

Table of Contents

1. Summary of Financials – reporting, reconciliations, tax deadlines, etc.
2. Statement of Financial Position (modified balance sheet)
3. Full Agency Budget vs. Actuals snapshot with commentary
4. CSBG Contract Year 2023 (Oct 2022 – Sept 2023), YTD actuals vs. budget
5. WIOA Program Year 2021 (July 2021 – June 2023), YTD actuals vs. budget
6. Policy Council Packet
 - a. Finance Director's Remarks
 - b. Budget Summary
 - c. Budget Detail
 - d. Non-Federal Share detail
 - e. ARP Budget
 - f. CRRSA Budget
 - g. Glens Falls National Bank account statement

Highlights

- 401(k) audited financials have been completed and Form 5500 has been submitted for both the pension and 401k plan (by EFPR)
- Head Start current year spend continues to trend behind budget driven by turnover, though 12/2 incentive pay did slow down the variance between actuals and budget.
- A **Non-Federal Share Waiver application** for the current year Head Start grant was prepared, presented and approved by the Policy Council on 01/24/2023. Seeking approval from BoD on 02/06/2023.
- **The Change in Scope application** has been completed and was approved by the Policy Council on 01/24/2023. It will be presented to the BoD for approval at the 02/06/2023 meeting.
- **CSBG – we submitted a voucher for more than \$120k in January (request based on spending); however, DOS has informed the agency that they have not received any additional funding from the Federal Government beyond the initial advance; in the red \$70k as of end of Jan 2023.**
- WIOA – We are still spending down Program Year 2021 funds as of 12/31/2022; leaving the current Program Year 2022 significantly under-spent as well (a recurring issue)
- Full Agency Budget for FYE 2024 – 4/2024 – 3/2024 - will be presented to Finance Committee and Board in February 2023 and March 2023, respectively. (Non-Head Start pieces to be drafted)
- Agency was approved for an Elan (NBT Bank) Community Card on 01/19/2023; no APR and 1% cash back rewards; this is in place of the American Express account which will not be officially closed

CHECKLIST

L.E.A.P. BOARD SUMMARY

Report Date: 1/26/2023

Report Month: December 2022

GENERAL

Have the Bank Statements been reconciled for the month?

YES

NO

In Progress *

Have the payroll tax deposits been made according to Paychex?

YES

NO

*Have 30 days from month-end

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?

May-22 Completed virtually using document sharing tools

RECURRING REPORTS

CACFP (monthly)

YES

NO

CSBG (Quarterly) Attestation and Financial Reports

YES

NO

Unaudited CARES submitted 10/31/2022

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

YES

NO

Semi-annual report submitted 10/31/2022

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

Employee W2s

1/31/2023

1/13/2023 FYE2023

Vendor 1099 / 1096 Forms

2/1/2023

1/20/2023 FYE2023

IRS FORM 990

2/15/2023

11/1/2022 FYE2023

NYS Form CHAR-500

2/15/2023

11/22/2022 FYE2023

FORM 5500 - Retirement Plan Audit(s)

1/15/2023

1/16/2023 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

Document Vault is in 'Prequalified' status

Date of the last Vendor Responsibility Questionnaire?

