

## Finance Committee Minutes January 11, 2016

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MEMBERS PRESENT: Dwight L. Hicks, Richard W. Baker, Patricia Usherwood,  
David A. Scharoun

MEMBERS EXCUSED: George W. Chapman

MEMBERS ABSENT: None

STAFF PRESENT: Joseph E. O'Hara, Kathleen O'Brien

GUEST PRESENT: None

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### **CALL TO ORDER**

The January 11, 2016 Finance Committee Meeting was called to order at 4:46 pm by Chair Dwight Hicks. It was noted for the record that a quorum was present.

### **Moment of Silence:**

At the request of Chairman Hicks, a moment of silence was observed.

### **APPROVAL OF PREVIOUS MINUTES**

***Chairman Hicks requested a motion to approve the December 2015 Finance Committee Meeting minutes. The motion was made by Richard Baker, seconded by David Scharoun, and unanimously approved.***

### **FINANCE REPORT**

Ms. O'Brien presented the December 2015 monthly financial statements. The Supplemental Information was also distributed.

The December 2015 Net Surplus before depreciation on page 3 is \$719,171, vs. the year to date budget of \$56,204. The Current Assets are \$650,794 higher than Current Liabilities, resulting in a Current ratio of 156.66%. We anticipate a decrease in Senior Nutrition by year end to reduce the net income.

HCR is in the final few months of their grant which will result in indirect cost expense not covered by the grant. Our indirect rate as of December 31, 2015 has dropped to 23.52%, compared to 24.9% as of December 31, 2014.

The following items were available for review:

- All cost center Statements of Activity
- The First Niagara and M&T operating bank account reconciliations and the credit card statements for November 2015 were reviewed by the Finance Committee members. The CFO explained how and why these reconciliations are reviewed by the members of the Finance Committee.

The committee was reminded by Executive Director Joseph O'Hara that in September they received the revised Fiscal Policies & Procedures, but inadvertently didn't make a motion for their approval.

***On a motion by Richard Baker, seconded by David Scharoun, the Finance Committee, approved the Fiscal Policies and Procedures presented at the September 2015 Finance Committee Meeting.*** This recommendation to approve the revisions will be presented to the full Board at the January 29, 2016 meeting.

A copy of the Memo on Allocation Methods was distributed and discussed. This is prepared annually and presented to the Finance Committee. Also, a copy of the most recent Vendor Responsibility NFP Form was distributed and its function discussed.

The CFO distributed a copy of the Month End Closing Schedule, and described its use. This procedure ensures a quick and reliable month end closing procedure.

A new report, Comparative Information By Program, was distributed. This report highlights revenue and net income by program. It lists each cost center associated with each program. Various differences were highlighted and discussed by the CFO.

The Line of Credit balance as of December 31, 2015 is \$0.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** No. new business.

**ADJOURNMENT**

***The meeting concluded at 5:31 PM, on a motion by Richard Baker, seconded by David Scharoun, and unanimously approved.***

**P.E.A.C.E., INC.  
MONTHLY FINANCIAL STATEMENTS  
FOR DECEMBER 2015**

<b>PAGE #</b>	
<b>1</b>	<b>Statement of Financial Position</b>
<b>3</b>	<b>Statement of Activities</b>
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<b>7</b>	<b>Comments</b>
<b>11</b>	<b>Captive Health Care Premiums and Expenditures</b>

People's Equal Action and Community Effort, Inc.  
Statement of Financial Position  
AS OF DECEMBER 31, 2015

AS OF  
DECEMBER 31, 2

ASSETS

CURRENT ASSETS

Cash	418,935
Receivables	789,399
Prepaid Expenses	17,281
Inventory	521,777
Other Assets	52,027
Total CURRENT ASSETS	<u>1,799,419</u>

PROPERTY

Land	200,500
Buildings	2,742,270
Leasehold Improvements	4,599,427
Vehicles	2,636,922
Equipment	1,045,043
Construction In Progress	0
Accumulated Depreciation	(8,820,300)

Total LONG TERM ASSETS

<u>2,403,861</u>
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Total ASSETS

<u>4,203,281</u>
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**People's Equal Action and Community Effort, Inc.**  
**Statement of Financial Position**  
**AS OF DECEMBER 31, 2015**

**AS OF**  
**DECEMBER 31, 2**

**LIABILITIES & NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable Trade	148,934
Short Term Borrowings	0
Accrued Payroll & Related Liabilities	100,490
Accrued Compensated Absences	266,264
Accrued Expenses	17,876
Deferred Revenue	614,522
Custodial Accounts	164
Deposits	375
<b>Total</b>	<b>1,148,625</b>

**LONG TERM LIABILITIES**

Long Term Mortgage Payable	0
<b>Total LONG TERM MORTGAGE PAYABLE</b>	<b>0</b>

**NET ASSETS**

Unrestricted	3,053,797
Temporarily Restricted	858
<b>Total NET ASSETS</b>	<b>3,054,656</b>
<b>Total LIABILITIES</b>	<b>4,203,281</b>

(2)

People's Equal Action and Community Effort, Inc.  
Statement of Activities  
For Eleven Months Ending December 31, 2015

	Annual Budget	Year To Date Budget	Current Year Year To Date	Prior Year Actual Year To Date
<b>REVENUE:</b>				
Direct Contributions & Fundraising	\$ 219,030	\$ 206,530	\$ 331,070	\$ 287,186
Government Agencies	17,607,508	16,140,216	15,072,795	14,386,033
Rental Income	59,718	54,665	56,389	54,974
Service Fees	773,937	690,661	696,214	735,405
Service Fees - Energy & Housing Fee for Service	716,030	656,361	341,253	694,295
In-Kind Revenue	3,200,697	2,933,972	4,852,898	3,930,165
Dividend, Interest & Other Income	204	187	882	7,347
<b>Total</b>	<b>22,577,124</b>	<b>20,682,592</b>	<b>21,351,502</b>	<b>20,095,404</b>
<b>EXPENSES</b>				
Salaries	10,754,152	9,792,962	8,901,557	8,807,960
Payroll Taxes & Fringe Benefits	3,258,253	2,984,049	2,738,861	2,637,951
Professional Fees & Contract Services	1,065,236	971,137	572,362	614,033
Conferences & Travel	308,913	285,120	238,880	223,617
Occupancy Costs	1,238,555	1,128,174	1,120,223	1,021,672
Consumable Supplies	1,556,083	1,406,730	1,398,283	1,699,547
Equipment Expense	185,599	172,614	142,927	179,477
Insurance	309,839	284,570	252,021	274,930
Telephone	155,441	142,488	95,460	91,063
Printing, Postage & Dues	172,258	158,696	127,338	92,178
Vehicle Maintenance	236,269	217,758	164,178	197,736
Interest Expense	3,147	2,885	8,867	1,532
Other Costs & Loss on Disposals	111,191	145,234	18,476	35,733
In-Kind	3,200,697	2,933,972	4,852,898	3,930,165
<b>Total</b>	<b>22,555,633</b>	<b>20,626,388</b>	<b>20,632,331</b>	<b>19,807,594</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>21,492</b>	<b>56,204</b>	<b>719,171</b>	<b>287,810</b>
<b>DEPRECIATION</b>				
Buildings & Leasehold Improvements	(301,771)	(276,624)	(249,604)	(275,626)
Equipment, Vehicles, and Software	(284,330)	(260,636)	(187,216)	(263,060)
<b>Total</b>	<b>(586,102)</b>	<b>(537,260)</b>	<b>(436,820)</b>	<b>(538,686)</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ (564,610)</b>	<b>\$ (481,056)</b>	<b>\$ 282,351</b>	<b>\$ (250,876)</b>

People's Equal Action and Community Effort, Inc.  
Statement of Activities  
For Eleven Months Ending December 31, 2015

	Fundraising	Non-Allocable	Indirect Pool	Trans & Maint
<b>REVENUE:</b>				
Direct Contributions & Fundraising	72,238		569	
Government Agencies				
Rental Income				
Service Fees				
Service Fees - Energy & Housing Fee for Service			7,839	34,127
In-Kind Revenue		165	83	
Dividend, Interest & Other Income		165	8,491	
<b>Total</b>	<b>72,238</b>	<b>330</b>	<b>16,719</b>	<b>34,127</b>
<b>EXPENSES</b>				
Salaries	390		1,212,928	
Payroll Taxes & Fringe Benefits	42	1	290,151	
Professional Fees & Contract Services		2,635	45,847	1,255
Conferences & Travel			22,746	1,366
Occupancy Costs			117,169	(27,252)
Consumable Supplies	13,884	186	27,155	5,897
Equipment Expense	2,989		24,092	1,252
Insurance	7		20,307	12,790
Telephone			16,646	9,640
Printing, Postage & Dues	4,982	1,500	26,430	212
Vehicle Maintenance			1,907	(5,160)
Interest Expense	456	8,826	(1,805,377)	
Other Costs & Loss on Disposals		4,647	7,839	
In-Kind	22,752	17,794	7,838	34,127
<b>NET SURPLUS (DEFICIT)</b>	<b>49,486</b>	<b>(17,629)</b>	<b>652</b>	<b>-</b>
<b>DEPRECIATION</b>				
Buildings & Leasehold Improvements		(249,604)		
Equipment, Vehicles, and Software		(187,040)		
<b>Total</b>	<b>-</b>	<b>(436,644)</b>	<b>-</b>	<b>-</b>
<b>CHANGE IN NET ASSETS</b>	<b>49,486</b>	<b>(454,273)</b>	<b>652</b>	<b>-</b>

People's Equal Action and Community Effort, Inc.  
Statement of Activities  
For Eleven Months Ending December 31, 2015

	Grants	Rental Properties	Other
<b>REVENUE:</b>			
Direct Contributions & Fundraising			258,262
Government Agencies	15,072,795		
Rental Income		56,389	
Service Fees	4,171		692,042
Service Fees - Energy & Housing Fee for Service			341,253
In-Kind Revenue	4,804,072		6,862
Dividend, Interest & Other Income	16		619
<b>Total</b>	<b>19,881,054</b>	<b>56,389</b>	<b>1,299,039</b>
<b>EXPENSES</b>			
Salaries	6,865,195	11,414	811,630
Payroll Taxes & Fringe Benefits	2,132,577	6,079	310,011
Professional Fees & Contract Services	511,911	105	10,609
Conferences & Travel	205,735		9,032
Occupancy Costs	898,181	20,168	111,958
Consumable Supplies	1,813,625		(462,464)
Equipment Expense	110,903	535	3,155
Insurance	199,490	3,745	15,683
Telephone	63,999	51	5,123
Printing, Postage & Dues	90,983		3,232
Vehicle Maintenance	144,510		22,922
Interest Expense	41		
Other Costs & Loss on Disposals	1,623,878	2,701	192,171
In-Kind	4,804,072		6,862
<b>Total</b>	<b>19,465,099</b>	<b>44,798</b>	<b>1,039,923</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>415,955</b>	<b>11,592</b>	<b>259,116</b>
<b>DEPRECIATION</b>			
Buildings & Leasehold Improvements			-
Equipment, Vehicles, and Software		(176)	-
<b>Total</b>	<b>-</b>	<b>(176)</b>	<b>-</b>
<b>CHANGE IN NET ASSETS</b>	<b>415,955</b>	<b>11,416</b>	<b>259,116</b>



