



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

FINANCE COMMITTEE MEETING AGENDA

February 8th, 2019 | 9:00 a.m.

Video Conference Between

ATCAA Jackson Service Center, Jackson Community Room, 10590 Hwy 88, Jackson, CA 95642 and
ATCAA Sonora Service Center, 2nd Floor Conference Room, 427 N. Hwy 49, Sonora, CA 95370

1. **CALL TO ORDER:**

2. **ROLL CALL:**

Karl Rodefer		Linda Rianda	
Frank Axe		Jim Wilmarth	
Mary Pulskamp			
Raj Rambob, Executive Director			
Bruce Giudici, Fiscal Officer			
Katelyn Goehner, 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. **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).

5.1. Minutes of 09/14/18. Pg. 3

5.2. Minutes of 12/14/18. Pg. 6

6. **OLD BUSINESS:**

7. **NEW BUSINESS:**

8. **REPORTS:**

8.1. Administrative Reports

8.1.A. Line of Credit (LOC)/Local Agency Investment Fund (LAIF) Activity Report to 7/1/18-6/30/19.

Pg. 8

- 8.1.B. Administrative Budget to Actual 07/01/18-12/31/18. Pg. 10
- 8.1.C. Early Childhood Services Report Submittal Matrix through 12/31/18. Pg. 12
- 8.2. Early/Head Start Reports
 - 8.2.A. Head Start Budget & Expenditure Report 01/01/18-12/31/18. Pg. 13
 - 8.2.B. Early Head Start Budget & Expenditure Report 01/01/18-12/31/18. Pg. 13
 - 8.2.C. In-kind (Match) Reports for 01/01/18-12/31/18. Pg. 13
 - 8.2.D. Credit Card Expenditure Reports. Pg. 14
- 8.3. Program Fiscal Reports
 - 8.3.A. Contract Status Summary by Program Report as of 12/31/18. Pg. 17
 - 8.3.B. Contracts and Amendments Report through 12/31/18 Handout 1
 - 8.3.B.1. Reimbursable Funds as of 12/31/18. Handout 2
 - 8.3.B.2. Fixed Fee Funds as of 12/31/18. Handout 3
 - 8.3.B.3. Discretionary Funds as of 12/31/18. Handout 4
- 8.4. Agency Financial Statements
 - 8.4.A. ATCAA Revenue/Expenditure Report 07/01/18-12/31/18. Pg. 19
 - 8.4.B. ATCAA Balance Sheet as of 12/31/18. Pg. 20
 - 8.4.C. ATCAA Budget to Actual Report by Dept. for the period of 07/01/17-12/31/18. Pg. 21
 - 8.4.D. Fiscal Officer Narrative. Pg. 24

9. EXECUTIVE DIRECTOR REPORT:

10. ITEMS FOR FUTURE AGENDAS:

11. INFORMATIONAL:

12. 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 AGENDA

September 14, 2018 | 9:00 a.m.

ATCAA Sonora Service Center, 2nd Floor Conference Room, 427 N. Hwy 49, Sonora, CA 95370

1. **CALL TO ORDER:**

The meeting was called to order at 9:02a.m. by Lloyd Schneider.

2. **ROLL CALL:**

Joni Drake	A	Randy Hanvelt	P
Frank Axe	P	Linda Rianda	P
Jill Gilmore	A	Christy Sharps	A
Raj Rambob, Executive Director			P
Bruce Giudici, Fiscal Officer			P
Kristy Moore, Communications Mgr.			P

P=Present A=Absent

Others present:

Board Chairperson Lloyd Schneider – filling in for Joni Drake.

3. **APPROVAL OF AGENDA:**

Motion to approve agenda after adding 4b. "Report from ED regarding late payments from Water Resources Board;" 6a, "New Budget Considerations;" and 6b, consideration of changes to Executive Director's employment contract by Member Schneider. Schneider moved and Rianda seconded. MPU.

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4b. Executive Director provided a verbal report about the status of monies owed for the water services contract with Tuolumne County Resource Conservation District. In the first quarter of 2018 \$37,000 in reimbursable expenses was owed to ATCAA. From April to June of 2018 the amount grew to \$260,000 and the ATCAA line of credit had to be extended to \$315,000 and then \$400,000 which forced ATCAA to suspend the contract until payments were caught up. ATCAA Directors met with the Resources Board and stated that the suspension must remain in place until payments were caught up as the issue was adversely affecting the Agency. The Water Resources board agreed to find a way to catch up on all payments due as they have an

obligation to full fill the contract. Additionally, they extended the contract out another year and also stated that they would pay for any interest charged to ATCAA due to their slow payments. The Water Resources Board assured ATCAA that the \$35,000 payment would be made soon and the next \$250,000 payment would arrive within 60 days and that payments would come in timely from here forward.

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).

5.1. Minutes of 08/24/18, Pg. 3

Member Axe moved and Rianda seconded the Approval of the Consent Agenda . MPU.

6. **OLD BUSINESS:**

6a. New Budget. It was noted that the new budget is 18.5% greater than last year and that the new budget should not include an expectation of increase in funding from prior years from Tuolumne County as the county experienced a \$660,000 loss of revenue due the forest fires and has not recovered from the recession.

6b. Board was asked to consider the matter of the Executive Director's employment contract to change PAF to 40 hours per week from 37.5 hours per week, add an additional week's vacation and provide a cell phone. Matter referred to Internal Affairs Committee who will draft a resolution for changes to the contract.

7. **NEW BUSINESS:**

None.

