Immigration Assistance (visas, continued presence application, and other immigration relief)	19			
Provide information about the criminal justice process	34			
Criminal Justice Advocacy or Accompaniment	5			
Individual Advocacy (assist. With public assistance benefits, return of personal property)	13			

**Transitional Housing**

<b>Services</b>	<b>1<sup>st</sup> Quarter (Jan.-March)</b>	<b>2<sup>nd</sup> Quarter (April-June)</b>	<b>3<sup>rd</sup> Quarter (July-Sept.)</b>	<b>4<sup>th</sup> Quarter (Oct.-Dec.)</b>
Individual Counseling	31			
Individual Advocacy (assist. with public assistance benefits, return of personal property)	82			
Individuals Rec. Rental Assistances	3			



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: May 11, 2023

Author: Sandra Ramirez

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DATE: May 2, 2023

TO: Board of Directors

FROM: Sandra Ramirez

SUBJECT: 2023-2024 California Department of Social Services (CDSS) - State Based CMIG Migrant Part Year, Start-up/Close-down, and Specialized Services (CMSS) budget submission.

**I. RECOMMENDATION:**

Review and consider approving the submission of the 2022-2023 California Department of Social Services (CDSS) State Budgets.

**II. SUMMARY:**

We have prepared budgets based on funding guidance and amounts received from Stanislaus County Office of Education. Total budget amount of \$1,107,884 for CMIG, CMSS, and Start-up/Close-Down. Budgets included.

**III. DISCUSSION:**

The State Based Migrant Part Year Program will serve a total of 69 out of 92 infants, toddlers, and Pre-K at Sierra Vista Migrant Head Start Center. This program will operate as a blended program with the Madera Migrant and Seasonal Head Start program.

- 17,199 Child Days of Enrollment.
- CAPMC proposes to align with Head Start programs with Cost of Living and Quality Improvement Funds to increase salaries by 7.5% (5.6% Cola and 1.9% Quality).
- Related fringe benefits costs (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly.
- Funds to purchase classroom and custodial supplies needed for the program year.
- Funds to cover administrative and indirect costs is 9.5%.

**IV. FINANCING: Total 1,107,884**

Total CMIG Budget \$838,279

Total CMSS Budget \$137,096

Total Start-up/Close-down Budget \$132,509

**STANISLAUS COUNTY OFFICE OF EDUCATION  
CENTRAL CALIFORNIA MIGRANT HEAD START  
STATE PROGRAMS  
July 1, 2023 - June 30, 2024**

Delegate Agency: Community Action Partnership of Madera County, Inc.

		Total State Blended State	322 CMIG	324 SU/CD	325 CMSS	Admin Rate	Total Administrative Budget	362 Blended Blended Head Start	362 BASIC Blended USDA
		1,107,884	838,279	132,509	137,096		92,410	<u>\$685,541</u>	<u>\$ 80,576</u>
<b>6a Personnel</b>									
<b>Ent Code</b>	<b>Title</b>	<b>\$ 764,096</b>	<b>\$ 574,977</b>	<b>\$ 92,169</b>	<b>\$ 96,950</b>		<b>\$ -</b>	<b>\$ 322,629</b>	<b>\$ -</b>
<b><u>CHILD HEALTH AND DEVELOPMENT</u></b>									
a1	Program Managers and Content Area Experts	9,009	-	-	9,009			13,611	-
a2	Teachers/Infant Toddler Teachers	462,071	401,804	60,267	-			186,476	-
a5	Teacher Aides and Other Education Personnel	120,382	104,681	15,701	-			48,581	-
a8	Nutrition Services Personnel	74,232	68,492	5,740	-			20,058	-
<b><u>FAMILY AND COMMUNITY PARTNERSHIP</u></b>									
a10	Program Managers and Content Area Experts	7,236	-	-	7,236			550	-
a11.1	Other Family and Community Partnerships Personnel : Family Service Wo	91,166	-	10,461	80,705			29,449	-
<b><u>PROGRAM DESIGN AND MANAGEMENT</u></b>									
a16	Clerical Personnel	-	-	-	-			20,490	-
<b><u>OTHER</u></b>									
<b>6b Fringe Benefits</b>		<b>\$ 222,520</b>	<b>\$ 167,846</b>	<b>\$ 27,152</b>	<b>\$ 27,522</b>		<b>\$ -</b>	<b>\$ 88,991</b>	<b>\$ -</b>
b1	FICA/Medicare/SUI/Workers Comp	91,473	71,442	11,163	8,868			37,512	-
b2	Health/Dental/Life Insurance	90,312	65,455	11,051	13,806			34,153	-
b3	Retirement	40,735	30,949	4,938	4,848			17,326	-
<b>6c Travel (Out of County)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
c1	Out-of-county Travel	-	-	-	-			-	-
<b>6d Equipment ( \$5,000 or more per unit)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>6e Supplies and Equipment Under \$5,000/Unit</b>		<b>\$ 20,873</b>	<b>\$ 17,550</b>	<b>\$ 2,135</b>	<b>\$ 1,188</b>		<b>\$ -</b>	<b>\$ 54,476</b>	<b>\$ -</b>
e1	Office Supplies	-	-	-	-			-	-
e2	Child and Family Services Supplies	14,685	11,362	2,135	1,188			32,725	-
e3	Food Services Supplies	-	-	-	-			1,063	-
e4.1	Other Supplies: Non-Capitalized Equipment	-	-	-	-			5,500	-
e4.1	Other Supplies - Custodial Supplies	6,188	6,188	-	-			6,188	-
e4.2	Other Supplies - General Operation Supplies	-	-	-	-			9,000	-
<b>6f Contracts</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Delegate Agency: Community Action Partnership of Madera County, Inc.

	Total State Blended State	322 CMIG	324 SU/CD	325 CMSS	Admin Rate	Total Administrative Budget	362 Blended Blended Head Start	362 BASIC Blended USDA
	1,107,884	838,279	132,509	137,096		92,410	\$685,541	\$ 80,576
<b>6g Construction, Repairs/Renovations (Subject to 1309 Requirements)</b>	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
<b>6h Other</b>	\$ 7,985	\$ 7,985	\$ -	\$ -		\$ -	\$ 162,265	\$ 80,576
h1 Depreciation/Use Allowance	-	-	-	-			-	-
h2 Rent	-	-	-	-			11,919	-
h3 Mortgage	-	-	-	-			-	-
h4 Utilities, Telephone	-	-	-	-			35,448	-
h5 Building and Child Liability Insurance	-	-	-	-			1,565	-
h6 Building Maintenance / Repair and Other Occupancy	7,985	7,985	-	-			79,079	-
h7 Incidental Alterations/Renovations	-	-	-	-			-	-
h8 Local Travel	-	-	-	-			9,039	-
h9 Nutrition Services	-	-	-	-			-	80,576
h10 Child Service Consultants	-	-	-	-			7,828	-
h11 Volunteers	-	-	-	-			-	-
h12 Substitutes (if not paid benefits)	-	-	-	-			-	-
h13 Parent Services	-	-	-	-			1,860	-
h14 Accounting and Legal Services	-	-	-	-			2,635	-
h15 Publications / Advertising / Printing	-	-	-	-			1,240	-
h16 Training or Staff Development	-	-	-	-			6,614	-
h17.1 Other - Software	-	-	-	-			-	-
h17.1 Other - Fingerprinting/Staff Medical Screenings	-	-	-	-			1,938	-
h17.2 Other - Fees & Licenses	-	-	-	-			3,100	-
<b>6i Direct Costs</b>	\$ 1,015,474	\$ 768,358	\$ 121,456	\$ 125,660		\$ -	\$ 628,361	\$ 80,576
<b>6j Indirect</b>	\$ 92,410	\$ 69,921	\$ 11,053	\$ 11,436		\$ 92,410	\$ 57,180	\$ -
j1 Indirect Costs	92,410	69,921	11,053	11,436	100%	92,410	57,180	-
	\$ 1,107,884	\$ 838,279	\$ 132,509	\$ 137,096	\$ -	\$ 92,410	\$ 685,541	\$ 80,576
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

April 26, 2023

Mattie Mendez, Executive Director  
Community Action Partnership of  
Madera County  
1225 Gill Avenue  
Madera, CA 93637

Dear Mattie:

We are beginning our preparations for the 2023-24 California Department of Social Services – Child Care and Development Division (CDSS/CCDD) subcontracts. We received your proposed calendars last January. It is now time for your agency’s proposed budgets to be submitted for approval and inclusion with the subcontracts.

Your agency’s funding allocations for the 2023-24 contract year is as indicated below:

	CMIG-PY
Child Days of Enrollment (CDE)	17,199.0
CDE Reimbursement Rate	\$48.74
Basic Funding	\$838,279
Start-up/Close-down Funding	\$132,509
Specialized Services Funding	\$137,096
Minimum Days of Operation	201
Maximum Administrative Cost	9.5%

Please submit your budgets utilizing the template provided for the Migrant Head Start refunding application. There should be one budget per type of funding per contract. If funding is being blended with MHS, please provide a blended basic budget, non-blended basic budget, and any other budgets for the type of contract being blended (i.e. specialized services). In addition, please submit an enrollment plan.

All documents should be sent via e-mail to [bemery@stancoe.org](mailto:bemery@stancoe.org). Documentation of Governing Board approval is not required, however a letter indicating the Executive Director’s approval of the submitted budgets should be included.

This data is being provided for planning purposes only and should not be interpreted as the offer of a contract. Available funding is dependent upon appropriations set by CDSS. The amounts included in this letter indicate the most accurate information available as of the date above.

**Please submit budgets by May 31, 2023 to [bemery@stancoe.org](mailto:bemery@stancoe.org):**

Breanna Emery  
Child/Family Services  
Stanislaus County Office of Education  
1100 H Street  
Modesto, CA 95354

Should you have any questions regarding the enclosed information, please contact Marissa Duran for program questions and Breanna Emery for fiscal inquiries, both at (209) 238-1800.

Thank you for your continued efforts to serve children and their families.

Sincerely,



for: Ramona Trejo  
Director of CFS Financial Services

CC: Breanna Emery, Senior Financial Services Manager  
Marissa Duran, Director II



STANISLAUS COUNTY OFFICE OF EDUCATION  
California Department of Social Services – Child Care and Development Division

Application for Federal Assistance  
Board Approval Verification

Agency Community Action Partnership of Madera County, Inc.

Amount of Request \$ 1,107,884

Date of Request May 02, 2023

Period of Request July 1, 2023 to June 30, 2024

Minimum Days of Operation 201

This application has the approval of the Governing Board of  
**Community Action Partnership of Madera County, Inc.**  
As recorded in their minutes of \_\_\_\_\_.

(Signed) \_\_\_\_\_  
(Governing Board/President)

(Date) \_\_\_\_\_

This application has the approval of the Central California Migrant  
Head Start Parent Policy Council/Committee of  
**Community Action Partnership of Madera County, Inc.**  
As recorded in their minutes of \_\_\_\_\_.

(Signed) \_\_\_\_\_  
(Policy Council/Committee Chairperson)

(Date) \_\_\_\_\_



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors' Meeting for: May 11, 2023

Author: Irene Yang

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**DATE:** May 2, 2023  
**TO:** Board of Directors  
**FROM:** Irene Yang, Human Resources Director  
**SUBJECT:** 2023-2024 Workers' Compensation Renewal

**I. RECOMMENDATION:**

Review and consider approving the Workers' Compensation renewal coverage under Berkshire Hathaway Homestate Company (BHHC) and broker's consulting fee.

**II. SUMMARY.**

CAPMC's Workers' Compensation Insurance Broker, Heffernan Insurance Brokers (HIB) recommended to accept Cypress Insurance Company, Berkshire Hathaway Homestate Company (BHHC) for the coverage effective June 1, 2023, to June 1, 2024.

**III. DISCUSSION.**

A. Twelve carriers were approached for the renewal. Results from the carriers were two quotes, six declines, three indications and one pending, which is anticipated to be in \$400,000 range.

B. The provided results are:

i. BHHC - Cypress	\$362,729
ii. Care West	\$395,640
iii. AmTrust	Declined
iv. Arrowhead – Munich Re	Declined
v. Church Mutual	Indication - \$400,000
vi. CopperPoint	Pending
vii. Everest	Declined
viii. ICW	Declined
ix. Non-Profits United	Declined
x. Republic Indemnity	Declined
xi. Tangram – ProSight	Indication - \$398,000
xii. State Fund	Indication - \$447,990

C. Heffernan Insurance Brokers (HIB) proposed to accept BHHC because:

i. BHHC wants to continue serving the account and has exhibited its business interests in working with the Agency by issuing risk adjustment and premium discounts. This results in a 4% increase for the renewal. Last year's renewal was at 12%.

- ii. The experience modification increases from 1.54 to 1.79 this renewal; the rate calculation has gone up due to changing formula set by the Worker's Compensation Insurance Rating Bureau of California (WCIRB) on the injury frequencies.
- iii. HIB and BHHC provided the Agency solution to address the injury frequency counts by providing medical triage services to assist injury employees as a part of the policy services. This service was implemented in the Agency in January this year. It is anticipated the additional service will ease the experience modification calculation.
- iv. Berkshire Hathaway Homestate Companies (BHHC) has an "A++" rating under A.M. Best standard.

D. Heffernan Insurance Broker's consulting fee is \$5,000. This fee provides webinar training, legislation updates, issuing certificates of insurances, accessing to risk management center for safety training materials, reviewing and managing claims and providing loss control supports.

**IV. FINANCIAL IMPACT:** Funds are allocated in the appropriate budgets for the year 2023-2024.

# PROPOSAL OF INSURANCE

PREPARED FOR COMMUNITY ACTION PARTNERSHIP  
OF MADERA COUNTY



*Because You're Different*

---

**PRESENTED BY**

Brian O'Callaghan  
Producer  
(925) 942-4606  
BrianOC@heffins.com

**ADDRESS**

(WC) Heffernan Insurance  
Brokers  
1350 Carlback Avenue  
Walnut Creek, CA 94596

**INFORMATION**

WWW.HEFFINS.COM  
LICENSE # 0564249  
(925) 934-8500  
(925) 934-8278

**DATE PREPARED**

5/2/2023

Dawn Masiewicz  
Executive Account Manager  
(925) 295-2552  
DawnM@heffins.com

# YOUR HEFFERNAN SERVICE TEAM

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<b>SERVICING OFFICE</b>	<b>1350 CARLBACK AVENUE WALNUT CREEK, CA 94596</b>		
<b>PRODUCER</b>	Brian O'Callaghan	BrianOC@heffins.com	(925) 942-4606
	Facilitate marketing and carrier negotiations, assess client exposures, and analyze coverages. Work closely with Account Manager to assure proper servicing of account.		
<b>ACCOUNT MANAGER</b>	Dawn Masiewicz	DawnM@heffins.com	(925) 295-2552
	Marketing of renewals, including negotiate terms, conditions, coverages and pricing, premium/coverage comparisons, policy changes, invoicing, facilitate premium financing, coverage questions, claim reporting and claim questions, day to day handling of all aspects of your account.		
<b>ACCOUNT ASSISTANT</b>	Karla Esch	KarlaE@heffins.com	(925) 280-2202
	Assist Account Manager with processing of audits, endorsements, certificates, auto ID cards, and all other aspects of account servicing.		
<b>CLAIMS CONSULTANT</b>	Joel Romero	JoelR@heffins.com	(925) 294-2545
	Day to day contact analyzing and reducing workers' compensation claims through interaction with the client and negotiation with the insurance carriers.		

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# AUTHORIZATION TO BIND COVERAGE

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This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations, and exclusions that will govern in the event of a loss.

This proposal for insurance coverage is based on the information submitted by Community Action Partnership of Madera County. Please indicate your acceptance of it by marking the appropriate line below.

\_\_\_\_\_ Proposal accepted as outlined.

\_\_\_\_\_ Proposal accepted with changes listed below:


**PLEASE NOTE:**

- Your coverage will not be bound unless and until the indicated binding requirements are met.
- Higher limits of insurance and different types of coverage may be available, please contact us.
- I consent to electronic delivery of insurance policies and disclosures.

