

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
November 19, 2024
Public Meeting @ 7 pm
RCC Power House, 39 S. Grove St., East Aurora

AGENDA

1. **Board Meeting Call to Order:** Matthew Agle, *President*
2. **Agenda review**
3. **Approval of Board and Committee Minutes *** (5 min) Danielle Gare
4. **Approval of September 2024 Financial Reports*** (10 min) Carla DiCanio
5. **Reports:**
 - ◆ Committees: Capital Project, Finance, Operations, Development, DEIB (5 min)
 - ◆ Cornell Cooperative Extension (5 min)
 - ◆ Executive Director (5 min)
6. **Old Business:**
 - ◆ Burton Rd property:
 - i. Update on pavilion
 - ◆ Annual Meeting – Board election results
 - ◆ Update on Taste NY and SNAP Ed contracts
7. **New Business**
 - ◆ January 2025 meeting date change*
 - ◆ Annual appeal

DATES AHEAD:

Board of Directors Meeting

December 17, 2024 (Tuesday) 7 pm
RCC Power House, 39 S. Grove St., East Aurora

** Indicates item needing Board action*

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
October 22, 2024
Public Meeting @ 7 pm
RCC Power House, 39 S. Grove St., East Aurora

MINUTES

- 1. Board Meeting Call to Order:** Matthew Agle, *President called to order 7:01pm*
 - ◆ Board Members- Matt Agle, Brett Kreher, Danielle Gare, Melissa Keller, Sara Root, Carla DiCanio, Ron Engasser, Margaret Raupp
 - ◆ Non-Board Members- Diane Held, Tim Bojanowski

- 2. General Discussion**
 - ◆ Clarification lease ROU (Right-of-use) was discussed
 - ◆ No TASTE contract as of 7/1/24, all documentation has been submitted, waiting for approvals
 - ◆ No SNAP-Ed contract as of 10/1/24. For the last 2 (5 year) grants CCE subcontractors were reimbursed as soon as CCE Erie was reimbursed by NYS. We will no longer be able to withhold subcontractor payments until the grant reimbursements come in. We will have to pay subcontractors (CCEs Niagara and Genesee) prior to submitting quarterly vouchers for NYS reimbursement. Need to provide cancelled checks as proof of payment in order for vouchers to be reimbursed to CCE Erie.

- 3. Approval of Board and Committee Minutes ***
 - ◆ September 2024 Board of Director meeting minutes- motion to approve-Brett Kreher, seconded by Carla DiCanio, motion passed.
 - ◆ Approval of DEIB Committee Meeting minutes in September 2024-Motion to accept-Brett Kreher, seconded by Carla DiCanio Clarke, motion passed.
 - ◆ Approval of Master Gardener Steering Committee Meeting in August 2024-motion to accept- Sara Root, seconded by Brett Kreher, motion passed.
 - ◆ Approval of 4-H Meeting minutes in September 2024-motion to accept-Brett Kreher, seconded by Danielle Gare, motion passed.

- 4. Approval of August 2024 Financial Reports***
 - ◆ Motion to approve-Ron Engasser, seconded by Carla DiCanio, motion passed.

- 5. Reports:**
 - ◆ Committees: Capital Project, Finance, Operations, Development, DEIB (5 min)
 - i. No updates
 - ◆ Cornell Cooperative Extension (5 min)
 - ◆ Executive Director (5 min)-
 - i. CCE Erie requested 2.5% increase for next year, legislature still to review and vote on terms. Will occur sometime in December.
 - ii. 11/7/24- Cornell Media Relations and CALS staff-coming to spotlight some of the work being done by CCE Erie.

** Indicates item needing Board action*

6. Old Business:

- ◆ Burton Rd property:
 - i. Update on pavilion
 - 1. Nothing changed in terms of size of pavilion (64x32) with a 16x16 shed
 - 2. Empire State Development's requirement for the grant requires an environmental review (SEQR) for any structure and its surroundings over 4000 sq. ft.
 - 3. Larger parking lot has been removed and driveway will be shortened to meet the above requirements
 - ii. Update on site plan approval
 - 1. Town decided to complete sewer/water systems engineering
 - 2. Preliminary approval by Erie County Dept. of Sewer Management on 10/17, final approval won't be given until town completes SEQR for the property
 - iii. Bammel Architects additional fee request
 - 1. Original amount= \$205K. Asked for \$50K first time around to add basement
 - 2. An additional ask for \$60K increase for subcontractors and change orders
 - 3. No addendum for the contract has been provided to date with the requested changes.
 - 4. Diane to invite Jim Bammel to join December 17th board meeting

