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**Have two years to spend the 12-month allocation of WIOA funds*

**Will be submitting a Carry-over-balance application request to OHS to approve spending the remaining balance by 3/31/2022 (on the purchase of a new school bus needed for social distancing while transporting children to and from the centers)*

CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 1/28/2022

Report Month: Dec 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?

Oct-21 Completed virtually using document sharing tools

RECURRING REPORTS

CACFP (monthly)

YES NO

CSBG (Quarterly) Attestation and Financial Reports

YES NO

Last submitted 01/2022

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

YES NO

Last submitted 01/2022

FEDERAL AND STATE TAX RETURNS**DUE DATE****DATE COMPLETED/FILED**

W2

1/31/2022

1/4/2022

1099 / 1096

2/1/2022

1/26/2022

FORM 990

2/15/2022

10/19/2021

CHAR-500

2/15/2022

10/26/2021

FORM 5500

1/17/2022

1/15/2022

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

1/28/2022

Statement of Financial Position

As of Date: 12/31/2021

Rounding: Dollars

	Current Year	Prior Year	
Assets			
Cash and Equivalents	645,928	427,833	a
Receivables	11,165	57,976	b
Prepaid Expenses	10,759	8,178	<i>Recon pending</i>
Investments	160,653	160,502	c
Other Assets	46,507	22,654	d
Property and Equipment, at cost	3,635,770	3,681,516	
Accumulated Depreciation	(2,423,698)	(2,345,841)	
Assets	2,087,083	2,012,819	
Liabilities & Net Assets			
Liabilities			
Accounts Payable	2,593	(30,413)	e
Accrued Expenses	75,465	49,217	f
Accrued Payroll Liabilities	100,500	115,316	g
Deferred Revenue	0	0	
Long Term Debt	58,376	135,841	h
Defined Benefit Pension Plan Obligation	1,381,614	1,967,556	i
Liabilities	1,618,547	2,237,517	
Net Assets			
Unrestricted net Assets	468,536	(224,699)	
Net Assets	468,536	(224,699)	
Liabilities & Net Assets	2,087,083	2,012,819	
a) Cash - inclusive of GFNB Sweep accounts			
Available to cover general Agency costs	\$ 643,770		
Restricted Funds -Policy Council	\$ 2,158	\$ -	
b) A/R - CACFP (\$10k) and NYS LIHEAP (\$400) - 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)	58,102		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	58,376	\$ 0	
i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2021 audit			

Budget Comparison Report

Current Period: 12/1/2021 - 12/31/2021

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

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue					
Public Grants	711,644.25	3,989,967.58	5,452,307.00	1,462,339.42	73% a
Private Grants	0.00	4,254.34	49,831.00	45,576.66	9% b
Contract Income	56,672.31	272,745.94	446,828.00	174,082.06	61% c
Washington County Funding	0.00	214,233.95	210,428.00	(3,805.95)	102% d
Fee For Service	0.00	8,800.00	18,500.00	9,700.00	48% e
Individual Donations	9,690.00	8,051.13	20,000.00	3,948.87	40% f
In-Kind Donations	133,942.40	396,277.01	1,185,614.00	789,336.99	33% 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	8,000.00	0.00	0.00	h
Revenue from Prior Period	0.00	0.00	0.00	0.00	
Revenue	911,948.96	4,902,329.95	7,383,508.00	2,481,178.05	61% Over-stated, budget not inclusive of new \$\$
Expenses					
Personnel	450,075.70	2,593,281.45	3,473,810.00	880,528.55	
Fringe Benefits & P/R Taxes	73,528.80	609,352.07	1,126,678.93	517,326.86	Driven by pension payments
Professional Services	11,533.92	165,827.48	246,373.00	80,545.52	
Supplies & Equipment	21,397.77	228,105.83	393,749.63	165,643.80	Driven by excess COVID-response funds
Capital Equipment	0.00	9,755.75	0.00	(9,755.75)	
Client Beneficiary Cost	24,196.22	170,089.47	265,698.00	95,608.53	
Insurance Expense	4,319.84	48,777.30	64,293.95	15,516.65	
Training & Travel	2,061.20	47,353.40	90,630.00	43,276.60	Travel restricted due to pandemic
Transportation	5,175.17	37,669.38	148,763.15	111,093.77	Due to capitalized fleet
Occupancy	22,712.60	241,341.95	345,497.34	104,155.39	
Other Expense	7,108.20	42,794.83	23,800.00	(18,994.83)	
In-Kind Expenses	133,942.40	396,277.01	1,185,614.00	789,336.99	
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	
Expenses	756,051.82	4,590,625.92	7,364,908.00	2,774,282.08	57% Over-stated, budget not inclusive of new \$\$
Revenue Over Expenses	155,897.14	311,704.03	18,600.00	(293,104.03)	

