



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

**Thursday, March 10, 2022**

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

**Webex Meeting Information**

**Meeting number: 146 208 1692 | Password: CAPMC1225**

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

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

**Access code: 146 208 1692**

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

*Please visit [www.maderacap.org](http://www.maderacap.org) for updates.*

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Nancy Contreras

**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 – February 10, 2022.

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – February 8, 2022.

D-3 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – February 3, 2022.

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

- January 2022
- February 2022

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

- January 2022
- February 2022

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

- Monthly Enrollment Report – January 2022
- In-Kind Report – January 2022
- CACFP Program Report – January 2022

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

- Monthly Enrollment Report – January 2022
- In-Kind Report – January 2022

D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – January 2022
- In-Kind Report – January 2022
- CACFP Program Report – January 2022

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – January 2022
  - In-Kind Report – January 2022
- D-10 Nominate and elect interested Council Members to serve for the Madera/Mariposa Regional & Early Head Start Policy Council Committee; as per By-Laws, Article 10, Section 1 and Article 11, Section 1.
- D-11 Review and consider approving the results of the 2021 – 2022 Madera Migrant/Seasonal Head Start Self-Assessment Report, Program Goals, and Objectives Update.
- D-12 Review and consider approving the Fresno Migrant/Seasonal Head Start Recruitment and Selection Procedures for the 2022 – 2023 program year.
- D-13 Review and consider approving the 2021 – 2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County, Inc. – Fresno Migrant/Seasonal Head Start.
- D-14 Consider approving Community Action Partnership of Madera County, Inc. 2021 – 2022 Amendment #1 Budget Revisions for CSPP to Stanislaus County Office of Education for a total increase funding of \$30,897.
- D-15 Consider approving Community Action Partnership of Madera County, Inc. 2021 – 2022 Training & Technical Assistance Budget Revision to Stanislaus County of Education.
- D-16 Review the Madera County Child Advocacy Center (CAC) Program Report for February 2022 (Informational Only).
- D-17 Review the Child Care Alternative Payment and Resource & Referral Program Report for February 2022 (Informational Only).
- D-18 Review the Community Services Report for February 2022 (Informational Only).
- D-19 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for February 2022 (Informational Only).

**E. DISCUSSION ITEMS**

- E-1 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021.
- E-2 Review and complete the Annual Conflict of Interest Certification, inclusive of Form 700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2022.

**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 2022)

- F-4 Financial Statements (February 2022) – *Will be distributed at meeting.*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (February 2022)
- F-7 CAPMC Board of Directors Attendance Report – (February 2022)
- F-8 Staffing Changes Report for February 2, 2022 – March 1, 2022

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence dated February 1, 2022 from the Office of Head Start regarding Transportation Services and Vehicles During the COVID-19 Pandemic.
- H-2 Correspondence dated February 24, 2022 from the Office of Head Start regarding Documenting Services to Enrolled Pregnant Women.

**I. ADJOURN**

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I, Nancy Contreras-Bautista, Child Advocacy Center Case Worker, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for March 10, 2022 in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on March 4, 2022.

*Nancy Contreras-Bautista*  
Child Advocacy Center Case Worker



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

**Regular Board of Directors Meeting**

**February 10, 2022**

**1225 Gill Ave Madera, CA 93637**

**Meeting Link: https:**

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

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:30 p.m. by Chair Sheriff Tyson Pogue.

**Members Present In-Person**

Sheriff Tyson Pogue, Chair  
Eric LiCalsi, Vice-Chair  
David Hernandez,  
Secretary/Treasurer  
Donald Holley  
Richard Gutierrez  
Martha Garcia  
Diana Palmer

**Members Present Virtually**

Supervisor Leticia Gonzalez  
Councilman Steve Montes  
Molly Hernandez  
Deborah Martinez  
Debi Bray

**Members Absent**

Patricia Trevino, HS PC  
Representative  
Vicki Bandy  
Aurora Flores

**Personnel Present In-Person**

Mattie Mendez  
Daniel Seeto  
Nancy Contreras-Bautista  
Nicole Vulich  
Maritza Gomez-Zaragoza

**Personnel Present Virtually**

Irene Yang  
Ana Ibanez  
Jeannie Stapleton

**Public – Other Present**

Eric Xin, Audit Partner from Brown  
Armstrong CPAs

**A. PUBLIC COMMENT**

None

**B. ADOPTION OF THE AGENDA**

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

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

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

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 – January 13, 2022.
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Executive Committee Meeting – January 6, 2022.
- D-3 Review and consider accepting the Bank of America Credit Card Statements:
- December 2021
  - January 2022
- D-4 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- December 2021
  - January 2022
- D-5 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – December 2021
  - In-Kind Report – December 2021
  - CACFP Program Report – December 2021
- D-6 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – December 2021
  - In-Kind Report – December 2021
- D-7 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – December 2021
  - In-Kind Report – December 2021
  - CACFP Program Report – December 2021
  - Program Information Report (PIR) – December 2021
- D-8 Review and consider approving the following **Fresno Migrant Head Start** reports:
- In-Kind Report – December 2021

- D-9 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2022 – 2023 program year for *Madera/Mariposa Regional and Early Head Start*.
- D-10 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2022 – 2023 program year for *Migrant/Seasonal Head Start*.
- D-11 Review the Madera County Child Advocacy Center (CAC) Program Report for January 2022 (Informational Only).
- D-12 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2022 (Informational Only).
- D-13 Review the Community Services Report for January 2022 (Informational Only).
- D-14 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for January 2022 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2021.**

Eric Xin, Audit Partner from Brown Armstrong CPAs, presented the audited financial statements for the year ended June 30, 2021 to the Board of Directors. The Agency's audit report was unmodified and there were no questioned costs or findings for the current year. All correspondence to CAPMC from Brown Armstrong CPAs were included in the approval of this item.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

Board Member Martha Garcia entered the room. Board Member Deborah Martinez joined the meeting virtually.

**E-2 Consider authorizing the Executive Director and Chairperson to sign and submit the Local Federal Emergency Management Agency (FEMA) Application on behalf of CAPMC's Board of Directors.**

Mattie Mendez, Executive Director, presented regarding the submission of the Local Federal Emergency Management Agency (FEMA) Application on behalf of CAPMC's Board of Directors. The National FEMA Board has announced the funding allocation for the Phase 39 of \$79,420. The goal of the Local FEMA Board is to review the applications and to make a determination of awardees. CAPMC has been a FEMA awardee for over thirty years and has been designated the fiscal reporting for the Madera County Local FEMA Board. The administrative cost will be 2% of the total award. This is used for photocopies, advertising, postage, maintaining the Local FEMA Board, and staff time to prepare the agenda and minutes.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Martha Garcia

Vote: Carried Unanimously

**E-3 Consider authorizing the Executive Director and Chairperson to sign and submit the Local FEMA Application Phase ARPA-R on behalf of CAPMC's Board of Directors.**

Mattie Mendez, Executive Director, presented regarding the submission of the Local FEMA Application Phase ARPA-R on behalf of CAPMC's Board of Directors. The National FEMA Board has announced the funding allocations for Phase ARPA-R for \$245,469. The goal of the Local FEMA Board is to review the applications and to make a determination of awardees. Mattie noted that Madera County has received FEMA funds for over 30 years. The total local allocation for Madera County is \$245,469.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-4 Review and consider approving Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the approval of Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Maritza noted that the budget revision requests that funds be moved from Personnel and Travel and allocated to Fringe, Equipment, Supplies, and Other. The transfer of funds would allow the purchase of two emergency A/C Units, books, curriculum study kits, laptops, flooring replacement, and other needed supplies for centers.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-5 Review and consider approving Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Amendment #1 Budget Revisions for CMIG and CMSS to Stanislaus County Office of Education.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the approval of Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Amendment #1 Budget Revisions for CMIG and CMSS to Stanislaus County Office of Education. A comparison budget revision based on agency's funding allocations for the 2021 – 2022 funding guidance and amounts received from Stanislaus County Office of Education was presented in the approval of this item. The state Based Migrant Part Year Program Daily Reimbursement Rate increased from \$43.96 to \$45.74 an increase of 118 Child Days of Enrollment retro to July 1, 2021.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-6 Review and consider approving the submission of CAPMC's 2022 – 2023 (June 1, 2022 – May 31, 2023) Madera/Mariposa Regional & Early Head Start Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of CAPMC's 2022 – 2023 (June 1, 2022 – May 31, 2023) Madera/Mariposa Regional & Early Head Start Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program. The Basic Budget, Administrative Budget, Training and Technical Assistance Budget, and the Non-Federal Share (In-Kind) Budget were all included in the approval of this item.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-7 Review and consider allowing the Executive Director to enter into an Agreement with Madera County for rent, mortgage, and utility assistance for county residents residing in District 1 and 3.**

Mattie Mendez, Executive Director, presented regarding CAPMC entering into an Agreement with Madera County for rent, mortgage, and utility assistance for county resident residing in District 1 and 3. Funding has been made available through the Federal America Rescue Plan Act, (ARPA), received by Madera County. The program

will assist low-income county residents who are struggling due to impacts of the COVID-19 pandemic with rent, mortgage, and/or utility assistance. The intent is for this assistance to be provided along with financial counseling.

Motion: APPROVE AS PRESENTED

Moved By: Eric LiCalsi, Seconded By: Donald Holley

Vote: Carried Unanimously

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

- F-1 Finance Committee Report – February 7, 2022
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (January 2022)
- F-4 Financial Statements (January 2022) – *Will be distributed at meeting.*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (January 2022)
- F-7 CAPMC Board of Directors Attendance Report – (January 2022)
- F-8 Staffing Changes Report for January 6, 2022 – February 1, 2022

**G. CLOSED SESSION**

Public session was adjourned at 5:53 p.m. by Chair Sheriff Tyson Pogue.

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

The meeting was reconvened to public session at 6:00 p.m. by Chair Sheriff Tyson Pogue.

(Pursuant to California Government Code 54957.1)

**H. CORRESPONDENCE**

- H-1 Correspondence dated January 21, 2022 from the Office of Head Start regarding Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies.

**I. ADJOURN**

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:01 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Steve Montes

Vote: Carried Unanimously

Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Council Meeting  
Tuesday, February 8, 2022

**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:39 p.m. by Margarita Pablo.

**Committee Members Present**

Juana Zarate  
Margarita Pablo  
Anel Arzola  
Maria Sut-xon  
Rosa Santos  
Yasmin Torres  
Macrina Lopez (Phone)

**Committee Members Absent**

Nayeli Rodriguez  
Guadalupe De la Cruz

**Personnel Present**

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

**Others**

None

**A. Public Comment**

**B. Training**

Parent Curriculum: Ready Rosie – Postponed

**C. Adoption of the Agenda**

Margarita Pablo asked for a motion to approve the agenda as presented. Motion made by Anel Arzola, seconded motion by Yasmin Torres to approve the agenda as presented. The motion approved unanimously.

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

**E. Approval of Minutes**

**E-1** – Margarita Pablo requested a motion to approve the minutes of the meeting on December 7, 2021. Motion made by Anel Arzola, seconded motion by Juana Zarate to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1** Review and consider approving the 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Ms. Gomez-Zaragoza reviewed the guidelines and specifically income guidelines. We will be accepting over income in the bracket of 100% - 130% due to minimum wage going up.

Margarita Pablo requested a motion to approve the 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA). Rosa Santos made the first motion, seconded by Juana Zarate. Motion carried unanimously.

**F-2** Review and consider approving the Community Action Partnership of Madera County 2021-2022 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included – Ms. Gomez-Zaragoza reviewed the budget revision for Basic & Blended. There were earnings in wages to vaccines. Some funds were moved to supplies for equipment/repairs.

Margarita Pablo requested a motion to approve the Community Action Partnership of Madera County 2021-2022 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included. Yasmin Torres made the first motion, seconded by Maria Sut-xon. Motion carried unanimously.

**F-3** Review and approve Community Action Partnership of Madera County 2021-2022 Amendment #1 Budget Revisions for CMIG and CMSS to Stanislaus County Office of Education for a total increase funding of \$38,132 – Ms. Gomez-Zaragoza reviewed the budget amendment #1 budget revision for CMIG and CMSS.

Margarita Pablo requested a motion to approve Community Action Partnership of Madera County 2021-2022 Amendment #1 Budget Revisions for CMIG and CMSS to Stanislaus County Office of Education for a total increase funding of \$38,132. Anel Arzola made the first motion, seconded by Yasmin Torres. Motion carried unanimously.

## **G. Administrative Reports**

**G-1** Staff Changes – (November 2021) There was one resignation.

**G-2** Bank of America Credit Card Account Statement – Agency and other credit cards: (Nov, Dec. 2021 & Jan. 2022) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report – (November & December 2021) The program has currently spent 84% of its budget.

**G-4** In-kind Report (November & December 2021) – Ms. Gomez-Zaragoza reviewed the In-kind percentage which is at 95%.

**G-5** Report of enrollment in the program and attendance report (November & December 2021) – Mrs. Gomez-Zaragoza went over the enrollment for the MHS programs and the attendance.

**G-6** CACFP Monthly Report (November & December 2021) – Mrs. Gomez-Zaragoza reviewed CACFP and noted that the reimbursement for the month of November was \$9,042.50 for 3,828 meals. Then for December was \$7,169.92 for 2,959 meals. There were no questions.

**G-7** PIR Program Information Monthly Report (November & December 2021) – 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 – Classes will be ending February 28; we want to install playgrounds, also replace flooring at all the center. In the month of March we will be doing registration for April.

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

**H-3** Active Supervision, Challenges and Best Practices Report –

**I. Correspondence**

**I-1 Program Instruction** from the Office of Head Start regarding *Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies*; Issuance Date: 01/21/2022

**J. Future Agenda Items**

**J-1** Program Self-Assessment and Goals Updates

**J-2** Budget Revision (if any)

**K. Adjournment**

Margarita Pablo requested a motion to adjourn the session. Motion made by Juana Zarate to adjourn the meeting at 6:13 p.m., in the afternoon, seconded by Anel Arzola. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting  
Thursday, February 3, 2022  
**MINUTES**

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Otilia Vasquez 5:31 p.m.

**Committee Members Present**

Amber Pickett  
Otilia Vasquez  
Martha Garcia  
Perla Barrita  
Amanda Burton  
Alma Hernandez  
Citaili Rosas  
Brianna Huerta  
Jasmin Soria

**Committee Members Absent**

Lisamarie Morales  
Eric Spencer

**Personnel Present**

Maritza Gomez-Zaragoza, Program Director  
Maru Gasca Sanchez, Deputy Director of Direct Services  
Jissel Rodriguez, Executive Administrative Assistant  
Maribel Aguirre, Parent and Governance Specialist

**ROLL CALL**

- A. PUBLIC COMMENT** – None
- B. TRAINING** – Parent Curriculum (Ready Rosie) – Ms. Sanchez went over Ready Rosie. She played a video regarding the introduction of the curriculum and everything it offers. The advocates are the ones who are implementing the curriculum.
- C. ADOPTION OF THE AGENDA**  
**C-2** Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Martha Garcia, seconded by Amber Pickett to approve the agenda as presented. Motion carried unanimously.
- D. ADJOURN TO CLOSED SESSION** – None
- E. APPROVAL OF MINUTES**  
**E-1** Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – January 6, 2021. Motion made by Perla Barrita, seconded motion by Alma Hernandez. Motion carried unanimously.
- F. DISCUSSION / ACTION ITEMS**  
**F-1** Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2022-2023 program year – Ms. Gomez-Zaragoza reviewed the enrollment selection criteria and recruitment procedure. Otilia Vasquez requested a motion to approve the Enrollment Selection Criteria and the Recruitment Procedure for the 2022-2023 program year. Amanda Burton

made the motion to approve, seconded by Perla Barrita. Motion approved unanimously.

**F-2** Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Refunding Grant Application – Year 3 of the 5-year cycle - Ms. Gomez-Zaragoza reviewed Regional and Early Head Start budget, administrative budget, and the in-kind budget. She also reviewed the calendar for days of operation for Regional and Early Head Start.

Otilia Vasquez requested a motion to approve approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Refunding Grant Application – Year 3 of the 5-year cycle. Martha Garcia made the motion to approve, seconded by Amanda Burton. Motion approved unanimously.

**G. ADMINISTRATIVE REPORTS**

**G-1** Staffing Changes (January 2022) – In January four IA's were hired and four voluntary resignations.

**G-2** Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (December 2021) – Ms. Gomez-Zaragoza reviewed the credit card expenses. No questions were asked.

**G-3** Budget Status Reports (December 2021) – Ms. Gomez-Zaragoza reviewed the current budget.

**G-4** In-Kind Report (December 2021) – Ms. Gomez-Zaragoza reviewed the in-kind percentages for the Regional and Early programs.

**G-5** Program Enrollment & Attendance Report (December 2021) – Ms. Gomez-Zaragoza went over the enrollment and attendance report.

**G-6** CACFP Monthly Report (December 2021) – Ms. Gomez-Zaragoza reviewed CACFP and noted that the reimbursement for the month of December was \$6,789.20 for 2,305 meals. There were no questions.

**H. POLICY COMMITTEE MEMBER REPORTS**

**H-1-** Center Report – Amber P. – Asked regarding the COVID policy. Ms. Gomez-Zaragoza mentioned how we follow the guidelines of the public health department.

**H-2-** BOD report – All items presented today will be presented at the next board meeting.

**H-3** Active Supervision – Ms. Gomez-Zaragoza went over active supervision. Currently staff are doing unannounced visits to make sure center staff are supervising the children.

**I. CORRESPONDENCE**

**I-1** Program Instruction from the Office of Head Start regarding Final on *Flexibility for Head Start Designation Renewals in Certain Emergencies*; Issuance Date: 01/21/2022

**I-2** OHS Monitoring Review Report

**J. FUTURE AGENDA ITEMS**

J-1 CAPMC Audit Report

**K. ADJOURNMENT**

Otilia Vasquez asked for a motion to adjourn the meeting at 6:36 p.m. Motion made by Martha Garcia, seconded by Amber Pickett. Motion carried unanimously.

MBNA America Business Card  
 Credit Card Charges  
**January / enero 2022 Statement**  
**Maritza Gomez / Fresno Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
12/10/2021	NA	America Red Cross	CPR re-certification	\$32.00	331.0-6742-3.3-031-00	Yes
12/24/2021	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
<b>TOTAL</b>				<b>\$46.99</b>		

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

\_\_\_\_\_  
 Maritza Gomez, Head Start Director

\_\_\_\_\_  
 Date

MBNA America Business Card  
Credit Card Charges  
**January / enero 2022 Statement**  
**Maritza Gomez / Regional & Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
12/03/21	NA	Venngage.com	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 <b>43%</b> (\$10.85) 312.0-6130-3.1-000-00 <b>6%</b> (\$1.51)	No
12/15/2021	NA	Target	Items for Head Start training	\$10.84	311.0-6130-3.1-000-00 <b>25%</b> (\$5.42) 312.0-6130-3.1-000-00 <b>25%</b> (\$5.42)	Yes
12/15/2021	NA	Party City	Items for Head Start Training	\$3.24	311.0-6130-3.1-000-00 <b>25%</b> (\$1.62) 312.0-6130-3.1-000-00 <b>25%</b> (\$1.62)	Yes
12/19/2021	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 <b>49%</b> (\$7.35)	Yes
12/21/2021	NA	Edgar's Restaurant	Madera Head Start Lunch	\$331.89	311.0-6121-3.1-000-00 <b>43%</b> (\$142.71) 312.0-6121-3.1-000-00 <b>6%</b> (\$19.91)	No
01/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 <b>43%</b> (\$10.85) 312.0-6130-3.1-000-00 <b>6%</b> (\$1.51)	No
01/03/2022	NA	Teachstone Training	CLASS Pre-school recertification	\$125.00	310.0-6742-3.1-000-00	Yes
<b>TOTAL</b>				<b>\$503.04</b>		

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

\_\_\_\_\_  
Maritza Gomez, Head Start Director

\_\_\_\_\_  
Date

Platinum Plus Business Card  
Credit Card Charges

# February Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
1/05/22		Walmart.com	Solar lights for Martha Diaz Shelter	\$21.50	533.0-6130-5.0-000-00	Yes
1/10/22		O'Reilly Auto Parts	Key fob batteries for agency vehicle	\$9.19	501.0-6130-5.0-000-00	Yes
				<b>Total</b>	\$30.69	

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

# February 2022 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
01/09/2022	MAILCHIMP	No	Mass Text Subscription (IT)	\$51.99	200.0-6130-2.0-000.90	Yes
01/13/2022	DiCiccio	No	Board of Directors Meeting 01/13/22	\$231.39	200.0-6121-2.0.000.90	Yes
01/18/2022	Home Depot	No	Dryer for BH unit Chowchilla	\$619.83	216.0-6143-2.0-080.00	Yes
01/20/22	CalCAPA	No	Registration	\$55.00	200.0-6742-2.0-000.00	Yes
02/03/22	Mandalay Bay Adv. Dep	No	RPIC Training Region IX – Cal CAPA Training	\$96.37	200.0-6742-2.0-000.00	Yes
			<b>Total</b>	<b>\$ 1054.58</b>		



Bank of America Business Card  
Credit Card Charges

# February 2022 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
1/10/2022	Biometrics4all, Inc.	No	Livescan relay fee	3.75 0.75	311.0-6852-3.1-000-00 401.0-6852-4.0-000-00	Yes
1/28/2022 1/28/2022	General Builder Supplies	No	Office Supplies – heaters Credit	54.11 -68.19	200.0-6110-2.0-000-90	Yes
2/1/2022	Indeed	No	January 2022 advertising for job openings	35.00 35.00	200.0-6312-2.0-000-90 426.0-6312-4.2-000-00	Yes
<b>TOTAL:</b>				<b>60.42</b>		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Available receipts are attached with this report and submitted to Fiscal Department.

\_\_\_\_\_  
Irene Yang, Human Resources Director

Date: February 8, 2022

MBNA America Business Card  
 Credit Card Charges  
**February / febrero 2022 Statement**  
**Maritza Gomez / Regional & Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
01/20/2022	NA	Zoom	Video Conferencing system	\$7.67	321.0-6130-3.2-000-00 <b>51%(\$7.64)</b>	Yes
01/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$12.87	321.0-6130-3.2-000-00 <b>51% (\$12.87)</b>	No
<b>TOTAL</b>				<b>\$20.54</b>		

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

\_\_\_\_\_  
 Maritza Gomez, Head Start Director

\_\_\_\_\_  
 Date

**American Express  
Credit Card Charges**

# JANUARY 2022 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	31417.95	Yes
Comcast	Net service	1050.09	Yes
Community Playthings	Supplies for centers	9368.91	Yes
Discount School Supply	Supplies for centers	3718.21	Yes
DS Water	Water/rental	1235.71	Yes
Ecolab	Dishwasher rental/repairs	104.32	Yes
Fedex	Postage	187.19	Yes
HD Pro / Supply Works	Supplies for office/centers	7475.61	Yes
Lakeshore	Supplies for centers	2750.78	Yes
Matson Alarm	Alarm service	608.50	Yes
Smart Care	Kitchen equipment repairs	0.00	
Verizon	Wireless devices	4771.81	Yes
Office Depot	Supplies for office/center	14931.85	Yes
	<b>TOTAL</b>	77620.93	01/28/22 LA

# Credit Card Charges JANUARY 2022

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	818.05	
Home Depot	Supplies for centers	3596.97	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	2068.07	
JAN STMT DATES			
LA			

02/22  
J D C

# Card Member

## Service

Credit Card Charges

COSTCO

January 04, 2021

Statement

Card Holder	Description	Amount	Card Amount
Maritza Gomez-Zaragoza	Program supplies	88.79	88.79
Daniel Seeto	Vending machine	175.95	175.95
Jennifer Coronado	Food items	129.40	129.40
			0.00
		Total	394.14

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 1/14/2022 to 1/14/2022**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0170503	1/14/2022	[04454] CARD MEMBER SERVICE-COSTCO - Invoices , ,	105.0-6160-1.0-000-00	RESALE ITEMS	175.95	394.14
			311.0-6130-3.1-000-00	PROGRAM SUPPLIES	22.20	
			312.0-6130-3.1-000-00	PROGRAM SUPPLIES	22.20	
			321.0-6130-3.2-000-00	PROGRAM SUPPLIES	22.20	
			331.0-6130-3.3-031-00	PROGRAM SUPPLIES	22.19	
			500.0-6130-5.0-000-00	PROGRAM SUPPLIES	17.33	
			531.0-6130-5.0-000-00	PROGRAM SUPPLIES	17.32	
			533.0-6130-5.0-000-00	PROGRAM SUPPLIES	17.33	
			533.0-7230-5.0-062-00	CLIENT FOOD	77.42	
<b>Total Checks</b>					<b>394.14</b>	<b>394.14</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

*1-28-2022*

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280]	AMERICAN EXPRESS	200.0-6320-2.0-000-90	595.27		12/04/2021	12/04/2021	4,771.81	4,771.81
	VERIZON	207.0-6320-2.0-000-00	330.04					
		218.0-6320-2.0-000-40	88.29					
		219.0-6320-2.0-000-00	152.97					
		224.0-6320-2.0-000-60	55.20					
		224.0-6320-2.0-000-80	82.77					
		272.0-6320-2.0-000-00	171.55					
		311.0-6320-3.1-000-00	254.12					
		311.0-6320-3.1-000-50	18.10					
		311.0-6320-3.1-001-00	50.28					
		311.0-6320-3.1-002-00	50.28					
		311.0-6320-3.1-004-00	50.28					
		311.0-6320-3.1-005-00	50.28					
		311.0-6320-3.1-006-00	50.28					
		311.0-6320-3.1-007-00	50.28					
		311.0-6320-3.1-008-00	50.28					
		311.0-6320-3.1-009-00	50.28					
		311.0-6320-3.1-014-00	50.28					
		311.0-6320-3.1-016-00	50.28					
		311.0-6320-3.1-351-00	50.28					
		312.0-6320-3.1-012-00	239.13					
		321.0-6320-3.2-000-00	231.08					
		321.0-6320-3.2-000-50	16.09					
		321.0-6320-3.2-053-00	50.99					
		321.0-6320-3.2-054-00	50.99					
		321.0-6320-3.2-055-00	50.99					
		321.0-6320-3.2-057-00	50.99					
		325.0-6320-3.2-000-00	1.00					
		331.0-6320-3.3-000-00	131.99					
		331.0-6320-3.3-000-50	16.10					
		331.0-6320-3.3-021-00	50.28					
		331.0-6320-3.3-023-00	50.28					
		331.0-6320-3.3-024-00	50.28					
		331.0-6320-3.3-026-00	50.28					
		331.0-6320-3.3-027-00	50.28					
		331.0-6320-3.3-028-00	50.28					
[02280]	AMERICAN EXPRESS	272.0-6110-2.0-000-00	176.92		12/31/2021	12/31/2021	176.92	176.92
	OFFICE DEPOT PO 22978							
[02280]	AMERICAN EXPRESS	200.0-6110-2.0-000-90	998.50		12/31/2021	12/31/2021	998.50	998.50
	OFFICE DEPOT PO 23039							
[02280]	AMERICAN EXPRESS	311.0-6130-3.1-006-00	188.42		12/31/2021	12/31/2021	188.42	188.42
	OFFICE DEPOT PO 23030							

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS DS WATER		200.0-6180-2.0-000-90	60.62		12/31/2021	1/01/2022	1,235.71	1,235.71
		311.0-6180-3.1-000-00	30.31					
		311.0-6180-3.1-001-00	15.92					
		311.0-6180-3.1-002-00	28.37					
		311.0-6180-3.1-004-00	44.36					
		311.0-6180-3.1-005-00	29.75					
		311.0-6180-3.1-006-00	50.05					
		311.0-6180-3.1-007-00	6.99					
		311.0-6180-3.1-008-00	53.36					
		311.0-6180-3.1-009-00	42.87					
		311.0-6180-3.1-014-00	11.94					
		311.0-6180-3.1-016-00	34.08					
		311.0-6180-3.1-351-00	5.11					
		312.0-6180-3.1-000-00	15.06					
		321.0-6180-3.2-000-00	34.75					
		321.0-6180-3.2-051-00	27.75					
		321.0-6180-3.2-053-00	41.43					
		321.0-6180-3.2-054-00	177.90					
		321.0-6180-3.2-055-00	78.44					
		321.0-6180-3.2-057-00	194.35					
		331.0-6180-3.3-023-00	12.69					
		331.0-6180-3.3-024-00	18.18					
		331.0-6180-3.3-027-00	38.82					
		331.0-6180-3.3-028-00	22.16					
		331.0-6180-3.3-030-00	10.22					
		331.0-6180-3.3-031-00	45.92					
		371.0-6180-3.1-000-00	22.20					
		500.0-6180-5.0-000-00	16.87					
		501.0-6180-5.0-000-00	16.87					
		508.0-6180-5.0-000-00	31.50					
		533.0-6180-5.0-000-00	16.87					
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22974		311.0-6110-3.1-004-00	516.48		12/31/2021	12/31/2021	516.48	516.48
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22995		200.0-6110-2.0-000-90	811.77		12/31/2021	12/31/2021	936.81	936.81
		200.0-6112-2.0-000-90	125.04					
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22973		311.0-6110-3.1-002-00	270.86		12/31/2021	12/31/2021	318.24	318.24
		311.0-6112-3.1-002-00	47.38					



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	ATT 831 000 9204 10G	200.0-6320-2.0-000-90	216.48		1/01/2022	1/01/2022	5,689.28	5,689.28
		207.0-6320-2.0-000-00	23.70					
		218.0-6320-2.0-000-40	15.81					
		311.0-6320-3.1-000-00	241.35					
		311.0-6320-3.1-000-50	8.21					
		311.0-6320-3.1-001-00	237.05					
		311.0-6320-3.1-002-00	237.05					
		311.0-6320-3.1-004-00	237.05					
		311.0-6320-3.1-005-00	237.05					
		311.0-6320-3.1-006-00	237.05					
		311.0-6320-3.1-009-00	237.05					
		311.0-6320-3.1-014-00	237.05					
		311.0-6320-3.1-016-00	237.05					
		312.0-6320-3.1-000-00	280.63					
		312.0-6320-3.1-000-50	1.33					
		321.0-6320-3.2-000-00	269.56					
		321.0-6320-3.2-000-50	5.19					
		321.0-6320-3.2-051-00	237.05					
		321.0-6320-3.2-053-00	237.05					
		321.0-6320-3.2-054-00	237.05					
		321.0-6320-3.2-055-00	237.05					
		321.0-6320-3.2-057-00	237.05					
		325.0-6320-3.2-000-00	0.76					
		331.0-6320-3.3-000-00	62.84					
		331.0-6320-3.3-024-00	237.05					
		331.0-6320-3.3-027-00	237.05					
		331.0-6320-3.3-028-00	237.05					
		331.0-6320-3.3-030-00	237.05					
		331.0-6320-3.3-031-00	237.05					
		362.0-6320-3.2-000-00	2.98					
		371.0-6320-3.1-000-00	237.05					
		380.0-6320-3.1-000-00	6.43					
		380.0-6320-3.1-000-50	6.63					
		401.0-6320-4.0-000-00	4.93					
		407.0-6320-4.0-000-00	3.96					
		424.0-6320-4.0-000-00	0.86					
[02280] AMERICAN EXPRESS	COMCAST 5 ACCTS	224.0-6320-2.0-000-60	54.94		1/01/2022	1/01/2022	1,050.09	1,050.09
		224.0-6320-2.0-000-80	54.93					
		371.0-6320-3.1-000-00	313.28					
		500.0-6320-5.0-000-00	81.99					
		501.0-6320-5.0-000-00	55.96					
		508.0-6320-5.0-000-00	290.73					
		531.0-6320-5.0-000-00	2.38					
		533.0-6320-5.0-000-00	86.10					
		533.0-6320-5.0-062-00	109.78					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS ATT 002	311.0-6320-3.1-002-00	211.84		1/01/2022	1/01/2022	211.84	211.84
[02280] AMERICAN EXPRESS ATT 088 065 5820 FRES DSL	331.0-6320-3.3-031-00	90.95		1/01/2022	1/01/2022	90.95	90.95
[02280] AMERICAN EXPRESS ATT 250 427 1103 VS	500.0-6320-5.0-000-00 501.0-6320-5.0-000-00 533.0-6320-5.0-000-00	29.45 29.46 30.34		1/01/2022	1/01/2022	89.25	89.25
[02280] AMERICAN EXPRESS ATT 250 427 1104 RR	401.0-6320-4.0-000-00	105.50		1/01/2022	1/01/2022	105.50	105.50
[02280] AMERICAN EXPRESS AT 559 661 4574 SHUN	224.0-6320-2.0-000-60 224.0-6320-2.0-000-80	54.82 82.23		1/01/2022	1/01/2022	137.05	137.05
[02280] AMERICAN EXPRESS ATT 5 ACCTS VS	533.0-6320-5.0-062-00	292.19		1/01/2022	1/01/2022	292.19	292.19

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280]	AMERICAN EXPRESS	200.0-6320-2.0-000-90	80.25		1/01/2022	1/01/2022	1,525.56	1,525.56
	ATT 831 000 4097 851 IP FLEX VOICE	207.0-6320-2.0-000-00	8.97					
	LINES/CALLING PLAN-[SEPARATE	218.0-6320-2.0-000-40	5.98					
	CHECK]	224.0-6320-2.0-000-60	1.78					
		224.0-6320-2.0-000-80	2.70					
		272.0-6320-2.0-000-00	10.47					
		311.0-6320-3.1-000-00	60.72					
		311.0-6320-3.1-000-50	1.92					
		311.0-6320-3.1-001-00	152.56					
		311.0-6320-3.1-006-00	152.56					
		311.0-6320-3.1-014-00	152.56					
		311.0-6320-3.1-016-00	152.56					
		312.0-6320-3.1-000-00	154.01					
		312.0-6320-3.1-000-50	0.26					
		321.0-6320-3.2-000-00	63.94					
		321.0-6320-3.2-051-00	4.48					
		321.0-6320-3.2-053-00	4.49					
		321.0-6320-3.2-054-00	5.98					
		321.0-6320-3.2-055-00	152.56					
		321.0-6320-3.2-057-00	152.56					
		325.0-6320-3.2-000-00	0.24					
		331.0-6320-3.3-000-00	10.33					
		331.0-6320-3.3-031-00	152.56					
		362.0-6320-3.2-000-00	0.75					
		371.0-6320-3.1-000-00	5.98					
		401.0-6320-4.0-000-00	1.86					
		407.0-6320-4.0-000-00	1.50					
		424.0-6320-4.0-000-00	0.32					
		426.0-6320-4.0-000-00	5.55					
		427.0-6320-4.0-000-00	4.81					
		428.0-6320-4.0-000-00	2.41					
		500.0-6320-5.0-000-00	6.44					
		501.0-6320-5.0-000-00	3.22					
		508.0-6320-5.0-000-00	2.16					
		531.0-6320-5.0-000-00	0.14					
		533.0-6320-5.0-000-00	5.98					



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 23029		321.0-6130-3.2-053-00	439.99	2 INV	12/31/2021	12/31/2021	439.99	439.99
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22979		321.0-6110-3.2-054-00	80.00	209720265	12/06/2021	12/06/2021	80.00	80.00
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22963		321.0-6130-3.2-000-00	1723.50	212452813	12/20/2021	12/20/2021	1,723.50	1,723.50
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22964		311.0-6130-3.1-000-00	852.20	212470452-002	12/15/2021	12/15/2021	852.20	852.20
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22977		311.0-6110-3.1-000-00	7.54	214535702	12/01/2021	12/01/2021	289.84	289.84
		312.0-6110-3.1-000-00	1.05					
		321.0-6110-3.2-000-00	8.94					
		321.0-6112-3.2-000-00	272.31					
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 23061		200.0-6110-2.0-000-90	746.24	215701172	12/27/2021	12/27/2021	746.24	746.24
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 23010		311.0-6130-3.1-000-00	220.33	215760004	12/08/2021	12/08/2021	881.33	881.33
		312.0-6130-3.1-000-00	220.33					
		321.0-6130-3.2-000-00	220.34					
		331.0-6130-3.3-000-00	220.33					
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 23036		311.0-6110-3.1-000-00	43.83	216037290	12/17/2021	12/17/2021	101.93	101.93
		312.0-6110-3.1-012-00	6.12					
		321.0-6110-3.2-000-00	51.98					
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 22975		311.0-6110-3.1-009-00	61.78	216388074	12/13/2021	12/13/2021	61.78	61.78
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 23050		207.0-6110-2.0-000-00	764.58	218370706	12/22/2021	12/22/2021	764.58	764.58
[02280] AMERICAN EXPRESS LAKESHORE PO 22859		311.0-6130-3.1-006-00	81.39	295925	11/24/2021	1/01/2022	81.39	81.39
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 23056		200.0-6110-2.0-000-90	623.10	3 INV	12/31/2021	12/31/2021	623.10	623.10
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 23003		311.0-6110-3.1-001-00	412.09	3 INV	12/31/2021	12/31/2021	468.93	468.93
		311.0-6112-3.1-001-00	56.84					
[02280] AMERICAN EXPRESS LAKESHORE PO 22899		321.0-6130-3.2-054-00	414.70	351310	11/09/2021	12/21/2021	1,658.79	1,658.79
		324.0-6130-3.2-054-00	1244.09					
[02280] AMERICAN EXPRESS LAKESHORE PO 22899		321.0-6130-3.2-054-00	43.23	351310	11/26/2021	1/01/2022	172.94	172.94
		324.0-6130-3.2-054-00	129.71					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	OFFICE DEPOT PO 23016	500.0-6110-5.0-000-00	109.52	4 INV	12/31/2021	12/31/2021	491.17	491.17
		500.0-6112-5.0-000-00	116.87					
		501.0-6110-5.0-000-00	23.96					
		508.0-6110-5.0-000-00	23.96					
		531.0-6110-5.0-000-00	8.92					
		533.0-6110-5.0-000-00	23.94					
		533.0-6112-5.0-000-00	184.00					
[02280] AMERICAN EXPRESS	OFFICE DEPOT PO 23028	321.0-6110-3.2-054-00	3284.60	4 INV	12/31/2021	12/31/2021	3,284.60	3,284.60
[02280] AMERICAN EXPRESS	LAKESHORE PO 22972	311.0-6134-3.1-009-00	93.58	574881	12/03/2021	12/03/2021	93.58	93.58
[02280] AMERICAN EXPRESS	ECOLAB 390.1-6180-001	390.1-6180-3.9-001-00	104.32	6265507852	12/15/2021	12/01/2021	104.32	104.32
[02280] AMERICAN EXPRESS	HD PRO M PO 22994	100.0-1450-0.0-000-00	1165.47	656212099	12/03/2021	12/03/2021	1,165.47	1,165.47
[02280] AMERICAN EXPRESS	HD PRO M PO 22994	100.0-1450-0.0-000-00	769.44	656380078	12/03/2021	12/03/2021	769.44	769.44
[02280] AMERICAN EXPRESS	HD PRO M PO 22994	100.0-1450-0.0-000-00	625.47	658137484	12/14/2021	12/14/2021	625.47	625.47
[02280] AMERICAN EXPRESS	HD PRO M PO 23047	100.0-1450-0.0-000-00	143.02	658821616	12/16/2021	12/16/2021	143.02	143.02
[02280] AMERICAN EXPRESS	HD PRO M	100.0-1450-0.0-000-00	781.31	658904651	12/17/2021	12/17/2021	781.31	781.31
[02280] AMERICAN EXPRESS	HD PRO M PO 22994	100.0-1450-0.0-000-00	1464.95	658904669	12/17/2021	12/17/2021	1,464.95	1,464.95
[02280] AMERICAN EXPRESS	HD PRO M PO 23047	100.0-1450-0.0-000-00	2419.17	658904677	12/17/2021	12/17/2021	2,419.17	2,419.17
[02280] AMERICAN EXPRESS	HD PRO M PO 23047	100.0-1450-0.0-000-00	106.78	659049274	12/17/2021	12/17/2021	106.78	106.78
[02280] AMERICAN EXPRESS	OFFICE DEPOT PO 23058	401.0-6110-4.0-000-00	246.83	7 INV	12/31/2021	12/31/2021	987.29	987.29
		426.0-6110-4.0-000-00	464.03					
		427.0-6110-4.0-000-00	187.59					
		428.0-6110-4.0-000-00	88.84					
[02280] AMERICAN EXPRESS	FEDX	200.0-6170-2.0-000-90	169.96	760856367	12/24/2021	12/24/2021	187.19	187.19
		331.0-6170-3.3-000-00	17.23					
[02280] AMERICAN EXPRESS	COMM PLAYTHINGS PO 23007	321.0-6130-3.2-054-00	4236.75	R338J	12/28/2021	1/19/2022	4,236.75	4,236.75
[02280] AMERICAN EXPRESS	COMM PLAYTHINGS PO 23008	321.0-6130-3.2-054-00	1059.50	R339J	12/27/2021	1/11/2022	4,238.00	4,238.00
		324.0-6130-3.2-054-00	1495.00					
		362.0-6130-3.2-054-00	1683.50					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 2/03/2022**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	COMM PLAYTHINGS PO 22959	311.0-6130-3.1-006-00	645.18	R827C	12/27/2021	12/27/2021	645.18	645.18
[02280] AMERICAN EXPRESS	COMM PLAYTHINGS PO 22970	311.0-6130-3.1-009-00	248.98	R984C	12/28/2021	12/28/2021	248.98	248.98
[02280] AMERICAN EXPRESS	DISCOUNT SCHOOL PO 22971	321.0-6134-3.2-053-00	87.88	W7489686010	12/02/2021	12/02/2021	87.88	87.88
[02280] AMERICAN EXPRESS	DISCOUNT SCHOOL PO 22971	321.0-6134-3.2-053-00	1319.95	W7489686010	12/03/2021	12/03/2021	1,319.95	1,319.95
[02280] AMERICAN EXPRESS	DISCOUNT SCHOOL PO 23001	311.0-6130-3.1-001-00	133.44	W7565812010	12/09/2021	12/09/2021	133.44	133.44
[02280] AMERICAN EXPRESS	DISCOUNT SCHOOL PO 23001	311.0-6130-3.1-001-00	1465.75	W7565812010	12/08/2021	12/08/2021	1,465.75	1,465.75
[02280] AMERICAN EXPRESS	DISCOUNT SCHOOL PO 23027	311.0-6130-3.1-002-00	711.19	W7646792010	12/16/2021	12/16/2021	711.19	711.19
<b>Total to be paid to [02280] AMERICAN EXPRESS</b>								<b>77,620.93</b>
<b>Total for this check run:</b>								<b>77,620.93</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 2/04/2022 to 2/04/2022**  
**1-WestAmerica New AP Checking**