-

-

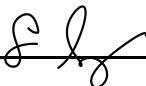
9/6/2022

Are there any pending lawsuits? *

YES

NO

SIGNATURE



Title

Finance Director

Date

1/26/2023

L.E.A.P.
Statement of Financial Position
As of Date: 12/31/2022

	Current Year	Prior Year	
Assets			
Cash and Equivalents	418,217	646,599	a
Receivables	17,999	11,165	b
Prepaid Expenses	12,054	11,764	
Investments	160,965	160,653	c
Other Assets	41,208	46,507	d
Property and Equipment, at cost	3,873,992	3,671,665	
Accumulated Depreciation	(2,574,941)	(2,449,837)	
Assets	1,949,494	2,098,516	
Liabilities & Net Assets			
Liabilities			
Accounts Payable	(39,328)	2,593	e
Accrued Expenses	84,949	75,764	f
Accrued Payroll Liabilities	89,801	100,500	g
Deferred Revenue	947	0	
Long Term Debt	(10,698)	58,376	h
Defined Benefit Pension Plan Obligation	743,353	1,381,614	i
Liabilities	869,024	1,618,846	
Net Assets			
Unrestricted net Assets	1,080,470	479,669	
Net Assets	1,080,470	479,669	
Liabilities & Net Assets	1,949,494	2,098,515	
a) Cash - inclusive of GFNB Sweep accounts			
Available to cover general Agency costs	\$ 416,359		
Restricted Funds -Policy Council	\$ 1,858	\$ -	
b) A/R - \$7k Washington County; \$8k CACFP; \$3k former employee sign-on-bonus payback (will be written off)			
c) Combined balance of (2) short-term Certificate of Deposits with GFNB			
d) Primarily MERP funds set-aside for employee distribution			
e) Payables - credit driven by payment recorded ahead of expense recognition (Jan 2023 coverage)			
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 - 16 new vehicles to be added	-10,972		
Balance HVAC / Remodel Capital Costs	274	Adjusted needed to clear (fully amortized)	
	-10,698	\$ -	
i) Defined Benefit Pension Plan Obligation has been updated based on 3/31/2022 audit - SIGNIFICANT IMPROVEMENT			

Economic Opportunity Council, Inc.
Budget Comparison Report
Current Period: 4/1/2022 - 12/31/2022
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	4,128,195.55	4,595,033.34	(466,837.79)	4,128,195.55	4,595,033.34	(466,837.79)	6,126,711.14	1,998,515.59	67%	a
Private Grants	169.50	0.00	169.50	169.50	0.00	169.50	0.00	(169.50)		b
Contract Fee for Service	193,504.49	155,319.75	38,184.74	193,504.49	155,319.75	38,184.74	207,093.00	13,588.51	93%	c
LIHEAP Fee for Service	16,800.00	6,000.03	10,799.97	16,800.00	6,000.03	10,799.97	8,000.00	(8,800.00)	210%	d
Individual Donations	12,097.30	15,000.30	(2,903.00)	12,097.30	15,000.30	(2,903.00)	20,000.00	7,902.70	60%	e
In-Kind Donations	509,171.12	899,521.92	(390,350.80)	509,171.12	899,521.92	(390,350.80)	1,199,362.00	690,190.88	42%	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	4,859,938.05	5,670,875.34	(810,937.29)	4,859,938.05	5,670,875.34	(810,937.29)	7,561,166.14	2,701,228.09	68%	Not including in-kind
Expenses										
Personnel	2,560,659.06	2,896,977.69	336,318.63	2,560,659.06	2,896,977.69	336,318.63	3,862,637.05	1,301,977.99	66%	Due to turnover/vacancies
Fringe Benefits & P/R Taxes	496,989.02	700,967.25	203,978.23	496,989.02	700,967.25	203,978.23	934,623.13	437,634.11	53%	Due to turnover/vacancies
Professional Services	195,854.68	131,625.72	(64,228.96)	195,854.68	131,625.72	(64,228.96)	175,501.00	(20,353.68)	112%	Tramp contract
Supplies & Equipment	246,175.91	371,699.91	125,524.00	246,175.91	371,699.91	125,524.00	495,600.00	249,424.09	50%	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	220,849.94	186,338.97	(34,510.97)	220,849.94	186,338.97	(34,510.97)	248,452.00	27,602.06	89%	Good spending rate
Insurance Expense	55,885.11	36,009.81	(19,875.30)	55,885.11	36,009.81	(19,875.30)	48,013.00	(7,872.11)	116%	Two additional vehicles
Training & Travel	45,871.17	51,660.09	5,788.92	45,871.17	51,660.09	5,788.92	68,880.00	23,008.83	67%	Pandemic continues to impact travel
Transportation	57,254.90	129,328.02	72,073.12	57,254.90	129,328.02	72,073.12	172,437.34	115,182.44	33%	OK - due to capitalized fleet not reflected
Occupancy	252,745.18	240,073.56	(12,671.62)	252,745.18	240,073.56	(12,671.62)	320,098.00	67,352.82	79%	Good spending rate
Other Expense	56,011.48	18,171.72	(37,839.76)	56,011.48	18,171.72	(37,839.76)	24,229.00	(31,782.48)	231%	Utilized one-time funding for Employee Appreciation
In-Kind Expenses	509,171.12	899,521.56	390,350.44	509,171.12	899,521.56	390,350.44	1,199,362.00	690,190.88	42%	Will request a waiver in January 2023
Change in Funded Status of DB Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Expenses	4,697,467.57	5,662,374.30	964,906.73	4,697,467.57	5,662,374.30	964,906.73	7,549,832.52	2,852,364.95	66%	Not including in-kind
Revenue Over Expenses	162,470.48	8,501.04	153,969.44	162,470.48	8,501.04	153,969.44	11,333.62	(151,136.86)		

