



# Human Welfare and Community Action Commission

## AGENDA

Wednesday, January 17, 2018

7:00 PM

South Berkeley Senior Center, 2939 Ellis St.

Berkeley, CA 94703

### Preliminary Matters

1. Roll Call
2. Public Comment

### Update/Action Items

*The Commission may take action related to any subject listed on the agenda, except where noted.*

### **Berkeley Community Action Agency Board Business**

3. Approve Minutes from the 11/05/2017 Special Meeting (Attachment A)
4. Update on Audit of Easy Does It -- City Auditor (Attachment B)
5. Follow-up on Strategic Planning Training Process – Staff
6. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
  - A. Bay Area Outreach & Recreation Program (BAORP) (Attachment C)

### **Other Discussion Items**

7. Discuss Community Meeting Locations – Commissioners Sood and Bookstein
8. Update on the Closure of Alta Bates Hospital – Commissioner Omodele
9. Discuss Extended Early Childcare – Commissioner Sood
10. Discuss Berkeley Homeless Policy – Commissioner Omodele
11. Update on the Development of an Office of the Anti-Displacement Advocate – Commissioner Sood
12. Discuss Skills Training Programs for Low-income Residents – Commissioner Sood
13. Discuss Ways to Increase Accessibility of Banking and Business Loan for Low-income Residents – Commissioner Sood
14. Discuss Residential Preferential Parking (RPP) Program – Commissioner Sood
15. Discuss Possible Actions for Immigrant and DACA Students – Commissioner Vrankovecki
16. Review Latest City Council Meeting Agenda – All (Attachment D)

## 18. Future Agenda Items

February Meeting:

Citywide Events for Commissioners from Different Commissions to Work on Common Goals – Commissioner Bookstein

## Adjournment

### Attachments

- A. Draft Minutes of the 11/05/2017 Meeting
- B. City Auditor's Risk Assessment Form and FY 2018 Audit Plan  
[https://www.cityofberkeley.info/uploadedFiles/Auditor/Level\\_3 -  
General/Report%20on%20Results%20Fiscal%20Year%202017.pdf](https://www.cityofberkeley.info/uploadedFiles/Auditor/Level_3_-_General/Report%20on%20Results%20Fiscal%20Year%202017.pdf)
- C. BAORP program and financial reports
- D. Review City Council Meeting Agenda at City Clerk Dept. or  
<http://www.cityofberkeley.info/citycouncil>

## Communications

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

**Secretary:**  
Wing Wong  
Health, Housing & Community Services Department  
510-981-5428  
[wwong@CityofBerkeley.info](mailto:wwong@CityofBerkeley.info)

**Mailing Address:**  
Human Welfare and Community Action Commission  
Wing Wong, Secretary  
2180 Milvia Street, 2<sup>nd</sup> Floor  
Berkeley, CA 94704



## Human Welfare and Community Action Commission

### DRAFT MINUTES SPECIAL MEETING

Sunday, November 5, 2017

12:00 PM to 5:00 PM

North Berkeley Senior Center, 1901 Hearst Ave.  
Berkeley, CA 94709

#### Preliminary Matters

1. Roll Call: 12:10 PM  
Present: Dunner, Sood, Bookstein, Vrankovecki, Howard, Sarkodee-Adoo  
Absent: Omodele, Earl, Mutombu  
Quorum: 5 (Attended: 6)  
Staff Present: Kristen Lee and Wing Wong
2. Public Comment: 0

#### Update/Action Items

*The Commission may take action related to any subject listed on the agenda, except where noted.*

