

CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 10/22/2021

Report Month: Sep 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

N/A

If yes, what ones?

PAYABLES

Are the accounts Payable current?

YES

NO

Are there any over 90 day past due?

YES

NO

N/A

If yes, why?

Financial Reports

Date of the last Treasurer's audit?

Apr-21 * 10/2021 review in process

RECURRING REPORTS

CACFP (monthly)

YES

NO

CSBG (Quarterly) Attestation and Financial Reports

YES

NO

Quarterly due 10/30/21 - submitted

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

YES

NO

Annual and Quarterly
due 10/30/21 - submitted**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 (including CHAR-500)

2/15/2022

XXX

Extension approved

FORM 5500

1/15/2022

XXX

NBT to be filing extension by end of October

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

Document Vault is in 'Prequalified' status

Date of the last Vendor Responsibility Questionnaire?

-

-

8/31/2021

Are there any pending lawsuits? *

YES

NO



SIGNATURE

Title

Finance Director

Date

10/22/2021

Statement of Financial Position

As of Date: 9/30/2021

Rounding: Dollars

	Current Year	Prior Year	
Assets			
Cash and Equivalents	568,929	314,440	a
Receivables	22,342	21,406	b
Prepaid Expenses	(3,717)	(7,862)	<i>Recon pending</i>
Investments	160,653	159,015	c
Other Assets	46,507	22,514	d
Property and Equipment, at cost	3,635,770	3,681,516	
Accumulated Depreciation	(2,449,837)	(2,345,841)	
Assets	1,980,647	1,845,190	
Liabilities & Net Assets			
Liabilities			
Accounts Payable	23,297	(24)	e
Accrued Expenses	71,709	42,407	f
Accrued Payroll Liabilities	100,500	115,316	g
Deferred Revenue	0	0	
Long Term Debt	77,429	156,146	h
Defined Benefit Pension Plan Obligation	1,381,614	1,967,556	i
Liabilities	1,654,549	2,281,400	
Net Assets			
Unrestricted net Assets	326,098	(436,210)	
Net Assets	326,098	(436,210)	
Liabilities & Net Assets	1,980,647	1,845,190	
a) Cash - inclusive of GFNB Sweep accounts			
Available to cover general Agency costs	\$ 566,771		
Restricted Funds -Policy Council	\$ 2,158	\$ -	
b) A/R - CACFP (\$10k) and County funding (\$12k)			
c) Combined balance of (2) short-term Certificate of Deposits with GFNB			
d) Primarily MERP funds set-aside for employee distribution			
e) Accounts Payable - \$6k of this total are related to prior year adjustments			
f) Accrued Expense - contra account for MERP funds set-aside for employee distribution + \$30k in prior year balances			
g) Accrued Vacation - according to calculated balance at 3/31/2021 (audit reviewed)			
h) Long Term Debt / Capital Lease			
Enterprise Fleet Lease (added 4 in '18, 1 in '19)	77,156		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	77,430		
i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2021 audit			

Budget Comparison Report

Current Period: 9/1/2021 - 9/30/2021

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

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue					
Public Grants	287,663.31	2,524,292.47	5,452,307.00	2,928,014.53	46% a
Private Grants	0.00	4,254.34	49,831.00	45,576.66	9% b
Contract Income	11,664.64	215,653.63	446,828.00	231,174.37	48% c
Washington County Funding	7,616.10	149,995.95	210,428.00	60,432.05	71% d
Fee For Service	0.00	7,600.00	18,500.00	10,900.00	41% e
Individual Donations	62.80	1,093.01	20,000.00	18,906.99	5% f
In-Kind Donations	126,221.49	261,209.61	1,185,614.00	924,404.39	22% g
Other Program Income	0.00	0.00	0.00	0.00	
Interest Income	0.00	0.00	0.00	0.00	
Unrealized Gain (Loss) on Investment	0.00	0.00	0.00	0.00	
Revenue from Prior Period	0.00	0.00	0.00	0.00	
Revenue	433,228.34	3,164,099.01	7,383,508.00	4,219,408.99	47% Not including In-Kind
Expenses					
Personnel	265,101.53	1,622,004.30	3,473,810.00	1,851,805.70	47%
Fringe Benefits & P/R Taxes	84,593.60	407,965.72	1,126,678.93	718,713.21	36%
Professional Services	26,777.04	132,412.59	246,373.00	113,960.41	54%
Supplies & Equipment	48,734.94	158,827.77	393,749.63	234,921.86	40%
Capital Equipment	9,755.75	9,755.75	0.00	(9,755.75)	Will be capitalized
Client Beneficiary Cost	20,426.96	124,667.57	265,698.00	141,030.43	47%
Insurance Expense	5,416.46	32,904.04	64,293.95	31,389.91	51%
Training & Travel	3,900.48	31,279.19	90,630.00	59,350.81	35%
Transportation	3,557.70	21,705.89	148,763.15	127,057.26	15%
Occupancy	48,775.49	166,856.40	345,497.34	178,640.94	48%
Other Expense	6,532.59	25,243.80	23,800.00	(1,443.80)	106%
In-Kind Expenses	126,221.49	261,209.61	1,185,614.00	924,404.39	22%
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	
Expenses	649,794.03	2,994,832.63	7,364,908.00	4,370,075.37	44% Not including In-Kind *
Revenue Over Expenses	(216,565.69)	169,266.38	18,600.00	(150,666.38)	