Acknowledged and Agreed:

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE SIGNED**

**EMAIL ADDRESS** \_\_\_\_\_

# NAMED INSURED AND LOCATIONS

## NAMED INSURED

ENTITY	WORKERS COMPENSATION
Community Action Partnership of Madera County	X

## MAILING ADDRESS

1225 Gill Avenue, Madera, CA 93637
------------------------------------

## LOCATIONS

1. 1225 Gill Avenue, Madera, CA 93637
2. 1777 Thomas Conboy Firebaugh, CA. 93622
3. 18849 W. Excelsior Road Five Point, CA. 93624
4. 16901 Tomado Huron, CA. 93234
5. 435 Sorenson Mendota, CA. 93640
6. 4610 W. Jacqueline Avenue, Fresno, CA. 93722
7. 315 Adams Street Orange Cove, CA. 93646
8. 900 Newmark Ave Parlier, CA. 93648
9. 12898 S. Fowler Ave Selma, CA. 93662
10. 900 Stadium Drive Madera, CA. 93637
11. 23784 Avenue 9, Madera, CA 93638
12. 265 Hospital Dr. Chowchilla, CA. 93610
13. 2236 Tozer Ave Madera, CA. 93638
14. 29551 Avenue 8 Madera, CA. 93637
15. 1112 S A Street Madera, CA. 93638
16. 22850 Road 19 1/2, Chowchilla, CA. 93610
17. 29171 Desha Street Madera, CA. 93638
18. 5058 Jones Street Mariposa, CA. 95338
19. 131 Mace Street Madera, CA. 93638
20. 33087 Road 228 North Fork, CA. 93643
21. 40094 Indian Springs Road Oakhurst, CA. 93644
22. 11777 Wood Ward Way Madera, CA. 93637
23. 838 Lily Street Madera, CA. 93638
24. 917 E. Olive Ave Madera, CA. 93638
25. 101 Adell Street Madera, CA. 93638
26. 1901 Clinton Ave Madera, CA. 93638
27. 510 South G Street #102 Madera, CA. 93637
28. Victim Service Shelter, Madera, CA.
29. 1501 N. Del Altair Reedley, CA 93654
30. 75 E. Adell Street, Madera, CA 93637
31. 22380 South 7<sup>th</sup> Street, South Dos Palos, CA 93665
32. 18926 West Henry Miller Road, Los Banos, CA 95635



# NAMED INSURED AND LOCATIONS

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33. 8594 Road 23, Madera, CA 93637
34. 56446 Road 200, North Fork, CA 93643
35. 34610 Highway 41, Coarsegold, CA 93614
36. 37330 Berkshire, Madera, CA 93636
37. 49111 Cinder Lane, Oakhurst, CA 93644
38. 14143 Road 28, Madera, CA 93638
39. 201 South B Street, Madera, CA 93638
40. 49269 Golden Oak Drive, Suite 200, Oakhurst, CA 93644
41. 228 Trinity Avenue, Chowchilla, CA 93610
42. 28219 Avenue 14, Madera, CA 93638
43. 209 East 7<sup>th</sup> Street, Madera, CA 93638
44. 325 S. Pine Street, Suite 103, Madera, CA 93637
45. 812 W. Yosemite Ave., #101 and #102, Madera, CA 93637
46. 675 S. Pine Street, Suite 101, Madera, CA 93637
47. 675 S. Pine Street, Suite 106, Madera, CA 93637
48. 528 Noble Street, Madera, CA 90837
49. 690 Noble Street, Madera, CA 90837
50. 504 S. G Street, #104, Madera, CA 93637
51. 506 S. G Street, #102, Madera, CA 93637

# WORKERS COMPENSATION COVERAGE

## 3. A. COVERED STATES

CA

## 3. B. LIABILITY LIMITS

COVERAGE DESCRIPTION	LIMITS
Employers Liability – Bodily Injury by Accident - Each Accident	\$1,000,000
Employers Liability – Bodily Injury by Disease - Policy Limit	\$1,000,000
Employers Liability – Bodily Injury by Disease - Each Employee	\$1,000,000

### Experience Modification Factor

The Experience Modification used in preparing this quote is: 1.79%

## CLASSIFICATION SCHEDULE

LOC.	CLASS DESCRIPTION	CLASS CODE	CURRENT PAYROLL	BASE RATE	PREMIUM	NET RATE
1	Salespersons	8742	\$1,652,859	.65	\$10,744	.68
1	Social Rehab Facilit	8804	\$562,255.	4.26	\$23,952	4.43
1	Clerical	8810	\$3,699,343	.46	\$17,017	.48
1	Day care Centers	9059	\$7,578,919	3.67	\$278,146	3.81

## ESTIMATED ANNUAL PREMIUM

PREMIUM INFORMATION	FACTOR	ESTIMATED PREMIUM
TOTAL MANUAL PREMIUM		\$329,859
EXPERIENCE MODIFICATION	1.79	\$260,589
RISK ADJUSTMENT		-\$234,408
PREMIUM DISCOUNT	-.0378	-\$13,472
EXPENSE CONSTANT		\$100
TOTAL ESTIMATED TAXES/FEES		\$20,061
TOTAL ESTIMATED PREMIUM		\$362,729

**NOTE: NO COVERAGE FOR VOLUNTEERS**

# WORKERS COMPENSATION COVERAGE

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## WAIVER OF SUBROGATION – NOT INCLUDED

### IMPORTANT INFORMATION

This policy is subject to audit at expiration to verify your actual payroll(s). An additional or return premium may result from this audit.

If an individual, partner, owner or officer is not eligible to be covered or wants to be excluded from Workers' Compensation and Employer's Liability coverage, we suggest that they purchase life, health, and disability insurance. Your personal health insurance MAY not pay for any WORK RELATED injury or disease. Please consider this before choosing to be excluded from coverage on your Workers' Compensation policy.

### ADDITIONAL COVERAGES/EXTENSIONS/ENDORSEMENTS/EXCLUSIONS

- Minimum premium - \$3,000
- US>&H coverage is not included
- Independent Contractors and Subcontractors – at final audit, the insured must provide certificates of workers' compensation insurance for all Subcontractors and Independent Contractors utilized during the policy term. In the event any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of final audit premium.

# PREMIUM SUMMARY

COVERAGE/ CARRIER	POLICY TERM	AM BEST RATING	ADMITTED OR NON- ADMITTED	BILLING AGENCY OR DIRECT	RENEWAL PREMIUM
WORKER'S COMPENSATION/CYPRESS INSURANCE COMPANY	6/1/2023 - 6/1/2024	A++ XV	Admitted	Direct Bill	\$362,729
<b>TOTAL PREMIUM</b>					\$362,729
<b>ADDITIONAL SERVICES FEE</b>					\$5,000

<b>PAYMENT OPTIONS</b>
**Deposit of \$71,461.20; remainder on payroll reporting – 11 monthly reports; note that the deposit will be applied to the 12 <sup>th</sup> months premium, which will be handled as part of your final audit.

<b>QUOTE CONDITIONS</b>
Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.
Signed Additional Services Fee Agreement
Signed Acord Application

# PREMIUM SUMMARY

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IMPORTANT INFORMATION
If the insurance carrier issues a Notice of Cancellation, all open items such as sales/payroll reports, premiums due etc., MUST be sent to the insurance carrier <b>PRIOR to the Cancellation date</b> for the policy to be reinstated. MOST insurance carriers now only send out one notice of cancellation and if all items are not met, no further notice is sent to you AND your policy will have cancelled.
Should you (the insured) elect to cancel your policy mid-term, you may be charged a short-rate cancellation penalty as determined by the insurance carrier regardless of the reasons to cancel. Please read your policy and endorsements for cancellation provisions.
Please refer to the policy for a complete list of exclusions, warranties, endorsements, and limitations.
We recommend that you keep a copy of your policy and endorsements. Heffernan Insurance Brokers' retention policy is five (5) years from the expiration date of the policy as required by The Department of Insurance.
Insurance carriers are rated by AM Best for financial Solvency. AM Best ratings are included in the above as of April 27, 2023. For the most current insurance company rating information, please go to <a href="http://www.ambest.com">www.ambest.com</a>
It is the policy of the Heffernan Insurance Brokers to discourage the use of carriers whose Best Rating is less than B+. If you are offered a quote with a carrier rated lower than B+, it is typically the only viable option we could obtain.  If you are offered a quote for less than B+ rated, then you will be required to sign an authorization to bind with a carrier less than B+ rated except for California State Compensation Insurance Fund for Workers Compensation as they withdrew from AM Best Rating.

Please be advised that this quote will expire on the expiration date of your current coverage.

# PREMIUM COMPARISON AND MARKETING ANALYSIS

**PREMIUM COMPARISON:**

COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM	PERCENT CHANGE
Workers' Compensation:	\$348,629	\$362,729	+4%

**PAYROLL COMPARISON:**

COVERAGE	EXPIRING PAYROLL	RENEWAL PAYROLL	PERCENT CHANGE
Workers' Compensation:	\$13,585,241	\$13,493,376	-1%

**NET RATE COMPARISON:**

CLASS DESCRIPTION	CLASS CODE	EXPIRING NET RATES	RENEWAL NET RATES	NET PERCENT CHANGE
Salespersons	8742	.59	.68	+15%
Substance Use Recovery Home	8804	4.87	4.43	-9%
Clerical Office	8810	.38	.48	+26%
Day Care Centers	9059	3.68	3.81	+4%

**BASE RATE COMPARISON:**

CLASS DESCRIPTION	CLASS CODES	EXPIRING BASE RATES	RENEWAL BASE RATES	BASE PERCENT CHANGE
Salespersons	8742	.65	.65	0%
Substance Use Recovery Home	8804	5.37	4.26	-21%
Clerical Office	8810	.42	.46	+10%
Day Care Centers	9059	4.06	3.67	-10%

# PREMIUM COMPARISON AND MARKETING ANALYSIS

**EXPERIENCE MODIFICATION COMPARISON:**

EXPIRING EXPERIENCE MODIFICATION	RENEWAL EXPERIENCE MODIFICATION	PERCENT CHANGE
1.54	1.79	+16%

**MARKETING ANALYSIS:**

INSURANCE CARRIER	NOTES
BHHC – Cypress	Incumbent – Quoted \$362,729
Care West	Quoted - \$395,640
AmTrust	Declined - operations
Arrowhead – Munich Re	Declined – loss experience
Church Mutual	Indication - \$400,000 +
CopperPoint	Pending
Everest	Declined – not competitive
ICW	Declined – operations
Non-Profits United	Declined – loss experience
Republic Indemnity	Declined - operations
Tangram – ProSight	Indication - \$398,000
State Fund	Indication - \$447,990

# HEFFERNAN INSURANCE BROKERS DATA COLLECTION & DISCLOSURE INFORMATION

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This notice describes our policy on collection and disclosure of your information.

## Categories of Information Collected and May Be Disclosed:

We obtain most of the information directly from you. We may collect and disclose the following non-public personal information about you for the purpose of obtaining insurance products and services on your behalf:

- Your business dealings with us and other companies.
- Information about your transactions with us, our affiliates, or others such as your policy coverage, premiums, and payment history.
- Information you provide us on applications or other forms such as your name, address, Federal ID Number or Social Security number, assets, drivers' license numbers and drivers' Motor Vehicle Records.

## To Whom Information is Disclosed:

We disclose your information to other parties to help us fulfill our obligations to you; this includes disclosure to:

- Insurance carriers, wholesalers, MGAs for the purpose of obtaining insurance for you.
- A third-party partner to assist in administrative tasks and projects on behalf of you and Heffernan.
- A risk and insurance benchmarking organization that aggregates information in their database to give us access to resources so we can better serve you and to fulfill our contractual obligation.
- Opt Out: If you do not want us to disclose any of your information to the benchmarking company, this can be stated on the Authorization to Bind document.

**Commissions.** The insurer that underwrites your policy generally pays our firm a sales commission. For our efforts, we are compensated primarily by standard commissions. Standard Commissions are based on the commission schedules developed by each insurance company and calculated as a percentage of the premium. This commission percentage is set by the insurance company, not by us, and is included as part of the insurance premium you pay.

**Commissions and Incentive Compensation from Insurance Companies.** We may also receive compensation through incentive or profit-sharing arrangements with insurance companies with which we place business. Eligibility for and the amount of contingency compensation is based on pre-established thresholds that consider the overall profitability of the business we place with insurers and other factors. This incentive compensation is never tied to any individual policyholder, and there is no meaningful method to determine in advance the impact that any policy has on these payments. If in a given year our firm does not meet the profitability thresholds outlined above, we are not eligible for any incentive compensation.

**Additional Services Fees.** Heffernan Insurance Brokers may charge fees for additional services in addition to the compensation & commissions described above, for our additional services. Additional Services Fees charged to YOU, if any, have been disclosed to YOU in this proposal, and you will acknowledge by signing our Additional Services Agreement included in this proposal.



# HEFFERNAN INSURANCE BROKERS ADDITIONAL SERVICES AGREEMENT

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## ADDITIONAL SERVICE FEE

Client acknowledges the additional services fee disclosure and consent for the fee is given as evidenced by the signature below.

This agreement shall become operative on June 1, 2023 and shall continue for one year.

Heffernan Insurance Brokers agrees to provide the following to Client:

- Consultative Services
- Invitations to HIB's, and its vendors', webinars, and seminars
- Informative mailings
- Access to HIB247, HIB's client portal with visibility to policy information, documents, and certificates of insurance
- Access to Risk Management Center provided by KPA
- Access to various on-line software products
- Workers Compensation Claims Management
- Loss Control
- Access to vendor partner providing both telephonic and on-site medical triage service

If client cancels their insurance policies midterm for any reason, services as outlined in this document shall cease immediately.

Client agrees to pay Heffernan Insurance Brokers a fee for these additional services in the amount of \$5,000. This fee is fully earned and nonrefundable upon execution of this agreement. Heffernan Insurance Brokers may also receive compensation from the insurers of insurance policies.

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Client's Signature

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Date



# Report to the Board of Directors

Agenda Item Number: E-3

Board Meeting for: May 11, 2023

Author: Donna Tooley, CPA and CAPMC

Consultant on behalf of Daniel Seeto

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DATE: May 2, 2023

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Award Audit Services for Year-End Agency Audit 6/30/2023

I. **RECOMMENDATION:**

Consider awarding the annual entity-wide single audit for June 30, 2023, to Brown Armstrong CPAs.

II. **SUMMARY:**

CAPMC is required by its contracts with the federal government to have an annual single-wide audit by its funding sources. Additionally, the Agency has additional tax and reporting requirements.

III. **DISCUSSION:**

A. Brown Armstrong CPAs was selected by CAPMC staff and the Board of Directors to perform the audits from among the following firms that provided a response to the Agency's RFP in 2018.

Brown Armstrong CPAs  
Izabal, Bernaciak & Company  
Moss Adams LLP  
Price, Paige & Company, CPAs

Factors in the selection included professional experience of the firm; principals and experience of staff to be assigned to the audit; experience specific to the requirements of RFP; knowledge of applicable codes and regulations, especially those pertaining to State of California, Department of Education and HHS; training of key personnel and audit staff in 2 CFR Part 200, CDE and OMB regulations; nature and quality of engagements recently completed; reliability and continuity of the firm; organization, structure, size and location of the firm; availability during specified timeframes and assurance of timely completion of work.

B. This will be the sixth year that the Agency has used this firm. The RFP provided for the initial year and an option of four additional one-year extensions.

C. While the additional four one-year extensions expired with the 6/30/2022 audit, staff are requesting to extend the contract for another fiscal year. The 6/30/2022 agency-wide Single Audit is still not complete, not because of any failure on the part of the audit firm. CAPMC has contacted Brown Armstrong to request that the firm consider

this one-year extension and provide the cost of its audit services. There is not sufficient time for CAPMC to prepare a formal Request for Proposals (RFP) since it is already May 2023 and interim audit field work for the 6/30/2023 audit should have already begun.

D. For the term of the five years, the cost of the entity-wide audited financial statements including the single audit under the Uniform Guidance and CDE Compliance did not exceed \$60,430 and out-of-pocket expenses. This included costs for the preparation of the Agency's tax returns, a review of the CAPMC indirect cost proposal prior to submission to the cognizant agency, Office of Head Start Cost Allocation, and drafting the Agency's financial statements. Given that this was a fixed price for five years, the expected cost of the audit will certainly increase.

E. The Board must annually approve the appointment of the Agency's auditors.

**IV. FINANCING:**

The cost of the audit and the other services has been budgeted as part of the indirect cost pool.



# Report to the Board of Directors

Agenda Item Number: E-4

Board Meeting for: May 11, 2023

Author: Donna Tooley, CPA and CAPMC

Consultant on behalf of Daniel Seeto

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DATE: May 2, 2023

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Award Audit Services for CAPMC 403B Plan

**I. RECOMMENDATION:**

Consider awarding the annual 403B Plan audit for calendar year 2022 to Brown Armstrong CPAs.

**II. SUMMARY:**

The U. S. Department of Labor requires CAPMC to have an audit of its 403B Plan each calendar year.

**III. DISCUSSION:**

A. Brown Armstrong CPAs was selected by CAPMC staff and the Board of Directors to perform the audits from among the following firms that provided a response to the Agency's RFP in 2018.

Brown Armstrong CPAs  
Izabal, Bernaciak & Company  
Moss Adams LLP  
Price, Paige & Company, CPAs

Factors in the selection included professional experience of the firm; principals and experience of staff to be assigned to the audit; experience specific to the requirements of RFP; knowledge of applicable codes and regulations, especially those pertaining to State of California, Department of Education and HHS; training of key personnel and audit staff in 2 CFR Part 200, CDE and OMB regulations; nature and quality of engagements recently completed; reliability and continuity of the firm; organization, structure, size and location of the firm; availability during specified timeframes and assurance of timely completion of work.

B. This will be the sixth year that the Agency has used this firm. The RFP provided for the initial year and an option of four additional one-year extensions.

C. While the additional four one-year extensions expired with the 12/31/2021 403B audit, staff are requesting to extend the contract for another calendar year. CAPMC has contacted Brown Armstrong to request that the firm consider this one-year extension and provide the cost of the audit services for this engagement. There is not sufficient

time for CAPMC to prepare a formal Request for Proposals (RFP). It is beneficial to have the same firm audit both the agency-wide Single Audit and the 403B Plan.

- D. For the prior years, the cost to audit the 403B plan did not exceed \$7,170. CAPMC must submit the completed audit with its Form 5500, which is the IRS form for reporting pension plans. Based on rising salary costs, the expected cost of the audit will increase.
- E. The Board must annually approve the appointment of the Agency's auditors.

