

Clarksville/Montgomery County Community Action Agency's 2007/2008



ANNUAL REPORT

Compiled January 2009

The Clarksville-Montgomery County Community Action Agency Annual Report 2008

2008 Board Chair, William Forrester

Executive Director, Joel Riddle

Fiscal Officer, Jo Ann Johansen

Introduction

The Clarksville-Montgomery Community Action Agency (CMCCAA) was chartered in 1973 under a staffing Grant from the Community Services Administration and is currently directed by a twelve member Board of Directors as a private non-profit 501c (3) corporation.

Community Action Agencies were created by the federal government in the 1960's to combat poverty in geographically designated areas. Status as a Community Action Agency is the result of an explicit designation by federal, local and state government. A Community Action Agency has a tripartite board structure, as required by the Community Services Block Grant, which is designated to promote the participation of the entire community in the reduction or elimination of poverty. Community Action Agencies seek to involve the community, including elected public officials, private sector representatives, and especially low-income residents, in assessing local needs and attacking the causes and conditions of poverty.

We are unique. Most poverty-related organizations focus on a specific area of need, such as job training, health care, housing, or economic development. Community Action Agencies reach out to low-income people in their communities, address their multiple needs through a comprehensive approach, develop partnerships with other community organizations, involve low-income clients in the agency's operations, and administer a full range of coordinated programs designed to have a measurable impact on poverty.

Our vision is to empower clients to become economically self-sufficient by planning and assisting them in locating and accessing resources enabling participants to identify their strengths and barriers as well as to assume responsibility within and for their community. Additionally, families will be assisted to strengthen family units by making informed decisions and initiating positive actions.

Mission Statement

It shall be the general purpose of CMCCAA to identify problems of poverty and to seek the elimination of conditions of poverty as they affect people in the communities of Clarksville and Montgomery County, Tennessee.

Helping Low-income people become more self-sufficient:

Employment:

26 participants in CAA's employment initiatives got a job and achieved a living wage.

Employment Supports:

Participants had barriers to initial or continuous employment reduced or eliminated through CAA Assistance.

206 individuals obtained access to reliable transportation and/or driver's license in order to gain and/or maintain employment.

1350 individuals obtained food assistance in support of family stability needed to gain and/or retain employment.

1405 Households experienced an increase in disposable income as a result of CAA energy assistance (non-crisis)

581 Households experienced an increase in disposable income as a result of acquiring donated items (other than food) through CAA.

The Conditions in which low-income people are improved:

Community Improvement and Revitalization:

29 Affordable housing units in the community were improved through CAA's Weatherization Program.

Community Quality of Life and Assets

The quality of life for our low-income community was improved through the preservation of 1 community facility.-The Old Firehouse Day-Shelter.

Low-income people own a stake in their community:

Civic Investment

749 CAA volunteers provided 124,344 hours of service (15,543 eight hour days) to our agency and our community

Community Programs -	Volunteers: 50: Volunteer Hours: 12,480
Foster Grand Parent Program -	Volunteers: 80: Volunteer Hours: 82,483
Head Start -	Volunteers: 469: Volunteer Hours: 3,584
Retired Senior Volunteer Program -	Volunteers: 150: Volunteer Hours: 25,797

Community Empowerment through Maximum Feasible Participation:

10 Low-income individuals participate on the agency Head Start Policy Council and/or Board of Directors and provided input to decision and policy making through CAA efforts.

Partnerships among supporters and providers of services to low-income people are achieved

Expanding Opportunities through Community –Wide Partnerships

CAA actively works with over 176 organizations (both public and private) to expand resources and opportunities in order to promote family and community outcomes.

Community Programs -	Community Partners: 70
Foster Grand Parent Program -	Community Partners: 26
Head Start -	Community Partners: 73
Retired Senior Volunteer Program -	Community Partners: 7

Low-income people, especially vulnerable populations, achieve their potential by strengthen family and other supportive services:

Independent Living

909 Senior citizens and 1022 Individuals with disabilities received services through CAA that enabled them to maintain as independent living situation.

Emergency Assistance

Assistance provided to low-income households or individuals through CAA Emergency programs.

