



Board of Directors Meeting Agenda

Thursday, March 26, 2026, 6:30 pm

- 1) Call to Order
- 2) Roll Call & Welcome
- 3) Approval of Consent Agenda Items
- CONSENT AGENDA -----**
- 4) Approval of Minutes
 - a. February 2026 SWCAP Board Minutes
 - b. Committee Minutes
 - i. Personnel Committee
 - ii. Planning & Review Committee
 - iii. Membership Committee
 - iv. Finance Committee
- 5) Action Items
 - a. Head Start Corrective Action Plan—Action Items
 - b. Reporting Health and Safety Incidents Policy—Action Items
 - c. (USDA) Child and Adult Care Food Program Report January 2026
- 6) Other Items
- END OF THE CONSENT AGENDA-----**
----- REGULAR AGENDA -----
- 7) Board Discussion & Training Items
 - a. Items moved from the Consent Agenda
 - b. Financial Reports for February 2026
 - c. Discussion Item: Boscobel Housing Authority
- 8) Program Reports & Executive Staff Reports
 - a. Senior Directors Report
 - b. Executive Directors Report
- 9) Next Board Meeting
 - a. April 23, 2026, 6:30PM
- 10) Adjournment

Mission:

“We work to mitigate the causes and conditions of poverty in Southwestern Wisconsin, building resilience and self-sufficiency by providing supportive services and collaborating with partners.”



Board of Directors Meeting Minutes

Thursday, February 26, 2026, 6:30 pm

1) Call to Order

The meeting of the Southwestern Wisconsin Community Action Program was called to order by the Board Chair, Carol Beals at 6:32pm.

2) Roll Call & Welcome

Shyanne Cushman, Assistant Executive Director, called the roll.

Present: Carol Beals, Martha Boyer, Michael Britt, Ben Gruber, Amy Hardy, Roger Lange, Robert Laeser, Susan Nelson, Donna Peterson, Mark Pinch and Paula Schoenberg; quorum present.

Excused: Kelly Logan, Mike Furgal and Adam Stucki

Absent: Clarissa Aide and Bob Frank

Others present: Brett White, Chris Frakes, Courtney Messer, Shyanne Cushman, Tawny Hardyman of Head Start, Michelle Friedrich of LIFT, and Ellyn Ell of Wegner CPAs.

3) Amended Agenda

- a. Add Affiliate Approval on Loan added to Agenda as action 8J.

4) Approval of Consent Agenda Items

- a. A motion was made to approve 5a, 5b, 6a, and 6b of the consent agenda. 6c and 6d were moved out of the consent agenda. A motion was made to approve the SWCAP Board of Directors Consent Agenda Items by Martha Boyer, second by Paula Schoenberg. All present voted in favor; the motion was carried.

----- CONSENT AGENDA -----

5) Approval of Minutes

- a. December 2025 SWCAP Board Minutes
- b. Committee Minutes
 - i. Personnel Committee
 - ii. Planning & Review Committee
 - iii. Membership Committee
 - iv. Finance Committee

6) Action Items

- a. (USDA) Child and Adult Care Food Program Report November 2025
- b. (USDA) Child and Adult Care Food Program Report December 2025
- c. Head Start Enrollment Reduction Request, Grant #05CH013431
- d. Resolution for the sale of Darlington Property

7) Other Items

-----END OF THE CONSENT AGENDA----- ----- REGULAR AGENDA -----

8) Board Discussion & Training Items

- a. **Items moved from the Consent Agenda**
 - i. Head Start Enrollment Reduction Request, Grant #05CH013431
 1. Tawney Hardyman would like to put this on hold until further information can be presented.
 - ii. **Resolution for the sale of Darlington Property**

Mission:

“We work to mitigate the causes and conditions of poverty in Southwestern Wisconsin, building resilience and self-sufficiency by providing supportive services and collaborating with partners.”

1. Chris Frakes presented the resolution to sell our Darlington Property.
2. A motion was made to approve the resolution by Paula Schoenberg, second by Roger Lange. All present voted in favor; the motion was carried.

b. Financial Reports for January 2026

- i. Ellyn Ell of Wegner CPA presented the November 2025 Financial Report along with listed transactions below, \$15,000 and over.

Transactions \$15,000 and over

- Quartz Benefits \$78,921.90 (P00.9999 February health insurance premiums)
 - Green County Title & Abstract \$51,250 (G25.1221 HOME loan)
 - Professional Title \$48,250 (G25.1221 HOME loan)
 - Wegner CPAs \$36,989.70 (A00.9999 monthly accounting)
 - First Nonprofit Unemployment \$36,778.93 (P00.9999 Accrued Unemployment)
 - Empower Retirement \$16,796.32, \$18,691.94, \$24,274.44 (M00.9999 accrued retirement)
 - WisDOT Transit Management \$21,035 (N00.3203 25% cost of LIFT replacement vehicle)
- ii. A motion was made to approve the Financial Reports for November 2025 and all items of transactions of \$15,000 and over, by Donna Peterson, second by Mike Britt. All present voted in favor; the motion was carried.

c. Actions Taken by the Executive Committee

- i. Ellyn Ell presented the decision of the Executive Committee on Tuesday, February 10, 2026 for the refinance of the loan at the Bank of New Glarus for 402 Johnson Street, Boscobel for 15 years with a new payment of \$1,607.

d. 2026 Budget

- i. Ellyn Ell presented the proposed budget for 2026.
- ii. A motion was made to approve the 2026 Budget by Michael Britt, second by Mark Pinch. All present voted in favor; the motion was carried.

