

COMMUNITY ACTION ASSOCIATION OF PA  
STATEMENT OF FINANCIAL POSITION  
SEPTEMBER 30, 2017

		COMPARISON 6/30/2017
<b>ASSETS</b>		
CASH - OPERATING	\$ 41,469	
MONEY MARKET SAVINGS	5,215	
VANGUARD INVESTMENTS	606,335	
PREPAID EXPENSES	21,238	
ACCOUNTS RECEIVABLE - CAAP DUES	18,000	
CSBG RECEIVABLE	83,775	
GRANTS RECEIVABLE	187,079	
EQUIPMENT	94,436	
ACCUM DEPR-EQUIPMENT	(90,781)	
BUILDING	94,271	
ACCUM DEPR-BUILDING	(68,274)	
BUILDING IMPROVEMENTS	80,993	
ACCUM DEPR-BUILDING IMPROVEMENTS	(62,134)	
LAND	50,000	
TOTAL ASSETS	<u>\$ 1,061,622</u>	<u>\$ 1,087,054</u>
<b>LIABILITIES</b>		
ACCOUNTS PAYABLE	\$ 20,026	
ACCRUED SALARIES	5,907	
PAYROLL TAXES WITHHELD AND ACCRUED	5,463	
LINE OF CREDIT	0	
ACCRUED EXPENSE	62,454	
DEFERRED REVENUE	166,715	
TOTAL LIABILITIES	<u>260,565</u>	\$ 290,818
<b>NET ASSETS</b>		
CURRENT YEAR - CAAP OPERATIONS	4,490	
CAPITAL RESERVE	15,635	
UNRESTRICTED NET ASSETS	473,332	
INVEST. IN FIXED ASSETS	307,600	
TOTAL NET ASSETS	<u>801,057</u>	<u>796,236</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,061,622</u>	<u>\$ 1,087,054</u>

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA  
STATEMENT OF REVENUES AND EXPENDITURES  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2017

	<b>AGENCY TOTAL 2017-2018 BUDGET</b>	<b>SEPTEMBER 2017 ACTUAL</b>	<b>YTD ACTUAL 09-30-17</b>	<b>BUDGET BALANCE AVAILABLE</b>	<b>PERCENT OF BUDGET USED</b>
<b>REVENUES</b>					
1 GRANTS INCOME	979,300	66,951	183,338	795,962	18.72%
2 DUES INCOME	134,100	11,498	34,495	99,605	25.72%
4 TRAINING FEES / OTHER	25,750	3,724	17,235	8,515	66.93%
5 INTEREST INCOME	200	7	19	181	9.50%
6 UNREALIZED GAIN ON INVESTMENTS	21,500	8,585	16,799	4,701	78.13%
Total REVENUES	<u>1,160,850</u>	<u>90,765</u>	<u>251,886</u>	<u>908,964</u>	
<b>EXPENDITURES</b>					
11 SALARIES & WAGES	372,293	30,072	93,077	279,216	25.00%
12 FRINGE BENEFITS	132,087	10,081	30,862	101,225	23.36%
15 PROFESSIONAL FEES	49,693	9,603	18,557	31,136	37.34%
14 CONTRACT SERVICES	197,400	17,625	46,875	150,525	23.75%
16 TRAINING & TECHNICAL	220,000	0	0	220,000	0.00%
18 WEB PAGE SUPPORT	2,000	318	477	1,523	23.85%
19 FISCAL/ACCTG SUPPORT	1,423	119	354	1,069	24.88%
21 STAFF TRAVEL	18,825	4,163	6,301	12,524	33.47%
22 CONSULTANT TRAVEL	5,250	1,817	1,949	3,301	37.12%
23 PARTICIPANT TRAVEL	0	0	8,326	(8,326)	
24 PARTICIPANT LODGING	4,000	0	9,360	(5,360)	234.00%
25 CONFERENCE REGISTRATIONS	36,950	1,190	1,190	35,760	3.22%
26 UTILITIES	7,810	694	2,259	5,551	28.92%
27 BUILDING MAINTENANCE	12,500	279	6,826	5,674	54.61%
28 OFFICE SUPPLIES	3,000	(3,481)	5,024	(2,024)	167.47%
29 PROGRAM SUPPLIES	1,600	0	0	1,600	0.00%
30 AUDIT	11,950	0	0	11,950	0.00%
31 TELEPHONE/COMMUNICATIONS	11,000	883	2,673	8,327	24.30%
32 PUBLICATIONS	1,800	83	250	1,550	13.89%
33 ADVERTISING	350	0	0	350	0.00%
34 PRINTING	500	0	0	500	0.00%
35 INSURANCE	3,500	287	827	2,673	23.63%
36 POSTAGE	915	29	84	831	9.18%
37 STAFF DEVELOPMENT	2,750	0	645	2,105	23.45%
38 MEMBERSHIPS AND DUES	15,500	1,342	4,027	11,473	25.98%
40 CONF/WORKSHOP/MEETINGS	26,604	0	0	26,604	0.00%
41 EQUIPMENT MAINT / RENTAL	4,000	371	1,121	2,879	28.03%
42 COMPUTER/NETWORK MAINT	7,850	1,393	2,944	4,906	37.50%
43 DEPRECIATION	8,000	623	1,870	6,130	23.38%
45 INTEREST EXPENSE / BANK FEES	250	133	168	82	67.20%
46 DONATION/SPONSOR	1,050	1,250	1,350	(300)	128.57%
Total EXPENDITURES	<u>1,160,850</u>	<u>78,874</u>	<u>247,396</u>	<u>913,454</u>	
<b>EXCESS</b>	<u>0</u>	<u>11,891</u>	<u>4,490</u>		

