

Financial Reports to Policy Council and Board Members

July 30, 2019 – Policy Council Meeting

July 22, 2019 – Board Meeting

FYI - monthly financial reports and program reports are posted on the WKUCCC web site: <http://www.wku.edu/ccc> click on Reports. Please view new reports following 15th of each month, and let us know if you have any questions/comments on content or design.

Following is a list of the items presented for review and discussion:

FY 2017-18 HEAD START (WKU index 525154-155)

- Page 1: Federal Notice for end of Year 4 - **Budget closed 100% expended**

FY 2018-19 HEAD START (WKU index 525156-157)

- Pages 2-3: Monthly financial report APR 2019 expenditures on track
- Pages 4-10: Second Quarter (FEB-APR) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs, grantee and delegates; and Mid-year Federal Form 425 report due 7/31/19 to funding source.
- Pages 11-14: Monthly financial reports MAY and Interim June 2019 expenditures on track
- Page: 15-16: Letter from Office of Head Start notifying WKUCCC annual funding level for next FY November 1, 2019 to October 31, 2020. *See revised budget proposal for FY20 grant application.

FY 2018-19 EARLY HEAD START (WKU index 544833-834)

- Pages 17-20: Monthly financial reports APR-MAY 2019 expenditures on track.
- Pages 21-22: 3RD Quarter (MAR-MAY) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs.
- Pages 23-24: Monthly financial report JUN expenditures on track.

CACFP

- Page 25: Summary report of food expenditure and CACFP reimbursements

SEPARATE ATTACHMENTS:

1. **Final summary of Early Head Start Grant Application.**
2. **2018 Annual Report**
3. **Head Start – Grant Application Year One of Five – for Approval: Narrative and proposed Budget - grant due 8/1/19**

OTHER

For your Information and Review the following releases have been issued by Administration for Children & Families: for links to these items go to: <https://eclkc.ohs.acf.hhs.gov> and click on Policies and Regulations, Program Instructions or Information Memoranda, or WKUCCC website to view entire content of large announcements and to keep informed on Head Start happenings.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

1

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start	2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH4776-04-04	3a. AMEND. NO.: 4
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4. FAIN: 04CH4776

5. TYPE OF AWARD: Service	6. TYPE OF ACTION: Closeout by Administrative Request	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
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8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018	9. PROJECT PERIOD: 11/01/2014 THRU 10/31/2019	10. CFDA NO.: 93.600 - Head Start
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11. RECIPIENT ORGANIZATION: Western Kentucky University 1906 College Heights Blvd Bowling Green, KY 42101-1000 Grantee Authorizing Official: Laura Hagan1 , Chairman, WKURF Board	12. PROJECT / PROGRAM TITLE: Head Start- Extended Duration supplement - Delegate only Audubon Area
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13. COUNTY: Warren	14. CONGR. DIST: 02	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Thelma Jackson
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 437,500.00	A. NON-FEDERAL SHARE.....	\$ 441,802.00 20%
Fringe Benefits.....	\$ 278,712.00	B. FEDERAL SHARE.....	\$ 1,767,206.00 80%
Travel.....	\$ 6,500.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 1,767,206.00
Supplies.....	\$ 27,000.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 1,120,396.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 1,767,206.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 19,935.00	\$ 0.00	
Direct Costs.....	\$ 1,890,043.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 75,501.00	\$ 7,964,804.00	
In Kind Contributions.....	\$ 0.00	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
Total Approved Budget.....	\$ 1,965,544.00	Additional Costs	
22. APPLICANT EIN: 616055628		23. PAYEE EIN: 1616055628A1	24. OBJECT CLASS: 41.51

25. FINANCIAL INFORMATION:					DUNS 077876258	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	04CH477603	75-17-1536	7-G044124	\$0.00		
	04CH477603	75-17-1536	7-G044122	\$0.00		
	04CH477603	75-17-1536	7-G044120	\$0.00		

26. REMARKS: (Continued on separate sheets)

This amendment is issued to administratively close the grant Document Number (subaccount number) reflected in the Financial Information section in box 25 above based upon data reported to the Payment Management System reflecting all authorized funds are fully disbursed and expended.

27. SIGNATURE - ACF GRANTS OFFICER Ms. Cheryl Pressley 61 Forsyth Street, SW 4M60 Atlanta, GA 30303 Phone: 404-562-2098	ISSUE DATE: 05/13/2019	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY
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29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)	DATE:
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FY 2018- 19 HEAD START

