



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

FINANCE COMMITTEE MEETING

AGENDA

February 12th, 2021 | 9:30 a.m.

Zoom Video Conference

URL: <https://us02web.zoom.us/j/87402405364?pwd=RVl3KzJJMmNWUkpMSjdsUVhnNkV5UT09>

Meeting ID: 874 0240 5364

Password: 021221

Phone Number: +1 669 900 6833 US (San Jose)

Teleconference Location: 10590 Hwy 88 Jackson, CA 95642

1. **CALL TO ORDER:**

2. **ROLL CALL:**

		Board Secretary-Treasurer	
Frank Axe		Linda Rianda	
Kathleen Haff		Jim Wilmarth	
Lynn Morgan		---	
Joseph Bors, Executive Director			
Bruce Giudici, Fiscal Officer			
Katelyn Peterson, Secretary to the Board			

Others present:

3. **APPROVAL OF AGENDA:**

4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note – there is a five (5) minutes limit/topic.

5. **NEW BUSINESS**

5.1. Select Interim Board Secretary-Treasurer until December Election.

5.1.1. This person will take over responsibilities of running Finance Committee Meetings and reporting out to the Board for the remainder of 2021 as well as serve on the Executive Committee when needed.

6. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

6.1. Minutes of 12/11/20. Pg. 3

7. **REPORTS:**

7.1. Administrative Reports

6.1.A. Line of Credit (LOC) Internal Report 7/1/20-12/31/20. Pg. 5

6.1.B. Local Agency Investment Fund (LAIF) Activity Report as of 12/31/20. Pg. 6

6.1.C. Administrative Budget to Actual 7/1/20-12/31/20. Pg. 7

6.1.D. CSBG Budget to Actual 1/1/20-12/31/20. Pg. 12

6.2. Early/Head Start Reports

6.2.A. Head Start Budget & Expenditure Report 1/1/20 to 12/31/20. Pg. 13

6.2.B. Early Head Start Budget & Expenditure Report 1/1/20 to 12/31/20. Pg. 13

6.2.C. In-kind (Match) Reports for 1/1/20-12/31/20. Pg. 13

6.2.D. Credit Card Expenditure Reports 9/2020 and 12/2020. Pg. 14

6.2.E. Early Childhood Services Report Submittal Matrix for 12 month period ending 12/31/20. Pg. 16

6.3. Program Fiscal Reports

6.3.A. Contract Status Summary by Program Report as 4/2020-12/2020. Pg. 17

6.4. Agency Financial Statements

6.4.A. ATCAA Balance Sheet as of 12/31/20. Pg. 18

6.4.B. ATCAA Revenue/Expenditure Report 7/1/20-12/31/20. Pg. 19

6.4.C. ATCAA Cash Flow Overview 7/1/20-12/31/20. Pg. 23

6.4.D. ATCAA Cash Flow - Housing 7/1/20-12/31/20. Pg. 24

6.4.E. ATCAA Cash Flow - Food Bank 7/1/20-12/31/20. Pg. 25

6.4.F. ATCAA Cash Flow - Energy 7/1/20-12/31/20. Pg. 26

6.4.G. Housing Support Account-Tuolumne Properties and Varley Place. Pg. 27

6.4.H. Fiscal Officer Narrative. Pg. 28

8. **ADJOURNMENT:**

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590 Hwy 88, Jackson, CA and the ATCAA Sonora Service Center 427 N. Hwy. 49 Sonora, CA.

SPECIAL NEEDS: People who need auxiliary aids or services are requested to call the Sonora Service Center at 209-533-1397 or the Jackson Service Center at 209- 223-1485 at least 48 hours before the meeting so appropriate arrangements may be made.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
FINANCE COMMITTEE MEETING

MINUTES – to be approved 2/12/2021

December 11th, 2020 | 9:30 a.m.

Zoom Video Conference

URL: <https://us02web.zoom.us/j/81100613386?pwd=RnhSVWxDalduVJJSnU2dUJNMkhVdz09>

Meeting ID: 811 0061 3386

Password: 121120

Phone Number: +1 669 900 6833 US (San Jose)

Teleconference Location: 10590 Hwy 88 Jackson, CA 95642

1. CALL TO ORDER:

The meeting was called to order at 9:35am by Committee Chair Karl Rodefer.

2. ROLL CALL:

Karl Rodefer	<i>P</i>	Linda Rianda	<i>A</i>
Frank Axe	<i>P</i>	Jim Wilmarth	<i>P</i>
Lynn Morgan	<i>P</i>		
Joseph Bors, Executive Director			<i>P</i>
Bruce Giudici, Fiscal Officer			<i>P</i>
Katelyn Peterson, Secretary to the Board			<i>P</i>

Others present: Alison McElwee, Fiscal Services Coordinator, and Rachel Leach, CSBG Coordinator.

3. APPROVAL OF AGENDA:

Member Morgan moved and Axe seconded the Approval of the Agenda. MPU by roll call vote.

4. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note – there is a five (5) minutes limit/topic.

Committee Chair Rodefer informed the Committee that this was his last meeting. He appreciates the help and services he has received while being the Finance Chair and will miss it.

5. CONSENT AGENDA: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

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5.1. Minutes of 10/9/20. Pg. 3

Member Axe moved and Morgan seconded the Approval of the Consent Agenda. MPU by roll call vote.

6. REPORTS:

6.1. Administrative Reports

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6.2. Early/Head Start Reports

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6.2.D. Credit Card Expenditure Reports 9/2020 and 10/2020. Pg. 12

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6.4.C. ATCAA Cash Flow Overview 7/1/20-10/31/20. Pg. 21

6.4.D. ATCAA Cash Flow - Housing 7/1/20-10/31/20. Pg. 22

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6.4.F. ATCAA Cash Flow - Energy 7/1/20-10/31/20. Pg. 24

6.4.G. Housing Support Account-Tuolumne Properties and Varley Place. Pg. 25

6.4.H. Fiscal Officer Narrative. Pg. 26

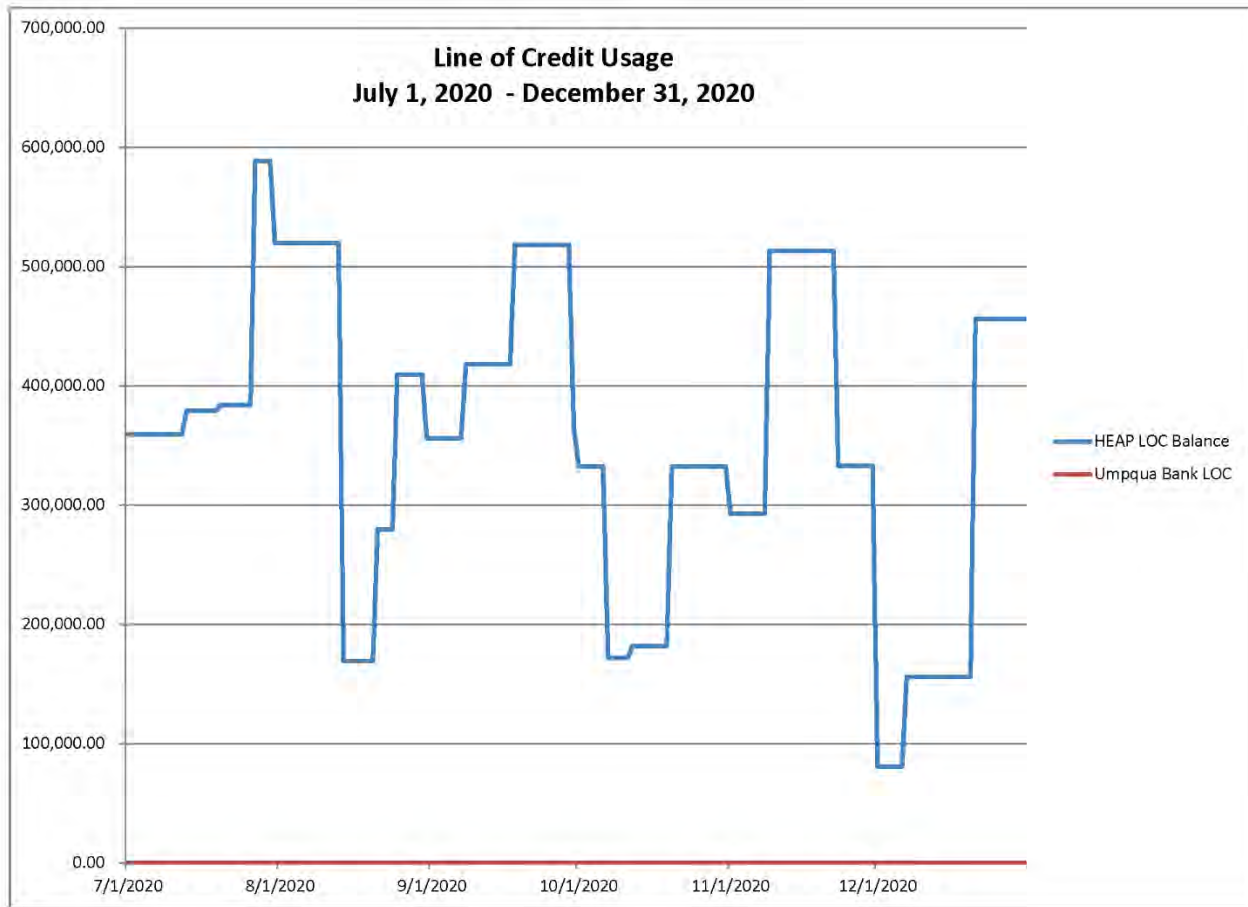
Executive Director Joseph Bors and Fiscal Officer Bruce Giudici tag teamed reviewing and explaining the reports to the Committee. Overall, ATCAA is running smoothly financial wise. They are not worried about cash as they can borrow internally and are starting to get payments for outstanding invoices.

7. ADJOURNMENT:

The meeting was adjourned at 10:22am by Committee Chair Karl Rodefer.

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590 Hwy 88, Jackson, CA and the ATCAA Sonora Service Center 427 N. Hwy. 49 Sonora, CA.

SPECIAL NEEDS: People who need auxiliary aids or services are requested to call the Sonora Service Center at 209-533-1397 or the Jackson Service Center at 209- 223-1485 at least 48 hours before the meeting so appropriate arrangements may be made.