COMMUNITY ACTION ASSOCIATION OF PA  
STATEMENT OF REVENUES AND EXPENDITURES

CAAP OPERATING 07-01-17 to 09-30-17	ANNUAL BUDGET	CURRENT PERIOD ACTUAL SEPTEMBER	YTD ACTUAL 09-30-17	BUDGET BALANCE	PERCENT OF BUDGET USED
<b>REVENUE:</b>					
DUES INCOME	134,100	11,498	34,495	99,605	25.7%
GAIN ON INVESTMENTS	21,500	8,585	16,799	4,701	78.1%
NEEDS ASSESSMENT TOOL	13,750	0	0	13,750	0.0%
INTEREST INCOME	200	7	19	181	9.5%
OTHER	12,000	1	115	11,885	1.0%
<b>TOTAL REVENUE</b>	<b>181,550</b>	<b>20,091</b>	<b>51,428</b>	<b>130,122</b>	<b>28.3%</b>
<b>EXPENDITURES:</b>					
<b>I PERSONNEL</b>					
A. WAGES	90,214	7,486	23,171	67,043	25.7%
B. BENEFITS	32,961	2,309	7,033	25,928	21.3%
<b>C. CONTRACT SERVICES</b>					
PROFESSIONAL FEES	8,425	0	0	8,425	0.0%
WEB PAGE SUPPORT	250	73	109	141	43.6%
LEGAL	5,000	0	0	5,000	0.0%
ACCTG SYSTEM SUPPORT	356	27	81	275	22.8%
<b>TOTAL CONTRACT SERVICES</b>	<b>14,031</b>	<b>100</b>	<b>190</b>	<b>13,841</b>	<b>1.4%</b>
<b>TOTAL PERSONNEL</b>	<b>137,206</b>	<b>9,895</b>	<b>30,394</b>	<b>106,812</b>	<b>22.2%</b>
<b>II OPERATIONS</b>					
<b>A. TRAVEL</b>					
STAFF TRAVEL	0	0	685	(685)	
<b>TOTAL TRAVEL</b>	<b>0</b>	<b>0</b>	<b>685</b>	<b>(685)</b>	
<b>B. SPACE COSTS</b>					
UTILITIES	2,312	159	518	1,794	22.4%
BUILDING MAINTENANCE	10,625	64	6,236	4,389	58.7%
<b>TOTAL SPACE COSTS</b>	<b>12,937</b>	<b>223</b>	<b>6,754</b>	<b>6,183</b>	<b>52.2%</b>
<b>C. OTHER COSTS</b>					
OFFICE/PROGRAM SUPPLIES	1,775	(3,625)	4,479	(2,704)	252.3%
TELEPHONE/COMMUNICATIONS	1,816	170	436	1,380	24.0%
PUBLICATIONS	900	19	57	843	6.3%
ADVERTISING	350			350	0.0%
OUTSIDE PRINTING	500			500	0.0%
AUDIT	2,500	0	0	2,500	0.0%
INSURANCE	1,609	50	140	1,469	8.7%
POSTAGE	415	0	0	415	0.0%
STAFF DEVELOPMENT	1,375	0		1,375	0.0%
MEMBERSHIPS/DUES	2,746	307	923	1,823	33.6%
MEETING/CONFERENCE/WKSHPS	2,939	0	0	2,939	0.0%
EQUIP MAINT/RENT	2,000	86	257	1,743	12.9%
COMPUTER/NETWORK MAINT	3,182	319	675	2,507	21.2%
DEPRECIATION	8,000	623	1,870	6,130	23.4%
INTEREST/BANK FEES - LOC	250	133	168	82	67.2%
DONATIONS	1,050	0	100	950	9.5%
<b>TOTAL OTHER COSTS</b>	<b>31,407</b>	<b>(1,918)</b>	<b>9,105</b>	<b>22,302</b>	<b>29.0%</b>
<b>SUBTOTAL OPERATIONS</b>	<b>44,344</b>	<b>(1,695)</b>	<b>16,544</b>	<b>27,800</b>	<b>37.3%</b>
<b>IV TOTAL EXPENDITURES</b>	<b>181,550</b>	<b>8,200</b>	<b>46,938</b>	<b>134,612</b>	<b>25.9%</b>
<b>EXCESS</b>	<b>0</b>	<b>11,891</b>	<b>4,490</b>		