MADERA

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0170754	2/04/2022	[06313] CAPITAL ONE-WALMART - Invoices , , , , ,	200.0-6110-2.0-000-90	OFFICE SUPPLIES	239.47	818.05
			321.0-6132-3.2-000-00	MEDICAL & DENTAL SUPPLIES	117.82	
			371.0-6110-3.1-000-00	OFFICE SUPPLIES	11.41	
			501.0-6130-5.0-000-00	PROGRAM SUPPLIES	15.34	
			533.0-6130-5.0-062-00	PROGRAM SUPPLIES	390.83	
			533.0-7240-5.0-000-00	DIRECT BENEFITS	43.18	
<b>Total Checks</b>					<b>818.05</b>	<b>818.05</b>



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 2/18/2022 to 2/18/2022**  
**1-WestAmerica New AP Checking**

127500

<u>Check</u>	<u>Date</u>	<u>Vendor</u>		<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0170908	2/18/2022	[03372] HOME DEPOT	PMT - Invoices , , , , , , , , , ,	311.0-6432-3.1-000-00	BUILDING REPAIRS/	593.49	1,608.46
				311.0-6432-3.1-002-00	MAINTENANCE	119.22	
				321.0-6432-3.2-000-00	BUILDING REPAIRS/	320.89	
				321.0-6432-3.2-054-00	MAINTENANCE	63.73	
				331.0-6432-3.3-021-00	BUILDING REPAIRS/	152.50	
				331.0-6432-3.3-029-00	MAINTENANCE	283.88	
				331.0-6432-3.3-031-00	BUILDING REPAIRS/	74.75	
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
0170909	2/18/2022	[03372] HOME DEPOT	PMT - Invoices , , , , , , , , , ,	311.0-6432-3.1-000-00	BUILDING REPAIRS/	666.16	1,988.51
				311.0-6432-3.1-004-00	MAINTENANCE	182.84	
				321.0-6432-3.2-000-00	BUILDING REPAIRS/	162.29	
				321.0-6432-3.2-054-00	MAINTENANCE	377.79	
				321.0-6432-3.2-055-00	BUILDING REPAIRS/	184.63	
				331.0-6432-3.3-028-00	MAINTENANCE	163.17	
				331.0-6432-3.3-029-00	BUILDING REPAIRS/	88.82	
				331.0-6432-3.3-031-00	MAINTENANCE	54.11	
				390.1-6122-3.9-016-00	BUILDING REPAIRS/	108.70	
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
					KITCHEN SUPPLIES		
<b>Total Checks</b>						<b>3,596.97</b>	<b>3,596.97</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 1/21/2022 to 1/21/2022**  
**1-WestAmerica New AP Checking**

Check	Date	Vendor	Account	Account Description	Distribution Amount	Check Amount				
0170665	1/21/2022	[06067] WEX BANK Valero Box 6293 - Invoices 49222, 49222, 49222, 49222, 50006, 50212, 50212, 50329, 50709, 50709, 51053, 51194, 51194, 51194, 51194, 51194	224.0-6610-2.0-000-60	GAS & OIL	5.15	969.64				
			224.0-6610-2.0-000-80	GAS & OIL	41.68					
			311.0-6610-3.1-000-00	GAS & OIL	70.00					
			311.0-6610-3.1-000-39	GAS & OIL	85.00					
			312.0-6610-3.1-012-00	GAS & OIL	66.41					
			321.0-6610-3.2-000-00	GAS & OIL	90.00					
			331.0-6610-3.3-031-00	GAS & OIL	405.53					
			500.0-6610-5.0-000-00	GAS & OIL	2.02					
			501.0-6610-5.0-000-00	GAS & OIL	170.17					
			508.0-6610-5.0-000-00	GAS & OIL	0.14					
			533.0-6610-5.0-000-00	GAS & OIL	33.54					
			0170666	1/21/2022	[06067] WEX BANK Valero Box 6293 - Invoices 51657, 51657, 51657, 52481, 52671, 52845, 53018, 53018, 53018, 53018, 53018, 53018, 53174, 53323		200.0-6610-2.0-000-90	GAS & OIL	10.00	701.32
							248.0-6610-2.0-000-00	GAS & OIL	70.00	
272.0-6610-2.0-000-00	GAS & OIL	60.00								
311.0-6610-3.1-000-39	GAS & OIL	95.24								
321.0-6610-3.2-000-00	GAS & OIL	120.00								
501.0-6610-5.0-000-00	GAS & OIL	73.80								
508.0-6610-5.0-000-00	GAS & OIL	8.09								
531.0-6610-5.0-000-00	GAS & OIL	8.70								
533.0-6610-5.0-000-00	GAS & OIL	255.49								
0170667	1/21/2022	[06067] WEX BANK Valero Box 6293 - Invoices 53323, 53620, 53620, 53885, 61498	311.0-6610-3.1-000-00	GAS & OIL	156.62	397.11				
			321.0-6610-3.2-000-00	GAS & OIL	160.00					
			321.0-6610-3.2-000-39	GAS & OIL	80.49					
<b>Total Checks</b>					<b><u>2,068.07</u></b>	<b><u>2,068.07</u></b>				

16 5/22



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**January 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">155</div> <p style="text-align: center;">-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">205</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood: 3      North Fork: 2 Eastside: 5        Oakhurst: 2 Fairmead: 5        Ruth Gonzales: 3 Mariposa: 4        Valley West: 9 Mis Tesoros: 2     Verdell: 5
<b>No. of Children on Waiting List Income Eligible: 45</b>  <b>No. of Children on Waiting List Over Income : 35</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">24</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">17 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">17 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 64.53%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**January 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">41</div> <p style="text-align: center;">-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">72</div>	<b>Vacancies:</b>  <div style="font-size: 24pt; font-weight: bold;">1</div>
<b>No. of Children on Waiting List Income Eligible: 5</b>  <b>No. of Children on Waiting List Over Income : 2</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">8</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">7 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">3 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**January**

**Year**

**2021-22**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	<b>37,300.00</b>	<b>205,459.11</b>	<b>14,537.60</b>	219,996.71	(182,696.71)
A. Professional Services/Servicios Profesionales	-	<b>6,373.50</b>	<b>405.00</b>	6,778.50	(6,778.50)
B. Center Volunteers/Voluntarios en el Centro	<b>27,922.00</b>	<b>199,085.61</b>	<b>14,132.60</b>	213,218.21	(185,296.21)
C. Other/Policy Council/Otro/Comité de Póliza	<b>9,378.00</b>	<b>0.00</b>		0.00	9,378.00
Donated Food/Comida Donada	-	<b>0.00</b>		0.00	-
Donated Supplies/Materiales Donado	<b>2,561.00</b>	<b>582.00</b>	<b>200.00</b>	782.00	1,779.00
Donated Equipment	-	<b>0.00</b>		0.00	-
Donated Bus Storage	-	<b>0.00</b>		0.00	-
Donated Space/Sitio Donado	<b>237,466.00</b>	<b>138,785.85</b>	<b>19,826.55</b>	158,612.40	78,853.60
Transportation/ Transportación	-	<b>0.00</b>		0.00	-
<b>TOTAL IN-KIND</b>	<b>277,327.00</b>	<b>344,826.96</b>	<b>34,564.15</b>	379,391.11	(102,064.11)
<b>State Fund 319</b>	<b>\$761,724</b>	<b>89,866.00</b>		<b>0.00</b>	761,724.00
<b>Grand Total</b>	<b>1,039,051.00</b>	<b>434,692.96</b>	<b>34,564.15</b>	<b>379,391.11</b>	659,659.89

B. YTD In-Kind \$ 379,391.11

C. Percent Y-T-D In-Kind 36.51%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM  
INCOME CALCULATIONS  
January-2022**

FREE MEALS	169		101
REDUCED	0		0
BASE	0		0
TOTAL	169		101

**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>	1,381	X	100.0000%	X	\$1.9700	=	\$2,720.57
	1,381	X	0.0000%	X	\$1.6700	=	\$0.00
	1,381	X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	1,555	X	100.0000%	X	\$3.6600	=	\$5,691.30
	0	X	100.0000%	X	\$3.6600	=	\$0.00
	0	X	0.0000%	X	\$3.2600	=	\$0.00
	0	X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	61	X	100.0000%	X	\$1.0000	=	\$61.00
	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	0.0000%	X	\$0.5000	=	\$0.00
	0	X	0.0000%	X	\$0.0900	=	\$0.00

	<b>2,997</b>		
		TOTAL FEDERAL REIMBURSEMENT	\$8,472.87
<b>CASH IN LIEU:</b>		LUNCHES X \$0.2600	\$404.30
<b>TOTAL REIMBURSEMENT</b>			<b>\$8,877.17</b>

	Breakfast	Lunch	Snack	Total
<b>RHS</b>	346	1,555	61	1,962
<b>CSPP</b>	1,035	-	-	1,035
	1,381	1,555	61	2,997

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$6,433.92	\$2,038.95	\$8,472.87
CASH IN LIEU:	<u>\$404.30</u>	<u>\$0.00</u>	<u>\$404.30</u>
	<b>\$6,838.22</b>	<b>\$2,038.95</b>	<b>\$8,877.17</b>



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**January 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 2em; font-weight: bold;">155</div> <p>-----</p> <b>Cumulative Enrollment</b> <div style="font-size: 2em; font-weight: bold;">205</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood: 3      North Fork: 2 Eastside: 5        Oakhurst: 2 Fairmead: 5        Ruth Gonzales: 3 Mariposa: 4        Valley West: 9 Mis Tesoros: 2     Verdell: 5
<b>No. of Children on Waiting List Income Eligible: 45</b>  <b>No. of Children on Waiting List Over Income : 35</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 2em; font-weight: bold;">24</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 1.5em; font-weight: bold;">17 (100-130%)</div> <div style="font-size: 1.5em; font-weight: bold;">17 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 64.53%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**January 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 2em; font-weight: bold;">41</div> <p>-----</p> <b>Cumulative Enrollment</b> <div style="font-size: 2em; font-weight: bold;">72</div>	<b>Vacancies:</b>  <div style="font-size: 2em; font-weight: bold;">1</div>
<b>No. of Children on Waiting List Income Eligible: 5</b>  <b>No. of Children on Waiting List Over Income : 2</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 2em; font-weight: bold;">8</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 1.5em; font-weight: bold;">7 (100-130%)</div> <div style="font-size: 1.5em; font-weight: bold;">3 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**January**

**Year**

**2022**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	<b>154,655.00</b>	<b>49,238.18</b>	-	49,238.18	105,416.82
A. Professional Services/Servicios Profesionales	-	<b>425.00</b>		425.00	(425.00)
B. Center Volunteers/Voluntarios en el Centro	<b>154,655.00</b>	<b>48,813.18</b>	-	48,813.18	105,841.82
C. Other/Policy Council/Otro/Comité de Póliza	-	<b>0.00</b>		0.00	-
Donated Food/Comida Donada	-	<b>0.00</b>		0.00	-
Donated Supplies/Materiales Donado	<b>801.00</b>	<b>0.00</b>		0.00	801.00
Donated Equipment	-	<b>0.00</b>		0.00	-
Donated Bus Storage	-	<b>0.00</b>		0.00	-
Donated Space/Sitio Donado	-	<b>0.00</b>		0.00	-
Transportation/ Transportación	-	<b>0.00</b>		0.00	-
<b>TOTAL IN-KIND</b>	<b>155,456.00</b>	<b>49,238.18</b>	-	49,238.18	106,217.82
		<b>0.00</b>		<b>0.00</b>	-
<b>Grand Total</b>	<b>155,456.00</b>	<b>49,238.18</b>	-	<b>49,238.18</b>	106,217.82

B. YTD In-Kind \$ 49,238.18

C. Percent Y-T-D In-Kind 31.67%



## Madera Migrant/Seasonal Head Start

**Months of Operation:**

**March 2021 – February 2022**

**Reporting Month**

**January 2022**

<b>Total Funded Enrollment</b>  <b>579</b>	<b>Current Enrollment:</b> <b>105</b> <hr style="border-top: 1px dashed black;"/> <b>Cumulative Enrollment:</b> <b>394</b>	<b>Centers with Vacancies:</b> Eastin Arcola 0      Mis Angelitos 10 Sierra Vista 13 Pomona 12 Los Niño's 10
<b>No. of Children on Waiting List</b>  <b>4</b>	<b>No. of Children with Disabilities:</b>  <b>47</b>  Must be at least 10% of enrollment (↑58)	<b>No. of Over Income Families:</b>  <b>23 (100-130%)</b> <b>19 (O/I)</b>  Must be less than 10% of enrollment (↓58)
<b>Average Monthly Attendance: 85.70%</b>		



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

**IN-KIND MONTHLY SUMMARY REPORT 2021-2022 / REPORTE SUMARIO MENSUAL DE IN KIND 2021-2022**

**MIGRANT AND SEASONAL HEAD START 2021-2022 MIGRANTE/TEMPORAL HEAD START 2021-2022**  
**Month-Year JANUARY 2022/ Mes-Año ENERO 2022**

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	238,563.00	367,578.13	1,685.80	369,263.93	(130,700.93)
A. Professional Services/Servicios Profesionales	0.00	2,475.00	0.00	2,475.00	(2,475.00)
B. Center Volunteers/Voluntarios en el Centro	238,563.00	359,600.64	1,685.80	361,286.44	(122,723.44)
Other/Policy Council/Otro/Comité de Póliza	0.00	5,502.49	0.00	5,502.49	(5,502.49)
State Collaboration/Colaboracion de Estado	933,229.00	763,228.58	108,113.71	871,342.29	61,886.71
Donated Supplies/Materiales Donados	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	104,276.60	10,427.66	114,704.26	10,427.74
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,297,924.00</b>	<b>1,235,083.31</b>	<b>120,227.17</b>	<b>1,355,310.48</b>	<b>(57,386.48)</b>

A. Y-T-D In-Kind / In-Kind asta ahora	1,355,310.48
B. Contracted In-Kind/ In-kind Contratado	1,297,924.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	104.42%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**  
**MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM**  
**INCOME CALCULATIONS**  
**January-2022**

FREE MEALS	113	41	
REDUCED	0	0	
BASE	0	0	
<b>TOTAL</b>	<b>113</b>	<b>41</b>	

**PERCENTAGES:**

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

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	1,260	X	100.0000%	X	\$1.9700	=	\$2,482.20
		X	0.0000%	X	\$1.6700	=	\$0.00
		X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	783 350	X	100.0000%	X	\$3.6600	=	\$2,865.78
		X	100.0000%	X	\$3.6600	=	\$1,281.00
		X	0.0000%	X	\$3.2600	=	\$0.00
		X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	629 342	X	100.0000%	X	\$1.0000	=	\$629.00
		X	100.0000%	X	\$1.0000	=	\$342.00
		X	0.0000%	X	\$0.5000	=	\$0.00
		X	0.0000%	X	\$0.0900	=	\$0.00

	<b>3,364</b>			<b>\$7,599.98</b>
		TOTAL FEDERAL REIMBURSEMENT		

<b>CASH IN LIEU:</b>		LUNCHES X \$0.2600		<b>\$294.58</b>
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<b>TOTAL REIMBURSEMENT</b>				<b>\$7,894.56</b>
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	Breakfast	Lunch	Snack	Total
<b>CMIG-MADERA MIGRANT PRESCHOOL</b>	-	350	342	692
<b>MMHS-MADERA MIGRANT HEAD START</b>	1,260	783	629	2,672
	<b>1,260</b>	<b>1,133</b>	<b>971</b>	<b>3,364</b>

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	<b>\$5,976.98</b>	<b>\$1,623.00</b>	<b>\$7,599.98</b>
CASH IN LIEU:	<b>\$203.58</b>	<b>\$91.00</b>	<b>\$294.58</b>
	<b>\$6,180.56</b>	<b>\$1,714.00</b>	<b>\$7,894.56</b>



## ENROLLMENT REPORT

### Fresno Migrant/Seasonal Head Start

**Months of Operation:**  
**September 2021 – August 2022**

**Reporting Month**  
**January 2022**

<b>Total Funded Enrollment</b>  <b>469</b>	<b>Current Enrollment:</b> <b>0</b> ----- <b>Cumulative Enrollment:</b> <b>155</b>	<b>Centers with Vacancies:</b>  All centers are closed for the season
<b>No. of Children on Waiting List</b>  <b>0</b>	<b>No. of Children with Disabilities:</b>  <b>0</b>  Must be at least 10% of enrollment (↑52)	<b>No. of Over Income Families:</b> <b>35 (100-13% O/I)</b> <b>7 (O/I)</b>  Must be less than 10% of enrollment (↓ 46)
<b>Average Monthly Attendance: %</b>		

\*HS is required to maintain an AMA of 85%

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**January**

**Year**

**2022**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>560,230.00</b>	205,029.37	8,645.30	213,674.67	(346,555.33)
A. Professional Services	<b>0.00</b>	0.00		0.00	0.00
B. Center Volunteers	<b>560,230.00</b>	203,913.88	<b>8,366.25</b>	212,280.13	(347,949.87)
C. Policy Concil/Committee	<b>0.00</b>	1,115.49	<b>279.05</b>	1,394.54	1,394.54
OTHER - FOOD DONATION	<b>0.00</b>	0.00		0.00	0.00
DONATED SUPPLIES	<b>1,530.00</b>	0.00		0.00	(1,530.00)
DONATED EQUIPMENT	<b>0.00</b>	0.00		0.00	0.00
DONATED - BUS STORAGE	<b>0.00</b>	0.00		0.00	0.00
DONATED SPACE	<b>83,944.00</b>	59,631.00	<b>14,907.75</b>	74,538.75	(9,405.25)
TRANSPORTATION	<b>0.00</b>	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>645,704.00</b>	264,660.37	<b>23,553.05</b>	288,213.42	<b>(357,490.58)</b>
C. Salarie & FB (First 5)	<b>0.00</b>	0.00		0.00	0.00
<b>Grand Total</b>	<b>645,704.00</b>	264,660.37	23,553.05	288,213.42	<b>(357,490.58)</b>

A. Y-T-D In-Kind	288,213.42
B. Contracted In-Kind	645,704.00
C. Percent Y-T-D In-Kind	44.64%



# Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: March 10, 2022

Author: Maritza Gomez-Zaragoza

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DATE: February 16, 2022  
TO: Board of Directors  
FROM: Maritza Gomez-Zaragoza, Head Start Program Director  
SUBJECT: Election of Policy Council Officers

**I. RECOMMENDATION:**

Nominate and elect interested Council Members to serve for the Madera/Mariposa Regional & Early Head Start Policy Council Committee; as per By-Laws, Article 10, Section 1 and Article 11, Section 1.

**II. SUMMARY:**

The duties of these officers shall be as follows:

- Chairperson: The chairperson shall be the Chairperson of the Policy Council and the Chairperson of the Executive Committee. He/She shall:
  1. Be a member of the Council and of the Executive Committee, and shall appoint all committees.
  2. Call all meetings of the Council and of the Executive Committee where required and work with parents and staff in the development of agendas and submission of agendas with notice of call.
  3. Preside at all meetings of the Policy Council and at all meetings of the Executive Committee.
  4. Exercise such other powers and perform such other duties as may be prescribed by the Policy Council.
- Vice-Chairperson: The Vice-Chairperson shall be a member of the Council and of the Executive Committee. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall preside at meetings and shall also perform such other duties as may be prescribed for him/her by the Council from time to time.
- Secretary/Sergeant of Arms: The Secretary/Sergeant of Arms shall be a member of the Council and of the Executive Committee, and shall keep or cause to be kept, minutes of all Council and Executive Committee meetings, and he/she shall perform such other duties as may be prescribed by the Council. Secretary/Sergeant of Arms shall keep order over all meetings.

**III. DISCUSSION:**

- The current Chairperson and Vice Chairperson have stepped down from the Policy Council leaving the positions vacant.

- Nominate and Elect one member of the Policy Council to serve as the Chairperson and one member of the Policy Council to serve as the Vice chairperson.
- Nominations and Elections will be held on March 3, 2022.

IV. **FINANCING**: None



# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: March 10, 2022

Author: Maritza Gomez-Zaragoza

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DATE: February 14, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2021-2022 Program Self-Assessment Results and Program Goals and Objectives Update.

**I. RECOMMENDATION:**

Review and consider approving the results of the 2021 – 2022 Madera Migrant/Seasonal Head Start Self-Assessment Report, Program Goals, and Objectives Update.

**II. SUMMARY:**

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

**III. DISCUSSION:**

1. Quarterly meetings are held with the Grantee to review program data and information. Staff provide information on performance that include areas of strength and areas identified as a concern. Additionally, staff have provided an updated on how the program is meeting the five-year goals and objectives.
2. The following information provides the areas that were analyzed. Strengths and Challenges are identified in each area. Whenever possible the team developed strategies to address the identified “Challenge” within the current year otherwise the information is utilized for future planning.

**Strengths:**

- a. Family Advocates are supporting families in meeting their needs and wellbeing by providing resources and referrals to various community agencies and services.
- b. Parent newsletter continues to provide parents with program updates, educational support, health and nutrition, wellness, and COVID-19 resources.
- c. The program has met its non-federal share through the continued parent participation in the program. 100% of the assigned non-federal share was met by January 2022.
- d. 93% of all program staff have participated in the Dynamic Mindfulness training. The training supports staff’s wellbeing and mental wellness.

- e. Toddler studies were implemented for all classroom. Staff received support from Area Managers and Professional Development coach to ensure implementation. Additionally, the “Art of Studies” was distributed to toddler teachers to assist in building knowledge as they familiarize themselves with expanded studies for twos.

**Needs:**

- a. Program enrollment – Due to CVOID-19 the program has not been able to meet its funded enrollment in the 2021 – 2022 program year. As of February 2022, the enrollment was at 70%

***Five Year Program Goals and Objectives Updates***

Goal #1 – CCMSHS will meet the full childcare and development needs of children and families enrolled in the Migrant and Seasonal/Migrant Early Head Start Programs.

- The goal does not apply to CAPMC – the objectives are to increase in facilities and child care providers.

Goal #2 – All children enrolled in the CCMSHS program will be prepared to enter Kindergarten.

- CAPMC meet grantee’s goal for all children enrolled in the program for 2020 – 2021. 76% of children were ready for Kinder

Goal #3 – All children enrolled in CCMSHS with chronic and complex medical conditions will experience a high-quality early education.

- 100% of children with chronic condition have received needed treatment.

Goal #4 – All children and families enrolled in CCMSHS will practice healthy nutrition habits.

- I Am Moving, I Am Learning (IMIL) activities are being implemented in the classroom and during parent meetings to promote physical activity for children and families.
- Nutritional information and resources are being provided to parents and families through the parent newsletter.

Goal #5 – The CCMSHS program will support the social service needs identified by families through collaborating with community agencies.

- CAPMC has built strong relationships with community agencies that has supported service delivery for families in need. The program has been able to conduct food drives, provided COVID-19 vaccination and testing clinics, rental assistance, vision screenings for children and prescription glasses, and internal referral to CAPMC services that include child care, victim services, and assistance with utilities.

- The 2021-2022 Program Self-Assessment Results and Program Goals and Objectives Update will be presented for review and approval on March 8, 2022.

**IV. FINANCING: Minimal.**





# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: March 10, 2022

Author: Amelia Ortiz

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DATE: February 15, 2022

TO: Board of Directors

FROM: Amelia Ortiz, Support Services Manager

SUBJECT: Recruitment & Enrollment Selection Criteria 2022 – 2023

I. **RECOMMENDATION:**

Review and consider approving the Fresno Migrant/Seasonal Head Start Recruitment and Selection Procedures for the 2022 – 2023 program year.

II. **SUMMARY:**

Staff is requesting approval of the Recruitment Procedure and the 2022 – 2023 Enrollment Selection Criteria. CAPMC's Selection Criteria has been alignment with CAPSLO 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 our grantee CAPSLO Migrant/Seasonal.
- ✓ Families wishing to participate in the Fresno Migrant/Seasonal Head Start will be selected based on the Selection Criteria.
- ✓ 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.

IV. **FINANCING:** None

- The Recruitment & Enrollment Selection Criteria 2022 – 2023 will be presented to the Policy Council Committee for approval on March 9, 2022.



## 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 2022

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 \$13,590.00	\$13,590.01-\$17,667.00	\$17,667.01 - \$20,385.00	\$20,385.01 - \$23,782.00	\$23,782.01+
2	Less Than \$18,310.00	\$18,310.01- \$23,803.00	\$23,803.01- \$27,465.00	\$27,465.01 - \$32,043.00	\$32,043.01+
3	Less Than \$23,030.00	\$23,030.01- \$29,939.00	\$29,939.01 - \$34,545.00	\$34,545.01 - \$40,303.00	\$40,303.01+
4	Less Than \$27,750.00	\$27,750.01- \$36,075.00	\$36,075.01 - \$41,625.00	\$41,625.01 - \$48,563.00	\$48,563.01+
5	Less Than \$32,470.00	\$32,470.01- \$42,211.00	\$42,211.01 - \$48,705.00	\$48,705.01 - \$56,823.00	\$56,823.01+
6	Less Than \$37,190.00	\$37,190.01- \$48,347.00	\$48,347.01- \$55,785.00	\$55,785.01 - \$65,083.00	\$65,083.01+
7	Less Than \$41,910.00	\$41,910.01- \$54,483.00	\$54,483.01 - \$62,865.00	\$62,865.01 - \$73,343.00	\$73,343.01+
8	Less Than \$46,630.00	\$46,630.01- \$60,619.00	\$60,619.01 - \$69,945.00	\$69,945.01 - \$81,603.00	\$81,603.01+
Note: For family units with more than 8 members, add per additional person the appropriate amount	<b>+\$4,720.00</b>	<b>+\$6,136.00</b>	<b>+\$7,080.00</b>	<b>+\$8,260.00</b>	<b>+\$8,260.01</b>
Effective January 12 <sup>th</sup> , 2022					

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."



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

### Selection Criteria

Child/Children Name \_\_\_\_\_

CHILD'S AGE	Check only one	POINTS
0 - 3 years old by September 1 <sup>st</sup>	10	
4 – 5 years months old by September 1 <sup>st</sup>	15	

EMPLOYMENT STATUS	Check only one	POINTS
Single parent working	75	
Both parents working	75	
One parent working and one on “incapacitated” status	25	
One parent working and one attending school/training	25	
One parent working and one parent not working	25	
Single parent on “Incapacitated” status	5	
Both parents/Single parent not working	0	

INCOME	Check only one	POINTS
Income Eligible	50	
Over-income/0-30% above poverty guidelines	25	
Over-income/31-50% above poverty guidelines	10	
Over-income/51-75% above poverty guidelines	5	
Over-income/76% or more above poverty guidelines	0	

PARENT/FAMILY STATUS	Check only one	POINTS
Foster Parent(s)	75	
Single Parent	50	
Grandparent(s) or Guardian(s)	50	
Two Parent	25	

DISABILITY	Check only one	POINTS
Diagnosed/Multiple(confirmed before selection- approved by DSS)	50	
Diagnosed (confirmed before selection – IFSP/IEP attached)	45	
Suspected by qualified person	25	
Suspected by parent	10	
Zero Disability	0	

MOBILITY STATUS	Check only one	POINTS
Moved (within previous 24 months)	50	
Has not moved (Seasonal)	0	



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

<b>OTHER FACTORS</b>	<b>Check only one</b>	<b>POINTS</b>
Homeless	75	
Refugee family	75	
Family w/1 parent on extended absence(deportation)	75	
Domestic/Family Violence	25	
Currently incarcerated parent/guardian	25	
WIC/SNAP	5	
Mental Illness (diagnose) of a parent	5	
Teen parent (under 19 yrs. at birth of child applying)	5	
Recent death of parent/guardian or sibling (w/in 12 months)	5	
Permanently disabled custodial parent/guardian	5	
Military family, including veterans	5	

**Total Points** \_\_\_\_\_



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

Policy Number: 12	Relates to CFR #: 1302.12	Page #1 of 4
Notes: 645(a)(2) of the Act		

**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 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. **Age Eligibility:** In order to participate in one of the Head Start programs the child must meet the age requirement:
  - a. A child will be age eligible if they are between the ages of zero and five by the date used to determine eligibility for public school attendance, September 1<sup>st</sup> of funded year.
  - b. A child may be older than 5 (60+ months) if their birthday is after September 1<sup>st</sup> of the funded year and the child is not eligible for kindergarten.
  - c. A child under the age of 6 weeks may be enrolled if they have all of the required immunizations.
  - d. To verify the age of a child staff must request at least one of the following documents:
    - Birth Certificate
    - Hospital Certificate of Birth
    - Baptismal Certification
    - Immunization Record
    - Court Documents
    - Social Services Documents
  
3. **Mobility eligibility:** Children of migrant families that have moved within the previous 24 months, or a seasonal family that has not moved in the previous 24 months, will be eligible. To verify mobility of families, staff must obtain at least one of the following documents, which include name and/or previous address:

- Income tax report
- W2 form(s)
- Pay Stubs
- WIC, TANF, SSI, or SNAP
- Child Support
- Unemployment Benefit
- Disability Documentation
- Passport with date and location of all family members
- Travel itinerary or tickets with date and location of all family members.
- Other (Self Declaration – needs approval).
- Public School
- Utilities Bill
- Bank Statements
- Rent Receipt
- Rental Agreement
- Official written statement from employer
- Child's Immunizations Records

4. **Income eligibility:**

Advocates 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.
- A child whose family's income comes primarily from agriculture work (50%+) will be considered eligible. Income eligible families receive priority of selection first.
- Over income families who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list.

In the instance when the last 12 months or preceding calendar year does not reflect the family's current situation, Advocates 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. **Homeless:**

- a. To verify whether a family is homeless staff must obtain documentation from a homeless services provider, school personnel, or other service agency attesting that the child is homeless. Staff may also obtain any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on intake forms, or notes from an interview with staff to establish the child is homeless.
- b. The family will have to submit proof of employment in agricultural work, or agriculture labor.

6. **Foster child:**
  - a. To verify whether a child is in foster care, staff must obtain documents such as a court order or other legal or government-issued documents, a written statement from a Child Welfare official that demonstrates the child is in foster care, or proof of a foster care payment.
  - b. The foster family will have to submit proof of employment in agricultural work, or agriculture labor.
7. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented on the ChildPlus application. Parent and Advocate will sign the application to verify that the information is true and correct.
8. The Support Services Manager will review applications and complete the Eligibility Verification Form to assure income and age has been verified. The Support Services Manager's signature will certify that the family's documentation is present and valid.
9. The Support Services Manager will utilize established criteria to ensure families who are at or below the income guidelines are selected first.
10. 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% of the 130% of the poverty guidelines and 10% of enrollment.
11. The family income is verified by the Advocate and Support Services Manager before determining that a child is eligible to participate in the program:
  - a. Children enrolled in the Migrant/Seasonal program 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. 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.
12. 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.
13. 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 must work with families to obtain required documents.

14. 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.
  
15. 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.





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

<b>Policy Number:</b> 13	<b>Relates to CFR #:</b> 1302.13	<b>Page #1 of 2</b>
<b>Notes:</b>		

**SUBJECT:** Recruitment

**PERFORMANCE OBJECTIVE:** The program reaches out to those most in need of Head Start services.

**OPERATIONAL PROCEDURE:**

1. The program focuses recruitment efforts to those families most in need of the program's services. The recruitment process is designed to actively inform all families eligible for services within the recruitment area of the availability of services and encourage them to apply for admission to the program. Recruitment is a continuous process and efforts begin prior to the program term start date and occur throughout the program year.
2. General Recruitment
  - a. Staff will maintain a recruitment binder that includes a waitlist, with monthly waitlist updates.
  - b. At the beginning of the year, staff will call waitlisted participants and potential participants to inform them that the program has resumed.
  - c. Support Services Manager will distribute list of potential children from the Migrant Student Information Network at the beginning of the year.
  - d. The recruitment team will develop a recruitment plan monthly/weekly (Recruitment Plan form).
  - e. Staff must engage in active recruitment when the number of center vacancies and waitlist does not reflect sufficient waitlisted children to maintain full enrollment in each of the classrooms (See ChildPlus Waitlist).
  - f. Active recruitment involves outreach activities that include but are not limited to calling potential participants, door-to-door recruitment, recruitment events, contacting local radio stations, or posting flyers at local businesses, presentations at local agencies.

- g. Posting flyers: The program reaches out to families working in agriculture by posting recruitment flyers in community locations where families go to seek services and where they reside. Locations include but are not limited to stores, restaurants, housing complexes, public service offices, medical offices, laundromats, schools, special events, and employers:
    - Staff will ensure they have permission from the owner or manager before posting flyer.
    - Staff will only use flyers approved by central office.
3. Staff will document all recruitment efforts on Recruitment Log and place in recruitment binder.
  4. Staff can request additional recruitment materials to Support Services Manager using a Request form.
  5. The Support Services Manager will monitor and evaluate the recruitment process. An individual recruitment plan of action is established when recruitment efforts are lacking.
  6. Disabilities Recruitment
    - a. Staff will ensure recruitment takes place at locations where potential participants with disabilities may be located. This includes, but is not limited to, Regional Centers and School Districts.
    - b. Staff will maintain a working relationship with local school districts, Regional Centers, and other programs to ensure referrals. Disabilities Specialist will work with Local Education Agency (LEA) and Regional Centers (RC) through Memorandum of Understandings (MOU) and follows up with letters, phone calls, and in person visits.
    - c. Recruitment material, as applicable, will inform potential participants that children with disabilities are eligible for the program.
  7. Recruitment team (Advocates/Center Directors) will receive training from the Support Services Manager. Training topics will include:
    - a. Recruitment, Selection, Enrollment/Re-Enrollment
    - b. Application Process
    - c. Eligibility – review prior trends or any new Head Start eligibility changes, as applicable.



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

<b>Policy Number 14</b>	<b>Relates to CFR #: 1302.14</b>	<b>Page #1 of 3</b>
<b>Notes: 645(a (2) of the Act</b>		

**SUBJECT:** Selection

**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 and Support Services Manager annually.
  
2. The Support Services Manager will submit annually the Selection for Policy Council and Board of Directors for approval.
  
3. The Selection Criteria considers the following factors for selection:
  - Child’s age
  - Employment Status
  - Family Income
  - Parental Status – two/single parent
  - Disability
  - Other factors (see Selection Criteria form).
  
4. The program will follow the approved selection criteria to prioritize the families wishing to enroll.
  
5. 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.

1. Advocates/Center Director will complete applications and will submit complete packet to the Support Services Manager.
2. The Application packet will include:
  - ✓ ChildPlus Application
  - ✓ Emergency Information
  - ✓ Selection Criteria
  - ✓ Copy of Birth Certificate (other)
  - ✓ Mobility Status
  - ✓ Income Status
  - ✓ Self-Certification (if applicable)
  - ✓ Disability Documentation (if applicable)
  - ✓ Immunization Record
  - ✓ Medical or Insurance Card
  - ✓ Health History
3. The Support Services Manager will review the application along with the documentations provided and will complete the Eligibility Verification form to determine if the child is eligible for services.
4. The application will be reviewed to assure families are income eligible, meet more than 50+% agriculture income, and whether they are migrant or seasonal. The Support Services Manager's signature on ChildPlus 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 Manager will forward the application to the Disability/Mental Health Specialist.
6. 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.
7. If there is a current IFSP/IEP it will indicate on the Child Application that the child has a "Certified IFSP" or "Certified IEP".
8. 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".
9. Once approved, the Support Services Manager will forward applications to Data Entry Technician to enter into ChildPlus.

- b. Only applications that have been approved by the Support Services Manager will be entered into the ChildPlus system. 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 system, the Support Services Manager 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 at the beginning of the program year and throughout the year for waitlisted children.

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.

## **ACCEPTANCE**

Advocate/Center Director will contact family to notify them their child/children have been accepted. If parent is interested in receiving services, Advocate/Center Director will schedule an appointment to complete the in-take process.



# Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: March 10, 2022

Author: Luisa Marquez

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DATE: February 15, 2022

TO: Board of Directors

FROM: Luisa Marquez, Administrative Analyst

SUBJECT: Community Assessment Update for Community Action Partnership of Madera County, Inc. – Fresno Migrant/Seasonal Head Start

**I. RECOMMENDATION:**

Review and consider approving the 2021 – 2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County, Inc. – Fresno Migrant/Seasonal Head Start.

**II. SUMMARY:**

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

Staff is providing the 2022 – 2023 Community Assessment Final Document for review and consideration.

**III. DISCUSSION:**

- Under the new Head Start Program Performance Standards, a program must complete a comprehensive community assessment to identify the needs of the community and the need for Migrant Seasonal Head Start services at the beginning of the 5-year grant cycle and updated every year thereafter.
- CAPMC has conducted the community assessment for Fresno County. The process for the completion of the assessment included gathering of demographic data from the census, data on crop fluctuations if any, data on migrant patterns, and data on community resources.
- The information gathered was utilized to establish goals for the program, revise/update selection criteria if changes are needed, and identify any areas in need of Fresno Migrant Head Start services.
- The 2022 – 2023 community assessment update includes current data and program information that will be used for program planning.

- The Community Assessment Update will be presented to the Policy Committee on March 9, 2022.

**IV. FINANCING: Minimal.**



# COMMUNITY ASSESSMENT

FRESNO MIGRANT & SEASONAL HEAD START

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Data about the migrant/seasonal farmworker population in the service areas of Fresno County.

# EXECUTIVE SUMMARY

The Community Action Partnership of Madera County Migrant & Seasonal Head Start program in Fresno County serves 519 children from 6 weeks to 5 years of age, for 98 days in a center-based setting. The need for programs serving income-eligible children in the communities is evident, and the data presented in this document continues to support that.

Our center-based program operates in the eight following cities:

TABLE 1

City	Population	Children Under 5
Selma	24,674	8.3%
Orange Cove	9,649	11.7%
Parlier	14,576	8.6%
Reedley	25,227	9.8%
Mendota	12,595	10.6%
Firebaugh	8,096	8.2%
Kerman (Biola)	16,016	9.1%
Five Points	Data Unavailable	Data Unavailable

Source: United States Census Bureau (Quick Facts April 1, 2020)

The service area is limited to the rural areas of Fresno County. Data is unavailable for Five Points due to its small size and rural location. Recruitment is determined by three factors: the location of growers and agricultural areas, program center location and acceptable transportation times per the Head Start Performance Standards.

As of April 1, 2020, the total population for Fresno County was 1,008,654 resulting in a 1.8% increase in population from 2010. The state of California also experienced a 1.6% increase in population over the same period according to the United States Census Bureau quick facts.

Due to COVID-19 pandemic, the 2020 American Community Survey data is not available at the moment.

## DEMOGRAPHIC MAKE-UP OF MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN AND FAMILIES

Over 2.5 million agricultural workers travel throughout the U.S., serving as the backbone for a multi-billion-dollar agricultural industry. Within the population, 16% have been identified as migrating, while 84% are seasonal agricultural workers. (Source: National Center for Farmworker Health, Inc.) Fresno County is home to 1.88 million acres of the world's most productive farmland, with agricultural operations covering nearly half of the country's entire land base of 3.84 million acres (Source: Fresno County Farm Bureau). Estimates for the number of migrant and seasonal children in the service area of Fresno County are based upon the number of migrant workers and workers who worked less than 150 days from the 2018 US Census of Agriculture.



From that number, a series of percentages are applied to estimate the number of children who are eligible for migrant/seasonal services. See the table below.

