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CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 5/6/2022

Report Month: March 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 04/2022

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

YES

NO

Last submitted 04/2022

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

5/6/2022

L.E.A.P.
Statement of Financial Position
As of Date: 3/31/2022
Rounding: Dollars

	Current Year	Prior Year	
Assets			
Cash and Equivalents	202,445	199,551	a
Receivables	363,210	414,082	b
Prepaid Expenses	27,489	37,316	
Investments	160,653	160,653	c
Other Assets	46,507	46,507	d
Property and Equipment, at cost	3,635,770	3,635,770	
Accumulated Depreciation	(2,332,130)	(2,449,837)	
Assets	2,103,944	2,044,042	
Liabilities & Net Assets			
Liabilities			
Accounts Payable	69,739	33,707	e
Accrued Expenses	80,704	76,198	f
Accrued Payroll Liabilities	100,500	100,500	g
Deferred Revenue	0	179,654	
Long Term Debt	39,282	115,537	h
Defined Benefit Pension Plan Obligation	1,381,614	1,381,614	i
Liabilities	1,671,839	1,887,210	
Net Assets			
Unrestricted net Assets	432,105	156,832	
Net Assets	432,105	156,832	
Liabilities & Net Assets	2,103,944	2,044,042	
a) Cash - inclusive of GFNB Sweep accounts			
Available to cover general Agency costs	\$ 200,287		
Restricted Funds -Policy Council	\$ 2,158	\$ -	
b) A/R - \$300k Head Start + pending WIOA funds			
c) Combined balance of (2) short-term Certificate of Deposits with GFNB			
d) Primarily MERP funds set-aside for employee distribution			
e) Accounts Payable - expense incurred in FYE2022 but paid in April (FYE2023)			
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)	39,008		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	39,282	\$ -	
i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2021 audit			

Budget Comparison Report

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

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

	Current Period Actual	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue					
Public Grants	5,670,111.64	5,670,111.64	5,452,307.00	(217,804.64)	104% a
Private Grants	4,254.34	4,254.34	49,831.00	45,576.66	9% b
Contract Income	361,375.94	361,375.94	446,828.00	85,452.06	81% c
Washington County Funding	247,709.95	247,709.95	210,428.00	(37,281.95)	118% d
Fee For Service	9,600.00	9,600.00	18,500.00	8,900.00	52% e
Individual Donations	12,455.69	12,455.69	20,000.00	7,544.31	62% f
In-Kind Donations	553,587.57	553,587.57	1,185,614.00	632,026.43	47% 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	6,867,095.13	6,867,095.13	7,383,508.00	516,412.87	102% Not including in-kind, over-stated (not all inclusive)
Expenses					
Personnel	3,469,725.45	3,469,725.45	3,473,810.00	4,084.55	On Budget
Fringe Benefits & P/R Taxes	1,096,808.44	1,096,808.44	1,126,678.93	29,870.49	On Budget
Professional Services	305,224.38	305,224.38	246,373.00	(58,851.38)	Driven by Trampoline one-time agreements
Supplies & Equipment	335,949.67	335,949.67	393,749.63	57,799.96	Driven by excess COVID-response funds
Capital Equipment	0.00	0.00	0.00	0.00	
Client Beneficiary Cost	219,473.17	219,473.17	265,698.00	46,224.83	
Insurance Expense	65,350.92	65,350.92	64,293.95	(1,056.97)	
Training & Travel	63,944.09	63,944.09	90,630.00	26,685.91	Travel restricted due to pandemic
Transportation	56,691.72	56,691.72	148,763.15	92,071.43	Due to capitalized fleet
Occupancy	364,125.20	364,125.20	345,497.34	(18,627.86)	
Other Expense	60,941.18	60,941.18	23,800.00	(37,141.18)	Staff recognition, wellness / new hire exams
In-Kind Expenses	553,587.57	553,587.57	1,185,614.00	632,026.43	
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	
Expenses	6,591,821.79	6,591,821.79	7,364,908.00	773,086.21	98% Not including in-kind, over-stated (not all inclusive)
Revenue Over Expenses	275,273.34	275,273.34	18,600.00	(256,673.34)	

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 - trending low throughout year due to vacancies; contribution to DBPP made to address the surplus in funding**

*** Surplus drivers:**

\$194k in capital expenses not recognized when paid (depreciated) - **will be offset with a depreciation entry**