818 Families received Emergency Food Assistance

159 Families received Emergency Rent Assistance

416 Families received Emergency Electric/Gas Assistance

336 Families received Emergency Shelter Assistance

Child and Family Development

Children

Children obtained age appropriate medical care:

260 Immunizations,

265 Medical attention, and

264 Dental care

265 children's health and physical development were improved as a result of adequate nutrition

265 children participated in pre-school activities that helped to develop school readiness skills

111 children participated in pre-school activities and were developmentally ready to enter 1st grade

Adults

227 parents and other adults learned and exhibited improved parenting skills.

246 parents and other adults learned and exhibited improved family functioning skills

The Agency's capacity to achieve results:

The Resource Base:

Total dollars mobilized by CAA;

CAA's must comply with the cost and accounting standards issued by the Office of Management and Budget. CMCCAA is required to have an audit conducted every year

covering the activities and services carried out under the CSBG Program. (Private, nonprofit CAA's are required under the Single Audit Act to have a single audit conducted of all their federal grant funds) The audit must be conducted by an entity independent of any agency administering activities or services carried out under the CSBG Program and in accordance with generally accepted accounting principles.

Financial Position

	<u>2008</u>	<u>2007</u>
<u>ASSETS</u>		
Current assets:		
Cash	\$ 83,847	\$ 55,425
Accounts receivable	44,005	54,419
Inventory	6,154	8,567
Prepaid expenses	21,094	14,130
Total current assets	<u>155,100</u>	<u>132,541</u>
Property, plant and equipment	1,739,156	1,694,596
Less accumulated depreciation	(967,205)	(901,810)
	<u>771,951</u>	<u>792,786</u>
 TOTAL ASSETS	 \$ <u><u>927,051</u></u>	 \$ <u><u>925,327</u></u>
<u>LIABILITIES</u>		
Current liabilities:		
Accounts payable	\$ 34,442	\$ 17,814
Accrued expenses	93,564	59,901
Deferred revenue	0	45,250
Line of credit	20,760	0
Total current liabilities	<u>148,766</u>	<u>122,965</u>
<u>NET ASSETS</u>		
Unrestricted	761,129	793,795
Temporarily restricted	17,156	8,567
TOTAL NET ASSETS	<u>778,285</u>	<u>802,362</u>
TOTAL LIABILITIES AND NET ASSETS	 \$ <u><u>927,051</u></u>	 \$ <u><u>925,327</u></u>

Cash Flow Statement

	2008	2007
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ {24,077}	\$ {88,906}
<i>Adjustments to reconcile decrease in net assets to net cash provided by operating activities:</i>		
Depreciation	65,395	65,049
Changes in:		
Grants receivable	10,414	64,619
Inventory	2,413	1,020
Pre-paid(s)	(6,964)	(4,572)
Accounts payable	16,628	(58,768)
Accrued liabilities	33,663	(4,866)
Deferred revenue	<u>{45,250}</u>	<u>45,250</u>
Net cash flows provided by (used in) operating activities	<u>52,222</u>	<u>18,826</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of fixed assets	<u>{44,560}</u>	<u>{0}</u>
Net cash flows provided by (used in) investing activities	<u>(44,560)</u>	<u>(0)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from line of credit	<u>20,760</u>	<u>(0)</u>
Net cash flows provided by (used in) financing activities	<u>20,760</u>	<u>(0)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	28,422	18,826
CASH AND CASH EQUIVALENTS - BEGINNING	<u>55,425</u>	<u>36,599</u>
CASH AND CASH EQUIVALENTS - ENDING	<u>\$ 83,847</u>	<u>\$ 55,425</u>
Supplemental disclosure of cash flow information		
Cash paid during the year for: Interest	<u>\$ 0</u>	<u>\$ 0</u>