Amador-Tuolumne Community Action Agency

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2020 - June 30, 2021

Beginning Balance 7/1/2020 274,118.04

Draws**Interest**

Qtr ending 6/30/20 Interest Earned @ 1.47% 1,000.20

Qtr ending 9/30/20 Interest Earned @ 0.84% 584.21

Deposits**Ending Bal as of 12/31/20** 275,702.45

Per Board Direction, LAIF will contain:

100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
75% of the prior fiscal year Accrued Leave Payable balance	\$173,712	
	x 75%	
	\$130,284	
	<u>\$230,284</u>	

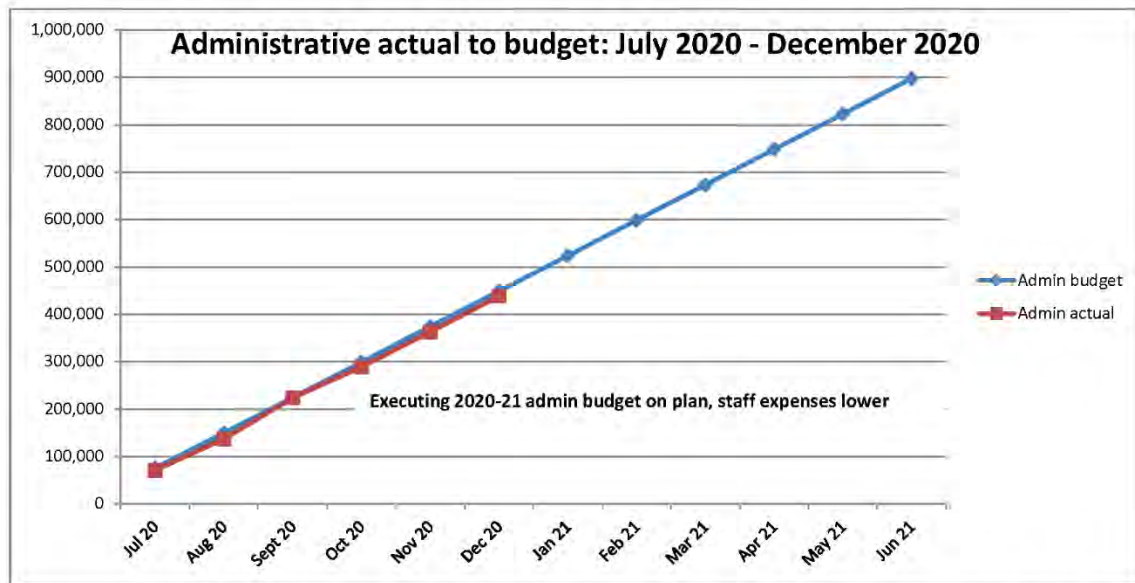
A portion of these funds may be used to assist with cash flow needs only to cover allowable expenses included in grants and contracts awaiting reimbursement. In no event will the balance be less than:

100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
50% of the prior fiscal year Accrued Leave Payable balance	\$173,712	
	x 50%	
	\$86,856	
	<u>\$186,856</u>	

The Fiscal Officer may approve withdrawals of funds for outstanding Accounts Receivables. Documentation will be kept for the administrative file.

The Board Chair, Board Secretary-Treasurer, and the Executive Director will be notified by email within 5 working days of all activity in the LAIF account.

(Calculated minimum balance reflects FYE 2020 Accrued Leave Payable balance)



	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
Admin budget	<u>74,781</u>	<u>149,561</u>	<u>224,342</u>	<u>299,123</u>	<u>373,903</u>	<u>448,684</u>	<u>523,465</u>	<u>598,245</u>	<u>673,026</u>	<u>747,807</u>	<u>822,587</u>	<u>897,368</u>
Admin actual	70,747	136,603	223,733	288,654	362,645	437,883						

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
2020-21 Administrative Actual to budget report: July 2020 - December 2020

	20-21 Budget Funds 91471 & 91481	July 2020- December 2020 Unaudited	% Budget received	Amount Budget Remaining	Forecast to complete	Cost at completion	Forecast budget variance
REVENUE			50%				
Amador & Tuolumne Counties	\$49,000	\$24,502	50%	\$24,498	\$24,500	\$49,002	\$2
Private Revenue-Non Fed	0	0		0	0	0	0
Contractual Admin. Revenues:							
2020 CSBG (Jan20-Jun20)	70,000	68,577	98%	1,423	0	68,577	-1,423
2021 CSBG (Jan21-Jun21)	75,000	0	0%	75,000	75,000	75,000	0
Contractual Admin. Revenue	703,368	334,768	48%	368,600	323,218	657,986	-45,382
Total Cash Revenue	\$897,368	\$427,847	48%	\$469,521	\$422,718	\$850,565	-\$46,803
DIRECT EXPENSE			% Budget spent				
Personnel Expense							
Total Salaries & Wages	\$440,923	\$212,587	48%	\$228,336	\$212,587	\$425,174	-\$15,749
Total Fringe Benefits	180,895	83,636	46%	97,259	83,636	167,272	-13,623
Total Personnel Expense	\$621,818	\$296,223	48%	\$325,595	\$296,223	\$592,446	-\$29,372
Non-personnel Expense							
Total Travel (Out-of-Area)	\$1,200	\$0	0%	\$1,200	\$1,200	\$1,200	\$0
Total Supplies	8,300	1,986	24%	6,314	1,986	3,972	-4,328
Total Contractual	164,200	94,923	58%	69,277	65,919	160,842	-3,358
Total Other (Equipment Expense)	9,600	10,737	112%	-1,137	6,122	16,859	7,259
Total Other (General Personnel Costs)	4,400	52	1%	4,348	1,000	1,052	-3,348
Total Other (General Operating Costs)	34,050	10,024	29%	24,026	15,024	25,048	-9,002
Total Other (Space/Occupancy Costs)	51,130	23,936	47%	27,194	23,936	47,872	-3,258
Total Other (Special Departmental Co)	0	0	0%	0	0	0	0
Total Non-personnel Expense	\$272,880	\$141,658	52%	\$131,222	\$115,187	\$256,845	-\$16,035
TOTAL DIRECT EXPENSE	\$894,698	\$437,881	49%	\$456,817	\$411,410	\$849,291	-\$45,407
BOARD of DIRECTORS EXPENSE							
Non-personnel Expense							
Total Contractual	\$0	\$0	0	\$0	\$0	\$0	\$0
Total Supplies	\$100	90	0	10	90	180	80
Total Other (General Personnel)	\$350	116	0	234	116	232	-118
Total Other (General Operating)	2,220	431		1,789	431	862	-1,358
TOTAL BOARD of DIRECTORS EXPENSE	\$2,670	\$637	24%	\$2,033	\$637	\$1,274	-\$1,396
TOTAL ADMIN EXPENSE	\$897,368	\$438,518	49%	\$458,850	\$412,047	\$850,565	-\$46,803
	2020-21 Budget	July 2020- December 2020 Unaudited		Variance to budget	Next 6 months	Year end projection	Variance to budget
Revenue over/under Expenditures							
Total Revenue	\$897,368	\$427,847		-\$469,521	\$422,718	\$850,565	-\$46,803
Less Total Expenditures	-897,368	-438,518		-458,850	-412,047	-850,565	-46,803
Current Year Revenue over/under Expendi	\$0	-\$10,671		-\$10,671	\$10,671	\$0	\$0
Carryover from prior years	226,214	226,214				226,214	
Year end revenue over/under expenditures	\$226,214	\$215,543				\$226,214	

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
2020-21 Administrative Actual to budget report: July 2020 - December 2020

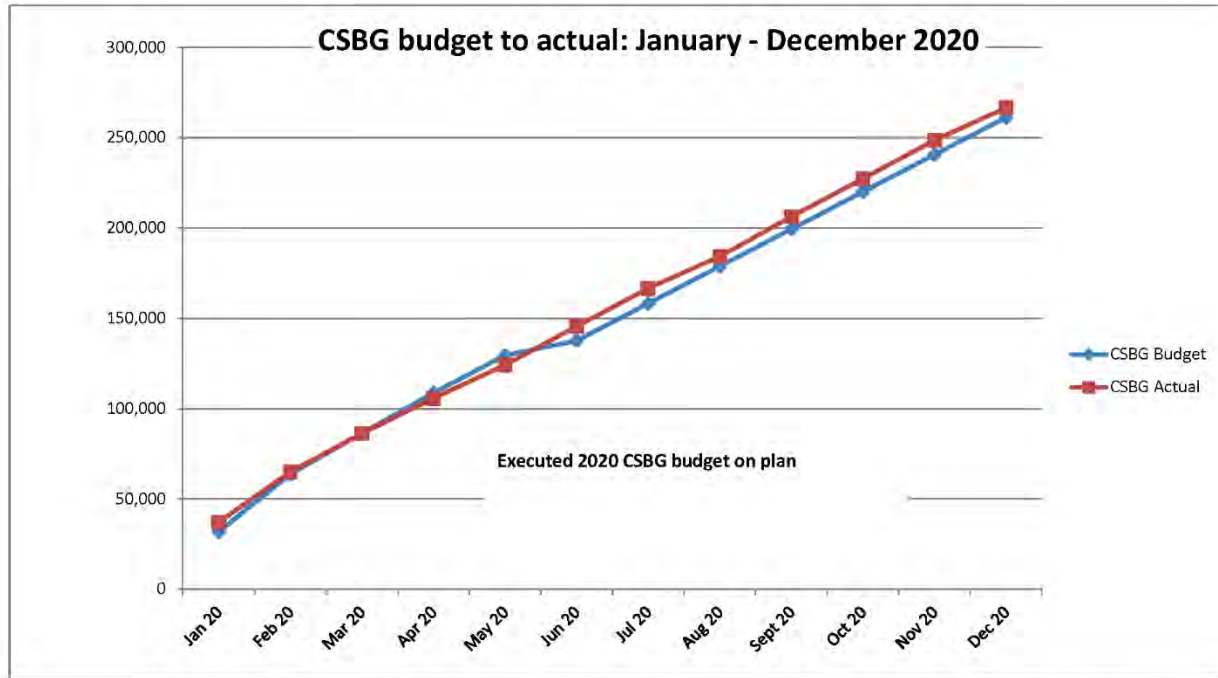
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2021 CSBG (Jan21-Jun21)	75,000	0	0%	75,000	75,000	75,000	0
Contractual Admin. Revenue	703,368	334,768	48%	368,600	323,218	657,986	-45,382
Total Cash Revenue	\$897,368	\$427,847	48%	\$469,521	\$422,718	\$850,565	-\$46,803
DIRECT EXPENSE			% Budget spent				
Personnel Expense							
Salaries & Wages							
Salaries & Wages	\$440,923	\$212,587	48%	\$228,336	\$212,587	\$425,174	-\$15,749
Total Salaries & Wages	\$440,923	\$212,587	48%	\$228,336	\$212,587	\$425,174	-\$15,749
Fringe Benefits							
Accrued Leave	\$43,278	\$20,867	48%	\$22,411	\$20,867	\$41,734	-\$1,544
FICA	14,799	7,329	50%	7,470	7,329	14,658	-141
Health Insurance	93,213	42,472	46%	50,741	42,472	84,944	-8,269
Retirement	20,919	10,016	48%	10,903	10,016	20,032	-887
Unemployment Insurance	4,934	1,072	22%	3,862	1,072	2,144	-2,790
Workers' Compensation Ins	3,752	1,880	50%	1,872	1,880	3,760	8
Other Employee Benefits	0	0		0	0	0	0
Total Fringe Benefits	180,895	83,636	46%	97,259	83,636	167,272	-13,623
Total Personnel Expense	\$621,818	\$296,223	48%	\$325,595	\$296,223	\$592,446	-\$29,372
Non-personnel Expense							
Travel (Out-of-Area)							
Out-of-Area Travel (Staff)	\$1,200	\$0	0%	\$1,200	\$1,200	\$1,200	\$0
Out-of-Area Travel (Volunteers)	0	0	0%	0	0	0	0
Total Travel (Out-of-Area)	\$1,200	\$0	0%	\$1,200	\$1,200	\$1,200	\$0
Major Equipment and Assets							
Equipment (over \$5000)	\$0	\$0	0%	\$0	\$0	\$0	\$0
Land	0	0	0%	0	0	0	0
Leasehold Improvements	0	0	0%	0	0	0	0
Structures & Improvements	0	0	0%	0	0	0	0
Total Major Equipment and Assets	0	0	0%	0	0	0	0
Supplies							
Classroom Supplies	\$0	\$0	0%	\$0	\$0	\$0	\$0
Clothing & Personal Supplies	\$0	0	0%	0	0	0	0
Household Supplies	900	\$226	25%	\$674	\$226	\$452	-\$448
Postage	3,600	287	8%	3,313	287	574	-3,026
Program Supplies	2,000	636	32%	1,364	636	1,272	-728
Routine Office Supplies	1,800	837	47%	963	837	1,674	-126
Playground Supplies	0	0	0%	0	0	0	0
Total Supplies	8,300	1,986	24%	6,314	1,986	3,972	-4,328
Contractual							
Accounting & Auditing	\$63,500	\$46,252	73%	\$17,248	\$17,248	\$63,500	\$0
Delegate Agencies	0	0	0%	0	0	0	0
Legal Services	10,000	781	8%	9,219	781	1,562	-8,438
Outside Services	3,200	1,090	34%	2,110	1,090	2,180	-1,020
Computer Services	87,500	46,800	53%	40,700	46,800	93,600	6,100
Total Contractual	164,200	94,923	58%	69,277	65,919	160,842	-3,358