a. Public funding - primarily Head Start grants (+ CSBG and CACFP); because budget does not include ARP or Summer Program Funds, the burn rate is over stated

b. Private grants - CDPHP grant was recognized in full in FYE 3/31/2021 per audit recommendation due to the lack of donor restrictions

c. Contract income is primarily the WIOA grant - a combination of the current and prior year funding

d. County Funding - high burn rate is over-stated due to income advanced ahead of spending

e. Fee for service - LIHEAP only 8 cooling program installs compared to a budgeted 30 (likely driven by the pandemic)

f. Private donations lower YTD due to the annual appeal which takes place at the calendar year-end

g. In-kind: unlikely that we will hit our target but do expect that a waiver application will be submitted (and approved) by March 2022

***Expenses - lower than anticipated YTD due to the high number of vacancies across the programs (secondary result of pandemic)**

In addition to the savings driven by the drop in required cash contributions into the Head Start defined benefit plan

*** Surplus drivers:**

\$67k in WIOA income ahead spending	Due to \$50k advance (prior year)
(\$56k) Head Start deficit due to timing of drawdown	
\$72k in CSBG income ahead of expenses	Advanced CARES Act and CB21 payments - timing only
\$55k in County income ahead of expenses	Disbursements not aligned with timing of spend
(\$12k) in TANF spending ahead of final payment	Disbursements not aligned with timing of spend
\$39k in capital costs not expensed on the income statement	
\$4k - other adjustments	

Have not yet netted any unrestricted income year-to-date (timing of annual appeal)

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 9/1/2021 - 9/30/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 Is In (CAM, DIX, GVL, HSP, RIV, WHL)

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue				
Public Grants	287,663.31	2,113,679.77	4,882,455.00	2,768,775.23
Private Grants	0.00	2,500.00	0.00	(2,500.00)
Washington County Funding	0.00	22,165.00	47,980.00	25,815.00
Individual Donations	0.00	268.99	0.00	(268.99)
In-Kind Donations	11,749.27	33,183.91	1,143,114.00	1,109,930.09
Revenue	299,412.58	2,171,797.67	6,073,549.00	3,901,751.33
Expenses				
Personnel	209,373.40	1,260,414.65	2,897,483.00	1,637,068.35
Fringe Benefits & P/R Taxes	63,040.24	316,441.70	967,297.93	650,856.23
Professional Services	18,140.74	66,808.50	150,648.00	83,839.50
Supplies & Equipment	45,029.15	141,831.27	325,299.63	183,468.36
Capital Equipment	9,755.75	9,755.75	0.00	(9,755.75)
Client Beneficiary Cost	220.17	240.17	0.00	(240.17)
Insurance Expense	3,739.28	21,930.11	47,692.95	25,762.84
Training & Travel	3,508.73	29,051.34	85,530.00	56,478.66
Transportation	2,679.01	17,343.87	113,863.15	96,519.28
Occupancy	46,237.77	156,163.64	326,120.34	169,956.70
Other Expense	5,621.24	19,567.06	16,500.00	(3,067.06)
In-Kind Expenses	11,749.27	33,183.91	1,143,114.00	1,109,930.09
Expenses	419,094.75	2,072,731.97	6,073,549.00	4,000,817.03
Revenue Over Expenses	(119,682.17)	99,065.70	0.00	(99,065.70)

The public funding budget includes (for Revenue): (1) Head Start Funds (Base Grant + CARES) of \$4.7M - does not include ARP or CRRSA Funds

+ (2) \$160k in CACFP reimbursement from the DOH

Other revenues - Washington County contract - a reimbursement for cleaning services (Buildings & Grounds Maintenance) + Inclusion Aides from DOH

Surplus: (1) Base Grant: \$128k in Admin \$s to be allocated offset by a timing-only deficit of \$43k (drawdowns from OHS)

(2) (\$13k) COVID-specific spending (ARP, CARES, CRRSA) ahead of funding - timing surplus only

(3) \$28k in capital costs not expensed on the income statement

(4) Total costs that can not be covered by public/restricted funding = \$4k (Annual appeal to take place at calendar year-end)

**NOTE: Anticipate needing to carry-forward unspent funds beyond the 3/31/2022 Year 2 grant end date
 driven by the significant # of vacancies within the program (secondary result of COVID)**

Budget Comparison Report

Current Period: 9/1/2021 - 9/30/2021

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

Cc1 = ES

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue				
Public Grants	0.00	96,364.48	115,626.00	19,261.52
Contract Income	11,454.64	181,070.85	444,308.00	263,237.15
Washington County Funding	4,974.64	30,087.05	32,000.00	1,912.95
Individual Donations	0.00	0.00	0.00	0.00
In-Kind Donations	7,773.26	15,443.39	22,500.00	7,056.61
Other Program Income	0.00	0.00	0.00	0.00
Revenue	24,202.54	322,965.77	614,434.00	291,468.23
Expenses				
Personnel	25,141.19	106,600.07	244,010.00	137,409.93
Fringe Benefits & P/R Taxes	5,477.93	26,947.71	71,922.00	44,974.29
Professional Services	1,280.27	14,133.75	38,030.00	23,896.25
Supplies & Equipment	433.51	3,996.32	18,452.00	14,455.68
Client Beneficiary Cost	17,115.36	116,000.62	204,198.00	88,197.38
Insurance Expense	222.92	1,151.77	3,950.00	2,798.23
Training & Travel	4.50	1,327.86	2,350.00	1,022.14
Occupancy	921.89	3,936.08	7,795.00	3,858.92
Other Expense	177.18	487.73	1,370.00	882.27
In-Kind Expenses	7,773.26	15,443.39	22,500.00	7,056.61
Expenses	58,548.01	290,025.30	614,577.00	324,551.70
Revenue Over Expenses	(34,345.47)	32,940.47	(143.00)	(33,083.47)

