

Financial Reports to Policy Council and Board Members

April, 2020 – Policy Council Meeting

April 27, 2020 – 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 2018-19 HEAD START (WKU index 525156-157)

- Page 1: Final Federal Form 425 submitted 1/28/2020.

FY 2019-20 HEAD START (WKU index 525158-159)

- Pages 2-3: Monthly financial report JAN 2020 expenditures on track
- Pages 4-5: First Quarter Report, Summary of Expenditures, non-federal; credit card, USDA, administrative costs
- Pages 6-9: Monthly financial reports FEB-MAR 2020 expenditures on track
- Pages 10-12: Notice of Award Amendment 1 Received balance of award \$899,057, total award 1,798,114.

FY 2019-20 EARLY HEAD START (WKU index 544837-838)

- Pages 13-16: Monthly financial reports JAN- FEB 2020 expenditures on track
- Pages 17-18: Second Quarter Report, Summary of Expenditures, non-federal; credit card, USDA, administrative costs
- Page 19: Mid-Year (Sep-Feb) Federal Form 425 submitted to Murray 3/19/2020.
- Pages 20-21: Monthly financial report MAR 2020 expenditures on track

CACFP

- Page 22: Summary report of food expenditure and CACFP reimbursements

SEPARATE ATTACHMENTS:

1. **COLA/QUALITY IMPROVEMENT supplemental funds request. Due May 15, 2020**

OTHER

- PI-HS-20-01 Head Start Service Duration (2 Pages)
- PI-HS-20-02 COLA/QUALITY IMPROVEMENT funds (4 pgs.)
- PI-HS-20-03 Coronavirus Aid (6 pgs.)
- IM-HS-20-01 Children with Disabilities (4 pgs.)
- IM-HS-OA 20-01 ACF flexibilities COVID-19 (5 pgs.)
- Notices OHS: COVID-19 Wages and Benefits; Temporarily Repurposing HS/EHS Centers; Full Enrollment Q&A

For your Information and Review the above 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, to view entire content of large announcements and to keep informed on Head Start happenings.

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
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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
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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 type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) 11/1/2018	To: (Month, Day, Year) 10/31/2019	9. Reporting Period End Date (Month, Day, Year) 10/31/2019
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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	\$1,798,114.00
b. Cash Disbursements	\$1,798,114.00
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	\$1,798,114.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$1,798,114.00
h. Unobligated balance of Federal funds (line d minus g)	\$0.00

Recipient Share:	
i. Total recipient share required	\$449,529.00
j. Recipient share of expenditures	\$449,529.00
k. Remaining recipient share to be provided (line i minus j)	\$0.00

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	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Predetermined	8%	11/1/2018	10/31/2019	771,071.00	61,685.00	61,685.00
g. Totals:					771,071.00	61,685.00	61,685.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Administrative Costs \$227,937, USDA HS \$68,202	Total
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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)
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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 d. Email address paula.mattison@wku.edu e. Date Report Submitted (Month, Day, Year) 1/28/2020
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b. Signature of Authorized Certifying Official 	14. Agency use only:
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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.

