

M e m o r a n d u m

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: July 22, 2016
Subject: Board of Directors Meeting

This is to inform you that a CAPCO Board of Directors meeting will be held at 12:00 *p.m. July 28, 2016 at the main office.* The auditors from Bonadio Group will be at the meeting to present the 401(k) audit, agency wide audit and the 990's, so it is extremely important that we have quorum

If you have any questions, or would like additional information about the Board packet, please call me at CAPCO - 753-6781.

Board of Directors Meeting Agenda

July 28, 2016

- I. Call to Order
- II. Approval of the June 22, 2016 Meeting Minutes
- III. **Standing Committee Reports**
 - **Executive Committee**
Resolution:
 - ***16 – 37 – is seeking your acceptance the Health Insurance renewals and employee contributions.***
 - ! • **Finance and Audit Committee**
Resolution:
 - ***16 – 38 – is seeking your acceptance the 2014 Audit, 2014 990's and the 2014 401(k) audit as presented by the Bonadio Group.***
 - ***Board Development Committee***
 - ***PP& E Committee***
- IV. Executive Director Report
- V. Program Director Reports
 - WIC
 - Family Development
 - Weatherization
 - Head Start
 - CDPAP
 - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
 - ***Motion to Receive and File Financial Statements.***
- IX. Adjournment

Board of Directors Meeting Minutes

June 23, 2016

I Meeting called to order at 12:30 p.m.

In attendance: Penny Prignon, Helen Spaulding, Paula Currie, Carole Ann Davies, Rama Haidara, Shawn Allen, Pat Snyder, Billie MacNabb; Absent: Luann King, Gary Dallaire; Excused: Mary Ann Discenza, Shelley Warnow

Cheryl Michales with her deepest regret has resigned her position on the Board due to recent job responsibilities. Cheryl is in her tenth year on the Board and all present accepts her resignation with regret.

II. Motion for approval of the May 26, 2016 Meeting Minutes made by Helen Spaulding; seconded by Shawn Allen. There being no discussion, motion carried.

III. **Standing Committee Reports**

• **Executive Committee**

Resolutions:

- 16 – 23 – is seeking your acceptance the Staff Turnover Report. Motion for acceptance made by Rama Haidara; seconded by Carole Ann Davies. There being no discussion, motion carried.
- 16 – 24 – is seeking your acceptance the proposed changes to the agency's Personnel Policies and Procedures. Motion for acceptance made by Helen Spaulding; seconded by Rama Haidara. The Executive Committee's primary focus when reviewing the new Policies was newly added policies, policies which were eliminated, and policies which were changed. They policies were also reviewed by counsel. There being no further discussion, motion carried.
- 16 – 25 – is seeking your acceptance the Executive Director Evaluation. See Executive Session.

! • **Finance and Audit Committee**

- Motion to Receive and File Financial Statements made by Helen Spaulding; seconded by Carole Ann Davies. There being no discussion, motion carried.

Resolutions:

- 16 – 26 – is seeking your acceptance WIC Budget. Motion for acceptance made by Shawn Allen; seconded by Rama Haidara. Level funding from current contract changes to the budget included additional space cost, insurance and instead of a 3% increase in salaries there is a 2% increase. There being no further discussion, motion carried.
- 16 – 27 – is seeking your acceptance the CSBG 2015-2016 Budget Amendment. The amendment included an increase in the allocation in the amount of \$13,488, the actual carryover (\$11,376 less than anticipated), so a net increase of \$2,112. There being no further discussion, motion carried.

- 16 – 28 – is seeking your acceptance the changes to the Fiscal Policies and Procedures Procurement Policy. Motion for acceptance made by Carole Ann Davies; seconded by Rama Haidara. The proposed changes were recommended to comply to changes with the OMB Supercircular. Pat Snyder noted that NYS is more restrictive on their procurement policies. After some discussion, it was decided to form a sub-committee to further investigate and Helen Spaulding, Pat Snyder, and Rama Haidara all volunteered to be a part of the committee. The full Board decided to still present the resolution for approval. Motion carried with Pat Snyder abstaining from the vote.
- 16 – 29 – is seeking your acceptance the Administration Budget. Motion for acceptance made by Helen Spaulding; seconded by Rama Haidara. There were no significant changes made from the 2015 budget. There being no further discussion, motion carried.
- 16 – 30– is seeking your acceptance the CDPAP Budget. Motion for acceptance made by Carole Ann Davies; seconded by Helen Spaulding. The budget reflects conservative revenue as the Medicaid reimbursement rates are being updated. There being no further discussion, motion carried.
- 16 – 31 – is seeking your acceptance the Building Budget. Motion for acceptance made by Rama Haidara; seconded by Carole Ann Davies. As with the Administrative budget, no significant changes were made from the 2015 budget. There being no further discussion, motion carried.
- 16 – 32 – is seeking your acceptance the Agency Wide Budget. Motion for acceptance made by Helen Spaulding; seconded by Shawn Allen. With the passing of the above budgets along with previously approved budgets, the committee approved the Agency Wide Budget. There being no further discussion, motion carried.
- **Board Development Committee**
- The Board Self-Assessment results were reviewed and possible training topics were noted. Overall the response was good and the majority of the respondents either strongly agreed or agreed.
- **PP& E Committee**
- **Resolutions:**
- 16 – 33 – is seeking your acceptance the CSBG Work Plan Amendment. Motion for acceptance made by Rama Haidara; seconded by Shawn Allen. There were no significant changes were made from the original Work Plan. There being no further discussion, motion carried.
- 16 – 34 – is seeking your acceptance the updated Strategic Plan. Motion for acceptance made by Helen Spaulding; seconded by Carole Ann Davies. The Plan included outcomes and outcome measures associated with the strategies along with the connection to the National Performance Indicators. There being no further discussion, motion carried.
- 16 – 35 – is seeking your acceptance the Customer Satisfaction Survey. Motion for acceptance made by Carole Ann Davies; seconded by Penny Prignon. There were 184 responses to the survey all of which were very positive. There being no further discussion, motion carried.

- The committee also reviewed the 2nd quarter CSBG PPR. For those outcomes which are not on target, the amended Work Plan reflected those changes. There being no further discussion, motion carried.
- The committee also reviewed the VRQ – nothing to note.

IV. Executive Director Report

- Max Sammons received the New York State Weatherization Dedication and Advocacy Award. Gail Bundy received the Service Award from NYSCAA. We are very proud of both of them and very fortunate to have them as part of the CAPCO family.

V. Program Director Reports

- WIC
- Family Development
- Weatherization
- Head Start
- CDPAP
- HR

VI. Head Start Policy Council Update

VII. Old Business

VIII. New Business

- 16 – 36 is seeking your acceptance the Authorized Signatories. Motion for acceptance made by Pat Snyder; seconded by Carole Ann Davies. The authorized signatories are for the 2016-2017 CSBG Funding Application. There being no further discussion, motion carried.

IX. Executive Session

Motion was made by Carole Ann Davies, 2nd Shawn Allen for the Board of Directors to go into Executive Session at 12:45 p.m. to discuss and acknowledge completion and process for the Executive Directors Annual Evaluation. Following the approved process for the ED Evaluation, the Board committees had an opportunity to meet and complete their parts, the management staff completed their assessment and Lindy completed her review. These were collected and compiled by the President of the Board. The Executive Committee met and reviewed in May. The evaluation process also included review and discussion of salary comparability information prepared for the Board by Greg, HR Director. Paula also shared with the Board that she had met with Greg to clarify some statements in the materials prepared by management.

Resolution made and approved re: Executive Directors Annual Evaluation.

Motion to adjourn Executive Session made at 12:50 p.m. by Rama Haidera, 2nd Helen Spaulding

X. Adjournment

Executive Committee

July 20, 2016

Members present: Paula Currie, Helen Spaulding, Rama Haidara. Excused: Shawn Allen. Staff: Lindy Glennon, Greg Richards

Meeting called to order at 12:15 p.m.

The committee reviewed the proposed renewal rates and information for the health care benefits (see attached).

On the left-hand side of the attachment, are the rates currently while the right-hand side reflects the renewal, CAPCO absorption of cost, and proposed employee bi-weekly rates. The spreadsheet reflects the following changes for the 2016-2017 plan year (from the 2015-2016 plan year):

- Same three plans in 2015-2016 to be offered in 2016-2017:
 - HB.H149: High premium co-pay plan with prescription drug plan
 - HB.H222: Medium premium co-pay plan with tier 1 generics prescription drug plan only
 - HD.HP 329: Low premium high deductible health plan (catastrophic).
- Transition from 3 tier plans (Single, Employee +1, and Family) to 2 tier plans (Single & Family). This change comes from Excellus who quoted us taking out the Employee+1 option offered over the last couple of years. While Excellus may be willing to quote us for 3 tiers again, this would drive the cost up significantly across all 3 plans at all 3 tiers. Because of this, Excellus only provided us a quote for 2-tiers. While CAPCO is not privy to claims data per NYS law, it is surmised that Employee+1 offerings make-up a significant portion of claims in our Agency. Switching to a 2-tier plan is a consistent theme across other Agency's as insurance companies are no longer as willing to quote a 3-tier structure.
- Due to transition to 2-tier structure, Excellus rate increases varies per plan. Weighted average increase was taken across all 3 plan offerings with an increase of 9.72%. CAPCO absorbing half of this increase (**4.86%**) for our Family tier only. *Single rates will remain the same* as in 2015-2016 plan year. This effort was made due to the lower rate increase from Excellus this year due to going to 2-tier structure. Incentive for employees to enroll in Single coverage through CAPCO and explore other options for spouse coverage through his/her own employer or NYSoHealth exchange navigators to be present during open enrollment meeting.

Committee discussed the proposed changes. Concerns noted regarding the impact on those that currently are employee one transitioning to family. This will be a significant change, but we feel we're presenting the best options available.

Dental insurance will remain same – no increase. This will help with renewals.

Motion to approve the proposed health/dental insurance renewals made by Helen Spaulding, 2nd Rama Haidara. Motion carried.

Resolution of the Board of Directors
of
Cortland County Community
Action Program, Inc.

Resolution No. 16 – 37

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the Excellus BC/BS Health and Dental Insurance Renewal information, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Excellus BC/BS Health and Dental Insurance Renewal information and the recommendation from the Executive Committee the employee's contribution towards the plan along with the transition from a 3 tier to a 2 tier plan and accepts as presented.

IT IS HEREBY RESOLVED that on July 28, 2016 the Board of Directors adopts for acceptance the Excellus Health and Dental Renewals.

President

Date

CAPCO

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2016 Excellus Comparison

2016 Excellus Comparison

| | 3 Tier | 3 Tier | 3 Tier | 3 Tier | 3 Tier | 3 Tier |
|-----------------------|---------------------------------|---------------------------------|--------------------|---------------------------------|-------------------------------|--------------------------------|
| Single | 3 | 15 | 9 | 3 | 15 | 9 |
| Employee & One | 2 | 15 | 2 | 2 | 15 | 2 |
| Family | 0 | 11 | 1 | 0 | 11 | 1 |
| | Excellus Current | | | Excellus 2 Tier | | |
| Plan Description | H149 | H222 | H318 | H149 | H222 | H329 |
| Healthy Rewards | \$1,000 | \$1,000 | N/A | \$1,000 | \$1,000 | N/A |
| Office Visit | \$25 Adult & \$0 (↓19) / PCP | \$30 Adult & \$0 (↓19) / PCP | Deductible | \$25 Adult & \$0 (↓19) / PCP | \$30 Adult \$0 (↓19) / PCP | Deductible |
| | \$40 / Specialist | \$50 / Specialist | | \$40 / Specialist | \$50 / Specialist | |
| Deductible | \$500 / \$1,500 | \$500 / \$1,500 | \$6,350 / \$12,700 | \$500 / \$1,500 | \$500 / \$1,500 | \$6,350 / \$12,700 |
| Co-Insurance | 80% | 80% | 0% | 80% | 80% | 0% |
| Out of Pocket Maximum | \$1,500 / \$4,500 | \$1,500 / \$4,500 | \$6,350 / \$12,700 | \$1,500 / \$4,500 | \$1,500 / \$4,500 | \$6,350 / \$12,700 |
| In-Patient Co-Pay | Ded/Coins | Ded/Coins | Deductible | Ded/Coins | Ded/Coins | Deductible |
| Dependent Coverage | 26 / 26 | 26 / 26 | 26 / 26 | 26 / 26 | 26 / 26 | 26 / 26 |
| Rx Coverage | \$5/\$35/\$70 | \$7 Generic Only | 100% | \$5/\$35/\$70 | \$7 Generic Only | Preventive RX \$5/\$35/\$70 |
| Deductible | --- | --- | Must Meet Ded 1st | --- | --- | Must Meet Ded 1st |
| EXCELLUS RATES | | | | EXCELLUS RATES | | |
| | Excellus Current | | | Excellus 2 Tier | | |
| Rates | H149 | H222 | H318 | H149 | H222 | H329 |
| | -- | --- | --- | ↑ against high plan | ↑ against mid plan | ↑ against low plan |
| Percentage ↑/↓ | --- | --- | --- | 14.33% | 9.72% | 7.87% |
| Single | \$782.90 | \$670.03 | \$357.86 | \$757.83 | \$648.13 | \$340.59 |
| Employee & One | \$1,300.93 | \$1,113.36 | \$594.64 | \$1,693.14 | \$1,480.50 | \$864.07 |
| Family | \$1,826.08 | \$1,562.81 | \$834.69 | \$1,693.14 | \$1,480.50 | \$864.07 |
| Monthly Premium | \$4,950.56 | \$43,941.76 | \$5,244.71 | \$5,659.77 | \$48,214.95 | \$5,657.52 |

| | | | | | | |
|------------------------------|--------------|--------------|-------------|------------------------------|--------------|-------------|
| Total Monthly Premium | \$54,137.03 | | | \$59,532.24 | | |
| Annual Premium | \$59,406.72 | \$527,301.12 | \$62,936.52 | \$67,917.24 | \$578,579.40 | \$67,890.24 |
| Total Annual Premium | \$649,644.36 | | | \$714,386.88 | | |
| EMPLOYER CONTRIBUTION | | | | EMPLOYER CONTRIBUTION | | |
| | H149 | H222 | H318 | H149 | H222 | H329 |
| Single | \$428.48 | \$428.48 | \$314.65 | \$403.41 | \$406.58 | \$297.38 |
| Employee & One | \$712.00 | \$712.00 | \$519.84 | \$826.32 | \$889.74 | \$748.62 |
| Family | \$999.43 | \$999.43 | \$729.70 | \$826.32 | \$889.74 | \$748.62 |
| Monthly Premium | \$2,709.44 | \$28,100.93 | \$4,601.23 | \$2,862.86 | \$29,232.02 | \$4,922.28 |
| Total Monthly Premium | \$35,411.60 | | | \$37,017.17 | | |
| Monthly ↑ | --- | | | \$1,605.57 | | |
| Annual Premium | \$32,513.28 | \$337,211.16 | \$55,214.76 | \$34,354.36 | \$350,784.29 | \$59,067.35 |
| Total Annual Premium | \$424,939.20 | | | \$444,205.99 | | |
| Annual ↑ | --- | | | \$19,266.79 | | |
| PAYROLL DEDUCTION - 26 Weeks | | | | PAYROLL DEDUCTION - 26 weeks | | |
| | H149 | H222 | H318 | H149 | H222 | H329 |
| Single | \$163.58 | \$111.48 | \$19.94 | \$163.58 | \$111.48 | \$19.94 |
| Employee & One | \$271.81 | \$185.24 | \$34.52 | \$400.07 | \$272.66 | \$53.28 |
| Family | \$381.53 | \$260.02 | \$48.46 | \$400.07 | \$272.66 | \$53.28 |
| PAYROLL ↑/↓ TO EMPLOYEES | | | | PAYROLL ↑/↓ TO EMPLOYEES | | |
| | H149 | H222 | H318 | H149 | H222 | H329 |
| Single | --- | --- | --- | \$0.00 | \$0.00 | (\$0.00) |
| Employee & One | --- | --- | --- | \$128.26 | \$87.41 | \$18.76 |
| Family | --- | --- | --- | \$18.54 | \$12.64 | \$4.83 |

Members present: Paula Currie, Penny Prignon, Helen Spaulding, and Carole Ann Davies.

Excused: Luann King. Staff: Lindy Glennon, Martha Allen. Guest: Bettina Liphardt, Auditor

Meeting called to order at 12:35 p.m.

Bettina presented the Agency 2015 audit, 990 and 401(k) audit information. Committee reviewed materials in depth. Bettina will be at the Board meeting on July 28 to present to the full Board.

Highlights from the Agency audit report:

- The audit was a clean audit, no material weaknesses in internal controls. No single audit findings.
- In 2015, there was a \$108k deficit. This is due in large part to CDPAP changes in 2015. \$34,000 deficit due to reduction in Medicaid reimbursement rate that was posted in May 2015. Although we took immediate action to make changes that would reduce costs, five months of the year were done and those overpayments were recouped. \$43k is to adjust for accounts that haven't been collected that we have been working on and continue to work to get payments. Some of these go back to 2013 at the beginning of transition to managed care. Although this is being written off the books, Eden is continuing to work with Fidelis and DOH to get payments.
- Property and equipment increased, due in large part to renovations and possession of S. Main facility.
- Fees and grants receivables decreased \$322k, but this was due primarily to timing of drawdowns on Head Start grant.
- Current ratio is 3.7 – recommended target is 1.1. We are still strong, but shows a decrease over the last 2 years – want to look at stabilizing that.
- Days cash on hand is 29.1 – auditors recommend 30 days. Our cash on hand is up from last year (again, due to timing of draw for Head Start grant). This cash on hand has decreased for the past 3 years. Again, want to look at increasing unrestricted revenue to stabilize this. This is a challenge for all nonprofits with grant funded programs. Grant funds have steadily decreased over the past several years.
- Statement of Activities
 - Personnel costs increased due in large part to increase in health insurance costs.
 - Other costs include repairs, maintenance, bad debt and depreciation.
 - Medicaid fees decreased – this was a challenge. Looks better in 2016 but will continue to be a challenge.
- A-Score analysis is model for non-profit organizations to analyze and communicate overall financial condition and stability. CAPCO's is 83, average is 75. This includes 6 community action agencies.
- Current year recommendations include looking at electronic time reporting options. This is currently being looked at with our payroll company.

