

CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 6/30/2021

Report Month: May 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

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

YES

NO

Due 7/30/2021

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

Executive Director

6/30/2021

SIGNATURE

Title

Date

Economic Opportunity Council, Inc.
Statement of Financial Position
As of Date: 5/31/2021
Rounding: Dollars

	Current Year	Prior Year
Assets		
Cash and Equivalents	489,594	457,002
Receivables	125,136	30,350
Prepaid Expenses	4,934	2,841
Investments	0	0
Other Assets	46,507	23,901
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	5,301
2019 Certificate of Deposit GFNB	127,711	0
Total Assets	1,994,302	1,849,563
Liabilities & Net Assets		
Liabilities		
Accounts Payable	5,077	26
Accrued Expenses	71,578	43,191
Accrued Payroll Liabilities	100,500	115,316
Deferred Revenue	179,654	0
Long Term Debt	102,834	183,219
Defined Benefit Pension Plan Obligation	1,381,614	1,967,556
Total Liabilities	1,841,257	2,309,309
Net Assets		
Unrestricted net Assets	153,045	(459,746)
Total Net Assets	153,045	(459,746)
Total Liabilities & Net Assets	1,994,302	1,849,563

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 5/1/2021 - 5/31/2021
 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	447,400.00	454,358.91	(6,958.91)	652,784.89	908,717.82	(255,932.93)	5,452,307.00	4,799,522.11
Private Grants	0.00	4,152.58	(4,152.58)	0.00	8,305.16	(8,305.16)	49,831.00	49,831.00
Contract Income	66,437.18	37,235.67	29,201.51	67,107.18	74,471.34	(7,364.16)	446,828.00	379,720.82
Washington County Fund	4,619.00	17,535.67	(12,916.67)	65,063.00	35,071.34	29,991.66	210,428.00	145,365.00
Fee For Service	0.00	1,541.67	(1,541.67)	400.00	3,083.34	(2,683.34)	18,500.00	18,100.00
Individual Donations	528.86	1,666.70	(1,137.84)	548.86	3,333.40	(2,784.54)	20,000.00	19,451.14
In-Kind Donations	0.00	98,801.20	(98,801.20)	0.00	197,602.40	(197,602.40)	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) 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	518,985.04	615,292.40	(96,307.36)	785,903.93	1,230,584.80	(444,680.87)	7,383,508.00	6,597,604.07
Expenses								
Personnel	346,615.25	289,484.18	(57,131.07)	508,262.60	578,968.36	70,705.76	3,473,810.00	2,965,547.40
Fringe Benefits & P/R Ta	74,515.19	93,889.91	19,374.72	128,257.33	187,779.82	59,522.49	1,126,678.93	998,421.60
Professional Services	27,364.44	21,906.08	(5,458.36)	35,770.02	43,812.16	8,042.14	262,873.00	227,102.98
Supplies & Equipment	23,311.84	32,812.47	9,500.63	27,745.73	65,624.94	37,879.21	393,749.63	366,003.90
Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Client Beneficiary Cost	9,824.98	22,141.50	12,316.52	16,580.31	44,283.00	27,702.69	265,698.00	249,117.69
Insurance Expense	0.00	5,357.84	5,357.84	273.00	10,715.68	10,442.68	64,293.95	64,020.95
Training & Travel	8,627.54	7,552.51	(1,075.03)	21,057.27	15,105.02	(5,952.25)	90,630.00	69,572.73
Transportation	4,963.67	12,396.93	7,433.26	5,458.35	24,793.86	19,335.51	148,763.15	143,304.80
Occupancy	31,108.20	28,791.47	(2,316.73)	39,450.74	57,582.94	18,132.20	345,497.34	306,046.60
Other Expense	2,443.20	608.33	(1,834.87)	6,835.57	1,216.66	(5,618.91)	7,300.00	464.43
In-Kind Expenses	0.00	98,801.16	98,801.16	0.00	197,602.32	197,602.32	1,185,614.00	1,185,614.00
Change in Funded Statu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	528,774.31	613,742.38	84,968.07	789,690.92	1,227,484.76	437,793.84	7,364,908.00	6,575,217.08
Excess or (Deficiency) of Revenue Over Expenses	(9,789.27)	1,550.02	(11,339.29)	(3,786.99)	3,100.04	(6,887.03)	18,600.00	22,386.99

