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*\*Allowed an additional 1 year to spend in full*

## CHECKLIST

## L.E.A.P. BOARD SUMMARY

Report Date: 9/6/2022

Report Month: July 2022

**GENERAL**

Have the Bank Statements been reconciled for the month?

**YES** NO

Have the payroll tax deposits been made according to Paychex?

**YES** NO

Does the trial Balance, balance?

**YES** NO

What is the Balance on the line of Credit?

\$0 (\$30k available)

\*According to policy, have 30 days  
from month-end to complete**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?

May-22 Completed virtually using document sharing tools

**RECURRING REPORTS**

CACFP (monthly)

**YES** NO

CSBG (Quarterly) Attestation and Financial Reports

**YES** NO

Last submitted 07/2022

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

**YES** NO

Last submitted 07/2022

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

W2	1/31/2022	Pending	FYE2023
1099 / 1096	2/1/2022	Pending	FYE2023
FORM 990	2/15/2022	Pending	FYE2023
CHAR-500	2/15/2022	Pending	FYE2023
FORM 5500	1/17/2022	Pending	FYE2023

Bank Statements reviewed by Executive Director

**YES** NO

Copies of Credit Card Statements submitted with financials

**YES** NO

Is information in Grants Gateway current?

**YES** NO

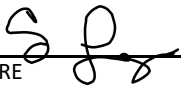
Date of the last Vendor Responsibility Questionnaire?

- -

Document Vault is in 'Prequalified' status  
9/6/2022

Are there any pending lawsuits? \*

YES **NO**

	Finance Director	9/6/2022
SIGNATURE	Title	Date

L.E.A.P.  
Statement of Financial Position  
As of Date: 7/31/2022

	Current Year	Prior Year	
<b>Assets</b>			
Cash and Equivalents	423,743	442,275	<b>a</b>
Receivables	22,258	61,673	<b>b</b>
Prepaid Expenses	35,197	9,127	
Investments	160,965	160,653	<b>c</b>
Other Assets	41,208	46,507	<b>d</b>
Property and Equipment, at cost	3,825,312	3,635,770	
Accumulated Depreciation	(2,574,941)	(2,449,837)	
<b>Assets</b>	<b>1,933,742</b>	<b>1,906,168</b>	
<b>Liabilities &amp; Net Assets</b>			
<b>Liabilities</b>			
Accounts Payable	(13,840)	(28,510)	<b>e</b>
Accrued Expenses	78,407	74,599	<b>f</b>
Accrued Payroll Liabilities	89,801	100,500	<b>g</b>
Deferred Revenue	947	0	
Long Term Debt	14,893	90,132	<b>h</b>
Defined Benefit Pension Plan Obligation	743,353	1,381,614	<b>i</b>
<b>Liabilities</b>	<b>913,561</b>	<b>1,618,335</b>	
<b>Net Assets</b>			
Unrestricted net Assets	1,020,181	287,833	
<b>Net Assets</b>	<b>1,020,181</b>	<b>287,833</b>	
<b>Liabilities &amp; Net Assets</b>	<b>1,933,742</b>	<b>1,906,168</b>	
<b>a) Cash - inclusive of GFNB Sweep accounts</b>			
Available to cover general Agency costs	\$ 421,585		
Restricted Funds -Policy Council	\$ 2,158	\$ -	
<b>b) A/R - \$4k - LIHEAP; \$15k County; \$3k CACFP</b>			
<b>c) Combined balance of (2) short-term Certificate of Deposits with GFNB</b>			
<b>d) Primarily MERP funds set-aside for employee distribution</b>			
<b>e) A/P payment date ahead of expense recognition</b>			
<b>f) Accrued Expense - contra account for MERP funds set-aside for employee distribution + \$36k in prior year balances not yet released</b>			
<b>g) Accrued Vacation - according to calculated balance at 3/31/2022 (has dropped year-over-year due to turnover)</b>			
<b>h) Long Term Debt / Capital Lease</b>			
Enterprise Fleet Lease (added 4 in '18, 1 in '19)	14,620		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	14,894	\$ 1	
<b>i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2022 audit - SIGNIFICANT IMPROVEMENT</b>			

