

CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 06/03/21

Report Month: Apr 2021

GENERAL

Have the Bank Statements been reconciled for the month?

YES

NO

*Unexpected early family leave of Emily-
to complete by 6/11/21

Have the payroll tax deposits been made according to Paychex?

YES

NO

Does the trial Balance, balance?

YES

NO

What is the Balance on the line of Credit?

\$0 (\$30k available)

RECEIVABLES

Is vouchering for all grants current?

YES

NO

Are billings current?

YES

NO

Are any accounts over 90 days due?

YES

NO

If yes, what ones?

N/A

PAYABLES

Are the accounts Payable current?

YES

NO

Are there any over 90 day past due?

YES

NO

If yes, why?

N/A

Financial Reports

Has the Treasurer Audited the Financial Reports at least Quarterly?

YES

NO

04/2021

RECURRING REPORTS

CACFP (monthly)

YES

NO

CSBG (Quarterly) Attestation and Financial Reports

YES

NO

Head Start SF-425 (Quarterly Cash, Semi Annual and Annual Financial Report)

YES

NO

FEDERAL AND STATE TAX RETURNS

DUE DATE

DATE COMPLETED/FILED

W2 ISSUED

1/31/2021

1/15/2021

W2 FILED

1/31/2021

1/15/2021

1099 ISSUE

2/28/2021

1/31/2021

1096 FILED

2/28/2021

1/31/2021

FORM 990

2/15/2021

11/24/2020

FORM 5500

1/15/2021

11/18/2020

Bank Statements reviewed by Executive Director

YES

NO

*see question 1

Copies of Credit Card Statements submitted with financials

YES

NO

Is information in Grants Gateway current?

YES

NO

Date of the last Vendor Responsibility Questionnaire?

-

-

Are there any pending lawsuits? *

YES

NO

Dorothy Jones

Accounting Manager

06/03/21

SIGNATURE

Title

Date

Economic Opportunity Council, Inc.
Statement of Financial Position
As of Date: 4/30/2021
Rounding: Dollars

	Current Year	Prior Year
Assets		
Cash and Equivalents	623,154	459,607
Receivables	20,912	91,552
Prepaid Expenses	4,934	3,977
Investments	0	0
Other Assets	46,507	24,428
Property and Equipment, at cost	3,635,770	3,676,008
Accumulated Depreciation	(2,449,837)	(2,345,841)
Prepaid Vehicle/General Liability Insurance	14,486	10,300
2019 Certificate of Deposit GFNB	127,711	0
Assets	2,023,638	1,920,030
Liabilities & Net Assets		
Liabilities		
Accounts Payable	18,377	(32,682)
Accrued Expenses	71,878	49,225
Accrued Payroll Liabilities	100,500	115,316
Deferred Revenue	179,654	0
Long Term Debt	109,185	189,987
Defined Benefit Pension Plan Obligation	1,381,614	1,967,556
Liabilities	1,861,208	2,289,402
Net Assets		
Unrestricted net Assets	162,430	(369,372)
Net Assets	162,430	(369,372)
Liabilities & Net Assets	2,023,638	1,920,030

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 4/1/2021 - 4/30/2021
 Budget Period: 4/1/2021 - 3/31/2022

