

CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 12/23/2021

Report Month: Nov 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

Date of the last Treasurer's audit?

Oct-21 Completed virtually using document sharing tools

RECURRING REPORTS

CACFP (monthly)

YES

NO

CSBG (Quarterly) Attestation and Financial Reports

YES

NO

Next due 01/2022

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

YES

NO

Next due 01/2022

FEDERAL AND STATE TAX RETURNS

W2

DUE DATE

1/31/2022

DATE COMPLETED/FILED

XXX

1099 / 1096

2/1/2022

XXX

FORM 990

2/15/2022

10/19/2021

CHAR-500

2/15/2022

10/26/2021

FORM 5500

1/17/2022

XXX

Bank Statements reviewed by Executive Director

YES

NO

And Accounting Manager in interim

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

12/23/2021

Economic Opportunity Council, Inc.
 Budget Comparison Report
 Current Period: 4/1/2021 - 11/30/2021
 Budget Period: 4/1/2021 - 3/31/2022

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue					
Public Grants	3,278,323.33	3,278,323.33	5,452,307.00	2,173,983.67	60% a
Private Grants	4,254.34	4,254.34	49,831.00	45,576.66	9% b
Contract Income	216,073.63	216,073.63	446,828.00	230,754.37	48% c
Washington County Funding	214,233.95	214,233.95	210,428.00	(3,805.95)	102% d
Fee For Service	8,800.00	8,800.00	18,500.00	9,700.00	48% e
Individual Donations	6,360.13	6,360.13	20,000.00	13,639.87	32% f
In-Kind Donations	262,334.61	262,334.61	1,185,614.00	923,279.39	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	3,990,379.99	3,990,379.99	7,383,508.00	3,393,128.01	60% Over-stated, budget not inclusive of new \$\$
Expenses					
Personnel	2,143,865.64	2,143,865.64	3,473,810.00	1,329,944.36	62%
Fringe Benefits & P/R Taxes	535,658.93	535,658.93	1,126,678.93	591,020.00	48% Driven by pension payments
Professional Services	154,293.56	154,293.56	246,373.00	92,079.44	63%
Supplies & Equipment	206,731.31	206,731.31	393,749.63	187,018.32	53% Driven by excess COVID-response funds
Capital Equipment	9,755.75	9,755.75	0.00	(9,755.75)	Will be capitalized
Client Beneficiary Cost	145,374.45	145,374.45	265,698.00	120,323.55	55%
Insurance Expense	44,457.46	44,457.46	64,293.95	19,836.49	69%
Training & Travel	45,292.20	45,292.20	90,630.00	45,337.80	50% Travel restricted due to pandemic
Transportation	32,494.21	32,494.21	148,763.15	116,268.94	22% Due to capitalized fleet
Occupancy	218,629.35	218,629.35	345,497.34	126,867.99	63%
Other Expense	35,685.63	35,685.63	23,800.00	(11,885.63)	150%
In-Kind Expenses	262,334.61	262,334.61	1,185,614.00	923,279.39	22%
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	
Expenses	3,834,573.10	3,834,573.10	7,364,908.00	3,530,334.90	58% Over-stated, budget not inclusive of new \$\$
Revenue Over Expenses	155,806.89	155,806.89	18,600.00	(137,206.89)	

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 - spending slightly behind due to vacancies

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:**

\$20k in WIOA income ahead spending Due to \$50k advance (prior year)
 (\$41k) Head Start deficit due to timing of drawdown
 \$19k in CSBG income ahead of expenses Advanced CARES Act and CB21 payments - timing only
 \$92k in County income ahead of expenses Disbursements not aligned with timing of spend
 \$63k in capital costs not expensed on the income statement
 \$3k - other adjustments