7. New Business

- ◆ Nominating Committee report to date
 - i. 4 New candidates interviewed by Diane and Danielle
 - ii. Carla DiCanio-up for second term, Matt Agle-termining off, Melissa Keller and Margaret Raupp to be voted in officially
 - iii. Nominating Committee to meet 11/4 to review

Approval to adjourn Meeting, Brett Kreher seconded by Matt Agle, motion passed at 8:30pm

DATES AHEAD:

Annual Meeting

November 12, 2024 (Tuesday) 6:30 pm
RCC Power House, 39 S. Grove St., East Aurora

Board of Directors Meeting

November 19, 2024 (Tuesday) 7 pm
RCC Power House, 39 S. Grove St., East Aurora

**CCE Erie County
Statement of Financial Position
09/30/2024**

Last Month Closed 09/30/2024

Assets	
Current Assets	
Petty Cash	\$ 750.00
Cash on Hand	\$ 910.00
Checking	\$ 901,983.97
Savings	\$ 2,000.33
Cash Equivalents Taste NY	\$ 219,733.37
Undeposited Funds	\$ 6,066.26
Total Cash	\$ 1,131,443.93
Accounts Receivable	\$ 733,411.85
Accounts Receivable, Inter-Assoc	\$ -
Mortgage Receivable Current	\$ 8,614.63
Prepaid Expenses	\$ 13,042.80
Total Current Assets	\$ 1,886,513.21
Non-Current Assets:	
Investments, Mutual Funds	\$ 789,398.14
Deposits Non-Current	\$ 108,865.00
Mortgage Receivable Non-Current	\$ 299,508.10
Total Non-Current Assets	\$ 1,197,771.24
Right-Of-Use Assets:	
Right-Of-Use Buildings	\$ 34,653.89
Right-Of-Use Equipment	\$ 8,332.25
Total Right-Of-Use Assets	\$ 42,986.14
Fixed Assets:	
Land	\$ 148,839.00
Equipment	\$ 2,388.00
Construction in Progress	\$ 222,277.42
Total Fixed Assets	\$ 373,504.42
Less Accumulated Depreciation	\$ (2,388.00)
Total Fixed Assets	\$ 371,116.42
Total Assets	\$ 3,498,387.01
Liabilities and Net Assets	
Current Liabilities:	
Accounts Payable	\$ 524,047.37
Accounts Payable, Inter-Assoc	\$ 280.65
Accounts Payable, Cornell	\$ 106,428.55
Due To, Intra-Assoc	\$ 1,540.00
Accounts Payable, Credit Card	\$ (13,762.88)
Accrued Vacation	\$ 37,578.05
Unclaimed Funds	\$ 60.00
Deferred Revenues	\$ 285.96
Agency Funds	\$ (6.86)
Operating Leases Current	\$ 36,549.03
Total Current Liabilities	\$ 702,716.56
Non-Current Liabilities:	
Operating Leases Non-Current	\$ 6,437.11
Taste Store Proceeds owed to NYSDAM	\$ 219,304.97
Total Non-Current Liabilities	\$ 225,742.08
Total Liabilities	\$ 928,458.64
Net Assets:	
Unrestricted Net Assets	2,130,023.84
Unrestricted Revenues	3,221,446.78
Unrestricted Expenses	(2,788,068.53)
Net Assets Without Donor Restrictions	2,342,110.01
Temporarily Restricted Net Assets	222,818.36
Temporarily Restricted Net Assets	222,818.36
Permanently Restricted Net Assets	5,000.00
Permanently Restricted Net Assets	5,000.00
Net Assets With Donor Restrictions	227,818.36
Total Net Assets	2,569,928.37
Total Liabilities and Net Assets	3,498,387.01