FY 2019- 20 HEAD START

INDEX NUMBER 525158

YTD Average Percent 25%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$28,428.00	\$14,214.00		100%				\$14,214
Staff SAL 61111	\$187,058.00	\$75,990.30						
Part Time SAL 61123	\$5,000.00							
Staff OT 61130		\$416.67						
CELL PLAN 61180		\$180.00						
STUDENT 61501	\$3,000.00							
TOTAL PERSONNEL	\$223,486.00	\$90,800.97			\$0.00	\$132,685.03	41%	\$14,214
FRINGE	\$145,486.00	\$64,583.15		12.05%		\$80,902.85	44%	\$7,782
TRAVEL	\$125.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$125.00	\$0.00	\$0.00	4%	\$0.00	\$125.00		\$0
SUPPLIES	\$9,450.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$154.53	\$154.53					\$0
Household 71106		\$54.69	\$54.69					\$0
Classroom 71109			\$0.00					
Food 71120		\$144.52	\$144.52					
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$9,450.00	\$353.74	\$353.74		\$0.00	\$9,096.26	4%	\$0
SUBCONTRACT 72311	\$472,188.00	\$162,227.11			\$309,960.89	\$0.00	34%	
OTHER	\$5,988.00							
Phone line serv 71203/05		\$17.35	\$0.00					
Internet 71208		\$80.00	\$80.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20			\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$343.83	\$0.00	1%				\$3
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
Misc.background ch. Stud. 73513		\$344.25	\$344.25					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Misc. Other 73549			\$0.00					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$247.14						\$0.00
Local Phone 73910		\$180.00		1%				\$2
LD Phone 73911/12		\$26.69		1%				\$0
Printing Serv. 73920		\$989.00						
Dept Charges misc 73949								
Inv. Equip 78100								\$0
TOTAL OTHER	\$5,988.00	\$5,566.26	\$424.25		\$0.00	\$421.74	93%	\$6
CONSULTANTS	\$1,000.00							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$857,723	\$323,531.23	\$777.99		\$309,960.89	\$224,230.88	74%	\$22,002
INDIRECT	\$30,843	\$12,904.31		100%		\$17,938.69	42%	\$12,904
GRAND TOTAL	\$888,566	\$336,435.54	\$777.99		\$309,960.89	\$242,169.57	73%	\$34,906

TRAINING PA 20 - Index #525159

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/20	CREDIT CARD	% admin	YTD Average Percent		25%	ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL	% SPENT	
Staff SAL 61111	\$2,270.00	\$1,158.24				\$1,111.76		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,270.00	\$1,158.24			\$0.00	\$1,111.76	51%	
FRINGE	\$818.00	\$400.64				\$417.36	49%	\$0.00
TRAVEL	\$1,875.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$1,875.00	\$0.00	\$0.00	4%	\$0.00	\$1,875.00	0%	\$0.00
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$300.00	\$0.00	\$0.00		\$0.00	\$300.00		\$0.00
SUBCONTRACT 72311	\$4,497.00	\$521.04				\$3,975.96	12%	
OTHER	\$731.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101			\$0.00	1%				\$0.00
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			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$731.00	\$0.00	\$0.00		\$0.00	\$731.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,491.00	\$2,079.92	\$0.00		\$0.00	\$8,411.08		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,491.00	\$2,079.92	\$0.00		\$0.00	\$8,411.08	20%	\$0

QUARTERLY REPORT

ist QTR 04CH01269	HEAD START 525158, 525159				Reporting Period:		
	FY: NOV. 1, 2019 - OCT. 31, 2020				11/1/19 TO 1/31/20		
interim	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$223,486	\$90,801		40.63%	\$132,685		\$ 14,214
Fringe Benefits	\$145,486	\$64,583		44.39%	\$80,903		\$ 7,782
Travel	\$125			0.00%	\$125		
Equipment	\$0						
Supplies	\$9,450	\$354		3.74%	\$9,096		
Contractual	\$472,188	\$162,227		34.36%	\$309,961	353.74	
Other	\$5,988	\$5,566		92.96%	\$422	\$ 424	\$ 6
Consultants	\$1,000			0.00%	\$1,000		
TOTAL DIRECT	\$857,723	\$323,531	\$0	37.72%	\$534,192	\$778	\$ 22,002
Indirect Costs	\$30,843	\$12,904		41.84%	\$17,939		\$ 12,904
TOTAL PA 22	\$888,566	\$336,436	\$0	37.86%	\$552,130	\$778	\$34,906
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$3,088	\$1,559					
Supplies/Other	\$1,031						
consultant	\$0						
Contractual	\$4,497	\$521					
Travel	\$1,875						
TOTAL PA20	\$10,491	\$2,080	\$0	19.83%	\$8,411	\$ -	\$ -
TOTAL AWARD	\$899,057	\$338,515	\$0		\$560,542	\$778	\$34,906
NON FEDERAL						Non Fed Space 5%	\$1,800
	Grantee \$211,186	\$47,686				% Admin WKU	2.7%
	Audubon \$136,985					Audubon	
	Murray \$101,358					Murray	
Total Non Federal	\$449,529	\$47,686	\$0		\$401,843		
TOTAL OUTLAYS	\$1,348,586	\$386,201	\$0			Total Admin Costs	\$36,706
						TOTAL % Admin	2.7%
						USDA FY20 - HS	\$43,242
QTRLY NOTES:	Category:						
CONTRACTUAL:	all contractual expenditures are for Delegate Agencies (Audubon Area and Murray)						
OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees,						
	telephone and printing						
EXPENDITURES: COMPLETED							

