



# ANNUAL REPORT 2018

California Community Action Partnership Association

Created by: P. Anthony McAnelly, Executive Director





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# CALCAPA 2018 Members

Amador-Tuolumne Community Action Agency  
California Human Development Corporation  
Campesinos Unidos, Inc.  
Center for Employment Training  
Central Valley Opportunity Center  
City of Los Angeles Housing & Community  
Investment Department  
City of Oakland Department Human Services  
Colusa Glenn Trinity CAP  
Community Action Agency of Butte County, Inc.  
Community Action Board of Santa Cruz County, Inc.  
Community Action Commission of Santa  
Barbara County  
Community Action Marin  
Community Action of Napa Valley  
Community Action of Ventura County, Inc.  
Community Action Partnership of Kern  
Community Action Partnership of Madera County  
Community Action Partnership of Orange County  
Community Action Partnership of Riverside County  
Community Action Partnership of San Luis  
Obispo County, Inc.  
Community Action Partnership of Solano, JPA  
Community Action Partnership of Sonoma County  
Community Design Center San Francisco  
Community Services & Employment Training, Inc.  
Contra Costa Employment & Human Services  
Community Service Bureau  
County of Los Angeles Workforce Development,  
Aging & Community Services  
County of Los Angeles Department of Public  
Social Services  
County of San Diego, Health & Human Services  
Agency, Community Action Partnership  
County of Yolo Health and Human Services Agency  
Del Norte Senior Center  
El Dorado County Health and Human Services Agency  
Foothill Unity Center, Inc.  
Fresno Economic Opportunities Commission  
Glenn County Health and Human Services Agency  
Inyo-Mono Advocates for Community Action, Inc.  
Kings Community Action Organization Inc.  
Lassen-Plumas-Sierra  
Long Beach Community Action Partnership  
Merced County Community Action Agency  
Modoc-Siskiyou Community Action Agency  
Monterey County Community Action Partnership  
Nevada County Department of Housing &  
Community Services  
North Coast Opportunities, Inc.  
Northern California Indian Development Council, Inc  
Plumas County Community Development Commission  
Project GO, Inc.  
Proteus, Inc.  
Redwood Community Action Agency  
Rural Community Assistance Corporation  
Sacramento Employment and Training Agency  
Sacred Heart Community Service  
San Benito County Health & Human Services Agency  
San Joaquin County Department of Aging &  
Community Services  
Shasta County Community Action Agency  
Tehama County Social Services  
Urban Services, YMCA

# TO OUR MEMBERS

## Strategic Highlights

An amazing year of big changes for CalCAPA. New Executive Director Tony McAnelly took the reins in June of this year. We had 58 agencies renew or start their membership with the association. The network served over 2 million people including victims from the devastating Camp and Ventura wildfires. In addition, we have stabilized our staff with five employees now working to fulfill CalCAPA's promise to our members.

## Network Participants

**73%** of families served by the CSBG Network lived below **100%** of the Federal Poverty Guidelines. **40%** of families served in CA were in severe poverty, below **50%** of the Federal Poverty Guidelines

In California, Community Action Agencies provided services to **2,092,738** low income individuals.

Vulnerable populations serviced included:



179,340 seniors



78,256  
people with disabilities



104,636  
people who lacked health  
insurance



317,083 Children

CalCAPA continues to strive to be the premier poverty- fighting membership organization in California where culture and commitment created by our dynamic leadership and innovative staff supports individual and organizational excellence and sustainability. Training, networking, and capacity building were all part of our two conferences this year with Dr Paul Fischer from the Stanford's Center on Poverty delivering a keynote address in November. Over 600 Staff and board members were trained in 24 custom trainings and a cohort of 22 new ROMA implementors embarked on their certification.

## Financial Highlights

Two major Financial Achievements for CalCAPA in 2018. The first is that we completed a discretionary grant award for the first time in many years. The CSD 2017.2018 Discretionary contract of over \$500,000 supported training and technical, assistance, the annual conference and provided the sustaining funding for CalCAPA. The second, thanks to support from the discretionary grant are that our Conference achieved over \$17,000 in income. As a result, the network was able to leverage nearly \$60,000,000 in CSBG funds into over 1.6 billion dollars of services.

## Network Resources

For every \$ of CSBG, the CA network leveraged **\$28.6** from federal, state, local, and private sources, including the value of volunteer hours. \*

**\$59,867,599** in CSBG funds were allocated in support of local entities in California.

The CA Network's non-CSBG funding totaled **\$1,609,347,755**.

