

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 10/1/2018 Through 12/31/2018

	SFY19 ORIGINAL BUDGET	Percentage Total Budget Remaining	Current Period Actual	Current Year Actual	Prior Year Current Period Actual
Revenues					
Grant and contract revenue					
Federal Revenue	1,737,024.00	30.75%	503,440.51	1,202,729.39	384,088.82
Non Federal Revenue	542,273.91	76.64%	75,515.66	126,663.17	41,825.46
Total Grant and contract revenue	2,279,297.91	41.68%	578,956.17	1,329,392.56	425,914.28
Program Donations					
Program Donations	5,500.00	68.91%	798.30	1,709.58	358.79
Total Program Donations	5,500.00	68.92%	798.30	1,709.58	358.79
Total Revenues	2,284,797.91	41.74%	579,754.47	1,331,102.14	426,273.07
Total Revenues	2,284,797.91	41.74%	579,754.47	1,331,102.14	426,273.07
Expenses					
Payroll - Gross Payroll	562,848.84	51.19%	149,763.08	274,677.29	138,547.98
Payroll- Employee Related Exp.	74,016.66	70.59%	11,927.89	21,763.72	10,865.57
Payroll - Taxes	0.00	0.00%	(5,062.68)	(5,062.68)	0.00
Payroll - Health Insurance	91,388.50	30.54%	31,048.38	63,475.85	34,581.81
Payroll - W/C	0.00	0.00%	3,462.30	5,291.40	13,181.77
Agency - Space Rental/Storage	40,689.00	50.95%	9,450.00	19,956.00	9,450.00
Agency - Utilities	11,012.00	49.61%	2,584.82	5,547.92	2,664.35
Client - Emergency Rent	15,000.00	67.14%	3,555.00	4,929.00	8,116.19
Client -Spec. Crisis Benefits	879,821.46	51.73%	187,942.28	424,625.66	173,173.23
Client - Weatherization Matrl.	624,435.01	23.25%	392,492.96	479,194.43	387,462.68
Employee - Fingerprint/Medical	469.00	57.14%	67.00	201.00	67.00
Equipment - Contract Service	26,680.00	70.67%	924.44	7,824.18	2,264.26
Equipment - Purchase	16,525.00	100.00%	0.00	0.00	0.00
Travel - Fuel & Maintenance	30,138.00	75.75%	3,567.26	7,306.10	2,069.94
Equipment - Small Tools	0.00	0.00%	290.36	339.07	384.30
Fees - Accounting/Audit	13,900.00	1.76%	875.00	13,655.00	7,625.00
Fees - Bank Charges	2,583.00	58.04%	557.80	1,083.64	553.86
Fees - Membership	10,450.00	18.80%	6,266.00	8,484.50	890.00
Fees - Legal & Professional	8,100.00	75.08%	2,017.84	2,017.84	8,110.00
Insurance - Liability	7,229.00	17.04%	2,257.00	5,996.68	2,257.00
Insurance - Vehicle	19,866.30	14.57%	0.00	16,970.32	(2,984.00)
Meals - Board Perdiem	0.00	0.00%	765.87	1,927.21	1,800.69
Meals - Employee Perdiem	15,700.00	30.72%	5,423.02	10,876.28	3,228.29
Supplies - Building	0.00	0.00%	0.00	0.00	165.00
Supplies - Office	12,475.00	25.23%	6,539.17	9,326.34	3,293.64
Supplies - Postage/Box Rent	2,487.00	86.53%	108.74	334.99	369.19
Travel - Board Mileage	0.00	0.00%	515.31	1,723.04	430.62
Travel - Emp. Air Fare	0.00	0.00%	2,073.00	4,475.72	0.00
Travel - Employee Mileage	38,612.00	53.89%	10,704.47	17,803.60	9,681.30
Travel - Shuttle/Parking	0.00	0.00%	60.00	382.00	0.00
Travel - Hotel	17,500.00	30.28%	4,672.90	12,200.60	2,334.44
Telephone	39,155.00	39.31%	11,573.93	23,761.23	10,524.25
Total Expenses	2,561,080.77	43.73%	846,423.14	1,441,087.93	831,108.36

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.