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

Statement of Financial Position

As of Date: 11/30/2021

Rounding: Dollars

	Current Year	Prior Year	
Assets			
Cash and Equivalents	518,351	384,205	a
Receivables	14,297	30,825	b
Prepaid Expenses	(1,654)	(14,951)	<i>Recon pending</i>
Investments	160,653	160,502	c
Other Assets	46,507	22,514	d
Property and Equipment, at cost	3,635,770	3,681,516	
Accumulated Depreciation	(2,437,487)	(2,345,841)	
Assets	1,936,437	1,918,771	
Liabilities & Net Assets			
Liabilities			
Accounts Payable	5,077	2,317	e
Accrued Expenses	71,880	44,570	f
Accrued Payroll Liabilities	100,500	115,316	g
Deferred Revenue	0	0	
Long Term Debt	64,727	142,610	h
Defined Benefit Pension Plan Obligation	1,381,614	1,967,556	i
Liabilities	1,623,798	2,272,368	
Net Assets			
Unrestricted net Assets	312,639	(353,597)	
Net Assets	312,639	(353,597)	
Liabilities & Net Assets	1,936,437	1,918,771	
a) Cash - inclusive of GFNB Sweep accounts			
Available to cover general Agency costs	\$ 516,193		
Restricted Funds -Policy Council	\$ 2,158	\$ -	
b) A/R - CACFP (\$8k) and County funding (\$6k - now paid)			
c) Combined balance of (2) short-term Certificate of Deposits with GFNB			
d) Primarily MERP funds set-aside for employee distribution			
e) Accounts Payable - actual aging is \$0; above reported figure 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)	64,453		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	64,727	\$ 0	
i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2021 audit			

Budget Comparison Report

Current Period: 10/1/2021 - 11/30/2021

Budget Period: 10/1/2021 - 3/31/2022

CSBG 2022 CONTRACT FUNDING

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
	\$ -	\$ 244,739.00	\$ 244,739.00	0%
Expenses				
Personnel	17,277.08	154,545.00	137,267.92	11%
Fringe Benefits & P/R Taxes	4,288.01	37,619.00	33,330.99	11%
Professional Services	640.14	7,075.00	6,434.86	9%
Supplies & Equipment	146.39	3,750.00	3,603.61	4%
Client Beneficiary Cost	0.00	17,500.00	17,500.00	0%
Insurance Expense	689.34	5,000.00	4,310.66	14%
Training & Travel	69.04	0.00	(69.04)	
Transportation	1,372.20	13,500.00	12,127.80	10%
Occupancy	212.14	1,750.00	1,537.86	12%
Other Expense	252.29	4,000.00	3,747.71	6%
Expenses	24,946.63	244,739.00	219,792.37	10%
Excess or (Deficiency) of Revenue Over Expenses	(24,946.63)	0.00	24,946.63	

Received the first advance of \$62k on 12/3/2021 - not reflected in total above

Two months into the new contract year, we are slightly behind on spending driven by staffing

- constant turnover within all parts of the agency over the last 12-18 months

Economic Opportunity Council,
 Budget Comparison Report
 Current Period: 10/1/2020 - 11/30/2021
 Budget Period: 10/1/2020 - 3/31/2022

CSBG CARES ACT FUNDING

	ACTUALS	BUDGET	Remaining Budget	
Revenue				
Public Grants	164,439.00	328,878.00	164,439.00	50%
Revenue	164,439.00	328,878.00	164,439.00	
Expenses				
Personnel	55,186.51	160,442.00	105,255.49	34%
Fringe Benefits & P/R Taxes	7,110.16	46,748.00	39,637.84	15%
Professional Services	30,103.75	67,458.00	37,354.25	45%
Supplies & Equipment	9,586.54	621.00	(8,965.54)	100%
Client Beneficiary Cost	8,984.89	24,342.00	15,357.11	37%
Insurance Expense	1,187.64	2,080.00	892.36	57%
Training & Travel	124.13	1,000.00	875.87	12%
Transportation	5,272.72	14,571.00	9,298.28	100%
Occupancy	1,442.94	11,616.00	10,173.06	12%
Other Expense	1,280.25	0.00	(1,280.25)	100%
Expenses	120,279.53	328,878.00	208,598.47	37%
Excess or (Deficiency) of Revenue Over Expenses	44,159.47	0.00	(44,159.47)	

Have received 1/2 of the contract funding to-date, though have only spent about 1/3 of the total funding (we are more than halfway through the project period). This is primarily driven by staffing - constant turnover within all parts of the agency over the last 12-18 months

Economic Opportunity
Budget Comparison Report
Current Period: 7/1/2020 - 11/30/2021
Budget Period: 7/1/2020 - 3/31/2022

WIOA - PY 2020

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Contract Income	318,467.21	374,570.00	56,102.79	
Revenue	318,467.21	374,570.00	56,102.79	85%
Expenses				
Personnel	111,756.01	134,926.12	23,170.11	83%
Fringe Benefits & P/R Taxes	45,729.08	23,937.95	(21,791.13)	191%
Professional Services	22,788.01	24,277.29	1,489.28	94%
Supplies & Equipment	3,850.49	14,802.16	10,951.67	26%
Client Beneficiary Cost	88,488.94	165,000.00	76,511.06	54%
Insurance Expense	2,480.50	2,661.51	181.01	93%
Training & Travel	1,614.48	2,761.54	1,147.06	58%
Occupancy	8,615.96	4,814.17	(3,801.79)	179%
Other Expense	565.81	1,389.26	823.45	41%
In-Kind Expenses	0.00	0.00	0.00	
Expenses	285,889.28	374,570.00	88,680.72	76%
Excess or (Deficiency) of Revenue Over Expenses	32,577.93	0.00	(32,577.93)	