\$7k Head Start surplus due to timing of drawdown - **will be carried forward**

\$8k in CSBG income ahead of expenses - **will be carried forward**

\$61k in County income ahead of expenses *Disbursements not aligned with timing of spend*

(\$7k) deficit WIOA due to timing of reimbursement

\$2k net profits from unrestricted income - **will be added to GFNB Operating Reserves account**

\$9k - other adjustments

Economic Opportunity
 Budget Comparison Report
 Current Period: 10/1/2021 - 3/31/2022
 Budget Period: 10/1/2021 - 9/30/2022

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CSBG 2022 CONTRACT FUNDING

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
	\$ 122,369.50	\$ 244,739.00	\$ 122,369.50	50%
Expenses				
Personnel	73,743.08	154,545.00	80,801.92	48%
Fringe Benefits & P/R Taxes	15,395.07	37,619.00	22,223.93	41%
Professional Services	4,243.63	7,075.00	2,831.37	60%
Supplies & Equipment	906.15	3,750.00	2,843.85	24%
Client Beneficiary Cost	2,758.05	17,500.00	14,741.95	16%
Insurance Expense	2,095.11	5,000.00	2,904.89	42%
Training & Travel	461.67	0.00	(461.67)	
Transportation	5,767.44	13,500.00	7,732.56	43%
Occupancy	1,010.72	1,750.00	739.28	58%
Other Expense	1,095.96	4,000.00	2,904.04	27%
Expenses	107,476.88	244,739.00	137,262.12	44%
Excess or (Deficiency) of Revenue Over Expenses	14,892.62	0.00	(14,892.62)	

Received the first advance of \$62k on 12/3/2021, and second installment by 1/31/2022
 Six 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
Budget Comparison Report
Current Period: 10/1/2020 - 3/31/2022
Budget Period: 10/1/2020 - 9/30/2022

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CSBG CARES ACT FUNDING

	ACTUALS	BUDGET	Remaining Budget	
Revenue				
Public Grants	164,439.00	328,878.00	164,439.00	50%
In-Kind	632.00	0.00	(632.00)	
Revenue	<u>165,071.00</u>	<u>328,878.00</u>	<u>163,807.00</u>	
Expenses				
Personnel	78,343.80	160,442.00	82,098.20	49%
Fringe Benefits & P/R Taxes	10,709.17	46,748.00	36,038.83	23%
Professional Services	40,139.90	67,458.00	27,318.10	60%
Supplies & Equipment	12,413.08	621.00	(11,792.08)	100%
Client Beneficiary Cost	17,138.53	24,342.00	7,203.47	70%
Insurance Expense	1,572.13	2,080.00	507.87	76%
Training & Travel	124.13	1,000.00	875.87	12%
Transportation	6,941.72	14,571.00	7,629.28	100%
Occupancy	2,102.09	11,616.00	9,513.91	18%
Other Expense	1,704.90	0.00	(1,704.90)	100%
In-Kind	632.00	0.00	(632.00)	
Expenses	<u>171,821.45</u>	<u>328,878.00</u>	<u>157,056.55</u>	52%
Excess or (Deficiency) of Revenue Over Expenses	<u>(6,750.45)</u>	<u>0.00</u>	<u>6,750.45</u>	

Have received 1/2 of the contract funding to-date; have only spent 52% of the total funding (we are more than 2/3 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 was submitted to DOS on 2/14/2022 and is under review

Have purchased a new vehicle for food pantry delivery program; received verbal approval

Economic Opportunity
Budget Comparison Report
Current Period: 7/1/2020 - 3/31/2022
Budget Period: 7/1/2020 - 6/30/2022

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WIOA - PY 2020

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Contract Income	340,729.52	374,570.00	33,840.48	
Revenue	340,729.52	374,570.00	33,840.48	91%
Expenses				
Personnel	137,686.99	134,926.12	(2,760.87)	102%
Fringe Benefits & P/R Taxes	51,769.36	23,937.95	(27,831.41)	216%
Professional Services	25,415.11	24,277.29	(1,137.82)	105%
Supplies & Equipment	4,491.71	14,802.16	10,310.45	30%
Client Beneficiary Cost	94,836.67	165,000.00	70,163.33	57%
Insurance Expense	3,020.44	2,661.51	(358.93)	113%
Training & Travel	1,709.45	2,761.54	1,052.09	62%
Occupancy	9,894.03	4,814.17	(5,079.86)	206%
Other Expense	870.42	1,389.26	518.84	63%
In-Kind Expenses	0.00	0.00	0.00	
Expenses	329,694.18	374,570.00	44,875.82	88%
Excess or (Deficiency) of Revenue Over Expenses	11,035.34	0.00	(11,035.34)	