a. Public funding - primarily Head Start grants (+ CSBG, WIOA and CACFP); inclusive of one-time ARP and CARES funding **\$ 574,556** Under-spending (not including in-kind)

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 has already generated more income (installs) than what is included in the budget for Cooling and Clean & Tune programs (no Clean & Tunes 22-23)

e. Private donations - expect to ramp up in November (Giving Tuesday) and Jan-Mar 2023 (Annual Appeal)

f. In-kind: On trend with prior years, a waiver will be requested in January 2023

***Expenses - expected to trend low throughout year due to turnover; Current under-spending driven by personnel = \$0.54M (including fringe)**

*** Unrestricted revenue - while LIHEAP program successful, CDPHP spending has meant a net deficit in unrestricted funds year-to-date (revenue recognized in prior year)**

*** Deficit drivers:**

\$170.5k in capital expenses not recognized when paid (depreciated) - will be offset with a depreciation entry at year-end

\$30k Head Start temporary surplus due to timing of recorded revenue

(\$45k) in CSBG expense ahead of income - reimbursement has since been received

\$10k in WIOA income ahead of expense (timing - 3 different grant periods running concurrently)

(\$9.5k) in net unrestricted funding due to utilization of CDPHP funding (recognized in prior year, spend in current year):

(\$22k) CDPHP spend; \$11.5k in net revenue from LIHEAP/Lease Income = net (\$9.5k) unrestricted income

Economic Opportunity
Budget Comparison Report
Current Period: 10/1/2022 - 12/31/2022
Budget Period: 10/1/2022 - 9/30/2023

CSBG 2023 CONTRACT FUNDING

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
	\$ 61,838.25	\$ 249,827.00	\$ 187,988.75	25% Advance received
Expenses				
Personnel	\$ 82,724.96	\$ 163,317.00	\$ 80,592.04	51%
Fringe Benefits & P/R Taxes	\$ 14,857.45	\$ 31,310.00	\$ 16,452.55	47%
Professional Services	\$ 2,302.73	\$ 7,000.00	\$ 4,697.27	33%
Supplies & Equipment	\$ 2,368.75	\$ 4,450.00	\$ 2,081.25	53%
Capital Equipment	\$ 2,424.40	\$ 1,000.00	\$ (1,424.40)	
Client Beneficiary Cost	\$ 2,891.70	\$ 22,000.00	\$ 19,108.30	13%
Insurance Expense	\$ 1,973.20	\$ 5,000.00	\$ 3,026.80	39%
Training & Travel	\$ 381.25	\$ 500.00	\$ 118.75	
Transportation	\$ 2,839.55	\$ 9,700.00	\$ 6,860.45	29%
Occupancy	\$ 387.27	\$ 1,650.00	\$ 1,262.73	23%
Other Expense	\$ 647.79	\$ 3,900.00	\$ 3,252.21	17%
Expenses	\$ 113,799.05	\$ 249,827.00	\$ 136,027.95	46% High
Excess or (Deficiency) of Revenue Over Expenses	\$ (51,960.80)	\$ -	\$ 51,960.80	

Spending high in the first quarter of the grant (OK) driven by higher personnel allocations that have since been adjusted (down); Supplies & Equipment (high spend) driven by increased food costs and lack of funding on our Regional Food Bank account (private grants cover much of the cost)
Note - the DOS has not received additional funding from the Federal Gov't beyond the initial advance; we are in the red \$52k as of 12/31 (\$70k as of 1/27/2023)

