



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

FINANCE COMMITTEE MEETING AGENDA

April 12th, 2019 | 8:30 a.m.

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

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 02/08/19. Pg. 3

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 7/1/18-2/28/19.
Pg. 5

8.1.B. Administrative Budget to Actual 07/01/18-2/28/19. Pg. 7

8.1.C. Early Childhood Services Report Submittal Matrix 3/1/18-2/28/19. Pg. 9

8.2. Early/Head Start Reports

8.2.A. Request to Carry Over Funds from 2018 to 2019 Fiscal Year. Pg.10

8.2.A.1. Carry Over Budget. Pg.11

8.2.B. Head Start Budget & Expenditure Report 01/01/18-2/28/19. Pg. 13

8.2.C. Early Head Start Budget & Expenditure Report 01/01/18-2/28/19. Pg. 13

8.2.D. In-kind (Match) Reports for 01/01/18-2/28/19. Pg. 13

8.2.E. Credit Card Expenditure Reports. Pg. 15

8.3. Program Fiscal Reports

8.3.A. Contract Status Summary by Program Report as of 2/28/19. Pg. 17

8.3.B. Contracts and Amendments Report through 2/28/19. Handout 1

8.3.B.1. Reimbursable Funds as of 2/28/19. Handout 2

8.3.B.2. Fixed Fee Funds as of 2/28/19. Handout 3

8.3.B.3. Discretionary Funds as of 2/28/19. Handout 4

8.4. Agency Financial Statements

8.4.A. ATCAA Balance Sheet as of 2/28/19. Pg. 19

8.4.B. ATCAA Revenue/Expenditure Report 07/01/18-2/28/19. Pg. 20

8.4.C. ATCAA Budget to Actual Report by Dept. 07/01/18-2/28/19. 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 MINUTES

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:**

The meeting was called to order at 9:03am by Committee Chair Karl Rodefer.

2. **ROLL CALL:**

Karl Rodefer	<i>P</i>	Linda Rianda	<i>P</i>
Frank Axe	<i>P</i>	Jim Wilmarth	<i>P</i>
Mary Pulskamp	<i>P</i>		
Raj Rambob, Executive Director			<i>P</i>
Bruce Giudici, Fiscal Officer			<i>P</i>
Katelyn Goehner, Secretary to the Board			<i>P</i>

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

3. **APPROVAL OF AGENDA:**

The Approval of Agenda was approved by consensus of the Committee.

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

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

6. **OLD BUSINESS:**

None.

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 7/1/18-6/30/19.
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

Fiscal Officer Bruce Giudici went over each report. Member Rodefer made a comment that he will keep an eye on the Admin Budget, as the Contractual Line Item is at 28% where it should be at 50%. Giudici let the Committee know that those expenses were from the cost of moving the Jackson Service Center last September, and those are not ongoing expenses.

Items 8.3.B, 8.3.B.1, 8.3.B.2, and 8.3.B.3 were all handed out on legal sized paper so it was easier to read per Member Rodefer's suggestion at the last meeting.

9. EXECUTIVE DIRECTOR REPORT:

Raj Rambob will report out to the full Board as there is not much.

10. ITEMS FOR FUTURE AGENDAS:

None.

11. INFORMATIONAL:

12. ADJOURNMENT:

The meeting was adjourned at 10:31am 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 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

7/3/18 Draw	(60,000.00)
7/6/18 Draw	(15,000.00)
7/23/18 Draw	(127,000.00)
8/22/18 Draw	(88,000.00)
8/28/18 Draw	(52,000.00)
9/20/18 Draw	(25,000.00)
10/3/18 Draw	(38,000.00)
10/16/18 Draw	(60,000.00)
10/22/18 Draw	(50,000.00)
10/23/18 Draw	(40,000.00)
11/14/18 Draw	(28,000.00)
11/20/18 Draw	(95,000.00)
12/4/18 Draw	(19,000.00)
12/6/18 Draw	(31,000.00)
12/19/18 Draw	(76,000.00)
12/26/18 Draw	(120,000.00)
1/3/19 Draw	(62,000.00)
1/8/19 Draw	(27,000.00)
1/23/19 Draw	(80,000.00)
1/30/19 Draw	(83,000.00)
2/15/19 Draw	(35,000.00)
2/21/19 Draw	(105,000.00)
2/28/19 Draw	(9,000.00)

Payments

7/9/18 Payment	40,000.00
7/13/18 Payment	111,776.27
7/24/18 Payment	20,800.83
7/31/18 Payment	20,000.00
8/2/18 Payment	25,000.00
8/7/18 Payment	50,000.00
9/11/18 Payment	40,000.00
9/28/18 Payment	337,816.68
10/5/18 Payment	9,000.00
10/11/18 Payment	30,603.98
11/9/18 Payment	55,000.00
12/7/18 Payment	180,000.00
12/13/18 Payment	88,002.24
12/21/18 Payment	65,528.32
1/8/19 Payment	27,000.00
1/11/19 Payment	15,000.00
1/17/19 Payment	84,021.98
2/8/19 Payment	65,000.00
2/25/19 Payment	50,000.00

Ending Bal as of 2/28/19 (290,449.70)

Interest and Fees

7/18 Interest charged	(1,199.17)	7/18 Interest paid	1,199.17
8/18 Interest charged	(1,150.81)	8/18 Interest paid	1,150.81
9/18 Interest charged	(1,606.22)	9/18 Interest paid	1,606.22
10/18 Interest charged	(2.25)	10/18 Interest paid	2.25
11/18 Interest charged	(833.11)	11/18 Interest paid	833.11
12/18 Annual fee charged	(150.00)	12/18 Annual fee paid	150.00
12/18 Interest charged	(471.68)	12/18 Interest paid	471.68
1/19 Interest charged	(978.02)	1/19 Interest paid	978.02
2/19 Interest charged	(893.64)	2/19 Interest paid	893.64

Interest paid as of 2/28/19 7,284.90

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.

