

Community Action Partnership of North Alabama, Inc.  
Financial Committee Meeting  
March 18, 2021

Benita Owens opened the meeting at 8:43 a.m. and welcomed all in attendance.

Members Present: None

Members Electronically: Benita Owens, Joe Holmes, Brent Breedlove

Members Absent: Tim Littrell

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established.

Approval of February 25, 2021 Minutes

The February 25, 2021 minutes were sent electronically to all members prior to the meeting. Benita Owens opened the floor for any corrections. There being no corrections Benita Owens asked for a motion to approve the February 25, 2021 as received. Brent Breedlove motioned. Joe Holmes seconded. There being no further questions motion approved with voice vote.

Financial Reports

The financial reports were sent electronically to all members prior to the meeting. Lorrie Mauro, CFO reviewed the following reports:

Financial Information Dashboard

Lorrie Mauro shared an excel spreadsheet that contains the items that were keyed to cash and items that came through the STARS program that is administered through the State of Alabama and CCP grant. Lorrie stated this is an easy way to see how much money went through the bank account.

The Ratio Indicators were reviewed. The Average Expenses Per Day is currently at \$164,962.33 compared to \$142,798.00 for the prior year. Lorrie explained that the number of days in February impacted this difference but overall the average expenses per day are down but now that Head Start classrooms are now in full session this will increase. Tim Thrasher stated that starting Monday classrooms will open with 15 children per classroom.

### Balance Sheet-Consolidating Financial Position

The Current YTD Net Income is negative (\$34,812) compared to last month which was negative (\$407,394). The difference between last month and this month is due to NeighborWorks funds that we received which are unrestricted funds. Tim Thrasher stated that we should also be receiving funds from Parkwood and Bridge Creek next month.

### Statement of Revenues and Expenditures – Summary/Detail

Budget has increased approximately one million dollars as a result of the CARES funds received. Tim Thrasher stated the Rescue Act will add approximately an additional two million dollars to our LIHEAP program as well as additional dollars for utility assistance and the Head Start program.

### Statement of Activities – Expenditures – Combining Schedule of Activities w/Budget

Lorrie stated that the CSBG CARES funds are not federal and will be moved to a sub-grantee. Special Projects on Page 18 has a negative balance of (\$65,942.09). This includes special projects includes United Way money and projects that are not long lasting such as the insurance payment for the playground that burnt at the Vivian C. Turner building along with the purchase of replacement playground equipment. Lorrie stated that she will move NeighborWorks funds to clear the negative balance.

### Statement of Revenues – Public/Non-Public

The Current TYD Actual In-kind donations are \$264,631.00 compared to \$389,375.83 for the prior year. This is due to the pandemic.

### Infographic and Statement of Revenues and Expenditures – Head Start 12 County

Lorrie stated that this is the last month for this particular grant due to the consolidation of grants. She did state that the COVID funds will be able to be spent until there is a zero balance. There is \$1.3 million that must be spent or obligated by 2/28 and invoiced within 3 months. Lorrie stated they are currently working on reconciliations to ensure invoicing is completed within the specified timeframe.

Should be at 100% of the total budget and is currently at 81.27% actual revenue and 81.27% actual expense.

### Infographic and Statement of Revenues and Expenditures – EHS Madison/Limestone

This grant will also be consolidated. All COVID funds for this grant have been expended. There is a budget variance of (\$119,837.02) that must be spent within the next 3 months.

Should be at 100% of the total budget and is currently at 74.74% of the actual revenue and 74.74% actual expense.

Infographic and Statement of Revenues and Expenditures – HS Madison/Limestone

This grant will also be consolidated and will be referred to as the 14 County Grant. There is a budget variance of (\$114,233.75) in COVID funds left. In-kind will be short but we have waivers for the In-kind.

Should be at 100% of the total budget and is currently at 77.55% actual revenue and 77.55% actual expense.

Infographic and Statement of Revenues and Expenditures – HS Lauderdale County

This will continue be a standalone grant. There is a budget variance of (\$115,454.03) in COVID funds left.