TABLE 2

Value	Description	Source
20,943	Hired farm labor who worked less than 150 days	<i>US Census of Agriculture 2017, Table 7, Fresno County</i>
57%	Percentage of workers who are parents	<i>National Center for Farmworker Health, Agricultural Worker Demographics 2018</i>
42%	Percentage of workers who migrate with children	<i>National Center for Farmworker Health 2012</i>
2	Average number of children per migrant/seasonal farmworker	<i>National Agriculture Work Survey</i>
96%	Percentage of children under the age of 18	<i>National Agriculture Work Survey</i>
32.9%	Estimated percentage age 5 or less compared to 0-18	<i>US Census American Community Survey, 2019 5 Year Estimates, S0101, B09001</i>
3,167	<b>ESTIMATED NUMBER OF MIGRANT/SEASONAL CHILDREN 0-5 IN FRESNO COUNTY</b>	
1,530	Of the estimated number of migrant/seasonal children in Fresno County, the percentage of 0-2 year olds (48.3%)	<i>US Census American Community Survey, 2019 5 Year Estimates, B09001</i>
1,637	Of the estimated number of migrant/seasonal children in Fresno County, the percentage of 3-5 year olds (51.7%)	<i>US Census American Community Survey, 2019 5 Year Estimates, B09001</i>

Source: Various (See above) 2020 data not available.

The racial, ethnic, and cultural diversity of the population in Fresno County continues to change. In 2019, the Fresno County Hispanic population increased to 53.1% from 51.6% in 2015. (Source: 2015, 2019 American Community Survey DP05).

## AGRICULTURE IN FRESNO COUNTY

Fresno County has 1,557 farms that harvest more than 350 crops; it continues to supply the highest quality of food and fiber nationwide and abroad to more than 95 countries around the world. During the summer months of June, July and August the following main crops are harvested: onion, cantaloupe, melon, bell peppers, tomatoes, sweet corn and tomatoes. The fall months of August, September and October is the busiest time for many Fresno County farmers. During that time, the following main crops are harvested: peaches, plums, nectarines, apricots, pluots, grapes, almonds and pistachios. Many other crops are harvested during the summer and fall but the mentioned crops are the highest in demand.

Fresno Migrant/Seasonal Head Start center-based program operates from June to the end of October, which are busiest months of farm labor based on the data provided from the Fresno County Farm Bureau. The need for child care is essential during those months. The calendar below specifically shows the many crops that are harvested during the year by month.



## Fresno County Harvest Calendar

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Broccoli Citrus Grapefruit Lemons Oranges Pummelos Tangelos Tangerines	Broccoli Citrus Lemons Oranges Tangelos Tangerines	Asparagus Broccoli Citrus Lemons Mandarins Oranges Tangelos Tangerines Lettuce	Asparagus Broccoli Citrus Oranges Lettuce Peas Strawberries Wheat	Alfalfa Asparagus Blueberries Cherries Citrus Oranges Cucumbers Green Beans Nectarines Onions Peaches Plums Squash Strawberries Wheat	Alfalfa Apricots Asparagus Barley Bell Peppers Blueberries Boysenberries Cherries Chili Peppers Citrus Oranges Corn Cucumbers Eggplant Figs Garbanzo Beans Grapes Green Beans Honeydew Nectarines Onions Peaches Plums Squash Strawberries Tomatoes Watermelons Wheat	Alfalfa Apricots Apriums Barley Bell Peppers Blueberries Cantaloupes Chili Peppers Citrus Oranges Corn Cucumbers Eggplant Figs Garbanzo Beans Garlic Grapes Green Beans Honeydew Jujubes Lettuce Nectarines Onions Peaches Plums Pears Plums Pluots Safflower Squash Strawberries Tomatoes Watermelons Wheat	Alfalfa Almonds Apples Apriums Barley Bell Peppers Cantaloupes Carrots Chili Peppers Corn Cucumbers Eggplant Figs Garlic Grapes Green Beans Honeydew Jujubes Lettuce Nectarines Onions Peaches Pistachios Plums Pumpkins Rice Sorghum Squash Strawberries Tomatoes Walnuts Watermelons Wheat	Alfalfa Apples Barley Bell Peppers Broccoli Cantaloupes Chili Peppers Corn Cotton Eggplant Grapes Green Beans Kiwi Lettuce Persimmon Pistachios Pomegranate Pumpkins Rice Sorghum Squash Tomatoes Walnuts Watermelons Wheat	Alfalfa Bell Peppers Broccoli Citrus Lemons Oranges Cotton Eggplant Grapes Green Beans Kiwi Long Beans Olives Persimmon Pistachios Pomegranate Squash Tomatoes Walnuts	Broccoli Citrus Grapefruit Lemons Oranges Cotton Olives Pomegranate Turnips	
<b>HARVESTED YEAR-ROUND</b> Cattle and Calves Eggs Hogs and Pigs			Honey Poultry Milk		Nursery Products Sheep and Lambs						

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Revised 2/2016

When the center-based program closes at the end of November, children under 3 years old are referred to family child care providers in their community. In addition, parents are referred to local agencies where child care is provided.

## CHILD DEVELOPMENT AND CHILD CARE PROGRAMS SERVING HEAD START ELIGIBLE CHILDREN

Subsidized programs in Fresno County aim to serve low-income or at risk families. Table three below displays the childcare and development programs in Fresno County with the children ages 0-5, and children ages 6-12 each served in 2018-19; the data was collected as part of the 2019 Fresno County Needs Assessment by the Fresno Child Care & Development Local Planning Council.

The implementation of Transitional Kindergarten in Fresno County has had a direct impact on the Head Start program and its ability to maintain enrollment in the centers. Transitional Kindergarten accepts children of which a few years ago would have otherwise been served by a preschool program such as State Preschool, Head Start, or a private program.

TABLE 3

Child Care Program	Infant/Toddler (0-2)	Preschool (2-5)	School-Age (6-12)
Full-Day Center (CCTR)	162	434	197
CA State Preschool (CSPP) Full-day	0	1,320	0
CA State Preschool (CSPP) Part-day	0	5,356	0
FCCH Networks	13	38	15
Migrant	0	53	0
California Alternative Payment	139	542	666
CalWORKs Stage 1	349	1,218	842
CalWORKs Stage 2	144	581	547
CalWORKs Stage 3	79	423	784
Head Start	0	2,435	0
Early Head Start	559	0	0
CAPMC Fresno Migrant & Seasonal Head Start <small>(served in 2020-2021)</small>	148	99	0
CAPMC Fresno Migrant & Seasonal Early Head Start <small>(served in 2020-2021)</small>	18	0	0
Other: Migrant Alternative Payment and ASES	17	38	25,547
<b>TOTAL CHILDREN SERVED</b>	<b>1,665</b>	<b>12,596</b>	<b>28,598</b>

Analysis of this data reveals that the slots for migrant childcare in Fresno County are in high demand. CAPMC Fresno Migrant & Seasonal & Seasonal Head Start was unable to meet its funded enrollment due to COVID-19; child group sizes were decreased to ensure physical distancing and adhere to County and Community Care Licensing health guidelines.

## CHILDREN WITH DISABILITIES

CAPMC continues to serve children with disabilities through the Migrant & Seasonal Head Start program and other collaborative partnerships in the community. During the 2020-2021, the Program Information Report indicated the following in table 4 for preschoolers and table 5 for infant/toddler:

TABLE 4

<b>Preschool disabilities services (HS and Migrant Programs)</b>	<b># of Children</b>
Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	17
<b>Of these, the number who were determined eligible to receive special education and related services:</b>	<b># of Children</b>
Prior to enrollment into the program for this enrollment year	10
During this enrollment year	7

TABLE 5

<b>Infant/Toddler Early Intervention Services (Migrant Programs)</b>	<b># of Children</b>
Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP) indicating they have been determined eligible by to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	23
<b>Of these, the number who were determined eligible to receive early intervention services:</b>	<b># of Children</b>
Prior to enrollment into the program for this enrollment year	16
During this enrollment year	7

Securing and receiving timely diagnosis and services is a challenge due to families' migratory status. In 2021 diagnosis and providing services took longer than usual due to COVID-19. A network of resources and open lines of communication between service providers continues to make Fresno County's services for children with disabilities a highlight of the child care and education programs.

# DATA ABOUT THE EDUCATION, HEALTH & NUTRITION, AND SOCIAL SERVICE NEEDS OF MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN

The education, health, nutrition, and social service needs of Head Start eligible children have continued to shift in some areas, while remaining constant in others.

## ***Education***

- In 2019, 76% of the Fresno County population over the age of 25 have a GED or high school diploma.
- In the 2020-2021 school year, English Language learners in grade levels K-12 made up 17.9% of the student population in Fresno County.
- Of the English Learners in Fresno County public schools, 85.06% speak Spanish (2020-2021 school year).
- In 2020-2021, 24.09% of third grade students in Fresno County met or exceeded the standard on the English Language Arts/Literacy CAASPP. California's average was 39.79%. CAASPP test scores from 2020-2021.
- Only 21.07% of third grade students from economically disadvantaged families in Fresno County met or exceeded the standard on the English Language Arts/Literacy CAASPP in the 2020-2021 school year.
- Only 21.2% of Fresno County population over 25 years of age had a Bachelor's degree.
- According to the Program Information Report for the 2020-2021 program year, of the parents of children enrolled in the Fresno Migrant/Seasonal Head Start program, 54% have not completed high school and Early Head Start was 50%.

## ***Health and Nutrition***

- Data indicates children have health issues with asthma, hearing and vision problems. According to the 2020-2021 PIR, (7.2 %) Fresno Migrant/Seasonal children were treated for asthma, and seven for vision problems, four hearing problems and one for life threatening allergies.
- The number of children in the Migrant & Seasonal Head Start program whose BMI is considered overweight or obese is 33, representing (13.3 %) of all enrolled children.

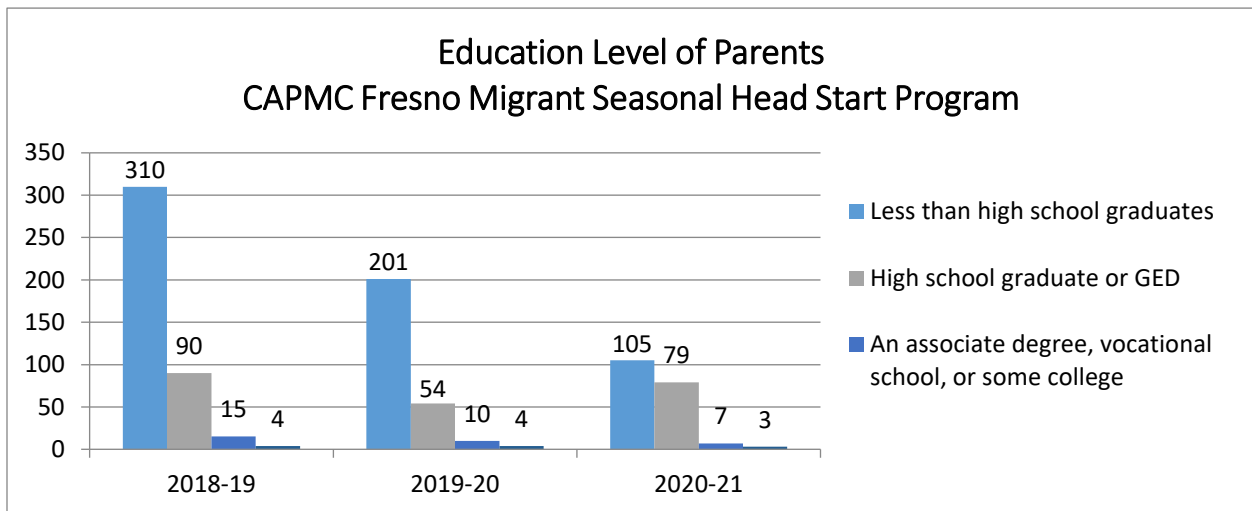
# EDUCATION, HEALTH & NUTRITION, AND SOCIAL SERVICE NEEDS OF MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN

The education, health & nutrition, and social service needs of Head Start eligible children have continued to shift in some areas, while remaining constant in others.

## Education

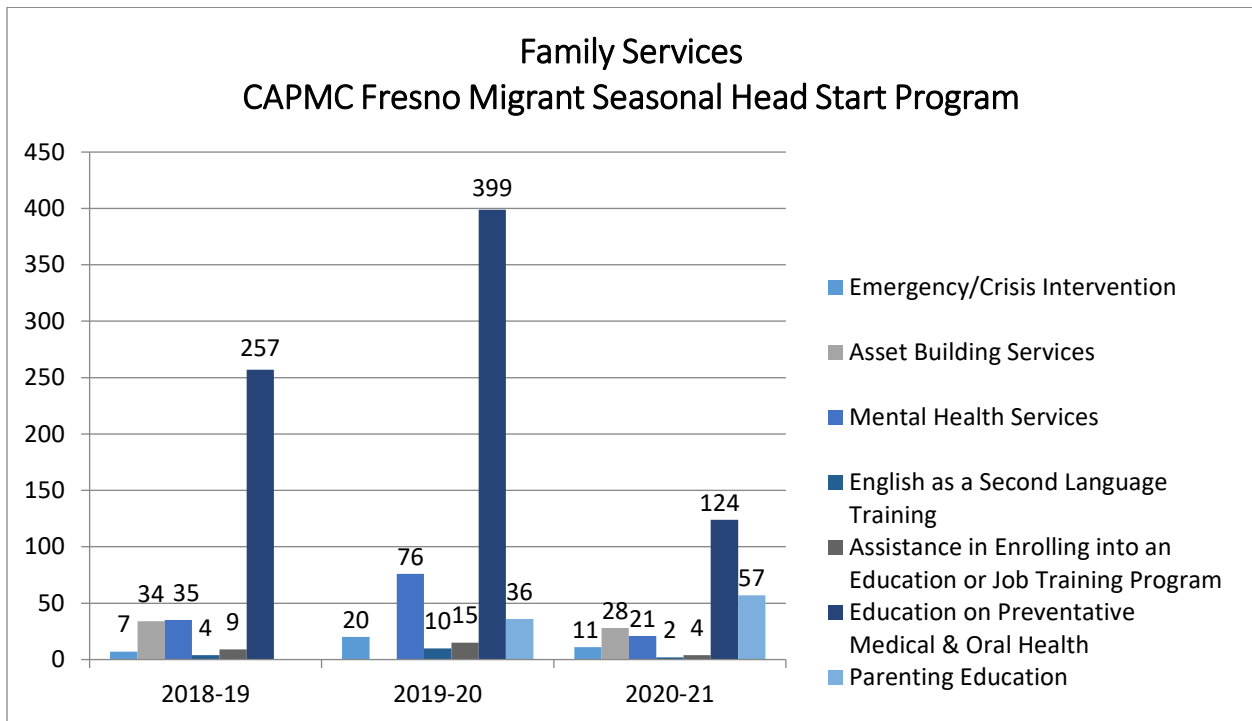
- Lower education levels in families and not having the income to pursue higher education.
- Program supporting parent’s efforts such as parental resiliency, social connections, knowledge of parenting and child development.
- Parents working additional hours to make extra income and are requesting longer service days/period.

TABLE 6



Source: Program Information Report, CAPMC, 2018-19, 2019-20, 2020-21.

TABLE 7



Source: Program Information Report, CAPMC, 2018-19, 2019-20, 2020-21.

### Health and Nutrition

- Trends identified through the Community Assessment include obesity, physical activity, asthma, and accessibility of promoting healthier choices.
- More resources of healthy foods to share with families for example low in salt, sugar and solid fats.
- Foods higher in iron like Vitamin A, C, D and calcium.

### Social Service Needs

- Health insurance eligibility for undocumented immigrants.
- Lack of health coverage due to the high cost.
- Mental health resources

## COMMUNITY RESOURCES

Because of the size and geographic expansiveness of Fresno County, many rural families do not have knowledge of basic resources available, or the means to get to them. For those families living within the city limits of Fresno, on the other hand, services may be accessible by public transportation or personal vehicles. Rural communities such as Five Points, Mendota, Orange

Cove and Firebaugh are an hour away from the city of Fresno and those towns lack the infrastructure and staff to provide health care services. For example, Mendota does not have a hospital, and in several other rural communities' pharmacy, hours are limited. When families participate in the Head Start program, they receive resourceful information through referrals, a resource book, and parent meetings. Unfortunately, some of the issues families encounter are difficult to address such as the lack of health coverage has been a persistent problem in families. Undocumented immigrants are ineligible for Medical or Marketplace coverage; while uninsured families cite the high cost of insurance as the main reason they lack coverage. Another issue family's phase is the lack of education due to the pressure of work, high stress levels and lack of money for academic enrichment may contribute to lower education levels for families. Overall, the resources in the communities of Fresno have fared well with no state budget cuts and dwindling resources. Services through community resources may be smaller with longer wait times; however, families in need have been able to access services. Below is a summary of types of resources available to Head Start families and other members of the community.

CAPMC Head Start has established many key partnerships that allow families to access an array of services.

**TABLE 8**

ESTABLISHED PARTNERSHIPS AND COLLABORATIONS
California Department of Education
Central Valley Regional Center
Central Valley Opportunity Centers
Department of Social Services
Dr. Cristian I. Panoff, DSS
Exceptional Parents Unlimited
Fresno Child Development Consortium
Fresno County Help Me Grow
Fresno County Superintendent of Schools
Immunization Coalition
Kerman Unified School District
Kings Canyon Unified School District
Mendota Unified School District
Orchard Medical Center
Proteus Inc.
Salvation Army
Safe Kids
Selma Unified School District
St. Anthony Family Dentistry
Unified Health Centers of San Joaquin Valley (CHDP)
Women, Infant & Children (WIC)



### ***Primary Health Care***

Fresno County has a strong network of community resources and health and education institutions. The Fresno Migrant & Seasonal Head Start program continues to work diligently and proactively to have excellent working relationships with other social service agencies in the area as well as good rapport with the dentists and doctors in the community. This is reflected by the number of community resources provided to the children and families enrolled in the program. In addition, Advocates help parents obtain health documents through the implementation of a database. The program continually seeks out available resources to assist the program participants. Some health requirements were not met due to COVID-19 restrictions. Due to the lack of staff at the clinics/doctor's office, the availability of appointments was limited, in which families had difficulty in making and/or keeping their appointments to ensure all health requirements were met in a timely manner. Furthermore, medical providers are only allowing the patient and one adult in the office, making it a hardship for single parent's families with multiple children.

### ***Parent Education and Support***

The program significantly supports parents' education efforts such as parental resiliency, social connections, knowledge of parenting and child development and social and emotional competence in children. In addition, the program provides parents the skills to prepare their children for school and help them be successful.

### ***Mental Health***

Out of the 247 children enrolled in the program, 99% have Medi-Cal and each county mental health plan contracts with the California Department of Health Care Services to provide mental and behavioral services to Medi-Cal beneficiaries. Specialized providers are contracted to help parents address any concerns they may have. One challenge the program encountered was providing mental health services to children. Behavioral health requires parents to advocate for their child, and parents are unavailable due to their work schedule so their children often do not receive needed services. In addition, families are refer to United Health Center, Adventist Health Medical Center, Friends, All 4 U, Fresno County Mental Health Services and Exceptional Parent Unlimited. United Health Care centers has expanded mental health services by creating group sessions and a care plan for parent and children is established.

### ***Child Care***

In Fresno County, an estimated 205,895 children ages birth to 12 have parents in the labor force. Currently 16,945 licensed childcare spaces exist, and 5,760 licensed family childcare homes. County regional market rates are the maximum allowable reimbursement for parents receiving a state subsidy. The table below demonstrates those rates for various child ages and care type.

<b>COST OF CARE: COUNTY REGIONAL MARKET RATES ALLOWED FOR STATE SUBSIDY</b>				
<b>Weekly Regional Market Rates by Age and Type of Care</b>				
<b>Center Regional Market Rates</b>	<b>Center Full-Time Maximum</b>	<b>Center Full-Time Average</b>	<b>Center Part-Time Maximum</b>	<b>Center Part-Time Average</b>
Infant / Toddler	\$313	\$406	\$227	\$232
Preschool	\$260	\$159	\$168	\$159
School-Age	\$183	N/A	\$128	N/A
<b>Family Child Care Home Regional Market Rates</b>	<b>FCCH Full-Time Maximum</b>	<b>FCCH Full-Time Average</b>	<b>FCCH Part-Time Maximum</b>	<b>FCCH Part-Time Average</b>
Infant / Toddler	\$196	\$152	\$151	\$152
Preschool	\$177	\$146	\$140	\$146
School-Age	\$156	N/A	\$129	N/A

*(Sources: CDE, the California Child Care Resource and Referral Network, other local sources)*

According to the California Child Care Resource and Referral Network, the annual cost for full-time infant care in a licensed center is \$13,206, and for licensed family child care homes, it is \$8,930. Of all the child care request that come in through Resource and Referral, office in Fresno 43% requested care for children ages 2-5.

### ***Transportation***

Public transportation is available for parents who live within the city limits of Fresno. However, in rural communities were Fresno Migrant & Seasonal Head Start provides services; families do not have access to public transportation. For the Head Start center, Five Points the only means of transportation is a personal vehicle. The rest of the centers are in cities that offer public transportation.

### ***COVID-19 in Fresno County***

On March 16, 2020, an Emergency Declaration Order was issued in Fresno County for residents with non-essential employment, in response to the COVID-19 global pandemic that was unfolding around the world. Local schools switched to distance learning, and many service

providers temporarily closed their doors to public interfaces, struggling to find ways to still serve those in need. The first case of COVID-19 found in Fresno County was on March 6, 2020, and since then, 202,691 cases have been reported, leading to 2,457 deaths. As of November 16, 2021 582,337 full two-dose vaccines have been administered in Fresno County and 206,089 have received the booster dose.

In response to COVID-19, the following services have been offered to Fresno County residents:

- California Food Bank delivered food to approximately 280,000 people each month.
- Fresno Unified School District offered weekly meal distributions for all students.

Data about the impacts of the COVID-19 Pandemic is yet to come, as the business, medical, social, and educational systems, and the individuals that make them up in Fresno County struggle in countless ways.



# Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: March 10, 2022

Author: Maritza Gomez-Zaragoza

DATE: February 11, 2022  
TO: Board of Directors  
FROM: Maritza Gomez-Zaragoza, Head Start Program Director  
SUBJECT: 2021 – 2022 California State Preschool Program (CSPP) funding Grant Budget Revision for Amendment #1.

**I. RECOMMENDATION:**

Consider approving Community Action Partnership of Madera County, Inc. 2021 – 2022 Amendment #1 Budget Revisions for CSPP to Stanislaus County Office of Education for a total increase funding of \$30,897.

**II. SUMMARY:**

We have prepared comparison budget revisions based on agency’s funding allocations for the 2021 – 2022 funding guidance and amounts received from Stanislaus County Office of Education.

**III. DISCUSSION:**

The State Based Migrant Part Year Program Daily Reimbursement Rate increased from \$44.87 to \$46.99 retroactive to July 1, 2021.

A. CSPP – Increase in funds to allocate more costs from the Blended program in Personnel and Fringe categories. Comparison Budget Revision attached.

**IV. FINANCING:**

	Approved	Amendment	Increase
Total Grant Award CMIG Budget	\$761,724	\$792,621	\$30,897

- The 2021 – 2022 California State Preschool Program (CSPP) funding Grant Budget Revision will be presented for approval to the Policy Council on March 3, 2022.

**STANISLAUS COUNTY OFFICE OF EDUCATION  
REGIONAL HEAD START  
BUDGET COMPARISON  
Budget Revision #?**

**Delegate Agency:** Community Action of Madera County

	Currently Approved Budget	Net Changes	Revised Budget
6a Personnel	556,370	22,604	578,974
6b Fringe	141,820	5,715	147,535
6c Travel	-	-	-
6d Equip >5,000	-	-	-
6e Supplies	-	-	-
6f Contracts	-	-	-
6g Renovations	-	-	-
6h Other	-	-	-
Total Direct	698,190	28,319	726,509
6i Indirect	63,534	2,578	66,112
<b>Total</b>	<b>761,724</b>	<b>30,897</b>	<b>792,621</b>

<b>Explanation of requested variance/changes:</b>	<b>Changes</b>
6a Net Increase:	22,604
6b Net Increase:	5,715
6c No Change	-
6d No Change	-
6e No Change	-
6f No Change	-
6g No Change	-
6h No Change	-
6i Net Increase:	2,578
<b>Total</b>	<b>30,897</b>

<b>Approval Section</b>	
<b>Delegate Director:</b>	<b>Date:</b>
<b>Agency Executive Director:</b>	<b>Date:</b>
<b>Policy Committee Approval:</b>	<b>Date:</b>
<b>Board Approval:</b>	<b>Date:</b>
<b>Grantee Director:</b>	<b>Date:</b>



# Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: March 10, 2022

Author: Sandra Ramirez

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DATE: February 23, 2022

TO: Board of Directors

FROM: Sandra Ramirez

SUBJECT: 2021 – 2022 Training & Technical Assistance Grant Budget Revision.

**I. RECOMMENDATION:**

Consider approving Community Action Partnership of Madera County, Inc. 2021 – 2022 Training & Technical Assistance Budget Revision to Stanislaus County of Education.

**II. SUMMARY:**

We have prepared comparison budget revision based on agency's funding allocations for the 2020 – 2021 funding guidance and amounts received from Stanislaus County Office of Education.

**III. DISCUSSION:**

The Training & Technical Assistance Grant needs necessary category changes do to trainings and conferences were presented online and no travel was need during the contract year.

- A. 6c Travel Out of Area – unused funds of \$4,674 to be transferred to 6e Supplies and 6h Other categories.
- B. 6e Supplies – transfer in \$3,914 to purchase training materials and supplies.
- C. 6h Other Category – transfer in \$760 to cover excess staff training costs.
- The 2021-2022 Training & Technical Assistance Grant Budget Revision will be presented for Policy Committee approval on March 8, 2022.

**IV. FINANCING: None**

**STANISLAUS COUNTY OFFICE OF EDUCATION  
MIGRANT HEAD START  
BLENDED BUDGET COMPARISON REVISION  
March 1, 2021 - February 28, 2022**

**Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

<b>320 T&amp;TA</b>		<b>Approved Budget</b>	<b>Modification Changes</b>	<b>Revised Budget</b>
6a	Personnel	-	0	-
6b	Fringe	-	0	-
6c	Travel	4,674	(4,674)	-
6d	Equip >5,000	-	0	-
6e	Equip <5,000	-	0	-
6e	Supplies	2,512	3,914	6,426
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	22,003	760	22,763
	Total Direct	29,189	-	29,189
6i	Indirect	2,656	0	2,656
	<b>Total</b>	<b>31,845</b>	<b>-</b>	<b>31,845</b>

<b>Explanation of requested variance/changes:</b>		<b>Changes</b>
6a	No Change	-
6b	No Change	-
6c	Net Decrease: Decrease do to training and conferences were online and traveling was not necessary. Transfer to 6e Supplies and 6d Other.	(4,674)
6d	No Change	-
6e	No Change	-
6e	Net Increase: Increase to purchase training materials and supplies. Transfer from 6c.	3,914
6f	No Change	-
6g	No Change	-
6h	Net Increase: Increase for training staff costs. Transfer from 6c.	760
6i	No Change	-
<b>Total</b>		<b>-</b>

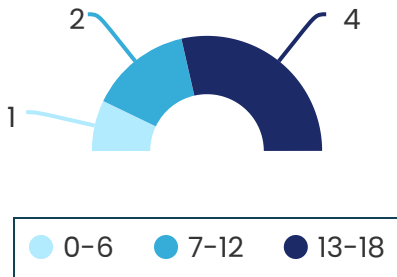
<b>Approval Section</b>	
<b>Delegate Director:</b>	<b>Date:</b>
<b>Agency Executive Director:</b>	<b>Date:</b>
<b>Policy Committee Approval:</b>	<b>Date:</b>
<b>Board Approval:</b>	<b>Date:</b>
<b>Grantee Director:</b>	<b>Date:</b>



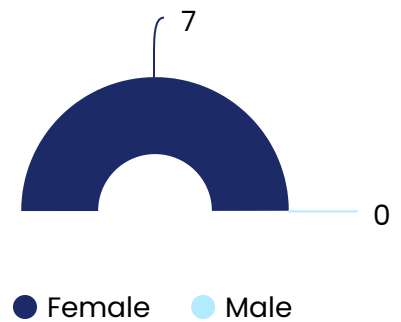
# Madera County Child Advocacy Center (CAC)

February 2022

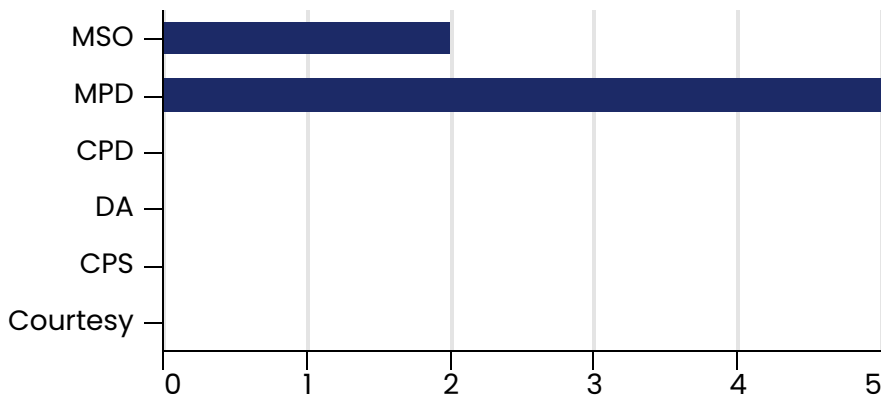
## Age



## Gender



## Requesting Agency



## Counseling Services

Referrals Made: 1  
Onsite Counseling Sessions: 2



## Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2022	10	17										
2021	7	13	26	36	55	68	82	89	95	108	122	140





**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM  
MONTHLY REPORTING – [February 2022](#)**

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

General Contract - CAPP	378
CalWORKs Stage 2 – C2AP	164
CalWORKs Stage 3 – C3AP	142
Bridge Program - BP	8
<b>Total Children Enrolled</b>	<b>692</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	45
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	33
LICENSE-EXEMPT CHILD CARE PROVIDERS	35
<b>Total Providers Enrolled</b>	<b>113</b>

**RESOURCE & REFERRAL LICENSED PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	90
CLOSED - LICENSED CHILD CARE PROVIDERS	0

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

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

- Impacts of Trauma (English) – 3 attendees
- Impacts of Trauma (Spanish) – 32 attendees

**Family, Friend and Neighbor Activity:**

- Postpone until further notice

**Bridge Coaching Session:**

- Navigating Together (Spanish) – 24 attendees



## Community Services Monthly Report to the Board of Directors

February 2022

### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

<b>Program</b>	<b>Monthly Households Served</b>	<b>11-1-2020 to 6-30-2022 Fiscal YTD Totals</b>
2021 Non-Emergency	0	1630
2021 Emergency	7	1404
2021 Wood/Propane/Oil	0	115

<b>Program</b>	<b>Monthly Households Served</b>	<b>8-1-2021 to 3-31-2023 Fiscal YTD Totals</b>
ARPA 2021- Non-Emergency	77	223
ARPA 2021 – Emergency	47	222
ARPA 2021 - WPO	8	40

### HOMELESS PROGRAMS

<b>Program</b>	<b>Residents</b>	<b>Vacancy</b>
Shunammite Place	29	6
Madera Mental Health Service Act	12	0

## HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	80	0

## NUMBER OF MEALS DELIVERED IN February 2022

Chowchilla / Fairmead	980 meals delivered in February	10 seniors receiving home delivered meals
Madera outside city limits	42 meals delivered in February	12 seniors receiving home delivered meals
Coarsegold	448 meals delivered in February	10 seniors receiving home delivered meals
Oakhurst / North Fork	2,212 meals delivered in February	43 seniors receiving home delivered meals
Ahwahnee	252 meals delivered in February	5 seniors receiving home delivered meals
Total meals delivered in February	3,934	80 total seniors receiving home delivered meals

This contract has been extended through June 30, 2022 to accommodate 80 seniors.

## February 2022 Homeless Prevention Assistance

Homeless Housing Assistance	17
FEMA CARES	0
CDBG CARES	0
Kaiser Round II	0
Total	17

## Kaiser Round II Spending Period 11-1-2021 through 1-31-2022

	Award	YTD Expenses	Budget Balance	% Spent
Funding	\$25,000	\$22,047.52	\$2,952.48	88%
Objective	Goal	YTD Achieved	Balance	% Achieved
Assist 10 households	13	14	-0-	130%

## Emergency Rental Assistance Program

- Social media views Facebook = 207 reached – likes = N/A for February 2022
- Instagram = N/A for February 2022
- Twitter = N/A for February 2022
- Number of residents assisted with an on-line application in February = 12



# HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT February 2022

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 2/1/2022 - 2/28/2022.

Location	Madera City & Surrounding Area	Oakhurst	Nipinnawasee	Coarsegold	Northfork	Chowchilla	Total Contact
Previous Month YTD	686	30	0	24	1	67	808
February 2022	93	2	0	4	0	17	116
YTD Total 7/1/21-6/30/22	779	32	0	28	1	84	924

OUTCOMES - SERVICES OFFERED			
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ENTERED DRUG PROGRAM	1	7	8
REFERRED TO MADERA BHS FOR ASSESSMENT	20	134	154
OBTAINED BHS DUE TO REFERRAL	3	49	52
SUICIDE PREVENTION	0	1	1
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
WENT INTO SHELTER	3	60	63
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	1	1
REUNITED WITH FAMILY VIA BUS OR AIRPLANE	0	2	2
ASSISTED WITH COLLECTING PAPERWORK TO HELP GET HOUSED	62	464	526
REFERRED TO PERMANENT SUPPORTIVE HOUSING	2	23	25
MOVED INTO PERMANENT SUPPORTIVE HOUSING	1	11	12
MOVED INTO PERMANENT HOUSING	4	30	34
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED AND CONNECTED WITH WORKFORCE	8	33	41
ASSISTED WITH JOB INTERVIEW PROCESS	2	9	11
EMPLOYED AS A RESULT OF ASSISTANCE	0	1	1
ASSISTED IN OBTAINING BYCYCLE FOR TRANSPORTATION FOR WORK	0	6	6
OTHER NON-EMPLOYMENT INCOME	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	1	6	7
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	10	46	56
ASSISTED IN OBTAINING CASH AID / TANF	2	12	14
ASSISTED IN OBTAINING CALFRESH BENEFITS	2	28	30
ASSISTED IN OBTAINING HEALTH INSURANCE	5	20	25
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	6	33	39
ASSISTED IN OBTAINING A GOVT. PHONE	2	6	8
ASSISTED IN OBTAINING PET DOCUMENTATION	2	4	6
ASSISTED IN OBTAINING BIRTH CERTIFICATE	7	27	34
ASSISTED IN OBTAINING DRIVER'S LICENSE	0	1	1
REFERRALS MADE TO DSS HSP	3	26	29
REFERRALS MADE TO THE VA	3	6	9
REFERRALS MADE TO CPS	0	5	5
REFERRALS MADE TO VICTIM SERVICES	1	11	12
REFERRAL TO FOSTER CARE SERVICES	0	0	0
PROVIDED SHOES OR CLOTHES TO CLIENT	3	18	21
PROVIDED DMV VOUCHER FOR ID	8	67	75
DELIVERED COMMODITIES	23	155	178
ARRANGED TRANSPORTATION	12	61	73

CONNECTED TO VOLUNTEER WORK	0	0	0
ADVOCACY WITH LEGAL MATTER	0	24	24
TRANSITIONAL AGE YOUTH CLIENTS	12	54	66

<b>OTHER HELP CENTER SERVICES</b>	
LIHEAP REFERRALS	0
HOUSING GUIDE PROVIDED	11
RENTAL ASSISTANCE APPLICATION PROVIDED	8
ONGOING RAPID REHOUSING	0
HOUSEHOLDS IN EMERGENCY SHELTER	18



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: March 10, 2022

Author: Daniel Seeto

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DATE: March 2, 2022

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Discretionary Contribution for CAPMC 403(b) Retirement Plan

**I. RECOMMENDATION:**

Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021.

**II. SUMMARY:**

Based on the plan document, the Board of Directors must determine at the beginning of each plan year the discretionary contribution that will be allocated for each eligible participant. Staff recommends a discretionary employer contribution of 5% of FICA wages for the 2021 plan year for qualified employees.

**III. DISCUSSION:**

- The agency has offered a 403(b) retirement plan since 1993.
- The Board of Directors has authorized a 4% discretionary employer contribution for eligible employees since the inception of the plan and approved an increase to 5% in 2021.
- In order to participate in the CAPMC 403(b) Retirement Plan, employees must complete one year of eligibility service by being paid a minimum of 1,000 hours and be at least 21 years old. The only entry plan dates are January 1 and July 1 following the initial one year of service. Thereafter, employees must be paid for 1,000 hours during the calendar year to qualify for the employer contribution.
- Employees upon hire may contribute to the plan on their own through salary reduction agreements from their payroll checks.

**IV. FINANCING:**

The discretionary contribution has been budgeted in all of the applicable funds. For the calendar year 2020, the amount of the employer contribution was \$435,027.



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: March 10, 2022

Author: Mattie Mendez

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DATE: March 2, 2022

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Annual Conflict of Interest Certification

**I. RECOMMENDATION:**

Review and complete the Annual Conflict of Interest Certification, inclusive of Form 700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2022.

**II. SUMMARY:**

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

**III. DISCUSSION:**

- A. The CAPMC Conflict of Interest Policy was revised on February 4, 2016. A copy of the policy is attached. It defines interested parties and financial interests.
- B. Every Board Member, the Executive Director and the Chief Financial Officer need to complete the Annual Conflict of Interest Disclosure Form. This Disclosure Form should be completed and returned no later than April 1, 2022 along with the completed and signed Form 700.
- C. Staff will make the Form 700 and Form 700 instructions available to each Board Member. The Form 700 must be filed by April 1, 2022. This is one of the items (#1C) on the Disclosure Statement.
- D. The listing of the agency's vendors/contractors for the calendar year 2021 is attached. Please review the listing and respond to question #5 on the Disclosure Statement.
- E. The purpose of this disclosure is to avoid and refrain from any potential or actual conflicts of interests or to receive any benefit by entering into any transaction or arrangement. This disclosure also provides a mechanism for reporting any real or apparent conflicts of interest to the Executive Director.

**IV. FINANCING: None**



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

**Article I – Purpose**

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

**Article II – Definitions**

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

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

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

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

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

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

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

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

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

**Board Member, Policy Council/Committee Member Application for Employment**

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

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

**Article III – Disclosure Requirements**

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

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

CAPMC requires the following:

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

#### **Article IV – Resolution of Conflicts of Interest**

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

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

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

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

#### **Article V – Disciplinary Action for Violations of this Policy**

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

Disciplinary action will be taken:

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

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

# 2021-2022 Statement of Economic Interests



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## Form 700

A Public Document

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### ***Helpful Resources***

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

## California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

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

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2021

## Quick Start Guide

Detailed instructions begin on page 3.

### WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

### WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

### ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

### NOTHING TO REPORT?

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

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

**Note:** Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

### QUESTIONS?

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

### E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).



## What's New

### Gift Limit Increase

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

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

#### Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

**Members of Newly Created Boards and Commissions:** File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

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

Candidates file as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

### When to file:

#### Annual Statements

##### ⇒ March 1, 2022

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

##### ⇒ April 1, 2022

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

#### Exception:

If you assumed office between October 1, 2021, and December 31, 2021, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2023, or April 1, 2023, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2022. (See Reference Pamphlet, page 6, for additional exceptions.)

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

#### Late Statements

**There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)**

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Types of Statements

### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

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

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

### Annual Statement:

Generally, the period covered is January 1, 2021, through December 31, 2021. If the period covered by the statement is different than January 1, 2021, through December 31, 2021, (for example, you assumed office between October 1, 2020, and December 31, 2020 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2021.

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

### Leaving Office Statement:

Generally, the period covered is January 1, 2021, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2021, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2020, and December 31, 2020, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2021.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Note:** Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

### Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1

**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**  
*A PUBLIC DOCUMENT*

Please type or print in ink.

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

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

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

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

Agency: Position:

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

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

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

Annual: The period covered is January 1, 2021, through December 31, 2021. Leaving Office: Date Left (Check one circle.)  
-or- The period covered is through December 31, 2021. The period covered is January 1, 2021, through the date of leaving office.  
Assuming Office: Date assumed -or- The period covered is through the date of leaving office.  
Candidate: Date of Election and office sought, if different than Part 1:

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

**Schedules attached**

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

-or- None - No reportable interests on any schedule

**5. Verification**

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

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS  
( )

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

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

Date Signed Signature  
(month, day, year) (File the originally signed paper statement with your filing official.)