Amador-Tuolumne Community Action Agency

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

Beginning Balance 7/1/2018	261,875.55
Draws	
Interest	
Qtr ending 7/31/18 Interest Earned @ 1.90%	1,242.62
Qtr ending 10/31/18 Interest Earned @ 2.16%	1,429.61
Qtr ending 12/31/18 Interest Earned @ 2.4%	1,598.61
Deposits	-
Ending Bal as of 2/28/19	266,146.39

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	<div> <div>\$143,272</div> <div>x 75%</div> <div>\$107,454</div> <div>\$207,454</div> </div>	

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	<div> <div>\$143,272</div> <div>x 50%</div> <div>\$71,636</div> <div>\$171,636</div> </div>	

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 - February 28, 2019

		18-19 Budget Funds 91411 & 91421	July-Feb 2019	Variance - Actual to budget	
<u>REVENUE</u>					
Amador & Tuolumne Counties	4016	\$80,000	\$ 36,000	\$44,000	
Private Revenue-Non Fed	4020	0	2,000	-\$2,000	
Contractual Admin. Revenues:					
2018 CSBG (Jul18-Dec18)		90,000	80,000	10,000	
2019 CSBG (Jan19-Jun19)		70,000	25,000	45,000	
Contractual Admin. Revenue	4060	687,542	473,057	214,485	
Total Cash Revenue		\$927,542	\$616,057	\$311,485	34%
<u>DIRECT EXPENSE</u>					
Personnel Expense					
Salaries & Wages					
Salaries & Wages	6010	\$475,203	\$294,316		
Total Salaries & Wages		\$475,203	\$294,316	180,887	38%
Fringe Benefits					
Accrued Leave	6020	\$39,634	\$27,192		
FICA	6030	14,325	13,072		
Health Insurance	6040	98,422	64,779		
Retirement	6050	24,881	9,730		
Unemployment Insurance	6060	6,532	4,108		
Workers' Compensation Ins	6070	3,360	2,460		
Other Employee Benefits	6080	0	260		
Total Fringe Benefits		187,154	121,601	65,553	35%
Total Personnel Expense		\$662,357	\$415,917	246,440	37%
Non-personnel Expense					
Travel (Out-of-Area)					
Out-of-Area Travel (Staff)	6120	\$800	\$942		
Total Travel (Out-of-Area)		\$800	\$942	-142	-18%
Major Equipment and Assets					
Equipment (over \$5000)	6210	\$0	\$0		
Leasehold Improvements	6230	0	181		
Structures & Improvements	6240	0	2,950		
Total Major Equipment and Assets		0	3,131		
Supplies					
Household Supplies	6330	\$1,100	599		
Postage	6350	3,500	3,200		
Program Supplies	6360	1,500	1,322		
Routine Office Supplies	6370	5,000	1,315		
Total Supplies		11,100	6,436	4,664	42%
Contractual					
Accounting & Auditing	6410	\$50,000	\$23,414		
Legal Services	6430	5,000	2,379		
Outside Services	6440	1,000	18,919		
Computer Services	6450	60,805	62,409		
Total Contractual		116,805	107,121	9,684	8%
Other (Equipment Expense)					
Computer Software(\$0-\$4,999)	6505	\$500	\$32		
Computer (hardware)	6506	2,500	782		
Equipment (\$500-\$4999)	6510	1,200	520		
Insurance (Vehicular)	6520	300	354		
Maintenance (Equipment)	6530	6,750	4,471		
Maintenance (Vehicles)	6535	800	21		
Small Tools/Equip (under \$500)	6550	500	94		
Small Tools (minimal value)	6555	500	92		
Total Other (Equipment Expense)		13,050	6,366	6,684	51%
Other (General Personnel Costs)					

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Administrative Budget to actual report

July 1, 2018 - February 28, 2019

Local Travel (Staff)	6620	\$6,500	\$2,837			
Staff Licensing	6630	100	0			
Training & Development (Staff)	6640	3,000	1,114			
Total Other (General Personnel Costs)		9,600	3,951	5,649	59%	
Other (General Operating Costs)						
Ads & Legal Notices	6705	\$1,200	\$145			
Copying Fees	6710	4,200	2,444			
Insurance/Bonds(not auto,hlth)	6720	11,665	7,676			
Interest On Long Term Debt	6725	6,500	7,285			
Meeting Costs	6730	3,000	249			
Membership Dues	6740	800	125			
Miscellaneous Expenses(Fiscal)	6750	0	18			
Printing & Binding	6755	800	230			
General Agency Promotion	6760	0	571			
Publications	6770	700	954			
Subscriptions	6780	100	264			
Service Fees-Banking (Fiscal)	6784	4,200	3,235			
Service Fees-Other (Fiscal)	6785	5,800	774			
Taxes & Assessments	6790	200	75			
Total Other (General Operating Costs)		39,165	24,045	15,120	39%	
Other (Space/Occupancy Costs)						
Communications	6810	\$4,500	\$3,564			
Household Services	6820	6,000	3,870			
Maintenance -Structure/Grounds	6830	0	2,018			
Rents & Leases	6840	50,295	22,707			
Utilities	6850	11,000	5,180			
Total Other (Space/Occupancy Costs)		71,795	37,339	34,456	48%	
Total Non-personnel Expense		\$262,315	\$189,331	\$72,984	28%	
TOTAL DIRECT EXPENSE		\$924,672	\$605,248	\$319,424	35%	
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)	6120					
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	536			
Meeting Costs	6730	800	478			
Program Outreach	6765	0	0			
Total Other (General Operating Costs)		1,570	1,014	556	35%	
TOTAL BOARD of DIRECTORS EXPENSE		\$2,870	\$1,199	\$1,671	58%	
TOTAL ADMIN EXPENSE		\$927,542	\$606,447	\$321,095	35%	
Revenue over/under Expenditures						
Total Revenue		\$927,542	\$616,057			
Less Total Expenditures		-927,542	-606,447			
Current Year Revenue over/under Expenditures		\$0	\$9,610			
Carryover from prior years		182,640	182,640			
Year end revenue over/under expenditures		\$182,640	\$192,250			