Current Period: 7/1/2022 - 7/31/2022

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	299,963.26	500,141.60	(200,178.34)	1,575,057.18	2,000,566.40	(425,509.22)	6,001,699.14	4,426,641.96	26% a
Private Grants	0.00	0.00	0.00	169.50	0.00	169.50	0.00	(169.50)	b
Contract Fee for Service	30,667.89	17,257.75	13,410.14	105,706.02	69,031.00	36,675.02	207,093.00	101,386.98	51% c
LIHEAP Fee for Service	3,200.00	666.67	2,533.33	16,800.00	2,666.68	14,133.32	8,000.00	(8,800.00)	210% d
Individual Donations	20.00	1,666.70	(1,646.70)	98.92	6,666.80	(6,567.88)	20,000.00	19,901.08	0% e
In-Kind Donations	0.00	99,946.88	(99,946.88)	23,047.23	399,787.52	(376,740.29)	1,199,362.00	1,176,314.77	2% f
Other Program Income	0.00	0.00	0.00	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	333,851.15	619,679.60	(285,828.45)	1,720,878.94	2,478,718.40	(757,839.46)	7,436,154.14	5,715,275.20	27% Not including in-kind
Expenses									
Personnel	184,063.93	312,587.58	128,523.65	966,814.48	1,250,350.32	283,535.84	3,751,051.05	2,784,236.57	26% Trending low - s/b 33%
Fringe Benefits & P/R Taxes	57,199.36	76,766.42	19,567.06	199,046.75	307,065.68	108,018.93	921,197.13	722,150.38	22% Trending low - s/b 33%
Professional Services	35,027.55	14,625.08	(20,402.47)	73,712.46	58,500.32	(15,212.14)	175,501.00	101,788.54	42% Tramp contract
Supplies & Equipment	26,208.05	41,299.99	15,091.94	100,361.09	165,199.96	64,838.87	495,600.00	395,238.91	20% 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	37,864.38	20,704.33	(17,160.05)	88,311.47	82,817.32	(5,494.15)	248,452.00	160,140.53	36% Good spending rate
Insurance Expense	5,768.70	4,001.09	(1,767.61)	21,986.29	16,004.36	(5,981.93)	48,013.00	26,026.71	46% Two additional vehicles
Training & Travel	862.98	5,740.01	4,877.03	13,973.96	22,960.04	8,986.08	68,880.00	54,906.04	20% Pandemic continues to impact travel
Transportation	9,084.24	14,369.78	5,285.54	16,995.66	57,479.12	40,483.46	172,437.34	155,441.68	10% OK - due to capitalized fleet
Occupancy	27,792.99	26,674.84	(1,118.15)	85,884.88	106,699.36	20,814.48	320,098.00	234,213.12	27%
Other Expense	17,566.03	2,019.08	(15,546.95)	28,563.69	8,076.32	(20,487.37)	24,229.00	(4,334.69)	118% Utilized one-time funding for Employee Appreciation
In-Kind Expenses	0.00	99,946.84	99,946.84	23,047.23	399,787.36	376,740.13	1,199,362.00	1,176,314.77	2% OK - not yet recorded in full
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Expenses	401,438.21	618,735.04	217,296.83	1,618,697.96	2,474,940.16	856,242.20	7,424,820.52	5,806,122.56	26% Not including in-kind
Revenue Over Expenses	(67,587.06)	944.56	(68,531.62)	102,180.98	3,778.24	98,402.74	11,333.62	(90,847.36)	

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 &amp; 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 has already generated more income (installs) than what is included in the budget for Cooling and Clean &amp; Tune programs

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

f. In-kind: County contribution not yet recorded

**\*Expenses - expected to trend low throughout year due to turnover; Current under-spending driven by personnel = \$392k (including fringe)****\* Unrestricted revenue - while LIHEAP program successful, have not yet netted an unrestricted surplus of funds as of 7/31 (due to other uncovered expenses)****\* Surplus drivers:**