PEACE, INC.  
CURRENT RATIO  
AS OF DECEMBER 2015

	CURRENT ASSETS	CURRENT LIABILITIES	CURRENT RATIO	DIFFERENCE IN DOLLARS
1/31/05	2,029,803	2,184,993	92.90%	(155,190)
1/31/06	1,589,391	1,792,909	88.65%	(203,518)
1/31/07	1,775,617	1,891,171	93.89%	(115,554)
1/31/08	2,321,076	2,355,826	98.52%	(34,750)
1/31/09	1,576,343	1,754,019	89.87%	(177,676)
1/31/10	3,286,876	3,284,011	100.09%	2,865
1/31/11	3,744,177	3,531,750	106.01%	212,427
1/31/12	2,306,292	1,886,324	122.26%	419,968
1/31/13-FIRST CLOSE	1,949,478	1,278,319	152.50%	671,159
1/31/14 - FIRST	1,493,007	895,712	166.68%	597,295
1/31/15 FINAL	2,679,027	2,135,917	125.43%	543,110
NOT CALCULATED DUE AS 1/31/15 NOT CLOSED FOR FISCAL YEAR END				
2/28/15	2,237,043	1,697,920	131.75%	539,123
3/31/15	1,827,041	1,271,295	143.71%	555,746
4/30/15	1,779,511	1,206,455	147.50%	573,056
5/31/15	1,756,219	1,174,074	149.58%	582,145
6/30/15	1,726,384	1,163,882	148.33%	562,502
7/31/15	1,674,443	1,149,687	145.64%	524,756
8/31/15	1,804,534	1,224,188	147.41%	580,346
9/30/15	2,105,372	1,503,885	140.00%	601,487
10/31/15	2,285,790	1,657,816	137.88%	627,974
11/30/15	1,799,419	1,148,625	156.66%	650,794

AS OF:

PEACE, INC.  
 FINANCIAL STATEMENT NOTES AND COMMENTS  
 AS OF DECEMBER 31, 2015

NOTE: Due to the Thanksgiving holiday and quick month end closing, we did not allocate the November 27, 2015 payroll during November. The month of December 2015 includes this payroll along with the two December payrolls.

CURRENT RATIO STATUS

The current ratio is an analysis of current assets divided by current liabilities. The goal is to have at least 100%, to ensure we have enough current assets to cover our current liabilities.

The current ratio for December 2015 is 156.66%, which equates to current assets \$650,794 higher than current liabilities.

NET SURPLUS (DEFICIT) BEFORE DEPRECIATION

The budgeted net income before depreciation year to date is \$56,204 and actual is \$719,171. The change in net assets after depreciation is \$282,351.

An overview of the components making up this \$719,171 is:

<i>From Normal Operations:</i>	
Senior Nutrition	25,109
Non-Allocable	(17,629)
Centro and SCSD Parent Liaison	65,436
Rental Properties	11,592
Energy & Housing Fee for Service	22,721
Fundraising	49,485
Other	(10,515)
Includes HCR Temporarily restricted inc & exp, Capital Improve/Repair Expenses, Program Income Indirect Cost not allowed on grant	(63,272)
	<u>82,927</u>
<i>From "Timing Differences" (over period of more than one year the net effect is \$0)</i>	
Fixed Asset Purchases	595,691
Special Donation Accounts	40,554
	<u>636,245</u>
	<u>719,171</u>

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LINE OF CREDIT

BALANCE BEGINNING OF MONTH \$ 350,000.00  
12/30/15 payment \$ (350,000.00)

BALANCE AT END OF MONTH \$ -

Current month interest expense \$ 947.92  
Date interest paid 12/30/15

CAPITAL IMPROVEMENT/REPAIR CASH ACCOUNT

Balance at Beginning of Month \$ 295,220.28

Deposits:

Balance at End of Month \$ 295,220.28

Total Deposits Fiscal Year to Date:  
4 @ \$10,000

\$ 40,000.00

INDIRECT RATE

The provisional rate for the year ending 1/31/15 is 24.8%

12/31/15 23.52%  
12/31/14 24.90%

**ANALYSIS OF IN-KIND AND HEAD START ADMINISTRATIVE RATES:**

Unless otherwise stated, the booked in-Kind includes entries are through the previous month, due to the quick close of financial statements each month. Therefore, the in-Kind below includes an estimate for the current month based on actual for the prior month.

IN-KIND (MAJOR GRANTS)	IN-KIND	EXPENDITURES	%	REQUIRED
2402 Head Start (2/15 - 1/16)	1,657,292	6,894,006		
2502 Early Head Start (2/15 - 1/16)	757,748	2,397,744		
TOTAL HS & EHS	2,415,040	9,291,750	0.26	0.25

This is the end of the summer months when many classes are not in session, so in-Kind should increase with new school year.

4011 CSBG (10/14-9/15)	1,974,857	1,356,132	1.46	0.25
4012 CSBG (10/15-9/16)	1,734,781	358,075	4.84	0.25

ADMINISTRATIVE RATE

	HEAD START ADMIN. RATE	(NOT TO EXCEED) REQUIRED
2402 Head Start (2/15 - 1/16)	0.12	0.15
2502 Early Head Start (2/15 - 1/16)	0.11	0.15

WEATHERIZATION FEE FOR SERVICE PROGRAMS

Net income for Fee for Service programs is:

	Current Month	Year To Date
9120 Assisted Home Performance	(981)	(328)
9125 Empower New York	-	(80)
9310 DEHS Fee for Service	6,523	22,152
9600 Multifamily Performance	-	978
	<u>5,542</u>	<u>22,722</u>

### ACCRUAL ACCOUNTING

We are accruing invoices for not only the indirect pool, but also any projects that are not cash basis. This includes projects such as the rental locations and temporarily restricted accounts. waiting for year end.

### DEPRECIATION

Purchases with grant funds - we recognize the revenue when we purchase the fixed asset. Then in subsequent years, we must reflect the depreciation as an expense that hits our "Change in Net Assets".

Purchases made with unrestricted funds or from non grant sources are analyzed to determine how much of the depreciation expense can be covered by the grants. Because the grant resources are so tight, this is not always accomplished.

PEACE, INC.  
CAPTIVE HEALTH CARE PREMIUMS AND EXPENDITURES  
AS OF DECEMBER 31, 2015

Captive Health began October 2014

	10/14 - 1/15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15
<b>PREMIUMS</b>	608,166.54	153,004.81	150,968.42	150,418.05	147,280.89	140,841.51	172,295.34	162,465.94
<b>ADDITIONAL PAYMENTS FROM PEACE</b>				100,000.00	89,469.11	112,958.49	(44,295.34)	(46,023.73)
<b>TOTAL DEPOSITS</b>	608,166.54	153,004.81	150,968.42	250,418.05	236,750.00	253,800.00	128,000.00	116,442.21
<b>Weekly Claims</b>								
Week 1	19,654.74	11,248.25	27,253.60	57,447.40	27,755.06	18,199.30	14,394.80	8,625.23
Week 2	60,331.32	2,549.15	24,307.35	28,526.15	36,830.00	38,042.86	16,274.25	28,472.66
Week 3	52,072.71	16,172.85	25,963.13	95,274.95	30,864.31	104,174.11	7,661.63	7,174.05
Week 4	92,443.17	91,005.56	32,273.45	46,935.80	68,307.59	68,839.76	18,267.21	11,236.98
Week 5	8,124.64			49,270.41		(70,481.65)	15,435.28	
Reimbursement from Roundstone - over Cap				277,454.71	163,756.96	158,774.38	74,033.17	(62,084.19)

<b>Biweekly Non-Claims</b>								
1st Biweek	27,471.25	7,209.64	8,944.54	7,510.20	8,204.80	8,596.94	9,712.17	14,468.81
2nd Biweek	36,668.38	13,680.69	14,520.08	19,153.98	30,706.72	21,918.36	31,286.52	9,755.04
3rd Biweek	7,407.00							
	71,546.63	20,890.33	23,464.62	26,664.18	38,911.52	30,515.30	41,000.69	24,223.85
Stop Loss	104,909.87	27,583.59	27,000.96	26,579.07	26,719.70	27,000.96	25,955.28	26,395.20
TPA Fee	49,256.00	12,576.00	12,838.00	12,248.50	12,248.50	12,838.00	11,069.50	11,593.50
Printing fee for deposit slips	37.49							
<b>TOTAL EXPENDITURES</b>	458,376.57	182,005.73	173,101.11	342,946.46	241,536.68	229,128.64	152,058.64	128.36
<b>CHANGE FOR MONTH</b>	149,789.97	(29,000.92)	(22,132.69)	(92,528.41)	(4,886.68)	24,671.36	(24,058.64)	116,313.85
<b>CASH BALANCE</b>	120,789.05	120,789.05	98,656.36	6,127.95	1,241.27	25,912.83	1,853.99	118,167.84

COMPARISON WITH OLD RATES:

PREMIUMS FROM 1 YEAR AGO (2 YR AS OF 10/15)	658,272.07	165,582.64	144,438.14	144,438.14	149,539.70	160,208.60	151,969.11	143,877.30
ADD: 18% ANTICIPATED INCREASE	118,488.97	29,804.88	25,988.87	25,988.87	26,917.15	29,837.55	27,354.44	25,897.91
<b>TOTAL PRIOR YEAR PREMIUM WITH ANTICIPATED INCREASE</b>	776,761.04	195,387.52	170,427.01	170,427.01	176,456.85	189,046.15	179,323.55	169,775.21
PREMIUMS PAID INTO ACCOUNT	608,166.54	153,004.81	150,968.42	150,418.05	147,280.89	140,841.51	172,295.34	116,442.21
ADD: ADDITIONAL DEPOSITS MADE TO COVER CLAIMS				100,000.00	89,469.11	112,958.49	(44,295.34)	
<b>TOTAL PAYMENTS TO FUND</b>	608,166.54	153,004.81	150,968.42	250,418.05	236,750.00	253,800.00	128,000.00	116,442.21
<b>SAVINGS</b>	168,594.50	42,382.71	19,468.59	(79,981.04)	(60,293.15)	(64,753.85)	51,323.55	53,333.00

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PEACE, INC.  
 CAPTIVE HEALTH CARE PREMIUMS AND EXPENDITURES  
 AS OF DECEMBER 31, 2015

Captive Health began October 2014

PREMIUMS  
 161,623.42 150,460.03 153,268.43 155,678.18 2,306,471.56  
 (161,623.42) (50,485.11)

