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CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 3/31/2022

Report Month: Feb 2022

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

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

W2

DUE DATE

1/31/2022

DATE COMPLETED/FILED

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?

-

-

2/15/2022

Are there any pending lawsuits? *

YES

NO



SIGNATURE

Title

Finance Director

Date

3/31/2022

L.E.A.P.
Statement of Financial Position
As of Date: 2/28/2022
Rounding: Dollars

	Current Year	Prior Year	
Assets			
Cash and Equivalents	479,495	274,061	a
Receivables	10,286	96,572	b
Prepaid Expenses	61,497	11,042	
Investments	160,653	160,653	c
Other Assets	46,507	25,723	d
Property and Equipment, at cost	3,645,526	3,681,516	
Accumulated Depreciation	(2,419,381)	(2,345,841)	
Assets	1,984,584	1,903,727	
Liabilities & Net Assets			
Liabilities			
Accounts Payable	6,498	2,476	e
Accrued Expenses	75,306	49,912	f
Accrued Payroll Liabilities	100,500	115,316	g
Deferred Revenue	0	0	
Long Term Debt	45,647	122,722	h
Defined Benefit Pension Plan Obligation	1,381,614	1,967,556	i
Liabilities	1,609,565	2,257,982	
Net Assets			
Unrestricted net Assets	375,019	(354,255)	
Net Assets	375,019	(354,255)	
Liabilities & Net Assets	1,984,584	1,903,727	
a) Cash - inclusive of GFNB Sweep accounts			
Available to cover general Agency costs	\$ 477,337		
Restricted Funds -Policy Council	\$ 2,158	\$ -	
b) A/R - primarily driven by a \$10k payment pending from DOH (CACFP)			
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)	45,373		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	45,647	\$ 0	
i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2021 audit			

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue					
Public Grants	4,762,907.12	4,762,907.12	5,452,307.00	689,399.88	87% a
Private Grants	4,254.34	4,254.34	49,831.00	45,576.66	9% b
Contract Income	273,165.94	273,165.94	446,828.00	173,662.06	61% c
Washington County Funding	238,471.95	238,471.95	210,428.00	(28,043.95)	113% d
Fee For Service	8,800.00	8,800.00	18,500.00	9,700.00	48% e
Individual Donations	9,311.13	9,311.13	20,000.00	10,688.87	47% f
In-Kind Donations	510,955.49	510,955.49	1,185,614.00	674,658.51	43% 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	8,000.00	8,000.00	0.00	(8,000.00)	h
Revenue from Prior Period	0.00	0.00	0.00	0.00	
Revenue	5,815,865.97	5,815,865.97	7,383,508.00	1,567,642.03	72% Not including in-kind, over-stated (not all inclusive)
Expenses					
Personnel	3,096,469.15	3,096,469.15	3,473,810.00	377,340.85	
Fringe Benefits & P/R Taxes	795,547.23	795,547.23	1,126,678.93	331,131.70	Driven by pension payments
Professional Services	218,481.47	218,481.47	246,373.00	27,891.53	
Supplies & Equipment	283,316.44	283,316.44	393,749.63	110,433.19	Driven by excess COVID-response funds
Capital Equipment	0.00	0.00	0.00	0.00	
Client Beneficiary Cost	188,937.30	188,937.30	265,698.00	76,760.70	
Insurance Expense	49,631.14	49,631.14	64,293.95	14,662.81	
Training & Travel	54,878.81	54,878.81	90,630.00	35,751.19	Travel restricted due to pandemic
Transportation	43,184.89	43,184.89	148,763.15	105,578.26	Due to capitalized fleet
Occupancy	300,678.95	300,678.95	345,497.34	44,818.39	
Other Expense	55,597.86	55,597.86	23,800.00	(31,797.86)	
In-Kind Expenses	510,955.49	510,955.49	1,185,614.00	674,658.51	
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	
Expenses	5,597,678.73	5,597,678.73	7,364,908.00	1,767,229.27	69% Not including in-kind, over-stated (not all inclusive)
Revenue Over Expenses	218,187.24	218,187.24	18,600.00	(199,587.24)	