\$96k in capital expenses not recognized when paid (depreciated) - will be offset with a depreciation entry at year-end

\$(8.5k) Head Start temporary deficit due to timing of drawdown

(\$14k) in CSBG expense ahead of income - spending has ramped up

\$25k in County income ahead of expenses due to \$40k Transportation Contract payn Disbursements not aligned with timing of spend

\$2.5k surplus WIOA due to timing of reimbursement / expense recognition

(\$2.5k) in SYEP (TANF) expense ahead of income - ends 9/30



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

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

August 11, 2022

Dear Members of the Policy Council,

Enclosed you will find the Head Start/Early Head Start financial reports as of July 31, 2022; one third of the way into 'year three' of the five-year grant period.

Of note:

- Spending is low, and while some of this is related to timing of expenditures, vacancies and turnover continue to impact spending (under on personnel spending by more than \$377k in wages + fringe)
- Non-Fed Share requirement– In-kind will be booked on a quarterly basis (County-specific in-kind not reflected in report) and private donations are expected to ramp up over the next year.
- ARP grant spending is close to on target (slightly behind) 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 awarded by the Office of Head Start. The change to staff wages was made retroactive to 4/1 and was reflected in their 8/12 paycheck. In addition, the Board of Directors approved an additional 3% above and beyond COLA and QI (not retroactive) due to inflation, retention and recruitment issues.

Best,

Emily Fagle, Finance Director  
(518) 746-2390 x 2365 | [Emily.fagle@leapservices.org](mailto: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: 07/31/2022 (Month 4 of 12 ~ 33% 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 07/31	Variance at 07/31	Annual Budget	Remaining	Spend Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 1,149,000	\$ 1,542,482	\$ 393,482	\$ 4,627,445	\$ 3,478,445	25%	
<b>TOTAL REVENUE</b>	<b>\$ 1,149,000</b>	<b>\$ 1,542,482</b>	<b>\$ 393,482</b>	<b>\$ 4,627,445</b>	<b>\$ 3,478,445</b>	<b>24.8%</b>	Slow spend due to vacancies, turnover
<u>Expenses</u>							
Personnel	\$ 771,506.77	\$ 1,050,350	\$ 278,843	\$ 3,151,049	\$ 2,379,542	24%	Slow spending due to vacancies
Fringe Benefits	\$ 166,725.38	\$ 265,284	\$ 98,559	\$ 795,853	\$ 629,128	21%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ 1,651.10	\$ 2,593	\$ 942	\$ 7,778	\$ 6,127	21%	Due to pandemic - may need to reallocate within T&TA
Equipment	\$ 31,941.74	\$ 22,100	\$ (9,841)	\$ 66,301	\$ 34,359	48%	OK
Supplies	\$ 27,813.26	\$ 26,333	\$ (1,480)	\$ 79,000	\$ 51,187	35%	OK
Contractual	\$ 35,338.50	\$ 41,923	\$ 6,585	\$ 125,769	\$ 90,431	28%	OK
Other	\$ 118,166.82	\$ 133,898	\$ 15,731	\$ 401,695	\$ 283,528	29%	OK
<b>TOTAL EXPENSE</b>	<b>\$ 1,153,144</b>	<b>\$ 1,542,482</b>	<b>\$ 389,338</b>	<b>\$ 4,627,445</b>	<b>\$ 3,474,301</b>	<b>24.9%</b>	Slow spend due to vacancies, turnover
<b>Surplus (Deficit)</b>	<b>\$ (4,144)</b>			<b>\$ -</b>			

## NOTES

Increased staff wages an additional 3% effective 8/1/2022 - in an effort to improve retention and recruitment efforts  
this should also help with spending in Year 3 which ends on March 31, 2023

