

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.

Balance Sheet Annual Report

As of 3/31/2019

	Current Period Balance
Current Assets	
Cash - General	(701,330.93)
Grant and contract receivables	<u>442,153.53</u>
Total Current Assets	<u>(259,177.40)</u>
Current Liabilities	
Accounts Payable	80,812.24
Accrued liabilities	<u>51,167.17</u>
Total Current Liabilities	<u>131,979.41</u>
Net Assets	
Unrestricted	161,069.25
Excess of Revenue over Expenditures	<u>(552,226.06)</u>
Total Net Assets	<u>(391,156.81)</u>
Total Liability and Net Assets	<u>(259,177.40)</u>

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 1/1/2019 Through 3/31/2019

	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	1,959,710.21	22.79%	310,360.78	1,513,090.17	460,034.57
Non Federal Revenue	966,060.91	43.88%	415,482.44	542,145.61	313,052.90
Total Grant and contract revenue	2,925,771.12	29.75%	725,843.22	2,055,235.78	773,087.47
Program Donations					
Program Donations	5,500.00	57.35%	636.14	2,345.72	671.73
Total Program Donations	5,500.00	57.35%	636.14	2,345.72	671.73
Total Revenues	2,931,271.12	29.81%	726,479.36	2,057,581.50	773,759.20
Total Revenues	2,931,271.12	29.80%	726,479.36	2,057,581.50	773,759.20
Expenses					
Payroll - Gross Payroll	562,848.84	27.83%	131,487.09	406,164.38	114,608.34
Payroll- Employee Related Exp.	74,016.66	48.73%	16,182.98	37,946.70	15,045.65
Payroll - Taxes	0.00	0.00%	0.00	(5,062.68)	0.00
Payroll - Health Insurance	85,388.50	(10.91)%	31,234.39	94,710.24	31,611.03
Payroll - W/C	0.00	0.00%	3,462.30	8,753.70	13,181.76
Agency - Space Rental/Storage	42,913.00	31.47%	9,450.00	29,406.00	9,450.00
Agency - Utilities	13,012.00	34.83%	2,931.86	8,479.78	2,841.33
Client - Emergency Rent	15,000.00	42.84%	3,645.00	8,574.00	3,641.54
Client -Spec. Crisis Benefits	981,284.96	33.41%	228,754.28	653,379.94	183,742.65
Client - Weatherization Matrl.	835,259.04	32.75%	82,472.18	561,666.61	63,670.16
Employee - Fingerprint/Medical	569.00	52.89%	67.00	268.00	0.00
Equipment - Contract Service	28,526.00	39.67%	9,384.68	17,208.86	11,569.62
Equipment - Purchase	16,525.00	91.76%	1,360.31	1,360.31	0.00
Travel - Fuel & Maintenance	30,138.00	67.78%	2,402.23	9,708.33	4,519.22
Equipment - Rent/Lease	0.00	0.00%	134.00	134.00	0.00
Equipment - Small Tools	0.00	0.00%	3,592.37	3,931.44	598.71
Fees - Accounting/Audit	13,900.00	1.76%	0.00	13,655.00	0.00
Fees - Bank Charges	2,583.00	37.72%	524.90	1,608.54	775.30
Fees - Membership	10,322.00	(33.22)%	5,267.00	13,751.50	4,195.00
Fees - Legal & Professional	12,862.00	33.40%	6,547.59	8,565.43	12,355.84
Insurance - Liability	6,000.00	0.05%	0.00	5,996.68	0.00
Insurance - Vehicle	20,508.00	17.25%	0.00	16,970.32	0.00
Meals - Board Perdiem	0.00	0.00%	804.46	2,731.67	0.00
Meals - Employee Perdiem	14,820.00	(0.53)%	4,022.97	14,899.25	2,723.58
Supplies - Office	13,435.00	26.01%	613.90	9,940.24	(170.40)
Supplies - Postage/Box Rent	3,323.00	89.91%	0.00	334.99	169.09
Travel - Board Mileage	0.00	0.00%	362.23	2,085.27	418.30
Travel - Emp. Air Fare	0.00	0.00%	0.00	4,475.72	0.00
Travel - Employee Mileage	51,107.00	48.78%	8,371.83	26,175.43	9,308.53
Travel - Shuttle/Parking	0.00	0.00%	0.00	382.00	0.00
Travel - Hotel	18,490.00	18.26%	2,911.97	15,112.57	1,483.94
Telephone	48,559.00	34.45%	8,065.70	31,826.93	8,482.94
Total Expenses	2,901,390.00	30.89%	564,053.22	2,005,141.15	494,222.13

MONTHLY BUDGET ANALYSIS UTILITY WEATHERIZATION PROGRAMS

CALENDAR YEAR 2019

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	51.10%
Health & Safety	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	0.00	2,134.20	22.76%
Admin	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	0.00	1,476.51	43.31%
Total	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	0.00	16,241.59	43.31%
"UNSG WAP"	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	0.00	6,119.53	70.12%
Health & Safety	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	0.00	766.89	35.15%
Admin	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	0.00	688.64	63.13%
Total	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	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	45,500.00	660.74	0.00	5,872.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,533.24	14.36%
Admin	24,500.00	231.26	0.00	8,128.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,359.72	34.12%
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,892.96	21.28%

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%

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)

