

COMMUNITY ACTION ASSOCIATION OF PA
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2017

		COMPARISON 6/30/2017
ASSETS		
CASH - OPERATING	\$ 80,245	
MONEY MARKET SAVINGS	5,216	
VANGUARD INVESTMENTS	629,589	
PREPAID EXPENSES	48,369	
ACCOUNTS RECEIVABLE - CAAP DUES	3,600	
CSBG RECEIVABLE	75,395	
GRANTS RECEIVABLE	73,950	
ACCOUNTS RECEIVABLE - OTHER	10,665	
EQUIPMENT	94,436	
ACCUM DEPR-EQUIPMENT	(90,781)	
BUILDING	94,271	
ACCUM DEPR-BUILDING	(68,831)	
BUILDING IMPROVEMENTS	80,993	
ACCUM DEPR-BUILDING IMPROVEMENTS	(63,447)	
LAND	50,000	
TOTAL ASSETS	<u>\$ 1,023,670</u>	<u>\$ 1,109,151</u>
LIABILITIES		
ACCOUNTS PAYABLE	\$ 22,211	
ACCRUED SALARIES	9,918	
PAYROLL TAXES WITHHELD AND ACCRUED	8,382	
LINE OF CREDIT	0	
ACCRUED EXPENSE	48,450	
DEFERRED REVENUE	106,687	
TOTAL LIABILITIES	<u>195,648</u>	\$ 306,031
NET ASSETS		
CURRENT YEAR - CAAP OPERATIONS	24,902	
CAPITAL RESERVE	15,635	
UNRESTRICTED NET ASSETS	479,885	
INVEST. IN FIXED ASSETS	307,600	
TOTAL NET ASSETS	<u>828,022</u>	<u>803,120</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,023,670</u>	<u>\$ 1,109,151</u>

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE SIX MONTHS ENDED DECEMBER 31, 2017

	AGENCY TOTAL 2017-2018 BUDGET	DECEMBER 2017 ACTUAL	YTD ACTUAL 12-31-17	BUDGET BALANCE AVAILABLE	PERCENT OF BUDGET USED
REVENUES					
1 GRANTS INCOME	979,300	46,314	330,039	649,261	33.70%
2 DUES INCOME	134,100	11,498	68,990	65,110	51.45%
3 REGISTRATION FEES		75	9,680	(9,680)	
4 TRAINING FEES / OTHER	25,750	7,480	42,767	(17,017)	166.09%
5 INTEREST INCOME	200	3	35	165	17.50%
6 UNREALIZED GAIN ON	21,500	7,277	40,053	(18,553)	186.29%
Total REVENUES	<u>1,160,850</u>	<u>72,647</u>	<u>491,564</u>	<u>669,286</u>	
EXPENDITURES					
11 SALARIES & WAGES	372,293	28,830	184,911	187,382	49.67%
12 FRINGE BENEFITS	132,087	13,256	64,877	67,210	49.12%
15 PROFESSIONAL FEES	49,693	2,909	30,284	19,409	60.94%
14 CONTRACT SERVICES	197,400	15,625	94,950	102,450	48.10%
16 TRAINING & TECHNICAL	220,000	0	0	220,000	0.00%
18 WEB PAGE SUPPORT	2,000	533	1,360	640	68.00%
19 FISCAL/ACCTG SUPPORT	1,423	119	710	713	49.89%
21 STAFF TRAVEL	18,825	21	8,814	10,011	46.82%
22 CONSULTANT TRAVEL	5,250	0	3,202	2,048	60.99%
23 PARTICIPANT TRAVEL	0	0	13,831	(13,831)	
24 PARTICIPANT LODGING	4,000	0	9,360	(5,360)	234.00%
25 CONFERENCE REGISTRATIONS	36,950	0	1,190	35,760	3.22%
26 UTILITIES	7,810	736	4,108	3,702	52.60%
27 BUILDING MAINTENANCE	12,500	325	7,658	4,842	61.26%
28 OFFICE SUPPLIES	3,000	361	6,278	(3,278)	209.27%
29 PROGRAM SUPPLIES	1,600	0	96	1,504	6.00%
30 AUDIT	11,950	0	0	11,950	0.00%
31 TELEPHONE/COMMUNICATIONS	11,000	472	5,143	5,857	46.75%
32 PUBLICATIONS	1,800	83	586	1,214	32.56%
33 ADVERTISING	350	0	0	350	0.00%
34 PRINTING	500	0	3,139	(2,639)	627.80%
35 INSURANCE	3,500	288	1,689	1,811	48.26%
36 POSTAGE	915	0	129	786	14.10%
37 STAFF DEVELOPMENT	2,750	0	645	2,105	23.45%
38 MEMBERSHIPS AND DUES	15,500	1,442	8,154	7,346	52.61%
40 CONF/WORKSHOP/MEETINGS	26,604	0	1,139	25,465	4.28%
41 EQUIPMENT MAINT / RENTAL	4,000	373	2,367	1,633	59.18%
42 COMPUTER/NETWORK MAINT	7,850	1,196	6,630	1,220	84.46%
43 DEPRECIATION	8,000	623	3,740	4,260	46.75%
45 INTEREST EXPENSE LOC	250	134	322	(72)	128.80%
46 DONATION	1,050	0	1,350	(300)	128.57%
Total EXPENDITURES	<u>1,160,850</u>	<u>67,326</u>	<u>466,662</u>	<u>694,188</u>	
EXCESS	<u>0</u>	<u>5,321</u>	<u>24,902</u>		