8. **REPORTS:**

8.1. Administrative Reports

8.1.A. Line of Credit (LOC)/Local Agency Investment Fund (LAIF) Activity Report to 7/31/18. Pg. 6

8.1.B. Administrative Budget to Actual 07/01/18-07/31/18. Pg.7

8.1.C. Early Childhood Services Report Submittal Matrix as of 07/31/18. Pg.9

8.2. Early/Head Start Reports

8.2.A. Head Start Budget & Expenditure Report 01/01/18-07/31/18. Pg.10

8.2.B. Early Head Start Budget & Expenditure Report 01/01/18-07/31/18. Pg.10

8.2.C. In-kind (Match) Reports for 01/01/18-07/31/18. Pg.10

8.2.D. Credit Card Expenditure Reports

8.2.D.i. American Express (07/01/18-07/31/18). Pg.11

8.2.D.ii. Chevron (07/01/18-07/31/18). Pg.11

8.3. Program Fiscal Reports

8.3.A. Contracts and Amendments Report from 12/2017-09/2018. Pg. 12

8.3.B. Fiscal Program Overview Report as of 07/31/18. Pg.13

8.3.C. Contract Status Reports

8.3.C.i. Discretionary as of 07/31/18. Pg.15

8.3.C.ii. Fixed Fee as of 07/31/18. Pg. 17

8.3.C.iii. Reimbursable as of 07/31/18. Pg. 18

8.4. Agency Financial Statements

- 8.4.A. ATCAA Revenue/Expenditure Report 07/01/18-07/31/18. Pg. 20
- 8.4.B. ATCAA Balance Sheet as of 07/31/18. Pg. 21
- 8.4.C. ATCAA Budget to Actual Report by Dept. for the period of 07/01/17-06/30/18 - Handout
- 8.4.D. Fiscal Officer Narrative - Handout

9. EXECUTIVE DIRECTOR REPORT:

Raj Rambob reminded the Committee about the Empty Bowls and Mardi Gras fundraisers.

10. ITEMS FOR FUTURE AGENDAS:

11. INFORMATIONAL:

12. ADJOURNMENT:

The meeting was adjourned at 10:26am by Lloyd Schneider

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 935 S. State Hwy. 49 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

December 14, 2018 | 9:30 a.m.

ATCAA Jackson Service Center, Jackson Community Room, 10590 Hwy 88, Jackson, CA 95642

1. **CALL TO ORDER:**

The meeting was called to order at 9:33am by Karl Rodefer.

2. **ROLL CALL:**

Joni Drake	A	Randy Hanvelt	P
Frank Axe	A	Linda Rianda	P
Jill Gilmore	A	Christy Sharps	A
Raj Rambob, Executive Director			P
Bruce Giudici, Fiscal Officer			P
Katelyn Goehner, Secretary to the Board			P

Others present: Karl Rodefer (Hanvelt's Alternate until Hanvelt arrived at 10:19am), Alison McElwee, ATCAA Fiscal Services Coordinator, and Lloyd Schneider. There was not enough for a quorum; however Members Rianda and Rodefer still went through the reports.

3. **APPROVAL OF AGENDA:**

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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).

5.1. Minutes of 09/14/18. Pg. 3

6. **OLD BUSINESS:**

7. **NEW BUSINESS:**

7.1. Extension of Line of Credit. Handout.

Not enough members for a quorum to approve the recommendation of the Extension of Line of Credit to the Board, so those present recommend the Board approve the Extension in the Finance Committee Verbal Report.

8. REPORTS:

8.1. Administrative Reports

8.1.A. Line of Credit (LOC)/Local Agency Investment Fund (LAIF) Activity Report to 7/1/18-6/30/19. Pg. 6

8.1.B. Administrative Budget to Actual 07/01/18-10/31/18. Pg. 7

8.1.C. Early Childhood Services Report Submittal Matrix as of 11/30/18. Pg. 8

8.2. Early/Head Start Reports

8.2.A. Head Start Budget & Expenditure Report 01/01/18-10/31/18. Pg. 9

8.2.B. Early Head Start Budget & Expenditure Report 01/01/18-10/31/18. Pg. 10

8.2.C. In-kind (Match) Reports for 01/01/18-10/31/18. Pg. 10

8.2.D. Credit Card Expenditure Reports. Pg. 11

8.3. Program Fiscal Reports

8.3.A. Contracts and Amendments Report from 2/2018-12/2018. Pg. 13

8.3.A.1. Discretionary Funds as of 10/31/18. Pg. 14

8.3.A.2. Fixed Fee Funds as of 10/31/18. Pg. 16

8.3.A.3. Reimbursable Funds as of 10/31/18. Pg. 17

8.3.B. Fiscal Program Overview Report as of 07/31/18. Pg. 19

8.4. Agency Financial Statements

8.4.A. ATCAA Revenue/Expenditure Report 07/01/18-10/31/18. Pg. 21

8.4.B. ATCAA Balance Sheet as of 10/31/18. Pg. 22

8.4.C. ATCAA Budget to Actual Report by Dept. for the period of 07/01/17-10/31/18. Pg. 23

8.4.D. Fiscal Officer Narrative. Pg. 26

Bruce Giudici went through each report and the Members asked questions. Member Rodefer asked for some revisions on the reports, such as being printed on legal sized paper so they will be easier to read. Also, pending approval of Member Rodefer becoming the new Finance Chair, he would like to have meetings more often and at least two hours long so there can be more explanation within the reports.

9. EXECUTIVE DIRECTOR REPORT:

Raj Rambob had nothing to report, he will update everyone during the Board Executive Director Report.

10. ITEMS FOR FUTURE AGENDAS:

11. INFORMATIONAL:

12. ADJOURNMENT:

The meeting was adjourned at 10:30am by Karl Rodefer.

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Amador-Tuolumne Community Action Agency

Activity in Line of Credit (LOC) Umpqua Bank for July 1, 2018 - June 30, 2019 (\$400,000.00 limit)

Beginning Balance 7/1/2018		(280,000.00)	
Draws			Payments
7/3/18 Draw		(60,000.00)	7/9/18 Payment
7/6/18 Draw		(15,000.00)	7/13/18 Payment
7/23/18 Draw		(127,000.00)	7/24/18 Payment
8/22/18 Draw		(88,000.00)	7/31/18 Payment
8/28/18 Draw		(52,000.00)	8/2/18 Payment
9/20/18 Draw		(25,000.00)	8/7/18 Payment
10/3/18 Draw		(38,000.00)	9/11/18 Payment
10/16/18 Draw		(60,000.00)	9/28/18 Payment
10/22/18 Draw		(50,000.00)	10/5/18 Payment
10/23/18 Draw		(40,000.00)	10/11/18 Payment
11/14/18 Draw		(28,000.00)	11/9/18 Payment
11/20/18 Draw		(95,000.00)	12/7/18 Payment
12/4/18 Draw		(19,000.00)	12/13/18 Payment
12/6/18 Draw		(31,000.00)	12/21/18 Payment
12/19/18 Draw		(76,000.00)	
12/26/18 Draw		(120,000.00)	
Ending Bal as of 12/31/18		(130,471.68)	
Interest and Fees			
7/31 Interest charged		(1,199.17)	7/31 Interest paid
8/30 Interest charged		(1,150.81)	8/30 Interest paid
9/30 Interest charged		(1,606.22)	9/30 Interest paid
10/30 Interest charged		(2.25)	10/31 Interest paid
11/30 Interest charged		(833.11)	11/30 Interest paid
12/7 Annual fee charged		(150.00)	12/13 Annual fee paid
12/31 Interest charged		(471.68)	12/31 Interest paid
			Interest paid as of 12/31/18
			5,413.24