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Public Grants	205,384.89	454,358.91	(248,974.02)	205,384.89	454,358.91	(248,974.02)	5,452,307.00	5,246,922.11
Private Grants	0.00	4,152.58	(4,152.58)	0.00	4,152.58	(4,152.58)	49,831.00	49,831.00
Contract Income	670.00	37,235.67	(36,565.67)	670.00	37,235.67	(36,565.67)	446,828.00	446,158.00
Washington County Funding	60,444.00	17,535.67	42,908.33	60,444.00	17,535.67	42,908.33	210,428.00	149,984.00
Fee For Service	400.00	1,541.67	(1,141.67)	400.00	1,541.67	(1,141.67)	18,500.00	18,100.00
Individual Donations	20.00	1,666.70	(1,646.70)	20.00	1,666.70	(1,646.70)	20,000.00	19,980.00
In-Kind Donations	0.00	98,801.20	(98,801.20)	0.00	98,801.20	(98,801.20)	1,185,614.00	1,185,614.00
Other Program Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unrealized Gain (Loss) on In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Prior Period	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	266,918.89	615,292.40	(348,373.51)	266,918.89	615,292.40	(348,373.51)	7,383,508.00	7,116,589.11
Expenses								
Personnel	162,051.38	289,484.18	127,432.80	162,051.38	289,484.18	127,432.80	3,473,810.00	3,311,758.62
Fringe Benefits & P/R Taxes	53,742.14	93,889.91	40,147.77	53,742.14	93,889.91	40,147.77	1,126,678.93	1,072,936.79
Professional Services	8,405.58	21,906.08	13,500.50	8,405.58	21,906.08	13,500.50	262,873.00	254,467.42
Supplies & Equipment	4,433.89	32,812.47	28,378.58	4,433.89	32,812.47	28,378.58	393,749.63	389,315.74
Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Client Beneficiary Cost	6,755.33	22,141.50	15,386.17	6,755.33	22,141.50	15,386.17	265,698.00	258,942.67
Insurance Expense	273.00	5,357.84	5,084.84	273.00	5,357.84	5,084.84	64,293.95	64,020.95
Training & Travel	12,429.73	7,552.51	(4,877.22)	12,429.73	7,552.51	(4,877.22)	90,630.00	78,200.27
Transportation	494.68	12,396.93	11,902.25	494.68	12,396.93	11,902.25	148,763.15	148,268.47
Occupancy	8,342.54	28,791.47	20,448.93	8,342.54	28,791.47	20,448.93	345,497.34	337,154.80
Other Expense	4,392.37	608.33	(3,784.04)	4,392.37	608.33	(3,784.04)	7,300.00	2,907.63
In-Kind Expenses	0.00	98,801.16	98,801.16	0.00	98,801.16	98,801.16	1,185,614.00	1,185,614.00
Change in Funded Status of I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	261,320.64	613,742.38	352,421.74	261,320.64	613,742.38	352,421.74	7,364,908.00	7,103,587.36
Excess or (Deficiency) of Revenue Over Expenses	5,598.25	1,550.02	4,048.23	5,598.25	1,550.02	4,048.23	18,600.00	13,001.75

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 4/1/2021 - 4/30/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = AM

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Public Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract Income	46.00	0.00	46.00	46.00	0.00	46.00	0.00	(46.00)
Washington County Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee For Service	36.36	0.00	36.36	36.36	0.00	36.36	0.00	(36.36)
Individual Donations	0.00	1,666.70	(1,666.70)	0.00	1,666.70	(1,666.70)	20,000.00	20,000.00
In-Kind Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Program Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unrealized Gain (Loss) on Im	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Prior Period	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	82.36	1,666.70	(1,584.34)	82.36	1,666.70	(1,584.34)	20,000.00	19,917.64
Expenses								
Personnel	14,279.83	0.00	(14,279.83)	14,279.83	0.00	(14,279.83)	0.00	(14,279.83)
Fringe Benefits & P/R Taxes	5,564.06	0.00	(5,564.06)	5,564.06	0.00	(5,564.06)	0.00	(5,564.06)
Professional Services	548.87	0.00	(548.87)	548.87	0.00	(548.87)	0.00	(548.87)
Supplies & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Client Beneficiary Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Expense	273.00	0.00	(273.00)	273.00	0.00	(273.00)	0.00	(273.00)
Training & Travel	125.39	0.00	(125.39)	125.39	0.00	(125.39)	0.00	(125.39)
Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupancy	995.76	0.00	(995.76)	995.76	0.00	(995.76)	0.00	(995.76)
Other Expense	1,607.61	416.67	(1,190.94)	1,607.61	416.67	(1,190.94)	5,000.00	3,392.39
In-Kind Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	23,394.52	416.67	(22,977.85)	23,394.52	416.67	(22,977.85)	5,000.00	(18,394.52)
Excess or (Deficiency) of Revenue Over Expenses	(23,312.16)	1,250.03	(24,562.19)	(23,312.16)	1,250.03	(24,562.19)	15,000.00	38,312.16

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 4/1/2021 - 4/30/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = HSP (FD)