	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	1124		1124	\$8,542.40				\$0.00	\$211,186	\$136,985	\$101,358
Parent Hours	\$11.69	13.5		13.5	\$157.82				\$0.00			
Community Hours	\$11.69	25.25		25.25	\$295.17				\$0.00			
Interns	\$22.10	0		0	\$0.00				\$0.00			
Speech, OT, Graduate Students	\$20.94	13.5		13.5	\$282.69				\$0.00			
Policy Council	\$56.95	8		8	\$455.60				\$0.00			
Professional/Adv Councils/Comm	\$63.05	31		31	\$1,954.55				\$0.00	\$11,688		
TOTAL VOLUNTEERS = \$66,401					\$11,688.23				\$0.00			

OTHER:

List Items:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
Toys, puzzles, books					\$0.00
Audubon: services; transportation					\$0.00
Murray: contracted services					
Indirect Cost: Base =					\$0.00
Approved rate 42% =					\$0.00
WKUCCC rate 8% =					\$0.00
TOTAL OTHER = \$795					\$0.00

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
12,015					\$0
TOTAL SPACE = \$143,990	12.1	\$35,998			\$35,998

ADMIN 5% = \$ 1,800

AWARD TOTAL DUE NFS \$449,529

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	\$163,500	\$136,985	\$101,358
Total NFS	\$47,686		
BAL DUE	\$401,843		

*rates updated 2/1/20

SUBMITTED: Becky Johnson

4/3/2020

INDEX NUMBER 525158

YTD Average Percent 33%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/29/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$28,428.00	\$18,952.00		100%				\$18,952
Staff SAL 61111	\$187,058.00	\$101,985.30						
Part Time SAL 61123	\$5,000.00							
Staff OT 61130		\$555.56						
CELL PLAN 61180		\$240.00						
STUDENT 61501	\$3,000.00							
TOTAL PERSONNEL	\$223,486.00	\$121,732.86			\$0.00	\$101,753.14	54%	\$18,952
FRINGE	\$145,486.00	\$87,167.71		12.05%		\$58,318.29	60%	\$10,504
TRAVEL	\$125.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$125.00	\$0.00	\$0.00	4%	\$0.00	\$125.00		\$0
SUPPLIES	\$9,450.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$313.12	\$313.12					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$281.47	\$281.47					
Food 71120		\$450.61	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$9,450.00	\$1,045.20	\$1,045.20		\$0.00	\$8,404.80	11%	\$0
SUBCONTRACT 72311	\$472,188.00	\$235,179.81			\$237,008.19	\$0.00	50%	
OTHER	\$5,988.00							
Phone line serv 71203/05		\$17.35	\$0.00					
Internet 71208		\$160.00	\$160.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20			\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$914.18	\$0.00	1%				\$9
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$517.25	\$517.25					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Misc. Other 73549			\$0.00					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$270.00		1%				\$3
LD Phone 73911/12		\$29.48		1%				\$0
Printing Serv. 73920		\$2,370.00						
Dept Charges misc 73949								
Inv. Equip 78100								\$0
TOTAL OTHER	\$5,988.00	\$8,110.54	\$677.25		\$0.00	(\$2,122.54)	135%	\$12
CONSULTANTS	\$1,000.00							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$857,723	\$453,236.12	\$1,722.45		\$237,008.19	\$167,478.69	80%	\$29,468
INDIRECT	\$30,843	\$17,444.46		100%		\$13,398.54	57%	\$17,444
GRAND TOTAL	\$888,566	\$470,680.58	\$1,722.45		\$237,008.19	\$180,877.23	80%	\$46,912

