



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

BOARD OF DIRECTORS MEETING

September 19, 2023 @ 5:00 p.m.

Lakewood Vineyards

4024 NY-14, Watkins Glen, NY 14891

Call to Order

Public Comment

Meeting Minutes – August 15, 2023

Prior Business

- Camp Program Update
- Farm Tour Weekend

New Business

- Annual Meeting Location
- CCEESC Constitution Review
- Energy Program Transition Update

Reports and Updates – WIGO: (What Is Going On)

- *Finance Committee, Howard Cabezas (5 min)*
- *Mel Schroeder, Executive Director (5 min)*
- *Chad Hendrickson, CCEESC Board President (5 min)*
- *Adam Hughes, State Extension Specialist (5 min)*
- *Governance Committee, Sarah Agan (5 min)*
- *Legislative Report, Michael Lausell (5 min)*
- *PAC Reports*

Executive Session

Next Meeting Date

Adjourn



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BOARD OF DIRECTORS MEETING

August 15, 2023 @ 5:00 p.m.

Lakewood Vineyards

4024 NY-14, Watkins Glen, NY 14891

Attendees: Chad Hendrickson, Chelsea Stamp, Kristin Van Horn, Mark Rondinaro,
Mark McCullouch, Paul Bartow, Michael Lausell, Sarah Agan
Excused: Howard Cabezas, Rick Reisinger, Riqui Hess
Staff: Mel Schroeder, Virginia Montopoli

Call to Order

Meeting called to order at 5:01 p.m. by Chad Hendrickson

Public Comment

None

Approval of Meeting Minutes – June 20th, 2023

Motion to approve minutes from the June 20, 2023 meeting made by Kristen Van Horn; second by Chelsea Stamp. **Motion unanimously approved.** Chad Hendrickson, Mark Rondinaro, and Sarah Agan abstain, as they were not present at the June 20th, 2023 meeting.

New Business – Mel Schroeder

- **Camp Program Update**
Camp ended Friday (August 11). Although numbers were low and not many on the waitlist, it was a much better year than last, capacity was capped at 60 as was last year; fewer staff this year but they performed well; data from this year's parent survey and data for 2001-2003 will help determine how to make camp relevant.
- **Farm Tour Weekend**
Rack cards are available with a complete outline of the events on one-side, the cards were distributed to the Watkins Glen Chamber, The Harbor Hotel, and the Seneca Lodge; Friday night preview will have tours of the vineyard, appetizers, door prizes, and a preview of items for sale during the tour. Registration is encouraged; 4 farms have confirmed.



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Prior Business

- **Public Health Essentials** – Mel Schroeder
This course was completed by CCE Schuyler staff: Paula Goodrich, Mel Schroeder, Shawn Tubridy, and community partners: Kristine Brownell (My Place), Riqui Hess (MR Hess Home Works), and Zack Marvin (Catholic Charities). CCES will receive an award of \$10,900 from Cornell University to use for a project within the Schuyler County community, the project is undecided.

Reports and Updates

Finance Committee – Chad Hendrickson

- June 2023 financials; payables \$62,135.26, receivables \$85,861.52, and overall cash flow \$717,148.07. Closed Tompkins Trust account. These funds were transferred into a checking account at Chemung Canal to take advantage of their savings rates. The association credit cards were switched to Chemung Canal.
- Money from the SBN has not been received yet. The finance committee suggests for the next billing cycle we hold off on sending any money, the SBN can then deduct from the money owed.
- An audit is needed within the next year, the last one was in 2018. Susan Neal will contact the SBN to find out if there are any other counties looking to do the same so we can pull together.
- Still waiting for SNAP-Ed funding – none received since December 2022.

Motion to accept the June 2023 report pending an independent financial review made by Mark Rondinaro; second by Michael Lausell. **Motion unanimously approved.**

Executive Director Report – Mel Schroeder

- 2024 Budget
CCE is going to submit for level funding this year only. The 2024 budget will be discussed at the next meeting.
- NY Forward Grant
Shawn Tubridy submitted a \$40,000 proposal to benefit the garden; this is a great opportunity.



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CCESC Board President – Chad Hendrickson
In the interest of time, Chad bypassed his report.

State Extension Specialist – No report

Governance Committee – Sara Agan
The committee is working on updating the CCES Constitution and Operating Guidelines, the documents will be sent to the board for review and comment for discussion at the September meeting, plans are to finalize the documents by October. **Action Item:** Sarah will provide a google drive link where the Board can make comments on the documents.

Legislative Report

Michael Lausell reported that Fonda Chronis stepped down July 28th from his position as Schuyler County Administrator and Shawn Rosno will serve as Interim County Administrator. A search will be conducted soon.

Mark Rondinaro reported that July sales tax has been received, the second payment moved July from 4% up to 6% over last year; year as a whole 9.4%, which is down from the first half that was 10.2%.

PAC Reports – No reports

Executive Session

Motion to enter into executive session made by Mark Rondinaro; second Sarah Agan.

Motion unanimously approved.

Next Meeting Date 5:00 pm, September 19th, 2023 @ Lakewood Vineyards, 4024 NY-14, Watkins Glen.

Adjourn

Minutes submitted by Virginia Montopoli on August 25th, 2023

Constitution for Cornell Cooperative Extension Association
with a **Directly Elected Board of Directors.**

**CONSTITUTION OF THE
CORNELL COOPERATIVE EXTENSION ASSOCIATION
OF SCHUYLER COUNTY
STATE OF NEW YORK**

Effective _____, _____

ARTICLE I – NAME

The name of this organization shall be the Cornell Cooperative Extension Association of Schuyler County, hereafter called the association.

ARTICLE II – OBJECTIVES

The objectives of this association are:

Section 1 To provide for a subordinate governmental agency consisting of an unincorporated organization of residents of Schuyler County in cooperation with Cornell University and the United States Department of Agriculture; and in accordance with Subdivision 8(b) of Section 224 of the County Law of New York State (County Law 224) as amended.

Section 2 To extend the educational resources of Cornell University and the New York State Colleges of Agriculture and Life Sciences, Human Ecology and Veterinary Medicine, the Land Grant university system and other educational institutions, to the people of Schuyler County to foster economic, social and environmental improvement of its individuals, families and communities.

Section 3 To further the objectives of Cornell Cooperative Extension of Schuyler County and the State Extension system in the fields of agriculture, community and economic vitality, environment and energy, nutrition and healthy families, and youth development.

ARTICLE III – AFFIRMATIVE ACTION

All actions of this association will be in compliance with the affirmative action plan of the association and appropriate equal program opportunity, equal employment opportunity and Americans with Disabilities Act legislation.

ARTICLE IV – ENROLLMENT AND VOTING RIGHTS

Section 1 Enrollment: Enrollment is open to all persons interested in the work of the association. Persons become enrollees by: (a) participation in programs or activities of the association, evidenced by registration or lists generated with respect to such programs or activities, (b) requesting the association to place their names on an association list that will be maintained for one calendar year, or (c) serving the association as a volunteer.

Section 2 Voting Rights: All persons, who, as of the date of a voting event, are Schuyler County residents, 18 years of age or older, and who qualify as an enrollee in accordance with Article IV, Section 1 are eligible to vote at such event.

Section 3 Participation Fees: No fees shall be established as a requirement to become a voting participant. Fees may be established for participating in specific programs or activities of the association consistent with policies established by the board of directors.

ARTICLE V – BOARD OF DIRECTORS

Section 1 Governing Body: The governing body of the association shall be the board of directors.

Section 2 Policies: The board of directors of the association shall, with Cornell Cooperative Extension at Cornell University outline the policies and procedures of the association consistent with this constitution and the memoranda of agreement between the association and Cornell Cooperative Extension at Cornell University and Schuyler County.

Section 3 Composition:

- A. The board of directors of the association shall consist of 10 persons elected as at-large directors, plus the appointed members listed in Article V, Section 3 B, below.
- B. Appointed/Designated members:
 - 1. The director of Cornell Cooperative Extension at Cornell University shall designate representation from Cooperative Extension administration to serve on the association board of directors as ex-officio without voting privileges.
 - 2. The county governing body shall be requested annually to appoint one (1) legislator to serve as an ex-officio director with voting privileges.

3. The county executive's/manager's office shall be requested annually to designate a staff member to serve as an ex-officio director without voting privileges.
- C. Consistent with New York State General Construction Law section 41, a quorum of the board of directors shall consist of a majority of the total voting membership of the board
- D. Directors shall serve until their successors are named or a vacancy declared as provided in Article V, Section 6.
- E. At-large directors shall be selected through an election open to all persons who are eligible voting enrollees of the association.
- F. A person is not eligible to serve on the board of directors if:
 1. The following relationships exist with a board member or any association staff: spouse, parent, child, sibling, domestic partner, or any person residing in the same household.
 2. They are currently employed by the association or have been employed by the association in the previous eighteen (18) months.
 3. They are not a county resident with the exception of the representative appointed by the director of Cornell Cooperative Extension at Cornell University or the designated staff member of the county executive's/manager's office.
 4. They have served two (2) previous three (3) year terms as an at-large director and the lapse since that service is less than three (3) years with the exception of appointed directors as per Article V, Section 3, B.
- G. Each member of the board of directors shall recuse themselves from discussions regarding and abstain from voting on any issue in which the director has a conflict of interest or an appearance of a conflict of interest.
- H. The executive director shall serve as executive officer of the board of directors without voting privileges.