Economic Opportunity  
Budget Comparison Report  
**Current Period: 4/1/2022 - 7/31/2022**  
Budget Period: 4/1/2021 - 3/31/2022  
Cc3 = 3\_22

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	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Head Start Grant Funding				
Head Start/Head Start Adm	746,850.00	2,881,798.00	2,134,948.00	
Early Head Start/Early Head Start Adm	402,150.00	1,680,617.00	1,278,467.00	
Training HS/HSA/EHS/EHSA	0.00	65,030.00	65,030.00	
Head Start Grant Funding	1,149,000.00	4,627,445.00	3,478,445.00	25% Grant spend rate at this point, should be at least 33%
Non-Fed In-Kind				
In-Kind Volunteer Wages	12,785.93			
In-Kind Facilities	1,256.38			
In-Kind Professional Services	0.00			
In-Kind Supplies	1,458.26			
In-Kind Maintenance/B&G	0.00			
In-Kind Marketing	0.00			
In-Kind Health & Disability Wages	5,836.66			
Non-Fed In-Kind	21,337.23	1,156,861.00	1,135,523.77	2% County In Kind not yet recorded
Revenue	1,170,337.23	5,784,306.00	4,613,968.77	
Expenses				
A. Personnel				
Wages	771,506.77	3,151,048.91	2,379,542.14	
A. Personnel	771,506.77	3,151,048.91	2,379,542.14	24% Low due to vacancies, turnover (should be closer to 33%)
B. Fringe Benefits				
FICA/Disability/UI/WC				
FICA: Program	56,929.18	332,719.61	275,790.43	
Unemployment Insurance	1,566.58	0.00	(1,566.58)	
Workers Compensation	28,125.04	0.00	(28,125.04)	
Disability Insurance	0.00	0.00	0.00	
FICA/Disability/UI/WC	86,620.80	332,719.61	246,098.81	26% Low due to vacancies, turnover (should be closer to 33%)
W/C First Aid	118.13	0.00	(118.13)	
Health/Dental/Life Ins. Expense				
Health Insurance	72,698.12	277,890.00	205,191.88	
MERP	1,427.12	19,625.00	18,197.88	
Health/Dental/Life Ins. Expense	74,125.24	297,515.00	223,389.76	25% Low due to vacancies, turnover (should be closer to 33%)
Retirement Expense				
LEAP 401k/DBP Contributions	3,536.21	165,618.52	162,082.31	
Pension Fees, Insurance	2,325.00	0.00	(2,325.00)	
Retirement Expense	5,861.21	165,618.52	159,757.31	4% Quarterly contributions not due in FYE 2023
B. Fringe Benefits	166,725.38	795,853.13	629,127.75	21% Low due to vacancies, turnover (should be closer to 33%)
Travel - Out-of-Region				
Out of Region Travel	1,651.10		(1,651.10)	
Emp: Per Diem, Lodging, Trans	0.00	7,778.00	7,778.00	
Travel - Out-of-Region	1,651.10	7,778.00	6,126.90	21% Beginning to book travel
D. Equipment				
Equipment \$5000+	7,390.00		(7,390.00)	
Fleet Contract: Lease Fees	18,566.68	53,425.00	34,858.32	
Lease Interest Expense	2,713.84	0.00	(2,713.84)	

Budget Comparison Report  
**Current Period: 4/1/2022 - 7/31/2022**  
 Budget Period: 4/1/2021 - 3/31/2022  
 Cc3 = 3\_22