ECS REPORT SUBMITTAL MATRIX For 12 Month Period Ending February 28, 2019

		Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
8125.1 & 8125.2 Head Start & Early Head Start (01/01/18-12/31/18)													
425 Financial Reports													
<i>(semi-annual)</i>	Report Period					semi-annual Jan-Jun18						annual Jul-Dec 18	
	Due Date					7/30/18						1/30/19	
	Date submitted					7/30/18						1/31/19	
Head Start and Early Head Start			81241 & 2										
425 Cash Status Reports			81251 & 2			81251 & 2			81251 & 2			81251 & 2	
<i>(quarterly)</i>	Report Period		Jan-Mar18			Apr-Jun17			Jul-Sep 18			Oct - Dec 18	
	Due Date		4/30/18			7/30/18			10/30/18			1/30/19	
	Date submitted		4/23/18			7/27/18			10/23/18			1/30/19	
Head Start and Early Head Start													
429 Real Property Status Reports												81251 & 2	
<i>(annual)</i>	Report Period											Jan-Dec 18	
	Due Date											1/30/19	
	Date submitted											2/8/19	
8288.1 2017 CSPP (07/01/17-06/30/18)													
CDFS 9500													
<i>(quarterly)</i>	Report Period		Jan-Mar18			Apr-Jun18							
	Due Date		4/20/18			7/20/18							
	Date submitted (emailed & hard copy)		4/18/18			7/19/18							
8289.1 2018 CSPP (07/01/18-06/30/19)													
CDFS 9500													
<i>(quarterly)</i>	Report Period								Jul-Sep 18			Oct - Dec 18	
	Due Date								10/20/18			1/20/19	
	Date submitted (emailed & hard copy)								10/19/18			1/18/19	
CDE Reserve													
<i>(annual)</i>	Report Period					8288.1 Jul17-Jun18							
	Due Date (With Final CSPP Rpt)					7/20/18							
	Date submitted					7/19/18							

ATCAA EARLY HEAD START AND HEAD START

TO: ATCAA BOARD AND POLICY COUNCIL
FROM: MARCIA WILLIAMS
SUBJECT: REQUEST FOR APPROVAL OF CARRY OVER FOR 2019
DATE: March 18, 2019

We are requesting your approval to apply to the Office of Head Start to carryover \$86,661 in unspent federal funds and program income from fiscal year 2018 to fiscal year 2019. \$35,023 of this amount is from unspent Early Head Start funds and \$51,638 is from unspent Head Start and Head Start program income funds.

These one time funds will help us improve our facilities. We will do some much needed classroom and playground updates and also use some funds for staff training. Attached are spread sheets showing where we were underspent and where we plan to use the money for next year.

Thank you for approving this request.



Marcia Williams
ECS Director

HEAD START BUDGET - 2018

Period Covering: January 1, 2018 - December 31, 2018*

Budget Period: 01-01-18 through 12-31-18

SHOWING CARRY OVER

	BUDGET	ACTUAL	AMOUNT LEFT	NOTES
REVENUE				
CASH REVENUE				
Direct Federal Revenue	1,902,750	1,851,112		
Miscellaneous Revenue	16,848	16,848		
TOTAL REVENUE:	1,919,598	1,867,960	51,638	
	BUDGET	ACTUAL	AMOUNT LEFT	NOTES
T&TA				
Total Direct Costs	19,676	17,002		
Indirect	2,184	1,911		
Total T&TA:	21,860	18,913	2,947	Move to 2019 T/TA
	BUDGET	ACTUAL	AMOUNT LEFT	NOTES

OPERATING

PERSONNEL

SALARIES AND WAGES	887,400	916,368	-28,968	overage covered by fringe
FRINGE	403,888	353,499	50,389	
TOTAL PERSONNEL EXPENSE	1,291,288	1,269,868	21,420	
TOTAL TRAVEL	2,000	144	1,856	
TOTAL EQUIP & ASSETS	65,000	60,399	4,601	move to equipment
TOTAL SUPPLIES	82,698	49,941	32,757	Save for classroom furnishings
TOTAL CONTRACTUAL	68,780	55,547	13,233	save for facility renovations
TOTAL OTHER	191,475	235,349	-43,874	overage covered by amount left in other categories and extra revenue
TOTAL DIRECT	1,701,241	1,671,248	29,993	
INDIRECT	179,649	177,799	1,850	
TOTAL OPERATIONS	1,880,890	1,849,047	31,843	See notes above
TOTAL T&TA	21,860	18,913	2,947	see notes above
TOTAL T&TA and OPERATIONS	1,902,750	1,867,960	34,790	
TOTAL INCL OTHER REVENUE	1,919,598	1,867,960	51,638	Carryover Amount