Section 4. Duties: The board of directors shall:

- A. establish the organizational structure, consistent with this constitution, to conduct the work of the association.
- B. support and maintain the cooperative extension association in cooperation with Cornell Cooperative Extension at Cornell University.
 1. execute the memoranda of agreement and other legal instruments.
 2. establish policies and procedures for maintaining an effective cooperative

extension association including program scope and priorities.

- C. secure resources necessary to conduct, manage and administer the association's program.
- D. employ staff to conduct the work of the association.

Section 5. Term of Office: The term of office for at-large directors is three (3) years. An at-large director shall serve no more than two (2) consecutive elected terms plus the portion of an unexpired term to which the director may have been appointed. However, an at-large director may continue to serve past the end of the elected or appointed term, until a successor is elected or appointed, but not past the first quarter of the following calendar year.

Any previous at-large director after a lapse of three (3) years following service on the board will be eligible for re-election or appointment to the board of directors.

An at-large director may be removed from office prior to the end of their term by majority vote at a regular or special meeting of the association as provided in Article X.

Section 6. Declaring a Vacancy: The president of the association may declare a position vacant when the at-large director has resigned or has an unexcused absence at three (3) or more regular meetings of the board of directors

Section 7. Filling Vacancies on the Board of Directors: The president shall, after consultation with the board of directors (and/or executive committee) make an appointment to fill the vacancy in an elected at-large director position on the board of directors. That person so appointed will serve only until a replacement is chosen at the next regular election to fill the remaining portion of the unexpired term.

Section 8. Meetings of the Board of Directors: The board of directors shall meet at least five (5) times a year and more often as called by the president.

ARTICLE VI – OFFICERS OF THE ASSOCIATION (AND ASSISTANTS)

Section 1. Election: After the annual association election but prior to the end of February of each year the board of directors shall meet to elect officers. A nominating committee appointed by the president shall prepare a slate of officers. The outgoing board and officers shall serve until the organizational meeting of the incoming board.

- A. The following shall be elected annually from among the directors of the board by a majority vote of the continuing and new directors present at the

organizational meeting of the board president; vice-president; secretary; and treasurer.

- B. The president shall be an ex-officio member of all board committees, excluding the nominating committee. The president does not have voting privileges in their service on board committees, with the exception of the executive committee.
- C. An assistant to the secretary may be appointed annually from the association staff by the president with approval of the board of directors. The assistant secretary shall not serve as an officer nor be eligible to vote.
- D. An assistant to the treasurer may be appointed annually from the association staff by the president with the approval of the board of directors. An assistant to the treasurer shall not serve as an officer nor be eligible to vote.
- E. The terms of office of the president, vice-president, secretary and the treasurer of the association board of directors shall be for the calendar year or thereafter until their respective replacements are named. An officer shall not serve in the same office for more than three (3) consecutive years. The board may designate a president-elect who succeeds to the office of president, although the individual must still stand for election in the year they succeed to the office of the president to serve in that capacity.
- F. An officer may be removed from office by a majority vote of the board of directors. A director so removed from their board office shall retain a seat on the board of directors unless removed from the board pursuant to Article V, Section 5.

Section 2. Duties:

- A. The president of the association, in addition to the powers and duties conferred on the position by law, shall perform such duties as usually pertain to the office of president. The president shall call meetings of the board of directors and special meetings of the association as required by Article X, Section 2.
- B. The vice-president of the association shall perform the duties of the president in case of the president's absence or disability.
- C. The secretary of the association shall be responsible for keeping in permanent form complete and accurate records of all meetings and votes of the association; receive and present to the board of directors all communications relating specifically to the association; and prepare correspondence on behalf of the board of directors.

- D. The treasurer of the association, in addition to the powers and duties conferred upon the position by law, shall act as custodian of all funds and property, real and personal, of the association. The treasurer shall verify the financial situation of the association and shall testify that the balance is current by signature on financial reports.
- E. The assistant to the treasurer of the association may be responsible for disbursements of association funds for the expenses of the association only upon written order of the executive director or designee.

Section 3. Filling Vacancies - Officers of the Association

- A. In the event a vacancy occurs in the position of the president, the vice-president will complete the unexpired term.
- B. In the event of a vacancy in the position of vice-president or other elected office, the board of directors shall select a director to fill the unexpired term. Selection will be made by a majority vote of all members of the board of directors present at the meeting.

ARTICLE VII – COMMITTEES OF THE BOARD OF DIRECTORS

Section 1. Standing and Special Committees: The board of directors shall establish each year at its organizational meeting those committees it deems necessary to carry out the work of the association. The president shall appoint all members to committees annually and designate a chairperson for each. Committees shall act as set forth in the association’s operating guidelines. (See Article XII)

Section 2. Executive Committee: An executive committee of the board of directors composed of the president, vice-president, treasurer, and secretary, will conduct the business of the association in the interim between regularly scheduled board meetings. Membership may include other directors appointed annually by the president or as determined by the association’s operating guidelines, to include the immediate past president when the individual is still serving a regular term as a director. An immediate past president cannot be appointed if their term has expired and they are not eligible for another term.

ARTICLE VIII – (PROGRAM/ISSUE) AREAS AND (PROGRAM/ISSUE) ADVISORY COMMITTEES

Section 1. Establishment of (Program/Issue) Areas:

The board of directors shall establish annually the major program areas of the association and establish the advisory structure for each area. Details of the procedures for creating and staffing the advisory structure(s) shall be contained in the operating guidelines of the association. (See Article XII)

ARTICLE IX – ASSOCIATION NOMINATION AND ELECTIONS

Section 1. Nominating Committee: The nominating committee is a committee of the Association and its enrollees and not a standing committee of the board of directors. It is responsible to and acts in the interest of the association, its enrollees and constituencies.

A. Composition: The president of the association shall annually appoint a nominating committee of at least five (5) people, who represent the broad interests of the residents of the county and the work of the association, a majority of whom are not current board or program/issue advisory committee members. The president shall designate the chairperson of the nominating committee.

B. Duties:

1. The nominating committee shall prepare a list of nominees for all vacant or eligible elected positions. Current members of the nominating committee are not eligible as nominees.
2. The nominating committee will supervise the conduct of the election.
3. Alternate forms of nomination:
 - a. a petition, delivered to the association in person or by certified mail no later than forty-five (45) days prior to the election. Thirty (30) eligible voting enrollees of the association must sign the petition.
 - b. nominations from the floor where the nominating and election process occurs at the annual meeting of the association.
 - c. write-in on the election ballot where balloting is done by mail.

Section 2. Elections and Voting: Elections for directors shall be held annually. Such elections, and/or voting for any other matter as determined by the board of directors, shall be conducted in one of the following ways:

- A. By physical or electronic ballot of all eligible voters present at the annual meeting of the association; or
- B. A mail ballot sent to all eligible voters at least twenty-one (21) days prior to the due date of return.
- C. In all cases, the candidate receiving a plurality of vote for each seat shall be declared elected. In the event of a tie vote, the winner shall be decided by a majority of the board of directors at its next meeting.

ARTICLE X – ASSOCIATION MEETINGS

Section 1. Annual Meeting: An annual meeting of the association shall be held during the last quarter of the calendar year for which public notice is given at least twenty-one (21) days in advance of the meeting. The agenda shall include the following items, plus other business as appropriate:

- A. Annual financial and program report.
- B. Either the announcement of the results of the election conducted by mail or the conduct of the election by the voting of eligible voters present at the annual meeting.

Section 2. Special Meetings: A special meeting of the association may be called by the board of directors and shall be called by the president upon written petition by twenty-five (25) eligible voters, provided the objectives of such meetings are set forth in the petition. Only such business may be conducted as is set forth in the call of the special meeting. Public notice of special meetings shall be made at least twenty-one (21) days prior to the meeting date.

Section 3. Quorum: A quorum for any annual or special meetings of the association shall consist of twenty-five (25) eligible voters of the association.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order: The rules contained in the most current "Roberts Rules of Order" shall govern the association in all cases to which they are applicable and where they are consistent with the constitution or the regulations (including operating guidelines) of the association as adopted by the board of directors. In the event that Roberts Rules of Order, governing legislation, the constitution, and/or the regulations of the association are not consistent, then the governing legislation followed by the constitution shall take priority, followed by Roberts Rules of Order and then the regulations of the association.

ARTICLE XII – OPERATING GUIDELINES

Section 1. Operating guidelines of the association that identify operating details, not contained in this constitution, of the board and committees shall be established and reviewed annually by the board of directors.

ARTICLE XIII – RESTRICTIONS

Section 1. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 2. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XIV – DISSOLUTION

Section 1. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in Schuyler County, New York, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XV – AMENDMENTS

Section 1. The constitution of this association shall be reviewed every three years by the board of directors.

Section 2. The constitution of this association may be amended, with prior approval by the board of directors of this association and the director of Cornell Cooperative Extension at Cornell University, by an affirmative vote of at least two-thirds of the eligible voters present at any annual or special association meeting or by an affirmative vote of two-thirds of the eligible voters responding in a mail ballot.

ARTICLE XVI - REPEAL OF PREVIOUS DOCUMENTS

This constitution shall take effect when approved by the eligible voters and all previous documents of the association entitled "Constitution" are hereby repealed.