INDEX NUMBER 525156

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$30,528.00		100%				\$30,528
Staff SAL 61111	\$363,477.00	\$174,114.78						
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$760.26						
CELL PLAN 61180	\$780.00	\$360.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$432,060.00	\$205,763.04			\$0.00	\$226,296.96	48%	\$30,528
FRINGE	\$289,159.00	\$135,801.40		12.05%		\$153,357.60	47%	\$16,364
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$21,250.00							
Office 71102		\$888.99	\$888.99	5%				\$44
Janitor/Maint. 71103		\$2,553.74	\$2,553.74					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$1,879.45	\$1,879.45					
Food 71120		\$330.93	\$330.93					
Grounds 71122			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$21,250.00	\$5,653.11	\$5,653.11		\$0.00	\$15,596.89	27%	\$44
SUBCONTRACT 72311	\$944,376.00	\$315,583.91				\$628,792.09	33%	
OTHER	\$16,500.00							
Phone line serv 71203/05		\$63.39						
Internet 71208		\$400.00	\$400.00					
Hous Auth utilities 71211								
Postage 71310/20		\$2.21	\$0.00					
Insurance Non-emp 71401				0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,061.91	\$364.80	1%				\$11
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%				\$6
c.background ch. Stud. 73513		\$111.00	\$111.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$366.84						\$0.00
Local Phone 73910		\$540.00		1%				\$5
LD Phone 73911		\$62.06		1%				\$1
Printing Serv. 73920								
Inv. Equip 78100	2980							\$0
TOTAL OTHER	\$19,480.00	\$3,382.66	\$1,101.05		\$0.00	\$16,097.34	17%	\$22
CONSULTANTS	\$8,872.00							
Consult 72204		\$450.00						
TEMP 72211		\$6,740.16						
Non emp gen 72249								
TOTAL CONSULT	\$8,872.00	\$7,190.16	\$0.00		\$0.00	\$1,681.84	81%	
TOTALS	\$1,715,447	\$673,374.28	\$6,754.16		\$0.00	\$1,042,072.72	39%	\$46,959
INDIRECT	\$61,685	\$28,623.13		100%		\$33,061.87	46%	\$28,623
GRAND TOTAL	\$1,777,132	\$701,997.41	\$6,754.16		\$0.00	\$1,075,134.59	40%	\$75,582

TRAINING PA 20 - Index #525157

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,587.00	\$2,438.18				\$2,148.82		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$2,438.18			\$0.00	\$2,148.82	53%	
FRINGE	\$1,588.00	\$843.88				\$744.12	53%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101		\$325.00	\$201.16					
registration instate 74110			\$0.00					
OUT STATE 74201		\$1,456.63	\$522.96					
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$2,266.63	\$1,209.12	4%	\$0.00	\$1,983.37	53%	\$90.67
SUPPLIES	\$400.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$289.76	\$172.72		\$0.00	\$110.24		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$4,951.06				\$4,043.94	55%	
OTHER	\$1,162.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$247.21	\$21.79	1%				\$2.47
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23		\$58.25	\$58.25					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$305.46	\$80.04		\$0.00	\$856.54	26%	\$2
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$11,094.97	\$1,461.88		\$0.00	\$9,887.03		\$93
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$11,094.97	\$1,461.88		\$0.00	\$9,887.03	53%	\$93

4

NON-FEDERAL TRACKING FORM

HEAD START NOVEMBER 1, 2018- OCTOBER 31, 2019

04CH4776

525156-157

DELEGATES

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due	AUDUBON	MURRAY
Foster Grandparent Hours	\$7.60	1038	1641	2679	\$20,360.40			0	\$0.00	\$211,186	\$136,985	\$101,358
Parent Hours	\$11.69	42	95	137	\$1,601.53			0	\$0.00			
Community Hours	\$11.69	5	14.25	19.25	\$225.03			0	\$0.00			
Interns	\$22.10	0	0	0	\$0.00			0	\$0.00			
Speech, OT, Graduate Students	\$20.94	202.3	160.5	362.8	\$7,595.99			0	\$0.00			
Policy Council	\$56.95	4	4	8	\$455.60			0	\$0.00			
Professional/Adv Councils/Comm	\$63.05	38.25	63.5	101.8	\$6,415.34			0	\$0.00	\$36,654	\$2,163	\$1,842
TOTAL VOLUNTEERS = \$60,913					\$36,653.89				\$0.00			

OTHER:

List Items:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
Toys, puzzles, books	60				\$60.00
Audubon: services; transportation					\$0.00
Murray: contracted services					
Indirect Cost: Base =					
Approved rate 42% =					\$0.00
WKUCCC rate 8% =					\$0.00
TOTAL OTHER					\$60.00

\$ 31,437

\$ 47,709

\$60

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
12,015	12.1	\$36,346			\$72,692
145382		\$36,346			\$72,692

ADMIN 5% = \$ 3,635

AWARD TOTAL DUE NFS

\$449,529

\$109,406

\$33,600

\$49,551

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

BAL DUE	\$101,780	\$103,385	\$51,807
Total NFS	\$192,557		
BAL DUE	\$256,972		

*rates updated 2/1/19

SUBMITTED: Becky Johnson

6/13/19

Federal Financial Report

(Follow form Instructions)

OMB Control Number: 4040-0014

Expiration Date: 2/28/2022

6

1. Federal Agency and Organizational Element to Which Report is Submitted Western Kentucky University - WKUCCC 1790 Normal Drive Bowling Green, KY 42101-1031		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 04CH4776	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Audubon Area Community Services, Inc. Street1: 1700 West 5th Street Street2: City: Owensboro County: Daviess State: KY: Kentucky Province: Country: USA: UNITED STATES ZIP / Postal Code: 42301-1952			
4a. DUNS Number 092567346	4b. EIN 23-7364935	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 428 - WKU	
6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	8. Project/Grant Period From: 11/01/2018 To: 10/31/2019	9. Reporting Period End Date 04/30/2019