#### **Berkeley Community Action Agency Board Business**

3. Approve Minutes from the 10/18/2017 Regular Meeting  
**Action:** M/S/C (Dunner/Sarkodee-Adoo) to approve the 10/18/2017 minutes.  
**Vote:** Ayes – Dunner, Sood, Bookstein, Vrankovecki, Sarkodee-Adoo; Noes – None; Abstain – Howard; Absent – Omodele, Mutombu, Earl.
4. Approve 2018 Meeting Dates  
**Action:** M/S/C (Sood/Dunner) to adopt the following 2018 meeting dates: 1/17/2018, 2/21/2018, 3/21/2018, 4/18/2018, 5/23/2018, 6/20/2018, 7/18/2018, 9/12/2018, 10/17/2018, and 11/28/2018.  
**Vote:** Ayes – Dunner, Sood, Bookstein, Vrankovecki, Sarkodee-Adoo; Noes – None; Abstain – Howard; Absent – Omodele, Mutombu, Earl.
5. Strategic Planning Training – Kip Bowmar (12:15PM to 4:15PM)  
CalCAPA trainer Kip Bowmar gave a presentation on strategic planning. He reviewed elements of a good strategic plan. He also presented information on Community Action Organizational Standards and Results Oriented Management and Accountability.
6. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff  
Commissioners reviewed and discussed the program and financial report for Through The Looking Glass. Commissioners were not able to review South Berkeley Community Church because no report was submitted.

#### **Other Discussion Items**

7. Discuss Community Meeting Locations  
**Action:** M/S/C (Sood/Dunner) to adopt the “listening booths” idea and set a timeline at the 1/17/2018 meeting.

**Vote:** Ayes – Dunner, Sood, Bookstein, Vrankovecki, Sarkodee-Adoo; Noes – None; Abstain – Howard; Absent – Omodele, Mutombu, Earl.

8. Update on the Closure of Alta Bates Hospital  
There is a rally, organized by the City of Albany, today to protest the closing of Alta Bates Hospital.  
Continued to the 1/17/2018 meeting
9. Discuss Berkeley Homeless Policy  
Continued to the 1/17/2018 meeting
10. Update on Air Quality in West Berkeley  
Commissioner Sood will gather more information on this item with a commissioner from the Peace and Justice Commission. He will report back in future meetings.
11. Discuss Skills Training Programs for Low-income Residents  
Continued to the 1/17/2018 meeting.
12. Discuss Extended Early Childcare  
Commissioner Sood will gather more information on this item with a commissioner from the Children, Youth, and Recreation Commission. Continued to the 1/17/2018 meeting.
13. Discuss Ways to Increase Accessibility of Banking and Business Loan for Low-income Residents  
Continued to the 1/17/2018 meeting.
14. Discuss Residential Preferential Parking (RPP) Program  
Continued to the 1/17/2018 meeting.
15. Review Latest City Council Meeting Agenda  
Continued to the 1/17/2018 meeting.
16. Future Agenda Items  
Future topic includes Possible Actions for Immigrant and DACA Students.

### **Adjournment**

**Adjourned at: 4:05 PM**

**Minutes approved on: \_\_\_\_\_**

**Commission Secretary: Wing Wong**



Office of the City Auditor

Attachment B

INFORMATION CALENDAR

July 25, 2017

To: Honorable Mayor and Members of the City Council

From: Ann-Marie Hogan, City Auditor

Subject: City Auditor Fiscal Year 2018 Audit Plan

INTRODUCTION

The Berkeley City Charter requires the City Auditor to provide the City Council with a planned audit schedule by the beginning of each fiscal year and to notify Council when audits are dropped. In deciding what to audit, our office considers suggestions from the City Manager, staff, the City Council, commissioners, and other community members. We examine risks that might prevent the City from reaching its goals. These include strategic, financial, regulatory, operational, and reputational risk to the City.

CURRENT SITUATION AND ITS EFFECTS

The City's most important asset is its people. An immediate threat to operations and strategic planning is workload capacity: The City may not have the staff resources to provide expected and critical services. We will address the risk of quick response, as opposed to planned, service-delivery demands in these new audits:

- Community direct requests for service
- Code enforcement workload
- Dispatch workload

Our audit plan continues to include recurring audits and other reports:

- *Community agencies:* We are currently auditing Easy Does It.
- *Compliance:* We examine the City's use of special taxes and other funds in accordance with council and voter directives. In fiscal year 2017, we selected Measure GG (Fire) and the Parks Tax.
- *Procurement expenditures:* A new recurring audit series. We've recently begun an audit of purchasing cards.
- *Follow-up Audits:* We perform follow-up audits to understand why some of our recommendations become unimplemented and make new recommendations that

will help City management and staff take new action. Over the last two years, we've revisited our Public Works Grants; Fire Department Ambulance Billing; and Examination of Department Director Transition Procedures audits.