The contract budget includes (Revenue): (1) \$444k in WIOA funding (of which \$250k is new funding); Public funding - TANF

funding for the SYEP; Other revenues - Washington County contracts for SSI/SSD and Roadmaps Srvs + Contract with the Youth Bureau

*** Surplus- \$45k specific to WIOA and Roadmaps income ahead of spending offset by (\$12k) in TANF spending ahead of reimbursement from the State**

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 9/1/2021 - 9/30/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc1 = HFS

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue				
Public Grants	0.00	278,981.90	454,226.00	175,244.10
Private Grants	0.00	1,754.34	49,831.00	48,076.66
Contract Income	0.00	2,656.00	0.00	(2,656.00)
Washington County Funding	2,369.00	75,216.40	130,448.00	55,231.60
Individual Donations	0.00	666.00	0.00	(666.00)
In-Kind Donations	6,145.71	11,475.81	20,000.00	8,524.19
Other Program Income	0.00	0.00	0.00	0.00
Revenue	8,514.71	370,750.45	654,505.00	283,754.55
Expenses				
Personnel	22,205.85	131,447.81	327,919.00	196,471.19
Fringe Benefits & P/R Taxes	4,791.11	21,293.23	86,909.00	65,615.77
Professional Services	6,184.49	29,226.19	57,695.00	28,468.81
Supplies & Equipment	743.74	5,436.07	43,998.00	38,561.93
Client Beneficiary Cost	3,091.43	8,426.78	61,500.00	53,073.22
Insurance Expense	700.24	4,951.36	11,451.00	6,499.64
Training & Travel	102.25	162.80	2,750.00	2,587.20
Transportation	871.19	4,317.02	34,400.00	30,082.98
Occupancy	488.27	1,649.39	8,805.00	7,155.61
Other Expense	432.68	2,537.00	930.00	(1,607.00)
In-Kind Expenses	6,145.71	11,475.81	20,000.00	8,524.19
Expenses	45,756.96	220,923.46	656,357.00	435,433.54
Revenue Over Expenses	(37,242.25)	149,826.99	(1,852.00)	(151,678.99)

Public funding budget includes (for Revenue) CSBG Funds (inclusive of CARES);

Private funding - primarily \$45k from CDPHP but note that per audit, this was recognized in full in the FYE 3/31/2021

Other revenues - Washington County contracts for Transportation (\$108k) and \$22k for the Food Pantry

*** Surplus- driven by +\$36K in County funding ahead of spending + \$104k in CSBG costs ahead of spending**

due to advances for both the CARES Act and the 'Base' CSBG Entitlement grants; \$11k in capital costs not included above

Budget Comparison Report

Current Period: 9/1/2021 - 9/30/2021

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

Cc1 = ENER

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue				
Contract Income	210.00	1,260.00	2,520.00	1,260.00
Washington County Funding	0.00	0.00	0.00	0.00
Fee For Service	0.00	6,850.92	18,500.00	11,649.08
Individual Donations	0.00	0.00	0.00	0.00
In-Kind Donations	0.00	0.00	0.00	0.00
Revenue	210.00	8,110.92	21,020.00	12,909.08
Expenses				
Personnel	300.00	1,718.87	4,398.00	2,679.13
Fringe Benefits & P/R Taxes	42.46	243.10	550.00	306.90
Professional Services	3.07	17.42	0.00	(17.42)
Supplies & Equipment	0.00	3,280.70	6,000.00	2,719.30
Client Beneficiary Cost	0.00	0.00	0.00	0.00
Insurance Expense	83.58	575.16	1,200.00	624.84
Training & Travel	0.00	0.00	0.00	0.00
Transportation	7.50	45.00	500.00	455.00
Occupancy	44.89	396.47	2,777.00	2,380.53
Other Expense	0.00	0.00	0.00	0.00
In-Kind Expenses	0.00	0.00	0.00	0.00
Expenses	481.50	6,276.72	15,425.00	9,148.28
Revenue Over Expenses	(271.50)	1,834.20	5,595.00	3,760.80

Budget assumed 5 Clean & Tune and 30 Cooling projects, while only 3 C&T and 8 Cooling projects YTD