e. Head Start - Extension to the 30-Day Deadline for the Deficiency

- i. Tawny Hardyman presented the request for an Extension to the 30-Day Deadline for Deficiency. The revised deadline will be approximately April 23, 2026. The board was presented with the deficiency report. The deficiency resulted from missing the seven-day deadline to report a health and safety concern. As part of the corrective action, we have planned training for staff on March 10. Disciplinary action was taken and employee was terminated.
- ii. A motion was made to approve the Extension to the 30-Day Deadline for Deficiency by Roger Lange, second by Paula Schoenberg. All present voted in favor; the motion was carried.

f. Updated Personnel Policies

- i. Courtney Messer presented the updated Personnel Policies effective on 1/1/2026. Policy changes include:
 1. 301.2 Employment Status
 2. 303.2 Regular Work Hours
 3. 501. Employee Benefits – Eligibility
 4. 502.2 Vacation Accrual

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5. 503.2 Sick Leave Accrual
 6. 503.3 Sick Leave Use
 7. 505. Floating Leave
 8. 507. Bereavement Leave
- ii. A motion was made to approve the updated Personnel Policies listed above effective on 1/1/2026, by Donna Peterson, second by Paula Schoenberg. All present voted in favor; the motion was carried.

g. Job Description

- i. Courtney Messer presented a job description for the full-time Patient Benefit Specialist position at Neighborhood Health Partners Clinic with the addition of Primary Care at the facility.
- ii. A motion was made to approve the Patient Benefit Specialist job description with no increase in pay raise by Paula Schoenberg, second by Martha Boyer. All present voted in favor; the motion was carried.

h. SWCAP Logo Redesign

Brett White and Courtney Messer presented the first draft of newly designed SWCAP logos.

i. Discussion Item: LIFT

Michelle Friedrich presented the SWCAP LIFT Rides Transportation Program to the Board. LIFT serves Grant, Green, Iowa, Lafayette, Richland, Crawford and Vernon counties. The LIFT team consists of 14 full and part-time drivers, 14 volunteer drivers, 3 Dispatchers, 2 Billing Specialists and a Program Assistant. LIFT operates 12 handicapped accessible vans and 2 ambulatory vehicles. The top priority of LIFT Rides is providing rides to medical appointments. They also provide rides to dentist, counseling, physical therapy, drug court, addiction service, work, grocery/Food Pantry, School, banking, funerals, travel, salon/barber, family events, or socializing. In 2025, LIFT served 3,018 clients. Staff drivers provided 11,618 trips for a total of 444,547 miles, and volunteer drivers provided 5,172 trips for a total of 297,751 miles.

j. Affiliate Loan Approval to Neighborhood Housing Services

- i. Courtney presented a \$35,000 non-interest loan to Neighborhood Housing Services to keep their program running through April 1, 2026.
- ii. A motion was made to approve the \$35,000 non-interest loan to Neighborhood Housing Services by Martha Boyer, second by Michael Britt. All present voted in favor; the motion was carried.

9) Program Reports & Executive Staff Reports

a. Senior Directors Report

Chris Frakes discussed the Primary Care and Reproductive Care at Neighborhood Health Partners. We are working with Head Start children and bringing more patients to the door. We are looking at ways to bring on more payment methods. Many of our patients are uninsured or low-income.

Courtney presented that Inlusa has notified LIFT that they are switching over to a nationwide company at MTM. The Inlusa contract will end March 1, 2026. MTM is not a good option for us to switch over with less income for our rides. This is very concerning for our riders. Riders can switch to a different MCO if they desire. As of right now, LIFT does not plan to partner with MTM. Also, SWCAP received our WETAP Award.

b. Executive Directors Report

Mission:

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Brett White talked about our sister agency NEWCAP in Green Bay and their financial shortfalls of \$2M per year for the last 2 years. Executive Directors from different CAP agencies joined forces last week to discuss options to help NewCAP survive.

10) Next Board Meeting

- a. March 26, 2026, 6:30PM

11) Adjournment

- a. A motion to adjourn the meeting was made by Roger Lange, second by Mark Pinch. All present voted in favor; the motion was carried, meeting adjourned at 8:25pm.

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Head Start Regional TTA Network



Corrective Action Plan (CAP)

Program Name: SWCAP		Grant #: 05HP000495		Assignment Start and End Dates: February 24, 2026			
				Compliance Date: March 26, 2026			
Program Specialist: Andrew Bivens		Grants Management Specialist Tiffany Sowels		Grantee Specialist Rita Elliott Greathouse		ECE Specialist Heather Hansen	
Compliance Date: March 26, 2026 HSPPS Citation: 1302.102(d)(1)(ii)—Program goals, continuous improvement, and reporting (d) Reporting. (1) A program must submit: (ii) Reports, as appropriate to the responsible HHS official immediately but no later than 7 calendar days following the incident, related to: (A) Any significant incident that affects the health and safety of a child that occurs in a setting where Head Start services are provided and that involves: (1) A staff member, contractor, or volunteer that participates in either a Head Start program or a classroom at least partially funded by Head Start, regardless of whether the child receives Head Start services; or (2) A child that receives services fully or partially funded by Head Start or a child that participates in a classroom at least partially funded by Head Start; or (B) Circumstances affecting the financial viability of the program; breaches of personally identifiable information, or program involvement in legal proceedings; any matter for which notification or a report to State, Tribal, or local authorities is required by applicable law.							
System	Action Steps	Person Responsible	Time Frame	Resources/Budget	Monitoring Data Sources/Evidence	Progress Notes	Completion Date
Recordkeeping & Reporting	Update/Revise Reporting Health and Safety Incidents policy/procedure. Develop Reporting Incident Form and Flowchart for reference.	Tawny Hardyman	Feb – March 2026	HSPPS Information Memorandum, SWCAP Reporting Policy ACF-HS-IM-24-06	Classroom observations		March 2026
Human Resources	Include Human Resources as a source for staff to report health and safety incidents; noted on updated policy/procedure.	Courtney Messer, Alyssa Tuescher, Tawny Hardyman	March 2026	Time	Reporting Health and Safety Incidents Policy/Procedure		March 2026
Program Planning Services and Design	Use of internal supports to provide additional resources for reporting health and safety	Tawny Hardyman	Feb – March 2026	Time Incident Report Form	Incident Report Forms		March 2026