Per Board direction, the Line of Credit may be used to assist with short-term cash flow needs only to cover allowable expenses included in grants and contracts awaiting reimbursement. 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 Executive Director will be notified by email within 5 working days of all activity in the Line of Credit.

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2018 - June 30, 2019

Beginning Balance 7/1/2018 261,875.55

Draws

Interest
 7/31/18 Interest Earned @ 1.90% 1,242.62
 10/31/18 Interest Earned @ 2.16% 1,429.61

Deposits

Ending Balance as of 12/31/18 264,547.78

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	\$143,272	
	x 75%	
	\$107,454	
	<u>\$207,454</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	\$143,272	
	x 50%	
	\$71,636	
	<u>\$171,636</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 2018 Accrued Leave Payable balance)

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to actual report
July 1, 2018 - December 31, 2018

		18-19 Budget Funds 91411 & 91421	July-Dec 2018	Variance -- Actual to budget	
REVENUE					
Amador & Tuolumne Counties	4016	\$80,000	\$ 27,000	\$53,000	
Private Revenue-Non Fed	4020	0	2,000	-\$2,000	
Contractual Admin. Revenues:					
2018 CSBG (Jul18-Dec18)		90,000	60,000	30,000	
2019 CSBG (Jan19-Jun19)		70,000		70,000	
Contractual Admin. Revenue	4060	687,542	364,256	323,286	
Total Cash Revenue		\$927,542	\$453,256	\$474,286	51%
DIRECT EXPENSE					
Personnel Expense					
Salaries & Wages					
Salaries & Wages	6010	\$475,203	\$219,975		
Total Salaries & Wages		\$475,203	\$219,975	255,228	54%
Fringe Benefits					
Accrued Leave	6020	\$39,634	\$20,021		
FICA	6030	14,325	9,885		
Health Insurance	6040	98,422	48,341		
Retirement	6050	24,881	7,184		
Unemployment Insurance	6060	6,532	1,009		
Workers' Compensation Ins	6070	3,360	1,950		
Other Employee Benefits	6080	0	260		
Total Fringe Benefits		187,154	88,630	98,524	53%
Total Personnel Expense		\$662,357	\$308,605	353,752	53%
Non-personnel Expense					
Travel (Out-of-Area)					
Out-of-Area Travel (Staff)	6120	\$800	\$942		
Out-of-Area Travel (Volunteers)	6121	0	0		
Total Travel (Out-of-Area)		\$800	\$942	-142	-18%
Major Equipment and Assets					
Equipment (over \$5000)	6210	\$0	\$0		
Land	6220	0	0		
Leasehold Improvements	6230	0	181		
Structures & Improvements	6240	0	2,850		
Total Major Equipment and Assets		0	3,131		
Supplies					
Classroom Supplies	6310	\$0	\$0		
Clothing & Personal Supplies	6320	0	0		
Household Supplies	6330	\$1,100	493		
Kitchen Supplies	6340	0	0		
Postage	6350	3,500	2,412		
Program Supplies	6360	1,500	817		
Routine Office Supplies	6370	5,000	943		
Playground Supplies	6380	0	0		
Total Supplies		11,100	4,665	6,435	58%
Contractual					
Accounting & Auditing	6410	\$50,000	\$16,573		
Delegate Agencies	6420	0	0		
Legal Services	6430	5,000	2,035		
Outside Services	6440	1,000	18,825		
Computer Services	6450	60,805	46,747		
Total Contractual		116,805	84,180	32,625	28%
Other (Equipment Expense)					
Computer Software(\$0-\$4,999)	6505	\$500	\$26		
Computer (hardware)	6506	2,500	782		
Equipment (\$500-\$4999)	6510	1,200	520		
Insurance (Vehicular)	6520	300	258		
Maintenance (Equipment)	6530	6,750	4,471		
Maintenance (Vehicles)	6535	800	6		
Rents & Leases (Equipment)	6540	0	0		
Rents & Leases (Vehicles)	6545	0	0		
Small Tools/Equip (under \$500)	6550	500	94		
Small Tools (minimal value)	6555	500	92		
Total Other (Equipment Expense)		13,050	6,249	6,801	52%
Other (General Personnel Costs)					
Local Travel (Staff)	6620	\$6,500	\$2,172		
Local Travel (Volunteers)	6621	0	0		
Staff Licensing	6630	100	0		
Training & Development (Staff)	6640	3,000	864		
Training & Development (Volunteer)	6641	0	0		

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to actual report
July 1, 2018 - December 31, 2018