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 5/1/2021 - 5/31/2021
 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	92.00	0.00	92.00	0.00	(92.00)
Washington County Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee For Service	0.00	0.00	0.00	36.36	0.00	36.36	0.00	(36.36)
Individual Donations	5.86	1,666.70	(1,660.84)	5.86	3,333.40	(3,327.54)	20,000.00	19,994.14
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	51.86	1,666.70	(1,614.84)	134.22	3,333.40	(3,199.18)	20,000.00	19,865.78
Expenses								
Personnel	30,061.79	0.00	(30,061.79)	44,341.62	0.00	(44,341.62)	0.00	(44,341.62)
Fringe Benefits & P/R Ta	8,073.91	0.00	(8,073.91)	13,637.97	0.00	(13,637.97)	0.00	(13,637.97)
Professional Services	655.77	0.00	(655.77)	1,180.42	0.00	(1,180.42)	0.00	(1,180.42)
Supplies & Equipment	313.87	0.00	(313.87)	313.87	0.00	(313.87)	0.00	(313.87)
Client Beneficiary Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Expense	0.00	0.00	0.00	273.00	0.00	(273.00)	0.00	(273.00)
Training & Travel	320.00	0.00	(320.00)	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	727.06	0.00	(727.06)	1,722.82	0.00	(1,722.82)	0.00	(1,722.82)
Other Expense	314.25	416.67	102.42	1,921.86	833.34	(1,088.52)	5,000.00	3,078.14
In-Kind Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	40,466.65	416.67	(40,049.98)	63,836.95	833.34	(63,003.61)	5,000.00	(58,836.95)
Excess or (Deficiency) of Revenue Over Expenses	(40,414.79)	1,250.03	(41,664.82)	(63,702.73)	2,500.06	(66,202.79)	15,000.00	78,702.73

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 5/1/2021 - 5/31/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = HSP *HS/EHS Pgrm. only

	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	447,400.00	406,871.25	40,528.75	652,784.89	813,742.50	(160,957.61)	4,882,455.00	4,229,670.11
Washington County Fund	0.00	3,998.33	(3,998.33)	10,320.00	7,996.66	2,323.34	47,980.00	37,660.00
Individual Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Donations	0.00	95,259.49	(95,259.49)	0.00	190,518.98	(190,518.98)	1,143,114.00	1,143,114.00
Total Revenue	447,400.00	506,129.07	(58,729.07)	663,104.89	1,012,258.14	(349,153.25)	6,073,549.00	5,410,444.11
Expenses								
Personnel	276,910.85	241,456.92	(35,453.93)	404,287.02	482,913.84	78,626.82	2,897,483.00	2,493,195.98
Fringe Benefits & P/R Ta	59,612.49	80,608.16	20,995.67	101,738.78	161,216.32	59,477.54	967,297.93	865,559.15
Professional Services	24,263.32	13,929.00	(10,334.32)	25,522.79	27,858.00	2,335.21	167,148.00	141,625.21
Supplies & Equipment	1,869.27	27,108.30	25,239.03	1,869.27	54,216.60	52,347.33	325,299.63	323,430.36
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	7,948.84	7,948.84	47,692.95	47,692.95
Training & Travel	7,696.40	7,127.50	(568.90)	19,895.19	14,255.00	(5,640.19)	85,530.00	65,634.81
Transportation	4,255.19	9,488.59	5,233.40	4,446.75	18,977.18	14,530.43	113,863.15	109,416.40
Occupancy	12,646.28	27,176.70	14,530.42	14,879.69	54,353.40	39,473.71	326,120.34	311,240.65
Other Expense	1,608.59	0.00	(1,608.59)	3,990.59	0.00	(3,990.59)	0.00	(3,990.59)
In-Kind Expenses	0.00	95,259.49	95,259.49	0.00	190,518.98	190,518.98	1,143,114.00	1,143,114.00
Total Expenses	388,862.39	506,129.08	117,266.69	576,630.08	1,012,258.16	435,628.08	6,073,549.00	5,496,918.92
Excess or (Deficiency) of Revenue Over Expenses	58,537.61	(0.01)	58,537.62	86,474.81	(0.02)	86,474.83	0.00	(86,474.81)

