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CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 6/29/2022

Report Month: mAY 2022

GENERAL

- Have the Bank Statements been reconciled for the month?
- Have the payroll tax deposits been made according to Paychex?
- Does the trial Balance, balance?
- What is the Balance on the line of Credit?

<input checked="" type="checkbox"/> YES	NO	*According to policy, have 30 days from month-end to complete
<input checked="" type="checkbox"/> YES	NO	
<input checked="" type="checkbox"/> YES	NO	
	\$0	(\$30k available)

RECEIVABLES

- Is vouchering for all grants current?
- Are billings current?
- Are any accounts over 90 days due?
- If yes, what ones?

<input checked="" type="checkbox"/> YES	NO
<input checked="" type="checkbox"/> YES	NO
YES	<input checked="" type="checkbox"/> NO
	N/A

PAYABLES

- Are the accounts Payable current?
- Are there any over 90 day past due?
- If yes, why?

<input checked="" type="checkbox"/> YES	NO
YES	<input checked="" type="checkbox"/> NO
	N/A

Financial Reports

Date of the last Treasurer's audit?

May-22 Completed virtually using document sharing tools

RECURRING REPORTS

- CACFP (monthly)
- CSBG (Quarterly) Attestation and Financial Reports
- Head Start SF-425 (Quarterly Cash, Semi Annual and Annual Financial Report)

<input checked="" type="checkbox"/> YES	NO	
<input checked="" type="checkbox"/> YES	NO	Last submitted 04/2022
<input checked="" type="checkbox"/> YES	NO	Last submitted 04/2022

FEDERAL AND STATE TAX RETURNS

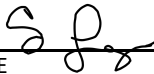
	<u>DUE DATE</u>
W2	1/31/2022
1099 / 1096	2/1/2022
FORM 990	2/15/2022
CHAR-500	2/15/2022
FORM 5500	1/17/2022

DATE COMPLETED/FILED

Pending	FYE2023
Pending	FYE2023
Pending	FYE2023
Pending	FYE2023
Pending	FYE2023

- Bank Statements reviewed by Executive Director
- Copies of Credit Card Statements submitted with financials
- Is information in Grants Gateway current?
- Date of the last Vendor Responsibility Questionnaire?
- Are there any pending lawsuits? *

<input checked="" type="checkbox"/> YES	NO	
<input checked="" type="checkbox"/> YES	NO	
<input checked="" type="checkbox"/> YES	NO	Document Vault is in 'Prequalified' status
-	-	2/15/2022
YES	<input checked="" type="checkbox"/> NO	

SIGNATURE  Title Finance Director Date 6/29/2022

L.E.A.P.
Statement of Financial Position
As of Date: 5/31/2022
Rounding: Dollars

	Current Year	Prior Year	
Assets			
Cash and Equivalents	374,974	456,653	a
Receivables	288,754	125,136	b
Prepaid Expenses	43,852	19,420	
Investments	160,965	160,653	c
Other Assets	41,208	46,507	d
Property and Equipment, at cost	3,796,332	3,635,770	
Accumulated Depreciation	(2,574,941)	(2,449,837)	
Assets	2,131,145	1,994,302	
Liabilities & Net Assets			
Liabilities			
Accounts Payable	(33,613)	5,077	e
Accrued Expenses	83,216	71,578	f
Accrued Payroll Liabilities	89,801	100,500	g
Deferred Revenue	947	0	
Long Term Debt	26,910	102,834	h
Defined Benefit Pension Plan Obligation	743,353	1,381,614	i
Liabilities	910,614	1,661,603	
Net Assets			
Unrestricted net Assets	1,220,530	332,699	
Net Assets	1,220,530	332,699	
Liabilities & Net Assets	2,131,145	1,994,302	
a) Cash - inclusive of GFNB Sweep accounts			
Available to cover general Agency costs	\$ 372,816		
Restricted Funds -Policy Council	\$ 2,158	\$ -	
b) A/R - \$187K OHS (received); \$82k Dept. of State (received); \$14k - CACFP (received); \$5k County			
c) Combined balance of (2) short-term Certificate of Deposits with GFNB			
d) Primarily MERP funds set-aside for employee distribution			
e) A/P payment date ahead of expense recognition			
f) Accrued Expense - contra account for MERP funds set-aside for employee distribution + \$36k in prior year balances not yet released			
g) Accrued Vacation - according to calculated balance at 3/31/2022 (has dropped year-over-year due to turnover)			
h) Long Term Debt / Capital Lease			
Enterprise Fleet Lease (added 4 in '18, 1 in '19)	26,636		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	26,910	\$ -	