Vol Csts (other than training)	6650	0	0			
Total Other (General Personnel Costs)		9,600	3,036	6,564	68%	
Other (General Operating Costs)						
Ads & Legal Notices	6705	\$1,200	\$30			
Copying Fees	6710	4,200	1,775			
Extra Help	6715	0	0			
Insurance/Bonds(not auto,hlth)	6720	11,665	5,762			
Interest On Long Term Debt	6725	6,500	5,413			
Meeting Costs	6730	3,000	249			
Membership Dues	6740	800	125			
Miscellaneous Expenses(Fiscal)	6750	0	18			
Printing & Binding	6755	800	0			
General Agency Promotion	6760	0	571			
Program Outreach	6765	0	0			
Publications	6770	700	0			
Subscriptions	6780	100	135			
Service Fees-Banking (Fiscal)	6784	4,200	2,389			
Service Fees-Other (Fiscal)	6785	5,800	627			
Taxes & Assessments	6790	200	75			
Total Other (General Operating Costs)		39,165	17,169	21,996	56%	
Other (Space/Occupancy Costs)						
Communications	6810	\$4,500	\$2,990			
Depreciation	6811	0	0			
Household Services	6820	6,000	3,062			
Maintenance -Structure/Grounds	6830	0	2,018			
Maintenance-Play Equip / Grounds	6831	0	0			
Mortgage Payments	6835	0	0			
Rents & Leases	6840	50,295	16,116			
Rents & Leases (Other Structures)	6845	0	0			
Use Fees	6848	0	0			
Utilities	6850	11,000	4,298			
Total Other (Space/Occupancy Costs)		71,795	28,484	43,311	60%	
Other (Special Departmental Costs)						
Bad Debt	6905	\$0	\$0			
Client Assistance	6910	0	0			
Client Transportation	6915	0	0			
Council Expense	6920	0	0			
Food (Prepared)	6930	0	0			
Food (Raw)	6935	0	0			
Unreimbursed Food Service Cost	6940	0	0			
Unreimbursed CDE costs	6945	0	0			
Weatherization Materials	6950	0	0			
Total Other (Special Departmental Costs)		0	0			
Total Non-personnel Expense		\$262,315	\$147,856	\$114,459	44%	
TOTAL DIRECT EXPENSE		\$924,672	\$456,461	\$458,211	51%	
BOARD of DIRECTORS EXPENSE						
Non-personnel Expense						
Contractual						
Outside Services	6440	\$1,000	\$0			
Total Contractual		\$1,000	\$0	1,000	100%	
Supplies						
Program Supplies	6370	\$0	\$0			
Total Supplies		0	0	0		
Other (General Personnel Costs)						
Travel (Local & Out of Area)		\$300	\$185			
Total Other (General Personnel Costs)		300	185	115	38%	
Other (General Operating Costs)						
Copying Fees	6710	\$100	\$0			
Insurance/Bonds(not auto,hlth)	6720	670	402			
Meeting Costs	6730	800	388			
Program Outreach	6765	0	0			
Total Other (General Operating Costs)		1,570	790	780	50%	
TOTAL BOARD of DIRECTORS EXPENSE		\$2,870	\$975	\$1,895	66%	
TOTAL ADMIN EXPENSE		\$927,542	\$457,436	\$470,106	51%	
		Budget	Actual			
Revenue over/under Expenditures						
Total Revenue		\$927,542	\$453,256			
Less Total Expenditures		-927,542	-457,436			
Current Year Revenue over/under Expenditures		\$0	-\$4,180			
Carryover from prior years		182,640	182,640			
Year end revenue over/under expenditures		\$182,640	\$178,460			

ECS REPORT SUBMITTAL MATRIX For 12 Month Period Ending December 31, 2018

		Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
8125.1 & 8125.2 Head Start & Early Head Start (01/01/18-12/31/18)	425 Financial Reports												
	Report Period							semi-annual					
	Due Date							Jan-Jun18					
	Date submitted							7/30/18					
								7/30/18					
Head Start and Early Head Start	425 Cash Status Reports				81241 & 2			81251 & 2					
	Report Period	81241 & 2			81251 & 2			81251 & 2			81251 & 2		
	Due Date	Oct-Dec17			Jan-Mar18			Apr-Jun17			Jul-Sep 18		
	Date submitted	1/30/18			4/30/18			7/30/18			10/30/2018		
		1/29/18			4/23/18			7/27/18			10/23/18		
Head Start and Early Head Start	429 Real Property Status Reports												
	Report Period	81241 & 2											
	Due Date	Jan-Dec17											
	Date submitted	1/30/18											
		815/18											
8288.1 2017 CSPP (07/01/17-06/30/18)	CDFS 9500												
	Report Period	Oct-Dec17			Jan-Mar18			Apr-Jun18					
	Due Date	1/20/18			4/20/18			7/20/18					
	Date submitted (emailed & hard copy)	1/19/18			4/18/18			7/19/18					
8289.1 2018 CSPP (07/01/18-06/30/19)	CDFS 9500												
	Report Period										Jul-Sep 18		
	Due Date										10/20/18		
	Date submitted (emailed & hard copy)										10/19/18		
CDE Reserve	CDFS 9530-A							8288.1					
	Report Period							Jul17-Jun18					
	Due Date (With Final CSPP Rpt)							7/20/18					
	Date submitted							7/19/18					



HEAD START BUDGET AND EXPENDITURE REPORT - 2018

8125.1

Period Covering: 01-01-2018 through 12-31-2018

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$21,860	\$18,890	\$2,970	0%	14%
<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$887,400	\$916,368	-\$28,968	0%	-3%
Fringe Benefits	403,888	353,499	50,389	0%	12%
Travel	2,000	144	1,856	0%	93%
Equipment	65,000	60,399	4,601	0%	7%
Supplies	82,698	55,405	27,293	0%	33%
Contractual	68,780	55,547	13,233	0%	19%
Other	191,475	229,227	-37,752	0%	-20%
Total Direct Charges	\$1,701,241	\$1,670,590	\$30,651	0%	2%
Indirect Charges	179,649	178,731	918	0%	1%
Total	\$1,880,890	\$1,849,321	\$31,569	0%	2%
Total to be charged from CACFP		\$0	\$31,569		
Total to be charged from CSPP		\$331	\$31,238		
Total Including Other Revenue	\$1,897,738	\$1,849,652	\$48,085	0%	3%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2018

8125.2

Period Covering: 01-01-2018 through 12-31-2018

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$31,634	\$31,166	\$468	0%	1%
<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$730,205	\$707,611	\$22,594	0%	3%
Fringe Benefits	315,017	290,972	24,045	0%	8%
Travel	0	426	-426	0%	
Equipment	0	7,770	-7,770	0%	
Supplies	38,000	36,872	1,128	0%	3%
Contractual	10,000	7,273	2,727	0%	27%
Other	108,262	123,344	-15,082	0%	-14%
Total Direct Charges	\$1,201,484	\$1,174,269	\$27,215	0%	2%
Indirect Charges	133,365	129,481	3,883	0%	3%
Total	\$1,334,849	\$1,303,750	\$31,099	0%	2%
Total to be charged from CACFP/CSPP		\$331	\$30,768		
Total Including Other Revenue	\$1,339,678	\$1,304,081	\$35,597	0%	3%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2018