Economic Opportunity
Budget Comparison Report
Current Period: 7/1/2021 - **12/31/2022**
Budget Period: 7/1/2021 - 6/30/2023*

WIOA - PY 2021

	Year-to-Date Actual	Yearly Budget	Remaining Budget	
Revenue				
Contract Income	\$ 334,077.41	\$ 435,537	\$ 101,459	
Revenue	\$ 334,077.41	\$ 435,537	\$ 101,459	77%
Expenses				
Personnel	\$ 104,137	\$ 175,893	\$ 71,756	59%
Fringe Benefits & P/R Taxes	\$ 31,586	\$ 43,938	\$ 12,352	72%
Professional Services	\$ 42,265	\$ 24,277	\$ (17,987)	174%
Supplies & Equipment	\$ 11,234	\$ 14,802	\$ 3,569	76%
Capital Equipment	\$ 3,595	\$ -	\$ (3,595)	
Client Beneficiary Cost	\$ 131,832	\$ 165,000	\$ 33,168	80%
Insurance Expense	\$ 3,104	\$ 2,662	\$ (442)	117%
Training & Travel	\$ 2,246	\$ 2,762	\$ 516	81%
Occupancy	\$ 6,983	\$ 4,814	\$ (2,169)	145%
Other Expense	\$ 1,821	\$ 1,389	\$ (431)	131%
In-Kind Expenses	\$ -	\$ -	\$ -	
Expenses	\$ 338,801	\$ 435,537	\$ 96,735	78%
Excess or (Deficiency) of Revenue Over Expenses	\$ (4,724)	\$ -	\$ 4,724	

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

* However, each center given an additional year to spend in full. As of 12/31/22, with only 6 months remaining, there is \$97k left to spend

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

* We are current in PY2022 and have only spent \$42k of the \$472k allocated to our county's Career Center



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

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

January 5, 2023

Dear Members of the Policy Council,

Happy New Year!

Enclosed you will find the Head Start/Early Head Start financial reports as of December 31st, 2022; nine months into the 12-month grant period (year three of the five).

Of note:

- Spending within the personnel line remains low; vacancies and turnover continue to impact spending. While the 12/2/2022 incentive payout did improve the level of under-spending, **we are currently under-spent by just under \$0.5 million and need a plan to spend (under-funded pension contribution?)**
- The Training & Technical Assistance budget for this grant year is \$65k, and as of 12/31, with 3 months remaining, **we have \$29k to spend by the end of the grant term. Plan needed to spend this down.**
- Non-Fed Share requirement- we are going to require a Non-Fed Share Waiver application be submitted to the Office of Head Start before the end of the grant year. I will be preparing one in January for the Council and Board approval.
- The ARP grant ends on March 31st, 2023, and, after factoring in the pending playground equipment purchase (forthcoming), **we have \$31k left to spend. We will need to discuss the plan to spend by the end date of March 31, 2023.**

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: 12/31/2022 (Month 9 of 12 ~ 75% 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 12/31/2022	Variance at 12/31/2022	Annual Budget	Remaining	Spend Rate	
<u>Revenues</u>							
Head Start Grant Funding	\$ 3,083,400	\$ 3,564,343	\$ 480,943	\$ 4,752,457	\$ 1,669,057	65%	
TOTAL REVENUE	\$ 3,083,400	\$ 3,564,343	\$ 480,943	\$ 4,752,457	\$ 1,669,057	64.9%	Slow spend due to vacancies, turnover
<u>Expenses</u>							
Personnel	\$ 2,058,467	\$ 2,446,976	\$ 388,509	\$ 3,262,635	\$ 1,204,168	63%	Slow spending due to vacancies
Fringe Benefits	\$ 406,510	\$ 606,959	\$ 200,449	\$ 809,279	\$ 402,769	50%	Slow spending due to vacancies + savings related to DBPP
Travel (Out of Region)	\$ 1,733	\$ 5,834	\$ 4,100	\$ 7,778	\$ 6,045	22%	Need to make a plan to spend down T&TA budget
Equipment	\$ 58,382	\$ 49,726	\$ (8,656)	\$ 66,301	\$ 7,919	88%	OK
Supplies	\$ 78,049	\$ 59,250	\$ (18,799)	\$ 79,000	\$ 951	99%	OK
Contractual	\$ 95,385	\$ 94,327	\$ (1,058)	\$ 125,769	\$ 30,384	76%	OK
Other	\$ 373,385	\$ 301,271	\$ (72,114)	\$ 401,695	\$ 28,309	93%	OK *
TOTAL EXPENSE	\$ 3,071,911	\$ 3,564,343	\$ 492,432	\$ 4,752,457	\$ 1,680,546	64.6%	Slow spend due to vacancies, turnover
Surplus (Deficit)	\$ 11,489			\$ -			

