

CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 7/23/2021

Report Month: June 2021

GENERAL

Have the Bank Statements been reconciled for the month?

YES

NO

*according to policy, have 30 days

Have the payroll tax deposits been made according to Paychex?

YES

NO

from month-end to complete

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

4/2021

*Due to the medical leave of the Finance Director, next Q to be in 9/2021

RECURRING REPORTS

CACFP (monthly)

YES

NO

CSBG (Quarterly) Attestation and Financial Reports

YES

NO

Due 7/10/2021-completed

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

YES

NO

Due 7/30/2021-to be completed

FEDERAL AND STATE TAX RETURNS

W2 ISSUED

DUE DATE

1/31/2021

DATE COMPLETED/FILED

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

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?

-

-

2/18/2021

Are there any pending lawsuits? *

YES

NO

Dorothy Jones

SIGNATURE

Title

Accounting Manager

7/23/2021

Date

Economic Opportunity Council, Inc.
Statement of Financial Position
As of Date: 6/30/2021
Rounding: Dollars

	Current Year	Prior Year
Assets		
Cash and Equivalents	550,966	429,576
Receivables	148,403	27,941
Prepaid Expenses	1,691	9,605
Investments	0	0
Other Assets	46,507	23,808
Property and Equipment, at cost	3,635,770	3,676,008
Accumulated Depreciation	(2,449,837)	(2,345,841)
Prepaid Vehicle/General Liability Insurance	(594)	303
2019 Certificate of Deposit GFNB	127,711	0
Total Assets	2,060,617	1,821,401
Liabilities & Net Assets		
Liabilities		
Accounts Payable	(27,275)	(76)
Accrued Expenses	71,572	42,049
Accrued Payroll Liabilities	100,500	115,316
Deferred Revenue	179,654	0
Long Term Debt	96,483	176,451
Defined Benefit Pension Plan Obligation	1,381,614	1,967,556
Total Liabilities	1,802,548	2,301,296
Net Assets		
Unrestricted net Assets	258,069	(479,895)
Total Net Assets	258,069	(479,895)
Total Liabilities & Net Assets	2,060,617	1,821,401

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 6/1/2021 - 6/30/2021
 Budget Period: 4/1/2021 - 3/31/2022

	Current Period Actual	Current Period Budget	Current Period Variance	*All Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Public Grants	583,514.20	454,358.91	129,155.29	1,236,299.09	1,363,076.73	(126,777.64)	5,452,307.00	4,216,007.91
Private Grants	0.00	4,152.58	(4,152.58)	0.00	12,457.74	(12,457.74)	49,831.00	49,831.00
Contract Income	1,670.00	37,235.67	(35,565.67)	68,777.18	111,707.01	(42,929.83)	446,828.00	378,050.82
Washington County Fund	8,930.63	17,535.67	(8,605.04)	73,993.63	52,607.01	21,386.62	210,428.00	136,434.37
Fee For Service	2,800.00	1,541.67	1,258.33	3,200.00	4,625.01	(1,425.01)	18,500.00	15,300.00
Individual Donations	268.99	1,666.70	(1,397.71)	817.85	5,000.10	(4,182.25)	20,000.00	19,182.15
In-Kind Donations	21,434.64	98,801.20	(77,366.56)	21,434.64	296,403.60	(274,968.96)	1,185,614.00	1,164,179.36
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) o	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Prior Perio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	618,618.46	615,292.40	3,326.06	1,404,522.39	1,845,877.20	(441,354.81)	7,383,508.00	5,978,985.61
Expenses								
Personnel	288,713.12	289,484.18	771.06	796,975.72	868,452.54	71,476.82	3,473,810.00	2,676,834.28
Fringe Benefits & P/R Ta	65,480.81	93,889.91	28,409.10	193,738.14	281,669.73	87,931.59	1,126,678.93	932,940.79
Professional Services	42,327.21	21,906.08	(20,421.13)	78,097.23	65,718.24	(12,378.99)	262,873.00	184,775.77
Supplies & Equipment	39,621.10	32,812.47	(6,808.63)	67,366.83	98,437.41	31,070.58	393,749.63	326,382.80
Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Client Beneficiary Cost	4,257.42	22,141.50	17,884.08	20,837.73	66,424.50	45,586.77	265,698.00	244,860.27
Insurance Expense	16,348.59	5,357.84	(10,990.75)	16,621.59	16,073.52	(548.07)	64,293.95	47,672.36
Training & Travel	1,127.02	7,552.51	6,425.49	22,184.29	22,657.53	473.24	90,630.00	68,445.71
Transportation	1,722.87	12,396.93	10,674.06	7,181.22	37,190.79	30,009.57	148,763.15	141,581.93
Occupancy	27,676.24	28,791.47	1,115.23	67,126.98	86,374.41	19,247.43	345,497.34	278,370.36
Other Expense	4,885.54	608.33	(4,277.21)	11,721.11	1,824.99	(9,896.12)	7,300.00	(4,421.11)
In-Kind Expenses	21,434.64	98,801.16	77,366.52	21,434.64	296,403.48	274,968.84	1,185,614.00	1,164,179.36
Change in Funded Statu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	513,594.56	613,742.38	100,147.82	1,303,285.48	1,841,227.14	537,941.66	7,364,908.00	6,061,622.52
Excess or (Deficiency) of Revenue Over Expenses	105,023.90	1,550.02	103,473.88	101,236.91	4,650.06	96,586.85	18,600.00	(82,636.91)