- Positive pay fraudulent check controls – not because there have been any issues with CAPCO, but as preventive best practice.
- Recommended that CAPCO continue to expand non-grant fundraising efforts and development efforts. General recommendation for non-profits is #5 of revenue, this would be \$190k for CAPCO.
- 990 Review – no major changes in 990 for current year. Carole Ann noted misspelling of her name. This will be corrected. Paula questioned listing Dan Goetzman, Goetzman Associates (benefits broker). Bettina will check on this.
- 401(k) audit
 - Total investments increased 3%
 - Earnings lost 1%, reflecting turbulent market activities for 2015.
 - Recommendations – look at missed deferral opportunities. This was result of poor advice and guidance from Mutual of America. This was corrected.

Motion to accept audit, 990 and pension audit as presented made by Carole Ann Davies, 2nd Penny Prignon approved.

Per requirements of Revitalization Act, motion for Finance Committee to go into Executive Session with auditor made by Paula Currie, 2nd Carole Ann Davies. Motion carried. Staff excused from the room.

Motion to come out of Executive Session made by Carole Ann Davies, 2nd Helen Spaulding, motion carried.

Bettina left the meeting. Lindy shared some information regarding current efforts to increase revenue. These include:

- Proposal being submitted to JM McDonald Foundation for funding for Development Director. Seeking funding for position for first 18-24 months. Application due 9/15, Board votes in October.
- EISEP contract with Area Agency on Aging
- Exploring Volunteer Driver Program, Medicaid funded. Have met with Russ Maxwell, Medical Answering Services. Effort to increase these programs through Community Action Agencies and he is very interested in assisting CAPCO to get this started in Cortland.

We submitted a proposal to Office of Children and Family Services for the Healthy Families NY program. Proposal was for \$364k. Would mean hiring 6 full time staff to provide intensive home based services to 80+ families in Cortland.

Lindy shared a new issue with CDPAP with the committee. It was our understanding as already shared with the Board that CDPAP was approved for 2 rates: regular CDPAP and enhanced CDPAP. After billing for enhanced rate, it was discovered that the rate is in the system at \$1.09, not \$15.97 (regular) plus \$1.09. Working with Tim Casey at the Dept. of

Health, we have done the necessary paperwork, new budget, all certified by auditor and us and it is being expedited. Lindy will contact Tim Casey today to see where it's at and to see how long the process to correct will take.

Due to length of audit presentation and discussion, unable to review and discuss the July Finance Director reports and financial statements. It was decided by the committee that this will be reviewed and discussed at the full Board meeting July 28.

Meeting adjourned at 1:40 p.m.

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16- 38

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee was presented with the Agency Wide 2015 401K Audit, the Agency wide 2015 audit and the 2015 990's presented by the Bonadio Group and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the minutes and the recommendation from the Finance Committee and accepts as presented.

IT IS HEREBY RESOLVED that on July 28, 2016 the Board of Directors adopts for acceptance the Agency Wide 2015 401K Audit, the Agency wide 2015 audit and the 2015 990's.

President

Date

Members present: Shelley Warnow, Billie MacNabb, Shawn Allen, Liz Haskins. Absent: Gary Dallaire

Meeting called to order at 12:00 noon. Committee reviewed June Head Start, Early Head Start reports (see attached). Reviewed attendance, mental health, health and dental, family engagement, and transportation reports. Motion to accept reports made by Liz Haskins, 2nd Shelley Warnow. Motion carried.

Lindy shared information about proposal submitted to Office of Children and Family Services for the Healthy Families NY program. The proposal was for \$364,000. If funded, it would mean hiring 6 full time staff to provide intensive home based services to 80+ families. In a very short time, we got 17 letters of support including letters from DSS, the Health Department, hospital, local OB/GYN's, all school districts and others to support program in Cortland County. We should know by October if CAPCO and Cortland County will be funded.

Lindy shared information about a new program/resource opportunity. Russ Maxwell from Medical Answering Services met with CAPCO to discuss opportunity to start a Medicaid funded Volunteer Driver program. This is a successful model in other communities and MAS and Department of Health is focusing expansion through Community Action Programs. Committee discussed resources to use in researching this opportunity. Liz has information from McNeil regarding insurance questions/considerations. Lindy will contact Jackie Leaf, 7VHC, to discuss efforts they have undertaken in this area. Lindy will also meet with Lisa Hoeschle, FHN, regarding the transportation program they have for their Medicaid patients.

Committee also discussed fundraising/marketing efforts. Lindy shared information about a proposal being prepared for JM McDonald Foundation for funding for a Development Director. CAPCO will also host a rest stop on the Bon Ton Roulet Bike Event on Friday, July 29. Seeking donations to support this. Trax Pub and Grill at Hope Lake Lodge is sponsoring a fundraising event for CAPCO on Aug. 5. Brian has arranged with Steve Romer to provide live music. A percentage of the proceeds from that day will be donated to CAPCO to support programs and services. As soon as we get the flier, we will share with Board, staff, community. We will create an event on our facebook page.

Meeting adjourned at 12:50 p.m.

HEAD START PROGRAM OF CORTLAND COUNTY
MONTHLY TRANSPORTATION REPORT
MONTH: June 2016

Key: PT: Parent Transport
Bus: School District

| <u>Center Names</u> | <u>PT: AM</u> | <u>PT: PM</u> | <u>Bus AM</u> | <u>Bus PM</u> | <u>Back to Office</u> | <u>Disciplinary</u> |
|---------------------|---------------|---------------|---------------|---------------|-----------------------|---------------------|
| YMCA I | 20 | 20 | 0 | 0 | | |
| YMCA II | 16 | 16 | 0 | 0 | | |
| YMCA III | 14 | 14 | 0 | 0 | | |
| Parker | 14 | 14 | 0 | 0 | | |
| Randall | 16 | 16 | 0 | 0 | | |
| Smith | 16 | 16 | 0 | 0 | | |
| Homer I | 9 | 9 | 7 | 7 | | |
| Homer II | 11 | 11 | 3 | 3 | | |
| McGraw | 12 | 11 | 4 | 5 | | |
| Marathon | 8 | 6 | 7 | 9 | | |
| Johnson I | 14 | 14 | 0 | 0 | | |
| Johnson II | 13 | 13 | 0 | 0 | | |
| Cville I | 14 | 14 | 0 | 0 | | |
| | | | | | | |
| | | | | | | |
| Totals: | 177 | 174 | 21 | 24 | 0 | 0 |

McGraw, Marathon, and Homer I & II are transported by the school district

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
...a service of Cortland County
Community Action Program , Inc.

HS/EHSMonthly Family Engagement report

Month: April 2016

Staff: Amanda Keep /Crickett Landon

| Center | Scheduled Activities | Date of Activity | # of families | # of people | Males | # of families in center | % of families involved |
|-----------|----------------------|------------------|---------------|-------------|-------|-------------------------|------------------------|
| YMCA 1 | PAG | 5/26/2016 | 9 | 11 | 2 | 19 | 47% |
| | | | | | | 19 | 0% |
| | | | | | | 19 | 0% |
| YMCA 2 | PAG | 5/25/2016 | 3 | 4 | 0 | 16 | 19% |
| | | | | | | 16 | 0% |
| | | | | | | 16 | 0% |
| YMCA 3 | PAG | 5/31/2016 | 5 | 5 | 1 | 13 | 38% |
| | | | | | | 13 | 0% |
| | | | | | | 13 | 0% |
| Parker | PAG | 5/25/2016 | 4 | 6 | 3 | 16 | 25% |
| | | | | | | 16 | 0% |
| | | | | | | 16 | 0% |
| Randall | PAG | 5/25/2016 | 8 | 8 | 0 | 15 | 53% |
| | | | | | | 15 | 0% |
| | | | | | | 15 | 0% |
| Smith | PAG | 6/1/2016 | 3 | 6 | 0 | 16 | 19% |
| | | | | | | 16 | 0% |
| | | | | | | 16 | 0% |
| Homer 1 | PAG | 5/19/2016 | 1 | 1 | 0 | 16 | 6% |
| | | | | | | 16 | 0% |
| | | | | | | 16 | 0% |
| Homer 2 | PAG | 5/26/2016 | 4 | 10 | 0 | 14 | 29% |
| | Snack | 5/26/2016 | 5 | 11 | 1 | 14 | 36% |
| | | | | | | 14 | 0% |
| McGraw | PAG | 5/18/2016 | 5 | 6 | 2 | 15 | 33% |
| | | | | | | 15 | 0% |
| | | | | | | 15 | 0% |
| Marathon | PAG | 5/26/2016 | 5 | 16 | 0 | 14 | 36% |
| | | | | | | 14 | 0% |
| | | | | | | 14 | 0% |
| Johnson 1 | PAG | 5/24/2016 | 5 | 10 | 1 | 13 | 38% |
| | | | | | | 13 | 0% |
| | | | | | | 13 | 0% |
| Johnson 2 | PAG | 5/26/2016 | 3 | 7 | 1 | 14 | 21% |
| | | | | | | 14 | 0% |
| | | | | | | 14 | 0% |
| | PAG | 5/18/2016 | 7 | 10 | 6 | 12 | 58% |

| | | | | | | | |
|--------------|------------|-----------|---|----|---|----|-----|
| C-ville 1 | | | | | | 12 | 0% |
| | | | | | | 12 | 0% |
| C-ville 2 | PAG | 5/19/2016 | 1 | 1 | 0 | 7 | 14% |
| | | | | | | 7 | 0% |
| | | | | | | 7 | 0% |
| Cosimo 1 | PAG | 5/18/2016 | 3 | 10 | 1 | 8 | 38% |
| | | | | | | 8 | 0% |
| | | | | | | 8 | 0% |
| Cosimo 2 | PAG | 5/18/2016 | 5 | 16 | 3 | 8 | 63% |
| | water | | | | | 8 | 0% |
| | | | | | | 8 | 0% |
| Cosimo 3 | PAG | 5/24/2016 | 6 | 16 | 1 | 8 | 75% |
| | | | | | | 8 | 0% |
| | | | | | | 8 | 0% |
| South Main1 | PAG | 5/19/2016 | 6 | 19 | 1 | 8 | 75% |
| | activity | 5/5/2016 | 1 | 4 | 1 | 8 | 13% |
| | | | | | | 8 | 0% |
| South Main 2 | PAG | 5/19/2016 | 6 | 21 | 3 | 7 | 86% |
| | | | | | | 7 | 0% |
| | | | | | | 7 | 0% |
| Home Based 1 | PAG | 5/18/2016 | 4 | 4 | 2 | 12 | 33% |
| | EXTRA SOC. | 5/11/2016 | 3 | 3 | 1 | 12 | 27% |
| | EXTRA SOC. | 5/25/2016 | 5 | 6 | 1 | 12 | 45% |
| | | | | | | 12 | 0% |
| Home Based 2 | PAG | 5/18/2016 | 3 | 3 | 1 | 12 | 25% |
| | EXTRA SOC. | 5/11/2016 | 2 | 3 | 0 | 12 | 20% |
| | EXTRA SOC. | 5/25/2016 | 3 | 3 | 1 | 12 | 25% |
| | | | | | | | |

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County
Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Katherine E. Shaw

Month: May 2016

| | Behavior Concerns observed by Mental Health Consultant | Meeting with Classroom Staff Regarding Behavior Concerns | Referral to Mental Health Agency | Total # of Behavior Plans in Place | Behavior Plans Implemented this Month | # of Meetings with Family or HV | | Curriculum |
|---------------|--------------------------------------------------------|----------------------------------------------------------|----------------------------------|------------------------------------|---------------------------------------|---------------------------------|-----------|------------|
| | | | | | | Face to Face | Telephone | |
| YMCA I | 2 | 1 | 0 | 1 | 0 | 3 | 0 | 0 |
| YMCA II | 4 | 1 | 0 | 2 | 0 | 2 | 1 | 0 |
| YMCA III | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Smith | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Parker | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Randall | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Homer I | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Homer II | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| McGraw I | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Johnson I | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Johnson II | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Marathon | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cortlandville | 2 | 0 | 0 | 3 | 0 | 0 | 0 | 0 |
| TOTALS | 16 | 5 | 0 | 6 | 0 | 8 | 1 | 0 |

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Bethann Fischer

Month: May 2016

| | # of Children Receiving Services | # of Children Receiving more than one service | Speech | OT Fine Motor | PT Gross Motor | SEIT Special Ed Itinerant Teacher | Couns. Play Therapy | 1;1 Aide | # of Evals | # of Children CPSE Mtg | # of Children Declassified | Refused Referral |
|---------------|-------------------------------------------|-----------------------------------------------------------|--------|---------------------|----------------------|--------------------------------------------|---------------------------|-------------|---------------|------------------------------|----------------------------------|---------------------|
| Randall | 6 | 3 | 6 | 3 | 0 | 1 | 2 | 0 | 0 | 6 | 0 | 0 |
| Smith | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 0 | 0 |
| Parker | 5 | 2 | 5 | 2 | 0 | 0 | 1 | 0 | 0 | 5 | 0 | 0 |
| YMCA I | 6 | 4 | 4 | 2 | 0 | 2 | 4 | 0 | 1 | 7 | 0 | 0 |
| YMCA II | 7 | 2 | 7 | 1 | 1 | 0 | 1 | 0 | 0 | 5 | 0 | 0 |
| YMCA III | 4 | 2 | 3 | 2 | 0 | 1 | 1 | 0 | 2 | 2 | 0 | 0 |
| McGraw I | 4 | 1 | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 |
| Homer I | 5 | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| Homer II | 3 | 2 | 3 | 2 | 1 | 2 | 0 | 0 | 0 | 2 | 0 | 0 |
| Marathon | 5 | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Complex I | 4 | 2 | 3 | 2 | 1 | 0 | 1 | 0 | 0 | 5 | 0 | 0 |
| Complex II | 7 | 4 | 7 | 2 | 0 | 1 | 1 | 0 | 0 | 2 | 0 | 0 |
| Cortlandville | 3 | 2 | 3 | 1 | 0 | 2 | 1 | 0 | 1 | 1 | 0 | 0 |
| TOTALS | 66 | 26 | 60 | 20 | 4 | 10 | 12 | 0 | 4 | 45 | 0 | 0 |

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: May 16

| Center | Enrolled | Entered | Withdrew | Accepted (but not enrolled) | % of Daily Attendance | # of Home Visits | # of Over Income | # of Under 130% | # of Goals that have been formalized | # of Goals that have been achieved | # of Homeless Children |
|-----------|----------|---------|----------|-----------------------------------|--------------------------|---------------------|---------------------|--------------------|-----------------------------------------------|---------------------------------------------|------------------------------|
| YMCA 1 | 18 | 18 | 2 | 0 | 95 | 0 | 4 | 3 | 6 | 1 | 0 |
| YMCA 2 | 14 | 14 | 2 | 0 | 88 | 0 | 2 | 0 | 21 | 8 | 0 |
| YMCA 3 | 13 | 13 | 0 | 0 | 92 | 0 | 0 | 0 | 8 | 3 | 0 |
| Parker | 15 | 15 | 1 | 0 | 92 | 3 | 3 | 2 | 0 | 0 | 0 |
| Randall | 15 | 15 | 0 | 0 | 97 | 0 | 2 | 2 | 5 | 0 | 0 |
| Smith | 16 | 16 | 0 | 0 | 91 | 4 | 3 | 1 | 5 | 4 | 0 |
| Homer 1 | 16 | 16 | 0 | 0 | 97 | 2 | 3 | 2 | 4 | 3 | 0 |
| Homer 2 | 14 | 14 | 0 | 0 | 98 | 0 | 0 | 3 | 7 | 3 | 0 |
| McGraw | 15 | 15 | 0 | 0 | 95 | 0 | 1 | 7 | 1 | 0 | 0 |
| Marathon | 14 | 14 | 0 | 0 | 90 | 0 | 1 | 4 | 10 | 2 | 1 |
| Johnson 1 | 13 | 13 | 0 | 0 | 85 | 1 | 0 | 0 | 3 | 1 | 0 |
| Johnson 2 | 14 | 14 | 0 | 0 | 83 | 4 | 1 | 4 | 6 | 5 | 0 |
| C'ville 1 | 12 | 12 | 0 | 0 | 97 | 0 | 1 | 0 | 1 | 1 | 0 |
| TOTAL | 189 | 189 | 5 | 0 | 92% | 14 | 21 | 28 | 77 | 31 | 1 |