Driver behind the low demand in 2021 likely driven by the pandemic

Budget Comparison Report

Current Period: 9/1/2021 - 9/30/2021

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

Cc1 = AM

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue				
Public Grants	0.00	35,266.32	0.00	(35,266.32)
Contract Income	0.00	30,666.78	0.00	(30,666.78)
Washington County Funding	272.46	22,527.50	0.00	(22,527.50)
Fee For Service	0.00	749.08	0.00	(749.08)
Individual Donations	62.80	158.02	20,000.00	19,841.98
In-Kind Donations	100,553.25	201,106.50	0.00	(201,106.50)
Other Program Income	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00
Unrealized Gain (Loss) on Invest	0.00	0.00	0.00	0.00
Revenue from Prior Period	0.00	0.00	0.00	0.00
Revenue	100,888.51	290,474.20	20,000.00	(270,474.20)
Expenses				
Personnel	8,081.09	121,822.90	0.00	(121,822.90)
Fringe Benefits & P/R Taxes	10,048.86	48,382.51	0.00	(48,382.51)
Professional Services	1,168.47	22,226.73	0.00	(22,226.73)
Supplies & Equipment	2,528.54	4,283.41	0.00	(4,283.41)
Client Beneficiary Cost	0.00	0.00	0.00	0.00
Insurance Expense	670.44	4,295.64	0.00	(4,295.64)
Training & Travel	285.00	737.19	0.00	(737.19)
Transportation	0.00	0.00	0.00	0.00
Occupancy	1,082.67	4,710.82	0.00	(4,710.82)
Other Expense	301.49	2,652.01	5,000.00	2,347.99
In-Kind Expenses	100,553.25	201,106.50	0.00	(201,106.50)
Expenses	124,719.81	410,217.71	5,000.00	(405,217.71)
Revenue Over Expenses	(23,831.30)	(119,743.51)	15,000.00	134,743.51

Administration is built into ALL programs and services (as an allocated cost) - therefore, the only budgeted items within this Department, are those costs that are not covered by existing grants/contracts, but that can be covered by private donations;

NOTE - throughout the year this report will show as a deficit as the revenues from grants are not transferred until year-end

*** Deficit (\$120k) driven by Head Start and CSBG Admin \$\$ not yet xferred to Admin department (completed at year-end or close of gran partially offset by a surplus in WIOA funds (adjustment at 3/31/2021)**



From the Desk of: Fiscal Team | L.E.A.P

383 Broadway, Suite B010
Fort Edward, NY 12828
(518) 746-2390

October 13, 2021

Dear Members of the Policy Council,

Enclosed you will find the Head Start/Early Head Start financial reports as of September 30, 2021; 6 months into 'year two' of the five-year grant period. Summary reports have been prepared for both the Year 2 'Base' funding as well as for the additional supplemental funding received due to the COVID-19 pandemic: CARES Act Funding (~\$299k), American Rescue Plan (ARP) Funding (~\$408k) and Additional Supplemental Funds to Respond to COVID (~\$102k). Of note:

- Under-spending within the Year 2 Base funding may result in a request for carry-over by 3/31/2022 (due to staffing patterns); some of the surplus funding will be used to fund the purchase of a new bus (will need permission from the Office of Head Start)
- Additional Supplemental Funds aka Head Start 2021 Summer Program funds have not yet been spent in full and a plan for the balance will be created by management
- ARP funds include a few large projects that have not yet started, though we have until 3/31/2023 to spend the funds in full
- CARES Act funding: we have an unobligated balance of \$64k that we intend to apply towards the purchase of a new bus. Will need to first submit an amendment by 10/30/2021 and request for approval before we move forward
- We are up to date on required reporting (Quarterly FTR and Semi-annual FFR – both due 10/30)

The September 2021 American Express credit card statement (Agency-wide) and the Policy Council bank statement for the month of September 2021 are included in the packet.

A draft Head Start Year 3 Budget (4/1/2022 – 3/31/2023) will be presented alongside a budget training at the October 19th meeting.

Best,

Emily Fagle
Emily Fagle, Finance Director
L.E.A.P
(518) 746-2390 x 2365
Emily.fagle@leapservices.org



Head Start 'Base Grant' Financial Summary

Grant Year: 04/01/2021- 03/31/2022 (year 2 of 5)

Financials as of: 9/30/2021 (Month 6 of 12 = 50%)

"Burn Rate" - the rate at which we expend funds and/or earn revenues (over a 12 month period)

	YTD Spend	where we should be at 9/30	Variance at 9/30	Annual Budget	Remaining	Burn Rate	
Revenues							
Head Start Grant Funding	\$ 1,878,350	\$ 2,286,228	\$ 407,878	\$ 4,572,455	\$ 2,694,105	41%	
TOTAL REVENUE	\$ 1,878,350	\$ 2,286,228	\$ 407,878	\$ 4,572,455	\$ 2,694,105	41%	Slow spending due to vacancies
Expenses							
Personnel	\$ 1,187,972	\$ 1,433,742	\$ 245,770	\$ 2,867,483	\$ 1,679,511	41%	Slow spending due to vacancies
Fringe Benefits	\$ 328,396	\$ 483,649	\$ 155,253	\$ 967,298	\$ 638,902	34%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ -	\$ 4,280	\$ 4,280	\$ 8,559	\$ 8,559	0%	Due to pandemic - may need to reallocate within T&TA
Equipment	\$ 39,916	\$ 38,139	\$ (1,777)	\$ 76,279	\$ 36,362	52%	On target - OK
Supplies	\$ 44,377	\$ 52,650	\$ 8,273	\$ 105,300	\$ 60,923	42%	Slow spending due to \$36k placeholder within budget
Contractual	\$ 91,846	\$ 67,490	\$ (24,356)	\$ 134,979	\$ 43,133	68%	Slightly high - but offset in personnel (LMHC not yet hired)
Other	\$ 229,612	\$ 206,279	\$ (23,334)	\$ 412,558	\$ 182,945	56%	Close to on target
TOTAL EXPENSE	\$ 1,922,119	\$ 2,286,228	\$ 364,108	\$ 4,572,455	\$ 2,650,336	42%	Slow spending due to vacancies
Surplus (Deficit)	\$ (43,769)			\$ -			