**IV. FINANCING:**

The cost of the audit and the other services is budgeted as part of the indirect cost pool.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG 01/01/22 - 05/31/23 218	286,748.00	286,748.00	94.12%	100.00%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 06/15/22 - 05/31/23 217	31,000.00	31,000.00	83.33%	100.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 03/27/20 - 5/31/22 219	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY 03/27/20 - 5/31/22 251	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL 06/1/22 - 05/31/23 311/380	4,485,054.00	3,972,039.40	91.67%	88.56%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/22 - 05/31/23 310	46,025.00	36,836.08	91.67%	80.03%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/22 - 05/31/23 312	625,664.00	559,558.01	91.67%	89.43%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/22 - 05/31/23 309	13,373.00	11,019.20	91.67%	82.40%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/22 - 06/30/23 319	1,247,984.00	890,434.00	83.33%	71.35%	Provide child care services to HS preschool children and families
MADERA STATE CSPP/RHS - AB82 07/01/2022 - 06/30/2023 815	64,200.00	59,005.21	83.33%	91.91%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM 10/01/22 - 09/30/23 390	513,902.00	200,144.15	58.33%	38.95%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/23 - 02/29/24 321/362	5,632,943.00	302,356.57	16.67%	5.37%	Provide HS services to migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/23 - 02/28/24 320	31,845.00	9,583.08	16.67%	30.09%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/22 - 06/30/23 322/324	970,788.00	787,738.87	83.33%	81.14%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV 07/01/22 - 06/30/23 325	137,096.00	110,321.59	83.33%	80.47%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
MADERA COUNTY QRIS 06/01/2021 - 06/30/2023 356	89,112.00	0.00	92.00%	0.00%	Provide HS services to low income preschool children and families
FRESNO MIGRANT HEAD START 09/01/22 - 08/31/23 331	4,803,310.00	2,467,043.80	66.67%	51.36%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/22 - 08/31/23 330	82,690.00	27,567.25	66.67%	33.34%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES 09/01/22 - 08/31/23 831	141,154.00	141,154.00	66.67%	100.00%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
MADERA COUNTY QRIS 09/01/2020 - 06/30/2023 351	288,436.00	4,389.26	90.91%	1.52%	Provide HS services to low income preschool children and families
DSS STRENGTHENING FAMILIES 07/01/2022 - 06/30/2023 371	277,136.00	156,904.56	83.33%	56.62%	Provides training and education to parents to strengthen family relationships

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY 07/01/22 - 06/30/23 411	4,702.00	1,320.11	83.33%	28.08%	Training and supplies for child care providers
R & R GENERAL 07/01/22 - 06/30/23 401	203,554.00	206,662.54	83.33%	101.53%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/21 - 06/30/23 407	394,276.00	234,852.63	91.67%	59.57%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/22 - 06/30/23 424	33,509.00	11,045.11	83.33%	32.96%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/23 426/432	5,723,748.00	3,055,793.34	83.33%	53.39%	Provide subsidized child care for eligible families
<b>**Note: This will start being used once the rollover is fully expended</b>					
ALTERNATIVE PAYMENT 07/01/21 - 06/30/23 429	5,485,857.00	3,066,416.10	91.67%	55.90%	Provide subsidized child care for eligible families
<b>**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.</b>					
ALTERNATIVE PAYMENT STAGE 2 07/01/22 - 06/30/23 427	1,548,494.00	928,272.05	83.33%	59.95%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/22 - 06/30/23 428	1,223,107.00	999,933.70	83.33%	81.75%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS 04/01/20 - 06/30/22 440	Inactive	Inactive	#VALUE!	#VALUE!	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act
ALTERNATIVE PAYMENT AB131 ONE TIME ONLY PROVIDER STIPENDS 09/01/21 - 06/30/22 434	Inactive	Inactive	#VALUE!	#VALUE!	Provide one-time stipend to Child Care Providers in accordance with AB131
ECC-BRIDGE PROGRAM-CRRSA STIPEND 1 & 2 08/01/21 - 06/30/22 430	Inactive	Inactive	#VALUE!	#VALUE!	One-time funds to provide financial relief to assist child care providers with ongoing hardships
R&R CAFE STIPEND - ONE TIME 12/01/21 - 06/30/22 418	Inactive	Inactive	#VALUE!	#VALUE!	To provide incentives to parents and providers during workshops
CHILD CARE INITIATIVE PROJECT-EXPANSION CCDBG - US DEPT. OF HHS 2YR 08/01/21 - 07/31/23 410	304,849.00	32,752.23	87.50%	10.74%	One-time ARPA funding to R&Rs to support family child care providers affected by COVID-19



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/22 - 09/30/23) 500	335,034.00	188,062.50	58.33%	56.13%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/22 - 09/30/23) 501	316,881.00	197,027.36	58.33%	62.18%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/22 - 09/30/23) 533	537,587.00	291,881.88	58.33%	54.29%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/22 - 06/30/23) 502	22,000.00	0.00	83.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/22 - 06/30/23) 504	4,000.00	0.00	83.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/22 - 06/30/23) DONATIONS ONLY 507/525	2,000.00	141.85	83.33%	7.09%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/22 - 06/30/23) DONATIONS ONLY 510	5,000.00	8,472.98	83.33%	169.46%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/23 - 12/31/23) 508	163,177.00	55,241.45	33.33%	33.85%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/23 - 12/31/23) 531	126,807.00	52,855.62	33.33%	41.68%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
MENTAL HEALTH FULL SERVICES (07/01/22 - 6/30/23) 607	Inactive	Inactive	#VALUE!	#VALUE!	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/22 - 6/30/23) 516	30,000.00	35,354.13	83.33%	117.85%	Provide child sexual assault interviews

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/20 - 12/31/22) 207	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/21 - 06/30/23) 208	819,064.00	621,742.96	90.00%	75.91%	Assistance for low income clients for energy bills and weatherization services
LIHEAP CARES (07/01/20 - 09/30/21) 234	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills impacted by COVID-19
LIHEAP ARPA (08/01/21 - 03/31/23) 270	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills impacted by COVID-19
FEMA 11/01/21 - 12/31/23 205	1,589.00	1,589.00	69.23%	100.00%	Administration of the FEMA program
FEMA (11/01/21 - 12/31/23) 235	1,685.00	742.76	69.23%	44.08%	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 12/31/23 210	4,910.00	1,287.90	69.23%	26.23%	Administration of the FEMA program
SENIOR MEAL - MADERA COUNTY (07/01/22 - 06/30/23) 237	43,734.00	20,076.41	83.33%	45.91%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/22 - 12/31/22) 247	Inactive	Inactive	#VALUE!	#VALUE!	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/22 - 06/30/23) 216	50,000.00	37,267.87	83.33%	74.54%	Provides property management services for the County of Madera Behavioral Health

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
SHUNAMMITE PLACE (11/01/22 - 10/31/23) 224	581,016.00	309,046.51	50.00%	53.19%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/22 - 06/30/23) 231	20,000.00	18,984.24	83.33%	94.92%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (07/01/20 - 08/31/21) 244	Inactive	Inactive	#VALUE!	#VALUE!	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/23) 255	122,322.19	33,438.85	91.67%	27.34%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 12/31/23) 271	345,027.19	2,265.54	73.33%	0.66%	Provides housing, supportive services, and landlord engagement activities
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	411,434.26	57.38%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-2) BEHAVIORAL HEALTH (12/01/21 - 06/30/23) 276	188,084.00	66,661.18	89.47%	35.44%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER HOUSING FOR HEALTH (11/01/21 - 06/30/22) 248	Inactive	Inactive	#VALUE!	#VALUE!	Provides rental assistance to clients
KAISER INDIVIDUALIZED APPROACH (07/01/22 - 06/30/23) 249	95,000.00	83,038.47	83.33%	87.41%	Provides emergency shelter to clients
WESTCARE RAPID REHOUSING (03/01/21 - 11/30/22) 253	Inactive	Inactive	#VALUE!	#VALUE!	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
HOMELESS OUTREACH CCP AB109 (07/01/22 - 06/30/23) 272	244,931.00	236,484.92	83.33%	96.55%	Provides outreach workers to offer case management and resources to homeless or at-risk

<b>COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.</b> <b>Consolidated Balance Sheet by Object March 31, 2023</b>
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	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	1.30
1115- CASH IN WESTAMERICA MENTAL HEALTH	0.00
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,515.75
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	118,578.06
1122- SAVINGS - WESTAMERICA	6,388,932.50
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	(1,293,605.39)
1320- ACCOUNTS RECEIVABLE	0.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	3,806.53
1323- A/R IGNITE MY CITY CHURCH	(61.20)
1327- A/R-OTHER	0.00
1328- EMPLOYEE & TRAVEL ADVANCES	234.90
1329- ADVANCE CLEARING	8,215.13
1410- PREPAID EXPENSES	120,660.33
1420- SECURITY DEPOSITS	42,661.04
1421- WORKERS' COMP DEPOSIT	90,974.24
1450- INVENTORY	13,283.00
1512- EQUIPMENT	1,525,644.60
1513- VEHICLES	1,128,080.81
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	408,719.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,109,844.01)
1523- ACC DEPR - VEHICLES	(869,177.21)
1524- ACC DEPR - BUILDINGS	(3,652,653.54)
1525- ACC DEPR - LAND IMPROVE.	(155,076.68)
1526- ACC DEPR - BUILDING IMPROVE.	(111,246.50)
Total Assets	7,275,403.36
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,367,440.68
2111- ACCOUNTS PAYABLE - MANUAL	356,521.48
2112- ACCOUNTS PAY-FUNDING SOURCE	2,915.51
2115- A/P OTHERS	3,127.85
2121- ACCRUED PAYROLL	0.00
2122- ACCRUED VACATION	1,034,824.93
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	380.10
2212- FICA-MED PAYABLE	88.90
2213- FIT PAYABLE	84.00
2215- SIT PAYABLE	47.82

2216- SDI PAYABLE	27.58
2217- SUI PAYABLE	0.00
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	90,715.02
2231- RETIREMENT PAYABLE-ER CONTRIB	716,330.08
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(6,218.84)
2245- KAISER HIGH15	(22,521.55)
2248- KAISER LOW30	(2,265.80)
2249- KAISER DHMO40	(424.41)
2252- SELF INSURANCE - LIFE & ADD	4,074.24
2253- VISION INSURANCE PAYABLE	(608.68)
2254- SELF INSURANCE - DENTAL	89,880.94
2255- UNION DUES & FEE PAYMENTS	45.98
2258- TELEMEDICINE	16.00
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	5,965.75
2410- DEFERRED GRANT REVENUE	931,472.96
2415- RESERVE ACCOUNT	9,350.00
2420- OTHER DEFERRED REVENUE	9,927.13
Total Liabilities	<u>4,596,647.89</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	399,998.20
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,655,608.46
Change in Net Assets	<u>63,148.81</u>
Total Net Assets	<u>2,678,755.47</u>
Total Liabilities and Net Assets	<u><u>7,275,403.36</u></u>

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<b>COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC.</b> <b>Consolidated Revenue and Expense</b> <b>February 28, 2023</b>
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**Year-To-Date**

Revenues

4110- GRANT INCOME-FEDERAL	18,969,498.51
4120- GRANT INCOME-STATE	4,926,401.88
4130- GRANT INCOME-AREA	272,534.69
4140- FOOD	22,299.11
4210- DONATIONS	46,769.13
4220- IN KIND CONTRIBUTIONS	3,044,260.45
4310- CHILD CRE REVENUE	0.00
4320- INTEREST INCOME	2,111.96
4330- SALE OF ASSETS	0.00
4350- RENTAL INCOME	42,935.76
4370- MERCHANDISE SALES	277.00
4390- MISCELLANEOUS INCOME	1,601.37
4900- INDIRECT COST REIMBURSEMENT	1,884,683.75
Total Revenues	29,213,373.61

Expenses

5010- SALARIES & WAGES	9,190,655.57
5012- DIRECTOR'S SALARY	116,805.35
5020- ACCRUED VACATION PAY	563,206.50
5112- HEALTH INSURANCE	898,369.66
5114- WORKER'S COMPENSATION	252,283.08
5116- PENSION	507,328.51
5122- FICA	745,715.30
5124- SUI	113,091.29
5125- DIRECTOR'S FRINGE	60,045.64
5130- ACCRUED VACATION FRINGE	32,868.49
6110- OFFICE SUPPLIES	98,472.79
6112- DATA PROCESSING SUPPLIES	444,861.08
6120- FOOD/KITCHEN SUPPLIES	0.00
6121- FOOD	375,809.91
6122- KITCHEN SUPPLIES	59,625.58
6130- PROGRAM SUPPLIES	421,106.71
6132- MEDICAL & DENTAL SUPPLIES	80,160.32
6134- INSTRUCTIONAL SUPPLIES	79,368.14
6140- CUSTODIAL SUPPLIES	91,924.58
6142- LINEN/LAUNDRY	314.50
6143- FURNISHINGS	57,124.75
6150- UNIFORM RENTAL/PURCHASE	746.13
6170- POSTAGE & SHIPPING	16,439.82
6180- EQUIPMENT RENTAL	121,546.76
6181- EQUIPMENT MAINTENANCE	65,045.69
6216- CAPITAL EXPENDITURES > \$1000	140,152.85
6221- EQUIPMENT OVER > \$5000	433,724.60
6232- BUILDING IMPROVEMENTS	1,472.97
6310- PRINTING & PUBLICATIONS	27,819.01
6312- ADVERTISING & PROMOTION	4,945.93

6320- TELEPHONE	513,559.14
6410- RENT	953,282.71
6420- UTILITIES/ DISPOSAL	397,228.35
6432- BUILDING REPAIRS/ MAINTENANCE	687,445.85
6433- GROUNDS MAINTENANCE	126,042.46
6436- PEST CONTROL	19,204.67
6437- BURGLAR & FIRE ALARM	41,201.16
6440- PROPERTY INSURANCE	49,115.75
6510- AUDIT	51,000.00
6520- CONSULTANTS	76,962.41
6522- CONSULTANT EXPENSES	3,351.79
6524- CONTRACTS	700,273.26
6530- LEGAL	53,815.00
6540- CUSTODIAL SERVICES	54,898.00
6555- MEDICAL SCREENING/DEAT/STAFF	5,510.00
6610- GAS & OIL	39,612.55
6620- VEHICLE INSURANCE	66,992.29
6630- VEHICLE LICENSE & FEES	0.00
6640- VEHICLE REPAIR & MAINTENANCE	39,521.40
6712- STAFF TRAVEL-LOCAL	18,751.44
6714- STAFF TRAVEL-OUT OF AREA	43,529.44
6722- PER DIEM - STAFF	4,384.00
6730- VOLUNTEER TRAVEL	15,248.09
6742- TRAINING - STAFF	120,736.74
6744- TRAINING - VOLUNTEER	6,575.00
6745- TRAINING - PARTICIPANT/CLIENTS	826.74
6810- BANK CHARGES	4,149.31
6832- LIABILITY INSURANCE	7,579.34
6834- STUDENT ACTIVITY INSURANCE	4,960.02
6840- PROPERTY TAXES	856.72
6850- FEES & LICENSES	80,050.84
6851- CPR FEES	1,925.00
6852- FINGERPRINT	7,525.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	38,198.04
7110- PARENT ACTIVITIES	1,341.31
7111- PARENT MILEAGE	102.45
7112- PARENT INVOLVEMENT	3,727.17
7114- PC ALLOWANCE	3,015.00
7116- POLICY COUNCIL FOOD ALLOWANCE	509.39
7210- TRANSPORTATION VOUCHERS	564.31
7224- CLIENT RENT	358,288.91
7226- CLIENT LODGING/SHELTER	198,126.12
7230- CLIENT FOOD	3,032.16
7232- FOOD VOUCHERS	100.00
7240- DIRECT BENEFITS	4,413,359.76
7250- FURNACE REPAIRS/REPLACEMENT	0.00
8110- IN KIND SALARIES	1,894,650.75
8120- IN KIND RENT	395,687.70
8130- IN KIND - OTHER	753,922.00
9010- INDIRECT COST ALLOCATION	1,884,683.75
Total Expenses	<u>29,146,454.80</u>
Excess Revenue Over (Under) Expenditures	<u>66,918.81</u>