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

| |
|----|
| |
| 25 |
| 4 |
| 10 |

4 Year Olds
Over Income
Under 130%
Under 100%

| |
|----|
| |
| 15 |
| 1 |
| 1 |

Comments: _____

Health Services HS Policy Council Report
May 2016

| Classroom | Dental Rcvd | 30 Days | 60 Days | 90 Days | 90+ Days | | F/U Needed | F/U Not Started | F/U Started | F/U Completed | Refusals | | Incidents |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|----------|--|------------|-----------------|-------------|---------------|----------|--|-----------|
| C'Ville 1 | 10 | 0 | 0 | 1 | 0 | | 1 | 1 | 0 | 0 | 0 | | 1 |
| | | | | | | | | | | | | | |
| Homer 1 | 15 | 0 | 0 | 0 | 0 | | 4 | 1 | 1 | 2 | 0 | | 0 |
| | | | | | | | | | | | | | |
| Homer 2 | 14 | 0 | 0 | 0 | 0 | | 6 | 2 | 0 | 4 | 2 | | 1 |
| | | | | | | | | | | | | | |
| Johnson 1 | 11 | 0 | 0 | 0 | 0 | | 2 | 1 | 0 | 1 | 3 | | 2 |
| | | | | | | | | | | | | | |
| Johnson 2 | 9 | 0 | 0 | 0 | 0 | | 1 | 1 | 0 | 0 | 4 | | 3 |
| | | | | | | | | | | | | | |
| Marathon | 8 | 0 | 2 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 |
| | | | | | | | | | | | | | |
| McGraw | 15 | 0 | 0 | 0 | 0 | | 4 | 1 | 0 | 3 | 1 | | 0 |
| | | | | | | | | | | | | | |
| Parker | 12 | 0 | 0 | 0 | 0 | | 4 | 0 | 0 | 4 | 4 | | 1 |
| | | | | | | | | | | | | | |
| Randall | 15 | 0 | 0 | 0 | 0 | | 3 | 0 | 1 | 2 | 0 | | 0 |
| | | | | | | | | | | | | | |
| Smith | 14 | 0 | 0 | 0 | 0 | | 6 | 5 | 0 | 1 | 3 | | 1 |
| | | | | | | | | | | | | | |
| YMCA 1 | 14 | 0 | 0 | 0 | 0 | | 3 | 2 | 0 | 1 | 3 | | 1 |
| | | | | | | | | | | | | | |
| YMCA 2 | 14 | 0 | 0 | 0 | 0 | | 5 | 5 | 0 | 0 | 3 | | 0 |
| | | | | | | | | | | | | | |
| YMCA 3 | 9 | 0 | 0 | 1 | 0 | | 1 | 1 | 0 | 0 | 1 | | 0 |
| | | | | | | | | | | | | | |
| Totals | 160 | 0 | 2 | 2 | 0 | | 40 | 20 | 2 | 18 | 24 | | 10 |
| | | | | | | | | | | | | | |
| Total % | 91% | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Comments | Injury/Incident: 3 Classrom, 6 playground, 1 hallway. Reasons for Refusals : 13 refused treatment, 5 appointment at later date, 5 no insurance, 1 Parent needs to schedule an appointment. | | | | | | | | | | | | |

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
...a service of the Cortland County
Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Katherine E. Shaw

Month: May 2016

| | Behavior Concerns observed by Mental Health Consultant | Meeting with Classroom Staff Regarding Behavior Concerns | Referral to Mental Health Agency | Total # of Behavior Plans in Place | Behavior Plans Implemented this Month | # of Meetings with Family or HV | | Curriculum |
|---------------|--------------------------------------------------------|----------------------------------------------------------|----------------------------------|------------------------------------|---------------------------------------|---------------------------------|-----------|------------|
| | | | | | | Face to Face | Telephone | |
| Cortlandville | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cosimo I | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cosimo II | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cosimo III | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| South Main I | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| South Main II | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Home Based I | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Home Based II | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT ~~HSEHS~~

Special Needs

Employee Name: Bethann Fischer

Month: May 2016

| | # of Children Receiving Services | # of Children Receiving more than one service | Speech | OT Fine Motor | PT Gross Motor | SEIT Special Ed Itinerant Teacher | Couns. Play Therapy | 1:1 Aide | # of Evals | # of Children CPSE Mtg | # of Children Declassified | Refused Referral |
|---------------|-------------------------------------------|-----------------------------------------------------------|--------|---------------------|----------------------|--------------------------------------------|---------------------------|-------------|---------------|------------------------------|----------------------------------|---------------------|
| Cortlandville | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cosimo I | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cosimo II | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Cosimo III | 1 | 1 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| South Main I | 2 | 2 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 2 | 0 | 0 |
| South Main II | 3 | 2 | 3 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Home Based I | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Home Based II | 2 | 1 | 2 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 10 | 8 | 10 | 4 | 4 | 5 | 1 | 0 | 1 | 3 | 0 | 0 |

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel Month: May 16

| Center | Enrolled | Entered | Withdrew | Accepted (but not enrolled) | % of Daily Attendance | # of Home Visits | # of Over Income | # of Under 130% | # of Goals that have been formalized | # of Goals that have been achieved | # of Homeless Children |
|--------------|----------|---------|----------|-----------------------------------|--------------------------|---------------------|---------------------|--------------------|-----------------------------------------------|---------------------------------------------|------------------------------|
| C'ville 2 | 8 | 8 | 0 | 0 | 96 | 0 | 0 | 0 | 5 | 3 | 0 |
| Cosimos 1 | 8 | 8 | 0 | 0 | 94 | 1 | 0 | 2 | 2 | 1 | 0 |
| Cosimos 2 | 8 | 88 | 0 | 0 | 97 | 0 | 0 | 0 | 5 | 1 | 0 |
| Cosimos 3 | 8 | 8 | 0 | 0 | 99 | 1 | 0 | 0 | 3 | 0 | 0 |
| South Main 1 | 8 | 8 | 0 | 0 | 97 | 1 | 0 | 0 | 4 | 3 | 0 |
| South Main 2 | 8 | 8 | 0 | 0 | 93 | 1 | 0 | 0 | 2 | 0 | 0 |
| Home Based 1 | 12 | 12 | 0 | 0 | 29 58 | 28 | 0 | 0 | 6 | 0 | 0 |
| Home Based 2 | 12 | 12 | 0 | 0 | 23 65 | 30 | 0 | 0 | 6 | 3 | 0 |
| TOTAL | 72 | 152 | 0 | 0 | 96% | 62 | 0 | 2 | 33 | 11 | 0 |

of Children on the Waiting List:

Expectant
Over Income
Under 130%
Under 100%

| 3 |
|---|
| 1 |
| 5 |

Children
Over Income
Under 130%
Under 100%

| 29 |
|----|
| 13 |
| 43 |

Comments: _____

Health Services EHS Policy Council Report
May 2016

| Classroom | Current Phys | Current Imm | 12 Mo Lead | 24 Mo Lead | Dental Rcvd | F/U Need | F/U Start | F/U Comp | Refusals | Incidents |
|-----------|--------------|-------------|------------|------------|-------------|----------|-----------|----------|----------|-----------|
| C'Ville 2 | 4 | 8 | 1 | N/A | N/A | N/A | N/A | N/A | 6 | 6 |
| Cos 1 | 4 | 8 | 8 | 2 | 1 | 0 | 0 | 0 | 4 | 1 |
| Cos 2 | 7 | 8 | 7 | 6 | 5 | 1 | 0 | 0 | 4 | 3 |
| Cos 3 | 7 | 8 | 7 | 5 | 7 | 0 | 0 | 0 | 1 | 3 |
| HB 1 | 7 | 12 | 7 | 5 | 2 | 0 | 0 | 0 | 5 | 0 |
| HB 2 | 6 | 11 | 5 | 2 | 3 | 1 | 1 | 0 | 4 | 0 |
| SM 1 | 6 | 8 | 5 | 7 | 8 | 0 | 0 | 0 | 0 | 0 |
| SM 2 | 8 | 8 | 6 | 7 | 7 | 2 | 1 | 1 | 1 | 2 |
| Totals | 49 | 71 | 46 | 34 | 33 | 4 | 2 | 1 | 25 | 15 |
| Total % | 68% | 99% | | | 91% | | | | | |

Comments

Injury/Incident: 11 classroom, 2 sidewalk, 2 playground.

Reasons for Refusals: 3 Refused treatment, 14 No Providers for Children Under 2, 4 appointments at a later date, 1 Insurance Pending, 1 Missed Appointment, 1 Needs to Schedule an Appointment, 1 Other (Custody Transfer)

Highlights for July include:

- We were very successful in our TRACS review July 12-13. Thank you so much to the Board and all those involved in preparing for that review. This was our first time with the review that involved the National Organizational Standards. There are 53 standards, 220+ indicators. We met ALL 53 standards and all but 2 of the indicators. The 2 indicators we knew we did not meet as they are things that we have been working on – keeping bank accounts below the \$250k FDIC limits and a solid inventory system. We are working on addressing both of these issues. I want to especially thank Eden, Greg, Brandy and Martha for all of the work they did to prepare for the review. They did a tremendous job! Our Analysts were also helpful and very complimentary about how the review went.
- June/July were very busy times for contracts. We submitted the CSBG 2016-17 and WIC 2016-17 contracts on time. Again, thank you to staff that worked diligently to get those completed and submitted timely.
- We submitted a Healthy Families NY (HFNY) grant proposal. This is a strong program that would benefit our community in many ways. It was a quick turnaround time. We are very appreciative of our community partners for getting letters of support to us for the grant. Thank you to Brandy and Gail for their work on development the program model and the grant. We are also appreciative to staff from Madison County Community Action Program. They have had HFNY for 15+ years. They helped us write the grant by sharing their materials and expertise.
- The Hunger Coalition continues to meet and be a catalyst for resources and supports in Cortland County. We have an intern from SUNY Cortland that is working with us this summer to do some research and development. She is working with Tyler and Brandy to identify resources that we can use as we development the Food Systems Assessment for Cortland County.
- We have had a number of staff that have volunteered at the Healthy Cortland event July 15-24. CAPCO also had a table at the event in the Community Resources area to share information about CAPCO programs and supports.
- We had a resource table at the NY Connects Community Resource event Friday, July 22. It was a great opportunity to network with 40+ providers in our community. Thank you Eden for representing CAPCO at that event.

- CAPCO will sponsor a rest stop on the Bon Ton Roulet on July 29. Thank you to those that donated food and supplies for this event. We think it will be a good opportunity to meet new people that might not know about CAPCO.
- On Friday, Aug. 5, Trax Pub and Grill at Hope Lake Lodge will sponsor an event to benefit CAPCO. A percentage of all proceeds will be donated to CAPCO to support programs and services. Steve Romer will provide musical entertainment. WE hope you'll help us spread the word.
- I will be on vacation Friday, July 29-Wednesday, Aug. 10.

- CSA program is full and pick-ups are going well. Tyler assists at the food stand on South Ave. on Thursdays for the pickup.
- Joyce has transitioned into an administrative roll in the High School Equivalency Program. This will allow Gail more time to dedicate to students.
- Nikki is on Maternity Leave enjoying time home with new baby.
- Third Quarter work plan is complete and meetings scheduled with advocates to track progress toward NPI's
- Cortland Farmers Market has been utilizing the EBT machine at the market. Homer has not been picking up the machine due to low number of farmers at the market.
- Blankets and Pillows donated by SUNY Cortland have been being distributed in Family Essentials and Early Head Start classrooms.
- Brandy will be attending a Poverty and Coaching Institute with Donna Beagle the last week in July.
- Marathon Family resource Center has been partnering with the summer Recreation program to provide summer activities including, juicing, safe sun education and insect education.

CDPAP

July 2016

- Current Caseload is 73.
 - 27 Fidelis - \$18.50 Reimbursement
 - 8 ICircle - \$17.73 Reimbursement
 - 6 VNA - \$17.73 Reimbursement
 - 32 Medicaid - \$15.97 Reimbursement – of those 32 – 15 are at the Enhanced rate - \$17.06 Reimbursement. I expect at least one more will qualify for the Enhanced rate. We also have at least three more referrals.

We had a huge problem occur with the Enhanced rate. I had billed with the new rate code with the additional \$1.09 for the enhanced rate and instead of being reimbursed at the \$17.06 per hour rate, they reimbursed us \$1.09 per hour – at what point would someone think that this must be a mistake. This has created a huge financial burden. Lindy and Martha have been working with Department of Health to rectify this situation. Martha has resubmitted the Cost Report and everything is being expedited. With the revision to the Cost Report we may be looking at a rate higher than \$17.06. We are keeping our fingers crossed.

I attended the NY Connects Resource Fair and William Lane, PhD, was the keynote speaker. He has a long history focusing on the development of long term care services in Cortland County. He is very knowledgeable about CDPAP and has offered to meet with us to give us some advice as we continue looking into changing how we administer CDPAP.

Lindy and I continue to meet with Amber and Liz from AAA to further discuss incorporating ISEP into CDPAP services, along with looking into DSRIP funding.

HR Happenings:

- **2016-2017 Medical/Dental Insurance Open Enrollment:** CAPCO's preparations for health insurance open enrollment are underway. CAPCO's plan year runs from September 1st to August 31st. Our broker, Dan Goetzmann of Goetzmann Associates, LLC, has put CAPCO out to bid to all regional insurance providers, and once again Excellus BlueCross BlueShield was our only quote. This year, Excellus quoted us for a 2-tier plan design opposed to the 3-tier plans we have offered over the past few years. This means that CAPCO will only be offering Single & Family coverage levels opposed to Single, Employee and One, and Family. We have identified that we have 19 employees on the Employee and One option that will have the options of switching to Family or Single coverage (and enrolling their plus one on other coverage). We analyzed the census data, and of the 19 employees on Employee and One coverage currently, the majority are employee and spouse with a limited number of employee and one child. For the employees on this coverage with their children, they will have the option of switching to Family coverage. We will also have NYSoHealth navigators from Southern Tier Independence Center as well as Theresa Beckwith, Fidelis Care representative, onsite during our open enrollment meetings to give staff information on Child Health Plus options through the Health Exchange as well as other Health Marketplace information. The three plan offerings will remain the same for medical with the only change being the removal of the Employee and One tier, and the two dental offerings will be the same with Employee and One remaining as option for dental only. Because Excellus is not quoting us for a 3-tier plan for our medical, CAPCO has made every effort to make our contribution to the Single coverage for the employee the same as it was for the 2015-2016 plan year, and employees will see no increase in cost for the Single option across all three plan offerings. In addition to this, CAPCO was able to minimize the cost increase to employees for Family coverage to 4.86% across all three plan offerings. This increase was determined by taking the weighted average increase that Excellus has quoted CAPCO for all three medical plan offerings, which came to 9.72%. CAPCO then agreed to absorb half of this increase and pass on the other half (4.86%) to the employee cost of the Family coverage level (leaving the Single rates at no change from 2015-2016). Health Insurance plans and rates have been approved by the

Executive Committee as of 7/21/2016 and Open Enrollment meetings for eligible employees are scheduled for August 17th and August 22nd. Human Resources has ran the Lookback Report for part-time employees from July 1, 2015-June 30, 2016. To be eligible, employees must work 1,560 hours within this 12 month time frame. Full-time employees regularly scheduled to work 30 or more hours per week will automatically be eligible at open enrollment or a after their waiting period (if a full-time new hire).

- **2016 Spring All-Staff Day:** CAPCO held our 10th annual All-Staff Day on June 24, 2016. The day was a positive training day (and last day of the Program year for Head Start education staff). We held our official communication and training of updated Personnel Policies and Procedures as well as our Hazard Communication training to remain in compliance with OSHA standard 29 CFR 1910.1200. We also took this time to do Fire Extinguisher Training. Allan Gandlemann from Main Street Farms did a presentation on bucket gardening and healthy eating, and in the afternoon, Team Adventure held a ComPLAYtition where staff were split into teams and competed in a series of activities to build trust and team cohesiveness. Randy Lewis from Lanini's in Homer catered the event. We also honored our 5, 10, 15, 20, and 25 year employees who reached their milestone between Spring All-Staff Day 2015 and 2016. It was a beautiful and well-received day!
- **Head Start Layoff and 2016-2017 Program Year Placements:** HR has assisted the Head Start management team in the layoff of the Head Start education staff for the summer. We are currently working together on placement and hours for staff for the beginning of the new Program Year in August 2016. This process is a critical process that impacts the scheduled hours and location of employees and upcoming insurance offerings based on these hours.
- **New Hire Orientation:** HR has officially rolled out the New Hire Orientation process and trained supervisors. All newly hired employees will watch a New Hire Orientation PowerPoint Video that gives information on what Community Action is, the programs that are offered at CAPCO, highlighted Policies, and Workplace Safety Trainings. Supervisors will have new employees watch the video on their first day of employment and complete a sign-off on the trainings and information within the PowerPoint video. The goal behind this is to give newly hired employees a more formal onboard to the Agency with formalized trainings and communication to aide them in their navigation of what we do and how we work as they begin employment with CAPCO.

FINANCE COMMITTEE REPORT
SUMMARY OF APRIL 2016 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
July 20, 2016

AGENCY

All reporting requirements have been met.

The Annual Agency Audit is completed and is being presented to the Finance Committee at this meeting.

CDPAP

CDPAP billing has been submitted through the payroll ending June 24, 2016. There is an issue with the Enhanced Rate that is being addressed. This will be discussed with the Finance Committee on July 20.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated for the 2015/2016 Contract. We are preparing the Preliminary Annual Report due on July 30, 2016. The 2016/2017 Contract started June 1st.

The summer camp with the YMCA is going well. Good attendance. We are looking to move that camp to S. Main next summer.

ENERGY SERVICES DEPARTMENT

The new contract period started on April 1, 2016. The WAP Contract Amendment PY2016 #1 Memo, increasing the contract to \$400,000 (same as 2015 contract) has been completed and waiting Regional approval.

FAMILY DEVELOPMENT DEPARTMENT

The 2017 CSBG refunding package for \$234,101 was submitted for approval on June 29, 2016.

The TRACS (Triennial Review for Accountability and Compliance with Standards) was held on July 12-13. It went very well. The fiscal side of the review was completed by Pat Herring, Fiscal Analyst. The preliminary report is that all standards were met – there are 2 indicators that were not met. We were aware of these and are already looking at ways to address.

