

**Cornell Cooperative Extension Albany County
Board of Directors Meeting - January 28, 2026**

AGENDA

- I. Call to Order
- II. Welcome and Introductions
 - Board Overview – Lisa Godlewski
- III. Election of Officers**
- IV. Approval of Minutes**
 - **Board of Directors- September 17, 2025**
 - **Nominating Meeting- November 12, 2025**
 - **Annual Meeting- November 20, 2025**
 - **Executive Co. Meeting- December 9, 2025**
- V. Report from Officers
 - President
 - Vice President
 - Treasurer
 - Secretary
- VI. Legislative Report
- VII. Financial Report
 - **October and November Financial Statements**
 - Investment Update
- VIII. Public Comment
- IX. Executive Directors Report
- X. Standing Committees
- XI. Program Reports
 - Human Ecology - Lisa Buenau
 - Sustainability and Environmental Health- Amy Shatsoff
 - 4H Youth Development- Barb Stevens
 - Master Gardener Program - Christine Saplin
 - Agriculture / Horticulture (local & regional teams) - Lisa Godlewski
- XII. Old Business
 - Shared Business Network
- XIII. New Business
 - **Approval of 2026 Operating Guidelines**
 - **Approval of Association Budget for 2026**
 - **Approval of Annual Fiscal Authorizations-2026**
 - **Appointment of Assistant to the Treasurer**
 - **Appointment of Assistant to the Secretary**
 - **Approval of AR Agreement with Albany County**
 - **Approval of BR Agreement with Cornell**
- XIV. Informational Reports
- XV. Adjournment

Next Board Meeting: Wednesday, March 25, 2026 @ 6:00pm

Cornell Cooperative Extension Albany County
Board of Directors
January 28, 2026

Proposed Slate of Officers - 2026

President	Carolyn Anderson
Vice President	Christine Saplin
Treasurer	Kevin Millington
Secretary	Ann Potts

Board of Directors Meeting
24 Martin Road, Voorheesville, NY 12186
September 17, 2025 - 6:00pm
MINUTES

PRESENT: William Reinhardt, Ellen Doolin, Kevin Millington, Sue Dwyer, Christine Saplin, Ann Potts, Wendy Daignault, Carolyn Anderson, Allyson Whiting

Staff: Lisa Godlewski, Amy Shatsoff, Anthony Zumbolo, Barbara Stevens, Jessica Denno

Absent: Sue Black, Keshana Owens-Cody, Theresa Rodriguez, Paul O'Connor, Lisa Buenau

I. **CALL TO ORDER:** By Carolyn Anderson @ 6:01 pm.

II. **WELCOME AND INTRODUCTIONS:** Welcome everyone. Thank you all for coming out.

III. **APPROVAL OF MINUTES:**

- **Board of Directors – July 23, 2025**

MOTION: Motion to approve Board of Directors Minutes from July 23, 2025 meeting as presented made by Kevin Millington, seconded by Sue Dwyer. Approved unanimously.

IV. **REPORTS FROM OFFICERS:**

President- Carolyn Anderson – very thankful to be here. Things are going smoothly and we owe that to Lisa and her staff, dealing with things effectively and efficiently. This is greatly appreciated.

Vice President- Christine Saplin– welcome back, Carolyn!

Treasurer- Kevin Millington– Financial health of the organization remains excellent.

Secretary- No report

V. **LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt:

County legislature is concerned about budget cuts coming down from Washington. Wonders where this might show up in the budget- and how we may see this reflected in our numbers.

VI. **FINANCIAL REPORT:** Anthony Zumbolo reports:

- June and July have closed.
- To date, through July, there are no federal impacts that we have seen. Everything is going well. Cash is up over prior year- Broadview CD was shifted. Investments and CDs are still performing well.

- Accounts Payable is lower relative to historical levels- this is related to SNAP payments to subcontractors.
- Statement of Operations- federal contracts are a little low due to strategic planning with the SNAP contract. Private contracts are a bit higher- additional contract last year. Fundraising is also higher- MG fundraisers (Plant Sale, Help Us Grow Fundraiser) have performed well.
- Expenses in line with budget.

MOTION: Motion to approve June & July 2025 financial statements as presented, pending audit, made by Ellen Doolin, seconded by Ann Potts. Approved unanimously.

- Investment update- reinvested several CDs today with news of interest rates changing. Keeping tiered timeline approach.
- Financial advisor is completing transition to new brokerage firm.

VII. **PUBLIC COMMENT:** No comments

VIII. **EXECUTIVE DIRECTOR REPORT:** Lisa Godlewski reports:

- SNAP- Many working behind scenes to express to the state how much the program means. NYS came through with a letter to those who administer SNAP which granted each organization with money to operate through the end of the year. More recent conversations included there will be additional funding to carry out the program from December through the end of the federal fiscal year next year. Staff are working on planning programming accordingly. Offers a bit of a standard close out process. People working to get nutrition dollars into Governor's budget as well and ongoing dialogue with County regarding potential funds to continue programming as well.
- University is forecasting a significant deficit. Already hiring freeze, travel freeze for extension administration personnel. Some federal dollars getting held up by request of particular elected officials. It is important to message the role that Extension plays for the land grant university.
- Digital ecosystem is moving along- first association has launched new website- streamlined approach and delivery, unified branding across the state. CRM - initiators are starting this Fall- modules for event registration, connection to payment system, customer notifications.
- Still searching for urban office space. Would like to be occupied by November 1st for the start of HEAP but are having trouble finding space that suits our needs.

IX. **STANDING COMMITTEES:** No reports

X. **PROGRAM REPORTS:**

For Human Ecology: Lisa Godlewski reports on behalf of Lisa Buenau:

- Hired a new Community Specialist for HEAP- training for the next outreach year. State still has not updated the address on the HEAP application return envelopes/forms- still say Ravena and this is very confusing and frustrating for clients. Ravena Post Office is extremely accommodating to the situation.

- Offered position for the vacant Family and Consumer Sciences Educator.
- Nutrition educator- reached over 100 participants through diabetes support classes. Additionally, enrollment is completely full for three-day preservation workshop. Conversation ensued about participant's motivation for learning to preserve; proposal to survey.
- Hudson River Fish Advisory- continues to educate audiences on what is safe to eat out of the Hudson.

For 4-H: Barb Stevens reports:

- Altamont Fair was a success! 4-H was well represented with 21 clubs, 1,022 exhibits and animal classes entered.
- Programming at Bethlehem and Guilderland YMCA ongoing throughout the summer months, which is funded through the Youth Bureau grant.
- Dairy Grant continuing and will keep programming going through Fall.
- Entering new grant around fiber education and agricultural awareness- partnership with a graduate student at Cornell- put together the grant to target youth in Arbor Hill Elementary, Sheridan Prep, Montessori and Giffen Elementary schools.
- After Fair, staff met with Albany City Schools in preparation for Urban grant education to start in October.
- 4-H Youth Educator position is currently advertised.
- Agri-business career trip at Cobleskill – 2 days- attendees tour campus facilities and learn about agriculture business practices. Five 4-H members are interested in attending.
- We received four interns from the County this summer- their work was so helpful and much appreciated!

For Sustainability and Environmental Health: Amy Shatsoff reports:

- New Climate Resiliency educator joined CCE last week. Prior 4-H and Ag experience will come in handy. Attending statewide Climate Stewards training – 12 weeks, every Wednesday evening- program modeled after Master Gardeners program volunteer training. Climate Stewards program is meant to complement Climate Smart communities through the DEC.
- Working to increase social media posts and website content on climate topics.
- Brainstorming with Barb and her team about workshops for the winter.
- Lead- one educator departed, and we were able to hire one of our SNAP-Ed educators. Lead Team continues to develop abatement training- aim to roll out by the end of the year.
- Attended Montgomery Lead coalition meeting- it was shared that people come from Westchester County to attend our lead training courses so kudos to the team on those classes!
- Healthy Homes- continuing educational home visits throughout the county.
- Energy Hub- funding is in place through next year but scope of work continues shift depending on federal and state funding. Draft State Energy Plan open for comment until October 8th.

- Hot Water Heater Campaign- successful in getting one to a client a month ago- plan to step up outreach for that moving forward. Team receives referrals, typically through the Empower Plus program.

For Master Gardeners (MG): Christine Saplin reports:

- Despite challenging growing season- still growing!
- Master Gardeners were featured in an expansive Times Union article.
- Veterans program ongoing.
- Provided informational tables at Altamont Fair and Farmer's Markets.
- New Master Gardener Volunteer training began, and we have 14 recruits for CCE Albany.
- Harvest picnic today- a success!
- Ice cream social- harvested peanuts this year!
- Putting children's gardens to bed this year. Fall session of Little Sprouts did not get any registrants, so program was cancelled.
- Fall Bulb Sale - wrapping up- closes on the 19th. Order form is online.
- Help Us Grow Fundraiser has allowed us to replace the gazebo- install hopefully in October.
- Training session on Spotted Lantern Fly- starting to get calls about this invasive pest.
- Complements from Barb for Christine on how wonderfully she accommodated the 80 youth that visited the fair for a last-minute grant opportunity- they were so happy to be able to provide the programming, and her work is much appreciated.

For Agriculture/Horticulture: Lisa Godlewski reports:

- Equine digestive track presentation on gut health.
- Cornell does large scale AG in-service training opportunity, connects educators to faculty and can learn more about current and future projects.
- Cut flower programming planning well underway. Our regional horticulturist is in high demand! Has provided a large amount of cut flower educational opportunities- zooms and in person workshops with more planned for the future.
- Educators are involved in various Small Farms educational initiatives through the remainder of the year.

XI. **OLD BUSINESS:** Lisa Godlewski reports:

- SBN- continues to be evaluated through the end of the year. Great response to surveys, now working with focus groups to receive statewide feedback. Director of Extension extended this evaluation period of SBN through the next federal fiscal year.
- Jim and Lisa asked to sit on a statewide policy workgroup- policies are very old and there is much to be updated.
- SBN leads across the state will be meeting in October.
- Equipment updates:
 - Ford E350 Van is up for bid. Extended bid window through September 26.

- XRF Analyzer- will not be purchased this year.

XII. **NEW BUSINESS:** Lisa Godlewski reports:

- None to report.

XIII. **INFORMATIONAL REPORTS:** no reports.

XIV. **ADJOURNMENT:**

MOTION: Motion to adjourn by Ellen Doolin, seconded by Kevin Millington. Approved unanimously.

Adjourned- 7:11 pm.

Upcoming Board Meetings:

Thursday, November 20- Annual Meeting Luncheon @ NOON
Wednesday, December 10, 2025 @ 6pm

**Nominating Committee Meeting
24 Martin Road, Voorheesville, NY 12186
November 12, 2025 - 10:00am**

PRESENT: Carolyn Anderson, Susan Lewis, Gale Kohler

Staff: Lisa Godlewski, Jessica Denno

Absent: Kevin Millington

I. **CALL TO ORDER** - By Carolyn Anderson at 10:15 am

II. **CANDIDATE REVIEW** –review of the slate of candidates for the Board of Directors: John Kilroy, Science Teacher at Colonie Central High School, and Laura DeGaetano, who is recently retired from Albany County’s Economic Development, Conservation and Planning Department.

MOTION: Motion to nominate the slate as presented including Laura DeGaetano and John Kilroy as first term candidates for the CCE Board of Directors made by Susan Lewis. Seconded by Gale Kohler. Approved unanimously.

III. **ADJOURNMENT**

MOTION: Motion to adjourn made by Susan Lewis. Seconded by Gale Kohler. Approved unanimously- adjourned at 10:23 a.m.

Annual Meeting Luncheon: Thursday, November 20 @ 12:00pm

SPECIAL MEETING | 2025 ANNUAL MEETING

November 20, 2025 at 12:00pm

24 Martin Road, Voorheesville, NY 12186

BOARD MEMBERS PRESENT: Carolyn Anderson, Christine Saplin, Ellen Doolin, Kevin Millington, Sue Dwyer, Allyson Whiting

The meeting was attended by approximately 60 constituents.

CALL TO ORDER: By President Anderson at 1:00 pm.

President Anderson extended a warm welcome, thanking everyone for attending Cornell Cooperative Extension Albany County's Annual Meeting. She was grateful to see everyone and appreciates the composition of volunteers, Board members, collaborators, and staff that make this community so special. She also recognized the Board Members for the tremendous amount of work that they do and thanked them for being there.