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Contract: Office Equipment	3,271.22	12,876.00	9,604.78
<b>D. Equipment</b>	31,941.74	66,301.00	34,359.26
E. Supplies			
Office Supplies			
Non-Capital Equipment	5,902.73	0.00	(5,902.73)
Office Supplies	5,902.73	0.00	(5,902.73)
Child and Family Services Supplies			
Program Supplies	21,910.53	79,000.00	57,089.47
Child and Family Services Supplies	21,910.53	79,000.00	57,089.47
<b>E. Supplies</b>	27,813.26	79,000.00	51,186.74
F. Contractual			
Administrative Services			
Accounting Fees	4,800.00	18,000.00	13,200.00
Legal Fees	0.00	0.00	0.00
Board/PC Meetings & Training	0.00	0.00	0.00
Bank Fees	96.00	0.00	(96.00)
Payroll Processing	8,626.99	0.00	(8,626.99)
Administrative Services	13,522.99	18,000.00	4,477.01
Other Contracts			
Professional Services Contracts	8,296.66	0.00	(8,296.66)
Memberships and Dues	5,164.10	4,000.00	(1,164.10)
Software Programs	8,354.75	38,542.00	30,187.25
Other Contracts	21,815.51	42,542.00	20,726.49
Family Child Care			
Support Srvs - CLIENT Books, Rent, Utilit	0.00	0.00	0.00
Family Child Care	0.00	0.00	0.00
<b>F. Contractual</b>	35,338.50	60,542.00	25,203.50
H. Other			
Utilities/Telephone/Internet			
Internet Fees	900.75	0.00	(900.75)
Telephone	9,211.68	0.00	(9,211.68)
Utilities	19,509.00	92,027.95	72,518.95
Utilities/Telephone/Internet	29,621.43	92,027.95	62,406.52
Building and Child Liability Insurance			
Insurance: G/L	6,170.43	24,112.00	17,941.57
Specialty Insurances	1,511.72	0.00	(1,511.72)
Building and Child Liability Insurance	7,682.15	24,112.00	16,429.85
Local Travel			
Employee: Local Travel	893.89	2,871.00	1,977.11
Vehicle Maintenance & Fuel	3,752.24	15,000.00	11,247.76
Fleet Contract: Maintenance	9,454.29	13,000.00	3,545.71
Insurance: Vehicles	5,550.78	24,000.00	18,449.22
Local Travel	19,651.20	54,871.00	35,219.80
Publications/Advertising/Printing			
Advertising, Marketing, Outreach	14,300.64	19,478.00	5,177.36

**48%** Due to purchase of oven at Dix Ave

**35%** On target

75% OK - high due to timing of audit expense (front loaded)

51% OK- Osika (offset in personnel)

**58%** High - but driven by timing

32% OK

32% OK

36% OK



Budget Comparison Report  
**Current Period: 4/1/2022 - 7/31/2022**  
 Budget Period: 4/1/2021 - 3/31/2022  
 Cc3 = 3\_22

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Postage & Shipping	708.35	1,250.00	541.65
Employee Recruitment	1,767.09	15,000.00	13,232.91
Printing	4,819.75	5,000.00	180.25
Publications/Advertising/Printing	21,595.83	40,728.00	19,132.17

53% OK - Trampoline contract higher than budgeted (funded by vacancies)

Staff Development-Non TA			
Employee & Employer Relations	2,024.00	4,000.00	
Employee Supportive Service	0.00	0.00	
Employee Background Checks	250.00	1,000.00	
Staff Development-Non TA	2,274.00	5,000.00	2,726.00

45% High - timing of NHSA membership renewal

Building Maintenance, Repairs and other Occupancy			
Maintenance: Buildings & Grounds	23,160.64	146,456.00	123,295.36
Maintenance - Equipment	1,936.59	0.00	(1,936.59)
Building Maintenance, Repairs and other Occupancy	25,097.23	146,456.00	121,358.77

17% Applied the County Reimbursement to this category ahead of spending

Training and Technical Assistance			
Conf, Meetings, Seminars, Fees	11,305.83	69,227.00	57,921.17
Training and Technical Assistance	11,305.83	69,227.00	57,921.17

11,305.83

17% Should ramp up over the year

Nutrition Services			
Supplies: Food	(1,661.35)	25,000.00	26,661.35
Nutrition Services	(1,661.35)	25,000.00	26,661.35

-7% Adjustment - will reverse next month

Rent/Lease Expense	2,600.50	9,500.00	6,899.50
H. Other	118,166.82	466,921.95	348,755.13