i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2022 audit - SIGNIFICANT IMPROVEMENT

L.E.A.P.
Budget Comparison Report

Current Period: 4/1/2022 - 5/31/2022

Budget Period: 4/1/2022 - 3/31/2023

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget	
Revenue									
Public Grants	860,246.09	1,000,283.20	(140,037.11)	860,246.09	1,000,283.20	(140,037.11)	6,001,699.14	5,141,453.05	14% a
Private Grants	169.50	0.00	169.50	169.50	0.00	169.50	0.00	(169.50)	b
Contract Fee for Service	64,756.51	34,515.50	30,241.01	64,756.51	34,515.50	30,241.01	207,093.00	142,336.49	31% c
LIHEAP Fee for Service	0.00	1,333.34	(1,333.34)	0.00	1,333.34	(1,333.34)	8,000.00	8,000.00	0% d
Individual Donations	58.92	3,333.40	(3,274.48)	58.92	3,333.40	(3,274.48)	20,000.00	19,941.08	0% e
In-Kind Donations	0.00	199,893.76	(199,893.76)	0.00	199,893.76	(199,893.76)	1,199,362.00	1,199,362.00	0% f
Other Program Income	0.09	0.00	0.09	0.09	0.00	0.09	0.00	(0.09)	
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unrealized Gain (Loss) on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Revenue	925,231.11	1,239,359.20	(314,128.09)	925,231.11	1,239,359.20	(314,128.09)	7,436,154.14	6,510,923.03	15% Not including in-kind
Expenses									
Personnel	390,266.11	625,175.16	234,909.05	390,266.11	625,175.16	234,909.05	3,751,051.05	3,360,784.94	10% Trending low - s/b 25%
Fringe Benefits & P/R Taxes	87,928.26	153,532.84	65,604.58	87,928.26	153,532.84	65,604.58	921,197.13	833,268.87	10% Trending low - s/b 25%
Professional Services	13,842.99	29,250.16	15,407.17	13,842.99	29,250.16	15,407.17	175,501.00	161,658.01	8%
Supplies & Equipment	46,310.51	82,599.98	36,289.47	46,310.51	82,599.98	36,289.47	495,600.00	449,289.49	9% Timing (ARP projects - playgrounds, etc.)
Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Client Beneficiary Cost	24,578.68	41,408.66	16,829.98	24,578.68	41,408.66	16,829.98	248,452.00	223,873.32	10% Timing - SYEP underway
Insurance Expense	10,811.73	8,002.18	(2,809.55)	10,811.73	8,002.18	(2,809.55)	48,013.00	37,201.27	23%
Training & Travel	4,981.49	11,480.02	6,498.53	4,981.49	11,480.02	6,498.53	68,880.00	63,898.51	7%
Transportation	3,959.44	28,739.56	24,780.12	3,959.44	28,739.56	24,780.12	172,437.34	168,477.90	2% OK - due to capitalized fleet
Occupancy	31,404.46	53,349.68	21,945.22	31,404.46	53,349.68	21,945.22	320,098.00	288,693.54	10% OK - reimbursement from County applied to cleaning costs
Other Expense	8,616.08	4,038.16	(4,577.92)	8,616.08	4,038.16	(4,577.92)	24,229.00	15,612.92	36% Memberships
In-Kind Expenses	0.00	199,893.68	199,893.68	0.00	199,893.68	199,893.68	1,199,362.00	1,199,362.00	0% OK - not yet recorded
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Expenses	622,699.75	1,237,470.08	614,770.33	622,699.75	1,237,470.08	614,770.33	7,424,820.52	6,802,120.77	10% Not including in-kind
Excess or (Deficiency) of Revenue Over Expenses	302,531.36	1,889.12	300,642.24	302,531.36	1,889.12	300,642.24	11,333.62	(291,197.74)	