Budget Comparison Report

Current Period: 6/1/2021 - 6/30/2021

Budget Period: 4/1/2021 - 3/31/2022

Cc1 = AM *Admin.-all

	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	138.00	0.00	138.00	0.00	(138.00)
Washington County Fund	178.33	0.00	178.33	178.33	0.00	178.33	0.00	(178.33)
Fee For Service	276.36	0.00	276.36	312.72	0.00	312.72	0.00	(312.72)
Individual Donations	0.00	1,666.70	(1,666.70)	5.86	5,000.10	(4,994.24)	20,000.00	19,994.14
*in-Kind- in process 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) o	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Prior Perio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	500.69	1,666.70	(1,166.01)	634.91	5,000.10	(4,365.19)	20,000.00	19,365.09
Expenses								
Personnel	23,696.84	0.00	(23,696.84)	68,038.46	0.00	(68,038.46)	0.00	(68,038.46)
Fringe Benefits & P/R Ta	7,295.15	0.00	(7,295.15)	20,933.12	0.00	(20,933.12)	0.00	(20,933.12)
Professional Services	18,961.08	0.00	(18,961.08)	20,141.50	0.00	(20,141.50)	0.00	(20,141.50)
Supplies & Equipment	518.12	0.00	(518.12)	831.99	0.00	(831.99)	0.00	(831.99)
Client Beneficiary Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Expense	2,011.32	0.00	(2,011.32)	2,284.32	0.00	(2,284.32)	0.00	(2,284.32)
Training & Travel	0.00	0.00	0.00	445.39	0.00	(445.39)	0.00	(445.39)
Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupancy	668.28	0.00	(668.28)	2,391.10	0.00	(2,391.10)	0.00	(2,391.10)
Other Expense	196.69	416.67	219.98	2,118.55	1,250.01	(868.54)	5,000.00	2,881.45
In-Kind Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	53,347.48	416.67	(52,930.81)	117,184.43	1,250.01	(115,934.42)	5,000.00	(112,184.43)
Excess or (Deficiency) of Revenue Over Expenses	(52,846.79)	1,250.03	(54,096.82)	(116,549.52)	3,750.09	(120,299.61)	15,000.00	131,549.52