TRAINING PA 20 - Index #525159

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/29/20	CREDIT CARD	% admin	YTD Average Percent		% SPENT	ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL		
Staff SAL 61111	\$2,270.00	\$1,544.32				\$725.68		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,270.00	\$1,544.32			\$0.00	\$725.68	68%	
FRINGE	\$818.00	\$534.14				\$283.86	65%	\$0.00
TRAVEL	\$1,875.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$1,875.00	\$435.00	\$435.00	4%	\$0.00	\$1,440.00	23%	\$17.40
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$300.00	\$0.00	\$0.00		\$0.00	\$300.00		\$0.00
SUBCONTRACT 72311	\$4,497.00	\$823.53			\$3,673.47	\$0.00	18%	
OTHER	\$731.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$132.82	\$0.00	1%				\$1.33
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			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$731.00	\$132.82	\$0.00		\$0.00	\$598.18	18%	\$1
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,491.00	\$3,469.81	\$435.00		\$3,673.47	\$3,347.72		\$19
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,491.00	\$3,469.81	\$435.00		\$3,673.47	\$3,347.72	68%	\$19

INDEX NUMBER 525158

YTD Average Percent 42%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$28,428.00	\$23,690.00		100%				\$23,690
Staff SAL 61111	\$187,058.00	\$127,980.30						
Part Time SAL 61123	\$5,000.00							
Staff OT 61130		\$771.31						
CELL PLAN 61180		\$300.00						
STUDENT 61501	\$3,000.00							
TOTAL PERSONNEL	\$223,486.00	\$152,741.61			\$0.00	\$70,744.39	68%	\$23,690
FRINGE	\$145,486.00	\$109,788.88		12.05%		\$35,697.12	75%	\$13,230
TRAVEL	\$125.00							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$125.00	\$62.21	\$62.21	4%	\$0.00	\$62.79		\$2
SUPPLIES	\$9,450.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$476.96	\$476.96					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$343.30	\$343.30					
Food 71120		\$782.61	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$9,450.00	\$1,602.87	\$1,270.87		\$0.00	\$7,847.13	17%	\$0
SUBCONTRACT 72311	\$472,188.00	\$309,361.26			\$162,826.74	\$0.00	66%	
OTHER	\$5,988.00							
Phone line serv 71203/05		\$56.99	\$0.00					
Internet 71208		\$240.00	\$240.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20			\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,097.57	\$0.00	1%				\$11
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$593.75	\$593.75					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Misc. Other 73549			\$0.00					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$360.00		1%				\$4
LD Phone 73911/12		\$32.25		1%				\$0
Printing Serv. 73920								
Dept Charges misc 73949								
Inv. Equip 78100								\$0
TOTAL OTHER	\$5,988.00	\$6,212.84	\$833.75		\$0.00	(\$224.84)	104%	\$15
CONSULTANTS	\$1,000.00							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$857,723	\$579,769.67	\$2,166.83		\$162,826.74	\$115,126.59	87%	\$36,937
INDIRECT	\$30,843	\$21,632.61		100%		\$9,210.39	70%	\$21,633
GRAND TOTAL	\$888,566	\$601,402.28	\$2,166.83		\$162,826.74	\$124,336.98	86%	\$58,570

TRAINING PA 20 - Index #525159

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/20	CREDIT CARD	% admin	YTD Average Percent		% SPENT	ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL		
Staff SAL 61111	\$2,270.00	\$1,930.40				\$339.60		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,270.00	\$1,930.40			\$0.00	\$339.60	85%	
FRINGE	\$818.00	\$667.64				\$150.36	82%	\$0.00
TRAVEL	\$1,875.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$250.00	\$250.00					
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$0.00						
TRAVEL 74000	\$1,875.00	\$1,471.88	\$1,471.88	4%	\$0.00	\$403.12	79%	\$58.88
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$300.00	\$0.00	\$0.00		\$0.00	\$300.00		\$0.00
SUBCONTRACT 72311	\$4,497.00	\$1,804.46			\$2,692.54	\$0.00	40%	
OTHER	\$731.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$191.67	\$0.00	1%				\$1.92
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			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$731.00	\$191.67	\$0.00		\$0.00	\$539.33	26%	\$2
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,491.00	\$6,066.05	\$1,471.88		\$2,692.54	\$1,732.41		\$61
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,491.00	\$6,066.05	\$1,471.88		\$2,692.54	\$1,732.41	83%	\$61