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
2020-21 Administrative Actual to budget report: July 2020 - December 2020

	20-21 Budget Funds 91471 & 91481	July 2020- December 2020 Unaudited	% Budget received	Amount Budget Remaining	Forecast to complete	Cost at completion	Forecast budget variance
Other (Equipment Expense)							
Computer Software(\$0-\$4,999)	\$500	\$82	16%	\$418	\$82	\$164	-\$336
Computer (hardware)	1,200	4,115	343%	-2,915	2,000	6,115	4,915
Equipment (\$500-\$4999)	500	0	0%	500	0	0	-500
Insurance (Vehicular)	1,500	750	50%	750	750	1,500	0
Maintenance (Equipment)	5,500	5,500	100%	0	3,000	8,500	3,000
Maintenance (Vehicles)	200	181	91%	19	181	362	162
Rents & Leases (Equipment)	0	0	0%	0	0	0	0
Rents & Leases (Vehicles)	0	0	0%	0	0	0	0
Small Tools/Equip (under \$500)	100	0	0%	100	0	0	-100
Small Tools (minimal value)	100	109	109%	-9	109	218	118
Total Other (Equipment Expense)	9,600	10,737	112%	-1,137	6,122	16,859	7,259
Other (General Personnel Costs)							
Local Travel (Staff)	\$3,200	\$52	2%	\$3,148	\$1,000	\$1,052	-\$2,148
Local Travel (Volunteers)	100	0	0%	100	0	0	-100
Staff Licensing	100	0	0%	100	0	0	-100
Training & Development (Staff)	1,000	0	0%	1,000	0	0	-1,000
Training & Development (Volunteer)	0	0	0%	0	0	0	0
Vol Csts (other than training)	0	0	0%	0	0	0	0
Total Other (General Personnel Costs)	4,400	52	1%	4,348	1,000	1,052	-3,348
Other (General Operating Costs)							
Ads & Legal Notices	\$1,000	\$0	0%	\$1,000	\$1,000	\$1,000	\$0
Copying Fees	2,000	341	17%	1,659	341	682	-1,318
Extra Help	0	0	0%	0	0	0	0
Insurance/Bonds(not auto,hlth)	14,000	6,480	46%	7,520	6,480	12,960	-1,040
Interest On Long Term Debt	4,000	0	0%	4,000	2,000	2,000	-2,000
Meeting Costs	3,000	0	0%	3,000	2,000	2,000	-1,000
Membership Dues	700	128	18%	572	128	256	-444
Miscellaneous Expenses(Fiscal)	500	3	0%	497	3	6	-494
Printing & Binding	500	0	0%	500	0	0	-500
General Agency Promotion	750	27	4%	723	27	54	-696
Program Outreach	100	0	0%	100	0	0	-100
Publications	800	0	0%	800	0	0	-800
Subscriptions	500	528	106%	-28	528	1,056	556
Service Fees-Banking (Fiscal)	5,600	2,094	37%	3,506	2,094	4,188	-1,412
Service Fees-Other (Fiscal)	500	480	96%	20	480	960	460
Taxes & Assessments	100	-57	-57%	157	-57	-114	-214
Total Other (General Operating Costs)	34,050	10,024	29%	24,026	15,024	25,048	-9,002
Other (Space/Occupancy Costs)							
Communications	\$3,200	\$1,922	60%	\$1,278	\$1,922	\$3,844	\$644
Depreciation	0	0	0%	0	0	0	0
Household Services	4,800	1,463	30%	3,337	1,463	2,926	-1,874
Maintenance -Structure/Grounds	200	0	0%	200	0	0	-200
Maintenance-Play Equip / Grounds	0	0	0%	0	0	0	0
Mortgage Payments	0	0	0%	0	0	0	0
Rents & Leases	37,290	17,974	48%	19,316	17,974	35,948	-1,342
Rents & Leases (Other Structures)	0	0	0%	0	0	0	0
Use Fees	0	0	0%	0	0	0	0
Utilities	5,640	2,577	46%	3,063	2,577	5,154	-486
Total Other (Space/Occupancy Costs)	51,130	23,936	47%	27,194	23,936	47,872	-3,258

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
2020-21 Administrative Actual to budget report: July 2020 - December 2020

	20-21 Budget Funds 91471 & 91481	July 2020- December 2020 Unaudited	% Budget received	Amount Budget Remaining	Forecast to complete	Cost at completion	Forecast budget variance
Other (Special Departmental Costs)							
Bad Debt	\$0	\$0	0%	\$0	\$0	\$0	\$0
Client Assistance	0	0	0%	0	0	0	0
Client Transportation	0	0	0%	0	0	0	0
Council Expense	0	0	0%	0	0	0	0
Food (Prepared)	0	0	0%	0	0	0	0
Food (Raw)	0	0	0%	0	0	0	0
Unreimbursed Food Service Cost	0	0	0%	0	0	0	0
Unreimbursed CDE costs	0	0	0%	0	0	0	0
Weatherization Materials	0	0	0%	0	0	0	0
Total Other (Special Departmental Co:	0	0	0%	0	0	0	0
Total Non-personnel Expense	\$272,880	\$141,658	52%	\$131,222	\$115,187	\$256,845	-\$16,035
TOTAL DIRECT EXPENSE	\$894,698	\$437,881	49%	\$456,817	\$411,410	\$849,291	-\$45,407
BOARD of DIRECTORS EXPENSE							
Non-personnel Expense							
Contractual							
Outside Services	\$0	\$0	0%	\$0	\$0	\$0	\$0
Total Contractual	\$0	\$0	0	\$0	\$0	\$0	\$0
Supplies							
Program Supplies	\$100	\$90	0%	\$10	\$90	\$180	\$80
Total Supplies	\$100	90	0	10	90	180	80
Other (General Personnel Costs)							
Travel (Local & Out of Area)	\$350	\$116	0%	\$234	\$116	\$232	-\$118
Total Other (General Personnel	\$350	116	0	234	116	232	-118
Other (General Operating Costs)							
Copying Fees	\$120	\$11	9%	\$109	\$11	\$22	-\$98
Insurance/Bonds(not auto,hlth)	800	402	50%	398	402	804	4
Meeting Costs	1,200	0	0%	1,200	0	0	-1,200
Program Outreach	100	18	0%	82	18	36	-64
Total Other (General Operating	2,220	431		1,789	431	862	-1,358
TOTAL BOARD of DIRECTORS EXPENSE	\$2,670	\$637	24%	\$2,033	\$637	\$1,274	-\$1,396
TOTAL ADMIN EXPENSE	\$897,368	\$438,518	49%	\$458,850	\$412,047	\$850,565	-\$46,803
	2020-21 Budget	July 2020- December 2020 Unaudited		Variance to budget	Next 6 months	Year end projection	Variance to budget
Revenue over/under Expenditures							
Total Revenue	\$897,368	\$427,847		-\$469,521	\$422,718	\$850,565	-\$46,803
Less Total Expenditures	-897,368	-438,518		-458,850	-412,047	-850,565	-46,803
Current Year Revenue over/under Expendi	\$0	-\$10,671		-\$10,671	\$10,671	\$0	\$0
Carryover from prior years	226,214	226,214				226,214	
Year end revenue over/under expenditures	\$226,214	\$215,543				\$226,214	



83231 - 1/20-12/20 CSBG \$261,283

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20
CSBG Budget	31,861	63,722	86,294	108,866	129,481	137,597	158,212	178,828	199,443	220,059	240,667	261,283
CSBG Actual	37,119	64,971	86,286	105,738	124,181	145,576	166,643	184,283	206,286	227,304	248,546	266,660

HEAD START BUDGET AND EXPENDITURE REPORT - 2020 8127.1 Period Covering: 01-01-2020 through 12-31-2020					
Budget Category	T&TA Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Training & Technical Assistance	\$21,860	\$22,399	-\$539	0%	-2%
Budget Category	Carryover Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Carryover	\$78,540	\$28,340	\$50,200	0%	64%
COVID	\$136,639	\$54,864	\$81,755	0%	60%
Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$995,855	\$1,038,298	-\$42,441	0%	-4%
Fringe Benefits	405,088	403,748	1,338	0%	0%
Travel	4,000	20	3,980	0%	100%
Equipment	30,000	0	30,000	0%	100%
Supplies	60,000	27,241	32,759	0%	55%
Contractual	31,516	6,123	25,393	0%	81%
Other	211,475	173,984	37,491	0%	18%
Total Direct Charges	\$1,737,932	\$1,849,413	\$88,519	0%	5%
Encumbered		0			
Indirect Charges	196,276	186,384	9,892	0%	5%
Total	\$1,934,208	\$1,835,796	\$98,412	0%	5%
Total to be charged from CACFP		\$0	\$98,412		
Total to be charged from CSPP		\$0	\$98,412		
Total Including Other Revenue	\$1,942,679	\$1,835,796	\$106,883	0%	6%

EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2020 8127.2 Period Covering: 01-01-2020 through 12-31-2020					
Budget Category	T&TA Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Training & Technical Assistance	\$31,634	\$26,692	\$4,942	0%	16%
Budget Category	Carryover Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Carryover	\$16,763	\$2,604	\$14,159	0%	84%
COVID	\$68,123	\$19,613	\$48,510	0%	71%
Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$806,473	\$724,207	\$82,266	0%	10%
Fringe Benefits	296,480	278,496	17,984	0%	6%
Travel	2,000	230	1,770	0%	88%
Equipment	0	0	0	0%	0%
Supplies	36,000	15,810	20,190	0%	56%
Contractual	3,000	3,539	-539	0%	-18%
Other	127,432	117,050	10,382	0%	8%
Total Direct Charges	\$1,271,385	\$1,139,334	\$132,051	0%	10%
Encumbered		0			
Indirect Charges	146,103	126,745	19,358	0%	12%
Total	\$1,417,488	\$1,266,078	\$149,410	0%	11%
Total to be charged from CACFP		\$0	\$149,410		
Total Including Other Revenue	\$1,419,786	\$1,266,078	\$151,708	0%	11%

HEAD START & EARLY HEAD START IN-KIND MATCH - 2020 8127.1 & 8127.2 Period Covering: 01-01-2020 through 12-31-2020					
In-Kind Match	Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Non-cash match		\$78,917			
Cash match		378,115			
Total	\$401,371	\$457,032	-\$55,661	0%	-14%

EARLY CHILDHOOD SERVICES (ECS) USAGE OF AGENCY'S CREDIT CARDS

BILLING PERIOD: DECEMBER, 2020 AMERICAN EXPRESS PURCHASES			
DATE	VENDOR	PURPOSE	AMOUNT
12/01/20	WALMART	PO 88961 WALMART CLASSRM/HHOLD SUPPLIES SOULSBYVILLE HS	132.64
12/01/20	AMAZON	PO 88962 AMAZON CLASSROOM/HOUSEHOLD SUPPLIES JAMESTOWN EHS	198.17
12/02/20	WALMART	PO 88963 WALMART FALL PHOTOS SOULSBYVILLE HS	106.70
12/04/20	AMAZON	PO 88928 AMAZON KITCHEN SUPPLIES SOULSBYVILLE HS	227.04
12/07/20	AMAZON	PO 88969 AMAZON NO YELL BELL-JK HS/AIR FILTERS-SO HS	65.29
12/07/20	WALMART	PO 88971 WALMART HOME BASE SUPPLIES	166.53
12/07/20	WALMART	PO 88972 WALMART.COM ECS DIAPERS/CLASSROOM SUPPLIES	113.49
12/07/20	AMAZON	PO 88974 AMAZON ECS IO CART	237.02
12/08/20	AMAZON	PO 88979 AMAZON ECS COMPUTER HARDWARE/HIGH CHAIR/CABLE	257.27
12/09/20	MICROSOFT	MS ONLINE E0400CVERY 11/10-12/09/2020 9 LICENSES	9.00
12/10/20	AMAZON	PO 88935 AMAZON ECS JK EHS CUTTING BOARDS	27.68
12/10/20	WALMART	PO 88985 WALMART.COM ECS B8 HS DIAPERS/WIPES	37.95
12/10/20	AMAZON	PO 88986 AMAZON ECS WEB CAM	56.00
12/10/20	WALMART	PO 88989 WALMART.COM ECS IO EHS SIPPY CUPS	42.67
12/10/20	UBIQUITI	PO 88990 UBIQUITI INC ECS WIRELESS ACCESS POINT	576.84
12/11/20	AMAZON	PO 88993 AMAZON ECS WIRE CONCEALER/PHONE CASES	106.54
12/14/20	TEACHSTONE	PO 88995 TEACHSTONE ECS CLASS RECERT A. RASOR	125.00
12/14/20	TEACHSTONE	PO 88997 TEACHSTONE ECS CLASS RECERT J. HOLDEN	125.00
12/14/20	TEACHSTONE	PO 88999 TEACHSTONE ECS CLASS RECERT A. FRANCE	125.00
12/16/20	PRO SOURCE	PO 88591 PRO SOURCE CTR VINYL WALL COVE JAMESTOWN HS	224.54
12/16/20	AMAZON	PO 88938 AMAZON HOUSEHOLD SUPPLIES NT ECS	220.32
12/16/20	AMAZON	PO 88998 AMAZON TONER SONORA EHS	131.42
12/17/20	WALMART	PO 89101 WALMART DIAPERS HOMEBASE ECS	293.62
12/18/20	AMAZON	PO 89102 AMAZON ECS WINTER TRAINING MATERIALS	161.76
12/18/20	AMAZON	PO 89104 AMAZON ECS JT HS FEELING ICONS SUPPLIES	29.95
12/21/20	AMAZON	PO 89107 AMAZON ECS WEB CAM	55.74
12/28/20	AMAZON	PO 89109 AMAZON ECS JK HS CD/WAGON	98.03
12/28/20	TEACHING STRATEGIES	PO 89910 ECS CREATIVE CURRICULUM	879.37
12/29/20	REDLEAF PRESS	PO 89112 ECS TRAINING MATERIALS	976.69
12/29/20	WALMART	PO 89113 ECS HB SUPPLIES	86.81
12/31/20	COMCAST	COMCAST ACCT 906631488 INV 112925683 DEC 2020 JK ECS/CHAT	73.68
12/31/20	COMCAST	COMCAST ACCT 963176371 INV 112976537 DEC 2020 JT HS	69.95
12/31/20	COMCAST	COMCAST ACCT 8155 60 078 0537299 12/11-1/10 JT EHS	143.92
12/31/20	INDEED	INDEED ECS JOB ADVERTISEMENTS DEC 2020	209.6
			6,361.13

CHEVRON FUEL CARDS

DATE	PURPOSE	AMOUNT
BILLING PERIOD 12/1-31/2020	FUEL	310.55
BILLING PERIOD 12/1-31/2020	CAR WASH	
		310.55

LOWE'S CARDS

DATE	PURPOSE	AMOUNT
12/2/2020	PO 88580 LATTICE/STAIN/ZIP TIES FOR FENCING SUMMERVILLE HS	241.73
12/8/2020	PO 88583 ECS MAINTENANCE/PLUMBING SUPPLIES COVE BASE JAMESTOWN	79.71
12/11/2020	PO 88586 ECS IONE TARP FOR SANDBOX	27.63
12/14/2020	PO 88587 ECS JACKSON EHS PLUMBING ITEMS	2.55
12/15/2020	PO 88588 ECS IONE HS WATER HEATER REPLACEMENT	183.23
12/14/2020	PO 88996 ECS OFFICE KEY COPIES	10.56
12/17/2020	PO 88592 ECS JACKSON HS CONDUIT/GLUE	162.05
12/30/2020	PO 88593 IONE EHS PLUMBING TO INSTALL WATER HEATER	30.44
12/31/2020	PO 88594 ECS JAMESTOWN HS MAINT SUPPLIES	16.93
		754.83

SAVEMART CARDS

DATE	PURPOSE	AMOUNT
10/20/2020	PO 88663 ECS SOULSBYVILLE HS RAW FOOD	315.12
11/30/2020	PO 88916 ECS SOULSBYVILLE HS RAW FOOD	231.66
12/1/2020	PO 88914 ECS JAMESTOWN EHS RAW FOOD	152.78
12/2/2020	PO 88920 FOOD RAW JACKSON HS	297.58
12/2/2020	PO 88923 FOOD RAW/BAG CHGS BLUE BELL HS/EHS	323.87
12/7/2020	PO 88924 ECS SONORA HS RAW FOOD/HOUSEHOLD	221.1
12/8/2020	PO 88922 ECS SOULSBYVILLE HS RAW FOOD/HOUSEHOLD/CLASSROOM	307.52
12/15/2020	PO 88936 ECS JACKSON HS RAW FOOD/HOUSEHOLD	138.08
12/15/2020	PO 88937 ECS SOULSBYVILLE HS RAW FOOD	52.27
		2,039.98

WALMART CARDS

DATE	PURPOSE	AMOUNT
12/18/2020	PO 89106 JACKSON HS HOUSEHOLD SUPPLIES	53.37
		53.37

ECS REPORT SUBMITTAL MATRIX For 12 Month Period Ending December 31, 2020

		Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
8126.1 & 8126.2 Head Start & Early Head Start (01/01/19-12/31/19)													
	425 Financial Reports	annual			Final								
(semi-annual)	Report Period	Oct - Dec 19			Jan - Dec 19								
	Due Date	1/30/2020			4/30/2020								
	Date submitted	1/28/2019			4/21/2020								
8127.1 & 8127.2 Head Start & Early Head Start (01/01/20-12/31/20)													
	425 Financial Reports							semi-annual					
(semi-annual)	Report Period							Jan - Jun 20					
	Due Date							7/30/2019					
	Date submitted							7/30/2020					
Head Start and Early Head Start													
	425 Cash Status Reports	8126.1 & 2			8127.1 & .2			8127.1 & .2			8127.1 & .2		
(quarterly)	Report Period	Oct - Dec 19			Jan - Mar 20			Apr - Jun 20			Jul-Sep 20		
	Due Date	1/30/2020			4/30/2020			7/30/2020			10/29/2020		
	Date submitted	1/30/2020			6/15/2020			7/30/2020			10/30/2020		
Head Start and Early Head Start													
	429 Real Property Status Reports	8126.1 & 2											
(annual)	Report Period	Jan-Dec 19											
	Due Date	4/30/2020											
	Date submitted	1/27/2020											
8290.1 2019 CSPP (07/01/19-06/30/20)		CDFS 9500											
(quarterly)	Report Period	Oct - Dec 19			Jan - Mar 20			Apr - Jun 20					
	Due Date	1/20/2020			4/20/2020			7/20/2020					
	Date submitted (emailed & hard copy)	1/17/2020			4/20/2020			7/20/2020					
8291.1 2019 CSPP (07/01/20-06/30/21)		CDFS 9500											
(quarterly)	Report Period										Jul-Sep 20		
	Due Date										10/20/2020		
	Date submitted										10/20/2020		
CDE Reserve		CDFS 9530-A											
(annual)	Report Period							Jul 19 - Jun 20					
	Due Date (With Final CSPP Rpt)							7/20/2020					
	Date submitted							7/20/2020					