ADDITIONAL PAYMENTS FROM PEACE

TOTAL DEPOSITS 99,974.92 153,268.43 155,678.18 2,306,471.56

Weekly Claims

	ESTIMATE 18% INCR 10/14 12% INCR 10/15	ESTIMATE 18% INCR 11/14 12% INCR 11/15	ESTIMATE 18% INCR 12/14 12% INCR 12/15	LIFE TO DATE TOTAL
Week 1	7,956.53	6,919.71	23,632.62	251,940.09
Week 2	7,420.95	8,808.63	7,748.50	285,362.44
Week 3	36,074.87	15,137.63	5,402.89	402,523.88
Week 4	4,257.53	22,679.39	9,634.23	487,215.95
Week 5	18,625.60	15,498.75	3,524.83	110,479.51
Reimbursement from Roundstone - over Cap	(51,476.70)	69,044.11	58,119.29	(249,551.46)
	12,858.78	72,619.28	72,619.28	1,287,976.41

Biweekly Non-Claims

1st Biweek	7,429.02	10,559.46	6,938.65	8,346.90	125,392.38
2nd Biweek	17,207.35	14,135.14	11,226.77	16,069.59	236,330.62
3rd Biweek	24,636.37	24,694.60	18,165.42	24,416.48	7,407.00
					369,130.00

Stop Loss

	23,169.12	24,928.80	25,368.72	23,609.04	389,200.31
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TPA Fee

	10,742.00	11,331.50	11,790.00	9,890.50	178,422.00
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Printing fee for deposit slips

					37.49
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TOTAL EXPENDITURES

	71,406.27	129,999.01	113,443.43	130,535.31	2,224,766.21
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CHANGE FOR MONTH

	(71,406.27)	(30,024.09)	39,825.00	25,142.87	81,705.35
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CASH BALANCE

	46,761.57	16,737.48	56,562.48	81,705.35	
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COMPARISON WITH OLD RATES:

PREMIUMS FROM 1 YEAR AGO (2 YR AS OF 10/15)

ADD: 16% ANTICIPATED INCREASE

TOTAL PRIOR YEAR PREMIUM WITH ANTICIPATED INCREASE

	146,945.09	157,066.37	164,487.49	164,106.78	2,350,931.43
	26,450.12	47,119.91	49,346.25	49,232.03	481,446.93
	173,395.21	204,186.28	213,833.74	213,338.81	2,832,378.36

PREMIUMS PAID INTO ACCOUNT

ADD: ADDITIONAL DEPOSITS MADE TO COVER CLAIMS

	161,623.42	150,460.03	153,268.43	155,678.18	2,260,447.83
	(161,623.42)	(50,485.11)			46,023.73
		99,974.92	153,268.43	155,678.18	2,306,471.56

TOTAL PAYMENTS TO FUND

	173,395.21	104,211.36	60,565.31	57,560.63	525,906.80
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SAVINGS

P.E.A.C.E., INC.

SUPPLEMENTAL FINANCIAL INFORMATION  
PREPARED FOR FINANCE COMMITTEE  
AS OF DECEMBER 31, 2015

FILE: CONTROLLER/FINANCIALS/SUPPLEMENTAL  
FINANCIAL INFORMATION

NOTE: All cost center Statement of Activities are available for all Finance Committee and Board Meetings  
A copy of the Fiscal Policy and Procedure manuals is present at all Finance Committee and Board Meetings.  
Note - there are no Finance Committee or Board meetings during the months of July and August.

UNRELATED BUSINESS INCOME (TO BE UPDATED PERIODICALLY)

OUTSIDE OF COUNTY:

BBBS OSWEGO CO. GRANT  
MULTIFAMILY PERFORMANCE PROGRAM

NOT UNRELATED BUSINESS PER AUDITORS

OUTSIDE OF LOW INCOME GUIDE:

ASSISTED HOME PERFORMANCE

TOTAL

\_\_\_\_\_

-

TOTAL REVENUE

\_\_\_\_\_

21,351,502

%

0%

GUIDE - % OF ALL REVENUE

15% - 30%



**BANK ACCOUNTS**

BANK	DESCRIPTION	G/L ACCT #	BALANCE AT MONTH END	MONTH LAST RECONCILED
FIRST NIAGARA	Operating	01-1000-00000	2,375.03	12/15
M&T	Tully Mortg. Pmt	01-1002-00000	-	9/15 CLOSED 8/15
KEY BANK	DHCR Landlord Contr.	01-1004-00000	11,774.41	11/15
SYRACUSE CREDIT UNION	Indiv. Devel. Acct.	01-1007-00000	7,253.37	9/15 Qtrly Statements
M&T	Operating for HS	01-1010-00000	13,186.82	12/15
FIRST NIAGARA	Capital Improvement/Repair Account	01-1012-00000	295,220.28	11/15
FIRST NIAGARA	Health Captive Account	01-1015-00000	81,705.35	12/15
All Petty Cash			<u>7,420.00</u>	
			<u>418,935.26</u>	

NOTE: The two main operating accounts for First Niagara and M&T are reconciled before statements are released for the month. The remaining account reconciliations are due by the end of the subsequent month, with the exception of Syracuse Credit Union who changed to quarterly statements. The reconciliation for the quarterly statement is due at the end of the subsequent month.

**REVIEW OF OPERATING CASH ACCOUNTS AND CREDIT CARD STATEMENTS:**

OPERATING CASH ACCOUNTS:	REVIEWER	NOVEMBER
FIRST NIAGARA	GEORGE CHAPMAN	AVAIL
M&T	GEORGE CHAPMAN	AVAIL

The above operating bank account reconciliations are presented to the Finance Committee, and a committee member initials upon review. The reconciliations are presented for the prior month, as we close and present monthly financial statements so quickly.

NOVEMBER

CREDIT CARD STATEMENTS:

FIRST NIAGARA (OPERATING) GENERAL PURCHASES	3544	GEORGE CHAPMAN	<u>AVAIL</u>
FIRST NIAGARA (DMV) VEHICLE REGISTRATIONS	5953	DICK BAKER	<u>AVAIL</u>
HOME DEPOT USED BY E&H, MAINTENANCE	-5148	DAVE SCHAROUN	<u>AVAIL</u>
WEGMANS USED BY HEAD START, FOOD SERVICES	VARIOUS	DWIGHT HICKS	<u>AVAIL</u>
VALVOLINE USED BY VARIOUS DIRECTORS - OIL CHANGES	-4050-6	DICK BAKER	<u>AVAIL</u>

The above credit card statements are presented to the Finance Committee, and a committee member initials upon review. The credit card statements are for the prior month as we close the books quickly.

OTHER TO REVIEW:

	<u>FINANCE COMMITTEE REVIEW</u>	
Cost Allocation - annual review		1/11/16
NYS Vendor Responsibility Questionnaire (annual) Copy available for review		1/11/16
Cash Receipts - periodic		10/20/2014
Cash Disbursements - periodic		10/20/2014

AGED ACCOUNTS RECEIVABLE AS OF 11/30/15

	TOTAL	CURRENT	1-30	31-60	61-90	90 +
See statement Attached.	859,710 100%	409,918 48%	137,298 16%	304,508 35%	- 0%	7,986 1%

Description of items over 90 days old - see attached.

Note: The amounts shown are for the prior month, as the reconciliations are not due until the end of the month after the month reported.

AGED ACCOUNTS PAYABLE AS OF 12/31/15

	TOTAL	CURRENT	1-30	31-60	61-90	90 +
<u>M&amp;T BANK</u>	3,398.67	1,773.43	1,625.24	-	-	-
%	N/A	N/A	N/A	N/A	N/A	N/A

Description of items over 90 days old:

None

# of invoices over 90 days old 0

FIRST NIAGARA

	192,652.05 100%	46,854.84 24%	143,673.89 75%	2,123.32 1%	- 0%	- 0%
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Description of items over 90 days old:

None

# of invoices over 90 days old 0

ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES MANUAL and TRAINING

The CFO will hand out the December 2015 Month End Closing Schedule and discuss.

LEGAL ACTIONS

PEACE, Inc. was served a summons on 9/29/14 regarding AR Apartments, LLC. This is regarding the shared water/septic system and the shared driveway at our LaFayette Head Start location (PEACE, Inc. owns this site). AR Apartments, in general, is suing for two items. 1) Interest due of \$2,610.40 for a late repair bill payment and 2) \$26,599.60 for 1/2 of the costs related to driveway repairs and snow removal/salting from 2010-2013. At this time, per the advice of legal counsel and to show good faith negotiations, PEACE, Inc. is paying \$2,610.40.

On November 24, 2014 we were served with a complaint from a volunteer at Eastside Family Resource Center who fell while unloading a CNY Food Bank delivery truck. We have contacted Frant Price, Esq., and our insurance carrier. This incident will be covered by insurance. Our defense counsel, MacKenzie Hughes, filed a response on 12/12/14. Per correspondence from Mackenzie Hughes on 9/14/15, they believe exposure to PEACE, Inc. is slight to zero, as PEACE neither owned the truck or pallets involved.

TRIAL BALANCE AS OF DECEMBER 31, 2015

Balance of Trial Balance at month end (should be \$0) Verified by CFO is \$0

Note: The report is long, so the CFO views the report online and verifies the balance is \$0. This report may be printed at any time if directed by the Board. There will be a copy presented periodically. The CFO prints the final preview page, reflecting the \$0 balance.

Presented: 9/14/09 FOR 8/31/09  
3/8/10 FOR 2/28/10  
1/10/11 FOR 12/10  
10/17/11 FOR 9/11  
3/12/12 for 2/12  
9/10/12 for 1  
2/11/13 FOR 1/31/13 - FIRST CLOSE  
9/9/13 FOR 8/13  
10/20/14 FOR 9/14  
11/9/15 FOR 10/15

**VOUCHERING FOR ALL GRANTS**

The CFO maintains a list of due dates for all grant vouchers.

All grant vouchers have been sent during the month \_\_\_\_\_ **Yes**

if not, explain:

**VOUCHERING FOR ALL OTHER BILLINGS (RENTS, CENTRO, ETC)**

The CFO maintains a list of due dates for all vouchers.

All other vouchers have been sent during the month \_\_\_\_\_ **Yes**

if not, explain:

**REQUIRED TAX FILINGS**

The CFO has reviewed that all required tax filings have been submitted on time (payroll and corporate)

\_\_\_\_\_ **Yes**

**CASH FORECAST**

We prepare as needed.

As of December 31, 2015 our line of credit balance was \$0.