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start	2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH011269-01-01	3a. AMEND. NO.: 1
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4. FAIN: 04CH011269

5. TYPE OF AWARD: Service	6. TYPE OF ACTION: Balance of Funds	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ
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8. BUDGET PERIOD: 11/01/2019 THRU 10/31/2020	9. PROJECT PERIOD: 11/01/2019 THRU 10/31/2024	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 Hagan , Chairman, WKURF Board	12. PROJECT / PROGRAM TITLE: Head Start
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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.....	\$ 451,513.00	A. NON-FEDERAL SHARE.....	\$ 449,529.00 20%
Fringe Benefits.....	\$ 292,607.00	B. FEDERAL SHARE.....	\$ 1,798,114.00 80%
Travel.....	\$ 4,000.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 1,798,114.00
Supplies.....	\$ 19,500.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 953,371.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 899,057.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	\$ 899,057.00
Other.....	\$ 15,437.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	\$ 1,798,114.00
Direct Costs.....	\$ 1,736,428.00	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
Indirect Costs.....	\$ 61,686.00	Additional Costs	
In Kind Contributions.....	\$ 0.00	22. APPLICANT EIN:	23. PAYEE EIN:
Total Approved Budget.....	\$ 1,798,114.00	616055628	1616055628A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:					DUNS 077876258	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	04CH01126901	75-20-1536	0-G044122	\$888,566.00		
	04CH01126901	75-20-1536	0-G044120	\$10,491.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Dionne Bounds 61 Forsyth St SW Atlanta, GA 30303-8931 Phone: 4045622910	ISSUE DATE: 03/13/2020	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Mr. Omar Barrett 03/11/2020
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29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Ms. Terese Jones - Supervisory Program Specialist	DATE: 03/13/2020
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DGCM-3-785 (Rev. 86)

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH011269-01-01	3a. AMEND. NO.: 1
4. FAIN: 04CH011269				
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Balance of Funds	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ	
8. BUDGET PERIOD: 11/01/2019 THRU 10/31/2020	9. PROJECT PERIOD: 11/01/2019 THRU 10/31/2024	10. CFDA NO.: 93.600 - Head Start		
11. RECIPIENT ORGANIZATION: Western Kentucky University				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

26. REMARKS (Continued from previous page)

This grant action awards the balance of funds, based on the approved refunding application submitted for the 11/01/2018-10/31/2019 budget period, for Head Start operations(\$873,112) and Head Start training and technical assistance(\$10,491). The funded enrollment for Head Start is 178.

This grant action also includes the cost-of-living adjustment increase for the Head Start (\$30,908) program for Fiscal Year 2019.

Early Head Start FY 2019-20

MONTHLY EXPENDITURE REPORT
JAN 1- 31 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2019 - AUGUST 31, 2020
04CH11242-201
GENERAL FUNDS PA 25 - Index #544837 YTD Average Percent 42%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$38,362.20						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$38,362.20			\$0.00	\$66,311.80	37%	\$0
FRINGE	\$90,269.00	\$34,684.80				\$55,584.20	38%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$58.86	\$58.86	5%				\$3
Janitor/Maint. 71103		\$339.64	\$339.64	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$185.85	\$185.85					
Food 71120		\$279.91	\$279.91					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$864.26	\$864.26		\$0.00	\$3,335.74	21%	\$3
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,737.00	\$1,195.06	\$0.00		\$0.00	\$541.94	69%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		\$0
TOTALS	\$201,280.00	\$75,106.32			\$0.00	\$126,173.68	37%	\$39
INDIRECT	\$16,102.00	\$6,008.53		100%		\$10,093.47	37%	\$6,009
GRAND TOTAL	\$217,382.00	\$81,114.85	\$864.26		\$0.00	\$136,267.15	37%	\$6,047