a. Public funding - primarily Head Start grants (+ CSBG, WIOA and CACFP); inclusive of one-time ARP and CARES funding

b. Private grants - nothing anticipated / planned for (Outreach & Development Coordinator started May 2022)

c. Contract Fee for Service - agreements with The County (Transportation, Pantry, HS Cleaning), Habitat for Humanity (Lease), Village of Hudson Falls (Elderly transport), Comfort Foods (Lease)

d. LIHEAP summer cooling program to launch in June 2022

e. Private donations - expect to ramp up over the year; Outreach & Development Coordinator started May 2022

f. In-kind: County contributions for April 2022 not yet recorded

***Expenses - expected to trend low throughout year due to turnover; Current under-spending driven by personnel = \$300k (including fringe)**

*** Surplus drivers:**

\$55k in capital expenses not recognized when paid (depreciated) - will be offset with a depreciation entry at year-end

\$150k Head Start temporary surplus due to timing of drawdown

\$82k in CSBG income ahead of expenses driven request for CARES reimbursement ahead of expense

\$30k in County income ahead of expenses due to \$40k Transportation Contract pay| Disbursements not aligned with timing of spend

(\$24.5k) temporary deficit WIOA due to timing of reimbursement / expense recognition



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

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

May 30, 2022

Dear Members of the Policy Council,

Enclosed you will find the Head Start/Early Head Start financial reports as of April 30, 2022; one month into 'year three' of the five-year grant period.

Of note:

- Spending is low (3.7% of budget), and while some of this is related to timing of expenditures, vacancies and turnover continue to impact spending.
- Non-Fed Share requirement– In-kind will be booked on a quarterly basis (not reflected in report) and private donations are expected to ramp up over the next year.
- ARP grant spending is on-target with the Early Head Start playgrounds as the remaining project to be completed

The COLA/QI application for the budget period 4/1/2022 – 3/31/2023 has been submitted to the Office of Head Start and is under review.

Best,

Emily Fagle, Finance Director
(518) 746-2390 x 2365 | Emily.fagle@leapservices.org



Head Start 'Base Grant' Financial Summary

Grant Year: 04/01/2022- 03/31/2023 (year 3 of 5)

Financials as of: **04/30/2022 (Month 1 of 12 ~ 8% spend rate)**

Spend Rate - the rate at which we expend funds and/or earn revenues (over a 12 month period)

	YTD Spend	Where we should be at 04/33	Variance at 04/30	Annual Budget	Remaining	Spend Rate	
Revenues							
Head Start Grant Funding	\$ 146,000	\$ 385,620	\$ 239,620	\$ 4,627,445	\$ 4,481,445	3%	
TOTAL REVENUE	\$ 146,000	\$ 385,620		\$ 4,627,445	\$ 4,481,445	3.2%	Slow spend due to vacancies, turnover
Expenses							
Personnel	\$ 115,680.59	\$ 262,587	\$ 146,907	\$ 3,151,049	\$ 3,035,368	4%	Slow spending due to vacancies
Fringe Benefits	\$ 38,424.42	\$ 66,321	\$ 27,897	\$ 795,853	\$ 757,429	5%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ -	\$ 648	\$ 648	\$ 7,778	\$ 7,778	0%	Due to pandemic - may need to reallocate within T&TA
Equipment	\$ 6,635.29	\$ 5,525	\$ (1,110)	\$ 66,301	\$ 59,666	10%	On target - OK
Supplies	\$ 2,051.54	\$ 6,583	\$ 4,532	\$ 79,000	\$ 76,948	3%	Slow spending due to \$36k placeholder within budget
Contractual	\$ 6,887.20	\$ 10,481	\$ 3,594	\$ 125,769	\$ 118,882	5%	
Other	\$ (722.15)	\$ 33,475	\$ 34,197	\$ 401,695	\$ 402,417	0%	
TOTAL EXPENSE	\$ 168,957	\$ 385,620	\$ 216,664	\$ 4,627,445	\$ 4,458,488	3.7%	Slow spend due to vacancies, turnover
Surplus (Deficit)	\$ (22,957)			\$ -			

