



**From the Desk of:**

**Emily Fagle, Finance Director**

**383 Broadway, Fort Edward, NY 12828**

**Finance Committee Meeting**

**Minutes: 06/17/2022**

Members in Attendance: Jeff Meyer, Ben Bishop, Bob Dingman  
Staff present: Emily Fagle, Finance Director; Shelley Smith, Executive Director  
Guest Presenters: David Gabel, Director at EFPR

This meeting was held virtually via Microsoft Teams. The meeting was called to order at 1:07pm (following technical difficulties).

The following points serve as a summary for the discussion

- FYE March 31, 2022 Agency Audit
  - Desk review was conducted virtually for the third year in a row
  - This years audit team consisted of two new EFPR staff persons. The lead was Julie Dowd, who requested documentation and fielded all questions of LEAP.
  - The Single Audit (grants over \$750,000) was again focused on Head Start. No findings or areas of weakness were noted.
  - Mr. Gabel clarified that there is not a particular focus (required) on CARES funding. Those grants will be audited in depth by the entities who awarded the funding (OHS, DOS)
  - The CSBG funding was selected as a secondary (Class B) public grant for review. Program and financial information was provided to the audit team to ensure compliance with DOS regulations (income-eligibility guidelines, spending rules, etc.)
  - Overall, LEAP will have a clean audit report which will be produced in July, finalized in August and presented to the LEAP Board of Directors at the September Board meeting.

Meeting concluded at 01:30pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "E. Fagle", written in a cursive style.

Emily Fagle, Finance Director | L.E.A.P.