The Head Start/Early Head Start meal counts:

	12/15 Quantity
Breakfast	7,346
Lunch	9,603
Snack	5,876
Total Attended	9,734

PEACE, INC.  
 ACCOUNTS RECEIVABLE  
 AS OF NOVEMBER 30, 2015

ACCT #	INCLUDE IN A/R PROJECT	DESCRIPTION	11/30/15	CURRENT	1/30	31-60	61-90	OVER 90
01-1100-00000		1040 FISCAL	3.13	-	3.13			
01-1100-00000		2092 USDA CACFP	133,571.10	-	133,571.10			
01-1100-00000		2602 SYR CITY UPK	47,000.68	-	47,000.68			
01-1100-00000		2702 LAFAYETTE UPK	2,030.69	-	2,030.69			
01-1100-00000		3011 UNITED WAY STAY HEA	4,032.00	-	2,758.25	1,273.75		
01-1100-00000		3177 HCR WX 2015	179,953.83	-	(38,643.05)	134,487.10	84,109.78	
01-1100-00000		3232 OFA FOOD SERVICES	39,052.71	-	39,052.71			
01-1100-00000		3342 FGP CNYDSO	590.24	-	99.60	490.64		
01-1100-00000		3352 SYRACUSE CITY FGP	25,452.20	-	25,452.20			
01-1100-00000		3356 SCSD PARENT LIAISON	2,138.95	-	2,138.85	0.10		
01-1100-00000		3361 FGP ELMCREST	42.43	-	42.43			
01-1100-00000		3475 OFA NEIGH ADV	1,420.88	-	1,282.18	138.70		
01-1100-00000		3476 OFA EISEP	1,500.35	-	1,500.35			
01-1100-00000		3490 NYS OFFICE FOR AGING	2,060.28	-	2,060.28			
01-1100-00000		3554 BBBS OSWEGO CTY	1,517.55	-	1,517.55			
01-1100-00000		4012 CSBG	207,398.27	-		207,398.27		
01-1100-00000		9082 CENTRO	113,184.32	-	113,184.32			
01-1100-00000		9120 ASSISTED HOME PERF	191.13	-				191.13 FINAL INCENTIVE BEING PROCESSED BY ALBANY
01-1100-00000		9125 EMPOWER	55,306.42	-	52,106.53	905.00		2,294.89 1394.89 PD 12/18/15
01-1100-00000		9137 BBBS UNITED WAY	4,027.07	-	4,027.07			900 NYSEDA DETERMINING IF COLLECTIBLE
01-1100-00000		9310 DEHS FEE FOR SERVIC	18,731.00	-	18,731.00			2,500.00 PAID 12/15
01-1100-00000		9600 MULTIFAMILY PERFORI	2,500.00	-				3,000.00 PAID 12/15
01-1100-00101		100 A/R	16,000.00	-		13,000.00		
01-1220-000	YES	A/R SALES & EXCISE T/	2,004.79	-	2,004.79			
			<u>859,710.02</u>	-	<u>409,917.53</u>	<u>137,296.42</u>	<u>304,508.05</u>	<u>7,986.02</u>

**P.E.A.C.E., INC.**  
**MEMO ON ALLOCATION METHODS**  
**FYE 1/31/2016**

Items highlighted in yellow are additions for FYE 1/31/16

**Maintenance Allocation Method**

During the current fiscal year, 2/1/2015-1/31/2016, the allocation method used for all maintenance costs (including salary, fringes, and other) are being direct charged for identifiable costs and allocated to the various programs/grants based on overall monthly percentages of directly charged expenses.

During FYE 1/31/15 the maintenance department started off with 15 positions and in Feb 2014 one of those positions was eliminated and the job duties of that employee were spread amongst the remaining personnel.

Facilities Director (O/H)

Maintenance Manager (direct charged)

Assistant Maintenance Manager (direct charged)

Administrative Assistant/Office Manager (O/H)

2 Floating Maintenance Personnel (direct charged)

8 custodial positions (direct charged)

The following two positions (beginning in July 2013) are considered O/H to the department and are allocated to the Programs based on the overall hours spent in each program by the remaining directly charged staff of 12: Facilities Director & Administrative Assistant. These positions are support staff to the whole department and cannot track time individually between programs. The salary and related fringes for these 2 positions are directly charged to the maintenance department project number 1600 in Blackbaud. In FYE 1/31/14, this allocation was changed to account for the reduction in staff/layoffs/furloughs. Beginning in July 2013 the two Manager positions began allocating their time by site by each pay period as their job became a more hands on site duty with a reduction in staff.

The remaining staff are directly charged to the programs based on where they spend their time (which program and which site). Each pay period the salary and related fringes are directly charged to the programs based on timesheets submitted. The direct charged staff are charged to the programs under the following gl account codes:

5076 – allocated maintenance salaries

5176 – allocated maintenance fringes

At the end of the month, the Controller prepares a spreadsheet that lists all hours worked by the 12 directly charged staff. This spreadsheet then takes the actual hours and turns them into percentages for each program/site. The salary and fringes and other overhead costs associated with maintenance (ie rent, utilities, supplies, phone, etc) are then entered into this spreadsheet and this spreadsheet then allocates it to the programs based on the

percentages established from actual hours worked. The allocated costs are charged out to the programs under the following gl account codes:

5076 – allocated maintenance salaries

5176 – allocated maintenance fringes

6576 – allocated maintenance other

You will note that the directly charged staff and the overhead staff are both charged to the same gl accounts (5076 & 5176). The decision was made in the prior fiscal years to put all maintenance salary and fringes to the same account to be able to better determine how much maintenance time/fringes are charged to each program (this also assists with budgeting for maintenance costs in the separate program area budgets).

For all other maintenance costs other than salary and fringes they are directly charged on PO's and cash disbursement requests as those are generated. These costs are charged to the program mainly under the gl account code 5460 (occupancy building & maintenance costs).

For items that are bought in bulk for inventory purposes the original PO / cash disbursement request is coded to the maintenance inventory account 01-1300-0000-10208. Then as supplies are used and distributed out of inventory, Virginia Austin, Maintenance Administrative Assistant maintains a computer database through Quickbooks for used inventory supplies. These printed reports/invoices of used inventory supplies are forwarded to the Controller on a monthly basis for direct charging to the programs (ie the Controller will prepare an entry to credit the inventory account and debit the applicable expense account under each program gl account 01-5455). Inventory usage is posted on a one-month lag.

All costs associated with a facilities' space costs are allocated based on the square footage method. Each site that has more than one program, the square footage of each program has been identified and all maintenance related building/site costs are charged to the various programs based on the square footage they occupy in that building.

### **Transportation Allocation Method**

During the current fiscal year 2/1/15-1/31/2016 transportation costs (including salary, fringes and other) were allocated to the various programs that utilize transportation services based on actual hours of each employee spent on their program and actual summary work logs for each month. Melissa Owens, Transportation Director has the transportation employees fill out supplemental timesheets that indicate which programs they spent their time on for that particular month/pay period. When each transportation employee turns in a timesheet they have to attach to the back of their timesheet a worksheet called "Salary Allocation Worksheet" which indicates how many hours during that 2 week pay period were spent under the various departments as listed below. The various programs that have vehicles are as follows:



- Maintenance
- Executive Department
- Department of Energy and Housing
- Head Start
- Early Head Start
- Home Visitors (new category in FYE 1/31/16)
- Food Service Division
- Transportation – general agency vehicles
- NYSERDA
- County West FRC
- Eastwood Community Center
- Multi-Family Performance Program
- EMPOWER
- BBBS
- County South FRC
- Westside FRC
- County East FRC
- Eastside FRC
- Southside FRC

Thus the allocation basis for salary and fringes of the transportation department employees as listed below is actual time worked in each program. The only transportation employees that are allocated on this basis are as follows:

- Assistant Transportation Director
- Mechanic #1
- Mechanic #2

The Transportation Director is allocated based on the total average of how the other 3 transportation employees spent their time under each program for that month. This was determined to be the best allocation method for the Transportation Director as the Director “oversees” the activities of the transportation department and thus should be allocated to the programs based on what each of these 3 employees does each pay period.

The overall fringes for the transportation department are allocated based on the total overall summary of all the employees in the transportation department.

Each pay period all salaries and fringes related to these 4 transportation employees are posted to GL project number 1500 and then are allocated to the programs at month-end based on the discussions above.

All other transportation costs are charged as follows. During the CY 2/1/2015-1/31/2016, we used the same process in the transportation department as was being used in the maintenance department. When the transportation department orders a part, supply, etc if it can be tied to specific vehicle, then the Transportation Assistant Director charges the program directly on the PO or cash disbursement request. For gas and parts that are put

into inventory, the PO/cash disbursement request is charged to transportation inventory account 01-1300-0000-1500 and then at the end of the month it is charged to the programs according to actual use. Melissa Owens prepares a monthly summary sheet and forwards to the Controller processing. This monthly transportation summary lists out the cost of labor, parts, fuel and other charges charged to one of the programs listed above for that particular month. Then an entry is prepared to credit the inventory account 01-1300-0000-1500 and debit the applicable program that used the part, bulk oil or gas. Also from this worksheet, an overall percentage for each program is calculated and these percentages are used to allocate the "other transportation" costs to the various applicable programs. In FYE 131/16, fuel charges have started to be charged out based on the FIFO method. The Controller calculates that usage in dollars and then submits back to the Transportation Director for entry into the monthly summary sheet. These other costs are overhead of the transportation department (ie utilities, phone, building costs, etc). Thus the allocation basis for the overhead transportation costs is a percentage of work that was actually performed in the transportation department for that month. The transportation entry is posted on a one-month lag (ie...the actual charges from September 2013 would not be posted into the general ledger until October 2013).

Please note that transportation and maintenance are taken out of this allocation (thus I do not allocate transportation costs to the maintenance department and do not allocate maintenance costs to the transportation department since both of these departments are not considered stand alone programs – all of their costs are to be allocated to the various P.E.A.C.E., Inc. programs that utilize their services).

### **Insurance Allocation Method**

For the fiscal year 2/1/2015-1/31/2016 the commercial package insurance premiums were allocated based on what the individual premium was paying for. The insurance premiums are paid to Haylor, Freyer and Coon, Inc. in 12 monthly installments around the 21<sup>st</sup> day of each month. At month end, the insurance payment is allocated as indicated below.

#### **Vehicles**

Every vehicle owned by P.E.A.C.E., Inc. was listed out by description, vin # and the actual department that the vehicle belongs to. Within this worksheet, the individual vehicle insurance premium is listed out and thus the premiums are allocated to the various programs based on each individual vehicle.

#### **Directors & Officers**

The directors and officers insurance premium covers only the Executive Director, CFO, HR Director and the Board of Directors, thus the entire annual premium is allocated directly to the indirect department (Admin – Executive Office)

### EDP

The EDP insurance premium covers all the Electronic Data Processing equipment owned by P.E.A.C.E., Inc., which consists of the main server and network. Thus the entire annual premium is allocated directly to the indirect department (Admin – IT project 1070)

### Student Accident

The student accident premium covers all students in the HS/EHS programs – thus the premium is allocated to the DHHS grant based on the number of kids in the HS program (863) and the number of kids in the EHS program (214). For the policy starting 10/22/13-10/22/14 and forward we also picked up a rider on this policy to cover all agency volunteers. That portion will be charged to the indirect pool project 1010.

### Equipment

The equipment premium covers special equipment not covered under the contents portion of the property insurance & premiums for rented equipment. The list of equipment that belongs to Department of Energy of Housing is charged to DEHS grants and the leased/rented equipment coverage is charged to Indirect 1010 as it covers the whole agency.

### Professional Liability & Crime

These insurance premiums cover all P.E.A.C.E., Inc. employees and individual premiums cannot be broken out by each individual employee or program, therefore these total premiums were allocated to the various programs based on the percentage breakdown of gross payroll. I took one pay period and used the gross payroll expense for each department to come up with an overall percentage for that department. Then the total professional liability and crime annual premiums were multiplied by these percentages to be allocated to the various programs.