Head Start Regional TTA Network



	incidents. SWCAP Senior Director SWCAP Human Resources						
Leadership and Governance	Discuss monitoring report with Policy Council and Governing Board	Tawny Hardyman	Feb – March 2026	Time	Agenda Minutes	Tawny Hardyman presented monitoring report to Policy Council and SWCAP board	Feb 26, 2026 Mar 17, 2026
	Board Chairperson, Policy Council and Head Start Program Director developed plan and documents to request an extension to the 30 Day Deadline	Carol Beals Tawny Hardyman	Feb- March 2026	Time, HSES, Program Specialist	Request for Extension, Board Letter	Tawny Hardyman uploaded request for extension into HSES	March 4, 2026
	Share Corrective Action Plan with Board and Policy Council for approval	Tawny Hardyman	March 2026	Corrective Action Plan Template	Board and Policy Council Agendas, Minutes	Tawny Hardyman presented Corrective Action Plan to PC and Board	March 17, 2026 March 26, 2026
Training & Professional Development	Staff training on revised Reporting Health and Safety Incidents Policy/Procedur and corresponding forms.	Tawny Hardyman	March 2026	Time Mileage Reporting Health and Safety Incidents Policy/Procedure	Reports to HR and/or Head Start management Agenda Sign in Sheets Minutes	Staff absent for March 10, 2026 training will be trained on March 19, 2026	March 10, 2026 March 19, 2026
	Update new hire orientation and onboarding checklists to include the revised Reporting Health and Safety Incidents Policy	Rita Bauer Jodi Shemak Tawny Hardyman	March 2026	Time New Hire Orientation checklists	Completed New Hire Orientation forms		March 2026
	Train Human Resource and Senior Director staff on Reporting Health and Safety Incidents Policy/Procedure	Tawny Hardyman	March 2026	Reporting Health and Safety Incidents Policy	Agenda Sign in Sheets Minutes		March 2026



Head Start Regional TTA Network



	OHS TTA Grantee Specialist Support: Review Corrective Action Plan	Tawny Hardyman Rita Elliott Greathouse	March 2026	Time TTA Time Corrective Action Plan	TTA Review Feedback and/or Site Visit Report		March 2026
Ongoing Monitoring and Continuous Improvement	Conduct Classroom Observations to ensure any health and safety incidents are reported per the procedure.	Center Coordinator, Manager	March 2026	Site Visit Report Forms	Completed Site Visit Report Forms		March 2026
	Analyze classroom observation data and staff feedback to determine if course corrections are needed.	Tawny Hardyman Manager Senior Director Human Resources	March 2026	Site Visit Report Forms Report Incident Forms Staff Feedback	Completed Site Visit Report form and Incident Report Forms, Staff Feedback, if any		March 2026

Reporting Health and Safety Incidents

Date Issued:		Revision Date:	
Corresponding Forms:	See Documents		

Governing Regulation

- 45 CFR §1302.102(d) – Monitoring and Reporting Program Information
- ACF-OHS-IM-24-06

Purpose: Establish procedures for **identifying, documenting, and reporting child health and safety incidents** in accordance with federal Head Start Program Performance Standards and Office of Head Start guidance.

This policy ensures the program:

- Protects the **health, safety, and well-being of children**
- Meets federal reporting requirements
- Maintains **timely and accurate communication with the Office of Head Start (OHS)**
- Ensures transparency and accountability in incident management.

Programs must report **significant incidents affecting the health or safety of a child immediately but no later than seven (7) calendar days after the program becomes aware of the incident.**

Scope: Staff, consultants, contractors, and volunteers, and includes the following settings--

- All Head Start and Early Head Start classrooms
- Home-based program settings
- Program-approved transportation
- Field trips or program excursions
- Outdoor play areas and program facilities
- Parking lots and surrounding areas used for Head Start services
- Childcare partners

Documents:

Definitions:

Significant Incident: An event that affects or could affect the health, safety, or well-being of a child participating in a Head Start setting, including physical abuse, sexual abuse, emotional abuse, neglect or corporal punishment.

Day Zero: The first day any program staff member becomes aware of an incident or allegation.

Responsible HHS Official: The Office of Head Start Regional Office or Program Specialist responsible for oversight of the grant.

Reportable Incident: An incident that:

1. Occurs in a setting where Head Start services are provided, and
2. Involves a Head Start child, classroom, or staff member.