NOTES

- Expect to be at \$2.3M spend at this point in the year - **spending under by \$364k** (\$150k of which is driven by defined pension costs and \$200k driven by vacancies)

Other Program **Spending** not included:

ARP	\$ 39,783	Of \$408k available; Projects not yet started: Shared agency network, EHS playground equipment, air filtration/HVAC (Cambridge)
HS Summer Program	\$ 73,537	Of \$102k available; have until March 2023 to spend, which will need to be planned
CARES	\$ 66,607	Applied to one-time staff COVID-stipends
CACFP	\$ 65,943	To cover portion of meals program (wages and supplies)
County Contributions	\$ 22,165	Includes both cleaning reimbursement as well as Inclusion Aids
ATF Grant	\$ 343	Of a \$2500 grant - adjustment will show spend in full in next report
Other Costs	\$ 4,967	Unfunded based on private donations raised to-date (note: \$1500 penalty from DOT)
In-Kind Donations	\$ 225,680	Will likely have to request a waiver (goal is \$1.14M)



Head Start Program: **Non Federal Dollars Raised to-date**

Grant Year: 04/01/2021- 03/31/2022 (year 2 of 5)

Financials as of: 9/30/2021 (Month 6 of 12 = 50%)

"Burn Rate" - the rate at which we expend funds and/or earn revenues (over a 12 month period)

Category

Total In-Kind Donations
Private Cash Donations
Private Grants
Washington County Contributions
TOTAL

YTD Raised	where we should be at 9/30	Variance at 9/30	Required Annually	Remaining	Burn Rate
\$ 225,680	\$ -				
\$ 269	\$ -				
\$ 2,500	\$ -				
\$ 22,165	\$ -				
\$ 250,614	\$ 476,298	\$ (225,684)	\$ 1,143,114	\$ 892,500	22%

NOTES

(1) In Kind: in line with last year which means we will likely have to request a waiver

(2) Cash Donations: Kiwanis Club donation towards books YTD

(3) Private Grant: Adirondack Trust Foundation grant that was awarded in the previous year but will be spent in this grant year

(4) Washington County contributions: (a) Q1 and Q2 cleaning reimbursement + (b) \$3,175 in Inclusion Aide support from DOPH

* Based on prior year trend, and conditions within the current year due to the pandemic, likely will be applying for an amendment to reduce our Non-Federal Share

Budget Comparison Report
 Current Period: 4/1/2021 - 8/31/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc3 = 2_21

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue			
Head Start Grant Funding			
Head Start/Head Start Adm	1,220,927.50	2,847,064.00	1,626,136.50
Early Head Start/Early Head Start Adm	657,422.50	1,660,361.00	1,002,938.50
Training HS/HSA/EHS/EHSA	0.00	65,030.00	65,030.00
Head Start Grant Funding	1,878,350.00	4,572,455.00	2,694,105.00
Non-Fed In-Kind			
In-Kind Volunteer Wages	14,034.59		
In-Kind Facilities	115,723.67		
In-Kind Professional Services	11,508.90		
In-Kind Supplies	5,422.64		
In-Kind Maintenance/B&G	66,351.36		
In-Kind Marketing	768.76		
In-Kind Health & Disability Wages	11,869.65		
Non-Fed In-Kind	225,679.57	1,143,114.00	917,434.43
Revenue	2,104,029.57	5,715,569.00	3,611,539.43

41% Slow revenue recognition due to vacancies

20% In-line with prior year - will very likely require a waiver

Expenses			
A. Personnel			
Wages	1,187,971.62	2,867,483.00	1,679,511.38
A. Personnel	1,187,971.62	2,867,483.00	1,679,511.38
B. Fringe Benefits			
FICA/Disability/UI/WC			
FICA: Program	88,220.87	333,958.91	245,738.04
Unemployment Insurance	27,465.21	0.00	(27,465.21)
Workers Compensation	47,736.80	0.00	(47,736.80)
Disability Insurance	3,793.55	0.00	(3,793.55)
PFLA DISABILITY	2,092.08	0.00	(2,092.08)
FICA/Disability/UI/WC	169,308.51	333,958.91	164,650.40
Health/Dental/Life Ins. Expense			
Health Insurance	125,286.24	296,327.02	171,040.78
MERP	3,540.81	24,000.00	20,459.19
Health/Dental/Life Ins. Expense	128,827.05	320,327.02	191,499.97
Retirement Expense			
LEAP 401k/DBP Contributions	23,793.67	313,012.00	289,218.33
Pension Fees, Insurance	6,467.13	0.00	(6,467.13)
Retirement Expense	30,260.80	313,012.00	282,751.20
B. Fringe Benefits	328,396.36	967,297.93	638,901.57
Travel - Out-of-Region			
Emp: Per Diem, Lodging, Trans	0.00	8,559.00	8,559.00
Travel - Out-of-Region	0.00	8,559.00	8,559.00
D. Equipment			
Fleet Contract: Lease Fees	28,071.06	65,363.15	37,292.09
Lease Interest Expense	5,407.32	0.00	(5,407.32)
Contract: Office Equipment	6,437.91	10,915.56	4,477.65
D. Equipment	39,916.29	76,278.71	36,362.42
E. Supplies			