Facilities projects planned:	Estimate
Create parking and storage for Blue Bell	20,000
Update playgrounds	28,691
Training on Creative Curriculum for new staff	2,947
Total	51,638

For Policy Council and Board Review

Apr-19

EARLY HEAD START BUDGET - 2018

Budget Period: 01-01-18 through 12-31-18

SHOWING CARRY OVER

	BUDGET	ACTUAL	AMOUNT LEFT	
REVENUE				
CASH REVENUE				
Direct Federal Revenue	1,366,482	1,331,459		
Miscellaneous Revenue	5,194	5,194		
TOTAL REVENUE:	1,371,676	1,336,653	35,023	
	BUDGET	ACTUAL	AMOUNT LEFT	NOTES
T&TA				
Total T&TA:	31,634	31,166	468	Move to T/TA for 2019
	BUDGET	ACTUAL	AMOUNT LEFT	NOTES
OPERATING				
PERSONNEL				
SALARIES AND WAGES	730,205	707,611	22,594	
FRINGE	315,017	290,972	24,045	
TOTAL PERSONNEL EXPENSE	1,045,222	998,584	46,638	Use to cover overage in other areas and for Blue Bell project
TOTAL TRAVEL	0	426	-426	
TOTAL EQUIP & ASSETS	0	7,770	-7,770	
TOTAL SUPPLIES	38,000	34,505	3,495	save for clasrrom furnishings
TOTAL CONTRACTUAL	10,000	7,273	2,727	save for contractual (Blue Bell)
TOTAL OTHER	108,262	126,255	-17,993	
TOTAL DIRECT	1,201,484	1,174,812	26,672	
INDIRECT	133,365	130,675	2,690	
TOTAL OPERATIONS	1,334,849	1,305,487	29,362	
TOTAL T&TA	31,634	31,166	468	
TOTAL T&TA and OPERATIONS	1,366,482	1,336,653	29,830	
TOTAL INCL OTHER REVENUE	1,371,676	1,336,653	35,023	

Facilities Projects Planned:	Estimate
Storage and parking for Blue Bell	10,000
Upgrade playgrounds/classrooms	25,023
Curriculum training for new staff	10,000
	<u>35,023</u>

For Policy Council and Board Review

Apr-19



HEAD START BUDGET AND EXPENDITURE REPORT - 2019

8126.1

Period Covering: 01-01-2019 through 02-28-2019

<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	\$749	\$21,111	83%	97%
<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	\$892,368	\$192,890	\$699,478	83%	78%
Fringe Benefits	405,505	73,996	331,509	83%	82%
Travel	4,000	26	3,974	83%	99%
Equipment	15,000	0	15,000	83%	100%
Supplies	92,500	8,188	84,312	83%	91%
Contractual	26,860	1,953	24,908	83%	93%
Other	205,294	27,619	177,675	83%	87%
Total Direct Charges	\$1,641,527	\$304,671	\$1,336,856	83%	81%
Encumbered		380			
Indirect Charges	184,363	34,471	149,892	83%	81%
Total	\$1,825,890	\$339,522	\$1,486,368	83%	81%
Total to be charged from CACFP		\$0	\$1,486,368		
Total to be charged from CSPP		\$0	\$1,486,368		
Total Including Other Revenue	\$1,825,890	\$339,522	\$1,486,368	83%	81%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2019

8126.2

Period Covering: 01-01-2019 through 02-28-2019

<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	\$422	\$31,212	83%	99%
<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	\$735,308	\$117,048	\$618,260	83%	84%
Fringe Benefits	305,063	47,728	257,335	83%	84%
Travel	2,000	0	2,000	83%	100%
Equipment	5,000	0	5,000	83%	100%
Supplies	46,000	4,674	41,326	83%	90%
Contractual	3,000	295	2,705	83%	90%
Other	103,462	21,007	82,455	83%	80%
Total Direct Charges	\$1,199,833	\$190,753	\$1,009,080	83%	84%
Encumbered		0			
Indirect Charges	135,016	21,555	113,461	83%	84%
Total	\$1,334,849	\$212,308	\$1,122,541	83%	84%
Total to be charged from CACFP		\$0	\$1,122,541		
Total Including Other Revenue	\$1,335,160	\$212,308	\$1,122,852	83%	84%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2019

8126.1 & 8126.2

Period Covering: 01-01-2019 through 02-28-2019* *Note: Jan & Feb 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		\$3,803			
Cash match		100,989			
Total	\$803,558	\$104,792	\$698,766	83%	87%



Child and Adult Care Food Program BUDGET AND EXPENDITURE REPORT - 2018/2019

8222.1 & 8222.2

Period Covering: 10-01-2018 through 02-28-2019

<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	\$27,000	\$8,410	\$18,590	58%	69%
Fringe Benefits	11,000	3,913	7,087	58%	64%
Food	106,014	54,342	51,672	58%	49%
Total Direct Charges	\$144,014	\$66,665	\$77,349	58%	54%
Indirect Charges	15,986	7,533	8,452	58%	53%
Total Charged	\$160,000	\$74,199	\$85,801	58%	54%
Total To Be Charged to HS/EHS		\$0			
Adjusted Total	\$160,000	\$74,199	\$85,801	58%	54%



CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT

8289.1

Period Covering: 07-01-2018 through 02-28-2019

<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	\$249,600	\$190,674	\$58,926	33%	24%
Fringe Benefits	\$107,000	67,648	39,352	33%	37%
Travel	0	0	0	33%	
Supplies	25,000	14,248	10,752	33%	43%
Contractual	0	0	0	33%	
Other	38,801	8,627	30,174	33%	78%
Total Direct Charges	\$420,401	\$281,197	\$139,204	33%	33%
Indirect Charges	33,632	22,496	11,136	33%	33%
Total Charged	\$454,033	\$303,692	\$150,341	33%	33%
Total To Be Charged to HS		\$0			
Adjusted Total	\$454,033	\$303,692	\$150,341	33%	33%

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

AMERICAN EXPRESS PURCHASES FOR ECS Billing Period 02/01 - 28/19			
DATE	VENDOR	PURPOSE	AMOUNT
1/30/2019	WALMART.COM	PO 82864 JAMESTOWN EHS CLASSROOM	95.65
2/1/2019	WALMART.COM	PO 82866 OFFICE/CLASSROOM SUPPLIES	133.44
2/7/2019	AMAZON	PO 82852 PRINTER SONORA HS	473.71
2/7/2019	WALMART.COM	PO 82855 DIAPERS/YOU & ME NIGHT	188.03
2/7/2019	AMAZON	PO 82875 ECS BEAN BAGS/FISH FILTERS/CLASSROOM	110.58
2/9/2019	MICROSOFT	MICROSOFT ONLINE SERVICES 1/10-2/9	26.71
2/12/2019	WALMART.COM	PO 82872 CUPS/FOIL/WHITEBOARD	182.45
2/12/2019	WALMART.COM	PO 82877 CLASSROOM	53.06
2/12/2019	AMAZON	PO 82883 BLUE BELL ECS DRYER PARTS	41.94
2/14/2019	MISSION REST. SUPPLY	PO 82856 SWEEPER - IONE ECS	85.60
2/14/2019	WALMART.COM	PO 82861 CLASSROOM/HOUSEHOLD SUPPLIES SOULSBYVILLE HS	177.82
2/14/2019	LD PRODUCTS	PO 82876 TONER NORTHTOWN ECS	196.83
2/15/2019	WALMART.COM	PO 82889 JAMESTOWN EHS DIAPERS	57.33
2/15/2019	AMAZON	PO 82890 BLUE BELL HS DOODLE PADS	41.96
2/19/2019	WALMART.COM	PO 82893 WALMART.COM IONE EHS DIAPERS/BABY FOOD	236.27
2/20/2019	TEACHSTONE	PO 82833 TEACHSTONE CLASS RECERTIFICATION D. TAYLOR	125.00
2/20/2019	AMAZON	PO 82894 AMAZON SOULSBYVILLE HS PHONE BATTERIES	20.85
2/21/2019	WALMART.COM	PO 83251 WALMART.COM JAMESTOWN HS CLASSROOM	208.10
2/22/2019	AMAZON	PO 83256 AMAZON BLUE BELL/FLC KEYSTONE BALLASTS	15.22
2/27/2019	LITTLE TIKES	PO 83263 LITTLE TIKES JACKSON EHS REPLACEMENT PARTS	80.76
2/27/2019	ZOOPHONICS	PO 83265 ZOOPHONICS BLUE BELL HS POSTERS	28.49
2/27/2019	AMAZON	PO 83266 AMAZON ECS NORTHTOWN INTERNAL SSDs	148.32
2/28/2019	WALMART.COM	PO 83269 WALMART.COM IONE HS WIPES/TOOTHBRUSH CUPS	80.48
			2808.60

CHEVRON FUEL CARD for ECS			
DATE	PURPOSE	AMOUNT	
BILLING PERIOD 2/1-18/19	FUEL	285.78	
BILLING PERIOD 2/1-18/19	CAR WASH	0.00	
BILLING PERIOD 2/19-28/19	FUEL	403.63	
BILLING PERIOD 2/19-28/19	CAR WASH		
		689.41	

LOWE'S CARDS for ECS			
DATE	PURPOSE	AMOUNT	
2/13/2019	PO 82831 ECS ICE MELT/CABINET HINGE	125.10	
2/13/2019	PO 82829 IONE EHS BLINDS	1,111.66	
2/14/2019	PO 82821 FIX LIGHT BALLAST AT IONE HS	23.53	
2/14/2019	PO 82822 ICE MELT ECS	134.73	
2/14/2019	PO 82832 BLUE BELL LIGHTBULBS	56.60	
2/14/2019	PO 82880 MAINTENANCE JAMESTOWN HS	40.92	
2/15/2019	PO 82891 BLUE BELL PHONE PARTS	30.98	
2/25/2019	PO 82837 SOULSBYVILLE HS LIGHTBULBS/DRYER DUCTING	57.23	
2/27/2019	PO 82840 JAMESTOWN EHS PLAY SAND	31.10	
		1611.85	