Family Development submitted an application for the Healthy Families New York program. The application was for \$364,000. It would provide intensive family support services to 80 families in Cortland County – the program would employ 4 new full time staff. We should hear about the application by September.

WIC

The WIC and EPC contracts, a deficit is not anticipated.

The 2017 WIC Contract was completed and submitted on June 23rd.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
FINANCE DIRECTOR MONTHLY CHECKLIST
FOR THE MONTH May 2016

Submitted by Martha Allen on July 20 , 2016

| ITEM/REPORT | DUE | DATE FILED |
|-------------------------------------------------------------|-------------------------|------------|
| Subsidiary ledgers in balance for the month? | N/A | yes |
| Bank accounts have been reconciled through? | N/A | May-16 |
| Accounts receivable over 90 days past due | N/A | yes |
| Accounts payable over 90 days past due | N/A | none |
| NYS Sales and Use Tax Filing | 3/21/2016 | 3/14/2016 |
| Coporate Tax Returns (IRS 990, CHAR 500, IRS 5500) | 5/15/2016 | extension |
| Quarterly payroll tax returns filed by complete payroll? | qtrly | yes |
| Form 1099's | 1/31/2016 | 1/15/2016 |
| EO 38 Filing | 6/30/2016 | 6/30/2016 |
| Program Reports | | |
| CSBG 2015-2016 py | | |
| 20% Expenditure report | | 2/29/2016 |
| 45% Expenditure report | | 7/18/2016 |
| 70% Expenditure report | | |
| 1st Qtr Program/Fiscal Attestation Forms | 1/31/2016 | 2/2/2016 |
| 2nd Qtr Program/Fiscal Attestation Forms | 4/30/2016 | 4/20/2016 |
| 3rd Qtr Program/Fiscal Attestation Forms | 7/31/2016 | 7/19/2016 |
| 4th Qtr Program/Fiscal Attestation Forms | 10/31/2016 | |
| 1st qtr MWBE Reports | 1/10/2016 | 1/7/2016 |
| 2nd qtr MWBE Reports | 4/10/2016 | 4/8/2016 |
| 3rd qtr MWBE Reports | 7/11/2016 | 7/11/2016 |
| 4th qtr MWBE Reports | 10/10/2016 | |
| Unaudited Financial Statements | 11/30/2016 | |
| Energy Services | | |
| WAP 16-17 py | | |
| Monthly Voucher to Energy Services for presentation to DHCR | 15th of month | 7/12/2016 |
| 1st qtr MWBE Reports | 7/11/2016 | 7/11/2016 |
| 2nd qtr MWBE Reports | 10/10/2016 | |
| 3rd qtr MWBE Reports | 1/10/2017 | |
| 4th qtr MWBE Reports | 4/10/2017 | |
| Unaudited Financial Statements | 5/31/2017 | |
| Head Start & Early Head Start 15-16 py | | |
| Quarterly Form 425: | | |
| 1ST QTR | 4/30/2016 | 4/19/2016 |
| 2ND QTR | 7/30/2016 | 7/18/2016 |
| 3RD QTR | 10/30/2016 | |
| 4TH QTR | 1/30/2017 | |
| Form 425 due: | | |
| semi-annual | 1/30/2016 | 1/11/2016 |
| preliminary annual | 7/30/2016 | |
| final | 10/30/2016 | |
| WIC 15-16py | | |
| Monthly Voucher | 30 days after month end | 5/20/2016 |
| Final Voucher | 11/14/2016 | |
| CDPAP | | |
| Cost Report | 9/15/2016 | |

CAPCO

Aged Accounts Receivable Report

| Aging Balance For | Last Paid | current | 31-60 | 61-90 | over 90 | Balance |
|-----------------------------------|------------------|---------------------|-------------------|---------------------|---------------------|---------------------|
| Child and Adult Care Food Program | 6/28/2016 | \$17,879.83 | \$0.00 | \$0.00 | \$0.00 | \$17,879.83 |
| CORTLAND CITY SCHOOL DISTRICT | 6/3/2016 | \$16,200.00 | \$0.00 | \$0.00 | \$0.00 | \$16,200.00 |
| CORTLAND COUNTY AREA OF AGING | 9/9/2015 | \$210.00 | \$0.00 | \$0.00 | \$0.00 | \$210.00 |
| Cortland County | 6/3/2016 | \$1,435.00 | \$0.00 | \$35.00 | \$0.00 | \$1,470.00 |
| DEPARTMENT OF HEALTH | 6/2/2016 | (\$0.11) | \$0.00 | \$0.00 | \$0.00 | (\$0.11) |
| ELLIS | | (\$5,166.30) | \$0.00 | \$0.00 | \$0.00 | (\$5,166.30) |
| FOOD BANK | 7/5/2016 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| GERRARD | | (\$2,694.96) | \$0.00 | \$0.00 | \$0.00 | (\$2,694.96) |
| HEAP DEPARTMENT | 7/8/2016 | \$1,985.00 | \$0.00 | \$0.00 | \$0.00 | \$1,985.00 |
| DIANA INK | 7/5/2016 | \$0.00 | \$0.00 | \$0.00 | \$40.00 | \$40.00 |
| MCGRAW CENTRAL SCHOOL DIST | 7/8/2016 | \$0.00 | \$0.00 | \$0.00 | \$599.00 | \$599.00 |
| Medicaid | 7/8/2016 | (\$42,013.64) | \$2,666.67 | \$117,242.39 | \$152,137.41 | \$230,032.83 |
| MOTHERS & BABIES PERINATAL NE | 7/8/2016 | \$0.00 | \$0.00 | \$0.00 | \$4,523.21 | \$4,523.21 |
| NYSERDA-EMPOWER NEW YORK | 7/8/2016 | \$55.00 | \$0.00 | \$55.00 | \$33.39 | \$143.39 |
| OCM BOCES | 6/3/2016 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| YMCA | 7/8/2016 | \$3,461.28 | \$0.00 | \$0.00 | \$0.00 | \$3,461.28 |
| Grand Totals: | | (\$8,048.90) | \$2,666.67 | \$117,332.39 | \$157,333.01 | \$269,283.17 |

CAPCO

Aged Accounts Payable Report

| Vendor Name | Trans. No. | Description | current | 31-60 | 61-90 | over 90 | Credits | Net Due |
|-------------------------------------------|--------------|-------------------------------------------|--------------------|---------------|---------------|----------------|-----------------|--------------------|
| AMES LINEN SERVICE | | | | | | | | |
| AMES LINEN SERVICE | 670700 | MAT SERVICE - MAIN OFFICE | \$52.97 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$52.97 |
| | | <i>Totals for AMES LINEN SERVICE</i> | <i>\$52.97</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$52.97</i> |
| FIRST NIAGARA BANK, N.A | | | | | | | | |
| FIRST NIAGARA BANK, N.A | 9162- FEB201 | CREDIT CHARGES FOR FEB 2016 - EDEN | \$0.00 | \$0.00 | \$0.00 | \$29.65 | \$0.00 | \$29.65 |
| | | <i>Totals for FIRST NIAGARA BANK, N.A</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$29.65</i> | <i>\$0.00</i> | <i>\$29.65</i> |
| HEP SALES | | | | | | | | |
| HEP SALES | 09-070516-00 | BLG ES81 PO 9324 | \$5.31 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5.31 |
| HEP SALES | 09-070516-00 | RETURNED MERCHANDISE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$5.31) | (\$5.31) |
| | | <i>Totals for HEP SALES</i> | <i>\$5.31</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>(\$5.31)</i> | <i>\$0.00</i> |
| LINDY GLENNON | | | | | | | | |
| LINDY GLENNON | 8/28/16 | NATIONAL CAP CONF. | \$190.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$190.00 |
| LINDY GLENNON | 8/28/16 | NCAP CONF. | \$190.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$190.00 |
| | | <i>Totals for LINDY GLENNON</i> | <i>\$380.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$380.00</i> |
| NYS INSURANCE FUND | | | | | | | | |
| NYS INSURANCE FUND | JUNE 2016 | INSTALL 5 OF 8 - POLICY # E 2381 953-5 | \$14,172.81 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14,172.81 |
| | | <i>Totals for NYS INSURANCE FUND</i> | <i>\$14,172.81</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$14,172.81</i> |
| WAL MART COMMUNITY | | | | | | | | |
| WAL MART COMMUNITY | 6/20/16 | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 |
| WAL MART COMMUNITY | | | \$750.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$750.00 |
| | | <i>Totals for WAL MART COMMUNITY</i> | <i>\$782.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$782.00</i> |
| GRAND TOTALS: | | | \$15,393.09 | \$0.00 | \$0.00 | \$29.65 | (\$5.31) | \$15,417.43 |
| A total of 9 transaction(s) listed | | | | | | | | |

CAPCO

Balance Sheet

| | 6/30/2016 | 5/31/2016 | 4/30/2016 | 3/31/2016 | 2/29/2016 | 1/31/2016 |
|-------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| ASSETS | | | | | | |
| CURRENT ASSETS | | | | | | |
| Cash | \$345,159.81 | \$532,177.37 | \$456,523.85 | \$493,473.71 | \$435,001.19 | \$564,197.31 |
| Grants Receivable | \$382,238.61 | \$348,615.42 | \$450,111.84 | \$298,297.56 | \$379,046.66 | \$326,590.57 |
| Accounts Receivable | | | | | | |
| 1-125100-CDC- ACCOUNTS RECEIVABLE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 1-125100-ESD- ACCOUNTS RECEIVABLE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 1-125100-MAG ACCOUNTS RECEIVABLE | \$216,185.09 | \$357,735.77 | \$392,449.13 | \$317,105.11 | \$378,802.28 | \$347,072.09 |
| 1-125101-MAG Less: ALLOWANCE FOR DOUBTFU | \$11,000.00 | \$11,000.00 | \$11,000.00 | \$11,000.00 | \$11,000.00 | \$11,000.00 |
| 1-125300-MAG MEDICAID VARIANCE RECEIVABL | (\$196.36) | (\$196.36) | (\$196.36) | (\$196.36) | (\$196.36) | (\$196.36) |
| Net Accounts Receivable | \$204,988.73 | \$346,539.41 | \$381,252.77 | \$305,908.75 | \$367,605.92 | \$335,875.73 |
| Prepaid Expenses | \$75,715.73 | \$95,009.92 | \$104,874.02 | \$138,980.60 | \$90,689.51 | \$112,662.03 |
| TOTAL CURRENT ASSETS | \$1,008,102.88 | \$1,322,342.12 | \$1,392,762.48 | \$1,236,660.62 | \$1,272,343.28 | \$1,339,325.64 |
| PROPERTY AND EQUIPMENT | | | | | | |
| Vehicles, furniture and equipment | \$739,850.28 | \$740,627.90 | \$743,036.60 | \$743,321.50 | \$740,507.50 | \$734,225.22 |
| Building | \$1,181,553.16 | \$1,181,553.16 | \$1,181,553.16 | \$1,176,680.16 | \$1,176,680.16 | \$1,176,680.16 |
| NET PROPERTY AND EQUIPMENT AT COST | \$1,921,403.44 | \$1,922,181.06 | \$1,924,589.76 | \$1,920,001.66 | \$1,917,187.66 | \$1,910,905.38 |
| Less Accumulated Depreciation | (\$1,001,405.38) | (\$1,001,405.38) | (\$994,738.28) | (\$994,738.28) | (\$994,738.28) | (\$994,738.28) |
| TOTAL PROPERTY AND EQUIPMENT | \$919,998.06 | \$920,775.68 | \$929,851.48 | \$925,263.38 | \$922,449.38 | \$916,167.10 |
| SOFTWARE DEVOLPMENT COSTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL ASSETS | \$1,928,100.94 | \$2,243,117.80 | \$2,322,613.96 | \$2,161,924.00 | \$2,194,792.66 | \$2,255,492.74 |
| LIABILITIES AND NET ASSETS | | | | | | |
| CURRENT LIABILITIES | | | | | | |
| Accounts Payable | \$15,106.45 | \$38,498.05 | \$53,290.83 | \$78,301.50 | \$58,683.18 | \$55,829.74 |
| Payroll taxes and Accruals | \$61,395.45 | \$201,273.54 | \$196,618.66 | \$41,975.89 | \$52,539.64 | \$111,577.60 |
| Other Current Liabilities | \$8,019.59 | \$8,002.40 | \$7,473.63 | \$9,974.63 | \$9,974.63 | \$9,974.63 |
| Deferred Income | \$94,510.35 | \$99,505.35 | \$104,500.35 | \$53,245.35 | \$117,740.35 | \$122,235.35 |
| Total CURRENT LIABILITIES | \$179,031.84 | \$347,279.34 | \$361,883.47 | \$183,497.37 | \$238,937.80 | \$299,617.32 |

CAPCO

Balance Sheet

| | 6/30/2016 | 5/31/2016 | 4/30/2016 | 3/31/2016 | 2/29/2016 | 1/31/2016 |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| LONG-TERM DEBT | \$382,987.23 | \$383,687.10 | \$384,413.02 | \$385,107.69 | \$385,857.39 | \$386,546.79 |
| TOTAL LIABILITIES | \$562,019.07 | \$730,966.44 | \$746,296.49 | \$568,605.06 | \$624,795.19 | \$686,164.11 |
| NET ASSETS | \$1,366,082.15 | \$1,512,151.64 | \$1,576,317.75 | \$1,593,318.94 | \$1,569,997.47 | \$1,569,328.63 |
| Total LIABILITIES AND NET ASSETS | \$1,928,101.22 | \$2,243,118.08 | \$2,322,614.24 | \$2,161,924.00 | \$2,194,792.66 | \$2,255,492.74 |

CAPCO

Income Statement

1/1/16-12/31/16 CAPCO ADMINISTRATION

| LINE ITEM | TOT BUDGET | BUDGET 5/1/2016 5/31/2016 | ACTUAL 5/1/2016 5/31/2016 | YTD BUDGET 1/1/2016 5/31/2016 | YTD ACTUAL 1/1/2016 5/31/2016 | FORECAST | TOTAL CONTRACT | REMAINING |
|-------------------------------------|---------------|---------------------------------|---------------------------------|-------------------------------------|-------------------------------------|----------|-------------------|-----------|
| ADM - ADMINISTRATIVE CHARGES | | | | | | | | |
| EXPENSES | | | | | | | | |
| PERSONNEL | | | | | | | | |
| SALARIES/WAGES | | | | | | | | |
| SALARY/WAGE EXPENSE | 226,789 | 18,899 | 17,570 | 94,495 | 87,192 | 139,597 | 226,789 | 0 |
| NEW ACCRUED BENEFIT TIME | 16,983 | 1,415 | 1,038 | 7,076 | 6,011 | 10,972 | 16,983 | 0 |
| Total SALARIES/WAGES | 243,772 | 20,314 | 18,609 | 101,572 | 93,203 | 150,569 | 243,772 | 0 |
| FRINGES | | | | | | | | |
| FICA EXPENSE | 17,095 | 1,425 | 1,284 | 7,123 | 6,416 | 10,679 | 17,095 | 0 |
| UNEMPLOYMENT INSURANCE EXPENSE | 12,863 | 1,072 | 272 | 5,360 | 3,821 | 9,042 | 12,863 | 0 |
| WORKERS COMP EXPENSE | 4,455 | 371 | 0 | 1,856 | 3,254 | 1,201 | 4,455 | 0 |
| DISABILITY INSURANCE EXPENSE | 377 | 31 | 0 | 157 | 101 | 275 | 377 | 0 |
| GROUP INSURANCE EXPENSE | 22,196 | 1,850 | 1,905 | 9,248 | 8,833 | 13,363 | 22,196 | 0 |
| 401-K EXPENSE | 4,380 | 365 | 299 | 1,825 | 192 | 4,188 | 4,380 | 0 |
| Fringes on Accrued Leave Earned | 2,813 | 234 | 145 | 1,172 | 842 | 1,972 | 2,813 | 0 |
| Total FRINGES | 64,179 | 5,348 | 3,906 | 26,741 | 23,459 | 40,719 | 64,179 | 0 |
| Total PERSONNEL | 307,950 | 25,663 | 22,515 | 128,313 | 116,663 | 191,288 | 307,950 | 0 |
| OTHER THAN PERSONNEL | | | | | | | | |
| OFFICE SUPPLIES | 9,368 | 781 | 601 | 3,903 | 3,903 | 5,465 | 9,368 | 0 |
| FOOD & FOOD SUPPLIES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COMMERCIAL INSURANCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VEHICLE FUEL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PARKING LOT RENTAL | 524 | 44 | 0 | 218 | 218 | 306 | 524 | 0 |
| POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DUPLICATING & PRINTING | 470 | 39 | 131 | 196 | 196 | 274 | 470 | 0 |
| INTERNET SERVICE | 831 | 69 | 61 | 346 | 346 | 485 | 831 | 0 |
| TELEPHONE | 1,530 | 127 | 106 | 637 | 637 | 892 | 1,530 | 0 |
| Computer & Software Expense | 4,610 | 384 | 636 | 1,921 | 1,921 | 2,689 | 4,610 | 0 |
| CONFERENCE EXPENSE | 1,035 | 86 | 0 | 431 | 35 | 1,000 | 1,035 | 0 |
| TRAINING & TECHNICAL AST | 500 | 42 | 0 | 208 | 0 | 500 | 500 | 0 |
| STAFF RECOG. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Staff Development | 900 | 75 | 0 | 375 | 375 | 525 | 900 | 0 |
| LOCAL TRAVEL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OUT OF TOWN TRAVEL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DUES & SUBSCRIPTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PERMITS, FEES, & RENTALS | 605 | 50 | 0 | 252 | 252 | 353 | 605 | 0 |
| ADVERTISING | 1,894 | 158 | 0 | 789 | 789 | 1,105 | 1,894 | 0 |
| BUILDING ALLOCATION | 24,180 | 2,015 | 1,647 | 10,075 | 10,637 | 13,543 | 24,180 | 0 |
| Total OTHER THAN PERSONNEL | 46,448 | 3,871 | 3,182 | 19,353 | 19,311 | 27,137 | 46,448 | 0 |
| CONTRACTUAL | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 325 | 27 | 0 | 135 | 325 | 0 | 325 | 0 |
| Total CONTRACTUAL | 325 | 27 | 0 | 135 | 325 | 0 | 325 | 0 |
| ADMINISTRATION | | | | | | | | |
| FINANCIAL AUDIT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PAYROLL PROCESSING | 5,200 | 433 | 407 | 2,167 | 2,167 | 3,033 | 5,200 | 0 |
| EAP SERVICES | 7,216 | 601 | 601 | 3,007 | 3,007 | 4,209 | 7,216 | 0 |
| ADMINISTRATIVE ALLOCATION | -367,139 | -30,595 | -26,396 | -152,975 | -140,900 | -226,239 | -367,139 | 0 |
| Total ADMINISTRATION | -354,723 | -29,560 | -25,387 | -147,801 | -135,727 | -218,997 | -354,723 | 0 |
| Total EXPENSES | 0 | 0 | 310 | 0 | 572 | -572 | 0 | 0 |
| NET SURPLUS/(DEFICIT) | 0 | 0 | -310 | 0 | -572 | 572 | 0 | 0 |