# Instructions Cover Page

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

## Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
  - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

### Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

## Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

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

## Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2021 annual statement, **do not** change the pre-printed dates to reflect 2022. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2022, through December 31, 2022, will be disclosed on your statement filed in 2023. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

## Part 4. Schedule Summary

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

## Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

**When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

# SCHEDULE A-1

## Investments

### Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

Name

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/21      \_\_\_\_/\_\_\_\_\_/21  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/21      \_\_\_\_/\_\_\_\_\_/21  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/21      \_\_\_\_/\_\_\_\_\_/21  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/21      \_\_\_\_/\_\_\_\_\_/21  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/21      \_\_\_\_/\_\_\_\_\_/21  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/21      \_\_\_\_/\_\_\_\_\_/21  
ACQUIRED                  DISPOSED

Comments: \_\_\_\_\_

## Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

### Reportable investments include:

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

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

### Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

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

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

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

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

### Examples:

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

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

# SCHEDULE A-2

## Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

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

GENERAL DESCRIPTION OF THIS BUSINESS

---

<p><b>FAIR MARKET VALUE</b></p> <p>\$0 - \$1,999</p> <p>\$2,000 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>\$100,001 - \$1,000,000</p> <p>Over \$1,000,000</p>	<p><b>IF APPLICABLE, LIST DATE:</b></p> <p style="text-align: center;">____/____/21      ____/____/21</p> <p style="text-align: center;">ACQUIRED      DISPOSED</p>
---	---

**NATURE OF INVESTMENT**

Partnership      Sole Proprietorship      \_\_\_\_\_ Other

**YOUR BUSINESS POSITION** \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

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

GENERAL DESCRIPTION OF THIS BUSINESS

---

<p><b>FAIR MARKET VALUE</b></p> <p>\$0 - \$1,999</p> <p>\$2,000 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>\$100,001 - \$1,000,000</p> <p>Over \$1,000,000</p>	<p><b>IF APPLICABLE, LIST DATE:</b></p> <p style="text-align: center;">____/____/21      ____/____/21</p> <p style="text-align: center;">ACQUIRED      DISPOSED</p>
---	---

**NATURE OF INVESTMENT**

Partnership      Sole Proprietorship      \_\_\_\_\_ Other

**YOUR BUSINESS POSITION** \_\_\_\_\_

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

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

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

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

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

None    or    Names listed below \_\_\_\_\_

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

None    or    Names listed below \_\_\_\_\_

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

Check one box:

INVESTMENT       REAL PROPERTY

---

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

---

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

---

<p><b>FAIR MARKET VALUE</b></p> <p>\$2,000 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>\$100,001 - \$1,000,000</p> <p>Over \$1,000,000</p>	<p><b>IF APPLICABLE, LIST DATE:</b></p> <p style="text-align: center;">____/____/21      ____/____/21</p> <p style="text-align: center;">ACQUIRED      DISPOSED</p>
--	---

**NATURE OF INTEREST**

Property Ownership/Deed of Trust      Stock      Partnership

Leasehold \_\_\_\_\_ Other \_\_\_\_\_

Yrs. remaining

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

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

Check one box:

INVESTMENT       REAL PROPERTY

---

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

---

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

---

<p><b>FAIR MARKET VALUE</b></p> <p>\$2,000 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>\$100,001 - \$1,000,000</p> <p>Over \$1,000,000</p>	<p><b>IF APPLICABLE, LIST DATE:</b></p> <p style="text-align: center;">____/____/21      ____/____/21</p> <p style="text-align: center;">ACQUIRED      DISPOSED</p>
--	---

**NATURE OF INTEREST**

Property Ownership/Deed of Trust      Stock      Partnership

Leasehold \_\_\_\_\_ Other \_\_\_\_\_

Yrs. remaining

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

**Comments:** \_\_\_\_\_



## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

---

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

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

#### To Complete Schedule A-2:

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

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

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

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

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

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

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

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

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



**SCHEDULE B**  
**Interests in Real Property**  
 (Including Rental Income)

Name \_\_\_\_\_

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/21	____/____/21
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/21	____/____/21
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

\* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\* \_\_\_\_\_

ADDRESS (Business Address Acceptable) \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable \_\_\_\_\_

NAME OF LENDER\* \_\_\_\_\_

ADDRESS (Business Address Acceptable) \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable \_\_\_\_\_

Comments: \_\_\_\_\_

## Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

### Interests in real property include:

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

### You are **not** required to report:

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

### To Complete Schedule B:

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

#### Reminders

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

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

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

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

### Example:

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

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS <b>4600 24th Street</b>	
CITY <b>Sacramento</b>	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ____/____/XX    ____/____/XX ACQUIRED    DISPOSED
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold    Yrs. remaining: _____ <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None <b>Henry Wells</b>	
NAME OF LENDER* <b>Sophia Petroillo</b>	
ADDRESS (Business Address Acceptable) <b>2121 Blue Sky Parkway, Sacramento</b>	
BUSINESS ACTIVITY, IF ANY, OF LENDER <b>Restaurant Owner</b>	
INTEREST RATE <b>8</b> % <input type="checkbox"/> None	TERM (Months/Years) <b>15</b> Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments: _____	

# SCHEDULE C

## Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED												
<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">GROSS INCOME RECEIVED</td> <td style="width: 50%; border: none;">No Income - Business Position Only</td> </tr> <tr> <td style="border: none;">\$500 - \$1,000</td> <td style="border: none;">\$1,001 - \$10,000</td> </tr> <tr> <td style="border: none;">\$10,001 - \$100,000</td> <td style="border: none;">OVER \$100,000</td> </tr> </table> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p>Salary      Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p>Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p>Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p>Loan repayment</p> <p>Commission or      Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p>Other _____ <i>(Describe)</i></p>	GROSS INCOME RECEIVED	No Income - Business Position Only	\$500 - \$1,000	\$1,001 - \$10,000	\$10,001 - \$100,000	OVER \$100,000	<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">GROSS INCOME RECEIVED</td> <td style="width: 50%; border: none;">No Income - Business Position Only</td> </tr> <tr> <td style="border: none;">\$500 - \$1,000</td> <td style="border: none;">\$1,001 - \$10,000</td> </tr> <tr> <td style="border: none;">\$10,001 - \$100,000</td> <td style="border: none;">OVER \$100,000</td> </tr> </table> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p>Salary      Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p>Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p>Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p>Loan repayment</p> <p>Commission or      Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p>Other _____ <i>(Describe)</i></p>	GROSS INCOME RECEIVED	No Income - Business Position Only	\$500 - \$1,000	\$1,001 - \$10,000	\$10,001 - \$100,000	OVER \$100,000
GROSS INCOME RECEIVED	No Income - Business Position Only												
\$500 - \$1,000	\$1,001 - \$10,000												
\$10,001 - \$100,000	OVER \$100,000												
GROSS INCOME RECEIVED	No Income - Business Position Only												
\$500 - \$1,000	\$1,001 - \$10,000												
\$10,001 - \$100,000	OVER \$100,000												

**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

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

<p>NAME OF LENDER* _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF LENDER _____</p> <p>HIGHEST BALANCE DURING REPORTING PERIOD</p> <p>\$500 - \$1,000</p> <p>\$1,001 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>OVER \$100,000</p>	<p>INTEREST RATE      TERM (Months/Years)</p> <p>_____ %      None      _____</p> <p>SECURITY FOR LOAN</p> <p>None      Personal residence</p> <p>Real Property _____ <i>Street address</i></p> <p>_____ <i>City</i></p> <p>Guarantor _____</p> <p>Other _____ <i>(Describe)</i></p>
--	--

**Comments:** \_\_\_\_\_

# Instructions – Schedule C

## Income, Loans, & Business Positions

### (Income Other Than Gifts and Travel Payments)

#### Reporting Income:

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

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

#### Reporting Business Positions:

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

#### Commonly reportable income and loans include:

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

#### Reminders

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

#### You are not required to report:

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

(See Reference Pamphlet, page 12.)

#### To Complete Schedule C:

##### Part 1. Income Received/Business Position Disclosure

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

##### Part 2. Loans Received or Outstanding During the Reporting Period

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

**SCHEDULE D**  
**Income – Gifts**

Name \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

Comments: \_\_\_\_\_

## Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

### Reminders

- Gifts from a single source are subject to a \$520 limit in 2021. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

**SCHEDULE E**  
**Income – Gifts**  
**Travel Payments, Advances,**  
**and Reimbursements**

Name \_\_\_\_\_

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

**Comments:** \_\_\_\_\_

# Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" to read about travel payments under section 89506(a).)

**You are not required to disclose:**

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

**Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.**

**To Complete Schedule E:**

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

**Example:**

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for her travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which she is not providing services are likely considered gifts. Note that the same payment from a 501(c)(3) would NOT be reportable.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
<small>DATE(S):</small> ____/____/____ <small>(if gift)</small> <small>AMT: \$</small> 550.00	
<small>▶ MUST CHECK ONE:</small> <input type="checkbox"/> Gift <small>-or-</small> <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
<small>▶ If Gift, Provide Travel Destination</small> _____	

**Example:**

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as his meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose. Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at [www.fppc.ca.gov](http://www.fppc.ca.gov).)

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Chengdu Municipal People's Government	
<small>ADDRESS (Business Address Acceptable)</small>	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
<small>CITY AND STATE</small>	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
<small>DATE(S):</small> 09/04/XX - 09/08/XX <small>(if gift)</small> <small>AMT: \$</small> 3,874.38	
<small>▶ MUST CHECK ONE:</small> <input checked="" type="checkbox"/> Gift <small>-or-</small> <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
<small>▶ If Gift, Provide Travel Destination</small> <u>Sichuan Sheng, China</u>	



## Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2021-2022, the gift limit increased to \$520 from a single source during a calendar year. In 2019 and 2020, the gift limit was \$500 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

### Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

## Questions and Answers

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### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

## Questions and Answers Continued

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- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). (See Reference Pamphlet, page 14.)

## Questions and Answers Continued

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Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

## Questions and Answers Continued

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### Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2021 the gift limit was \$520, so the Bensons may have given the supervisor artwork valued at no more than \$1,040. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.



Policy Name: Conflict of Interest  
 Policy Number: 1.2.4

Annual Conflict of Interest Disclosure Statement

Board of Directors or Officer

This information applies to current activities or any activities anticipated during the next 12 months. Attach additional sheets if necessary. (Note – All underlined words are detailed in CAPMC Financial Procedures Manual.)

Name: _____	Date: _____
<b>1. Position</b>	
a. Are you a voting Board Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are you an Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are an Officer, which Officer position do you hold? _____	
c. Have you completed the Form 700 Report of Economic Interest, as required by the CAPMC Bylaws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. I affirm the following:</b>	
a. I have received a copy of the CAPMC Conflict of Interest Policy.	_____
b. I have read and understand the policy.	_____
c. I agree to comply with the policy.	_____
d. I understand that CAPMC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes.	_____
<b>3. Disclosure</b>	
a. Do you or does any member of your <u>family</u> have or anticipate having a <u>financial interest</u> in, or receive or anticipate receiving a <u>financial benefit</u> from any <u>commercial entity</u> whose activities relate to CAPMC activities or other responsibilities as a member of the Agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	
b. Have you influenced or played a role in any relationship between the Agency and an individual or <u>commercial entity</u> for whom you provide consulting or other professional services, or do you anticipate doing so within the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	
c. Do you or does any member of your family hold a managerial position in or serve on an advisory board of a <u>commercial entity</u> whose activities relate to your Board of Directors' activities or other responsibilities as a Board of Directors member, or anticipate doing so within the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	
d. Have you participated in or otherwise influenced the selection by the Agency of a contractor, vendor, or supplier of goods or services in or from which you or any member of your <u>family</u> has had or received a <u>significant financial interest</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, please describe:

e. Have you participated in or otherwise influenced the selection by the Agency of a current or past employee?  Yes  No

If Yes, please describe:

f. Have you participated in or otherwise influenced any Agency transaction to buy, sell, lease, or license real or intellectual property to or from any business in or from which you or any member of your family has had or received a significant financial interest?  Yes  No

If Yes, please describe:

g. Have you taken any administrative action within the Agency which is likely to benefit a business in which you or any member of your family has a significant financial interest?  Yes  No

If Yes, please describe:

h. Do you serve on the Board of Directors or an advisory Board of any other business?  Yes  No

If Yes, please describe:

#### 4. Previous Disclosures

a. In the last 12 months, have you disclosed any conflict of interest that may or may not still exist?  Yes  No

If yes, please describe subject matter and date of disclosure:

#### 5. Review of Agency vendor list (published every January)

a. Do you or any member of your family have or anticipate receiving a financial interest from any of the vendors listed?  Yes  No

If yes, please disclose name of vendor(s) and financial interest(s):

I affirm that the aforementioned information is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Accounts Payable Status by Vendor 2021**

[08732]	2 SHASTA CT LP	4,923.00
[00111]	4 IMPRINT, INC	21,680.76
[00091]	47TH PLACE CARPET, INC	19,683.35
[06297]	69 SHASTA CT, LP *USE 3436	4,172.00
[03436]	96 / 69 SHASTA COURT LP	7,950.00
[61114]	ABURTO VILLAGOMEZ, LILA E	238.00
[03449]	ACCES	1,125.00
[06318]	ACCRUE SOLUTIONS	6,093.91
[01409]	ACCUFUND, INC	10,778.75
[61209]	ACEVEDO, GINA	157.36
[00871]	ADT SECURITY SERVICES PITTS	3,338.89
[04213]	ADVANCED AUTOMOTIVE, LLC	23,635.03
[08695]	ADVANCED MONITORING, INC	533.00
[08742]	AIR WAY FARMS, INC	925.00
[06034]	ALTAMIRANO, MARIA I	60.00
[05556]	AMAZON.COM	76,535.44
[01149]	AMERICAN CANCER SOCIETY	5,799.03
[02280]	AMERICAN EXPRESS	1,268,268.07
[00032]	AMERICAN RED CROSS CH ADDRESS	75.61
[02564]	AMERIGAS ALL	2,392.15
[03033]	AMERITAS LIFE INSURANCE claims	120,423.75
[03043]	AMERITAS LIFE INSURANCE dental prem	13,205.00
[03068]	AMY'S LANDSCAPING	695.01
[60229]	ANDRADE-ROSAS, MARIANA	628.12
[04084]	ANDY'S SPORTS & DESIGN	1,132.34
[61111]	ANTUNA, JESSICA	170.80
[06317]	APOLLO MEDICAL	5,090.00
[60014]	APONTE, MARQUELIA	48.42
[60015]	ARANDA, LETICIA M	417.41
[60932]	ARIAS, EXCIQUIO JOSEPH	150.00
[60018]	ARIZ, MARY LOUISE	26.93
[60289]	ARREDONDO, MARIA E.	369.62
[61211]	ARREOLA, JACQUELINE	82.00
[60304]	ARREOLA, MARIA DEL	298.85
[08705]	ARZOLA, ANEL	110.28
[04251]	ATT (CALNET 3)	54,288.07
[02407]	ATT2407 105068 ATLANTA	2,038.22
[60024]	AVILA, NANCY C.	29.12
[08737]	BAINS, MANJIT	2,550.00
[08709]	BAPU ALMOND COMPANY INC	1,600.00
[06312]	BAREFOOT BOOKS	778.88
[01650]	BARNES & NOBLE	7,885.65
[03815]	BARRAGAN, PATRICIA	120.00
[08760]	BARRITA, PERLA	30.00
[08755]	BARRON, YAHAIRA	30.00
[04999]	BARRY'S APPLIANCE SERVICE	85.00
[00942]	BASS LAKE SCHOOL DISTRICT	5,353.74
[06292]	BASTIAN, JULIETTE	15,180.39



[04834]	BAUDVILLE	6,398.23
[04592]	BCI BURKE COMPANY LLC	56,476.64
[01461]	BECKER'S SCHOOL SUPPLIES	1,548.59
[60630]	BENITEZ, MARTHA	912.45
[61306]	BERK, COURTNEY KENNEDY	438.24
[02818]	BERKSHIRE HATHAWAY HOMESTATE COMPANIES	52,646.90
[02769]	BERRY & BERRY INC	232,910.71
[04837]	BERRY DEVELOPMENT, LP	429,325.03
[04453]	BERRY, DAVID L	15,600.00
[00119]	BETHANY LUTHERAN CHURCH	15,366.03
[04537]	BIOMETRICS 4 ALL, INC.	3,791.99
[60032]	BOJORQUEZ, LINA B.	1,040.00
[08725]	BOTELLO, AGUSTIN	3,000.00
[06276]	BRADLEY, KAREN	135.00
[06092]	BRAR HOLDING, INC	4,189.00
[60034]	BRAVO, MARTHA G.	1,079.31
[00178]	BRIDGEVIEW APARTMENTS	34,373.50
[04572]	BROWN ARMSTRONG ACCOUNTANCY 6510 CORPORATION	60,100.00
[08753]	BUENROSTRO, MARIA	1,400.00
[08748]	BURTON, AMANDA	180.00
[08740]	BUSARI, CATHERINE	3,600.00
[01287]	BUSINESS 1CARD	73,430.50
[60644]	BUSTOS, ISIDRA CALDERON	207.87
[08729]	CABANAS, LOURDES VALLE	30.00
[06251]	CACERES, PEDRO C	6,495.00
[06072]	CADE CONSTRUCTION	275.49
[04637]	CALCAPA	1,549.98
[00202]	CALCASA	950.00
[00206]	CALIFORNIA BUSINESS MACHINES	454.36
[00438]	CALIFORNIA CHAMBER OF **ALL COMMERCE	1,874.68
[00201]	CALIFORNIA CHILD CARE R & R NETWORK SF	5,234.00
[03538]	CALIFORNIA COMMUNITY ACTION PARTNERSHIP ASSOC	1,549.98
[01497]	CALIFORNIA CRIME VICTIMS ASSISTANCE ASSOCIATION	310.00
[01397]	CALIFORNIA DEPT ATTORNEY GENERAL'S REGISTRY OF CHARITABLE TRUSTS	225.00
[03072]	CALIFORNIA DEPT OF BOARD EQUALIZATION	247.00
[00212]	CALIFORNIA DEPT OF COMMUNITY CARE LICENSING **	9,559.00
[01873]	CALIFORNIA DEPT OF EDUCATION ALL	187,113.00
[00211]	CALIFORNIA DEPT OF JUSTICE/BUREAU OF CRIMINAL ID	2,966.00
[00488]	CALIFORNIA DEPT OF MOTOR VEHICLE-PULL	264.00
[04327]	CALIFORNIA DEPT OF TAX AND FEE ADMINISTRATION	2,783.00
[04578]	CALIFORNIA DISTRICT ATTORNEYS ASSOCIATION	25.00
[04894]	CALIFORNIA PARK & RECREATION SOCIETY	170.00
[05572]	CALIFORNIA PARTNERSHIP TO END	550.00
[03684]	CAMARENA HEALTH CORP	6,588.96
[02344]	CAMPORA PROPANE	7,487.99
[06313]	CAPITAL ONE-WALMART	25,612.13
[03890]	CAPPA	7,402.00
[50454]	CAPSLO COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO CO	30,766.00
[61322]	CARACO, REBECCA SUE	576.24
[04454]	CARD MEMBER SERVICE-COSTCO	22,149.45
[60524]	CARRANCO, DENISE M	84.89
[06083]	CASA GRANDE MOTEL	225,290.00

[60573]	CASILLAS, LUZ MARIA	718.65
[04143]	CASTILLO, SERGIO SANTOS	85.00
[05836]	CCR ANALYTICS (CHILD CARE RESULTS)	9,195.00
[05842]	CDW-GOVERNMENT INC.	133,214.76
[61320]	CEDENO GOMEZ, CARMEN FAVIOLA	6.16
[03687]	CENTER FOR PREVENTION & EARLY INTVENTION POL	1,600.00
[04266]	CENTRAL COAST ENERGY SERVICES, INC.	9,084.00
[61194]	CERVANTEZ, ROBERT J	159.00
[04425]	CHALK/KODO INSPIRING EXPLORATION	6,710.72
[05104]	CHANNING BETE/HALO	20,871.97
[08711]	CHAPILL, SHALEK	600.00
[06262]	CHAVEZ, CITLALI	193.00
[08702]	CHAVEZ, IRMA	90.00
[00237]	CHAWANAKEE UNIFIED SCHOOL DISTRICT	27,448.22
[06282]	CHILD SUPPORT DIRECTORS ASSOC.	55.00
[02165]	CHILDREN'S ADVOCACY CENTERS OF CALIFORNIA	300.00
[02432]	CHOOSY KIDS, LLC	2,909.80
[03758]	CHOWCHILLA GARDEN APARTMENTS	8,942.74
[00323]	CHOWCHILLA MEMORIAL HOSPITAL	6,600.00
[01198]	CHOWCHILLA SCHOOL DISTRICT	1.00
[00243]	CHOWCHILLA, CITY OF	602.00
[01451]	CIMA COMPANIES	1,470.58
[02871]	CITRIX	33,252.82
[01087]	CLEARWATER PROPERTIES	2,100.00
[03450]	COARSEGOLD COMMUNITY CENTER	4,800.00
[06316]	COLUSA AVE APTS	1,134.00
[04447]	COMMUNITY ACTION PARTNERSHIP washington	7,690.00
[06293]	CONCENTRA OCCUPATIONAL HEALTH CENTERS OF CALIF	2,615.50
[06239]	CONDE, GLORIA	60.00
[04549]	CONFERENCE ON CRIMES AGAINST WOMEN, INC	925.00
[06076]	CONTINUED .COM LLC	7,987.00
[61205]	CONTRERAS-BAUTISTA, NANCY	64.96
[61286]	CONTRERAS-TEJEDA, MARIA JUANITA	94.64
[60766]	CORONADO, JENNIFER LUPE	105.98
[61249]	CORREALE, BRANDEN A	9.52
[06298]	CORTEZ, JUAN	800.00
[08749]	CORTEZ, MIGUEL	2,730.00
[03823]	CORTEZ, RUBI	30.00
[02368]	COSTCO I *Membership only	240.00
[02819]	COTTONWOOD CREEK FAMILY	12,000.00
[01355]	COUNTRY CLUB VILLAGE	8,760.00
[03006]	COVERALL NORTH AMERICA,INC	24,058.85
[00263]	CREATIVE COPY INC	26,323.78
[02962]	CREEKSIDE APARTMENT HOMES	4,383.00
[01991]	CRESCO	5,343.09
[06131]	CROSSINGS AT MADERA APARTMENTS	1,050.00
[61289]	CRUZ, IVAN	41.58
[04993]	CRUZ, JOSE LUIS	32.24
[06281]	CSD-COMM SERV DEVEL...	144.83
[06230]	CVC I, LLC	1,340.00
[04640]	CXTEC, INC	50,674.55
[02844]	CYPRESS INSURANCE COMPANY	311,037.45

[04899]	DALLAS CHILDREN'S ADVOCACY CENTER	800.00
[04458]	DATA PATH FRESNO LLC	22,543.33
[05730]	DAVID GRANT, INC	12,817.00
[06177]	DE LA CRUZ, GUADELUPE	353.33
[03046]	DEAF AND HARD OF HEARING SERV INC	187.50
[06243]	DEALER PROPERTIES	675.00
[60480]	DEL TORO, MELISSA	75.00
[08763]	DELGADO, RAFAEL	900.00
[00328]	DIAMOND COMMUNICATIONS 2/V5	4,443.93
[03011]	DIAMOND LOCKSMITHS	1,748.13
[61156]	DIBLER, KELSEY NICOLE	111.13
[06250]	DINIS, LUIS JR	1,200.00
[08722]	DISCOUNT PLUMBING	128.00
[60414]	DOLL, JULIE P.	14.07
[06101]	DOLPHIN TAXI CAB	856.21
[00112]	DORN'S GAS	731.56
[06248]	DOSANJH, BALHAR S	1,650.00
[08762]	DOWNTOWN MADERA HOUSING ASSOCIATES, LP	2,366.58
[04291]	DPS MEDIA SALES, INC	444.96
[06271]	DUENAS, SILVESTRE	1,300.00
[06302]	DURAN, CONCEPCION	2,250.00
[61267]	DURAN-MEDINA, ESMERALDA	17.28
[02937]	E RATE SOLUTIONS GROUP, INC	90,426.75
[06295]	EARLY EDUCATION CAREER INSTITUTE	5,214.00
[06256]	ED DENAS AUTO CENTER	42,082.50
[08731]	ESPARZA, MARCELA	120.00
[06167]	ESPINOSA, RICARDO	1,100.00
[61300]	ESPINOZA LIRA, MARISOL NATALIA	3.92
[06200]	ESPINOZA, MARISOL	60.00
[06247]	ESPINOZA, RICARDO	1,010.00
[61288]	ESTRADA, MARISSA FERNANDEZ	21.28
[06244]	EVANS, MIKE THOMAS	2,500.00
[04918]	EVERYCHILD CALIFORNIA	6,416.00
[03831]	EXPONENTIAL GROWTH, INC	6,494.00
[06241]	FAGBULE, OLASUNKANMI STEPHEN	1,450.00
[06235]	FARMER, JEFFREY. YALE, FRESNO (cs)	1,250.00
[03971]	FELDESMAN TUCKER LEIFER FIDELL LLP	1,999.00
[60626]	FERNANDEZ, ANNA	45.36
[04802]	FERRELLGAS	645.00
[03957]	FIDELITY 1SECURITY LIFE INSURANCE CO	31,910.95
[04571]	FIRE SYSTEM SOLUTIONS, INC	9,321.99
[08759]	FIRPO, INGRID	1,575.00
[06328]	FLORES REYES, FRANCISCA	1,570.40
[06301]	FLORES, IRENE	800.00
[02766]	FLORES-CORTEZ, RUBI	30.00
[00512]	FOOD 4 LESS MADERA YRMO-XX	18,781.74
[02925]	FOOD 4 LESS STOCKTON	48.22
[08723]	FOOD 4 LESS Selma	6,170.48
[05779]	FOSTER ACE HARDWARE	752.36
[08733]	FOUNDATION CCC	16,800.00
[00060]	FRANCHISE TAX BOARD-SACRAMENTO	10.00
[08757]	FRANCIS MARION HOTEL	1,087.56

[06192]	FRANCISCO, MONSERRAT	114.98
[06273]	FRANCO, MARTINA	1,500.00
[06284]	FREEDOM MORTGAGE	805.37
[00530]	FRESNO COUNTY TAX COLLECTOR	5,721.65
[02750]	FRESNO COUNTY TREASURER	2,309.49
[55997]	FRESNO ECONOMIC OPPORTUNITIES COMMISSION	294,782.45
[00532]	FRESNO HOUSING AUTHORITY	6,000.00
[00765]	FRESNO PLUMBING & HEATING, INC	675.00
[03527]	FURNITURE TOWN	30,868.74
[06308]	GALLEGOS, MARIELA	30.00
[02187]	GALVAN, ELIU	2,140.00
[06245]	GARCIA, ANGEL CEJA	900.00
[08697]	GARCIA, CECILIA 741 EARLY	210.00
[60400]	GARCIA, CELIA	60.00
[60576]	GARCIA, DANIELLE	7.28
[06178]	GARCIA, FRANCISCA	194.54
[06182]	GARCIA, FRANZUELY	34.70
[60086]	GARCIA, GILBERT	565.28
[06214]	GARCIA, JAMES H	10,000.00
[61328]	GARCIA, JOVANNA ALICIA	286.55
[04972]	GARCILAZO, SAYRA	135.97
[00904]	GARNISHMENT% VENDOR	1,523.36
[00905]	GARNISHMENT%2 VENDOR	2,910.15
[00901]	GARNISHMENT1 VENDOR	800.28
[00902]	GARNISHMENT2 VENDOR	509.65
[60785]	GARNISHMENT4 VENDOR	4,311.63
[08745]	GARZA, CYNTHIA	45.00
[00760]	GATEWAY TRAVEL	331.80
[00615]	GENERAL BUILDERS SUPPLY	21,682.18
[03828]	GEORGE'S AUTO SUPPLY	2,079.72
[06305]	GOLDEN STATE BUILDINGS	4,039.92
[61051]	GOMEZ, ARIANA	315.84
[06163]	GOMEZ, JESUS	585.00
[61323]	GOMEZ, MACARIA	235.20
[61239]	GONZALES, LORINDA M	2,028.88
[08701]	GONZALEZ, BLANCA	300.00
[00533]	GONZALEZ, IRMA	6,278.15
[06159]	GOULART, MARY	3,700.00
[03509]	GRACE COMMUNITY CHURCH	3,791.16
[05211]	GRAINGER	242.91
[02443]	GT AUTO WHOLESALE, LLC	17,138.29
[60107]	GURROLA, LUCINA	7,425.60
[60504]	GUTIERREZ, GABRIELA GONZALEZ	459.69
[08696]	GUZMAN, ISMAEL	1,125.00
[00600]	GW SCHOOL SUPPLY	11,382.31
[06202]	HAMILTON, TANYA	45.00
[03935]	HATCH/CREATIVE DIVERSITY	3,767.10
[05187]	HCI AUDIOMETRICS, INC	2,624.10
[06261]	HCI FIRE SYSTEMS, INC	23,955.90
[04940]	HEAD START CALIFORNIA	3,000.00
[04365]	HEALTHIEST YOU	2,400.00
[01499]	HEFFERNAN INSURANCE BROKERS	5,000.00

[04322]	HEFNER SEPTIC, RICHARD	740.00
[06258]	HEREFORD, CURTIS L LIVING TRUST	4,900.00
[06321]	HERNANDEZ, ANABEL	60.62
[60118]	HERNANDEZ, JOAQUIN	395.70
[60344]	HERNANDEZ, MARIA A.	114.68
[61279]	HERRERA SANTOS, MAGALI	1,292.54
[04687]	HEWLETT-PACKARD COMPANY	10,712.32
[06046]	HEWLETT-PACKARD FINANCIAL SERVICES CO.	92,343.64
[06309]	HIGUERA, JOSE	700.00
[08708]	HILL, STACY NICOLE	1,400.00
[01892]	HILTON (main vendor)	409.44
[06266]	HIMAT INVESTMENTS, INC	2,770.00
[04309]	HOFFMAN ELECTRIC SYSTEMS	1,334.42
[06238]	HOLGUIN, FRANCISCO	1,080.00
[03372]	HOME DEPOT PMT	119,395.27
[04282]	HOVANNISIAN, DAVID & LINDA	9,547.20
[04203]	HUGGS TO GO, LLC	1,727.00
[60993]	IBANEZ, ANA LUISA	171.36
[03179]	INSECT LORE	229.22
[05361]	INSIGHT	90,083.34
[06304]	INSIGHT VISION CENTER	432.00
[04992]	INTERSTATE ASSOCIATION OF THE CHURCH OF GOD	12,000.00
[04305]	J & E RESTARUANT SUPPLY INC	4,916.37
[06021]	J & M CLEANING HANDYMAN, MARCOS EDUARDO PACHECO BAEZ	19,497.00
[02240]	JACK'S BUTANE	2,409.00
[06242]	JACQUE AND COMPANY, INC	1,350.00
[08761]	JANICE L HARRIS, LP	1,460.00
[01424]	JD HOME RENTALS	14,531.00
[02234]	JIM PLUMB ZWEIGLE, JAMES K	363.55
[60127]	JIMENEZ, MA MERCEDES	113.68
[04461]	JOHNSON CONTROLS FIRE PROTECTION LP	416.62
[06060]	JOHNSON DRYWALL dba, CALCOM ... INC	145,140.00
[03105]	JOURNEY WORKS PUBLISHING	4,812.63
[08734]	JS ABRAMS LAW CLIENT TRUST ACCOUNT	50,000.00
[04302]	J'S COMMUNICATION, INC	8,263.72
[01779]	JS WEST	5,994.00
[60129]	JUAREZ, ELIDA	379.35
[01164]	JW MYERS	2,481.00
[00350]	KAISER FOUNDATION HEALTH PLAN, INC.	1,374,377.02
[61227]	KAPKO, CONNIE L	769.89
[01000]	KAPLAN SCHOOL	46,831.24
[04920]	KC CONSTRUCTION COMPANY	211,761.00
[03907]	KER'S GAS & LUBE, INC -- BUGGY CAR	1,595.00
[00114]	KIMBRELL, INC	2,000.00
[01672]	KINGS CANYON UNIFIED SCHOOL DIST.	2,933.10
[08754]	KIRK PRIVATE CLIENT LAW, LLC	898.00
[06289]	KLAIR, JASPAL	3,175.00
[06079]	KNIGHTS INN	214,345.00
[06291]	KRISTI, CLAIRE	1,600.00
[06155]	LA LIBRERIA	16,742.49
[06181]	LAGUNA KNOLLS	2,659.50
[05004]	LAKELAND APARTMENTS	800.00

[06213]	LAKEVIEW LOAN	876.01
[05107]	LAKEWOOD TERRACE APTS	3,854.00
[06267]	LANG, RICHERT & PATCH	10,500.00
[08741]	LC PHILLIPS	900.00
[06265]	LEAL, NIZIA S	2,420.00
[04573]	LEARNING GENIE INC	8,283.00
[04109]	LECTORUM PUBLICATION INC	852.18
[06059]	LEE'S AIR CORP	46,164.22
[01109]	LEE'S CONCRETE MATERIALS CO, INC	509.29
[60131]	LEMUS, ANGELINA	209.44
[08750]	LG MARIAM FARMS LP	2,550.00
[06071]	LIBERTY PROPERTY MANAGEMENT, INC LPM SERV	147,344.06
[00491]	LIEBERT CASSIDY WHITMORE CORP	1,630.00
[03053]	LIMON, ANGELICA	8,306.40
[08747]	LINDE GAS & EQUIPMENT INC	114.54
[06252]	LITHIA NISSAN OF CLOVIS	26,460.89
[05817]	LOGAN'S LANDSCAPING	16,695.00
[04975]	LOMELI, YOLANDA	60.00
[60138]	LOPEZ, ESTHER L.	340.57
[06263]	LOPEZ, GLORIA pc	30.00
[08706]	LOPEZ, JUANA PEREZ	33.36
[60528]	LOPEZ, KIMBERLY A *Keep Active1099s	8,582.00
[08703]	LOPEZ, LAZARO	30.04
[60350]	LOPEZ, LUPE J	127.95
[03847]	LOPEZ, MACRINA	67.73
[04539]	LOVING GUIDANCE, INC.	50,873.65
[60357]	LUGO, ELVA C	525.00
[60141]	LUGO, MARIA D LOURDES	293.10
[60377]	LUGO, SOCORRO	559.69
[60143]	LUJAN-ROJAS, LETICIA	274.52
[00371]	MADERA CHAMBER OF COMMERCE	200.00
[01563]	MADERA CITY 205 W 4TH	6,000.00
[01204]	MADERA CITY *utilities	27,732.57
[00673]	MADERA CITY HOUSING AUTHORITY	34,087.34
[03498]	MADERA COUNTY (SAC utilities)	3,826.73
[01281]	MADERA COUNTY 1ALL	25,368.96
[02412]	MADERA COUNTY AUDITOR-CONTROLLER	231,712.51
[05558]	MADERA COUNTY DEPT OF SOCIAL SERVICES	5,645.12
[03499]	MADERA COUNTY LANDFILL	1,040.29
[04491]	MADERA COUNTY SUPERINTENDENT OF SCHOOLS	6,000.00
[02840]	MADERA COUNTY TAX COLLECTOR	903.76
[04410]	MADERA FAMILY APARTMENTS	2,315.00
[05173]	MADERA FOOD BANK	20,000.00
[06095]	MADERA MANAGEMENT COMPANY, INC	7,169.27
[01589]	MADERA MANAGEMENT COMPANY, INC.	3,225.00
[61281]	MADERA MOBILE HOME AND RV PARK	3,251.50
[03934]	MADERA OPPORTUNITIES FOR RES, INC	10,275.25
[01220]	MADERA PRODUCE INC	25,913.80
[01280]	MADERA RESCUE MISSION	16,156.59
[01225]	MADERA TRIBUNE	209.00
[01226]	MADERA TROPHY MFG/CAL VALLEY PRINTING	413.52
[01778]	MADERA UNIFIED SCHOOL DISTRICT	9,692.04

[01629]	MADERA VILLA	105.00
[06272]	MADERA VILLA APARTMENTS	2,375.00
[01916]	MADERA WEST APARTMENTS	800.00
[02066]	MAMMOTH POOL MOBILE HOME PARK	3,319.92
[00242]	MANAGEMENT INFO INC	30,900.00
[05636]	MANUEL'S LAWN SERVICE	4,281.00
[05846]	MARAVILLA, ARMANDO	60.00
[08700]	MARAVILLA, DANIEL	180.00
[06209]	MARIN, CARMEN	24,000.00
[00827]	MARIPOSA COUNTY UNIFIED SCHOOL DISTRICT	1,307.86
[60761]	MARQUEZ, LUISA RAFAELA	240.17
[05453]	MARRIOTT HOTEL ALL	404.75
[06187]	MARTIN, ELVIN	10,725.00
[05637]	MARTINELLI PROPERTIES	1,400.00
[61106]	MARTINEZ JR, VICTOR	185.29
[61207]	MARTINEZ LOPEZ, DANI	210.30
[06194]	MARTINEZ, MARIA	60.00
[06246]	MASTRO PROPERTY MANAGEMENT	2,250.00
[03512]	MATA, MARITZA	158.86
[08744]	MATTHEWS, SKYLA	60.00
[60150]	MCDUGALD, TAMARA L.	117.82
[05163]	MCI ALBANY	1,254.37
[03028]	ME N ED'S	172.57
[08694]	MEADOW VISTA APTS, LLC	3,450.00
[06086]	MEADOWS SENIOR PARK, THE	2,340.31
[06264]	MEDINA, MARIA MARCELINA	2,225.00
[61264]	MEJIA, ANA G	189.93
[00567]	MENDEZ, BLANCA E	275.69
[60156]	MENDEZ, MATTIE	1,105.12
[01272]	MENDOTA, CITY OF	6,620.42
[02907]	MENDOZA, MAILE pc	155.42
[60851]	MENDOZA, MARTHA	108.00
[02386]	MENDOZA, SERGIO	7,150.00
[08764]	MENTAL HEALTH SYSTEMS, INC	793.00
[06227]	MERAKI-MINDED PROF DEVEL	600.00
[02470]	MERCED COUNTY COMMUNITY	197,210.47
[06300]	MERCED DAIRY DISTRIBUTION, INC	3,123.28
[00054]	MID VALLEY DISPOSAL, INC	2,038.70
[01259]	MIKE BISPO'S PROPANE	712.00
[06275]	MINELLI, ELIZABETH	9,600.00
[02309]	MINUTEMAN PRESS	63,734.99
[61317]	MOCTEZUMA-CRUZ, EVELYN	250.00
[06207]	MONASARIA, LLC	40,001.96
[08756]	MONTI, MARILYN L	900.00
[04511]	MOORE TWINING ASSOCIATES, INC/TWINING LABORATORIES	377.00
[60166]	MORA, ELIZABETH	873.60
[08730]	MORALES, LISAMARIE	30.00
[60067]	MORAN, ANGELICA DOLORES	747.46
[61297]	MORENO, MARIA	340.36
[01961]	MOTSCHIEDLER, MICHAELIDES, WISHON, BREWER & RYAN, LLP	135,223.97
[06274]	MOUNTAIN FLAME PROPANE	340.00
[01266]	MOUNTAIN MILK & CREAM	456.44

[60174]	MURILLO, LETICIA	18.73
[08728]	NATIONAL CACFP SPONSORS ASSOC	150.00
[50450]	NATIONAL CHILDREN'S ALLIANCE	600.00
[01420]	NATIONAL COMMUNITY ACTION FOUNDATION	1,000.00
[05844]	NATIONAL EDUCATION SYSTEM, INC	4,943.74
[04560]	NATIONAL FATHERHOOD INITIATIVE	3,993.95
[01303]	NATIONAL HEAD START ASSOCIATION	7,603.30
[03164]	NATIONAL MIGRANT SEASONAL HEAD START	5,391.00
[04545]	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC.	60.00
[06257]	NATIONAL UNIVERSITY	4,351.00
[03923]	NAVEX GLOBAL, INC	2,535.75
[02162]	NELSON'S ACE HARDWARE & LUMBER	1,663.77
[02345]	NEWTON PROPERTIES (RENT) PAULA	950.00
[03982]	NEWTON PROPERTY MGMT 420 Yosemite	20,253.00
[06185]	NEXUS ADMINISTRATORS, INC	9,721.00
[02421]	NICE/INCONTACT 500/531/533	166.17
[08719]	NIROGA INSTITUTE	38,350.56
[01418]	OAKHURST MOBILE HOME ESTATES	5,437.29
[01987]	OAKHURST MOBILEHOME ESTATES	361.00
[04499]	OCCU-MED, LTD	268.00
[05345]	OCCUPATIONAL HEALTH CENTER OF CA CORP	735.00
[03972]	OFFICE CITY, THE	105,146.72
[06117]	OLIVE FOUNDATION	500.00
[06278]	OLIVERO RANCH, LLC	6,801.47
[06306]	ONE MAINE JANITORIAL, LLC	52,578.93
[04202]	ONLINE WEB SERVICES US, INC	600.00
[01407]	ORANGE COVE, CITY OF	5,688.92
[61186]	ORCUTT, AIMEE L	351.23
[08715]	ORDAZ, HUGO A	1,000.00
[06196]	OREGON, IVETTE	120.00
[02532]	ORKIN	19,429.64
[61307]	ORTIZ DE LA TORRE, ESMERALDA	82.88
[60185]	ORTIZ, AMELIA W.	47.61
[04517]	OUTFRONT MEDIA LLC	1,260.00
[04374]	PABLO, MARGARITA	171.51
[06106]	PACIFICA APARTMENT PARTNERSHIP	2,400.00
[06225]	PADDOCK APPRAISAL SERVICE INC	16,000.00
[06280]	PALATTO, GUILLERMO	800.00
[03631]	PANERA, LLC	4,146.75
[06268]	PAPE MATERIAL HANDLING, INC	13,927.92
[61329]	PAQUETTE, JANET	1,200.00
[06126]	PARKSDALE VILLAGE II	6,428.25
[01507]	PARLIER UNIFIED SCHOOL DISTRICT	6,600.00
[02909]	PARLIER, CITY OF	3,389.28
[08699]	PARRA, SUSANA	360.00
[01574]	PAUL H BROOKS PUBLISHING CO	2,474.91
[01511]	PECK'S PRINTERY	1,923.33
[60192]	PEREZ, ARACELI	314.70
[08704]	PEREZ, BRISEIDA	30.00
[06299]	PETERS, DUANE ALAN	5,550.00
[01502]	PG&E MADERA mailed to SAC	290,659.57
[04161]	PHILADELPHIA INSURANCE COMPANIES	192,925.14