Statement of Activities

	<u>2008</u>	<u>2007</u>
UNRESTRICTED NET ASSETS		
Revenue:		
Contributions and grants	\$ 133,916	\$ 95,028
Gifts in kind	352,383	692,282
Other	6,393	5
TOTAL UNRESTRICTED SUPPORT	<u>492,692</u>	<u>787,315</u>
Net assets released from restrictions		
Restrictions satisfied by grant compliance	<u>3,069,150</u>	<u>3,164,803</u>
TOTAL UNRESTRICTED SUPPORT AND RECLASSIFICATIONS	<u>3,561,842</u>	<u>3,952,118</u>
Expenses:		
Program services	3,365,031	3,832,468
Supporting services	229,477	207,536
TOTAL EXPENSES	<u>3,594,508</u>	<u>4,040,004</u>
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	<u>{32,666}</u>	<u>{87,886}</u>
TEMPORARILY RESTRICTED NET ASSETS		
Grants	3,077,739	3,163,783
Net assets released from restrictions		
Restrictions satisfied by grant compliance	(3,069,150)	(3,164,803)
DECREASE IN TEMPORARILY RESTRICTED NET ASSETS	<u>8,589</u>	<u>{1,020}</u>
INCREASE (DECREASE) IN NETS ASSETS	{24,077}	{88,901}
NET ASSETS BEGINNING OF YEAR	<u>802,362</u>	<u>891,268</u>
NET ASSETS END OF YEAR	<u>\$ 778,285</u>	<u>\$ 802,362</u>

**Clarksville-Montgomery County
Community Action Agency
STATEMENT OF FUNCTIONAL EXPENSES
Year Ending June 30, 2008**

	Head	Foster	Low Income Home Energy	Weatherization	Community	Child & Adult Care Food	City- RIF & PH CDBG & ESG			Total		Total
	Start	Grandparent	Assistance	Assistance	Services Block Grant	Program		Commodities	RSVP	Program	Supporting	Functional
										Services	Services	Expenses
Salaries/Wages	\$870,499	\$ 42,862	\$ 30,125	\$ 1,842	\$ 80,447	\$ 0	\$ 1,580	\$ 8,650	\$32,225	\$1,068,231	\$ 109,789	\$1,178,020
Employee Benefits	258,011	14,183	11,931	789	28,108	0	748	3,051	8,365	325,188	28,220	353,408
Total Personnel	1,128,510	57,045	42,056	2,631	108,555	0	2,329	11,701	40,591	1,393,418	138,009	1,531,428
Professional Services	21,237	10,751	3,678	9,321	1,876	0	326	0	0	47,188	21,214	68,402
Supplies	36,057	927	1,952	393	4,423	0	4,399	1,178	16	49,346	15,463	64,809
Communications	12,496	534	185	141	1,020	0	2,586	0	49	17,012	6,877	23,890
Postage/Shipping	831	110	731	164	849	0	82	276	59	3,103	1,839	4,941
Occupancy	40,071	6,238	4,875	4,882	3,879	0	6,166	3,177	199	69,487	8,306	77,793
Repairs/Maintenance	85,891	2,142	1,102	662	4,713	0	0	0	(128)	94,382	3,463	97,845
Travel	26,144	64,119	0	0	967	0	0	927	5,830	97,987	2,994	100,981
Conferences	13,514	0	3,172	5,994	3,707	0	457	0	0	26,843	13,127	39,970
Insurance	17,396	402	346	2,796	1,200	0	1,950	0	506	24,596	8,223	32,819
Individual Assistance	(455)	218,688	492,417	74,823	78,878	0	63,710	0	0	928,060	71	928,131
Depreciation	65,395	0	0	0	0	0	0	0	0	65,395	0	65,395
Contracted Services	9,467	0	0	0	0	0	0	0	0	9,467	0	9,467
Food	53,073	1,202	0	0	0	131,478	1,751	0	0	187,504	1,198	188,702
Misc. Expense	(5,115)	4,997	0	0	461	0	1,796	2,304	1,027	5,471	2,081	7,552
In-Kind Expenses	285,593	25,792	0	0	0	0	14,092	0	20,294	345,771	6,612	352,383
Total												
Functional Expenses	<u>\$1,790,105</u>	<u>\$ 392,949</u>	<u>\$ 550,513</u>	<u>\$101,809</u>	<u>\$210,527</u>	<u>\$131,478</u>	<u>\$99,643</u>	<u>\$19,564</u>	<u>\$68,443</u>	<u>\$3,365,031</u>	<u>\$ 229,477</u>	<u>\$3,594,508</u>