CAPCO

Income Statement

1/1/16-12/31/16 CAPCO FACILITY

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | | YTD ACTUAL | | FORECAST | TOT CONTRACT | REMAINING |
|--------------------------------|---------------|---------|-----------------------|---------------|-----------------------|---------|----------|--------------|-----------|
| | | | 5/1/2016 5/31/2016 | YTD BUDGET | 1/1/2016 5/31/2016 | | | | |
| EXPENSES | | | | | | | | | |
| PERSONNEL | | | | | | | | | |
| SALARIES/WAGES | | | | | | | | | |
| SALARY/WAGE EXPENSE | 3,343 | 279 | 246 | 1,393 | 2,388 | 955 | 3,343 | 0 | |
| Total SALARIES/WAGES | 3,343 | 279 | 246 | 1,393 | 2,388 | 955 | 3,343 | 0 | |
| FRINGES | | | | | | | | | |
| FICA EXPENSE | 242 | 20 | 18 | 101 | 173 | 69 | 242 | 0 | |
| UNEMPLOYMENT INSURANCE EXPENSE | 161 | 13 | 0 | 67 | 115 | 46 | 161 | 0 | |
| WORKERS COMP EXPENSE | 93 | 8 | 0 | 39 | 66 | 26 | 93 | 0 | |
| GROUP INSURANCE EXPENSE | 84 | 7 | 60 | 35 | 60 | 24 | 84 | 0 | |
| 401-K EXPENSE | 98 | 8 | 7 | 41 | 70 | 28 | 98 | 0 | |
| Total FRINGES | 678 | 56 | 86 | 282 | 484 | 194 | 678 | 0 | |
| Total PERSONNEL | 4,021 | 335 | 332 | 1,675 | 2,872 | 1,149 | 4,021 | 0 | |
| OTHER THAN PERSONNEL | | | | | | | | | |
| OFFICE SUPPLIES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| COMMERCIAL INSURANCE | 19,000 | 1,583 | 1,581 | 7,917 | 7,903 | 11,097 | 19,000 | 0 | |
| PARKING LOT RENTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OFFICE UTILITIES | 22,000 | 1,833 | 1,295 | 9,167 | 7,732 | 14,268 | 22,000 | 0 | |
| PROGRAM UTILITIES | 0 | 0 | 0 | 0 | 2,219 | -2,219 | 0 | 0 | |
| JANITORIAL MAINTENANCE | 34,600 | 2,883 | 2,436 | 14,417 | 12,622 | 21,978 | 34,600 | 0 | |
| BUILDING MAINTENANCE | 7,400 | 617 | 217 | 3,083 | 5,760 | 1,640 | 7,400 | 0 | |
| TRASH REMOVAL | 2,025 | 169 | 337 | 844 | 844 | 1,181 | 2,025 | 0 | |
| MORTGAGE INTEREST EXPENSE | 8,129 | 677 | 537 | 3,387 | 3,417 | 4,711 | 8,129 | 0 | |
| MORTGAGE PRIN EX - FNB | 28,590 | 2,383 | 2,456 | 11,913 | 14,810 | 13,780 | 28,590 | 0 | |
| MORTGAGE PRIN EXP -CITY | 6,000 | 500 | 500 | 2,500 | 2,500 | 3,500 | 6,000 | 0 | |
| STAFF RECOG. | 0 | 0 | 0 | 0 | 169 | -169 | 0 | 0 | |
| BUILDING ALLOCATION | -134,264 | -11,189 | -9,692 | -55,943 | -61,804 | -72,460 | -134,264 | 0 | |
| Total OTHER THAN PERSONNEL | -6,521 | -543 | -332 | -2,717 | -3,829 | -2,691 | -6,521 | 0 | |
| CONTRACTUAL | | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 2,500 | 208 | 0 | 1,042 | 1,000 | 1,500 | 2,500 | 0 | |
| Total CONTRACTUAL | 2,500 | 208 | 0 | 1,042 | 1,000 | 1,500 | 2,500 | 0 | |
| Total EXPENSES | 0 | 0 | 0 | 0 | 42 | -42 | 0 | 0 | |
| NET SURPLUS/(DEFICIT) | 0 | 0 | 0 | 0 | -42 | -42 | 0 | 0 | |

CAPCO

Income Statement

1/1/16-12/31/16 CDPAP-MEDICAID

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD ACTUAL | FORECAST | TOT CONTRACT | REMAINING | |
|---------------------------------|------------|---------|-----------------------|---------------|----------|--------------|-----------|-----------------------|
| | | | 5/1/2016 5/31/2016 | YTD BUDGET | | | | 1/1/2016 5/31/2016 |
| MEDICAID - MEDICAID | | | | | | | | |
| REVENUE | | | | | | | | |
| OTHER REVENUE | | | | | | | | |
| MEDICAID REVENUE | 1,373,931 | 114,494 | 121,350 | 572,471 | 611,556 | 849,451 | 1,461,007 | -87,076 |
| OTHER INCOME | 1,943 | 162 | 0 | 810 | 1,943 | 0 | 1,943 | 0 |
| INKIND DONATIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total OTHER REVENUE | 1,375,874 | 114,656 | 121,350 | 573,281 | 613,499 | 849,451 | 1,462,950 | -87,076 |
| Total REVENUE | 1,375,874 | 114,656 | 121,350 | 573,281 | 613,499 | 849,451 | 1,462,950 | -87,076 |
| EXPENSES | | | | | | | | |
| PERSONNEL | | | | | | | | |
| SALARIES/WAGES | | | | | | | | |
| SALARY/WAGE EXPENSE | 945,182 | 78,765 | 78,701 | 393,826 | 389,492 | 584,238 | 973,730 | -28,548 |
| NEW ACCRUED BENEFIT TIME | 5,617 | 468 | 274 | 2,341 | 1,507 | 2,261 | 3,768 | 1,850 |
| Total SALARIES/WAGES | 950,799 | 79,233 | 78,975 | 396,166 | 390,999 | 586,499 | 977,498 | -26,698 |
| FRINGES | | | | | | | | |
| FICA EXPENSE | 69,760 | 5,813 | 5,822 | 29,067 | 28,711 | 43,066 | 71,776 | -2,016 |
| UNEMPLOYMENT INSURANCE EXPENSE | 60,865 | 5,072 | 4,978 | 25,360 | 25,175 | 37,763 | 62,938 | -2,074 |
| WORKERS COMP EXPENSE | 58,704 | 4,892 | 0 | 24,460 | 30,665 | 45,998 | 76,663 | -17,959 |
| DISABILITY INSURANCE EXPENSE | 5,024 | 419 | 0 | 2,093 | 1,256 | 1,884 | 3,140 | 1,884 |
| GROUP INSURANCE EXPENSE | 67,031 | 5,586 | 5,002 | 27,930 | 32,075 | 48,112 | 80,186 | -13,156 |
| 401-K EXPENSE | 8,206 | 684 | 682 | 3,419 | 2,235 | 3,352 | 5,587 | 2,619 |
| Fringes on Accrued Leave Earned | 1,074 | 90 | 38 | 448 | 211 | 316 | 527 | 547 |
| Total FRINGES | 270,664 | 22,555 | 16,521 | 112,777 | 120,328 | 180,491 | 300,819 | -30,155 |
| Total PERSONNEL | 1,221,464 | 101,789 | 95,496 | 508,943 | 511,327 | 766,990 | 1,278,317 | -56,853 |
| OTHER THAN PERSONNEL | | | | | | | | |
| OFFICE SUPPLIES | 838 | 70 | 27 | 349 | 349 | 489 | 838 | 0 |
| PARKING LOT RENTAL | 84 | 7 | 0 | 35 | 35 | 49 | 84 | 0 |
| POSTAGE | 1,977 | 165 | 349 | 824 | 824 | 1,153 | 1,977 | 0 |
| DUPLICATING & PRINTING | 943 | 79 | 117 | 393 | 393 | 550 | 943 | 0 |
| INTERNET SERVICE | 103 | 9 | 8 | 43 | 43 | 60 | 103 | 0 |
| TELEPHONE | 114 | 9 | 8 | 47 | 47 | 66 | 114 | 0 |
| Computer & Software Expense | 100 | 8 | 0 | 42 | 0 | 100 | 100 | 0 |
| Staff Development | 800 | 67 | 0 | 333 | 0 | 800 | 800 | 0 |
| LOCAL TRAVEL | 17,962 | 1,497 | 1,853 | 7,484 | 7,484 | 10,478 | 17,962 | 0 |
| STAFF IMMUNIZATIONS | 1,560 | 130 | 275 | 650 | 650 | 910 | 1,560 | 0 |
| DUES & SUBSCRIPTIONS | 500 | 42 | 0 | 208 | 0 | 500 | 500 | 0 |
| BACKGROUND CHECKS | 2,236 | 186 | 462 | 932 | 932 | 1,304 | 2,236 | 0 |
| PERMITS, FEES, & RENTALS | 4,797 | 400 | 129 | 1,999 | 1,999 | 2,798 | 4,797 | 0 |
| ADVERTISING | 1,372 | 114 | 67 | 572 | 572 | 801 | 1,372 | 0 |
| BUILDING ALLOCATION | 2,967 | 247 | 194 | 1,236 | 1,236 | 1,731 | 2,967 | 0 |
| Total OTHER THAN PERSONNEL | 36,353 | 3,029 | 3,488 | 15,147 | 14,564 | 21,789 | 36,353 | 0 |
| INKIND | | | | | | | | |
| INKIND DONATIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total INKIND | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ADMINISTRATION | | | | | | | | |
| FINANCIAL AUDIT | 3,469 | 289 | 980 | 1,445 | 3,469 | 0 | 3,469 | 0 |
| PAYROLL PROCESSING | 4,881 | 407 | 351 | 2,034 | 2,106 | 2,775 | 4,881 | 0 |
| ADMINISTRATIVE ALLOCATION | 92,249 | 7,687 | 5,749 | 38,437 | 31,735 | 60,514 | 92,249 | 0 |
| Total ADMINISTRATION | 100,599 | 8,383 | 7,081 | 41,916 | 37,310 | 63,289 | 100,599 | 0 |
| Total EXPENSES | 1,358,416 | 113,201 | 106,065 | 566,007 | 563,201 | 852,068 | 1,415,269 | -56,853 |
| NET SURPLUS/(DEFICIT) | 17,458 | 1,455 | 15,285 | 7,274 | 50,299 | -2,617 | 47,681 | 30,223 |

CAPCO

Income Statement

6/1/15-5/31/16 ECD GRANTS

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|-------------------------------------|------------|-----------------------|--------------------|-----------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| HSP - Head Start | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANT REVENUE | | | | | | | | |
| GRANT REVENUE | 1,563,815 | 130,375 | 121,079 | 1,563,815 | 1,571,414 | -7,599 | 1,563,815 | 0 |
| TOTAL GRANT REVENUE | 1,563,815 | 130,375 | 121,079 | 1,563,815 | 1,571,414 | -7,599 | 1,563,815 | 0 |
| OTHER REVENUE | | | | | | | | |
| SPECIAL NEEDS SERVICE REIMBURSEMENT | 9,500 | 792 | 1,330 | 9,500 | 10,892 | 0 | 10,892 | -1,392 |
| ERATE REFUNDS | 8,900 | 742 | 0 | 8,900 | 10,566 | 0 | 10,566 | -1,666 |
| INKIND DONATIONS | 396,914 | 33,076 | 0 | 396,914 | 675,498 | 0 | 675,498 | -278,584 |
| Total OTHER REVENUE | 415,314 | 34,609 | 1,330 | 415,314 | 696,956 | 0 | 696,956 | -281,642 |
| Total REVENUE | 1,979,129 | 164,985 | 122,409 | 1,979,129 | 2,268,370 | -7,599 | 2,260,771 | -281,642 |
| EXPENSES | | | | | | | | |
| PERSONELL | | | | | | | | |
| WAGES/SALARIES | | | | | | | | |
| SALARY/WAGE EXPENSE | 969,675 | 80,807 | 85,002 | 969,675 | 982,852 | 8,870 | 991,723 | -22,048 |
| NEW ACCRUED BENEFIT TIME | 34,468 | 2,872 | 2,064 | 34,468 | 35,152 | 0 | 35,152 | -684 |
| Total WAGES/SALARIES | 1,004,143 | 83,679 | 87,066 | 1,004,143 | 1,018,005 | 8,870 | 1,026,875 | -22,732 |
| FRINGES | | | | | | | | |
| FICA EXPENSE | 76,838 | 6,403 | 5,837 | 76,838 | 67,701 | 607 | 68,307 | 8,531 |
| UNEMPLOYMENT INSURANCE EXPENSE | 39,547 | 3,296 | 4,152 | 39,547 | 37,072 | 317 | 37,390 | 2,157 |
| WORKERS COMP EXPENSE | 13,197 | 1,100 | 0 | 13,197 | 11,685 | 0 | 11,685 | 1,512 |
| DISABILITY INSURANCE EXPENSE | 3,058 | 255 | 0 | 3,058 | 3,915 | 1,149 | 5,064 | -2,006 |
| GROUP INSURANCE EXPENSE | 199,902 | 16,658 | 0 | 199,902 | 184,632 | 0 | 184,632 | 15,270 |
| 401-K EXPENSE | 29,062 | 2,422 | 1,952 | 29,062 | 19,171 | 209 | 19,379 | 9,683 |
| Fringes on Accrued Leave Earned | 0 | 0 | 289 | 0 | 4,921 | 0 | 4,921 | -4,921 |
| Total FRINGES | 361,604 | 30,133 | 12,230 | 361,604 | 329,096 | 2,282 | 331,378 | 30,226 |
| Total PERSONELL | 1,365,747 | 113,812 | 99,296 | 1,365,747 | 1,347,101 | 11,152 | 1,358,253 | 7,494 |
| MATERIALS | | | | | | | | |
| PROGRAM MATERIALS | 4,024 | 335 | 580 | 4,024 | 10,386 | 89 | 10,475 | -6,451 |
| PROGRAM SUPPLIES | 0 | 0 | 1,082 | 0 | 3,864 | 0 | 3,864 | -3,864 |
| MEDICAL SUPPLIES | 1,000 | 83 | 0 | 1,000 | 3,600 | 0 | 3,600 | -2,600 |
| DISABILITY SUPPLIES | 2,500 | 208 | 0 | 2,500 | 1,943 | 0 | 1,943 | 557 |
| EDUCATIONAL SUPPLIES | 7,500 | 625 | 2,395 | 7,500 | 8,571 | 419 | 8,990 | -1,490 |
| Total MATERIALS | 15,024 | 1,252 | 4,056 | 15,024 | 28,364 | 508 | 28,872 | -13,848 |
| OTHER THAN PERSONELL | | | | | | | | |
| FOOD & FOOD SUPPLIES | 0 | 0 | 634 | 0 | 4,168 | 7 | 4,175 | -4,175 |
| SPEECH SERVICES | 1,000 | 83 | 0 | 1,000 | 1,190 | 0 | 1,190 | -190 |
| DENTAL SERVICES | 500 | 42 | 0 | 500 | 266 | 0 | 266 | 234 |
| PARENT SERVICES | 0 | 0 | 1,433 | 0 | 3,264 | 244 | 3,507 | -3,507 |
| FAMILY EMPOWERMENT | 3,424 | 285 | 0 | 3,424 | 259 | 0 | 259 | 3,165 |
| CHILD ACCIDENT INSURANCE | 523 | 44 | 45 | 523 | 558 | 0 | 558 | -34 |
| VEHICLE INSURANCE | 3,508 | 292 | 305 | 3,508 | 3,502 | 0 | 3,502 | 6 |
| VEHICLE MAINTENANCE | 3,000 | 250 | 1,061 | 3,000 | 3,288 | 355 | 3,643 | -643 |
| VEHICLE FUEL | 2,600 | 217 | 0 | 2,600 | 1,441 | 264 | 1,705 | 895 |
| VEHICLE REGISTRATION | 200 | 17 | 0 | 200 | 210 | 0 | 210 | -10 |
| INTERNET SERVICE | 422 | 35 | 109 | 422 | 2,386 | 0 | 2,386 | -1,964 |
| CENTER TELEPHONE | 7,468 | 622 | 295 | 7,468 | 5,689 | 77 | 5,765 | 1,703 |
| Computer & Software Expense | 5,826 | 486 | 181 | 5,826 | 2,799 | 84 | 2,883 | 2,943 |
| MEETING EXPENSE | 0 | 0 | 528 | 0 | 149 | 390 | 539 | -539 |
| CONFERENCE EXPENSE | 0 | 0 | 0 | 0 | 0 | 699 | 699 | -699 |