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 will be mailed by end of Jan 2022

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

h. Private sale of fee-for-service F350 (no Federal-interest)

***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:**

\$25k in WIOA income ahead spending Due to \$50k advance (prior year)

\$86k Head Start surplus due to timing of drawdown against \$58k DBPP expense

\$39k in CSBG income ahead of expenses Advanced CARES Act and CSBG 2022 payments - timing only

\$74.5k in County income ahead of expenses Disbursements not aligned with timing of spend

\$83k in capital costs not expensed on the income statement

\$4k - other adjustments

Have not yet netted unrestricted income as of the date of this report (timing of annual appeal)

Budget Comparison Report

Current Period: 10/1/2021 - 12/31/2021

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

CSBG 2022 CONTRACT FUNDING

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
	\$ 61,184.75	\$ 244,739.00	\$ 183,554.25	25%
Expenses				
Personnel	37,500.64	154,545.00	117,044.36	24%
Fringe Benefits & P/R Taxes	7,210.52	37,619.00	30,408.48	19%
Professional Services	1,240.52	7,075.00	5,834.48	18%
Supplies & Equipment	381.00	3,750.00	3,369.00	10%
Client Beneficiary Cost	380.00	17,500.00	17,120.00	2%
Insurance Expense	980.88	5,000.00	4,019.12	20%
Training & Travel	78.91	0.00	(78.91)	
Transportation	2,347.10	13,500.00	11,152.90	17%
Occupancy	382.14	1,750.00	1,367.86	22%
Other Expense	416.03	4,000.00	3,583.97	10%
Expenses	50,917.74	244,739.00	193,821.26	21%
Excess or (Deficiency) of Revenue Over Expenses	10,267.01	0.00	(10,267.01)	

Received the first advance of \$62k on 12/3/2021

Three months into the new contract year, we are close to on target with spending despite 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 - 12/31/2021
 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	62,782.58	160,442.00	97,659.42	39%
Fringe Benefits & P/R Taxes	8,150.47	46,748.00	38,597.53	17%
Professional Services	30,654.06	67,458.00	36,803.94	45%
Supplies & Equipment	9,773.92	621.00	(9,152.92)	100%
Client Beneficiary Cost	14,128.40	24,342.00	10,213.60	58%
Insurance Expense	1,238.02	2,080.00	841.98	60%
Training & Travel	124.13	1,000.00	875.87	12%
Transportation	5,672.04	14,571.00	8,898.96	100%
Occupancy	1,574.77	11,616.00	10,041.23	14%
Other Expense	1,392.91	0.00	(1,392.91)	100%
Expenses	135,491.30	328,878.00	193,386.70	41%
Excess or (Deficiency) of Revenue Over Expenses	28,947.70	0.00	(28,947.70)	

Have received 1/2 of the contract funding to-date, though have only spent 41% 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
An amended budget with a new spending plan will be submitted to DOS by 2/11/2022

Economic Opportunity
Budget Comparison Report
Current Period: 7/1/2020 - 12/31/2021
Budget Period: 7/1/2020 - 3/31/2022