Procedure: SWCAP Head Start must report significant incidents that affect or have the potential to affect the health or safety of a child, including but not limited to:

Suspected child abuse and neglect incidents involving staff, contractors, consultants, or volunteers suspected of:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Corporal punishment

These incidents must be reported to:

- Child Protective Services (CPS) according to state law
- The Office of Head Start

Serious Child Injuries requiring immediate professional medical attention, including:

- Broken bones
- Head trauma
- Severe sprains
- Deep cuts or lacerations
- Animal bites
- Hospitalization

Lack of Supervision Resulting in Endangerment

Examples include:

- Child left alone in classroom, playground, or bus
- Child leaving facility unsupervised
- Unsupervised or unrestricted exposure to vehicular traffic, extreme temperatures, risk of drowning, or risk of leaving the facility alone
- Leaving children in situations where they have access to dangerous chemicals, toxins, choking hazards, or life-threatening substances
- Leaving a child unsupervised with access to unknown or unauthorized adults
- Knowingly failing to protect a child from maltreatment perpetrated by another caregiver in the program

Programs must assess whether the lack of supervision created risk or harm to the child.

Unauthorized Release of a Child to an individual:

- Without parent/guardian authorization
- Without verifying identification

Facility or Equipment Hazards

Serious injury caused by:

- Poor maintenance
- Unsafe playground equipment
- Transportation failures
- Unsafe facilities

Reporting Timeframe

All reportable incidents must be reported:

Immediately, but no later than seven (7) calendar days from Day Zero.

The program **must not delay reporting** while waiting for:

- CPS investigations
- Police investigations
- Licensing reviews
- Internal investigations

Updates must be submitted as new information becomes available.

Internal Reporting Procedure

Step 1 – Immediate Response

Staff must:

1. Ensure the child receives immediate medical attention if needed
2. Ensure child safety and supervision
3. Notify the Center Coordinator, Manager, Head Start Program Director or SWCAP Human Resources immediately

Step 2 – Initial Documentation

Staff must complete an **Incident Report Form** before the end of the workday including:

- Date and time of incident
- Location
- Individuals involved
- Description of incident
- Immediate action taken

- Medical care provided
- Witness statements (if applicable)

Step 3 – Notification of Program Leadership

The Center Coordinator must notify:

- Program Director
- Child Health and Wellness Manager
- Human Resources (if staff involved)
- State of Wisconsin Childcare Licensing
- Child Protective Services if required

Notification must occur **within 24 hours** of the incident.

Step 4 – Parent/Guardian Notification

Parents/guardians must be informed:

- **Immediately for serious incidents**
- As soon as possible but no later than the same day

Documentation must include:

- Time of notification
- Method (phone, in person, etc.)
- Staff person notifying family

Step 5 – Federal Reporting

The Program Director or designee will:

1. Prepare an incident report for the Office of Head Start
2. Submit through the Head Start Enterprise System (HSES) or designated reporting system
3. Ensure submission within seven calendar days

Information Required in Incident Reports

Reports to OHS must include:

- Date and time of incident
- Location
- Description of what occurred
- Individuals involved
- Immediate actions taken
- Medical treatment provided
- Notifications made (parents, CPS, licensing)
- Corrective actions implemented

- Status of any ongoing investigation

Programs must **avoid including confidential or protected health information beyond what is required.**

Investigation and Corrective Action

Following an incident, the program will:

1. Conduct an internal review
2. Determine root causes
3. Identify any policy violations
4. Implement corrective actions

Corrective actions may include:

- Staff retraining
 - Revision of procedures
 - Increased supervision protocols
 - Facility repairs
 - Disciplinary action
-

Documentation and Recordkeeping

All incident documentation must be:

- Maintained in program records
- Stored securely to protect confidentiality
- Retained according to Head Start record retention requirements

Records include:

- Incident reports
 - witness statements
 - investigation findings
 - corrective action plans
 - communication with OHS
-

Staff Training

All staff must receive **annual training on:**

- Child safety standards
- Mandated reporting laws
- Active supervision
- Incident reporting procedures
- Documentation requirements

Training will occur:

- At onboarding

- Annually
 - After policy updates
-

Monitoring and Compliance

Program leadership will ensure compliance through:

- Ongoing monitoring
- Incident trend analysis
- Classroom observations
- Staff coaching
- Annual policy review

Failure to follow reporting procedures may result in:

- disciplinary action
 - retraining
 - corrective performance measures.
-

Policy Review and Approval

This policy will be reviewed and approved by Policy Council, Governing Board, and Program Director. Review occurs annually or when federal guidance changes.



WISCONSIN DEPARTMENT OF Public Instruction

Total Meals: 2,440
 Head Start Meals: 1,797
 Infant-Toddler Meals: 643
 Total Reimbursement: \$7,287.25
 Head Start Reimbursement: \$5,392.57
 Infant-Toddler Reimbursement: \$1,894.68

- Home-Day Care Program
- School Nutrition Program
- Community Nutrition Program
- Summer Food Program
- Special Milk Program
- Review
- Other Services
- Logout

- Community Nutrition Program >
- Claim Reimbursement >
- Child and Adult Care Food Program >
- View-Print Claim

**Child and Adult Care Food Program (CACFP)
 [Participation Reimbursement Information]**

256801 - Southwest Wisconsin CAP INC

General Information		Payment	Amount
Program	Child Care Food Program (CCI)	+ Meal Reimbursement	7,013.06
Claim Date:	01/01/2026	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	7,013.06
Free Category:	148	+ Cash in Lieu (CIL)	274.19
Total Number of Enrolled Children:	148	- CIL Overpayment Rec.	0.00
Number of Days of Service:	18	= CIL Reimb. bal. due.	274.19
		Total	7,287.25
		Voucher No.	2026001154
		Date Submitted:	02/17/2026
		Date Processed:	
		Date Paid:	

