SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.

Balance Sheet Annual Report

As of 9/30/2019

	Current Period Balance
Current Assets	
Cash - General	(291,847.29)
Grant and contract receivables	(269,349.16)
Total Current Assets	(561,196.45)
Current Liabilities	
Accounts Payable	(78,942.17)
Accrued liabilities	46,295.06
Total Current Liabilities	(32,647.11)
Net Assets	
Unrestricted	1,247.96
Excess of Revenue over Expenditures	(529,797.30)
Total Net Assets	(528,549.34)
Total Liability and Net Assets	(561,196.45)

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 7/1/2019 Through 9/30/2019

	SFY20 ORIGINAL BUDGET	Percentage Total Budget Remaining	Current Period Actual	Prior Year Current Period Actual
Revenues				
Grant and contract revenue				
Federal Revenue	1,866,958.32	81.77%	340,306.33	699,288.88
Non Federal Revenue	454,276.55	84.94%	68,409.04	51,147.51
Refunds/Reimbursements	0.00	0.00%	934.97	0.00
Total Grant and contract revenue	2,321,234.87	82.35%	409,650.34	750,436.39
Program Donations				
Program Donations	0.00	0.00%	553.61	911.28
Total Program Donations	0.00	0.00%	553.61	911.28
Total Revenues	2,321,234.87	82.33%	410,203.95	751,347.67
Total Revenues	2,321,234.87	82.32%	410,203.95	751,347.67
Expenses				
Payroll - Gross Payroll	613,716.98	76.92%	141,627.24	124,914.21
Payroll- Employee Related Exp.	192,027.77	94.16%	11,201.91	9,835.83
Payroll - Health Insurance	0.00	0.00%	38,163.69	32,427.47
Payroll - W/C	0.00	0.00%	3,301.50	1,829.10
Agency - Space Rental/Storage	50,208.00	79.07%	10,506.00	10,506.00
Agency - Utilities	14,400.12	81.15%	2,713.99	2,963.10
Client - Emergency Rent	283,945.00	99.34%	1,866.00	1,374.00
Client -Spec. Crisis Benefits	667,341.64	67.04%	219,907.02	236,683.38
Client - Weatherization Matrl.	0.00	0.00%	97,606.98	86,609.17
Employee - Fingerprint/Medical	530.17	100.00%	0.00	134.00
Equipment - Contract Service	24,355.00	79.78%	4,922.39	6,899.74
Equipment - Purchase	11,455.00	82.44%	2,010.62	0.00
Travel - Fuel & Maintenance	14,437.00	77.30%	3,277.05	3,738.84
Equipment - Small Tools	0.00	0.00%	614.35	48.71
Fees - Accounting/Audit	13,697.53	100.00%	0.00	12,780.00
Fees - Bank Charges	3,480.01	69.37%	1,065.68	525.84
Fees - Membership	22,032.74	88.74%	2,480.00	2,218.50
Fees - Legal & Professional	15,300.00	82.95%	2,608.30	0.00
Insurance - Liability	21,252.14	100.00%	0.00	3,739.68
Insurance - Vehicle	0.00	0.00%	18,602.00	16,970.32
Meals - Board Perdiem	0.00	0.00%	438.40	1,161.34
Meals - Employee Perdiem	14,400.00	14.75%	12,275.15	5,453.26
Supplies - Building	2,934.00	100.00%	0.00	0.00
Supplies - Janitorial	2,699.99	100.00%	0.00	0.00
Supplies - Office	10,266.00	41.11%	6,045.39	2,787.17
Supplies - Postage/Box Rent	3,400.06	100.00%	0.00	226.25
Travel - Board Mileage	0.00	0.00%	441.44	1,207.73
Travel - Emp. Air Fare	0.00	0.00%	0.00	2,402.72
Travel - Employee Mileage	42,720.00	73.98%	11,112.54	7,099.13
Travel - Shuttle/Parking	0.00	0.00%	87.42	322.00
Travel - Hotel	22,500.00	80.74%	4,331.97	7,527.70
Telephone	40,000.00	84.64%	6,142.03	12,187.30
Total Expenses	2,087,099.15	71.09%	603,349.06	594,572.49