CCE Erie County
Statement of Financial Position
09/30/2024

Last Month Closed 09/30/2024

	<u>Current Year</u>	<u>Previous Year</u>
Assets		
Current Assets:		
Petty Cash	\$ 750.00	\$ 750.00
Cash on Hand	\$ 910.00	\$ 910.00
Checking	\$ 901,983.97	\$ 580,587.19
Savings	\$ 2,000.33	\$ 2,132.18
Cash Equivalents Taste NY	\$ 219,733.37	\$ 188,664.91
Undeposited Funds	\$ 6,066.26	\$ 1,670.15
Total Cash	\$ 1,131,443.93	\$ 774,714.43
Accounts Receivable	\$ 733,411.85	\$ 384,245.11
Accounts Receivable, Inter-Assoc	\$ -	\$ 1,684.80
Mortgage Receivable Current	\$ 8,614.63	\$ 8,297.84
Prepaid Expenses	\$ 13,042.80	\$ 7,260.13
Total Current Assets	\$ 1,886,513.21	\$ 1,176,202.31
Non-Current Assets:		
Investments, Mutual Funds	\$ 789,398.14	\$ 748,403.47
Deposits Non-Current	\$ 108,865.00	\$ 108,865.00
Mortgage Receivable Non-Current	\$ 299,508.10	\$ 306,016.74
Total Non-Current Assets	\$ 1,197,771.24	\$ 1,163,285.21
Right-Of-Use Assets:		
Right-Of-Use Buildings	\$ 34,653.89	\$ 40,137.12
Right-Of-Use Equipment	\$ 8,332.25	\$ 13,755.99
Total Right-Of-Use Assets	\$ 42,986.14	\$ 53,893.11
Fixed Assets:		
Land	\$ 148,839.00	\$ 148,839.00
Equipment	\$ 2,388.00	\$ 2,388.00
Construction in Progress	\$ 222,277.42	\$ 181,217.34
Total Fixed Assets	\$ 373,504.42	\$ 332,444.34
Less Accumulated Depreciation	\$ (2,388.00)	\$ (2,388.00)
Total Fixed Assets	\$ 371,116.42	\$ 330,056.34
Total Assets	\$ 3,498,387.01	\$ 2,723,436.97
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	\$ 524,047.37	\$ 81,304.61
Accounts Payable, Inter-Assoc	\$ 280.65	\$ 79.52
Accounts Payable, Cornell	\$ 106,428.55	\$ 107,434.93
Due To, Intra-Assoc	\$ 1,540.00	\$ 1,065.00
Accounts Payable, Credit Card	\$ (13,762.88)	\$ -
Accrued Payroll	\$ 8,378.29	\$ 7,373.23
Accrued Vacation	\$ 37,578.05	\$ 37,578.05
Sales Tax Payable	\$ 1,338.40	\$ 1,068.00
Unclaimed Funds	\$ 60.00	\$ 60.00
Deferred Revenues	\$ 285.96	\$ 1,246.12
Agency Funds	\$ (6.86)	\$ -
Operating Leases Current	\$ 36,549.03	\$ 44,080.77
Total Current Liabilities	\$ 702,716.56	\$ 281,290.23
Non-Current Liabilities:		
Operating Leases Non-Current	\$ 6,437.11	\$ 9,812.34
Taste Store Proceeds owed to NYSDAM	\$ 219,304.97	\$ 188,506.91
Total Non-Current Liabilities	\$ 225,742.08	\$ 198,319.25
Total Liabilities	\$ 928,458.64	\$ 479,609.48
Net Assets:		
Unrestricted Net Assets	\$ 2,130,023.84	\$ 2,088,963.76
Unrestricted Revenues	\$ 3,221,446.78	\$ 3,787,874.82
Less Restricted Interest & Dividends	\$ (180,232.00)	\$ -
Unrestricted Expenses	\$ (2,788,068.53)	\$ (3,600,863.88)
Unrestricted Transfers To	\$ (41,060.08)	\$ (189,912.65)
Unrestricted Transfers From	\$ -	\$ 2,901.71
Net Assets Without Donor Restrictions	\$ 2,342,110.01	\$ 2,088,963.76
Temporarily Restricted Net Assets	\$ 222,818.36	\$ 149,863.73
Temporarily Restricted Revenue	\$ 192,232.00	\$ 135,758.55
Temporarily Restricted Expenses	\$ (119,277.37)	\$ (22,136.39)
Temporarily Restricted Transfers To	\$ (192,232.00)	\$ (135,758.55)
Temporarily Restricted Transfers From	\$ 119,277.37	\$ 22,136.39
Temporarily Restricted Net Assets	\$ 222,818.36	\$ 149,863.73
Permanently Restricted Net Assets	\$ 5,000.00	\$ 5,000.00
Permanently Restricted Net Assets	\$ 5,000.00	\$ 5,000.00
Net Assets With Donor Restrictions	\$ 227,818.36	\$ 154,863.73
Total Net Assets	\$ 2,569,928.37	\$ 2,243,827.49
Total Liabilities and Net Assets	\$ 3,498,387.01	\$ 2,723,436.97