51% Slow spending due to vacancies

40% Slow spending due to vacancies

10% Will have a savings in this category that needs to be repurposed

34% Fringe low due to vacancies and retirement plan savings

0% Due to pandemic - may pickup over the next 6 months if conditions improve

52% On Target

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Office Supplies			
Non-Capital Equipment	2,300.98	0.00	(2,300.98)
Office Supplies	2,300.98	0.00	(2,300.98)
Child and Family Services Supplies			
Program Supplies	42,075.82	105,299.63	63,223.81
Child and Family Services Supplies	42,075.82	105,299.63	63,223.81
E. Supplies	44,376.80	105,299.63	60,922.83
F. Contractual			
Administrative Services			
Accounting Fees	13,860.00	39,390.00	25,530.00
Payroll Processing	12,236.81	0.00	(12,236.81)
Administrative Services	26,096.81	39,390.00	13,293.19
Other Contracts			
Professional Services Contracts	20,422.50	0.00	(20,422.50)
Software Programs	17,500.30	22,618.00	5,117.70
Other Contracts	37,922.80	22,618.00	(15,304.80)
Family Child Care			
Support Srvs - CLIENT Books, Rent, Utilit	20.00	0.00	(20.00)
Family Child Care	20.00	0.00	(20.00)
Training and Technical Assistance			
Conf, Meetings, Seminars, Fees	27,806.01	72,971.00	45,164.99
Training and Technical Assistance	27,806.01	72,971.00	45,164.99
F. Contractual	91,845.62	134,979.00	43,133.38
H. Other			
Utilities/Telephone/Internet			
Internet Fees	2,102.40	0.00	(2,102.40)
Telephone	18,943.10	0.00	(18,943.10)
Utilities	24,557.51	93,300.00	68,742.49
Utilities/Telephone/Internet	45,603.01	93,300.00	47,696.99
Building and Child Liability Insurance			
Insurance: G/L	12,471.13	27,692.95	15,221.82
Specialty Insurances	2,349.66	0.00	(2,349.66)
Building and Child Liability Insurance	14,820.79	27,692.95	12,872.16
Local Travel			
Employee: Local Travel	1,618.01	4,000.00	2,381.99
Vehicle Maintenance & Fuel	5,937.22	23,500.00	17,562.78
Fleet Contract: Maintenance	10,582.11	25,000.00	14,417.89
Insurance: Vehicles	10,151.18	20,000.00	9,848.82
Local Travel	28,288.52	72,500.00	44,211.48
Publications/Advertising/Printing			
Advertising, Marketing, Outreach	9,860.80	38,640.00	28,779.20
Postage & Shipping	985.53	0.00	(985.53)
Employee Recruitment	1,752.96	0.00	(1,752.96)
Printing	11,293.46	0.00	(11,293.46)
Publications/Advertising/Printing	23,892.75	38,640.00	14,747.25
Staff Development-Non TA			
Employee & Employer Relations	5,440.00	0.00	(5,440.00)
Memberships and Dues	3,365.77	16,500.00	13,134.23
Employee Supportive Service	1,335.64	0.00	(1,335.64)
Employee Background Checks	325.00	0.00	(325.00)

42% Slow spend due to the budget being inclusive of a \$36k placeholder

66% Slightly high - timing of EFPR billing

168% Over driven by Osika (OK - offset in personnel; and driven by not-yet-hired LMHC)

38% Slow spend T&TA - plan in place to spend by YE

68% Slightly high - but offset in personnel (LMHC not yet hired)

49% On Target

54% On Target

39% Low driven by fuel savings (move away from Wex to County pumps)
+ minimal staff reimbursable travel

62% Primarily the Trampoline 21-22 contract

	Year-to-Date <u>Actual</u>	Yearly <u>Budget</u>	Remaining <u>Budget</u>	
Staff Development-Non TA	10,466.41	16,500.00	6,033.59	63% Mountain Medical due to exams required for employment
Building Maintenance, Repairs and other Occupancy				
Maintenance: Buildings & Grounds	67,021.60	149,424.78	82,403.18	
Maintenance - Equipment	11,712.80	0.00	(11,712.80)	
Building Maintenance, Repairs and other Occupancy	78,734.40	149,424.78	70,690.38	53% On Target
Nutrition Services				
Supplies: Food	22,556.49	5,000.00	(17,556.49)	
Nutrition Services	22,556.49	5,000.00	(17,556.49)	451% Driven by reimbursements being applied to wages as well as food costs
Rent/Lease Expense	5,250.00	9,500.00	4,250.00	55% On Target
H. Other	229,612.37	412,557.73	182,945.36	56% On Target
In-Kind Expenses				
In-Kind Volunteer Wages	14,034.59			
In-Kind Facilities	115,723.67			
In-Kind Transportation	11,508.90			
In-Kind Supplies	5,422.64			
In-Kind Maintenance/B&G	66,351.36			
In-Kind Marketing	768.76			
In-Kind Health & Disability Wages	11,869.65			
In-Kind Expenses	225,679.57	1,143,114.00	917,434.43	20% Most in-kind not yet booked
Expenses	2,147,798.63	5,715,569.00	3,567,770.37	42% Overall, lower than planned spending driven by: vacancies and savings within DBPP
Excess or (Deficiency) of Revenue Over Expenses	(43,769.06)	0.00	43,769.06	Deficit - timing/temporary