Approved by:

Adopted by:

Print Name

Print Name

**Director of Cornell Cooperative Extension
at Cornell University**

President of the Association

Date

Date

APPENDIX - ATTESTATIONS

Board President: Please initial to attest that the board has reviewed this Constitution, and the document is ready for pre-approval review by Extension Administration. This step does not replace the vote by the association by mail ballot or at an annual or special meeting. _____ (Board President)

Executive Director: Please initial to attest that this Constitution was reviewed and approved by the membership of the association by mail ballot, at the annual meeting or at a special meeting, and is ready for signature by the Board President and the Director of Extension. I have uploaded a copy of the required meeting minutes (may be draft) or outcome of the mail ballot to the CCE Business Systems. (Business Systems: Accreditation Checklist: Association Minutes.) _____ (Executive Director)

Constitution for Cornell Cooperative Extension Association
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CORNELL COOPERATIVE EXTENSION ASSOCIATION
OF SCHUYLER COUNTY
STATE OF NEW YORK**

Effective _____, _____

ARTICLE I – NAME

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ARTICLE II – OBJECTIVES

The objectives of this association are:

Section 1 To provide for a subordinate governmental agency consisting of an unincorporated organization of residents of Schuyler County in cooperation with Cornell University and the United States Department of Agriculture; and in accordance with Subdivision 8(b) of Section 224 of the County Law of New York State (County Law 224) as amended.

Section 2 To extend the educational resources of Cornell University and the New York State Colleges of Agriculture and Life Sciences, Human Ecology and Veterinary Medicine, the Land Grant university system and other educational institutions, to the people of Schuyler County to foster economic, social and environmental improvement of its individuals, families and communities.

Section 3 To further the objectives of Cornell Cooperative Extension of Schuyler County and the State Extension system in the fields of agriculture, community and economic vitality, environment and energy, nutrition and healthy families, and youth development.

ARTICLE III – AFFIRMATIVE ACTION

All actions of this association will be in compliance with the affirmative action plan of the association and appropriate equal program opportunity, equal employment opportunity and Americans with Disabilities Act legislation.

ARTICLE IV – ENROLLMENT AND VOTING RIGHTS

Section 1 Enrollment: Enrollment is open to all persons interested in the work of the association. Persons become enrollees by: (a) participation in programs or activities of the association, evidenced by registration or lists generated with respect to such programs or activities, (b) requesting the association to place their names on an association list that will be maintained for one calendar year, or (c) serving the association as a volunteer.

Section 2 Voting Rights: All persons, who, as of the date of a voting event, are Schuyler County residents, 18 years of age or older, and who qualify as an enrollee in accordance with Article IV, Section 1 are eligible to vote at such event.

Section 3 Participation Fees: No fees shall be established as a requirement to become a voting participant. Fees may be established for participating in specific programs or activities of the association consistent with policies established by the board of directors.

ARTICLE V – BOARD OF DIRECTORS

Section 1 Governing Body: The governing body of the association shall be the board of directors. ~~Each director shall have voting privileges except the ex-officio representative designated by the director of Cooperative Extension at Cornell~~

Section 2 Policies: The board of directors of the association shall, with Cornell Cooperative Extension at Cornell University outline the policies and procedures of the association consistent with this constitution and the memoranda of agreement between the association and Cornell Cooperative Extension at Cornell University and Schuyler County.

Section 3 Composition:

- A. The board of directors of the association shall consist of 10 persons elected as at-large directors, plus the appointed members listed in Article V, Section 3 B, below.
- B. Appointed/**Designated members**:
 1. The director of Cornell Cooperative Extension at Cornell University shall designate representation from Cooperative Extension administration to serve on the association board of directors as ex-officio without voting privileges.
 2. The county governing body shall be requested annually to appoint one (1) legislator to serve as an **ex-officio** director with voting privileges.

3. The county executive's/manager's office shall be requested annually to designate a staff member to serve as an ex-officio director without voting privileges.
- C. Consistent with New York State General Construction Law section 41, a quorum of the board of directors shall consist of a majority of the total voting membership of the board
 - D. Directors shall serve until their successors are named or a vacancy declared as provided in Article V, Section 6.
 - E. At-large directors shall be selected through an election open to all persons who are eligible voting enrollees of the association.
 - F. A person is not eligible to serve on the board of directors if:
 1. The following relationships exist with a board member or any association staff: spouse, parent, child, sibling, domestic partner, or any person residing in the same household.
 2. They are currently employed by the association or have been employed by the association in the previous eighteen (18) months.
 3. They are not a county resident with the exception of the representative appointed by the director of Cornell Cooperative Extension at Cornell University or the designated staff member of the county executive's/manager's office.
 4. They have served two (2) previous three (3) year terms as an at-large director and the lapse since that service is less than three (3) years with the exception of appointed directors as per Article V, Section 3, B.
 - G. Each member of the board of directors shall recuse themselves from discussions regarding and abstain from voting on any issue in which the director has a conflict of interest or an appearance of a conflict of interest.
 - H. The executive director shall serve as executive officer of the board of directors without voting privileges.

Section 4. Duties: The board of directors shall:

- A. establish the organizational structure, consistent with this constitution, to conduct the work of the association.
- B. support and maintain the cooperative extension association in cooperation with Cornell Cooperative Extension at Cornell University.
 1. execute the memoranda of agreement and other legal instruments.
 2. establish policies and procedures for maintaining an effective cooperative

extension association including program scope and priorities.

- C. secure resources necessary to conduct, manage and administer the association's program.
- D. employ staff to conduct the work of the association.

Section 5. Term of Office: The term of office for at-large directors is three (3) years. An at-large director shall serve no more than two (2) consecutive elected terms plus the portion of an unexpired term to which the director may have been appointed. However, an at-large director may continue to serve past the end of the elected or appointed term, until a successor is elected or appointed, but not past the first quarter of the following calendar year.

Any previous at-large director after a lapse of ~~two (2) years~~ **three (3) years** following service on the board will be eligible for re-election or appointment to the board of directors.

An at-large director may be removed from office prior to the end of their term by majority vote at a regular or special meeting of the association as provided in Article X.

Section 6. Declaring a Vacancy: The president of the association may declare a position vacant when the at-large director has resigned or has an unexcused absence at three (3) or more regular meetings of the board of directors. ~~during a twelve (12) month period.~~

Section 7. Filling Vacancies on the Board of Directors: The president shall, after consultation with the board of directors (and/or executive committee) make an appointment to fill the vacancy in an elected at-large director position on the board of directors. That person so appointed will serve only until a replacement is chosen at the next regular election to fill the remaining portion of the unexpired term.

Section 8. Meetings of the Board of Directors: The board of directors shall meet at least ~~(8) times~~ **five (5) times** a year and more often as called by the president.

ARTICLE VI – OFFICERS OF THE ASSOCIATION (AND ASSISTANTS)

Section 1. Election: After the annual association election but prior to the end of February of each year the board of directors shall meet to elect officers. A nominating committee appointed by the president shall prepare a slate of officers. The outgoing board and officers shall serve until the organizational meeting of the incoming board.

- A. The following shall be elected annually from among the directors of the board

by a majority vote of the continuing and new directors present at the organizational meeting of the board ~~to be held between the Annual Association meeting and February 1~~: president; vice-president; secretary; and treasurer.

- B. The president shall be an ex-officio member of all ~~program and standing committees~~ board committees, excluding the nominating committee. ~~(An ex-officio member is a member by virtue of his/her office and has all the privileges of membership).~~ The president does not have voting privileges in their service on board committees, with the exception of the executive committee.
- C. An assistant to the secretary may be appointed annually from the association staff by the president with approval of the board of directors. The assistant secretary shall not serve as an officer nor be eligible to vote.
- D. An assistant to the treasurer may be appointed annually from the association staff by the president with the approval of the board of directors. An assistant to the treasurer shall not serve as an officer nor be eligible to vote.
- E. The terms of office of the president, vice-president, secretary and the treasurer of the association board of directors shall be for the calendar year or thereafter until their respective replacements are named. An officer shall not serve in the same office for more than three (3) consecutive years. ~~The President Elect must be chosen from the existing executive committee.~~ The board may designate a president-elect who succeeds to the office of president, although the individual must still stand for election in the year they succeed to the office of the president to serve in that capacity.
- F. An officer may be removed from office by a ~~two-thirds (2/3)~~ majority vote of the board of directors. A director so removed from their board office shall retain a seat on the board of directors unless removed from the board pursuant to Article V, Section 5.

Section 2. Duties:

- A. The president of the association, in addition to the powers and duties conferred on the position by law, shall perform such duties as usually pertain to the office of president. The president shall call meetings of the board of directors and special meetings of the association as required by Article X, Section 2.
- B. The vice-president of the association shall perform the duties of the president in case of the president's absence or disability.
- C. The secretary of the association shall be responsible for keeping in permanent form complete and accurate records of all meetings and votes of the

association; receive and present to the board of directors all communications relating specifically to the association; and prepare correspondence on behalf of the board of directors.

- D. The treasurer of the association, in addition to the powers and duties conferred upon the position by law, shall act as custodian of all funds and property, real and personal, of the association. The treasurer shall verify the financial situation of the association and shall testify that the balance is current by signature on financial reports.
- E. The assistant to the treasurer of the association may be responsible for disbursements of association funds for the expenses of the association only upon written order of the executive director or designee.