President Anderson introduced Lisa Godlewski, Executive Director, who recognized the various elected officials and key constituents that were in attendance. Lisa also introduced Patrick Curran, Albany County Policy Analyst, who was available to say a few words on behalf of County Executive Daniel McCoy. Patrick shared that the partnership between CCE Albany and Albany County has never been stronger. From the HEAP program to environmental work, youth development & outreach, we accomplish more together and the County appreciates the dedicated staff at CCE.

Lisa introduced Paul O'Connor, Assistant Director of Association Operations and our State Extension Specialist. Paul opened by thanking everyone at the Association; he has seen CCE Albany at work through his nephews who live in Guilderland and has worked with Lisa for over 20 years, starting when he served as the Executive Director in Onondaga County. He is familiar and appreciative of the services provided by CCE Albany. Paul noted that the extension system started in 1860 with Lincoln and Seward, who recognized that the wisdom from the fields and the wisdom from the University could be combined to create something better, and the Extension network is keeping this great idea alive.

Executive Director Remarks: The annual meeting brings everyone together to create synergies to move forward. Reflecting on the year, this has been a particularly challenging year, but our commitment in challenging times is to respond, evolve, adapt, and remain resolute in our reciprocity. Reciprocity is the land grant mission- to exchange ideas and services with each other to mutual

benefit. Reciprocity exists between Cornell, the government and the public- civic engagement for the public good. Dr. Scott Peters, a faculty member at Cornell, has been exploring the history of higher education for Americans and recognized that Extension is more than a service, it helps communities solve problems. He recently spoke at an executive leadership conference and shared his reflection on how extensions work as 'we grow people' ...this resonated with me. CCE helps people, helps communities, and helps grow people through this interconnected foundation and many partnerships with reciprocity of this quasi-governmental entity. We look forward to what's next for CCE to serve the public. We will continue to be seen as a trusted resource, continue to make lasting impact, all because of the collaboration of staff, volunteers, and numerous partnerships.

Lisa went on to thank everyone in attendance for being here to celebrate the year and thanked all the staff, volunteers and government and community partners for all their hard work and dedication.

BUSINESS MEETING

CALL TO ORDER: By Lisa Godlewski @ 1:10 pm.

REPORT FROM OFFICERS:

President – President Anderson shared that this has been a spectacular year.

Vice President – Christine Saplin is proud to be part of this community.

Treasurer – Kevin Millington reported that the financial report ending July 31, 2025 was approved, pending audit, at our September 17, 2025 Board of Directors meeting. The report shows that receipts and expenditures are in line with that which has been planned and we anticipate ending the year having delivered our programs within our planned budget. Beyond that, the financial health of the organization is excellent- a great reflection on the association. We have excellent support from federal, state and county funds, which is very much appreciated.

Secretary – On behalf of Secretary Susan Black, Lisa Godlewski reported that the minutes of the 2024 Annual Meeting of the association, which was held November 14, 2024, were reviewed and accepted by the Board of Directors at their meeting on January 29, 2025. They have been on file and available for public reading since that time. They are available here for anyone to read if they wish. They are lengthy, is it the wish of this group that they be read at this time?

MOTION: Motion made by Ellen Doolin that the minutes shall not be read and that they are accepted as presented. Seconded by Christine Saplin. Approved unanimously.

REPORT OF LEGISLATIVE REPRESENTATIVE: Representative William Reinhardt was not able to attend today, however, he sends his well wishes.

SPECIAL COMMITTEE REPORT:

Nominating Committee— Lisa Godlewski reported on behalf of the Nominating Committee Chair, the Committee was held on November 12, 2025 to review, discuss and approve the slate of board candidates as presented today.

Nomination Slate- Board of Directors

Laura DeGaetano and John Kilroy are being nominated, both for their first terms.

There were no nominations from the floor.

MOTION: Motion made by Kevin Millington to accept the Nominating Committee recommendations and accept the Board of Director members for their first term, as presented. Seconded by Carolyn Anderson. Approved unanimously.

RECOGNITIONS – Lisa Godlewski shared that two Board members will be completing their tenure on the Board this year. Our Board Secretary Susan Black started as a Master Gardener, as well as a member of the Human Ecology Program Committee. She has filled many different roles, and her volunteer service has been very much appreciated. Keshana Owens-Cody has been with New York State, was involved in our recently completed Department of Health Fellowship program and has been a very valuable volunteer; we appreciate her service, time and dedication as well.

Friend of Extension Award - Lisa Buenau and Karen Mort present the Friend of Extension Award for Micky Jaminez. Micky has spent more than 43 years working with the Capital District Latinos in community advocacy and Karen has partnered with her on nutrition programming. Micky has developed initiatives to address food insecurity, addiction, and mental health issues in marginalized communities. Karen shared that she met Micky at a health fair on Central Ave; Micky went on to ask Karen to hold a Dining with Diabetes class for which Micky would translate to Spanish. Over the course of working together, Micky has involved dietetic interns from Sage, held a vaccination campaign that raised the rate from 2% to 85% in the Latino communities. As a community builder, she recruits great staff, trains them well, and she also spends time writing grants; her goal is to serve as a bridge to make connections. Her food pantry is organized and welcoming, including a

compassionate closet for clothing and other items. She is working to transform her space to be able to host more classes, showcase Latino artists, musicians, etc. to embrace and celebrate their culture. Alejandra was with us to accept the award on Micky's behalf. Karen is proud to be part of such a resilient and compassionate group, is excited to teach the classes and have such successful partnerships; she looks forward to continuing their collaborations together. Thank you, Micky!

ASSOCIATION EXECUTIVE DIRECTOR – no additional report.

NEW BUSINESS – no report.

OLD BUSINESS – no report.

ADJOURNMENT - Motion to adjourn.

MOTION: Motion to adjourn the meeting by Ellen Doolin. Seconded by Kevin Millington. Approved unanimously. Meeting adjourned @ 1:25 pm.

Executive Committee Meeting
24 Martin Road, Voorheesville, NY 12186
December 9, 2025

PRESENT: Carolyn Anderson, Kevin Millington, Christine Saplin
Absent: Susan Black
Staff: Lisa Godlewski, Anthony Zumbolo, Jessica Denno

I. **CALL TO ORDER** - By Carolyn @ 12:30pm.

II. **FINANCIAL REPORT:** Anthony Zumbolo reports:

- Overall, the association maintains a strong fiscal position. Cash is up, receivables are in a good place, expenses in line, revenues are good. Fringe rate was adjusted down so line item is lower than what was budgeted.

MOTION: Motion made by Christine Saplin, to accept the August and September Financial Reports as presented pending audit, seconded by Kevin Millington. Approved unanimously.

III. **EXECUTIVE DIRECTOR'S REPORT**

- The County budget request was submitted in July, typically notified of Executive's budget in October and approved in December. CCE current request for additional dollars for urban office rent plus Cost-of-Living increases are moving forward. Going into next year, we have not suffered any of the federal cuts we projected, still teetering on a line with SNAP-Ed but it is anticipated to run through September 2026. We are applying for additional grant applications to try to find new avenues for funding. Discussions for a possible county-based program to keep a few nutrition outreach educators. Requests have also been made to the Governor to put nutrition education in the NYS budget. CCE educators are also exploring clean energy education avenues as well as climate resiliency projects. This involves additional work with our risk manager to go after money extension does not normally secure.
- Cost of Living Increases- tool available in the system to make simple changes for all eligible staff so approval early is helpful to take advantage of that one-time tool. Data entry would happen next week, effective January 1, 2026. 3% increase for everyone except staff that started their employment after August 1, 2025.

MOTION: Motion made by Kevin Millington to approve staff Cost of Living Adjustments for 2026, in line with County plan, seconded by Christine Saplin. Approved unanimously.

- Year-end equipment purchases are planned specifically for computer and hardware upgrades and key program supplies. Some additional purchases are necessary for our new urban office space downtown.
- CCE has officially moved into the new urban rental space @ 418 Broadway. HEAP staff are up and running, additional staff to follow in the new year.

IV. OLD BUSINESS

- Cargo van finally sold outright to a private buyer.

V. ADJOURNMENT

MOTION: Motion to adjourn made by Kevin Millington, seconded by Christine Saplin.
Approved unanimously. Adjourned 12:43 pm.

Next Board Meeting: January 28, 2026 @ 6:00 pm

**CCE Albany County
Balance Sheet**

	Last Month Closed		10/31/2025	
		Period Ending 10/31/2025		Period Ending 10/31/2024
Assets				
Current Assets				
Petty Cash	\$	200.00	\$	200.00
Cash in Bank, Checking		682,622.13		177,792.90
Cash in Bank, Savings		734,740.11		538,365.83
Undeposited Funds		1,440.50		(15,500.25)
Total Cash	\$	1,419,002.74	\$	700,858.48
Accounts Receivable	\$	650,778.05	\$	982,397.30
Certificates of Deposit, 12 Months or Less		1,941,792.84		2,057,449.77
Prepaid Expenses		4,035.67		3,016.76
Total Current Assets	\$	4,015,609.30	\$	3,743,722.31
Non-Current Assets				
Investments, Mutual Funds	\$	1,054,948.36	\$	951,954.99
Deposits Non-Current		182,235.00		200,966.00
Total Non-Current Assets	\$	1,237,183.36	\$	1,152,920.99
Right-Of-Use Assets				
Right-Of-Use Equipment		6,285.11		8,824.01
Total Right-Of-Use Assets	\$	6,285.11	\$	8,824.01
Fixed Assets				
Buildings	\$	207,821.50	\$	207,821.50
Furniture and Fixtures		19,740.00		-
Vehicles		211,621.54		164,718.44
Computers		11,481.96		5,781.58
Equipment		59,248.82		59,248.82
Accumulated Depreciation		(207,227.66)		(165,519.95)
Total Fixed Assets	\$	302,686.16	\$	272,050.39
Total Assets	\$	5,561,763.93	\$	5,177,517.70
Liabilities and Fund Balances				
Current Liabilities				
Accounts Payable	\$	58,118.14	\$	69,264.22
Accounts Payable, Cornell		228,104.44		220,257.58
Accrued Expenses, Other		20,546.00		20,545.98
Accrued Vacation		106,625.79		132,475.57
Deferred Revenues		206,674.50		206,178.03
Agency Funds		1,625.62		753.97
Operating Leases Current		3,091.82		2,773.19
Total Current Liabilities	\$	624,786.31	\$	652,248.54
Non-Current Liabilities				
Operating Leases Non-Current	\$	3,193.29	\$	6,050.82
Total Non-Current Liabilities	\$	3,193.29	\$	6,050.82
Current Fund Balances				
Temp Rest Fund	\$	1,665.20	\$	4,723.87
Perm Rest Fund		-		-
Designated		2,215,763.53		2,169,155.52
General Fund		2,214,358.94		1,776,549.39
Plant Fund		302,686.16		232,976.61
	\$	4,734,473.83	\$	4,183,405.39
Total Revenues	\$	5,176,827.62	\$	5,203,902.73
Total Expenses		(4,875,360.79)		(4,836,379.24)
Net from Operations	\$	301,466.83	\$	367,523.49
Transfers from	\$	(29,812.83)	\$	44,687.32
Transfers To		(72,343.48)		(76,397.86)
Net from Transfers		(102,156.31)		(31,710.54)
Total Fund Balances	\$	4,933,784.35	\$	4,519,218.34
Total Liabilities and Fund Balances	\$	5,561,763.95	\$	5,177,517.70