Budget Comparison Report

Current Period: 6/1/2021 - 6/30/2021

Budget Period: 4/1/2021 - 3/31/2022

Cc1 = HSP *HS/EHS pgrm. only

*In-Kind-
in process

	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	583,514.20	406,871.25	176,642.95	1,236,299.09	1,220,613.75	15,685.34	4,882,455.00	3,646,155.91
Washington County Fund	2,350.00	3,998.33	(1,648.33)	12,670.00	11,994.99	675.01	47,980.00	35,310.00
Individual Donations	268.99	0.00	268.99	268.99	0.00	268.99	0.00	(268.99)
In-Kind Donations	21,434.64	95,259.49	(73,824.85)	21,434.64	285,778.47	(264,343.83)	1,143,114.00	1,121,679.36
Total Revenue	607,567.83	506,129.07	101,438.76	1,270,672.72	1,518,387.21	(247,714.49)	6,073,549.00	4,802,876.28
Expenses								
Personnel	226,690.64	241,456.92	14,766.28	630,977.66	724,370.76	93,393.10	2,897,483.00	2,266,505.34
Fringe Benefits & P/R Ta	51,940.10	80,608.16	28,668.06	153,678.88	241,824.48	88,145.60	967,297.93	813,619.05
Professional Services	19,500.81	13,929.00	(5,571.81)	45,023.60	41,787.00	(3,236.60)	167,148.00	122,124.40
Supplies & Equipment	3,305.29	27,108.30	23,803.01	5,174.56	81,324.90	76,150.34	325,299.63	320,125.07
Client Beneficiary Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Expense	10,810.80	3,974.42	(6,836.38)	10,810.80	11,923.26	1,112.46	47,692.95	36,882.15
Training & Travel	592.76	7,127.50	6,534.74	20,487.95	21,382.50	894.55	85,530.00	65,042.05
Transportation	1,409.55	9,488.59	8,079.04	5,856.30	28,465.77	22,609.47	113,863.15	108,006.85
Occupancy	12,886.90	27,176.70	14,289.80	27,766.59	81,530.10	53,763.51	326,120.34	298,353.75
Other Expense	4,101.74	0.00	(4,101.74)	8,092.33	0.00	(8,092.33)	0.00	(8,092.33)
In-Kind Expenses	21,434.64	95,259.49	73,824.85	21,434.64	285,778.47	264,343.83	1,143,114.00	1,121,679.36
Total Expenses	352,673.23	506,129.08	153,455.85	929,303.31	1,518,387.24	589,083.93	6,073,549.00	5,144,245.69
Excess or (Deficiency) of Revenue Over Expenses	254,894.60	(0.01)	254,894.61	341,369.41	(0.03)	341,369.44	0.00	(341,369.41)

Budget Comparison Report

Current Period: 6/1/2021 - 6/30/2021

Budget Period: 4/1/2021 - 3/31/2022

Cc1 = ES *Employment Services

	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	28,906.50	(28,906.50)	115,626.00	115,626.00
Contract Income	0.00	37,025.67	(37,025.67)	65,767.18	111,077.01	(45,309.83)	444,308.00	378,540.82
Washington County Fund	4,033.30	2,666.67	1,366.63	8,533.30	8,000.01	533.29	32,000.00	23,466.70
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	5,625.12	(5,625.12)	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
Total Revenue	4,033.30	51,202.88	(47,169.58)	74,300.48	153,608.64	(79,308.16)	614,434.00	540,133.52
Expenses								
Personnel	17,419.21	20,334.17	2,914.96	46,744.61	61,002.51	14,257.90	244,010.00	197,265.39
Fringe Benefits & P/R Ta	4,323.31	5,993.50	1,670.19	13,533.37	17,980.50	4,447.13	71,922.00	58,388.63
Professional Services	1,694.51	3,169.17	1,474.66	2,882.05	9,507.51	6,625.46	38,030.00	35,147.95
Supplies & Equipment	504.11	1,537.67	1,033.56	1,120.14	4,613.01	3,492.87	18,452.00	17,331.86
Client Beneficiary Cost	4,257.42	17,016.50	12,759.08	17,917.73	51,049.50	33,131.77	204,198.00	186,280.27
Insurance Expense	557.31	329.16	(228.15)	557.31	987.48	430.17	3,950.00	3,392.69
Training & Travel	480.50	195.84	(284.66)	969.58	587.52	(382.06)	2,350.00	1,380.42
Occupancy	306.89	649.59	342.70	1,085.61	1,948.77	863.16	7,795.00	6,709.39
Other Expense	110.37	114.16	3.79	171.10	342.48	171.38	1,370.00	1,198.90
In-Kind Expenses	0.00	1,875.00	1,875.00	0.00	5,625.00	5,625.00	22,500.00	22,500.00
Total Expenses	29,653.63	51,214.76	21,561.13	84,981.50	153,644.28	68,662.78	614,577.00	529,595.50
Excess or (Deficiency) of Revenue Over Expenses	(25,620.33)	(11.88)	(25,608.45)	(10,681.02)	(35.64)	(10,645.38)	(143.00)	10,538.02