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:**

\$17k Head Start surplus due to timing of drawdown

\$52k in CSBG income ahead of expenses *Advanced CARES Act and CSBG 2022 payments - timing only*

\$70k in County income ahead of expenses *Disbursements not aligned with timing of spend*

(\$31k) deficit WIOA due to timing of reimbursement

\$109k in capital costs not expensed on the income statement

\$2.5k - other adjustments

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



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

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

March 15, 2022

Dear Members of the Policy Council,

Enclosed you will find the Head Start/Early Head Start financial reports as of February 28, 2022; 11 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: some of the surplus funding as a result of high turnover and several vacancies 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 either the purchase of a second bus or upgrades to the Early Head Start playground equipment. *Will need to first submit a Carry Over Balance application / request for approval before we move forward*
- We are up to date on required reporting (Quarterly FTR and Semi-annual FFR – due 01/30 and 10/30 respectively)

The February 2022 American Express credit card statement (Agency-wide) and the Policy Council bank statement for the month of February 2022 are included in the packet. All fraudulent Amex charges have been resolved and credited to our account.

The Year Three Head Start Grant Application for the budget period 4/1/2022 – 3/31/2023 has been approved!

Best,

Emily Fagle, Finance Director

(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: **02/28/2022 (Month 11 of 12 = 92%)**

"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 02/28	Variance at 02/28	Annual Budget	Remaining	Burn Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 3,784,850	\$ 4,241,825	\$ 456,975	\$ 4,627,445	\$ 842,595	82%	
TOTAL REVENUE	\$ 3,784,850	\$ 4,241,825	\$ 456,975	\$ 4,627,445	\$ 842,595	82%	Slow spending due to vacancies
<u>Expenses</u>							
Personnel	\$ 2,413,817	\$ 2,668,661	\$ 254,844	\$ 2,911,267	\$ 497,450	83%	Slow spending due to vacancies
Fringe Benefits	\$ 673,499	\$ 892,108	\$ 218,609	\$ 973,209	\$ 299,710	69%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ 289	\$ 7,846	\$ 7,557	\$ 8,559	\$ 8,270	3%	Due to pandemic - may need to reallocate within T&TA
Equipment	\$ 73,798	\$ 69,922	\$ (3,876)	\$ 76,279	\$ 2,481	97%	On target - OK
Supplies	\$ 60,692	\$ 101,379	\$ 40,687	\$ 110,595	\$ 49,903	55%	Slow spending due to \$36k placeholder within budget
Contractual	\$ 149,843	\$ 123,731	\$ (26,113)	\$ 134,979	\$ (14,864)	111%	
Other	\$ 405,762	\$ 378,178	\$ (27,584)	\$ 412,558	\$ 6,796	98%	
TOTAL EXPENSE	\$ 3,777,700	\$ 4,241,825	\$ 464,124	\$ 4,627,445	\$ 849,745	82%	Slow spending due to vacancies
Surplus (Deficit)	\$ 7,150			\$ -			

NOTES

- Expect to be at \$4.24M spend at this point in the year - **spending under by \$456k** (\$150k of which is driven by defined pension costs, remainder in wages)
- Training and Technical Assistance - **must spend full amount of \$65k** - spend to-date is \$50k (at 02/28/2022)

Economic Opportunity
Budget Comparison Report
Current Period: 4/1/2021 - 2/28/2022
Budget Period: 4/1/2021 - 3/31/2022
Cc3 = 2_21