WIOA - PY 2020

	Year-to-Date <u>Actual</u>	Yearly <u>Budget</u>	Remaining <u>Budget</u>	
Revenue				
Contract Income	335,929.52	374,570.00	38,640.48	
Revenue	335,929.52	374,570.00	38,640.48	90%
Expenses				
Personnel	122,908.16	134,926.12	12,017.96	91%
Fringe Benefits & P/R Taxes	47,914.25	23,937.95	(23,976.30)	200%
Professional Services	23,411.89	24,277.29	865.40	96%
Supplies & Equipment	4,111.07	14,802.16	10,691.09	28%
Client Beneficiary Cost	97,064.94	165,000.00	67,935.06	59%
Insurance Expense	2,673.58	2,661.51	(12.07)	100%
Training & Travel	1,629.29	2,761.54	1,132.25	59%
Occupancy	8,988.07	4,814.17	(4,173.90)	187%
Other Expense	621.07	1,389.26	768.19	45%
In-Kind Expenses	0.00	0.00	0.00	
Expenses	309,322.32	374,570.00	65,247.68	83%
Excess or (Deficiency) of Revenue Over Expenses	<u>26,607.20</u>	<u>0.00</u>	<u>(26,607.20)</u>	

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

At 12/31/2021, we still have 65k 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 - 12/31/2021
 Budget Period: 7/1/2020 - 3/31/2022

WIOA - PY 2021

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Contract Income	35,600.00	435,536.63	399,936.63	
Revenue	35,600.00	435,536.63	399,936.63	8%
Expenses				
Personnel	15,296.53	175,892.58	160,596.05	9%
Fringe Benefits & P/R Taxes	3,007.50	43,937.95	40,930.45	7%
Professional Services	3,868.63	24,277.29	20,408.66	16%
Supplies & Equipment	349.99	14,802.16	14,452.17	2%
Client Beneficiary Cost	13,901.24	165,000.00	151,098.76	8%
Insurance Expense	355.27	2,661.51	2,306.24	13%
Training & Travel	(0.79)	2,761.54	2,762.33	0%
Occupancy	718.03	4,814.17	4,096.14	15%
Other Expense	68.46	1,389.43	1,320.97	5%
In-Kind Expenses	0.00	0.00	0.00	
Expenses	37,564.86	435,536.63	397,971.77	9%
Excess or (Deficiency) of Revenue Over Expenses	(1,964.86)	0.00	1,964.86	

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

At 12/31/2021, 6 months into the grant year we have spent 9% 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

January 11, 2022

Dear Members of the Policy Council,

Enclosed you will find the Head Start/Early Head Start financial reports as of December 31, 2021; 9 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 as well as to fund additional contributions into the defined benefit pension plan (*will need permission from the Office of Head Start*)
- 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 December 2021 American Express credit card statement (Agency-wide) and the Policy Council bank statement for the month of December 2021 are included in the packet.

The Year Three Head Start Grant Application for the budget period 4/1/2022 – 3/31/2023 was submitted to the HSES site on December 21st 2021.

Best,

Emily Fagle, Finance Director and Interim Executive 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: 12/31/2021 (Month 9 of 12 = 75%)

"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 12/31	Variance at 12/31	Annual Budget	Remaining	Burn Rate	
Revenues							
Head Start Grant Funding	\$ 3,133,850	\$ 3,470,584	\$ 336,734	\$ 4,627,445		68%	
TOTAL REVENUE	\$ 3,133,850	\$ 3,470,584	\$ 336,734	\$ 4,627,445	\$ -	68%	Slow spending due to vacancies
Expenses							
Personnel	\$ 1,994,551	\$ 2,183,450	\$ 188,899	\$ 2,911,267	\$ 916,716	69%	Slow spending due to vacancies
Fringe Benefits	\$ 532,915	\$ 729,906	\$ 196,992	\$ 973,209	\$ 440,294	55%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ 305	\$ 6,419	\$ 6,114	\$ 8,559	\$ 8,254	4%	Due to pandemic - may need to reallocate within T&TA
Equipment	\$ 60,553	\$ 57,209	\$ (3,344)	\$ 76,279	\$ 15,726	79%	On target - OK
Supplies	\$ 52,185	\$ 82,946	\$ 30,762	\$ 110,595	\$ 58,410	47%	Slow spending due to \$36k placeholder within budget
Contractual	\$ 122,026	\$ 101,234	\$ (20,792)	\$ 134,979	\$ 12,953	90%	High - but offset in personnel (LMHC not yet hired)
Other	\$ 334,045	\$ 309,418	\$ (24,626)	\$ 412,558	\$ 78,513	81%	On target - OK
TOTAL EXPENSE	\$ 3,096,580	\$ 3,470,584	\$ 374,004	\$ 4,627,445	\$ 1,530,865	67%	Slow spending due to vacancies
Surplus (Deficit)	\$ 37,270			\$ -			