SAVEMART CARDS for ECS		
DATE	PURPOSE	AMOUNT
2/7/2019	PO 82791 RAW FOOD/CLASSROOM SUPPLIES SOULSBYVILLE HS	167.41
2/4/2019	PO 82792 RAW FOOD/CLASSROOM SUPPLIES BLUE BELL	525.64
2/6/2019	PO 82793 RAW FOODS SONORA HS	210.58
2/8/2019	PO 82794 RAW FOOD JAMESTOWN HS/EHS	504.32
2/11/2019	PO 82798 SOULSBYVILLE HS RAW FOODS	183.74
2/12/2019	PO 82799 RAW FOOD/PARENT MTG/CLASS PROJECTS SONORA	288.36
2/4/2019	PO 82871 YOU & ME NIGHT BLUE BELL	161.51
2/11/2019	PO 83053 SOULSBYVILLE HS PARENT MTG	30.51
2/11/2019	PO 83054 RAW FOOD/PARENT MTG BLUE BELL	389.85
2/11/2019	PO 82800 JACKSON HS/EHS RAW FOODS	415.49
2/15/2019	PO 83056 SOULSBYVILLE HS RAW FOODS	435.46
2/15/2019	PO 83057 BLUE BELL RAW FOODS	398.51
2/15/2019	PO 83058 SONORA HS RAW FOODS	209.47
2/15/2019	PO 83059 JAMESTOWN HS/EHS RAW FOODS	333.87
2/20/2019	PO 83060 SUMMERVILLE HS PARENT MTG	8.59
2/20/2019	PO 83061 BLUE BELL HS PARENT MTG	5.99
2/25/2019	PO 83067 BLUE BELL RAW FOODS	539.17
2/25/2019	PO 83068 SONORA RAW FOODS	389.59
2/25/2019	PO 83069 JAMESTOWN RAW FOODS	576.98
2/25/2019	PO 83070 HOMEBASE SOCIAL/MEETING	23.36
		5798.40

WALMART CARDS for ECS		
DATE	PURPOSE	AMOUNT
2/4/2019	PO 82789 HH SUPPLIES IONE ECS	91.46
2/8/2019	PO 82828 DOOR ALARM JACKSON HS	16.03
2/8/2019	PO 82879 CLASSROOM SUPPLIES JACKSON HS	77.62
2/11/2019	PO 82881 IONE STORAGE BOXES	81.42
2/26/2019	PO 83261 BLUE BELL/IONE YOU & ME NIGHT SUPPLIES	52.37
		318.90

Contract Status Summary by Program as of 2/28/19

		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Housing					
	Reimbursable	3,117,124		1,294,730	1,822,394
	Fixed Fee	16,067		19,574	(3,507)
	Discretionary	(30,149)	119,025		(149,174)
Total Housing Programs		3,103,042	119,025	1,314,304	1,669,713
Food Bank					
	Reimbursable	333,779		229,446	104,333
	Fixed Fee				0
	Discretionary	164,248	60,144		104,104
Total Food Bank Programs		498,027	60,144	229,446	208,437
Energy					
	Reimbursable	6,169,164		4,383,912	1,785,252
	Fixed Fee	4,899		0	4,899
	Discretionary	7,852	526		7,326
Total Energy Programs		6,181,915	526	4,383,912	1,797,477
Tuolumne Family Learning and Support					
	Reimbursable	214,737		81,633	133,104
	Fixed Fee				0
	Discretionary	135,369	23,066		112,303
Total Family Learning/Support Programs		350,106	23,066	81,633	245,407
Amador Learning/Family Resources & Support					
	Reimbursable	510,202		394,630	115,572
	Fixed Fee	7,018		8,293	(1,275)
	Discretionary	3,750	872		2,878
Total Family Resource Services Programs		520,970	872	402,923	117,175
Amador Youth					
	Reimbursable	20,734		4,941	15,793
	Fixed Fee				0
	Discretionary				0
Total Amador Youth Programs		20,734	0	4,941	15,793
Tuolumne Youth					
	Reimbursable	244,502		126,093	118,409
	Fixed Fee				0
	Discretionary	66,391	10,857		55,534
Total Tuolumne Youth Programs		310,893	10,857	126,093	173,943
Central Sierra Connect					
	Reimbursable	187,100		50,277	125,692
	Fixed Fee				0
	Discretionary	4,331	0		4,331
Total Central Sierra Connect Programs		191,431	0	50,277	130,023

Contract Status Summary by Program as of 2/28/19

		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Early Childhood Services					
	Reimbursable	6,564,383		3,780,278	2,784,105
	Fixed Fee	1,234,298		1,234,298	0
	Discretionary	31,810	1,509		30,301
Total Early Childhood Services Programs		7,830,491	1,509	5,014,576	2,814,406
CSBG					
	Reimbursable	670,574		356,748	313,826
	Fixed Fee				0
	Discretionary				0
Total CSBG Programs		670,574	0	356,748	313,826
Lifeline -Amador/Calaveras					
	Reimbursable				0
	Fixed Fee				0
	Discretionary	71,489	69,596		1,893
Total Lifeline Programs		71,489	69,596	0	1,893




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




	UNAUDITED		AUDITED	
	<u>February 28, 2019</u>		<u>June 30, 2018</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	1,717,339		312,724	
Prepaid Deposits & Expenses	121,049		129,359	
Accounts Receivable	1,192,586		1,233,438	
Weatherization Materials Inventory	131,766		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		-3,202,893		-3,202,893
Total Assets	<u>3,162,739</u>	<u>5,100,529</u>	<u>1,765,242</u>	<u>5,100,529</u>
Liabilities				
Accounts Payable	104,095		205,810	
Refundable Deposits	9,651		2,604	
Salaries & Benefits Payable	140,550		106,705	
Accrued Paid Time Off	146,702		143,272	
Notes Payable	290,450	363,945	280,000	373,062
Deferred Revenue	<u>1,989,920</u>		<u>558,177</u>	
Total Liabilities	2,681,368	363,945	1,296,568	373,062
Net Assets				
Invested in Capital Assets		4,736,583		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	100,000		100,000	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	<u>112,283</u>		<u>116,489</u>	
Total Assigned Fund Balance	152,386		156,592	
Unassigned Fund Balance	<u>228,985</u>		<u>212,082</u>	
Total Net Assets	<u>481,371</u>	<u>4,736,583</u>	<u>468,673</u>	<u>4,727,467</u>
	<u>3,162,739</u>	<u>5,100,528</u>	<u>1,765,242</u>	<u>5,100,529</u>