Section 3. Filling Vacancies - Officers of the Association

- A. In the event a vacancy occurs in the position of the president, the vice-president will complete the unexpired term.
- B. In the event of a vacancy in the position of vice-president or other elected office, the board of directors shall select a director to fill the unexpired term. Selection will be made by a majority vote of all members of the board of directors present at the meeting.
- ~~C. In the event of a vacancy in the position of an appointed office, the president shall appoint with the approval of the Board of Directors, a qualified replacement to fill the unexpired appointment~~

ARTICLE VII – COMMITTEES OF THE BOARD OF DIRECTORS

Section 1. Standing and Special Committees: The board of directors shall establish each year at its organizational meeting those committees it deems necessary to carry out the work of the association. The president shall appoint all members to committees annually and designate a chairperson for each. Committees shall act as set forth in the association’s operating guidelines. (See Article XII)

Section 2. Executive Committee: An executive committee of the board of directors composed of the president, vice-president, treasurer, and secretary, will conduct the business of the association in the interim between regularly scheduled board meetings. Membership may include other directors appointed annually by the president or as determined by the association’s operating guidelines, **to include the immediate past president when the individual is still serving a regular term as a director. An immediate past president cannot be appointed if their term has expired and they are not eligible for another term.**

ARTICLE VIII – (PROGRAM/ISSUE) AREAS AND (PROGRAM/ISSUE) ADVISORY COMMITTEES

Section 1. Establishment of (Program/Issue) Areas:

The board of directors shall establish annually the major program areas of the association and establish the advisory structure for each area. Details of the procedures for creating and staffing the advisory structure(s) shall be contained in the operating guidelines of the association. (See Article XII)

ARTICLE IX – ASSOCIATION NOMINATION AND ELECTIONS

Section 1. Nominating Committee: The nominating committee is a committee of the Association and its enrollees and not a standing committee of the board of directors. It is responsible to and acts in the interest of the association, its enrollees and constituencies.

A. Composition: The president of the association shall annually appoint a nominating committee of at least five (5) people, who represent the broad interests of the residents of the county and the work of the association, a majority of whom are not current board or program/issue advisory committee members. The president shall designate the chairperson of the nominating committee.

B. Duties:

1. The nominating committee shall prepare a list of nominees for all vacant or eligible elected positions. Current members of the nominating committee are not eligible as nominees.
2. The nominating committee will supervise the conduct of the election.
3. Alternate forms of nomination:
 - a. a petition, delivered to the association in person or by certified mail no later than forty-five (45) days prior to the election. Thirty (30) eligible voting enrollees of the association must sign the petition.
 - b. nominations from the floor where the nominating and election process occurs at the annual meeting of the association.
 - c. write-in on the election ballot where balloting is done by mail.

Section 2. Elections and Voting: Elections for directors shall be held annually. Such elections, and/or voting for any other matter as determined by the board of directors, shall be conducted in one of the following ways:

- A. By physical or electronic ballot of all eligible voters present at the annual meeting of the association; or
- B. A mail ballot sent to all eligible voters at least twenty-one (21) days prior to the due date of return.
- C. In all cases, the candidate receiving a plurality of vote for each seat shall be declared elected. In the event of a tie vote, the winner shall be decided by a majority of the board of directors at its next meeting.

ARTICLE X – ASSOCIATION MEETINGS

Section 1. **Annual Meeting:** An annual meeting of the association shall be held during the last quarter of the calendar year for which public notice is given at least twenty-one (21) days in advance of the meeting. The agenda shall include the following items, plus other business as appropriate:

- A. Annual financial and program report.
- B. Either the announcement of the results of the election conducted by mail or the conduct of the election by the voting of eligible voters present at the annual meeting.

Section 2. **Special Meetings:** A special meeting of the association may be called by the board of directors and shall be called by the president upon written petition by twenty-five (25) eligible voters, provided the objectives of such meetings are set forth in the petition. Only such business may be conducted as is set forth in the call of the special meeting. Public notice of special meetings shall be made at least twenty-one (21) days prior to the meeting date.

Section 3. **Quorum:** A quorum for any annual or special meetings of the association shall consist of twenty-five (25) eligible voters of the association.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Section 1. **Roberts Rules of Order:** The rules contained in the most current "Roberts Rules of Order" shall govern the association in all cases to which they are applicable and where they are consistent with the constitution or the regulations (including operating guidelines) of the association as adopted by the board of directors. In the event that Roberts Rules of Order, governing legislation, the constitution, and/or the regulations of the association are not consistent, then the governing legislation followed by the constitution shall take priority, followed by Roberts Rules of Order and then the regulations of the association.

ARTICLE XII – OPERATING GUIDELINES

Section 1. Operating guidelines of the association that identify operating details, not contained in this constitution, of the board and committees shall be established and reviewed annually by the board of directors.

ARTICLE XIII – RESTRICTIONS

Section 1. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 2. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XIV – DISSOLUTION

Section 1. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in Schuyler County, New York, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XV – AMENDMENTS

Section 1. The constitution of this association shall be reviewed every three years by the board of directors.

Section 2. The constitution of this association may be amended, with prior approval by the board of directors of this association and the director of Cornell Cooperative Extension at Cornell University, by an affirmative vote of at least two-thirds of the eligible voters present at any annual or special association meeting or by an affirmative vote of two-thirds of the eligible voters responding in a mail ballot.

ARTICLE XVI - REPEAL OF PREVIOUS DOCUMENTS

This constitution shall take effect when approved by the eligible voters and all previous documents of the association entitled "Constitution" are hereby repealed.

Approved by:

Adopted by:

Print Name

Print Name

**Director of Cornell Cooperative Extension
at Cornell University**

President of the Association

Date

Date

APPENDIX - ATTESTATIONS

Board President: Please initial to attest that the board has reviewed this Constitution, and the document is ready for pre-approval review by Extension Administration. This step does not replace the vote by the association by mail ballot or at an annual or special meeting. _____ (Board President)

Executive Director: Please initial to attest that this Constitution was reviewed and approved by the membership of the association by mail ballot, at the annual meeting or at a special meeting, and is ready for signature by the Board President and the Director of Extension. I have uploaded a copy of the required meeting minutes (may be draft) or outcome of the mail ballot to the CCE Business Systems. (Business Systems: Accreditation Checklist: Association Minutes.) _____ (Executive Director)

CHEMUNG CANAL TRUST COMPANY

- Short and long term certificates available
- Minimum penalty for any early withdrawal is \$35.00
- Minimum \$1,000 deposit to open.

Certificate of Deposit Interest Rates

Certificate of Deposit Interest Rates

Term	Interest Rate	APY*
NEW CD Special: 6 Month - Click Here to Apply Online^	4.43%	4.50%
NEW CD Special: 12 Month - Click Here to Apply Online^	4.91%	5.00%
7-89 days**	0.05%	0.05%
3 month	0.05%	0.05%
6 month	0.10%	0.10%
12 month	0.20%	0.20%
18 month	0.20%	0.20%
24 month - Click Here to Apply Online	0.35%	0.35%
30 month	0.35%	0.35%
36 month - Click Here to Apply Online	0.45%	0.45%
48 month - Click Here to Apply Online	0.55%	0.55%
60 month	0.60%	0.60%
84 month	0.60%	0.60%

EVERBANK BUSINESS CDs

BUSINESS CD

A secure solution to grow and preserve funds

A healthy business needs both profits and savings.
Lock in one or more Business CDs today and turn

Key features

- ✓ \$1,500 to open
- ✓ No monthly maintenance fee
- ✓ Terms from 3 months to 5 years
- ✓ 20-day maturity alert
- ✓ Automatic rollover

Everbank Business CD terms & rates

Term	APY ¹
3 month	2.45%
6 month	4.00%
9 month	2.65%
1 year	4.75%
1.5 year	2.10%
2 year	2.20%
2.5 year	2.30%
3 year	2.40%
4 year	2.50%
5 year	2.50%

LIVE OAK BUSINESS CDs

- **Account Fees:**

- Online Banking Fee: No Charge
- Monthly Interest Disbursements Fee: No Charge

- **Early Withdrawal Penalties:**

- Early Principal Withdrawal of a CD with a term less than 24 months: 90 Days of Simple Interest
- Early Principal Withdrawal of a CD with a term 24 months or greater: 180 Days of Simple Interest

- What is the minimum/maximum deposit allowed to open a Business CD?

Currently, the minimum is \$2,500 and the maximum is \$250,000 per account.

LIVE OAK CD RATES

Term	Rate
3 MONTH	3%
6 MONTH	5%
9 MONTH	5.10%
12 MONTH	5.20%
18 MONTH	5.10%
24 MONTH	2%
36 MONTH	2%
48 MONTH	2%
60 MONTH	2%

I COULD NOT FIND ANY INFO ON CDs FOR BUSINESS THRU DISCOVER

CCE Schuyler County
Notes for Financial Period
Beginning 7/1/2023 and Ending 7/31/2023

- 1) All cash accounts have been reconciled through the end of July including the Paypal account. In July, one transfer of \$20,000 was made from Community Bank-checking account to Community Bank-savings account.