8125.1 & 8125.2

Period Covering: 01-01-2018 through 12-31-2018* *Note: Dec. Non Cash Match Not Posted

<i>In-Kind Match</i>	<i>Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Non-cash match		\$96,121			
Cash match		509,937			
Total	\$577,281	\$606,058	-\$28,777	8%	-5%

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

AMERICAN EXPRESS PURCHASES FOR ECS Billing Period 12/01-31/18				
DATE	VENDOR	PURPOSE		AMOUNT
12/03/18	AMAZON	PO 82237 RADIOS/MOP PADS		153.96
12/04/18	WALMART	PO 82240 IONE EHS DIAPERS/FORMULA/HOUSEHOLD		350.72
12/04/18	AMAZON	PO 82243 CABINET/BLOCKS		293.49
12/05/18	AMAZON	PO 82249 COMPUTER HARDWARE		509.54
12/05/18	WALMART	PO 82247 SOULSBYVILLE HS PHOTO PRINTS		36.87
12/05/18	WALMART	PO 82248 JACKSON EHS DIAPERS		142.11
12/06/18	WALMART	PO 82402 JAMESTOWN CLASSROOM/HOUSEHOLD		252.29
12/10/18	WALMART	PO 82408 BLUE BELL EHS CLASSROOM SUPPLIES		204.34
12/11/18	WALMART	PO 82411 BLUE BELL HS CLASSROOM/TARP		122.64
12/12/18	WALMART	PO 82414 TRAINING SUPPLIES		74.33
12/12/18	DELL	PO 82416 DELL LAPTOPS		3,222.73
12/12/18	AMAZON	PO 82417 COMPUTER HARDWARE/KEY		503.84
12/13/18	AMAZON	PO 82423 BLUE BELL HS HOUSEHOLD/CLASSROOM		46.97
12/13/18	TEACHSTONE	PO 82081 CLASS CERT - A RASOR		125.00
12/13/18	AMAZON	PO 82418 TRAINING SUPPLIES		155.42
12/13/18	EBAY	PO 82421 LAMINATOR		1,985.41
12/13/18	WALMART	PO 82425 SUMMERVILLE HS CLASSROOM		59.54
12/14/18	AMAZON	PO 82342 IONE HOUSEHOLD		59.89
12/14/18	LENOVO	PO 82427 COMPUTER HARDWARE		1,355.84
12/17/18	WALMART	PO 82435 JAMESTOWN EHS CLASSROOM/HOUSEHOLD		193.42
12/18/18	TEACHSTONE	PO 82084 ECS CLASS CERT. D. TAYLOR		125.00
12/20/18	AMAZON	PO 82445 COMPUTER HARDWARE		287.40
12/20/18	AMAZON	PO 82444 STYLUS PENS		142.80
12/20/18	AMAZON	PO 82446 JAMESTOWN HS FILE CABINET		249.99
12/21/18	DNS FILTER	PO 82092 DNS FILTER SOFTWARE		75.00
12/27/18	AMAZON	PO 82656 MONITOR		124.51
12/28/18	AMAZON	PO 82663 LAPTOP SUPPLIES		194.78
				<hr/>
				11,047.83

CHEVRON FUEL CARD for ECS				
DATE	PURPOSE			AMOUNT
BILLING PERIOD 12/1-18/18	FUEL			576.96
BILLING PERIOD 12/1-18/18	CAR WASH			0.00
BILLING PERIOD 12/19-31/18	FUEL			140.01
BILLING PERIOD 12/19-31/18	CAR WASH			
				<hr/>
				716.97

LOWE'S CARDS for ECS

DATE	PURPOSE	AMOUNT
12/4/2018	PO 82074 MAINTENANCE	405.37
12/11/2018	PO 82080 RANGE FOR BLUE BELL HS	485.82
12/13/2018	PO 82419 MAINTENANCE IONE/SUMMERVILLE/ALL	137.54
12/14/2018	PO 82431 FLEX TORQ SET	25.59
12/17/2018	PO 82093 SUMMERVILLE HS CORK WALL PROJECT	41.82
12/20/2018	PO 82089 JAMESTOWN/SONORA HS LEAF BLOWERS	192.01
12/28/2018	PO 82095 IONE HS RUG DOCTOR RENTAL/CARPET CLEANER	71.62
		1,359.77

DATE	SAVEMART CARDS for ECS PURPOSE	AMOUNT
12/3/2018	PO 82315 SOULSBYVILLE HS RAW FOODS/CLASSROOM	276.87
12/3/2018	PO 82316 SONORA HS RAW FOODS	334.25
12/3/2018	PO 82317 BLUE BELL RAW FOODS	455.04
12/3/2018	PO 82318 JAMESTOWN RAW FOOD	379.09
12/3/2018	PO 82319 BLUE BELL HS MEETING	90.13
12/3/2018	PO 82320 SUMMERVILLE HS CLASSROOM/MEETING	27.04
12/5/2018	PO 82321 SONORA HS CLASSROOM	76.10
12/10/2018	PO 82326 RAW FOOD/CLASSRM SUPPLIES SONORA	320.42
12/10/2018	PO 82327 PARENT MTG SONORA	20.80
12/14/2018	PO 82332 PARENT MTG SUMMERVILLE HS	19.17
12/14/2018	PO 82333 MTG SUPPLIES/CLASSRM SUPPLIES BLUE BELL HS	84.02
12/18/2018	PO 82337 RAW FOODS SOULSBYVILLE HS	252.73
12/18/2018	PO 82338 RAW FOODS BLUE BELL HS/EHS	422.27
12/18/2018	PO 82339 RAW FOODS SONORA	218.98
12/18/2018	PO 82340 RAW FOODS/CLASSRM SUPPLIES JAMESTOWN HS/EHS	301.74
12/18/2018	PO 82343 MTG SUPPLIES SONORA HS	14.97
12/11/2019	PO 82323 RAW FOODS SOULSBYVILLE HS	287.74
12/11/2019	PO 82324 PARENT MTG SOULSBYVILLE	45.52
12/11/2019	PO 82325 RAW FOODS BLUE BELL	518.33
12/11/2019	PO 82328 RAW FOODS/PARENT MGT JAMESTOWN HS/EHS	391.64
		<hr/> 4,536.85