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

July 1, 2018 - February 28, 2019

		Budget		33% of FY left
		July 1, 2018 -	Current	% of budget
		June 30, 2019	Period Actual	remaining
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,221,529	2,372,047	26%
State Revenue(Pass-through Fed	4010	2,114,321	1,752,254	17%
State Revenue (Non-Federal)	4011	623,633	397,488	36%
Local Govern.Rev.(Pass through	4015	758,051	531,215	30%
Local Govern.Rev.(Non-Federal)	4016	650,093	303,319	53%
Private Revenue-Non Fed	4020	77,335	106,628	-38%
Private Rev. (Pass through Fed	4021	7,062	1,962	72%
Community Donations	4030	79,699	5,918	93%
Client Fees	4034	106,631	68,237	36%
Miscellaneous Revenue	4039	125,863	31,193	75%
Interest Revenue	4040	3,060	0	100%
Rental Income	4041	178,998	116,499	35%
Contractual Admin. Revenue	4060	847,542	578,057	32%
Carry-over Revenue (Non Grant)	4901			
Total Cash Revenue		8,793,817	6,264,842	29%
Total Non-cash Revenue		1,669,796	921,655	45%
Total Revenue		10,463,613	7,186,498	31%
Direct Expense				
Total Salaries & Wages		3,593,318	2,517,997	30%
Total Fringe Benefits		1,468,864	927,532	37%
Total Travel (Out-of-Area)		20,813	11,894	43%
Total Major Equipment and Assets		72,116	85,161	-18%
Total Supplies		165,403	121,898	26%
Total Contractual		501,414	354,076	29%
Total Other (Equipment Expense)		192,439	128,783	33%
Total Other (General Personnel Costs)		123,501	65,741	47%
Total Other (General Operating Costs)		197,764	130,251	34%
Total Other (Space/Occupancy Costs)		598,120	406,633	32%
Total Other (Special Departmental		1,105,015	924,121	16%
Total Non-personnel Expense		2,976,585	2,228,559	25%
Total Direct Expense		8,038,767	5,674,088	29%
Indirect Expense				
Total Indirect Expense		781,049	578,057	26%
Total Non-cash Expense		1,669,797	921,655	45%
Excess Revenue over Expense		-26,000	12,698	
Health fund			-4,206	
General fund			16,904	

		Housing				33 % FY remains	Programs / funding sources include:
		ATCAA July 1 2018- February 28, 2019					
<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	\$195,837	\$52,943	33%	21%		CDBG, ESG, Calworks, CoC, CACFP, Varley Place, Broadway, Carter St / Rose Quartz
Fringe Benefits	89,491	74,202	15,289	33%	17%		
Travel	1,110	970	140	33%	13%		
Equipment	0	52	-52	33%			
Supplies	19,383	18,351	1,032	33%	5%		
Contractual	50,957	29,144	21,813	33%	43%		
Other	699,607	664,565	35,042	33%	5%		
Total Direct Charges	\$1,109,328	\$983,121	\$126,207	33%	11%		
Indirect Charges	93,832	74,975	18,857	33%	20%		
Total	\$1,203,160	\$1,058,096	\$145,064	33%	12%		
		Food				33 % FY remains	Programs / funding sources include:
		ATCAA July 1 2018- February 28, 2019					
<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	\$87,166	\$54,235	33%	38%		CDBG, EFAP, SEFAP, USDA, Pantries, Donations
Fringe Benefits	62,478	34,839	27,639	33%	44%		
Travel	2,435	1,921	514	33%	21%		
Equipment	11,262	0	11,262	33%	100%		
Supplies	9,195	2,627	6,568	33%	71%		
Contractual	413	0	413	33%	100%		
Other	138,509	108,469	30,040	33%	22%		
Total Direct Charges	\$365,693	\$235,022	\$130,671	33%	36%		
Indirect Charges	33,251	23,685	9,566	33%	29%		
Total	\$398,944	\$258,707	\$140,237	33%	35%		
		Energy				33 % FY remains	Programs / funding sources include:
		ATCAA July 1 2018- February 28, 2019					
<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	\$326,890	\$128,632	33%	28%		LIHEAP, DOE, DWR water, Prop 84 water
Fringe Benefits	212,540	139,874	72,666	33%	34%		
Travel	4,761	563	4,198	33%	88%		
Equipment	0	33	-33	33%			
Supplies	15,736	9,884	5,852	33%	37%		
Contractual	99,753	49,567	50,186	33%	50%		
Other	460,993	327,270	133,723	33%	29%		
Total Direct Charges	\$1,249,305	\$854,081	\$395,224	33%	32%		
Indirect Charges	86,520	71,449	15,071	33%	17%		
Total	\$1,335,825	\$925,530	\$410,295	33%	31%		