[06253]	PHILLIPS, LINDA C	2,150.00
[05701]	PICKENS, CHARMAINE CHANISE	28.68
[04248]	PICKETT, AMBER	30.00
[06286]	PINTO, DAVID	5,295.00
[03897]	PIONEER MARKET	5,907.96
[01185]	PITNEY BOWES GLOBAL FINANCIAL SER	3,299.60
[01522]	PITNEY BOWES INC	692.76
[01628]	PLAY WITH A PURPOSE dont except amex	12,510.71
[08698]	PONCE, KARLA	210.00
[60198]	PONCE, LINDA E.	545.22
[01526]	PONDEROSA TELEPHONE CO	3,399.66
[04195]	POSITIVE PROMOTIONS	2,133.51
[03360]	POSTMASTER ALL	92.00
[06184]	POWER BUSINESS TECHNOLOGY	47,630.03
[06077]	PPG PAINTS	1,351.91
[01054]	PRAXAIR	723.45
[06170]	PRESTIGE CUSTOM GLASS	1,970.15
[60374]	PRICE, MARCIA A	1,108.50
[04284]	PRIDE OF THE SIERRA CLEANING COMPANY	8,940.00
[04061]	PRYOR / CAREER TRACK	298.00
[04209]	PSA WORLDWIDE, LLC	1,848.26
[01207]	PURCHASE POWER	5,374.20
[00063]	PURL'S SHEET METAL AIR CONDITIONING INC	65,798.22
[00065]	QUALITY DAIRY	22,407.31
[01703]	RALEY'S SUPERSTORE	375.99
[60507]	RAMIREZ, MARIA DOLORES	500.00
[60206]	RAMIREZ, SANDRA O.	72.24
[03434]	RANCHOS HILLS SENIOR CENTER INC	4,200.00
[61251]	RAPE AGGRESSION D SYSTEMS, INC	300.00
[06270]	RATCLIFF, JEFF	3,666.00
[00068]	RAYGOZA BATAZA, RUBEN	2,100.00
[04311]	RECOLOGY	1,140.48
[01713]	RED CARPET CAR WASH	3,058.47
[01716]	RED TRIANGLE OIL CO	529.00
[03049]	REDROCK ENVIRONMENTAL GROUP	14,746.86
[03842]	REDWOOD TOXICOLOGY LABORATORY, INC.	169.86
[01717]	REEDLEY, CITY OF	989.31
[02387]	REGENCY COURT	6,365.00
[00867]	REGION 9 HEADSTART ASSOCIATION	20,368.59
[01655]	RELYCO	2,229.01
[04472]	RENDON, FABIOLA	88.90
[03868]	RESERVE ACCOUNT	27,239.66
[60997]	REVIS, NICOLE MAKALEKA	10,530.00
[60876]	REYES, AMALIA	816.13
[06315]	REYES, CELIA P	3,600.00
[61187]	RODRIGUEZ, ARACELI	611.52
[60381]	RODRIGUEZ, CATALINA	888.43
[61101]	RODRIGUEZ, JISSEL	806.86
[03110]	RODRIGUEZ, NAYELI	161.22
[06069]	ROGERS, LAVONNE	1,300.00
[61154]	ROJAS JR, FRANCISCO	40.00
[06091]	ROMERO, ANGEL AND MARIA	1,000.00

[61310]	ROMERO, ELVIA C	26.38
[04325]	RONELL, MARY	7,425.00
[01484]	RON'S CARPET & UPHOLSTERY CLEANING	130.00
[06203]	ROSAS, CITLALI CHAVEZ	60.00
[01485]	ROSENBALM ROCKERY, INC	20,999.83
[04530]	ROSS RECREATION EQUIPMENT, INC.	3,274.95
[04455]	ROTO ROOTER INC	1,035.00
[60386]	RUBALCAVA, MARY L	494.48
[08721]	RUIZ, GREGORIA VASQUEZ	1,200.00
[08693]	RUSHMORE LOAN MANAGEMENT SERVICES	889.74
[08726]	SAINT JOACHIMS CHURCH	700.00
[61113]	SALAZAR, BEATRIZ	665.00
[08714]	SALAZAR, YASKARA pc	30.00
[61275]	SALGADO CONCRETE	10,465.30
[61326]	SALINAS, STEPHANIE JAZMIN	259.84
[06287]	SAMRAO, RAMNIK SINGH	2,325.00
[61231]	SANCHEZ GUTIERREZ, ERICKA	17.81
[61078]	SANCHEZ, CRISTAL GASCA	40.32
[61319]	SANCHEZ, SERGIO FRANCO	117.04
[04948]	SANCHEZ, SILVIA GARCIA	135.23
[06288]	SANDHU, DEVINDER K	1,275.00
[60241]	SANDOVAL, SILVIA C.	579.96
[61327]	SANTOS, JOLIVETTE	472.64
[03469]	SANTOS, ROSA	169.36
[02127]	SAVE MART SUPERMARKETS 45751	49,718.32
[01802]	SAVE MART SUPERMARKETS 56475	15,028.17
[00082]	SCHOETTLER TIRE, INC./MADERA	363.50
[01392]	SCHOOL HEALTH CORPORATION	31,977.42
[02465]	SCHOOL NURSE SUPPLY, INC.	1,507.29
[02678]	SCHOOL SPECIALITY/TEACHER DISCOUNT/TEACHER SCHOOL SUPP	4,182.17
[04546]	SCREEN FLUENCE	378.00
[01800]	SEABURY, COPLAND & ANDERSON	16,231.71
[02022]	SEBASTIAN	2,862.59
[00037]	SEIU LOCAL 521	62,392.53
[01728]	SELECT PORTFOLIO SERVICING	1,000.00
[00331]	SELMA UNIFIED SCHOOL DISTRICT	1,289.22
[02334]	SERGIO'S WELDING	663.94
[08707]	SEVILLA, ALMA	72.66
[60247]	SHEPARD, YOLANDA M.	158.48
[04684]	SHERWIN WILLIAMS	1,564.91
[01607]	SHERWOOD POINTE APARTMENTS	2,440.00
[08691]	SHI INC.	58,616.62
[01412]	SIERRA PROPANE	476.00
[02420]	SIERRA SENIOR SOCIETY, INC	7,200.00
[01812]	SIERRA TELEPHONE	11,957.46
[08712]	SILVA, MARIA G pc	210.00
[61110]	SILVA, SAYRA N.	128.24
[61093]	SILVA, SELENE ARACELI	71.37
[60252]	SILVA-SANTOS, OLGA L.	1,426.87
[06303]	SIMONICH, PAUL	6,550.02
[06285]	SING, MANOHAR	5,728.00
[08710]	SJV INDEPENDENT REALTY GROUP, INC	2,250.00

[04271]	SMITH, DDS, BRANDON B	1,500.00
[03404]	SOAP & SUDS JANITORIAL	4,776.00
[03592]	SOLER, ARACELI	43.85
[60257]	SOLORIO, MARIA I.	36.92
[60258]	SOLORIO, RITA	243.69
[01621]	SORENSEN MACHINE WORKS	36.99
[08743]	SORIA, JASMIN	30.00
[04682]	SOTO FENCE CO	7,100.00
[05889]	SOURCE TECHNOLOGIES	196.00
[08746]	SPENCER, ERIC	131.20
[00468]	STANISLAUS COUNTY OFFICE OF ED	89,314.53
[60665]	STAPLETON, JEANNIE M	559.40
[08735]	STERICYCLE, INC	1,236.91
[04017]	STEVE'S CHEVROLET OF CHOWCHILLA	81,529.03
[06294]	STONIER, ROGER A	5,250.00
[08720]	STORAGE KING USA	4,824.00
[08738]	STRUGGS, INC	520.00
[02994]	SUBURBAN PROPANE-BOX 12027	4,353.13
[08751]	SUGAR PINE LP	10,982.00
[01636]	SUNRISE TERRACE	3,819.00
[06260]	SUPERB LNF CAPITAL. LLC	8,400.00
[05697]	SURVEILLANCE SYSTEMS INTEGRATION	57,816.34
[06179]	SUT-XON, MARIA	279.84
[01230]	SYSCO OF CENTRAL CALIFORNIA	131,046.76
[06259]	SZABAD SLS & SSSL	2,013.34
[08713]	TAMAVO, LIZETH pc	30.00
[06180]	TAPIA, ANGELICA	161.64
[03885]	TEACHING STRATEGIES, LLC	62,989.47
[00251]	TEACHSTONE TRAINING LLC	13,335.00
[03973]	TECO	1,212.37
[00956]	TESEI PETROLEUM, INC.	1,471.00
[00383]	THOMASSON PEST CONTROL, INC	1,200.00
[06314]	TIAN, MARK	995.00
[04543]	TIDES CENTER dba ABRIENDO PUERTAS/OPENING DOORS	5,650.00
[05899]	TIM R TRULL ELECTRIC, INC	41,427.35
[03882]	TINAJERO, LIDIA A	37.62
[06320]	TINT SHOP BY JOE'S, THE	12,977.43
[60264]	TOOLEY, DONNA S.	27,504.00
[04414]	TORRES FENCE CO.	6,309.09
[61143]	TORRES, DOLORES ELOISE	10.39
[03904]	TORRES, GUILLERMO ALCALA	6,330.00
[06290]	TORRES, JOE R	660.00
[04946]	TORRES, YAZMIN	284.47
[02728]	TOSHIBA FINANCIAL SERVICES	92,996.95
[61262]	TREVINO, PATRICIA	308.40
[60267]	TRUJILLO, SONIA	164.05
[01162]	TUFF SHED, INC	8,491.39
[50556]	TURNING POINT OF CENTRA CALIFORNIA, INC	815.00
[04090]	UNITED STATES TREASURY	56,796.80
[50525]	UNUM FUND ADMINISTRATOR	22,053.55
[01578]	UNWIRED BROADBAND INC.	60,670.60
[08736]	US INSPECTION GROUP, INC	616.00

[00693]	US TOY CO/CONSTRUCTIVE PLAYTHINGS	1,715.76
[06254]	VALLE DE LAS BRISAS	10,860.00
[08716]	VALLEJO, MARTINA	1,000.00
[05171]	VALLEY PROPANE	2,738.00
[06307]	VALLEY SPRINGS WATER	15,961.42
[04093]	VALLEY VISTA APARTMENTS	442.00
[03841]	VALLEY WEST CHRISTIAN CENTER (CORP)	25,106.85
[60661]	VANG, XAI	349.98
[03924]	VAR RESOURCES LLC	30,433.60
[04961]	VASQUEZ, CRESENCIA R	31.23
[08724]	VELAZQUEZ, RAMIRO	900.00
[61012]	VERA, ANNA LUCIA	157.30
[04580]	VEZINA INDUSTRIES	11,039.54
[03489]	VILLA GARDENING SERVICE, INC	57,335.00
[01633]	VILLAGE AT CHOWCHILLA, THE	2,262.00
[01034]	VILLAGE MADERA	4,404.00
[04585]	VORTEX INDUSTRIES, INC.	3,289.00
[03177]	VOYA INSTITUTIONAL TRUST COMPANY	861,320.94
[00545]	WALMART ** USE 6313**	7,321.64
[06319]	WALMART VISION CENTER	404.00
[06081]	WARD PROMOTIONAL MARKETING SOLUTIONS, INC	95,411.92
[02070]	WASHINGTON SQUARE LP	1,188.00
[03933]	WASTE MANAGEMENT	2,793.37
[01095]	WATER CONNECTION, THE	601.83
[06283]	WE PAD IT	13,908.60
[06277]	WELLS FARGO HOME MORTGAGE BOX 51120	423.48
[08758]	WEST COAST STAINLESS	892.00
[04645]	WEST COAST USA PROPERTIES, LLC	750.00
[03335]	WESTED 1099exempt CK ADDRESS ALL	12,500.00
[01733]	WESTLANDS WATER DISTRICT	17.54
[04941]	WEX BANK Chevron Box 4337	274.52
[06067]	WEX BANK Valero Box 6293	30,929.58
[60396]	WILCOX, ELIZABETH N	94.64
[04409]	WILD ELECTRIC, INC	2,820.00
[61241]	WILLIAMS, ANGELA D	3,085.23
[01365]	WIPFLI	995.00
[60298]	WISENER, ELIZABETH	1,492.95
[04652]	WIZIX TECHNOLOGY GROUP, INC	33.55
[05918]	WOLTER, DAVID J.	9,475.94
[04273]	WOLTERS KLUWER	418.00
[08718]	WONDER VALLEY	1,685.00
[00619]	WRIGHT, SHELLEY E.	1,261.88
[60956]	XYONG, MIGOW HELEN	483.18
[02025]	YELLOW PAGE DIRECTORY SERVICES	369.35
[06249]	YOSEMITE MOUNTAIN TRAIL LODGE	44,223.83
[06296]	YOSEMITE POINT PARTNERSHIP	2,100.00
[06255]	ZAPIEN, AURELIA	1,000.00
[04952]	ZARATE, JUANA	245.91
[01415]	ZERO TO THREE	4,193.00
[03768]	ZHAO, JINGSONG	54,232.43
[05122]	ZONES, INC	87,410.47

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG (01/01/22 - 12/31/22) 218	286,748.00	29,615.85	16.67%	10.33%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 2021 (06/01/21 - 5/31/22) 217	28,250.00	12,118.05	75.00%	42.90%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	333,356.16	88.46%	85.44%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	40,370.00	40,118.12	88.46%	99.38%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL (06/1/21 - 05/31/22) 311/380	4,110,180.00	2,937,339.51	75.00%	71.46%	Provide HS services to 246 low income preschool children and families
HEAD START T/TA (06/01/21 - 05/31/22) 310	46,025.00	34,155.24	75.00%	74.21%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/21 - 05/31/22) 312	601,117.00	435,665.76	75.00%	72.48%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/21 - 05/31/22) 309	13,373.00	10,177.37	75.00%	76.10%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/21 - 06/30/22) 319	761,724.00	375,903.00	66.67%	49.35%	Provide child care services to HS preschool children and families
REGIONAL HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 814	344,592.00	262,849.40	45.83%	76.28%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2021 - 06/30/2022 815	54,023.00	11,288.32	66.67%	20.90%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
REGIONAL HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 818	86,679.00	39,998.92	45.83%	46.15%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/21 - 09/30/22) 390	513,902.00	124,554.73	41.67%	24.24%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/21 - 02/28/22) 321/362	5,159,852.00	5,314,976.24	100.00%	103.01%	Provide HS services to 458 migrant and 121 seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/21 - 02/28/22) 320	31,845.00	26,697.75	100.00%	83.84%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/21 - 06/30/22) 322/324	883,339.00	593,891.95	66.67%	67.23%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/21 - 06/30/22) 325	134,765.00	83,546.44	66.67%	61.99%	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 JANUARY 31, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
MADERA MIGRANT CHILD CARE - PART YEAR COVID FUND - CMIG AB82 07/01/2021 - 06/30/22 822	28,114.00	18,985.43	66.67%	67.53%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Child Care program
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	17,498.19	45.83%	10.68%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MIGRANT HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 827	535,575.00	107,091.13	45.83%	20.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START (09/01/21 - 08/31/22) 331	4,652,471.00	1,794,122.43	50.00%	38.56%	Provide HS services to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/21 - 08/31/22) 330	82,690.00	9,594.98	50.00%	11.60%	Provide training for staff and parents
FRESNO MIGRANT EARLY HEAD START (09/01/21 - 08/31/22) 337	330,420.00	1,229.29	50.00%	0.37%	Provide early HS services to 30 low income infant, toddlers and pregnant women
FRESNO MIGRANT EARLY HS -TRAINING (09/01/21 - 08/31/22) 338	Inactive	Inactive	#VALUE!	#VALUE!	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/21 - 08/31/22) 831	60,391.06	6,703.78	50.00%	11.10%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT EARLY HEAD START CARES (09/01/21 - 08/31/22) 837	0.00	0.00	#DIV/0!	#DIV/0!	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Early Head Start
DSS STRENGTHENING FAMILIES (07/01/2021 - 06/30/2022) 371	189,600.00	119,756.09	66.67%	63.16%	Provides training and education to parents to strengthen family relationships
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY (07/01/21 - 06/30/22) CONTRACT PENDING 411	4,702.00	1,692.58	66.67%	36.00%	Training and supplies for child care providers
R & R GENERAL (07/01/21 - 06/30/22) CONTRACT PENDING 401	196,708.00	139,963.82	66.67%	71.15%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/21 - 06/30/23) CONTRACT PENDING 407	394,276.00	88,826.82	66.67%	22.53%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/21 - 06/30/22) CONTRACT PENDING 424	33,509.00	15,433.38	66.67%	46.06%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/22) 426/432	6,544,277.00	5,465,121.13	83.33%	83.51%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 (07/01/21 - 06/30/22) CONTRACT PENDING 427	2,659,629.00	984,206.40	66.67%	37.01%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/21 - 06/30/22) CONTRACT PENDING 428	1,317,464.00	673,622.00	66.67%	51.13%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS (04/01/20 - 06/30/22) 440	433,833.75	431,628.75	85.19%	99.49%	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/21 - 09/30/22) 500	332,174.00	117,953.46	41.67%	35.51%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/21 - 09/30/22) 501	354,836.00	134,878.54	41.67%	38.01%	Assist victims of crime
DOM. VIO. MARRIAGE LICENSE (07/01/21 - 06/30/22) 502	57,200.00	1,964.68	66.67%	3.43%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/21 - 06/30/22) 504	5,000.00	180.54	66.67%	3.61%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/21 - 06/30/22) DONATIONS ONLY 507/525	2,000.00	1,138.97	66.67%	56.95%	Assist victims of domestic violence
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/22 - 12/31/22) 508	163,177.00	19,472.55	16.67%	11.93%	Assist unserved/underserved, primarily Hispanic, victims of crime
VICTIM SERVICES CENTER FUND (07/01/21 - 06/30/22) DONATIONS ONLY 510	2,500.00	1,355.16	66.67%	54.21%	Assist with program operations for all Victim Services clients
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/22) 533	1,140,174.00	795,826.23	70.83%	69.80%	Provide shelter services for domestic violence victims
TRANSITIONAL HOUSING (01/01/22 - 12/31/22) 531	126,807.00	20,714.10	16.67%	16.34%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
MENTAL HEALTH FULL SERVICES (07/01/21 - 6/30/22) 607	5,000.00	1,945.06	66.67%	38.90%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/21 - 6/30/22) 516	1,000.00	448.68	66.67%	44.87%	Provide child sexual assault interviews
<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
FEMA (01/01/20 - 10/31/21) 205	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/20 - 06/30/22) 207	684,900.00	509,743.58	80.00%	74.43%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 235	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
LIHEAP CARES (07/01/20 - 09/30/21) 234	Inactive	Inactive			Assistance for low income clients for energy bills impacted by COVID-19
SENIOR MEAL - MADERA COUNTY (07/01/21 - 06/30/22) 237	43,734.00	16,064.76	66.67%	36.73%	Provides lunch meal program for seniors in eastern Madera County & Ranchos

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/21 - 06/30/22) 247	220,734.00	130,593.01	48.48%	59.16%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
DRINKING WATER - STATE WATER RESOURCES (07/01/19 - 02/28/22) 252	115,500.00	67,317.06	100.00%	58.28%	Provides bottled water for continuation of drought water assistance
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/21 - 06/30/22) 216	50,000.00	11,843.59	66.67%	23.69%	Provides property management services for the County of Madera Behavioral Health
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
FEMA CARES (01/27/20 - 10/31/21) 210	Inactive	Inactive	#VALUE!	#VALUE!	Housing assistance for clients impacted by COVID-19 and administration of FEMA CARES
SHUNAMMITE PLACE (11/01/21 - 10/31/22) 224	581,016.00	133,852.35	33.33%	23.04%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/21 - 06/30/22) CONTRACT PENDING 231	20,000.00	8,911.93	66.67%	44.56%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (07/01/20 - 08/31/21) CONTRACT EXTENDED 244	Inactive	Inactive	#VALUE!	#VALUE!	Provides utility and rental assistance for clients within the City of Madera jurisdiction
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	345,092.06	42.86%	83.88%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER RAPID REHOUSING (12/01/2020 - 12/31/2021) 249	Inactive	Inactive	#VALUE!	#VALUE!	Provides rental assistance to clients
WESTCARE RAPID REHOUSING (03/01/2021 - 2/28/2022) 253	65,000.00	16,615.29	100.00%	25.56%	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
BEHAVIORAL HEALTH PATH PROGRAM (07/01/2021 - 06/30/2022) CONTRACT PENDING 259	39,136.00	27,219.71	66.67%	69.55%	Provides rental assistance to clients
EMERGENCY RENTAL ASSISTANCE PROGRAM MADERA COUNTY (05/17/21 - 12/31/21) 261	61,745.00	6,727.36	126.67%	10.90%	Provides promotion, advertising, and outreach activities to deliver information and technical assistance for rental program related to Covid 19
EMERGENCY SOLUTIONS GRANT (01/01/21 - 06/30/22) 268	110,000.00	76,105.48	77.78%	69.19%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
ESG CARES (11/17/21 - 07/31/22) CONTRACT PENDING 275	682,324.00	93,831.53	29.17%	13.75%	Provides emergency shelter and rapid rehousing to homeless
HOMELESS OUTREACH CCP AB109 (07/01/21 - 06/30/22) CONTRACT PENDING 272	231,000.00	171,058.55	66.67%	74.05%	Provides outreach workers to offer case management and resources to homeless or at-risk
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/22) CONTRACT PENDING 255	122,322.19	19,455.28	66.67%	15.90%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 06/30/22) CONTRACT PENDING	345,000.00	0.00	66.67%	0.00%	Provides housing, supportive services, and landlord engagement activities



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Consolidated Balance Sheet by Object January 31, 2022**

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	4,517.50
1115- CASH IN WESTAMERICA MENTAL HEALTH	3,101.91
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,514.89
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	14,250.07
1122- SAVINGS - WESTAMERICA	3,728,188.54
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	2,884,433.54
1320- ACCOUNTS RECEIVABLE	1,977.21
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	324.83
1327- A/R-OTHER	241.33
1328- EMPLOYEE & TRAVEL ADVANCES	0.00
1329- ADVANCE CLEARING	11,029.13
1410- PREPAID EXPENSES	66,410.01
1420- SECURITY DEPOSITS	37,366.04
1421- WORKERS' COMP DEPOSIT	74,733.94
1450- INVENTORY	17,169.94
1512- EQUIPMENT	1,346,884.88
1513- VEHICLES	1,000,268.86
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	297,449.87
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(986,989.00)
1523- ACC DEPR - VEHICLES	(796,555.67)
1524- ACC DEPR - BUILDINGS	(3,484,836.00)
1525- ACC DEPR - LAND IMPROVE.	(138,958.91)
1526- ACC DEPR - BUILDING IMPROVE.	(79,822.71)
Total Assets	8,618,460.78
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	913,298.31
2111- ACCOUNTS PAYABLE - MANUAL	309,409.12
2112- ACCOUNTS PAY-FUNDING SOURCE	(1,257.16)
2115- A/P OTHERS	2,501.81
2121- ACCRUED PAYROLL	0.00
2122- ACCRUED VACATION	1,160,145.97
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	51,631.44
2212- FICA-MED PAYABLE	12,075.32
2213- FIT PAYABLE	28,836.00
2215- SIT PAYABLE	11,312.31
2216- SDI PAYABLE	4,580.25

2217- SUI PAYABLE	25,695.67
2218- GARNISHMENTS PAYABLE	416.50
2220- WORKER'S COMP PAYABLE	72,101.49
2231- RETIREMENT PAYABLE-ER CONTRIB	634,430.13
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	3,589.21
2245- KAISER HIGH15	(1,680.70)
2248- KAISER LOW30	(3,749.94)
2252- SELF INSURANCE - LIFE & ADD	(585.20)
2253- VISION INSURANCE PAYABLE	7.67
2254- SELF INSURANCE - DENTAL	68,585.23
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	8.00
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	6,290.02
2410- DEFERRED GRANT REVENUE	2,736,296.65
2415- RESERVE ACCOUNT	39,974.00
2420- OTHER DEFERRED REVENUE	10,206.17
Total Liabilities	<u>6,089,568.49</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	1,679,570.49
Change in Net Assets	(110,676.40)
Total Net Assets	<u>2,528,892.29</u>
Total Liabilities and Net Assets	<u><u>8,618,460.78</u></u>

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**COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC.****Consolidated Revenue and Expense****January 31, 2022**

	<u>Year-To-Date</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	13,864,317.45
4120- GRANT INCOME-STATE	3,835,671.17
4130- GRANT INCOME-AREA	220,047.64
4210- DONATIONS	30,051.70
4220- IN KIND CONTRIBUTIONS	1,172,283.98
4315- CHILD CRE REVENUE-STATE	0.00
4320- INTEREST INCOME	995.03
4330- SALE OF ASSETS	3,000.00
4350- RENTAL INCOME	31,018.10
4370- MERCHANDISE SALES	0.00
4390- MISCELLANEOUS INCOME	955.76
4900- INDIRECT COST REIMBURSEMENT	1,431,808.43
Total Revenues	<u>20,590,149.26</u>
<u>Expenses</u>	
5010- SALARIES & WAGES	7,696,963.91
5012- DIRECTOR'S SALARY	101,036.39
5020- ACCRUED VACATION PAY	453,232.06
5112- HEALTH INSURANCE	732,838.96
5114- WORKER'S COMPENSATION	184,826.69
5116- PENSION	444,021.51
5122- FICA	619,643.21
5124- SUI	62,821.64
5125- DIRECTOR'S FRINGE	49,556.38
5130- ACCRUED VACATION FRINGE	26,787.62
6110- OFFICE SUPPLIES	62,782.73
6112- DATA PROCESSING SUPPLIES	255,459.34
6121- FOOD	194,129.85
6122- KITCHEN SUPPLIES	36,464.41
6130- PROGRAM SUPPLIES	772,106.75
6132- MEDICAL & DENTAL SUPPLIES	18,576.00
6134- INSTRUCTIONAL SUPPLIES	8,781.11
6140- CUSTODIAL SUPPLIES	60,167.34
6142- LINEN/LAUNDRY	0.00
6143- FURNISHINGS	33,588.09
6150- UNIFORM RENTAL/PURCHASE	150.00
6160- RESALE ITEMS	418.22
6170- POSTAGE & SHIPPING	17,810.48
6180- EQUIPMENT RENTAL	82,514.99
6181- EQUIPMENT MAINTENANCE	33,314.82
6210- CAPITAL EXPENDITURES > 50	433.00
6216- CAPITAL EXPENDITURES > \$1000	28,784.38
6221- EQUIPMENT OVER > \$5000	112,657.15
6310- PRINTING & PUBLICATIONS	4,466.70

6312- ADVERTISING & PROMOTION	1,458.96
6320- TELEPHONE	209,978.28
6410- RENT	682,942.39
6420- UTILITIES/ DISPOSAL	248,027.53
6432- BUILDING REPAIRS/ MAINTENANCE	136,543.24
6433- GROUNDS MAINTENANCE	58,211.61
6436- PEST CONTROL	12,605.56
6437- BURGLAR & FIRE ALARM	13,485.72
6440- PROPERTY INSURANCE	36,364.08
6510- AUDIT	40,000.00
6520- CONSULTANTS	35,878.49
6522- CONSULTANT EXPENSES	4,444.68
6524- CONTRACTS	381,408.46
6530- LEGAL	98,208.73
6540- CUSTODIAL SERVICES	67,113.09
6555- MEDICAL SCREENING/DEAT/STAFF	3,735.00
6610- GAS & OIL	20,263.85
6620- VEHICLE INSURANCE	47,518.13
6630- VEHICLE LICENSE & FEES	430.00
6640- VEHICLE REPAIR & MAINTENANCE	32,819.87
6712- STAFF TRAVEL-LOCAL	10,217.05
6714- STAFF TRAVEL-OUT OF AREA	998.67
6722- PER DIEM - STAFF	421.00
6742- TRAINING - STAFF	65,080.59
6745- TRAINING - PARTICIPANT/CLIENTS	0.00
6810- BANK CHARGES	3,730.20
6832- LIABILITY INSURANCE	22,214.40
6834- STUDENT ACTIVITY INSURANCE	4,290.55
6840- PROPERTY TAXES	526.85
6850- FEES & LICENSES	33,669.30
6851- CPR FEES	1,404.75
6852- FINGERPRINT	1,374.75
6875- EMPLOYEE HEALTH & WELFARE COSTS	27,027.07
7111- PARENT MILEAGE	211.00
7112- PARENT INVOLVEMENT	451.48
7114- PC ALLOWANCE	3,560.00
7116- POLICY COUNCIL FOOD ALLOWANCE	564.41
7210- TRANSPORTATION VOUCHERS	672.35
7224- CLIENT RENT	156,071.33
7226- CLIENT LODGING/SHELTER	271,640.06
7230- CLIENT FOOD	316.84
7234- FOOD - INDIVIDUAL	16.36
7240- DIRECT BENEFITS	3,247,307.14
7245- DIRECT BENEFITS - STATE	0.00
7250- FURNACE REPAIRS/REPLACEMENT	19,195.70
8110- IN KIND SALARIES	855,368.26
8120- IN KIND RENT	316,133.72
8130- IN KIND - OTHER	782.00
9010- INDIRECT COST ALLOCATION	1,431,808.43
Total Expenses	<u>20,700,825.66</u>
Excess Revenue Over (Under) Expenditures	<u>(110,676.40)</u>

**LIHEAP 21B-5019 - Fund 207**  
**November 1, 2020 to January 31, 2022**

<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>January 31,</u> <u>2022</u>	<u>YTD</u> <u>Budget</u> <u>January 31,</u> <u>2022</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	684,900.00	73,948.29	509,365.17	407,634.00	(0.74)	0.00	509,365.17	175,534.83
Total Revenues	684,900.00	73,948.29	509,365.17	407,634.00	(0.74)	0.00	509,365.17	175,534.83
<u>Expenses</u>								
5010- SALARIES & WAGES	155,029.00	16,947.60	182,691.84	106,857.00	1.18	0.00	182,691.84	(27,662.84)
5020- ACCRUED VACATION PAY	0.00	1,004.03	10,797.13	0.00	0.00	0.00	10,797.13	(10,797.13)
5112- HEALTH INSURANCE	19,459.00	1,840.66	21,936.98	13,156.00	1.13	0.00	21,936.98	(2,477.98)
5114- WORKER'S COMPENSATION	818.00	62.62	792.40	581.00	0.97	0.00	792.40	25.60
5116- PENSION	8,479.00	648.54	9,413.46	5,592.00	1.11	0.00	9,413.46	(934.46)
5122- FICA	12,320.00	1,306.96	14,471.70	8,353.00	1.17	0.00	14,471.70	(2,151.70)
5124- SUI	1,717.00	1,083.27	1,924.13	1,108.00	1.12	0.00	1,924.13	(207.13)
5130- ACCRUED VACATION FICA	0.00	34.62	249.23	0.00	0.00	0.00	249.23	(249.23)
6110- OFFICE SUPPLIES	4,000.00	512.56	8,392.16	2,500.00	2.10	0.00	8,392.16	(4,392.16)
6112- DATA PROCESSING SUPPLIES	15,300.00	223.81	16,313.71	15,264.00	1.07	280.50	16,594.21	(1,294.21)
6130- PROGRAM SUPPLIES	150.00	0.00	99.44	10.00	0.66	0.00	99.44	50.56
6142- LINEN/LAUNDRY	5.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00
6170- POSTAGE & SHIPPING	2,800.00	0.00	5,249.46	1,200.00	1.87	0.00	5,249.46	(2,449.46)
6180- EQUIPMENT RENTAL	3,581.00	0.00	8,350.88	1,500.00	2.33	0.00	8,350.88	(4,769.88)
6181- EQUIPMENT MAINTENANCE	3,005.00	0.00	920.61	1,800.00	0.31	0.00	920.61	2,084.39
6210- CAPITAL EXPENDITURES > 50	0.00	54.13	54.13	0.00	0.00	0.00	54.13	(54.13)
6310- PRINTING & PUBLICATIONS	10.00	0.00	81.18	25.00	8.12	0.00	81.18	(71.18)
6312- ADVERTISING & PROMOTION	2,096.00	0.00	205.00	2,990.00	0.10	0.00	205.00	1,891.00
6320- TELEPHONE	8,000.00	159.64	4,662.49	8,200.00	0.58	0.00	4,662.49	3,337.51
6410- RENT	16,000.00	2,037.85	17,989.24	16,900.00	1.12	0.00	17,989.24	(1,989.24)
6420- UTILITIES/ DISPOSAL	2,000.00	27.14	2,474.88	3,566.00	1.24	0.00	2,474.88	(474.88)
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	1,248.87	20.00	62.44	0.00	1,248.87	(1,228.87)
6440- PROPERTY INSURANCE	840.00	75.93	1,142.02	575.00	1.36	0.00	1,142.02	(302.02)
6520- CONSULTANTS	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6524- CONTRACTS	377,007.00	0.00	145,173.38	180,864.00	0.39	0.00	145,173.38	231,833.62
6530- LEGAL	100.00	0.00	0.00	88.00	0.00	0.00	0.00	100.00
6555- MEDICAL SCREENING/DEAT/STAFF	260.00	105.00	360.50	0.00	1.39	0.00	360.50	(100.50)
6610- GAS & OIL	30.00	0.00	80.84	30.00	2.69	0.00	80.84	(50.84)
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	17.92	125.00	0.14	0.00	17.92	107.08
6742- TRAINING - STAFF	428.00	0.00	0.00	428.00	0.00	0.00	0.00	428.00

**LIHEAP 21B-5019 - Fund 207**  
**November 1, 2020 to January 31, 2022**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Budget</u>	<u>Month</u>	<u>January 31,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>	<u>2022</u>	<u>January 31,</u>				
				<u>2022</u>				
6810- BANK CHARGES	25.00	0.00	25.00	0.00	1.00	0.00	25.00	0.00
6820- INTEREST EXPENSE	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	30.00	0.00	76.23	10.00	2.54	0.00	76.23	(46.23)
6850- FEES & LICENSES	540.00	0.00	1,379.53	150.00	2.55	0.00	1,379.53	(839.53)
6852- FINGERPRINT	0.00	0.75	18.50	0.00	0.00	0.00	18.50	(18.50)
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.00	148.45	60.00	0.99	(0.22)	148.23	1.77
7240- DIRECT BENEFITS	8,000.00	0.00	8,386.00	6,000.00	1.05	0.00	8,386.00	(386.00)
7250- FURNACE REPAIRS/REPLACEMENT	16,000.00	0.00	18,630.68	10,000.00	1.16	0.00	18,630.68	(2,630.68)
9010- INDIRECT COST ALLOCATION	25,765.00	0.00	25,607.20	19,666.00	0.99	0.00	25,607.20	157.80
Total Expenses	684,900.00	26,125.11	509,365.17	407,634.00	0.74	280.28	509,645.45	175,254.55
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>47,823.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(280.28)</b>	<b>(280.28)</b>	<b>280.28</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>47,823.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(280.28)</b>	<b>(280.28)</b>	<b>280.28</b>







**LIHEAP 20B-2019**  
**October 1, 2019 to January 31, 2022**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual January 31, 2022</u>	<u>YTD Budget January 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	754,299.00	0.00	754,299.00	754,299.00	(1.00)	0.00	754,299.00	0.00
Total Revenues	754,299.00	0.00	754,299.00	754,299.00	(1.00)	0.00	754,299.00	0.00
<u>Expenses</u>								
5010- SALARIES & WAGES	203,621.00	0.00	182,351.16	203,621.00	0.90	0.00	182,351.16	21,269.84
5019- SALARIES & WAGES C19	0.00	0.00	7,500.45	0.00	0.00	0.00	7,500.45	(7,500.45)
5020- ACCRUED VACATION PAY	0.00	0.00	13,986.18	0.00	0.00	0.00	13,986.18	(13,986.18)
5112- HEALTH INSURANCE	22,592.00	0.00	16,324.74	22,592.00	0.72	0.00	16,324.74	6,267.26
5114- WORKER'S COMPENSATION	1,254.00	0.00	1,132.78	1,254.00	0.90	0.00	1,132.78	121.22
5115- Worker's Compensation C19	0.00	0.00	39.90	0.00	0.00	0.00	39.90	(39.90)
5116- PENSION	11,529.00	0.00	8,063.74	11,529.00	0.70	0.00	8,063.74	3,465.26
5117- Pension C19	0.00	0.00	223.01	0.00	0.00	0.00	223.01	(223.01)
5121- FICA C19	0.00	0.00	559.00	0.00	0.00	0.00	559.00	(559.00)
5122- FICA	16,131.00	0.00	14,721.93	16,131.00	0.91	0.00	14,721.93	1,409.07
5124- SUI	2,356.00	0.00	2,867.57	2,356.00	1.22	0.00	2,867.57	(511.57)
5130- ACCRUED VACATION FICA	0.00	0.00	306.39	0.00	0.00	0.00	306.39	(306.39)
6110- OFFICE SUPPLIES	3,747.00	0.00	3,294.29	3,747.00	0.88	0.00	3,294.29	452.71
6112- DATA PROCESSING SUPPLIES	16,335.00	0.00	18,523.67	16,335.00	1.13	0.00	18,523.67	(2,188.67)
6130- PROGRAM SUPPLIES	650.00	0.00	673.47	650.00	1.04	0.00	673.47	(23.47)
6142- LINEN/LAUNDRY	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6170- POSTAGE & SHIPPING	2,360.00	0.00	2,225.39	2,360.00	0.94	0.00	2,225.39	134.61
6180- EQUIPMENT RENTAL	3,030.00	0.00	2,487.68	3,030.00	0.82	0.00	2,487.68	542.32
6181- EQUIPMENT MAINTENANCE	4,505.00	0.00	3,190.74	4,505.00	0.71	0.00	3,190.74	1,314.26
6310- PRINTING & PUBLICATIONS	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6312- ADVERTISING & PROMOTION	30.00	0.00	5,155.14	30.00	171.84	0.00	5,155.14	(5,125.14)
6320- TELEPHONE	7,050.00	0.00	8,594.54	7,050.00	1.22	0.00	8,594.54	(1,544.54)
6410- RENT	16,400.00	0.00	17,231.61	16,400.00	1.05	0.00	17,231.61	(831.61)
6420- UTILITIES/ DISPOSAL	3,160.00	0.00	3,680.91	3,160.00	1.16	0.00	3,680.91	(520.91)
6432- BUILDING REPAIRS/ MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6440- PROPERTY INSURANCE	770.00	0.00	576.03	770.00	0.75	0.00	576.03	193.97
6520- CONSULTANTS	0.00	0.00	2,540.00	0.00	0.00	0.00	2,540.00	(2,540.00)
6524- CONTRACTS	375,419.00	0.00	375,419.00	375,419.00	1.00	0.00	375,419.00	0.00