Total Reimbursable Meals Summary Based on Site(s) Participation Information

Total Breakfasts	Total AM Snack	Total Lunches	Total PM Snack	Total Suppers	Total Additional Snack	Total Lunches 2nd	Total Supper 2nd	Total Meals
780	0	899	761	0	0	0	0	2,440

Site Participation Information

Site No.	Non-Needy	Reduced Price	Free	Total Enrollment	Days Operating	ADA	Breakfasts	AM Snack	Lunches	Lunches 2nd	PM Snack	Suppers	Supper 2nd	Additional Snack
1854	0	0	13	13	4	10	38	0	38	0	0	0	0	0
6319	0	0	26	26	18	17	173	0	211	0	178	0	0	0
7521	0	0	28	28	17	16	224	0	226	0	184	0	0	0
8509	0	0	40	40	16	17	106	0	134	0	125	0	0	0
8516	0	0	15	15	15	10	122	0	139	0	128	0	0	0
801607	0	0	8	8	3	3	4	0	7	0	7	0	0	0
801620	0	0	18	18	15	10	113	0	144	0	139	0	0	0

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes.

Preparer Name and Telephone No.: Crystal Peterson 608-935-3379



SOUTHWESTERN WISCONSIN COMMUNITY ACTION PROGRAM, INC.

Financial Statements

February 28, 2026 and 2025

CONTENTS

Interim Financial Statements

Statements of Financial Position

Statements of Activities

Statements of Functional Expenses

Financial Overview

SWCAP, Inc.
Statements of Financial Position
As of February 28, 2026 and 2024

	02/28/2026	02/28/2025
Assets		
Current Assets		
Cash and Cash Equivalents	\$ 3,747,231	\$ 3,859,722
Accounts Receivable, Net	67,568	45,230
Grants Receivable	1,266,169	1,154,934
Pledges Receivable	-	5,220
Other Receivables	-	306
Lease Receivable - ST	1,515,549	1,515,550
Employee Advances / Loans	448	7,855
Prepaid Expenses	150,923	159,686
Inventory	366,656	151,881
Intercompany Receivable	67,664	(17,799)
Total Current Assets	7,182,208	6,882,585
Long-term Assets		
Right of Use Asset	85,927	85,927
Property & Equipment, Net of Accumulated Depreciation	4,766,955	5,227,196
Total Long-term Assets	4,852,882	5,313,123
Intangible Assets, Net	16,216	44,017
Loans Receivable	7,072,180	6,267,934
Total Assets	\$ 19,123,486	\$ 18,507,659
Liabilities and Net Assets		
Liabilities		
Short-term Liabilities		
Accounts Payable	\$ 188,488	\$ 239,233
Accrued Liabilities	325,457	293,667
Short-term Lease Liability	39,903	39,903
Grant Advances	357,060	310,356
Other Short-term Liabilities	710,731	455,641
Total Short-term Liabilities	1,621,639	1,338,800
Long Term Liabilities		
Long-term Lease Liability	45,615	45,615
Loans Payable - Long Term		
Notes Payable	2,230,840	2,671,367
Revolving Loans Payable	4,671,744	3,912,160
Total Loans Payable - Long Term	6,902,584	6,583,527
Total Long Term Liabilities	6,948,199	6,629,142
Total Liabilities	8,569,838	7,967,942
Net Assets	10,553,648	10,539,717
Total Liabilities and Net Assets	\$ 19,123,486	\$ 18,507,659

These financial statements are presented for management use only. They have not been audited, reviewed, or compiled, and no assurance is provided on them.

SWCAP, Inc.
Statement of Activities - Two Year Comparative
For the Years to Date Ended February 28, 2026 and 2024

	Year to Date 02/28/2026			Annual	Prior Year To Date 02/28/2025
	Actual	Budget	Under/(Over) Budget	2025 Budget	Actual
Revenues					
Contributions	\$ 51,507	\$ 8,480	(43,027)	\$ 50,878	\$ 42,763
Grant Revenues	1,608,083	1,859,380	251,297	11,156,282	1,727,365
Program Fee for Service Revenue	142,812	184,971	42,159	1,109,827	182,296
Contract Revenue	4,012	24,205	20,194	145,232	1,128
Net Investment Income	10,544	4,235	(6,309)	25,409	4,094
Other Revenue					
Rental Income	38,261	38,827	565	232,958	47,992
Other Revenue	53,850	114,206	60,356	685,236	54,472
Program Transfer	-	2,548	2,549	15,291	-
In Kind Contributions	-	-	-	-	86,170
Match-In Kind	5,836	-	(5,836)	-	5,316
Total Other Revenue	<u>97,947</u>	<u>155,581</u>	<u>57,634</u>	<u>933,485</u>	<u>193,950</u>
Total Revenues	1,914,905	2,236,852	321,948	13,421,113	2,151,596
Operating Expenses					
Personnel					
Salary and Wages	730,776	827,037	96,261	4,962,220	850,430
PR Taxes	79,387	66,120	(13,267)	396,720	68,336
PR Benefits	156,942	192,905	35,963	1,157,423	220,775
Total Personnel	<u>967,105</u>	<u>1,086,062</u>	<u>118,957</u>	<u>6,516,363</u>	<u>1,139,541</u>
Program Expenses	524,335	430,052	(94,283)	2,580,315	403,509
Occupancy	53,305	63,421	10,117	380,524	48,358
Professional Fees	121,732	221,062	99,329	1,326,371	163,235
Grants Awarded Expense	20,861	20,868	7	20,868	-
Other Operating Expenses	273,031	325,309	52,278	1,951,851	305,739
Other Expenses	1,027	166,911	165,884	1,001,465	90,075
Total Operating Expenses	<u>1,961,396</u>	<u>2,313,685</u>	<u>352,289</u>	<u>13,777,757</u>	<u>2,150,457</u>
Total Changes in Net Assets	\$ (46,491)	\$ (76,833)	(30,342)	\$ (356,644)	\$ 1,139
+ Net Assets - Beginning	10,600,139	-	(10,600,139)	-	10,538,578
Net Assets - Ending	<u>\$ 10,553,648</u>			<u>\$ 10,539,717</u>	