*T&TA Budget spend remaining: \$29k by 3/31/2023

NOTES

The 12/2/2022 incentive pay did improve the under-spending (which would otherwise be at \$700k by this point)

(1) though we will need to make another large contribution to the pension plan by March 31, 2023 in order to spend the grant in full

Q: Other ways to increase spending? Stipends, staff wellness, etc.?

(2) We will also need to make a plan to spend down the T&TA budget (a Head Start standard)

(3) And we will need to prepare and submit a waiver of non-federal share application



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

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

Financials as of: **12/31/2022 (Month 9 of 12 ~ 75% spend rate)**

<u>Category</u>	YTD Raised	Required *	
Total In-Kind Donations	\$ 349,641	\$ 1,093,881	Volunteer numbers low *
Private Cash Donations	\$ 150	\$ 10,000	YTD - Women's Association; Presbyterian Church
Private Grants	\$ -	\$ 5,000	Estimate / goal - CAN NOT count the Christmas Project gift as match
Washington County Contributions **	\$ 28,485	\$ 47,980	Under driven by lack of 1:1 Inclusion Aides (started in Dec 2022)
TOTAL	\$ 378,276	\$ 1,156,861	32.7%

* Non-Federal Matching Requirement = 20% or \$1.156M

It can come from any of the sources listed above - it does not have to be raised exclusively through In-kind

Volunteers: in the 2018-2019 grant year, pre-pandemic, we were raising close to \$150k in volunteer time.

This grant year-to-date we have only raised \$28k

A Non-Fed Share Waiver application is in progress - to be submitted in February 2023

** County contribution is considered "Federal" match, even though the County may receive Federal dollars. This is because the County also receives tax-payer and other less-restrictive funding; the contribution that the County makes towards maintenance of the Centers that they own comes from their 'General Fund'

Economic Opportunity
Budget Comparison Report
Current Period: 4/1/2022 - 12/31/2022
Budget Period: 4/1/2022 - 3/31/2023

Page 1 of 1

Cc3 = 3_22

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Revenue			
Head Start Grant Funding			
Head Start/Head Start Adm	2,004,210.00	2,959,109.00	954,899.00
Early Head Start/Early Head Start Adm	1,079,190.00	1,728,318.00	649,128.00
Training HS/HSA/EHS/EHSA	0.00	65,030.00	65,030.00
Head Start Grant Funding	3,083,400.00	4,752,457.00	1,669,057.00
Non-Fed In-Kind			
In-Kind Volunteer Wages	28,419.23		
In-Kind Facilities	163,112.72		
In-Kind Professional Services	19,131.41		
In-Kind Supplies	20,968.84		
In-Kind Maintenance/B&G	106,898.84		
In-Kind Marketing	0.00		
In-Kind Health & Disability Wages	11,109.96		
Non-Fed In-Kind	349,641.00	1,156,861.00	807,220.00
Revenue	3,433,041.00	5,909,318.00	2,476,277.00
Expenses			
A. Personnel			
Wages	2,058,466.70	3,262,634.91	1,204,168.21
A. Personnel	2,058,466.70	3,262,634.91	1,204,168.21
B. Fringe Benefits			
FICA/Disability/UI/WC			
FICA: Program	151,997.41	346,145.61	194,148.20
Unemployment Insurance	12,362.73	0.00	(12,362.73)
Workers Compensation	63,237.65	0.00	(63,237.65)
Disability Insurance	3,140.42	0.00	(3,140.42)
FICA/Disability/UI/WC	230,738.21	346,145.61	115,407.40
W/C First Aid	516.95	0.00	(516.95)
Health/Dental/Life Ins. Expense			
Health Insurance	155,977.21	277,890.00	121,912.79
MERP	3,269.57	19,625.00	16,355.43
Health/Dental/Life Ins. Expense	159,246.78	297,515.00	138,268.22
Retirement Expense			
LEAP 401k/DBP Contributions	8,733.33	165,618.52	156,885.19
Pension Fees, Insurance	7,275.00	0.00	(7,275.00)
Retirement Expense	16,008.33	165,618.52	149,610.19
B. Fringe Benefits	406,510.27	809,279.13	402,768.86
Travel - Out-of-Region			
Out of Region Travel	1,651.10		(1,651.10)
Emp: Per Diem, Lodging, Trans	82.00	7,778.00	7,696.00
Travel - Out-of-Region	1,733.10	7,778.00	6,044.90
D. Equipment			
Equipment \$5000+	7,390.00		(7,390.00)
Fleet Contract: Lease Fees	36,373.91	53,425.00	17,051.09
Lease Interest Expense	9,789.73	0.00	(9,789.73)