\*Value of Volunteer Hours calculated using federal minimum wage, except in those states with a higher minimum wage

Continuing the big changes theme, the CalCAPA Operations Manager completely overhauled all aspects of finances, from new checking accounts and procedures to the removal of wasteful subscriptions and the streamlining of bill payments. We received no findings in our annual audit!

## Mission Highlights

Legislative Breakfast: During National Community Action Month, CalCAPA hosted a successful Legislative Breakfast conference at the Hyatt Regency Hotel on May 15, 2018. The opportunities were provided to the attendees to learn about how Community Action Agencies are serving each jurisdiction provide unique programming and resources to serve specific community needs to reduce poverty. This conference was full of enlightenment for the participants' as we all work to reduce poverty in California by helping people to become self-sufficient and providing needed resources to change lives!



Senator Steve Weiner

Annual Conference: On November 13-15<sup>th</sup>, 2018, California Community Action Partnership Association (CalCAPA) hosted our annual conference in Santa Rosa, California at the Hyatt Regency Sonoma Wine Country. Annual conference three-day event included both sponsors; Community Action Partnership Sonoma providing off-site tour activity and networking event, and Mutual of America providing a bronze level sponsorship.



Brenda Callahan-Johnson, CALCAPA

Celebrating California's heritage of "Building Capacity

Together," experts shared the latest information about the roots of poverty, innovative practices and perspectives of the past, present and future of Community Action. Alongside federal, state, regional, and local representatives in attendance, the event was kicked off with an opening ceremony featuring Tony McAnelly, Brenda Callahan-Johnson, Jarle Crocker, Linné Stout and an informative keynote led by Dr. Jonathan Fisher, Research Scholar at the Stanford Center on Poverty and Inequality. This conference hosted over 135 registrants from several agencies across California alongside the 35 presenters who led our sessions and well-received pre-conference and conference workshops. The conference provided attendees the rich opportunity to explore relevant updates and issues within Community Action.



Dr. Fisher - Stanford University

## Performance Outcomes

**422,534** Employment

100,695 Economic Asset Enhancement & Utilization

**290,064** Child & Family Development

175,934 Independent Living with Low Incomes

**649,414** Emergency Assistance

23,184 Community Opportunities & Resources

105,266 Community Empowerment

**233,683** Family Stability

## *“...facilitation of 24 individual training and/or technical assistance events for California CAAs”*

Training and Capacity Building: CalCAPA T/TA staff coordinated the facilitation of 24 individual training and/or technical assistance events for California CAAs. Training sessions included:



- 8 Board Governance
- 2 New Executive Director Bootcamps
- 3 StrengthsFinder Workshops
- 2 ROMA and 7 other individual topics and assessments like Strategic Planning and Collection

In addition, they piloted a webinar-based Board Governance training session to assist remote learning environments. As a final order of business, the team strategically identified needs assessment criteria to design and conduct an in-depth survey of California CAAs in 2019 and better align CalCAPA activities and tactics.

## Looking Ahead

In 2019 CalCAPA will leverage the central support structure to establish a framework for learning and development across the network starting with a Learning Management System (LMS) for evidence-based competency development and extending into much requested Leadership Development and Organizational Succession. In addition, we will conduct a needs analysis of all willing Community Action Agencies across California with an expected response rate of 90%+.

The annual Legislative Conference in May will be continuing to grow, three new awards will honor a California State Senator and Assemblyman as well as an outstanding CSBG eligible entity for being champions in the fight against poverty. In conjunction with this event the 2019 business meeting will include officer elections for the next two years and a long overdue bylaws revision for members to approve.

We will deliver a dynamic RPIC Region IX conference experience - in part to engage the underserved markets of Hawaii and the Pacific territories with a revitalization of strategies, tactics, and ROMA concepts.

Expect CalCAPA to emerge as a leader in support for Community Action Agency organizational development and proven effectiveness in the fight against poverty.