NOTES

- Expect to be at \$3.47M spend at this point in the year - **spending under by \$374k** (\$150k of which is driven by defined pension costs, remainder in wages)

Other Program **Spending** not included:

ARP	\$ 110,024	Of \$408k available; Projects not yet started: Shared agency network - not will need to submit a budget amendment before end of proje
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	\$ 97,205	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	\$ 12,099	Unfunded based on private donations raised to-date (note: \$1500 penalty from DOT)
In-Kind Donations	\$ 322,455	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: **12/31/2021 (Month 9 of 12 = 75%)**

"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 12/31	Variance at 12/31	Required Annually	Remaining	Burn Rate
\$ 322,455	\$ -				
\$ 319	\$ -				
\$ 2,500	\$ -				
\$ 31,660	\$ -				
\$ 356,934	\$ 857,336	\$ (500,402)	\$ 1,143,114	\$ 786,180	31%

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: Supplemental Funds to Continue Responding to COVID-19

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

Financials as of: 11/30/2021 (Month 9 of 24 = 37.5%)

"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
\$ 73,537	\$ 102,600	\$ 29,063	72%
\$ 73,537	\$ 102,600	\$ 29,063	72%
\$ 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%
\$ -	\$ -		

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 American Rescue Plan (ARP) Funding

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

Financials as of: 11/30/2021 (Month 9 of 24 = 37.5%)

"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 12/31	Variance at 12/31	Two Year Budget	Remaining	Burn Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 109,876	\$ 153,003	\$ 43,127	\$ 408,007	\$ 298,131	27%	
TOTAL REVENUE	\$ 109,876	\$ 153,003	\$ 43,127	\$ 408,007	\$ 298,131	27%	Low compared to budget
<u>Expenses</u>							
Personnel	\$ 13,881	\$ 9,621	\$ (4,259)	\$ 25,657	\$ 11,776	54%	
Fringe Benefits	\$ 1,738	\$ 1,203	\$ (535)	\$ 3,207	\$ 1,469	54%	
Travel (Out of Region)	\$ -	\$ -	\$ -	\$ -	\$ -		
Equipment	\$ 35,895	\$ 43,809	\$ 7,914	\$ 116,823	\$ 80,928	31%	
Supplies	\$ 39,549	\$ 34,125	\$ (5,424)	\$ 91,000	\$ 51,451	43%	
Contractual	\$ 12,502	\$ 58,395	\$ 45,894	\$ 155,720	\$ 143,219	8%	
Other	\$ 6,460	\$ 5,850	\$ (610)	\$ 15,600	\$ 9,140	41%	
TOTAL EXPENSE	\$ 110,024	\$ 153,003	\$ 42,979	\$ 408,007	\$ 297,983	27%	Low compared to budget
Surplus (Deficit)	\$ (148)			\$ -			

NOTES

(1) Personnel: additional Aides as needed

(2) Equipment: PROJECTS NOT YET STARTED --> IT NETWORK --> NEED A REVISED PLAN BASED ON PROPOSALS

(3) Supplies YTD: Hill & Markes, UniFirst, Mahoney Alarm System, Staff Equipment Upgrades

(4) Contracts YTD: cloud-based software; NOT YET STARTED --> IT NETWORK --> NEED A REVISED PLAN BASED ON PROPOSALS

(5) 'Other' YTD: Verizon lines of service; All Pro one-time cleaning



Head Start: CARES Act Funding

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

Financials as of: 12/31/2021 *

"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

Budget Comparison Report
 Current Period: 4/1/2021 - 12/31/2021
 Budget Period: 4/1/2021 - 3/31/2022
 Cc3 = 2_21