### Property & Boiler & Machinery

These premiums are calculated by the insurance company based on actual sites (ie the insurance company identifies a separate premium for each site and each program). Thus I listed out every P.E.A.C.E., Inc. facility and then put in the individual premium for each general site and each individual program in that facility (these figures came directly from the insurance binder provider by Haylor, Freyer & Coon). For general facility premiums each program in that facility picked up their portion of the property premium based on square footage that that particular program occupied in that building. If Haylor, Freyer and Coon listed a premium with a particular program then it was allocated to that program as such.

### General Liability & Umbrella

General Liability coverage is based on each type of program that is operated by P.E.A.C.E., Inc. and thus the GL coverage premiums can be charged to each program based on actual premiums associated with that specific program. Umbrella insurance is additional added insurance coverage for automobile and general liability. Thus the

Umbrella insurance is allocated to the programs that utilize the automobile and general liability coverage based on an overall percentage between these two coverages.

#### Worker's Comp

The workers comp premiums were established by the NYS Insurance Fund based on all employees listed as of September 2015 this listing was prepared by HR department in September 2015). The classification codes were established with the assistance of HF&C and prior experience with workers comp. The individual premium for each individual employee was calculated based on their annual salary divided by \$100 and then multiplied by the modifier established by NYS Insurance Fund. Any overall workers comp assessment charges, taxes, etc were allocated to the various programs based on an overall percentage calculated based on individual employee workers comp premiums. At the end of the workers comp policy year (10/14-10/15) an auditor from NYS Insurance Fund will come and perform an audit of the current year premiums paid versus premiums earned. The credit or additional workers comp insurance that is calculated based on this audit will be allocated to the programs based on the auditor's final determination.

#### **Salary and Fringes Allocation Method**

See also detailed payroll walk-thru memo.

The Agency currently maintains 5 payroll companies with ADP (Automatic Data Processing, our outside payroll provider from for 1/31/2016) as follows:

- KQ7 – Executive and Administrative Payroll
- PL9 – Head Start and Early Head Start Payroll
- PL5 – All other Agency employees not in one of the categories above
- P6G – Foster Grandparents
- G3M – DEHS Employees

After the payroll has been fully prepared by ADP, ADP submits several different types of reports to the Agency. The one report that is used primarily in the allocation of salaries and fringes is called the "Payroll Register" reports.

Excel worksheets (called Salary Allocation Worksheets) are maintained in the fiscal office for each payroll company and within these spreadsheets the following information exists:

- Employee Name
- Program Name
- Project Code
- Allocation Percentage for Salary
- Allocation Percentage for Fringes

After the reports are received from ADP, a fiscal department employee enters from the Payroll Register reports into the excel worksheets the gross salary and FICA for each individual employee. Then this worksheet allocates out the gross salary and FICA

between the applicable programs that employee could be charged to. From this worksheet the totals by project code are summarized and then input into the GL via and journal entry. This is done with every bi-weekly payroll.

A majority of employees are charged to the same project code and program for the entire year and these are re-evaluated on an annual basis and used throughout the fiscal year unless a change is made in that program or with that employee. Each employee's program to be charged and account number to be charged is listed on the face of their timesheets (or on a supplemental salary allocation worksheet attached to the timesheet). The following departments' employee allocation percentages change from pay period to pay period:

#### DEHS

The employees in the Department of Energy and Housing can work on various programs within that department. Each pay period these DEHS employees fill out a "Salary Allocation Worksheet" which is turned in along with their bi-weekly timesheets. These "Salary Allocation Worksheets" list all programs under DEHS and the project codes for each program (for the project numbers 9120, 9125 and 9600 there would also be location codes attached to these accounts/projects). The employee indicates by day how many hours were worked under each program and then the worksheet calculates at the bottom the percentages of their time that was spent on each of the DEHS programs. The percentages for all DEHS employees are input into a DEHS worksheet listing all DEHS employees to come up with an overall percentage that is used to allocate the Director of DEHS' and purchasing agent salary and fringes. Then the percentages are put into the payroll allocation worksheets as discussed above and are used to allocate the employee's salary and fringes based on actual time worked under each program area.

#### FSD

Beginning in FYE 1/31/2012 the food service department employees are now coded to project 1700 (all but direct senior nutrition site managers and two office staff personnel). For more details on the Food Service allocation see the separate memo prepared by P.E.A.C.E., Inc. staff.

Various other employees fill out these worksheets based on their individual responsibilities within their program. From time to time new grants are awarded to the Agency which might require an employee to fill out these supplemental "Salary Allocation Worksheets".

There are also a select few employees who salaries can rightfully be paid by two or more funding sources and there is no distinction in their job duties that would make it only allocable to one of these funding sources versus the other. In these instances one funding source is fully expended by that employee's salary and fringes and then the other funding source is used for the remaining of the fiscal year.

### Head Start and Early Head Start

For Head Start and Early Head Start employees the allocation percentages are established and updated as necessary based on the kids that they directly serve or the personnel that they directly supervise. For Directors and Managers in the Head Start / Early Head Start program their percentages are based on a cumulative total of the percentages of the employees that they directly supervise. For staff such as Coordinators who have a specific number of HS and EHS children that they work with then their allocation percentages are based on the number of children served in HS versus EHS. For all other employees who might coordinate activities for the entire program then their allocation percentages are based on the total number of children that we are funded for (863 HS) and (214 EHS). All other HS and EHS personnel are allocated either 100% to HS or 100% to EHS based on their job requirements and title. HS and EHS employees can also be charged to the USDA grant (food service related personnel), the LaFayette UPK grant, the Solvay UPK grant or the Syracuse City UPK.

The payroll allocation worksheets established above are updated each pay period as required. These worksheets are also used as the basis for allocating other fringes such as:

- Long-term disability
- Health insurance
- Dental insurance
- Short-term disability
- Life Insurance
- 401K employer portion

All allocations of shared costs are reviewed and updated at minimum on an annual basis (or more frequently if there is a significant change – ie program moves sites, change of supervision, etc).

PEACE, INC.  
 COMPARATIVE INFORMATION BY PROGRAM  
 AS OF DECEMBER 31, 2015

CC	REVENUE			NET			PROGRAM
	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	
3553 BBBS OSWEGO	7,141.00	6,545.91	-	(1,571.73)	(1,440.75)	-	BBBS
3554 BBBS OSWEGO	-	-	5,527.43	-	-	(995.83)	BBBS
3605 BBBS NATIONAL GRID	3,000.00	2,750.00	-	-	-	-	BBBS
3607 DEFRANCISCO	5,328.79	4,884.72	7,364.04	-	0.02	-	BBBS
3608 BBBS NATIONAL GRID	-	-	1,944.70	-	-	-	BBBS
3609 BBBS JOHN BEN SNOW	7,000.00	6,416.66	5,146.22	-	-	-	BBBS
3610 BBBS THORN FAMILY FOUND	-	-	693.54	-	-	-	BBBS
3611 BBBS JOHN BEN SNOW	-	-	655.60	-	-	-	BBBS
3612 BBBS CDBG	-	-	5,933.34	-	-	-	BBBS
3650 BBBS ONONDAGA CO.	11,866.00	10,877.16	-	(2,105.68)	(1,930.20)	-	BBBS
3651 BBBS ONONDAGA CO.	-	-	11,866.00	-	-	(2,242.46)	BBBS
3940 BBBS CICERO N. SYR	-	-	660.33	-	-	-	BBBS
4011-554 CSBG	196,530.81	180,153.24	137,361.14	-	0.09	-	BBBS
4012-554 CSBG	-	-	55,036.42	-	-	-	BBBS
9136 BBBS UNITED WAY	37,233.00	34,130.25	8,438.76	-	0.02	-	BBBS
9137 BBBS UNITED WAY	-	-	25,351.78	-	-	-	BBBS
	<u>268,099.60</u>	<u>245,757.94</u>	<u>265,979.30</u>	<u>(3,677.41)</u>	<u>(3,370.82)</u>	<u>(3,238.29)</u>	
152 CAPITAL IMPROVE/REPAIR	180.00	165.00	117.65	(1,820.00)	(1,668.33)	(6,007.35)	CAPITAL IMPROVE
	<u>180.00</u>	<u>165.00</u>	<u>117.65</u>	<u>(1,820.00)</u>	<u>(1,668.33)</u>	<u>(6,007.35)</u>	
9082 CENTRO	773,936.55	690,661.17	692,542.36	70,357.86	62,787.39	62,958.40	CENTRO
	<u>773,936.55</u>	<u>690,661.17</u>	<u>692,542.36</u>	<u>70,357.86</u>	<u>62,787.39</u>	<u>62,958.40</u>	
3750 OPWDD	67,343.00	61,731.08	1,397.65	-	0.07	-	COMM SVC
4011-0000 CSBG	354,616.00	325,064.66	-	-	-	-	COMM SVC
4011-502 CSBG	134,354.12	123,157.94	347,027.39	-	0.07	-	COMM SVC
4011-530 CSBG	87,104.09	79,845.41	22,424.37	-	0.05	-	COMM SVC
4011-532 CSBG	128,525.67	117,815.19	132,752.67	-	0.14	-	COMM SVC
4011-533 CSBG	113,015.09	103,597.16	122,300.35	-	0.12	-	COMM SVC
4011-534 CSBG	115,077.28	105,487.50	165,284.71	-	0.13	-	COMM SVC
4011-535 CSBG	133,526.46	122,399.25	162,532.33	-	0.13	-	COMM SVC
4011-536 CSBG	122,178.35	111,996.82	95,372.64	-	0.15	-	COMM SVC
4011-537 CSBG	138,453.61	126,915.80	581,997.58	-	0.10	-	COMM SVC
4012-502 CSBG	-	-	1,198,023.93	-	-	-	COMM SVC
4012-530 CSBG	-	-	218.65	-	-	-	COMM SVC
4012-532 CSBG	-	-	47,542.85	-	-	-	COMM SVC
4012-533 CSBG	-	-	45,731.86	-	-	-	COMM SVC
4012-534 CSBG	-	-	70,487.36	-	-	-	COMM SVC
4012-535 CSBG	-	-	59,299.37	-	-	-	COMM SVC
4012-536 CSBG	-	-	35,991.87	-	-	-	COMM SVC
4012-537 CSBG	-	-	200,618.67	-	-	-	COMM SVC
4123 EITC KEY BANK FOUND	1,500.00	1,375.00	(1,010.48)	-	0.01	(1,010.48)	COMM SVC
4127 NYS HEALTH FOUND	19,203.16	17,602.89	17,135.32	-	0.08	-	COMM SVC
4128 EITH CITIZENS BANK	5,000.00	4,583.33	-	-	-	-	COMM SVC
4130 WOMENS FUND WSFRC	-	-	900.00	-	-	-	COMM SVC
4131 UNITED WAY EITC	70,000.00	64,166.66	61,438.22	-	0.05	-	COMM SVC
4132 DSS CAMPER	2,000.00	1,833.33	-	-	-	-	COMM SVC
4133 JM MCDONALD FOUND	-	-	5,000.00	-	-	5,000.00	COMM SVC
4134 HPNAP	3,200.00	2,933.33	4,404.59	-	-	-	COMM SVC
4137 KEY BANK FOUND EITC	1,000.00	916.66	-	-	-	-	COMM SVC
4138 WSFRC SYR PARKS CONSERV	-	-	-	-	-	-	COMM SVC
4139 ST. AUGUSTINE'S CWFRC	-	-	253.47	-	-	-	COMM SVC
4140 UNITED WAY EITC	-	-	12,922.61	-	-	-	COMM SVC
4141 NATIONAL GRID ESFRC	-	-	2,000.00	-	-	-	COMM SVC
4142 SSFRC DSS CAMPER	-	-	1,200.00	-	-	-	COMM SVC
4143 HPNAP	-	-	4,300.84	-	-	-	COMM SVC
9410 IND DEV ACCT	-	-	1.09	-	-	1.09	COMM SVC
	<u>1,496,096.83</u>	<u>1,371,422.01</u>	<u>3,397,549.91</u>	<u>-</u>	<u>1.10</u>	<u>5,001.09</u>	
9015 CEFRC	-	-	1,398.00	-	-	1,300.63	DONATIONS
9260 FGP RECOGNITION	-	-	2,321.00	-	-	2,461.90	DONATIONS
9500 MISC - HS	-	-	3,500.00	-	-	2,986.40	DONATIONS