Should be at 100% of the total budget and is currently at 74.35% actual revenue and 74.44% actual expense.

Infographic and Statement of Revenues and Expenditures – First Teacher Home Visiting Grant

Should be at 41% of the total budget and is currently at 49.98% actual revenue and 36.47% actual expense.

Statement of Revenues and Expenditures – DHR Expansion Program

This is a homebased program. Money for this program is received on a quarterly basis. The YTD Net Revenues are at \$21,880.68.

Statement of Revenues and Expenditures – Medicaid Matching Funds Expansion Program

Should be at 41% of the total budget. The YTD Net Revenues are at \$8,484.08.

Statement of Revenues and Expenditures – EHS DHR

Should be at 66% of the total budget and is currently at 52.25% actual revenue and 52.25% actual expense.

Statement of Revenues and Expenditures – USDA

Should be at 41% of the total budget and is at 10.12% actual revenue and 10.12% actual expense. Lorrie explained that these budgeted amounts have not been used due to some of the school systems providing food. These funds are drawn down as needed. Lorrie stated the school systems providing meals could be temporary and does not anticipate a long term impact on the funds that we receive.

Expenditure Journal – Credit Card Expenditures

Report was reviewed and Lorrie noted there had been more expenditures for registration and training with the majority still being virtual. The Walmart bill was keyed in January therefore it is not on this report. Total expenditures for the month were \$21,218.31.

### Posted General Ledger Transactions

Report was reviewed. PEEHIP (health insurance) and Bob Morrow Construction (Glory Way contractor) were the two largest transactions. ABLIA is payment for the accounting software and Douglas Contracting is a Weatherization contract.

The second report is any vendor who received more than one payment during the month.

The floor was opened for any additional questions and/or comments. Tim Thrasher noted that the classrooms size for the CCP grant was increased from 88 to 112 children. Benita Owens asked the reason for consolidating the Head Start grants to which Lorrie responded that this was something we had asked for and that it will allow us to spread funds out as needed and will make the bookkeeping, payables and allocations much easier. Tim Thrasher stated that it will also allow us to spread In-kind across this grant. Lorrie did point out that the downside is that if the program is ever put on the re-competition notice that we would now be competing for all the grants and not just one particular grant.

There being no further questions Benita Owens asked for a motion to approve the financial reports as received and presented. Joe Holmes motioned. Brent Breedlove second. Motion approved with voice vote.

### Other Business

Tim Thrasher shared that we are applying for 2 rehab properties, one in Troy and the other in Oneonta. We originally were going to apply for a project in Prattville but due to zoning issues we decided to put this on hold.

Trinity Lakes in Phoenix City will be a new construction. The Housing Committee of the Board is meeting today to discuss Magnolia properties in South Carolina which now has a state and federal tax credit. They will also be discussing a project in Georgia.

Bridge Creek is complete and CO issued. The construction loan has been closed and we are in the process of closing on the permanent loan.

Parkwood rehab has two of the three building completed. Target completion date for this project is April/May timeframe.

Glory Way should be completed in April. Plans will be made at a later date for an open house.

Joe Holmes asked about Aron Boldog's job status to which Tim Thrasher stated that it had been discussed with 3 attorneys and that we have an agreement that he and Aron have signed. Joe asked if it would be wise to draft an MOU to make the Board of Directors aware of the relationship with The Bennett Group to which Tim stated we have a signed document and that he will make the Board aware of it at the upcoming board meeting.

Benita Owens asked when we could expect to know if the applications have been awarded for the housing deals to which Tim Thrasher responded that it should be no later than July. Tim shared that we are confident in the projects submitted. All the due diligence was done and should score well. He did state that currently rehabs are scoring higher than new developments and that if we remain below the caps on tax credits then we will be in good shape.

Lorrie Mauro shared that there is an accounts receivable of \$303,000 from property in South Carolina that hit the 20 year compliance mark and that we have another property that will meet the 20 year mark with a receivable of approximately \$400,000 and that we are in the process of checking the status to see if we will receive these funds.

There being no further business the meeting adjourned at 9:20 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.

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Benita Owens, Board Chair