Budget Comparison Report

Current Period: 6/1/2021 - 6/30/2021

Budget Period: 4/1/2021 - 3/31/2022

Cc1 = HFS *Career and Family Services

	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	113,556.48	(113,556.48)	454,226.00	454,226.00
Private Grants	0.00	4,152.58	(4,152.58)	0.00	12,457.74	(12,457.74)	49,831.00	49,831.00
Contract Income	1,414.00	0.00	1,414.00	2,242.00	0.00	2,242.00	0.00	(2,242.00)
Washington County Fund	2,369.00	10,870.67	(8,501.67)	52,612.00	32,612.01	19,999.99	130,448.00	77,836.00
Individual Donations	0.00	0.00	0.00	543.00	0.00	543.00	0.00	(543.00)
In-Kind Donations	0.00	1,666.67	(1,666.67)	0.00	5,000.01	(5,000.01)	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
Total Revenue	3,783.00	54,542.08	(50,759.08)	55,397.00	163,626.24	(108,229.24)	654,505.00	599,108.00
Expenses								
Personnel	20,456.43	27,326.59	6,870.16	50,546.12	81,979.77	31,433.65	327,919.00	277,372.88
Fringe Benefits & P/R Ta	3,236.45	7,242.42	4,005.97	9,324.25	21,727.26	12,403.01	86,909.00	77,584.75
Professional Services	2,029.68	4,807.91	2,778.23	8,059.82	14,423.73	6,363.91	57,695.00	49,635.18
Supplies & Equipment	980.56	3,666.50	2,685.94	1,790.48	10,999.50	9,209.02	43,998.00	42,207.52
Client Beneficiary Cost	0.00	5,125.00	5,125.00	2,920.00	15,375.00	12,455.00	61,500.00	58,580.00
Insurance Expense	2,663.16	954.26	(1,708.90)	2,663.16	2,862.78	199.62	11,451.00	8,787.84
Training & Travel	0.00	229.17	229.17	41.47	687.51	646.04	2,750.00	2,708.53
Transportation	305.82	2,866.67	2,560.85	1,294.80	8,600.01	7,305.21	34,400.00	33,105.20
Occupancy	239.99	733.76	493.77	638.97	2,201.28	1,562.31	8,805.00	8,166.03
Other Expense	476.74	77.50	(399.24)	1,287.61	232.50	(1,055.11)	930.00	(357.61)
In-Kind Expenses	0.00	1,666.67	1,666.67	0.00	5,000.01	5,000.01	20,000.00	20,000.00
Total Expenses	30,388.83	54,696.45	24,307.62	78,566.68	164,089.35	85,522.67	656,357.00	577,790.32
Excess or (Deficiency) of Revenue Over Expenses	<u>(26,605.83)</u>	<u>(154.37)</u>	<u>(26,451.46)</u>	<u>(23,169.68)</u>	<u>(463.11)</u>	<u>(22,706.57)</u>	<u>(1,852.00)</u>	<u>21,317.68</u>

Budget Comparison Report

Current Period: 6/1/2021 - 6/30/2021

Budget Period: 4/1/2021 - 3/31/2022

Cc1 = ENER *Fee for Service

	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	630.00	630.00	0.00	2,520.00	1,890.00
Washington County Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee For Service	2,523.64	1,541.67	981.97	2,887.28	4,625.01	(1,737.73)	18,500.00	15,612.72
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
Total Revenue	2,733.64	1,751.67	981.97	3,517.28	5,255.01	(1,737.73)	21,020.00	17,502.72
Expenses								
Personnel	450.00	366.50	(83.50)	668.87	1,099.50	430.63	4,398.00	3,729.13
Fringe Benefits & P/R Ta	63.68	45.83	(17.85)	94.49	137.49	43.00	550.00	455.51
Professional Services	4.13	0.00	(4.13)	6.26	0.00	(6.26)	0.00	(6.26)
Supplies & Equipment	0.00	500.00	500.00	3,280.70	1,500.00	(1,780.70)	6,000.00	2,719.30
Client Beneficiary Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Expense	306.00	100.00	(206.00)	306.00	300.00	(6.00)	1,200.00	894.00
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	22.50	125.01	102.51	500.00	477.50
Occupancy	107.17	231.42	124.25	238.32	694.26	455.94	2,777.00	2,538.68
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
Total Expenses	938.48	1,285.42	346.94	4,617.14	3,856.26	(760.88)	15,425.00	10,807.86
Excess or (Deficiency) of Revenue Over Expenses	1,795.16	466.25	1,328.91	(1,099.86)	1,398.75	(2,498.61)	5,595.00	6,694.86