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

At 3/31/2022, we still have \$45k 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*

Therefore the balance must be spent by 6/30/2022

Economic Opportunity
Budget Comparison Report
Current Period: 7/1/2021 - 3/31/2022
Budget Period: 7/1/2021 - 6/30/2022

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WIOA - PY 2021

	Year-to-Date <u>Actual</u>	Yearly <u>Budget</u>	Remaining <u>Budget</u>	
Revenue				
Contract Income	115,600.00	435,536.63	319,936.63	
Revenue	115,600.00	435,536.63	319,936.63	27%
Expenses				
Personnel	42,293.08	175,892.58	133,599.50	24%
Fringe Benefits & P/R Taxes	11,554.59	43,937.95	32,383.36	26%
Professional Services	14,368.07	24,277.29	9,909.22	59%
Supplies & Equipment	1,181.47	14,802.16	13,620.69	8%
Client Beneficiary Cost	59,894.01	165,000.00	105,105.99	36%
Insurance Expense	926.72	2,661.51	1,734.79	35%
Training & Travel	454.28	2,761.54	2,307.26	16%
Occupancy	2,142.13	4,814.17	2,672.04	44%
Other Expense	778.19	1,389.43	611.24	56%
In-Kind Expenses	0.00	0.00	0.00	
Expenses	133,592.54	435,536.63	301,944.09	31%
Excess or (Deficiency) of Revenue Over Expenses	(17,992.54)	0.00	17,992.54	

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

At 3/31/2022, 9 of 12 months into the grant year we have spent 31% 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

April 8, 2022

Dear Members of the Policy Council,

Enclosed you will find the Head Start/Early Head Start financial reports as of March 31, 2022; the end of 'year two' of the five-year grant period. Please note that this is only a preliminary Year 2 close out report as our books will not be officially closed until May 2022.

Of note:

- With the permission of OHS, we have utilized the under-spending within the Year 2 grant to purchase a new bus to serve the Fort Edward / Hudson Falls region of the program. Additionally, a \$200k contribution into the agency's under-funded (frozen) Defined Pension Plan has been processed. These expenses have addressed the under-spending throughout the year driven by vacancies and turnover.
- Non-Fed Share requirement is shy \$26k – while the books are not yet closed, we will be pushing for our Board members to submit their in-kind forms to the Fiscal office.
- CARES Act funding: we have submitted a Carryover Balance (COB) application to OHS requesting the remaining \$64k be applied toward the purchase of a second bus for the program, to be used to serve the Whitehall Center.

The Year Three Head Start Grant Application for the budget period 4/1/2022 – 3/31/2023 has been approved and the first tranche (50% or \$2.3M) has been awarded under a Notice of Award (dated 02/17/2022).

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: **03/31/2022 (Month 12 of 12 = 100%)**

"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 03/31	Variance at 03/31	Annual Budget	Remaining	Burn Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 4,627,445	\$ 4,627,445	\$ -	\$ 4,627,445	\$ -	100%	
TOTAL REVENUE	\$ 4,627,445	\$ 4,627,445		\$ 4,627,445	\$ -	100%	Revenue drawn down in full
<u>Expenses</u>							
Personnel	\$ 2,728,193	\$ 2,911,267	\$ 183,074	\$ 2,911,267	\$ 183,074	94%	Slow spending due to vacancies
Fringe Benefits	\$ 956,684	\$ 973,209	\$ 16,525	\$ 973,209	\$ 16,525	98%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ 3,065	\$ 8,559	\$ 5,494	\$ 8,559	\$ 5,494	36%	Due to pandemic - may need to reallocate within T&TA
Equipment	\$ 157,916	\$ 76,279	\$ (81,637)	\$ 76,279	\$ (81,637)	207%	On target - OK
Supplies	\$ 74,560	\$ 110,595	\$ 36,035	\$ 110,595	\$ 36,035	67%	Slow spending due to \$36k placeholder within budget
Contractual	\$ 166,073	\$ 134,979	\$ (31,094)	\$ 134,979	\$ (31,094)	123%	
Other	\$ 537,384	\$ 412,558	\$ (124,826)	\$ 412,558	\$ (124,826)	130%	
TOTAL EXPENSE	\$ 4,623,875	\$ 4,627,445	\$ 3,570	\$ 4,627,445	\$ 3,570	99.9%	\$3k away from full spend
Surplus (Deficit)	\$ 3,570			\$ -			