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	547,938.00
e. Federal share of expenditures	224,916.91
f. Federal share of unliquidated obligations	32,550.52
g. Total Federal share (sum of lines e and f)	257,467.43
h. Unobligated balance of Federal Funds (line d minus g)	290,470.57
Recipient Share:	
i. Total recipient share required	136,985.00
j. Recipient share of expenditures	33,599.83
k. Remaining recipient share to be provided (line i minus j)	103,385.17
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional	15.10	07/01/2017	06/30/2019	43,735.43	6,592.51	6,592.51
g. Totals:				43,735.43	6,592.51	6,592.51

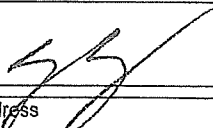
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: Mr. First Name: Byron Middle Name: C. Last Name: Mayes Suffix: Title: CFO

b. Signature of Authorized Certifying Official



c. Telephone (Area code, number and extension)

270-686-1635

d. Email Address

bmayes@audubon-area.com

e. Date Report Submitted

06/28/2019

14. Agency use only:



428 - WKU Recipient Share

Fiscal Year to Date 04/30/19
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 428 - Western KY University											
REVENUE											
Department 000 - Revenue											
4600.24	InKind-Total Non-Federal Match	.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25	54,955.39	
	Department 000 - Revenue Totals	\$0.00	\$136,985.00	\$136,985.00	\$8,371.53	\$0.00	\$33,599.83	\$103,385.17	25%	\$54,955.39	
EXPENSE											
Department 622 - PA22 HS Funds											
4600.13	InKind-Volunteer Wages	.00	31,551.00	31,551.00	1,678.25	.00	2,162.55	29,388.45	7	1,405.39	
4600.14	InKind-Services	.00	.00	.00	5,767.00	.00	28,835.00	(28,835.00)	+++	40,740.00	
4600.15	InKind-Indoor Space	.00	.00	.00	.00	.00	.00	.00	+++	8,208.00	
4600.31	InKind-Supplies	.00	7,421.00	7,421.00	507.28	.00	507.28	6,913.72	7	.00	
4600.41	InKind-Outdoor Space	.00	.00	.00	.00	.00	.00	.00	+++	162.00	
4600.42	InKind-Transportation	.00	74,233.00	74,233.00	419.00	.00	2,095.00	72,138.00	3	4,440.00	
4600.43	InKind-Professional Volunteer Wages	.00	23,780.00	23,780.00	.00	.00	.00	23,780.00	0	.00	
	Department 622 - PA22 HS Funds Totals	\$0.00	\$136,985.00	\$136,985.00	\$8,371.53	\$0.00	\$33,599.83	\$103,385.17	25%	\$54,955.39	
	EXPENSE TOTALS	\$0.00	\$136,985.00	\$136,985.00	\$8,371.53	\$0.00	\$33,599.83	\$103,385.17	25%	\$54,955.39	
Fund 428 - Western KY University Totals											
REVENUE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39	
EXPENSE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39	
	Fund 428 - Western KY University Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Grand Totals											
REVENUE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39	
EXPENSE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39	
	Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted W.K.U.C.C.C.	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 04CH4776-002	Page 1	of 1
		pages	

3. Recipient Organization (Name and complete address including Zip code) Murray Board of Education, 208 S. 13th Street, Murray, KY 42071

4a. DUNS Number 048039911	4b. EIN 61-6001140	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) 11/01/2018	To: (Month, Day, Year) 10/31/2019	9. Reporting Period End Date (Month, Day, Year) 05/29/2019
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	91,918
b. Cash Disbursements	157,933
c. Cash on Hand (line a minus b)	(-66,015)

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	398,472
e. Federal share of expenditures	157,933
f. Federal share of unliquidated obligations	240,539
g. Total Federal share (sum of lines e and f)	398,472
h. Unobligated balance of Federal funds (line d minus g)	-0-

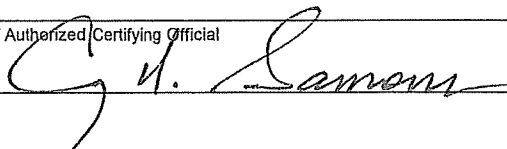
Recipient Share:	
i. Total recipient share required	99,618
j. Recipient share of expenditures	49,551
k. Remaining recipient share to be provided (line i minus j)	50,067

Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Coy Samons, Superintendent	c. Telephone (Area code, number and extension) (270) 753-4363
b. Signature of Authorized Certifying Official 	d. Email address coy.samons@murray.kyschools.us
	e. Date Report Submitted (Month, Day, Year) 05/29/2019

14. Agency use only:

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

<p>Paperwork Burden Statement</p> <p>According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.</p>