Balance Sheet Annual Report

As of 12/31/2018

	Current Period Balance
Current Assets	
Cash - General	114,376.51
Grant and contract receivables	<u>442,153.53</u>
Total Current Assets	<u>556,530.04</u>
Current Liabilities	
Accounts Payable	455,894.73
Accrued liabilities	<u>49,551.85</u>
Total Current Liabilities	<u>505,446.58</u>
Net Assets	
Unrestricted	161,069.25
Excess of Revenue over Expenditures	<u>(109,985.79)</u>
Total Net Assets	<u>51,083.46</u>
Total Liability and Net Assets	<u>556,530.04</u>

MONTHLY BUDGET ANALYSIS

COMMUNITY SERVICES AND CASE MANAGEMENT

SFY 2019

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	132,065.00	6,400.11	10,726.85	10,267.04	10,267.06	15,400.56	10,267.07							63,328.69	47.95%
ERE	21,475.00	2,386.78	706.75	2,667.96	2,548.18	2,940.89	2,548.17							13,798.73	64.25%
Prof. Services	7,213.00	-	-	2,498.49	-	505.28								3,003.77	41.64%
Travel	33,946.00	1,568.68	6,711.42	1,966.90	2,970.32	2,212.19	2,599.86							18,029.37	53.11%
Space	6,596.00	472.73	494.91	529.19	513.11	496.16	507.31							3,013.41	45.69%
Equipment	7,952.00	114.58	334.64	619.45	19.17	71.31	17.90							1,177.05	14.80%
Mat/Supplies	5,145.00	33.46	36.71	383.77	250.31	199.82	401.51							1,305.58	25.38%
Operating Serv.	12,919.21	833.23	4,933.03	743.44	1,094.49	1,187.19	1,068.86							9,860.24	76.32%
Total Admin.	227,311.21	11,809.57	23,944.31	19,676.24	17,662.64	23,013.40	17,410.68	0.00	0.00	0.00	0.00	0.00	0.00	113,516.84	49.94%
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	130,250.00	6,399.98	10,609.55	10,359.55	10,359.52	15,539.31	10,359.51							63,627.42	48.85%
ERE	54,000.00	4,354.25	1,445.12	3,379.82	3,223.31	3,619.63	3,223.32							19,245.45	35.64%
Prof. Services	7,731.00	-	-	2,548.33	-	698.29	-							3,246.62	41.99%
Travel	29,165.00	1,680.21	1,391.30	1,723.47	2,361.27	1,929.90	2,047.49							11,133.64	38.17%
Space	13,237.00	673.84	691.83	747.56	730.59	1,026.72	860.39							4,730.93	35.74%
Equipment	8,646.00	110.96	455.11	808.80	25.03	93.11	23.36							1,516.37	17.54%
Mat/Supplies	6,083.00	31.95	36.70	49.98	450.47	199.82	401.51							1,170.43	19.24%
Operating Serv.	15,293.00	1,338.61	5,057.84	769.65	1,191.48	1,237.96	2,450.18							12,045.72	78.77%
Total Admin.	264,405.00	14,589.80	19,687.45	20,387.16	18,341.67	24,344.74	19,365.76	0.00	0.00	0.00	0.00	0.00	0.00	116,716.58	44.14%
"VOUCHERS"															
TANF	15,000.00	640.00	734.00	-	-	890.00	2,665.00							4,929.00	32.86%
LIHEAP	933,273.00	77,800.00	59,460.00	93,440.00	59,180.00	66,040.00	58,780.00							414,700.00	44.44%
CSBG	0.00	-	-	-	-	-	-							0.00	
NHN	1,439.00	-	-	-	-	-	-							0.00	0.00%
Total Vouchers	949,712.00	78,440.00	60,194.00	93,440.00	59,180.00	66,930.00	61,445.00	0.00	0.00	0.00	0.00	0.00	0.00	419,629.00	44.18%
Total Services	1,214,117.00	93,029.80	79,881.45	113,827.16	77,521.67	91,274.74	80,810.76	0.00	0.00	0.00	0.00	0.00	0.00	536,345.58	44.18%