**CCE Erie County
Statement of Activities
09/30/2024**

Last Month Closed 09/30/2024

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	% of BUDGET
UNRESTRICTED					

REVENUES, GAINS, AND OTHER SUPPORT:					
FEDERAL					
Federal Grants/Contracts	76,425.40	592,676.77	910,535.00	317,858.23	65.09%
Smith/Lever	4,112.58	62,160.85	111,595.00	49,434.15	55.70%
STATE					
State Grants/Contracts	34,990.09	356,901.50	595,958.74	239,057.24	59.89%
State 224	7,616.20	74,483.99	70,000.00	(4,483.99)	106.41%
Fringe Benefits	70,331.21	697,787.86	1,033,485.05	335,697.19	67.52%
OTHER GRANTS/CONTRACTS					
Other Grants/Contracts	28.48	3,909.54	136,841.38	132,931.84	2.86%
COUNTY					
County Appropriation	0.00	442,086.00	442,086.00	0.00	100.00%
County Agreements/Contracts Federal	2,877.83	21,304.92	13,900.00	(7,404.92)	153.27%
CONTRIBUTIONS UNRESTRICTED					
Contributions	5,361.49	57,566.95	19,275.00	(38,291.95)	298.66%
INVESTMENT EARNINGS					
Dividends	10,469.52	28,700.08	20,800.00	(7,900.08)	137.98%
Interest Income	3,248.62	18,582.53	16,500.00	(2,082.53)	112.62%
PROGRAM/OPERATING REVENUES					
Program Fees	1,429.00	25,286.00	23,685.00	(1,601.00)	106.76%
Specialist Contract Support	943.36	10,175.00	10,780.00	605.00	94.39%
Rental Income	0.00	225.00	0.00	(225.00)	0.00%
Reimbursement Prof. Services	3,883.78	39,807.46	29,240.00	(10,567.46)	136.14%
Enterprises	0.00	3,033.14	2,900.00	(133.14)	104.59%
Sales - Fund Raising	3,293.00	59,952.46	44,250.00	(15,702.46)	135.49%
Sales - Fund Raising, Livestock	0.00	411,138.04	334,141.65	(76,996.39)	123.04%
OTHER REVENUES					
TOTAL UNRESTRICTED REVENUES	240,232.73	2,921,937.41	3,815,972.82	894,035.41	76.57%
Net assets released					
TOTAL UNRESTRICTED REVENUES, GAINS, AND OTHER SUPPORT	247,630.43	3,041,214.78	3,815,972.82	774,758.04	79.70%
EXPENSES:					
SALARIES					
Salaries & Wages	116,710.82	1,063,715.37	1,591,738.46	528,023.09	66.83%
EMPLOYEE BENEFITS					
Employee Benefits	71,309.13	706,028.35	1,067,951.04	361,922.69	66.11%
Staff Development	1,590.02	10,994.41	28,718.00	17,723.59	38.28%
PROGRAM/OPERATING EXPENSES					
Awards & Prizes	4,891.63	28,697.88	29,042.00	344.12	98.82%
Accounting & Auditing Fees	0.00	13,350.00	19,000.00	5,650.00	70.26%
Bank Service Charges	1,030.51	5,299.00	6,673.00	1,374.00	79.41%
Computer/IT Services	27.18	244.42	373.68	129.26	65.41%
Fund Raising	643.00	406,582.29	313,992.76	(92,589.53)	129.49%
Trips & Tours	138.95	15,635.41	17,590.00	1,954.59	88.89%
Communication - Telephone	1,517.65	12,564.94	21,540.12	8,975.18	58.33%
Supplies	2,303.74	21,434.67	32,808.26	11,373.59	65.33%
Insurance	1,846.56	13,419.06	18,455.94	5,036.88	72.71%
Item for Resale	3,883.78	29,756.94	26,000.00	(3,756.94)	114.45%
Fees & Licenses	414.42	6,337.94	7,268.00	930.06	87.20%
Lease & Rental	712.29	5,271.73	8,169.06	2,897.33	64.53%
ROU Lease	5,902.49	54,261.29	81,246.28	26,984.99	66.79%
Meetings & Conferences - Food	911.26	16,284.10	10,275.00	(6,009.10)	158.48%
Meetings & Conferences	0.00	1,667.52	8,188.37	6,520.85	20.36%
Mileage/Travel/Fleet	2,679.82	23,263.91	53,009.30	29,745.39	43.89%
Printing	1,182.68	7,325.98	16,241.17	8,915.19	45.11%
Classified Ads/Publicity	0.00	19,937.49	30,000.00	10,062.51	66.46%
Teaching Materials	8,929.51	52,887.98	55,202.13	2,314.15	95.81%
Contract Services	25,942.16	199,464.16	283,457.00	83,992.84	70.37%