Contracts and Amendments Report
Reporting Months of August 2020 - February 2021

Date Reported	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Value of Prior Contract
2/21	Youth	ATCR/United Way	Youth Assets for Independence (IDA)	Continuation	1/1/21-12/31/21	\$16,500			\$16,500
2/21	Housing	HCD	ESG-CV Round 1	New	1/1/20-9/30/22	\$547,800			
2/21	Literacy	Tuolumne County HHS	CalWorks Job Readiness	Continuation	1/1/21-6/30/22	\$50,000			\$50,000
2/21	CSBG	CSD	CSBG	Continuation	1/1/21-5/31/22	\$269,354			\$300,662
2/21	ECS	HHS	Early Head Start	Amendment	1/1/20-12/31/20		1/1/20-12/31/21		
2/21	ECS	HHS	Head Start	Amendment	1/1/20-12/31/20		1/1/20-12/31/21		
2/21	ECS	HHS	Early Head Start	Continuation	1/1/21-12/31/21	\$1,956,068			
2/21	ECS	HHS	Head Start	Continuation	1/1/21-12/31/21	\$1,449,122			
12/20	Housing	Sutter Amador Hospital	Project Roomkey	New	12/1/20-12/31/21	\$50,000			
12/20	Energy	CSD	LIHEAP	Continuation	11/1/20-6/30/22	\$646,058			\$1,055,728
12/20	Energy	PG&E	PG&E CARE	Amendment	11/1/18-12/31/20		11/1/18-12/31/23		
12/20	Food	DSS	EFAP Coronavirus Relief	New	11/1/20-11/30/20	\$240,995			
12/20	Com Srv	ATCR/Sierra Health Foundation	MediCal Outreach	New	10/1/20-12/31/21	\$150,000			
12/20	ECS	Amador County	Quality Rating Improvement & System (QRIS)	New	7/1/20-6/30/21	\$8,000			
12/20	Food	PG&E	PSPS Food Box Program	New	10/1/20-12/31/21	\$306,000			
12/20	Food	Tuolumne County	CDBG CARES Fd Bnk	New	10/1/20-?	\$180,000			
12/20	Food	DSS	EFAP	Continuation	4/1/20-?	\$44,788			\$125,241
12/20	Housing	Tuolumne County	CDBG COVID Housing Stabilization	New	TBD	\$189,000			
12/20	ECS	Tuolumne County 1st 5	Quality Counts Stipends	Continuation	7/1/20-6/30/21	\$29,000			\$35,000
12/20	CSBG	CSD	CSBG EITC	Continuation	10/1/20-6/30/21	\$110,000			\$110,000
12/20	Housing	California Department of Education	CACFP - Shelter	Continuation	10/1/20-9/30/21	Reimbursement			Reimbursement
12/20	ECS	California Department of Education	CACFP - Early Head Start	Continuation	10/1/20-9/30/21	Reimbursement			Reimbursement
12/20	ECS	California Department of Education	CACFP - Head Start	Continuation	10/1/20-9/30/21	Reimbursement			Reimbursement
12/20	ECS	California Department of Education	CACFP - CSPP Snacks	Continuation	10/1/20-9/30/21	Reimbursement			Reimbursement
10/20	Energy	CSD	Solar Disbursement Assistance Program (DAP)	Amendment	10/1/19-12/31/20		10/1/19-12/31/21		
10/20	CSBG	CSD	CSBG Discretionary	Continuation	1/1/20-5/31/21	\$32,000			\$30,000
10/20	Food	Second Harvest Food Bank	COVID Relief, Round 2 Phase 3	Continuation	8/1/20-4/30/21	\$19,000			\$35,000
10/20	Food	DSS	Capacity Building Grant	New	1/1/19-6/30/22	\$100,000			
10/20	Literacy	ATCR/Sierra Health Foundation	Learning By Links	New	6/1/20-12/31/20	\$20,000			
10/20	CSBG	CSD	CSBG CARES	New	3/27/20-5/31/22	\$365,296			
10/20	Energy	CSD	LIHEAP	Amendment	10/1/19-6/30/21		10/1/19-12/31/21		
10/20	Food	Safeway Foundation	Safeway Gift	New	8/1/20-8/31/20	\$7,900			
10/20	Energy	CSD	LIHEAP CARES	New	7/1/20-4/30/21	\$432,367			
10/20	FLC	Tuolumne County 1st 5	Family Learning Center	Amendment		\$66,950		\$75,370.43	
8/20	ECS	California Department of Education	CSPP	Continuation	7/1/20-6/30/21	\$465,647			\$465,647
8/20	Housing	Amador County	CalWorks HSP	Continuation	7/1/20-6/30/21	\$143,000			
8/20	Youth	Tuolumne County Behavioral Health	Suicide Prevention	Continuation	7/1/20-6/30/21	\$82,500			
8/20	Food	DSS	EFAP - CARES	New	4/1/20-9/30/20	\$71,597			
8/20	Food	DSS	EFAP	Amendment		\$45,042		\$125,241	
8/20	Energy	CSD	DOE	Amendment	6/1/18-6/30/20	\$144,986	6/1/18-12/31/20	\$81,387	
8/20	Youth	Tuolumne County Behavioral Health	AOD Primary Prevention (ACTIOI)	Continuation	7/1/20-6/30/21	\$25,000			\$25,000
8/20	Housing	Tuolumne County Behavioral Health	CalWorks HSP	Continuation	7/1/20-6/30/21	\$221,742			\$221,742
8/20	CSBG	CSD	CSBG	Amendment		\$261,283		\$266,660	
8/20	ECS	Tuolumne County Behavioral Health	Home Visiting Program	Continuation	7/1/20-6/30/21	\$33,133			\$37,991

Amador Tuolumne Community Action Agency
Statement of Net Position (Balance Sheet) - Comparative

	UNAUDITED <u>December 31, 2020</u>		UNAUDITED <u>June 30, 2020</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	2,476,007		2,931,455	
Prepaid Deposits & Expenses	318,727		285,644	
Accounts Receivable	1,638,076.8		1,195,731	
Weatherization Materials Inventory	139,328		141,369	
Construction In Progress				
Structures & Improvements		6,977,797		6,977,797
Vehicles & Equipment		1,131,710		1,131,710
Land		460,999		460,999
Accumulated Depreciation		-3,794,635		-3,794,635
Total Assets	<u>4,572,139</u>	<u>4,775,870</u>	<u>4,554,198</u>	<u>4,775,870</u>
Liabilities				
Accounts Payable	276,257		534,706	
Refundable Deposits	14,664		15,264	
Salaries & Benefits Payable	79,888		34,608	
Accrued Paid Time Off	183,418		173,712	
Notes Payable	0	334,647	0	342,485
Deferred Revenue	<u>3,333,103</u>		<u>3,211,581</u>	
Total Liabilities	<u>3,887,329</u>	<u>334,647</u>	<u>3,969,871</u>	<u>342,485</u>
Net Assets				
Invested in Capital Assets		4,441,224		4,433,386
Committed Fund Balance				
For Contingencies	60,000		60,000	
For Future Development	<u>40,000</u>		<u>40,000</u>	
Total Committed Fund Balance	<u>100,000</u>		<u>100,000</u>	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	<u>162,858</u>		<u>153,447</u>	
Total Assigned Fund Balance	<u>202,961</u>		<u>193,550</u>	
Unassigned Fund Balance	<u>381,848.8</u>		<u>290,778</u>	
Total Net Assets	<u>684,809</u>	<u>4,441,224</u>	<u>584,328</u>	<u>4,433,386</u>
	<u>4,572,139</u>	<u>4,775,870</u>	<u>4,554,198</u>	<u>4,775,870</u>

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement

July 1, 2020 - December 31, 2020

		Actual July 1, 2019 - June 30, 2020	July 1 - Dec 31, 2020 Actual	Month 6 - 50% % of budget received
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,337,704.43	1,796,724.08	54%
State Revenue(Pass-through Fed	4010	2,331,807	1,153,654	49%
State Revenue (Non-Federal)	4011	1,581,276	793,278	50%
Local Govern.Rev.(Pass through	4015	527,631	458,811	87%
Local Govern.Rev.(Non-Federal)	4016	667,405	207,551	31%
Private Revenue-Non Fed	4020	136,299	79,738	59%
Private Rev. (Pass through Fed	4021	32,718	10,708	33%
Community Donations	4030	132,805	51,424	39%
Client Fees	4034	101,260	49,156	49%
Miscellaneous Revenue	4039	195,542	87,000	44%
Interest Revenue	4040	9,620	449	5%
Rental Income	4041	180,486	27,694	15%
Contractual Admin. Revenue	4060	816,600	413,381	51%
Total Cash Revenue		10,051,152	5,129,568	51%
Total Non-cash Revenue		1,945,110	767,706	39%
Total Revenue		11,996,262	5,897,273	49%
Direct Expense				
Personnel Expense				
Total Salaries & Wages		3,736,737	1,862,885	50%
Total Fringe Benefits		1,478,618	719,106	49%
Total Personnel Expense		5,215,355	2,581,991	50%
Non-personnel Expense				
Total Travel (Out-of-Area)		18,864	1,155	6%
Total Major Equipment and Assets		127,372	189,362	149%
Total Supplies		154,205	107,676	70%
Total Contractual		1,305,737	625,952	48%
Total Other (Equipment Expense)		123,688	96,112	78%
Total Other (General Personnel Costs)		86,554	46,403	54%
Total Other (General Operating Costs)		234,868	79,730	34%
Total Other (Space/Occupancy Costs)		599,350	301,003	50%
Total Other (Special Departmental		1,236,875	605,769	49%
Total Non-personnel Expense		3,887,514	2,053,161	53%
Total Direct Expense		9,102,869	4,635,152	51%
Indirect Expense				
Total Indirect Expense		816,603	403,345	49%
Non-cash Expense				
Total Non-cash Expense		1,945,107	767,706	39%
Excess Revenue over Expense		131,683	91,071	
Total Direct & Indirect Expense			5,038,496	
Health fund			9,411	
Program and admin funds			81,660	