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 5/1/2021 - 5/31/2021
 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	19,271.00	(19,271.00)	115,626.00	115,626.00
Contract Income	65,767.18	37,025.67	28,741.51	65,767.18	74,051.34	(8,284.16)	444,308.00	378,540.82
Washington County Fund	2,250.00	2,666.67	(416.67)	4,500.00	5,333.34	(833.34)	32,000.00	27,500.00
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	3,750.08	(3,750.08)	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	68,017.18	51,202.88	16,814.30	70,267.18	102,405.76	(32,138.58)	614,434.00	544,166.82
Expenses								
Personnel	19,564.66	20,334.17	769.51	29,325.40	40,668.34	11,342.94	244,010.00	214,684.60
Fringe Benefits & P/R Ta	4,838.24	5,993.50	1,155.26	9,210.06	11,987.00	2,776.94	71,922.00	62,711.94
Professional Services	482.90	3,169.17	2,686.27	1,187.54	6,338.34	5,150.80	38,030.00	36,842.46
Supplies & Equipment	355.42	1,537.67	1,182.25	616.03	3,075.34	2,459.31	18,452.00	17,835.97
Client Beneficiary Cost	8,029.98	17,016.50	8,986.52	13,660.31	34,033.00	20,372.69	204,198.00	190,537.69
Insurance Expense	0.00	329.16	329.16	0.00	658.32	658.32	3,950.00	3,950.00
Training & Travel	425.00	195.84	(229.16)	489.08	391.68	(97.40)	2,350.00	1,860.92
Occupancy	419.49	649.59	230.10	778.72	1,299.18	520.46	7,795.00	7,016.28
Other Expense	60.73	114.16	53.43	60.73	228.32	167.59	1,370.00	1,309.27
In-Kind Expenses	0.00	1,875.00	1,875.00	0.00	3,750.00	3,750.00	22,500.00	22,500.00
Total Expenses	34,176.42	51,214.76	17,038.34	55,327.87	102,429.52	47,101.65	614,577.00	559,249.13
Excess or (Deficiency) of Revenue Over Expenses	33,840.76	(11.88)	33,852.64	14,939.31	(23.76)	14,963.07	(143.00)	(15,082.31)

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 5/1/2021 - 5/31/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = HFS *Career and Family

	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	75,704.32	(75,704.32)	454,226.00	454,226.00
Private Grants	0.00	4,152.58	(4,152.58)	0.00	8,305.16	(8,305.16)	49,831.00	49,831.00
Contract Income	414.00	0.00	414.00	828.00	0.00	828.00	0.00	(828.00)
Washington County Fund	2,369.00	10,870.67	(8,501.67)	50,243.00	21,741.34	28,501.66	130,448.00	80,205.00
Individual Donations	523.00	0.00	523.00	543.00	0.00	543.00	0.00	(543.00)
In-Kind Donations	0.00	1,666.67	(1,666.67)	0.00	3,333.34	(3,333.34)	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	3,306.00	54,542.08	(51,236.08)	51,614.00	109,084.16	(57,470.16)	654,505.00	602,891.00
Expenses								
Personnel	19,927.95	27,326.59	7,398.64	30,089.69	54,653.18	24,563.49	327,919.00	297,829.31
Fringe Benefits & P/R Ta	3,636.33	7,242.42	3,606.09	6,087.80	14,484.84	8,397.04	86,909.00	80,821.20
Professional Services	574.00	4,807.91	4,233.91	6,030.14	9,615.82	3,585.68	57,695.00	51,664.86
Supplies & Equipment	677.18	3,666.50	2,989.32	809.92	7,333.00	6,523.08	43,998.00	43,188.08
Client Beneficiary Cost	1,795.00	5,125.00	3,330.00	2,920.00	10,250.00	7,330.00	61,500.00	58,580.00
Insurance Expense	0.00	954.26	954.26	0.00	1,908.52	1,908.52	11,451.00	11,451.00
Training & Travel	0.00	229.17	229.17	41.47	458.34	416.87	2,750.00	2,708.53
Transportation	693.36	2,866.67	2,173.31	988.98	5,733.34	4,744.36	34,400.00	33,411.02
Occupancy	325.99	733.76	407.77	398.98	1,467.52	1,068.54	8,805.00	8,406.02
Other Expense	429.78	77.50	(352.28)	810.87	155.00	(655.87)	930.00	119.13
In-Kind Expenses	0.00	1,666.67	1,666.67	0.00	3,333.34	3,333.34	20,000.00	20,000.00
Total Expenses	28,059.59	54,696.45	26,636.86	48,177.85	109,392.90	61,215.05	656,357.00	608,179.15
Excess or (Deficiency) of Revenue Over Expenses	(24,753.59)	(154.37)	(24,599.22)	3,436.15	(308.74)	3,744.89	(1,852.00)	(5,288.15)