These financial statements were prepared by Wegner CPAs LLP. The statements were not subject to an audit, review, or compilation engagement, and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

SWCAP, Inc.
Statement of Functional Expenses
For the Year to Date Ended February 28, 2026

	Family Development 02/28/2026	Health & Wellness 02/28/2026	Household Stability 02/28/2026	Energy Services 02/28/2026	Transportation 02/28/2026	Buildings 02/28/2026	Affiliates 02/28/2026	Total Program Programs	Management & General 02/28/2026	Total
Expenses										
Salary and Wages	\$ 266,010	\$ 115,873	\$ 28,617	\$ 97,304	\$ 98,149	-	21,309	627,263	\$ 6,915	634,178
PR Benefits	55,149	25,124	12,443	22,540	20,938	-	2,509	138,702	2,848	141,549
PR Taxes	29,483	12,579	2,650	9,919	12,115	-	2,686	69,432	630	70,063
Program Expenses	3,989	10,735	210,053	298,408	1,069	-	-	524,254	-	524,254
Occupancy	25,448	11,987	1,687	2,038	803	4,620	3,284	49,867	499	50,366
Professional Fees	41,701	1,730	-	-	-	350	2,022	45,804	250	46,054
Grants Awarded Expense	-	-	20,861	-	-	-	-	20,861	-	20,861
Advertising and Promotion	-	433	-	-	-	-	5,261	5,694	-	5,694
Business Licenses and Permits	755	-	-	-	-	-	-	755	-	755
Conferences, Conventions, and Meetings	12,845	-	350	5,496	350	-	-	19,040	2,882	21,922
Depreciation	14,779	11,746	795	3,769	15,442	5,675	-	52,205	6,089	58,294
Dues and Subscriptions	2,672	3,071	1,123	178	3,513	-	364	10,922	1,551	12,473
Finance Charges	-	729	-	-	-	-	-	729	-	729
Insurance	11,103	4,078	210	4,228	5,725	40	-	25,384	210	25,594
Interest Expenses	2,062	1,582	-	-	245	12,567	-	16,457	-	16,456
Office Supplies	897	907	23	599	-	-	617	3,042	247	3,290
Postage and Delivery	94	317	15	415	5	-	-	846	187	1,033
Repairs and Maintenance	9,040	6,006	1,569	1,256	6,181	3,255	-	27,308	556	27,863
Taxes	-	-	-	-	-	2,495	-	2,494	-	2,495
Telecommunication	14,001	6,699	1,264	3,873	4,372	-	792	31,002	2,898	33,900
Travel Expenses	8,386	3,030	2,364	3,706	19,786	-	140	37,411	2,356	39,767
Allocated Indirect Costs	-	-	-	-	-	-	-	-	222,803	222,803
Other Operating Expense	865	100	422	655	104	-	-	2,146	(1,143)	1,003
Total Expenses	\$ 499,279	\$ 216,726	\$ 284,446	\$ 454,384	\$ 188,797	\$ 29,002	\$ 38,984	1,711,618	\$ 249,778	1,961,396

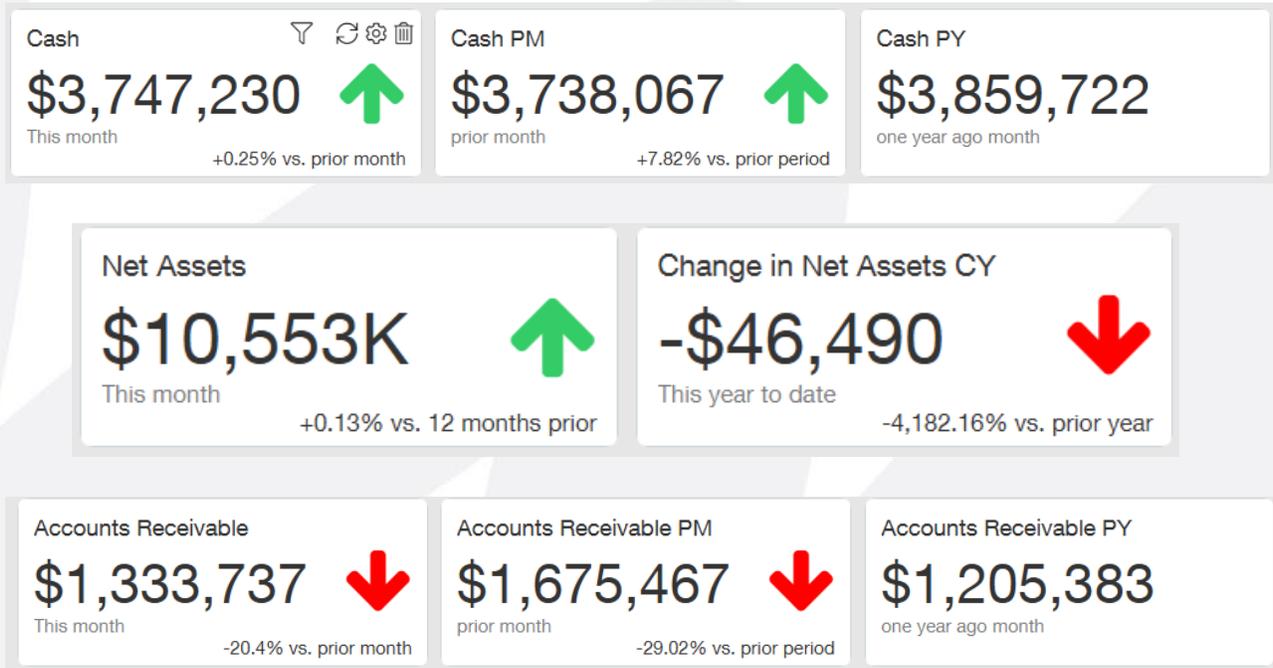
These financial statements are presented for management use only. They have not been audited, reviewed, or compiled, and no assurance is provided on them.