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement

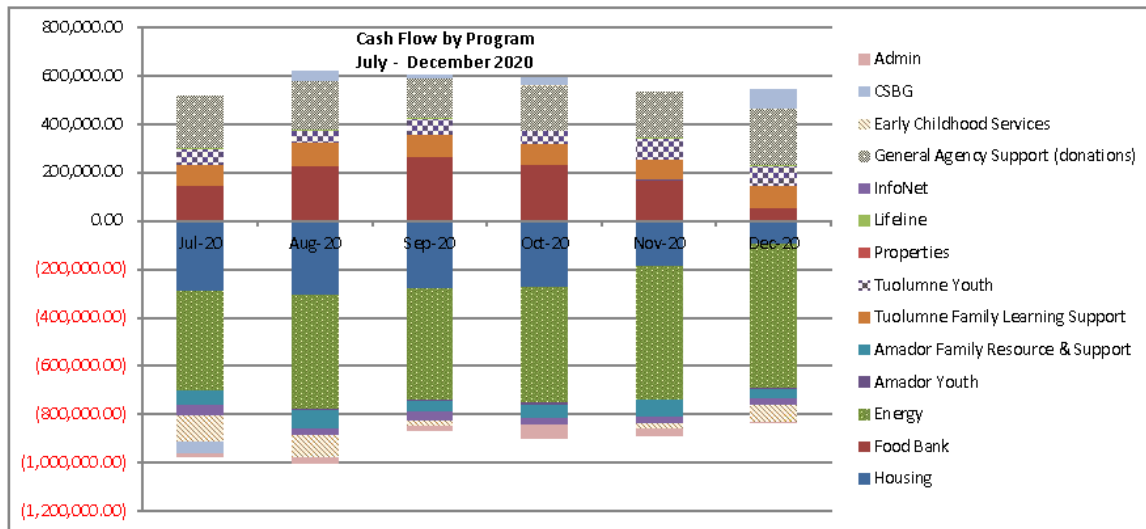
July 1, 2020 - December 31, 2020

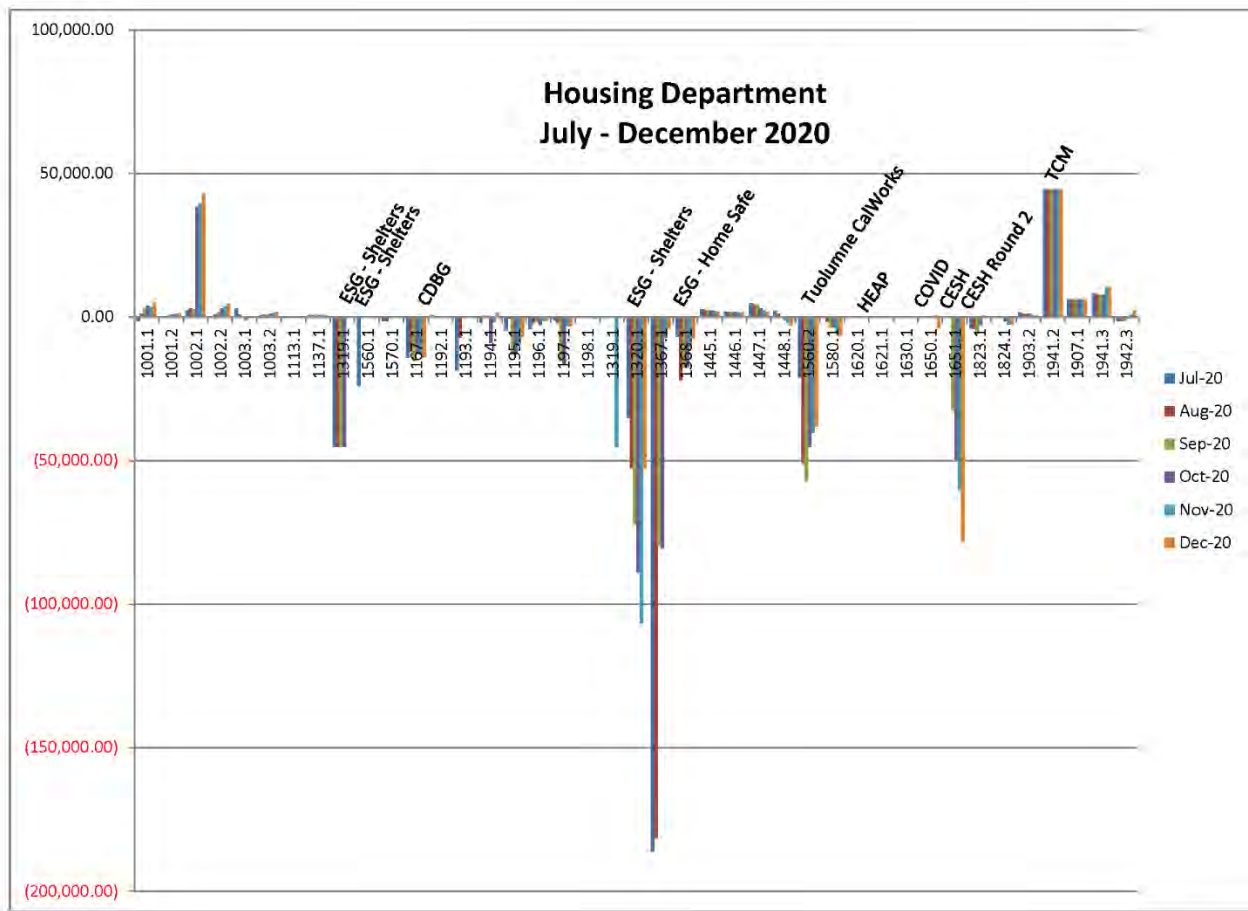
				Month 6 - 50%
		Actual July 1, 2019 - June 30, 2020	July 1 - Dec 31, 2020 Actual	% of budget received
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,337,704.43	1,796,724.08	54%
State Revenue(Pass-through Fed	4010	2,331,807	1,153,654	49%
State Revenue (Non-Federal)	4011	1,581,276	793,278	50%
Local Govern.Rev.(Pass through	4015	527,631	458,811	87%
Local Govern.Rev.(Non-Federal)	4016	667,405	207,551	31%
Private Revenue-Non Fed	4020	136,299	79,738	59%
Private Rev. (Pass through Fed	4021	32,718	10,708	33%
Community Donations	4030	132,805	51,424	39%
Client Fees	4034	101,260	49,156	49%
Miscellaneous Revenue	4039	195,542	87,000	44%
Interest Revenue	4040	9,620	449	5%
Rental Income	4041	180,486	27,694	15%
Contractual Admin. Revenue	4060	816,600	413,381	51%
Total Cash Revenue		10,051,152	5,129,568	51%
Total Non-cash Revenue		1,945,110	767,706	39%
Total Revenue		11,996,262	5,897,273	49%
Direct Expense				
				% budget spent
Personnel Expense				
Salaries & Wages				
Salaries & Wages	6010	3,736,737	1,862,885	
Total Salaries & Wages		3,736,737	1,862,885	50%
Fringe Benefits				
Accrued Leave	6020	319,276	162,080	51%
FICA	6030	181,118	89,454	49%
Health Insurance	6040	642,876	316,003	49%
Retirement	6050	116,990	59,531	51%
Unemployment Insurance	6060	57,151	12,677	22%
Workers' Compensation Insuranc	6070	161,207	79,361	49%
Other Employee Benefits	6080	0	0	
Total Fringe Benefits		1,478,618	719,106	49%
Total Personnel Expense		5,215,355	2,581,991	50%
Non-personnel Expense				
Travel (Out-of-Area)				
Out-of-Area Travel (Staff)	6120	18,044	1,155	6%
Out-of-Area Travel (Volunteers	6121	821	0	0%
Total Travel (Out-of-Area)		18,864	1,155	6%
Major Equipment and Assets				
Equipment (over \$5000)	6210	17,553	189,362	1079%
Land	6220	0	0	
Leasehold Improvements	6230	0	0	
Structures & Improvements	6240	109,818	0	0%

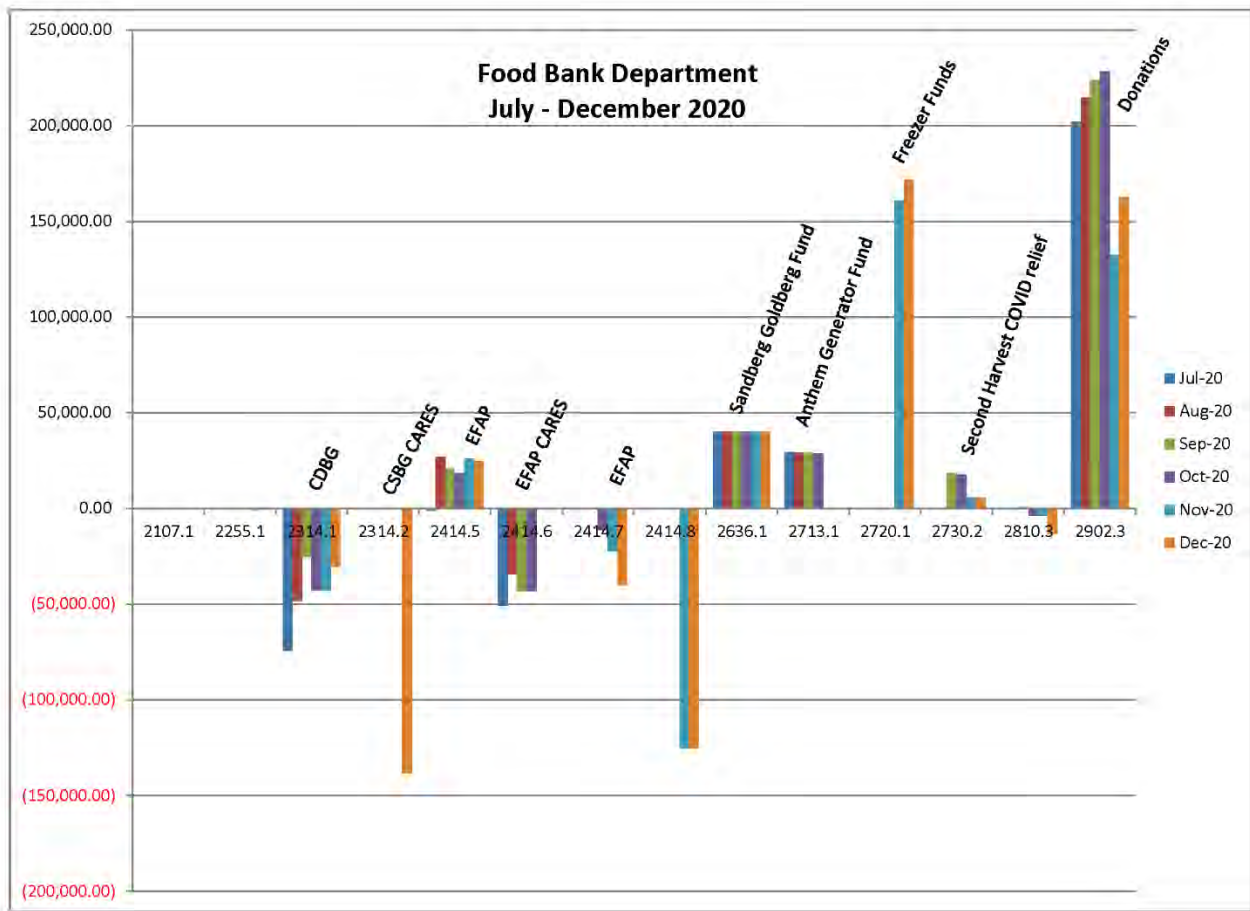
		Actual July 1, 2019 - June 30, 2020	July 1 - Dec 31, 2020 Actual	% of budget received
Total Major Equipment and Assets		127,372	189,362	149%
Supplies				
Classroom Supplies	6310	39,571	38,336	97%
Clothing & Personal Supplies	6320	4,214	2,081	49%
Household Supplies	6330	49,249	22,683	46%
Kitchen Supplies	6340	0	0	
Postage	6350	11,806	13,543	115%
Program Supplies	6360	31,571	21,049	67%
Routine Office Supplies	6370	17,794	9,982	56%
Playground Supplies	6380	0	0	
Total Supplies		154,205	107,676	70%
Contractual				
Accounting & Auditing	6410	43,310	46,252	107%
Delegate Agencies	6420	8,208	0	0%
Legal Services	6430	2,594	781	30%
Outside Services	6440	1,166,886	532,120	46%
Computer Services	6450	84,740	46,800	55%
Total Contractual		1,305,737	625,952	48%
Other (Equipment Expense)				
Computer Software-\$0-\$4,999	6505	17,847	16,084	90%
Computer (hardware)	6506	15,170	29,593	195%
Equipment (costing \$500-\$4999)	6510	14,629	8,656	59%
Insurance (Vehicular)	6520	29,324	17,136	58%
Maintenance (Equipment)	6530	26,769	16,051	60%
Maintenance (Vehicles)	6535	10,326	3,548	34%
Rents & Leases (Equipment)	6540	1,745	1,777	102%
Rents & Leases (Vehicles)	6545	0	0	
Small Tools/Equip (under \$500)	6550	5,392	2,156	40%
Small Tools (minimal value)	6555	2,485	1,112	45%
Total Other (Equipment Expense)		123,688	96,112	78%
Other (General Personnel Costs)				
Local Travel (Staff)	6620	45,088	11,977	27%
Local Travel (Volunteers)	6621	698	397	57%
Staff Licensing	6630	3,944	2,321	59%
Training & Development (Staff)	6640	27,474	28,914	105%
Training & Development (Volunt	6641	0	30	
Vol Csts (other than training)	6650	9,350	2,765	30%
Total Other (General Personnel Costs)		86,554	46,403	54%
Other (General Operating Costs)				
Ads & Legal Notices	6705	21,237	18,323	86%
Copying Fees	6710	9,595	3,187	33%
Extra Help	6715	200	413	
Insurance/Bonds(not auto,hlth)	6720	52,092	45,165	87%
Interest On Long Term Debt	6725	14,124	0	0%
Meeting Costs	6730	10,730	48	0%
Membership Dues	6740	7,010	2,822	40%
Miscellaneous Expenses(Fiscal)	6750	515	3	1%
Printing & Binding	6755	11,445	9,511	83%