1st Quarter Report-WKU (655EW)									
Non-Federal	Required Match	Previous Balance	Nov-18	12/01/18	Jan-19	Year-to-Date	Remaining Match		
Volunteers	2,122.00	0.00	469.07	441.53	267.61	1,178.21	943.79		
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other In-Kind	97,496.00	0.00	5,658.51	13,147.28	5,281.27	24,087.06	73,408.94		
Total	\$99,618.00	0.00					\$74,352.73	74.64%	
2nd Quarter/ Semi-Annual Report-WKU (655EW)									
Non-Federal	Required Match	Previous Balance	Feb-19	Mar-19	Apr-19	Year-to-Date	Remaining Match		
Volunteers	2,122.00	1,178.21	280.31	63.75	319.87	1,842.14	279.86		
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other In-Kind	97,496.00	24,087.06	0.00	9,436.00	14,185.62	47,708.68	49,787.32		
Total	\$99,618.00	25,265.27				49,550.82	\$50,067.18	50.26%	

+ Col. 1740
 Approved
 1,013.58

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Health and Human Services		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 04CH4776-05		Page 1	of 1		
3. Recipient Organization (Name and complete address including Zip code) Western Kentucky University Research Foundation, Inc. 1906 College Heights Blvd. #11016 Bowling Green, KY 42101-1016							
4a. DUNS Number 77876258	4b. EIN 61-6055628	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 525156 and 525157	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year) 11/1/18			9. Reporting Period End Date (Month, Day, Year) 4/30/19				
10. Transactions (Use lines a-c for single or multiple grant reporting)					Cumulative		
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts					\$713,092.38		
b. Cash Disbursements					\$713,092.38		
c. Cash on Hand (line a minus b)					\$0.00		
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					\$1,798,114.00		
e. Federal share of expenditures					\$713,092.38		
f. Federal share of unliquidated obligations					\$632,836.03		
g. Total Federal share (sum of lines e and f)					\$1,345,928.41		
h. Unobligated balance of Federal funds (line d minus g)					\$452,185.59		
Recipient Share:							
i. Total recipient share required					\$449,529.00		
j. Recipient share of expenditures					\$192,557.00		
k. Remaining recipient share to be provided (line i minus j)					\$256,972.00		
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type Predetermined	b. Rate 8%	c. Period From 11/1/2018	Period To 4/30/2019	d. Base 357,790.37	e. Amount Charged 28,623.13	f. Federal Share 28,623.13
					g. Totals: 357,790.37	28,623.13	28,623.13
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Total Administrative Costs \$97,985, USDA HS \$36,553							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Paula Mattison, Assistant Director - Grants & Contracts Accounting					c. Telephone (Area code, number and extension) 270-745-5338		
b. Signature of Authorized Certifying Official 					d. Email address paula.mattison@wku.edu		
					e. Date Report Submitted (Month, Day, Year) 7/12/2019		
14. Agency use only:							
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011							

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$35,616.00		100%				\$35,616
Staff SAL 61111	\$363,477.00	\$204,660.17						
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$1,040.32						
CELL PLAN 61180	\$780.00	\$420.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$432,060.00	\$241,736.49			\$0.00	\$190,323.51	56%	\$35,616
FRINGE	\$289,159.00	\$160,078.39		12.05%		\$129,080.61	55%	\$19,289
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$21,250.00							
Office 71102		\$946.40	\$946.40	5%				\$47
Janitor/Maint. 71103		\$3,101.71	\$3,101.71					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$2,140.53	\$2,140.53					
Food 71120		\$369.07	\$330.93					
Grounds 71122			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$21,250.00	\$6,557.71	\$6,519.57		\$0.00	\$14,692.29	31%	\$47
SUBCONTRACT 72311	\$944,376.00	\$361,346.56				\$583,029.44	38%	
OTHER	\$16,500.00							
Phone line serv 71203/05		\$95.42	\$95.42					
Internet 71208		\$480.00	\$480.00					
Hous Auth utilities 71211								
Postage 71310/20		\$2.21	\$0.00					
Insurance Non-emp 71401				0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$630.00	\$630.00	0%				\$0
Maint. Copy Mach. 72101		\$1,442.47	\$364.80	1%				\$14
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%				\$6
Misc.background ch. Stud. 73513		\$111.00	\$111.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$613.98						\$0.00
Local Phone 73910		\$648.00		1%				\$6
LD Phone 73911		\$81.84		1%				\$1
Printing Serv. 73920								
Inv. Equip 78100	2980							\$0
TOTAL OTHER	\$19,480.00	\$4,880.17	\$1,811.05		\$0.00	\$14,599.83	25%	\$27
CONSULTANTS	\$8,872.00							
Consult 72204		\$450.00						
TEMP 72211		\$6,740.16						
Non emp gen 72249								
TOTAL CONSULT	\$8,872.00	\$7,190.16	\$0.00		\$0.00	\$1,681.84	81%	
TOTALS	\$1,715,447	\$781,789.48	\$8,330.62		\$0.00	\$933,657.52	46%	\$54,980
INDIRECT	\$61,685	\$33,617.60		100%		\$28,067.40	54%	\$33,618
GRAND TOTAL	\$1,777,132	\$815,407.08	\$8,330.62		\$0.00	\$961,724.92	46%	\$88,598