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Public Grants	205,384.89	406,871.25	(201,486.36)	205,384.89	406,871.25	(201,486.36)	4,882,455.00	4,677,070.11
Washington County Funding	10,320.00	3,998.33	6,321.67	10,320.00	3,998.33	6,321.67	47,980.00	37,660.00
In-Kind Donations	0.00	95,259.49	(95,259.49)	0.00	95,259.49	(95,259.49)	1,143,114.00	1,143,114.00
Revenue	215,704.89	506,129.07	(290,424.18)	215,704.89	506,129.07	(290,424.18)	6,073,549.00	5,857,844.11
Expenses								
Personnel	127,376.17	241,456.92	114,080.75	127,376.17	241,456.92	114,080.75	2,897,483.00	2,770,106.83
Fringe Benefits & P/R Taxes	42,126.29	80,608.16	38,481.87	42,126.29	80,608.16	38,481.87	967,297.93	925,171.64
Professional Services	1,239.28	13,929.00	12,689.72	1,239.28	13,929.00	12,689.72	167,148.00	165,908.72
Supplies & Equipment	0.00	27,108.30	27,108.30	0.00	27,108.30	27,108.30	325,299.63	325,299.63
Client Beneficiary Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Expense	0.00	3,974.42	3,974.42	0.00	3,974.42	3,974.42	47,692.95	47,692.95
Training & Travel	12,198.79	7,127.50	(5,071.29)	12,198.79	7,127.50	(5,071.29)	85,530.00	73,331.21
Transportation	191.56	9,488.59	9,297.03	191.56	9,488.59	9,297.03	113,863.15	113,671.59
Occupancy	2,233.41	27,176.70	24,943.29	2,233.41	27,176.70	24,943.29	326,120.34	323,886.93
Other Expense	2,382.00	0.00	(2,382.00)	2,382.00	0.00	(2,382.00)	0.00	(2,382.00)
In-Kind Expenses	0.00	95,259.49	95,259.49	0.00	95,259.49	95,259.49	1,143,114.00	1,143,114.00
Expenses	187,747.50	506,129.08	318,381.58	187,747.50	506,129.08	318,381.58	6,073,549.00	5,885,801.50
Excess or (Deficiency) of Revenue Over Expenses	27,957.39	(0.01)	27,957.40	27,957.39	(0.01)	27,957.40	0.00	(27,957.39)

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 4/1/2021 - 4/30/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = ES

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Public Grants	0.00	9,635.50	(9,635.50)	0.00	9,635.50	(9,635.50)	115,626.00	115,626.00
Contract Income	0.00	37,025.67	(37,025.67)	0.00	37,025.67	(37,025.67)	444,308.00	444,308.00
Washington County Funding	2,250.00	2,666.67	(416.67)	2,250.00	2,666.67	(416.67)	32,000.00	29,750.00
Individual Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Donations	0.00	1,875.04	(1,875.04)	0.00	1,875.04	(1,875.04)	22,500.00	22,500.00
Other Program Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	2,250.00	51,202.88	(48,952.88)	2,250.00	51,202.88	(48,952.88)	614,434.00	612,184.00
Expenses								
Personnel	10,164.77	20,334.17	10,169.40	10,164.77	20,334.17	10,169.40	244,010.00	233,845.23
Fringe Benefits & P/R Taxes	4,371.82	5,993.50	1,621.68	4,371.82	5,993.50	1,621.68	71,922.00	67,550.18
Professional Services	702.26	3,169.17	2,466.91	702.26	3,169.17	2,466.91	38,030.00	37,327.74
Supplies & Equipment	260.61	1,537.67	1,277.06	260.61	1,537.67	1,277.06	18,452.00	18,191.39
Client Beneficiary Cost	5,630.33	17,016.50	11,386.17	5,630.33	17,016.50	11,386.17	204,198.00	198,567.67
Insurance Expense	0.00	329.16	329.16	0.00	329.16	329.16	3,950.00	3,950.00
Training & Travel	64.08	195.84	131.76	64.08	195.84	131.76	2,350.00	2,285.92
Occupancy	359.23	649.59	290.36	359.23	649.59	290.36	7,795.00	7,435.77
Other Expense	0.00	114.16	114.16	0.00	114.16	114.16	1,370.00	1,370.00
In-Kind Expenses	0.00	1,875.00	1,875.00	0.00	1,875.00	1,875.00	22,500.00	22,500.00
Expenses	21,553.10	51,214.76	29,661.66	21,553.10	51,214.76	29,661.66	614,577.00	593,023.90
Excess or (Deficiency) of Revenue Over Expenses	(19,303.10)	(11.88)	(19,291.22)	(19,303.10)	(11.88)	(19,291.22)	(143.00)	19,160.10