NOTES

- Purchase of the bus, sign on bonuses, additional contract with Trampoline and \$200k contribution into the DBPP allowed us to spend the grant in full by the deadline of 3/31 as required (note that expenses incurred by 3/31 but paid in April are not reflected above so \$3k short in expense will be closed)



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

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

Financials as of: **03/31/2022 (Month 12 of 12 = 100%)**

"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	Waiver Request
\$ 439,860	\$ 465,000	
\$ 734	\$ 1,000	
\$ 2,500	\$ 2,500	
\$ 41,155	\$ 42,500	
\$ 484,249	\$ 511,000	\$ 26,751 Driven by the lack of Board in-kind submission

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

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	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue			
Head Start Grant Funding			
Head Start/Head Start Adm	3,007,839.25	2,881,798.00	(126,041.25)
Early Head Start/Early Head Start Adm	1,619,605.75	1,680,617.00	61,011.25
Training HS/HSA/EHS/EHSA	0.00	65,030.00	65,030.00
Head Start Grant Funding	4,627,445.00	4,627,445.00	0.00
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	2,064.72		
In-Kind Health & Disability Wages	16,368.11		
Non-Fed In-Kind	439,860.11	511,000.00	71,139.89
Revenue	5,067,305.11	5,138,445.00	71,139.89
Expenses			
A. Personnel			
Wages	2,728,193.37	2,911,267.00	183,073.63
A. Personnel	2,728,193.37	2,911,267.00	183,073.63
B. Fringe Benefits			
FICA/Disability/UI/WC			
FICA: Program	202,496.29	339,869.54	137,373.25
Unemployment Insurance	79,115.92	0.00	(79,115.92)
Workers Compensation	86,989.98	0.00	(86,989.98)
Disability Insurance	5,435.77	0.00	(5,435.77)
FICA/Disability/UI/WC	374,037.96	339,869.54	(34,168.42)
W/C First Aid	49.21	0.00	(49.21)
Health/Dental/Life Ins. Expense			
Health Insurance	238,306.45	296,327.02	58,020.57
MERP	4,990.31	24,000.00	19,009.69
Health/Dental/Life Ins. Expense	243,296.76	320,327.02	77,030.26
Retirement Expense			
LEAP 401k/DBP Contributions	267,422.94	313,012.00	45,589.06
Pension Fees, Insurance	71,876.63	0.00	(71,876.63)
Retirement Expense	339,299.57	313,012.00	(26,287.57)
B. Fringe Benefits	956,683.50	973,208.56	16,525.06
Travel - Out-of-Region			
Out of Region Travel	2,775.92		(2,775.92)
Emp: Per Diem, Lodging, Trans	289.12	8,559.00	8,269.88
Travel - Out-of-Region	3,065.04	8,559.00	5,493.96
D. Equipment			
Equipment \$5000+	77,495.00		(77,495.00)
Fleet Contract: Lease Fees	57,484.44	65,363.15	7,878.71
Lease Interest Expense	10,287.58	0.00	(10,287.58)

100% Have drawn down the grant in full

86% Does not include County Dollars or other cash NFD

94% Despite vacancies, used sign-on bonuses and one-time stipends to ramp up spending