DATE	WALMART CARDS for ECS PURPOSE	AMOUNT
12/4/2018	PO 82244 SOULSBYVILLE HS CLASSROOM/HOUSEHOLD	121.93
12/10/2018	PO 82405 HOMEBASE SUPPLIES FOR VISITS	25.07
12/10/2018	PO 82404 CHILDRENS FESTIVAL SUPPLIES	31.76
12/17/2018	PO 82432 CLASSRM SUPPLIES SONORA HS	20.10
		<hr/> 198.86

Contract Status Summary by Program as of 12/31/18

		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Housing					
	Reimbursable	3,333,935		1,269,494	2,064,441
	Fixed Fee	44,763		44,129	634
	Discretionary	(54,952)	91,550		(146,502)
Total Housing Programs		3,323,746	91,550	1,313,623	1,918,573
Food Bank					
	Reimbursable	567,529		411,219	156,310
	Fixed Fee				0
	Discretionary	145,071	46,940		98,131
Total Food Bank Programs		712,600	46,940	411,219	254,441
Energy					
	Reimbursable	6,168,126		4,117,143	2,050,983
	Fixed Fee	4,899		0	4,899
	Discretionary	7,852	367		7,485
Total Energy Programs		6,180,877	367	4,117,143	2,063,367
Tuolumne Family Learning and Support					
	Reimbursable	314,737		77,904	236,833
	Fixed Fee				0
	Discretionary	135,369	22,776		112,593
Total Family Learning/Support Programs		450,106	22,776	77,904	349,426
Amador Learning/Family Resources & Support					
	Reimbursable	510,202		365,085	145,117
	Fixed Fee	5,180		7,801	(2,621)
	Discretionary	3,750	0		3,750
Total Family Resource Services Programs		519,132	0	372,886	146,246
Amador Youth					
	Reimbursable	22,450		4,364	18,086
	Fixed Fee				0
	Discretionary				0
Total Amador Youth Programs		22,450	0	4,364	18,086
Tuolumne Youth					
	Reimbursable	244,502		97,083	147,419
	Fixed Fee				0
	Discretionary	64,377	8,947		55,430
Total Tuolumne Youth Programs		308,879	8,947	97,083	202,849
Central Sierra Connect					
	Reimbursable	99,100		50,277	48,823
	Fixed Fee				0
	Discretionary	4,331	0		4,331
Total Central Sierra Connect Programs		103,431	0	50,277	53,154

Contract Status Summary by Program as of 12/31/18

		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Early Childhood Services					
	Reimbursable	3,381,275		3,237,221	144,054
	Fixed Fee	1,220,997		1,220,836	161
	Discretionary	31,610	1,320		30,290
Total Early Childhood Services Programs		4,633,882	1,320	4,458,057	174,505
CSBG					
	Reimbursable	409,291		288,829	120,462
	Fixed Fee				0
	Discretionary				0
Total CSBG Programs		409,291	0	288,829	120,462
Lifeline -Amador/Calaveras					
	Reimbursable				0
	Fixed Fee				0
	Discretionary	54,047	53,476		571
Total Lifeline Programs		54,047	53,476	0	571




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




July 1, 2018 - December 31, 2018




		Budget	50% of FY left	
		July 1, 2018 - June 30, 2019	Current Period Actual	% of budget remaining
Revenue				
Cash Revenue				
Direct Federal Revenue	4000	3,221,529	1,716,551	
State Revenue(Pass-through Fed	4010	2,109,461	800,828	
State Revenue (Non-Federal)	4011	623,633	210,407	
Local Govern.Rev.(Pass through	4015	382,778	429,492	
Local Govern.Rev.(Non-Federal)	4016	1,052,324	70,935	
Private Revenue-Non Fed	4020	80,632	165,837	
Community Donations	4030	62,809	269,944	
Client Fees	4034	106,631	62,272	
Miscellaneous Revenue	4039	138,498	86,768	
Interest Revenue	4040	3,060	2,677	
Rental Income	4041	183,858	57,507	
Contractual Admin. Revenue	4060	847,542	424,256	
Carry-over Revenue (Non Grant)	4901			
Total Cash Revenue		8,819,817	4,685,249	47%
Total Non-cash Revenue		1,669,796	652,209	61%
Total Revenue		10,489,613	5,337,458	49%
Direct Expense				
Total Salaries & Wages		3,593,318	1,842,981	49%
Total Fringe Benefits		1,468,864	717,380	51%
Total Travel (Out-of-Area)		20,813	10,282	51%
Total Major Equipment and Assets		72,116	109,702	-52%
Total Supplies		165,403	94,499	43%
Total Contractual		501,414	272,265	46%
Total Other (Equipment Expense)		192,439	113,804	41%
Total Other (General Personnel Costs)		123,501	47,398	62%
Total Other (General Operating Costs)		197,764	90,745	54%
Total Other (Space/Occupancy Costs)		598,120	302,187	49%
Total Other (Special Departmental		1,105,015	673,699	39%
Total Non-personnel Expense		2,976,585	1,714,582	42%
Total Direct Expense		8,038,767	4,274,943	47%
Total Indirect Expense		781,049	424,256	46%
Total Non-cash Expense		1,669,797	652,209	61%
Excess Revenue over Expense		0	-13,950	
Health fund			-17,860	
General fund			3,910	