**Fiscal Year July 22- June 23  
MARCH 31, 2023**

<b>426 ALT. PYMT. - GENERAL - FEDERAL</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>REVENUES</b>								
4110- GRANT INCOME-FEDERAL	3,559,887.00	332,142.74	2,296,376.64	0.00	(0.65)	0.00	2,296,376.64	1,263,510.36
4120- GRANT INCOME-STATE	2,163,861.00	0.00	725,606.10	0.00	(0.34)	0.00	725,606.10	1,438,254.90
<b>Total Revenues</b>	<b>5,723,748.00</b>	<b>332,142.74</b>	<b>3,021,982.74</b>	<b>0.00</b>	<b>(0.53)</b>	<b>0.00</b>	<b>3,021,982.74</b>	<b>2,701,765.26</b>
<b>EXPENSES</b>								
5010- SALARIES & WAGES	321,564.00	10,836.49	158,546.53	0.00	0.49	0.00	158,546.53	163,017.47
5020- ACCRUED VACATION PAY	18,030.00	610.03	9,249.17	0.00	0.51	0.00	9,249.17	8,780.83
<b>Total Salaries</b>	<b>339,594.00</b>	<b>11,446.52</b>	<b>167,795.70</b>	<b>0.00</b>	<b>0.49</b>	<b>0.00</b>	<b>167,795.70</b>	<b>171,798.30</b>
5112- HEALTH INSURANCE	38,391.00	1,312.84	12,984.76	0.00	0.34	0.00	12,984.76	25,406.24
5114- WORKER'S COMPENSATION	1,629.00	40.96	657.83	0.00	0.40	0.00	657.83	971.17
5116- PENSION	13,939.00	408.27	6,482.53	0.00	0.47	0.00	6,482.53	7,456.47
5122- FICA	26,488.00	776.57	12,482.57	0.00	0.47	0.00	12,482.57	14,005.43
5124- SUI	2,499.00	18.65	1,992.82	0.00	0.80	0.00	1,992.82	506.18
5130- ACCRUED VACATION FICA	421.00	46.67	249.35	0.00	0.59	0.00	249.35	171.65
<b>Fringe Benefits</b>	<b>83,367.00</b>	<b>2,603.96</b>	<b>34,849.86</b>	<b>0.00</b>	<b>0.42</b>	<b>0.00</b>	<b>34,849.86</b>	<b>48,517.14</b>
6110- OFFICE SUPPLIES	8,680.00	0.00	1,384.67	0.00	0.16	0.00	1,384.67	7,295.33
6112- DATA PROCESSING SUPPLIES	11,000.00	940.70	11,363.77	0.00	1.03	5,893.35	17,257.12	(6,257.12)
6130- PROGRAM SUPPLIES	2,700.00	0.00	1,698.22	0.00	0.63	0.00	1,698.22	1,001.78
6143- FURNISHINGS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6170- POSTAGE & SHIPPING	4,700.00	0.00	1,527.73	0.00	0.33	0.00	1,527.73	3,172.27
<b>Supplies</b>	<b>27,580.00</b>	<b>940.70</b>	<b>15,974.39</b>	<b>0.00</b>	<b>0.58</b>	<b>5,893.35</b>	<b>21,867.74</b>	<b>5,712.26</b>
6180- EQUIPMENT RENTAL	3,910.00	400.79	2,623.51	0.00	0.67	0.00	2,623.51	1,286.49
6181- EQUIPMENT MAINTENANCE	2,046.00	98.26	788.32	0.00	0.39	0.00	788.32	1,257.68
6310- PRINTING & PUBLICATIONS	1,190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190.00
6312- ADVERTISING & PROMOTION	1,240.00	0.00	0.00	0.00	0.00	0.00	0.00	1,240.00
6320- TELEPHONE	6,844.00	86.50	824.40	0.00	0.12	0.00	824.40	6,019.60
6410- RENT	33,865.00	2,871.03	25,701.37	0.00	0.76	0.00	25,701.37	8,163.63
6420- UTILITIES/ DISPOSAL	9,000.00	473.88	5,009.47	0.00	0.56	0.00	5,009.47	3,990.53
6432- BUILDING REPAIRS/ MAINTENANCE	6,050.00	0.00	0.00	0.00	0.00	0.00	0.00	6,050.00
6436- PEST CONTROL	6.00	0.63	1.22	0.00	0.20	0.00	1.22	4.78
6437- BURGLAR & FIRE ALARM	10.00	0.78	3.82	0.00	0.38	0.00	3.82	6.18
6440- PROPERTY INSURANCE	758.00	0.00	402.42	0.00	0.53	0.00	402.42	355.58
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6530- LEGAL	1,000.00	1,312.50	1,312.50	0.00	1.31	0.00	1,312.50	(312.50)
6555- MEDICAL SCREENING/DEAT/STAFF	690.00	0.00	0.00	0.00	0.00	0.00	0.00	690.00
6610- GAS & OIL	62.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00
6620- VEHICLE INSURANCE	62.00	21.46	166.48	0.00	2.69	0.00	166.48	(104.48)
6640- VEHICLE REPAIR & MAINTENANCE	61.00	0.00	219.23	0.00	3.59	0.00	219.23	(158.23)
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	157.74	0.00	0.79	0.00	157.74	42.26
6722- PER DIEM - STAFF	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6742- TRAINING - STAFF	1,958.00	0.00	1,380.75	0.00	0.71	0.00	1,380.75	577.25
6840- PROPERTY TAXES	124.00	0.00	19.72	0.00	0.16	0.00	19.72	104.28
6850- FEES & LICENSES	2,480.00	0.00	3,430.24	0.00	1.38	0.00	3,430.24	(950.24)
6852- FINGERPRINT	186.00	0.00	160.00	0.00	0.86	0.00	160.00	26.00
6875- EMPLOYEE HEALTH & WELFARE	447.00	1.37	469.63	0.00	1.05	6.56	476.19	(29.19)
<b>Total Other &amp; Services</b>	<b>73,699.00</b>	<b>5,267.20</b>	<b>42,670.82</b>	<b>0.00</b>	<b>0.58</b>	<b>6.56</b>	<b>42,677.38</b>	<b>31,021.62</b>
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	4,722,092.00	283,306.38	2,508,629.25	0.00	0.53	0.00	2,508,629.25	2,213,462.75
<b>Direct Benefits</b>	<b>4,722,092.00</b>	<b>283,306.38</b>	<b>2,508,629.25</b>	<b>0.00</b>	<b>0.53</b>	<b>0.00</b>	<b>2,508,629.25</b>	<b>2,213,462.75</b>
9010- INDIRECT COST ALLOCATION	477,416.00	27,703.93	252,062.72	0.00	0.53	0.00	252,062.72	225,353.28
<b>TOTAL EXPENSES</b>	<b>5,723,748.00</b>	<b>331,268.69</b>	<b>3,021,982.74</b>	<b>0.00</b>	<b>0.53</b>	<b>5,899.91</b>	<b>3,027,882.65</b>	<b>2,695,865.35</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>874.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,899.91)</b>	<b>(5,899.91)</b>	<b>5,899.91</b>



**Fiscal Year July 22- June 23  
MARCH 31, 2023**

<b>427 ALT. PYMT. PROG. STG 2 - FEDERAL</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual March 31, 2023</b>	<b>YTD Budget March 31, 2023</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>REVENUES</b>								
4110- GRANT INCOME-FEDERAL	583,634.00	30,816.60	249,794.91	0.00	(0.43)	0.00	249,794.91	333,839.09
4120- GRANT INCOME-STATE	964,860.00	71,905.40	667,953.52	0.00	(0.69)	0.00	667,953.52	296,906.48
<b>Total Revenues</b>	<b>1,548,494.00</b>	<b>102,722.00</b>	<b>917,748.43</b>	<b>0.00</b>	<b>(0.59)</b>	<b>0.00</b>	<b>917,748.43</b>	<b>630,745.57</b>
<b>EXPENSES</b>								
5010- SALARIES & WAGES	81,285.00	2,403.23	40,791.43	0.00	0.50	0.00	40,791.43	40,493.57
5020- ACCRUED VACATION PAY	3,245.00	119.10	1,883.03	0.00	0.58	0.00	1,883.03	1,361.97
<b>Total Salaries</b>	<b>84,530.00</b>	<b>2,522.33</b>	<b>42,674.46</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>	<b>42,674.46</b>	<b>41,855.54</b>
5112- HEALTH INSURANCE	4,838.00	349.60	2,977.19	0.00	0.62	0.00	2,977.19	1,860.81
5114- WORKER'S COMPENSATION	743.00	9.44	168.27	0.00	0.23	0.00	168.27	574.73
5116- PENSION	3,190.00	100.85	1,725.93	0.00	0.54	0.00	1,725.93	1,464.07
5122- FICA	4,110.00	178.78	3,194.50	0.00	0.78	0.00	3,194.50	915.50
5124- SUI	1,164.00	4.69	571.73	0.00	0.49	0.00	571.73	592.27
5130- ACCRUED VACATION FICA	121.00	9.12	43.98	0.00	0.36	0.00	43.98	77.02
<b>Fringe Benefits</b>	<b>14,166.00</b>	<b>652.48</b>	<b>8,681.60</b>	<b>0.00</b>	<b>0.61</b>	<b>0.00</b>	<b>8,681.60</b>	<b>5,484.40</b>
6110- OFFICE SUPPLIES	800.00	0.00	559.75	0.00	0.70	0.00	559.75	240.25
6112- DATA PROCESSING SUPPLIES	4,800.00	329.90	5,323.20	0.00	1.11	2,468.93	7,792.13	(2,992.13)
6130- PROGRAM SUPPLIES	900.00	0.00	456.24	0.00	0.51	0.00	456.24	443.76
6143- FURNISHINGS	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	507.00	0.00	1,397.86	0.00	2.76	0.00	1,397.86	(890.86)
<b>Supplies</b>	<b>7,307.00</b>	<b>329.90</b>	<b>7,737.05</b>	<b>0.00</b>	<b>1.06</b>	<b>2,468.93</b>	<b>10,205.98</b>	<b>(2,898.98)</b>
6180- EQUIPMENT RENTAL	900.00	224.41	1,369.73	0.00	1.52	0.00	1,369.73	(469.73)
6181- EQUIPMENT MAINTENANCE	594.00	39.63	347.97	0.00	0.59	0.00	347.97	246.03
6310- PRINTING & PUBLICATIONS	346.00	0.00	0.00	0.00	0.00	0.00	0.00	346.00
6312- ADVERTISING & PROMOTION	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6320- TELEPHONE	1,116.00	64.99	638.38	0.00	0.57	0.00	638.38	477.62
6410- RENT	25,950.00	2,257.62	20,318.60	0.00	0.78	0.00	20,318.60	5,631.40
6420- UTILITIES/ DISPOSAL	3,206.00	377.16	3,994.47	0.00	1.25	0.00	3,994.47	(788.47)
6432- BUILDING REPAIRS/ MAINTENANCE	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6440- PROPERTY INSURANCE	162.00	0.00	323.71	0.00	2.00	0.00	323.71	(161.71)
6520- CONSULTANTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6530- LEGAL	500.00	367.50	367.50	0.00	0.74	0.00	367.50	132.50
6555- MEDICAL SCREENING/DEAT/STAFF	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6610- GAS & OIL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6620- VEHICLE INSURANCE	150.00	21.46	166.48	0.00	1.11	0.00	166.48	(16.48)
6640- VEHICLE REPAIR & MAINTENANCE	25.00	0.00	73.17	0.00	2.93	0.00	73.17	(48.17)
6712- STAFF TRAVEL-LOCAL	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6714- STAFF TRAVEL-OUT OF AREA	100.00	0.00	63.77	0.00	0.64	0.00	63.77	36.23
6742- TRAINING - STAFF	225.00	0.00	550.13	0.00	2.45	0.00	550.13	(325.13)
6840- PROPERTY TAXES	50.00	0.00	15.91	0.00	0.32	0.00	15.91	34.09
6850- FEES & LICENSES	1,000.00	0.00	996.06	0.00	1.00	0.00	996.06	3.94
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	0.67	264.59	0.00	1.47	3.21	267.80	(87.80)
<b>Total Other &amp; Services</b>	<b>35,824.00</b>	<b>3,353.44</b>	<b>29,490.47</b>	<b>0.00</b>	<b>0.82</b>	<b>3.21</b>	<b>29,493.68</b>	<b>6,330.32</b>
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>7240- DIRECT BENEFITS</b>	<b>1,277,508.00</b>	<b>87,108.89</b>	<b>752,615.71</b>	<b>0.00</b>	<b>0.59</b>	<b>0.00</b>	<b>752,615.71</b>	<b>524,892.29</b>
<b>Direct Benefits</b>	<b>1,277,508.00</b>	<b>87,108.89</b>	<b>752,615.71</b>	<b>0.00</b>	<b>0.59</b>	<b>0.00</b>	<b>752,615.71</b>	<b>524,892.29</b>
9010- INDIRECT COST ALLOCATION	129,159.00	8,568.18	76,549.14	0.00	0.59	0.00	76,549.14	52,609.86
<b>TOTAL EXPENSES</b>	<b>1,548,494.00</b>	<b>102,535.22</b>	<b>917,748.43</b>	<b>0.00</b>	<b>0.59</b>	<b>2,472.14</b>	<b>920,220.57</b>	<b>628,273.43</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>186.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,472.14)</b>	<b>(2,472.14)</b>	<b>2,472.14</b>

Fiscal Year July 22- June 23  
MARCH 31, 2023

<b>428 ALT. PYMT. PROG. STG 3 - FEDERAL</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>REVENUES</b>								
4110- GRANT INCOME-FEDERAL	672,760.00	52,399.36	504,380.90	0.00	(0.75)	0.00	504,380.90	168,379.10
4120- GRANT INCOME-STATE	550,347.00	39,529.34	485,055.91	0.00	(0.88)	0.00	485,055.91	65,291.09
Total Revenues	1,223,107.00	91,928.70	989,436.81	0.00	(0.81)	0.00	989,436.81	233,670.19
<b>EXPENSES</b>								
5010- SALARIES & WAGES	76,481.00	3,299.23	47,387.02	0.00	0.62	0.00	47,387.02	29,093.98
5020- ACCRUED VACATION PAY	2,744.00	177.86	2,475.48	0.00	0.90	0.00	2,475.48	268.52
Total Salaries	79,225.00	3,477.09	49,862.50	0.00	0.63	0.00	49,862.50	29,362.50
5112- HEALTH INSURANCE	7,065.00	479.00	4,208.20	0.00	0.60	0.00	4,208.20	2,856.80
5114- WORKER'S COMPENSATION	382.00	12.94	196.78	0.00	0.52	0.00	196.78	185.22
5116- PENSION	2,744.00	139.34	1,995.01	0.00	0.73	0.00	1,995.01	748.99
5122- FICA	4,221.00	245.47	3,734.05	0.00	0.88	0.00	3,734.05	486.95
5124- SUI	669.00	5.93	758.23	0.00	1.13	0.00	758.23	(89.23)
5130- ACCRUED VACATION FICA	134.00	13.60	78.60	0.00	0.59	0.00	78.60	55.40
Fringe Benefits	15,215.00	896.28	10,970.87	0.00	0.72	0.00	10,970.87	4,244.13
6110- OFFICE SUPPLIES	445.00	0.00	265.14	0.00	0.60	0.00	265.14	179.86
6112- DATA PROCESSING SUPPLIES	1,400.00	225.82	2,404.16	0.00	1.72	1,264.25	3,668.41	(2,268.41)
6130- PROGRAM SUPPLIES	650.00	0.00	380.20	0.00	0.58	0.00	380.20	269.80
6143- FURNISHINGS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6170- POSTAGE & SHIPPING	450.00	0.00	433.41	0.00	0.96	0.00	433.41	16.59
Supplies	3,020.00	225.82	3,482.91	0.00	1.15	1,264.25	4,747.16	(1,727.16)
6180- EQUIPMENT RENTAL	715.00	93.42	601.21	0.00	0.84	0.00	601.21	113.79
6181- EQUIPMENT MAINTENANCE	429.00	20.60	171.31	0.00	0.40	0.00	171.31	257.69
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6312- ADVERTISING & PROMOTION	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6320- TELEPHONE	806.00	25.95	260.12	0.00	0.32	0.00	260.12	545.88
6410- RENT	9,334.00	967.55	8,707.95	0.00	0.93	0.00	8,707.95	626.05
6420- UTILITIES/ DISPOSAL	871.00	161.41	1,709.53	0.00	1.96	0.00	1,709.53	(838.53)
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
6440- PROPERTY INSURANCE	117.00	0.00	149.41	0.00	1.28	0.00	149.41	(32.41)
6520- CONSULTANTS	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6530- LEGAL	200.00	288.75	288.75	0.00	1.44	0.00	288.75	(88.75)
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	13.00	0.00	46.53	0.00	3.58	0.00	46.53	(33.53)
6712- STAFF TRAVEL-LOCAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6714- STAFF TRAVEL-OUT OF AREA	135.00	0.00	30.21	0.00	0.22	0.00	30.21	104.79
6742- TRAINING - STAFF	117.00	0.00	278.94	0.00	2.38	0.00	278.94	(161.94)
6840- PROPERTY TAXES	26.00	0.00	7.32	0.00	0.28	0.00	7.32	18.68
6850- FEES & LICENSES	520.00	0.00	764.57	0.00	1.47	0.00	764.57	(244.57)
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	0.39	72.21	0.00	0.78	1.88	74.09	18.91
Total Other & Services	14,565.00	1,558.07	13,088.06	0.00	0.90	1.88	13,089.94	1,475.06
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,009,063.00	78,086.81	829,503.83	0.00	0.82	0.00	829,503.83	179,559.17
Direct Benefits	1,009,063.00	78,086.81	829,503.83	0.00	0.82	0.00	829,503.83	179,559.17
9010- INDIRECT COST ALLOCATION	102,019.00	7,667.74	82,528.64	0.00	0.81	0.00	82,528.64	19,490.36
TOTAL EXPENSES	1,223,107.00	91,911.81	989,436.81	0.00	0.81	1,266.13	990,702.94	232,404.06
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>16.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,266.13)</b>	<b>(1,266.13)</b>	<b>1,266.13</b>