**CCE Albany County
Statement of Operations**

Last Month Closed

10/31/2025

	Current Month	Year to Date	Annual Budget	Over/Under Budget	% Budget	Prior Year Same Period
FEDERAL REVENUES						
SL Fed Contrib	\$ 6,912.71	\$ 61,162.04	\$ 70,655.00	\$ 9,492.96	86.56%	\$ 57,728.72
Fed Contract Contrib	60,179.80	633,093.81	1,059,001.00	425,907.19	59.78%	598,251.83
STATE REVENUES						
NYS 224 Contracts	20,736.98	212,761.92	182,500.00	(30,261.92)	116.58%	176,236.08
NYS Fringe Benefits	162,295.93	1,480,324.01	2,095,572.82	615,248.81	70.64%	1,487,503.60
NYS Contracts Contrib	25,370.51	294,663.03	352,000.00	57,336.97	83.71%	295,624.62
COUNTY REVENUES						
County Approp Contrib	108,063.92	1,080,639.20	1,296,767.00	216,127.80	83.33%	999,204.20
County Contract Contrib	25,750.00	544,843.48	659,500.00	114,656.52	82.61%	645,802.22
OTHER GRANTS & CONTRACTS						
Other Govt Contracts Contrib	-	-	20,000.00	20,000.00	-	-
Other Grants/Contracts Contrib	1,715.00	24,981.14	-	(24,981.14)	-	9,652.75
Private Contracts Contributions	4,680.32	49,821.47	19,000.00	(30,821.47)	262.22%	105,551.25
CONTRIBUTION REVENUE						
Contrib Unrestricted	290.00	8,349.12	8,100.00	(249.12)	103.08%	22,552.68
INVESTMENT EARNINGS						
Interest Income	7,583.60	76,237.73	50,000.00	(26,237.73)	152.48%	61,867.37
Dividend Income	4,975.10	53,507.99	50,000.00	(3,507.99)	107.02%	52,540.24
PROGRAM REVENUE						
Program Reg Fees	15.00	32,508.74	49,850.00	17,341.26	65.21%	21,622.44
Regional Prog Support	40,661.51	401,001.22	502,083.00	101,081.78	79.87%	472,267.73
Specialist Contract Support	-	-	-	-	-	5,486.00
Enterprise Sales	984.00	8,143.79	4,950.00	(3,193.79)	164.52%	6,187.99
Reimb for Services	3,791.66	37,916.60	35,500.00	(2,416.60)	106.81%	17,535.06
Fundraising	3,141.00	60,389.00	17,500.00	(42,889.00)	345.08%	19,774.15
Special Events	-	-	3,000.00	3,000.00	-	2,100.00
Miscellaneous Clearing	-	(9.64)	-	9.64	-	15.00
Rental, Long-Term	-	-	1,400.00	1,400.00	-	-
Rental, Short-Term	2,653.19	8,636.11	4,800.00	(3,836.11)	179.92%	6,582.04
NON-OPERATING INCOME						
Non-Operating Revenue	-	50.00	-	(50.00)	-	-
Gain on Investments	6,643.75	107,806.86	-	(107,806.86)	-	124,773.96
Prior Period Revenue Adjustment	-	-	-	-	-	15,042.80
TOTAL REVENUES	\$ 486,443.98	\$ 5,176,827.62	\$ 6,482,178.82	\$ 1,305,351.20		\$ 5,203,902.73
TRANSFERS FROM FUND BALANCES						
Trans from Designated	\$ -	\$ -	\$ 326,043.64	\$ 326,043.64	-	\$ -
Trans from Plant, Sale	-	-	-	-	-	26,404.83
Trans from Plant, Depr	4,143.84	(29,812.83)	29,900.00	59,712.83	-	18,282.49
TOTAL TRANSFERS FROM FUND BALANCES	\$ 4,143.84	\$ (29,812.83)	\$ 355,943.64	\$ 385,756.47		\$ 44,687.32
TOTAL REVENUES & TRANSFERS FROM FUNDS	\$ 490,587.82	\$ 5,147,014.79	\$ 6,838,122.46	\$ 1,691,107.67		\$ 5,248,590.05
SALARIES						
Payroll	\$ 276,069.39	\$ 2,342,480.67	\$ 3,415,462.64	\$ 1,072,981.97	68.58%	\$ 2,264,228.88
EMPLOYEE BENEFITS						
Payroll Fringe Benefits	162,295.93	1,480,324.01	2,095,572.82	615,248.81	70.64%	1,487,503.60
Unemployment Ins	-	2,944.79	2,100.00	(844.79)	140.23%	1,461.48
Workers' Compensation	-	21,169.02	16,244.00	(4,925.02)	130.32%	15,713.41
STAFF DEVELOPMENT						
Staff Dev, Registrations	1,035.59	9,447.51	15,750.00	6,302.49	59.98%	10,735.42
Staff Dev, Mileage	-	-	-	-	-	79.47
Staff Dev, Transportation	13.60	1,187.19	4,900.00	3,712.81	24.23%	1,291.94
Staff Dev, Lodging	732.00	4,095.44	150.00	(3,945.44)	2730.29%	4,137.32
Staff Dev, Meals	169.78	367.27	1,850.00	1,482.73	19.85%	451.50
PROGRAM/OPERATING EXPENSES						
Auditing Fees	-	19,662.00	19,500.00	(162.00)	100.83%	3,000.00
Advertising	-	172.88	14,000.00	13,827.12	1.23%	16,681.95
Publicity	266.86	17,146.75	4,250.00	(12,896.75)	403.45%	8,099.47
Awards and Prizes	50.00	5,748.04	5,100.00	(648.04)	112.71%	4,464.71
Bank Fees	356.68	8,257.90	1,500.00	(6,757.90)	550.53%	8,286.34
Legal Fees	4,068.00	25,164.20	25,000.00	(164.20)	100.66%	12,246.00
Travel, Lodging	-	432.19	-	(432.19)	-	1,138.72
Travel, Meals	-	28.62	100.00	71.38	28.62%	195.50
Travel, Mileage	5,080.74	41,290.99	78,800.00	37,509.01	52.40%	40,773.67
Travel, Transportation	67.87	960.45	500.00	(460.45)	192.09%	982.41
Meetings, Food	1,682.25	17,228.84	26,000.00	8,771.16	66.26%	18,205.02
Meetings, Other	132.46	235.85	5,000.00	4,764.15	4.72%	3,560.47
Postage and Delivery	213.53	3,270.99	7,365.00	4,094.01	44.41%	2,996.86
Printing & Copying	894.42	12,371.15	45,100.00	32,728.85	27.43%	19,172.20
Non-Capitalized Assets	-	9,795.08	27,500.00	17,704.92	35.62%	13,869.25
Regional Prog Support	9,683.30	104,870.00	134,564.00	29,694.00	77.93%	131,860.58
Rental, Equipment	292.99	3,631.75	7,500.00	3,868.25	48.42%	3,666.15
ROU Lease, Equipment	-	-	5,000.00	5,000.00	-	1,750.00
Rental, Facilities	21,181.75	211,175.00	247,514.00	36,339.00	85.32%	209,021.89
Rental, Vehicles	-	-	-	-	-	853.20
ROU Lease, Vehicles	-	-	-	-	-	1,790.28
Enterprise, Cost of Sales	462.00	5,198.05	4,250.00	(948.05)	122.31%	4,956.17
Fundraising Expenses	3,012.57	13,684.73	8,000.00	(5,684.73)	171.06%	7,669.18
Special Events Expenses	-	16.75	2,000.00	1,983.25	0.84%	1,842.15
Supplies, Nutrition	675.90	4,886.78	20,623.00	15,736.22	23.70%	6,442.14
Supplies, Teaching	9,250.75	69,397.27	99,277.00	29,879.73	69.90%	59,287.26
Supplies, Reinforcements	-	2,256.00	47,500.00	45,244.00	4.75%	42,660.09
Supplies, Non-Food (disp)	-	212.00	-	(212.00)	-	165.08
Supplies, Garden	407.50	3,140.61	10,000.00	6,859.39	31.41%	6,518.29
Supplies, Expendable	-	146.51	-	(146.51)	-	657.89
Supplies, Office	2,998.20	13,856.29	20,882.00	7,025.71	66.36%	15,742.18
Telecommunications	3,210.52	33,032.95	39,750.00	6,717.05	83.10%	33,417.23
Trips and Tours	-	20,812.21	9,500.00	(11,312.21)	219.08%	8,916.47
Vehicles, Fuel	309.42	2,394.80	7,750.00	5,355.20	30.90%	3,193.52
Vehicles, Repairs/Maint	21.00	2,664.70	2,500.00	(164.70)	106.59%	661.29
Insurance, General Liab	-	58,890.12	30,586.00	(28,304.12)	192.54%	48,425.20

CCE Albany County
Statement of Operations

Last Month Closed

10/31/2025

	Current Month	Year to Date	Annual Budget	Over/Under Budget	% Budget	Prior Year Same Period
Insurance, Cyber Liability	-	7,358.75	4,700.00	(2,658.75)	156.57%	7,358.75
Insurance, 4-H Accident	-	408.68	350.00	(58.68)	116.77%	327.88
Subscript & Memberships	-	1,888.96	3,550.00	1,661.04	53.21%	4,402.94
Licenses and Fees	100.00	804.61	4,050.00	3,245.39	19.87%	608.58
Background/MVR Checks	-	773.59	5,700.00	4,926.41	13.57%	7,616.80
Taxes and Fines	-	1,049.77	550.00	(499.77)	190.87%	358.39
Miscellaneous Expenses	-	-	-	-	-	(2.00)
GRANTS & CONTRACTS						
Contracted Services	21,835.21	163,058.91	206,685.00	43,626.09	78.89%	143,933.37
Specialist Contract	-	350.00	-	(350.00)	-	-
Association Services	-	39,867.00	48,331.00	8,464.00	82.49%	45,509.00
BUILDINGS & GROUNDS						
Facilities/Grounds Maint	509.00	7,039.83	22,866.00	15,826.17	30.79%	6,040.38
Repairs & Maint	-	184.87	2,500.00	2,315.13	7.39%	509.19
Utilities	87.17	871.70	-	(871.70)	-	484.20
EXPENSE OF FIXED ASSETS						
Depr, Buildings	416.67	4,166.67	5,000.00	833.33	83.33%	4,166.67
Depr, Furniture & Fixtures	329.00	1,316.00	-	(1,316.00)	-	-
Depr, Vehicles	2,853.44	24,625.78	24,900.00	274.22	98.90%	15,288.40
Depr, Computers	158.34	1,108.40	-	(1,108.40)	-	-
Depr, Equipment	386.39	3,863.84	-	(3,863.84)	-	3,863.84
NON-OPERATING EXPENSES						
Loss on Investments	3,624.63	42,575.08	-	(42,575.08)	-	67,141.02
TOTAL EXPENSES	\$ 534,934.85	\$ 4,875,360.79	\$ 6,838,122.46	\$ 1,962,761.67		\$ 4,836,379.24
TRANSFERS TO FUND BALANCES						
Trans to Plant/Equipment	-	72,343.48	-	(72,343.48)	-	76,397.86
TOTAL TRANSFERS TO FUND BALANCES	\$ -	\$ 72,343.48	\$ -	\$ (72,343.48)		\$ 76,397.86
TOTAL EXPENSES & TRANSFERS TO FUNDS	\$ 534,934.85	\$ 4,947,704.27	\$ 6,838,122.46	\$ 1,890,418.19		\$ 4,912,777.10
NET FROM TRANSFERS	4,143.84	(102,156.31)	355,943.64	458,099.95		(31,710.54)
NET FROM CURRENT OPERATIONS	(48,490.87)	301,466.83	(355,943.64)	(657,410.47)		367,523.49
NET FROM TRANSFERS & CURRENT OPERATIONS	\$ (44,347.03)	\$ 199,310.52	\$ -	\$ (199,310.52)		\$ 335,812.95

CCE Albany County
Statement of Cash Flows

	Last Month Closed		10/31/2025
	Period Ending		Period Ending
	10/31/2025		10/31/2024
Change in Net Assets	\$	301,466.83	\$ 367,523.49
Adjustments to Reconcile Change in Net Assets Used by Operating Activities			
Depreciation	\$	37,163.14	\$ 18,662.79
(Increase) Decrease in Assets			
Accounts Receivable	\$	223,709.10	\$ 25,847.38
Certificates of Deposit, 12 months or less		(69,538.50)	(85,000.39)
Prepaid Expenses		8,725.26	7,793.86
Increase (Decrease) in liabilities			
Accounts Payable	\$	(30,493.98)	\$ (33,108.81)
Accounts Payable, Cornell		69,042.58	12,795.62
Accrued Payroll		(17,345.25)	(7,014.84)
Accrued Expenses, Other		20,546.00	20,545.98
Deferred Revenues		206,674.50	163,551.13
Agency Funds		(1,012.75)	(2,437.40)
Operating Leases Current		304.75	(16,854.52)
Operating Leases Non-Current		(2,387.20)	429.42
Taste Store Proceeds owed to NYSDAM		-	-
Net Cash (Used) by Operating Activities	\$	408,224.51	\$ 86,547.43
Cash Flows from Investing Activities			
Purchase of Equipment	\$	72,343.48	\$ 70,359.44
Cash Used for Investments		99,879.82	71,399.75
Net Cash (Used) by Investing Activities		(172,223.30)	(141,759.19)
NET INCREASE (DECREASE) IN ASSETS	\$	574,631.18	\$ 330,974.52
 CASH BALANCE, BEGINNING OF YEAR		844,371.54	369,883.96
CASH BALANCE, END OF FISCAL PERIOD	\$	1,419,002.72	\$ 700,858.48