- 2) The July reports include:
 - a. Detailed Aged Payables Report: \$106,648.34 (\$91,110.27 Cornell Bill + \$15,538.07 Other).
 - b. Detailed Aged Receivables Report: \$82,909.09.
 - c. Trial Balance of Cash Accounts: \$743,103.39.
 - d. Balance Sheet
 - e. Statement of Activities
 - f. Cash Flow Report: \$743,103.39.
 - g. Monthly Cash Flow Chart

- 3) Cornell Bill in July was \$91,110.27 and included the following payables:
 - a. \$73,017.58 Salaries (including \$2,575.06 accrued salary for Cornell year-end which was reversed in July)
 - b. \$2,064.63 monthly SBN fee
 - c. \$729.00 monthly Grape Program Fee
 - d. \$15,299.06 2023 Liability Insurance

Financial Period: 07-2023
Aged On: 7/31/2023

Vendor		Vendor Name													
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance			
V010093															
Administers															
BILL	PB01890	SC24097	COM244	5/26/2023	5/26/2023	0.00	0.00	0.00	0.00	0.02	0.00	0.02			
DRADJ	PB01999	SC24097	COM244	7/31/2023	7/1/2023	-0.02	0.00	0.00	0.00	0.00	0.00	-0.02			
Vendor Total:						-0.02	0.00	0.00	0.00	0.02	0.00	0.00			

Susan Neal

Vendor		Vendor Name													
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance			
V010280															
Cornell University															
BILL	PB02107	7-2023 cornell	COM244	7/31/2023	7/31/2023	91,110.27	0.00	0.00	0.00	0.00	0.00	91,110.27			
Vendor Total:						91,110.27	0.00	0.00	0.00	0.00	0.00	91,110.27			

Vendor		Vendor Name													
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance			
V010290															
Cortland Produce Inc															
BILL	PB02098	992855	COM244	7/28/2023	7/28/2023	0.00	865.94	0.00	0.00	0.00	0.00	865.94			
BILL	PB02060	991556	COM244	7/31/2023	7/31/2023	213.50	0.00	0.00	0.00	0.00	0.00	213.50			
BILL	PB02061	992279	COM244	7/31/2023	7/31/2023	103.60	0.00	0.00	0.00	0.00	0.00	103.60			
BILL	PB02062	991801	COM244	7/31/2023	7/31/2023	335.80	0.00	0.00	0.00	0.00	0.00	335.80			
BILL	PB02063	992718	COM244	7/31/2023	7/31/2023	1,825.54	0.00	0.00	0.00	0.00	0.00	1,825.54			
BILL	PB02064	992147	COM244	7/31/2023	7/31/2023	1,222.00	0.00	0.00	0.00	0.00	0.00	1,222.00			
Vendor Total:						3,700.44	865.94	0.00	0.00	0.00	0.00	4,566.38			

Vendor		Vendor Name													
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance			
V010663															
Paula Goodrich															
BILL	PB02083	Paula 7-2023	COM244	7/31/2023	7/31/2023	74.02	0.00	0.00	0.00	0.00	0.00	74.02			
Vendor Total:						74.02	0.00	0.00	0.00	0.00	0.00	74.02			

Vendor		Vendor Name													
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance			
V010788															
Shawn Tubridy															
BILL	PB02083	Paula 7-2023	COM244	7/31/2023	7/31/2023	74.02	0.00	0.00	0.00	0.00	0.00	74.02			
Vendor Total:						74.02	0.00	0.00	0.00	0.00	0.00	74.02			

AP Aged Period Sensitive (Detailed)

Financial Period: 07-2023
 Aged On: 7/31/2023

Vendor		Vendor Name											
V010897		Watkins Glen Supply, Inc.											
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance	
BILL	PB01955	B318399 &	COM244	7/3/2023	7/3/2023	0.00	519.63	0.00	0.00	0.00	0.00	519.63	
DRADJ	PB02084	salt	COM244	7/31/2023	7/13/2023	-43.16	0.00	0.00	0.00	0.00	0.00	-43.16	
BILL	PB01992	salt	COM244	7/13/2023	7/13/2023	0.00	43.16	0.00	0.00	0.00	0.00	43.16	
BILL	PB01994	poolchem	COM244	7/13/2023	7/13/2023	0.00	449.85	0.00	0.00	0.00	0.00	449.85	
BILL	PB01995	maintenance	COM244	7/13/2023	7/13/2023	0.00	36.51	0.00	0.00	0.00	0.00	36.51	
BILL	PB01996	for repairs	COM244	7/13/2023	7/13/2023	0.00	54.28	0.00	0.00	0.00	0.00	54.28	
BILL	PB02090	B319962	COM244	7/20/2023	7/20/2023	0.00	383.26	0.00	0.00	0.00	0.00	383.26	
BILL	PB02056	C147893	COM244	7/26/2023	7/26/2023	0.00	23.38	0.00	0.00	0.00	0.00	23.38	
BILL	PB02091	A421232	COM244	7/27/2023	7/27/2023	0.00	37.99	0.00	0.00	0.00	0.00	37.99	
BILL	PB02089	A421565	COM244	7/31/2023	7/31/2023	557.75	0.00	0.00	0.00	0.00	0.00	557.75	
Vendor Total:						514.59	1,548.06	0.00	0.00	0.00	0.00	2,062.65	
V010902		Watkins Lumber											
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance	
BILL	PB02095	222498	COM244	7/24/2023	7/24/2023	0.00	27.98	0.00	0.00	0.00	0.00	27.98	
BILL	PB02094	222806	COM244	7/27/2023	7/27/2023	0.00	83.94	0.00	0.00	0.00	0.00	83.94	
BILL	PB02139	221516 &	COM244	7/31/2023	7/31/2023	17.58	0.00	0.00	0.00	0.00	0.00	17.58	
Vendor Total:						17.58	111.92	0.00	0.00	0.00	0.00	129.50	
V010965		Erica Herman											
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance	
BILL	PB02093	postage 7.21.23	COM244	7/31/2023	7/21/2023	2.31	0.00	0.00	0.00	0.00	0.00	2.31	
BILL	PB02068	erica 7-2023	COM244	8/10/2023	7/31/2023	320.36	0.00	0.00	0.00	0.00	0.00	320.36	
Vendor Total:						322.67	0.00	0.00	0.00	0.00	0.00	322.67	
V010971		CCE Ontario County											
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance	

AP Aged Period Sensitive (Detailed)

Company/Branch: COM244
Financial Period: 07-2023
Aged On: 7/31/2023

Vendor	Vendor Name										
BILL	PB02069	RI04090	COM244	8/30/2023	7/31/2023	28.00	0.00	0.00	0.00	0.00	28.00
Vendor Total:				28.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00

V010993 CCE Seneca County

Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
BILL	PB02121	Ryan 7-2023	COM244	8/30/2023	7/31/2023	1,505.32	0.00	0.00	0.00	0.00	1,505.32
Vendor Total:				1,505.32	0.00	0.00	0.00	0.00	0.00	0.00	1,505.32

V011019 Danielle Cook

Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
BILL	PB02124	7-2023 Danielle	COM244	8/30/2023	7/31/2023	21.62	0.00	0.00	0.00	0.00	21.62
Vendor Total:				21.62	0.00	0.00	0.00	0.00	0.00	0.00	21.62

V011030 Copy Express

Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
BILL	PB02071	91955	COM244	8/24/2023	7/25/2023	634.96	0.00	0.00	0.00	0.00	634.96
Vendor Total:				634.96	0.00	0.00	0.00	0.00	0.00	0.00	634.96

V011044 Isaac Thomas

Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
DRADJ	PB02110	July mileage	COM244	7/31/2023	7/31/2023	-103.49	0.00	0.00	0.00	0.00	-103.49
BILL	PB02114	7-2023 MILEAGE	COM244	8/30/2023	7/31/2023	43.23	0.00	0.00	0.00	0.00	43.23
Vendor Total:				-60.26	0.00	0.00	0.00	0.00	0.00	0.00	-60.26

V011049 Michael Brown

Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
BILL	PB02069	Mike 7-2023	COM244	8/30/2023	7/31/2023	47.16	0.00	0.00	0.00	0.00	47.16
Vendor Total:				47.16	0.00	0.00	0.00	0.00	0.00	0.00	47.16

Clear
Account

AP Aged Period Sensitive (Detailed)

Financial Period: 07-2023
 Aged On: 7/31/2023

Company/Branch: COM244

Vendor		Vendor Name																				
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance											
BILL	PB02123	7-2023 SNAP ED	COM244	8/30/2023	7/31/2023	560.74	0.00	0.00	0.00	0.00	560.74											
Vendor Total:												560.74	0.00	0.00	0.00	0.00	560.74					