NOTES



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

Grant Year: 04/01/2022- 03/31/2023 (year 3 of 5)

Financials as of: **04/30/2022 (Month 1 of 12 ~ 8% spend rate)**

Category

Total In-Kind Donations
Private Cash Donations
Private Grants
Washington County Contributions
TOTAL

YTD Raised	Required	
\$ -	\$ 1,156,861	
\$ -	\$ -	
\$ -	\$ -	
\$ 9,495	\$ -	
\$ 9,495	\$ 1,156,861	0.8% In-Kind will be booked quarterly (6/30/2022)

Budget Comparison Report

Current Period: 4/1/2022 - 4/30/2022

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

Cc3 = 3_22

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Head Start Grant Funding				
Head Start/Head Start Adm	94,900.00	2,881,798.00	2,786,898.00	
Early Head Start/Early Head Start Adm	51,100.00	1,680,617.00	1,629,517.00	
Training HS/HSA/EHS/EHSA	0.00	65,030.00	65,030.00	
Head Start Grant Funding	146,000.00	4,627,445.00	4,481,445.00	3% Grant spend rate at this point, should be at least 5%
Non-Fed In-Kind				
In-Kind Volunteer Wages	0.00			
In-Kind Facilities	0.00			
In-Kind Professional Services	0.00			
In-Kind Supplies	0.00			
In-Kind Maintenance/B&G	0.00			
In-Kind Marketing	0.00			
In-Kind Health & Disability Wages	0.00			
Non-Fed In-Kind	0.00	1,156,861.00	1,156,861.00	0% In Kind not yet recorded
Revenue	146,000.00	5,784,306.00	5,638,306.00	
Expenses				
A. Personnel				
Wages	115,680.59	3,151,048.91	3,035,368.32	
A. Personnel	115,680.59	3,151,048.91	3,035,368.32	3.7% Low due to vacancies, turnover (should be at least 5%)
B. Fringe Benefits				
FICA/Disability/UI/WC				
FICA: Program	8,540.63	332,719.61	324,178.98	
Unemployment Insurance	3,900.50	0.00	(3,900.50)	
Workers Compensation	7,021.54	0.00	(7,021.54)	
Disability Insurance	0.00	0.00	0.00	
FICA/Disability/UI/WC	19,462.67	332,719.61	313,256.94	6% OK
W/C First Aid	0.00	0.00	0.00	
Health/Dental/Life Ins. Expense				
Health Insurance	18,137.66	277,890.00	259,752.34	
MERP	307.73	19,625.00	19,317.27	
Health/Dental/Life Ins. Expense	18,445.39	297,515.00	279,069.61	6% OK
Retirement Expense				
LEAP 401k/DBP Contributions	516.36	165,618.52	165,102.16	
Pension Fees, Insurance	0.00	0.00	0.00	
Retirement Expense	516.36	165,618.52	165,102.16	0% OK - timing of quarterly DBPP contributions
B. Fringe Benefits	38,424.42	795,853.13	757,428.71	4.8% Low due to vacancies, turnover (should be at least 5%)
Travel - Out-of-Region				
Out of Region Travel	0.00		0.00	
Emp: Per Diem, Lodging, Trans	0.00	7,778.00	7,778.00	
Travel - Out-of-Region	0.00	7,778.00	7,778.00	0% Expect this to ramp up over the year
D. Equipment				
Equipment \$5000+	0.00		0.00	
Fleet Contract: Lease Fees	4,908.79	53,425.00	48,516.21	
Lease Interest Expense	677.68	0.00	(677.68)	
Contract: Office Equipment	1,048.82	12,876.00	11,827.18	
D. Equipment	6,635.29	66,301.00	59,665.71	10% OK - on target