**CCE Albany County
Balance Sheet**

	Last Month Closed		11/30/2025	
		Period Ending 11/30/2025		Period Ending 11/30/2024
Assets				
Current Assets				
Petty Cash	\$	200.00	\$	200.00
Cash in Bank, Checking		582,676.25		507,929.02
Cash in Bank, Savings		736,493.40		539,850.14
Undeposited Funds		(27,988.26)		6,688.16
Total Cash	\$	1,291,381.39	\$	1,054,667.32
Accounts Receivable	\$	605,456.77	\$	842,491.51
Certificates of Deposit, 12 Months or Less		1,945,939.78		1,863,751.90
Prepaid Expenses		3,894.48		2,836.04
Total Current Assets	\$	3,846,672.42	\$	3,763,746.77
Non-Current Assets				
Investments, Mutual Funds	\$	1,063,860.90	\$	974,572.33
Deposits Non-Current		182,235.00		200,966.00
Total Non-Current Assets	\$	1,246,095.90	\$	1,175,538.33
Right-Of-Use Assets				
Right-Of-Use Equipment		6,050.82		8,596.07
Total Right-Of-Use Assets	\$	6,050.82	\$	8,596.07
Fixed Assets				
Buildings	\$	207,821.50	\$	207,821.50
Furniture and Fixtures		19,740.00		-
Vehicles		190,993.60		164,718.44
Computers		11,481.96		5,781.58
Equipment		59,248.82		59,248.82
Accumulated Depreciation		(190,743.54)		(168,394.71)
Total Fixed Assets	\$	298,542.34	\$	269,175.63
Total Assets	\$	5,397,361.48	\$	5,217,056.80
Liabilities and Fund Balances				
Current Liabilities				
Accounts Payable	\$	64,410.66	\$	57,962.45
Accounts Payable, Cornell		165,419.81		403,574.96
Accrued Expenses, Other		41,092.00		41,091.98
Accrued Vacation		106,625.79		132,475.57
Deferred Revenues		84,488.78		91,736.81
Agency Funds		1,625.62		894.97
Operating Leases Current		3,099.55		2,780.12
Total Current Liabilities	\$	466,762.21	\$	730,516.86
Non-Current Liabilities				
Operating Leases Non-Current	\$	2,951.27	\$	5,815.95
Total Non-Current Liabilities	\$	2,951.27	\$	5,815.95
Current Fund Balances				
Temp Rest Fund	\$	1,665.20	\$	4,723.87
Perm Rest Fund		-		-
Designated		2,215,763.53		2,169,155.52
General Fund		2,214,358.94		1,776,549.39
Plant Fund		298,542.34		232,976.61
	\$	4,730,330.01	\$	4,183,405.39
Total Revenues	\$	5,625,172.33	\$	5,607,242.09
Total Expenses		(5,329,841.83)		(5,278,212.95)
Net from Operations	\$	295,330.50	\$	329,029.14
Transfers from	\$	(25,669.01)	\$	44,687.32
Transfers To		(72,343.48)		(76,397.86)
Net from Transfers		(98,012.49)		(31,710.54)
Total Fund Balances	\$	4,927,648.02	\$	4,480,723.99
Total Liabilities and Fund Balances	\$	5,397,361.50	\$	5,217,056.80

**CCE Albany County
Statement of Operations**

Last Month Closed

11/30/2025

	Current Month	Year to Date	Annual Budget	Over/Under Budget	% Budget	Prior Year Same Period
FEDERAL REVENUES						
SL Fed Contrib	\$ 6,010.84	\$ 67,172.88	\$ 70,655.00	\$ 3,482.12	95.07%	\$ 63,410.62
Fed Contract Contrib	43,735.99	676,829.80	1,059,001.00	382,171.20	63.91%	598,251.83
STATE REVENUES						
NYS 224 Contracts	20,658.50	233,420.42	182,500.00	(50,920.42)	127.90%	193,858.37
NYS Fringe Benefits	141,642.37	1,621,966.38	2,095,572.82	473,606.44	77.40%	1,632,496.22
NYS Contracts Contrib	22,030.60	316,693.63	352,000.00	35,306.37	89.97%	318,205.74
COUNTY REVENUES						
County Approp Contrib	108,063.92	1,188,703.12	1,296,767.00	108,063.88	91.67%	1,099,124.62
County Contract Contrib	29,750.00	574,593.48	659,500.00	84,906.52	87.13%	670,563.47
OTHER GRANTS & CONTRACTS						
Other Govt Contracts Contrib	-	-	20,000.00	20,000.00	-	-
Other Grants/Contracts Contrib	-	24,981.14	-	(24,981.14)	-	10,902.75
Private Contracts Contributions	400.74	50,222.21	19,000.00	(31,222.21)	264.33%	105,963.63
CONTRIBUTION REVENUE						
Contrib Unrestricted	345.00	8,694.12	8,100.00	(594.12)	107.33%	22,602.68
INVESTMENT EARNINGS						
Interest Income	3,667.36	79,905.09	50,000.00	(29,905.09)	159.81%	69,622.79
Dividend Income	4,668.11	58,176.10	50,000.00	(8,176.10)	116.35%	56,714.48
PROGRAM REVENUE						
Program Reg Fees	3,218.57	35,727.31	49,850.00	14,122.69	71.67%	22,622.44
Regional Prog Support	40,466.95	441,468.17	502,083.00	60,614.83	87.93%	519,824.36
Specialist Contract Support	-	-	-	-	-	5,486.00
Advertising	75.00	75.00	-	(75.00)	0.00%	-
Enterprise Sales	408.00	8,551.79	4,950.00	(3,601.79)	172.76%	6,282.99
Reimb for Services	3,791.66	41,708.26	35,500.00	(6,208.26)	117.49%	21,211.39
Fundraising	179.00	60,568.00	17,500.00	(43,068.00)	346.10%	19,774.15
Special Events	-	-	3,000.00	3,000.00	-	2,100.00
Miscellaneous Clearing	96.04	86.40	-	(86.40)	-	15.00
Rental, Long-Term	-	-	1,400.00	1,400.00	-	1,400.00
Rental, Short-Term	650.88	9,286.99	4,800.00	(4,486.99)	193.48%	7,532.92
NON-OPERATING INCOME						
Non-Operating Revenue	-	50.00	-	(50.00)	-	-
Gain on Investments	11,485.18	119,292.04	-	(119,292.04)	-	144,232.84
Gain on Fixed Assets	7,000.00	7,000.00	-	(7,000.00)	-	-
Prior Period Revenue Adjustment	-	-	-	-	-	15,042.80
TOTAL REVENUES	\$ 448,344.71	\$ 5,625,172.33	\$ 6,482,178.82	\$ 857,006.49		\$ 5,607,242.09
TRANSFERS FROM FUND BALANCES						
Trans from Designated	\$ -	\$ -	\$ 326,043.64	\$ 326,043.64	-	\$ -
Trans from Plant, Sale	-	-	-	-	-	26,404.83
Trans from Plant, Depr	4,143.82	(25,669.01)	29,900.00	55,569.01	-	18,282.49
TOTAL TRANSFERS FROM FUND BALANCES	\$ 4,143.82	\$ (25,669.01)	\$ 355,943.64	\$ 381,612.65		\$ 44,687.32
TOTAL REVENUES & TRANSFERS FROM FUNDS	\$ 452,488.53	\$ 5,599,503.32	\$ 6,838,122.46	\$ 1,238,619.14		\$ 5,651,929.41
SALARIES						
Payroll	\$ 241,641.01	\$ 2,584,121.68	\$ 3,415,462.64	\$ 831,340.96	75.66%	\$ 2,487,036.36
EMPLOYEE BENEFITS						
Payroll Fringe Benefits	141,642.37	1,621,966.38	2,095,572.82	473,606.44	77.40%	1,632,496.22
Unemployment Ins	-	2,944.79	2,100.00	(844.79)	140.23%	1,461.48
Workers' Compensation	-	21,169.02	16,244.00	(4,925.02)	130.32%	15,713.41
STAFF DEVELOPMENT						
Staff Dev, Registrations	847.50	10,295.01	15,750.00	5,454.99	65.37%	10,861.42
Staff Dev, Mileage	-	-	-	-	-	79.47
Staff Dev, Transportation	20.00	1,207.19	4,900.00	3,692.81	24.64%	1,309.74
Staff Dev, Lodging	838.79	4,934.23	150.00	(4,784.23)	3289.49%	5,370.39
Staff Dev, Meals	195.05	562.32	1,850.00	1,287.68	30.40%	651.43
PROGRAM/OPERATING EXPENSES						
Auditing Fees	-	19,662.00	19,500.00	(162.00)	100.83%	3,000.00
Advertising	-	172.88	14,000.00	13,827.12	1.23%	17,037.15
Publicity	52.25	17,199.00	4,250.00	(12,949.00)	404.68%	8,514.33
Awards and Prizes	75.00	5,823.04	5,100.00	(723.04)	114.18%	4,536.20
Bank Fees	3,777.13	12,035.03	1,500.00	(10,535.03)	802.34%	9,062.52
Legal Fees	1,440.00	26,604.20	25,000.00	(1,604.20)	106.42%	14,584.40
Travel, Lodging	732.12	1,164.31	-	(1,164.31)	-	1,138.72
Travel, Meals	75.72	104.34	100.00	(4.34)	104.34%	195.50
Travel, Mileage	2,595.60	43,886.59	78,800.00	34,913.41	55.69%	44,011.65
Travel, Transportation	58.71	1,019.16	500.00	(519.16)	203.83%	1,018.27
Meetings, Food	2,193.14	19,421.98	26,000.00	6,578.02	74.70%	21,528.73
Meetings, Other	50.98	286.83	5,000.00	4,713.17	5.74%	4,190.92
Postage and Delivery	245.50	3,516.49	7,365.00	3,848.51	47.75%	3,177.58
Printing & Copying	1,066.43	13,437.58	45,100.00	31,662.42	29.80%	19,651.40
Non-Capitalized Assets	-	9,795.08	27,500.00	17,704.92	35.62%	17,733.88
Regional Prog Support	9,683.30	114,553.30	134,564.00	20,010.70	85.13%	144,647.55
Rental, Equipment	292.99	3,924.74	7,500.00	3,575.26	52.33%	3,941.14
ROU Lease, Equipment	-	-	5,000.00	5,000.00	-	1,750.00
Rental, Facilities	21,181.75	232,356.75	247,514.00	15,157.25	93.88%	229,567.89
Rental, Vehicles	-	-	-	-	-	853.20
ROU Lease, Vehicles	-	-	-	-	-	1,790.28
Enterprise, Cost of Sales	528.00	5,726.05	4,250.00	(1,476.05)	134.73%	4,956.17
Fundraising Expenses	198.89	13,883.62	8,000.00	(5,883.62)	173.55%	7,669.18
Special Events Expenses	-	16.75	2,000.00	1,983.25	0.84%	1,842.15
Supplies, Nutrition	167.14	5,053.92	20,623.00	15,569.08	24.51%	6,826.62
Supplies, Teaching	6,827.35	76,224.62	99,277.00	23,052.38	76.78%	67,867.81
Supplies, Reinforcements	-	2,256.00	47,500.00	45,244.00	4.75%	42,660.09
Supplies, Non-Food (disp)	-	212.00	-	(212.00)	-	165.08
Supplies, Garden	256.27	3,396.88	10,000.00	6,603.12	33.97%	6,533.76
Supplies, Expendable	-	146.51	-	(146.51)	-	714.87
Supplies, Office	1,496.80	15,353.09	20,882.00	5,528.91	73.52%	18,592.85
Telecommunications	3,405.41	36,438.36	39,750.00	3,311.64	91.67%	36,526.10
Trips and Tours	-	20,812.21	9,500.00	(11,312.21)	219.08%	8,916.47
Vehicles, Fuel	161.46	2,556.26	7,750.00	5,193.74	32.98%	3,493.14