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 5/1/2021 - 5/31/2021
 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	420.00	420.00	0.00	2,520.00	2,100.00
Washington County Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee For Service	0.00	1,541.67	(1,541.67)	363.64	3,083.34	(2,719.70)	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
Total Revenue	210.00	1,751.67	(1,541.67)	783.64	3,503.34	(2,719.70)	21,020.00	20,236.36
Expenses								
Personnel	150.00	366.50	216.50	218.87	733.00	514.13	4,398.00	4,179.13
Fringe Benefits & P/R Ta	21.23	45.83	24.60	30.81	91.66	60.85	550.00	519.19
Professional Services	1.45	0.00	(1.45)	2.13	0.00	(2.13)	0.00	(2.13)
Supplies & Equipment	3,280.70	500.00	(2,780.70)	3,280.70	1,000.00	(2,280.70)	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	0.00	100.00	100.00	0.00	200.00	200.00	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	15.00	83.34	68.34	500.00	485.00
Occupancy	131.15	231.42	100.27	131.15	462.84	331.69	2,777.00	2,645.85
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	3,592.03	1,285.42	(2,306.61)	3,678.66	2,570.84	(1,107.82)	15,425.00	11,746.34
Excess or (Deficiency) of Revenue Over Expenses	(3,382.03)	466.25	(3,848.28)	(2,895.02)	932.50	(3,827.52)	5,595.00	8,490.02



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
05/29/21

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Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
8,009.60	6,443.00	0.00	8,009.60	793.80	5,649.20	06/13/21

For important information regarding your account refer to page 2.

Payment is due in full. Please pay by 06/13/21 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	-8,009.60
XXXX-XXXXX5-82057	TRACI ROSS	446.00	0.00
XXXX-XXXXX5-81067	EMILY LANDRY	2,211.46	0.00
XXXX-XXXXX5-81083	PATRICIA SALVAREZZA	3,146.00	-793.80
XXXX-XXXXX5-81091	NANCY WARNOCK	639.54	0.00
	Total	6,443.00	-8,803.40

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX5-81000		
05/18/21 CORP ONLINE PAYMENT REC'D THANK YO05/18		-8,009.60
Total for TRACI ROSS	New Charges/Other Debits Payments/Other Credits	0.00 -8,009.60

↓ 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

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

Please Pay By
06/13/21 Enter 15 digit account number on all payments.

Amount Due
\$5,649.20 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.

Mail Payment to:

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



0000378750771581000 000564920000644300 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.



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Card Number XXXX-XXXXX5-82057					Reference Code	Amount \$
05/11/21	DR. ROBIN JOHNSON	Rancho Mirage	CA			350.00
	REF# z7hESkeUsYY	squareup.com/rec	05/11/21			
05/19/21	PAYBEE* WACM	MENLO PARK	CA			75.00
	REF# NT_JVVNLUMM	+14252607903	05/19/21			
05/29/21	DOLLAR TREE 00000348	HUDSON FALLS	NY		80040776111	21.00
	REF# 80040776111	8775308733	05/28/21			
	VARIETY STORES					
	ROC NUMBER 80040776111					
Total for TRACI ROSS					New Charges/Other Debits	446.00
					Payments/Other Credits	0.00