PEACE, INC.  
 COMPARATIVE INFORMATION BY PROGRAM  
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CC	REVENUE			NET			PROGRAM
	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	
9506 FOOD PANTRY	-	-	2,592.00	-	-	(1,217.80)	DONATIONS
9508 FOOD SVC - MISC	-	-	55.00	-	-	55.00	DONATIONS
10801 HS ADMIN	-	-	-	-	-	(73.83)	DONATIONS
10802 HS B'VILLE	-	-	432.61	-	-	(98.91)	DONATIONS
10804 HS JORDAN	-	-	1,073.95	-	-	496.05	DONATIONS
10805 HS ST. DANIEL'S	-	-	694.25	-	-	64.15	DONATIONS
10806 HS MANOS	-	-	335.77	-	-	185.77	DONATIONS
10807 HS ST. BRIGID	-	-	350.00	-	-	(291.20)	DONATIONS
10810 HS LAFAYETTE	-	-	241.40	-	-	(298.60)	DONATIONS
10816 HS SUMNER	-	-	480.61	-	-	380.61	DONATIONS
10819 ESFRC	-	-	-	-	-	(666.32)	DONATIONS
10822 CEFRC	-	-	579.43	-	-	579.43	DONATIONS
10823 CSFRC	-	-	685.00	-	-	(290.00)	DONATIONS
10826 EHS ADMIN PREG CARE	-	-	-	-	-	(999.80)	DONATIONS
10828 BBBS	-	-	-	-	-	(1,000.00)	DONATIONS
10829 BBBS BOWL KIDS SAKE	-	-	32,056.20	-	-	10,665.92	DONATIONS
10832 COMMUNITY DEVEL	-	-	20.00	-	-	(565.68)	DONATIONS
10834 CS CROP WALK	-	-	316.89	-	-	116.89	DONATIONS
10835 CW EMERGENCY	-	-	-	-	-	(1,665.00)	DONATIONS
10839 SSFRC COORD	-	-	22.50	-	-	22.50	DONATIONS
10842 COUNTY WEST KIDZ RULE	-	-	165.00	-	-	(42.03)	DONATIONS
10844 ESFRC COORDINATOR	-	-	1,620.00	-	-	1,520.00	DONATIONS
10845 SSFRC	-	-	-	-	-	(137.50)	DONATIONS
10850 EASTWOOD SENIOR CENTER	-	-	3,543.50	-	-	(2,715.20)	DONATIONS
10851 PROJ CONNECTION	-	-	-	-	-	(150.00)	DONATIONS
10854 BBBS OTHER	-	-	53,612.92	-	-	47,601.79	DONATIONS
10856 CSFRC	-	-	2,982.00	-	-	50.13	DONATIONS
10860 ADOPT A FAMILY	-	-	200.00	-	-	79.26	DONATIONS
10861 CAMP FUND	-	-	47.22	-	-	(18,131.88)	DONATIONS
10863 WSFRC YOUTHR ADV COUNCIL	-	-	4,947.00	-	-	1,057.02	DONATIONS
10864 KIDS	-	-	407.50	-	-	(668.10)	DONATIONS
10866 TRANSPORTATION	-	-	41.50	-	-	(161.48)	DONATIONS
10867 FSC LUNCH & LEARN	-	-	625.00	-	-	987.05	DONATIONS
10868 EMPLOYEE EMERGENCY	-	-	500.00	-	-	224.02	DONATIONS
10870 DEHS	-	-	15.00	-	-	15.00	DONATIONS
10871 YOUTH ADVISORY	-	-	-	-	-	(345.65)	DONATIONS
10875 SSFRC SENIORS	-	-	-	-	-	(776.84)	DONATIONS
	-	-	115,861.25	-	-	40,553.70	
9120 ASSIST HOME PERF	-	-	9,921.63	(8.64)	(7.92)	(328.34)	E&H FFS
9125 EMPOWER	716,030.00	656,360.83	283,054.47	20,643.36	18,923.09	(80.64)	E&H FFS
9310 DEHS FEE FOR SERVICE	-	-	35,277.24	-	-	22,152.39	E&H FFS
9600 MULTI FAMILY PERF	-	-	13,000.00	-	-	977.50	E&H FFS
	716,030.00	656,360.83	341,253.34	-	20,634.72	18,915.17	22,720.91
3815 ECC OFA	25,000.00	22,916.66	-	-	0.01	-	EASTWOOD
3816 EASTWOOD OFA	-	-	25,000.00	-	-	-	EASTWOOD
4011-584 CSBG	147,791.75	135,475.77	83,616.63	-	0.17	-	EASTWOOD
4012-584 CSBG	-	-	45,464.41	-	-	-	EASTWOOD
	172,791.75	158,392.43	154,081.04	-	-	0.18	-
3011 UW START/STAY HEALTHY	-	-	29,313.84	-	-	-	FGP
3311 FGP CNCS	393,126.00	360,365.50	227,214.86	0.10	-	-	FGP
3312 FGP CNCS	291,817.00	267,498.91	173,211.58	-	0.07	-	FGP
3313 FGP CNCS	-	-	141,395.64	-	-	-	FGP
3341 FGP CNYDSO	2,397.00	2,197.25	1,133.00	-	-	-	FGP
3342 FGP CNYDSO	-	-	1,056.73	-	-	-	FGP
3351 SYR CITY SCHOOL FGP	350,000.00	320,833.33	53,303.60	-	0.03	-	FGP
3352 SYR CITY SCHOOL FGP	-	-	70,796.52	-	-	-	FGP
3355 SCSO PARENT LIAISON	-	-	13,314.43	-	-	1,210.41	FGP
3356 SCSO PARENT LIAISON	-	-	13,952.66	-	-	1,268.43	FGP
3361 FGP ELMCREST	-	-	202.16	-	-	-	FGP
3384 FGP ELMCREST	725.00	664.58	271.17	-	-	-	FGP
3399 NYS OFFICE FOR THE AGING	5,778.00	5,296.50	1,263.10	-	0.01	-	FGP
3490 NYS OFFICE FOR THE AGING	-	-	3,559.06	-	-	-	FGP



PEACE, INC.  
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CC	REVENUE			NET			PROGRAM
	ANNUAL	YTD	YTD	ANNUAL	YTD	YTD	
	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	
	1,043,843.00	956,856.07	729,988.35	-	0.10	0.11	2,478.84
1700 FOOD SERVICES	-	-	6,861.80	-	0.10	-	FOOD SVC
3010 UW START/STAY HEALTHY	45,575.00	41,777.08	26,774.08	-	0.01	-	FOOD SVC
3232 FSD OFA	431,400.00	395,450.00	466,072.88	(150,000.00)	(108,392.72)	(113,779.75)	FOOD SVC
4011-581 CSBG	191,913.51	175,920.71	179,811.40	-	0.01	-	FOOD SVC
4012-581 CSBG	-	-	62,232.83	-	-	-	FOOD SVC
9360 FOOD SERV - MEAL CONTR	150,000.00	137,500.00	137,745.36	150,000.00	137,500.00	137,745.36	FOOD SVC
9380 FOOD SERV DIVISION	-	-	4,655.86	-	-	1,143.44	FOOD SVC
	818,888.51	750,647.79	884,154.21	-	-	29,107.40	25,109.05
100 FUNDRAISING	69,030.00	69,030.00	72,238.00	45,833.17	45,833.17	49,485.45	FUND
	69,030.00	69,030.00	72,238.00	-	45,833.17	45,833.17	49,485.45
3131 DHCR - LANDLORD CONTR	6,000.00	5,500.00	4,171.37	(518.70)	(475.47)	(63.24)	HCR
3168 HCR	-	-	-	-	-	(1,810.70)	HCR
3175 HCR	-	-	1,890.00	-	-	(15,313.11)	HCR
3176 HCR	1,938,324.37	1,776,797.33	301,055.16	(100,958.84)	(92,545.56)	(31,565.82)	HCR
3177 HCR	-	-	1,195,226.47	-	-	(16,626.03)	HCR
3184 OSWEGO ALT CERTIFIER	4,020.00	3,685.00	-	-	0.03	-	HCR
3185 OSWEGO ALT CERTIFIER	-	-	933.67	-	-	-	HCR
	1,948,344.37	1,785,982.33	1,503,276.67	(101,477.54)	(93,021.00)	(65,378.90)	
2091 USDA CACFP	473,501.00	434,042.58	287,598.49	-	0.04	-	HS
2092 USDA CACFP	-	-	215,454.28	-	-	-	HS
2195 HS CATHOLIC BISHOPS	-	-	(950.40)	-	-	-	HS
2197 HS COMM FOUND	15,000.00	13,750.00	1,072.50	-	-	-	HS
2198 HS TARGET	-	-	385.62	-	-	-	HS
2199 JIM BOEHEIM FOUND	-	-	7,168.99	-	-	-	HS
2203 HS ROTARY GRANT	-	-	1,500.00	-	-	-	HS
2204 HS CMATS NHSA	-	-	500.00	-	-	-	HS
2401 HEAD START	-	-	-	-	-	-	HS
2402 HEAD START	10,490,158.00	9,615,978.16	8,356,231.27	-	0.20	27,623.32	HS
2451 HS T&TA	73,451.00	67,330.08	-	-	0.01	-	HS
2452 HS T&TA	-	-	65,748.14	-	-	-	HS
2502 EARLY HEAD START	3,596,142.00	3,296,463.50	3,079,799.75	-	0.19	2,243.40	HS
2551 EHS T&TA	70,651.00	64,763.41	-	-	-	-	HS
2552 EHS T&TA	-	-	69,389.59	-	-	-	HS
2601 SYR CITY UPK	374,400.00	343,200.00	166,801.64	-	0.04	-	HS
2602 SYR CITY UPK	-	-	123,296.88	-	-	-	HS
2701 LAFAYETTE UPK	6,875.00	6,302.08	3,437.50	-	0.04	-	HS
2702 LAFAYETTE UPK	-	-	2,962.81	-	-	-	HS
2801 SOLVAY UPK	14,000.00	12,833.33	5,600.00	-	0.04	-	HS
	15,114,178.00	13,854,663.14	12,385,997.06	-	-	0.56	29,866.72
1010 MAIN OFFICE	-	-	4,177.96	(269,249.30)	(247,097.22)	(222,927.78)	INDIRECT POOL
1014 SUPPLEMENTAL COSTS	-	-	-	(42,929.00)	(41,429.00)	-	INDIRECT POOL
1020 EXECUTIVE OFFICE	-	-	-	(328,353.77)	(294,529.96)	(264,673.74)	INDIRECT POOL
1030 HR	-	-	-	(328,955.98)	(289,240.37)	(311,061.28)	INDIRECT POOL
1040 FISCAL	-	-	-	(825,359.34)	(734,033.32)	(670,756.50)	INDIRECT POOL
1050 PLANNING	-	-	-	-	-	(1.03)	INDIRECT POOL
1070 MIS	-	-	4,312.67	(205,052.06)	(183,598.71)	(149,953.93)	INDIRECT POOL
1080 PROGRAM OVERSIGHT	-	-	-	(233,569.25)	(208,787.52)	(207,225.51)	INDIRECT POOL
1090 BOARD OF DIRECTORS	-	-	-	(22,027.50)	(20,758.52)	(9,018.67)	INDIRECT POOL
1095 INDIRECT POOL ALLOCATION	-	-	-	2,255,496.20	2,019,474.62	1,836,270.57	INDIRECT POOL
	-	-	8,490.63	-	-	-	652.13
150 NON-ALLOCABLE	24.00	22.00	164.81	(17,351.00)	(15,915.48)	(17,628.83)	NON-ALLOC
153 NON-ALLOCABLE DEPREC	-	-	-	(579,659.43)	(531,354.46)	(436,643.98)	NON-ALLOC
	24.00	22.00	164.81	(597,010.43)	(547,269.94)	(454,272.81)	