65% Should be at around 75% spent; under by \$480k

30% Waiver to be submitted to OHS in order to comply w/ requirement

63% Low due to vacancies / turnover (should be closer to 75%)

67% Low due to vacancies / turnover (should be closer to 75%)

54% Low due to vacancies / turnover (should be closer to 75%)

10% Quarterly contributions not due in FYE 2023; though paid out \$37k PBGC (not yet posted)

50% Low due to vacancies / turnover (should be closer to 75%)

22% Low due to emphasis on virtual conferences/trainings

to be offset in Conferences/Trainings line below

Budget Comparison Report
Current Period: 4/1/2022 - 12/31/2022
Budget Period: 4/1/2022 - 3/31/2023

Cc3 = 3_22

	Year-to-Date Actual	Yearly Budget	Remaining Budget
Contract: Office Equipment	4,827.88	12,876.00	8,048.12
D. Equipment	58,381.52	66,301.00	7,919.48
E. Supplies			
Office Supplies			
Non-Capital Equipment	13,685.29	0.00	(13,685.29)
Office Supplies	13,685.29	0.00	(13,685.29)
Child and Family Services Supplies			
Program Supplies	64,363.25	79,000.00	14,636.75
Child and Family Services Supplies	64,363.25	79,000.00	14,636.75
E. Supplies	78,048.54	79,000.00	951.46
F. Contractual			
Administrative Services			
Accounting Fees	15,940.00	18,000.00	2,060.00
Legal Fees	760.00	0.00	(760.00)
Board/PC Meetings & Training	3,195.94	0.00	(3,195.94)
Bank Fees	204.30	0.00	(204.30)
Payroll Processing	21,215.05	11,975.00	(9,240.05)
Administrative Services	41,315.29	29,975.00	(11,340.29)
Other Contracts			
Professional Services Contracts	34,055.01	0.00	(34,055.01)
Memberships and Dues	6,088.30	4,000.00	(2,088.30)
Software Programs	13,926.42	38,542.00	24,615.58
Other Contracts	54,069.73	42,542.00	(11,527.73)
Family Child Care			
Support Srvs - CLIENT Books, Rent, Utilit	0.00	0.00	0.00
Family Child Care	0.00	0.00	0.00
F. Contractual	95,385.02	72,517.00	(22,868.02)
H. Other			
Utilities/Telephone/Internet			
Internet Fees	2,071.08	0.00	(2,071.08)
Telephone	24,835.64	0.00	(24,835.64)
Utilities	51,524.47	92,027.95	40,503.48
Utilities/Telephone/Internet	78,431.19	92,027.95	13,596.76
Building and Child Liability Insurance			
Insurance: G/L	18,529.32	24,112.00	5,582.68
Specialty Insurances	4,637.42	0.00	(4,637.42)
Building and Child Liability Insurance	23,166.74	24,112.00	945.26
Local Travel			
Employee: Local Travel	2,225.70	2,871.00	645.30
Vehicle Maintenance & Fuel	13,588.74	15,000.00	1,411.26
Fleet Contract: Maintenance	28,655.38	13,000.00	(15,655.38)
Insurance: Vehicles	20,715.10	24,000.00	3,284.90
Local Travel	65,184.92	54,871.00	(10,313.92)
Publications/Advertising/Printing			
Advertising, Marketing, Outreach	19,545.31	19,478.00	(67.31)

88% Due to purchase of \$7k oven at Dix Ave

99% High - OK due to under-spending in wages

Freezer, dishwasher, phone system, fencing, laptops/small staff equip.