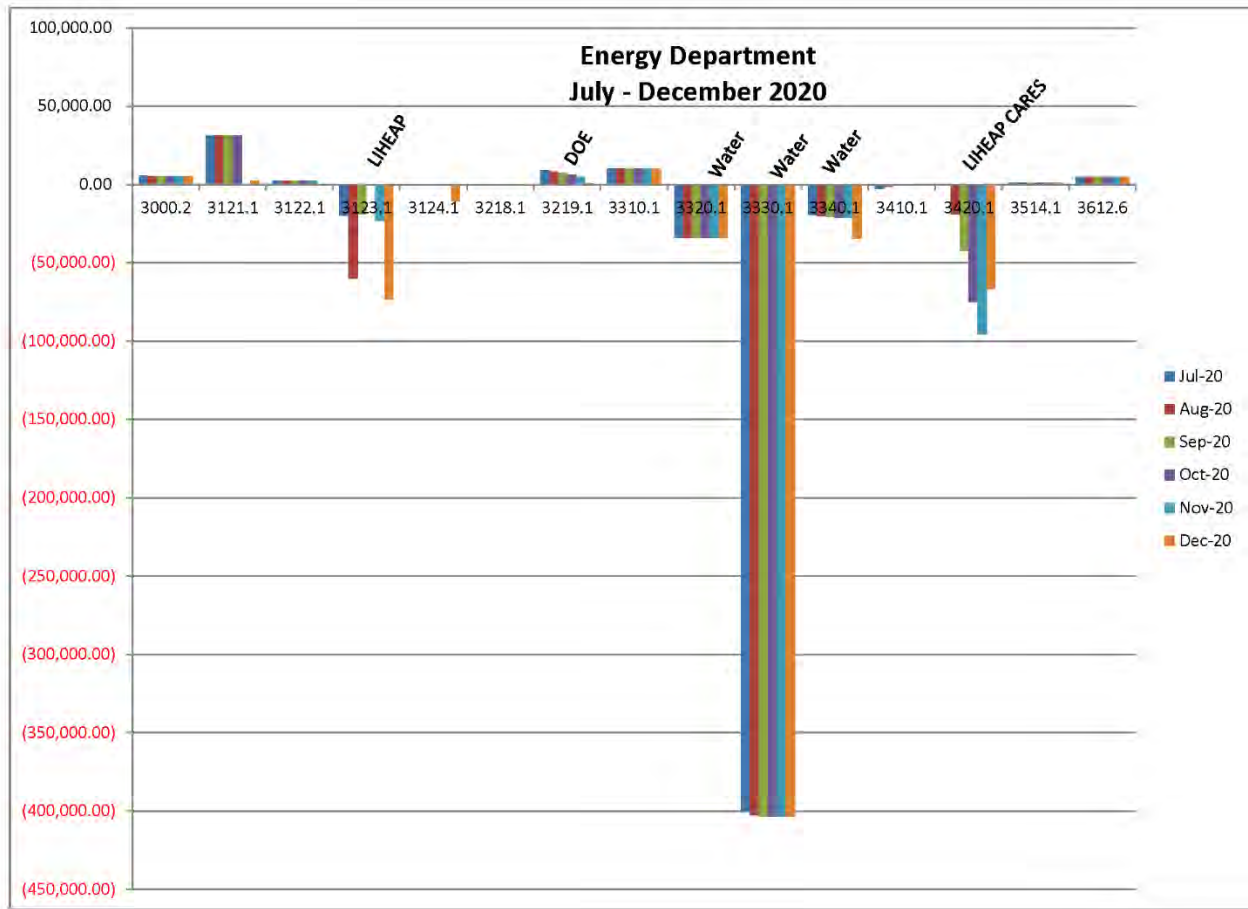
		Actual July 1, 2019 - June 30, 2020	July 1 - Dec 31, 2020 Actual	% of budget received
General Agency Promotion	6760	1,310	47	4%
Program Outreach	6765	58,874	10,850	18%
Publications	6770	11,682	30	0%
Subscriptions	6780	9,138	8,405	92%
Service Fees-Banking (Fiscal)	6784	5,950	2,525	42%
Service Fees-Other (Fiscal)	6785	2,351	1,832	78%
Taxes & Assessments	6790	18,616	-23,432	-126%
Total Other (General Operating Costs)		234,868	79,730	34%
Other (Space/Occupancy Costs)				
Communications	6810	58,873	36,044	61%
Depreciation	6811	12,466	6,233	50%
Household Services	6820	65,432	27,040	41%
Maintenance -Structure/Grounds	6830	24,561	19,427	79%
Maintenance-Play Equip/Grnds	6831	3,866	7,321	189%
Mortgage Payments	6835	6,250	3,125	50%
Rents & Leases	6840	275,777	120,535	44%
Rents & Leases (Other Structur	6845	0	0	
Use Fees	6848	9,776	4,888	50%
Utilities	6850	142,349	76,390	54%
Total Other (Space/Occupancy Costs)		599,350	301,003	50%
Other (Special Departmental Costs)				
Bad Debt	6905	0		
Client Assistance	6910	987,764	401,493	41%
Client Transportation	6915	300	0	0%
Council Expense	6920	0	0	
Food (Prepared)	6930	0	0	
Food (Raw)	6935	247,971	203,876	82%
Unreimbursed Food Service Cost	6940	0	0	
Unreimbursed CDE costs	6945	0	0	
Weatherization Materials	6950	839	0	
Total Other (Special Departmental		1,236,875	605,769	49%
Total Non-personnel Expense		3,887,514	2,053,161	53%
Total Direct Expense		9,102,869	4,635,152	51%
Indirect Expense				
Indirect Administrative Charge	6960	816,603	403,345	
Total Indirect Expense		816,603	403,345	49%
Non-cash Expense				
Non-cash Inkind (Admin.Charges	6980	253,227	91,204	
Non-cash Inkind (Other)	6990	1,266,548	605,191	
Non-cash Inkind (Volunteer T&S	6995	425,332	71,310	
Total Non-cash Expense		1,945,107	767,706	39%
Excess Revenue over Expense		131,683	91,071	
Total Direct & Indirect Expense			5,038,496	
Health fund			9,411	
Program and admin funds			81,660	