**CCE Erie County
Statement of Activities
09/30/2024**

Last Month Closed 09/30/2024

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	% of BUDGET
Specialist Contract	4,535.00	40,815.00	54,407.00	13,592.00	75.02%
Legal Fees	0.00	2,411.50	15,957.00	13,545.50	15.11%
Subscriptions & Memberships	0.00	0.00	750.00	750.00	0.00%
Taxes	0.00	14.53	0.00	(14.53)	0.00%
Enterprises - Cost of Sales	0.00	2,041.91	2,900.00	858.09	70.41%
GRANTS & CONTRACTS					
Regional Support	1,958.33	17,624.97	23,500.00	5,875.03	75.00%
Association Services	0.00	8,587.00	8,000.00	(587.00)	107.34%
BUILDINGS & GROUNDS					
Facilities	802.14	802.14	2,150.00	1,347.86	37.31%
INTEREST EXPENSE					
EXPENSE OF FIXED ASSETS					
TOTAL EXPENSES	259,863.07	2,787,889.39	3,834,603.57	1,046,714.18	72.70%
Increase (decrease) in non-donor restricted net assets	(12,232.64)	253,325.39	(18,630.75)	(271,956.14)	-1359.72%
NON-OPERATING					
Loss on Sale of Investments	0.00	179.14	15,000.00	14,820.86	1.19%
TOTAL NON-OPERATING ACTIVITY	0.00	179.14	15,000.00	14,820.86	1.19%
Total Non-Donor Restricted & Non Operating	(12,232.64)	253,146.25	(33,630.75)	(286,777.00)	-752.72%
DONOR RESTRICTED					
Net assets released					
Increase (decrease) in donor -----					
INCREASE (DECREASE) TOTAL NET ASSETS	(19,630.34)	326,100.88	(33,630.75)	(359,731.63)	-969.65%
NET ASSETS BEGINNING OF YEAR		2,243,827.49			
NET ASSETS YEAR-TO-DATE		<u>2,569,928.37</u>			

**CCE Erie County
Statement of Cash Flows**

Last Month Closed 09/30/2024

	Period Ending 09/30/2024	Period Ending 12/31/2023	
Change in net assets	\$ 326,100.88	\$ 300,633.10	
Adjustments to reconcile change in net assets used by operating activities			
Depreciation	\$ 2,962.86	\$ (31,268.73)	
(Increase) Decrease in assets			
Accounts Receivable	\$ (349,166.74)	\$ 260,189.80	
Accounts Receivable, Inter-Assoc	\$ 1,684.80	\$ 1,040.73	
Mortgage Receivable Current	\$ (316.79)	\$ (404.37)	
Prepaid Expenses	\$ (5,782.67)	\$ 792.54	
Deposits Non-Current	\$ -	\$ (13,166.00)	
Mortgage Receivable Non-Current	\$ 6,508.64	\$ 8,307.83	
Increase (Decrease) in liabilities			
Accounts Payable	\$ 442,742.76	\$ (43,668.20)	
Accounts Payable, Inter-Assoc	\$ 201.13	\$ 17.46	
Accounts Payable, Cornell	\$ (1,006.38)	\$ 10,955.06	
Due To, Intra-Assoc	\$ 475.00	\$ 230.00	
Accrued Payroll	\$ 1,005.06	\$ 1,912.42	
Accrued Vacation	\$ -	\$ 4,286.23	
Sales Tax Payable	\$ 270.40	\$ 281.45	
Unclaimed Funds	\$ -	\$ (88.40)	
Deferred Revenues	\$ (960.16)	\$ (732.53)	
Agency Funds	\$ (6.86)	\$ -	
Operating Leases Current	\$ (7,531.74)	\$ (294.90)	
Operating Leases Non-Current	\$ (3,375.23)	\$ (6,485.55)	
Taste Store Proceeds owed to NYSDAM	\$ 30,798.06	\$ 40,015.13	
Net Cash (Used) by Operating Activities	<u>\$ 101,776.40</u>	<u>\$ 263,188.70</u>	
Cash Flows from Investing Activities			
Purchase of Equipment	\$ 33,115.97	\$ 50,692.16	
Cash Used for Investments	\$ 40,994.67	\$ 36,048.94	
Net Cash (Used) by Investing Activities	<u>\$ (74,110.64)</u>	<u>\$ (86,741.10)</u>	
NET INCREASE (DECREASE) IN ASSETS	<u>\$ 356,729.50</u>	<u>\$ 445,811.97</u>	
CASH BALANCE, BEGINNING OF YEAR	<u>\$ 774,714.43</u>	<u>\$ 328,902.46</u>	
CASH BALANCE, END OF FISCAL PERIOD	<u><u>\$ 1,131,443.93</u></u>	<u><u>\$ 774,714.43</u></u>	