TRAINING PA 26 - Index #544838

YTD Average Percent 42%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00							
TOTAL PERSONNEL	\$1,425.00	\$0.00			\$0.00	\$1,425.00	0%	
FRINGE	\$575.00					\$575.00	0%	
TRAVEL	\$1,400.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$0.00	\$0.00	4%	\$0.00	\$1,400.00	0%	\$0
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$25.25	\$25.25					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$25.25	\$25.25		\$0.00	\$474.75	5%	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$144.38	\$0.00	1%				\$1.44
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$335.63	\$191.25		\$0.00	\$361.37	48%	\$1.44
	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$360.88			\$0.00	\$4,636.12	7%	\$1
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$360.88	\$216.50		\$0.00	\$4,636.12	7%	\$1

MONTHLY EXPENDITURE REPORT
FEB 1- 29 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2019 - AUGUST 31, 2020
04CH11242-201
GENERAL FUNDS PA 25 - Index #544837 YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/29/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$46,601.20						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$46,601.20			\$0.00	\$58,072.80	45%	\$0
FRINGE	\$90,269.00	\$41,998.49				\$48,270.51	47%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$58.86	\$58.86	5%				\$3
Janitor/Maint. 71103		\$418.94	\$418.94	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$185.85	\$185.85					
Food 71120		\$320.78	\$320.78					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$984.43	\$984.43		\$0.00	\$3,215.57	23%	\$3
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgmt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,737.00	\$1,195.06	\$0.00		\$0.00	\$541.94	69%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09 400								
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		\$0
TOTALS	\$201,280.00	\$90,779.18			\$0.00	\$110,500.82	45%	\$39
INDIRECT	\$16,102.00	\$7,262.36		100%		\$8,839.64	45%	\$7,262
GRAND TOTAL	\$217,382.00	\$98,041.54	\$984.43		\$0.00	\$119,340.46	45%	\$7,301

TRAINING PA 26 - Index #544838

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/29/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00							
TOTAL PERSONNEL	\$1,425.00	\$0.00			\$0.00	\$1,425.00	0%	
FRINGE	\$575.00					\$575.00	0%	
TRAVEL	\$1,400.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$0.00	\$0.00	4%	\$0.00	\$1,400.00	0%	\$0
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$25.25	\$25.25					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$25.25	\$25.25		\$0.00	\$474.75	5%	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$162.73	\$0.00	1%				\$1.63
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$353.98	\$191.25		\$0.00	\$343.02	51%	\$1.63
	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$379.23			\$0.00	\$4,617.77	8%	\$2
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$379.23	\$216.50		\$0.00	\$4,617.77	8%	\$2

QUARTERLY REPORT

2nd QTR 04CH11242-201		EARLY HEAD START 544837-838			Reporting Period:		
		FY: Sep. 1, 2019 - Aug. 31, 2020			9/1/19 TO 2/29/20		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$104,674	\$46,601		44.52%	\$58,073		\$ -
Fringe Benefits	\$90,269	\$41,998		46.53%	\$48,271		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,200	\$984		23.44%	\$3,216	\$ 984	\$ 3
Contractual	\$0		\$0		\$0		
Other	\$1,737	\$1,195		55.92%	\$542		\$ 36
Consultants	\$400				\$400		
TOTAL DIRECT	\$201,280	\$90,779	\$0	45.10%		\$984	\$39
Indirect Costs	\$16,102	\$7,262		45.10%			\$ 7,262
TOTAL PA 25	\$217,382	\$98,042	\$0	45.10%	\$0	\$984	\$7,301
PA 26 Training					\$0		
Personnel/Frg	\$2,000	\$0					
Supplies/Other	\$1,197	\$379				216.5	\$ 2.00
Consultants	\$400						
Travel	\$1,400						
TOTAL PA26	\$4,997	\$379	\$0	7.59%	\$4,618	\$ 217	\$ 2
TOTAL AWARD**	\$222,379	\$98,421	\$0	44%	\$123,958	\$1,201	\$7,303
NON FEDERAL						Non Fed Space 5%	\$1,803
	Space	\$17,388				% Admin WKU	3.3%
	Volunteers	\$18,666					
	Other					TOTAL ADMIN	\$9,106
Total Non Federal	\$55,595	\$36,054	\$0	64.85%	\$19,541	2019-20 EHS	
TOTAL OUTLAYS	\$277,974	\$134,475	\$0			USDA FY20	\$10,261
QTRLY NOTES:	Category:						
	OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing					
	Expenditures: on track						