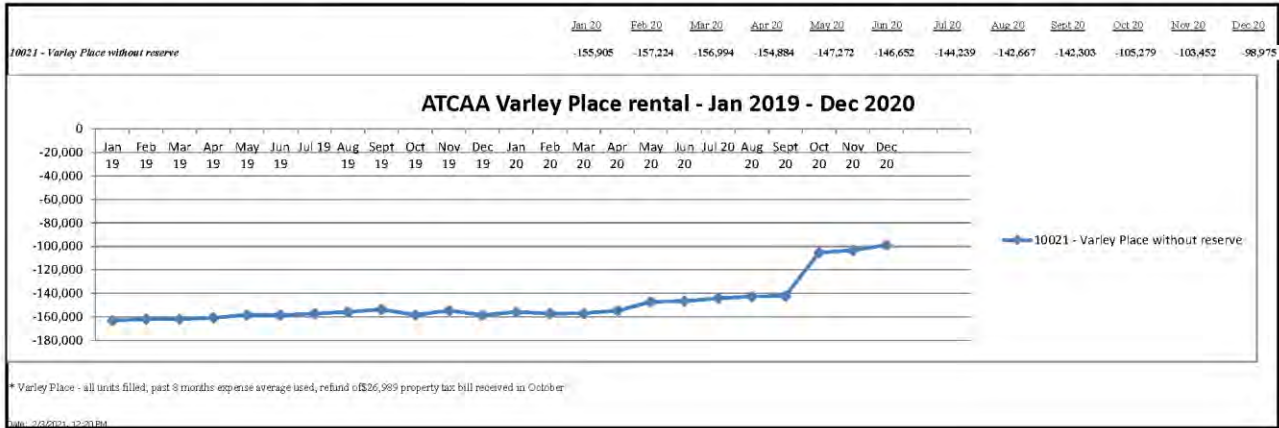
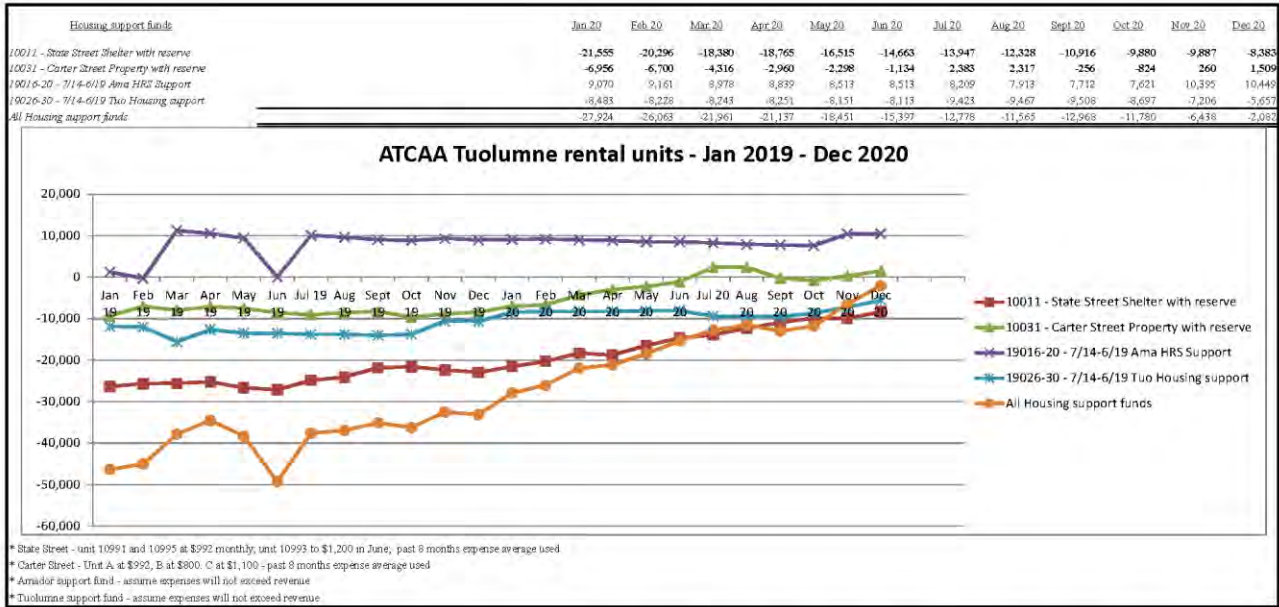
Totals By Program	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Housing	(292,116.21)	(307,231.75)	(282,024.62)	(276,425.14)	(189,779.87)	(94,592.36)						
Food Bank	145,267.13	227,860.21	264,761.80	231,692.97	170,863.91	56,868.47						
Energy	(412,043.45)	(473,695.29)	(457,241.82)	(473,085.12)	(549,498.19)	(597,847.47)						
Amador Youth	(277.38)	(2,017.89)	(6,434.74)	(10,419.69)	3,088.54	(2,256.79)						
Amador Family Resource & Support	(58,407.32)	(75,557.46)	(42,697.42)	(58,639.48)	(73,302.94)	(42,744.83)						
Tuolumne Family Learning Support	89,284.14	97,455.35	93,708.36	89,562.25	82,772.16	88,109.44						
Tuolumne Youth	62,114.62	51,191.13	63,262.97	50,299.69	87,776.77	82,514.27						
Properties	168.50	(229.48)	(60.98)	107.52	276.02	444.52						
Lifeline	6,063.87	5,408.48	4,198.04	4,882.41	3,764.64	4,584.63						
InfoNet	(44,801.19)	(29,851.59)	(36,827.76)	(23,517.49)	(26,142.72)	(26,126.63)						
General Agency Support (donations)	209,997.44	198,908.84	164,032.58	182,588.18	182,495.39	231,271.33						
Early Childhood Services	(106,777.26)	(88,609.34)	(21,519.26)	6,272.34	(20,610.53)	(67,391.24)						
CSBG	(46,330.02)	36,388.55	14,385.69	27,168.97	(1,839.57)	79,040.39						
Admin	(10,079.99)	(22,144.01)	(18,163.72)	(54,271.20)	(25,193.12)	(1,855.85)						
Net Receivables	(457,937.12)	(382,124.25)	(260,620.88)	(303,783.79)	(355,329.51)	(289,982.12)	0.00	0.00	0.00	0.00	0.00	0.00











ATCAA Fiscal Officer Narrative – February 2021 p1

Still busy with new contracts, extensions and revisions. No change in cash flow, internally borrowing from HHAP \$1.9 million cash advance. The current Umpqua line of credit has been extended through October 2021 with no fees. We are still responding to the one remaining Targeted Case Management (TCM) audit.

Housing – Denise Cloward Issue: subcontract monitoring

COVID: Housing is fully operational – full time work, generally from home.

Community Dev. Block Grant (CDBG): Tuolumne only – (\$75k over 2 yrs) Housing

Stabilization through 9/21 being billed; new COVID funds in process – up to \$189k.

Emergency Shelter Grants (ESG): New \$200k Shelter contract (1320.1) in process, new rapid rehousing funds running low. New funds applied for will be available in winter.

CalWorks – New Tuolumne contracts running well, **new 2021-2022 \$302k amendment in hand**, Amador picking up.

Continuum of Care: ATCAA as administrator CESH #1, CESH #2, HEAP **(to be complete 6/21)** and COVID-19 funding being spent through CoC county contracts. ESG-COVID **\$547k** funding – Amador assigned to ATCAA, Tuolumne claimed by the County itself; **new ESG-CV2 \$1.7 mil proposal submitted**

HHAP funds (4-county CoC received a lump \$1.9 million) subcontracts are in process of being approved. Tuolumne split ~\$638K between 4 recipients – services and some facility purchases planned.

Varley Place: No vacant units at the moment, VASH funds are being received timely. At full occupancy, this project projects a small net positive result.

CACFP: supplements shelter food costs – needs about \$1,000/month from operations, monitoring went well.

Carter St/Rose quartz: fully occupied, is now running a small net positive result. **Carter St ceiling cave-in will cost maintenance funds.**

Food bank – Joe Tobin Issues: many capital projects in process, COVID

COVID: Food bank is fully operational – full time from warehouse. Social distancing and PPE protections in place.

Community Dev. Block Grant (CDBG): \$391k contract over 2 years now being billed through Sept 2021. New COVID funds **purchased \$140k truck**; \$40k for generator in process

Emergency Food Assist. Program (EFAP): New \$125k EFAP may be carried over thru 9/2022, **other EFAP funding in process amounts TBD**. This pays for staff to handle free Federal commodities – billed quarterly.

State EFAP: 2020-21 \$43k - 40% has been spent by year end, only pays for CA food.

Freezer project: In process - bid at \$242k paid by many sources: EFAP \$100k, Anthem \$34k, Adventist Health \$20k, Webb Foundation \$54k, Strong Community Foundation \$25k, PG&E \$10k.

PG&E: PSPS food box agreement in Tuolumne, helping to offset food loss – hardly used.

Steinberg/Goldberg foundation: \$40k set aside for equipment.

Feeding America: Awarded another \$19k for 2020-21 operation donation, **\$11k for freezer, remainder for food**

Pantries: pays for food on a per pound basis

Donations: Holiday/soliciting letters coming up

ATCAA Fiscal Officer Narrative – February 2021 p2**Energy –Craig Case Issue: timely water billings**

COVID: Some Wx staff have returned to work, outreach/intake mostly working from home, with one person in the office each day

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding, new COVID contract received \$400k. New home battery delivery service is being offered, ATCAA Wx team has ordered 50.

DOE: small, slow spending

TCRCD DWR water conservation: all water made up **all** of the line of credit balance

Prop 84 water/DWR water direct: slow paying

Solar contract: Received – not in operation due to COVID

Amador youth – Pat Porto Issue:

COVID: Full time work, from home, therapists still working

Child Abuse Treatment (CHAT): **Program closed** 12/20 - 2021 not funded

IDA: \$16k foster youth continues

United Way Relief Fund for Families: \$20k for 40 Amador families has increased to \$57K for 114 families affected by COVID-19, almost spent out

Learning Links: \$20k remote learning grant mostly spent, extended through 2/21

Tuolumne youth – Bob White Issue:

COVID: Staff severely reduce hours, school is out – will probably be underspent.

Friday Night Live (FNL): spending under budget

Mentoring: spending under budget

Suicide prevention: spending under budget, new contract received and signed by ATCAA

Opioid safety: underspent – new contract got a no-cost extension to fiscal year end

Youth Empowerment Solutions (YES) partnership: Virtual holiday fundraiser in process

Community – various Issue:

COVID: Staff working fewer hours, outreach impacted

Lifeline (Tonya): program adding clients, hard finding/retaining volunteers due to COVID.

Community Services Block Grant (CSBG): Additional \$37k to this year's contract being partly applied to drug free program in Amador. Increased CARES Act \$350k in funding contract received for multiple uses including paid time off for COVID testing, vaccination and quarantining, **expanded \$40k for admin coordination.**

CSBG Earned Income Tax Credit (EITC) (**Kristy**): New contract awarded at \$110k started 10/20 for year end 6/21.

Medi-Cal Health Navigator (**Patrick**): A new **\$150k** contract through Sierra Health Foundation, providing outreach and administrative support to Amador and Calaveras Counties signing up persons to obtain Medi-Cal Health benefits.

ATCAA Fiscal Officer Narrative – February 2021 p3

Early Child Services – Nancy Miner Issue: transition plan for higher enrollment

COVID: Head Start/State preschool opening slowly.

Head Start/Early Head Start. HS/EHS now opened up services across both counties,

2020 contract extended through 12/21 – worth about \$440k. New 5 year contract started 1/21

Latino outreach: spending within budget – underspent due to COVID

CACFP: supplements Head Start food costs, underspent due to inability to charge staff costs in COVID times – needs less funding from operations.

Cal State Preschool Program (CSPP): higher funding/child makes program self-sufficient.

Family Learning Center (FLC): spending in operation. New contract with Tuolumne DSS complete.

Administration – Bruce Giudici Issue:

COVID: AP: fewer invoices = shorter hours, rest of fiscal mostly full time remote work

Admin budget running negative \$11k. Payroll savings (\$10k) doesn't quite offset lower indirect on under earning contracts so far. Amador County cut support by \$5k, CSBG increased by \$5k. Next 6 months projected to offset current deficit.

Health Insurance/special projects Issue:

Health fund running ahead (\$9k)

New Health Benefit providers in place: United Health Care, Standard Dental, Sunlife Vision, UNUM. Compared to 2020, Deductibles and Out of Pocket maximums have been reduced by 33% - 50%.

Spending on yellow bldg. needed - \$90k available