CCE Albany County
Statement of Operations

Last Month Closed

11/30/2025

	Current Month	Year to Date	Annual Budget	Over/Under Budget	% Budget	Prior Year Same Period
Vehicles, Repairs/Maint	-	2,664.70	2,500.00	(164.70)	106.59%	661.29
Insurance, General Liab	-	58,890.12	30,586.00	(28,304.12)	192.54%	48,425.20
Insurance, Cyber Liability	-	7,358.75	4,700.00	(2,658.75)	156.57%	7,358.75
Insurance, 4-H Accident	-	408.68	350.00	(58.68)	116.77%	327.88
Subscript & Memberships	247.00	2,135.96	3,550.00	1,414.04	60.17%	4,654.94
Licenses and Fees	-	804.61	4,050.00	3,245.39	19.87%	608.58
Background/MVR Checks	47.48	821.07	5,700.00	4,878.93	14.40%	7,680.53
Taxes and Fines	-	1,049.77	550.00	(499.77)	190.87%	358.39
GRANTS & CONTRACTS						
Contracted Services	6,987.91	170,046.82	206,685.00	36,638.18	82.27%	143,933.37
Specialist Contract	-	350.00	-	(350.00)	-	-
Association Services	-	39,867.00	48,331.00	8,464.00	82.49%	45,509.00
BUILDINGS & GROUNDS						
Facilities/Grounds Maint	-	7,039.83	22,866.00	15,826.17	30.79%	6,529.42
Repairs & Maint	-	184.87	2,500.00	2,315.13	7.39%	509.19
Utilities	87.17	958.87	-	(958.87)	-	484.20
EXPENSE OF FIXED ASSETS						
Depr, Buildings	416.67	4,583.34	5,000.00	416.66	91.67%	4,583.34
Depr, Furniture & Fixtures	329.00	1,645.00	-	(1,645.00)	-	-
Depr, Vehicles	2,853.42	27,479.20	24,900.00	(2,579.20)	110.36%	17,360.11
Depr, Computers	158.35	1,266.75	-	(1,266.75)	-	-
Depr, Equipment	386.38	4,250.22	-	(4,250.22)	-	4,250.22
NON-OPERATING EXPENSES						
Loss on Investments	1,221.00	43,796.08	-	(43,796.08)	-	71,305.02
TOTAL EXPENSES	\$ 454,481.04	\$ 5,329,841.83	\$ 6,838,122.46	\$ 1,508,280.63		\$ 5,278,212.95
TRANSFERS TO FUND BALANCES						
Trans to Plant/Equipment	-	72,343.48	-	(72,343.48)	-	76,397.86
TOTAL TRANSFERS TO FUND BALANCES	\$ -	\$ 72,343.48	\$ -	\$ (72,343.48)		\$ 76,397.86
TOTAL EXPENSES & TRANSFERS TO FUNDS	\$ 454,481.04	\$ 5,402,185.31	\$ 6,838,122.46	\$ 1,435,937.15		\$ 5,354,610.81
NET FROM TRANSFERS	4,143.82	(98,012.49)	355,943.64	453,956.13		(31,710.54)
NET FROM CURRENT OPERATIONS	(6,136.33)	295,330.50	(355,943.64)	(651,274.14)		329,029.14
NET FROM TRANSFERS & CURRENT OPERATIONS	\$ (1,992.51)	\$ 197,318.01	\$ -	\$ (197,318.01)		\$ 297,318.60

CCE Albany County
Statement of Cash Flows

	Last Month Closed		11/30/2025
	Period Ending		Period Ending
	11/30/2025		11/30/2024
Change in Net Assets	\$	295,330.50	\$ 329,029.14
Adjustments to Reconcile Change in Net Assets Used by Operating Activities			
Depreciation	\$	20,913.31	\$ 21,765.49
(Increase) Decrease in Assets			
Accounts Receivable	\$	269,030.38	\$ 165,753.17
Certificates of Deposit, 12 months or less		(73,685.44)	108,697.48
Prepaid Expenses		8,866.45	7,974.58
Increase (Decrease) in liabilities			
Accounts Payable	\$	(24,201.46)	\$ (44,410.58)
Accounts Payable, Cornell		6,357.95	196,113.00
Accrued Payroll		(17,345.25)	(7,014.84)
Accrued Expenses, Other		41,092.00	41,091.98
Deferred Revenues		84,488.78	49,109.91
Agency Funds		(1,012.75)	(2,296.40)
Operating Leases Current		312.48	(16,847.59)
Operating Leases Non-Current		(2,629.22)	194.55
Taste Store Proceeds owed to NYSDAM		-	-
Net Cash (Used) by Operating Activities	\$	291,273.92	\$ 498,365.26
Cash Flows from Investing Activities			
Purchase of Equipment	\$	51,715.54	\$ 70,359.44
Cash Used for Investments		108,792.36	94,017.09
Net Cash (Used) by Investing Activities		(160,507.90)	(164,376.53)
NET INCREASE (DECREASE) IN ASSETS	\$	447,009.83	\$ 684,783.36
 CASH BALANCE, BEGINNING OF YEAR		844,371.54	369,883.96
CASH BALANCE,END OF FISCAL PERIOD	\$	1,291,381.37	\$ 1,054,667.32

Cornell Cooperative Extension of Albany County Board of Directors

Operating Guidelines - FY 2026

Pursuant to Article XII of the Constitution of Cornell Cooperative Extension of Albany County, the following Operating Guidelines shall serve to guide the work of the Board of Directors in their role as the Governing Body of the Association. These guidelines are intended to summarize general operating procedures, and may be amended or adjusted at any time by consensus of the Board of Directors. These Guidelines are valid only to the extent that they do not conflict with the Constitution.

1. Meetings

- a. Frequency: The Board of Cornell Cooperative Extension of Albany County is required to meet at least five times a year.
- b. Locations: Meetings are generally held at 24 Martin Road, Voorheesville, New York 12186 at dates and times set by the sitting Board.
- c. Meeting Dates and Times: These will be posted at the Association, on the CCE Association website and sent to the newspaper of record, *Times Union*.
- d. Agenda: Board Meetings shall follow an agenda, which is prepared in advance of the meeting by the Board President. Agenda items will typically include:
 - i. Call to Order
 - ii. Approval / Edits to Agenda
 - iii. Review of Minutes of the Previous Meeting (s)
 - iv. Reports from Officers (President, Vice President, Treasurer, & Secretary)
 - v. Liaison Report
 1. Legislative Representative
 2. Other
 - vi. Financial Reports (as per F.O.R.M. Code 1002)
 - vii. Public Comments*
 - viii. Executive Director Report
 - ix. Standing Committee Reports
 - x. Program Reports – staff or regional ag team members
 - xi. Old Business
 - xii. New Business
 - xiii. Informational Reports
 - xiv. Adjournment
- e. Quorum: A quorum is half the membership of the Board +1. Any non-voting Board members shall not count towards the quorum. (i.e. State Extension Specialist)

** Any person wishing to speak during the Board Meeting “at the pleasure of the President” must sign into the meeting at least 15 minutes in advance of the start. Speaking “at the pleasure of the President” is limited to a three minute time period for individuals to present their comments. There shall be no replies or conversations with Board members during this time. The Board President has the authority to take any necessary measure to control the floor and spontaneous comments from the floor are not permitted.*

2. Organizational Meetings

- a. The first meeting of the calendar year (to be held prior to February 1) will be deemed the “annual organizational meeting.”
- b. When possible, the previous year’s Board President will open the meeting and preside until the election of officers takes place, at which time the newly elected Board President will preside.
- c. Agenda items for the Annual Organizational Meeting will include a set of annual resolutions, which may include the following:
 - i. Fiscal Authorizations
 - ii. Approval of Operating Guidelines
 - iii. Other Authorizations as required

3. Annual Meeting

The Annual Meeting of the Association will be held in the last quarter of the calendar year and conducted pursuant to Article X of the Constitution. The Annual Meeting notice will be provided to enrollees.

4. Board Committee Structure

The purpose of committees is to study and report back to the full Board on subjects that (a) are fundamental to the Association’s core functions and also (b) that the Board has selected as priorities. These are expected to meet at least as frequently as necessary to fulfill their mission.

Like the Board, all committees are required to follow guidelines set forth by Open Meetings Law, to include proper public notification of meetings and documentation of meetings through minutes provided to the board for their review.

<https://www.dos.ny.gov/coog/openmeetlaw.html>

Standing Committees

The standing committees of the Board of Directors shall be established each year. The Board President is ex-officio (without voting rights) on each committee. This does not apply to the Executive Committee. Typically, the standing committees and function are:

- Executive Committee- comprised of the Officers of the Board and may also include Past Board President (if still on the board); may act on behalf of the board, if necessary.
- Planning and Assessment Committee- comprised of the Officers of the Board. Board President may assign other at-large Board members or advisory staff or committee representatives as needed. Executive Director will serve as staff to this committee.
- Fundraising Committee- comprised of the Officers of the Board. Board President may assign other at-large Board members as needed. Executive Director and an Issue Leader will serve as staff.

Ad Hoc Committees

Other ad hoc committees may be established as required. (i.e. capital projects/financial development; strategic planning; Executive Director search committee; etc.) The Board President may appoint these. These committees may or may not be required to follow all elements of Open Meetings Law, depending on composition and scope of decision making. Ad hoc committees may be disbanded as outcomes are accomplished or circumstances for their creation have changed.

Advisory Committees

As per the Constitution, advisory committees can establish each year at its organizational meeting it deems necessary to carry out the work of the association. Consideration must be made to be inclusive of all program areas being delivered within the Association. Their purpose is to ensure that the Association's programs of research-based education are relevant and based on current community needs and issues; and that community stakeholders are engaged in determining, implementing, and evaluating the programs that are conducted by the Association. The advisory committees will:

- review Association's programs/areas – including content, impact, reach, and fee structure, and suggest ways to improve them and broaden their reach. As necessary, may offer observations and recommendations to the board to help them fulfill their responsibility of setting program priorities and evaluating the program portfolio.
- consider whether there are emerging community needs that our programs can and should try to meet.
- provide first-hand experience by attending programs.

Program Advisory Committees for CCE of Albany County proposed for 2026 include:

- CCE Albany County Advisory Committee
- CCE Albany Master Gardener Advisory Committee

5. Nominating Committee

This is a committee of the Association, not a committee of the Board. Its purpose is to find, evaluate, and present to the Association a slate of Board members each year, as well as conduct the Annual Board Election Nominations. The Board President of the Association shall annually appoint a committee of at least 5 people who represent the broad interests of County residents and the work of the Association. A majority of the Nominating Committee must be non-Board members of the Association and the President will designate the Chair of the committee.

6. Organization of the Association

The Board of Directors shall retain an Executive Director, who shall be responsible for the leadership and management of the Association. The Board of Directors delegates the authority for the day-to-day management of the affairs of the Association to the Executive Director. The Executive Director is responsible to the Board and is expected to carry out the policies and expend the resources of the Association as directed by the Board.

The Executive Director shall recommend an organizational structure for implementing the programs of the Association.

7. General Provisions

Other general provisions will be established as necessary.