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|----------------------------|------------|-----------------------|--------------------|-----------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| HSP - Head Start | | | | | | | | |
| TRAINING & TECHNICAL AST | 0 | 0 | 630 | 0 | 434 | 309 | 743 | -743 |
| TEACHER TRAININGS | 0 | 0 | 2,556 | 0 | 1,558 | 2,127 | 3,685 | -3,685 |
| STAFF RECOG. | 0 | 0 | 0 | 0 | 2,329 | 0 | 2,329 | -2,329 |
| Staff Development | 0 | 0 | 0 | 0 | 1,814 | 0 | 1,814 | -1,814 |
| LOCAL TRAVEL | 5,500 | 458 | 422 | 5,500 | 6,996 | 28 | 7,025 | -1,525 |
| OUT OF TOWN TRAVEL | 0 | 0 | 586 | 0 | 2,098 | -94 | 2,004 | -2,004 |
| USDA EXPENSE | 5,300 | 442 | 0 | 5,300 | 0 | 0 | 0 | 5,300 |
| POLICY COUNCIL EXPENSE | 2,500 | 208 | 116 | 2,500 | 869 | 0 | 869 | 1,631 |
| STAFF IMMUNIZATIONS | 500 | 42 | 0 | 500 | 25 | 0 | 25 | 475 |
| DUES & SUBSCRIPTIONS | 14,239 | 1,186 | 592 | 14,239 | 8,275 | 592 | 8,867 | 5,372 |
| BACKGROUND CHECKS | 0 | 0 | 44 | 0 | 452 | 0 | 452 | -452 |
| PERMITS, FEES, & RENTALS | 1,390 | 116 | 0 | 1,390 | 1,905 | 0 | 1,905 | -515 |
| EQUIPMENT MAINTENANCE | 0 | 0 | 0 | 0 | 315 | 0 | 315 | -315 |
| Total OTHER THAN PERSONELL | 57,900 | 4,823 | 9,536 | 57,900 | 56,237 | 5,082 | 61,319 | -3,419 |
| CONTRACTUAL | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 4,480 | 373 | 265 | 4,480 | 8,052 | 1,110 | 9,162 | -4,682 |
| Total CONTRACTUAL | 4,480 | 373 | 265 | 4,480 | 8,052 | 1,110 | 9,162 | -4,682 |
| INKIND | | | | | | | | |
| VOLUNTEERS/INTERNS | 150,827 | 12,569 | 0 | 150,827 | 35,675 | 0 | 35,675 | 115,152 |
| VOLUNTEERS-PROFESSIONALS | 0 | 0 | 0 | 0 | 51,890 | 0 | 51,890 | -51,890 |
| INKIND DONATIONS | 19,846 | 1,654 | 0 | 19,846 | 13,587 | 0 | 13,587 | 6,259 |
| INKIND TRANSPORTATION | 0 | 0 | 0 | 0 | 474,895 | 0 | 474,895 | -474,895 |
| INKIND DONATED SPACE | 226,241 | 18,853 | 0 | 226,241 | 99,451 | 0 | 99,451 | 126,790 |
| Total INKIND | 396,914 | 33,076 | 0 | 396,914 | 675,498 | 0 | 675,498 | -278,584 |
| SPACE | | | | | | | | |
| PROGRAM RENT | 63,196 | 5,266 | 6,733 | 63,196 | 93,029 | 0 | 93,029 | -29,833 |
| PROGRAM UTILITIES | 17,757 | 1,479 | 221 | 17,757 | 2,901 | 273 | 3,175 | 14,582 |
| SMAIN BLG ALLOCATION | 8,140 | 678 | 6,619 | 8,140 | 6,619 | 0 | 6,619 | 1,521 |
| Total | 89,093 | 7,424 | 13,573 | 89,093 | 102,550 | 273 | 102,823 | -13,730 |
| ADMINISTRATION | | | | | | | | |
| OFFICE SUPPLIES | 5,000 | 417 | 1,237 | 5,000 | 3,354 | 79 | 3,432 | 1,568 |
| COMMERCIAL INSURANCE | 2,514 | 210 | 140 | 2,514 | 1,738 | 0 | 1,738 | 776 |
| PARKING LOT RENTAL | 534 | 44 | 0 | 534 | 362 | 28 | 390 | 144 |
| JANITORIAL MAINTENANCE | 15,200 | 1,267 | 998 | 15,200 | 5,289 | 411 | 5,699 | 9,501 |
| BUILDING MAINTENANCE | 0 | 0 | 53 | 0 | 53 | 0 | 53 | -53 |
| FINANCIAL AUDIT | 4,500 | 375 | 1,965 | 4,500 | 5,345 | 0 | 5,345 | -845 |
| PAYROLL PROCESSING | 4,500 | 375 | 247 | 4,500 | 3,294 | 103 | 3,397 | 1,103 |
| POSTAGE | 2,000 | 167 | 406 | 2,000 | 1,749 | 0 | 1,749 | 251 |
| DUPLICATING & PRINTING | 4,500 | 375 | 405 | 4,500 | 4,120 | 170 | 4,291 | 209 |
| TELEPHONE | 2,517 | 210 | 226 | 2,517 | 2,146 | 0 | 2,146 | 371 |
| ADVERTISING | 1,000 | 83 | 0 | 1,000 | 1,425 | 251 | 1,676 | -676 |
| BUILDING DEPRECIATION | 0 | 0 | 2,878 | 0 | 2,878 | 0 | 2,878 | -2,878 |
| ADMINISTRATIVE ALLOCATION | 0 | 0 | 0 | 0 | 863 | 0 | 863 | -863 |
| BUILDING ALLOCATION | 7,704 | 642 | 887 | 7,704 | 24,640 | 0 | 24,640 | -16,936 |
| Total ADMINISTRATION | 49,969 | 4,164 | 9,443 | 49,969 | 57,257 | 1,041 | 58,298 | -8,329 |
| Total EXPENSES | 1,979,127 | 164,925 | 136,170 | 1,979,127 | 2,275,058 | 19,166 | 2,294,224 | -315,097 |
| NET SURPLUS/(DEFICIT) | 2 | 60 | -13,761 | 2 | -6,688 | | -33,453 | 33,455 |

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Income Statement

6/1/15-5/31/16 ECD GRANTS

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| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|---------------------------------------|------------|-----------------------|-----------------------|-----------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| TTA - HEAD START TRAINING & TECH ASST | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANT REVENUE | | | | | | | | |
| GRANT REVENUE | 22,400 | 1,867 | 53 | 22,400 | 23,060 | -660 | 22,400 | 0 |
| TOTAL GRANT REVENUE | 22,400 | 1,867 | 53 | 22,400 | 23,060 | -660 | 22,400 | 0 |
| Total REVENUE | 22,400 | 1,867 | 53 | 22,400 | 23,060 | -660 | 22,400 | 0 |
| EXPENSES | | | | | | | | |
| MATERIALS | | | | | | | | |
| PROGRAM SUPPLIES | 2,000 | 167 | 0 | 2,000 | 0 | 0 | 0 | 2,000 |
| Total MATERIALS | 2,000 | 167 | 0 | 2,000 | 0 | 0 | 0 | 2,000 |
| OTHER THAN PERSONELL | | | | | | | | |
| TRAINING & TECHNICAL AST | 3,000 | 250 | 0 | 3,000 | 11,537 | 0 | 11,537 | -8,537 |
| OUT OF TOWN TRAVEL | 11,500 | 958 | 53 | 11,500 | 11,523 | 0 | 11,523 | -23 |
| Total OTHER THAN PERSONELL | 14,500 | 1,208 | 53 | 14,500 | 23,060 | 0 | 23,060 | -8,560 |
| CONTRACTUAL | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 5,900 | 492 | 0 | 5,900 | 0 | 0 | 0 | 5,900 |
| Total CONTRACTUAL | 5,900 | 492 | 0 | 5,900 | 0 | 0 | 0 | 5,900 |
| Total EXPENSES | 22,400 | 1,867 | 53 | 22,400 | 23,060 | 0 | 23,060 | -660 |
| NET SURPLUS/(DEFICIT) | 0 | 0 | 0 | 0 | 0 | -660 | -660 | 660 |

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Income Statement

6/1/15-5/31/16 ECD GRANTS

5/16/2016 09:30:37 AM

| LINE ITEM | TOT BUDGET | BUDGET 5/1/2016 5/31/2016 | ACTUAL 5/1/2016 5/31/2016 | YTD BUDGET 6/1/2015 5/31/2016 | YTD ACTUAL 5/31/2016 | FORECAST | TOTAL CONTRACT | REMAINING |
|---------------------------------|------------|---------------------------------|---------------------------------|----------------------------------|-------------------------|----------|-------------------|-----------|
| EHS - Early Head Start | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANT REVENUE | | | | | | | | |
| GRANT REVENUE | 904,412 | 75,401 | 56,402 | 904,412 | 871,197 | 33,215 | 904,412 | 0 |
| TOTAL GRANT REVENUE | 904,412 | 75,401 | 56,402 | 904,412 | 871,197 | 33,215 | 904,412 | 0 |
| OTHER REVENUE | | | | | | | | |
| INKIND DONATIONS | 233,354 | 19,446 | 0 | 233,354 | 0 | 233,354 | 233,354 | 0 |
| INSURANCE PROCEEDS | 0 | 0 | 0 | 0 | 13,225 | | 13,225 | -13,225 |
| Total OTHER REVENUE | 233,354 | 19,446 | 0 | 233,354 | 13,225 | 0 | 13,225 | -13,225 |
| Total REVENUE | 1,137,766 | 94,847 | 56,402 | 1,137,766 | 884,422 | 33,215 | 917,637 | -13,225 |
| EXPENSES | | | | | | | | |
| PERSONELL | | | | | | | | |
| WAGES/SALARIES | | | | | | | | |
| SALARY/WAGE EXPENSE | 517,675 | 43,140 | 45,749 | 517,675 | 542,680 | 4,576 | 547,256 | -29,581 |
| NEW ACCRUED BENEFIT TIME | 40,012 | 3,334 | 3,223 | 40,012 | 35,652 | 0 | 35,652 | 4,360 |
| Total WAGES/SALARIES | 557,687 | 46,474 | 48,972 | 557,687 | 578,332 | 4,576 | 582,908 | -25,221 |
| FRINGES | | | | | | | | |
| FICA EXPENSE | 42,663 | 3,555 | 3,229 | 42,663 | 38,302 | 350 | 38,652 | 4,011 |
| UNEMPLOYMENT INSURANCE EXPENSE | 19,375 | 1,615 | 2,322 | 19,375 | 16,784 | 313 | 17,097 | 2,278 |
| WORKERS COMP EXPENSE | 7,342 | 612 | 0 | 7,342 | 8,910 | 73 | 8,983 | -1,641 |
| DISABILITY INSURANCE EXPENSE | 1,489 | 124 | 0 | 1,489 | 1,306 | 201 | 1,507 | -18 |
| GROUP INSURANCE EXPENSE | 120,300 | 10,025 | 0 | 120,300 | 87,207 | 0 | 87,207 | 33,093 |
| 401-K EXPENSE | 16,448 | 1,370 | 1,100 | 16,448 | 13,023 | 137 | 13,161 | 3,287 |
| Fringes on Accrued Leave Earned | 0 | 0 | 451 | 0 | 4,991 | 0 | 4,991 | -4,991 |
| Total FRINGES | 207,617 | 17,301 | 7,102 | 207,617 | 170,522 | 1,074 | 171,596 | 36,021 |
| Total PERSONELL | 765,304 | 63,775 | 56,074 | 765,304 | 748,854 | 5,650 | 754,504 | 10,800 |
| MATERIALS | | | | | | | | |
| PROGRAM MATERIALS | 2,500 | 208 | 729 | 2,500 | 2,669 | 31 | 2,700 | -200 |
| PROGRAM SUPPLIES | 0 | 0 | 663 | 0 | 7,005 | 0 | 7,005 | -7,005 |
| MEDICAL SUPPLIES | 500 | 42 | 0 | 500 | 1,265 | 0 | 1,265 | -765 |
| DISABILITY SUPPLIES | 1,000 | 83 | 0 | 1,000 | 4 | 0 | 4 | 996 |
| EDUCATIONAL SUPPLIES | 5,000 | 417 | 977 | 5,000 | 3,831 | 103 | 3,933 | 1,067 |
| Total MATERIALS | 9,000 | 750 | 2,369 | 9,000 | 14,773 | 134 | 14,907 | -5,907 |
| OTHER THAN PERSONELL | | | | | | | | |
| FOOD & FOOD SUPPLIES | 0 | 0 | 302 | 0 | 1,107 | 0 | 1,107 | -1,107 |
| SPEECH SERVICES | 250 | 21 | 0 | 250 | 0 | 0 | 0 | 250 |
| DENTAL SERVICES | 500 | 42 | 0 | 500 | 94 | 0 | 94 | 407 |
| MENTAL HEALTH SERVICES | 500 | 42 | 0 | 500 | 0 | 0 | 0 | 500 |
| PARENT SERVICES | 0 | 0 | 423 | 0 | 1,080 | 32 | 1,111 | -1,111 |
| FAMILY EMPOWERMENT | 2,119 | 177 | 0 | 2,119 | 91 | 0 | 91 | 2,028 |
| CHILD ACCIDENT INSURANCE | 184 | 15 | 16 | 184 | 196 | 0 | 196 | -12 |
| VEHICLE INSURANCE | 3,189 | 266 | 178 | 3,189 | 2,672 | 0 | 2,672 | 517 |
| VEHICLE MAINTENANCE | 1,000 | 83 | 373 | 1,000 | 1,183 | 125 | 1,307 | -308 |
| VEHICLE FUEL | 1,500 | 125 | 0 | 1,500 | 470 | 86 | 557 | 943 |
| VEHICLE REGISTRATION | 500 | 42 | 0 | 500 | 74 | 0 | 74 | 426 |
| INTERNET SERVICE | 109 | 9 | 42 | 109 | 708 | 0 | 708 | -599 |
| CENTER TELEPHONE | 5,783 | 481 | 344 | 5,783 | 4,641 | 49 | 4,690 | 1,093 |
| Computer & Software Expense | 6,602 | 550 | 52 | 6,602 | 5,414 | 62 | 5,476 | 1,126 |
| MEETING EXPENSE | 0 | 0 | 0 | 0 | 227 | 137 | 365 | -365 |
| CONFERENCE EXPENSE | 0 | 0 | 0 | 0 | 0 | 246 | 246 | -246 |
| TRAINING & TECHNICAL AST | 0 | 0 | 974 | 0 | 3,894 | -18 | 3,876 | -3,876 |
| TEACHER TRAININGS | 0 | 0 | 1,714 | 0 | 2,275 | 1,575 | 3,850 | -3,850 |