**Victims Services-Domestic Violence Program  
October 1, 2022 to March 31, 2023**

<b>533 0 SHELTER BASED DV SERVICES</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual March 31, 2023</b>	<b>YTD Budget March 31, 2023</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	14,798.07	147,508.31	0.00	0.00	0.00	147,508.31	(147,508.31)
4120- GRANT INCOME-STATE	0.00	16,000.00	96,000.00	0.00	0.00	0.00	96,000.00	(96,000.00)
Total Revenues	0.00	30,798.07	243,508.31	0.00	0.00	0.00	243,508.31	(243,508.31)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	14,126.28	131,463.64	0.00	0.00	0.00	131,463.64	(131,463.64)
5020- ACCRUED VACATION PAY	0.00	790.15	7,751.45	0.00	0.00	0.00	7,751.45	(7,751.45)
5112- HEALTH INSURANCE	0.00	3,022.24	15,033.24	0.00	0.00	0.00	15,033.24	(15,033.24)
5114- WORKER'S COMPENSATION	0.00	256.16	2,805.96	0.00	0.00	0.00	2,805.96	(2,805.96)
5116- PENSION	0.00	882.62	7,956.86	0.00	0.00	0.00	7,956.86	(7,956.86)
5122- FICA	0.00	1,100.70	10,898.88	0.00	0.00	0.00	10,898.88	(10,898.88)
5124- SUI	0.00	34.53	3,014.94	0.00	0.00	0.00	3,014.94	(3,014.94)
5130- ACCRUED VACATION FICA	0.00	29.42	(149.85)	0.00	0.00	0.00	(149.85)	149.85
6110- OFFICE SUPPLIES	0.00	0.00	193.55	0.00	0.00	29.22	222.77	(222.77)
6112- DATA PROCESSING SUPPLIES	0.00	2,760.03	4,728.47	0.00	0.00	700.70	5,429.17	(5,429.17)
6130- PROGRAM SUPPLIES	0.00	251.74	1,709.29	0.00	0.00	0.00	1,709.29	(1,709.29)
6140- CUSTODIAL SUPPLIES	0.00	56.88	106.80	0.00	0.00	0.00	106.80	(106.80)
6170- POSTAGE & SHIPPING	0.00	0.00	2.49	0.00	0.00	0.00	2.49	(2.49)
6180- EQUIPMENT RENTAL	0.00	128.80	750.23	0.00	0.00	0.00	750.23	(750.23)
6310- PRINTING & PUBLICATIONS	0.00	0.00	1,050.81	0.00	0.00	0.00	1,050.81	(1,050.81)
6312- ADVERTISING & PROMOTION	0.00	109.52	958.07	0.00	0.00	0.00	958.07	(958.07)
6320- TELEPHONE	0.00	1,144.97	6,463.44	0.00	0.00	0.00	6,463.44	(6,463.44)
6410- RENT	0.00	1,189.68	7,091.42	0.00	0.00	0.00	7,091.42	(7,091.42)
6420- UTILITIES/ DISPOSAL	0.00	786.94	6,890.34	0.00	0.00	0.00	6,890.34	(6,890.34)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	839.06	0.00	0.00	0.00	839.06	(839.06)
6433- GROUNDS MAINTENANCE	0.00	350.00	1,910.00	0.00	0.00	0.00	1,910.00	(1,910.00)
6436- PEST CONTROL	0.00	161.98	886.98	0.00	0.00	0.00	886.98	(886.98)
6437- BURGLAR & FIRE ALARM	0.00	205.93	979.36	0.00	0.00	0.00	979.36	(979.36)
6440- PROPERTY INSURANCE	0.00	274.51	1,647.06	0.00	0.00	0.00	1,647.06	(1,647.06)
6540- CUSTODIAL SERVICES	0.00	261.14	1,566.84	0.00	0.00	0.00	1,566.84	(1,566.84)
6610- GAS & OIL	0.00	197.21	1,075.83	0.00	0.00	0.00	1,075.83	(1,075.83)
6620- VEHICLE INSURANCE	0.00	263.36	1,580.13	0.00	0.00	0.00	1,580.13	(1,580.13)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	982.00	0.00	0.00	0.00	982.00	(982.00)
6832- LIABILITY INSURANCE	0.00	4.02	283.47	0.00	0.00	0.00	283.47	(283.47)

**Victims Services-Domestic Violence Program  
October 1, 2022 to March 31, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>533 0 SHELTER BASED DV SERVICES</b>								
6840- PROPERTY TAXES	0.00	0.00	1,714.37	0.00	0.00	0.00	1,714.37	(1,714.37)
6850- FEES & LICENSES	0.00	0.00	402.44	0.00	0.00	0.00	402.44	(402.44)
6852- FINGERPRINT	0.00	34.00	679.75	0.00	0.00	0.00	679.75	(679.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	1.80	306.01	0.00	0.00	8.09	314.10	(314.10)
7230- CLIENT FOOD	0.00	79.11	111.66	0.00	0.00	0.00	111.66	(111.66)
9010- INDIRECT COST ALLOCATION	0.00	2,568.86	20,310.96	0.00	0.00	0.00	20,310.96	(20,310.96)
Total Expenses	0.00	31,072.58	243,995.95	0.00	0.00	738.01	244,733.96	(244,733.96)
Excess Revenue Over (Under) Expenditures	<b>0.00</b>	<b>(274.51)</b>	<b>(487.64)</b>	<b>0.00</b>	<b>0.00</b>	<b>(738.01)</b>	<b>(1,225.65)</b>	<b>1,225.65</b>
Beginning Net Assets - Unrestricted	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<b>0.00</b>	<b>(274.51)</b>	<b>(487.64)</b>	<b>0.00</b>	<b>0.00</b>	<b>(738.01)</b>	<b>(1,225.65)</b>	<b>1,225.65</b>

**LIHEAP 23B-5019 - Fund 203**  
**November 1, 2022 to March 31, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>203 0 HOME ENERGY ASSISTANCE PROGRAM</b>								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	41,412.47	0.00	0.00	0.00	41,412.47	(41,412.47)
Total Revenues	0.00	0.00	41,412.47	0.00	0.00	0.00	41,412.47	(41,412.47)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	11,837.44	45,849.07	0.00	0.00	0.00	45,849.07	(45,849.07)
5020- ACCRUED VACATION PAY	0.00	670.18	5,382.69	0.00	0.00	0.00	5,382.69	(5,382.69)
5112- HEALTH INSURANCE	0.00	1,791.29	5,084.47	0.00	0.00	0.00	5,084.47	(5,084.47)
5114- WORKER'S COMPENSATION	0.00	48.87	192.68	0.00	0.00	0.00	192.68	(192.68)
5116- PENSION	0.00	767.76	2,856.66	0.00	0.00	0.00	2,856.66	(2,856.66)
5122- FICA	0.00	926.09	3,660.14	0.00	0.00	0.00	3,660.14	(3,660.14)
5124- SUI	0.00	1.60	1,766.72	0.00	0.00	0.00	1,766.72	(1,766.72)
5130- ACCRUED VACATION FICA	0.00	(1.45)	269.87	0.00	0.00	0.00	269.87	(269.87)
6110- OFFICE SUPPLIES	0.00	979.08	4,498.49	0.00	0.00	102.65	4,601.14	(4,601.14)
6112- DATA PROCESSING SUPPLIES	0.00	2,188.19	4,143.13	0.00	0.00	333.93	4,477.06	(4,477.06)
6130- PROGRAM SUPPLIES	0.00	0.00	173.20	0.00	0.00	0.00	173.20	(173.20)
6143- FURNISHINGS	0.00	0.00	182.94	0.00	0.00	0.00	182.94	(182.94)
6170- POSTAGE & SHIPPING	0.00	0.00	1,191.89	0.00	0.00	0.00	1,191.89	(1,191.89)
6180- EQUIPMENT RENTAL	0.00	1,570.44	2,922.85	0.00	0.00	0.00	2,922.85	(2,922.85)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	43.08	0.00	0.00	0.00	43.08	(43.08)
6320- TELEPHONE	0.00	155.81	396.60	0.00	0.00	0.00	396.60	(396.60)
6410- RENT	0.00	1,251.88	2,961.99	0.00	0.00	0.00	2,961.99	(2,961.99)
6420- UTILITIES/ DISPOSAL	0.00	209.03	573.82	0.00	0.00	0.00	573.82	(573.82)
6437- BURGLAR & FIRE ALARM	0.00	0.00	0.75	0.00	0.00	0.00	0.75	(0.75)
6524- CONTRACTS	0.00	0.00	41,388.58	0.00	0.00	0.00	41,388.58	(41,388.58)
6620- VEHICLE INSURANCE	0.00	237.28	474.56	0.00	0.00	0.00	474.56	(474.56)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	1,812.25	0.00	0.00	0.00	1,812.25	(1,812.25)
6742- TRAINING - STAFF	0.00	0.00	513.31	0.00	0.00	0.00	513.31	(513.31)
6840- PROPERTY TAXES	0.00	0.00	29.15	0.00	0.00	0.00	29.15	(29.15)
6850- FEES & LICENSES	0.00	0.00	59.00	0.00	0.00	0.00	59.00	(59.00)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	10.16	0.00	0.00	0.00	10.16	(10.16)
7240- DIRECT BENEFITS	0.00	6,827.52	13,105.52	0.00	0.00	0.00	13,105.52	(13,105.52)
9010- INDIRECT COST ALLOCATION	0.00	0.00	1.99	0.00	0.00	0.00	1.99	(1.99)
Total Expenses	0.00	29,461.01	139,545.56	0.00	0.00	436.58	139,982.14	(139,982.14)
Excess Revenue Over (Under) Expenditures	0.00	(29,461.01)	(98,133.09)	0.00	0.00	(436.58)	(98,569.67)	98,569.67
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	(29,461.01)	(98,133.09)	0.00	0.00	(436.58)	(98,569.67)	98,569.67

**LIHEAP 22B-4019 - Fund 208**  
**November 1, 2021 to March 31, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>208 0 HOME ENERGY ASSIST. PROG.</b>								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	819,064.00	0.00	618,232.69	0.00	(0.75)	0.00	618,232.69	200,831.31
Total Revenues	819,064.00	0.00	618,232.69	0.00	(0.75)	0.00	618,232.69	200,831.31
<u>Expenses</u>								
5010- SALARIES & WAGES	189,443.00	98.20	128,513.07	0.00	0.68	0.00	128,513.07	60,929.93
5020- ACCRUED VACATION PAY	0.00	6.80	6,953.56	0.00	0.00	0.00	6,953.56	(6,953.56)
5112- HEALTH INSURANCE	20,869.00	2.61	11,895.06	0.00	0.57	0.00	11,895.06	8,973.94
5114- WORKER'S COMPENSATION	841.00	0.43	568.67	0.00	0.68	0.00	568.67	272.33
5116- PENSION	10,868.00	15.41	6,339.05	0.00	0.58	0.00	6,339.05	4,528.95
5122- FICA	14,874.00	8.27	10,366.22	0.00	0.70	0.00	10,366.22	4,507.78
5124- SUI	2,069.00	0.00	190.19	0.00	0.09	0.00	190.19	1,878.81
5130- ACCRUED VACATION FICA	0.00	0.52	(61.75)	0.00	0.00	0.00	(61.75)	61.75
6110- OFFICE SUPPLIES	5,000.00	0.00	5,371.08	0.00	1.07	0.00	5,371.08	(371.08)
6112- DATA PROCESSING SUPPLIES	6,000.00	0.00	15,161.59	0.00	2.53	99.53	15,261.12	(9,261.12)
6130- PROGRAM SUPPLIES	6,225.95	0.00	0.00	0.00	0.00	0.00	0.00	6,225.95
6142- LINEN/LAUNDRY	20.00	0.00	18.50	0.00	0.93	0.00	18.50	1.50
6170- POSTAGE & SHIPPING	3,500.00	0.00	3,031.16	0.00	0.87	0.00	3,031.16	468.84
6180- EQUIPMENT RENTAL	1,600.00	268.84	7,700.85	0.00	4.81	0.00	7,700.85	(6,100.85)
6181- EQUIPMENT MAINTENANCE	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6216- CAPITAL EXPENDITURES > \$1000	0.00	0.00	81,707.78	0.00	0.00	0.00	81,707.78	(81,707.78)
6310- PRINTING & PUBLICATIONS	5,000.00	0.00	2,379.67	0.00	0.48	0.00	2,379.67	2,620.33
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	11,000.00	0.15	1,069.25	0.00	0.10	0.00	1,069.25	9,930.75
6410- RENT	18,000.00	56.48	9,636.06	0.00	0.54	0.00	9,636.06	8,363.94
6420- UTILITIES/ DISPOSAL	10,000.00	4.29	1,823.67	0.00	0.18	0.00	1,823.67	8,176.33
6432- BUILDING REPAIRS/ MAINTENANCE	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6436- PEST CONTROL	0.00	0.60	1.17	0.00	0.00	0.00	1.17	(1.17)
6437- BURGLAR & FIRE ALARM	0.00	0.75	2.92	0.00	0.00	0.00	2.92	(2.92)
6440- PROPERTY INSURANCE	1,575.00	0.00	165.31	0.00	0.10	0.00	165.31	1,409.69
6524- CONTRACTS	450,973.00	0.00	286,904.29	0.00	0.64	0.00	286,904.29	164,068.71
6530- LEGAL	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6555- MEDICAL SCREENING/DEAT/STAFF	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	2,500.00	0.00	71.38	0.00	0.03	0.00	71.38	2,428.62
6620- VEHICLE INSURANCE	0.00	0.00	2,448.88	0.00	0.00	0.00	2,448.88	(2,448.88)
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	215.24	0.00	0.14	0.00	215.24	1,284.76

**LIHEAP 22B-4019 - Fund 208**  
**November 1, 2021 to March 31, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>208 0 HOME ENERGY ASSIST. PROG.</b>								
6712- STAFF TRAVEL-LOCAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	2,639.66	0.00	13.20	0.00	2,639.66	(2,439.66)
6722- PER DIEM - STAFF	0.00	0.00	164.00	0.00	0.00	0.00	164.00	(164.00)
6742- TRAINING - STAFF	5,002.00	0.00	834.99	0.00	0.17	1,991.13	2,826.12	2,175.88
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6850- FEES & LICENSES	50.00	0.00	251.46	0.00	5.03	0.00	251.46	(201.46)
6852- FINGERPRINT	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.39	96.07	0.00	0.64	1.87	97.94	52.06
7240- DIRECT BENEFITS	6,000.00	0.00	11,172.00	0.00	1.86	0.00	11,172.00	(5,172.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
9010- INDIRECT COST ALLOCATION	31,453.05	0.00	28,789.40	0.00	0.92	0.00	28,789.40	2,663.65
Total Expenses	819,064.00	463.74	626,420.45	0.00	0.76	2,092.53	628,512.98	190,551.02
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(463.74)</b>	<b>(8,187.76)</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,092.53)</b>	<b>(10,280.29)</b>	<b>10,280.29</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(463.74)</b>	<b>(8,187.76)</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,092.53)</b>	<b>(10,280.29)</b>	<b>10,280.29</b>





**LIHEAP ARPA 21V-5568 - Fund 270  
August 1, 2021 to March 31, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>270 0 AMERICAN RESCUE PLAN ACT (ARPA)</b>								
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6712- STAFF TRAVEL-LOCAL	250.00	0.00	7.02	0.00	0.03	0.00	7.02	242.98
6742- TRAINING - STAFF	3,170.00	0.00	0.00	0.00	0.00	766.74	766.74	2,403.26
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6850- FEES & LICENSES	1,200.00	0.00	256.12	0.00	0.21	0.00	256.12	943.88
6852- FINGERPRINT	260.00	0.00	1.50	0.00	0.01	0.00	1.50	258.50
6875- EMPLOYEE HEALTH & WELFARE	200.00	1.11	388.31	0.00	1.94	5.30	393.61	(193.61)
7240- DIRECT BENEFITS	100,000.00	7,116.07	43,721.07	(70,000.00)	0.44	0.00	43,721.07	56,278.93
7250- FURNACE REPAIRS/REPLACEMENT	189,000.00	0.00	0.00	0.00	0.00	0.00	0.00	189,000.00
9010- INDIRECT COST ALLOCATION	34,798.00	0.00	27,099.39	0.00	0.78	0.00	27,099.39	7,698.61
Total Expenses	728,183.00	9,045.73	489,772.87	(70,000.00)	0.67	855.52	490,628.39	237,554.61
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(9,045.73)</b>	<b>(33,815.70)</b>	<b>0.00</b>	<b>0.00</b>	<b>(855.52)</b>	<b>(34,671.22)</b>	<b>34,671.22</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(9,045.73)</b>	<b>(33,815.70)</b>	<b>0.00</b>	<b>0.00</b>	<b>(855.52)</b>	<b>(34,671.22)</b>	<b>34,671.22</b>

**LIHWAP 21W-9010 - Fund 277**  
**April 1, 2022 to March 31, 2023**

<b>277 0 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual March 31, 2023</b>	<b>YTD Budget March 31, 2023</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	41,672.69	0.00	0.00	0.00	41,672.69	(41,672.69)
Total Revenues	0.00	0.00	41,672.69	0.00	0.00	0.00	41,672.69	(41,672.69)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	2,282.80	26,932.12	0.00	0.00	0.00	26,932.12	(26,932.12)
5020- ACCRUED VACATION PAY	0.00	125.75	2,149.85	0.00	0.00	0.00	2,149.85	(2,149.85)
5112- HEALTH INSURANCE	0.00	316.66	2,728.56	0.00	0.00	0.00	2,728.56	(2,728.56)
5114- WORKER'S COMPENSATION	0.00	9.05	115.24	0.00	0.00	0.00	115.24	(115.24)
5116- PENSION	0.00	124.68	1,471.47	0.00	0.00	0.00	1,471.47	(1,471.47)
5122- FICA	0.00	171.60	2,192.11	0.00	0.00	0.00	2,192.11	(2,192.11)
5124- SUI	0.00	0.00	454.55	0.00	0.00	0.00	454.55	(454.55)
5130- ACCRUED VACATION FICA	0.00	6.98	21.01	0.00	0.00	0.00	21.01	(21.01)
6110- OFFICE SUPPLIES	0.00	5.76	40.41	0.00	0.00	0.00	40.41	(40.41)
6170- POSTAGE & SHIPPING	0.00	24.60	218.50	0.00	0.00	0.00	218.50	(218.50)
6180- EQUIPMENT RENTAL	0.00	50.92	316.26	0.00	0.00	0.00	316.26	(316.26)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	1.48	0.00	0.00	0.00	1.48	(1.48)
6310- PRINTING & PUBLICATIONS	0.00	0.00	2,292.35	0.00	0.00	0.00	2,292.35	(2,292.35)
6320- TELEPHONE	0.00	16.08	210.49	0.00	0.00	0.00	210.49	(210.49)
6410- RENT	0.00	274.80	1,974.96	0.00	0.00	0.00	1,974.96	(1,974.96)
6420- UTILITIES/ DISPOSAL	0.00	45.87	418.74	0.00	0.00	0.00	418.74	(418.74)
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	296.50	296.50	(296.50)
6850- FEES & LICENSES	0.00	0.00	114.23	0.00	0.00	0.00	114.23	(114.23)
9010- INDIRECT COST ALLOCATION	0.00	0.00	3,475.91	0.00	0.00	0.00	3,475.91	(3,475.91)
Total Expenses	0.00	3,455.55	45,128.24	0.00	0.00	296.50	45,424.74	(45,424.74)
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(3,455.55)</b>	<b>(3,455.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>(296.50)</b>	<b>(3,752.05)</b>	<b>3,752.05</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(3,455.55)</b>	<b>(3,455.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>(296.50)</b>	<b>(3,752.05)</b>	<b>3,752.05</b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2022 to 3/31/2023**