Addendums:

- 2026 Board Roster
- 2026 Board Meeting - dates, times, and locations
 - *Times Union* shall serve as the newspaper of record for Cornell Cooperative Extension of Albany County.
- Board Member Conflict of Interest and Code of Ethics
- 2026 Holiday Schedule

2026 Board of Directors							
	Address	Phone	Email	Term Exp	Yrs on Board	Term	Employer
Carolyn Anderson, President	290 Willsie Rd, East Berne, NY 12059	518-872-0573 518-944-0566	carolyn.anderson.290@gmail.com	2026	6	2	Retired from Evergreen Bank (TD Bank)
Christine Saplin, Vice President	715 Rt. 146, Altamont, NY 12009	518-861-8530 - H 518-461-1905 - C	cbsaplin@gmail.com	2026	6	2	Retired from Greater Amsterdam School District and Schodack CSD
Kevin Millington, Treasurer	35 Eton Drive, Slingerlands, NY 12159	518-437-1331 - H 518-669-4920 - C	kmilling@nycap.rr.com	2026	3	1	Retired New York Dept. of State
Susan Dwyer	16 Kelton Court, Albany, NY 12209	518-466-4493 - C	pac267@aol.com	2026	3	1	Retired from Albany City School District
Ann Potts	600 Altamont Rd., Altamont, NY 12009	518-505-9234 - C	ann.potts600@gmail.com	2026	3	1	Capital Region B.O.C.E.S.
Theresa Rodriguez	59 Clinton Rd., Albany, NY 12202	631-855-8805 - C 518-380-5600 ext. 601 -	trodriguez@albanyhousing.org	2026	3	1	Albany Housing Authority
William Reinhardt, Legislative Rep	1613 New Scotland Road, Slingerlands, NY 12159	518-369-8573- C	ww.reinhardt@gmail.com				New York State Legislature
Wendy Daignault	125 Vaughn Drive, Albany, NY 12203	518-817-8167 - C	wdaignault2000@yahoo.com	2026	6	2	New York State Office of Children and Family Services
Ellen Doolin	214 Tabor Road, Berne, NY 12023	518-872-2017 - H 518-858-5611 - C	doolin11@verizon.net	2026	6	2	St. Matthews Church
Allyson Whiting	1123 Delaware Turnpike, Delmar, NY 12054	518-439-1837 - H 518-221-7237 - C	awhiting2678@gmail.com	2027	5	2	Anthem Blue Cross Blue Shield
Laura DeGaetano	54 Norwood Ave. Albany, NY 12208	518-469-9517	Ldega@hotmail.com	2028	1	1	Retired from Albany County Economic Devel., Conservation & Planning
John Kilroy	1588 Helderberg Trail, Berne, NY 12023	518-872-1501- H 518-818-4490- C	kilroyj151@gmail.com	2028	1	1	Colonie Central High School

Current as of 1/28/2026

Cornell Cooperative Extension Albany County

Board of Directors

2026 Meeting Dates

(Location: 24 Martin Road, Voorheesville NY 12186)

January 28, 2026 - 6:00pm

(snow date: January 29, 2026)

March 25, 2026 – 6:00pm

(snow date March 26, 2026)

May 27, 2026 – 6:00pm

July 29, 2026 – 6:00pm

September 30, 2026 – 6:00pm

November 19, 2026 - 12:30pm

(Special Annual Meeting - Luncheon)

December 9, 2026 – 6:00pm

CORNELL COOPERATIVE EXTENSION

Conflict of Interest Policy for Board Members

BOARD FACT SHEET

Board members are often unaware that a situation or relationship they are involved in could be perceived as a conflict of interest by others. The purpose of the policy then is to raise awareness and contribute to the development of a culture of open communication and candor so potential conflicts are discussed openly and directly.

The policy should do the following things for the board member and the association:

1. Require those with a conflict, or who suspect they may have a conflict, to disclose the conflict/potential conflict.
2. Prohibit board members from voting on any matter that gives rise to a conflict between their personal interests and the associations interests.
3. Outline the process that the Board will utilize to manage conflicts and make a determination about whether or not a situation rises to the level of a conflict.

Potential Conflict of Interest Policy for Cornell Cooperative Extension Associations
(Adapted from IRS Document Appendix A from Form 1023)

Article I – Purpose

The purpose of the conflict of interest policy is to protect the interest of the CCE Association of Albany County when it is contemplating a policy decision, transaction or program arrangement that might provide private benefit to an officer or member of the Board of Directors. This policy is intended to supplement but not replace any applicable State or Federal laws governing conflict of interest laws that apply to tax exempt organizations.

Article II – Definitions

A. Interested Parties – Any member of the Association Board of Directors is considered an interested party.

Cornell Cooperative Extension provides equal program and employment opportunities.

B. Financial Interest – A person is said to have a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Association has a transaction or arrangement.
2. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement.
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section B, a person who has a financial interest may have a conflict of interest only if the appropriate decision makers decide that a conflict of interest actually exists in that case.

Article III – Procedures

A. Duty to Disclose –In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the full board so that they can consider the disclosure in light of the issue before the board.

B. Duty to Disclose – After disclosure of the issue and all of the material facts, and after any discussion with the interested party, he/she shall leave the board meeting allowing the board to make a determination and vote. It is the remaining board members who will make the determination.

C. Involvement of Cornell Extension Administration – If it is determined that counsel is required from Extension Administration and the State Extension Specialist is not present, the board may decide to postpone a decision on the matter until such time that Cornell can be consulted. If on the other hand action is required at the time of the meeting the Board should be cautious and ask the person of interest to abstain from voting on the issue at hand.

D. Procedures for Addressing the Conflict of Interest:

1. An interested person may make a presentation to the full board, but after the presentation he/she shall leave the meeting during the discussion of, and the vote on, the potential conflict of interest.
2. The Board President, or presiding Officer for that meeting, shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing body shall determine whether or not the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible, the board shall determine by a majority vote of the disinterested board members whether the arrangement or transaction is in the best interest of the Association and whether it is fair and reasonable. In conformity with the above determination the board shall make its decision as to whether to enter into the transaction or arrangement.

E. Violations of the Conflict of Interest Policy:

1. If the Board has reasonable cause to believe a board member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by circumstances, the board shall determine whether or not the member has failed to disclose an actual or possible conflict of interest and take appropriate disciplinary and corrective action. The Cornell Cooperative Extension State Extension Specialist should be consulted when a board determines that correction or disciplinary action is called for.

ARTICLE IV – Records of Proceedings

A. The minutes of the Board meeting where a conflict of interest issue has been addressed shall contain:

1. The names of the person(s) who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial or other interest, any action taken to determine whether a conflict was present, and the Boards decision as to whether a conflict of interest exists.
1. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

A. Any Board Member who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.

Article VI – Annual Declaration

Each Board member shall annually sign a statement which affirms that they have received a copy of this conflict of interest policy, have read it and understand it, have agreed to comply with the policy and understands that the Association is tax exempt and to maintain this status it must engage in activities within the boundaries of the mission of the CCE system.

Developed by the CCE State Extension Specialists
April, 2013

Cornell Cooperative Extension

Building an Effective Board of Directors Board Member Code of Ethics

CCE BOARD MEMBER CODE OF ETHICS

Please read this code of ethics, sign it, and return it to the Board President at the next Board meeting. If you have any questions about the responsibilities you will be assuming, discuss them with the Board President or Executive Director.

I will exercise the duties and responsibilities of this office with integrity, collegiality and care. I will:

1. Make every effort to attend all meetings of the board, committees and task forces on which I serve.
2. Attend meetings prepared to discuss the issues at hand, having read relevant background material.
3. Demonstrate respect for the opinions of my peers who serve with me on this board, and to leave my personal prejudices out of all board discussions.
4. Consistently act for the good of association and to consider not only the local association but the overall goals, mission and strategic direction outlined for the CCE system by the Director of Extension at Cornell University.
5. Represent CCE in a positive and supportive manner at all times and in all places.
6. Follow the Board decision making process and procedures, and display courteous conduct in all board, committee and task force meetings.
7. Work within the boundaries of my responsibilities to establish and monitor policy and refrain from intruding on the day to day administrative responsibilities of the Executive Director or other staff members.

Cornell Cooperative Extension provides equal program and employment opportunities.

8. Avoid conflicts of interest between my position as a board member and my personal life. If such a conflict does arise, I will declare that conflict before the board as outlined in the Association conflict of interest policy and refrain from voting on matters in which I have a conflict.
9. Support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
10. Volunteer to serve on at least one committee or task force, attend all meetings, and participate in the accomplishment of its objectives.
11. If I chair the board, a committee or a task force, I will:
 - Call meetings as necessary until objectives are met.
 - Ensure that the agenda and support materials are made available to members.
 - Conduct the meetings in an orderly, fair, open and efficient manner.
 - Report on committee progress towards goals to the full board at its scheduled meetings.
12. Participate in annual strategic planning retreats (if applicable), board self evaluation programs, compliance trainings, workshops and fund raising events and Extension sponsored programs and activities to the extent possible.

If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a board member/officer.

Board Member's Signature

2026 Holiday Schedule

New Year's Day	Thursday	January 1, 2026
Martin Luther King, Jr. Day	Monday	January 19, 2026
President's Day	Monday	February 16, 2026
Memorial Day	Monday	May 25, 2026
Juneteenth	Friday	June 19, 2026
Independence Day	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026
Columbus Day	Monday	October 12, 2026
Election Day	Tuesday	November 3, 2026
Veterans Day	Wednesday	November 11, 2026
Thanksgiving Day	Thursday	November 26, 2026
Friday after Thanksgiving	Friday	November 27, 2026
Day before Christmas Day	Thursday	December 24, 2026
Christmas Day	Friday	December 25, 2026

**CCE Albany County
Annual Budget Summary**

	2024		2025		2026
	ACTUAL	BUDGET	Year To Date	BUDGET	BUDGET
SOURCE REVENUES					
Federal Funds					
SL Fed Contrib	\$ 69,093	\$ 67,332	\$ 73,184	\$ 70,655	\$ 75,035
Fed Contract Contrib	715,646	896,204	676,830	1,059,001	439,478
Total Federal Funds	\$ 784,738	\$ 963,536	\$ 750,014	\$ 1,129,656	\$ 514,513
NY State					
NYS 224 Contracts	\$ 213,612	\$ 174,796	\$ 254,079	\$ 182,500	\$ 219,586
NYS Fringe Benefits	1,770,241	2,257,578	1,761,670	2,095,573	1,896,970
NYS Contracts Contrib	363,760	402,000	338,537	352,000	253,300
Total NY State Funds	\$ 2,347,613	\$ 2,834,374	\$ 2,354,286	\$ 2,630,073	\$ 2,369,856
County					
County Approp Contrib	\$ 1,199,045	\$ 1,199,045	\$ 1,296,767	\$ 1,296,767	\$ 1,397,468
Total County Funds	\$ 1,199,045	\$ 1,199,045	\$ 1,296,767	\$ 1,296,767	\$ 1,397,468
Other County					
County Contract Contrib	\$ 794,330	\$ 994,211	\$ 690,149	\$ 659,500	\$ 685,500
Total Other County Funds	\$ 794,330	\$ 994,211	\$ 690,149	\$ 659,500	\$ 685,500
Other Grants/Contracts					
Other Govt Contracts Contrib	\$ 20,000	\$ 15,000	\$ -	\$ 20,000	\$ 15,000
Other Grants/Contracts Contrib	10,483	-	25,883	-	-
Private Contracts Contributions	112,474	18,000	50,222	19,000	18,000
Total Other Other Grant/Contract Funds	\$ 142,957	\$ 33,000	\$ 76,106	\$ 39,000	\$ 33,000
Contributions					
Contrib Unrestricted	\$ 21,853	\$ 8,300	\$ 11,244	\$ 8,100	\$ 8,100
Contrib, Temp Rest	-	5,000	-	-	-
Total Contributions	\$ 21,853	\$ 13,300	\$ 11,244	\$ 8,100	\$ 8,100
Rental, Investment Earnings & Interest					
Miscellaneous Clearing	\$ (19)	\$ -	\$ 86	\$ -	\$ -
Rental, Long-Term	1,400	1,400	-	1,400	1,400
Rental, Short-Term	8,159	4,800	9,913	4,800	4,800
Interest Income	65,209	15,000	86,857	50,000	50,000
Dividend Income	68,435	50,000	64,713	50,000	50,000
Total Rental, Investment Earnings & Interest	\$ 143,183	\$ 71,200	\$ 161,570	\$ 106,200	\$ 106,200
Programming Revenue					
Program Reg Fees	\$ 31,420	\$ 61,350	\$ 36,452	\$ 49,850	\$ 61,750
Regional Prog Support	565,259	540,279	477,956	502,083	498,264
Advertising	-	-	75	-	-
Enterprise Sales	7,195	4,400	8,787	4,950	4,700
Reimb for Services	22,920	19,500	47,468	35,500	45,500
Fundraising	19,774	17,500	60,568	17,500	18,000
Special Events	2,100	3,000	-	3,000	2,000
Total Program Revenue	\$ 654,154	\$ 646,029	\$ 631,306	\$ 612,883	\$ 630,214
Non-Operating Revenue					
Non-Operating Revenue	\$ -	\$ -	\$ 50	\$ -	\$ -
Gain on Investments	158,201	-	133,120	-	-
Gain on Fixed Assets	-	-	7,000	-	-
Prior Period Revenue Adjustment	15,043	-	-	-	-
Area Team Funds/Cornell Revenue	-	-	-	-	-
Total Non-Operating Revenue	\$ 173,244	\$ -	\$ 140,170	\$ -	\$ -
Total Revenues	\$ 6,261,117	\$ 6,754,695	\$ 6,111,611	\$ 6,482,179	\$ 5,744,852