Vendor		Vendor Name														
Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance					
V011058 Chemung Canal Mastercard																
BILL	PB02025	newsletters	COM244	8/2/2023	7/3/2023	29.99	0.00	0.00	0.00	0.00	29.99					
BILL	PB02022	7.5.23 postage	COM244	8/4/2023	7/5/2023	2.22	0.00	0.00	0.00	0.00	2.22					
BILL	PB02024	7.7.23 postage	COM244	8/6/2023	7/7/2023	2.22	0.00	0.00	0.00	0.00	2.22					
BILL	PB02023	7.11.23 postage	COM244	8/10/2023	7/11/2023	0.90	0.00	0.00	0.00	0.00	0.90					
BILL	PB02030	7.17 postage	COM244	8/16/2023	7/17/2023	6.69	0.00	0.00	0.00	0.00	6.69					
BILL	PB02029	7.18 postage	COM244	8/17/2023	7/18/2023	2.31	0.00	0.00	0.00	0.00	2.31					
BILL	PB02028	marker	COM244	8/18/2023	7/19/2023	1.50	0.00	0.00	0.00	0.00	1.50					
BILL	PB02017	candle kit	COM244	8/19/2023	7/20/2023	129.00	0.00	0.00	0.00	0.00	129.00					
BILL	PB02018	dye kit	COM244	8/19/2023	7/20/2023	149.99	0.00	0.00	0.00	0.00	149.99					
BILL	PB02019	Brett-planner	COM244	8/19/2023	7/20/2023	49.88	0.00	0.00	0.00	0.00	49.88					
BILL	PB02020	tank faucet	COM244	8/19/2023	7/20/2023	17.09	0.00	0.00	0.00	0.00	17.09					
BILL	PB02021	mel biz cards	COM244	8/19/2023	7/20/2023	26.99	0.00	0.00	0.00	0.00	26.99					
BILL	PB02027	7.20 postage	COM244	8/19/2023	7/20/2023	4.62	0.00	0.00	0.00	0.00	4.62					
BILL	PB02032	farm tour 2023	COM244	8/19/2023	7/20/2023	172.98	0.00	0.00	0.00	0.00	172.98					
BILL	PB02033	farm tour bags	COM244	8/19/2023	7/20/2023	1,764.00	0.00	0.00	0.00	0.00	1,764.00					
BILL	PB02079	4 square supplies	COM244	8/19/2023	7/20/2023	729.55	0.00	0.00	0.00	0.00	729.55					
BILL	PB02070	postage	COM244	8/20/2023	7/21/2023	2.31	0.00	0.00	0.00	0.00	2.31					
BILL	PB02082	missing Lowes	COM244	8/20/2023	7/21/2023	121.10	0.00	0.00	0.00	0.00	121.10					
BILL	PB02080	faucet	COM244	8/23/2023	7/24/2023	15.00	0.00	0.00	0.00	0.00	15.00					
BILL	PB02041	4H & Camp	COM244	8/24/2023	7/25/2023	161.92	0.00	0.00	0.00	0.00	161.92					
BILL	PB02050	propane tank	COM244	8/25/2023	7/26/2023	72.36	0.00	0.00	0.00	0.00	72.36					
BILL	PB02051	ice cream 7.25	COM244	8/25/2023	7/26/2023	395.68	0.00	0.00	0.00	0.00	395.68					
BILL	PB02058	erica debit card	COM244	8/26/2023	7/27/2023	54.95	0.00	0.00	0.00	0.00	54.95					
BILL	PB02081	july background	COM244	8/26/2023	7/27/2023	123.84	0.00	0.00	0.00	0.00	123.84					
BILL	PB02126	fair supplies	COM244	8/27/2023	7/28/2023	169.95	0.00	0.00	0.00	0.00	169.95					
CRADJ	PB02113		COM244	8/30/2023	7/31/2023	0.20	0.00	0.00	0.00	0.00	0.20					

AP Aged Period Sensitive (Detailed)

Financial Period: 07-2023
 Aged On: 7/31/2023

Vendor	Vendor Name	Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
DRADJ	PB02096				COM244	7/31/2023	7/31/2023	-0.10	0.00	0.00	0.00	0.00	-0.10
BILL	PB02087				COM244	8/30/2023	7/31/2023	45.99	0.00	0.00	0.00	0.00	45.99
Vendor Total:								4,253.13	0.00	0.00	0.00	0.00	4,253.13

V011062 Trevor Thurston

Doc. Type	Ref. Number	Vendor Ref.	Branch	Due Date	Doc. Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
BILL	PB02132	2023-03	COM244	7/31/2023	7/1/2023	350.00	0.00	0.00	0.00	0.00	350.00
Vendor Total:						350.00	0.00	0.00	0.00	0.00	350.00
Company Total:						103,365.02	3,272.87	10.43	0.02	0.00	106,648.34

AR Aged Period Sensitive (Detailed)

Company/Branch: COM244 Financial Period: 07-2023 Page: 1 of 2
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Statement Cycle	Last Statement Date	Description	Past Due					Balance			
			Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days				
ASSOC	3/31/2021	Regular Assoc.									
Customer	Customer Name										
C010066	CCE Steuben County										
Doc. Type	Ref. Nbr.	Customer Ref.	Orig. Ref. Nbr.	Doc. Date	Due Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
INVOICE	R101557			12/31/2022	12/31/2022	0.00	0.00	0.00	0.00	16,946.20	16,946.20
INVOICE	R101750			3/31/2023	3/31/2023	0.00	0.00	0.00	0.00	7,708.95	7,708.95
INVOICE	R101852			6/30/2023	6/30/2023	0.00	0.00	6,162.45	0.00	0.00	6,162.45
Customer Total:						0.00	0.00	6,162.45	0.00	24,655.15	30,817.60

Customer	Customer Name	Past Due					Balance				
		Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days					
C010069	CCE Tompkins County										
Doc. Type	Ref. Nbr.	Customer Ref.	Orig. Ref. Nbr.	Doc. Date	Due Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
INVOICE	R101758			5/31/2023	5/31/2023	0.00	0.00	0.00	3,852.33	0.00	3,852.33
INVOICE	R101759			5/31/2023	5/31/2023	0.00	0.00	0.00	8,827.21	0.00	8,827.21
INVOICE	R101815			6/30/2023	6/30/2023	0.00	0.00	7,216.31	0.00	0.00	7,216.31
INVOICE	R101816			6/30/2023	6/30/2023	0.00	0.00	5,320.08	0.00	0.00	5,320.08
CREDIT MEMO	R101887			7/31/2023	7/31/2023	-972.76	0.00	0.00	0.00	0.00	-972.76
INVOICE	R101891			7/31/2023	7/31/2023	4,628.18	0.00	0.00	0.00	0.00	4,628.18
INVOICE	R101892			7/31/2023	7/31/2023	8,332.11	0.00	0.00	0.00	0.00	8,332.11
Customer Total:						11,987.53	0.00	12,536.39	12,679.54	0.00	37,203.46

Customer	Customer Name	Past Due					Balance				
		Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days					
C010088	Cornell University										
Doc. Type	Ref. Nbr.	Customer Ref.	Orig. Ref. Nbr.	Doc. Date	Due Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance
INVOICE	R101811			6/30/2023	6/30/2023	0.00	0.00	625.00	0.00	0.00	625.00
INVOICE	R101812			6/30/2023	6/30/2023	0.00	0.00	1,236.00	0.00	0.00	1,236.00
INVOICE	R101813			6/30/2023	6/30/2023	0.00	0.00	1,650.69	0.00	0.00	1,650.69
INVOICE	R101814			6/30/2023	6/30/2023	0.00	0.00	1,500.00	0.00	0.00	1,500.00
INVOICE	R101883			7/31/2023	7/31/2023	1,392.67	0.00	0.00	0.00	0.00	1,392.67
INVOICE	R101885			7/31/2023	7/31/2023	1,236.00	0.00	0.00	0.00	0.00	1,236.00
Customer Total:						2,628.67	0.00	5,011.69	0.00	0.00	7,640.36

Customer	Customer Name	Past Due					Balance				
		Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days					
C010099	Schuyler County Department of Social Services										
Doc. Type	Ref. Nbr.	Customer Ref.	Orig. Ref. Nbr.	Doc. Date	Due Date	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance

AR Aged Period Sensitive (Detailed)

Company/Branch: COM244 Financial Period: 07-2023 Aged On: 7/31/2023

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Statement Cycle	Last Statement Date	Description	Regular Assoc.							
ASSOC	3/31/2021									
INVOICE	R101808		6/26/2023	6/26/2023	0.00	0.00	3.82	0.00	0.00	3.82
INVOICE	R101886		7/31/2023	7/31/2023	4,393.83	0.00	0.00	0.00	0.00	4,393.83
Customer Total:					4,393.83	0.00	0.00	3.82	0.00	4,397.65

Customer
C010499 **Customer Name**
University of Kentucky

Doc. Type	Ref. Nbr.	Customer Ref.	Orig. Ref. Nbr.	Doc. Date	Due Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance
INVOICE	R101817			6/30/2023	7/30/2023	0.00	200.00	0.00	0.00	0.00	0.00	200.00
INVOICE	R101884			7/31/2023	8/30/2023	202.50	0.00	0.00	0.00	0.00	0.00	202.50
Customer Total:						202.50	200.00	0.00	0.00	0.00	0.00	402.50

Customer
C010502 **Customer Name**
Elmira City School District

Doc. Type	Ref. Nbr.	Customer Ref.	Orig. Ref. Nbr.	Doc. Date	Due Date	Current	1 - 30 Days	31 - 60 Days	Past Due	61 - 90 Days	Over 90 Days	Balance
INVOICE	R101809			6/28/2023	7/28/2023	0.00	2,447.52	0.00	0.00	0.00	0.00	2,447.52
Customer Total:						0.00	2,447.52	0.00	0.00	0.00	0.00	2,447.52

Statement Cycle Total: 19,212.53 2,647.52 23,714.35 12,679.54 24,655.15 82,909.09

Company Total: 19,212.53 2,647.52 23,714.35 12,679.54 24,655.15 82,909.09

Trial Balance Detailed

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 User: Susan Neal

Financial Period: 07-2023
 Suppress Zero Balances

Company/Branch: COM244
 Ledger: A

Branch	Account	Type	Subaccount	Description	Beginning Balance	Debit	Credit	Ending Balance
COM244	10100	Asset	700-00-1-700-10000-00000000	Checking - Association	208,703.23	109,002.72	123,223.55	194,482.40
COM244	10110	Asset	700-00-1-700-10000-00000000	Checking - Association	4,234.38	0.36	0.00	4,234.74
COM244	10111	Asset	700-00-1-700-10000-00000000	Checking - Association	1,000.00	0.00	0.00	1,000.00
COM244	10200	Asset	700-00-1-700-10170-00000000	Savings - Visions Savings .	234,331.32	169.17	0.00	234,500.49
COM244	10200	Asset	700-00-1-700-10180-00000000	Savings - Community Bank-Savings Acct (old MM) .	141,939.41	40,001.30	0.00	181,940.71
COM244	10310	Asset	700-00-1-700-10000-00000000	Cash Equivalents - Association	125,315.39	5.32	0.00	125,320.71
COM244	10500	Asset	700-00-1-700-10000-00000000	Undeposited Funds - Association	1,624.34	111,865.50	111,865.50	1,624.34
Total:					717,148.07	261,044.37	235,089.05	743,103.39