TRAINING PA 20 - Index #525157

YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,587.00	\$2,859.15				\$1,727.85		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$2,859.15			\$0.00	\$1,727.85	62%	
FRINGE	\$1,588.00	\$989.06				\$598.94	62%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101		\$478.83	\$355.43					
registration instate 74110		\$125.00	\$0.00					
OUT STATE 74201		\$1,456.63	\$522.96					
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$2,545.46	\$1,363.39	4%	\$0.00	\$1,704.54	60%	\$101.82
SUPPLIES	\$400.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$289.76	\$172.72		\$0.00	\$110.24		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$5,145.04				\$3,849.96	57%	
OTHER	\$1,162.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$327.41	\$21.79	1%				\$3.27
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23		\$58.25	\$58.25					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$385.66	\$80.04		\$0.00	\$776.34	33%	\$3
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$12,214.13	\$1,616.15		\$0.00	\$8,767.87		\$105
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$12,214.13	\$1,616.15		\$0.00	\$8,767.87	58%	\$105

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$40,704.00		100%				\$40,704
Staff SAL 61111	\$363,477.00	\$239,292.31						
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$1,146.27						
CELL PLAN 61180	\$780.00	\$480.00						
STUDENT 61501	\$5,000.00	\$4,020.76						
TOTAL PERSONNEL	\$432,060.00	\$285,643.34			\$0.00	\$146,416.66	66%	\$40,704
FRINGE	\$289,159.00	\$189,201.81		12.05%		\$99,957.19	65%	\$22,799
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$21,250.00							
Office 71102		\$1,133.90	\$1,133.90	5%				\$57
Janitor/Maint. 71103		\$3,397.92	\$3,397.92					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$2,331.02	\$2,331.02					
Food 71120		\$2,989.45	\$330.93					
Grounds 71122			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$21,250.00	\$9,852.29	\$7,193.77		\$0.00	\$11,397.71	46%	\$57
SUBCONTRACT 72311	\$944,376.00	\$442,896.90				\$501,479.10	47%	
OTHER	\$16,500.00							
Phone line serv 71203/05		\$135.21	\$95.42					
Internet 71208		\$560.00	\$560.00					
Hous Auth utilities 71211		\$2,095.00						
Postage 71310/20		\$2.21	\$0.00					
Insurance Non-emp 71401				0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$630.00	\$630.00	0%				\$0
Maint. Copy Mach. 72101		\$1,442.47	\$364.80	1%				\$14
Maint. software 72105			\$0.00	1%	\$2,581.29			\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%				\$6
c.background ch. Stud. 73513		\$111.00	\$111.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$50.00						
Misc.background ch. 73523			\$0.00					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$861.12						\$0.00
Local Phone 73910		\$756.00		1%				\$8
LD Phone 73911		\$92.44		1%				\$1
Printing Serv. 73920		\$79.00						
Inv. Equip 78100	2980							\$0
TOTAL OTHER	\$19,480.00	\$7,589.70	\$1,891.05		\$2,581.29	\$9,309.01	52%	\$28
CONSULTANTS	\$8,872.00							
Consult 72204		\$450.00						
TEMP 72211		\$6,740.16			500			
Non emp gen 72249								
TOTAL CONSULT	\$8,872.00	\$7,190.16	\$0.00		\$500.00	\$1,181.84	87%	
TOTALS	\$1,715,447	\$942,374.20	\$9,084.82		\$3,081.29	\$769,991.51	55%	\$63,588
INDIRECT	\$61,685	\$38,904.47		100%		\$22,780.53	63%	\$38,904
GRAND TOTAL	\$1,777,132	\$981,278.67	\$9,084.82		\$3,081.29	\$792,772.04	55%	\$102,492

TRAINING PA 20 - Index #525157

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	YTD Average Percent		ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL	
Staff SAL 61111	\$4,587.00	\$3,280.12				\$1,306.88	
Staff SAL 61150						\$0.00	\$0.00
TOTAL PERSONNEL	\$4,587.00	\$3,280.12			\$0.00	\$1,306.88	72%
FRINGE	\$1,588.00	\$1,134.24				\$453.76	71%
TRAVEL	\$4,250.00						
INSTATE 74101		\$478.83	\$355.43				
registration instate 74110		\$125.00	\$0.00				
OUT STATE 74201		\$1,456.63	\$522.96				
REGISTRATION OUT 74210		\$485.00	\$485.00				
TRAVEL 74000	\$4,250.00	\$2,545.46	\$1,363.39	4%	\$0.00	\$1,704.54	60%
SUPPLIES	\$400.00						
Office 71102			\$0.00	5%			\$0.00
Janitor/Maint. 71103			\$0.00	0%			\$0
Household 71106			\$0.00				
Classroom 71109			\$0.00				
Food 71120		\$289.76	\$172.72				
TOTAL SUPPLIES	\$400.00	\$289.76	\$172.72		\$0.00	\$110.24	\$0.00
SUBCONTRACT 72311	\$8,995.00	\$6,146.61				\$2,848.39	68%
OTHER	\$1,162.00						
Line Service 71203			\$0.00				
Equip. <1,000 71501			\$0.00				
Subscrip/Dues 71801			\$0.00				
Maint. Copy Mach. 72101		\$327.41	\$21.79	1%			\$3.27
Maint. COMP Softw 72105			\$0.00	1%	\$300.00		\$0.00
Maint. Equip 72108			\$0.00	1%			\$0.00
Misc. Accreditation 73514			\$0.00				
Misc. backgrnd 73513/23		\$96.50	\$96.50				
Misc. Other 72249							
Printing Serv. 73920				1%			\$0.00
charges-Dept 73949							
TOTAL OTHER	\$1,162.00	\$423.91	\$118.29		\$300.00	\$438.09	62%
CONSULTANTS							
Consult WKU 61160							
Non Empl serv 72249							
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
TOTALS	\$20,982.00	\$13,820.10	\$1,654.40		\$300.00	\$6,861.90	\$105
INDIRECT	\$0.00					\$0.00	\$0
GRAND TOTAL	\$20,982.00	\$13,820.10	\$1,654.40		\$300.00	\$6,861.90	67%



ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.eclkc.ohs.acf.hhs.gov

June 11, 2019

Laura M. Hagan, Chairman, WKURF Board
Western Kentucky University
1906 College Heights Blvd
Bowling Green, KY 42101

Re: Grant No. 04CH4776

Dear Ms. M. Hagan:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 08/01/2019.

The following table reflects the annual funding, including the approved amount from the Supplement to Increase Program Hours, if applicable, and enrollment levels for your grant.

Program	Head Start	Early Head Start
Federal Funded Enrollment	178	
Funding Type	Head Start	Early Head Start
Program Operations	\$1,777,132	
Training and Technical Assistance	\$20,982	
Total Funding	\$1,798,114	

Period of Funding: 11/01/2019 – 10/31/2020

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Please contact Loren Jackson, Head Start Program Specialist, at 404-562-2856 or loren.jackson@acf.hhs.gov or Samuel Dupervil, Grants Management Specialist, at 404-562-2819 or samuel.dupervil@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

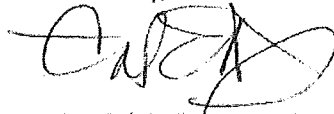
Ms. M. Hagan

Page 2

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin E. Moore, Jr.", with a stylized flourish at the end.

Dr. Calvin E. Moore, Jr.
Regional Program Manager
Office of Head Start

cc: James Christopher Watkins, Executive Director
Thelma Jackson, Head Start Director

FY2018- 19 EARLY HEAD START

MONTHLY EXPENDITURE REPORT
APR 1- 30 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$69,328.08						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$102,842.00	\$69,328.08			\$0.00	\$33,513.92	67%	\$0
FRINGE	\$88,598.00	\$59,279.14				\$29,318.86	67%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$1,155.85	\$1,155.85	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$842.28	\$842.28					
Food 71120		\$386.85	\$386.85					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$2,524.43	\$2,524.43		\$0.00	\$1,675.57	60%	\$7
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
.background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,739.00	\$711.86	\$570.00		\$0.00	\$1,027.14	41%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00				\$0.00	\$400.00		\$0
TOTALS	\$197,779.00	\$131,843.51			\$0.00	\$65,935.49	67%	\$7
INDIRECT	\$15,822.00	\$10,547.36		100%		\$5,274.64	67%	\$10,547
GRAND TOTAL	\$213,601.00	\$142,390.87	\$3,094.43		\$0.00	\$71,210.13	67%	\$10,554

MONTHLY EXPENDITURE REPORT
APR 1- 30 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

TRAINING PA 26 - Index #544834

YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$731.68						
TOTAL PERSONNEL	\$1,425.00	\$731.68			\$0.00	\$693.32	51%	
FRINGE	\$575.00	\$300.57				\$274.43	52%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$339.01	\$210.01					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,750.00	\$339.01	\$210.01	4%	\$0.00	\$1,410.99	19%	\$14
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$62.56	\$62.56					
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$179.60	\$179.60		\$0.00	\$120.40	60%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$190.10	\$190.10	1%				\$1.90
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$190.10	\$190.10		\$0.00	\$756.90	20%	\$1.90
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$1,740.96			\$0.00	\$3,256.04	35%	\$2
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$1,740.96	\$579.71		\$0.00	\$3,256.04	35%	\$2

MONTHLY EXPENDITURE REPORT
MAY 1- 31 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$78,075.20						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$102,842.00	\$78,075.20			\$0.00	\$24,766.80	76%	\$0
FRINGE	\$88,598.00	\$66,799.47				\$21,798.53	75%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$1,415.87	\$1,415.87	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$865.60	\$865.60					
Food 71120		\$443.93	\$443.93					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$2,864.85	\$2,864.85		\$0.00	\$1,335.15	68%	\$7
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$210.00	\$210.00	1%				\$2
Maint Copy 72101		\$41.40	\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,739.00	\$963.26	\$780.00		\$0.00	\$775.74	55%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00				\$0.00	\$400.00		\$0
TOTALS	\$197,779.00	\$148,702.78			\$0.00	\$49,076.22	75%	\$9
INDIRECT	\$15,822.00	\$11,896.10		100%		\$3,925.90	75%	\$11,896
GRAND TOTAL	\$213,601.00	\$160,598.88	\$3,644.85		\$0.00	\$53,002.12	75%	\$11,906