Page 1 of 1

\$ 456,974.58 Level of under-spending at 02/28/2022

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue			
Head Start Grant Funding			
Head Start/Head Start Adm	2,460,152.50	2,881,798.00	421,645.50
Early Head Start/Early Head Start Adm	1,324,697.50	1,680,617.00	355,919.50
Training HS/HSA/EHS/EHSA	0.00	65,030.00	65,030.00
Head Start Grant Funding	3,784,850.00	4,627,445.00	842,595.00
Non-Fed In-Kind			
In-Kind Volunteer Wages	24,769.76		
In-Kind Facilities	232,041.38		
In-Kind Professional Services	23,017.80		
In-Kind Supplies	8,895.62		
In-Kind Maintenance/B&G	132,702.72		
In-Kind Marketing	1,808.48		
In-Kind Health & Disability Wages	16,368.11		
Non-Fed In-Kind	439,603.87	1,143,114.00	703,510.13
Revenue	4,224,453.87	5,770,559.00	1,546,105.13

82% Slow revenue recognition due to vacancies
s/b at 90% spending

38% In-line with prior year - waiver request in process

Expenses			
A. Personnel			
Wages	2,413,817.16	2,911,267.00	497,449.84
A. Personnel	2,413,817.16	2,911,267.00	497,449.84
B. Fringe Benefits			
FICA/Disability/UI/WC			
FICA: Program	179,247.71	339,869.54	160,621.83
Unemployment Insurance	62,046.40	0.00	(62,046.40)
Workers Compensation	64,444.68	0.00	(64,444.68)
Disability Insurance	3,623.55	0.00	(3,623.55)
FICA/Disability/UI/WC	309,362.34	339,869.54	30,507.20
Health/Dental/Life Ins. Expense			
Health Insurance	221,652.22	296,327.02	74,674.80
MERP	4,634.61	24,000.00	19,365.39
Health/Dental/Life Ins. Expense	226,286.83	320,327.02	94,040.19
Retirement Expense			
LEAP 401k/DBP Contributions	65,973.10	313,012.00	247,038.90
Pension Fees, Insurance	71,876.63	0.00	(71,876.63)
Retirement Expense	137,849.73	313,012.00	175,162.27
B. Fringe Benefits	673,498.90	973,208.56	299,709.66
Travel - Out-of-Region			
Emp: Per Diem, Lodging, Trans	289.12	8,559.00	8,269.88
Travel - Out-of-Region	289.12	8,559.00	8,269.88
D. Equipment			
Fleet Contract: Lease Fees	52,575.65	65,363.15	12,787.50
Lease Interest Expense	9,609.90	0.00	(9,609.90)
Contract: Office Equipment	11,612.32	10,915.56	(696.76)
D. Equipment	73,797.87	76,278.71	2,480.84
E. Supplies			
Office Supplies			