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 4/1/2021 - 4/30/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = HFS

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Public Grants	0.00	37,852.16	(37,852.16)	0.00	37,852.16	(37,852.16)	454,226.00	454,226.00
Private Grants	0.00	4,152.58	(4,152.58)	0.00	4,152.58	(4,152.58)	49,831.00	49,831.00
Contract Income	414.00	0.00	414.00	414.00	0.00	414.00	0.00	(414.00)
Washington County Funding	47,874.00	10,870.67	37,003.33	47,874.00	10,870.67	37,003.33	130,448.00	82,574.00
Individual Donations	20.00	0.00	20.00	20.00	0.00	20.00	0.00	(20.00)
In-Kind Donations	0.00	1,666.67	(1,666.67)	0.00	1,666.67	(1,666.67)	20,000.00	20,000.00
Other Program Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	48,308.00	54,542.08	(6,234.08)	48,308.00	54,542.08	(6,234.08)	654,505.00	606,197.00
Expenses								
Personnel	10,161.74	27,326.59	17,164.85	10,161.74	27,326.59	17,164.85	327,919.00	317,757.26
Fringe Benefits & P/R Taxes	2,451.47	7,242.42	4,790.95	2,451.47	7,242.42	4,790.95	86,909.00	84,457.53
Professional Services	5,454.49	4,807.91	(646.58)	5,454.49	4,807.91	(646.58)	57,695.00	52,240.51
Supplies & Equipment	132.74	3,666.50	3,533.76	132.74	3,666.50	3,533.76	43,998.00	43,865.26
Client Beneficiary Cost	1,125.00	5,125.00	4,000.00	1,125.00	5,125.00	4,000.00	61,500.00	60,375.00
Insurance Expense	0.00	954.26	954.26	0.00	954.26	954.26	11,451.00	11,451.00
Training & Travel	41.47	229.17	187.70	41.47	229.17	187.70	2,750.00	2,708.53
Transportation	295.62	2,866.67	2,571.05	295.62	2,866.67	2,571.05	34,400.00	34,104.38
Occupancy	72.99	733.76	660.77	72.99	733.76	660.77	8,805.00	8,732.01
Other Expense	381.09	77.50	(303.59)	381.09	77.50	(303.59)	930.00	548.91
In-Kind Expenses	0.00	1,666.67	1,666.67	0.00	1,666.67	1,666.67	20,000.00	20,000.00
Expenses	20,116.61	54,696.45	34,579.84	20,116.61	54,696.45	34,579.84	656,357.00	636,240.39
Excess or (Deficiency) of Revenue Over Expenses	28,191.39	(154.37)	28,345.76	28,191.39	(154.37)	28,345.76	(1,852.00)	(30,043.39)

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 4/1/2021 - 4/30/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = ENER

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Contract Income	210.00	210.00	0.00	210.00	210.00	0.00	2,520.00	2,310.00
Washington County Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee For Service	363.64	1,541.67	(1,178.03)	363.64	1,541.67	(1,178.03)	18,500.00	18,136.36
Individual Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	573.64	1,751.67	(1,178.03)	573.64	1,751.67	(1,178.03)	21,020.00	20,446.36
Expenses								
Personnel	68.87	366.50	297.63	68.87	366.50	297.63	4,398.00	4,329.13
Fringe Benefits & P/R Taxes	9.58	45.83	36.25	9.58	45.83	36.25	550.00	540.42
Professional Services	0.68	0.00	(0.68)	0.68	0.00	(0.68)	0.00	(0.68)
Supplies & Equipment	0.00	500.00	500.00	0.00	500.00	500.00	6,000.00	6,000.00
Client Beneficiary Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Expense	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00	1,200.00
Training & Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation	7.50	41.67	34.17	7.50	41.67	34.17	500.00	492.50
Occupancy	0.00	231.42	231.42	0.00	231.42	231.42	2,777.00	2,777.00
Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	86.63	1,285.42	1,198.79	86.63	1,285.42	1,198.79	15,425.00	15,338.37
Excess or (Deficiency) of Revenue Over Expenses	487.01	466.25	20.76	487.01	466.25	20.76	5,595.00	5,107.99



Corporate Card Statement of Account

**Sign-up For Online
Statements**

www.americanexpress.com/gopaperless

Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
04/29/21

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Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
2,001.50	7,737.60	375.00	2,001.50	103.00	8,009.60

Please Pay By 05/14/21

For important information regarding your account refer to page 2.