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	\$	201,801
CASE MANAGEMENT (Total Admin + Total Vouchers)	\$	1,040,492
TOTAL REVENUES	\$	1,066,842

**MONTHLY BUDGET ANALYSIS
WEATHERIZATION PROGRAM
SFY 2019**

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	80,462.00	12,363.76	10,708.01	10,468.14	8,627.88	9,379.83	7,571.38							59,119.00	73.47%
T & TA	13,806.00	-	-	-	-	500.00	-	-						500.00	3.62%
Financial Audit	2,310.00	-	-	-	-	-	-	-						0.00	0.00%
Liability Insurance	4,554.00	-	-	-	-	-	-	-						0.00	0.00%
Health & Safety	10,720.00	404.25	1,199.56	203.32	406.28	230.59	282.17							2,726.17	25.43%
Admin Costs	12,478.00	484.72	442.63	265.73	265.69	289.31	156.06							1,904.14	15.26%
Total DOE	124,330.00	13,252.73	12,350.20	10,937.19	9,299.85	10,399.73	8,009.61	0.00	0.00	0.00	0.00	0.00	0.00	64,249.31	51.68%

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	344,818.00	22,237.51	22,338.19	32,506.44	27,450.16	40,119.72	29,821.34							174,473.36	50.60%
T & TA	2,937.00	-	147.39	-	-	334.14	2,331.05							2,812.58	95.76%
Admin Costs	20,085.00	2,376.96	1,702.11	2,046.84	2,046.86	3,187.89	2,156.49							13,517.15	67.30%
Total LIHEAP	367,840.00	24,614.47	24,187.69	34,553.28	29,497.02	43,641.75	34,308.88	0.00	0.00	0.00	0.00	0.00	0.00	190,803.09	51.87%

SWG	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%		
Program Cost	\$ 15,626.28	7,216.82	-	5,565.31	-	-	-	-	26.18	2,088.61	-	-	-	15,626.28	100.00%
Health & Safety	\$ 4,678.87	491.72	-	-	-	-	-	-	2,198.89	1,980.16	-	-	-	4,670.77	99.83%
Admin Costs	770.85	770.85	-	-	-	-	-	-	-	-	-	-	-	770.85	100.00%
Total SWG	21,076.00	8,479.39	0.00	5,565.31	0.00	0.00	0.00	0.00	2,225.07	4,068.77	0.00	0.00	0.00	21,067.90	99.96%

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	\$ 124,330
LOW INCOME HOME ENERGY ASSISTANCE	\$ 367,840
SOUTHWEST GAS	\$ 21,076
TOTAL REVENUES	\$ 513,246