MONTHLY BUDGET ANALYSIS
COMMUNITY SERVICES AND CASE MANAGEMENT
SFY 2020

CSV	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Personnel	115,454.00	8,899.17	8,191.83	6,441.41										23,532.41	20.38%
ERE	21,475.60	2,791.69	3,000.38	2,488.92										8,280.99	38.56%
Prof. Services	6,874.36	-	-	-										0.00	0.00%
Travel	33,299.53	2,810.39	3,335.67	2,262.14										8,408.20	25.25%
Space	7,000.20	451.17	476.60	227.57										1,155.34	16.50%
Equipment	3,499.94	2.23	402.12	-										404.35	11.55%
Mat./Supplies	2,399.97	80.28	-	773.93										854.21	35.59%
Operating Serv.	10,368.40	4,525.31	163.31	346.51										5,035.13	48.56%
Total Admin.	**200,372.00**	**19,560.24**	**15,569.91**	**12,540.48**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**47,670.63**	**23.79%**

CMT	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Personnel	97,287.00	5,214.74	5,208.16	4,677.23										15,100.13	15.52%
ERE	45,197.59	3,105.20	3,363.46	2,888.33										9,356.99	20.70%
Prof. Services	3,418.00	125.00	-	-										125.00	3.66%
Travel	33,367.00	2,966.25	1,830.75	2,137.21										6,934.21	20.78%
Space	11,225.00	663.36	687.74	218.10										1,569.20	13.98%
Equipment	9,500.00	2.25	402.12	259.25										663.62	6.99%
Mat./Supplies	7,287.00	3.14	447.01	152.54										602.69	8.27%
Operating Serv.	15,169.89	4,609.36	240.60	259.17										5,109.13	33.68%
Total Admin.	222,451.48	16,689.30	12,179.84	10,591.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,460.97	17.74%
"VOUCHERS"															
TANF	48,939.52	3,595.90	2,654.86	3,358.68										9,609.44	19.64%
LIHEAP	818,467.00	97,827.54	71,032.61	76,600.72										245,460.87	29.99%
CSBG	0.00	-	-	-										0.00	
NHN	1,645.00	1,645.00	-	-										1,645.00	100.00%
Total Vouchers	869,051.52	103,068.44	73,687.47	79,959.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,715.31	29.54%
Total Services	**1,091,503.00**	**119,757.74**	**85,867.31**	**90,551.23**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**296,176.28**	**27.13%**

ACRONYMS	
CSV	COMMUNITY SERVICES
CMT	CASE MANAGEMENT
ERE	EMPLOYEE RELATED SERVICES
TANF	TEMPORARY ASSISTANCE TO NEEDY FAMILIES
LIHEAP	LOW INCOME HOME ENERGY ASSISTANCE PROGRAM
CSBG	COMMUNITY SERVICES BLOCK GRANT
NHN	NEIGHBORS HELPING NEIGHBORS

FUNDING SOURCES		
COMMUNITY SERVICES	$	200,372
CASE MANAGEMENT (Total Admin + Total Vouchers)	$	1,091,503
TOTAL REVENUES	$	1,291,875

MONTHLY BUDGET ANALYSIS
WEATHERIZATION PROGRAM
SFY 2020

DOE	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Program Operations	193,359.41	11,083.07	13,398.74	13,219.83										37,701.64	19.50%
T & TA	15,987.00	-	-	-										0.00	0.00%
Financial Audit	2,310.00	-	-	-										0.00	0.00%
Liability Insurance	4,554.00	4,092.44	-	-										4,092.44	89.86%
Health & Safety	13,600.00	-	615.58	670.71										1,286.29	9.46%
Admin Costs	13,866.00	413.27	412.70	409.55										1,235.52	8.91%
Total DOE	**243,676.41**	**15,588.78**	**14,427.02**	**14,300.09**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**44,315.89**	**18.19%**

LIHEAP	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Program Cost	360,202.00	27,971.26	38,038.32	28,233.07										94,242.65	26.16%
T & TA	3,921.00	-	-	-										0.00	0.00%
Admin Costs	17,662.00	1,754.76	1,770.99	1,740.64										5,266.39	29.82%
Total LIHEAP	**381,785.00**	**29,726.02**	**39,809.31**	**29,973.71**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**99,509.04**	**26.06%**