**Victims Services-Domestic Violence Program  
October 1, 2020 to January 31, 2022**

<u>533 0 SHELTER BASED DV SERVICES</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual January 31, 2022</u>	<u>YTD Budget January 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6530- LEGAL	0.00	0.00	700.00	0.00	0.00	0.00	700.00	(700.00)
6540- CUSTODIAL SERVICES	5,400.00	261.14	5,228.40	0.00	0.97	0.00	5,228.40	171.60
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	120.00	0.00	0.00	0.00	120.00	(120.00)
6610- GAS & OIL	2,400.00	230.79	2,973.93	0.00	1.24	0.00	2,973.93	(573.93)
6620- VEHICLE INSURANCE	5,160.00	227.01	3,468.71	0.00	0.67	0.00	3,468.71	1,691.29
6640- VEHICLE REPAIR & MAINTENANCE	1,320.00	75.50	1,944.74	0.00	1.47	0.00	1,944.74	(624.74)
6712- STAFF TRAVEL-LOCAL	290.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
6742- TRAINING - STAFF	0.00	0.00	453.24	0.00	0.00	0.00	453.24	(453.24)
6830- INSURANCE & BONDING	720.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6832- LIABILITY INSURANCE	972.00	76.50	1,333.70	0.00	1.37	0.00	1,333.70	(361.70)
6840- PROPERTY TAXES	876.00	0.00	925.62	0.00	1.06	0.00	925.62	(49.62)
6850- FEES & LICENSES	1,920.00	0.00	1,242.58	0.00	0.65	0.00	1,242.58	677.42
6852- FINGERPRINT	0.00	0.00	58.75	0.00	0.00	0.00	58.75	(58.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	597.91	0.00	0.00	(0.59)	597.32	(597.32)
7226- CLIENT LODGING/SHELTER	25,720.00	0.00	8,414.40	0.00	0.33	0.00	8,414.40	17,305.60
7230- CLIENT FOOD	0.00	45.79	424.85	0.00	0.00	0.00	424.85	(424.85)
7240- DIRECT BENEFITS	800.00	43.18	89.68	0.00	0.11	0.00	89.68	710.32
8120- IN KIND RENT	0.00	0.00	20,718.00	0.00	0.00	0.00	20,718.00	(20,718.00)
8130- IN KIND - OTHER	0.00	0.00	566.00	0.00	0.00	0.00	566.00	(566.00)
9010- INDIRECT COST ALLOCATION	95,102.00	3,706.42	62,814.55	0.00	0.66	0.00	62,814.55	32,287.45
Total Expenses	<u>1,140,174.00</u>	<u>44,382.58</u>	<u>774,368.28</u>	<u>0.00</u>	<u>0.68</u>	<u>800.74</u>	<u>775,169.02</u>	<u>365,004.98</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>53.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(800.74)</b>	<b>(800.74)</b>	<b>800.74</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>53.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(800.74)</b>	<b>(800.74)</b>	<b>800.74</b>

**Fiscal Year July 20- June 22  
January 31, 2022**

<b>426/432 ALT. PYMT. - GENERAL - FEDERAL 2020-2022</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual January 31, 2022</b>	<b>YTD Budget January 31, 2022</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	5,189,879.00	287,115.99	4,335,785.35	0.00	(0.84)	0.00	4,335,785.35	854,093.65
4120- GRANT INCOME-STATE	1,354,398.00	0.00	1,335,296.99	0.00	(0.99)	0.00	1,335,296.99	19,101.01
4315- CHILD CRE REVENUE-STATE	211,124.00	0.00	211,124.00	0.00	(1.00)	0.00	211,124.00	0.00
4320- INTEREST INCOME	0.00	0.00	645.00	0.00	0.00	0.00	645.00	(645.00)
<b>Total Revenues</b>	<b>6,755,401.00</b>	<b>287,115.99</b>	<b>5,882,851.34</b>	<b>0.00</b>	<b>(0.87)</b>	<b>0.00</b>	<b>5,882,851.34</b>	<b>872,549.66</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	381,564.00	14,922.09	332,292.16	0.00	0.87	0.00	332,292.16	49,271.84
5020- ACCRUED VACATION PAY	18,030.00	880.97	19,865.50	0.00	1.10	0.00	19,865.50	(1,835.50)
5112- HEALTH INSURANCE	38,362.00	1,665.88	33,424.26	0.00	0.87	0.00	33,424.26	4,937.74
5114- WORKER'S COMPENSATION	1,629.00	54.17	1,674.73	0.00	1.03	0.00	1,674.73	(45.73)
5116- PENSION	13,939.00	630.68	14,991.19	0.00	1.08	0.00	14,991.19	(1,052.19)
5122- FICA	26,488.00	1,142.55	26,165.55	0.00	0.99	0.00	26,165.55	322.45
5124- SUI	2,499.00	926.92	3,465.77	0.00	1.39	0.00	3,465.77	(966.77)
5130- ACCRUED VACATION FICA	421.00	9.01	835.70	0.00	1.99	0.00	835.70	(414.70)
6110- OFFICE SUPPLIES	8,680.00	223.70	4,390.45	0.00	0.51	0.00	4,390.45	4,289.55
6112- DATA PROCESSING SUPPLIES	14,540.00	3,747.74	19,595.88	0.00	1.35	417.75	20,013.63	(5,473.63)
6121- FOOD	0.00	0.00	13.47	0.00	0.00	0.00	13.47	(13.47)
6130- PROGRAM SUPPLIES	2,700.00	0.00	764.78	0.00	0.28	0.00	764.78	1,935.22
6143- FURNISHINGS	2,756.00	0.00	2,750.49	0.00	1.00	0.00	2,750.49	5.51
6170- POSTAGE & SHIPPING	4,700.00	0.00	4,933.06	0.00	1.05	0.00	4,933.06	(233.06)
6180- EQUIPMENT RENTAL	3,910.00	0.00	4,478.95	0.00	1.15	0.00	4,478.95	(568.95)
6181- EQUIPMENT MAINTENANCE	2,046.00	0.00	218.32	0.00	0.11	0.00	218.32	1,827.68
6310- PRINTING & PUBLICATIONS	1,190.00	0.00	114.47	0.00	0.10	0.00	114.47	1,075.53
6312- ADVERTISING & PROMOTION	1,240.00	175.00	302.84	0.00	0.24	0.00	302.84	937.16
6320- TELEPHONE	6,844.00	63.72	6,650.31	0.00	0.97	0.00	6,650.31	193.69
6410- RENT	45,616.00	2,836.40	36,379.55	0.00	0.80	0.00	36,379.55	9,236.45
6420- UTILITIES/ DISPOSAL	5,154.00	472.20	6,234.18	0.00	1.21	0.00	6,234.18	(1,080.18)
6432- BUILDING REPAIRS/ MAINTENANCE	6,060.00	0.00	5,786.98	0.00	0.95	0.00	5,786.98	273.02
6440- PROPERTY INSURANCE	758.00	54.07	963.91	0.00	1.27	0.00	963.91	(205.91)
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	1,029.30	1,029.30	370.70
6530- LEGAL	2,480.00	0.00	1,829.85	0.00	0.74	0.00	1,829.85	650.15
6555- MEDICAL SCREENING/DEAT/STAFF	696.00	0.00	693.00	0.00	1.00	0.00	693.00	3.00
6610- GAS & OIL	62.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00
6620- VEHICLE INSURANCE	62.00	18.84	314.77	0.00	5.08	0.00	314.77	(252.77)
6640- VEHICLE REPAIR & MAINTENANCE	61.00	0.00	30.72	0.00	0.50	0.00	30.72	30.28
6712- STAFF TRAVEL-LOCAL	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
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	2,053.31	0.00	1.05	0.00	2,053.31	(95.31)
6840- PROPERTY TAXES	124.00	0.00	49.24	0.00	0.40	0.00	49.24	74.76
6850- FEES & LICENSES	2,480.00	0.00	2,178.43	0.00	0.88	0.00	2,178.43	301.57
6852- FINGERPRINT	186.00	0.00	87.50	0.00	0.47	0.00	87.50	98.50
6875- EMPLOYEE HEALTH & WELFARE	447.00	96.25	368.06	0.00	0.82	0.00	368.06	78.94
7240- DIRECT BENEFITS	5,399,029.00	235,247.54	4,664,752.80	0.00	0.86	0.00	4,664,752.80	734,276.20
7245- DIRECT BENEFITS - STATE	211,124.00	0.00	211,124.00	0.00	1.00	0.00	211,124.00	0.00
9010- INDIRECT COST ALLOCATION	545,856.00	23,948.26	473,077.16	0.00	0.87	0.00	473,077.16	72,778.84
<b>Total Expenses</b>	<b>6,755,401.00</b>	<b>287,115.99</b>	<b>5,882,851.34</b>	<b>0.00</b>	<b>0.87</b>	<b>1,447.05</b>	<b>5,884,298.39</b>	<b>871,102.61</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,447.05)</b>	<b>(1,447.05)</b>	<b>1,447.05</b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Beginning Net Assets - Board Designated</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>
<b>Ending Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,447.05)</b>	<b>(1,447.05)</b>	<b>1,447.05</b>

**Fiscal Year July 20- June 22  
January 31, 2022**

<b>427 0 ALT. PYMT. PROG. STG 2 - FEDERAL</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual January 31, 2022</b>	<b>YTD Budget January 31, 2022</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	560,258.00	32,070.62	57,980.43	0.00	(0.10)	0.00	57,980.43	502,277.57
4120- GRANT INCOME-STATE	1,580,846.00	91,277.93	909,240.94	0.00	(0.58)	0.00	909,240.94	671,605.06
<b>Total Revenues</b>	<b>2,141,104.00</b>	<b>123,348.55</b>	<b>967,221.37</b>	<b>0.00</b>	<b>(0.45)</b>	<b>0.00</b>	<b>967,221.37</b>	<b>1,173,882.63</b>
<b>EXPENSES</b>								
5010- SALARIES & WAGES	130,585.00	7,857.18	67,224.41	0.00	0.51	0.00	67,224.41	63,360.59
5020- ACCRUED VACATION PAY	3,330.00	420.62	3,285.70	0.00	0.99	0.00	3,285.70	44.30
<b>Total Salaries</b>	<b>133,915.00</b>	<b>8,277.80</b>	<b>70,510.11</b>	<b>0.00</b>	<b>0.53</b>	<b>0.00</b>	<b>70,510.11</b>	<b>63,404.89</b>
5112- HEALTH INSURANCE	10,046.00	580.19	5,940.46	0.00	0.59	0.00	5,940.46	4,105.54
5114- WORKER'S COMPENSATION	743.00	29.26	298.11	0.00	0.40	0.00	298.11	444.89
5116- PENSION	3,190.00	339.59	3,569.62	0.00	1.12	0.00	3,569.62	(379.62)
5122- FICA	8,110.00	615.50	5,453.10	0.00	0.67	0.00	5,453.10	2,656.90
5124- SUI	1,164.00	503.80	503.80	0.00	0.43	0.00	503.80	660.20
5130- ACCRUED VACATION FICA	121.00	5.42	83.62	0.00	0.69	0.00	83.62	37.38
<b>Fringe Benefits</b>	<b>23,374.00</b>	<b>2,073.76</b>	<b>15,848.71</b>	<b>0.00</b>	<b>0.68</b>	<b>0.00</b>	<b>15,848.71</b>	<b>7,525.29</b>
6110- OFFICE SUPPLIES	1,850.00	90.43	587.90	0.00	0.32	0.00	587.90	1,262.10
6112- DATA PROCESSING SUPPLIES	2,333.00	3,014.93	5,409.33	0.00	2.32	342.29	5,751.62	(3,418.62)
6130- PROGRAM SUPPLIES	1,000.00	0.00	299.01	0.00	0.30	0.00	299.01	700.99
6143- FURNISHINGS	3,305.00	0.00	2,580.28	0.00	0.78	0.00	2,580.28	724.72
6170- POSTAGE & SHIPPING	1,250.00	0.00	1,395.62	0.00	1.12	0.00	1,395.62	(145.62)
<b>Supplies</b>	<b>9,738.00</b>	<b>3,105.36</b>	<b>10,272.14</b>	<b>0.00</b>	<b>1.05</b>	<b>342.29</b>	<b>10,614.43</b>	<b>(876.43)</b>
6180- EQUIPMENT RENTAL	1,375.00	0.00	1,315.15	0.00	0.96	0.00	1,315.15	59.85
6181- EQUIPMENT MAINTENANCE	825.00	0.00	198.90	0.00	0.24	0.00	198.90	626.10
6310- PRINTING & PUBLICATIONS	480.00	0.00	46.28	0.00	0.10	0.00	46.28	433.72
6312- ADVERTISING & PROMOTION	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6320- TELEPHONE	1,550.00	59.46	547.95	0.00	0.35	0.00	547.95	1,002.05
6410- RENT	17,950.00	2,269.12	15,883.84	0.00	0.88	0.00	15,883.84	2,066.16
6420- UTILITIES/ DISPOSAL	1,955.00	377.57	2,502.73	0.00	1.28	0.00	2,502.73	(547.73)
6432- BUILDING REPAIRS/ MAINTENANCE	750.00	0.00	125.51	0.00	0.17	0.00	125.51	624.49
6440- PROPERTY INSURANCE	225.00	43.49	297.50	0.00	1.32	0.00	297.50	(72.50)
6520- CONSULTANTS	417.00	0.00	0.00	0.00	0.00	416.10	416.10	0.90
6530- LEGAL	1,000.00	0.00	464.60	0.00	0.46	0.00	464.60	535.40
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	18.84	125.47	0.00	0.84	0.00	125.47	24.53
6640- VEHICLE REPAIR & MAINTENANCE	25.00	0.00	1.52	0.00	0.06	0.00	1.52	23.48
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	225.00	0.00	128.05	0.00	0.57	0.00	128.05	96.95
6840- PROPERTY TAXES	50.00	0.00	22.06	0.00	0.44	0.00	22.06	27.94
6850- FEES & LICENSES	1,000.00	0.00	19.00	0.00	0.02	0.00	19.00	981.00
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	38.90	165.90	0.00	0.92	(0.26)	165.64	14.36
<b>Total Other &amp; Services</b>	<b>29,077.00</b>	<b>2,807.38</b>	<b>21,844.46</b>	<b>0.00</b>	<b>0.75</b>	<b>415.84</b>	<b>22,260.30</b>	<b>6,816.70</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>1,766,411.00</b>	<b>96,795.78</b>	<b>768,070.29</b>	<b>0.00</b>	<b>0.43</b>	<b>0.00</b>	<b>768,070.29</b>	<b>998,340.71</b>
<b>Direct Benefits</b>	<b>1,766,411.00</b>	<b>96,795.78</b>	<b>768,070.29</b>	<b>0.00</b>	<b>0.43</b>	<b>0.00</b>	<b>768,070.29</b>	<b>998,340.71</b>
9010- INDIRECT COST ALLOCATION	178,589.00	10,288.47	80,675.66	0.00	0.45	0.00	80,675.66	97,913.34
<b>TOTAL EXPENSES</b>	<b>2,141,104.00</b>	<b>123,348.55</b>	<b>967,221.37</b>	<b>0.00</b>	<b>0.45</b>	<b>758.13</b>	<b>967,979.50</b>	<b>1,173,124.50</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(758.13)</b>	<b>(758.13)</b>	<b>758.13</b>

**Fiscal Year July 20- June 22  
January 31, 2022**

<b>428 0 ALT. PYMT. PROG. STG 3 - FEDERAL</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual January 31, 2022</b>	<b>YTD Budget January 31, 2022</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
Revenues								
4110- GRANT INCOME-FEDERAL	646,683.00	48,894.15	307,978.77	0.00	(0.48)	0.00	307,978.77	338,704.23
4120- GRANT INCOME-STATE	712,325.00	52,968.66	357,111.47	0.00	(0.50)	0.00	357,111.47	355,213.53
Total Revenues	1,359,008.00	101,862.81	665,090.24	0.00	(0.49)	0.00	665,090.24	693,917.76
EXPENSES								
5010- SALARIES & WAGES	80,182.00	4,387.96	35,704.25	0.00	0.45	0.00	35,704.25	44,477.75
5020- ACCRUED VACATION PAY	2,744.00	218.60	1,540.07	0.00	0.56	0.00	1,540.07	1,203.93
Total Salaries	82,926.00	4,606.56	37,244.32	0.00	0.45	0.00	37,244.32	45,681.68
5112- HEALTH INSURANCE	10,065.00	384.64	3,609.30	0.00	0.36	0.00	3,609.30	6,455.70
5114- WORKER'S COMPENSATION	382.00	15.58	188.00	0.00	0.49	0.00	188.00	194.00
5116- PENSION	2,744.00	146.50	2,031.53	0.00	0.74	0.00	2,031.53	712.47
5122- FICA	5,234.00	331.21	2,995.14	0.00	0.57	0.00	2,995.14	2,238.86
5124- SUI	669.00	266.93	266.93	0.00	0.40	0.00	266.93	402.07
5130- ACCRUED VACATION FICA	134.00	13.80	41.98	0.00	0.31	0.00	41.98	92.02
Fringe Benefits	19,228.00	1,158.66	9,132.88	0.00	0.47	0.00	9,132.88	10,095.12
6110- OFFICE SUPPLIES	1,820.00	42.85	272.24	0.00	0.15	0.00	272.24	1,547.76
6112- DATA PROCESSING SUPPLIES	1,012.00	1,385.43	2,165.20	0.00	2.14	169.83	2,335.03	(1,323.03)
6130- PROGRAM SUPPLIES	650.00	0.00	5.66	0.00	0.01	0.00	5.66	644.34
6143- FURNISHINGS	1,159.00	0.00	1,109.03	0.00	0.96	0.00	1,109.03	49.97
6170- POSTAGE & SHIPPING	650.00	0.00	435.57	0.00	0.67	0.00	435.57	214.43
Supplies	5,291.00	1,428.28	3,987.70	0.00	0.75	169.83	4,157.53	1,133.47
6180- EQUIPMENT RENTAL	715.00	0.00	452.03	0.00	0.63	0.00	452.03	262.97
6181- EQUIPMENT MAINTENANCE	429.00	0.00	67.93	0.00	0.16	0.00	67.93	361.07
6310- PRINTING & PUBLICATIONS	250.00	0.00	21.92	0.00	0.09	0.00	21.92	228.08
6312- ADVERTISING & PROMOTION	345.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00
6320- TELEPHONE	806.00	24.47	223.56	0.00	0.28	0.00	223.56	582.44
6410- RENT	9,334.00	972.48	6,807.36	0.00	0.73	0.00	6,807.36	2,526.64
6420- UTILITIES/ DISPOSAL	871.00	161.42	1,070.09	0.00	1.23	0.00	1,070.09	(199.09)
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	59.45	0.00	0.15	0.00	59.45	330.55
6440- PROPERTY INSURANCE	117.00	20.08	137.31	0.00	1.17	0.00	137.31	(20.31)
6520- CONSULTANTS	198.00	0.00	0.00	0.00	0.00	197.10	197.10	0.90
6530- LEGAL	520.00	0.00	142.92	0.00	0.27	0.00	142.92	377.08
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	0.72	0.00	0.06	0.00	0.72	12.28
6712- STAFF TRAVEL-LOCAL	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
6742- TRAINING - STAFF	117.00	0.00	60.66	0.00	0.52	0.00	60.66	56.34
6840- PROPERTY TAXES	26.00	0.00	6.83	0.00	0.26	0.00	6.83	19.17
6850- FEES & LICENSES	520.00	0.00	7.20	0.00	0.01	0.00	7.20	512.80
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	18.42	72.84	0.00	0.78	0.00	72.84	20.16
Total Other & Services	14,978.00	1,196.87	9,130.82	0.00	0.61	197.10	9,327.92	5,650.08
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	1,121,182.00	84,976.09	550,119.53	0.00	0.49	0.00	550,119.53	571,062.47
Direct Benefits	1,121,182.00	84,976.09	550,119.53	0.00	0.49	0.00	550,119.53	571,062.47
9010- INDIRECT COST ALLOCATION	115,403.00	8,496.35	55,474.99	0.00	0.48	0.00	55,474.99	59,928.01
TOTAL EXPENSES	1,359,008.00	101,862.81	665,090.24	0.00	0.49	366.93	665,457.17	693,550.83
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(366.93)	(366.93)	366.93

Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending Jan-22

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
<b>REVENUES</b>									
4110 GRANT INCOME-FEDERAL	4,652,471.00	128,482.98	1,680,971.14	1,552,488.16	1,807,998.00	36.13%	29,396.47	1,710,367.61	(2,942,103.39)
4130 GRANT INCOME-AREA	0.00	0.00				0.00%	0.00	0.00	0.00
4210 DONATIONS	0.00	0.00				0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS	645,704.00	23,553.05	288,213.42	264,660.37	190,559.00	44.64%	0.00	288,213.42	(357,490.58)
4330- SALE OF ASSETS		0.00	2,250.00	2,250.00	0.00	0.00%	0.00	2,250.00	2,250.00
4390 MISC INCOME	0.00	0.00				0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>5,298,175.00</b>	<b>152,036.03</b>	<b>1,971,434.56</b>	<b>1,819,398.53</b>	<b>1,998,557.00</b>	<b>37.21%</b>	<b>29,396.47</b>	<b>2,000,831.03</b>	<b>(3,297,343.97)</b>
5010 SALARIES & WAGES	6A 2,781,656.00	39,215.35	978,611.42	939,396.07	1,083,682.00	35.18%	0.00	978,611.42	(1,803,044.58)
5012- DIRECTOR'S SALARY	6A 0.00	0.00				0.00%		0.00	0.00
5019- SALARIES & WAGES C19	6A 0.00	0.00				0.00%		0.00	0.00
5020 ACCRUED VACATION PAY	6A 169,703.00	3,246.81	61,336.06	58,089.25	66,084.00	36.14%	0.00	61,336.06	(108,366.94)
5112 HEALTH INSURANCE	6B 180,114.00	6,216.62	66,876.47	60,659.85	76,442.00	37.13%	0.00	66,876.47	(113,237.53)
5114 WORKER'S COMPENSATION	6B 111,323.00	825.47	29,191.77	28,366.30	43,369.00	26.22%	0.00	29,191.77	(82,131.23)
5115- Worker's Compensation C19	6B 0.00	0.00				0.00%		0.00	0.00
5116 PENSION	6B 158,842.00	2,294.44	66,335.96	64,041.52	61,798.00	41.76%	0.00	66,335.96	(92,506.04)
5117- Pension C19	6B 0.00	0.00				0.00%		0.00	0.00
5121- FICA C19	6B 0.00	0.00				0.00%		0.00	0.00
5122 FICA	6B 209,737.00	3,829.03	86,578.32	82,749.29	81,708.00	41.28%	0.00	86,578.32	(123,158.68)
5124 SUI	6B 41,926.00	3,174.87	3,205.49	30.62	2,880.00	7.65%	0.00	3,205.49	(38,720.51)
5125- DIRECTOR'S FRINGE	6B 0.00	0.00				0.00%		0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 12,795.00	248.42	4,690.76	4,442.34	4,984.00	36.66%	0.00	4,690.76	(8,104.24)
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	0.00				0.00%		0.00	0.00
6722 PER DIEM - STAFF	6C 0.00	0.00				0.00%		0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D 0.00	0.00				0.00%		0.00	0.00
6110 OFFICE SUPPLIES	6E 20,000.00	0.00	2,095.85	2,095.85	5,040.00	10.48%	0.00	2,095.85	(17,904.15)
6112 DATA PROCESSING SUPPLIES	6E 27,000.00	5,040.04	18,797.56	13,757.52	8,330.00	69.62%	7,758.68	26,556.24	(443.76)
6121 FOOD	6E 4,000.00	0.00	1,943.98	1,943.98	0.00	48.60%	0.00	1,943.98	(2,056.02)
6122 KITCHEN SUPPLIES	6E 1,050.00	0.00	114.84	114.84	0.00	10.94%	0.00	114.84	(935.16)
6130 PROGRAM SUPPLIES	6E 34,886.00	13,483.94	26,686.81	13,202.87	4,950.00	76.50%	4,740.03	31,426.84	(3,459.16)
6134 INSTRUCTIONAL SUPPLIES	6E 4,400.00	0.00	228.91	228.91	1,312.00	5.20%	0.00	228.91	(4,171.09)
6140 CUSTODIAL SUPPLIES	6E 38,285.00	0.00	9,477.64	9,477.64	16,338.00	24.76%	0.00	9,477.64	(28,807.36)
6142 LINEN/LAUNDRY	6E 0.00	0.00				0.00%		0.00	0.00
6170 POSTAGE & SHIPPING	6E 1,500.00	36.53	189.89	153.36	630.00	12.66%	0.00	189.89	(1,310.11)
6132 MEDICAL & DENTAL SUPPLIES	6H 140.00	0.00	0.00		0.00	0.00%	0.00	0.00	(140.00)
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00				0.00%		0.00	0.00
6180 EQUIPMENT RENTAL	6H 21,984.00	2,975.66	10,510.52	7,534.86	9,160.00	47.81%	0.00	10,510.52	(11,473.48)
6181 EQUIPMENT MAINTENANCE	6H 18,120.00	0.00	8,954.83	8,954.83	7,550.00	49.42%	0.00	8,954.83	(9,165.17)
6212 EQUIPMENT PURCHASES < \$500	6H 0.00	0.00				0.00%		0.00	0.00
6214 EQUIPMENT OVER > 500	6H 0.00	0.00				0.00%		0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H 0.00	0.00				0.00%		0.00	0.00
6231 BUILDING RENOVATION	6H 0.00	0.00				0.00%		0.00	0.00
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00				0.00%		0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 7,000.00	0.00	0.00		2,800.00	0.00%	0.00	0.00	(7,000.00)
6312 ADVERTISING & PROMOTION	6H 250.00	0.00	0.00		100.00	0.00%	0.00	0.00	(250.00)
6320 TELEPHONE	6H 73,782.00	9,184.19	18,120.61	8,936.42	30,745.00	24.56%	0.00	18,120.61	(55,661.39)
6410 RENT	6H 77,036.00	5,085.68	42,575.76	37,490.08	32,100.00	55.27%	0.00	42,575.76	(34,460.24)
6420 UTILITIES/ DISPOSAL	6H 53,136.00	3,952.27	26,773.68	22,821.41	22,140.00	50.39%	738.61	27,512.29	(25,623.71)
6432 BUILDING REPAIRS/ MAINTENANCE	6H 57,000.00	2,691.88	15,422.59	12,730.71	23,760.00	27.06%	8,754.26	24,176.85	(32,823.15)
6433 GROUNDS MAINTENANCE	6H 17,940.00	9,852.85	17,267.01	7,414.16	7,475.00	96.25%	410.00	17,677.01	(262.99)
6436 PEST CONTROL	6H 6,600.00	537.00	2,858.00	2,321.00	2,750.00	43.30%	0.00	2,858.00	(3,742.00)
6437 BURGLAR & FIRE ALARM	6H 2,155.00	255.42	1,777.53	1,522.11	895.00	82.48%	1,185.75	2,963.28	808.28
6440 PROPERTY INSURANCE	6H 12,048.00	1,136.17	5,680.85	4,544.68	5,015.00	47.15%	0.00	5,680.85	(6,367.15)
6520 CONSULTANTS	6H 3,590.00	0.00	420.00	420.00	0.00	11.70%	0.00	420.00	(3,170.00)





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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>330 0 HEAD START-FRESNO MIGRANT T&amp;TA</b>								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	82,690.00	218.19	9,301.33	0.00	(0.11)	0.00	9,301.33	73,388.67
Total Revenues	<u>82,690.00</u>	<u>218.19</u>	<u>9,301.33</u>	<u>0.00</u>	<u>(0.11)</u>	<u>0.00</u>	<u>9,301.33</u>	<u>73,388.67</u>
<b>Expenses</b>								
6130- PROGRAM SUPPLIES	3,080.00	0.00	0.00	0.00	0.00	0.00	0.00	3,080.00
6170- POSTAGE & SHIPPING	0.00	0.00	83.98	0.00	0.00	0.00	83.98	(83.98)
6410- RENT	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6520- CONSULTANTS	15,000.00	0.00	1,800.00	0.00	0.12	0.00	1,800.00	13,200.00
6712- STAFF TRAVEL-LOCAL	25,101.00	0.00	0.00	0.00	0.00	0.00	0.00	25,101.00
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	0.00	0.00	0.00	0.00	0.00	14,950.00
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	200.00	4,544.00	0.00	0.45	0.00	4,544.00	5,656.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	2,097.53	0.00	0.00	(6.34)	2,091.19	(2,091.19)
9010- INDIRECT COST ALLOCATION	<u>6,897.00</u>	<u>18.19</u>	<u>775.82</u>	<u>0.00</u>	<u>0.11</u>	<u>0.00</u>	<u>775.82</u>	<u>6,121.18</u>
Total Expenses	<u>82,690.00</u>	<u>218.19</u>	<u>9,301.33</u>	<u>0.00</u>	<u>0.11</u>	<u>(6.34)</u>	<u>9,294.99</u>	<u>73,395.01</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>6.34</b></u>	<u><b>6.34</b></u>	<u><b>(6.34)</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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<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>6.34</b></u>	<u><b>6.34</b></u>	<u><b>(6.34)</b></u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 1/31/2022

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,652,471.00	126,576.99	1,680,971.14	1,807,998.00	(0.36)	0.00	1,680,971.14	2,971,499.86
4220- IN KIND CONTRIBUTIONS	645,704.00	23,553.05	288,213.42	190,559.00	(0.45)	0.00	288,213.42	357,490.58
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,298,175.00</u>	<u>150,130.04</u>	<u>1,971,434.56</u>	<u>1,998,557.00</u>	<u>(0.37)</u>	<u>0.00</u>	<u>1,971,434.56</u>	<u>3,326,740.44</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,781,656.00	39,215.35	978,611.42	1,083,682.00	0.35	0.00	978,611.42	1,803,044.58
5020- ACCRUED VACATION PAY	169,703.00	3,246.81	61,336.06	66,084.00	0.36	0.00	61,336.06	108,366.94
5112- HEALTH INSURANCE	180,114.00	6,711.76	66,876.47	76,442.00	0.37	0.00	66,876.47	113,237.53
5114- WORKER'S COMPENSATION	111,323.00	825.47	29,191.77	43,369.00	0.26	0.00	29,191.77	82,131.23
5116- PENSION	158,842.00	2,294.44	66,335.96	61,798.00	0.42	0.00	66,335.96	92,506.04
5122- FICA	209,737.00	3,829.03	86,578.32	81,708.00	0.41	0.00	86,578.32	123,158.68
5124- SUI	41,926.00	3,174.87	3,205.49	2,880.00	0.08	0.00	3,205.49	38,720.51
5130- ACCRUED VACATION FICA	12,795.00	248.42	4,690.76	4,984.00	0.37	0.00	4,690.76	8,104.24
6110- OFFICE SUPPLIES	20,000.00	0.00	2,095.85	5,040.00	0.10	0.00	2,095.85	17,904.15
6112- DATA PROCESSING SUPPLIES	27,000.00	1,290.04	18,797.56	8,330.00	0.70	7,758.68	26,556.24	443.76
6121- FOOD	4,000.00	0.00	1,943.98	0.00	0.49	0.00	1,943.98	2,056.02
6122- KITCHEN SUPPLIES	1,050.00	0.00	114.84	0.00	0.11	0.00	114.84	935.16
6130- PROGRAM SUPPLIES	34,886.00	13,483.94	26,686.81	4,950.00	0.76	4,740.03	31,426.84	3,459.16
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	1,312.00	0.05	0.00	228.91	4,171.09
6140- CUSTODIAL SUPPLIES	38,285.00	0.00	9,477.64	16,338.00	0.25	0.00	9,477.64	28,807.36
6170- POSTAGE & SHIPPING	1,500.00	19.30	189.89	630.00	0.13	0.00	189.89	1,310.11
6180- EQUIPMENT RENTAL	21,984.00	1,076.98	10,510.52	9,160.00	0.48	0.00	10,510.52	11,473.48
6181- EQUIPMENT MAINTENANCE	18,120.00	0.00	8,954.83	7,550.00	0.49	0.00	8,954.83	9,165.17
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	0.00	2,800.00	0.00	0.00	0.00	7,000.00
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	100.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	9,184.19	18,120.61	30,745.00	0.25	0.00	18,120.61	55,661.39
6410- RENT	77,036.00	8,391.92	42,575.76	32,100.00	0.55	0.00	42,575.76	34,460.24
6420- UTILITIES/ DISPOSAL	53,136.00	3,930.44	26,773.68	22,140.00	0.50	738.61	27,512.29	25,623.71
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	2,940.19	15,422.59	23,760.00	0.27	8,754.26	24,176.85	32,823.15
6433- GROUNDS MAINTENANCE	17,940.00	10,070.02	17,267.01	7,475.00	0.96	410.00	17,677.01	262.99
6436- PEST CONTROL	6,600.00	537.00	2,858.00	2,750.00	0.43	0.00	2,858.00	3,742.00
6437- BURGLAR & FIRE ALARM	2,155.00	210.91	1,777.53	895.00	0.82	1,185.75	2,963.28	(808.28)
6440- PROPERTY INSURANCE	12,048.00	1,136.17	5,680.85	5,015.00	0.47	0.00	5,680.85	6,367.15
6520- CONSULTANTS	3,590.00	0.00	420.00	0.00	0.12	0.00	420.00	3,170.00
6522- CONSULTANT EXPENSES	800.00	0.00	70.51	0.00	0.09	0.00	70.51	729.49
6524- CONTRACTS	24,912.00	0.00	0.00	10,380.00	0.00	0.00	0.00	24,912.00
6530- LEGAL	9,000.00	0.00	0.00	3,750.00	0.00	0.00	0.00	9,000.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	1,990.00	1,990.00	0.42	0.00	1,990.00	2,786.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	200.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	508.63	4,525.97	4,165.00	0.45	0.00	4,525.97	5,474.03
6620- VEHICLE INSURANCE	12,000.00	1,457.42	7,287.10	5,000.00	0.61	0.00	7,287.10	4,712.90
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	1,757.92	10,462.69	6,250.00	0.70	1,832.82	12,295.51	2,704.49
6712- STAFF TRAVEL-LOCAL	3,294.00	0.00	1,923.89	1,098.00	0.58	0.00	1,923.89	1,370.11
6742- TRAINING - STAFF	0.00	32.00	571.66	0.00	0.00	0.00	571.66	(571.66)
6832- LIABILITY INSURANCE	504.00	36.36	181.80	210.00	0.36	0.00	181.80	322.20
6834- STUDENT ACTIVITY INSURANCE	1,175.00	0.00	571.41	504.00	0.49	0.00	571.41	603.59
6840- PROPERTY TAXES	5,260.00	0.00	1,365.69	5,260.00	0.26	0.00	1,365.69	3,894.31
6850- FEES & LICENSES	17,850.00	3.00	3,401.00	7,100.00	0.19	0.00	3,401.00	14,449.00
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	2,659.31	8,475.00	0.31	1,524.37	4,183.68	4,291.32
7110- PARENT ACTIVITIES	700.00	0.00	0.00	224.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	300.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	0.00	660.00	0.00	0.00	0.00	660.00	(660.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	250.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	8,645.30	213,674.67	165,333.00	0.38	0.00	213,674.67	346,555.33
8120- IN KIND RENT	83,944.00	14,907.75	74,538.75	24,774.00	0.89	0.00	74,538.75	9,405.25
8130- IN KIND - OTHER	1,530.00	0.00	0.00	452.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	388,062.00	10,557.75	140,397.00	150,805.00	0.36	0.00	140,397.00	247,665.00
Total Expenses	<u>5,298,175.00</u>	<u>150,121.38</u>	<u>1,971,434.56</u>	<u>1,998,557.00</u>	<u>0.37</u>	<u>26,944.52</u>	<u>1,998,379.08</u>	<u>3,299,795.92</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>8.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(26,944.52)</b>	<b>(26,944.52)</b>	<b>26,944.52</b>
Beginning Net Assets - Unrestricted	0.00	(9,001.05)	(9,001.05)	0.00	0.00	0.00	(9,001.05)	9,001.05
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>(8,992.39)</b>	<b>(9,001.05)</b>	<b>0.00</b>	<b>0.00</b>	<b>(26,944.52)</b>	<b>(35,945.57)</b>	<b>35,945.57</b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
<b>Revenues</b>								
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
Total Revenues	<u>116,800.00</u>	<u>0.00</u>	<u>112,410.74</u>	<u>0.00</u>	<u>(0.96)</u>	<u>0.00</u>	<u>112,410.74</u>	<u>4,389.26</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	92,058.00	0.00	0.00	0.00	0.00	0.00	0.00	92,058.00
9010- INDIRECT COST ALLOCATION	9,742.00	0.00	0.00	0.00	0.00	0.00	0.00	9,742.00
Total Expenses	<u>116,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>116,800.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>112,410.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>112,410.74</u></b>	<b><u>(112,410.74)</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>168,523.06</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>168,523.06</u></b>	<b><u>(168,523.06)</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 1/31/2022**

831 0 COVID-19 CARES - FRESNO MHS	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	64,578.00	16.35	49.06	0.00	0.00	0.00	49.06	64,528.94
Total Revenues	<u>64,578.00</u>	<u>16.35</u>	<u>49.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>49.06</u>	<u>64,528.94</u>
<b>Expenses</b>								
6130- PROGRAM SUPPLIES	59,192.00	14.99	44.97	0.00	0.00	0.00	44.97	59,147.03
9010- INDIRECT COST ALLOCATION	5,386.00	1.36	4.09	0.00	0.00	0.00	4.09	5,381.91
Total Expenses	<u>64,578.00</u>	<u>16.35</u>	<u>49.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>49.06</u>	<u>64,528.94</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
838 0 COVID-19 ARP - FRESNO MHS								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	335,513.00	0.00	282,685.85	0.00	(0.84)	0.00	282,685.85	52,827.15
Total Revenues	<u>335,513.00</u>	<u>0.00</u>	<u>282,685.85</u>	<u>0.00</u>	<u>(0.84)</u>	<u>0.00</u>	<u>282,685.85</u>	<u>52,827.15</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	229,961.00	0.00	187,084.99	0.00	0.81	0.00	187,084.99	42,876.01
5020- ACCRUED VACATION PAY	15,478.00	0.00	9,045.70	0.00	0.58	0.00	9,045.70	6,432.30
5112- HEALTH INSURANCE	20,511.00	0.00	17,983.71	0.00	0.88	0.00	17,983.71	2,527.29
5114- WORKER'S COMPENSATION	9,150.00	0.00	6,737.41	0.00	0.74	0.00	6,737.41	2,412.59
5116- PENSION	13,923.00	0.00	14,711.61	0.00	1.06	0.00	14,711.61	(788.61)
5122- FICA	18,506.00	0.00	14,755.45	0.00	0.80	0.00	14,755.45	3,750.55
5130- ACCRUED VACATION FICA	0.00	0.00	692.08	0.00	0.00	0.00	692.08	(692.08)
6130- PROGRAM SUPPLIES	0.00	0.00	8,096.15	0.00	0.00	0.00	8,096.15	(8,096.15)
9010- INDIRECT COST ALLOCATION	27,984.00	0.00	23,578.75	0.00	0.84	0.00	23,578.75	4,405.25
Total Expenses	<u>335,513.00</u>	<u>0.00</u>	<u>282,685.85</u>	<u>0.00</u>	<u>0.84</u>	<u>0.00</u>	<u>282,685.85</u>	<u>52,827.15</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 1/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	5,135,252.00	126,811.53	1,973,007.38	1,807,998.00	(0.38)	0.00	1,973,007.38	3,162,244.62
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
4220- IN KIND CONTRIBUTIONS	645,704.00	23,553.05	288,213.42	190,559.00	(0.45)	0.00	288,213.42	357,490.58
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,897,756.00</u>	<u>150,364.58</u>	<u>2,375,881.54</u>	<u>1,998,557.00</u>	<u>(0.40)</u>	<u>0.00</u>	<u>2,375,881.54</u>	<u>3,521,874.46</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	3,011,617.00	39,215.35	1,165,696.41	1,083,682.00	0.39	0.00	1,165,696.41	1,845,920.59
5020- ACCRUED VACATION PAY	185,181.00	3,246.81	70,381.76	66,084.00	0.38	0.00	70,381.76	114,799.24
5112- HEALTH INSURANCE	200,625.00	6,711.76	84,860.18	76,442.00	0.42	0.00	84,860.18	115,764.82
5114- WORKER'S COMPENSATION	120,473.00	825.47	35,929.18	43,369.00	0.30	0.00	35,929.18	84,543.82
5116- PENSION	172,765.00	2,294.44	81,047.57	61,798.00	0.47	0.00	81,047.57	91,717.43
5122- FICA	228,243.00	3,829.03	101,333.77	81,708.00	0.44	0.00	101,333.77	126,909.23
5124- SUI	41,926.00	3,174.87	3,205.49	2,880.00	0.08	0.00	3,205.49	38,720.51
5130- ACCRUED VACATION FICA	12,795.00	248.42	5,382.84	4,984.00	0.42	0.00	5,382.84	7,412.16
6110- OFFICE SUPPLIES	35,000.00	0.00	2,095.85	5,040.00	0.06	0.00	2,095.85	32,904.15
6112- DATA PROCESSING SUPPLIES	27,000.00	1,290.04	18,797.56	8,330.00	0.70	7,758.68	26,556.24	443.76
6121- FOOD	4,000.00	0.00	1,943.98	0.00	0.49	0.00	1,943.98	2,056.02
6122- KITCHEN SUPPLIES	1,050.00	0.00	114.84	0.00	0.11	0.00	114.84	935.16
6130- PROGRAM SUPPLIES	189,216.00	13,498.93	34,827.93	4,950.00	0.18	4,740.03	39,567.96	149,648.04
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	1,312.00	0.05	0.00	228.91	4,171.09
6140- CUSTODIAL SUPPLIES	38,285.00	0.00	9,477.64	16,338.00	0.25	0.00	9,477.64	28,807.36
6170- POSTAGE & SHIPPING	1,500.00	19.30	273.87	630.00	0.18	0.00	273.87	1,226.13
6180- EQUIPMENT RENTAL	21,984.00	1,076.98	10,510.52	9,160.00	0.48	0.00	10,510.52	11,473.48
6181- EQUIPMENT MAINTENANCE	18,120.00	0.00	8,954.83	7,550.00	0.49	0.00	8,954.83	9,165.17
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	0.00	2,800.00	0.00	0.00	0.00	7,000.00
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	100.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	9,184.19	18,120.61	30,745.00	0.25	0.00	18,120.61	55,661.39
6410- RENT	80,036.00	8,391.92	42,575.76	32,100.00	0.53	0.00	42,575.76	37,460.24
6420- UTILITIES/ DISPOSAL	53,136.00	3,930.44	26,773.68	22,140.00	0.50	738.61	27,512.29	25,623.71
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	2,940.19	15,422.59	23,760.00	0.27	8,754.26	24,176.85	32,823.15
6433- GROUNDS MAINTENANCE	17,940.00	10,070.02	17,267.01	7,475.00	0.96	410.00	17,677.01	262.99
6436- PEST CONTROL	6,600.00	537.00	2,858.00	2,750.00	0.43	0.00	2,858.00	3,742.00
6437- BURGLAR & FIRE ALARM	2,155.00	210.91	1,777.53	895.00	0.82	1,185.75	2,963.28	(808.28)
6440- PROPERTY INSURANCE	12,048.00	1,136.17	5,680.85	5,015.00	0.47	0.00	5,680.85	6,367.15
6520- CONSULTANTS	18,590.00	0.00	2,220.00	0.00	0.12	0.00	2,220.00	16,370.00
6522- CONSULTANT EXPENSES	800.00	0.00	70.51	0.00	0.09	0.00	70.51	729.49
6524- CONTRACTS	24,912.00	0.00	0.00	10,380.00	0.00	0.00	0.00	24,912.00
6530- LEGAL	9,000.00	0.00	0.00	3,750.00	0.00	0.00	0.00	9,000.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	1,990.00	1,990.00	0.42	0.00	1,990.00	2,786.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	200.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	508.63	4,525.97	4,165.00	0.45	0.00	4,525.97	5,474.03
6620- VEHICLE INSURANCE	12,000.00	1,457.42	7,287.10	5,000.00	0.61	0.00	7,287.10	4,712.90



# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 1/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	1,757.92	10,462.69	6,250.00	0.70	1,832.82	12,295.51	2,704.49
6712- STAFF TRAVEL-LOCAL	28,395.00	0.00	1,923.89	1,098.00	0.07	0.00	1,923.89	26,471.11
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	0.00	0.00	0.00	0.00	0.00	14,950.00
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	232.00	5,115.66	0.00	0.50	0.00	5,115.66	5,084.34
6832- LIABILITY INSURANCE	504.00	36.36	181.80	210.00	0.36	0.00	181.80	322.20
6834- STUDENT ACTIVITY INSURANCE	1,175.00	0.00	571.41	504.00	0.49	0.00	571.41	603.59
6840- PROPERTY TAXES	5,260.00	0.00	1,365.69	5,260.00	0.26	0.00	1,365.69	3,894.31
6850- FEES & LICENSES	17,850.00	3.00	3,401.00	7,100.00	0.19	0.00	3,401.00	14,449.00
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	4,756.84	8,475.00	0.56	1,518.03	6,274.87	2,200.13
7110- PARENT ACTIVITIES	700.00	0.00	0.00	224.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	300.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	0.00	660.00	0.00	0.00	0.00	660.00	(660.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	250.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	8,645.30	213,674.67	165,333.00	0.38	0.00	213,674.67	346,555.33
8120- IN KIND RENT	83,944.00	14,907.75	74,538.75	24,774.00	0.89	0.00	74,538.75	9,405.25
8130- IN KIND - OTHER	1,530.00	0.00	0.00	452.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	438,071.00	10,577.30	164,755.66	150,805.00	0.38	0.00	164,755.66	273,315.34
<b>Total Expenses</b>	<b>5,897,756.00</b>	<b>150,355.92</b>	<b>2,263,470.80</b>	<b>1,998,557.00</b>	<b>0.38</b>	<b>26,938.18</b>	<b>2,290,408.98</b>	<b>3,607,347.02</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>8.66</b>	<b>112,410.74</b>	<b>0.00</b>	<b>0.00</b>	<b>(26,938.18)</b>	<b>85,472.56</b>	<b>(85,472.56)</b>
Beginning Net Assets - Unrestricted	0.00	47,111.27	47,111.27	0.00	0.00	0.00	47,111.27	(47,111.27)
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>47,119.93</b>	<b>159,522.01</b>	<b>0.00</b>	<b>0.00</b>	<b>(26,938.18)</b>	<b>132,583.83</b>	<b>(132,583.83)</b>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	13,373.00	0.00	10,177.37	0.00	(0.76)	0.00	10,177.37	3,195.63
Total Revenues	<u>13,373.00</u>	<u>0.00</u>	<u>10,177.37</u>	<u>0.00</u>	<u>(0.76)</u>	<u>0.00</u>	<u>10,177.37</u>	<u>3,195.63</u>
<b>Expenses</b>								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	0.00	0.00	0.00	0.00	478.00
6130- PROGRAM SUPPLIES	0.00	0.00	4,000.48	0.00	0.00	0.00	4,000.48	(4,000.48)
6714- STAFF TRAVEL-OUT OF AREA	5,050.00	0.00	0.00	0.00	0.00	0.00	0.00	5,050.00
6722- PER DIEM - STAFF	1,020.00	0.00	0.00	0.00	0.00	0.00	0.00	1,020.00
6742- TRAINING - STAFF	3,710.00	0.00	5,328.00	0.00	1.44	2,375.00	7,703.00	(3,993.00)
6850- FEES & LICENSES	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
9010- INDIRECT COST ALLOCATION	1,115.00	0.00	848.89	0.00	0.76	0.00	848.89	266.11
Total Expenses	<u>13,373.00</u>	<u>0.00</u>	<u>10,177.37</u>	<u>0.00</u>	<u>0.76</u>	<u>2,375.00</u>	<u>12,552.37</u>	<u>820.63</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(2,375.00)</u></b>	<b><u>(2,375.00)</u></b>	<b><u>2,375.00</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(2,375.00)</u></b>	<b><u>(2,375.00)</u></b>	<b><u>2,375.00</u></b>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
310 0 HEAD START-MADERA REG. T&TA								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	46,025.00	136.38	32,145.84	0.00	(0.70)	0.00	32,145.84	13,879.16
Total Revenues	<u>46,025.00</u>	<u>136.38</u>	<u>32,145.84</u>	<u>0.00</u>	<u>(0.70)</u>	<u>0.00</u>	<u>32,145.84</u>	<u>13,879.16</u>
<b>Expenses</b>								
6121- FOOD	0.00	0.00	2,634.96	0.00	0.00	0.00	2,634.96	(2,634.96)
6130- PROGRAM SUPPLIES	2,071.00	0.00	16,624.52	0.00	8.03	0.00	16,624.52	(14,553.52)
6310- PRINTING & PUBLICATIONS	2,443.00	0.00	0.00	0.00	0.00	0.00	0.00	2,443.00
6410- RENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6714- STAFF TRAVEL-OUT OF AREA	5,100.00	0.00	0.00	0.00	0.00	0.00	0.00	5,100.00
6722- PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	0.00	0.00	0.00	2,202.00
6742- TRAINING - STAFF	23,095.00	125.00	10,205.02	0.00	0.44	45.00	10,250.02	12,844.98
6850- FEES & LICENSES	6,275.00	0.00	0.00	0.00	0.00	0.00	0.00	6,275.00
9010- INDIRECT COST ALLOCATION	3,839.00	11.38	2,681.34	0.00	0.70	0.00	2,681.34	1,157.66
Total Expenses	<u>46,025.00</u>	<u>136.38</u>	<u>32,145.84</u>	<u>0.00</u>	<u>0.70</u>	<u>45.00</u>	<u>32,190.84</u>	<u>13,834.16</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(45.00)</u>	<u>(45.00)</u>	<u>45.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(45.00)</u>	<u>(45.00)</u>	<u>45.00</u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 1/31/2022

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,110,180.00	295,296.23	2,200,876.55	2,529,570.05	(0.54)	0.00	2,200,876.55	1,909,303.45
4220- IN KIND CONTRIBUTIONS	1,039,051.00	34,564.15	379,391.11	630,815.00	(0.37)	0.00	379,391.11	659,659.89
<b>Total Revenues</b>	<b>5,149,231.00</b>	<b>329,860.38</b>	<b>2,580,267.66</b>	<b>3,160,385.05</b>	<b>(0.50)</b>	<b>0.00</b>	<b>2,580,267.66</b>	<b>2,568,963.34</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,214,386.00	123,451.57	1,118,984.94	1,342,190.09	0.51	0.00	1,118,984.94	1,095,401.06
5020- ACCRUED VACATION PAY	150,147.00	8,254.51	65,189.19	90,881.00	0.43	0.00	65,189.19	84,957.81
5112- HEALTH INSURANCE	278,976.00	16,090.56	119,780.78	170,574.96	0.43	0.00	119,780.78	159,195.22
5114- WORKER'S COMPENSATION	87,529.00	4,080.08	34,924.53	53,050.00	0.40	0.00	34,924.53	52,604.47
5116- PENSION	139,381.00	6,731.43	63,970.22	84,484.00	0.46	0.00	63,970.22	75,410.78
5122- FICA	165,643.00	10,832.69	91,020.48	100,401.00	0.55	0.00	91,020.48	74,622.52
5124- SUI	32,508.00	8,837.42	10,645.13	19,703.00	0.33	0.00	10,645.13	21,862.87
5130- ACCRUED VACATION FICA	11,231.00	631.44	4,989.30	6,808.00	0.44	0.00	4,989.30	6,241.70
6110- OFFICE SUPPLIES	30,070.00	190.80	8,338.41	19,226.00	0.28	1,977.88	10,316.29	19,753.71
6112- DATA PROCESSING SUPPLIES	50,000.00	1,586.29	42,936.64	30,980.00	0.86	3,099.07	46,035.71	3,964.29
6121- FOOD	4,000.00	142.71	10,376.66	2,150.00	2.59	0.00	10,376.66	(6,376.66)
6122- KITCHEN SUPPLIES	1,000.00	0.00	29.71	750.00	0.03	729.61	759.32	240.68
6130- PROGRAM SUPPLIES	52,003.00	6,205.09	46,803.26	32,511.00	0.90	9,747.43	56,550.69	(4,547.69)
6132- MEDICAL & DENTAL SUPPLIES	7,195.00	0.00	0.00	4,319.00	0.00	2,750.39	2,750.39	4,444.61
6134- INSTRUCTIONAL SUPPLIES	22,200.00	1,315.25	4,741.33	13,452.00	0.21	0.00	4,741.33	17,458.67
6140- CUSTODIAL SUPPLIES	20,200.00	0.00	10,674.36	12,120.00	0.53	0.00	10,674.36	9,525.64
6142- LINEN/LAUNDRY	1,200.00	0.00	0.00	720.00	0.00	0.00	0.00	1,200.00
6143- FURNISHINGS	0.00	(3,400.00)	(5,930.04)	0.00	0.00	96.34	(5,833.70)	5,833.70
6150- UNIFORM RENTAL/PURCHASE	300.00	150.00	150.00	300.00	0.50	0.00	150.00	150.00
6170- POSTAGE & SHIPPING	900.00	0.00	464.69	600.00	0.52	0.00	464.69	435.31
6180- EQUIPMENT RENTAL	31,200.00	1,741.34	12,038.86	20,020.00	0.39	0.00	12,038.86	19,161.14
6181- EQUIPMENT MAINTENANCE	13,700.00	124.26	7,373.19	8,300.00	0.54	0.00	7,373.19	6,326.81
6310- PRINTING & PUBLICATIONS	5,500.00	0.00	435.60	4,125.00	0.08	0.00	435.60	5,064.40
6312- ADVERTISING & PROMOTION	1,000.00	0.00	62.00	1,000.00	0.06	0.00	62.00	938.00
6320- TELEPHONE	48,000.00	17,625.13	64,293.62	32,000.00	1.34	0.00	64,293.62	(16,293.62)
6410- RENT	113,786.00	14,728.66	114,287.70	75,058.00	1.00	0.00	114,287.70	(501.70)
6420- UTILITIES/ DISPOSAL	76,404.00	7,677.98	50,294.08	50,936.00	0.66	563.81	50,857.89	25,546.11
6432- BUILDING REPAIRS/ MAINTENANCE	45,000.00	4,680.80	35,640.94	30,000.00	0.79	3,717.36	39,358.30	5,641.70
6433- GROUNDS MAINTENANCE	21,652.00	1,972.80	14,203.97	14,434.00	0.66	0.00	14,203.97	7,448.03
6436- PEST CONTROL	5,292.00	476.89	3,501.73	3,528.00	0.66	0.00	3,501.73	1,790.27
6437- BURGLAR & FIRE ALARM	1,630.00	53.22	1,488.65	1,502.00	0.91	1,185.74	2,674.39	(1,044.39)
6440- PROPERTY INSURANCE	7,772.00	1,108.77	6,260.71	3,762.00	0.81	0.00	6,260.71	1,511.29
6522- CONSULTANT EXPENSES	0.00	0.00	523.76	0.00	0.00	0.00	523.76	(523.76)
6524- CONTRACTS	41,930.00	28,261.92	28,261.92	22,906.00	0.67	12,000.00	40,261.92	1,668.08
6530- LEGAL	0.00	0.00	2,143.75	1,400.00	0.00	0.00	2,143.75	(2,143.75)
6540- CUSTODIAL SERVICES	0.00	1,847.25	11,409.39	0.00	0.00	11,340.00	22,749.39	(22,749.39)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	1,415.00	2,870.00	1,100.00	1.91	0.00	2,870.00	(1,370.00)
6610- GAS & OIL	2,100.00	454.11	4,602.41	1,400.00	2.19	0.00	4,602.41	(2,502.41)
6620- VEHICLE INSURANCE	13,992.00	1,388.30	10,732.52	9,328.00	0.77	0.00	10,732.52	3,259.48

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6640- VEHICLE REPAIR & MAINTENANCE	6,000.00	132.00	5,472.14	4,000.00	0.91	0.00	5,472.14	527.86
6712- STAFF TRAVEL-LOCAL	4,300.00	198.90	2,127.19	2,580.00	0.49	0.00	2,127.19	2,172.81
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	9,500.00	0.00	0.00	0.00	9,500.00
6722- PER DIEM - STAFF	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	10,000.00	0.00	912.50	6,800.00	0.09	0.00	912.50	9,087.50
6750- FIELD TRIPS	2,800.00	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	840.00	26.93	214.65	560.00	0.26	0.00	214.65	625.35
6834- STUDENT ACTIVITY INSURANCE	2,010.00	205.51	1,225.16	1,206.00	0.61	0.00	1,225.16	784.84
6840- PROPERTY TAXES	0.00	0.00	2.23	0.00	0.00	0.00	2.23	(2.23)
6850- FEES & LICENSES	5,374.00	2.00	3,204.00	3,586.00	0.60	0.00	3,204.00	2,170.00
6852- FINGERPRINT	1,500.00	370.00	893.25	1,200.00	0.60	0.00	893.25	606.75
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	0.00	3,612.62	12,000.00	0.30	(4.44)	3,608.18	8,391.82
7111- PARENT MILEAGE	1,200.00	0.00	41.20	720.00	0.03	0.00	41.20	1,158.80
7112- PARENT INVOLVEMENT	8,100.00	0.00	0.00	4,860.00	0.00	0.00	0.00	8,100.00
7114- PC ALLOWANCE	3,300.00	195.00	1,082.73	1,980.00	0.33	0.00	1,082.73	2,217.27
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	668.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	85,394.00	14,537.60	219,996.71	51,843.00	2.58	0.00	219,996.71	(134,602.71)
8120- IN KIND RENT	318,251.00	19,826.55	158,612.40	193,212.00	0.50	0.00	158,612.40	159,638.60
8130- IN KIND - OTHER	635,406.00	200.00	782.00	385,760.00	0.00	0.00	782.00	634,624.00
9010- INDIRECT COST ALLOCATION	<u>342,829.00</u>	<u>24,630.58</u>	<u>183,574.49</u>	<u>210,991.00</u>	<u>0.54</u>	<u>0.00</u>	<u>183,574.49</u>	<u>159,254.51</u>
Total Expenses	<u>5,149,231.00</u>	<u>328,981.34</u>	<u>2,580,267.66</u>	<u>3,160,385.05</u>	<u>0.50</u>	<u>47,203.19</u>	<u>2,627,470.85</u>	<u>2,521,760.15</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>879.04</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(47,203.19)</u></b>	<b><u>(47,203.19)</u></b>	<b><u>47,203.19</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>(3,547.26)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>(2,668.22)</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(47,203.19)</u></b>	<b><u>(47,203.19)</u></b>	<b><u>47,203.19</u></b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 1/31/2022

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	608,451.00	42,641.14	382,921.48	0.00	(0.63)	0.00	382,921.48	225,529.52
4220- IN KIND CONTRIBUTIONS	155,456.00	0.00	49,238.18	0.00	(0.32)	0.00	49,238.18	106,217.82
<b>Total Revenues</b>	<b>763,907.00</b>	<b>42,641.14</b>	<b>432,159.66</b>	<b>0.00</b>	<b>(0.57)</b>	<b>0.00</b>	<b>432,159.66</b>	<b>331,747.34</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	278,788.00	20,296.58	198,407.48	0.00	0.71	0.00	198,407.48	80,380.52
5020- ACCRUED VACATION PAY	15,523.00	1,711.10	14,753.74	0.00	0.95	0.00	14,753.74	769.26
5112- HEALTH INSURANCE	14,253.00	2,721.12	18,004.92	0.00	1.26	0.00	18,004.92	(3,751.92)
5114- WORKER'S COMPENSATION	3,088.00	175.75	1,783.65	0.00	0.58	0.00	1,783.65	1,304.35
5116- PENSION	16,716.00	1,494.99	12,683.13	0.00	0.76	0.00	12,683.13	4,032.87
5122- FICA	21,838.00	1,890.67	15,843.82	0.00	0.73	0.00	15,843.82	5,994.18
5124- SUI	5,862.00	1,561.06	1,561.33	0.00	0.27	0.00	1,561.33	4,300.67
5130- ACCRUED VACATION FRINGE	0.00	130.88	1,128.63	0.00	0.00	0.00	1,128.63	(1,128.63)
6110- OFFICE SUPPLIES	10,500.00	15.95	1,647.20	0.00	0.16	121.32	1,768.52	8,731.48
6112- DATA PROCESSING SUPPLIES	5,000.00	389.77	3,994.52	0.00	0.80	301.18	4,295.70	704.30
6121- FOOD	0.00	19.91	19.91	0.00	0.00	0.00	19.91	(19.91)
6122- KITCHEN SUPPLIES	1,776.00	0.00	0.00	0.00	0.00	0.00	0.00	1,776.00
6130- PROGRAM SUPPLIES	28,406.00	918.71	6,156.64	0.00	0.22	790.83	6,947.47	21,458.53
6132- MEDICAL & DENTAL SUPPLIES	8,400.00	892.97	892.97	0.00	0.11	2,324.67	3,217.64	5,182.36
6134- INSTRUCTIONAL SUPPLIES	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00
6140- CUSTODIAL SUPPLIES	2,400.00	0.00	441.81	0.00	0.18	0.00	441.81	1,958.19
6143- FURNISHINGS	0.00	0.00	2,128.20	0.00	0.00	0.00	2,128.20	(2,128.20)
6170- POSTAGE & SHIPPING	300.00	0.00	(8.53)	0.00	(0.03)	0.00	(8.53)	308.53
6180- EQUIPMENT RENTAL	3,240.00	29.29	1,654.84	0.00	0.51	0.00	1,654.84	1,585.16
6181- EQUIPMENT MAINTENANCE	6,600.00	0.00	181.00	0.00	0.03	0.00	181.00	6,419.00
6310- PRINTING & PUBLICATIONS	840.00	0.00	12.14	0.00	0.01	0.00	12.14	827.86
6312- ADVERTISING & PROMOTION	0.00	0.00	62.00	0.00	0.00	0.00	62.00	(62.00)
6320- TELEPHONE	26,400.00	1,212.49	11,458.50	0.00	0.43	0.00	11,458.50	14,941.50
6410- RENT	56,220.00	4,221.36	34,483.14	0.00	0.61	0.00	34,483.14	21,736.86
6420- UTILITIES/ DISPOSAL	9,600.00	593.10	7,960.07	0.00	0.83	27.72	7,987.79	1,612.21
6432- BUILDING REPAIRS/ MAINTENANCE	900.00	0.00	2,682.38	0.00	2.98	1,183.18	3,865.56	(2,965.56)
6433- GROUNDS MAINTENANCE	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
6436- PEST CONTROL	600.00	52.00	570.60	0.00	0.95	0.00	570.60	29.40
6437- BURGLAR & FIRE ALARM	216.00	19.50	154.58	0.00	0.72	0.00	154.58	61.42
6440- PROPERTY INSURANCE	2,880.00	329.48	1,649.56	0.00	0.57	0.00	1,649.56	1,230.44
6520- CONSULTANTS	0.00	0.00	325.00	0.00	0.00	2,000.00	2,325.00	(2,325.00)
6522- CONSULTANT EXPENSES	0.00	0.00	12.32	0.00	0.00	0.00	12.32	(12.32)
6524- CONTRACTS	10,168.00	0.00	0.00	0.00	0.00	0.00	0.00	10,168.00
6530- LEGAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6540- CUSTODIAL SERVICES	0.00	86.25	852.03	0.00	0.00	0.00	852.03	(852.03)
6610- GAS & OIL	420.00	0.00	206.67	0.00	0.49	0.00	206.67	213.33
6620- VEHICLE INSURANCE	1,740.00	188.44	1,411.11	0.00	0.81	0.00	1,411.11	328.89
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	98.00	3,957.38	0.00	2.64	0.00	3,957.38	(2,457.38)
6712- STAFF TRAVEL-LOCAL	1,218.00	0.00	0.00	0.00	0.00	0.00	0.00	1,218.00

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
6714- STAFF TRAVEL-OUT OF AREA	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6742- TRAINING - STAFF	6,000.00	0.00	3,119.05	0.00	0.52	0.00	3,119.05	2,880.95
6748- EDUCATION REIMBURSEMENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6750- FIELD TRIPS	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
6834- STUDENT ACTIVITY INSURANCE	732.00	35.09	313.31	0.00	0.43	0.00	313.31	418.69
6840- PROPERTY TAXES	0.00	0.00	0.07	0.00	0.00	0.00	0.07	(0.07)
6850- FEES & LICENSES	1,200.00	0.00	200.00	0.00	0.17	0.00	200.00	1,000.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	186.94	0.00	0.00	(0.35)	186.59	(186.59)
7111- PARENT MILEAGE	56.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00
7112- PARENT INVOLVEMENT	3,060.00	0.00	0.00	0.00	0.00	0.00	0.00	3,060.00
7114- PC ALLOWANCE	100.00	0.00	90.00	0.00	0.90	0.00	90.00	10.00
8110- IN KIND SALARIES	154,356.00	0.00	49,238.18	0.00	0.32	0.00	49,238.18	105,117.82
8130- IN KIND - OTHER	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
9010- INDIRECT COST ALLOCATION	50,751.00	3,556.68	31,939.37	0.00	0.63	0.00	31,939.37	18,811.63
Total Expenses	<u>763,907.00</u>	<u>42,641.14</u>	<u>432,159.66</u>	<u>0.00</u>	<u>0.57</u>	<u>6,748.55</u>	<u>438,908.21</u>	<u>324,998.79</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(6,748.55)</u></b>	<b><u>(6,748.55)</u></b>	<b><u>6,748.55</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>(4,132.45)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>(4,132.45)</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(6,748.55)</u></b>	<b><u>(6,748.55)</u></b>	<b><u>6,748.55</u></b>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
319 0 MADERA STATE CSPP/RHS LAYERED								
<b>Revenues</b>								
4120- GRANT INCOME-STATE	761,724.00	0.00	375,903.00	0.00	(0.49)	0.00	375,903.00	385,821.00
Total Revenues	<u>761,724.00</u>	<u>0.00</u>	<u>375,903.00</u>	<u>0.00</u>	<u>(0.49)</u>	<u>0.00</u>	<u>375,903.00</u>	<u>385,821.00</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	556,370.00	0.00	259,351.26	0.00	0.47	0.00	259,351.26	297,018.74
5020- ACCRUED VACATION PAY	0.00	0.00	15,661.52	0.00	0.00	0.00	15,661.52	(15,661.52)
5112- HEALTH INSURANCE	58,979.00	0.00	26,341.48	0.00	0.45	0.00	26,341.48	32,637.52
5114- WORKER'S COMPENSATION	18,310.00	0.00	7,569.16	0.00	0.41	0.00	7,569.16	10,740.84
5116- PENSION	21,121.00	0.00	13,998.63	0.00	0.66	0.00	13,998.63	7,122.37
5122- FICA	36,997.00	0.00	20,087.69	0.00	0.54	0.00	20,087.69	16,909.31
5124- SUI	6,413.00	0.00	340.22	0.00	0.05	0.00	340.22	6,072.78
5130- ACCRUED VACATION FICA	0.00	0.00	1,198.04	0.00	0.00	0.00	1,198.04	(1,198.04)
9010- INDIRECT COST ALLOCATION	63,534.00	0.00	31,355.00	0.00	0.49	0.00	31,355.00	32,179.00
Total Expenses	<u>761,724.00</u>	<u>0.00</u>	<u>375,903.00</u>	<u>0.00</u>	<u>0.49</u>	<u>0.00</u>	<u>375,903.00</u>	<u>385,821.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</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>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>



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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
356 0 REGIONAL QRIS FIRST5 CSPP								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	36,500.00	0.00	36,500.00	0.00	(1.00)	0.00	36,500.00	0.00
Total Revenues	<u>36,500.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>
<b>Expenses</b>								
6130- PROGRAM SUPPLIES	33,456.00	0.00	0.00	0.00	0.00	0.00	0.00	33,456.00
9010- INDIRECT COST ALLOCATION	3,044.00	0.00	0.00	0.00	0.00	0.00	0.00	3,044.00
Total Expenses	<u>36,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>36,500.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>36,500.00</u></b>	<b><u>(36,500.00)</u></b>
Beginning Net Assets - Unrestricted	0.00	36,500.00	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>36,500.00</u></b>	<b><u>36,500.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>36,500.00</u></b>	<b><u>(36,500.00)</u></b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 1/31/2022

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	0.00	92,675.15	317,090.97	0.00	0.00	0.00	317,090.97	(317,090.97)
Total Revenues	<u>0.00</u>	<u>92,675.15</u>	<u>317,090.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>317,090.97</u>	<u>(317,090.97)</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	0.00	55,639.47	145,858.83	0.00	0.00	0.00	145,858.83	(145,858.83)
5020- ACCRUED VACATION PAY	0.00	4,079.25	9,744.77	0.00	0.00	0.00	9,744.77	(9,744.77)
5112- HEALTH INSURANCE	0.00	8,304.68	17,802.45	0.00	0.00	0.00	17,802.45	(17,802.45)
5114- WORKER'S COMPENSATION	0.00	1,833.13	4,545.77	0.00	0.00	0.00	4,545.77	(4,545.77)
5116- PENSION	0.00	3,147.80	8,212.55	0.00	0.00	0.00	8,212.55	(8,212.55)
5122- FICA	0.00	4,931.99	12,264.86	0.00	0.00	0.00	12,264.86	(12,264.86)
5124- SUI	0.00	4,099.27	4,290.60	0.00	0.00	0.00	4,290.60	(4,290.60)
5130- ACCRUED VACATION FICA	0.00	312.02	745.39	0.00	0.00	0.00	745.39	(745.39)
6110- OFFICE SUPPLIES	0.00	0.00	837.62	0.00	0.00	0.00	837.62	(837.62)
6112- DATA PROCESSING SUPPLIES	0.00	3.70	1,228.15	0.00	0.00	0.00	1,228.15	(1,228.15)
6121- FOOD	0.00	0.00	(641.92)	0.00	0.00	0.00	(641.92)	641.92
6122- KITCHEN SUPPLIES	0.00	0.00	19.51	0.00	0.00	0.00	19.51	(19.51)
6130- PROGRAM SUPPLIES	0.00	0.00	4,908.78	0.00	0.00	0.00	4,908.78	(4,908.78)
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	613.01	0.00	0.00	0.00	613.01	(613.01)
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,239.83	0.00	0.00	0.00	1,239.83	(1,239.83)
6180- EQUIPMENT RENTAL	0.00	0.00	1,612.63	0.00	0.00	0.00	1,612.63	(1,612.63)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	1,687.28	0.00	0.00	0.00	1,687.28	(1,687.28)
6320- TELEPHONE	0.00	27.28	33,629.29	0.00	0.00	0.00	33,629.29	(33,629.29)
6410- RENT	0.00	2,364.06	20,411.73	0.00	0.00	0.00	20,411.73	(20,411.73)
6420- UTILITIES/ DISPOSAL	0.00	125.95	10,393.51	0.00	0.00	0.00	10,393.51	(10,393.51)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	3,588.35	0.00	0.00	0.00	3,588.35	(3,588.35)
6433- GROUNDS MAINTENANCE	0.00	0.00	3,304.25	0.00	0.00	0.00	3,304.25	(3,304.25)
6436- PEST CONTROL	0.00	0.00	517.39	0.00	0.00	0.00	517.39	(517.39)
6437- BURGLAR & FIRE ALARM	0.00	0.00	541.91	0.00	0.00	0.00	541.91	(541.91)
6440- PROPERTY INSURANCE	0.00	76.54	1,083.20	0.00	0.00	0.00	1,083.20	(1,083.20)
6520- CONSULTANTS	0.00	0.00	858.54	0.00	0.00	0.00	858.54	(858.54)
6522- CONSULTANT EXPENSES	0.00	0.00	129.72	0.00	0.00	0.00	129.72	(129.72)
6540- CUSTODIAL SERVICES	0.00	0.00	165.77	0.00	0.00	0.00	165.77	(165.77)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	187.00	0.00	0.00	0.00	187.00	(187.00)
6742- TRAINING - STAFF	0.00	0.00	(5.62)	0.00	0.00	0.00	(5.62)	5.62
6834- STUDENT ACTIVITY INSURANCE	0.00	0.00	215.80	0.00	0.00	0.00	215.80	(215.80)
6852- FINGERPRINT	0.00	0.00	36.64	0.00	0.00	0.00	36.64	(36.64)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	527.64	0.00	0.00	0.00	527.64	(527.64)
7114- PC ALLOWANCE	0.00	0.00	87.27	0.00	0.00	0.00	87.27	(87.27)
9010- INDIRECT COST ALLOCATION	0.00	7,730.01	26,448.47	0.00	0.00	0.00	26,448.47	(26,448.47)
Total Expenses	<u>0.00</u>	<u>92,675.15</u>	<u>317,090.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>317,090.97</u>	<u>(317,090.97)</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
380 0 MADERA REGIONAL HS BLENDED Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</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>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
814 0 ARP COVID - REGIONAL								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	344,592.00	1,652.69	262,987.25	0.00	(0.76)	0.00	262,987.25	81,604.75
Total Revenues	<u>344,592.00</u>	<u>1,652.69</u>	<u>262,987.25</u>	<u>0.00</u>	<u>(0.76)</u>	<u>0.00</u>	<u>262,987.25</u>	<u>81,604.75</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	232,168.00	1,010.88	181,500.12	0.00	0.78	0.00	181,500.12	50,667.88
5020- ACCRUED VACATION PAY	14,514.00	116.64	9,724.91	0.00	0.67	0.00	9,724.91	4,789.09
5112- HEALTH INSURANCE	21,020.00	0.00	17,060.15	0.00	0.81	0.00	17,060.15	3,959.85
5114- WORKER'S COMPENSATION	9,136.00	63.72	5,662.47	0.00	0.62	0.00	5,662.47	3,473.53
5116- PENSION	14,156.00	83.09	10,372.52	0.00	0.73	0.00	10,372.52	3,783.48
5122- FICA	18,444.00	127.13	14,433.49	0.00	0.78	0.00	14,433.49	4,010.51
5124- SUI	0.00	104.46	861.90	0.00	0.00	0.00	861.90	(861.90)
5130- ACCRUED VACATION FICA	0.00	8.92	743.96	0.00	0.00	0.00	743.96	(743.96)
6130- PROGRAM SUPPLIES	6,412.00	0.00	692.04	0.00	0.11	0.00	692.04	5,719.96
9010- INDIRECT COST ALLOCATION	28,742.00	137.85	21,935.69	0.00	0.76	0.00	21,935.69	6,806.31
Total Expenses	<u>344,592.00</u>	<u>1,652.69</u>	<u>262,987.25</u>	<u>0.00</u>	<u>0.76</u>	<u>0.00</u>	<u>262,987.25</u>	<u>81,604.75</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
815 0 Regional SCOE CSPP Covid								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	11,288.32	0.00	0.00	0.00	11,288.32	(11,288.32)
4120- GRANT INCOME-STATE	54,023.00	0.00	0.00	0.00	0.00	0.00	0.00	54,023.00
Total Revenues	<u>54,023.00</u>	<u>0.00</u>	<u>11,288.32</u>	<u>0.00</u>	<u>(0.21)</u>	<u>0.00</u>	<u>11,288.32</u>	<u>42,734.68</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	12,605.00	0.00	9,340.00	0.00	0.74	0.00	9,340.00	3,265.00
5114- WORKER'S COMPENSATION	432.00	0.00	292.03	0.00	0.68	0.00	292.03	139.97
5116- PENSION	498.00	0.00	377.00	0.00	0.76	0.00	377.00	121.00
5122- FICA	872.00	0.00	714.47	0.00	0.82	0.00	714.47	157.53
5124- SUI	151.00	0.00	27.28	0.00	0.18	0.00	27.28	123.72
6130- PROGRAM SUPPLIES	36,892.00	0.00	0.00	0.00	0.00	0.00	0.00	36,892.00
9010- INDIRECT COST ALLOCATION	2,573.00	0.00	537.54	0.00	0.21	0.00	537.54	2,035.46
Total Expenses	<u>54,023.00</u>	<u>0.00</u>	<u>11,288.32</u>	<u>0.00</u>	<u>0.21</u>	<u>0.00</u>	<u>11,288.32</u>	<u>42,734.68</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 6/01/2021 to 1/31/2022**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
818 0 CRRSA COVID-19								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	86,679.00	0.00	34,728.86	0.00	(0.40)	0.00	34,728.86	51,950.14
Total Revenues	<u>86,679.00</u>	<u>0.00</u>	<u>34,728.86</u>	<u>0.00</u>	<u>(0.40)</u>	<u>0.00</u>	<u>34,728.86</u>	<u>51,950.14</u>
<b>Expenses</b>								
6112- DATA PROCESSING SUPPLIES	0.00	0.00	4,354.88	0.00	0.00	0.00	4,354.88	(4,354.88)
6130- PROGRAM SUPPLIES	55,449.00	0.00	0.00	0.00	0.00	0.00	0.00	55,449.00
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	9,016.05	0.00	0.00	2,188.00	11,204.05	(11,204.05)
6524- CONTRACTS	0.00	0.00	3,521.46	0.00	0.00	0.00	3,521.46	(3,521.46)
6742- TRAINING - STAFF	24,000.00	0.00	14,939.75	0.00	0.62	7,590.83	22,530.58	1,469.42
9010- INDIRECT COST ALLOCATION	7,230.00	0.00	2,896.72	0.00	0.40	0.00	2,896.72	4,333.28
Total Expenses	<u>86,679.00</u>	<u>0.00</u>	<u>34,728.86</u>	<u>0.00</u>	<u>0.40</u>	<u>9,778.83</u>	<u>44,507.69</u>	<u>42,171.31</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,778.83)</u>	<u>(9,778.83)</u>	<u>9,778.83</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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,778.83)</u>	<u>(9,778.83)</u>	<u>9,778.83</u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 1/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	5,245,800.00	432,401.59	3,288,716.64	2,529,570.05	(0.63)	0.00	3,288,716.64	1,957,083.36
4120- GRANT INCOME-STATE	815,747.00	0.00	375,903.00	0.00	(0.46)	0.00	375,903.00	439,844.00
4220- IN KIND CONTRIBUTIONS	<u>1,194,507.00</u>	<u>34,564.15</u>	<u>428,629.29</u>	<u>630,815.00</u>	<u>(0.36)</u>	<u>0.00</u>	<u>428,629.29</u>	<u>765,877.71</u>
Total Revenues	<u>7,256,054.00</u>	<u>466,965.74</u>	<u>4,093,248.93</u>	<u>3,160,385.05</u>	<u>(0.56)</u>	<u>0.00</u>	<u>4,093,248.93</u>	<u>3,162,805.07</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	3,294,317.00	200,398.50	1,913,442.63	1,342,190.09	0.58	0.00	1,913,442.63	1,380,874.37
5020- ACCRUED VACATION PAY	180,184.00	14,161.50	115,074.13	90,881.00	0.64	0.00	115,074.13	65,109.87
5112- HEALTH INSURANCE	373,228.00	27,116.36	198,989.78	170,574.96	0.53	0.00	198,989.78	174,238.22
5114- WORKER'S COMPENSATION	118,495.00	6,152.68	54,777.61	53,050.00	0.46	0.00	54,777.61	63,717.39
5116- PENSION	191,872.00	11,457.31	109,614.05	84,484.00	0.57	0.00	109,614.05	82,257.95
5122- FICA	243,794.00	17,782.48	154,364.81	100,401.00	0.63	0.00	154,364.81	89,429.19
5124- SUI	44,934.00	14,602.21	17,726.46	19,703.00	0.39	0.00	17,726.46	27,207.54
5130- ACCRUED VACATION FICA	11,231.00	1,083.26	8,805.32	6,808.00	0.78	0.00	8,805.32	2,425.68
6110- OFFICE SUPPLIES	41,048.00	206.75	10,823.23	19,226.00	0.26	2,099.20	12,922.43	28,125.57
6112- DATA PROCESSING SUPPLIES	55,000.00	1,979.76	52,514.19	30,980.00	0.95	3,400.25	55,914.44	(914.44)
6121- FOOD	4,000.00	162.62	12,389.61	2,150.00	3.10	0.00	12,389.61	(8,389.61)
6122- KITCHEN SUPPLIES	2,776.00	0.00	49.22	750.00	0.02	729.61	778.83	1,997.17
6130- PROGRAM SUPPLIES	214,689.00	7,123.80	79,185.72	32,511.00	0.37	10,538.26	89,723.98	124,965.02
6132- MEDICAL & DENTAL SUPPLIES	15,595.00	892.97	9,909.02	4,319.00	0.64	7,263.06	17,172.08	(1,577.08)
6134- INSTRUCTIONAL SUPPLIES	26,400.00	1,315.25	5,354.34	13,452.00	0.20	0.00	5,354.34	21,045.66
6140- CUSTODIAL SUPPLIES	22,600.00	0.00	12,356.00	12,120.00	0.55	0.00	12,356.00	10,244.00
6142- LINEN/LAUNDRY	1,200.00	0.00	0.00	720.00	0.00	0.00	0.00	1,200.00
6143- FURNISHINGS	0.00	(3,400.00)	(3,801.84)	0.00	0.00	96.34	(3,705.50)	3,705.50
6150- UNIFORM RENTAL/PURCHASE	300.00	150.00	150.00	300.00	0.50	0.00	150.00	150.00
6170- POSTAGE & SHIPPING	1,200.00	0.00	456.16	600.00	0.38	0.00	456.16	743.84
6180- EQUIPMENT RENTAL	34,440.00	1,770.63	15,306.33	20,020.00	0.44	0.00	15,306.33	19,133.67
6181- EQUIPMENT MAINTENANCE	20,300.00	124.26	9,241.47	8,300.00	0.46	0.00	9,241.47	11,058.53
6310- PRINTING & PUBLICATIONS	8,783.00	0.00	447.74	4,125.00	0.05	0.00	447.74	8,335.26
6312- ADVERTISING & PROMOTION	1,000.00	0.00	124.00	1,000.00	0.12	0.00	124.00	876.00
6320- TELEPHONE	74,400.00	18,864.90	109,381.41	32,000.00	1.47	0.00	109,381.41	(34,981.41)
6410- RENT	171,006.00	21,314.08	169,182.57	75,058.00	0.99	0.00	169,182.57	1,823.43
6420- UTILITIES/ DISPOSAL	86,004.00	8,397.03	68,647.66	50,936.00	0.80	591.53	69,239.19	16,764.81
6432- BUILDING REPAIRS/ MAINTENANCE	45,900.00	4,680.80	41,911.67	30,000.00	0.91	4,900.54	46,812.21	(912.21)
6433- GROUNDS MAINTENANCE	22,852.00	1,972.80	17,508.22	14,434.00	0.77	0.00	17,508.22	5,343.78
6436- PEST CONTROL	5,892.00	528.89	4,589.72	3,528.00	0.78	0.00	4,589.72	1,302.28
6437- BURGLAR & FIRE ALARM	1,846.00	72.72	2,185.14	1,502.00	1.18	1,185.74	3,370.88	(1,524.88)
6440- PROPERTY INSURANCE	10,652.00	1,514.79	8,993.47	3,762.00	0.84	0.00	8,993.47	1,658.53
6520- CONSULTANTS	0.00	0.00	1,183.54	0.00	0.00	2,000.00	3,183.54	(3,183.54)
6522- CONSULTANT EXPENSES	0.00	0.00	665.80	0.00	0.00	0.00	665.80	(665.80)
6524- CONTRACTS	52,098.00	28,261.92	31,783.38	22,906.00	0.61	12,000.00	43,783.38	8,314.62
6530- LEGAL	500.00	0.00	2,143.75	1,400.00	4.29	0.00	2,143.75	(1,643.75)
6540- CUSTODIAL SERVICES	0.00	1,933.50	12,427.19	0.00	0.00	11,340.00	23,767.19	(23,767.19)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	1,415.00	2,870.00	1,100.00	1.91	0.00	2,870.00	(1,370.00)