27% OK

25% LOW - due to County reimbursement for cleaning, CACFP covering food expense and conference spending

In-Kind Expenses			
In-Kind Volunteer Wages	12,785.93		
In-Kind Facilities	1,256.38		
In-Kind Transportation	0.00		
In-Kind Supplies	1,458.26		
In-Kind Maintenance/B&G	0.00		
In-Kind Marketing	0.00		
In-Kind Health & Disability Wages	5,836.66		
In-Kind Expenses	21,337.23	1,156,861.00	1,135,523.77

2% County In Kind not yet recorded

Expenses	1,174,480.80	5,784,306.00	4,609,825.20
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25% Spending (less in-kind) Rate

Excess or (Deficiency) of Revenue Over Expenses	(4,143.57)	0.00	4,143.57
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Deficit - timing only



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

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

Financials as of: **07/31/2022 (Month 4 of 12 ~ 33% spend rate)**

**Category**

Total In-Kind Donations

Private Cash Donations

Private Grants

Washington County Contributions

**TOTAL**

YTD Raised	Required	
\$ 21,337	\$ 1,108,881	
\$ -	\$ -	
\$ -	\$ -	
\$ 18,990	\$ 47,980	
\$ 40,327	\$ 1,156,861	3.5% County in-kind YTD not yet booked



## Head Start American Rescue Plan (ARP) Funding

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

Financials as of: 07/31/2022 (Month 16 of 24 ~ 67% spend rate)

"Spend 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 07/31	Variance at 07/31	Two Year Budget	Remaining	Spend Rate
\$ 230,976	\$ 272,005	\$ 41,029	\$ 408,007	\$ 177,031	57%
<b>\$ 230,976</b>	<b>\$ 272,005</b>	<b>\$ 41,029</b>	<b>\$ 408,007</b>	<b>\$ 177,031</b>	<b>57%</b>
\$ 39,980	\$ 53,191	\$ 13,211	\$ 79,786	\$ 39,806	50%
\$ 5,194	\$ 16,667	\$ 11,472	\$ 25,000	\$ 19,806	21%
\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 69,192	\$ 115,652	\$ 46,460	\$ 173,478	\$ 104,286	40%
\$ 57,319	\$ 25,353	\$ (31,966)	\$ 38,029	\$ (19,290)	151%
\$ 51,088	\$ 46,025	\$ (5,064)	\$ 69,037	\$ 17,949	74%
\$ 19,908	\$ 15,118	\$ (4,790)	\$ 22,677	\$ 2,769	88%
<b>\$ 242,682</b>	<b>\$ 272,005</b>	<b>\$ 29,323</b>	<b>\$ 408,007</b>	<b>\$ 165,325</b>	<b>59%</b>
<b>\$ (11,706)</b>			<b>\$ 0</b>		

Slightly behind on spending

Slightly behind on spending

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

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: 07/31/2022 (Month 16 of 24 ~ 67% spend rate)

Revenues	YTD Spend
Head Start Grant Funding	\$ 102,630
<b>TOTAL REVENUE</b>	<b>\$ 102,630</b>
Expenses	
Personnel	\$ 59,508
Fringe Benefits	\$ 11,975
Travel (Out of Region)	\$ -
Equipment	\$ -
Supplies	\$ 24,552
Contractual	\$ 4,895
Other	\$ 1,700
<b>TOTAL EXPENSE</b>	<b>\$ 102,630</b>
<b>Surplus (Deficit)</b>	<b>\$ (0)</b>