SOUTHWESTERN WISCONSIN COMMUNITY ACTION PROGRAM

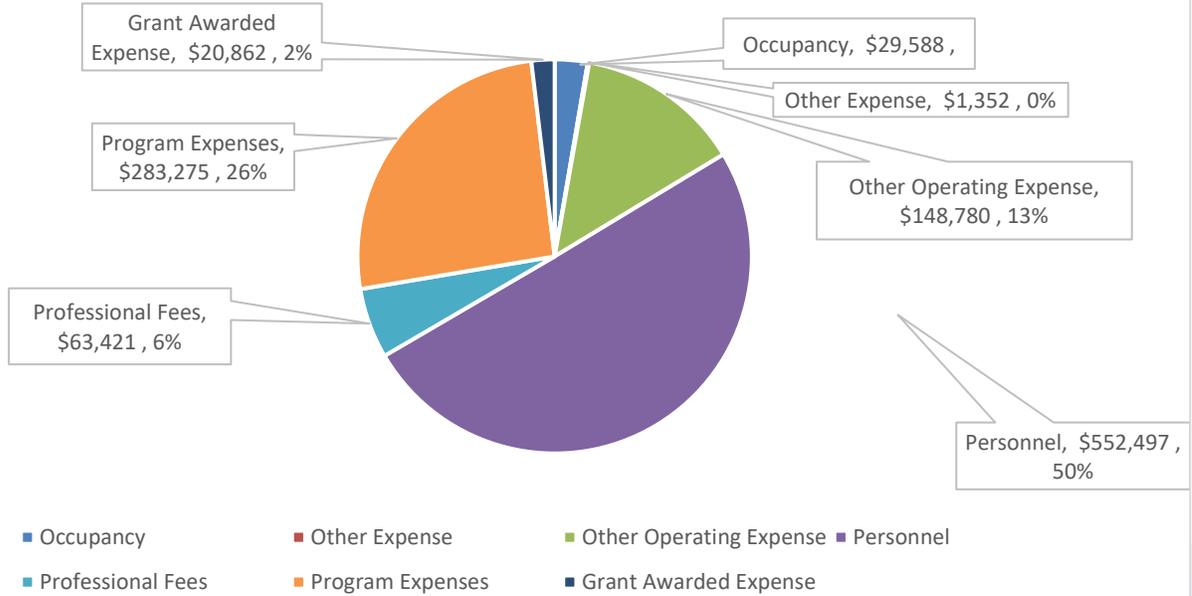
Financial Statement Brief Overview – February 2026

Below is a very high overview of the financials, along with visual graphics. The more granular details are provided to just the finance committee, but available to the board upon request.