Budget Comparison Report
Current Period: 4/1/2022 - 4/30/2022

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

Cc3 = 3_22

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
E. Supplies				
Office Supplies				
Non-Capital Equipment	0.00	0.00	0.00	
Office Supplies	0.00	0.00	0.00	
Child and Family Services Supplies				
Program Supplies	2,051.54	79,000.00	76,948.46	
Child and Family Services Supplies	2,051.54	79,000.00	76,948.46	
E. Supplies	2,051.54	79,000.00	76,948.46	2.6% OK - timing (classroom supply purchases)
F. Contractual				
Administrative Services				
Accounting Fees	0.00	18,000.00	18,000.00	
Legal Fees	0.00	0.00	0.00	
Board/PC Meetings & Training	0.00	0.00	0.00	
Bank Fees	48.00	0.00	(48.00)	
Payroll Processing	1,325.09	0.00	(1,325.09)	
Administrative Services	1,373.09	18,000.00	16,626.91	8% OK
Other Contracts				
Professional Services Contracts	939.94	0.00	(939.94)	
Software Programs	1,005.74	38,542.00	37,536.26	
Other Contracts	1,945.68	38,542.00	36,596.32	5% OK
Family Child Care				
Support Srvs - CLIENT Books, Rent, Utilit	0.00	0.00	0.00	
Family Child Care	0.00	0.00	0.00	
Training and Technical Assistance				
Conf, Meetings, Seminars, Fees	3,568.43	69,227.00	65,658.57	3,568.43
Training and Technical Assistance	3,568.43	69,227.00	65,658.57	5% OK
F. Contractual	6,887.20	125,769.00	118,881.80	5.5% OK
H. Other				
Utilities/Telephone/Internet				
Internet Fees	162.30	0.00	(162.30)	
Telephone	1,149.77	0.00	(1,149.77)	
Utilities	5,428.97	92,027.95	86,598.98	
Utilities/Telephone/Internet	6,741.04	92,027.95	85,286.91	7% OK
Building and Child Liability Insurance				
Insurance: G/L	2,056.81	24,112.00	22,055.19	
Specialty Insurances	377.93	0.00	(377.93)	
Building and Child Liability Insurance	2,434.74	24,112.00	21,677.26	10% OK
Local Travel				
Employee: Local Travel	0.00	2,871.00	2,871.00	
Vehicle Maintenance & Fuel	0.00	15,000.00	15,000.00	
Fleet Contract: Maintenance	429.71	13,000.00	12,570.29	
Insurance: Vehicles	1,850.26	24,000.00	22,149.74	
Local Travel	2,279.97	54,871.00	52,591.03	4% Low - timing of invoicing (fleet fuel costs)
Publications/Advertising/Printing				
Advertising, Marketing, Outreach	246.00	19,478.00	19,232.00	
Postage & Shipping	0.00	1,250.00	1,250.00	
Employee Recruitment	0.00	15,000.00	15,000.00	

Budget Comparison Report
Current Period: 4/1/2022 - 4/30/2022
 Budget Period: 4/1/2021 - 3/31/2022
 Cc3 = 3_22

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Printing	0.00	5,000.00	5,000.00
Publications/Advertising/Printing	246.00	40,728.00	40,482.00

1% Low - contract not yet in place (Trampoline)

Staff Development-Non TA			
Employee & Employer Relations	0.00	4,000.00	
Memberships and Dues	2,493.39	4,000.00	
Employee Supportive Service	0.00	0.00	
Employee Background Checks	50.00	1,000.00	
Staff Development-Non TA	2,543.39	9,000.00	6,456.61