Total Debits and Credits:

Total Income:

Balance Sheet

CCE Schuyler County
Balance Sheet

	Period Ending 07/31/2023	Period Ending 07/31/2022
Assets		
Current Assets:		
-?-?? Petty Cash	\$0.00	\$0.00
-?-?? Cash on Hand	\$0.00	\$0.00
-?-?? Cash in Bank, Checking	\$199,717.14	\$102,744.78
-?-?? Cash in Bank, Savings	\$416,441.20	\$396,868.61
-?-?? Cash Equivalents	\$125,320.71	\$126,248.47
-?-?? Undeposited Funds	\$1,624.34	-\$2,401.05
-?-?? Total Cash	\$743,103.39	\$623,460.81
-?-?? Accounts Receivable	\$82,909.09	\$111,800.76
Total Current Assets	\$826,012.48	\$735,261.57
Non-Current Assets:		
-?-?? Deposits Non-Current	\$51,670.00	\$49,609.00
-?-?? Mortgage Receivable Non-Current	\$0.00	\$0.00
-?-?? Other Long-Term Assets	\$0.00	\$0.00
Total Non-Current Assets	\$51,670.00	\$49,609.00
Right-Of-Use Assets:		
Total Right-Of-Use Assets	\$0.00	\$0.00
Fixed Assets:		
-?-?? Land	\$0.00	\$0.00
-?-?? Land Improvements	\$81,007.78	\$43,503.00
-?-?? Buildings	\$0.00	\$0.00
-?-?? Leasehold Improvements	\$0.00	\$6,320.35
-?-?? Furniture and Fixtures	\$0.00	\$0.00
-?-?? Vehicles	\$0.00	\$0.00
-?-?? Computers	\$0.00	\$4,850.26
-?-?? Equipment	\$8,582.00	\$27,902.66
-?-?? Construction in Progress	\$0.00	\$0.00
-?-?? Fixed Asset Accrual	\$0.00	\$0.00
-?-?? Accumulated Depreciation	-\$51,664.71	-\$74,802.07
Total Fixed Assets	\$37,925.07	\$7,774.20
Total Assets	\$915,607.55	\$792,644.77
Liabilities and Fund Balances		
Current Liabilities:		
-?-?? Accounts Payable	\$15,538.07	\$24,857.52
-?-?? Accounts Payable, Inter-Assoc	\$0.00	\$0.00
-?-?? Accounts Payable, Cornell	\$91,110.27	\$83,056.95
-?-?? Due To, Intra-Assoc	\$0.00	\$0.00
-?-?? Accounts Payable, Credit Card	\$0.00	\$0.00
-?-?? Accrued Payroll	\$0.00	\$0.00
-?-?? Accrued Expenses, Other	\$0.00	\$0.00
-?-?? Accrued Vacation	\$32,776.83	\$34,148.24
Total Current Liabilities	\$139,425.17	\$142,062.71
Non-Current Liabilities:		
Total Non-Current Liabilities	\$0.00	\$0.00
Current Fund Balances		
-?-?? Temp Rest Fund	\$0.00	\$0.00
-?-?? Perm Rest Fund	\$0.00	\$0.00
-?-?? Designated	\$237,418.64	\$235,752.86
-?-?? General Fund	\$420,967.82	\$400,131.62
-?-?? Plant Fund	\$37,925.08	\$7,774.20
Net from Operations	\$76,352.67	\$6,923.38
Net from Transfers	\$3,518.17	\$0.00
Total Fund Balances	\$776,182.38	\$650,582.06
Total Liabilities and Fund Balances	\$915,607.55	\$792,644.77

CCE Schuyler County
Statement of Activities
07/31/2023

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

REVENUES, GAINS, AND OTHER SUPPORT:					
FEDERAL					
Federal Grants/Contracts	0.00	13,871.40	65,569.00	51,697.60	21.16%
Smith/Lever	1,337.92	9,846.81	16,000.00	6,153.19	61.54%
STATE					
State Grants/Contracts	11,987.53	85,276.45	194,285.00	109,008.55	43.89%
State 224	3,520.84	49,363.08	39,377.00	{9,986.08}	125.36%
Fringe Benefits	29,827.58	244,149.80	428,644.00	184,494.20	56.96%
OTHER GRANTS/CONTRACTS					
Other Grants/Contracts	2,831.17	56,142.88	186,086.00	129,943.12	30.17%
COUNTY					
County Appropriation	62,500.00	187,500.00	249,999.00	62,499.00	75.00%
County Agreements/Contracts Federal	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts State	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts County	4,393.83	26,267.18	57,226.00	30,958.82	45.90%
County Agreements/Contracts Other Governmental.	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts Private to Assoc.	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts Federal/State/County Contributions	0.00	0.00	0.00	0.00	0.00%
CONTRIBUTIONS UNRESTRICTED					
Contributions	70.00	1,953.26	12,300.00	10,346.74	15.88%
INVESTMENT EARNINGS					
Dividends	0.00	0.00	0.00	0.00	0.00%
Interest Income	176.15	1,186.51	475.00	(711.51)	249.79%
PROGRAM/OPERATING REVENUES					
Program Fees	18,770.69	176,891.20	273,094.00	96,202.80	64.77%
Regional Programs	0.00	0.00	11,855.00	11,855.00	0.00%
Sale of Printing/Duplicating Services	0.00	10.55	200.00	189.45	5.28%
Reimbursement Prof. Services	3.85	82.81	500.00	417.19	16.56%
Miscellaneous	0.00	0.00	0.00	0.00	0.00%
Sale of Merchandise	3,343.00	10,384.50	14,020.00	3,635.50	74.07%
Sales - Fund Raising	0.00	0.00	2,000.00	2,000.00	0.00%
OTHER REVENUES					
Designated Fund			11,000.00	11,000.00	0.00%
Designated Fund			15,000.00	15,000.00	0.00%
TOTAL UNRESTRICTED REVENUES	138,762.56	863,031.43	1,578,430.00	715,398.57	54.68%
Net assets released from restrictions	0.00	0.00	0.00	0.00	0.00%
TOTAL UNRESTRICTED REVENUES, GAINS, AND OTHER SUPPORT	138,762.56	863,031.43	1,578,430.00	715,398.57	54.68%
EXPENSES:					
SALARIES					
Salaries & Wages	80,451.40	379,100.83	810,111.00	431,010.17	46.80%
EMPLOYEE BENEFITS					
Employee Benefits	29,827.58	250,842.87	438,007.00	187,164.13	57.27%
Staff Development	350.00	5,965.27	4,310.00	(1,655.27)	138.41%
Moving Allowance	0.00	0.00	0.00	0.00	0.00%
PROGRAM/OPERATING EXPENSES					
Awards & Prizes	1,809.13	2,200.47	1,900.00	(300.47)	115.81%
Accounting & Auditing Fees	0.00	0.00	0.00	0.00	0.00%
Bank Service Charges	761.64	6,682.27	3,159.00	(3,523.27)	211.53%
Computer/IT Services	287.05	1,659.30	2,719.00	1,059.70	61.03%
Fund Raising	0.00	0.00	470.00	470.00	0.00%
Special Events Assoc.	0.00	0.00	0.00	0.00	0.00%
Capital Campaign Expenses	0.00	0.00	0.00	0.00	0.00%
Trips & Tours	0.00	150.00	5,000.00	4,850.00	3.00%
Communication - Telephone	601.93	3,069.43	6,841.00	3,771.57	44.87%
Supplies	1,509.46	5,628.43	19,859.00	14,230.57	28.34%

CCE Schuyler County
Statement of Activities
07/31/2023

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	% of BUDGET
Insurance	15,299.06	16,709.62	14,280.00	(2,429.62)	117.01%
Item for Resale	2,060.20	9,392.68	8,720.00	(672.68)	107.71%
Fees & Licenses	291.16	689.56	6,000.00	5,310.44	11.49%
Lease & Rental	2,979.17	20,953.53	57,320.00	36,366.47	36.56%
ROU Lease	0.00	0.00	0.00	0.00	0.00%
Meetings & Conferences - Food	23.02	906.54	1,400.00	493.46	64.75%
Meetings & Conferences	0.00	0.00	1,200.00	1,200.00	0.00%
Mileage/Travel/Fleet	951.14	5,380.66	12,341.00	6,960.34	43.60%
Printing	634.96	1,661.34	8,375.00	6,713.66	19.84%
Classified Ads/Publicity	202.97	3,040.96	6,900.00	3,859.04	44.07%
Teaching Materials	17,440.50	30,174.69	59,800.00	29,625.31	50.46%
Contract Services	729.00	6,235.16	57,499.00	51,263.84	10.84%
Outsourced Services	2,064.63	14,452.41	21,838.00	7,385.59	66.18%
Subscriptions & Memberships	0.00	346.49	1,774.00	1,427.51	19.53%
Taxes	0.00	0.00	0.00	0.00	0.00%
Enterprises - Cost of Sales	0.00	0.00	0.00	0.00	0.00%
GRANTS & CONTRACTS					
Regional Support	0.00	1,488.07	0.00	(1,488.07)	0.00%
Association Services	0.00	0.00	5,507.00	5,507.00	0.00%
BUILDINGS & GROUNDS					
Facilities	2,814.49	7,808.01	23,100.00	15,291.99	33.80%
INTEREST EXPENSE					
Interest	0.00	0.00	0.00	0.00	0.00%
EXPENSE OF FIXED ASSETS					
Depreciation	502.59	3,518.18	0.00	(3,518.18)	0.00%
TOTAL EXPENSES	163,096.40	786,678.76	1,578,430.00	791,751.24	49.84%
Increase (decrease) in non-donor restricted net assets	(24,333.84)	76,352.67	0.00	(76,352.67)	0.00%
NON-OPERATING					
TOTAL NON-OPERATING ACTIVITY	0.00	0.00	0.00	0.00	0.00%
Total Non-Donor Restricted & Non Operating	(24,333.84)	76,352.67	0.00	(76,352.67)	0.00%
DONOR RESTRICTED					
INCREASE (DECREASE) TOTAL NET ASSETS	(24,333.84)	76,352.67	0.00	(76,352.67)	0.00%
NET ASSETS BEGINNING OF YEAR		699,829.71			
NET ASSETS YEAR-TO-DATE		776,182.38			