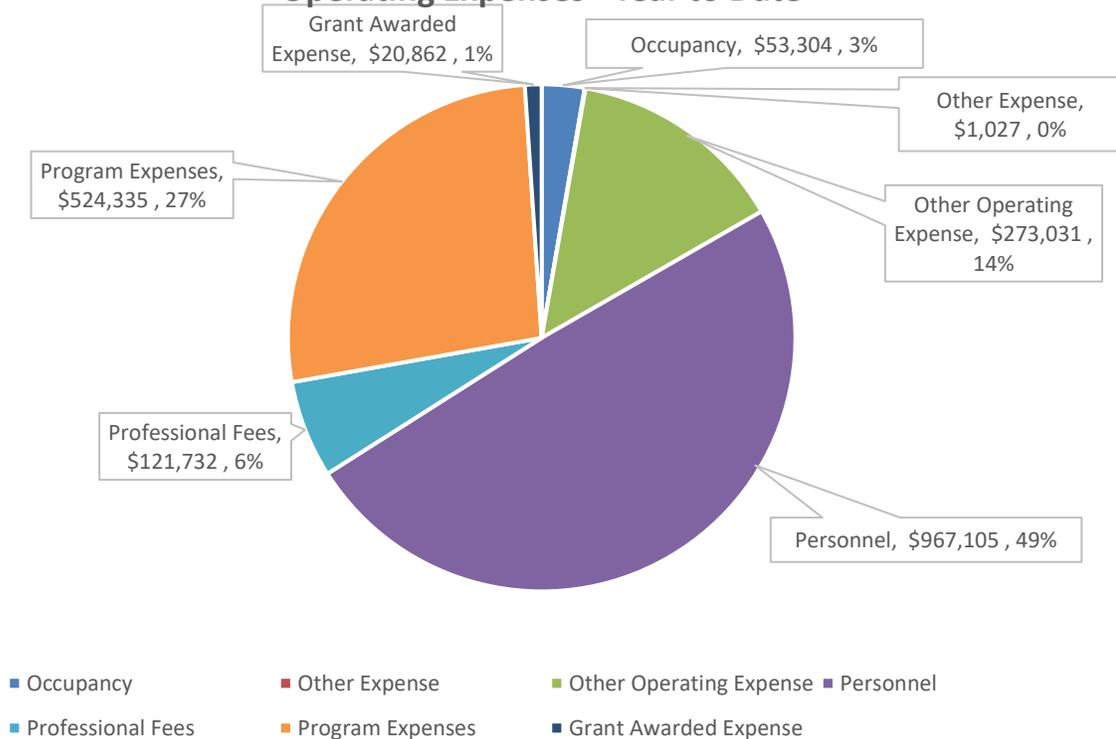
- GAAP deficit year-to date is approximately (\$46,000). Modified cash basis deficit (excludes depreciation, amortization, accrued vacation expense, and vehicle purchases) is (\$37,000).
 - N00.1333 generated a surplus of approximately \$120,000. This is the largest source of unrestricted surplus for the organization. \$62,000 of revenue came from Inclusa and \$69,000 from My Choice. If this continues throughout the year, that will be \$786,000 of unrestricted revenue for the organization.



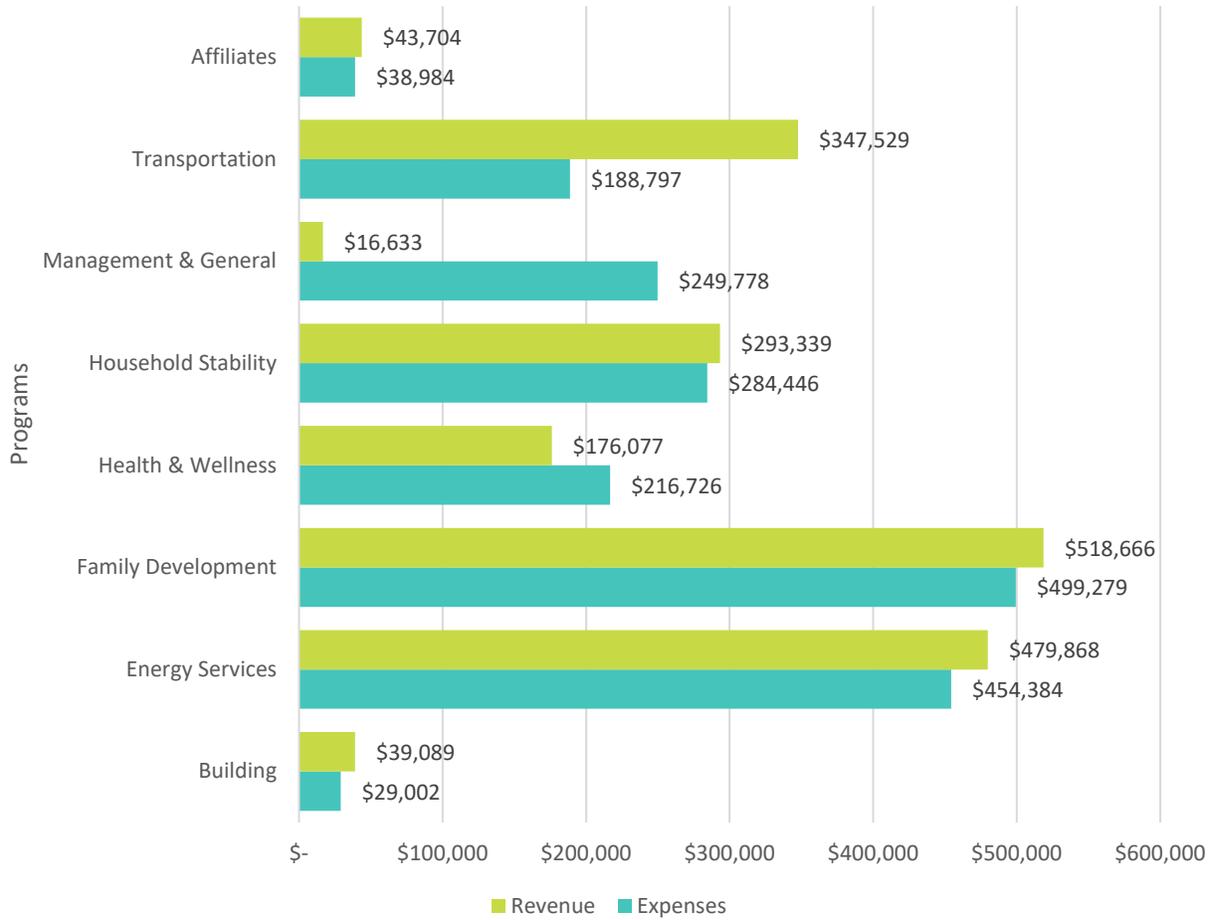
Operating Expenses - Month



Operating Expenses - Year to Date



Revenues vs Expenditures by Program - Year to Date



Expenditures by Program - YTD