**CCE Erie County
09/30/2024
Funds with Donor Restriction**

<u>Main</u>								
<u>Account</u>	<u>Net Asset</u>	<u>County Project Code</u>	<u>Purpose</u>	<u>Account/Subaccount</u>	<u>01-2024</u>	<u>Transfers Out</u>	<u>Transfers In</u>	<u>09-2024</u>
37000	Temp Rest Fund	AFT		37000100001123140500000000	\$ 1,410.64	\$ (1,410.64)	\$ -	\$ -
37000	Temp Rest Fund	AFT - Great Lakes		37000100001123140510000000	\$ 6,504.76	\$ (6,504.76)	\$ -	\$ -
37000	Temp Rest Fund	HCSI Oishei- Temp Rest		37000400001400302000000000	\$ 1,123.64	\$ (1,123.64)	\$ -	\$ -
37000	Temp Rest Fund	HCSI - Oishei - BHN - 11.30.23		37000400001400302020000000	\$ 6,000.00	\$ (523.37)	\$ 12,000.00	\$ 17,476.63
37000	Temp Rest Fund	HCSI - Buffalo Bills Foundation		37000400001400302500000000	\$ 1,277.38	\$ (1,277.38)	\$ -	\$ -
37000	Temp Rest Fund	Buffalo Bills Foundation Grant		37000400001400302510000000	\$ 75,524.42	\$ (61,944.78)	\$ 180,232.00	\$ 193,811.64
37000	Temp Rest Fund	Blue Fund NY HCSI		37000400001400340000000000	\$ 7,595.65	\$ (7,595.65)	\$ -	\$ -
37000	Temp Rest Fund	HRI DOH_ FVRx Project		37000400001413306000000000	\$ 17,035.94	\$ (5,505.85)	\$ -	\$ 11,530.09
37000	Temp Rest Fund	4-H Youth Can (CFGB)		37000500001500530000000000	\$ 21,124.52	\$ (21,124.52)	\$ -	\$ -
37000	Temp Rest Fund	4-H Two Bite		37000500001500531000000000	\$ 368.89	\$ (368.89)	\$ -	\$ -
37000	Temp Rest Fund	4-H Paper Clover		37000500001500573000000000	\$ 3,090.53	\$ (3,090.53)	\$ -	\$ -
37000	Temp Rest Fund	Dairy AITC (1.1.22-12.31.22)		37000500001505554010000000	\$ 8,807.36	\$ (8,807.36)	\$ -	\$ -
39000	Perm Rest Fund	Administration		39000700001700700000000000	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Total Funds with Donor Restriction					\$ 154,863.73	\$ (119,277.37)	\$ 192,232.00	\$ 227,818.36