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|----------------------------|------------|-----------------------|-----------------------|--------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| EHS - Early Head Start | | | | | | | | |
| STAFF RECOG. | 0 | 0 | 0 | 0 | 949 | 0 | 949 | -949 |
| Staff Development | 0 | 0 | 0 | 0 | 637 | 0 | 637 | -637 |
| LOCAL TRAVEL | 1,500 | 125 | 156 | 1,500 | 2,034 | 9 | 2,043 | -543 |
| OUT OF TOWN TRAVEL | 0 | 0 | 408 | 0 | 7,224 | 0 | 7,224 | -7,224 |
| USDA EXPENSE | 1,800 | 150 | 0 | 1,800 | 0 | 0 | 0 | 1,800 |
| POLICY COUNCIL EXPENSE | 1,000 | 83 | 0 | 1,000 | 169 | 0 | 169 | 831 |
| STAFF IMMUNIZATIONS | 500 | 42 | 0 | 500 | 25 | 0 | 25 | 475 |
| DUES & SUBSCRIPTIONS | 4,571 | 381 | 208 | 4,571 | 2,732 | 208 | 2,940 | 1,631 |
| BACKGROUND CHECKS | 0 | 0 | 32 | 0 | 474 | 0 | 474 | -474 |
| PERMITS, FEES, & RENTALS | 760 | 63 | 100 | 760 | 935 | 0 | 935 | -175 |
| EQUIPMENT MAINTENANCE | 0 | 0 | 0 | 0 | 65 | 0 | 65 | -65 |
| Total OTHER THAN PERSONELL | 32,367 | 2,697 | 5,320 | 32,367 | 39,369 | 2,510 | 41,880 | -9,513 |
| CONTRACTUAL | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 5,502 | 458 | 15,018 | 5,502 | 2,516 | 8,390 | 10,906 | -5,404 |
| Total CONTRACTUAL | 5,502 | 458 | 15,018 | 5,502 | 2,516 | 8,390 | 10,906 | -5,404 |
| INKIND | | | | | | | | |
| VOLUNTEERS/INTERNS | 88,675 | 7,390 | 0 | 88,675 | 0 | 88,675 | 88,675 | 0 |
| INKIND DONATIONS | 11,668 | 972 | 0 | 11,668 | 0 | 11,668 | 11,668 | 0 |
| INKIND DONATED SPACE | 133,011 | 11,084 | 0 | 133,011 | 0 | 133,011 | 133,011 | 0 |
| Total INKIND | 233,354 | 19,446 | 0 | 233,354 | 0 | 233,354 | 233,354 | 0 |
| SPACE | | | | | | | | |
| PROGRAM RENT | 25,404 | 2,117 | 2,117 | 25,404 | 35,308 | 0 | 35,308 | -9,904 |
| PROGRAM UTILITIES | 26,312 | 2,193 | 898 | 26,312 | 10,711 | 547 | 11,258 | 15,054 |
| SMAIN BLG ALLOCATION | 2,860 | 238 | 3,003 | 2,860 | 3,003 | 0 | 3,003 | -143 |
| Total | 54,576 | 4,548 | 6,018 | 54,576 | 49,022 | 547 | 49,569 | 5,007 |
| ADMINISTRATION | | | | | | | | |
| OFFICE SUPPLIES | 2,500 | 208 | 435 | 2,500 | 1,119 | 28 | 1,146 | 1,354 |
| COMMERCIAL INSURANCE | 1,023 | 86 | 183 | 1,023 | 2,111 | 0 | 2,111 | -1,088 |
| PARKING LOT RENTAL | 187 | 15 | 0 | 187 | 153 | 16 | 169 | 18 |
| OFFICE UTILITIES | 0 | 0 | 0 | 0 | 196 | 0 | 196 | -196 |
| JANITORIAL MAINTENANCE | 11,072 | 923 | 479 | 11,072 | 2,701 | 75 | 2,776 | 8,296 |
| BUILDING MAINTENANCE | 0 | 0 | 499 | 0 | 399 | 0 | 399 | -399 |
| TRASH REMOVAL | 3,180 | 265 | 262 | 3,180 | 1,807 | 0 | 1,807 | 1,373 |
| FINANCIAL AUDIT | 3,000 | 250 | 736 | 3,000 | 2,731 | 0 | 2,731 | 269 |
| PAYROLL PROCESSING | 2,500 | 208 | 141 | 2,500 | 1,883 | 56 | 1,939 | 561 |
| POSTAGE | 500 | 42 | 90 | 500 | 393 | 0 | 393 | 107 |
| DUPLICATING & PRINTING | 1,500 | 125 | 249 | 1,500 | 2,017 | 67 | 2,083 | -583 |
| TELEPHONE | 803 | 67 | 73 | 803 | 814 | 0 | 814 | -11 |
| ADVERTISING | 500 | 42 | 0 | 500 | 434 | 0 | 434 | 67 |
| BUILDING DEPRECIATION | 0 | 0 | 2,728 | 0 | 3,582 | 0 | 3,582 | -3,582 |
| ADMINISTRATIVE ALLOCATION | 0 | 0 | 0 | 0 | 496 | 0 | 496 | -496 |
| BUILDING ALLOCATION | 10,899 | 908 | 327 | 10,899 | 12,056 | 0 | 12,056 | -1,157 |
| Total ADMINISTRATION | 37,664 | 3,139 | 6,202 | 37,664 | 32,891 | 241 | 33,132 | 4,531 |
| Total EXPENSES | 1,137,766 | 94,813 | 91,002 | 1,137,766 | 887,426 | 250,827 | 1,138,252 | -486 |
| NET SURPLUS/(DEFICIT) | 0 | 34 | -34,600 | 0 | -3,003 | | -220,615 | -12,739 |

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Income Statement

6/1/15-5/31/16 ECD GRANTS

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| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|--------------------------------------|------------|-----------------------|-----------------------|-----------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| ETA - EARLY HS TRAINING & TECH. ASST | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANT REVENUE | | | | | | | | |
| GRANT REVENUE | 24,000 | 2,000 | 772 | 24,000 | 17,454 | 6,546 | 24,000 | 0 |
| TOTAL GRANT REVENUE | 24,000 | 2,000 | 772 | 24,000 | 17,454 | 6,546 | 24,000 | 0 |
| Total REVENUE | 24,000 | 2,000 | 772 | 24,000 | 17,454 | 6,546 | 24,000 | 0 |
| EXPENSES | | | | | | | | |
| MATERIALS | | | | | | | | |
| PROGRAM SUPPLIES | 1,800 | 150 | 0 | 1,800 | 0 | 0 | 0 | 1,800 |
| Total MATERIALS | 1,800 | 150 | 0 | 1,800 | 0 | 0 | 0 | 1,800 |
| OTHER THAN PERSONELL | | | | | | | | |
| MEETING EXPENSE | 0 | 0 | 0 | 0 | 2,910 | 0 | 2,910 | -2,910 |
| TRAINING & TECHNICAL AST | 4,600 | 383 | 0 | 4,600 | 7,142 | 0 | 7,142 | -2,542 |
| OUT OF TOWN TRAVEL | 13,300 | 1,108 | 772 | 13,300 | 7,402 | 0 | 7,402 | 5,898 |
| Total OTHER THAN PERSONELL | 17,900 | 1,492 | 772 | 17,900 | 17,454 | 0 | 17,454 | 446 |
| CONTRACTUAL | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 4,300 | 358 | 0 | 4,300 | 0 | 0 | 0 | 4,300 |
| Total CONTRACTUAL | 4,300 | 358 | 0 | 4,300 | 0 | 0 | 0 | 4,300 |
| Total EXPENSES | 24,000 | 2,000 | 772 | 24,000 | 17,454 | 0 | 17,454 | 6,546 |
| NET SURPLUS/(DEFICIT) | 0 | 0 | 0 | 0 | 0 | 6,546 | 6,546 | -6,546 |

CAPCO

Income Statement

6/1/15-5/31/16 ECD GRANTS

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|---------------------------------|------------|-----------------------|-----------------------|-----------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| UPK - Universal Pre-K | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANT REVENUE | | | | | | | | |
| GRANT REVENUE | 171,219 | 14,268 | 16,500 | 171,219 | 148,500 | 16,500 | 165,000 | 6,219 |
| TOTAL GRANT REVENUE | 171,219 | 14,268 | 16,500 | 171,219 | 148,500 | 16,500 | 165,000 | 6,219 |
| OTHER REVENUE | | | | | | | | |
| SERVICE FEES | 0 | 0 | 3,461 | 0 | 30,792 | 3,461 | 34,253 | -34,253 |
| SALARY REIMBURSEMENTS | 35,000 | 2,917 | 0 | 35,000 | 0 | 0 | 0 | 35,000 |
| Total OTHER REVENUE | 35,000 | 2,917 | 3,461 | 35,000 | 30,792 | 3,461 | 34,253 | 747 |
| Total REVENUE | 206,219 | 17,185 | 19,961 | 206,219 | 179,292 | 19,961 | 199,253 | 6,966 |
| EXPENSES | | | | | | | | |
| PERSONELL | | | | | | | | |
| WAGES/SALARIES | | | | | | | | |
| SALARY/WAGE EXPENSE | 117,710 | 9,809 | 8,546 | 117,710 | 94,357 | 1,057 | 95,414 | 22,296 |
| NEW ACCRUED BENEFIT TIME | 2,697 | 225 | 86 | 2,697 | 1,342 | 0 | 1,342 | 1,355 |
| Total WAGES/SALARIES | 120,407 | 10,034 | 8,632 | 120,407 | 95,698 | 1,057 | 96,755 | 23,652 |
| FRINGES | | | | | | | | |
| FICA EXPENSE | 9,190 | 766 | 573 | 9,190 | 6,330 | 72 | 6,402 | 2,788 |
| UNEMPLOYMENT INSURANCE EXPENSE | 4,538 | 378 | 388 | 4,538 | 3,432 | 19 | 3,451 | 1,087 |
| WORKERS COMP EXPENSE | 1,524 | 127 | 0 | 1,524 | 831 | 0 | 831 | 693 |
| DISABILITY INSURANCE EXPENSE | 347 | 29 | 0 | 347 | 0 | 0 | 0 | 347 |
| GROUP INSURANCE EXPENSE | 31,631 | 2,636 | 0 | 31,631 | 23,511 | 0 | 23,511 | 8,120 |
| 401-K EXPENSE | 3,521 | 293 | 194 | 3,521 | 2,091 | 23 | 2,114 | 1,407 |
| Fringes on Accrued Leave Earned | 378 | 32 | 12 | 378 | 188 | 0 | 188 | 190 |
| Total FRINGES | 51,129 | 4,261 | 1,167 | 51,129 | 36,382 | 115 | 36,497 | 14,632 |
| Total PERSONELL | 171,536 | 14,296 | 9,798 | 171,536 | 132,080 | 1,172 | 133,253 | 38,283 |
| OTHER THAN PERSONELL | | | | | | | | |
| INTERNET SERVICE | 13 | 1 | 1 | 13 | 16 | 0 | 16 | -3 |
| MEETING EXPENSE | 0 | 0 | 0 | 0 | 0 | 1,700 | 1,700 | -1,700 |
| TRAINING & TECHNICAL AST | 0 | 0 | 0 | 0 | 142 | 0 | 142 | -142 |
| TEACHER TRAININGS | 0 | 0 | 0 | 0 | 667 | 0 | 667 | -667 |
| LOCAL TRAVEL | 0 | 0 | 4 | 0 | 116 | 6 | 122 | -122 |
| OUT OF TOWN TRAVEL | 0 | 0 | 623 | 0 | 3,201 | 3,950 | 7,151 | -7,151 |
| Total OTHER THAN PERSONELL | 13 | 1 | 627 | 13 | 4,142 | 5,656 | 9,797 | -9,784 |
| SPACE | | | | | | | | |
| PROGRAM RENT | 19,500 | 1,625 | 1,625 | 19,500 | 19,500 | 0 | 19,500 | 0 |
| SMAIN BLG ALLOCATION | 0 | 0 | 269 | 0 | 269 | 0 | | |
| Total | 19,500 | 1,625 | 1,894 | 19,500 | 19,769 | 0 | 19,500 | 0 |
| ADMINISTRATION | | | | | | | | |
| COMMERCIAL INSURANCE | 390 | 32 | 27 | 390 | 297 | 0 | 297 | 93 |
| PARKING LOT RENTAL | 23 | 2 | 0 | 23 | 18 | 5 | 23 | 0 |
| FINANCIAL AUDIT | 200 | 17 | 121 | 200 | 422 | 0 | 422 | -222 |
| PAYROLL PROCESSING | 500 | 42 | 24 | 500 | 300 | 13 | 312 | 188 |
| TELEPHONE | 30 | 2 | 1 | 30 | 19 | 0 | 19 | 11 |
| BUILDING DEPRECIATION | 0 | 0 | 117 | 0 | 117 | 0 | | |
| ADMINISTRATIVE ALLOCATION | 13,500 | 1,125 | 818 | 13,500 | 10,679 | 0 | 10,679 | 2,821 |
| BUILDING ALLOCATION | 528 | 44 | 42 | 528 | 560 | 0 | 560 | -32 |

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|-----------------------|------------|-----------------------|-----------------------|-----------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| UPK - Universal Pre-K | | | | | | | | |
| Total ADMINISTRATION | 15,171 | 1,263 | 1,151 | 15,171 | 12,411 | 18 | 12,312 | 2,859 |
| Total EXPENSES | 206,220 | 17,185 | 13,470 | 206,220 | 168,403 | 6,846 | 174,862 | 31,357 |
| NET SURPLUS/(DEFICIT) | -1 | 0 | 6,491 | -1 | 10,890 | | 24,391 | -24,392 |

CAPCO

Income Statement

6/1/15-5/31/16 ECD GRANTS

5/16/2016 08:17:26 AM

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|------------------------------|------------|-----------------------|-----------------------|-----------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 6/1/2015 5/31/2016 | 5/31/2016 | | | |
| MAG - Management and General | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANT REVENUE | | | | | | | | |
| GRANT REVENUE | 178,074 | 14,846 | 13,303 | 178,074 | 181,375 | -3,301 | 178,074 | 0 |
| TOTAL GRANT REVENUE | 178,074 | 14,846 | 13,303 | 178,074 | 181,375 | -3,301 | 178,074 | 0 |
| Total REVENUE | 178,074 | 14,846 | 13,303 | 178,074 | 181,375 | -3,301 | 178,074 | 0 |
| EXPENSES | | | | | | | | |
| OTHER THAN PERSONELL | | | | | | | | |
| PERMITS, FEES, & RENTALS | 0 | 0 | 0 | 0 | -516 | 516 | 0 | 0 |
| Total OTHER THAN PERSONELL | 0 | 0 | 0 | 0 | -516 | 516 | 0 | 0 |
| CONTRACTUAL | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total CONTRACTUAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ADMINISTRATION | | | | | | | | |
| JANITORIAL MAINTENANCE | 0 | 0 | 111 | 0 | 0 | 0 | 0 | 0 |
| ADMINISTRATIVE ALLOCATION | 178,074 | 14,846 | 13,303 | 178,074 | 181,891 | 13,845 | 195,736 | -17,662 |
| Total ADMINISTRATION | 178,074 | 14,846 | 13,414 | 178,074 | 181,891 | 13,845 | 195,736 | -17,662 |
| Total EXPENSES | 178,074 | 14,846 | 13,414 | 178,074 | 181,375 | 14,361 | 195,736 | -17,662 |
| NET SURPLUS/(DEFICIT) | 0 | 0 | -111 | 0 | 0 | -17,662 | -17,662 | 17,662 |

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Income Statement

10/1/15-9/30/16 FAMILY DEVELOPMENT CSBG GRANTS

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|---------------------------------|------------|-----------------------|-----------------------|------------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 10/1/2015 5/31/2016 | 5/31/2016 | | | |
| 15.16CSBG - 2015-2016 CSBG | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANT REVENUE | | | | | | | | |
| GRANT REVENUE | 220,613 | 18,384 | 0 | 147,069 | 143,162 | 90,939 | 234,101 | -13,488 |
| Prior Year Revenue | 55,154 | 4,596 | 0 | 36,768 | 55,154 | -11,376 | 43,778 | 11,376 |
| Total GRANT REVENUE | 275,767 | 22,980 | 0 | 183,837 | 198,316 | 79,563 | 277,879 | -2,112 |
| OTHER REVENUE | | | | | | | | |
| OTHER INCOME | 0 | 0 | 0 | 0 | 500 | 0 | 500 | -500 |
| CASH DONATIONS | 6,000 | 500 | 0 | 4,000 | 0 | 0 | 0 | 6,000 |
| INKIND DONATIONS | 49,154 | 4,096 | 0 | 32,768 | 161,257 | 0 | 161,257 | -112,103 |
| Total OTHER REVENUE | 55,154 | 4,596 | 0 | 36,768 | 161,757 | 0 | 161,757 | -106,603 |
| Total REVENUE | 330,921 | 27,576 | 0 | 220,605 | 360,073 | 79,563 | 439,636 | -108,715 |
| EXPENSES | | | | | | | | |
| PERSONNEL | | | | | | | | |
| SALARIES/WAGES | | | | | | | | |
| SALARY/WAGE EXPENSE | 114,992 | 9,582 | 10,738 | 76,658 | 75,283 | 35,622 | 110,905 | 4,087 |
| NEW ACCRUED BENEFIT TIME | 9,953 | 829 | 816 | 6,635 | 7,090 | 3,119 | 10,210 | -257 |
| Total SALARIES/WAGES | 124,945 | 10,412 | 11,554 | 83,293 | 82,374 | 38,742 | 121,115 | 3,830 |
| FRINGES | | | | | | | | |
| FICA EXPENSE | 8,797 | 733 | 789 | 5,864 | 5,484 | 2,489 | 7,973 | 824 |
| UNEMPLOYMENT INSURANCE EXPENSE | 5,435 | 453 | 310 | 3,623 | 2,723 | 1,474 | 4,197 | 1,238 |
| WORKERS COMP EXPENSE | 1,641 | 137 | 0 | 1,094 | 736 | 140 | 876 | 765 |
| DISABILITY INSURANCE EXPENSE | 400 | 33 | 0 | 267 | 189 | 184 | 373 | 27 |
| GROUP INSURANCE EXPENSE | 9,240 | 770 | 803 | 6,160 | 8,000 | 4,125 | 12,125 | -2,885 |
| 401-K EXPENSE | 3,450 | 287 | 269 | 2,300 | 1,909 | 1,069 | 2,978 | 472 |
| Fringes on Accrued Leave Earned | 1,393 | 116 | 114 | 929 | 993 | 437 | 1,429 | -36 |
| Total FRINGES | 30,356 | 2,530 | 2,286 | 20,236 | 20,034 | 9,916 | 29,951 | 405 |
| Total PERSONNEL | 155,301 | 12,941 | 13,840 | 103,530 | 102,408 | 48,658 | 151,066 | 4,235 |
| OTHER THAN PERSONNEL | | | | | | | | |
| PROGRAM MATERIALS | 5,000 | 417 | 2,066 | 3,333 | 3,741 | 1,259 | 5,000 | 0 |
| PROGRAM SUPPLIES | 0 | 0 | 36 | 0 | 635 | 0 | 635 | -635 |
| OFFICE SUPPLIES | 5,000 | 417 | 115 | 3,333 | 4,465 | | 4,465 | 535 |
| Direct Beneficiary Costs | 5,066 | 422 | 301 | 3,377 | 1,348 | 5,130 | 6,478 | -1,412 |
| FOOD & FOOD SUPPLIES | 2,500 | 208 | 209 | 1,666 | 547 | 1,000 | 1,547 | 953 |
| VEHICLE INSURANCE | 3,192 | 266 | 276 | 2,127 | 2,130 | 1,331 | 3,461 | -269 |
| VEHICLE MAINTENANCE | 1,500 | 125 | 38 | 1,000 | 680 | 625 | 1,306 | 194 |
| VEHICLE FUEL | 1,000 | 83 | -113 | 667 | -40 | 1,040 | 1,000 | 0 |
| VEHICLE REGISTRATION | 300 | 25 | 0 | 200 | 197 | 103 | 300 | 0 |
| PROGRAM RENT | 1,400 | 117 | 0 | 933 | 0 | 1,400 | 1,400 | 0 |
| PARKING LOT RENTAL | 350 | 29 | 0 | 233 | 403 | 0 | 403 | -53 |
| BOARD EXPENDITURES | 1,500 | 125 | 0 | 1,000 | 124 | 450 | 574 | 926 |
| POSTAGE | 900 | 75 | 235 | 600 | 614 | 384 | 998 | -98 |
| DUPLICATING & PRINTING | 4,546 | 379 | 285 | 3,031 | 2,599 | 700 | 3,299 | 1,247 |
| INTERNET SERVICE | 500 | 42 | 42 | 333 | 295 | 184 | 479 | 21 |
| TELEPHONE | 2,387 | 199 | 58 | 1,591 | 640 | 400 | 1,040 | 1,347 |
| Computer & Software Expense | 0 | 0 | 500 | 0 | 7,721 | 775 | 8,496 | -8,496 |
| MEETING EXPENSE | 2,000 | 167 | 404 | 1,333 | 289 | 500 | 789 | 1,211 |
| CONFERENCE EXPENSE | 5,000 | 417 | 4,434 | 3,333 | 3,438 | 2,756 | 6,194 | -1,194 |
| TRAINING & TECHNICAL AST | 2,500 | 208 | 0 | 1,667 | 1,905 | 595 | 2,500 | 0 |