PEACE, INC.  
 COMPARATIVE INFORMATION BY PROGRAM  
 AS OF DECEMBER 31, 2015

CC	REVENUE			NET			PROGRAM
	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	
3751 OPWDD	-	-	57,110.47	-	-	-	PROJ CONN
4011-552 CSBG	12,690.82	11,633.25	6,184.95	-	0.11	-	PROJ CONN
4012-552 CSBG	-	-	2,440.01	-	-	-	PROJ CONN
	<u>12,690.82</u>	<u>11,633.25</u>	<u>65,735.43</u>	-	<u>0.11</u>	-	
3473 OFA N'HOOD ADV	35,000.00	32,083.33	5,374.43	-	0.01	-	PROJ ROSE
3474 OFA EISEP	40,500.00	37,125.00	6,499.82	-	0.02	-	PROJ ROSE
3475 OFA N'HOOD ADV	-	-	24,755.62	-	-	-	PROJ ROSE
3476 OFA EISEP	-	-	28,143.47	-	-	-	PROJ ROSE
4011-311 CSBG	7,772.43	7,124.72	5,228.48	-	0.01	-	PROJ ROSE
4012-311 CSBG	-	-	493.48	-	-	-	PROJ ROSE
	<u>83,272.43</u>	<u>76,333.05</u>	<u>70,495.30</u>	-	<u>0.04</u>	-	
7020 TULLY	4,125.00	3,750.00	3,921.80	273.55	399.66	1,778.01	RENTALS
7042 TULLY - ARISE	5,984.00	5,440.00	5,984.00	5,082.28	4,653.74	5,131.29	RENTALS
7100 BASSETT - DEC	49,609.20	45,475.10	46,483.64	12,314.53	14,117.04	13,348.10	RENTALS
7120 BASSETT - SYR PRE-K	-	-	-	(15,121.17)	(11,542.02)	(8,841.84)	RENTALS
	<u>59,718.20</u>	<u>54,665.10</u>	<u>56,389.44</u>	<u>2,549.19</u>	<u>7,628.42</u>	<u>11,415.56</u>	
1500 TRANSPORTATION	-	-	-	-	-	-	TRANS & MAINT
1600 MAINTENANCE	-	-	34,126.62	-	-	-	TRANS & MAINT
	-	-	<u>34,126.62</u>	-	-	-	
9812 YEAR END ACCRUALS	-	-	573,060.61	-	-	561,006.20	Y/E ACCRUALS
	-	-	<u>573,060.61</u>	-	-	<u>561,006.20</u>	
	<u>22,577,124.06</u>	<u>20,682,592.11</u>	<u>21,351,501.98</u>	<u>(564,610.34)</u>	<u>(481,056.44)</u>	<u>282,350.70</u>	

PEACE, INC. 5  
 MONTH END CLOSING SCHEDULE  
 FOR DECEMBER 2015

SCHEDULED:		PERSON RESPONSIBLE	ACTIVITY
12/28	MON	KATHLEEN	REVIEW NEW PROJECTS - ACCRUAL VS CASH BASIS
12/28	MON	ANNETTE	DEPRECIATION
12/30 - 11:00	WED	SANDY	POST PAYROLL
12/29	TUES	DENISE	ACCOUNTS PAYABLE RECONCILIATION
12/29	TUES	DENISE	AGED A/P - UNPOSTED
12/29	TUES	DENISE	PRINT ACCRUALS BY PROJECT NUMBER
12/29	TUES	SANDY	WRITE ACCRUALS JE
12/29	TUES	KATHLEEN	REVIEW ACCRUALS
12/28	MON	TRISH	TENANT INVOICE ACCRUALS
12/28	MON	DENISE	ENTRY FOR OLD OUTSTANDING ACCTS PAYABLE CHECKS
1/5	TUES	NANCY TURO	POST LOC INTEREST - HIT CASH MID MONTH
1/4	MON	NANCY, ANNETTE	INVENTORY
12/30	WED	SANDY	POSTAGE, BUSINESS CARDS, ETC
12/30	WED	NANCY	ALLOCATE ANY INSURANCE
12/30	WED	NANCY	ALLOCATE MAINTENANCE
12/30	WED	NANCY	ALLOCATE TRANSPORTATION
1/4	MON	KATHLEEN	GIVE BONNIE CASH INFO
12/31	THURS	KATHLEEN O'BRIEN	INDIRECT POOL BUDGET SUMMARY & REVIEW
12/31	THURS	KATHLEEN O'BRIEN	CALCULATE INDIRECT RATE AND ALLOCATE POOL (need Ins alloc, and trans & maint. Allocations) (do not include inkind expense)
1/4	MON	SENIOR ACC & ACCT CLERK	CALCULATE REVENUE
1/5-1/7	TUES - THURS	KATHLEEN	TEMP RECLASS FOR BALANCE SHEET?
1/5-1/7	TUES - THURS	KATHLEEN	BALANCE INTERFUND BALANCES TO \$0
1/5-1/7	TUES - THURS	KATHLEEN	LIST SPECIAL ACCOUNTS FOR EXEC DIRECTOR
1/5-1/7	TUES - THURS	KATHLEEN	CURRENT RATIO, 15% HS ADMIN, 25% INKIND REVIEW
1/5-1/7	TUES - THURS	KATHLEEN	REVIEW MAJOR ACCOUNTS & BALANCE SHEET FOR MAJOR ITEMS 01-1000-0000 \$ HSBC OPERATING CASH 01-1010-0000 \$ M&T OPERATING CASH 01-2000-0000 \$ ACCOUNTS PAYABLE 02-2000-0000 \$ ACCOUNTS PAYABLE 01-2010-0000 \$ ACCRUED INVOICES 02-2010-0000 \$ ACCRUED INVOICES
1/5-1/7	TUES - THURS	KATHLEEN	COPY OF PETTY CASH RECIPIENTS TO HR
1/5-1/7	TUES - THURS	KATHLEEN	REVIEW ALL PROJECTS & GRANTS
1/5-1/7	TUES - THURS	KATHLEEN O'BRIEN	PREPARE STATEMENTS
1/7	THURS	BONNIE	CASH RECONCILIATION (HSBC, AND M&T)
1/7-NOON 1/7-NOON	THURS THURS	ANNE TANYA	POST INKIND: HEADSTART CSBG
1/7	THURS	KATHLEEN O'BRIEN	LOCK CURRENT MONTH ACTIVITY
1/7	THURS	KATHLEEN O'BRIEN	MEET WITH EXECUTIVE DIRECTOR - STATEMENTS MAIL STATEMENTS TO FINANCE COMMITTEE NOTES ON PROJECTS & GRANTS

PEACE, INC. ✓  
 MONTH END CLOSING SCHEDULE  
 FOR DECEMBER 2015

SCHEDULED:		PERSON RESPONSIBLE	ACTIVITY
1/7	THURS	KATHLEEN O'BRIEN	EXEC DIRECTOR AND CFO SIGN COVER SHEET
1/7	THURS	KATHLEEN O'BRIEN	EMAIL TO PROGRAM MGR - MTH CLOSED
1/8	FRI	KATHLEEN O'BRIEN	REVIEW WORKING COPY OF BUDGET SUMMARIES
1/8	FRI	KATHLEEN O'BRIEN	REVIEW INDIRECT POOL COST CENTERS WITH PROGRAM STAFF JOE CONNIE CATHY
1/8	FRI	KATHLEEN	HAND OUT COST CENTER REPORTS TO ACCOUNTANTS FOR REVIEW
1/8	FRI	KATHLEEN	A/R AGING PRIOR MTH
1/8	FRI	KATHLEEN	UPDATE FILINGS: GRANTS AND OTHER
1/15	TUES	SANDY	GRID OF IN-KIND RECEIPTS (JANUARY)

VendRep Vendor

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Printed By: melissa hidek

Date Printed: Jan 5, 2016

### Vendor Responsibility NFP Form

Status: Certified

Note: The content of any attached documents will not print with this page. To view or print an attached document, you must open it separately by clicking the corresponding hyperlink in the 'Uploaded Files' section of a question.

### Basic Vendor Data

#### Entity Information

Legal Business Entity Name: PEACE INC  
 TIN (EIN or SSN): 166095039  
 Vendor ID: 1000016490  
 Principal Place of Business: 217 South Salina Street, 2nd Floor  
 Syracuse, NY 13202  
 United States  
 Telephone: (315)470-3300  
 Fax: (315)472-8939  
 Website: www.peace-caa.org  
 Email: nruto@peace-cao.org

#### Business Entity Information

Business Type: Not-For-Profit  
 Business Activity: Non-Construction

### Additional Business Entity Identities

Type:	Previously Enrolled As	Explanation:
Name:	People's Equal Action and Community Effort, Inc.	
Vendor ID:	1000016490	
Status:	Active	
Type:	Previously Enrolled As	Explanation:
Name:	PEACE INC	
Vendor ID:	1000016490	
Status:	Active	

### Authorized Contacts

Name:	Melissa Hidek	Address:	217 South Salina Street, 2nd Floor
Title:	Grant Coordinator		Syracuse, NY 13202
Telephone:	(315)470-3300		United States
Email:	melissa.hidek@peace-cao.org		

I. Business Characteristics

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1.0 Business Entity type - Please check appropriate box and provide additional information

Corporation (including PC)

Limited Liability Co. (LLC or PLLC)

Limited Liability Partnership

Limited Partnership

General Partnership

Sole Proprietor

Unincorporated Association

Other - Specify

Date of Incorporation

03/26/1968

1.1 Was the Business Entity formed in New York State?

Yes

No

1.2 Is the Business Entity currently registered to do business in New York State with the Department of State?

Note: Select 'Not Required' if the Business Entity is a General Partnership.