CCE of Erie County Association
September 2024 Notes to Financial
Statements

- **Cash** – All cash accounts have been balanced with the banks as of September 2024. Five Star Bank Sweep Account has the bulk of the funds, and all accounts are within the FDIC Limit.
- **Accounts Receivable** – The balance reflects 54% (35% in August) that is over 90 days (SNAP and TASTE are the main culprits). SNAP is 53% (48% in August) of the overall balance. Current SNAP reflects April – September. SNAP April-June will most were billed end of September. July-August will be submitted in November. New York State Ag & Markets is 28% of the balance (March-September).
- **Line of Credit** – 800K Credit Limit, 0 balance.
- **Accounts Receivable, Inter-Association** – includes monies owed from other CCE Associations for grants and contracts.
- **Mortgage Receivable Current** – Current month's income from RCC Mortgage.
- **Prepaid Expenses** – The balance reflects the prepaid permit 9 as well as prepaid unemployment, workers' compensation, general liability, and property insurances for future periods.
- **Deposit – Non-Current** – The balance on hand at Cornell to cover one month's salary expense. Calculations are performed annually by Cornell. Fluctuations in staffing affect this account. This also includes a small balance of a security deposit held by Grace Lutheran Church for the SNAP office.
- **Right-of-Use Buildings** - The balance reflects the total amount of the three building leases less the accrued amortization. The asset is reduced by the monthly amortization until the end of the lease period. RCC Lease renewed 7/1/2024.
- **Right-of-Use Equipment** - The balance reflects the total amount of the two copier leases less the accrued amortization. The asset is reduced by the monthly amortization until the end of the lease period. New copier lease started 6/1/2023.
- **Fixed Assets** – Includes all computers and equipment with a purchase price greater than \$5,000. CCE Erie's Assets include Land, Equipment, and Construction in Progress.
- **Accounts Payable** – Vendor accounts are current and higher than usual due to the Market Auction (60%). 17% of the balance is due to CCE Niagara for the SNAP sub-contract and will not be paid until CCE Erie is paid.
- **Accounts Payable, Inter-Association** – Monies owed to other CCE Associations for rent and printing charges
- **Accounts Payable – Cornell** – The balance includes one month of salary expense as well as other expenses including SBN fee, CVP, SWNYDLFC, & Grape team expense, leadership conference registration, and file backup.

- **Due to, Intra Association** – Monies collected during Ag Enrollments for (Grape, SWNYDLFC, and CVP). Billed towards the end of the year by teams.
- **Accrued Vacation** – The balance reflects the value of vacation time owed to employees as of 12/31/23. This balance is adjusted annually in December.
- **Unclaimed Funds** – Reflects the balance of uncashed vendor checks older than six months. After three years, the balance is sent to NYS Unclaimed Funds.
- **Sales Tax Payable** – Accrued from TASTE and paid to NYS quarterly. Current quarter is September - November.
- **Deferred Revenues** – The balance reflects monies prepaid to us for programming and grant activities. Current balance reflects HCSI and Seed to Supper.
- **Agency Funds** – Funds that are owed from staff for purchases that include but are not limited to NYS Sales Tax, accidental charges, or for apparel purchased by the Association, then reimbursed by staff.
- **Operating Leases Current** – includes next twelve months of building and equipment leases.
- **Operating Leases Non-Current** – includes building and equipment lease payments from thirteenth month leases to the end.
- **TASTE Store Proceeds owed to NYSDAM** - Monies that NYSDAM gave to TASTE for the purchase of product for resale. Profits from resale are deposited into this account.

□ **Fund Balances**

Temporary Restricted Funds – includes funds with donor restrictions, mainly grant money that wasn't fully spent down in 2023.

Restricted Fund - memorial funds

Designated Funds – includes program funds, capital project fund, building fund, vacation fund and initial payment fund.

General Fund – used for general association purposes

Plant Fund – undepreciated value of fixed assets

Net from Operations – total revenues less total expenses

Net from Transfers – total transfers from fund balances less total transfers to fund balances. Changes in fund balances reflect transfers at year-end 2023. Temp restricted fund balances are now transferred monthly for more accurate picture of the year.

- **Current ratio** (indicator of short-run debt-paying ability) is 2.68:1
 - 2:1 or better is considered satisfactory

- **Net Gain from Current Operations YTD = \$ 326,100.88**
 - Revenues = 80% of budget
 - Expenses = 73% of budget
- **Budget considerations – currently the budget is an annual budget, so variations occur with the seasonal nature of CCE programming, activities, and admin costs.**