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | YTD BUDGET | YTD ACTUAL | FORECAST | TOTAL CONTRACT | REMAINING |
|----------------------------|------------|-----------------------|-----------------------|------------------------|------------|----------|----------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 10/1/2015 5/31/2016 | 5/31/2016 | | | |
| STAFF RECOG. | 2,500 | 208 | 0 | 1,666 | 548 | 500 | 1,048 | 1,452 |
| Staff Development | 1,500 | 125 | 0 | 1,000 | 1,205 | 1,500 | 2,705 | -1,205 |
| LOCAL TRAVEL | 1,500 | 125 | 9 | 1,000 | 219 | 137 | 356 | 1,144 |
| OUT OF TOWN TRAVEL | 5,000 | 417 | 3,319 | 3,333 | 1,876 | 5,541 | 7,417 | -2,417 |
| DUES & SUBSCRIPTIONS | 6,500 | 542 | 0 | 4,333 | 1,893 | 500 | 2,393 | 4,107 |
| PERMITS, FEES, & RENTALS | 500 | 42 | 0 | 333 | 21 | 50 | 71 | 429 |
| ADVERTISING | 50 | 4 | 0 | 33 | 468 | 32 | 500 | -450 |
| EQUIPMENT MAINTENANCE | 1,000 | 83 | 0 | 667 | 0 | 0 | 0 | 1,000 |
| BUILDING ALLOCATION | 30,000 | 2,500 | 2,404 | 19,999 | 22,041 | 11,259 | 33,300 | -3,300 |
| Total OTHER THAN PERSONNEL | 93,191 | 7,765 | 14,617 | 62,122 | 60,001 | 38,153 | 98,154 | -4,963 |
| CONTRACTUAL | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 11,675 | 973 | 0 | 7,783 | 10,260 | 3,000 | 13,260 | -1,585 |
| Total CONTRACTUAL | 11,675 | 973 | 0 | 7,783 | 10,260 | 3,000 | 13,260 | -1,585 |
| INKIND | | | | | | | | |
| FARMERS MARKET EBT EXPENSE | 0 | 0 | 0 | 0 | 292 | 0 | 292 | -292 |
| VOLUNTEERS/INTERNS | 0 | 0 | 0 | 0 | 26,330 | 0 | 26,330 | -26,330 |
| INKIND DONATIONS | 49,154 | 4,096 | 0 | 32,768 | 134,927 | 0 | 134,927 | -85,773 |
| Total INKIND | 49,154 | 4,096 | 0 | 32,768 | 161,549 | 0 | 161,549 | -112,395 |
| ADMINISTRATION | | | | | | | | |
| FINANCIAL AUDIT | 1,700 | 142 | 516 | 1,133 | 746 | | 746 | 954 |
| PAYROLL PROCESSING | 200 | 17 | 16 | 133 | 201 | 126 | 327 | -127 |
| ADMINISTRATIVE ALLOCATION | 19,700 | 1,642 | 2,580 | 13,133 | 18,701 | 999 | 19,700 | 0 |
| Total ADMINISTRATION | 21,600 | 1,800 | 3,112 | 14,399 | 19,648 | 1,125 | 20,773 | 827 |
| Total EXPENSES | 330,921 | 27,575 | 31,569 | 220,602 | 353,866 | 90,936 | 444,802 | -113,881 |
| NET SURPLUS/(DEFICIT) | 0 | 0 | -31,569 | 3 | 6,207 | | -5,166 | 5,166 |

CAPCO

Income Statement

10/1/15-9/30/16 WIC GRANT

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | BUDGET | ACTUAL | FORECAST | TOT CONTRACT | REMAINING |
|---------------------------------|------------|-----------------------|-----------------------|------------------------|-----------|----------|--------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 10/1/2015 5/31/2016 | 5/31/2016 | | | |
| WIC - WOMEN, INFANTS & CHILDREN | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANTS | | | | | | | | |
| GRANT REVENUE | 343,208 | 28,601 | 26,065 | 228,808 | 204,152 | 139,056 | 343,208 | 0 |
| Total Grants | 343,208 | 28,601 | 26,065 | 228,808 | 204,152 | 139,056 | 343,208 | 0 |
| Other Revenue | | | | | | | | |
| FMNP Check Revenue | 9,500 | 792 | 0 | 6,336 | 0 | 9,500 | 9,500 | 0 |
| PASS THROUGH FUNDS-wic VOUCHERS | 925,000 | 77,083 | 0 | 616,664 | 263,345 | 661,655 | 925,000 | 0 |
| Total Other Revenue | 934,500 | 77,875 | 0 | 623,000 | 263,345 | 671,155 | 934,500 | 0 |
| Total Revenue | 1,277,708 | 106,476 | 26,065 | 851,808 | 467,497 | 810,211 | 1,277,708 | 0 |
| EXPENSES | | | | | | | | |
| Personnel | | | | | | | | |
| Agency Salaries | | | | | | | | |
| SALARY/WAGE EXPENSE | 195,913 | 16,326 | 14,725 | 130,608 | 109,839 | 72,934 | 182,773 | 13,140 |
| NEW ACCRUED BENEFIT TIME | 17,608 | 1,467 | 1,275 | 11,736 | 10,164 | 6,169 | 16,333 | 1,275 |
| Total Agency Salaries | 213,521 | 17,793 | 16,000 | 142,344 | 120,003 | 79,103 | 199,106 | 14,415 |
| Fringes | | | | | | | | |
| FICA EXPENSE | 14,987 | 1,249 | 1,036 | 9,992 | 7,810 | 5,579 | 13,389 | 1,598 |
| UNEMPLOYMENT INSURANCE EXPENSE | 5,192 | 433 | 135 | 3,464 | 2,870 | 1,934 | 4,804 | 388 |
| WORKERS COMP EXPENSE | 2,149 | 179 | 0 | 1,432 | 1,139 | 706 | 1,845 | 304 |
| DISABILITY INSURANCE EXPENSE | 397 | 33 | 0 | 264 | 183 | 132 | 315 | 82 |
| GROUP INSURANCE EXPENSE | 17,173 | 1,431 | 1,852 | 11,448 | 15,779 | 7,432 | 23,211 | -6,038 |
| 401-K EXPENSE | 6,729 | 561 | 440 | 4,488 | 2,980 | 2,188 | 5,168 | 1,561 |
| Fringes on Accrued Leave Earned | 2,465 | 205 | 178 | 1,640 | 1,423 | 864 | 2,287 | 178 |
| Total Fringes | 49,092 | 4,091 | 3,641 | 32,728 | 32,182 | 18,836 | 51,018 | -1,926 |
| Total Personnel | 262,613 | 21,884 | 19,640 | 175,072 | 152,186 | 97,939 | 250,124 | 12,489 |
| OTPS | | | | | | | | |
| Space | | | | | | | | |
| PROGRAM RENT | 1,050 | 88 | 0 | 704 | 0 | 1,050 | 1,050 | 0 |
| PARKING LOT RENTAL | 0 | 0 | 0 | 0 | 507 | 0 | 507 | -507 |
| BUILDING ALLOCATION | 28,033 | 2,336 | 2,860 | 18,688 | 26,588 | 13,035 | 39,623 | -11,590 |
| Total | 29,083 | 2,424 | 2,860 | 19,392 | 27,095 | 14,085 | 41,180 | -12,097 |
| Program Operations | | | | | | | | |
| PROGRAM SUPPLIES | 0 | 0 | 0 | 0 | 79 | 39 | 118 | -118 |
| OFFICE SUPPLIES | 1,726 | 144 | 24 | 1,152 | 359 | 1,367 | 1,726 | 0 |
| MEDICAL SUPPLIES | 1,400 | 117 | 0 | 936 | 603 | 797 | 1,400 | 0 |
| EDUCATIONAL SUPPLIES | 2,437 | 203 | 166 | 1,624 | 116 | 2,321 | 2,437 | 0 |
| BF EDUCATIONAL SUPPLIES | 0 | 0 | 826 | 0 | 113 | 56 | 169 | -169 |
| POSTAGE | 2,000 | 167 | 448 | 1,336 | 1,100 | 550 | 1,650 | 350 |
| DUPLICATING & PRINTING | 2,500 | 208 | 7 | 1,664 | 51 | 1,664 | 1,715 | 785 |
| INTERNET SERVICE | 180 | 15 | 23 | 120 | 184 | 92 | 276 | -96 |
| TELEPHONE | 2,520 | 210 | 183 | 1,680 | 1,383 | 1,137 | 2,520 | 0 |
| Computer & Software Expense | 0 | 0 | 33 | 0 | 146 | 73 | 219 | -219 |
| PERMITS, FEES, & RENTALS | 253 | 21 | 0 | 168 | 192 | 61 | 253 | 0 |
| FMNP Check expense | 9,500 | 792 | 0 | 6,336 | 0 | 9,500 | 9,500 | 0 |
| WIC VOUCHER EXPENSE | 925,000 | 77,083 | 0 | 616,664 | 263,345 | 661,655 | 925,000 | 0 |

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | BUDGET | ACTUAL | FORECAST | TOT CONTRACT | REMAINING |
|---------------------------------|------------|-----------------------|-----------------------|------------------------|-----------|----------|--------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 10/1/2015 5/31/2016 | 5/31/2016 | | | |
| WIC - WOMEN, INFANTS & CHILDREN | | | | | | | | |
| Total Program Operations | 947,516 | 78,960 | 1,710 | 631,680 | 267,671 | 679,313 | 946,984 | 532 |
| Total OTPS | 976,599 | 81,384 | 4,570 | 651,072 | 294,766 | 693,397 | 988,163 | -11,564 |
| Travel | | | | | | | | |
| VEHICLE INSURANCE | 0 | 0 | 92 | 0 | 720 | 360 | 1,080 | -1,080 |
| VEHICLE FUEL | 0 | 0 | 0 | 0 | 126 | 63 | 189 | -189 |
| VEHICLE REGISTRATION | 0 | 0 | 21 | 0 | 0 | 0 | 0 | 0 |
| CONFERENCE EXPENSE | 0 | 0 | 390 | 0 | 1,601 | 801 | 2,402 | -2,402 |
| LOCAL TRAVEL | 3,000 | 250 | 0 | 2,000 | 4 | 2,000 | 2,004 | 996 |
| OUT OF TOWN TRAVEL | 5,600 | 467 | 58 | 3,736 | 443 | 3,736 | 4,179 | 1,421 |
| Total Travel | 8,600 | 717 | 560 | 5,736 | 2,894 | 6,959 | 9,853 | -1,253 |
| Equipment | | | | | | | | |
| BREAST PUMPS EXPENSE | 1,943 | 162 | 0 | 1,296 | 0 | 1,943 | 1,943 | 0 |
| Total Equipment | 1,943 | 162 | 0 | 1,296 | 0 | 1,943 | 1,943 | 0 |
| Audit | | | | | | | | |
| FINANCIAL AUDIT | 3,210 | 268 | 743 | 2,144 | 1,059 | 530 | 1,589 | 1,621 |
| Total Audit | 3,210 | 268 | 743 | 2,144 | 1,059 | 530 | 1,589 | 1,621 |
| Other | | | | | | | | |
| CONTRACTUAL SERVICES-OTHER | 0 | 0 | 65 | 0 | 65 | | | |
| PAYROLL PROCESSING | 960 | 80 | 51 | 640 | 564 | 282 | 847 | 113 |
| ADVERTISING | 500 | 42 | 65 | 336 | 0 | 500 | 500 | 0 |
| Total Other | 1,460 | 122 | 181 | 976 | 629 | 782 | 1,347 | 113 |
| Administration | | | | | | | | |
| ADMINISTRATIVE ALLOCATION | 23,283 | 1,940 | 1,356 | 15,520 | 16,031 | 8,016 | 24,047 | -764 |
| Total Administration | 23,283 | 1,940 | 1,356 | 15,520 | 16,031 | 8,016 | 24,047 | -764 |
| Total Expenses | 1,277,708 | 106,477 | 27,051 | 851,816 | 467,566 | 809,566 | 1,277,067 | 641 |
| NET SURPLUS/(DEFICIT) | 0 | -1 | -986 | -8 | -69 | 645 | 641 | -641 |

CAPCO

Income Statement

10/1/15-9/30/16 WIC GRANT

| LINE ITEM | TOT BUDGET | BUDGET | ACTUAL | BUDGET | ACTUAL | FORECAST | TOT CONTRACT | REMAINING |
|--------------------------------|------------|-----------------------|-----------------------|------------------------|-----------|----------|--------------|-----------|
| | | 5/1/2016 5/31/2016 | 5/1/2016 5/31/2016 | 10/1/2015 5/31/2016 | 5/31/2016 | | | |
| EPC - Enhanced Peer Counseling | | | | | | | | |
| REVENUE | | | | | | | | |
| GRANTS | | | | | | | | |
| GRANT REVENUE | 15,000 | 1,250 | 1,287 | 10,000 | 9,086 | 5,914 | 15,000 | 0 |
| Total Grants | 15,000 | 1,250 | 1,287 | 10,000 | 9,086 | 5,914 | 15,000 | 0 |
| Total Revenue | 15,000 | 1,250 | 1,287 | 10,000 | 9,086 | 5,914 | 15,000 | 0 |
| EXPENSES | | | | | | | | |
| Personnel | | | | | | | | |
| Agency Salaries | | | | | | | | |
| SALARY/WAGE EXPENSE | 10,960 | 913 | 871 | 7,306 | 6,695 | 3,545 | 10,240 | 720 |
| Total Agency Salaries | 10,960 | 913 | 871 | 7,306 | 6,695 | 3,545 | 10,240 | 720 |
| Fringes | | | | | | | | |
| FICA EXPENSE | 515 | 43 | 67 | 344 | 509 | 271 | 781 | -266 |
| UNEMPLOYMENT INSURANCE EXPENSE | 852 | 71 | 58 | 568 | 451 | 168 | 618 | 234 |
| WORKERS COMP EXPENSE | 113 | 9 | 0 | 72 | 17 | 14 | 31 | 82 |
| DISABILITY INSURANCE EXPENSE | 0 | 0 | 0 | 0 | 135 | 67 | 202 | -202 |
| 401-K EXPENSE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Fringes | 1,480 | 123 | 124 | 984 | 1,112 | 520 | 1,632 | -152 |
| Total Personnel | 12,440 | 1,036 | 995 | 8,290 | 7,807 | 4,065 | 11,872 | 568 |
| OTPS | | | | | | | | |
| Program Operations | | | | | | | | |
| PROGRAM MATERIALS | 350 | 29 | 0 | 232 | 0 | 116 | 116 | 234 |
| POSTAGE | 200 | 17 | 0 | 136 | 0 | 68 | 68 | 132 |
| DUPLICATING & PRINTING | 150 | 13 | 15 | 104 | 77 | 39 | 116 | 35 |
| TELEPHONE | 1,560 | 130 | 452 | 1,040 | 1,037 | 519 | 1,556 | 4 |
| Total Program Operations | 2,260 | 189 | 467 | 1,512 | 1,114 | 741 | 1,855 | 405 |
| Total OTPS | 2,260 | 189 | 467 | 1,512 | 1,114 | 741 | 1,855 | 405 |
| Travel | | | | | | | | |
| LOCAL TRAVEL | 300 | 25 | 0 | 200 | 0 | 0 | 0 | 300 |
| Total Travel | 300 | 25 | 0 | 200 | 0 | 0 | 0 | 300 |
| Other | | | | | | | | |
| PAYROLL PROCESSING | 0 | 0 | 0 | 0 | 6 | 3 | 9 | -9 |
| Total Other | 0 | 0 | 0 | 0 | 6 | 3 | 9 | -9 |
| Administration | | | | | | | | |
| ADMINISTRATIVE ALLOCATION | 0 | 0 | 0 | 0 | 90 | -90 | 0 | 0 |
| Total Administration | 0 | 0 | 0 | 0 | 90 | -90 | 0 | 0 |
| Total Expenses | 15,000 | 1,250 | 1,462 | 10,002 | 9,018 | 4,719 | 13,736 | 1,264 |
| NET SURPLUS/(DEFICIT) | 0 | 0 | -176 | -2 | 69 | 1,195 | 1,264 | -1,264 |