**CCE Albany County
Annual Budget Summary**

	2024		2025		2026
Funds from Reserves					
Trans from Designated	\$ -	\$ 263,566	\$ -	\$ 326,044	\$ 359,050
Trans from Temp Rest	3,059	-	-	-	-
Trans from Plant, Sale	26,405	-	-	-	-
Trans from Plant, Depr	50,729	14,000	(25,669)	29,900	20,000
Total Transfers from Fund Balances	80,193	277,566	(25,669)	355,944	379,050
Total Revenues and Transfers from Funds	\$ 6,341,310	\$ 7,032,261	\$ 6,085,942	\$ 6,838,122	\$ 6,123,902
EXPENSES					
Payroll					
Payroll Expenses	\$ 2,716,060	\$ 3,411,287	\$ 2,816,657	\$ 3,415,463	\$ 3,152,185
Total Salaries	\$ 2,716,060	\$ 3,411,287	\$ 2,816,657	\$ 3,415,463	\$ 3,152,185
Employee Benefits					
Payroll Fringe Benefits	\$ 1,770,241	\$ 2,257,578	\$ 1,761,670	\$ 2,095,573	\$ 1,896,970
Unemployment Ins	1,461	1,912	2,945	2,100	2,303
Workers' Compensation	15,713	17,350	21,169	16,244	16,100
Vacation Expense	(25,850)	-	-	-	-
Staff Dev, Registrations	11,898	16,250	10,315	15,750	10,350
Staff Dev, Mileage	79	-	-	-	-
Staff Dev, Transportation	1,310	2,750	1,207	4,900	3,200
Staff Dev, Lodging	5,201	2,700	4,934	150	50
Staff Dev, Meals	651	2,350	562	1,850	3,900
Total Employee Benefits	\$ 1,780,706	\$ 2,300,890	\$ 1,802,802	\$ 2,136,567	\$ 1,932,873
Phone/Postage/Supplies					
Postage and Delivery	\$ 3,627	\$ 6,505	\$ 4,026	\$ 7,365	\$ 6,155
Printing & Copying	11,998	38,270	14,099	45,100	24,239
Supplies, Office	24,959	23,900	15,353	20,882	12,200
Telecommunications	39,663	40,900	38,577	39,750	45,529
Total Phone/Postage/Supplies	\$ 80,247	\$ 109,575	\$ 72,056	\$ 113,097	\$ 88,123
Insurance					
Insurance, General Liab	\$ 38,129	\$ 27,200	\$ 58,890	\$ 30,586	\$ 30,833
Insurance, Cyber Liability	7,359	7,500	7,359	4,700	8,142
Insurance, 4-H Accident	328	350	409	350	350
Total Insurance	\$ 45,815	\$ 35,050	\$ 66,658	\$ 35,636	\$ 39,325
Rent (Office, Vehicles)					
Rental, Equipment	\$ 4,583	\$ 5,000	\$ 4,341	\$ 7,500	\$ 5,000
ROU Lease, Equipment	1,750	5,000	-	5,000	2,000
Rental, Facilities	251,196	247,500	263,061	247,514	285,552
Rental, Vehicles	853	2,000	-	-	-
ROU Lease, Vehicles	1,790	7,500	-	-	-
Total Rent/Lease	\$ 260,173	\$ 267,000	\$ 267,402	\$ 260,014	\$ 292,552
Mileage/Fleet/Travel					
Travel, Lodging	\$ 1,524	\$ -	\$ 1,164	\$ -	\$ -
Travel, Meals	196	150	104	100	50
Travel, Mileage	47,174	64,150	46,761	78,800	58,922
Travel, Transportation	1,060	550	1,091	500	100
Vehicles, Fuel	3,584	6,600	2,896	7,750	7,100
Vehicles, Repairs/Maint	1,036	5,000	2,665	2,500	2,500
Vehicles, Other	-	-	-	-	-
Total Mileage/Fleet/Travel	\$ 54,573	\$ 76,450	\$ 54,681	\$ 89,650	\$ 68,672
Program Operating Expenses					
Auditing Fees	\$ 3,000	\$ 16,300	\$ 19,662	\$ 19,500	\$ 21,250
Advertising	17,437	12,624	173	14,000	8,400
Publicity	8,554	13,680	18,301	4,250	2,900
Association Services	45,509	42,851	39,867	48,331	43,661

**CCE Albany County
Annual Budget Summary**

	2024		2025		2026
Awards and Prizes	4,767	4,600	5,913	5,100	4,750
Contracted Services	187,310	178,500	176,967	206,685	88,524
Legal Fees	14,774	20,000	35,957	25,000	35,000
Specialist Contract	-	-	350	-	-
Meetings, Food	23,345	23,750	20,258	26,000	25,825
Meetings, Other	5,062	5,000	366	5,000	5,300
Regional Prog Support	157,427	124,564	124,232	134,564	133,169
Enterprise, Cost of Sales	6,195	3,500	5,726	4,250	4,000
Fundraising Expenses	7,940	10,200	13,884	8,000	8,000
Special Events Expenses	1,842	3,050	17	2,000	2,000
Supplies, Nutrition	7,428	11,250	5,080	20,623	1,838
Supplies, Teaching	89,218	142,900	83,033	99,277	89,579
Supplies, Reinforcements	42,660	45,000	2,256	47,500	-
Supplies, Non-Food (disp)	165	-	212	-	155
Supplies, Garden	6,576	5,000	3,397	10,000	3,500
Supplies, Expendable	715	-	147	-	75
Trips and Tours	8,916	4,000	20,812	9,500	8,000
Total Program Operating Expenses	\$ 638,840	\$ 666,768	\$ 576,608	\$ 689,580	\$ 485,924
Equipment/Maintenance					
Non-Capitalized Assets	\$ 38,068	\$ 30,050	\$ 19,963	\$ 27,500	\$ 11,750
Facilities/Grounds Maint	7,413	8,500	7,053	22,866	7,350
Repairs & Maint	694	-	185	2,500	2,500
Utilities	746	6,500	959	-	948
Total Equipment/Maintenance	\$ 46,921	\$ 45,050	\$ 28,160	\$ 52,866	\$ 22,548
Fees and Interest Expense					
Bank Fees	\$ 10,072	\$ 10,000	\$ 12,500	\$ 1,500	\$ 10,000
Interest, Other	-	1,000	-	-	-
Total Fees and Interest Expense	\$ 10,072	\$ 11,000	\$ 12,500	\$ 1,500	\$ 10,000
Other Expenses					
Subscript & Memberships	\$ 5,241	\$ 2,775	\$ 2,261	\$ 3,550	\$ 2,850
Licenses and Fees	723	5,315	805	4,050	3,200
Background/MVR Checks	7,744	1,500	821	5,700	5,000
Taxes and Fines	419	600	1,166	550	650
Miscellaneous Expenses	1,665	-	-	-	-
Total Other Expenses	\$ 15,793	\$ 10,190	\$ 5,052	\$ 13,850	\$ 11,700
Non-Operating					
Loss on Investments	\$ 101,348	\$ -	\$ 57,870	\$ -	\$ -
Total Non-Operating	\$ 101,348	\$ -	\$ 57,870	\$ -	\$ -
Expense of Fixed Assets					
Depr, Buildings	\$ 5,000	\$ 14,000	\$ 4,583	\$ 5,000	\$ 5,000
Depr, Furniture & Fixtures	-	-	1,645.00	-	-
Depr, Vehicles	19,432	-	27,479	24,900	15,000
Depr, Computers	-	-	1,267	-	-
Depr, Equipment	5,514	-	4,250	-	-
Total Expense of Fixed Assets	\$ 29,946	\$ 14,000	\$ 39,225	\$ 29,900	\$ 20,000
Total Expenses	\$ 5,780,494	\$ 6,947,261	\$ 5,799,671	\$ 6,838,122	\$ 6,123,902
Funds to Reserves					
Trans to Designated	\$ 18,731	\$ -	\$ 1,332	\$ -	\$ -
Trans to General	465,687	-	-	-	-
Trans to Temp Rest	-	5,000	-	-	-
Trans to Plant/Vehicles	-	80,000	-	-	-
Trans to Plant/Equipment	76,398	-	72,343	-	-
Total Transfers from Funds	560,815	85,000	73,675	-	-
Total Expenses and Transfers from Funds	\$ 6,341,310	\$ 7,032,261	\$ 5,873,346	\$ 6,838,122	\$ 6,123,902
Net Transfers and Current Operations	\$ -	\$ -	\$ 212,595	\$ -	\$ -

Annual Fiscal Authorizations

2026

- Authorization to maintain the following charge accounts:
 - Hannaford (see attached list of authorized users)
 - NBT Credit Card (see attached list of authorized users)
 - Price Chopper
 - Robinsons Hardware
 - Ace Hardware
 - Phillips Hardware
 - Altamont Country Values
 - Regional Food Bank
 - Albany County DPW
- Authorize board or staff members to open and close bank accounts and investments accounts with board approval.
 - Board President
 - Board Treasurer
 - Teresa Tymchyn (Assistant to the Treasurer)
 - Anthony Zumbolo, Finance Manager
- Designate specific board and/or employees as signers for the association's checks, bank accounts and loans.
 - Board President and Vice President
 - Board Treasurer
 - Teresa Tymchyn (Assistant to the Treasurer) - checks up to \$10,000, dual check signer, and the Cornell Invoice
- Designate amount for disbursement requiring two authorized signers.
 - All disbursements over \$10,000.00 will require two authorized signatures.
- Designate specific board and/or employees as authorized to initiate transactions for the association's investment accounts.
 - Board President
 - Board Treasurer
 - Teresa Tymchyn, (Assistant to the Treasurer)
 - Anthony Zumbolo, Finance Manager
- Establish voucher/invoice approval limits which may include dollar limits and types of transactions.
 - Prior approval by Lisa Godlewski, Executive Director, on all vouchers/invoices over \$1,000.00 and all fixed assets
- Authorize the 3 following petty cash funds set at a \$200.00 limit.
 - 1.) 4H/HE; 2.) O&O; 3.) Master Gardener

- Assign who is authorized to bind the association under contract. If the Executive Director is authorized, is there a dollar limit?
 - Board President (all contracts)
 - Lisa Godlewski, Executive Director (contracts not to exceed \$150,000 except NYS's online contract system)
- Approve Scheduled LGS-1 for Records Retention and Appointment of a Records Management Officer (RMO) (per F.O.R.M. Code 1705)
 - Records Access/Management Officer – Jessica Denno, Administrator/Executive Assistant
- Authorize Anthony Zumbolo, Finance Manager and Lisa Godlewski, Executive Director to initiate ACH payments to Cornell.
- Authorize Lisa Godlewski, Executive Director, to sign payroll authorization / transactions.
- Authorize Lisa Godlewski, Executive Director to sign IRS Form ST-119.1 NYS and Local Sales and Use Sales Tax Exempt Organization.
- Authorize the Board President (or Treasurer in their absence) to be authorized to approve Executive Director's expense vouchers, time off requests and monthly time accruals.
- Approval of IRS Mileage Rate effective January 1, 2026, at \$0.725/per mile.
- As previously adopted by the board, write-offs of up to \$50.00 of accounts receivable (as uncollected debts) do not need prior board approval. Write-offs of accounts over this threshold will require board approval.

Other Fiscal Actions

- Contracts and new sources of funds not currently in the approved budget to be discussed at the next available meeting.
- Ensure that the Board of Directors has Directors and Officers Insurance and Employment Practices Liability Insurance coverage.
- Submit annually an approved budget for the current fiscal year by March 31 (per BR Agreement)
- Approve the Association's annual budget and any amendments to the annual budget (F.O.R.M. Code 104).
- Approve any purchase of fixed assets not included in the annual operating budget as needed.
- Approve sales and disposition of fixed assets as needed. (F.O.R.M. Code 1403). Including a record of destruction or sale, with a copy of the witness' statement, to be kept in the association's files.
- Financial statements are to be presented at the meeting of the Board usually by the Board Treasurer, Association Executive Director or Association Finance Manager and accepted by the Board (per the Constitution, at least 5 times per year)
- Approve transfer to and from all net asset accounts based on the recommendation of the Association Executive Director and/or Association Finance Manager as needed.
- ~~Approval of Affirmative Action Diversity and Inclusion Plan (annually at March board meeting).~~
- Incurring debt for the Association will be authorized by the Board of Directors.
- Approve any financial or economic transactions between the Executive Director and the organization, such as expense reimbursements, purchases or sales of any property, and the assumption of any personal debt by the organization. All economic transactions between the Executive Director and the organization must be conducted at arms-lengths having a clear benefit to the organization's educational purpose and mission. This helps to guard against insider transactions which could result in misuse of assets, or as an inurement of private benefits to key employees. (F.O.R.M. Code 104).