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	Head	Foster	Low Income Home Energy	Weatherization	Community	Child & Adult Care Food	City- RIF & PH CDBG & ESG	Commodities	RSVP	Total Program	Supporting	Total Functional
	Start	Grandparent	Assistance	Assistance	Services Block Grant	Program				Services	Services	Expenses
Salaries/Wages	\$828,341	\$ 45,669	\$ 17,450	\$ 2,187	\$ 81,252	\$ 0	\$ 2,893	\$ 3,862	\$31,999	\$1,013,653	\$ 115,798	\$1,129,451
Employee Benefits	259,303	15,449	7,334	1,019	31,930	0	1,359	1,474	8,204	326,072	29,689	355,761
Total Personnel	1,087,644	61,118	24,784	3,206	113,182	0	4,252	5,336	40,203	1,339,725	145,487	1,485,212
Professional Services	16,822	5,253	3,142	11,230	1,533	0	100	0	0	38,080	10,232	48,312
Supplies	29,939	844	2,599	439	2,322	0	3,455	3,980	158	43,736	7,980	51,716
Communications	13,414	552	413	221	727	0	3,219	0	135	18,681	4,145	22,826
Postage/Shipping	519	51	1,067	38	109	0	78	5	19	1,886	1,398	3,284
Occupancy	32,092	5,116	4,620	4,879	3,500	0	4,269	2,896	3,052	60,424	6,121	66,545
Repairs/Maintenance	65,395	2,014	2,595	40	3,424	0	172	0	527	74,167	2,908	77,075
Travel	27,440	54,259	17	33	454	0	0	1,252	4,220	87,675	9,654	97,329
Conferences	9,387	0	4,481	4,842	3,408	0	0	0	0	22,118	4,926	27,044
Insurance	5,491	1,257	661	3,111	1,106	0	1,500	0	727	13,853	7,052	20,905
Individual Assistance	0	218,723	709,889	76,463	58,883	0	97,267	0	0	1,161,225	0	1,161,225
Depreciation	65,049	0	0	0	0	0	0	0	0	65,049	0	65,049
Contracted Services	7,465	0	0	0	0	0	0	0	0	7,465	0	7,465
Food	29,050	1,123	0	0	0	133,417	1,550	0	0	165,140	868	166,008
Misc. Expense	34,396	1,996	108	0	33	0	596	1,823	2,010	40,962	6,765	47,727
In-Kind Expenses	649,037	25,448	0	0	0	0	0	0	17,797	692,282	0	692,282
Total												
Functional Expenses	<u>\$2,073,140</u>	<u>\$ 377,754</u>	<u>\$ 754,376</u>	<u>\$104,502</u>	<u>\$188,681</u>	<u>\$133,417</u>	<u>\$116,458</u>	<u>\$15,292</u>	<u>\$68,848</u>	<u>\$3,832,468</u>	<u>\$ 207,536</u>	<u>\$4,040,004</u>

Community Programs –

Program Director, Leslie Chiodini

Community Services Block Grant

Past due electric

Past due gas

Past due water

Past due rent

Community Development Block Grant

First month's rent

Security Deposits

Utility Deposits

Temporary Shelter

Emergency Shelter Program

Transportation Assistance

Food Assistance

Low Income Home Energy Assistance Program

Energy Assistance

Emergency Energy Assistance

Old Firehouse Day Shelter

Daytime Shelter

Food Assistance

Transportation Assistance

Information & Referrals

Identification Assistance

Birth Certificates Assistance

Housing Assistance

Household Items

Clothing Items

Laundry Facilities

Shower Facilities

Project Help

Past due electric

Past due gas

Past due water

Room in the Inn

Shelter Coordination

USDA Commodity Program

Food Assistance

Weatherization Assistance Program

Home energy efficiency improvements

Foster Grand Parent Program (FGP) –

Program Director, Roy Chalmers

Head Start Program –

Program Director, Felecia Bagwell

Retired Senior Volunteer Program (RSVP) –

Program Director, Deborah Wydra

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