83% Slow spending due to vacancies
s/b at 90% spending

91% On target due to increase in workers comp premium

71% Slow spending due to vacancies / under-utilized MERP

44% Will have a savings in this category that needs to be repurposed

69% Fringe low due to vacancies and retirement plan savings

3% Due to pandemic - may pickup over the next 6 months if conditions improve

97% On Target

	Year-to-Date <u>Actual</u>	Yearly <u>Budget</u>	Remaining <u>Budget</u>
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	51,420.67	110,595.00	59,174.33
Child and Family Services Supplies	51,420.67	110,595.00	59,174.33
E. Supplies	60,691.93	110,595.00	49,903.07
F. Contractual			
Administrative Services			
Accounting Fees	19,520.00	39,390.00	19,870.00
Board/PC Meetings & Training	(2.93)	0.00	2.93
Bank Fees	24.00	0.00	(24.00)
Payroll Processing	29,521.10	0.00	(29,521.10)
Administrative Services	49,062.17	39,390.00	(9,672.17)
Other Contracts			
Professional Services Contracts	42,152.25	0.00	(42,152.25)
Software Programs	9,430.63	22,618.00	13,187.37
Other Contracts	51,582.88	22,618.00	(28,964.88)
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	49,178.23	72,971.00	23,792.77
Training and Technical Assistance	49,178.23	72,971.00	23,792.77
F. Contractual	149,843.28	134,979.00	(14,864.28)
H. Other			
Utilities/Telephone/Internet			
Internet Fees	2,292.07	0.00	(2,292.07)
Telephone	34,903.03	0.00	(34,903.03)
Utilities	53,753.53	93,300.00	39,546.47
Utilities/Telephone/Internet	90,948.63	93,300.00	2,351.37
Building and Child Liability Insurance			
Insurance: G/L	18,197.29	27,692.95	9,495.66
Specialty Insurances	5,342.80	0.00	(5,342.80)
Building and Child Liability Insurance	23,540.09	27,692.95	4,152.86
Local Travel			
Employee: Local Travel	2,022.43	4,000.00	1,977.57
Vehicle Maintenance & Fuel	12,464.10	23,500.00	11,035.90
Fleet Contract: Maintenance	20,486.47	25,000.00	4,513.53
Insurance: Vehicles	14,754.34	20,000.00	5,245.66
Local Travel	49,727.34	72,500.00	22,772.66
Publications/Advertising/Printing			
Advertising, Marketing, Outreach	30,410.75	38,640.00	8,229.25
Postage & Shipping	1,518.89	0.00	(1,518.89)
Employee Recruitment	7,258.44	0.00	(7,258.44)
Printing	20,194.00	0.00	(20,194.00)
Publications/Advertising/Printing	59,382.08	38,640.00	(20,742.08)
Staff Development-Non TA			
Employee & Employer Relations	7,187.00	0.00	
Memberships and Dues	7,155.52	16,500.00	

55% Slow spend due to the budget being inclusive of a **\$36k placeholder**

125% High - timing of EFPR billing

228% Over driven by Osika (OK - offset in personnel; and driven by not-yet-hired LMHC)
And ChildPlus adjustment not yet posted

67% Slow spend T&TA - plan in place to spend by YE

111% High - but offset in personnel (LMHC not yet hired)

97% On Target

85% On Target

69% Low driven by fuel savings (move away from Wex to County pumps)
+ minimal staff reimbursable travel

154% High - Primarily the Trampoline 21-22 contract

	Year-to-Date	Yearly	Remaining
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Employee Supportive Service	0.39	0.00	
Employee Background Checks	600.00	0.00	
Staff Development-Non TA	14,942.91	16,500.00	1,557.09
Building Maintenance, Repairs and other Occupancy			
Maintenance: Buildings & Grounds	110,675.99	149,424.78	38,748.79
Maintenance - Equipment	13,727.34	0.00	(13,727.34)
Building Maintenance, Repairs and other Occupancy	124,403.33	149,424.78	25,021.45
Nutrition Services			
Supplies: Food	35,192.76	5,000.00	(30,192.76)
Nutrition Services	35,192.76	5,000.00	(30,192.76)
Rent/Lease Expense	7,625.00	9,500.00	1,875.00
H. Other	405,762.14	412,557.73	6,795.59
In-Kind Expenses			
In-Kind Volunteer Wages	24,769.76		
In-Kind Facilities	232,041.38		
In-Kind Transportation	23,017.80		
In-Kind Supplies	8,895.62		
In-Kind Maintenance/B&G	132,702.72		
In-Kind Marketing	1,808.48		
In-Kind Health & Disability Wages	16,368.11		
In-Kind Expenses	439,603.87	1,143,114.00	703,510.13
Expenses	4,217,304.27	5,770,559.00	1,553,254.73
Excess or (Deficiency) of Revenue Over Expenses	7,149.60	0.00	(7,149.60)

91% Mountain Medical due to exams required for employment

83% On Target

704% Driven by reimbursements being applied to wages as well as food costs

80% On Target

98% High - but offset in Personnel

38% In-line with prior year - waiver request in process

82% Overall, lower than planned spending driven by: vacancies and savings within DBPP

s/b at 90% spending

Surplus - timing/temporary



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

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

Financials as of: **01/31/2022 (Month 10 of 12 = 83%)**

"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	Required Annually	Variance	Burn Rate	Projected Amount	Waiver Request
\$ 439,604				\$ 465,000	
\$ 734				\$ 1,000	
\$ 2,500				\$ 2,500	
\$ 41,155				\$ 42,500	
\$ 483,993	\$ 1,143,114	\$ (659,121)	42%	\$ 511,000	\$ (632,114)