\$ 336,733.75 Level of under-spending at 12/31/2021

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue			
Head Start Grant Funding			
Head Start/Head Start Adm	2,037,002.50	2,881,798.00	844,795.50
Early Head Start/Early Head Start Adm	1,096,847.50	1,680,617.00	583,769.50
Training HS/HSA/EHS/EHSA	0.00	65,030.00	65,030.00
Head Start Grant Funding	3,133,850.00	4,627,445.00	1,493,595.00
Non-Fed In-Kind			
In-Kind Volunteer Wages	14,034.59		
In-Kind Facilities	173,041.37		
In-Kind Professional Services	17,263.35		
In-Kind Supplies	5,422.64		
In-Kind Maintenance/B&G	99,527.04		
In-Kind Marketing	1,296.00		
In-Kind Health & Disability Wages	11,869.65		
Non-Fed In-Kind	322,454.64	1,143,114.00	820,659.36
Revenue	3,456,304.64	5,770,559.00	2,314,254.36

68% Slow revenue recognition due to vacancies
 s/b at 75% spending

28% In-line with prior year - will require a waiver before year-end

Expenses			
A. Personnel			
Wages	1,994,551.18	2,911,267.00	916,715.82
A. Personnel	1,994,551.18	2,911,267.00	916,715.82
B. Fringe Benefits			
FICA/Disability/UI/WC			
FICA: Program	148,067.97	339,869.54	191,801.57
Unemployment Insurance	34,714.52	0.00	(34,714.52)
Workers Compensation	64,444.68	0.00	(64,444.68)
Disability Insurance	3,793.55	0.00	(3,793.55)
PFLA DISABILITY	2,092.08	0.00	(2,092.08)
FICA/Disability/UI/WC	253,112.80	339,869.54	86,756.74
Health/Dental/Life Ins. Expense			
Health Insurance	164,500.42	296,327.02	131,826.60
MERP	6,423.49	24,000.00	17,576.51
Health/Dental/Life Ins. Expense	170,923.91	320,327.02	149,403.11
Retirement Expense			
LEAP 401k/DBP Contributions	45,026.55	313,012.00	267,985.45
Pension Fees, Insurance	63,851.63	0.00	(63,851.63)
Retirement Expense	108,878.18	313,012.00	204,133.82
B. Fringe Benefits	532,914.89	973,208.56	440,293.67
Travel - Out-of-Region			
Emp: Per Diem, Lodging, Trans	305.12	8,559.00	8,253.88
Travel - Out-of-Region	305.12	8,559.00	8,253.88
D. Equipment			
Fleet Contract: Lease Fees	42,758.07	65,363.15	22,605.08
Lease Interest Expense	8,256.30	0.00	(8,256.30)
Contract: Office Equipment	9,538.74	10,915.56	1,376.82
D. Equipment	60,553.11	76,278.71	15,725.60
E. Supplies			