SWG	Budget	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Program Cost	$ 14,436.00	172.28	-	1,888.85	125.85	-	-	-	2,708.96	568.83				5,464.77	37.86%
Health & Safety	$ 4,724.00		-	-	57.46	-	-	-	95.12	51.73				204.31	4.32%
Admin Costs	1,916.00		-	-	-	-	-	-	-	-				-	0.00%
Total SWG	**21,076.00**	**172.28**	**0.00**	**1,888.85**	**183.31**	**0.00**	**0.00**	**0.00**	**2,804.08**	**620.56**	**0.00**	**0.00**	**0.00**	**5,669.08**	**26.90%**

ACRONYMS	
DOE	DEPARTMENT OF ENERGY
T&TA	TRAINING & TECHNICAL ASSISTANCE
ADMIN	ADMINISTRATION
LIHEAP	LOW INCOME HOME ENERGY ASSISTANCE PROGRAM
SWG	SOUTHWEST GAS

FUNDING SOURCES		
DEPARTMENT OF ENERGY	$	174,330
LOW INCOME HOME ENERGY ASSISTANCE	$	417,355
SOUTHWEST GAS	$	21,076
TOTAL REVENUES	$	612,761

MONTHLY BUDGET ANALYSIS
UTILITY AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAMS SERVICES
YEAR 2019-2020

ACAA SNAP	Budget	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Jul '19	Aug '19	Sept '19	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Personnel	99,294.00	3,083.46	4,471.93	3,163.36	3,138.14	2,952.77	2,839.10	3,075.90	3,470.32	3,380.66	2,401.12	2,760.93	4,519.88	39,257.57	39.54%
Copying/Printing Materia	7,566.00	71.12	70.23	14.11	9.50	64.68	884.17	-	28.00	17.14	16.89	257.38	1,593.17	3,026.39	40.00%
Internet/Telephone	3,744.00	124.80	124.80	124.80	124.80	124.80	124.80	124.80	-	48.90	79.52	173.14	322.44	1,497.60	40.00%
Supplies & Non Cap.Expend	7,065.00	78.17		988.70	-	-	-	-	-	180.83	1,277.60	195.14	105.56	2,826.00	40.00%
Building / Space	7,780.00	259.33	259.33	259.33	259.33	259.33	259.33	259.33	-	-	264.60	264.60	767.48	3,111.99	40.00%
Other	6,162.00	180.56	82.18	180.56	-	-	-	-	-	-	744.08	-	-	1,187.38	19.27%
Travel / Local	14,385.00	662.68	219.65	288.22	175.13	222.52	174.00	433.94	409.24	322.97	-	920.61	813.19	4,642.15	32.27%
Contractual	4,420.00	33.44	349.83	7.20	-	523.91	230.65	-	-	622.98	985.84	-	-	2,753.85	62.30%
TOTAL	**150,416.00**	**4,493.56**	**5,577.95**	**5,026.28**	**3,706.90**	**4,148.01**	**4,512.05**	**3,893.97**	**3,907.56**	**4,573.48**	**5,769.65**	**4,571.80**	**8,121.72**	**58,302.93**	**38.76%**

ACAA UTILITIES	Budget	Jul '19	Aug '19	Sept '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
URRD	80,864.00	17,065.33	11,550.00	-										28,615.33	35.39%
HEAF	1.00	-	-	-	-	-	-	-	-	-	-	-	-	0.00	0.00%
SWG LIEC	5,900.00	-	-	90.24										90.24	1.53%
SWG ESHARE	9,382.00	96.29	-	101.23										197.52	2.11%
SWG ESHARE- RR	1.00	-	109.42	-										109.42	10942.00%
APS Crisis Utilities	9,686.00	809.92	410.01	2,100.40										3,320.33	34.28%
UNSG - Warm Spirits	3,382.00	46.63	-	-										46.63	1.38%
UNSE - Warm Spirits	4,355.00	224.54	-	1,658.83										1,883.37	43.25%
UNSE - Electric Bill Asst.	11,192.00	-	-	261.48										261.48	2.34%
Admin	13,972.00	1,905.25	1,247.94	648.27										3,801.46	27.21%
TOTAL	**138,735.00**	**20,147.96**	**13,317.37**	**4,860.45**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**38,325.78**	**27.63%**

ACRONYMS	
SEACAP	SOUTHEASTEN ARIZONA COMMUNITY ACTION PROGRAM, INC.
ACAA	ARIZONA COMMUNITY ACTION ASSOCIATION
URRD	UTILITY REPAIR REPLACE & DEPOSIT
HEAP	HOME ENERGY ASSISTANCE PROGRAM
SWG LIEC	SOUTHWEST GAS LOW INCOME ENERGY CONSERVATION
SWG ESHARE	SOUTHWEST GAS ENERGY SHARE
APS	ARIZONA PUBLIC SERVICE
UNSG	UNISOURCE ENERGY SERVICE GAS
UNSE	UNISOURCE ENERGY SERVICE ELECTRIC
SNAP	SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