	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	0.00	5,751.92	24,968.84	0.00	0.00	0.00	24,968.84	(24,968.84)
Total Revenues	<u>0.00</u>	<u>5,751.92</u>	<u>24,968.84</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,968.84</u>	<u>(24,968.84)</u>
<b>Expenses</b>								
6714- STAFF TRAVEL-OUT OF AREA	0.00	2,893.84	7,757.16	0.00	0.00	0.00	7,757.16	(7,757.16)
6742- TRAINING - STAFF	0.00	1,091.00	13,375.56	0.00	0.00	3,495.00	16,870.56	(16,870.56)
6851- CPR FEES	0.00	0.00	715.00	0.00	0.00	0.00	715.00	(715.00)
6875- EMPLOYEE HEALTH & WELFARE	0.00	24.96	1,038.48	0.00	0.00	119.70	1,158.18	(1,158.18)
9010- INDIRECT COST ALLOCATION	0.00	479.76	2,082.64	0.00	0.00	0.00	2,082.64	(2,082.64)
Total Expenses	<u>0.00</u>	<u>4,489.56</u>	<u>24,968.84</u>	<u>0.00</u>	<u>0.00</u>	<u>3,614.70</u>	<u>28,583.54</u>	<u>(28,583.54)</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>1,262.36</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(3,614.70)</u></b>	<b><u>(3,614.70)</u></b>	<b><u>3,614.70</u></b>
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
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>1,262.36</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(3,614.70)</u></b>	<b><u>(3,614.70)</u></b>	<b><u>3,614.70</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2022 to 3/31/2023**

	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,803,310.00	259,664.13	2,262,092.68	2,116,825.99	(0.47)	0.00	2,262,092.68	2,541,217.32
4220- IN KIND CONTRIBUTIONS	666,273.00	0.00	391,199.66	284,474.00	(0.59)	0.00	391,199.66	275,073.34
<b>Total Revenues</b>	<b>5,469,583.00</b>	<b>259,664.13</b>	<b>2,653,292.34</b>	<b>2,401,299.99</b>	<b>(0.49)</b>	<b>0.00</b>	<b>2,653,292.34</b>	<b>2,816,290.66</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,802,858.00	53,292.14	1,166,647.63	1,165,786.00	0.42	0.00	1,166,647.63	1,636,210.37
5020- ACCRUED VACATION PAY	179,760.00	3,302.45	73,451.81	74,767.39	0.41	0.00	73,451.81	106,308.19
5112- HEALTH INSURANCE	227,216.00	7,863.86	97,246.00	108,008.00	0.43	0.00	97,246.00	129,970.00
5114- WORKER'S COMPENSATION	112,519.00	2,214.96	42,781.91	46,798.00	0.38	0.00	42,781.91	69,737.09
5116- PENSION	185,105.00	3,701.33	77,394.31	75,274.00	0.42	0.00	77,394.31	107,710.69
5122- FICA	209,654.00	5,869.65	102,611.42	87,203.00	0.49	0.00	102,611.42	107,042.58
5124- SUI	41,928.00	253.22	8,579.82	16,262.61	0.20	0.00	8,579.82	33,348.18
5130- ACCRUED VACATION FICA	13,302.00	252.00	5,621.15	5,530.00	0.42	0.00	5,621.15	7,680.85
6110- OFFICE SUPPLIES	14,580.00	181.91	3,870.57	7,796.00	0.27	2,134.50	6,005.07	8,574.93
6112- DATA PROCESSING SUPPLIES	10,000.00	12,454.20	44,817.79	5,257.00	4.48	12,125.64	56,943.43	(46,943.43)
6121- FOOD	20,000.00	0.00	2,518.22	9,996.00	0.13	50.00	2,568.22	17,431.78
6122- KITCHEN SUPPLIES	1,050.00	0.00	0.00	0.00	0.00	372.09	372.09	677.91
6130- PROGRAM SUPPLIES	50,000.00	17,187.86	40,202.38	26,217.00	0.80	2,256.68	42,459.06	7,540.94
6132- MEDICAL & DENTAL SUPPLIES	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
6134- INSTRUCTIONAL SUPPLIES	1,050.00	4,676.72	6,833.56	525.00	6.51	0.00	6,833.56	(5,783.56)
6140- CUSTODIAL SUPPLIES	20,400.00	0.00	7,760.22	10,575.00	0.38	0.00	7,760.22	12,639.78
6150- UNIFORM RENTAL/PURCHASE	0.00	0.00	146.13	0.00	0.00	0.00	146.13	(146.13)
6170- POSTAGE & SHIPPING	1,500.00	22.52	236.35	875.00	0.16	0.00	236.35	1,263.65
6180- EQUIPMENT RENTAL	33,876.00	2,230.98	20,797.21	19,761.00	0.61	0.00	20,797.21	13,078.79
6181- EQUIPMENT MAINTENANCE	18,576.00	1,968.95	15,930.99	10,836.00	0.86	839.71	16,770.70	1,805.30
6310- PRINTING & PUBLICATIONS	5,010.00	7,823.33	11,513.68	2,505.00	2.30	2,182.04	13,695.72	(8,685.72)
6312- ADVERTISING & PROMOTION	240.00	0.00	0.00	120.00	0.00	0.00	0.00	240.00
6320- TELEPHONE	74,868.00	10,409.31	100,547.93	43,673.00	1.34	0.00	100,547.93	(25,679.93)
6410- RENT	102,175.00	7,156.16	51,904.93	59,605.00	0.51	0.00	51,904.93	50,270.07
6420- UTILITIES/ DISPOSAL	78,000.00	1,336.59	42,994.33	45,500.00	0.55	0.00	42,994.33	35,005.67
6432- BUILDING REPAIRS/ MAINTENANCE	32,000.00	2,414.22	43,581.82	18,680.00	1.36	390.00	43,971.82	(11,971.82)
6433- GROUNDS MAINTENANCE	21,000.00	1,519.00	29,861.97	12,250.00	1.42	0.00	29,861.97	(8,861.97)
6436- PEST CONTROL	6,600.00	641.76	4,267.60	3,850.00	0.65	0.00	4,267.60	2,332.40
6437- BURGLAR & FIRE ALARM	6,512.00	172.77	2,826.70	4,416.00	0.43	0.00	2,826.70	3,685.30
6440- PROPERTY INSURANCE	13,600.00	0.00	6,879.95	8,150.00	0.51	0.00	6,879.95	6,720.05
6520- CONSULTANTS	18,520.00	0.00	2,639.74	9,256.00	0.14	14,042.48	16,682.22	1,837.78
6522- CONSULTANT EXPENSES	378.00	0.00	49.78	189.00	0.13	0.00	49.78	328.22
6524- CONTRACTS	13,700.00	0.00	0.00	6,849.00	0.00	0.00	0.00	13,700.00
6530- LEGAL	6,000.00	0.00	625.00	3,000.00	0.10	0.00	625.00	5,375.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	2,869.00	2,786.00	0.60	0.00	2,869.00	1,907.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	200.00	1,085.00	0.00	1.09	0.00	1,085.00	(85.00)
6610- GAS & OIL	12,500.00	107.77	7,494.73	7,290.00	0.60	0.00	7,494.73	5,005.27
6620- VEHICLE INSURANCE	19,800.00	2,124.78	12,925.76	11,550.00	0.65	0.00	12,925.76	6,874.24
6640- VEHICLE REPAIR & MAINTENANCE	9,996.00	0.00	7,852.43	5,831.00	0.79	0.00	7,852.43	2,143.57

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2022 to 3/31/2023

	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6712- STAFF TRAVEL-LOCAL	3,930.00	219.56	4,396.25	1,965.00	1.12	0.00	4,396.25	(466.25)
6742- TRAINING - STAFF	0.00	0.00	233.74	0.00	0.00	2,345.00	2,578.74	(2,578.74)
6832- LIABILITY INSURANCE	432.00	37.52	262.64	252.00	0.61	0.00	262.64	169.36
6834- STUDENT ACTIVITY INSURANCE	1,140.00	32.36	761.84	570.00	0.67	0.00	761.84	378.16
6840- PROPERTY TAXES	5,800.00	0.00	(1,842.30)	5,800.00	(0.32)	0.00	(1,842.30)	7,642.30
6850- FEES & LICENSES	10,500.00	0.00	19,280.25	5,249.99	1.84	0.00	19,280.25	(8,780.25)
6851- CPR FEES	240.00	0.00	0.00	140.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	500.00	74.00	259.50	150.00	0.52	0.00	259.50	240.50
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	2,482.43	8,475.00	0.29	0.00	2,482.43	5,992.57
7110- PARENT ACTIVITIES	700.00	0.00	0.00	280.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	126.00	0.00	0.00	63.00	0.00	0.00	0.00	126.00
7114- PC ALLOWANCE	0.00	0.00	210.00	0.00	0.00	0.00	210.00	(210.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	350.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	451,921.00	0.00	301,753.16	192,954.00	0.67	0.00	301,753.16	150,167.84
8120- IN KIND RENT	210,665.00	0.00	89,446.50	89,946.00	0.42	0.00	89,446.50	121,218.50
8130- IN KIND - OTHER	3,687.00	0.00	0.00	1,574.00	0.00	0.00	0.00	3,687.00
9010- INDIRECT COST ALLOCATION	400,643.00	21,658.51	188,680.51	176,564.00	0.47	0.00	188,680.51	211,962.49
Total Expenses	<u>5,469,583.00</u>	<u>171,798.39</u>	<u>2,653,292.34</u>	<u>2,401,299.99</u>	<u>0.49</u>	<u>36,738.14</u>	<u>2,690,030.48</u>	<u>2,779,552.52</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>87,865.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(36,738.14)</u></b>	<b><u>(36,738.14)</u></b>	<b><u>36,738.14</u></b>
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
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>87,865.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(36,738.14)</u></b>	<b><u>(36,738.14)</u></b>	<b><u>36,738.14</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2022 to 3/31/2023**

	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
<b>Revenues</b>								
4120- GRANT INCOME-STATE	288,435.74	0.00	288,435.74	0.00	(1.00)	0.00	288,435.74	0.00
Total Revenues	<u>288,435.74</u>	<u>0.00</u>	<u>288,435.74</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>288,435.74</u>	<u>0.00</u>
<b>Expenses</b>								
6110- OFFICE SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6130- PROGRAM SUPPLIES	249,377.40	0.00	0.00	0.00	0.00	0.00	0.00	249,377.40
9010- INDIRECT COST ALLOCATION	24,058.34	0.00	0.00	0.00	0.00	0.00	0.00	24,058.34
Total Expenses	<u>288,435.74</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>288,435.74</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>288,435.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>288,435.74</u></b>	<b><u>(288,435.74)</u></b>
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
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>56,112.32</u></b>	<b><u>344,548.06</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>344,548.06</u></b>	<b><u>(344,548.06)</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2022 to 3/31/2023**

	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	141,154.00	0.00	141,154.00	0.00	(1.00)	0.00	141,154.00	0.00
Total Revenues	<u>141,154.00</u>	<u>0.00</u>	<u>141,154.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>141,154.00</u>	<u>0.00</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	96,747.00	0.00	80,898.34	0.00	0.84	0.00	80,898.34	15,848.66
5020- ACCRUED VACATION PAY	6,512.00	0.00	4,204.83	0.00	0.65	0.00	4,204.83	2,307.17
5112- HEALTH INSURANCE	8,629.00	0.00	7,024.67	0.00	0.81	0.00	7,024.67	1,604.33
5114- WORKER'S COMPENSATION	3,849.00	0.00	3,137.88	0.00	0.82	0.00	3,137.88	711.12
5116- PENSION	5,858.00	0.00	5,308.62	0.00	0.91	0.00	5,308.62	549.38
5122- FICA	7,786.00	0.00	6,674.32	0.00	0.86	0.00	6,674.32	1,111.68
5124- SUI	0.00	0.00	546.40	0.00	0.00	0.00	546.40	(546.40)
5130- ACCRUED VACATION FRINGE	0.00	0.00	321.70	0.00	0.00	0.00	321.70	(321.70)
6130- PROGRAM SUPPLIES	0.00	3,484.96	21,250.63	0.00	0.00	0.00	21,250.63	(21,250.63)
6850- FEES & LICENSES	0.00	0.00	13.00	0.00	0.00	0.00	13.00	(13.00)
9010- INDIRECT COST ALLOCATION	11,773.00	0.61	11,773.61	0.00	1.00	0.00	11,773.61	(0.61)
Total Expenses	<u>141,154.00</u>	<u>3,485.57</u>	<u>141,154.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>	<u>141,154.00</u>	<u>0.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>(3,485.57)</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></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
<b>Ending Net Assets</b>	<u><b>0.00</b></u>	<u><b>(3,485.57)</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2022 to 3/31/2023**

	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
838 0 COVID-19 ARP - FRESNO MHS								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	65,396.63	0.00	65,396.63	0.00	(1.00)	0.00	65,396.63	0.00
Total Revenues	<u>65,396.63</u>	<u>0.00</u>	<u>65,396.63</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>65,396.63</u>	<u>0.00</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	25,950.03	0.00	12,357.23	0.00	0.48	0.00	12,357.23	13,592.80
5020- ACCRUED VACATION PAY	583.25	0.00	837.32	0.00	1.44	0.00	837.32	(254.07)
5112- HEALTH INSURANCE	2,121.41	0.00	3,061.62	0.00	1.44	0.00	3,061.62	(940.21)
5114- WORKER'S COMPENSATION	909.82	0.00	473.80	0.00	0.52	0.00	473.80	436.02
5116- PENSION	1,819.00	0.00	677.81	0.00	0.37	0.00	677.81	1,141.19
5122- FICA	1,956.61	0.00	886.26	0.00	0.45	0.00	886.26	1,070.35
5124- SUI	364.35	0.00	208.91	0.00	0.57	0.00	208.91	155.44
5130- ACCRUED VACATION FICA	44.61	0.00	56.18	0.00	1.26	0.00	56.18	(11.57)
6121- FOOD	0.00	0.00	2,317.97	0.00	0.00	0.00	2,317.97	(2,317.97)
6130- PROGRAM SUPPLIES	0.00	0.00	12,636.36	0.00	0.00	0.00	12,636.36	(12,636.36)
6221- EQUIPMENT OVER > \$5000	28,815.00	0.00	28,815.85	0.00	1.00	0.00	28,815.85	(0.85)
6850- FEES & LICENSES	0.00	0.00	16.13	0.00	0.00	0.00	16.13	(16.13)
9010- INDIRECT COST ALLOCATION	2,832.55	0.00	3,051.19	0.00	1.08	0.00	3,051.19	(218.64)
Total Expenses	<u>65,396.63</u>	<u>0.00</u>	<u>65,396.63</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>	<u>65,396.63</u>	<u>0.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></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
<b>Ending Net Assets</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>



# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2022 to 3/31/2023

Report Recap	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	5,009,860.63	265,416.05	2,493,612.15	2,116,825.99	(0.50)	0.00	2,493,612.15	2,516,248.48
4120- GRANT INCOME-STATE	288,435.74	0.00	288,435.74	0.00	(1.00)	0.00	288,435.74	0.00
4220- IN KIND CONTRIBUTIONS	666,273.00	0.00	391,199.66	284,474.00	(0.59)	0.00	391,199.66	275,073.34
Total Revenues	<u>5,964,569.37</u>	<u>265,416.05</u>	<u>3,173,247.55</u>	<u>2,401,299.99</u>	<u>(0.53)</u>	<u>0.00</u>	<u>3,173,247.55</u>	<u>2,791,321.82</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,925,555.03	53,292.14	1,259,903.20	1,165,786.00	0.43	0.00	1,259,903.20	1,665,651.83
5020- ACCRUED VACATION PAY	186,855.25	3,302.45	78,493.96	74,767.39	0.42	0.00	78,493.96	108,361.29
5112- HEALTH INSURANCE	237,966.41	7,863.86	107,332.29	108,008.00	0.45	0.00	107,332.29	130,634.12
5114- WORKER'S COMPENSATION	117,277.82	2,214.96	46,393.59	46,798.00	0.40	0.00	46,393.59	70,884.23
5116- PENSION	192,782.00	3,701.33	83,380.74	75,274.00	0.43	0.00	83,380.74	109,401.26
5122- FICA	219,396.61	5,869.65	110,172.00	87,203.00	0.50	0.00	110,172.00	109,224.61
5124- SUI	42,292.35	253.22	9,335.13	16,262.61	0.22	0.00	9,335.13	32,957.22
5130- ACCRUED VACATION FICA	13,346.61	252.00	5,999.03	5,530.00	0.45	0.00	5,999.03	7,347.58
6110- OFFICE SUPPLIES	29,580.00	181.91	3,870.57	7,796.00	0.13	2,134.50	6,005.07	23,574.93
6112- DATA PROCESSING SUPPLIES	10,000.00	12,454.20	44,817.79	5,257.00	4.48	12,125.64	56,943.43	(46,943.43)
6121- FOOD	20,000.00	0.00	4,836.19	9,996.00	0.24	50.00	4,886.19	15,113.81
6122- KITCHEN SUPPLIES	1,050.00	0.00	0.00	0.00	0.00	372.09	372.09	677.91
6130- PROGRAM SUPPLIES	299,377.40	20,672.82	74,089.37	26,217.00	0.25	2,256.68	76,346.05	223,031.35
6132- MEDICAL & DENTAL SUPPLIES	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
6134- INSTRUTIONAL SUPPLIES	1,050.00	4,676.72	6,833.56	525.00	6.51	0.00	6,833.56	(5,783.56)
6140- CUSTODIAL SUPPLIES	20,400.00	0.00	7,760.22	10,575.00	0.38	0.00	7,760.22	12,639.78
6150- UNIFORM RENTAL/PURCHASE	0.00	0.00	146.13	0.00	0.00	0.00	146.13	(146.13)
6170- POSTAGE & SHIPPING	1,500.00	22.52	236.35	875.00	0.16	0.00	236.35	1,263.65
6180- EQUIPMENT RENTAL	33,876.00	2,230.98	20,797.21	19,761.00	0.61	0.00	20,797.21	13,078.79
6181- EQUIPMENT MAINTENANCE	18,576.00	1,968.95	15,930.99	10,836.00	0.86	839.71	16,770.70	1,805.30
6221- EQUIPMENT OVER > \$5000	28,815.00	0.00	28,815.85	0.00	1.00	0.00	28,815.85	(0.85)
6310- PRINTING & PUBLICATIONS	5,010.00	7,823.33	11,513.68	2,505.00	2.30	2,182.04	13,695.72	(8,685.72)
6312- ADVERTISING & PROMOTION	240.00	0.00	0.00	120.00	0.00	0.00	0.00	240.00
6320- TELEPHONE	74,868.00	10,409.31	100,547.93	43,673.00	1.34	0.00	100,547.93	(25,679.93)
6410- RENT	102,175.00	7,156.16	51,904.93	59,605.00	0.51	0.00	51,904.93	50,270.07
6420- UTILITIES/ DISPOSAL	78,000.00	1,336.59	42,994.33	45,500.00	0.55	0.00	42,994.33	35,005.67
6432- BUILDING REPAIRS/ MAINTENANCE	32,000.00	2,414.22	43,581.82	18,680.00	1.36	390.00	43,971.82	(11,971.82)
6433- GROUNDS MAINTENANCE	21,000.00	1,519.00	29,861.97	12,250.00	1.42	0.00	29,861.97	(8,861.97)
6436- PEST CONTROL	6,600.00	641.76	4,267.60	3,850.00	0.65	0.00	4,267.60	2,332.40
6437- BURGLAR & FIRE ALARM	6,512.00	172.77	2,826.70	4,416.00	0.43	0.00	2,826.70	3,685.30
6440- PROPERTY INSURANCE	13,600.00	0.00	6,879.95	8,150.00	0.51	0.00	6,879.95	6,720.05
6520- CONSULTANTS	18,520.00	0.00	2,639.74	9,256.00	0.14	14,042.48	16,682.22	1,837.78
6522- CONSULTANT EXPENSES	378.00	0.00	49.78	189.00	0.13	0.00	49.78	328.22
6524- CONTRACTS	13,700.00	0.00	0.00	6,849.00	0.00	0.00	0.00	13,700.00
6530- LEGAL	6,000.00	0.00	625.00	3,000.00	0.10	0.00	625.00	5,375.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	2,869.00	2,786.00	0.60	0.00	2,869.00	1,907.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	200.00	1,085.00	0.00	1.09	0.00	1,085.00	(85.00)
6610- GAS & OIL	12,500.00	107.77	7,494.73	7,290.00	0.60	0.00	7,494.73	5,005.27

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2022 to 3/31/2023

Report Recap	Grant Budget	Current Month Actual	YTD Actual March 31, 2023	YTD Budget March 31, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	19,800.00	2,124.78	12,925.76	11,550.00	0.65	0.00	12,925.76	6,874.24
6640- VEHICLE REPAIR & MAINTENANCE	9,996.00	0.00	7,852.43	5,831.00	0.79	0.00	7,852.43	2,143.57
6712- STAFF TRAVEL-LOCAL	3,930.00	219.56	4,396.25	1,965.00	1.12	0.00	4,396.25	(466.25)
6714- STAFF TRAVEL-OUT OF AREA	0.00	2,893.84	7,757.16	0.00	0.00	0.00	7,757.16	(7,757.16)
6742- TRAINING - STAFF	0.00	1,091.00	13,609.30	0.00	0.00	5,840.00	19,449.30	(19,449.30)
6832- LIABILITY INSURANCE	432.00	37.52	262.64	252.00	0.61	0.00	262.64	169.36
6834- STUDENT ACTIVITY INSURANCE	1,140.00	32.36	761.84	570.00	0.67	0.00	761.84	378.16
6840- PROPERTY TAXES	5,800.00	0.00	(1,842.30)	5,800.00	(0.32)	0.00	(1,842.30)	7,642.30
6850- FEES & LICENSES	10,500.00	0.00	19,309.38	5,249.99	1.84	0.00	19,309.38	(8,809.38)
6851- CPR FEES	240.00	0.00	715.00	140.00	2.98	0.00	715.00	(475.00)
6852- FINGERPRINT	500.00	74.00	259.50	150.00	0.52	0.00	259.50	240.50
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	24.96	3,520.91	8,475.00	0.42	119.70	3,640.61	4,834.39
7110- PARENT ACTIVITIES	700.00	0.00	0.00	280.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	126.00	0.00	0.00	63.00	0.00	0.00	0.00	126.00
7114- PC ALLOWANCE	0.00	0.00	210.00	0.00	0.00	0.00	210.00	(210.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	350.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	451,921.00	0.00	301,753.16	192,954.00	0.67	0.00	301,753.16	150,167.84
8120- IN KIND RENT	210,665.00	0.00	89,446.50	89,946.00	0.42	0.00	89,446.50	121,218.50
8130- IN KIND - OTHER	3,687.00	0.00	0.00	1,574.00	0.00	0.00	0.00	3,687.00
9010- INDIRECT COST ALLOCATION	439,306.89	22,138.88	205,587.95	176,564.00	0.47	0.00	205,587.95	233,718.94
Total Expenses	<u>5,964,569.37</u>	<u>179,773.52</u>	<u>2,884,811.81</u>	<u>2,401,299.99</u>	<u>0.48</u>	<u>40,352.84</u>	<u>2,925,164.65</u>	<u>3,039,404.72</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>85,642.53</u></b>	<b><u>288,435.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(40,352.84)</u></b>	<b><u>248,082.90</u></b>	<b><u>(248,082.90)</u></b>
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
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>141,754.85</u></b>	<b><u>344,548.06</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(40,352.84)</u></b>	<b><u>304,195.22</u></b>	<b><u>(304,195.22)</u></b>

July 1, 2022 to June 30, 2023

State Migrant Full-Day Program - Basic Program

For the Period Ending

3/31/2023

Start Date 7/1/2022

Current Mnth 9

75.0%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	838,279	43.64	673,288.68	673,245.04	628,712	80.32%	-	673,288.68	164,990.32
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>838,279</b>	<b>43.64</b>	<b>673,288.68</b>	<b>673,245.04</b>	<b>628,712</b>	<b>80.32%</b>	<b>-</b>	<b>673,288.68</b>	<b>164,990.32</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	535,512	-	439,750.36	439,750.36	401,634	82.12%	-	439,750.36	95,761.64
5020	ACCRUED VACATION PAY	33,800	-	25,054.94	25,054.94	25,350	74.13%	-	25,054.94	8,745.06
5112	HEALTH INSURANCE	78,821	-	58,368.18	58,368.18	59,116	74.05%	-	58,368.18	20,452.82
5114	WORKER'S COMPENSATION	23,266	-	17,936.91	17,936.91	17,450	77.09%	-	17,936.91	5,329.09
5116	PENSION	27,710	-	21,302.19	21,302.19	20,783	76.88%	-	21,302.19	6,407.81
5122	FICA	46,118	-	35,206.92	35,206.92	34,589	76.34%	-	35,206.92	10,911.08
5124	SUI	7,880	-	7,606.98	7,606.98	5,910	96.54%	-	7,606.98	273.02
5130	ACCRUED VACATION FRINGE	2,570	-	1,892.25	1,892.25	1,928	73.63%	-	1,892.25	677.75
6110	OFFICE SUPPLIES	1,525	-	1,522.85	1,522.85	1,144	99.86%	-	1,522.85	2.15
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	3,496	-	2,934.61	2,934.61	2,622	83.94%	-	2,934.61	561.39
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	-	-	-	-	-	-	-	-	-
6140	CUSTODIAL SUPPLIES	7,300	-	5,313.61	5,313.61	5,475	72.79%	-	5,313.61	1,986.39
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6180	EQUIPMENT RENTAL	-	-	-	-	-	-	-	-	-
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-
6221	EQUIPMENT OVER > \$5000	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUNDS MAINTENANCE	-	-	-	-	-	-	-	-	-
6436	PEST CONTROL	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	-	-	-	-	-	-	-	-	-
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	360	40.00	240.06	200.06	270	66.68%	-	240.06	119.94
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
6834	STUDENT ACTIVITY INSURANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	3.64	56,158.82	56,155.18	52,441	80.32%	-	56,158.82	13,762.18
	Total Expenses	<b>838,279</b>	<b>43.64</b>	<b>673,288.68</b>	<b>673,245.04</b>	<b>628,712</b>	<b>80.32%</b>	<b>-</b>	<b>673,288.68</b>	<b>164,990.32</b>
									80.3%	

In Direct Calc. @ 9.1%	
56,158.82	
56,158.82	Total

Madera Migrant Head Start  
Budget to Actual

Start Date 3/1/2023  
Current Mnth 1.00  
6%

For the Period Ending 3/31/2023

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	5,632,943	114,531.77	114,531.77	-	337,976.58	2%	25,289.70	139,821.47	5,493,121.53
4220	IN KIND CONTRIBUTIONS	409,729	9,251.00	9,251.00	-	24,583.74	2%	-	9,251.00	400,478.00
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>6,042,672</b>	<b>123,782.77</b>	<b>123,782.77</b>	<b>-</b>	<b>362,560.32</b>	<b>2%</b>	<b>25,289.70</b>	<b>149,072.47</b>	<b>5,893,599.53</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,019,367	36,951.56	36,951.56	-	181,162.02	1%	-	36,951.56	2,982,415.44
5020	Accrued Vacation Pay	180,000	2,228.39	2,228.39	-	10,800.00	1%	-	2,228.39	177,771.61
5112	Health Insurance	410,861	6,675.93	6,675.93	-	24,651.66	2%	-	6,675.93	404,185.07
5114	Worker's Compensation	99,252	661.43	661.43	-	5,955.12	1%	-	661.43	98,590.57
5116	Pension	163,170	2,133.52	2,133.52	-	9,790.20	1%	-	2,133.52	161,036.48
5122	FICA	231,251	2,793.09	2,793.09	-	13,875.06	1%	-	2,793.09	228,457.91
5124	SUI	36,045	30.43	30.43	-	2,162.70	0%	-	30.43	36,014.57
5130	Accrued Vacation Fringe	13,500	169.81	169.81	-	810.00	1%	-	169.81	13,330.19
6110	Office supplies	20,500	145.30	145.30	-	1,230.00	1%	976.20	1,121.50	19,378.50
6112	Data Processing Supplies	36,000	14,588.60	14,588.60	-	2,160.00	41%	16,567.16	31,155.76	4,844.24
6121	Food	6,750	11.38	11.38	-	405.00	0%	-	11.38	6,738.62
6122	Kitchen Supplies	1,313	-	-	-	78.78	0%	-	-	1,313.00
6130	Program Supplies	87,818	1,895.14	1,895.14	-	5,269.08	2%	738.17	2,633.31	85,184.69
6132	Medical & Dental Supplies	21,410	-	-	-	1,284.60	0%	-	-	21,410.00
6134	Instructional Supplies	23,375	-	-	-	1,402.50	0%	-	-	23,375.00
6140	Custodial Supplies	39,188	400.40	400.40	-	2,351.28	1%	-	400.40	38,787.60
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	13,750	-	-	-	825.00	0%	-	-	13,750.00
6150	Uniform Rental / Purchases	156	150.00	150.00	-	9.36	96%	-	150.00	6.00
6170	Postage & Shipping	600	-	-	-	36.00	0%	-	-	600.00
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	19,800	1,031.28	1,031.28	-	1,188.00	5%	-	1,031.28	18,768.72
6181	Equipment Maintenance	14,100	566.03	566.03	-	846.00	4%	390.00	956.03	13,143.97
6310	Printing & Publications	6,500	-	-	-	390.00	0%	1,820.77	1,820.77	4,679.23
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	94,510	5,798.28	5,798.28	-	5,670.60	6%	-	5,798.28	88,711.72
6410	Rent	199,760	17,285.56	17,285.56	-	11,985.60	9%	-	17,285.56	182,474.44
6420	Utilities / Disposal	120,800	2,185.12	2,185.12	-	7,248.00	2%	-	2,185.12	118,614.88
6432	Building Repairs / Maintenan	77,000	2,950.01	2,950.01	-	4,620.00	4%	-	2,950.01	74,049.99
6433	Grounds Maintenance	16,800	1,200.00	1,200.00	-	1,008.00	7%	-	1,200.00	15,600.00
6436	Pest Control	6,348	379.48	379.48	-	380.88	6%	-	379.48	5,968.52
6437	Burglar & Fire Alarm	5,600	375.17	375.17	-	336.00	7%	-	375.17	5,224.83
6440	Property Insurance	19,980	-	-	-	1,198.80	0%	-	-	19,980.00
6520	Consultants	24,850	-	-	-	1,491.00	0%	4,664.40	4,664.40	20,185.60
6522	Consultants Expense	286	-	-	-	17.16	0%	-	-	286.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	6,500	-	-	-	390.00	0%	-	-	6,500.00
6540	Custodial Services	47,700	1,196.00	1,196.00	-	2,862.00	3%	-	1,196.00	46,504.00
6555	Medical Screening / DEAT / Staff	1,825	-	-	-	109.50	0%	-	-	1,825.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	6%
			PTD	Actual YTD	Actual YTD					Budget Balance
6610	Gas & Oil	12,000	76.17	76.17	-	720.00	1%	-	76.17	11,923.83
6620	Vehicle Insurance	22,700	1,900.07	1,900.07	-	1,362.00	8%	-	1,900.07	20,799.93
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	12,440	1,028.95	1,028.95	-	746.40	8%	-	1,028.95	11,411.05
6712	Staff Travel-Local	925	-	-	-	55.50	0%	-	-	925.00
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	6,550	105.00	105.00	-	393.00	2%	-	105.00	6,445.00
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	480	38.87	38.87	-	28.80	8%	-	38.87	441.13
6834	Student Activity Insurance	2,790	-	-	-	167.40	0%	-	-	2,790.00
6840	Property Taxes	40	-	-	-	2.40	0%	-	-	40.00
6850	Fees & Licenses	9,700	-	-	-	582.00	0%	-	-	9,700.00
6852	Finger Printing	5,125	-	-	-	307.50	0%	-	-	5,125.00
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	17,336	27.74	27.74	-	1,040.16	0%	133.00	160.74	17,175.26
7110	Parent Activities	1,450	-	-	-	87.00	0%	-	-	1,450.00
7111	Parent Mileage	350	-	-	-	21.00	0%	-	-	350.00
7112	Parent Involvement	1,100	-	-	-	66.00	0%	-	-	1,100.00
7114	PPC Allowance	2,350	-	-	-	141.00	0%	-	-	2,350.00
7116	PPC Food Allowance	1,100	-	-	-	66.00	0%	-	-	1,100.00
8110	In-Kind Salaries	297,519	-	-	-	17,851.14	0%	-	-	297,519.00
8120	In-Kind Rent	112,210	9,251.00	9,251.00	-	6,732.60	8%	-	9,251.00	102,959.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	469,842	9,553.06	9,553.06	-	28,190.52	2%	-	9,553.06	460,288.94
<b>Total Expenses</b>		<b>6,042,672</b>	<b>123,782.77</b>	<b>123,782.77</b>	<b>-</b>	<b>362,560.32</b>	<b>2%</b>	<b>25,289.70</b>	<b>149,072.47</b>	<b>5,893,599.53</b>
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Expenses		6,042,672	123,782.77	123,782.77	-	-	-	-	-	-
In-Kind		(409,729)	(9,251.00)	(9,251.00)	-	-	-	-	-	-
<b>Total Expenses w/o In Kind</b>		<b>5,632,943</b>	<b>114,531.77</b>	<b>114,531.77</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>139,821.47</b>	<b>5,493,121.53</b>
									2.48%	

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$672,694</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$19,535</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>0.28%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	
9,553.06	
<b>9,553.06</b>	