74% On target due to increase in workers comp premium

53% Slow spending due to vacancies / under-utilized MERP

35% Will have a savings in this category that needs to be repurposed

55% Fringe low due to vacancies and retirement plan savings

4% Due to pandemic - may pickup over the next 6 months if conditions improve

79% On Target

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Office Supplies			
Non-Capital Equipment	9,271.26	0.00	(9,271.26)
Office Supplies	9,271.26	0.00	(9,271.26)
Child and Family Services Supplies			
Program Supplies	42,913.30	110,595.00	67,681.70
Child and Family Services Supplies	42,913.30	110,595.00	67,681.70
E. Supplies	52,184.56	110,595.00	58,410.44
F. Contractual			
Administrative Services			
Accounting Fees	18,640.00	39,390.00	20,750.00
Payroll Processing	20,576.15	0.00	(20,576.15)
Administrative Services	39,216.15	39,390.00	173.85
Other Contracts			
Professional Services Contracts	32,351.50	0.00	(32,351.50)
Software Programs	8,400.89	22,618.00	14,217.11
Other Contracts	40,752.39	22,618.00	(18,134.39)
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	42,037.71	72,971.00	30,933.29
Training and Technical Assistance	42,037.71	72,971.00	30,933.29
F. Contractual	122,026.25	134,979.00	12,952.75
H. Other			
Utilities/Telephone/Internet			
Internet Fees	2,390.47	0.00	(2,390.47)
Telephone	28,136.08	0.00	(28,136.08)
Utilities	40,143.05	93,300.00	53,156.95
Utilities/Telephone/Internet	70,669.60	93,300.00	22,630.40
Building and Child Liability Insurance			
Insurance: G/L	18,197.29	27,692.95	9,495.66
Specialty Insurances	4,586.94	0.00	(4,586.94)
Building and Child Liability Insurance	22,784.23	27,692.95	4,908.72
Local Travel			
Employee: Local Travel	1,927.69	4,000.00	2,072.31
Vehicle Maintenance & Fuel	10,308.78	23,500.00	13,191.22
Fleet Contract: Maintenance	18,920.62	25,000.00	6,079.38
Insurance: Vehicles	14,789.34	20,000.00	5,210.66
Local Travel	45,946.43	72,500.00	26,553.57
Publications/Advertising/Printing			
Advertising, Marketing, Outreach	10,491.87	38,640.00	28,148.13
Postage & Shipping	1,249.49	0.00	(1,249.49)
Employee Recruitment	5,128.18	0.00	(5,128.18)
Printing	17,188.85	0.00	(17,188.85)
Publications/Advertising/Printing	34,058.39	38,640.00	4,581.61
Staff Development-Non TA			
Employee & Employer Relations	5,440.00	0.00	
Memberships and Dues	4,701.02	16,500.00	
Employee Supportive Service	0.39	0.00	

47% Slow spend due to the budget being inclusive of a \$36k placeholder

100% High - timing of EFPR billing

180% Over driven by Osika (OK - offset in personnel; and driven by not-yet-hired LMHC)
And ChildPlus adjustment not yet posted

58% Slow spend T&TA - plan in place to spend by YE

90% High - but offset in personnel (LMHC not yet hired)

76% On Target

82% On Target

63% Low driven by fuel savings (move away from Wex to County pumps)
+ minimal staff reimbursable travel

88% High - Primarily the Trampoline 21-22 contract

	Year-to-Date	Yearly	Remaining
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Employee Background Checks	550.00	0.00	
Staff Development-Non TA	10,691.41	16,500.00	5,808.59
Building Maintenance, Repairs and other Occupancy			
Maintenance: Buildings & Grounds	94,601.95	149,424.78	54,822.83
Maintenance - Equipment	12,857.70	0.00	(12,857.70)
Building Maintenance, Repairs and other Occupancy	107,459.65	149,424.78	41,965.13
Nutrition Services			
Supplies: Food	34,809.79	5,000.00	(29,809.79)
Nutrition Services	34,809.79	5,000.00	(29,809.79)
Rent/Lease Expense	7,625.00	9,500.00	1,875.00
H. Other	334,044.50	412,557.73	78,513.23
In-Kind Expenses			
In-Kind Volunteer Wages	14,034.59		
In-Kind Facilities	173,041.37		
In-Kind Transportation	17,263.35		
In-Kind Supplies	5,422.64		
In-Kind Maintenance/B&G	99,527.04		
In-Kind Marketing	1,296.00		
In-Kind Health & Disability Wages	11,869.65		
In-Kind Expenses	322,454.64	1,143,114.00	820,659.36
Expenses	3,419,034.25	5,770,559.00	2,351,524.75
Excess or (Deficiency) of Revenue Over Expenses	37,270.39	0.00	(37,270.39)

65% Mountain Medical due to exams required for employment

72% On Target

696% Driven by reimbursements being applied to wages as well as food costs

80% On Target

81% On Target

28% Most in-kind not yet booked

67% Overall, lower than planned spending driven by: vacancies and savings within DBPP

s/b at 75% spending

Surplus - timing/temporary

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: 12/15/2021

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

Beginning balance on November 16, 2021

Total Deposits and Credits: 0

Total Checks and Debits: 0

Cycle Service Charge

Ending balance on December 15, 2021

Number of days in this statement period: 30

Enclosures	0
	CYCLE-004
\$	2,157.63
+	.00
-	.00
-	0
\$	2,157.63

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
11/15	2,157.63				

***GO PAPERLESS WITH FREE, SECURE, CONVENIENT ONLINE
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.