Payment is due in full. Please pay by 05/14/21 to allow time for your payment to be received by us and credited to your account.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX5-81000	TRACI ROSS	0.00	-2,001.50
XXXX-XXXXX5-81034	MARY B CARO	75.00	0.00
XXXX-XXXXX5-82057	TRACI ROSS	75.00	0.00
XXXX-XXXXX5-81067	EMILY LANDRY	5,213.99	-100.27
XXXX-XXXXX5-81083	PATRICIA SALVAREZZA	1,999.78	-2.73
XXXX-XXXXX5-81091	NANCY WARNOCK	748.83	0.00
	Total	8,112.60	-2,104.50

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX5-81000	Reference Code	Amount \$
04/13/21 CORP ONLINE PAYMENT REC'D THANK YO04/13		-2,001.50
Total for TRACI ROSS	New Charges/Other Debits Payments/Other Credits	0.00 -2,001.50

↓ Please fold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

Payment Coupon

TRACI ROSS
WASHINGTON COUNTY EC
383 BROADWAY
FORT EDWARD NY 12828

Mail Payment to:

AMERICAN EXPRESS
P.O. BOX 1270
NEWARK NJ 07101-1270



Account Number 3787-507715-81000 Payable upon receipt in U.S. Dollars.

Please Pay By 05/14/21 Enter 15 digit account number on all payments.

Amount Due \$8,009.60

Checks or drafts must be drawn against banks located in the U.S.

See reverse side for instructions on how to update your address, phone number, or email.

0000378750771581000 000800960000773760 29HH

Payments: Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representations, by transmitting the amount of the check, routing number, account number, and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

In Case of Errors or Questions About Electronic Transfers: Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



Manage your Card account online at:
www.americanexpress.com/checkyourbill



For all further inquiries or to pay by phone, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-528-2122.

International Collect:
1-336-393-1111.

Hearing Impaired Services:
TTY: 1-800-221-9950.
FAX: 1-800-695-9090.

Large Print and Braille Statements:
1-800-528-2122.



Customer Service
P.O. Box 981531
El Paso, TX
79998-1531

Payments
P.O. BOX 1270
NEWARK NJ
07101-1270

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
04/29/21

Activity Continued

Card Number XXXX-XXXXX5-81034		Reference Code	Amount \$
03/30/21	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 05/21 THRU 04/22	03100000521	75.00
Total for MARY B CARO		New Charges/Other Debits	75.00
		Payments/Other Credits	0.00



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
04/29/21

Activity Continued

Card Number XXXX-XXXXX5-82057		Reference Code	Amount \$
03/30/21	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 05/21 THRU 04/22	03100000521	75.00
Total for TRACI ROSS		New Charges/Other Debits Payments/Other Credits	75.00 0.00



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
04/29/21

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Activity Continued

Card Number XXXX-XXXXX5-81067				Reference Code	Amount \$
03/30/21	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 05/21 THRU 04/22			03100000521	75.00
04/11/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 325371383 ADOBE.LY/ENUS 04/10/21	CA		32537138300	14.99
04/13/21	DOCUSIGN SEATTLE REF# 76726145 800-379-9973 04/12/21 BUSINESS SERVICES ROC NUMBER 76726145	WA		76726145000	-34.31 Credit
04/13/21	DOCUSIGN SEATTLE REF# 76726801 800-379-9973 04/12/21 BUSINESS SERVICES ROC NUMBER 76726801	WA		76726801000	-65.96 Credit
04/14/21	DOCUSIGN SEATTLE REF# 76969282 800-379-9973 04/13/21 BUSINESS SERVICES ROC NUMBER 76969282	WA		76969282000	5,124.00
Total for EMILY LANDRY				New Charges/Other Debits Payments/Other Credits	5,213.99 -100.27