Amador youth		ATCAA July 1 2018- February 28, 2019				33 % 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	\$30,871	\$30,444	33%	50%		
Fringe Benefits	10,759	5,384	5,375	33%	50%		
Travel	76	0	76	33%	100%		
Equipment	0	1	-1	33%			
Supplies	488	395	93	33%	19%		
Contractual	126,320	75,448	50,872	33%	40%		
Other	9,806	11,194	-1,388	33%	-14%		
Total Direct Charges	\$208,764	\$123,293	\$85,471	33%	41%		
Indirect Charges	11,954	8,508	3,446	33%	29%		
Total	\$220,718	\$131,801	\$88,917	33%	40%		
Tuolumne youth		ATCAA July 1 2018- February 28, 2019				33 % 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	\$106,722	\$46,611	33%	30%		
Fringe Benefits	50,427	36,100	14,327	33%	28%		
Travel	3,872	903	2,969	33%	77%		
Equipment	0	13,690	-13,690	33%			
Supplies	3,356	2,625	731	33%	22%		
Contractual	24,332	18,806	5,526	33%	23%		
Other	79,613	44,100	35,513	33%	45%		
Total Direct Charges	\$314,933	\$222,946	\$91,987	33%	29%		
Indirect Charges	34,842	23,647	11,195	33%	32%		
Total	\$349,775	\$246,593	\$103,182	33%	29%		
Community/ donations		ATCAA July 1 2018- February 28, 2019				33 % 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	\$89,270	\$36,488	33%	29%		
Fringe Benefits	39,777	31,451	8,326	33%	21%		
Travel	2,666	1,284	1,382	33%	52%		
Equipment	0	77	-77	33%			
Supplies	4,192	3,168	1,024	33%	24%		
Contractual	67,914	46,540	21,374	33%	31%		
Other	85,799	42,584	43,215	33%	50%		
Total Direct Charges	\$326,106	\$214,374	\$111,732	33%	34%		
Indirect Charges	161,377	121,757	39,620	33%			
Total	\$487,483	\$336,131	\$151,352	33%	31%		

		ATCAA July 1 2018- February 28, 2019				33 % 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	\$1,352,833	\$554,505	33%	29%		
Fringe Benefits	774,749	517,266	257,483	33%	33%		
Travel	4,748	5,310	-562	33%	-12%		
Equipment	60,854	68,169	-7,315	33%	-12%		
Supplies	101,837	78,272	23,565	33%	23%		
Contractual	11,388	62,779	-51,391	33%	-451%		
Other	553,759	344,639	209,120	33%	38%		
Total Direct Charges	\$3,414,673	\$2,429,268	\$985,405	33%	29%		
Indirect Charges	359,274	254,038	105,236	33%	29%		
Total	\$3,773,947	\$2,683,306	\$1,090,641	33%	29%		
		ATCAA July 1 2018- February 28, 2019				33 % 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	\$475,203	\$294,316	\$180,887	33%	38%		
Fringe Benefits	187,154	121,601	65,553	33%	35%		
Travel	800	942	-142	33%	-18%		
Equipment	0	3,131	-3,131	33%			
Supplies	11,100	6,436	4,664	33%	42%		
Contractual	116,805	107,121	9,684	33%	8%		
Other	136,480	72,900	63,580	33%	47%		
Total Direct Charges	\$927,542	\$606,447	\$321,095	33%	35%		
Indirect Charges	0	0	0	33%			
Total	\$927,542	\$606,447	\$321,095	33%	35%		
		ATCAA July 1 2018- February 28, 2019				33 % 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	33%			
Fringe Benefits	20,655	4,206	16,449	33%	80%		
Travel	0	0	0	33%			
Equipment	14,303	10,670	3,633	33%	25%		
Supplies	0	0	0	33%			
Contractual	0	0	0	33%			
Other	26,661	16,965	9,696	33%	36%		
Total Direct Charges	\$61,619	\$31,841	\$29,778	33%	48%		
Indirect Charges	546	0	546	33%	100%		
Total	\$62,165	\$31,841	\$30,324	33%	49%		

ATCAA Fiscal Officer Narrative – February 2019 p1

ATCAA is in the eighth month of its fiscal year – programs should have 33% of their budgets remaining.

Cash flow issues are now based on higher spending on slower paying housing contracts and the usual water contracts. Our \$400,000 Line of Credit was renewed through January 2020.

California Homeless Emergency Aid Program (HEAP) funding of \$1.2 million is in process of being spent. The new State California Emergency Solutions and Housing Program (CESH) contract (\$524k over 5 years) has not yet been received.

The Targeted Case Management (TCM) audit appeals may be turning our way – we are sending a letter to confirm a settlement that will lower our liability by about 90% for the first year. Remaining years may follow the same pattern.

Housing – Denise Cloward

Issue: homeless prevention funds low

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

Emergency Shelter Grants (ESG): Shelter contract spending normally, homeless prevention and rapid rehousing funds spent; new contracts have been approved, waiting for permissions to expense.

CalWorks – Amador started in Sept with spending catching up. Calaveras client funds are spent - accepting no new clients, Tuolumne spending on track.

Continuum of Care: ATCAA still administering, with more formalized governance going forward. CESH and HEAP funds will require new hires in Amador and Tuolumne.

Varley Place: 2 vacant units on 3rd floor, VASH funds 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; Tuolumne County applying for \$195k/year, with contract due July.

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 plug CDBG timing gap.

Pantries: pays for food on a per pound basis

ATCAA Fiscal Officer Narrative - February 2019 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: all water makes up half of the line of credit balance
Prop 84 water: slow paying
DWR water direct: slow paying

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 got a no-cost extension to fiscal year end
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 2/28/19
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): spending well on \$110,000 – contract ends in June

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

Head Start/Early Head Start: spending within budget, Feb monitoring went well
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, projections looks to spend contract completely
Family Learning Center (FLC): spending within budget

Administration – Raj Rambob **Issue:**

2018-19 year surplus at +\$9k through 2/19. Increased indirect rate provide higher offset revenue, 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 -\$4k through 2/19; spending on yellow bldg. needed - \$90k available