COMMUNITY ACTION ASSOCIATION OF PA
STATEMENT OF REVENUES AND EXPENDITURES

CAAP OPERATING 07-01-17 to 12-31-17	ANNUAL BUDGET	CURRENT PERIOD ACTUAL DECEMBER	YTD ACTUAL 12-31-17	BUDGET BALANCE	PERCENT OF BUDGET USED
REVENUE:					
DUES INCOME	134,100	11,497	68,989	65,111	51.4%
GAIN ON INVESTMENTS	21,500	7,277	40,053	(18,553)	186.3%
COLLABORATIVE CONFERENCE	0	0	9,545		
NEEDS ASSESSMENT TOOL	13,750	0	0	13,750	0.0%
INTEREST INCOME	200	3	35	165	17.5%
OTHER	12,000	0	715	11,285	6.0%
TOTAL REVENUE	181,550	18,777	119,337	62,213	65.7%
EXPENDITURES:					
I PERSONNEL					
A. WAGES	90,214	7,137	45,992	44,222	51.0%
B. BENEFITS	32,961	4,183	15,906	17,055	48.3%
C. CONTRACT SERVICES					
PROFESSIONAL FEES	8,425	0	0	8,425	0.0%
WEB PAGE SUPPORT	250	122	312	(62)	124.8%
LEGAL	5,000	0	0	5,000	0.0%
ACCTG SYSTEM SUPPORT	356	28	163	193	45.8%
TOTAL CONTRACT SERVICES	14,031	150	475	13,556	3.4%
TOTAL PERSONNEL	137,206	11,470	62,373	74,833	45.5%
II OPERATIONS					
A. TRAVEL					
STAFF TRAVEL	0	0	4,454	(4,454)	
TOTAL TRAVEL	0	0	4,454	(4,454)	
B. SPACE COSTS					
UTILITIES	2,312	169	942	1,370	40.7%
BUILDING MAINTENANCE	10,625	74	6,426	4,199	60.5%
TOTAL SPACE COSTS	12,937	243	7,368	5,569	57.0%
C. OTHER COSTS					
OFFICE/PROGRAM SUPPLIES	1,775	99	5,125	(3,350)	288.7%
TELEPHONE/COMMUNICATIONS	1,816	125	992	824	54.6%
PUBLICATIONS	900	20	115	785	12.7%
ADVERTISING	350	0	0	350	0.0%
OUTSIDE PRINTING	500	0	3,139	(2,639)	627.9%
AUDIT	2,500	0	0	2,500	0.0%
INSURANCE	1,609	49	288	1,321	17.9%
POSTAGE	415	0	0	415	0.0%
STAFF DEVELOPMENT	1,375	0		1,375	0.0%
MEMBERSHIPS/DUES	2,746	331	1,869	877	68.1%
MEETING/CONFERENCE/WKSHPS	2,939	0	1,139	1,800	38.8%
EQUIP MAINT/RENT	2,000	87	641	1,359	32.0%
COMPUTER/NETWORK MAINT	3,182	275	1,520	1,662	47.8%
DEPRECIATION	8,000	624	3,740	4,260	46.8%
INTEREST/BANK FEES - LOC	250	133	322	(72)	128.6%
DONATIONS	1,050	0	1,350	(300)	128.6%
TOTAL OTHER COSTS	31,407	1,743	20,240	11,167	64.4%
SUBTOTAL OPERATIONS	44,344	1,986	32,062	12,282	72.3%
IV TOTAL EXPENDITURES	181,550	13,456	94,435	87,115	52.0%
EXCESS	0	5,321	24,902		