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	Cummulative	% 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							19,648.76	19.79%
Copying/Printing Material	7,566.00	71.12	70.23	14.11	9.50	64.68	884.17							1,113.81	14.72%
Internet/Telephone	3,744.00	124.80	124.80	124.80	124.80	124.80	124.80							748.80	20.00%
Supplies & Non Cap. Expend	7,065.00	78.17	988.70		-	-	-							1,066.87	15.10%
Building / Space	7,780.00	259.33	259.33	259.33	259.33	259.33	259.33							1,555.98	20.00%
Other	6,162.00	180.56	82.18	180.56	-	-	-							443.30	7.19%
Travel / Local	14,385.00	662.68	219.65	288.22	175.13	222.52	174.00							1,742.20	12.11%
Contractual	4,420.00	33.44	349.83	7.20	-	523.91	230.65							1,145.03	25.91%
TOTAL	150,416.00	4,493.56	5,577.95	5,026.28	3,706.90	4,148.01	4,512.05	0.00	0.00	0.00	0.00	0.00	0.00	27,464.75	18.26%
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	Cummulative	% 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	-	5,202.79	5,209.25				46,079.01	76.54%
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	400.00	520.60	-				2,157.33	25.38%
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	446.00	778.18	1,102.79				6,528.85	56.17%
UNSG - Warm Spirits	3,000.00	40.90	-	279.50	105.81	-	-	-						426.21	14.21%
UNSE - 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	-	-	-	242.88	1,112.09	-				1,883.63	15.25%
Admin	9,848.25	179.59	898.35	1,020.74	540.35	1,159.57	362.36	137.80	683.07	-				4,981.83	50.59%
TOTAL	117,847.16	2,568.61	11,779.72	10,704.06	4,367.80	15,625.01	4,300.75	1,226.68	8,296.73	6,312.04	0.00	0.00	0.00	65,181.40	55.31%

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		

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	7,787.59	12,868.36	8,939.43				88,714.38	110.26%
T & TA	13,806.00	-	-	-	-	500.00	-	1,000.00	-	1,026.00				2,526.00	18.30%
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	188.12	1,486.10	428.87				4,829.26	45.05%
Admin Costs	12,478.00	484.72	442.63	265.73	265.69	289.31	156.06	155.11	142.97	136.30				2,338.52	18.74%
Total DOE	124,330.00	13,252.73	12,350.20	10,937.19	9,299.85	10,399.73	8,009.61	9,130.82	14,497.43	10,530.60	0.00	0.00	0.00	98,408.16	79.15%
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	30,583.43	31,328.70	44,751.57				281,137.06	81.53%
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	2,132.92	1,957.70	1,863.16				19,470.93	96.94%
Total LIHEAP	367,840.00	24,614.47	24,187.69	34,553.28	29,497.02	43,641.75	34,308.88	32,716.35	33,286.40	46,614.73	0.00	0.00	0.00	303,420.57	82.49%
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										2,061.13	14.28%
Health & Safety	\$ 4,724.00		-	-										-	0.00%
Admin Costs	1,916.00		-	-										-	0.00%
Total SWG	21,076.00	172.28	0.00	1,888.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,061.13	9.78%

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

[illegible]

Total Admin.	227,311.21	11,809.57	23,944.31	19,676.24	17,662.64	23,013.40	17,410.68	14,678.14	15,316.59	16,810.41	0.00	0.00	0.00	160,321.98	70.53%
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	12,137.64	13,915.77	13,915.77				103,596.60	79.54%
ERE	54,000.00	4,354.25	1,445.12	3,379.82	3,223.31	3,619.63	3,223.32	4,155.03	4,341.52	3,567.85				31,309.85	57.98%
Prof. Services	7,731.00	-	-	2,548.33	-	698.29	-	-	1,064.67	408.36				4,719.65	61.05%
Travel	29,165.00	1,680.21	1,391.30	1,723.47	2,361.27	1,929.90	2,047.49	1,551.82	2,332.57	2,302.51				17,320.54	59.39%
Space	13,237.00	673.84	691.83	747.56	730.59	1,026.72	860.39	931.28	1,186.38	1,139.65				7,988.24	60.35%
Equipment	8,646.00	110.96	455.11	808.80	25.03	93.11	23.36	18.95	85.39	2,768.53				4,389.24	50.77%
Mat./Supplies	6,083.00	31.95	36.70	49.98	450.47	199.82	401.51	61.63	1,364.05	41.73				2,637.84	43.36%
Operating Serv.	15,293.00	1,338.61	5,057.84	769.65	1,191.48	1,237.96	2,450.18	582.68	1,110.19	1,177.16				14,915.75	97.53%
Total Admin.	264,405.00	14,589.80	19,687.45	20,387.16	18,341.67	24,344.74	19,365.76	19,439.03	25,400.54	25,321.56	0.00	0.00	0.00	186,877.71	70.68%
"VOUCHERS"															
TANF	15,000.00	640.00	734.00	-	-	890.00	2,665.00	1,500.00	-	2,145.00				8,574.00	57.16%
LH/EAP	933,273.00	77,800.00	59,460.00	93,440.00	59,180.00	66,040.00	58,780.00	84,080.00	69,460.00	68,680.00				636,920.00	68.25%
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	85,580.00	69,460.00	70,825.00	0.00	0.00	0.00	646,494.00	67.97%
Total Services	1,214,117.00	93,029.80	79,881.45	113,827.16	77,521.67	91,274.74	80,810.76	105,019.03	94,860.54	96,146.56	0.00	0.00	0.00	832,371.71	68.56%

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