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 1/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual January 31, 2022	YTD Budget January 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6610- GAS & OIL	2,520.00	454.11	4,809.08	1,400.00	1.91	0.00	4,809.08	(2,289.08)
6620- VEHICLE INSURANCE	15,732.00	1,576.74	12,143.63	9,328.00	0.77	0.00	12,143.63	3,588.37
6640- VEHICLE REPAIR & MAINTENANCE	7,500.00	230.00	9,429.52	4,000.00	1.26	0.00	9,429.52	(1,929.52)
6712- STAFF TRAVEL-LOCAL	5,518.00	198.90	2,314.19	2,580.00	0.42	0.00	2,314.19	3,203.81
6714- STAFF TRAVEL-OUT OF AREA	22,650.00	0.00	0.00	9,500.00	0.00	0.00	0.00	22,650.00
6722- PER DIEM - STAFF	3,322.00	0.00	0.00	100.00	0.00	0.00	0.00	3,322.00
6742- TRAINING - STAFF	66,805.00	125.00	34,498.70	6,800.00	0.52	10,010.83	44,509.53	22,295.47
6748- EDUCATION REIMBURSEMENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6750- FIELD TRIPS	4,060.00	0.00	0.00	2,800.00	0.00	0.00	0.00	4,060.00
6832- LIABILITY INSURANCE	840.00	26.93	214.65	560.00	0.26	0.00	214.65	3,625.35
6834- STUDENT ACTIVITY INSURANCE	2,742.00	240.60	1,754.27	1,206.00	0.64	0.00	1,754.27	987.73
6840- PROPERTY TAXES	0.00	0.00	2.30	0.00	0.00	0.00	2.30	(2.30)
6850- FEES & LICENSES	14,849.00	2.00	3,404.00	3,586.00	0.23	0.00	3,404.00	11,445.00
6852- FINGERPRINT	1,500.00	370.00	929.89	1,200.00	0.62	0.00	929.89	570.11
6875- EMPLOYEE HEALTH & WELFARE	12,000.00	0.00	4,327.20	12,000.00	0.36	(4.79)	4,322.41	7,677.59
7111- PARENT MILEAGE	1,256.00	0.00	41.20	720.00	0.03	0.00	41.20	1,214.80
7112- PARENT INVOLVEMENT	11,160.00	0.00	0.00	4,860.00	0.00	0.00	0.00	11,160.00
7114- PC ALLOWANCE	3,400.00	195.00	1,260.00	1,980.00	0.37	0.00	1,260.00	2,140.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	668.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	239,750.00	14,537.60	269,234.89	51,843.00	1.12	0.00	269,234.89	(29,484.89)
8120- IN KIND RENT	318,251.00	19,826.55	158,612.40	193,212.00	0.50	0.00	158,612.40	159,638.60
8130- IN KIND - OTHER	636,506.00	200.00	782.00	385,760.00	0.00	0.00	782.00	635,724.00
9010- INDIRECT COST ALLOCATION	503,657.00	36,066.50	302,217.51	210,991.00	0.60	0.00	302,217.51	201,439.49
<b>Total Expenses</b>	<b>7,256,054.00</b>	<b>466,086.70</b>	<b>4,056,748.93</b>	<b>3,160,385.05</b>	<b>0.56</b>	<b>66,150.57</b>	<b>4,122,899.50</b>	<b>3,133,154.50</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>879.04</b>	<b>36,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(66,150.57)</b>	<b>(29,650.57)</b>	<b>29,650.57</b>
Beginning Net Assets - Unrestricted	0.00	28,820.29	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>0.00</b>	<b>29,699.33</b>	<b>36,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(66,150.57)</b>	<b>(29,650.57)</b>	<b>29,650.57</b>



**FUND #311 Basic**  
**Madera Regional Head Start**  
**Budget to Actual**  
**For the period ending January 31, 2022**

Account	Grant	Current	Current Mth	Prior Mth	YTD				
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,110,180.00	245,338.47	2,517,967.52	2,272,629.05	2,529,570.05	63%	51,498.68	2,569,466.20	(1,540,713.80)
4210- DONATIONS	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	1,039,051.00	34,564.15	379,391.11	344,826.96	630,815.00	37%	-	379,391.11	(659,659.89)
4330- SALE OF ASSETS	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	0%	-	-	-
Total Revenues	<b>5,149,231.00</b>	<b>279,902.62</b>	<b>2,897,358.63</b>	<b>2,614,901.91</b>	<b>3,160,385.05</b>	<b>56%</b>	<b>51,498.68</b>	<b>2,948,857.31</b>	<b>(2,200,373.69)</b>
5010 SALARIES & WAGES	2,214,386.00	94,823.83	1,264,843.77	1,170,019.94	1,342,190.09	57%	-	1,264,843.77	(949,542.23)
5019- SALARIES & WAGES C19	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	150,147.00	7,042.06	74,933.96	67,891.90	90,881.00	50%	-	74,933.96	(75,213.04)
5112 HEALTH INSURANCE	278,976.00	15,565.17	137,583.23	122,018.06	170,574.96	49%	-	137,583.23	(141,392.77)
5114 WORKER'S COMPENSATION	87,529.00	3,379.54	39,470.30	36,090.76	53,050.00	45%	-	39,470.30	(48,058.70)
5115- Worker's Compensation C19	-	-	-	-	-	0%	-	-	-
5116 PENSION	139,381.00	5,148.61	72,182.77	67,034.16	84,484.00	52%	-	72,182.77	(67,198.23)
5117- Pension C19	-	-	-	-	-	0%	-	-	-
5121- FICA C19	-	-	-	-	-	0%	-	-	-
5122 FICA	165,643.00	8,915.58	103,285.34	94,369.76	100,401.00	62%	-	103,285.34	(62,357.66)
5123- SUI C19	-	-	-	-	-	0%	-	-	-
5124 SUI	32,508.00	12,757.99	14,935.73	2,177.74	19,703.00	46%	-	14,935.73	(17,572.27)
5130 ACCRUED VACATION FRINGE	11,231.00	538.66	5,734.69	5,196.03	6,808.00	51%	-	5,734.69	(5,496.31)
6110 OFFICE SUPPLIES	30,070.00	190.80	9,176.03	8,985.23	19,226.00	37%	1,977.88	11,153.91	(18,916.09)
6112 DATA PROCESSING	50,000.00	1,589.99	44,164.79	42,574.80	30,980.00	95%	3,099.07	47,263.86	(2,736.14)
6121 FOOD	4,000.00	142.71	9,734.74	9,592.03	2,150.00	243%	-	9,734.74	5,734.74
6122 KITCHEN SUPPLIES	1,000.00	-	49.22	49.22	750.00	78%	729.61	778.83	(221.17)
6130 PROGRAM SUPPLIES	52,003.00	3,054.07	45,782.00	42,727.93	32,511.00	107%	9,843.77	55,625.77	3,622.77
6132 MEDICAL & DENTAL SUPPLIES	7,195.00	-	-	-	4,319.00	38%	2,750.39	2,750.39	(4,444.61)
6134 INSTRUCTIONAL SUPPLIES	22,200.00	1,408.83	5,354.34	3,945.51	13,452.00	24%	-	5,354.34	(16,845.66)
6140 CUSTODIAL SUPPLIES	20,200.00	855.24	11,914.19	11,058.95	12,120.00	59%	-	11,914.19	(8,285.81)
6142 LINEN/LAUNDRY	1,200.00	-	-	-	720.00	0%	-	-	(1,200.00)
6150 UNIFORM RENTAL/PURCHASE	300.00	150.00	150.00	-	300.00	50%	-	150.00	(150.00)
6170 POSTAGE & SHIPPING	900.00	43.47	464.69	421.22	600.00	52%	-	464.69	(435.31)
6180 EQUIPMENT RENTAL	31,200.00	1,741.34	13,651.49	11,910.15	20,020.00	44%	-	13,651.49	(17,548.51)
6181 EQUIPMENT MAINTENANCE	13,700.00	124.26	9,060.47	8,936.21	8,300.00	66%	-	9,060.47	(4,639.53)
<b>6221 EQUIPMENT OVER &gt;\$5000</b>	-	-	-	-	-	0%	-	-	-
<b>6231- BUILDING RENOVATION</b>	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	5,500.00	-	435.60	435.60	4,125.00	8%	-	435.60	(5,064.40)
6312 ADVERTISING & PROMOTION	1,000.00	-	62.00	62.00	1,000.00	6%	-	62.00	(938.00)
6320 TELEPHONE	48,000.00	17,652.41	97,922.91	80,270.50	32,000.00	204%	-	97,922.91	49,922.91
6410 RENT	113,786.00	17,092.72	134,699.43	117,606.71	75,058.00	118%	-	134,699.43	20,913.43
6420 UTILITIES/ DISPOSAL	76,404.00	7,803.93	60,687.59	52,883.66	50,936.00	80%	563.81	61,251.40	(15,152.60)
6432 BUILDING REPAIRS/ MAINTEN	45,000.00	4,680.80	39,229.29	34,548.49	30,000.00	95%	3,717.36	42,946.65	(2,053.35)
6433 GROUNDS MAINTENANCE	21,652.00	2,366.83	17,508.22	15,141.39	14,434.00	81%	-	17,508.22	(4,143.78)
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	5,292.00	476.89	4,019.12	3,542.23	3,528.00	76%	-	4,019.12	(1,272.88)
6437 BURGLAR & FIRE ALARM	1,630.00	53.22	2,030.56	1,977.34	1,502.00	197%	1,185.74	3,216.30	1,586.30
6440 PROPERTY INSURANCE	7,772.00	1,185.31	7,343.91	6,158.60	3,762.00	94%	-	7,343.91	(428.09)
6520 CONSULTANTS	-	(3,521.46)	858.54	4,380.00	-	0%	-	858.54	858.54
6522 CONSULTANT EXPENSES	-	-	653.48	653.48	-	0%	-	653.48	653.48
6524 CONTRACTS	41,930.00	28,261.92	28,261.92	-	22,906.00	96%	12,000.00	40,261.92	(1,668.08)
6530 LEGAL	-	-	2,143.75	2,143.75	1,400.00	0%	-	2,143.75	2,143.75
6540 CUSTODIAL SERVICES	-	1,847.25	11,575.16	9,727.91	-	0%	11,340.00	22,915.16	22,915.16
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	1,415.00	2,870.00	1,455.00	1,100.00	191%	-	2,870.00	1,370.00
6562 MEDICAL EXAM	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	0%	-	-	-

**FUND #311 Basic**  
**Madera Regional Head Start**  
**Budget to Actual**  
**For the period ending January 31, 2022**

Account	Grant	Current	Current Mth	Prior Mth	YTD					
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance	
6566 DENTAL EXAM		-				0%		-	-	
6568 DENTAL FOLLOW-UP		-				0%		-	-	
6610 GAS & OIL	2,100.00	454.11	4,602.41	4,148.30	1,400.00	219%	-	4,602.41	2,502.41	
6620 VEHICLE INSURANCE	13,992.00	1,388.30	10,732.52	9,344.22	9,328.00	77%	-	10,732.52	(3,259.48)	
6640 VEHICLE REPAIR & MAINTENA	6,000.00	132.00	5,472.14	5,340.14	4,000.00	91%	-	5,472.14	(527.86)	
6712 STAFF TRAVEL-LOCAL	4,300.00	253.78	2,314.19	2,060.41	2,580.00	54%	-	2,314.19	(1,985.81)	
6714 STAFF TRAVEL-OUT OF AREA	9,500.00	-	-	-	9,500.00	0%	-	-	(9,500.00)	
6722 PER DIEM - STAFF	100.00	-	-	-	100.00	0%	-	-	(100.00)	
6724 PER DIEM - PARENT		-				0%		-	-	
6730 VOLUNTEER TRAVEL		-				0%		-	-	
6742 TRAINING - STAFF	10,000.00	(14,939.75)	906.88	15,846.63	6,800.00	9%	-	906.88	(9,093.12)	
6744 TRAINING VOLUNTEERS		-				0%		-	-	
6746 TRAINING PARENTS		-				0%		-	-	
6748 EDUCATION REIMBURSEMENT		-				0%		-	-	
6750 FIELD TRIPS	2,800.00	-	-	-	2,800.00	0%	-	-	(2,800.00)	
6810 BANK CHARGES		-				0%		-	-	
6820 INTEREST CHARGES		-				0%		-	-	
6832 LIABILITY INSURANCE	840.00	26.93	214.65	187.72	560.00	26%	-	214.65	(625.35)	
6834 STUDENT ACTIVITY INSURANC	2,010.00	205.51	1,440.96	1,235.45	1,206.00	72%	-	1,440.96	(569.04)	
6840 PROPERTY TAXES		-	2.23	2.23	-	0%	-	2.23	2.23	
6850 FEES & LICENSES	5,374.00	2.00	3,204.00	3,202.00	3,586.00	60%	-	3,204.00	(2,170.00)	
6851 CPR FEES		-				0%		-	-	
6852 FINGER PRINTING	1,500.00	370.00	929.89	559.89	1,200.00	62%	-	929.89	(570.11)	
6860 DEPRECIATION EXPENSE		-				0%		-	-	
6870 EMPLOYEE RECOGNITION		-				0%		-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	-	4,140.26	4,140.26	12,000.00	34%	(4.44)	4,135.82	(7,864.18)	
6880 VOLUNTEER RECONGNITION		-				0%		-	-	
6892 CASH SHORT / OVER		-				0%		-	-	
7110 PARENT ACTIVITIES		-				0%		-	-	
7111 PARENT MILEAGE	1,200.00	-	41.20	41.20	720.00	3%	-	41.20	(1,158.80)	
7112 PARENT INVOLVEMENT	8,100.00	-	-	-	4,860.00	0%	-	-	(8,100.00)	
7114 PPC ALLOWANCE	3,300.00	195.00	1,170.00	975.00	1,980.00	35%	-	1,170.00	(2,130.00)	
7115 PPC FOOD ALLOWANCE		-				0%		-	-	
7116 POLICY COUN. FOOD ALLOWAN	1,000.00	-	-	-	668.00	0%	-	-	(1,000.00)	
8110 IN KIND SALARIES	85,394.00	14,537.60	219,996.71	205,459.11	51,843.00	258%	-	219,996.71	134,602.71	
8120 IN KIND RENT	318,251.00	19,826.55	158,612.40	138,785.85	193,212.00	50%	-	158,612.40	(159,638.60)	
8130 IN KIND - OTHER	635,406.00	200.00	782.00	582.00	385,760.00	0%	-	782.00	(634,624.00)	
9010 INDIRECT COST ALLOCATION	342,829.00	20,463.62	210,022.96	189,559.34	210,991.00	63%	4,295.49	214,318.45	(128,510.55)	
<b>Total Expenses</b>	<b>5,149,231.00</b>	<b>279,902.62</b>	<b>2,897,358.63</b>	<b>2,614,901.91</b>	<b>3,160,385.05</b>	<b>57%</b>	<b>51,498.68</b>	<b>2,948,857.31</b>	<b>(2,200,373.69)</b>	
Excess Revenue Over (Under) Expenditures	-	-	-	-	-			-	-	
		224,874.85	2,307,944.56	2,080,515.61						
		20,463.61	210,022.95	189,326.92	9.10%					

ADMINISTRATIVE EXPENSES	\$332,523.15
PERCENT ADMINISTATIVE	11.35%
LIMIT IS 15%	

**YTD Contract %      62.51%**

July 1, 2021 to June 30, 2022

State Migrant Full-Day Program - Basic Program  
Budget to Actual

Start Date **7/1/2021**  
Current Mnth **7**  
64%

Account	Description	For the Period Ending			1/31/2022		YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
		Budget	MTD	Current Actual YTD	Previous Actual YTD						
<b>REVENUES</b>											
4120	GRANT INCOME-STATE	750,881	95,874.26	517,103.36	421,229.10	438,017	68.87%	-	517,103.36	233,777.64	
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-	
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-	
	<b>TOTAL REVENUES</b>	<b>750,881</b>	<b>95,874.26</b>	<b>517,103.36</b>	<b>421,229.10</b>	<b>438,017</b>	<b>68.87%</b>	<b>-</b>	<b>517,103.36</b>	<b>233,777.64</b>	
<b>EXPENDITURES</b>											
5010	SALARIES & WAGES	496,680	60,838.89	338,362.13	277,523.24	289,730	68.12%	-	338,362.13	158,317.87	
5020	ACCRUED VACATION PAY	31,000	3,923.59	20,581.92	16,658.33	18,083	66.39%	-	20,581.92	10,418.08	
5112	HEALTH INSURANCE	56,742	8,165.93	43,402.28	35,236.35	33,100	76.49%	-	43,402.28	13,339.72	
5114	WORKER'S COMPENSATION	22,734	2,336.97	12,436.72	10,099.75	13,262	54.71%	-	12,436.72	10,297.28	
5116	PENSION	27,992	3,355.57	19,179.08	15,823.51	16,329	68.52%	-	19,179.08	8,812.92	
5122	FICA	36,367	4,863.80	25,995.62	21,131.82	21,214	71.48%	-	25,995.62	10,371.38	
5124	SUI	6,610	4,059.34	4,424.29	364.95	3,856	66.93%	-	4,424.29	2,185.71	
5130	ACCRUED VACATION FRINGE	2,100	300.14	1,539.88	1,239.74	1,225	73.33%	-	1,539.88	560.12	
6110	OFFICE SUPPLIES	673	-	1,268.13	1,268.13	393	188.43%	-	1,268.13	(595.13)	
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-	
6121	FOOD	-	-	-	-	-	-	-	-	-	
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-	
6130	PROGRAM SUPPLIES	3,202	-	804.66	804.66	1,868	25.13%	-	804.66	2,397.34	
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-	
6134	INSTRUCTIONAL SUPPLIES	-	-	-	-	-	-	-	-	-	
6140	CUSTODIAL SUPPLIES	2,700	-	4,509.70	4,509.70	1,575	167.03%	-	4,509.70	(1,809.70)	
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-	
6180	EQUIPMENT RENTAL	-	-	-	-	-	-	-	-	-	
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-	
6221	EQUIPMENT OVER > \$5000	-	-	-	-	-	-	-	-	-	
6310	PRINTING & PUBLICATIONS	-	-	-	-	-	-	-	-	-	
6312	ADVERTISING & PROMOTION	-	-	-	-	-	-	-	-	-	
6320	TELEPHONE	-	-	-	-	-	-	-	-	-	
6410	RENT	-	-	-	-	-	-	-	-	-	
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-	
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-	
6433	GROUNDS MAINTENANCE	-	-	-	-	-	-	-	-	-	
6540	CUSTODIAL SERVICES	-	-	-	-	-	-	-	-	-	
6610	GAS & OIL	320	-	375.94	375.94	187	117.48%	-	375.94	(55.94)	
6620	VEHICLE INSURANCE	810	33.19	465.19	432.00	473	57.43%	-	465.19	344.81	
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-	
6640	VEHICLE REPAIR & MAINTENANCE	320	-	626.37	626.37	187	195.74%	-	626.37	(306.37)	
6742	TRAINING - STAFF	-	-	-	-	-	-	-	-	-	
6834	STUDENT ACTIVITY INSURANCE	-	-	-	-	-	-	-	-	-	
6850	FEES & LICENSES	-	-	-	-	-	-	-	-	-	
6852	FINGER PRINTING	-	-	-	-	-	-	-	-	-	
6875	EE HEALTH & WELFARE COSTS	-	-	-	-	-	-	-	-	-	
9010	INDIRECT COST ALLOCATION	62,631	7,996.84	43,131.45	35,134.61	36,535	68.87%	-	43,131.45	19,499.55	
	Total Expenses	750,881	95,874.26	517,103.36	421,229.10	438,017	68.87%	-	517,103.36	233,777.64	
									68.9%		

In Direct Calc. @ 9.1%
43,131.45
43,131.45 Total

Madera Migrant Head Start  
Budget to Actual

For the Period Ending 1/31/2022

Start Date 3/1/2021  
Current Mnth 11.00  
92%

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-FEDERAL	5,468,877	403,062.18	4,702,618.53	4,299,556.35	5,013,137.27	86%	102,861.71	4,805,480.24	663,396.76
4220	IN KIND CONTRIBUTIONS	364,695	28,901.31	484,443.50	455,542.19	334,303.75	133%	-	484,443.50	(119,748.50)
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS INCOME	-	-	54,901.33	54,901.33	-	-	-	54,901.33	(54,901.33)
	<b>TOTAL REVENUES</b>	<b>5,833,572</b>	<b>431,963.49</b>	<b>5,241,963.36</b>	<b>4,809,999.87</b>	<b>5,347,441.02</b>	<b>90%</b>	<b>102,861.71</b>	<b>5,344,825.07</b>	<b>488,746.93</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	2,983,231	197,333.78	2,478,332.30	2,280,998.52	2,734,628.42	83%	-	2,478,332.30	504,898.70
5020	Accrued Vacation Pay	182,000	12,652.95	150,283.23	137,630.28	166,833.33	83%	-	150,283.23	31,716.77
5112	Health Insurance	321,025	26,318.76	286,956.01	260,637.25	294,272.92	89%	-	286,956.01	34,068.99
5114	Worker's Compensation	95,848	6,341.39	84,268.64	77,927.25	87,860.67	88%	-	84,268.64	11,579.36
5116	Pension	149,365	10,257.58	140,315.47	130,057.89	136,917.92	94%	-	140,315.47	9,049.53
5122	FICA	222,552	15,524.68	195,242.81	179,718.13	204,006.00	88%	-	195,242.81	27,309.19
5124	SUI	37,910	12,834.22	17,405.23	4,571.01	34,750.83	46%	-	17,405.23	20,504.77
5130	Accrued Vacation Fringe	13,200	967.98	11,536.38	10,568.40	12,100.00	87%	-	11,536.38	1,663.62
6110	Office supplies	25,003	1,260.29	18,748.62	17,488.33	22,919.42	75%	5,565.19	24,313.81	689.19
6112	Data Processing Supplies	89,745	(4,059.48)	86,610.95	90,670.43	82,266.25	97%	3,084.98	89,695.93	49.07
6121	Food	9,500	168.61	6,312.52	6,143.91	8,708.33	66%	-	6,312.52	3,187.48
6122	Kitchen Supplies	1,250	-	413.72	413.72	1,145.83	33%	-	413.72	836.28
6130	Program Supplies	171,474	29,210.46	113,459.05	84,248.59	157,184.50	66%	36,880.39	150,339.44	21,134.56
6132	Medical & Dental Supplies	15,000	117.82	10,992.68	10,874.86	13,750.00	73%	5,139.96	16,132.64	(1,132.64)
6134	Instructional Supplies	25,000	-	6,888.31	6,888.31	22,916.67	28%	18,271.03	25,159.34	(159.34)
6140	Custodial Supplies	42,000	2,585.72	36,140.04	33,554.32	38,500.00	86%	-	36,140.04	5,859.96
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	15,000	-	13,438.41	13,438.41	13,750.00	-	2,305.47	15,743.88	(743.88)
6150	Uniform Rental / Purchases	300	-	150.00	150.00	275.00	50%	-	150.00	150.00
6170	Postage & Shipping	650	23.57	372.03	348.46	595.83	57%	-	372.03	277.97
6221	Equipment Over > \$5,000	52,844	-	81,313.60	81,313.60	48,440.33	154%	-	81,313.60	(28,469.60)
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,500	1,543.30	19,823.21	18,279.91	20,625.00	88%	-	19,823.21	2,676.79
6181	Equipment Maintenance	13,350	170.08	10,318.51	10,148.43	12,237.50	77%	-	10,318.51	3,031.49
6310	Printing & Publications	5,500	-	7,965.92	7,965.92	5,041.67	145%	2,538.47	10,504.39	(5,004.39)
6312	Advertising & Promotion	-	-	61.00	61.00	-	-	-	61.00	(61.00)
6320	Telephone	36,017	10,254.09	88,490.64	78,236.55	33,015.58	246%	-	88,490.64	(52,473.64)
6410	Rent	98,130	17,962.52	151,090.29	133,127.77	89,952.50	154%	-	151,090.29	(52,960.29)
6420	Utilities / Disposal	103,150	7,720.69	97,945.49	90,224.80	94,554.17	95%	468.86	98,414.35	4,735.65
6432	Building Repairs / Maintenance	48,600	5,658.07	61,471.01	55,812.94	44,550.00	126%	17,841.95	79,312.96	(30,712.96)
6433	Grounds Maintenance	34,400	2,321.21	35,471.93	33,150.72	31,533.33	103%	-	35,471.93	(1,071.93)
6436	Pest Control	2,600	242.65	2,849.29	2,606.64	2,383.33	110%	-	2,849.29	(249.29)
6437	Burglar & Fire Alarm	1,200	24.74	4,354.22	4,329.48	1,100.00	363%	1,185.74	5,539.96	(4,339.96)
6440	Property Insurance	16,300	1,814.75	16,042.19	14,227.44	14,941.67	98%	-	16,042.19	257.81
6521 / 6520	Consultants	45,000	715.00	2,340.00	1,625.00	41,250.00	5%	1,000.00	3,340.00	41,660.00
6522	Consultants Expense	100	97.70	360.34	262.64	91.67	360%	-	360.34	(260.34)
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	6,500	-	2,531.25	2,531.25	5,958.33	39%	-	2,531.25	3,968.75
6540	Custodial Services	47,100	5,552.50	56,731.92	51,179.42	43,175.00	120%	-	56,731.92	(9,631.92)
6555	Medical Screening / DEAT / Staff	2,800	-	1,993.31	1,993.31	2,566.67	71%	-	1,993.31	806.69
6562	Medical Exam	-	-	-	-	-	#DIV/0!	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	#DIV/0!	-	-	-

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance	92%
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	5,600	345.63	4,714.76	4,369.13	5,133.33	84%	-	4,714.76	885.24	
6620	Vehicle Insurance	17,800	1,636.43	15,074.69	13,438.26	16,316.67	85%	-	15,074.69	2,725.31	
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-	
6640	Vehicle Repair & Maintenanc	11,700	1,167.95	11,364.00	10,196.05	10,725.00	97%	-	11,364.00	336.00	
6712	Staff Travel-Local	300	-	8.96	8.96	275.00	3%	-	8.96	291.04	
6714	Staff Travel-Out of Area	463	-	-	-	424.42	0%	-	-	463.00	
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-	
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-	
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-	
6742	Training - Staff	6,050	36.33	18,275.57	18,239.24	5,545.83	302%	-	18,275.57	(12,225.57)	
6746	Training - Parent	-	-	-	-	-	-	-	-	-	
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-	
6750	Field Trips	-	-	-	-	-	-	-	-	-	
6810	Bank Charges	-	-	-	-	-	-	-	-	-	
6820	Interest Expense	-	-	-	-	-	-	-	-	-	
6832	Liability Insurance	640	37.72	394.62	356.90	586.67	62%	-	394.62	245.38	
6834	Student Activity Insurance	2,200	217.23	1,989.79	1,772.56	2,016.67	90%	-	1,989.79	210.21	
6840	Property Taxes	-	-	1.48	1.48	-	-	-	1.48	(1.48)	
6850	Fees & Licenses	10,000	6.00	3,683.63	3,677.63	9,166.67	37%	-	3,683.63	6,316.37	
6852	Finger Printing	900	-	635.74	635.74	825.00	71%	-	635.74	264.26	
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-	
6875	Employee Health & Welfare	8,730	-	8,810.55	8,810.55	8,002.50	101%	-	8,810.55	(80.55)	
7110	Parent Activities	9,000	-	-	-	8,250.00	0%	-	-	9,000.00	
7111	Parent Mileage	400	24.64	278.62	253.98	366.67	70%	-	278.62	121.38	
7112	Parent Involvement	2,600	-	451.48	451.48	2,383.33	17%	-	451.48	2,148.52	
7114	PPC Allowance	3,600	180.00	2,210.00	2,030.00	3,300.00	61%	-	2,210.00	1,390.00	
7116	PPC Food Allowance	1,000	175.32	564.41	389.09	916.67	56%	-	564.41	435.59	
8110	In-Kind Salaries	238,563	18,473.65	369,739.24	351,265.59	218,682.75	155%	-	369,739.24	(131,176.24)	
8120	In-Kind Rent	125,132	10,427.66	114,704.26	104,276.60	114,704.33	92%	-	114,704.26	10,427.74	
8130	In-Kind Other	1,000	-	-	-	916.67	0%	-	-	1,000.00	
9010	In-Direct Cost Allocation	451,750	33,619.30	390,041.04	356,421.74	414,104.17	86%	8,579.67	398,620.71	53,129.29	
<b>Total Expenses</b>		<b>5,833,572</b>	<b>431,963.49</b>	<b>5,241,963.36</b>	<b>4,809,999.87</b>	<b>5,347,441.02</b>	<b>90%</b>	<b>102,861.71</b>	<b>5,344,825.07</b>	<b>488,746.93</b>	
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses w/o In Kind</b>		<b>5,468,877</b>	<b>403,062.18</b>	<b>4,757,519.86</b>	<b>4,354,457.68</b>				<b>4,860,381.57</b>	<b>608,495.43</b>	
<b>In-Kind</b>		<b>364,695</b>	<b>28,901.31</b>						<b>88.87%</b>		

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$616,514</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$508,991</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>7.93%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	390,041.04
	<b>390,041.04</b>

**CAPMC**  
**Work Related Injuries Report - February 2022**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

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

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
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**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**Up To Date Injuries: January 2022 to December 2022**

- |                       |                      |                          |            |
|-----------------------|----------------------|--------------------------|------------|
| ( ) Hand Injuries     | ( ) Feet Injuries    | ( ) Chest Injuries       |            |
| ( ) Back Injuries     | (1) Eye Injuries     | ( ) Neck Injuries        | (1) Bottom |
| (1) Knee Injuries     | ( ) Leg Injuries     | ( ) Head Injuries        | ( ) Hip    |
| (1) Arm Injuries      | ( ) Wrist Injuries   | (1) 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 2022 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										
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P										
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P										
Steve Montes A: Artemio Villegas	Madera City Council	P	P										
Diana Palmer A: Kelly Smith	Chowchilla City Council	P	P										
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	P										
Patricia Trevino	Head Start Policy Council	X	X										
Donald Holley	Community Affairs	P	P										
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	X	P										
Vicki Bandy	Early Childhood Education & Development	X	X										
<b>Low-Income Target Area Officials</b>													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	X	P										
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	P										
Richard Gutierrez	Eastside/Parksdale	P	P										
Molly Hernandez	Fairmead/Chowchilla	P	P										
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	X										
<i>Total Directors</i>		11/15	12/15										

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



**STAFFING CHANGES**  
**February 2, 2022 - March 1, 2022**  
**BOARD OF DIRECTORS**

<b>NON-HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
60992	Transitional Housing Case Worker	Gill - Victim Services	2/4/2022	80	Resignation
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61340	Instructional Aide I/Janitor	North Fork - Madera Regional Head Start	2/7/2022	80	Open Position
61341	Instructional Aide I/Janitor	Mariposa - Madera Regional Head Start	3/1/2022	80	Open Position
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61312	Advocate III	Five Points - Fresno Migrant Head Start	2/3/2022	80	Resignation
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-01	2. Issuance Date: 02/01/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Transportation Services; Vehicles; COVID-19 Pandemic	

INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

INFORMATION:

School buses and allowable alternate vehicles ([Terms, 45 CFR §1305.2](#)) are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of local public health care systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce the transmission of COVID-19 should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

Explore strategies below for keeping children and staff safe from COVID-19 in vehicles.

*Support Transportation Staff Safety*

Encourage these strategies to keep transportation staff and children safe.

**1. Require staff members who are sick to stay home,** particularly those who have tested positive or are showing COVID-19 [symptoms](#). Sick staff members should not return to work until [the criteria to discontinue home isolation are met](#), in consultation with health care providers and state and local health departments. Staff who have recently had [close contact](#) with a person with COVID-19 should also stay home and monitor their health. The U.S. Centers for Disease Control and Prevention (CDC) has [recommendations sick people should follow](#).

**2. Send sick staff home.** Send home staff experiencing symptoms during work hours.

**3. Wear masks.** Make [masks](#) available and ensure their use. The CDC requires the use of masks by passengers over 2 years of age on public transport, including school buses, except for stated exemptions and exclusions. Vehicle operators and bus monitors must wear a mask unless they cannot safely wear one because of a disability as defined by the Americans with Disabilities Act (ADA) or when they are either eating or drinking.

Masks [should not be placed on](#) young children under age 2 or anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Children age 2 and up must wear a mask unless they are either eating or drinking; napping; cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act; or when a child's health care provider advises an alternative face covering to accommodate the child's special health care needs ([Safety practices, 45 CFR §1302.47](#)).

**4. Keep hands clean.** Make available and ensure the use of hand hygiene supplies, per CDC recommendations. Proper [hand hygiene](#) is an important infection control measure. Staff and children should wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Supervise children when they use hand sanitizer to prevent ingestion.

- Key times to clean hands include:
  - Before, during, and after preparing food or drinks
  - Before and after eating or handling food
  - After using the toilet
  - After coming in contact with bodily fluid
  - After blowing your nose, coughing, or sneezing
  - After handling garbage
- Additional times to clean hands include:
  - Before and after work shifts
  - Before and after work breaks
  - After touching frequently touched surfaces, such as handrails
  - After putting on, touching, or removing masks

#### *Use of Head Start Vehicles to Provide Transportation Services for Children*

Encourage these strategies to ensure Head Start vehicles are safe places for transportation staff and children.

**1. Follow transportation strategies.** As described in the section above, make masks and hand washing supplies available. Encourage their use.

**2. Improve ventilation.** Keep vehicle windows open as much as is safe and weather and air quality allow.

**3. Conduct health checks.** Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4 F (38 C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of

someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.

**4. Distance children from each other.** The following suggestions will help reduce the amount of contact that children have with each other when riding in Head Start vehicles:

- Load children into the back of the bus first to reduce contact.
- Position children as far apart as possible with one child per bench. If children are coming from the same home, they may sit together. Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.

**5. Help children understand physical distancing.** Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that some young children may not understand the need for physical distancing. They rely on adults for their safety and care.

**6. Wear gloves.** Staff should use gloves if touching surfaces contaminated by body fluids.

#### *Clean Vehicles Between Each Use*

Programs should routinely clean vehicles at the end of each day. If a child or adult who rode the bus is reported to have tested positive for or has symptoms of COVID-19, clean and disinfect the bus before using it again.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty.
- For seatbelts and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the [CDC](#) for additional information around COVID-19 safety precautions, particularly:

- [Early Childhood Education and Child Care Programs](#)
- [Mask Requirement](#)
- [Cleaning Your Facility](#)

Find relevant tips in the U.S. Department of Education [COVID-19 Handbook: Strategies for Safely Reopening Elementary and Secondary Schools](#).

## *COVID-19 Updates*

Programs should make decisions based on current experiences with the staff, children, and families your program. Additionally, check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. Consider using the CDC's [COVID Data Tracker](#). As community conditions continue to change, some programs may need to adjust their program operations and services. Check the [OHS COVID-19 Updates](#) page for more information.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

Please stay in touch with your program specialist as you plan and provide program services.

Thank you for your work on behalf of children and families.

/ Dr. Bernadine Futrell /

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INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Documenting Services to Enrolled Pregnant Women

**INFORMATION:**

This Information Memorandum (IM) offers best practices for Early Head Start (EHS) programs in tracking services delivered to enrolled pregnant women, both directly and from community partners. It is supported by a toolkit of [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) resources that EHS programs can use to identify ways to better engage expectant families.

[Section 645A\(a\)](#) of the Head Start Act authorizes funding for EHS programs to provide services that encompass the full range of the family’s needs, from pregnancy through a child’s third birthday, to promote the child’s development and move the parents toward self-sufficiency. EHS programs are not required to enroll expectant families, but many choose to enroll pregnant women, as well as pregnant transgender or nonbinary people, based on community needs. In their grant applications, programs are required to identify the total number of pregnant women they anticipate serving each program year. Programs must provide all enrolled pregnant women high-quality prenatal and postnatal education and help them access comprehensive prenatal services through referrals to other programs in the community ([45 CFR §1302.80](#)). For purposes of meeting these requirements, programs should consider and include any pregnant person served by the program.

It is also important for programs to be able to account for any services provided either directly or through referral to community partners. Collecting and analyzing this data informs the ongoing conversations EHS program staff have with the expectant parent around their needs before and after baby is born. Service data, along with other screening and assessment data, informs planning for the individual and collective needs of expectant families served by the program.

**Tracking and Recording EHS Program Services to and Interactions with Enrolled Pregnant Women**

EHS programs providing services to pregnant women must identify their unmet needs and connect the family with resources in the community to promote positive health outcomes for

both parents and babies. Programs should have a system to record interactions with expectant families that documents contact and identified needs. Programs should also have a way to track the type and content of services delivered to pregnant enrollees.

For example, if a home visitor meets with an enrolled pregnant mother to discuss the benefits of breastfeeding, the record for that interaction should go beyond just the date of the home visit. It should include specifics about the home visit, such as details about the specific breastfeeding information and any other parenting concepts, skills, and healthy practices discussed. The records should summarize the conversation and offer adequate details about any resources shared with the family. Any information or resources provided to pregnant families on best practices for safe sleep, breastfeeding, and adherence to the Early and Periodic Screening, Diagnostic, and Treatment schedule should be culturally responsive and inclusive of people from all racial, ethnic, and cultural backgrounds.

All Head Start programs are already required to have systems in place to track attendance for each child they serve, per [45 CFR §1302.16\(a\)](#). EHS programs may use their existing systems to record interactions with expectant families.

### **Tracking Services Enrolled Pregnant Women Receive from Community Partners**

Programs should also have a system in place to consistently track the services enrolled pregnant women receive from community partners. To serve enrolled expectant families to the greatest extent possible, programs must facilitate their ability to access comprehensive services through referrals that include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention and treatment, and emergency shelter or transitional housing in cases of domestic violence ([45 CFR §1302.80\(c\)](#)). EHS programs establish ongoing collaborative relationships and partnerships with community organizations to leverage existing funds for these resources and services ([45 CFR §1302.53\(a\)](#)). Community providers – like the local [Women, Infants and Children \(WIC\)](#) agency, [La Leche League International](#), [Healthy Start](#), local mental health centers, OB/GYN physicians, midwives, doulas, and health clinics – are excellent resources for services through referral.

To better track services that enrolled pregnant people receive through referral, EHS programs may establish partnerships such as working collaboratives, data-sharing agreements, or memoranda of understanding (MOU) with community providers. Programs must protect the privacy of records as required in [45 CFR §1303 Subpart C](#) when sharing information with other service providers. If an EHS program elects to establish an MOU with a community service provider, additional information on how to do so can be found on the [ECLKC](#).

To illustrate how partnerships can help EHS programs better track services expectant families receive from community providers, consider the following scenario:

*An EHS program develops a partnership with its local WIC agency to share eligibility and nutritional information regarding pregnant enrollees. The EHS program refers an enrolled pregnant mother to the local WIC agency for a nutritional assessment. Based on the terms of the partnership, and with the permission of the enrollee, the local WIC*

*agency shares their records with the EHS program to include information about the nutritional assessment, nutrition and breastfeeding classes the pregnant mother participates in, and food package prescriptions made to address prenatal nutrition needs. The EHS program has the information they need to provide documentation beyond just the date the program referred the enrolled pregnant woman to the local WIC agency, including a summary of the follow-up services the local WIC agency prescribed.*

*The more information and data that can be shared between the EHS program and the local WIC agency under the terms of the partnership, the easier it is for EHS programs to ensure expectant families get the support and services they need. Programs also use such data to inform planning and decisions, as well as documenting the services the pregnant woman receives.*

## **Conclusion**

We encourage EHS programs to identify ways to better document program interactions with enrolled pregnant women and people, as well as services they receive from community providers. The resources offered on the [ECLKC](#) provide further support in implementing high-quality services for expectant families in this challenging time.

Please stay in touch with your program specialist as you plan and provide program services.

Thank you for your work on behalf of children and families as we continue to navigate the COVID-19 pandemic.

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