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
06/28/21

Page 1 of 9

**Balance Please Pay By
Due \$ 07/13/21**

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$
5,649.20	4,420.84	0.00	5,649.20	313.80

4,107.04

For important information
regarding your account
refer to page 2.

Payment is due in full. Please pay by 07/13/21 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	-5,649.20
XXXX-XXXXX5-81034	MARY B CARO	360.83	0.00
XXXX-XXXXX5-81067	EMILY LANDRY	14.99	-294.00
XXXX-XXXXX5-81083	PATRICIA SALVAREZZA	2,132.46	-19.80
XXXX-XXXXX5-81091	NANCY WARNOCK	1,912.56	0.00
	Total	4,420.84	-5,963.00

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX5-81000	Reference Code	Amount \$
06/09/21 CORP ONLINE PAYMENT REC'D THANK YO06/09		-5,649.20
Total for TRACI ROSS	New Charges/Other Debits Payments/Other Credits	0.00 -5,649.20

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

Do not staple or use paper clips

Payment Coupon

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

**Please Pay By
07/13/21**

Enter 15 digit account number on all payments.

**Amount Due
\$4,107.04**

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.

TRACI ROSS
WASHINGTON COUNTY EC
383 BROADWAY
FORT EDWARD NY 12828

Mail Payment to:

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



0000378750771581000 000410704000442084 28H4

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:
Dial Relay 711 and 1-800-528-2122.

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
06/28/21

Page 3 of 9

Activity Continued

Card Number XXXX-XXXXX5-81034					Reference Code	Amount \$
06/08/21	ARCC 0514	GLENS FALLS	NY		38610002000	10.00
	REF# 38610002	518-798-1761	06/07/21			
	MEMBERSHIP FEES					
	ROC NUMBER 38610002					
06/11/21	BAUDVILLE INC.	GRAND RAPIDS	MI			131.83
	REF# AC3O3F3E002	800-728-0888	06/10/21			
	NON-DURABLE GOODS					
	ROC NUMBER AC3O3F3E0023					
06/18/21	SOCIETYFORHUMANRESOU	ALEXANDRIA	VA			219.00
	CS1076350	SO1235397	22314	06/17/21		
	Professional Association					
	ROC NUMBER CS1076350					
Total for MARY B CARO					New Charges/Other Debits	360.83
					Payments/Other Credits	0.00



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
06/28/21

Activity Continued

Card Number XXXX-XXXXX5-81067					Reference Code	Amount \$
06/03/21	DOCUSIGN	SEATTLE	WA		85209569000	-294.00
	REF# 85209569	800-379-9973	06/02/21			Credit
	BUSINESS SERVICES					
	ROC NUMBER 85209569					
06/11/21	ADOBE ACROPRO SUBS A	SAN JOSE	CA		33242265700	14.99
	REF# 332422657	ADOBE.LY/ENUS	06/10/21			
Total for EMILY LANDRY					New Charges/Other Debits	14.99
					Payments/Other Credits	-294.00