**P. Anthony McAnelly**  
Executive Director  
January 2019

# FINANCIAL SUMMARY

## CNCAP and CalCAPA (Consolidated) Statement of Financial Position December 31, 2018

<b>ASSETS</b>		
<b>Checking/Savings</b>		
CalCAPA Operating Accounts	149,227	A
CNCAP Operating Account	27,414	A
CNCAP Reserves	26,089	A
Region IX Cash in Bank	36,188	
<b>Total Checking/Savings</b>	238,918	
<b>Other Current Assets</b>		
Contracts Receivable	233,717	
Membership Receivable	13,200	
Less: Allowance for Doubtful Accounts	(11,277)	
Undeposited Funds	1,559	
Prepaid Expenses	15,696	
Due from/to CalCAPA/CNCAP	-	
<b>Total Other Current Assets</b>	252,895	
<b>TOTAL ASSETS</b>	<b>491,813</b>	
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
Accounts Payable	20,884	
Credit Cards Payable - Staff	3,848	
Accrued Vacation	1,631	
Accrued Liabilities	3,147	
Deferred Revenue	6,983	
Payroll Liabilities	5,695	
Contributions Payable - Region IX	36,188	
<b>Total Liabilities</b>	78,376	
<b>Net Assets</b>		
Unrestricted Net Assets (PY) CNCAP	47,125	
Unrestricted Net Assets (PY) CalCAPA	289,330	
Net Gain/(Loss), Unrestricted (CY) CalCAPA	76,974	
Net Gain/(Loss), Unrestricted (CY) CNCAP	8	
<b>Total Net Assets</b>	413,437	
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>491,813</b>	

# FINANCIAL STATEMENTS

## Statement of Comprehensive Income (Profits and Losses)

<b>Revenue</b>		
OCS/RPIC (Oct 2017 - Sep 2018)	297,229	<b>B</b>
OCS/RPIC (Oct 2018 - Sep 2019)	103,288	
CSD (Apr 2017 - Dec 2018)	417,215	<b>C</b>
Membership dues	101,944	
Registration fees	66,838	
Sponsorships	1,000	
Other Income	2,567	
<b>Total revenue</b>	<b>990,081</b>	
<b>Expense</b>		
Salaries and wages	333,235	
Payroll taxes and fringe benefits	70,677	
<b>Total human resources expense</b>	<b>403,912</b>	
Consultants	18,429	
Consultants (RPIC Pass-Thru only)	177,522	
Meetings and conferences	124,632	
<b>Total program expense</b>	<b>320,583</b>	
Equipment and supplies	37,202	
Rent and storage	23,095	
Communications	5,940	
Insurance and bonding	5,076	
Dues and subscriptions	22,665	
Contract accounting/audit fees	33,850	
Bank charges	5,148	
Travel	32,468	
Employee Trainings & Conferences	1,396	
BOD meetings and retreat	3,538	
Miscellaneous	18,234	<b>D</b>
<b>Total general and administrative</b>	<b>188,612</b>	
<b>Total expense</b>	<b>913,107</b>	
<b>Net Gain (Loss)</b>	<b>76,974</b>	

## NOTES TO FINANCIAL STATEMENTS

### Accounts

- A. CNCAP's Operating and Reserve bank accounts were closed at Wells Fargo Bank. The balances in these bank accounts were deposited to CalCAPA's Operating bank account. The CNCAP cash balances presented on the Statement of Financial Position reflect what the balances would be, if still held separately.
- B. The 2017-2018 OCS RPIC contract ended as of 9/29/18. The total contract amount was \$400,000 for the period of 9/30/17-9/29/18. The actual amount expended totaled \$366,060.65."
- C. The 2017 CSD contract ended as of 12/31/18. The total contract amount was \$566,127.00 for the period of 4/1/17/17-12/31/18. The actual amount expended totaled \$566,127.00."
- D. The variances in these expenses are largely related to professional legal services not previously budgeted for.

# INDEPENDENT AUDITOR'S REPORT

## KAKU & MERSINO, LLP CERTIFIED PUBLIC ACCOUNTANTS INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
California Community Action Partnership Association

### **Report on the Financial Statements**

We have audited the accompanying combined financial statements of California Community Action Partnership Association & affiliate (non-profit organizations), which comprise the combined statement of financial positions as of December 31, 2017 and 2016, and the related combined statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the combined financial statements. The combined financial statements include the accounts of the organizations disclosed in Note 1 to the combined financial statements. These organizations are under common board members and common management.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of combined financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these combined financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of California Community Action Partnership Association and affiliate as of December 31, 2017, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters******Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis, as required by the *CSD Supplemental Audit Guide* and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and in conformity with the *CSD Supplemental Audit Guide* issued by the California Department of Community Services and Development and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2018, on our consideration of California Community Action Partnership Association's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering California Community Action Partnership Association's internal control over financial reporting and compliance.

KAKU & MERSINO, LLP  
September 28, 2018

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