MONTHLY EXPENDITURE REPORT
MAY 1- 31 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

TRAINING PA 26 - Index #544834					YTD Average Percent		75%	ADMIN COSTS
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	
Staff SAL 61111	\$1,425.00	\$914.60						
TOTAL PERSONNEL	\$1,425.00	\$914.60			\$0.00	\$510.40	64%	
FRINGE	\$575.00	\$375.71				\$199.29	65%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$557.31	\$428.31					
REGISTRAT KY 74110		\$125.00	\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,750.00	\$682.31	\$428.31	4%	\$0.00	\$1,067.69	39%	\$27
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$62.56	\$62.56					
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$179.60	\$179.60		\$0.00	\$120.40	60%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$562.56	\$190.10	1%				\$5.63
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$562.56	\$190.10		\$0.00	\$384.44	59%	\$5.63
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$2,714.78			\$0.00	\$2,282.22	54%	\$6
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$2,714.78	\$798.01		\$0.00	\$2,282.22	54%	\$6

QUARTERLY REPORT

21

3rd QTR 04CH4761	EARLY HEAD START 544833-834				Reporting Period:		
	FY: Sep. 1, 2018 - Aug. 31, 2019				9/1/18 TO 5/31/19		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$102,842	\$78,075		75.92%	\$24,767		\$ -
Fringe Benefits	\$88,598	\$66,799		75.40%	\$21,799		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,200	\$2,865		68.21%	\$1,335	\$ 2,865	\$ 7
Contractual	\$0		\$0		\$0		
Other	\$1,739	\$963		45.03%	\$776	\$ 780	\$ 3
Consultants	\$400				\$400		
TOTAL DIRECT	\$197,779	\$148,703	\$0	75.19%		\$3,645	\$10
Indirect Costs	\$15,822	\$11,896		75.19%			\$ 11,896
TOTAL PA 25	\$213,601	\$160,599	\$0	75.19%	\$0	\$3,645	\$11,906
PA 26 Training					\$0		
Personnel/Frg	\$2,000	\$1,290					
Supplies/Other	\$1,247	\$742				369.7	\$ 6.00
Contractual	\$0						
Travel	\$1,750	\$682				428.31	\$ 27
TOTAL PA26	\$4,997	\$2,715	\$0	54.33%	\$2,282	\$ 798	\$ 33
TOTAL AWARD**	\$218,598	\$163,314	\$0	75%	\$55,284	\$4,443	\$11,939
NON FEDERAL						Non Fed Space 5%	\$2,570
	Space	\$30,596				% Admin WKU	5.3%
	Volunteers	\$20,794					
	Other					TOTAL ADMIN	\$14,509
Total Non Federal	\$54,650	\$51,390	\$0	94.03%	\$3,260		
TOTAL OUTLAYS	\$273,248	\$214,704	\$0				
QTRLY NOTES:	Category:						
	OTHER: line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing						
	Expenditures: On track						

NON-FEDERAL TRACKING FORM
544833-834
EARLY HEAD START September 1, 2018- August 31, 2019

	RATE *	1st Qtr	2nd Qtr	Mid Year	TOTAL	3rd Qtr	4th Qtr	Mid Year	TOTAL	Non Fed Due
Foster Grandparent Hours	\$7.60	993.3	887	1880	\$14,289.90	1090		1090	\$8,284.00	\$54,650
Parent Hours	\$11.69	21	26	47	\$549.43	8		8	\$93.52	
Community Hours	\$11.69	45.5	8	53.5	\$625.42	15		15	\$175.35	
Interns	\$22.10	0	0	0	\$0.00	0		0	\$0.00	
Speech, OT, Graduate Students	\$20.94	0	0	0	\$0.00	0		0	\$0.00	
Policy Council	\$56.95	4	4	8	\$455.60	4		4	\$227.80	
Professional/Adv. Council/comm	\$63.05	50	25.5	75.5	\$4,760.28	18		18	\$1,134.90	
TOTAL BUDGET = \$19,874					\$20,680.62				\$9,915.57	\$30,596

OTHER:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
List Items:	Total	Total	Total	Total	TOTAL
					\$0.00
					\$0.00
					\$0.00
TOTAL OTHER					\$0.00

SPACE:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
INDOOR/OUTDOOR SQ.FT	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
					\$0
SQ FT. 2000	12.1	\$8,694	\$8,694	\$3,406	\$3,406
TOTAL BUDGET = \$24,200			\$17,388	\$3,406	\$20,794

Admin 5%	\$2,570	\$51,390
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Notes:
For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.
For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