28% High - timing of NHSA membership renewal

Building Maintenance, Repairs and other Occupancy			
Maintenance: Buildings & Grounds	(8,380.22)	146,456.00	154,836.22
Maintenance - Equipment	115.00	0.00	(115.00)
Building Maintenance, Repairs and other Occupancy	(8,265.22)	146,456.00	154,721.22

-6% Applied the County Reimbursement to this category ahead of spending

Nutrition Services			
Supplies: Food	(6,702.07)	25,000.00	31,702.07
Nutrition Services	(6,702.07)	25,000.00	31,702.07

-27% Applied CACFP funding to this category ahead of spending

Rent/Lease Expense	0.00	9,500.00	9,500.00
H. Other	(722.15)	401,694.95	402,417.10

0%

0% LOW - timing

In-Kind Expenses			
In-Kind Volunteer Wages	0.00		
In-Kind Facilities	0.00		
In-Kind Transportation	0.00		
In-Kind Supplies	0.00		
In-Kind Maintenance/B&G	0.00		
In-Kind Marketing	0.00		
In-Kind Health & Disability Wages	0.00		

In-Kind Expenses	0.00	1,156,861.00	1,156,861.00
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0%

In Kind not yet recorded

Expenses	168,956.89	5,784,306.00	5,615,349.11
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3.7%

Spending (less in-kind) Rate

Excess or (Deficiency) of Revenue Over Expenses	(22,956.89)	0.00	22,956.89
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Deficit - timing only



Head Start American Rescue Plan (ARP) Funding

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

Financials as of: 04/30/2022 (Month 13 of 24 ~ 54%)

"Spend 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 04/30	Variance at 04/30	Two Year Budget	Remaining	Spend Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 190,176	\$ 221,004	\$ 30,828	\$ 408,007	\$ 217,831	47%	
TOTAL REVENUE	\$ 190,176	\$ 221,004	\$ 30,828	\$ 408,007	\$ 217,831	47%	Close to 54% - good spending rate
<u>Expenses</u>							
Personnel	\$ 32,086	\$ 43,217	\$ 11,131	\$ 79,786	\$ 47,700	40%	
Fringe Benefits	\$ 4,235	\$ 13,542	\$ 9,306	\$ 25,000	\$ 20,765	17%	
Travel (Out of Region)	\$ -	\$ -	\$ -	\$ -	\$ -		
Equipment	\$ 40,212	\$ 93,967	\$ 53,756	\$ 173,478	\$ 133,266	23%	
Supplies	\$ 53,290	\$ 20,599	\$ (32,691)	\$ 38,029	\$ (15,261)	140%	
Contractual	\$ 48,498	\$ 37,395	\$ (11,103)	\$ 69,037	\$ 20,539	70%	
Other	\$ 17,476	\$ 12,283	\$ (5,193)	\$ 22,677	\$ 5,201	77%	
TOTAL EXPENSE	\$ 195,798	\$ 221,004	\$ 25,206	\$ 408,007	\$ 212,209	48%	Close to 54% - good spending rate
Surplus (Deficit)	\$ (5,622)			\$ 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



Spent in full

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

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

Financials as of: 04/30/2022 (Month 13 of 24 ~ 54%)

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	
Head Start Grant Funding	\$ 102,630	
TOTAL REVENUE	\$ 102,630	
Personnel	\$ 59,508	44 week staff working during summer 2021
Fringe Benefits	\$ 11,975	
Travel (Out of Region)	\$ -	
Equipment	\$ -	
Supplies	\$ 24,552	PPE, classroom supplies, etc.
Contractual	\$ 4,895	Software (used for administrative purposes)
Other	\$ 1,700	Mileage
TOTAL EXPENSE	\$ 102,630	
Surplus (Deficit)	\$ -	

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: 04/15/2022

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

Beginning balance on March 16, 2022
Total Deposits and Credits: 0
Total Checks and Debits: 0
Cycle Service Charge
Ending balance on April 15, 2022

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

Number of days in this statement period: 31

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
03/15	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.