The PY2020 WIOA funding year runs from 7/1/2020 - 6/30/2021

At 11/30/2021, we still have close to 90k or 24% of the funding to spend down

This is a consistent, year-over-year issue with WIOA funding.

The funding amount is determined by not by need, but by a fixed allocated amount that is determined at the state DOL-level

** Note - we are given two years to spend the funding to remain in compliance*

Economic Opportunity
 Budget Comparison Report
 Current Period: 7/1/2020 - 11/30/2021
 Budget Period: 7/1/2020 - 3/31/2022

WIOA - PY 2021

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Contract Income	0.00	435,536.63	435,536.63	
Revenue	0.00	435,536.63	435,536.63	0%
Expenses				
Personnel	4,071.95	175,892.58	171,820.63	2%
Fringe Benefits & P/R Taxes	1,254.29	43,937.95	42,683.66	3%
Professional Services	494.69	24,277.29	23,782.60	2%
Supplies & Equipment	165.40	14,802.16	14,636.76	1%
Client Beneficiary Cost	3,962.03	165,000.00	161,037.97	2%
Insurance Expense	260.07	2,661.51	2,401.44	10%
Training & Travel	(6.50)	2,761.54	2,768.04	0%
Occupancy	465.91	4,814.17	4,348.26	10%
Other Expense	25.27	1,389.43	1,364.16	2%
In-Kind Expenses	0.00	0.00	0.00	
Expenses	10,693.11	435,536.63	424,843.52	2%
Excess or (Deficiency) of Revenue Over Expenses	(10,693.11)	0.00	10,693.11	

The PY2021 WIOA funding year runs from 7/1/2021 - 6/30/2022

At 11/30/2021, 5 months into the grant year we have spent only \$10k or 2% of the total budget

This is a consistent, year-over-year issue with WIOA funding.

The funding amount is determined by not by need, but by a fixed allocated amount that is determined at the state DOL-level

* Note - we are given two years to spend the funding to remain in compliance



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

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

December 8, 2021

Dear Members of the Policy Council,

Enclosed you will find the Head Start/Early Head Start financial reports as of November 30, 2021; 8 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 and staff wellness*: 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 and presented to the Council*
- 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 *-note that this grant is not restricted to responding to COVID-19. Employee-wellness activities and related expenses are allowed.*
- 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 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 November 2021 American Express credit card statement (Agency-wide) and the Policy Council bank statement for the month of November 2021 are included in the packet.

The Year Three Head Start Grant Application for the budget period 4/1/2022 – 3/31/2023 will be submitted to the HSES site by December 23rd, 2021.

Best,

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: 11/30/2021 (Month 8 of 12 = 67%)

"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 11/30	Variance at 11/30	Annual Budget	Remaining	Burn Rate	
Revenues							
Head Start Grant Funding	\$ 2,527,350	\$ 3,084,963	\$ 557,613	\$ 4,627,445		55%	
TOTAL REVENUE	\$ 2,527,350	\$ 3,084,963	\$ 557,613	\$ 4,627,445	\$ -	55%	Slow spending due to vacancies
Expenses							
Personnel	\$ 1,619,318	\$ 1,940,845	\$ 321,527	\$ 2,911,267	\$ 1,291,949	56%	Slow spending due to vacancies
Fringe Benefits	\$ 440,993	\$ 648,806	\$ 207,812	\$ 973,209	\$ 532,215	45%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ 305	\$ 5,706	\$ 5,401	\$ 8,559	\$ 8,254	4%	Due to pandemic - may need to reallocate within T&TA
Equipment	\$ 53,671	\$ 50,852	\$ (2,819)	\$ 76,279	\$ 22,608	70%	On target - OK
Supplies	\$ 44,184	\$ 73,730	\$ 29,546	\$ 110,595	\$ 66,411	40%	Slow spending due to \$36k placeholder within budget
Contractual	\$ 116,667	\$ 89,986	\$ (26,681)	\$ 134,979	\$ 18,312	86%	Slightly high - but offset in personnel (LMHC not yet hired)
Other	\$ 298,649	\$ 275,038	\$ (23,610)	\$ 412,558	\$ 113,909	72%	Close to on target
TOTAL EXPENSE	\$ 2,573,788	\$ 3,084,963	\$ 511,175	\$ 4,627,445	\$ 2,053,657	56%	Slow spending due to vacancies
Surplus (Deficit)	\$ (46,438)			\$ -			