- *Council Briefings*: We will continue to provide information to the City Council on the status of our outstanding recommendations; the risks the City is accepting by not implementing them; and the challenges that prevent City management from taking action, for example, rapidly changing demands.

### **Other Audits in Progress**

- *Parks, Recreation & Waterfront (PRW) On-call Maintenance*: We are nearing completion of our audit, which assessed whether PRW charged building and maintenance after-hours services to the appropriate account code.

### **Deferred Audits from Prior Audit Plans**

Continuing workforce turnover and demands for service not included in the City's Strategic Work Plan has required that we reprioritize our work. As such, we are dropping the following audits, though we may revisit the topics when the City workforce stabilizes:

- *Fiscal Sustainability*: Fiscal sustainability remains a high-priority topic. Our audit, [\*General Fund Reserve Policy Fails to Convey that Maintaining the Reserve is a Priority\*](#),<sup>1</sup> shed light on our concerns about the City's long-term fiscal health and its ability to continue to provide critical services during times of uncertainty. City management and two separate City Councils have put in extensive efforts to reach agreement to implement our recommendation for a stronger General Fund Reserves policy. Council has taken some action, but there is work left to be done. If Council chooses to adopt our recommended General Fund Reserves policy (6/27), it would bring our audit to a close. However, Council also faces increasing community demand for new initiatives and services, which has impacted Council's workload just as it has City staff's. Rather than invest in a new audit about the tough financial choices that lie ahead, we've decided to issue informational reports to continue to inform Council on the City's fiscal health and risk exposure.
- *Citywide Billings and Collections Audit, and Investments Audit*: Finance lacks staffing capacity. The department continues to be understaffed, which creates a workload burden for current staff to just maintain daily operations. It is unlikely that Finance staff could provide their time to assist us with our examination of billings and collections, and investment practices. We prefer to give Finance the ability to get fully staffed and take action on our previous audit recommendations.

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<sup>1</sup> General Fund Reserves Audit (February 23, 2016): [http://bit.ly/GFReserves\\_022316](http://bit.ly/GFReserves_022316)

- *Permit Center phase II:* The Planning Department's [June 27<sup>th</sup>](#) report to the City Council makes it clear that the department faces significant workload challenges.<sup>2</sup> Implementing Zucker Systems' 32 high-priority recommendations alone will exhaust Planning's capacity, and then the department must still address Zucker Systems' 120 remaining recommendations and those from our 2014 audit.
- *Data Collection Systems:* Based on preliminary work, we are opting to wait until the City has implemented its new payroll system so that we can make stronger recommendations for quantifying and tracking staff time spent on immediate and unplanned responses to needs and impact of homeless and similar populations.

### BACKGROUND

The City Auditor's Office aims to improve the efficiency, effectiveness, equity, and accountability of City service delivery, and to identify and reduce risks.

### ENVIRONMENTAL SUSTAINABILITY

This report is not associated with identifiable environmental effects or opportunities.

### POSSIBLE FUTURE ACTION

Our future audit recommendations will address the risks that could prevent the City from providing efficient, effective, and equitable service delivery. We will be asking Council to accept those recommendations and request that the City Manager report on its actions to implement them. We may also make recommendations requiring Council action.

### FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

Audit work leads to new or enhanced revenue, cost recovery, and increased efficiency, with economic impact well beyond the audit costs. Long-range financial benefits of our audits should result in significant improvements to internal controls and service delivery.

Ensuring timely implementation of audit recommendations could result in additional savings and risk reduction, including fraud risk. Reducing fraud risk more than protects money; it builds trust in government. Maintaining a strong audit function and prudent program and fiscal management will reduce future costs and enhance public trust.

### CONTACT PERSON

Ann-Marie Hogan, City Auditor, 510-981-6750

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<sup>2</sup> Improving Planning Departments Customer Service (June 27, 2017):  
[http://bit.ly/ZuckerSystems\\_062717](http://bit.ly/ZuckerSystems_062717)

# City Auditor's Office: Deciding What to Audit This Year

## Step One: Identify Risks (what could go wrong?)

In the context of audit planning, what is a risk?