* Rates updated 2/1/19
Becky Johnson 6/27/2019
Submitted Date

\$3,260
BAL DUE

MONTHLY EXPENDITURE REPORT
JUNE 1- 30 2019
INTERIM REPORT

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 83%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$87,463.32						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$102,842.00	\$87,463.32			\$0.00	\$15,378.68	85%	\$0
FRINGE	\$88,598.00	\$74,887.32				\$13,710.68	85%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$1,597.40	\$1,597.40	0%	\$438.43			\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$1,123.60	\$1,123.60					
Food 71120		\$443.93	\$443.93					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$3,304.38	\$3,304.38		\$438.43	\$457.19	89%	\$7
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$210.00	\$210.00	1%				\$2
Maint Copy 72101		\$41.40	\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%	\$500.00			\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,739.00	\$963.26	\$780.00		\$500.00	\$275.74	84%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00				\$0.00	\$400.00		\$0
TOTALS	\$197,779.00	\$166,618.28			\$938.43	\$30,222.29	85%	\$9
INDIRECT	\$15,822.00	\$13,329.32		100%	\$2,492.68	\$0.00	100%	\$13,329
GRAND TOTAL	\$213,601.00	\$179,947.60	\$4,084.38		\$3,431.11	\$30,222.29	86%	\$13,339

MONTHLY EXPENDITURE REPORT
JUNE 1- 30 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

TRAINING PA 26 - Index #544834					YTD Average Percent		83%	ADMIN COSTS
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	
Staff SAL 61111	\$1,425.00	\$1,097.52						
TOTAL PERSONNEL	\$1,425.00	\$1,097.52			\$0.00	\$327.48	77%	
FRINGE	\$575.00	\$450.85				\$124.15	78%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$557.31	\$428.31		\$70.93			
REGISTRAT KY 74110		\$125.00	\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,750.00	\$682.31	\$428.31	4%	\$70.93	\$996.76	39%	\$27
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$62.56	\$62.56					
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$179.60	\$179.60		\$0.00	\$120.40	60%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$562.56	\$190.10	1%				\$5.63
Maint software 72105			\$0.00	1%	\$250.00			\$0
background ch. Stud. 73513/23		\$114.75	\$114.75					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$677.31	\$304.85		\$250.00	\$19.69	72%	\$5.63
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$3,087.59			\$320.93	\$1,588.48	62%	\$6
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$3,087.59	\$912.76		\$320.93	\$1,588.48	62%	\$6

CANTEEN MEAL EXPENSE FOR WKUCCC

MONTH	DC budget	FOOD budget	HS	EHS	TOTAL	CACFP REIMBURSEMENT
JUN 2018		\$6,839.01			\$6,839.01	\$5,775.61
JULY		\$6,280.38			\$6,280.38	\$5,233.86
AUG		\$6,130.44			\$6,130.44	\$7,023.92
SEPT		\$6,990.95			\$6,990.95	\$8,360.00
OCT		\$8,331.47			\$8,331.47	\$9,660.44
NOV		\$7,114.66			\$7,114.66	\$8,716.41
DEC		\$3,798.00			\$3,798.00	\$4,499.46
JAN 2019		\$7,598.41			\$7,598.41	\$9,089.70
FEB		\$7,425.56			\$7,425.56	\$9,014.84
MAR		\$6,975.00			\$6,975.00	\$8,181.81
APR		7765.1			\$7,765.10	\$9,381.09
MAY					\$0.00	
TOTALS	\$0.00	\$75,248.98	\$0.00	\$0.00	\$75,248.98	\$84,917.14
CACFP REIMBURSEMENT 2018-19						\$84,917.14

Snacks, breakfast & Supplies Non-reimbursed CANTEEN \$9,668
 CRS One Source* \$16,371.90
 *paid by day care

FREE MEALS SUMMARY

CACFP	# meals	BREAK	# meals	LUN	# meals	snack	HS 83%	EHS 17%
JUN	769	1345.75	962	3107.26	465	409.2	\$4,036	\$827
JULY	675	1208.25	892	2952.52	286	260.26	\$3,669	\$752
AUG	986	1764.94	1206	3991.86	535	486.85	\$5,182	\$1,061
SEPT	1153	2063.87	1450	5140.25	699	636.09	\$6,507	\$1,333
OCT	1457	2608.03	1585	5246.35	1085	987.35	\$7,339	\$1,503
NOV	1223	2189.17	1467	4855.77	933	849.03	\$6,552	\$1,342
DEC	625	1118.75	756	2502.36	479	435.89	\$3,367	\$690
JAN 2019	1280	2291.2	1515	5014.65	961	874.51	\$6,790	\$1,391
FEB	1274	2280.46	1512	5004.72	925	841.75	\$6,745	\$1,382
MAR	1179	2110.41	1374	4547.94	740	673.4	\$6,085	\$1,246
APR	1329	2378.91	1603	5305.93	841	765.31	\$7,014	\$1,437
MAY	984	1761.36	1087	3597.97	618	562.35	\$4,915	\$1,007
						\$82,171	\$68,202	\$13,969
						Free meals	96.77%	
						Paid meals	\$2,746.47	3.23%