138% Over - OK due to under-spending in wages

127% High (Osika)- OK due to under-spending in wages

132% Over - OK due to under-spending in wages

85% Spending trend OK

96% High - OK due to under-spending in wages

119% Over - OK due to under-spending in wages

Driven by maintenance of older buses/price of fuel

Budget Comparison Report
Current Period: 4/1/2022 - 12/31/2022
Budget Period: 4/1/2022 - 3/31/2023

Cc3 = 3_22

	Year-to-Date <u>Actual</u>	Yearly <u>Budget</u>	Remaining <u>Budget</u>
Postage & Shipping	1,604.85	1,250.00	(354.85)
Employee Recruitment	792.85	15,000.00	14,207.15
Printing	12,949.50	5,000.00	(7,949.50)
Publications/Advertising/Printing	34,892.51	40,728.00	5,835.49

86% Spending trend OK

Staff Development-Non TA			
Employee & Employer Relations	0.00	4,000.00	
Employee Supportive Service	0.00	0.00	
Employee Background Checks	800.00	1,000.00	
Staff Development-Non TA	800.00	5,000.00	4,200.00

16% Low - OK - driven by EE/ER (staff recognition) funded by ARP

Building Maintenance, Repairs and other Occupancy			
Maintenance: Buildings & Grounds	102,479.52	146,456.00	43,976.48
Maintenance - Equipment	13,487.97	0.00	(13,487.97)
Building Maintenance, Repairs and other Occupancy	115,967.49	146,456.00	30,488.51

79% Spending trend OK

Training and Technical Assistance			
Conf, Meetings, Seminars, Fees	34,587.77	57,252.00	22,664.23
Training and Technical Assistance	34,587.77	57,252.00	22,664.23

34,587.77

60% Total spend to-date \$36k; need to spend remaining \$29k in next 3 months

Total to-date 36,321

Nutrition Services			
Supplies: Food	12,754.35	25,000.00	12,245.65
Nutrition Services	12,754.35	25,000.00	12,245.65
Rent/Lease Expense	7,600.50	9,500.00	1,899.50
H. Other	373,385.47	454,946.95	81,561.48

51% Low - OK - most food costs covered by CACFP

80% Spending trend OK

82% This category is close to on-par with what spending trend should be at this point in the grant year

In-Kind Expenses			
In-Kind Volunteer Wages	28,419.23		
In-Kind Facilities	163,112.72		
In-Kind Professional Services	19,131.41		
In-Kind Supplies	20,968.84		
In-Kind Maintenance/B&G	106,898.84		
In-Kind Marketing	0.00		
In-Kind Health & Disability Wages	11,109.96		
In-Kind Expenses	349,641.00	1,156,861.00	807,220.00

30% Waiver to be submitted to OHS in order to comply w/ requirement

Expenses	3,421,551.62	5,909,318.00	2,487,766.38
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65% Spending (less in-kind) Rate - should be close to 75%

\$ 492,432 Spending trend under by approx \$0.5M

Excess or (Deficiency) of Revenue Over Expenses	11,489.38	0.00	(11,489.38)
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Temporary (timing) surplus