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

	UNAUDITED		AUDITED	
	<u>December 31, 2018</u>		<u>June 30, 2018</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	333,925		312,724	
Prepaid Deposits & Expenses	129,497		129,359	
Accounts Receivable	1,337,880		1,233,438	
Weatherization Materials Inventory	113,086		89,721	
Construction In Progress				
Structures & Improvements		6,724,035		6,724,035
Vehicles & Equipment		1,118,387		1,118,387
Land		460,999		460,999
Accumulated Depreciation		<u>-3,202,893</u>		<u>-3,202,893</u>
Total Assets	<u>1,914,388</u>	<u>5,100,529</u>	<u>1,765,242</u>	<u>5,100,529</u>
Liabilities				
Accounts Payable	343,053		205,810	
Refundable Deposits	7,540		2,604	
Salaries & Benefits Payable	181,756		106,705	
Accrued Paid Time Off	131,367		143,272	
Notes Payable	130,472	365,543	280,000	373,062
Deferred Revenue	<u>665,476</u>		<u>558,177</u>	
Total Liabilities	<u>1,459,664</u>	<u>365,543</u>	<u>1,296,568</u>	<u>373,062</u>
Net Assets				
Invested in Capital Assets		4,734,985		4,727,467
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>98,629</u>		<u>116,489</u>	
Total Assigned Fund Balance	<u>138,732</u>		<u>156,592</u>	
Unassigned Fund Balance	<u>215,992</u>		<u>212,082</u>	
Total Net Assets	<u>454,724</u>	<u>4,734,985</u>	<u>468,673</u>	<u>4,727,467</u>
	<u>1,914,388</u>	<u>5,100,529</u>	<u>1,765,242</u>	<u>5,100,529</u>

		Housing			ATCAA July 1 2018- December 31, 2018		50 % FY remains	Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>			
Personnel	\$248,780	\$142,241	\$106,539	50%	43%	CDBG, ESG, Calworks, CoC, CACFP, Varley Place, Broadway, Carter St / Rose Quartz		
Fringe Benefits	89,491	52,819	36,672	50%	41%			
Travel	1,110	147	963	50%	87%			
Equipment	0	52	-52	50%				
Supplies	19,383	13,960	5,423	50%	28%			
Contractual	50,957	20,005	30,952	50%	61%			
Other	699,607	502,470	197,137	50%	28%			
Total Direct Charges	\$1,109,328	\$731,694	\$377,634	50%	34%			
Indirect Charges	93,832	55,756	38,076	50%	41%			
Total	\$1,203,160	\$787,450	\$415,710	50%	35%			
		Food			ATCAA July 1 2018- December 31, 2018		50 % FY remains	Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>			
Personnel	\$141,401	\$66,278	\$75,123	50%	53%	CDBG, EFAP, SEFAP, USDA, Pantries, Donations		
Fringe Benefits	62,478	25,717	36,761	50%	59%			
Travel	2,435	1,453	982	50%	40%			
Equipment	11,262	0	11,262	50%	100%			
Supplies	9,195	2,275	6,920	50%	75%			
Contractual	413	0	413	50%	100%			
Other	138,509	80,117	58,392	50%	42%			
Total Direct Charges	\$365,693	\$175,840	\$189,853	50%	52%			
Indirect Charges	33,251	17,686	15,565	50%	47%			
Total	\$398,944	\$193,526	\$205,418	50%	51%			
		Energy			ATCAA July 1 2018- December 31, 2018		50 % FY remains	Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>			
Personnel	\$455,522	\$238,054	\$217,468	50%	48%	LIHEAP, DOE, DWR water, Prop 84 water		
Fringe Benefits	212,540	97,910	114,630	50%	54%			
Travel	4,761	452	4,309	50%	91%			
Equipment	0	33	-33	50%				
Supplies	15,736	7,378	8,358	50%	53%			
Contractual	99,753	45,624	54,129	50%	54%			
Other	460,993	220,903	240,090	50%	52%			
Total Direct Charges	\$1,249,305	\$610,354	\$638,951	50%	51%			
Indirect Charges	86,520	48,249	38,271	50%	44%			
Total	\$1,335,825	\$658,603	\$677,222	50%	51%			

		ATCAA July 1 2018- December 31, 2018			50 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	CHAT, IDA, Literacy
Personnel	\$61,315	\$21,807	\$39,508	50%	64%	
Fringe Benefits	10,759	3,534	7,225	50%	67%	
Travel	76	0	76	50%	100%	
Equipment	0	1	-1	50%		
Supplies	488	183	305	50%	63%	
Contractual	126,320	56,485	69,835	50%	55%	
Other	9,806	9,360	446	50%	5%	
Total Direct Charges	\$208,764	\$91,370	\$117,394	50%	56%	
Indirect Charges	11,954	5,024	6,930	50%	58%	
Total	\$220,718	\$96,394	\$124,324	50%	56%	
		ATCAA July 1 2018- December 31, 2018			50 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	FNL, Mentoring, YES, Suicide prevention, Opioid prevention
Personnel	\$153,333	\$86,436	\$66,897	50%	44%	
Fringe Benefits	50,427	28,200	22,227	50%	44%	
Travel	3,872	903	2,969	50%	77%	
Equipment	0	13,690	-13,690	50%		
Supplies	3,356	1,985	1,371	50%	41%	
Contractual	24,332	15,796	8,536	50%	35%	
Other	79,613	35,812	43,801	50%	55%	
Total Direct Charges	\$314,933	\$182,822	\$132,111	50%	42%	
Indirect Charges	34,842	18,781	16,061	50%	46%	
Total	\$349,775	\$201,603	\$148,172	50%	42%	
		ATCAA July 1 2018- December 31, 2018			50 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	CS Connect, Lifeline, CSBG, CSBG EITC
Personnel	\$125,758	\$64,076	\$61,682	50%	49%	
Fringe Benefits	39,777	22,407	17,370	50%	44%	
Travel	2,666	1,265	1,401	50%	53%	
Equipment	0	77	-77	50%		
Supplies	4,192	2,456	1,736	50%	41%	
Contractual	67,914	33,851	34,063	50%	50%	
Other	85,799	24,758	61,041	50%	71%	
Total Direct Charges	\$326,106	\$148,890	\$177,216	50%	54%	
Indirect Charges	161,377	91,623	69,754	50%		
Total	\$487,483	\$240,513	\$246,970	50%	51%	