COMMUNITY ACTION ASSOCIATION OF PA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

Statement of Financial Position

Cash in Checking		\$	80,245
Money Market Savings, current annual rate @ .10%		\$	5,216
Vanguard Investments	Year to date Gain: 6.79% Return	\$40,053	\$ 629,589
Prepaid Expenses:			
Employee Health/Life Insurance		5,580	
D&O/ Liability/WC Ins		3,150	
CAPLAW, CA Ptr, PANO, Other Memberships		14,662	
Accounting Sfwre Support, Equipment Maintenance		1,498	
Capitolwire, Grantstation, Other Subscriptions		282	
Prepaid Registrations, Travel Expenses		3,867	
Contractor Payments - Bathroom Repairs		17,511	
Other		<u>1,819</u>	
	Total Prepaid Expenses:		\$ 48,369
Accounts Receivable - CAAP Dues (Monroe County Fiscal Affairs Office)		\$	3,600
Grants Receivable:			
CSBG		75,395	
R3PIC		<u>73,950</u>	
	Total Grants Receivable:		\$ 149,345
Accounts Receivable - Other (ANR / CAAP / PANO Conference)		\$	10,665
<u>Current Ratio = Current Assets (with Investments)</u>		<u>\$927,029</u>	<u>= 4.74</u>
Current Liabilities		\$195,648	
<u>Current Ratio = Current Assets (without Investments)</u>		<u>\$297,440</u>	<u>= 1.52</u>
Current Liabilities		\$195,648	
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 1.52 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		\$975	
Accrued RPIC Technical Fees		<u>47,475</u>	
	Total Accrued Expense:		\$ 48,450
Deferred Revenue:			
CAA VISTA Costshare Payments		\$33,194	
Deferred CAAP Membership Dues		67,050	
Deferred CAAP Affiliate Membership Dues		<u>6,443</u>	
	Total Deferred Revenue:		\$ 106,687
	Year to Date Excess (Deficit):	CAAP Operations	<u>\$ 24,902</u>

COMMUNITY ACTION ASSOCIATION OF PA
 NOTES TO FINANCIAL STATEMENTS
 DECEMBER 31, 2017

Agencywide Statement of Revenue and Expenses:

Revenue/Expense over budget line items:

- (3) Registration fees represent CAAP's share of net profit from the ANR / CAAP / PANO collaborative conference.
- (4) Training Fees / Other represent VISTA Program revenue recognized.
- (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.
- (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.
- (34) Printing expense includes printing costs associated with the Self Sufficiency Awards presented at the ANR / CAAP / PANO Collaborative Conference.

<u>GRANT EXPENDITURES:</u>	CONTRACT AMOUNT	7/01/17 - 6/30/18 BUDGET	12/31/17 YTD ACTUAL	YTD COMPARED TO BUDGET
CSBG 1/17 - 12/17	\$250,000	\$125,000	\$139,720	111.8%
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	21,262	34.0%
RPIC Regional	337,500	337,500	168,592	50.0%
CNCS VISTA /SUPV-TRAINING	17,000	79,300	42,653	53.8%
CAAP		181,550	94,436	52.0%
TOTAL		<u>\$1,160,850</u>	<u>\$ 466,663</u>	