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
04/29/21

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Activity Continued

Card Number XXXX-XXXXX5-81083				Reference Code	Amount \$
03/30/21	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 05/21 THRU 04/22			03100000521	75.00
03/31/21	NATIONAL CACFP SPONS ROUND ROCK REF# 14700030 512-850-8278 TUITION/FEES ROC NUMBER 14700030	TX 03/31/21		14700030000	299.00
04/13/21	PAYPAL *BBBUREAU 4029357733 REF# 10064510426 4029357733 CHILD CARE SERVICES ROC NUMBER 100645104269	MA 04/12/21		10064510426	200.00
04/21/21	PAYPAL *BBBUREAU 4029357733 REF# 10065109872 4029357733 CHILD CARE SERVICES ROC NUMBER 100651098724	MA 04/20/21		10065109872	300.00
04/21/21	USPS PO 3540100839 0 HUDSON FALLS REF# 11014100222 8002758777 POST SVCS GO ROC NUMBER 11014100222	NY 04/20/21		11014100222	7.65
04/22/21	KAPLAN EARLY LEARNIN LEWISVILLE REF# 7383981809D 3367123210	NC 04/22/21			500.00
04/22/21	KAPLAN EARLY LEARNIN LEWISVILLE REF# 7383980509L 3367123210	NC 04/22/21			299.95
04/22/21	WAL-MART SUPERCENTER QUEENSBURY REF# 11120009530 DISCOUNT STORE	NY 04/22/21		11120009530	62.58
04/24/21	HANNAFORD #8395 0000 HUDSON FALLS REF# 000055490 5187462040	NY 04/23/21		00005549000	200.00
04/26/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 327060812 ADOBE.LY/ENUS	CA 04/25/21		32706081200	13.90
04/26/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 327060653 ADOBE.LY/ENUS	CA 04/25/21		32706065300	13.90
04/26/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 327064712 ADOBE.LY/ENUS	CA 04/25/21		32706471200	13.90
04/28/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 327274146 ADOBE.LY/ENUS	CA 04/27/21		32727414600	13.90
04/29/21	ADOBE PRODUCTS Adobe SAN JOSE REF# 502855569 ADOBE.COM	CA 04/28/21		50285556900	-0.91 Credit
04/29/21	ADOBE PRODUCTS Adobe SAN JOSE REF# 502855567 ADOBE.COM	CA 04/28/21		50285556700	-0.91 Credit
04/29/21	ADOBE PRODUCTS Adobe SAN JOSE REF# 502855568 ADOBE.COM	CA 04/28/21		50285556800	-0.91 Credit
Total for PATRICIA SALVAREZZA				New Charges/Other Debits Payments/Other Credits	1,999.78 -2.73



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
04/29/21

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Activity Continued

Card Number XXXX-XXXXX5-81091				Reference Code	Amount \$
03/30/21	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 05/21 THRU 04/22			03100000521	75.00
04/06/21	USPS PO 3532450801 0 GLENS FALLS NY REF# 09512100306 8002758777 04/05/21 POST SVCS GO ROC NUMBER 09512100306			09512100306	10.60
04/06/21	NEW YORK STATE DMV N FORT EDWARD NY REF# 622681360 518-474-0904 04/06/21			62268136000	10.00
04/20/21	CORNELL COOP EXT-WAR WARRENSBURG NY REF# 73011001109 CHARITABLE ORG 04/19/21			73011001109	35.00
04/27/21	STAPLES 00254 QUEENSBURY NY 000120001 00254000120001 12804 04/26/21 TR AY22 DESKPAD 18X11 STAPLES 5X9 POLY MAILER 8PK SCOTCH DBL SD 3/4 X 300 2PK ROC NUMBER 000120001 TAX \$7.79			00012000100	23.77
04/28/21	THE COUNCIL FOR PROF WASHINGTON DC 68670008 AL3A6E26FA31 20009 04/27/21 CONTRIBUTIONS/DONATIONS ROC NUMBER 68670008			68670008000	425.00
04/28/21	WAL-MART SUPERCENTER QUEENSBURY NY REF# 11180050106 DISCOUNT STORE 04/28/21			11180050106	157.46
04/29/21	DOLLAR-GENERAL #9556 HUDSON FALLS NY REF# 00000001523 8006789258 04/28/21			00000001523	12.00
Total for NANCY WARNOCK				New Charges/Other Debits Payments/Other Credits	748.83 0.00