Yes

No

Not Required

1.3 Is the Business Entity registered as a Sales Tax vendor with the New York State Department of Taxation and Finance?

Yes

No

1.4 Is the responding Business Entity a Joint Venture?

Note: If the submitting Business Entity is a Joint Venture, also submit a separate questionnaire for each Business Entity comprising the Joint Venture.

Yes

No

1.5 Does the Business Entity have an active Charities Registration Number?

Yes

No

Enter Number

052737

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1.6 Does the Business Entity have a DUNS Number?

Yes

No

Enter DUNS Number

088670567

1.7 Is the Business Entity's Principal Place of Business/Executive Office in New York State?

- Yes
- No

Provide the address for one New York Office:

Address Line

217 South Salina Street, 2nd Floor

City

Syracuse

State

NY

Zip Code

13202

Telephone

(315) 470-3300

1.8 Is the Business Entity's Principal Place of Business/Executive Office:

- Owned
- Rented
- Other

Landlord Name

WL, LLC

Is space shared with another Business Entity?

- Yes
- No

1.9 Is the Business Entity a Minority Community Based Organization (MCBO)?

- Yes
- No

1.10 Identify current Key Employees of the Business Entity.

Note: If more than four (4) Key Employees need to be listed, select 'Attach Document' as the response.

Select method for providing this information:

Enter Below

Attach Document

Name

Joseph E. O'Hara

Title

Executive Director

Add another?

Yes

No

Name

Kathleen R. O'Brien

Title

CFO

Add another?

Yes

No

Name

Catherine Green

Title

HR Director

Add another?

Yes

No

1.11 Identify current Trustees/Board Members of the Business Entity.

Note: If more than four (4) Trustees/Board Members need to be listed, please select 'Attach Document' as the response.

Select method for providing this information:

Enter Below

Attach Document

For each person, include name and title:

Uploaded Files

PEACT - Inc. Board of Directors List June 2015.pdf 83K

Last Modified: Oct 16, 2015  
Modified By: melissa hidek



## II. Affiliates and Joint Venture Relationships

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2.0 Does the Business Entity have any Affiliates?

Yes

No

Last Modified: Feb 20, 2010

Modified By: Melissa Hitek

### III. Contract History

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Based on the Business Entity's New York State Vendor Identification Number (Vendor ID) provided, active contracts with any New York State contracting entities approved as of April 2012 by the Office of the State Comptroller and approved contracts submitted after April 2012 are displayed by selecting 'Contract Data' in the menu to the left.

3.0 Has the Business Entity held any other contracts with any New York State government entity in the last three (3) years which are not displayed?

Yes

No

(If more than four (4), list the four (4) contracts having the highest dollar value )

Contract Number

T637145

Agency Name

Division of Criminal Justice Services

Contract Amount

25000

Contract Start Date

10/01/2013

Contract End Date

03/31/2015

Contract Description

Prevention/Education

Add another?

Yes

No

Contract Number

s2139

Agency Name

Department of Health

Contract Amount

497840

Contract Start Date

10/01/2014

Contract End Date

09/30/2015

Contract Description

CACFP

Add another?

Yes

No

Contract Number

10XX016490

Agency Name

Office for the Aging

Contract Amount

5778

Contract Start Date

04/01/2014

Contract End Date

03/31/2015

Contract Description

Foster Grandparents

Add another?

Yes

No

Last Modified: Dec 10, 2014  
Modified By: melissa hick

#### IV. Integrity - Contract Bidding

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Within the past five (5) years, has the Business Entity or any Affiliate:

- 4.0 Been suspended or debarred from any government contracting process or been disqualified on any government procurement?  
Yes  
 No
- 4.1 Been subject to a denial or revocation of a government prequalification?  
Yes  
 No
- 4.2 Been denied a contract award or had a bid rejected based on a finding of non-responsibility by a government entity?  
Yes  
 No
- 4.3 Agreed to a voluntary exclusion from bidding/contracting with a government entity?  
Yes  
 No
- 4.4 Initiated a request to withdraw a bid submitted to a government entity or made any claim of an error on a bid submitted to a government entity?  
Yes  
 No

Last Modified: Feb 22, 2010  
Modified By: Melissa Hudek

V. Integrity - Contract Award

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Within the past five (5) years, has the Business Entity or any Affiliate

5.0 Been suspended, cancelled or terminated for cause on any government contract?

Yes

No

5.1 Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract?

Yes

No

5.2 Entered into a formal monitoring agreement as a condition of a contract award from a government entity?

Yes

No

Last Modified: Feb 22, 2010

Modified By: Melissa Hidek

VI. Certifications/Licenses

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Within the past five (5) years, has the Business Entity or any Affiliate:

6.0 Had a revocation, suspension or disbarment of any business or professional permit and/or license?

Yes

\* No

Last Modified: Feb 22, 2010  
Modified By: Melissa Hidek

## VII. Legal Proceedings

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Within the past five (5) years, has the Business Entity or any Affiliate:

7.0 Been the subject of an investigation, whether open or closed, by any government entity for a civil or criminal violation?

Yes

No

7.1 Been the subject of an indictment, grant of immunity, judgment or conviction (including entering into a plea bargain) for conduct constituting a crime?

Yes

No

7.2 Received any OSHA citation, which resulted in a final determination classified as serious or willful?

Yes

No

7.3 Had a New York State Labor Law violation deemed willful?

Yes

No

7.4 Entered into a consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local environmental laws?

Yes

No

7.5 Other than the previously disclosed:

- (i) Been subject to the imposition of a fine or penalty in excess of \$1,000, imposed by any government entity as a result of the issuance of a citation, summons or notice of violation, or pursuant to any administrative, regulatory or judicial determination; or
- (ii) Been charged or convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by government entity?

Yes

No

Last Modified: Mar 10, 2014

Modified By: melissa bidek



### VIII. Leadership Integrity

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Note: If the Business Entity is a Joint Venture, answer N/A to the questions in this section.

Within the past five (5) years has any individual previously identified, any other Key Employees not previously identified, or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation with New York State been subject to any of the following:

8.0 A sanction imposed relative to any business or professional permit and/or license?

Yes

No

N/A

8.1 An investigation, whether open or closed, by any government entity for a civil or criminal violation for any business related conduct?

Yes

No

N/A

8.2 An indictment, grant of immunity, judgment, or conviction of any business related conduct constituting a crime including but not limited to, fraud, extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness?

Yes

No

N/A

8.3 A misdemeanor or felony charge, indictment or conviction for:

- (i) any business-related activity including but not limited to fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or
- (ii) any crime, whether or not business-related, the underlying conduct of which is related to truthfulness, including but not limited to the filing of false documents or false sworn statements, perjury or larceny.

Yes

No

N/A

8.4 A debarment from any government contracting process?

Yes

No

N/A

Last Modified: Feb 22, 2016

Modified By: Melissa Hildek

## IX. Financial and Organizational Capacity

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Note: If more than four (4) affiliates need to be listed, select 'Attach Documents' as the response.

- 9.0 Within the past five (5) years, has the Business Entity or any Affiliates received any formal unsatisfactory performance assessment(s) from any government entity on any contract?
- Yes  
 No
- 9.1 Within the past five (5) years, has the Business Entity or any Affiliates had any liquidated damages assessed over \$25,000?
- Yes  
 No
- 9.2 Within the past five (5) years, has the Business Entity or any Affiliates had any liens, claims or judgments over \$15,000 filed against the Business Entity which remain undischarged or were unsatisfied for more than 120 days?
- Yes  
 No
- 9.3 In the last seven (7) years has the Business Entity or any Affiliates initiated or been the subject of any bankruptcy proceedings, whether or not closed, regardless of the date of filing, or is any bankruptcy proceeding pending?
- Yes  
 No
- 9.4 During the past three (3) years, has the Business Entity and any Affiliates failed to file or pay any tax returns required by federal, state or local tax laws?
- Yes  
 No
- 9.5 During the past three (3) years, has the Business Entity and any Affiliates failed to file or pay any New York State unemployment insurance returns?
- Yes  
 No
- 9.6 During the past three (3) years, has the Business Entity or any Affiliates had any government audits?
- Yes  
No
- Did any audit reveal material weaknesses in the Business Entity's system of internal controls?
- Yes  
 No
- Did any audit reveal non-compliance with contractual agreements or any material disallowance, if not previously disclosed above?
- Yes  
 No

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Last Modified: Feb 22, 2010  
Modified By: Melissa Hudek

X. Freedom of Information Law (FOIL)

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10.0 Indicate whether any information provided herein is believed to be exempt from disclosure under the Freedom of Information Law (FOIL).

(Note: A determination of whether such information is exempt from FOIL will be made at the time of any request for disclosure under FOIL.)

Yes

No

Last Modified: Feb 22, 2010  
Modified By: Melissa Hudek

## Certification

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The undersigned, (1) recognizes that this questionnaire is submitted for the express purpose of assisting New York State government entities (including the Office of the State Comptroller (OSC)) in making responsibility determinations regarding award or approval of a contract or subcontract and that such government entities will rely on information disclosed in the questionnaire in making responsibility determinations; (2) acknowledges that the New York State government entities and OSC may, in their discretion, by means which they may choose, verify the truth and accuracy of all statements made herein, and (3) acknowledges that intentional submission of false or misleading information may result in criminal penalties under State and/or Federal law, as well as a finding of non-responsibility, contract suspension or contract termination.

**The undersigned certifies that he/she:**

- is knowledgeable about the submitting Business Entity's business and operations;
- has read and understands all of the questions contained in the questionnaire;
- has reviewed and/or supplied full and complete responses to each question;
- to the best of his/her knowledge, information and belief, confirms that the Business Entity's responses are true, accurate and complete, including all attachments, if applicable;
- understands that New York State government entities will rely on the information disclosed in the questionnaire when entering into a contract with the Business Entity; and
- is under an obligation to update the information provided herein to include any material changes to the Business Entity's responses at the time of bid/proposal submission through the contract award notification, and may be required to update the information at the request of the New York State government entities or OSC prior to the award and/or approval of a contract, or during the term of the contract.

**Legal Business Name:** PEACE INC  
**Certifier's Name:** melissa hudek  
**Certifier's Title:** Grant Coordinator  
**Certification Date:** Oct 16, 2015