		ATCAA July 1 2018- December 31, 2018			50 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	Head Start, Early Head Start, Latino outreach, FLC, CACFP, CSPP
Personnel	\$1,907,338	\$978,498	\$928,840	50%	49%	
Fringe Benefits	774,749	370,315	404,434	50%	52%	
Travel	4,748	5,119	-371	50%	-8%	
Equipment	60,854	92,710	-31,856	50%	-52%	
Supplies	101,837	61,483	40,354	50%	40%	
Contractual	11,388	35,990	-24,602	50%	-216%	
Other	553,759	268,992	284,767	50%	51%	
Total Direct Charges	\$3,414,673	\$1,813,107	\$1,601,566	50%	47%	
Indirect Charges	359,274	187,140	172,134	50%	48%	
Total	\$3,773,947	\$2,000,247	\$1,773,700	50%	47%	
		ATCAA July 1 2018- December 31, 2018			50 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	Exec. Director, Fiscal, Human Resources, Tech, Board
Personnel	\$499,871	\$219,975	\$279,896	50%	56%	
Fringe Benefits	207,988	88,630	119,358	50%	57%	
Travel	1,145	942	203	50%	18%	
Equipment	0	3,131	-3,131	50%		
Supplies	11,216	4,665	6,551	50%	58%	
Contractual	120,337	84,180	36,157	50%	30%	
Other	147,790	55,913	91,877	50%	62%	
Total Direct Charges	\$988,347	\$457,436	\$530,911	50%	54%	
Indirect Charges	0	0	0	50%		
Total	\$988,347	\$457,436	\$530,911	50%	54%	
		ATCAA July 1 2018- December 31, 2018			50 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	Health insurance, copier/vehicle fund, Bldg deferred maintenance
Personnel	\$0	\$0	\$0	50%		
Fringe Benefits	20,655	17,860	2,795	50%	14%	
Travel	0	0	0	50%		
Equipment	14,303	0	14,303	50%	100%	
Supplies	0	0	0	50%		
Contractual	0	0	0	50%		
Other	26,661	20,864	5,797	50%	22%	
Total Direct Charges	\$61,619	\$38,724	\$22,895	50%	37%	
Indirect Charges	546	0	546	50%	100%	
Total	\$62,165	\$38,724	\$23,441	50%	38%	

ATCAA Fiscal Officer Narrative – December 2018 p1

ATCAA is in the sixth month of its fiscal year – programs should have 50% of their budgets remaining.

Cash flow issues are now based on higher spending on slower paying housing contracts. Our \$400,000 Line of Credit has been renewed through January 2020.

The new 2018 CDBG funding request was presented to the Tuolumne Board of Supervisors February 5 (\$75k for Housing Stabilization Services and \$391k for Food Bank operations).

In January, we received California Homeless Emergency Aid Program (HEAP) funding of \$1.2 million, to be split evenly between Amador, Calaveras, Tuolumne and Mariposa counties – as the administrative agency, ATCAA will receive 5% of the funding and a small amount of program funds to paint the Amador shelter. The new State California Emergency Solutions and Housing Program (CESH) funding has been approved at \$524k and will primarily fund Central Sierra Continuum of Care needs, of which ATCAA is a part.

The Targeted Case Management (TCM) audit appeals remain on hold, pending the State's re-evaluation of its audit policy. We will know in the next month or two.

Housing – Denise Cloward

Issue: homeless prevention funds low

Community Dev. Block Grant (CDBG): Tuolumne only – \$50k in shelter funds being spent; applying for \$75k in Housing Stabilization funds.

Emergency Shelter Grants (ESG): Shelter contract spending normally, homeless prevention and rapid rehousing running low on funds due to increased demand; new contracts have been applied for – decisions due any day.

CalWorks – Amador started in Sept, Calaveras client funds are spent - accepting no new clients, Tuolumne spending on track – a monitoring of which went smoothly.

Continuum of Care: CESH and HEAP funds will require new hires in Amador and Tuolumne, administered by ATCAA.

Varley Place: Only 3rd floor vacant, VASH voucher monies are being received timely.

CACFP: supplements shelter food costs – normally needs about \$1,000 monthly from operations

Carter St/Rose quartz: vacancies need filling

Food bank – Deni Avery

Issue: new funding available

Community Dev. Block Grant (CDBG): \$175k being spent; new application for \$195k/yr will provide a foundation for the program

Emergency Food Assist. Program (EFAP): \$45k only pays for staff to handle free Fed commodities

State EFAP: \$43k in coming year only pays for California food, being spent evenly

Sonora Area Foundation" Bridging the Gap \$50k helping into the new year

Pantries: pays for food on a per pound basis

ATCAA Fiscal Officer Narrative – December 2018 p2

Energy – Joe Bors **Issue: water projects cash flow**

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding, slower payments are affecting cash flow
DOE: small, consistent
TCRCD DWR water conservation: cash flow issue may re-surface
Prop 84 water: services resumed, cash flow issue may re-surface
DWR water direct: services resumed, cash flow issue may re-surface

Amador youth – Pat Porto **Issue:**

Child Abuse Treatment (CHAT): spending within budget
IDA: \$15k for foster youth

Tuolumne youth – Bob White **Issue:**

Friday Night Live (FNL): spending within budget
Mentoring: spending within budget
Suicide prevention: spending within budget
Opioid safety: underspent – new contract getting a no-cost extension
Youth Empowerment Solutions (YES) partnership: fundraising success

Community – various **Issue:**

Central Sierra connect: 3 year grant, \$73k/year for broadband – underspent in 2018
Lifeline: consistent, now running a surplus inception to date 12/31/18
Community Services Block Grant (CSBG): \$35k in discretionary funds runs through May 2019; application for new contract at same level approved
CSBG Earned Income Tax Credit (EITC): just getting started on \$110,000 – contract ends in May

Early Child Services – Marcia Williams **Issue:**

Head Start/Early Head Start: spending within budget, monitoring in February
Latino outreach: spending within budget
CACFP: supplements Head Start food costs, normally needs about \$1,000 monthly from operations
Cal State Preschool Program (CSPP): higher funding/child, underspent through 12/18
Family Learning Center (FLC): spending within budget

Administration – Raj Rambob **Issue- shortfall:**

2018-19 year shortfall at -\$4k through 12/18. Increased projected revenues not yet realized, uncertain savings with change in executive director.

Health insurance/special projects **Issue: increasing health expenses**

Health fund lower due to higher costs: 2018-19 year shortfall at -\$17k through 12/18; spending on yellow bldg. needed - \$90k available