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
March 31, 2023**

<u>246 0 HOMELESS HOUSING ASSIST. &amp; PREVENTION (HHAP) - MADERA CO BEHAVIORAL HEALTH</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	411,434.00	0.00	410,397.56	0.00	(1.00)	0.00	410,397.56	1,036.44
Total Revenues	411,434.00	0.00	410,397.56	0.00	(1.00)	0.00	410,397.56	1,036.44
<u>Expenses</u>								
5010- SALARIES & WAGES	55,865.00	70.60	40,296.86	0.00	0.72	0.00	40,296.86	15,568.14
5020- ACCRUED VACATION PAY	0.00	3.26	3,410.06	0.00	0.00	0.00	3,410.06	(3,410.06)
5112- HEALTH INSURANCE	3,455.00	0.00	4,389.16	0.00	1.27	0.00	4,389.16	(934.16)
5114- WORKER'S COMPENSATION	303.00	3.44	1,062.73	0.00	3.51	0.00	1,062.73	(759.73)
5116- PENSION	2,344.00	0.97	1,182.34	0.00	0.50	0.00	1,182.34	1,161.66
5122- FICA	4,483.00	5.09	3,136.92	0.00	0.70	0.00	3,136.92	1,346.08
5124- SUI	445.00	2.93	769.39	0.00	1.73	0.00	769.39	(324.39)
5130- ACCRUED VACATION FICA	0.00	(1.68)	119.66	0.00	0.00	0.00	119.66	(119.66)
6110- OFFICE SUPPLIES	0.00	0.00	169.82	0.00	0.00	0.00	169.82	(169.82)
6112- DATA PROCESSING SUPPLIES	500.00	0.00	686.76	0.00	1.37	0.00	686.76	(186.76)
6130- PROGRAM SUPPLIES	1,379.00	0.00	0.00	0.00	0.00	0.00	0.00	1,379.00
6180- EQUIPMENT RENTAL	300.00	0.00	359.78	0.00	1.20	0.00	359.78	(59.78)
6181- EQUIPMENT MAINTENANCE	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6310- PRINTING & PUBLICATIONS	0.00	0.00	1.84	0.00	0.00	0.00	1.84	(1.84)
6320- TELEPHONE	600.00	0.92	840.53	0.00	1.40	0.00	840.53	(240.53)
6410- RENT	1,300.00	3.21	3,122.15	0.00	2.40	0.00	3,122.15	(1,822.15)
6420- UTILITIES/ DISPOSAL	400.00	0.52	547.46	0.00	1.37	0.00	547.46	(147.46)
6610- GAS & OIL	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6640- VEHICLE REPAIR & MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6712- STAFF TRAVEL-LOCAL	3,242.00	0.00	0.00	0.00	0.00	0.00	0.00	3,242.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	11.48	0.00	0.00	(0.02)	11.46	(11.46)
7210- TRANSPORTATION VOUCHERS	3,750.00	0.00	130.99	0.00	0.03	0.00	130.99	3,619.01
7224- CLIENT RENT	297,420.00	0.00	287,307.74	0.00	0.97	0.00	287,307.74	10,112.26
7226- CLIENT LODGING/SHELTER	0.00	792.00	29,502.00	0.00	0.00	0.00	29,502.00	(29,502.00)
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
9010- INDIRECT COST ALLOCATION	34,318.00	0.00	34,231.15	0.00	1.00	0.00	34,231.15	86.85
Total Expenses	411,434.00	881.26	411,278.82	0.00	1.00	(0.02)	411,278.80	155.20
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(881.26)</b>	<b>(881.26)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>(881.24)</b>	<b>881.24</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(881.26)</b>	<b>(881.26)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>(881.24)</b>	<b>881.24</b>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
March 31, 2023**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbran ce</u>	<u>Actual Plus Encumbran ce</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	604,468.00	39,025.52	226,421.90	0.00	(0.37)	0.00	226,421.90	378,046.10
4220- IN KIND CONTRIBUTIONS	0.00	1,760.00	4,450.00	0.00	0.00	0.00	4,450.00	(4,450.00)
4350- RENTAL INCOME	0.00	6,084.00	25,930.34	0.00	0.00	0.00	25,930.34	(25,930.34)
Total Revenues	604,468.00	46,869.52	256,802.24	0.00	(0.42)	0.00	256,802.24	347,665.76
<u>Expenses</u>								
5010- SALARIES & WAGES	175,423.00	10,366.22	62,688.22	0.00	0.36	0.00	62,688.22	112,734.78
5020- ACCRUED VACATION PAY	0.00	525.82	4,477.16	0.00	0.00	0.00	4,477.16	(4,477.16)
5112- HEALTH INSURANCE	23,996.00	1,632.80	7,616.51	0.00	0.32	0.00	7,616.51	16,379.49
5114- WORKER'S COMPENSATION	6,489.00	466.69	2,676.42	0.00	0.41	0.00	2,676.42	3,812.58
5116- PENSION	7,017.00	338.80	2,358.65	0.00	0.34	0.00	2,358.65	4,658.35
5122- FICA	13,419.00	811.31	5,046.02	0.00	0.38	0.00	5,046.02	8,372.98
5124- SUI	1,562.00	217.66	1,738.41	0.00	1.11	0.00	1,738.41	(176.41)
5130- ACCRUED VACATION FICA	0.00	(9.48)	75.28	0.00	0.00	0.00	75.28	(75.28)
6110- OFFICE SUPPLIES	2,871.00	1,835.14	2,164.75	0.00	0.75	0.00	2,164.75	706.25
6112- DATA PROCESSING SUPPLIES	7,514.00	112.70	6,494.33	0.00	0.86	5,274.51	11,768.84	(4,254.84)
6130- PROGRAM SUPPLIES	8,790.00	1,044.56	5,911.15	0.00	0.67	0.00	5,911.15	2,878.85
6132- MEDICAL & DENTAL SUPPLIES	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6140- CUSTODIAL SUPPLIES	3,500.00	0.00	185.96	0.00	0.05	0.00	185.96	3,314.04
6143- FURNISHINGS	15,000.00	442.79	7,164.17	0.00	0.48	0.00	7,164.17	7,835.83
6170- POSTAGE & SHIPPING	115.00	23.67	23.67	0.00	0.21	0.00	23.67	91.33
6180- EQUIPMENT RENTAL	970.00	59.60	296.92	0.00	0.31	0.00	296.92	673.08
6181- EQUIPMENT MAINTENANCE	1,010.00	153.25	788.14	0.00	0.78	0.00	788.14	221.86
6310- PRINTING & PUBLICATIONS	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6320- TELEPHONE	5,200.00	917.19	3,789.18	0.00	0.73	0.00	3,789.18	1,410.82
6410- RENT	233,115.00	19,495.15	95,039.62	0.00	0.41	0.00	95,039.62	138,075.38
6420- UTILITIES/ DISPOSAL	32,411.00	1,254.26	7,400.12	0.00	0.23	0.00	7,400.12	25,010.88
6432- BUILDING REPAIRS/ MAINTENANCE	8,190.00	645.50	6,474.27	0.00	0.79	8,923.00	15,397.27	(7,207.27)
6433- GROUNDS MAINTENANCE	2,720.00	280.00	6,937.09	0.00	2.55	0.00	6,937.09	(4,217.09)
6440- PROPERTY INSURANCE	1,200.00	225.36	1,112.06	0.00	0.93	0.00	1,112.06	87.94
6530- LEGAL	7,000.00	187.50	187.50	0.00	0.03	0.00	187.50	6,812.50
6540- CUSTODIAL SERVICES	8,400.00	340.00	1,870.00	0.00	0.22	0.00	1,870.00	6,530.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
March 31, 2023**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>March 31,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbran</u>	<u>Encumbran</u>	<u>Balance</u>
<b><u>224 0 HUD SHUNAMMITE PLACE</u></b>		<u>Actual</u>	<u>2023</u>	<u>March 31,</u>		<u>ce</u>	<u>ce</u>	
6562- MEDICAL EXAM	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6564- MEDICAL FOLLOW-UP	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6566- DENTAL EXAM	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6568- DENTAL FOLLOW-UP	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6610- GAS & OIL	1,720.00	187.29	465.05	0.00	0.27	0.00	465.05	1,254.95
6620- VEHICLE INSURANCE	1,800.00	237.29	2,839.92	0.00	1.58	0.00	2,839.92	(1,039.92)
6630- VEHICLE LICENSE & FEES	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	840.00	856.80	1,616.02	0.00	1.92	0.00	1,616.02	(776.02)
6712- STAFF TRAVEL-LOCAL	470.00	125.77	606.75	0.00	1.29	0.00	606.75	(136.75)
6742- TRAINING - STAFF	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	385.00	0.00	8.19	0.00	385.00	(338.00)
6832- LIABILITY INSURANCE	27.00	1.34	6.42	0.00	0.24	0.00	6.42	20.58
6840- PROPERTY TAXES	0.00	0.00	23.58	0.00	0.00	0.00	23.58	(23.58)
6850- FEES & LICENSES	600.00	0.00	35.96	0.00	0.06	0.00	35.96	564.04
6875- EMPLOYEE HEALTH & WELFARE	10.00	0.89	24.45	0.00	2.45	3.97	28.42	(18.42)
7210- TRANSPORTATION VOUCHERS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
7226- CLIENT LODGING/SHELTER	0.00	0.00	1,292.38	0.00	0.00	0.00	1,292.38	(1,292.38)
7230- CLIENT FOOD	400.00	0.00	124.67	0.00	0.31	0.00	124.67	275.33
8110- IN KIND SALARIES	0.00	960.00	3,450.00	0.00	0.00	0.00	3,450.00	(3,450.00)
8130- IN KIND - OTHER	0.00	800.00	1,000.00	0.00	0.00	0.00	1,000.00	(1,000.00)
9010- INDIRECT COST ALLOCATION	28,342.00	2,036.32	12,416.44	0.00	0.44	0.00	12,416.44	15,925.56
Total Expenses	604,468.00	46,572.19	256,802.24	0.00	0.42	14,201.48	271,003.72	333,464.28
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>297.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(14,201.48)</b>	<b>(14,201.48)</b>	<b>14,201.48</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>297.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(14,201.48)</b>	<b>(14,201.48)</b>	<b>14,201.48</b>



**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
March 31, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	912,000.00	40,492.37	679,742.40	0.00	(0.75)	0.00	679,742.40	232,257.60
Total Revenues	912,000.00	40,492.37	679,742.40	0.00	(0.75)	0.00	679,742.40	232,257.60
<u>Expenses</u>								
5010- SALARIES & WAGES	54,880.00	2,930.17	56,220.59	0.00	1.02	0.00	56,220.59	(1,340.59)
5020- ACCRUED VACATION PAY	0.00	139.97	3,479.14	0.00	0.00	0.00	3,479.14	(3,479.14)
5112- HEALTH INSURANCE	8,697.00	364.33	3,981.72	0.00	0.46	0.00	3,981.72	4,715.28
5114- WORKER'S COMPENSATION	201.00	11.76	264.87	0.00	1.32	0.00	264.87	(63.87)
5116- PENSION	2,195.00	145.48	1,686.22	0.00	0.77	0.00	1,686.22	508.78
5122- FICA	4,198.00	222.59	4,489.58	0.00	1.07	0.00	4,489.58	(291.58)
5124- SUI	402.00	0.00	687.25	0.00	1.71	0.00	687.25	(285.25)
5130- ACCRUED VACATION FICA	0.00	(7.41)	47.23	0.00	0.00	0.00	47.23	(47.23)
6110- OFFICE SUPPLIES	973.00	43.30	177.08	0.00	0.18	0.00	177.08	795.92
6112- DATA PROCESSING SUPPLIES	500.00	0.00	1,555.95	0.00	3.11	0.00	1,555.95	(1,055.95)
6130- PROGRAM SUPPLIES	800.00	0.00	33.43	0.00	0.04	0.00	33.43	766.57
6170- POSTAGE & SHIPPING	1,584.00	14.47	304.95	0.00	0.19	0.00	304.95	1,279.05
6180- EQUIPMENT RENTAL	2,300.00	436.15	1,457.98	0.00	0.63	0.00	1,457.98	842.02
6181- EQUIPMENT MAINTENANCE	1,900.00	19.38	178.65	0.00	0.09	0.00	178.65	1,721.35
6310- PRINTING & PUBLICATIONS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6312- ADVERTISING & PROMOTION	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6320- TELEPHONE	800.00	43.79	793.19	0.00	0.99	0.00	793.19	6.81
6410- RENT	2,800.00	371.27	5,221.02	0.00	1.86	0.00	5,221.02	(2,421.02)
6420- UTILITIES/ DISPOSAL	500.00	61.98	976.17	0.00	1.95	0.00	976.17	(476.17)
6520- CONSULTANTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6610- GAS & OIL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6640- VEHICLE REPAIR & MAINTENANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	39.38	39.38	(39.38)
6850- FEES & LICENSES	2,500.00	0.00	41.01	0.00	0.02	0.00	41.01	2,458.99
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.32	81.80	0.00	0.00	1.54	83.34	(83.34)
7224- CLIENT RENT	187,500.00	22,272.56	420,855.75	0.00	2.24	0.00	420,855.75	(233,355.75)
7240- DIRECT BENEFITS	560,000.00	10,044.79	120,511.70	0.00	0.22	0.00	120,511.70	439,488.30
9010- INDIRECT COST ALLOCATION	76,070.00	3,377.47	56,697.12	0.00	0.75	0.00	56,697.12	19,372.88

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
March 31, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2023</u>	<u>YTD Budget March 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Total Expenses	912,000.00	40,492.37	679,742.40	0.00	0.75	40.92	679,783.32	232,216.68
Excess Revenue Over (Under) Expenditures	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(40.92)</b>	<b>(40.92)</b>	<b>40.92</b>
Beginning Net Assets - Unrestricted	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(40.92)</b>	<b>(40.92)</b>	<b>40.92</b>

**CAPMC**  
**Work Related Injuries Report - April 2023**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**Medcor: Self Treat First Aid**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Associate Teacher	Chowchilla	Struck by object	4/26/2023	8:15 AM	EE was sitting at table and reading books with children when a child threw a hardcover book at the teacher hitting the top of the head causing pain and a headache.	0	4/26/23: EE called Medcor and was referred to seek treatment at Concentra. EE declined to seek treatment and decided to self treat/first aid.

**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Instructional Aide II/ Janitor	Fairmead	Strain	3/7/2023	8:30 AM	EE was supervising children as they washed their hands. A child was upset and started pushing other children. When EE turned to stand between the children to prevent others from being harmed, the child pushed EE in her back. EE felt pain in her back.	0	4/20/23: EE went to Concentra to seek treatment and released to full duties.

**Up To Date Injuries: January 2023 to December 2023**

- |                       |                      |                          |            |
|-----------------------|----------------------|--------------------------|------------|
| (3) Hand Injuries     | ( ) Feet Injuries    | ( ) Chest Injuries       |            |
| (2) Back Injuries     | ( ) Eye Injuries     | ( ) Neck Injuries        | (1) Bottom |
| (1) Knee Injuries     | (2) Leg Injuries     | (1) Head Injuries        | ( ) Hip    |
| (1) Arm Injuries      | (1) Wrist Injuries   | ( ) Ankle Injuries       |            |
| ( ) Elbow Injuries    | ( ) Burn Injuries    | ( ) Respiratory Injuries |            |
| ( ) Shoulder Injuries | ( ) Abdomen Injuries | ( ) Face Injuries        |            |

DOI: DATE OF INJURY

TOI: TIME OF INJURY



# BOARD OF DIRECTORS 2023 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P		X								
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	X		P								
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P		X								
Steve Montes A: Artemio Villegas	Madera City Council	P	P		P								
Jeff Troost	Chowchilla City Council	P	P		P								
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	P	MEETING CANCELED	P								
Trainice Lee Trainice Lee <i>(Effective October 2022)</i>	Head Start Policy Council	P	P		P								
Donald Holley	Community Affairs	P	P		P								
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P		X								
Vicki Bandy	Early Childhood Education & Development	X	X		X								
<b>Low-Income Target Area Officials</b>													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P		X								
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	X	P		P								
Richard Gutierrez	Eastside/Parksdale	P	P		P								
Molly Hernandez	Fairmead/Chowchilla	P	P		P								
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	P		X								
<i>Total Directors</i>		13/15	13/15	0/0	9/15								

P = Primary Present | A = Alternate Present | X = Absent

**STAFFING CHANGES**  
**April 5, 2023 - May 2, 2023**  
**BOARD OF DIRECTORS**

**NON-HEAD START DEPARTMENTS**

**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
61396	Homeless Outreach Worker	Gill - Community Services	4/19/2023	80	Open Position
61204	R&R Child Care Initiative Project Coordinator	Gill - Alternative Payment Program/Resource & Referral	4/24/2023	80	Open Position
61397	Family Services Associate I	Gill - Alternative Payment Program/Resource & Referral	4/24/2023	80	Open Position
61401	Homeless Outreach Worker	Gill - Community Services	5/1/2023	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

**HEAD START DEPARTMENTS**

**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
61398	Family Skills Instructor	Pine - Madera Regional Head Start	4/25/2023	80	Open Position
61399	Advocate III	Verdell - Madera Regional Head Start	4/25/2023	80	Open Position
61400	Advocate III	Los Ninos - Madera Migrant Head Start	4/25/2023	80	Open Position

**SUBSTITUTES**

Identification Number	Position	Location	Effective Date	Hours	Justification

**VOLUNTARY RESIGNATIONS**

Identification Number	Position	Location	Effective Date	Hours	Justification
61104	Childcare Program Assistant	Pine - Madera Regional Head Start	4/5/2023	80	Resignation
60105	Head Start Professional Development Coach	Jacquelyn - Fresno Migrant Head Start	4/6/2023	80	Resignation
61394	Family Skills Instructor	Pine - Madera Regional Head Start	4/6/2023	80	Resignation
60185	Support Services Manager	Pine - Madera Migrant Head Start	4/24/2023	80	Retirement

**TERMINATION**

Identification Number	Position	Location	Effective Date	Hours	Justification

# Advocate Training



**Community Action Partnership of Madera County-Victim Services, is seeking volunteers for the domestic violence/sexual assault hotline**

**Must complete 65-hour training and pass a background check**

**Training starts June 12 - July 19, 2023  
3 nights a week (M-W) 5:30 p.m. - 8:30 p.m.  
(light dinner provided)**

**Applications are available at 812 W. Yosemite Ave. Ste 101, Madera, CA 93637 or online at [www.maderacap.org](http://www.maderacap.org)**



**Submit application by May 22, 2023 to [victimservices@maderacap.org](mailto:victimservices@maderacap.org) or VS Office.  
For questions call: (559) 661-1000**