110% Driven by Workers Comp audit

76% Under spent due to vacancies / under-utilized MERP

108% Made a 200k contribution to the plan to close spending gap

98% Fringe on target due to taxes and workers comp

36% Due to pandemic - offset in virtual meetings/conferences

	Year-to-Date <u>Actual</u>	Yearly <u>Budget</u>	Remaining <u>Budget</u>
Contract: Office Equipment	12,649.11	10,915.56	(1,733.55)
D. Equipment	157,916.13	76,278.71	(81,637.42)
E. Supplies			
Office Supplies			
Non-Capital Equipment	13,771.38	0.00	(13,771.38)
Office Supplies	13,771.38	0.00	(13,771.38)
Child and Family Services Supplies			
Program Supplies	60,788.30	110,595.00	49,806.70
Child and Family Services Supplies	60,788.30	110,595.00	49,806.70
E. Supplies	74,559.68	110,595.00	36,035.32
F. Contractual			
Administrative Services			
Accounting Fees	19,520.00	39,390.00	19,870.00
Legal Fees	416.00	0.00	(416.00)
Board/PC Meetings & Training	(2.93)	0.00	2.93
Bank Fees	48.00	0.00	(48.00)
Payroll Processing	32,780.21	0.00	(32,780.21)
Administrative Services	52,761.28	39,390.00	(13,371.28)
Other Contracts			
Professional Services Contracts	48,668.75	0.00	(48,668.75)
Software Programs	10,460.37	22,618.00	12,157.63
Other Contracts	59,129.12	22,618.00	(36,511.12)
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	54,162.71	72,971.00	18,808.29
Training and Technical Assistance	54,162.71	72,971.00	18,808.29
F. Contractual	166,073.11	134,979.00	(31,094.11)
H. Other			
Utilities/Telephone/Internet			
Internet Fees	2,355.67	0.00	(2,355.67)
Telephone	40,795.20	0.00	(40,795.20)
Utilities	73,615.73	93,300.00	19,684.27
Utilities/Telephone/Internet	116,766.60	93,300.00	(23,466.60)
Building and Child Liability Insurance			
Insurance: G/L	24,375.72	27,692.95	3,317.23
Specialty Insurances	5,939.13	0.00	(5,939.13)
Building and Child Liability Insurance	30,314.85	27,692.95	(2,621.90)
Local Travel			
Employee: Local Travel	2,530.81	4,000.00	1,469.19
Vehicle Maintenance & Fuel	15,296.03	23,500.00	8,203.97
Fleet Contract: Maintenance	23,366.87	25,000.00	1,633.13
Insurance: Vehicles	20,305.12	20,000.00	(305.12)
Local Travel	61,498.83	72,500.00	11,001.17
Publications/Advertising/Printing			
Advertising, Marketing, Outreach	48,122.75	38,640.00	(9,482.75)
Postage & Shipping	1,629.53	0.00	(1,629.53)
Employee Recruitment	11,241.85	0.00	(11,241.85)
Printing	24,207.67	0.00	(24,207.67)

207% Driven by purchase of bus (\$77k)

67% Driven by placeholder in budget (\$36k)

134% High - payroll processing fees

261% Over driven by Osika (OK - offset in personnel; and driven by not-yet-hired LMHC)

57,227.75 7,802.25
88% T&TA Budget needs to be spent in full - books not yet closed

123% High - but offset in personnel (LMHC not yet hired)

125% High - utilities

109% OK

85% Low driven by fuel savings (move away from Wex to County pumps)
+ minimal staff reimbursable travel

	Year-to-Date <u>Actual</u>	Yearly <u>Budget</u>	Remaining <u>Budget</u>	
Publications/Advertising/Printing	85,201.80	38,640.00	(46,561.80)	221% High - Primarily the Trampoline 21-22 contract + \$40k social/digital contract
Staff Development-Non TA				
Employee & Employer Relations	8,408.00	0.00		
Memberships and Dues	7,155.52	16,500.00		
Employee Supportive Service	0.39	0.00		
Employee Background Checks	650.00	0.00		
Staff Development-Non TA	16,213.91	16,500.00	286.09	98% On target - Mountain Medical due to exams required for employment
Building Maintenance, Repairs and other Occupancy				
Maintenance: Buildings & Grounds	146,080.19	149,424.78	3,344.59	
Maintenance - Equipment	14,487.04	0.00	(14,487.04)	
Building Maintenance, Repairs and other Occupancy	160,567.23	149,424.78	(11,142.45)	107% On Target
Nutrition Services				
Supplies: Food	56,820.91	5,000.00	(51,820.91)	
Nutrition Services	56,820.91	5,000.00	(51,820.91)	1136% Driven by rising cost of food as well as CACFP budget absorbing \$32k in personnel cost
Rent/Lease Expense	10,000.00	9,500.00	(500.00)	105% On Target
H. Other	537,384.13	412,557.73	(124,826.40)	130% High - but offset in Personnel
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	2,064.72			
In-Kind Health & Disability Wages	16,368.11			
In-Kind Expenses	439,860.11	511,000.00	71,139.89	86% Does not include County Dollars or other cash NFD
Expenses	5,063,735.07	5,138,445.00	74,709.93	99.9% Spending (less in-kind) Rate
Excess or (Deficiency) of Revenue Over Expenses	3,570.04	0.00	(3,570.04)	Surplus - timing/temporary