NON-FEDERAL TRACKING FORM

EARLY HEAD START September 1, 2019- August 31, 2020
544837-838

	RATE *	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due
Foster Grandparent Hours	\$7.60	1000	823	1823	\$13,854.80			0	\$0.00	\$55,595
Parent Hours	\$11.69	24.5	19	43.5	\$508.52			0	\$0.00	
Community Hours	\$11.69	18	24.5	42.5	\$496.83			0	\$0.00	
Interns	\$22.10	56	0	56	\$1,237.60			0	\$0.00	
Speech, OT, Graduate Students	\$20.94	0		0	\$0.00			0	\$0.00	
Policy Council	\$56.95	4	4	8	\$455.60			0	\$0.00	
Professional/Adv. Council/comm	\$63.05	8	25.5	33.5	\$2,112.18			0	\$0.00	
TOTAL BUDGET = \$20,820					\$18,665.52				\$0.00	\$18,666
OTHER:										
List Items:		1st Qtr Total	2nd Qtr Total		TOTAL	3rd Qtr Total	4th Qtr Total		TOTAL	
					\$0.00				\$0.00	
					\$0.00				\$0.00	
					\$0.00				\$0.00	
TOTAL OTHER					\$0.00				\$0.00	\$0
SPACE:										
INDOOR/OUTDOOR SQ FT		1st QTR	2nd QTR		TOTAL	3rd QTR	4th QTR		TOTAL	
					\$0				\$0	
SQ FT. 2874	12.1	\$8,694	\$8,694		\$17,388				\$0	
TOTAL BUDGET = \$34,775					\$17,388				\$0	\$17,388
										\$1,803
										\$36,054

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 1/1/20

Becky Johnson

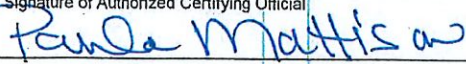
3/18/2020

Submitted Date

\$19,541
BAL DUE

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1 of 1 pages		
DEPARTMENT OF HEALTH AND HUMAN SERVICES		04C011242-1					
3. Recipient Organization (Name and complete address including Zip code)							
WKU Research Foundation 1906 College Heights Blvd. Bowling Green, KY 42101							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type	7. Basis of Accounting		
02-998-0583	61-1358086	544837-544838		Quarterly x Semi-Annual Annual Final	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)			
9/1/2019		8/31/2020		2/29/2020			
10. Transactions				Cumulative			
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts				\$81,475.73			
b. Cash Disbursements				\$98,420.77			
c. Cash on Hand (line a minus b)				(\$16,945.04)			
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized				\$222,379.00			
e. Federal share of expenditures				\$98,420.77			
f. Federal share of unliquidated obligations				\$0.00			
g. Total Federal share (sum of lines e and f)				\$98,420.77			
h. Unobligated balance of Federal funds (line d minus g)				\$123,958.23			
Recipient Share:							
i. Total recipient share required				\$0.00			
j. Recipient share of expenditures				\$0.00			
k. Remaining recipient share to be provided (line i minus j)				\$0.00			
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	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Predetermined	8.00%	9/1/2019	2/29/2020	\$ 201,280.00	\$ 7,262.36	\$ 7,262.36
g. Totals:					\$ 201,280.00	\$ 7,262.36	\$ 7,262.36
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance w.							
USDA \$ 10,261 ADMIN COSTS: \$ 9106							
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					c. Telephone (Area code, number and extension)		
Paula Mattison Assistant Director, Grants & Contracts Accounting					270-745-5338		
b. Signature of Authorized Certifying Official					d. Email address		
					paula.mattison@wku.edu		
					e. Date Report Submitted (Month, Day, Year)		
					3-19-20		
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.