MONTHLY BUDGET ANALYSIS
UTILITY AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAMS SERVICES
YEAR 2017-2018

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										10,718.75	10.78%
Copier/Printing Material	7,566.00	71.12	70.23	14.11										156.46	2.05%
Internet/Telephone	3,744.00	124.80	124.80	124.80										374.40	10.00%
Supplies & Non Cap. Expend	7,065.00	78.17	259.33	988.70										1,066.87	15.10%
Building / Space	7,780.00	259.33	259.33	259.33										777.99	10.00%
Other	6,162.00	180.56	82.18	180.56										443.30	7.19%
Travel / Local	14,385.00	682.68	219.65	288.22										1,170.55	8.14%
Contractual	4,420.00	33.44	349.83	7.20	-									390.47	8.83%
TOTAL	150,416.00	4,493.56	5,577.95	5,026.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,097.79	10.04%
ACAA UTILITIES	Budget	Jul '18	Aug '18	Sept '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Cumulative	% Comp.
	%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
URRD	60,200.00	1,400.00	9,580.29	6,397.68	1,187.71	14,103.15	2,998.14							35,666.97	59.25%
HEAF	980.99	635.00	-	-	-	-	256.81							891.81	90.91%
SWG LIEC	8,500.00	177.18	375.35	217.45	61.77	205.71	199.27							1,236.73	14.55%
SWG ESHARE	7,500.00	-	-	403.23	-	-	-							403.23	5.38%
SWG ESHARE- RR	1.00	-	-	-	-	-	-							0.00	0.00%
APS Crisis Utilities	11,623.00	-	149.65	1,736.35	1,875.44	156.58	283.86							4,201.88	36.15%
UNSG - Warm Spirits	3,000.00	40.90	-	279.50	105.81	-	-							426.21	14.21%
UNSG - Warm Spirits	3,839.79	135.94	532.11	364.42	596.72	-	200.31							1,829.50	47.65%
UNSE - Electric Bill Asst.	12,354.13	-	243.97	284.69	-	-	-							528.66	4.28%
Admin	9,848.25	179.59	898.35	1,020.74	540.35	1,159.57	362.36							4,160.96	42.25%
TOTAL	117,847.16	2,568.61	11,779.72	10,704.06	4,367.80	15,625.01	4,300.75	0.00	0.00	0.00	0.00	0.00	0.00	49,345.95	41.87%

ACRONYMS		REVENUES	
SEACAP	SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.	ARIZONA COMMUNITY ACTION ASSOCIATION - SNAP	\$ 60,578
ACAA	ARIZONA COMMUNITY ACTION ASSOCIATION	ARIZONA COMMUNITY ACTION ASSOCIATION - UTILITIES	\$ 117,847
URRD	UTILITY REPAIR REPLACE & DEPOSIT	TOTAL REVENUES	\$ 178,425
HEAF	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		

UNSG	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	1,775.18	0.00	2,551.12	2,842.21	4,288.41	1,173.96	0.00	0.00	0.00	0.00	0.00	0.00	12,630.88
Health & Safety	Admin	9,375.00	65.13	0.00	0.00	699.22	804.14	565.71	0.00	0.00	0.00	0.00	0.00	2,134.20	22.76%
Total		3,409.08	184.03	0.00	255.11	354.14	509.26	173.97	0.00	0.00	0.00	0.00	0.00	1,476.51	43.31%
		37,500.00	2,024.34	0.00	2,806.23	3,895.57	5,601.81	1,913.64	0.00	0.00	0.00	0.00	0.00	16,241.59	43.31%
"UNSG WAP"	Health & Safety	8,727.29	2,510.97	0.00	1,508.56	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,119.53	70.12%
	Admin	2,181.80	658.35	0.00	0.00	108.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	766.89	35.15%
	Total	1,090.91	316.93	0.00	150.86	220.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	688.64	63.13%
		12,000.00	3,486.25	0.00	1,659.42	2,429.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,575.06	63.13%
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	65,000.00	2,725.87	0.00	7,249.32	0.00	0.00	0.00	0.00	4,547.13	11,469.48	0.00	10,636.47	17,351.65	53,979.92
Admin		35,000.00	954.05	0.00	2,537.26	0.00	0.00	0.00	1,591.50	4,014.32	0.00	3,722.76	6,073.08	18,892.97	53.98%
APS Special Project															
WAP Materials		307,322.50	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		61,464.50	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		468,787.00	3,679.92	0.00	9,786.58	0.00	0.00	0.00	6,138.63	15,483.80	0.00	14,359.23	23,424.73	72,872.89	15.54%
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	72,230.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00
Admin		1,904.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	10.50%
Total		74,134.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00	0.00	0.00	0.00	4,200.00	5.67%
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	32,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	762.61	3,729.54	0.00	0.00	4,492.15
Admin		1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.13	186.48	0.00	0.00	224.61	14.04%
Total		33,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.74	3,916.02	0.00	0.00	4,716.76	0.28%

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	WEATHERIZATION ASSISTANCE PROGRAM
GCFC	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)