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) Cleaning reimbursement + (b) \$3,175 in Inclusion Aide support from DOPH



Revised Spending Plan in process

Head Start American Rescue Plan (ARP) Funding

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

Financials as of: 02/28/2022 (Month 11 of 24 = 46%)

"Burn Rate" - the rate at which we expend funds and/or earn revenues over the period of the grant

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	where we should be at 02/28	Variance at 02/28	Two Year Budget	Remaining	Burn Rate
Head Start Grant Funding	\$ 123,176	\$ 187,003	\$ 63,827	\$ 408,007	\$ 284,831	30%
TOTAL REVENUE	\$ 123,176	\$ 187,003	\$ 63,827	\$ 408,007	\$ 284,831	30%
Personnel	\$ 23,462	\$ 11,759	\$ (11,703)	\$ 25,657	\$ 2,195	91%
Fringe Benefits	\$ 3,094	\$ 1,470	\$ (1,624)	\$ 3,207	\$ 114	96%
Travel (Out of Region)	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ 40,212	\$ 53,544	\$ 13,332	\$ 116,823	\$ 76,611	34%
Supplies	\$ 35,381	\$ 41,708	\$ 6,327	\$ 91,000	\$ 55,619	39%
Contractual	\$ 8,220	\$ 71,372	\$ 63,151	\$ 155,720	\$ 147,500	5%
Other	\$ 12,705	\$ 7,150	\$ (5,555)	\$ 15,600	\$ 2,895	81%
TOTAL EXPENSE	\$ 123,075	\$ 187,003	\$ 63,929	\$ 408,007	\$ 284,932	30%
Surplus (Deficit)	\$ 101			\$ -		

Low compared to budget

Low compared to budget



Spent in full

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

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

Financials as of: 02/28/2022 (Month 11 of 24 = 46%)

"Burn Rate" - the rate at which we expend funds and/or earn revenues over the period of the grant

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	Budget	Variance at 02/28
Head Start Grant Funding	\$ 102,630	\$ 102,630	
TOTAL REVENUE	\$ 102,630	\$ 102,630	\$ -
<u>Expenses</u>			
Personnel	\$ 59,508	\$ 59,508	
Fringe Benefits	\$ 11,975	\$ 11,975	
Travel (Out of Region)	\$ -	\$ -	
Equipment	\$ -	\$ -	
Supplies	\$ 24,552	\$ 24,552	
Contractual	\$ 4,895	\$ 4,895	
Other	\$ 1,700	\$ 1,700	
TOTAL EXPENSE	\$ 102,630	\$ 102,630	\$ -
Surplus (Deficit)	\$ -	\$ -	



Head Start: CARES Act Funding

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

Financials as of: 02/28/2022*

"Burn Rate" - the rate at which we expend funds and/or earn revenues over the period of the grant

	YTD Spend	Annual Budget	Remaining
<u>Revenues</u>			
Head Start Grant Funding	\$ 235,770	\$ 299,673	\$ 63,903
TOTAL REVENUE	\$ 235,770	\$ 299,673	\$ 63,903
<u>Expenses</u>			
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
Surplus (Deficit)	\$ -	\$ -	

NOTES

* The grant expired 3/31/2021 and we will be submitting an amendment to spend the remaining funds in 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 capacit

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: 02/15/2022

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

Beginning balance on January 16, 2022

Total Deposits and Credits: 0

Total Checks and Debits: 0

Cycle Service Charge

Ending balance on February 15, 2022

Number of days in this statement period: 31

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

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
01/15	2,157.63				

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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.

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