REVENUE

- **Federal**
 - **Federal** – Funds whose primary source is the Federal government. SNAP Ed takes up most of these funds.
 - **Federal Smith Lever, Contributions** – includes regular Smith Lever funding that supports 4-H salaries, and programs funded through Cornell.
- **State**
 - **State Grant/Contracts** - represents monies received from NYS. TASTE and CHSC included in this category.
 - **State 224 Contributions** - represents monies received through Cornell from NYS. This funding runs on the state year. This source of funding is used to pay salaries for master's level positions. Erie utilizes these funds to supplement the Executive Director and 4-H Team Leader Positions.
 - **Fringe Benefits through Cornell** represents the value of fringe benefits paid by NYS. There is an offsetting expense to this below.
- **County**
 - **County Appropriation Contributions**- support received from the county.
 - **County Agreements** – support received from county for 4-H Youth programs.
- **Other Grants/Contracts** – represents monies received from other vendors. This includes the Buffalo Bills Foundation grant that is currently supporting HCSI.
- **Contribution Revenue**
 - **Contributions, Unrestricted** – Contributions received mainly for 4-H and Ag programs.
- **Investment Earnings**
 - **Dividends** – earnings received from investment.
 - **Interest Income** – interest received on checking, savings, RCC mortgage
- **Program/Operating Revenue**
 - **Enrollment Fees** – include enrollments in 4-H and Ag.
 - **Specialist Contract Support** – office rental support received for CVP, SWNYDLFC, & Harvest NY.
 - **Reimbursement for Services** – monies received for reimbursement for TASTE items for resale purchased and paid by the Association. 4-H Urban also uses this account for after school and summer urban programming.
 - **Enterprise Sales** – Money received from the sale of Association paid items (i.e MG Books, 4-H poultry chicks)
 - **Fundraising** – monies received from fundraising (including the 4-H Livestock Market Auction).

- **Transfers from Fund Balances**
 - **Transfer from Temp Restricted** – includes a transfer from the temporarily restricted grants including Buffalo Bills, Basic Human Needs Grant (HCSI), & FVRx Project. **(Requires board approval)**
 - **Transfer from Plant Fund** – reflects transfer from plant fund to offset depreciation expense.

EXPENSES

- **Salaries** – includes all federal, state, grant and contract and general association
- **Employee Benefits**
 - **Fringe Benefits through Cornell** – see above
 - **Unemployment Insurance** –monthly expense
 - **Workers' Compensation** – monthly expense
- **Program/Operating Expenses**
 - **Advertising** – includes advertising for vacant positions
 - **Publicity** – expenses used to promote TASTE Store
 - **Awards and Prizes** – includes expenses for 4-H activities associated with fair, livestock, dairy and general 4-H
 - **Accounting and Auditing Fees** – expenses for audit
 - **Bank Service Charges** – includes credit card, PayPal, or bank fees associated with payments or use of services
 - **Computer & IT Services** – includes e-z backup fees, monthly website fees as well as regional server expense
 - **Fundraising** - Expenses for fundraising
 - **Trips and Tours** - Expenses for trips and tours sponsored by the Association, usually for 4-H.
 - **Communication/Telephone** – Expenses for CCE Erie reimbursable cell phones (SNAP & TASTE staff), internet, telephone, and postage expenses.
 - **Travel, Mileage & Transportation** – includes travel expenses for all general Ag, 4-H, WSBN as well as grants and contracts.
 - **Supplies** – Office supplies, including laptop purchases.
 - **Insurance** - includes the monthly expense for the vehicle, general liability, property, D&O, Cyber and other insurances.
 - **Items for Resale** - Cost of TASTE product for resale
 - **Fees & Licenses** – expenses for fees such as QuickBooks for TASTE, and licenses to sell food at 4-H Café.
 - **Lease & Rental** – Rental expenses that do not fall under the new ROU Lease
 - **ROU Lease, Facilities** – includes building and equipment lease expenses – previously was recorded as rent expense
 - **Meetings & Conferences, Food** – food expenses for association
 - **Meetings & Conferences, & Other** – includes expenses for association that are not food (i.e Rental)
 - **Printing & Copying** – includes printing for all areas including grants and contracts
 - **Classified Ads/Publicity** – includes advertising for vacant positions and expenses used to promote Association programs.
 - **Teaching Materials** – Expenses for teaching materials and supplies to be used for

projects and programs.

- **Contracted Services** – Expenses for consulting, teaching, and other program delivery.
 - **Specialist Contract** – expense of CVP, SWNYLFC, & Grape contracts
 - **Legal Fees** – Expenses for attorney review of Association matters.
 - **Subscriptions & Memberships** – Expenses for subscriptions to periodicals and memberships in professional organizations.
 - **Taxes** – Vacant Parcel Property tax paid for Burton Road property.
 - **Enterprise, Cost of Sales** – includes purchases that will be paid back to the association for items such as MG Books, and 4-H poultry chicks.
- **Grants & Contracts**
 - **Regional Program Support** – reflects SBN fee
 - **Association Services** – accrued monthly expense to cover payroll expenses at Cornell.
 - **Buildings and Grounds**
 - **Facilities-** expenses for upkeep of Burton Road land including security deposit for electric.