0



Head Start American Rescue Plan (ARP) Funding

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

Financials as of: 03/31/2022 (Month 12 of 24 = 50%)

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

	YTD Spend	where we should be at 03/31	Variance at 03/31	Two Year Budget	Remaining	Burn Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 172,176	\$ 204,004	\$ 31,828	\$ 408,007	\$ 235,831	42%	
TOTAL REVENUE	\$ 172,176	\$ 204,004	\$ 31,828	\$ 408,007	\$ 235,831	42%	Close to 50% - good spending rate
<u>Expenses</u>							
Personnel	\$ 30,262	\$ 39,893	\$ 9,631	\$ 79,786	\$ 49,524	38%	
Fringe Benefits	\$ 4,014	\$ 12,500	\$ 8,486	\$ 25,000	\$ 20,986	16%	
Travel (Out of Region)	\$ -	\$ -	\$ -	\$ -	\$ -		
Equipment	\$ 40,212	\$ 86,739	\$ 46,527	\$ 173,478	\$ 133,266	23%	
Supplies	\$ 43,700	\$ 19,015	\$ (24,686)	\$ 38,029	\$ (5,671)	115%	
Contractual	\$ 48,114	\$ 34,519	\$ (13,595)	\$ 69,037	\$ 20,923	70%	
Other	\$ 13,530	\$ 11,339	\$ (2,192)	\$ 22,677	\$ 9,147	60%	
TOTAL EXPENSE	\$ 179,831	\$ 204,003	\$ 24,172	\$ 408,007	\$ 228,176	44%	Close to 50% - good spending rate
Surplus (Deficit)	\$ (7,656)			\$ 0			

* Revised Spending Plan (reflected in budget above) submitted to OHS on 3/25/2022

Projects in progress: Microsoft 365 migration, River Street Security System (awaiting inventory on backorder)

Projects pending: EHS playgrounds - summer 2022



Financials as of: 03/31/2022 (Month 12 of 24 = 50%)

Revenues	
Head Start Grant Funding	\$ 102,630
TOTAL REVENUE	\$ 102,630
Expenses	
Personnel	\$ 59,508
Fringe Benefits	\$ 11,975
Travel (Out of Region)	\$ -
Equipment	\$ -
Supplies	\$ 24,552
Contractual	\$ 4,895
Other	\$ 1,700
TOTAL EXPENSE	\$ 102,630
Surplus (Deficit)	\$ -



Head Start: CARES Act Funding

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

Financials as of: 3/31/2022 *

Revenues

Head Start Grant Funding

TOTAL REVENUE

Expenses

Personnel

Fringe Benefits

Travel (Out of Region)

Equipment

Supplies

Contractual

Other

TOTAL EXPENSE

Surplus (Deficit)

Awarded

Remaining

YTD Spend

\$ 235,770

\$ 235,770

\$ 91,849

\$ 10,259

\$ -

\$ 5,508

\$ 100,152

\$ 13,448

\$ 14,554

\$ 235,770

\$ -

Temp Aides, 44 week staff (summer 2020) 1 wk COVID training

Vision Screener

50% minor equipment, 50% supplies

Software (primarily administrative)

Cleaning (one-time), COVID-specific webinars/trainings

\$ 299,673.00

\$ 63,903.38

* Have received verbal (only) approval to use surplus leftover at the term of the award in order to purchase a 2nd new bus for the program to be housed at the Whitehall Center

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: 03/15/2022

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

Beginning balance on February 16, 2022

Total Deposits and Credits: 0

Total Checks and Debits: 0

Cycle Service Charge

Ending balance on March 15, 2022

Number of days in this statement period: 28

Enclosures 0
CYCLE-004

\$	2,157.63
+	.00
-	.00
-	0
\$	2,157.63

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
02/15	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.cdnational.com or we will mail you a free copy upon request if you call us at (866) 248-6366.