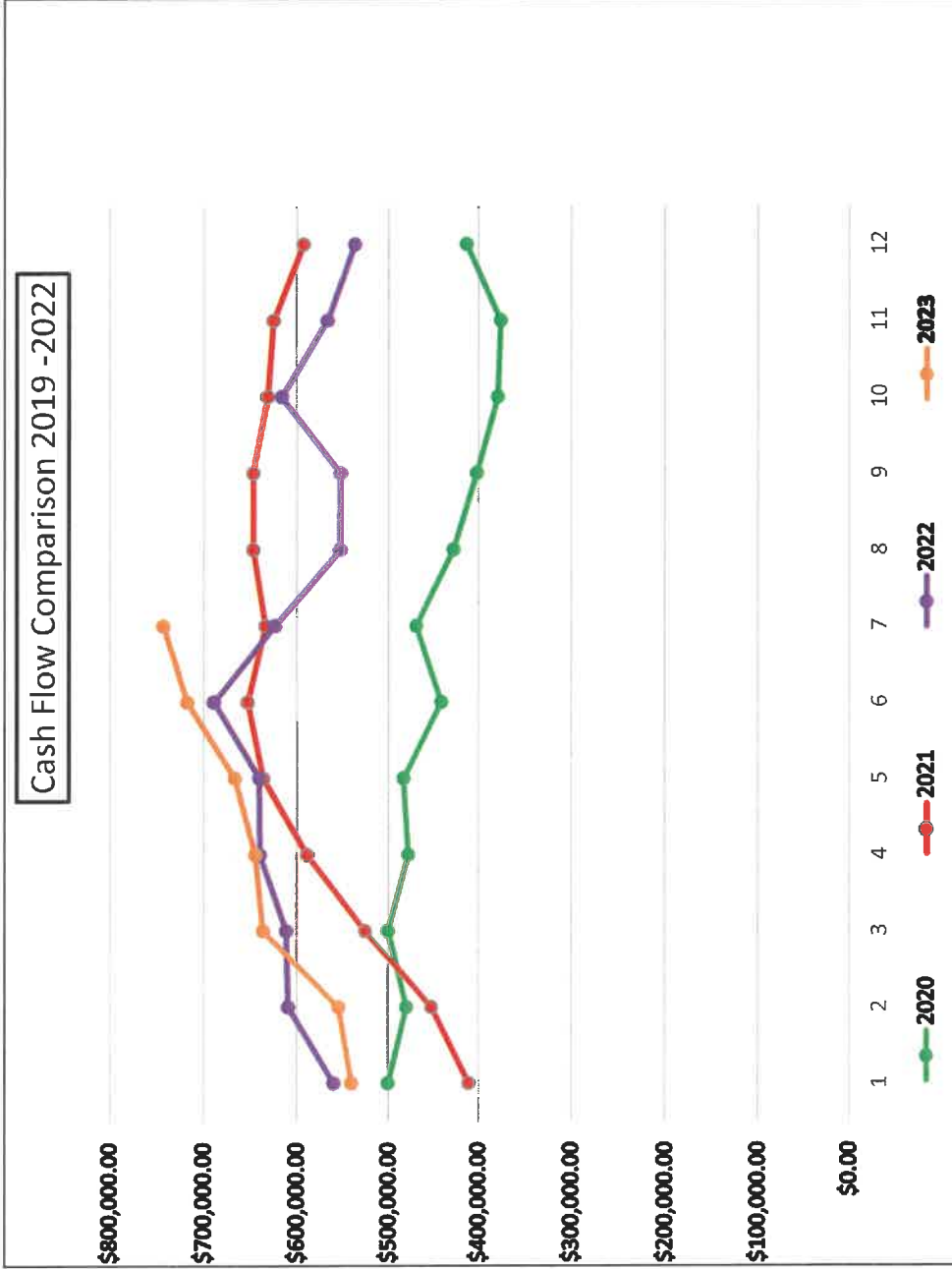
**CCE Schuyler County
Statement of Cash Flows**

	Period Ending 07/31/2023	Period Ending 07/31/2022
Change in net assets	\$ 76,352.67	\$ 6,923.38
Adjustments to reconcile change in net assets used by operating activities		
Depreciation	\$ 3,518.18	\$ -
(Increase) Decrease in assets		
Accounts Receivable	\$ 77,866.43	\$ 156.73
(Increase) Decrease in liabilities		
Accounts Payable	\$ 2,530.35	\$ 13,943.09
Accounts Payable, Inter-Assoc	\$ -	\$ -
Accounts Payable, Cornell	\$ 48,739.43	\$ 11,860.51
Due To, Intra-Assoc	\$ -	\$ -
Accounts Payable, Credit Card	\$ -	\$ -
Accrued Payroll	\$ (2,732.08)	\$ (2,327.44)
Net Cash (Used) by Operating Activities	\$ 126,404.13	\$ 23,632.89
Cash Flows from Investing Activities		
Purchase of Equipment	\$ -	\$ -
Cash Used for Investments	\$ -	\$ -
Net Cash (Used) by Investing Activities	\$ -	\$ -
NET INCREASE (DECREASE) IN ASSETS	\$ 206,274.98	\$ 30,556.27
CASH BALANCE, BEGINNING OF YEAR	\$ 536,828.41	\$ 592,904.54
CASH BALANCE, END OF FISCAL PERIOD	\$ 743,103.39	\$ 623,460.81

Cornell Cooperative Extension
 Schuyler County
 Cash Flow Chart
 January - December 2020-2023

	2020	2021	2022	2023
January	\$499,943.98	\$410,483.75	\$559,757.58	\$540,329.78
February	\$479,697.24	\$451,839.90	\$609,094.94	\$554,391.35
March	\$499,589.22	\$525,326.97	\$611,260.36	\$636,002.01
April	\$477,270.07	\$588,843.93	\$639,298.79	\$644,719.68
May	\$482,826.32	\$636,165.13	\$640,106.47	\$666,762.92
June	\$440,283.77	\$653,101.10	\$689,229.69	\$717,148.07
July	\$468,400.11	\$633,776.84	\$623,460.81	\$743,103.39
August	\$426,932.90	\$647,053.05	\$553,258.55	
September	\$401,280.20	\$647,053.05	\$552,798.11	
October	\$378,207.04	\$631,286.06	\$616,311.91	
November	\$375,137.77	\$625,083.85	\$566,709.15	
December	\$412,621.81	\$592,904.54	\$536,828.41	
	\$5,342,190.43	\$7,042,918.17	\$7,198,114.77	\$4,502,457.20

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Cornell Cooperative Extension

Administration

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To: Melissa Schroeder, Extension Association Executive Director
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From: Patrick Ference, CPA, Compliance Manager
CU Cooperative Extension Administration

Subject: Report on Financial Review of CCE Association of Schuyler County for 2022

Issued: September 2023

Scope

We completed our review of the financial reporting information submitted to our office by Cornell Cooperative Extension Association of Schuyler County. Such information includes the association's basic financial statements, notes to financial statements, general ledger trial balance, subsidiary trial balances, various detailed working papers supporting general ledger balances, and an internal control checklist.

Our review included the following steps:

- Examination of the overall financial statement presentation.
- Examination of accounting principles and their consistent application.
- Examination of the internal control self-assessment for any internal control weaknesses.
- Examination of working papers and subsidiary trial balances supporting general ledger balances for reasonableness and propriety.

A review is substantially less in scope than an audit by an independent CPA or a compliance review conducted by this office. A review does not provide the same level of assurance that those examinations would.

Recommendations:

- None

Findings:

- In the reconciliation statements uploaded to the tracking tool, the community bank checking account GL balance does not agree with the corresponding trial balance figure. These 2 figures should match. Please be sure to correct going forward.
- In the notes to the financial statements, the methodologies for the statement of functional expenses are incorrect. The method used should reflect one of the options listed in Form Code 1005.1. Please be sure to correct going forward.

Building Strong and Vibrant New York Communities

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

Conclusion

Based upon the scope of our review, we have concluded that:

- The annual financial statements were prepared using generally accepted accounting principles consistent with those used the previous year.
- Management has designed and implemented a system of internal controls.
- The association provided documentation supporting balances on the statement of financial position.



Patrick Ference, CPA