MONTHLY EXPENDITURE REPORT
MAR 1- 31 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2019 - AUGUST 31, 2020

04CH11242-201

GENERAL FUNDS PA 25 - Index #544837 YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$54,840.20						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$54,840.20			\$0.00	\$49,833.80	52%	\$0
FRINGE	\$90,269.00	\$49,312.15				\$40,956.85	55%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$58.86	\$58.86	5%				\$3
Janitor/Maint. 71103		\$500.83	\$500.83	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$185.85	\$185.85					
Food 71120		\$387.61	\$387.61					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$1,133.15	\$1,133.15		\$0.00	\$3,066.85	27%	\$3
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgmt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,737.00	\$1,195.06	\$0.00		\$0.00	\$541.94	69%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		\$0
TOTALS	\$201,280.00	\$106,480.56			\$0.00	\$94,799.44	53%	\$39
INDIRECT	\$16,102.00	\$8,518.48		100%		\$7,583.52	53%	\$8,518
GRAND TOTAL	\$217,382.00	\$114,999.04	\$1,133.15		\$0.00	\$102,382.96	53%	\$8,557

TRAINING PA 26 - Index #544838

YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00							
TOTAL PERSONNEL	\$1,425.00	\$0.00			\$0.00	\$1,425.00	0%	
FRINGE	\$575.00					\$575.00	0%	
TRAVEL	\$1,400.00							
INSTATE 74101		\$49.01	\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201		\$962.30	\$636.80					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$1,011.31	\$636.80	4%	\$0.00	\$388.69	72%	\$40
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$25.25	\$25.25					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$25.25	\$25.25		\$0.00	\$474.75	5%	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$162.73	\$0.00	1%				\$1.63
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$353.98	\$191.25		\$0.00	\$343.02	51%	\$1.63
	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$1,390.54			\$0.00	\$3,606.46	28%	\$2
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$1,390.54	\$853.30		\$0.00	\$3,606.46	28%	\$2

MONTH	CRS	Canteen	HS	EHS	TOTAL	CACFP REIMBURSEMENT
JUN 2019		\$4,917.88			\$4,917.88	\$5,478.55
JULY	\$737.94	\$4,861.80			\$5,399.74	\$5,548.41
AUG	\$642.05	\$4,860.26			\$5,522.33	\$6,075.80
SEPT	\$1,526.15	\$6,770.05			\$8,296.20	\$9,065.28
OCT	\$2,120.29	\$7,559.20			\$9,679.49	\$10,118.62
NOV	\$760.79	\$6,200.66			\$6,961.45	\$7,981.76
DEC	\$0.00	\$3,421.44			\$3,421.44	\$4,456.63
JAN 2020	\$1,967.19	\$6,559.08			\$8,526.27	\$8,662.24
FEB	\$1,481.77	\$6,921.87			\$8,403.64	\$9,043.47
MAR	\$776.43				\$776.43	\$5,488.62
APR					\$0.00	
MAY					\$0.00	
TOTALS	\$10,012.61	\$51,892.26	\$0.00	\$0.00	\$61,904.87	\$71,929.38

REIMBURSEMENT 2019-20	\$71,929.36
Non-reimbursed CANTEEN/CRS	\$10,025
plies CRS One Source*	\$3,337.59

*paid by day care

CACFP	# meals	BREAK	# meals	LUN	# meals	snack	HS 83%	EHS 17%
JUN	827	1480.33	903	2888.93	433	394.03	\$4,037	\$827
JULY	808	1486.72	896	3055.36	418	392.92	\$4,096	\$839
AUG	908	1670.72	982	3348.62	502	471.88	\$4,568	\$934
SEPT	1365	2511.6	1491	5084.31	727	683.38	\$6,872	\$1,407
OCT	1543	2839.12	1694	5776.54	661	621.34	\$7,667	\$1,570
NOV	1202	2211.68	1306	4453.46	675	634.5	\$6,059	\$1,241
DEC	652	1199.68	738	2516.58	391	367.54	\$3,390	\$694
JAN 2020	1285	2364.4	1422	4848.02	740	695.6	\$6,564	\$1,345
FEB	1347	2478.48	1491	5084.31	740	695.6	\$6,854	\$1,404
MAR	808	1486.72	915	3120.15	450	423	\$4,175	\$855
APR							\$0	\$0
MAY							\$0	\$0
Free meals							\$54,271	\$11,116
Paid meals							\$0.90%	\$0.10%
							\$6,542.86	\$9.10%