Head Start American Rescue Plan (ARP) Funding

Grant Year: 04/01/2021- 03/31/2023

Financials as of: 9/30/2021 (Month 6 of 12 = 50%)

"Burn Rate" - the rate at which we expend funds and/or earn revenues (over a 12 month period)

	YTD Spend	where we should be at 9/30	Variance at 9/30	Two Year Budget	Remaining	Burn Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 13,376	\$ 102,002	\$ 88,626	\$ 408,007	\$ 394,631	3%	
TOTAL REVENUE	\$ 13,376	\$ 102,002	\$ 88,626	\$ 408,007	\$ 394,631	3%	Low compared to budget
<u>Expenses</u>							
Personnel	\$ -	\$ 6,414	\$ 6,414	\$ 25,657	\$ 25,657	0%	
Fringe Benefits	\$ -	\$ 802	\$ 802	\$ 3,207	\$ 3,207	0%	
Travel (Out of Region)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Equipment	\$ -	\$ 29,206	\$ 29,206	\$ 116,823	\$ 116,823	0%	
Supplies	\$ 26,049	\$ 22,750	\$ (3,299)	\$ 91,000	\$ 64,951	29%	
Contractual	\$ 9,387	\$ 38,930	\$ 29,543	\$ 155,720	\$ 146,333	6%	
Other	\$ 4,347	\$ 3,900	\$ (447)	\$ 15,600	\$ 11,253	28%	
TOTAL EXPENSE	\$ 39,783	\$ 102,002	\$ 62,219	\$ 408,007	\$ 368,224	10%	Low compared to budget
Surplus (Deficit)	\$ (26,407)			\$ -			

NOTES

- (1) Personnel: additional Aides as needed
- (2) Equipment: **PROJECTS NOT YET STARTED** -> HVAC/Air filtration system @ Cambridge, EHS playground equipment
- (3) Supplies YTD: Hill & Markes, UniFirst, Mahoney Alarm System, Staff Equipment Upgrades
- (4) Contracts YTD: cloud-based software (**NOTE: budget also includes** IT/Shared Network and hired labor for playground installation)
- (5) 'Other' YTD: Verizon lines of service; All Pro cleaning



Head Start: Supplemental Funds to Continue Responding to COVID-19

Grant Year: 04/01/2021- 03/31/2023

Financials as of: 9/30/2021 (Month 6 of 12 = 50%)

"Burn Rate" - the rate at which we expend funds and/or earn revenues (over a 12 month period)

Revenues

Head Start Grant Funding

TOTAL REVENUE

Expenses

Personnel

Fringe Benefits

Travel (Out of Region)

Equipment

Supplies

Contractual

Other

TOTAL EXPENSE

Surplus (Deficit)

YTD Spend	Two Year Budget	Remaining	Burn Rate
\$ 73,137	\$ 102,600	\$ 29,463	71%
\$ 73,137	\$ 102,600	\$ 29,463	71%
\$ 59,508	\$ 80,000	\$ 20,492	
\$ 11,975	\$ 20,100	\$ 8,125	
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	
\$ 82	\$ 1,000	\$ 918	
\$ 626	\$ -	\$ (626)	
\$ 1,346	\$ 1,500	\$ 154	
\$ 73,537	\$ 102,600	\$ 29,063	72%
\$ (400)	\$ -		

See note*

See note*

NOTES

While the funding is not restricted to a Head Start summer program (only), and we do have until 03/31/2023 to spend the funding, we still need to determine how we will expend the remaining funds (now that the 2021 HS Summer Program has concluded)



Head Start: CARES Act Funding

Grant Year: 04/01/2020- 03/31/2021

Financials as of: 9/30/2021 *

"Burn Rate" - the rate at which we expend funds and/or earn revenues (over a 12 month period)

Revenues

Head Start Grant Funding

TOTAL REVENUE

Expenses

Personnel

Fringe Benefits

Travel (Out of Region)

Equipment

Supplies

Contractual

Other

TOTAL EXPENSE

Surplus (Deficit)

	YTD Spend	Annual Budget	Remaining	Burn Rate	
Head Start Grant Funding	\$ 235,770	\$ 299,673	\$ 63,903	79%	
TOTAL REVENUE	\$ 235,770	\$ 299,673	\$ 63,903	79%	See note*
Personnel	\$ 91,849	\$ 111,038	\$ 19,189		
Fringe Benefits	\$ 10,259	\$ 25,000	\$ 14,741		
Travel (Out of Region)	\$ -	\$ -	\$ -		
Equipment	\$ 5,508	\$ 5,508	\$ -		
Supplies	\$ 100,152	\$ 124,444	\$ 24,292		
Contractual	\$ 16,465	\$ 19,267	\$ 2,802		
Other	\$ 11,537	\$ 14,416	\$ 2,879		
TOTAL EXPENSE	\$ 235,770	\$ 299,673	\$ 63,903	79%	See note*
Surplus (Deficit)	\$ -	\$ -			