- ∞ The potential for loss or harm, OR
- ∞ Diminished opportunity for success

### **TYPES OF RISK**

#### **Strategic – a risk that could prevent a department from meeting its goals**

- *If you don't measure performance, you may not know that you have not met or will not meet your goals until something bad happens*
- *If you don't use recognized best practices, you may be missing the opportunity to achieve better outcomes*

#### **Financial – a risk that could result in negative financial impact**

- *Inadequate project planning could result in cost overruns (other examples of negative financial impacts include penalties, fines, lawsuit settlements)*
- *If you don't monitor the financial market, you may miss opportunities to increase the return on investments*

#### **Regulatory – a risk that could result in sanctions from a regulatory agency for noncompliance with laws and regulations**

- *Not taking appropriate action to prevent sewer overflows could result in state or federal sanctions mandating clean-up and compliance with a long-term prevention plan*
- *Delaying implementation of new regulatory requirements could result in a missed opportunity to achieve better outcomes sooner*

#### **Reputational – a risk that could expose the City to negative publicity or loss of credibility**

- *Not establishing procedures to prevent fraud, waste, or abuse from occurring could result in negative publicity in the media and lost credibility*
- *Not obtaining sufficient public input on a new project could result in a missed opportunity to assure citizens that you are concerned about serving their interests*

#### **Operational – a risk that could prevent a department from operating in the most effective and efficient manner**

- *Using outdated methods could result in excessive steps and time delays for completing work*
- *Not using the right eligibility requirements for a grant-funded program could result in a missed opportunity to fully serve the intended populations*



## **HOW TO IDENTIFY RISK FOR AUDIT SELECTION**

### **Consider factors that can increase risk:**

- *Have there recently been significant changes or are significant future changes expected in revenues, expenses, programs, systems, or laws and regulations?*
- *Do you have performance measures and do they adequately represent your expected inputs, processes, outputs, and outcomes?*
- *Do you have aging systems or processes?*
- *Is there overlap in program activities among divisions within your department or with other departments?*
- *Is there a segment of the population that you should be serving but aren't?*
- *Is there a regulatory requirement you should be following but aren't?*
- *Are you required to perform activities that no longer meet the needs of your customers?*
- *Do you have written policies and procedures for carrying out your programs? Have they been communicated to responsible staff? Is monitoring performed to ensure procedures are followed?*

- Identify your risks
- Look at what processes are in place to address those risks; for example:
  - ∞ Clearly defined (written) mission, goals and objectives and procedures to accomplish them, including appropriate training
  - ∞ Established priorities with standards for performance
  - ∞ Performance measures that are routinely monitored to ensure you accomplish your mission and achieve your goals and objectives (consider inputs, processes, outputs, and outcomes)
  - ∞ Methods to review performance to ensure management systems function properly and that adjustments are made as needed
- Get input from others – poll stakeholders, survey other cities

### **Help Us Help You – Step Two: Requests for audits (or consulting services)**

- Ask yourself:
  - ∞ How likely is the risk to occur and how bad would it be if it did?
  - ∞ Are there opportunities for improvement? That is, are we doing the right things right?
  - ∞ How likely is it that a performance audit would identify positive change?
  - ∞ What benefit would a performance audit provide, (e.g., identification of potential for increased revenue, cost savings, enhanced efficiency and/or effectiveness)?

**Attachment C**

[Return to Reports Page](#)

**City of Berkeley  
Community Agency  
CLIENT CHARACTERISTICS REPORT**

Contract No: 9988

Agency:	<a href="#">Bay Area Outreach &amp; Recreation Program</a>	Period of:	<b>2nd Half 2017</b>
Program:	<a href="#">Recreational Services for Disabled</a>	Report Prepared By:	<a href="#">Julie Yates</a>
Phone:	<a href="#">510-849-4663 ext 1303</a>	E-mail:	<a href="mailto:jay@borp.org">jay@borp.org</a> , <a href="mailto:rick@borp.org">rick@borp.org</a>

**1. CLIENT SUMMARY - 2nd Half**

	2nd Half	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	205	630
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	24	108
C. Total New Berkeley Clients Served for Whom You Were <b>NOT</b> Able to Gather Statistics on Age, Race/Ethnicity, and Income:	3	13
D. Total New Berkeley Clients Served:	27	121