COMMUNITY ACTION ASSOCIATION OF PA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2017

**Statement of Financial Position**

Cash in Checking		\$	41,469
Money Market Savings, current annual rate @ .10%		\$	5,215
Vanguard Investments	Year to date Gain: 2.85% Return	\$16,799	\$ 606,335

Prepaid Expenses:

Employee Health/Life Insurance		5,580	
D&O/ Liability/WC Ins		4,918	
CAPLAW, CA Ptr, PANO, Other Memberships		2,852	
Accounting Sfwre Support, Equipment Maintenance		2,068	
Capitolwire, Grantstation, Other Subscriptions		455	
Prepaid Registrations, Travel Expenses		1,546	
Other		<u>3,819</u>	

Total Prepaid Expenses: \$ 21,238

Grants Receivable:

CSBG		83,775	
R3PIC		<u>187,079</u>	

Total Grants Receivable: \$ 270,854

Current Ratio = Current Assets (with Investments) \$963,111 = 3.70  
Current Liabilities \$260,565

Current Ratio = Current Assets (without Investments) \$356,776 = 1.37  
Current Liabilities \$260,565

The ratio is mainly used to give an idea of the company's ability to pay back its short term debt and payables with its short term assets. The higher the current ratio, the more capable the company is of paying its obligations. Even without the investments, which can be converted to cash almost immediately, we have 1.37 times the current assets to pay our current debt.

Line of Credit - Mid Penn Bank \$0

Note: The Line of Credit was not utilized during 2017-2018 fiscal year.

Accrued Expense:

Accrued Audit		\$11,740	
Accrued RPIC Technical Fees		<u>50,714</u>	

Total Accrued Expense: \$ 62,454

Deferred Revenue:

CAA VISTA Costshare Payments		\$58,727	
Deferred CAAP Membership Dues		100,575	
Deferred CAAP Affiliate Membership Dues		<u>7,413</u>	

Total Deferred Revenue: \$ 166,715

Year to Date Excess (Deficit): CAAP Operations \$ 4,490

COMMUNITY ACTION ASSOCIATION OF PA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2017

Agencywide Statement of Revenue and Expenses:

Revenue/Expense over budget line items:

- (6) Unrealized Gain on Investments revenue exceeded budget expectation due to favorable market conditions.
- (23) Participant Travel expenses included in Conference Registrations budget.
- (24) Participant Lodging budget understated. Remainder of expenses budgeted in Conference Registrations.
- (25) Conference Registrations budget also includes Participant Travel and Participant Lodging.
- (27) Building Maintenance expenses include sidewalk repair costs paid in August.
- (28) Office Supplies include replacement computers and peripheral equipment purchased as a result of the 08-04-17 burglary. Reimbursement from insurance company was received in September. Insurance company did not reimburse total cost of new computers and required peripheral equipment.

<u>GRANT EXPENDITURES:</u>	CONTRACT AMOUNT	7/01/17 - 6/30/18 BUDGET	9/30/17 YTD ACTUAL	YTD COMPARED TO BUDGET
CSBG 1/17 - 12/17	\$250,000	\$125,000	\$73,533	58.8%
CSBG 1/18 - 6/18	125,000	125,000	-	
CSBG 2017 Admin	210,717	0	-	
CSBG 2018 Admin	-	250,000	-	
RPIC - PA	62,500	62,500	10,593	16.9%
RPIC Regional	337,500	337,500	99,212	29.4%
CNCS VISTA /SUPV-TRAINING	17,000	79,300	17,120	21.6%
CAAP		181,550	46,938	25.9%
TOTAL		<u>\$1,160,850</u>	<u>\$ 247,396</u>	

**Community Action Association of Pennsylvania**  
**Accounts Receivable - CAAP Dues**  
**09-30-17**

	<b>Agency</b>	<b>Dues Amount</b>	<b>Notes</b>
1	Allegheny County Department of Human Services	5,100.00	Received 10-05-17.
2	Bucks County Opportunity Council, Inc.	5,100.00	
3	Butler County Community Action & Development	2,100.00	
4	Carbon County Action Committee for Human Services	2,100.00	Received 10-05-17.
5	Monroe County Fiscal Affairs Office	3,600.00	
		<u>18,000.00</u>	