NOTES

* The grant expired 3/31/2021, therefore we will be submitting a Request for Carry Over by 10/30/2021

The plan for the remaining \$64k is to purchase an a bus, which will be required due to the implications of social distancing on capacity

¹ **WASHINGTON COUNTY EOC L.E.A.P HEAD START
POLICY COUNCIL
383 BROADWAY
FORT EDWARD NY 12828**

Page: 1 of 1
Account: 9813366
Date: 09/15/2021

***** CHECKING *** NON PROFIT 28**

Beginning balance on August 16, 2021

Total Deposits and Credits: 1

Total Checks and Debits: 1

Cycle Service Charge

Ending balance on September 15, 2021

Number of days in this statement period: 31

Enclosures	0
	CYCLE-004
\$	2,157.63
+	10.00
-	10.00
-	0
\$	2,157.63

● **Account Transactions**

Date	Description	<u>DEBITS</u>	<u>CREDITS</u>
09/01	INTRA FI SWEEP FEE	10.00	
	TO EI XXXXXXXXXXXXXXX7004		
09/02	REV 9/1 INTRA FI SWEEP FEE		10.00

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance	Date	Balance
08/15	2,157.63	09/01	2,147.63	09/02	2,157.63		

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STATEMENTS. ENROLL AND VIEW ONLINE OR ON OUR MOBILE APP.
ENJOY 24/7 ACCESS OF UP TO 18 MONTHS OF PAST STATEMENTS.**

Glens Falls National Bank and Trust Company

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR STATEMENT

- 1 Subtract Outstanding Charges:** Using the lefthand column, total any withdrawals, debits or checks not reflected on your statement. Then subtract this amount from your statement balance.
- 2 Add Deposits:** Total any deposits or credits made since the statement period ended. Add this amount to your subtotal for the new balance.
- 3 Current Balance:** This amount should agree with your checking or savings register after you have recorded any service charges, automatic transfers or interest paid from your recent statement.

**OUTSTANDING
CHARGES**
(WITHDRAWALS,
DEBITS OR CHECKS)

STATEMENT BALANCE

\$ **■**

- ### 1 SUBTRACT (–) OUTSTANDING CHARGES

(USE SUBTOTAL FROM COLUMN)

- \$

- ## 2 ADD (+) NEW CREDITS/DEPOSITS

(IF ANY)

+ \$.

+ \$.

+ \$.

- ③ TOTAL**

\$ **■**

**(SHOULD AGREE WITH YOUR CHECKING/SAVINGS REGISTER AFTER YOU HAVE
RECORDED ANY SERVICE CHARGES AND INTEREST FROM STATEMENT)**

STATEMENT ERRORS OR QUESTIONS:

Please examine your statement at once and promptly report any errors, alterations, forgeries, unauthorized signature, or other unauthorized activity using the contact information below. If you fail to notify us within sixty (60) days of the date we mail you the statement, the statement will be treated as accurate and we will not be responsible for any claim or loss which you may incur. In case of errors or questions about your electronic funds transfers, please:

CALL: (518) 793-4121 or **WRITE:** Glens Falls National Bank and Trust Company
Attention: Deposit Services
250 Glen Street
Glens Falls, NY 12801

If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. Please provide the following information:

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

PRIVACY NOTICE:

Privacy Notice - Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at www.gfnational.com or we will mail you a free copy upon request if you call us at (866) 248-6366.

DRAFT Head Start Grant Budget

Year 3: 4/1/2022 - 3/31/2023

Date: 10/12/2021

	Prior Year Actuals: 4/2020 - 3/2021	Proposed Budget: 4/2022 - 3/2023		
Wages	\$ 2,952,677	\$ 3,059,905	\$ 107,228	a *
Fringe	\$ 864,429	\$ 863,929	\$ (500)	b
Travel - out of region	\$ 95	\$ -	\$ (95)	c
Supplies Total	\$ 65,793	\$ 79,000	\$ 13,207	d
Equipment Total	\$ 86,242	\$ 79,833	\$ (6,410)	e **
Contracts Total	\$ 180,256	\$ 130,060	\$ (50,195)	f
Other Expense	\$ 422,963	\$ 414,718	\$ (8,245)	g
Total	\$ 4,572,455	\$ 4,627,445		
Total OHS Grant	\$ 4,572,455	\$ 4,627,445		
Surplus (Deficit)	\$ -	\$ 0		

a Up 4% driven by: (1) change in NYS Minimum wage effective 1/1/2022; (2) change to ELT wages in line with market

b Increase not in tandem with wages due to decrease in payments due for DBPP

c Assume most T&TA to take place virtually/locally

d Driven by return to in-person classroom learning

e Driven by HVAC (fully expensed as of 3/31/2021)

f Driven by Osika contract (out for 22-23) and decrease in audit fees (driven by DBPP participants); note this line includes \$65k for staff T&TA

g Increase (All Pro) offset by decrease in one-time vehicle repair costs and Trampoline contract (out for 22-23)

* Very small amount included in wage line to account for vacancy (\$11k); could be much higher

* Impact of move to merit based system not yet known (therefore not included)

** Not included though may be a cost savings within Transportation costs due to Enterprise Fleet contract term and the value of vehicles within the fleet