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Card Number XXXX-XXXXX5-81067				Reference Code	Amount \$
05/11/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 328788979 ADOBE.LY/ENUS	CA 05/10/21		32878897900	14.99
05/15/21	ZOOM.US 888-799-9666 SAN JOSE REF# NT_JUQKEDRN +18887999666	CA 05/15/21			1,999.00
05/18/21	TECHSOUP SAN FRANCIS REF# C62VMNE1 415-633-9300 TECHSOUP ROC NUMBER C62VMNE1	CA 05/18/21			5.00
05/28/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 330863621 ADOBE.LY/ENUS	CA 05/27/21		33086362100	192.47
Total for EMILY LANDRY				New Charges/Other Debits	2,211.46
				Payments/Other Credits	0.00



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Card Number XXXX-XXXXX5-81083				Reference Code	Amount \$
05/01/21	AMERICAN NATIONAL RE WASHINGTON REF# TP000227831 800-797-8022	DC	04/30/21		793.80
05/05/21	CURRICULUM ASSOC 8002250248 REF# 10066173165 8002250248 EDUCATIONAL AND TEX ROC NUMBER 100661731654	MA	05/04/21	10066173165	148.96
05/06/21	HANNAFORD #8360 0000 QUEENSBURY REF# 000517931 5187988676	NY	05/05/21	00051793100	149.71
05/08/21	I LOVE NY PIZZA 0217 HUDSON FALLS 730110011 298425 12839 ROC NUMBER 7301100112968260	NY	05/07/21	73011001129	39.69
05/17/21	CHARLIES OFFICE FURN QUEENSBURY REF# 73011001137 ALYCE@CHARLIESOF	NY	05/14/21	73011001137	425.00
05/19/21	SMK*SURVEYMONKEY.COM 971-231-1154 40681069 40681069 94301 TEAM ADVANTAGE ANNUAL PLAN ROC NUMBER 40681069	CA	05/18/21	40681069000	900.00
05/19/21	USPS PO 3540100839 0 HUDSON FALLS REF# 13809100436 8002758777 POST SVCS GO ROC NUMBER 13809100436	NY	05/18/21	13809100436	70.40
05/19/21	Scholastic Education JEFFERSONCITY REF# C1083226469 8007246527	MO	05/18/21		118.57
05/21/21	UNPLUG COLLAB NDU SHERMAN OAKS REF# NT_JWHC5PZR +18189175689	CA	05/21/21		110.00
05/26/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 418521648 ADOBE.LY/ENUS	CA	05/25/21	41852164800	13.90
05/26/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 330604981 ADOBE.LY/ENUS	CA	05/25/21	33060498100	13.90
05/26/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 330610263 ADOBE.LY/ENUS	CA	05/25/21	33061026300	13.90
05/26/21	STAPLES 00254 QUEENSBURY 000125972 00254000125972 12804 23.5X23.5 SNEEZE SHIELD W PASS ROC NUMBER 000125972 TAX \$49.99	NY	05/25/21	00012597200	99.98
05/26/21	AMERICAN NATIONAL RE WASHINGTON REF# TP000243021 800-797-8022	DC	05/25/21		-793.80 Credit
05/27/21	TEACHING STRATEGIES, 301-6340818 REF# 775501855 3016340818	MD	05/26/21	77550185500	235.20
05/28/21	ADOBE ACROPRO SUBS A SAN JOSE REF# 330858845 ADOBE.LY/ENUS	CA	05/27/21	33085884500	12.99
Total for PATRICIA SALVAREZZA				New Charges/Other Debits Payments/Other Credits	3,146.00 -793.80



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Card Number XXXX-XXXXX5-81091				Reference Code	Amount \$
04/30/21	USPS PO 3532450801 0 GLENS FALLS NY	REF# 11908100549 8002758777	04/29/21	11908100549	26.35
POST SVCS GO ROC NUMBER 11908100549					
05/08/21	THE COUNCIL FOR PROF WASHINGTON DC	68670082 AR3A6E771B84 20009	05/07/21	68670082000	425.00
CONTRIBUTIONS/DONATIONS ROC NUMBER 68670082					
05/14/21	WAL-MART SUPERCENTER QUEENSBURY NY	REF# 11340057622 DISCOUNT STORE	05/14/21	11340057622	15.19
05/22/21	HOMEDEPOT.COM 800-430-3376 GA	REF# 05210811946 800-430-3376	05/21/21	05210811946	173.00
Total for NANCY WARNOCK				New Charges/Other Debits	639.54
				Payments/Other Credits	0.00