REVENUES		
ARIZONA COMMUNITY ACTION ASSOCIATION - SNAP	$	60,166
ARIZONA COMMUNITY ACTION ASSOCIATION - UTILITIES	$	172,847
TOTAL REVENUES	$	233,013

MONTHLY BUDGET ANALYSIS
UTILITY WEATHERIZATION PROGRAMS
CALENDAR YEAR 2019

UNS	Budget	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
WAP Materials	24,715.92	5,624.00	4,047.96	2,866.76	3,089.68	1,250.04	4,424.84	1,549.73	5,559.41	4,105.56	0.00	0.00	0.00	32,517.98	131.57%
Health & Safety	9,375.00	0.00	516.00	0.00	490.44	1,749.96	0.00	65.13	173.67	861.13	0.00	0.00	0.00	3,856.33	41.13%
Admin	3,409.08	562.40	456.40	286.68	358.01	125.00	442.48	161.49	573.31	496.67	0.00	0.00	0.00	3,462.44	101.57%
Total	**37,500.00**	**6,186.40**	**5,020.36**	**3,153.44**	**3,938.13**	**3,125.00**	**4,867.32**	**1,776.35**	**6,306.39**	**5,463.36**	**0.00**	**0.00**	**0.00**	**39,836.75**	**106.23%**
"UNSG WAP"	8,727.29	2,000.00	1,840.04	2,169.24	31.45	1,328.84	0.00	1,825.54	0.00	1,934.87	0.00	0.00	0.00	11,129.98	127.53%
Health & Safety	2,181.80	0.00	0.00	130.26	0.00	671.16	0.00	0.00	0.00	65.13	0.00	0.00	0.00	866.55	39.72%
Admin	1,090.91	200.00	184.00	229.95	3.15	200.00	0.00	182.55	0.00	200.00	0.00	0.00	0.00	1,199.65	109.97%
Total	**12,000.00**	**2,200.00**	**2,024.04**	**2,529.45**	**34.60**	**2,200.00**	**0.00**	**2,008.09**	**0.00**	**2,200.00**	**0.00**	**0.00**	**0.00**	**13,196.18**	**109.97%**

APS	Budget	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
WAP Materials	45,500.00	660.74	0.00	5,872.50	4,070.31	0.00	2,470.49	0.00	6,009.02	4,987.72	0.00	0.00	0.00	24,070.78	52.90%
Admin	24,500.00	231.26	0.00	8,128.46	1,424.61	0.00	864.67	0.00	2,103.16	1,745.70	0.00	0.00	0.00	14,497.86	59.17%
APS Special Project															
WAP Materials	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Admin	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	**70,002.00**	**892.00**	**0.00**	**14,000.96**	**5,494.92**	**0.00**	**3,335.16**	**0.00**	**8,112.18**	**6,733.42**	**0.00**	**0.00**	**0.00**	**38,568.64**	**55.10%**

G.C.E.C.	Budget	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
WAP Materials	23,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Admin	1,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	**24,675.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

MW & E	Budget	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
WAP Materials	26,124.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Admin	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	**27,024.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ACRONYMS	
EFSP	EMERGENCY FOOD & SHELTER PROGRAM
UNS	UNISOURCE ENERGY SERVICES
UNSE	UNISOURCE ENERGY SERVICES ELECTRIC
UNSG	UNISOURCE ENERGY SERVICES GAS
APS	ARIZONA PUBLIC SERVICE
WAP	WEATERIZATION ASSISTANCE PROGRAM
GCEC	GRAHAM COUNTY ELECTRIC CO-OP
MW&E	MORENCI WATER & ELECTRIC

FUNDING SOURCES		
UNISOURCE ENERGY SERVICES	$	37,500
ARIZONA PUBLIC SERVICE	$	100,000
GRAHAM COUNTY ELECTRIC COOP	$	74,134
MORENCI WATER & ELECTRIC	$	33,600
TOTAL REVENUES	$	245,234

(ALL REVENUES ABOVE ARE ONLY FROM JAN '18 - DEC. '18)