**2. DEMOGRAPHIC DATA**

RACE - Unduplicated Count	Previous Periods		Report Period		Year-To-Date	
	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity?	Non-Hispanic	Hispanic Ethnicity
Single Race Categories						
American Indian/Alaskan Native	1	0	0	0	1	0
Asian	8	0	0	0	8	0
Black/African American	7	0	1	0	8	0
Native Hawaiian/Pacific Islander	0	0	0	0	0	0
White	61	6	16	2	77	8
Combined Race Categories						
American Indian/Alaskan Native & White	1	0	0	0	1	0
Asian & White	0	0	2	0	2	0
Black/African American & White	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American	0	0	1	0	1	0
Other Combined Race Categories	0	0	1	1	1	1
<b>TOTALS</b>	<b>78</b>	<b>6</b>	<b>21</b>	<b>3</b>	<b>99</b>	<b>9</b>
<b>TOTAL SERVED</b>	<b>84</b>		<b>24</b>		<b>108</b>	

**3. INCOME LEVEL**

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	10	2	12
Poverty to 30% of AMI (Ex. Low)	5	1	6
31-50% of AMI (Low)	50	15	65
51-80% of AMI (Moderate)	10	4	14
Above 80% of AMI	9	2	11
<b>TOTALS</b>	<b>84</b>	<b>24</b>	<b>108</b>

**4. AGE**

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0	0	0
6-11	1	1	2
12-17	3	0	3
18-24	6	3	9

25-44	17	4	21
45-54	16	3	19
55-61	13	2	15
62 and Over	28	11	39
Unknown	0		0
TOTALS	84	24	108

**5. OTHER CHARACTERISTICS**

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	47	13	60
Male	37	11	48
Disabled	84	24	108
Homeless	0		0
Chronically Homeless	0		0
Female Head of Household	0		0

**6. SERVICE MEASURES**

Service Measures	Annual Goal		1st Half		2nd Half		Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients
***** Disability Services *****										
1 Client Sessions	1,500	120	759	85	645	36	1,404	121	94%	101%

**1st Half Narrative**

BORP provided 280 sports and recreation activity sessions for people with disabilities during the report period, including 50 Youth Sports sessions (Wheelchair Basketball, Sled Hockey, Junior Adventures), 67 Adult Sports sessions (Wheelchair Basketball, Goalball, Power Soccer), 82 Adaptive Cycling Sessions, 57 Adventures & Outings trips, 21 tournaments and adaptive sports clinics, and 3 Community Events and Exhibitions. We served a total of 95 Berkeley participants in our sports, fitness and recreation programs during the report period, including 84 individuals with disabilities and 10 family members, providing a total of 759 client sessions to Berkeley residents.

Closure of James Kenney Gym has been challenging for our staff and has impacted our programs and participant attendance. We have been renting space at Longfellow Middle School, MLK Jr Youth Services Center, and UCB over the past 6 months and have had to change program times and days because of limited gym availability.

**2nd Half Narrative**

BORP provided 580 sports and recreation activity sessions for people with disabilities this year, including Youth Sports (Wheelchair Basketball, Sled Hockey, Junior Adventures), Adult Sports (Wheelchair Basketball, Goalball, Power Soccer), Adaptive Cycling, Adventures & Outings trips, Tournaments and Adaptive Sports Clinics, and various Community Events and Exhibitions. We served a total of 121 Berkeley participants in our sports, fitness and recreation programs during the contract year, including 108 individuals with disabilities and 13 family members, providing a total of 1,404 client sessions to Berkeley residents.

Closure of James Kenney Gym this past year was challenging for our staff and definitely impacted our programs and participant attendance. The renovations are now finally complete and we moved programs back to James Kenney gym in July 2017.

**7. OUTCOMES**

Outcomes	Annual Goal	1st Half Achieved Outcome	2nd Half Achieved Outcome	Achieved Outcome YTD	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1 Clients accessed previously inaccessible services	100	0	108	108	108%	89%

1	Clients demonstrate improved functioning	50	0	58	58	116%	48%
1	Participants achieved enhanced skills or knowledge	70	0	58	58	83%	48%

**1st Half Narrative**

We will be conducting client surveys at the end of the year and will report the client outcomes in the 2nd half program report.