Economic Opportunity  
Budget Comparison Report  
Current Period: 10/1/2021 - 7/31/2022  
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				
	\$ 183,554.25	\$ 244,739.00	\$ 61,184.75	75%
Expenses				
Personnel	121,861.31	154,545.00	32,683.69	79% s/b at 83%
Fringe Benefits & P/R Taxes	23,781.91	37,619.00	13,837.09	63% s/b at 83%
Professional Services	6,947.43	7,075.00	127.57	98%
Supplies & Equipment	2,049.75	3,750.00	1,700.25	55%
Client Beneficiary Cost	6,914.90	17,500.00	10,585.10	40% Due to several legislative actions
Insurance Expense	3,563.89	5,000.00	1,436.11	71% Veggie Van being covered by CARES
Training & Travel	493.73	0.00	(493.73)	
Transportation	9,573.92	13,500.00	3,926.08	71% Veggie Van being covered by CARES
Occupancy	1,593.82	1,750.00	156.18	91%
Other Expense	2,031.72	4,000.00	1,968.28	51%
Expenses	178,812.38	244,739.00	65,926.62	73%
Excess or (Deficiency) of Revenue Over Expenses	4,741.87	0.00	(4,741.87)	

Received 3 of 4 installments to-date

Ten months into the contract year, we are slightly behind on spending

primarily driven by turnover within all parts of the agency over the last 12-18 months

Though we have a plan in place (reallocation of expense) to spend down in full

Economic Opportunity Council,  
 Budget Comparison Report  
 Current Period: 10/1/2020 - 7/31/2022  
 Budget Period: 10/1/2020 - 9/30/2022

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**CSBG CARES ACT FUNDING**

	<b>ACTUALS</b>	<b>BUDGET AMENDED</b>	<b>Remaining Budget</b>	
Revenue				
Public Grants	246,658.50	328,878.00	82,219.50	
In-Kind	0.00	0.00	0.00	
Revenue	246,658.50	328,878.00	82,219.50	75%
Expenses				
Personnel	117,138.12	156,569.00	39,430.88	75% Turnover
Fringe Benefits & P/R Taxes	15,789.39	21,121.00	5,331.61	75% Turnover/Qualification for Benefits
Professional Services	49,423.26	56,893.00	7,469.74	87%
Supplies & Equipment	13,422.31	12,981.00	(441.31)	103%
Capital Equipment	35,465.00	35,465.00		100%
Client Beneficiary Cost	25,254.97	28,882.00	3,627.03	87%
Insurance Expense	2,179.87	2,240.00	60.13	97%
Training & Travel	124.13	200.00	75.87	62%
Transportation	8,920.29	11,170.00	2,249.71	80%
Occupancy	2,497.04	2,892.00	394.96	86%
Other Expense	2,074.30	465.00	(1,609.30)	446%
In-Kind	0.00	0.00	0.00	
Expenses	272,288.68	328,878.00	56,589.32	83% s/b closer to 90%
Excess or (Deficiency) of Revenue Over Expenses	(25,630.18)	0.00	25,630.18	

Have received 3 of 4 installments from DOS to0date but driven by  
 staff turnover within all parts of the agency over the last 12-18 months  
 we are behind on spending (s/b closer to 91% spent)

**An 2nd amendment was submitted to DOS in July 2022 - pending approval**

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

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**WIOA - PY 2021**

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Contract Income	228,477.41	435,536.63	207,059.22	
Revenue	228,477.41	435,536.63	207,059.22	52%
Expenses				
Personnel	79,694.04	175,892.58	96,198.54	45%
Fringe Benefits & P/R Taxes	20,488.15	43,937.95	23,449.80	47%
Professional Services	22,484.39	24,277.29	1,792.90	93%
Supplies & Equipment	7,854.69	14,802.16	6,947.47	53%
Client Beneficiary Cost	100,774.36	165,000.00	64,225.64	61%
Insurance Expense	1,747.76	2,661.51	913.75	66%
Training & Travel	475.13	2,761.54	2,286.41	17%
Occupancy	4,098.60	4,814.17	715.57	85%
Other Expense	2,295.86	1,389.43	(906.43)	165%
In-Kind Expenses	0.00	0.00	0.00	
Expenses	239,912.98	435,536.63	195,623.65	55%
Excess or (Deficiency) of Revenue Over Expenses	(11,435.57)	0.00	11,435.57	

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

**We are given 12 extra months to spend in full \*; at 13 months have spent 55%**

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