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
06/28/21

Page 7 of 9

Activity Continued

Card Number XXXX-XXXXX5-81083				Reference Code	Amount \$
06/03/21	AMERICAN NATIONAL	RE WASHINGTON	DC		59.40
	REF# TP000248839	800-797-8022	06/02/21		
06/05/21	AMERICAN NATIONAL	RE WASHINGTON	DC		19.80
	REF# TP000250268	800-797-8022	06/04/21		
06/05/21	AMERICAN NATIONAL	RE WASHINGTON	DC		19.80
	REF# TP000250309	800-797-8022	06/04/21		
06/05/21	AMERICAN NATIONAL	RE WASHINGTON	DC		-19.80
	REF# TP000250300	800-797-8022	06/04/21		Credit
06/08/21	AMERICAN NATIONAL	RE WASHINGTON	DC		79.20
	REF# TP000251705	800-797-8022	06/07/21		
06/08/21	AMERICAN NATIONAL	RE WASHINGTON	DC		39.60
	REF# TP000252100	800-797-8022	06/07/21		
06/08/21	TEACHSTONE* VIRTUAL	CHARLOTTESVILLE	VA		775.00
	REF# NT_JDOS44IM	+18669988352	06/08/21		
06/13/21	TECHSOUP	SAN FRANCIS	CA		824.00
	REF# KSA81VRM	415-633-9300	06/13/21		
	TECHSOUP				
	ROC NUMBER KSA81VRM				
06/15/21	WAL-MART SUPERCENTER	QUEENSBURY	NY	11660044142	32.01
	REF# 11660044142	DISCOUNT STORE	06/15/21		
06/16/21	WAL-MART SUPERCENTER	SARATOGA SPGS	NY	11670069927	62.32
	REF# 11670069927	DISCOUNT STORE	06/16/21		
06/23/21	WAL-MART SUPERCENTER	QUEENSBURY	NY	11740084714	47.84
	REF# 11740084714	DISCOUNT STORE	06/23/21		
06/24/21	AMERICAN NATIONAL	RE WASHINGTON	DC		79.20
	REF# TP000264581	800-797-8022	06/23/21		
06/25/21	AMERICAN NATIONAL	RE WASHINGTON	DC		39.60
	REF# TP000265266	800-797-8022	06/24/21		
06/26/21	ADOBE ACROPRO SUBS A	SAN JOSE	CA	33415643600	13.90
	REF# 334156436	ADOBE.LY/ENUS	06/25/21		
06/26/21	ADOBE ACROPRO SUBS A	SAN JOSE	CA	33416065000	13.90
	REF# 334160650	ADOBE.LY/ENUS	06/25/21		
06/26/21	ADOBE ACROPRO SUBS A	SAN JOSE	CA	33416326600	13.90
	REF# 334163266	ADOBE.LY/ENUS	06/25/21		
06/28/21	ADOBE ACROPRO SUBS A	SAN JOSE	CA	33440045600	12.99
	REF# 334400456	ADOBE.LY/ENUS	06/27/21		
Total for PATRICIA SALVAREZZA				New Charges/Other Debits	2,132.46
				Payments/Other Credits	-19.80



Prepared For
TRACI ROSS
WASHINGTON COUNTY EC

Account Number
XXXX-XXXXX5-81000

Closing Date
06/28/21

Page 9 of 9

Activity Continued

Card Number XXXX-XXXXX5-81091				Reference Code	Amount \$
06/04/21	THE COUNCIL FOR PROF WASHINGTON REF# 68640025 202-772-5540 CONTRIBUTIONS/DONAT ROC NUMBER 68640025	DC 06/03/21		68640025000	425.00
06/04/21	THE COUNCIL FOR PROF WASHINGTON REF# 68640027 202-772-5540 CONTRIBUTIONS/DONAT ROC NUMBER 68640027	DC 06/03/21		68640027000	425.00
06/09/21	THE COUNCIL FOR PROF WASHINGTON REF# 68690141 202-772-5540 CONTRIBUTIONS/DONAT ROC NUMBER 68690141	DC 06/08/21		68690141000	425.00
06/10/21	GREATER GREENWICH CH GREENWICH REF# tqKQIQ6s7Xb squareup.com/rec	NY 06/10/21			15.00
06/16/21	WAL-MART SUPERCENTER QUEENSBURY REF# 11670038275 DISCOUNT STORE	NY 06/16/21		11670038275	118.34
06/16/21	WAL-MART SUPERCENTER QUEENSBURY REF# 11670040635 DISCOUNT STORE	NY 06/16/21		11670040635	209.22
06/24/21	PAYPAL *NYATEP 5187284940 REF# 10069848055 5187284940 OTHER ROC NUMBER 100698480557	NY 06/23/21		10069848055	295.00
Total for NANCY WARNOCK				New Charges/Other Debits Payments/Other Credits	1,912.56 0.00