**2nd Half Narrative**

In July 2017, we conducted a survey of all participants asking them about their experience in BORP programs. 58 Berkeley participants completed the survey and 99.5% of respondents rated their overall program experience as either 'Good, Very Good or Excellent'. Comments from the survey:

'BORP has given me my active life back. I cannot overstate how important it's been to my physical, mental, and social well being.'

'It brings me a sense of freedom, when most of my life is spent relying on others.'

'I'm finally able to participate in team sports, finally able to do activities that able body people take for granted.'

'I have a renewed enjoyment of the outdoors due to the cycling and the Adventures and Outings programs. The ability to get and maintain exercise and strength has changed my life.'

'I've witnessed BORP to do everything possible to get even the most severely disabled people to experience the exhilaration and freedom of riding a bike. It's incredible!'

Date Signed 07/31/2017

Approved By Rhianna Babka

Date Signed 07/31/2017

Initially submitted: Jul 31, 2017 - 14:36:02

[Return to Reports Page](#)

**CITY OF BERKELEY  
COMMUNITY AGENCY STATEMENT OF EXPENSE  
04/01/2017 TO 06/30/2017**

*Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.*

Agency Name: [Bay Area Outreach & Recreation Program](#) Contract #: [9988](#)  
 Program Name: [Recreational Services for Disabled](#) PO #: [105577](#)  
 Funding Source : General Fund

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2016	Oct-Dec 2016	Jan-Mar 2017	Apr-Jun 2017	Total Expenditure	Budget Balance
<a href="#">Administrative Director</a>	<a href="#">Julie Yates</a>	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$6,000.00	\$0.00
<a href="#">Program Coordinator 2</a>	<a href="#">Jonathan Newman</a>	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$7,500.00	\$0.00
<a href="#">Program Coordinator 3</a>	<a href="#">Lori Gray</a>	\$3,600.00	\$900.00	\$900.00	\$900.00	\$900.00	\$3,600.00	\$0.00
<a href="#">Program Coordinator 4</a>	<a href="#">Greg Milano</a>	\$7,000.00	\$2,100.00	\$2,100.00	\$700.00	\$2,100.00	\$7,000.00	\$0.00
<a href="#">Taxes/Benefits</a>		\$5,100.00	\$1,447.68	\$1,447.68	\$1,156.24	\$1,252.65	\$5,304.25	-\$204.25
<a href="#">Office Supplies</a>		\$126.00	\$51.09	\$75.00	\$0.00	\$0.00	\$126.09	-\$0.09
<a href="#">Program Expense</a>		\$7,500.00	\$1,189.71	\$1,913.34	\$1,879.87	\$2,312.74	\$7,295.66	\$204.34
<a href="#">Rent</a>		\$3,600.00	\$900.00	\$900.00	\$900.00	\$900.00	\$3,600.00	\$0.00
<b>TOTAL</b>		\$40,426.00	\$9,963.48	\$10,711.02	\$8,911.11	\$10,840.39	\$40,426.00	\$0.00

Advances Received 

\$40,426.00
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 Underspent/(Overspent) 

\$0.00
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Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:  
[Higher benefits cost due to increase in employee medical plan premiums.](#)

Upload of General Ledger and Summary Income/Expenditure Statement (required):

General Ledger: [General Ledger Activity 2017COB.pdf](#)  
 Summary Income/Expenditure Statement: [Summary Income Expenses Statement 2017.pdf](#)  
 Other:  
 Other:

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the appropriate government agencies. Furthermore, the employer's share or contributions for Social Security, Medicare, Unemployment and State Disability insurance, and any related government contribution required were remitted as well.

Prepared By: [Julie Yates](#) Email: [jay@borp.org](mailto:jay@borp.org) Date: [09/22/2017](#)  
 Authorized By: [Rick Smith](#) Email: [rick@borp.org](mailto:rick@borp.org)  
 Name of Authorized Signatory with Signature on File

<b>Approved By:</b> <a href="#">Rhianna Babka</a> <a href="#">09/22/2017</a> Project Manager Date	<b>Examined By:</b> _____ CSA Fiscal Unit Date	<b>Approved By:</b> _____ CSA Fiscal Unit Date
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Initially submitted: Aug 30, 2017 - 14:41:21