Head Start American Rescue Plan (ARP) Funding

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

Financials as of: 12/31/2022 - month 21 of 24), 87.5% spend rate expected

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

	YTD Spend	Two Year Budget	Remaining	Spend Rate
Revenues				
Head Start Grant Funding	\$ 341,126	\$ 408,007	\$ 66,881	
TOTAL REVENUE	\$ 341,126	\$ 408,007	\$ 66,881	84%
Expenses				
Personnel	\$ 40,121	\$ 53,404	\$ 13,282	75%
Fringe	\$ 5,211	\$ 5,874	\$ 663	89%
Employee Relations	\$ 15,267	\$ 15,231	\$ (36)	100%
Conf, Meetings, Seminars, Fees	\$ 282	\$ 532	\$ 250	
Employee Recruitment	\$ 1,530	\$ 1,520	\$ (10)	
Employee Recognition / Wellness	\$ 6,133	\$ 5,858	\$ (275)	
Local Travel	\$ 122	\$ -	\$ (122)	
COVID Testing	\$ 7,200	\$ 7,322	\$ 122	
Software	\$ 25,366	\$ 23,111	\$ (2,255)	110%
Equipment	\$ 158,506	\$ 207,780	\$ 49,274	76%
Program Supplies	\$ 24,359	\$ 27,417	\$ 3,058	89%
Professional Services Contracts	\$ 59,079	\$ 56,935	\$ (2,144)	104%
Other	\$ 14,603	\$ 18,255	\$ 3,652	80%
TOTAL EXPENSE	\$ 342,513	\$ 408,007	\$ 65,494	84%
Surplus (Deficit)	\$ (1,387)	\$ -		

- a** \$ 13,945 Personnel under-spend (did not rehire COVID Aides for the 22-23 school year)
- b** \$ 49,274 \$49k remaining for playgrounds (budgeted \$47k); actual spend (Jan 23) = \$34k
See detail below

After factoring in the to-be-paid playground equipment (\$34k), there is \$31k remaining to be spent by 3/31/2023

Equipment - ARP	Actuals	Budget	Remaining	
Security System Project	\$ 55,261	\$ 54,287	\$ (974)	
Cambridge Center Air Filtrations	\$ 12,800	\$ 12,800	\$ -	
Cambridge Appliance Replacements	\$ 15,360	\$ 14,860	\$ (500)	
Dix Ave Fence	\$ 3,150	\$ 3,150	\$ -	
Xerox Machines	\$ 41,652	\$ 45,000	\$ 3,348	\$40k paid 12/7
Amazon - Laptops, small equipment	\$ 22,533	\$ 22,533	\$ -	
EHS Playgrounds	\$ 7,750	\$ 7,750	\$ -	
EHS Playgrounds	\$ -	\$ 47,400	\$ 47,400	To be paid in Jan 2023
	\$ 158,506	\$ 207,780	\$ 49,274	



Spent in full

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

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

Financials as of: 12/31/2022 - month 21 of 24), 87.5% spend rate expected

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
\$ 102,630
\$ 102,630
\$ 59,508
\$ 11,975
\$ -
\$ -
\$ 24,552
\$ 4,895
\$ 1,700
\$ 102,630
\$ (0)

Glens Falls National

Bank and Trust Company

250 Glen Street PO Box 307 • Glens Falls, NY 12801

Return Service Requested

Account Number

9813366

Statement Date

12/15/2022

Statement Thru Date

12/15/2022

Check/Items Enclosed

0

Page

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WASHINGTON COUNTY EOC L.E.A.P HEAD
START
POLICY COUNCIL
383 BROADWAY
FORT EDWARD NY 12828-1001

Customer Service Information



Customer Service: 518-793-4121



Mailing Address: 250 Glen Street
Glens Falls, NY 12801



Visit Us Online: gfnational.com

NON PROFIT CHECKING

Account Number: 9813366

Account Owner(s): WASHINGTON COUNTY EOC L.E.A.P HEAD START
POLICY COUNCIL

Balance Summary

Beginning Balance as of 11/16/2022	\$1,857.63
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (1)	\$250.00
Ending Balance as of 12/15/2022	\$1,607.63
Service Charges for Period	\$0.00

MISCELLANEOUS DEBITS & CREDITS

Date	Description	Deposits	Withdrawals	Balance
Nov 16	BEGINNING BALANCE			\$1,857.63
Nov 29	ADOPT A FAMILY EXPENSE REF E6WS38I TO *0036		250.00	1,607.63
Dec 15	ENDING BALANCE			\$1,607.63

DAILY BALANCE SUMMARY

Date	Balance
Nov 29	1,607.63



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.

(WITHDRAWALS,
DEBITS OR CHECKS)

\$.

- \$ _____.

(USE SUBTOTAL FROM COLUMN)

- + \$ _____

+ \$ _____.

+ \$.

- \$** **■**

(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.