NOTES

- Expect to be at \$3.1M spend at this point in the year - **spending under by \$511k** (\$150k of which is driven by defined pension costs and \$360k driven by vacancies)

Other Program **Spending** not included:

ARP	\$ 78,997	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	\$ 90,207	To cover portion of meals program (wages and supplies)
County Contributions	\$ 31,660	Includes both cleaning reimbursement as well as Inclusion Aids
ATF Grant	\$ 2,500	Of a \$2500 grant applied to activities within the HBV program
Other Costs	\$ 4,972	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: 11/30/2021 (Month 8 of 12 = 67%)

"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 11/30	Variance at 11/30	Required Annually	Remaining	Burn Rate
\$ 225,680	\$ -				
\$ 319	\$ -				
\$ 2,500	\$ -				
\$ 31,660	\$ -				
\$ 260,159	\$ 762,076	\$ (501,917)	\$ 1,143,114	\$ 882,955	23%

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



Head Start American Rescue Plan (ARP) Funding

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

Financials as of: 11/30/2021 (Month 8 of 24 = 33%)

"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 11/30	Variance at 11/30	Two Year Budget	Remaining	Burn Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 75,876	\$ 136,002	\$ 60,127	\$ 408,007	\$ 332,131	19%	
TOTAL REVENUE	\$ 75,876	\$ 136,002	\$ 60,127	\$ 408,007	\$ 332,131	19%	Low compared to budget
<u>Expenses</u>							
Personnel	\$ 6,518	\$ 8,552	\$ 2,034	\$ 25,657	\$ 19,139	25%	
Fringe Benefits	\$ 922	\$ 1,069	\$ 147	\$ 3,207	\$ 2,285	29%	
Travel (Out of Region)	\$ -	\$ -	\$ -	\$ -	\$ -		
Equipment	\$ 22,106	\$ 38,941	\$ 16,835	\$ 116,823	\$ 94,717	19%	
Supplies	\$ 33,252	\$ 30,333	\$ (2,918)	\$ 91,000	\$ 57,748	37%	
Contractual	\$ 10,554	\$ 51,907	\$ 41,353	\$ 155,720	\$ 145,166	7%	
Other	\$ 5,646	\$ 5,200	\$ (446)	\$ 15,600	\$ 9,954	36%	
TOTAL EXPENSE	\$ 78,997	\$ 136,002	\$ 57,005	\$ 408,007	\$ 329,010	19%	Low compared to budget
Surplus (Deficit)	\$ (3,122)			\$ -			

NOTES

- (1) Personnel: additional Aides as needed
- (2) Equipment: **PROJECTS NOT YET STARTED** -> EHS playground equipment
- (3) Supplies YTD: Hill & Markes, UniFirst, Mahoney Alarm System, Staff Equipment Upgrades
- (4) Contracts YTD: cloud-based software (**Not yet started**: IT/Shared Network and hired labor for playground installation)
- (5) 'Other' YTD: Verizon lines of service; All Pro one-time cleaning



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

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

Financials as of: 11/30/2021 (Month 8 of 24 = 33%)

"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	
Head Start Grant Funding	\$ 73,537	\$ 102,600	\$ 29,063	72%	
TOTAL REVENUE	\$ 73,537	\$ 102,600	\$ 29,063	72%	See note*
<u>Expenses</u>					
Personnel	\$ 59,508	\$ 80,000	\$ 20,492		
Fringe Benefits	\$ 11,975	\$ 20,100	\$ 8,125		
Travel (Out of Region)	\$ -	\$ -	\$ -		
Equipment	\$ -	\$ -	\$ -		
Supplies	\$ 82	\$ 1,000	\$ 918		
Contractual	\$ 626	\$ -	\$ (626)		
Other	\$ 1,346	\$ 1,500	\$ 154		
TOTAL EXPENSE	\$ 73,537	\$ 102,600	\$ 29,063	72%	See note*
Surplus (Deficit)	\$ -	\$ -			

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: 11/30/2021 *

"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 and we will be submitting an amendment to spend the remaining funds by 3/31/2022

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