Hannaford Credit Card – Authorized Users:

- Frank Orenstein
- Jessica Denno
- Grace Davis
- Lisa Godlewski
- Lisa Buenau
- ~~Maria DeLucia~~
- Barb Stevens
- Rachel Sakadolsky
- Steve Hadcock
- Diane Probst
- Karen Mort
- Amanda Terhune
- Crystal Davis
- ~~Brenna Kavakes~~
- Jillian Ludwig
- ~~Megan Latza~~
- Carol Henry

Visa Credit Card – Authorized Users:

- Lisa Godlewski - 25,000
- Lisa Buenau - 10,000
- Tom Gallagher - 2,000
- Barbara Stevens - 10,000
- Rachel Greenberg - 5,000
- Kathleen McAllister - 20,000
- Jingjing Yin - 5,000
- Stephen Hadcock - 5,000
- Erik Yager - 5,000
- Michael LeFebvre - 2,500
- Carole Henry - 8,000
- Al Kleinberger - 5,000
- Rachel Moody - 5,000
- Anthony Zumbolo - 10,000
- ~~Danielle Doering - 5,000~~
- ~~Karen Mort - 1,500~~
- ~~Nicholas Blow - 1,500~~

MEMORANDUM OF AGREEMENT

Between the County of Albany
and the
Cooperative Extension Association in the State of New
York, Albany County Also known as Cornell Cooperative Extension
Association of Albany County concerning

PAYMENT OF COUNTY APPROPRIATIONS

Dated 2026

WHEREAS, (1) the Cornell Cooperative Extension Association of Albany County
has been duly organized and has been approved by Cornell University;

(2) the purpose of this agreement is to carry out in a legal and proper manner the
provisions of Subdivision 8 of Section 224 of the County Law of the State of New York as amended, and to
provide for the expenditure of the money appropriated by the Legislature
of Albany County for the support and maintenance of the work of the Cooperative
Extension (a statutorily recognized subordinate governmental agency) in said county and in the conduct of
the extended educational programs of the New York State College of Agriculture and Life Sciences, the
College of Human Ecology, and other units at Cornell University;

(3) the County of Albany has appropriated \$ 1,397,468. for
the Cooperative Extension program.

NOW THEREFORE, it is agreed by the parties hereto:

FIRST, that the Cornell Cooperative Extension Association shall expend the funds in accordance with
an agreement between the Association and Cornell University as agent for the state for the cooperative
management of the educational work of the Cornell Cooperative Extension Association and the proper
employment and supervision of the staff employed therefore, and in accordance with the attached budget of the
Association submitted to Cornell University and to the Legislature of that county. The
budget may be amended by formal action of the Association Board of Directors in consultation with the
representative(s) of the County of Albany and with Cornell University.

SECOND, that the Cornell Cooperative Extension Association shall render an annual program report to the Legislature of said county accounting for receipts, expenditures, and financial condition of said Association.

THIRD, that funds appropriated by the County of Albany shall be paid to the Association in such manner as may be agreed upon by and between the parties hereto.

It is understood that the aforementioned budget shall be considered to be executory only insofar as funds shall be made available therefore by the Legislature of the State of New York, the Federal Government, and the County.

In accordance with the provisions of Subdivision 8 of Section 224 of the County Law of the State of New York as amended, this agreement shall be non-executory until the Association has effectuated an agreement with Cornell University.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be duly signed and executed by the Executive of the County and by the President of the Cornell Cooperative Extension Association of Albany County, the day and year first above written.

The County of Albany By _____

_____ of the _____

Date _____

Albany
The Cornell Cooperative Extension Association of _____ County

By _____, President

1/28/2026

Date _____

AGREEMENT BR (Cornell Agreement)

MEMORANDUM OF AGREEMENT

Between Cornell University and the
Cooperative Extension Association in the State of New York, _____ Also known as
Cornell Cooperative Extension Association of _____ County
For the year 2026

THIS AGREEMENT is between Cornell University, Ithaca, New York, an educational Corporation of the State of New York, ("Cornell") and the Cornell Cooperative Extension Association of _____ County, New York, ("Association") for the calendar year 2026. The Cornell Cooperative Extension Association of _____ County is a subordinate governmental agency and not a part of Cornell University.

WHEREAS, The State of New York, pursuant to County Law Section 224 has created a means by which, in cooperation with Cornell University, the educational programs of the New York State College of Agriculture and Life Sciences and the New York State College of Human Ecology and subjects relating thereto, may be extended to the people of the State of New York;

WHEREAS, pursuant to Subdivision 8 of Section 224 of the County Law of the State of New York, Cornell has been designated agent of the State of New York for the cooperative management of Cooperative Extension work of the Association, including the support of the professional staff employed, and the certification of the expenditure of state funds provided within each county of the state to bring educational programs of its colleges thereto to the people of the state therefore;

WHEREAS, pursuant to and by virtue of Subdivision 8 of Section 224, the Association has qualified, and, therefore, exists, as the subordinate governmental agency to serve County in the aforesaid programs and

WHEREAS, pursuant to Sections 341-348 of Title 7 U.S.C. Cornell has been authorized as agent for the United States to receive and supervise the expenditure of monies of the United States in the organization and conduct of Cooperative Extension work in the State of New York.

NOW THEREFORE, in view of the above-identified authorization, the parties hereto agree as follows:

1. Cornell agrees to:

- a. establish the standards for the overall governance structure of the Association and approve the form of organization and administration of the Association;
- b. provide general oversight of program and operation consistent with Subdivision 8 of Section 224 of the County Law of New York State as amended;
- c. provide consultation in the planning, development, and conduct of the Cooperative Extension programming in the county;
- d. consult and coordinate with other Cornell units regarding university systems that are made available to the Association, including Workday HRIS, payroll, benefits administration, workers' compensation, unemployment insurance, and net ID support;
- e. establish minimum classification standards for the staff employed by the Association, including hiring and performance assessment;
- f. provide guidance to the Association for recruitment and management of Association staff and volunteers;
- g. provide support for the development and approval of an Association plan of work;
- h. provide guidance and support for the development of policies and procedures related to Accounting/Financial, Human Resources, and Information Technology activities and provide in-service training opportunities related thereto for Executive Directors, finance staff, human resources staff, information technology staff, managers and supervisors;
- i. periodically conduct reviews of the Association's governance practices, program alignment, business systems and operating practices, and human resources practices for accreditation purposes, and render a written report on their status, including recommendations necessary to continue the Association's qualification as an accredited Association;
- j. provide state and federal funds, as available, as follows and as stated in Attachment A of this agreement:

State (County Law 224)

Smith-Lever (3b and 3c)

Smith-Lever (3d)

EFNEP

EFNEP (Regional)

- k. provide federal or college funds for special projects/programs mutually negotiated between Cornell and partnering Associations;
 - l. provide support to the Association for specific programs for which payments are provided in 2(u);
 - m. employ staff or contract service providers to provide necessary expertise to support specific programs contracted for by Cornell and for which the Association is providing payment under 2(u);
 - n. ensure the Associations are provided with CCE's wordmark, and other programmatic logos such as 4-H, within established guidelines at <https://staff.cce.cornell.edu/brand/cce-wordmark-and-cornell-seal>, so long as the Association remains a qualified Association;
 - o. set Shared Business Network (SBN) standards, determine SBN organizational structures, and collaborate on SBN funding. Provide support to the SBN system through participation in Administrative Management Groups (AMGs) comprised of the Executive Directors and State Extension Specialist.
2. The Association agrees to:
- a. maintain its qualification as an Association, as determined by Cornell in its capacity as Agent for the State of New York under Subdivision 8 of Section 224 of the County Law of New York State as amended;
 - b. adopt financial policies to ensure responsible use of state funds and financial accountability, consistent with Cornell's accreditation standards for financial management and SBN standards;
 - c. develop and implement a plan of work approved by Cornell that meets USDA/NIFA criteria;
 - d. submit annually an approved budget for the current fiscal year by **March 31**;
 - e. hire, employ, and supervise Extension Educator staff selected from candidates who meet the hiring criteria and position classification standards set forth by

Cornell. The parties agree that such employees are and will remain employees of the Association and subject to the exclusive supervision and control of the Association;

- f. adopt, implement and abide by appropriate personnel policies that meet Federal and State laws, required policies to utilize Cornell systems, and local Association policies which do not conflict with Federal, State, and Cornell system policies
- g. Participate in mutually agreed upon cost-share arrangement for connections to operational business systems in the areas of Finance, Human Resources and Information Technology (i.e., Shared Business Network); whereas the Executive Director or a board appointed designee represents the Association on the Administrative Management Group; work collaboratively with SBN staff to develop and implement standard operating procedures in functional business operations;
- h. at a minimum, complete an annual performance review for each staff member as well as an in-depth performance review at least once every four years for Exempt Educator employees. Develop and implement ongoing performance development processes for all staff;
- i. the Board President shall conduct annual and, at least every four years, in-depth reviews of the Executive Director's performance to ensure programs meet the program standards and definitions and organizational performance of the Association, and to assess qualification for conferral of the Executive Director title by the Director of Cornell Cooperative Extension at Cornell;
- j. provide Employee Practice Liability Insurance and Directors and Officers Insurance for officers and employees of the Association;
- k. provide Cyber Liability Insurance to protect personal and confidential information in the custody of the association and maintained on Association/University Data systems. Coverage to include a recommended \$1 million policy:
 - i. First-Party Coverages: data breach responses costs, business interruption, digital asset restoration, cyber extortion (Ransomware), and incident response and crisis management

- ii. Third-Party Coverages: network security liability, privacy liability, media liability, regulatory defense and penalties
- l. maintain adequate third-party liability insurance covering the Association's potential liability for bodily injury and property damage resulting from the performance of its functions and maintain a current certificate of insurance. The Association shall be named as an insured in each of said policies;
- m. submit program and administrative reports as requested;
- n. comply with all applicable local, state and federal laws and regulations;
- o. adhere to financial management policies as issued in the Financial Operations Resource Manual (F.O.R.M.) or issued in special memorandums by Cornell, including invoicing monthly. <https://staff.cce.cornell.edu/units/finance/form-codes>;
- p. **by May 15th** of each year prepare and submit the Federal IRS Form 990T and the New York State Form CT13 to the appropriate agencies;
- q. submit requested financial information for each ending fiscal year to Cornell by **March 31st** of the following year (or more often if requested), and make necessary documents available for audits;
- r. by **January 31st** of each year, prepare IRS Form 1099 in accordance with F.O.R.M. Code 1207;
- s. collect sales tax in compliance with New York State's laws and regulations. Remit taxes to New York State in a timely manner and maintain detailed records to support sales tax returns;
- t. Provide to Cornell payments for:

Association Services	2% of 2026 County Appropriations and Agreements
Support Services for Financial System provided by Extension Administration	to be determined (based on annual snapshot of users in May)
Unemployment Insurance Premium	as determined by insurer
Worker's Compensation	as determined by insurer
4-H Accident & General Liability	as determined by insurer

- u. provide to Cornell payments for programs included in the following agreements per budgets mutually negotiated between Cornell and partnering Associations:
 - Lake Erie Regional Grape Program (LERGP)
 - Central New York Dairy, Livestock and Field Crops (CNYDLFC)
 - Cornell Vegetable Program (CVP)
 - Lake Ontario Fruit Program (LOFP)
 - Finger Lakes Grape Program (FLGP)
 - South Central New York Dairy and Field Crops (SCNYDFC)
 - Harvest NY (HNY)
 - Northwest NY Dairy Livestock and Field Crops (NWNLYDLFC)
 - Eastern New York Commercial Horticulture Program (ENYCHP)
 - South West New York Dairy, Livestock and Field Crops (SWNY)
 - v. submit invoices monthly for operating expenses for programs included under 1(j), 1(k) and 2(u) as stated in Attachment A of this agreement and in accordance with F.O.R.M. Code 808.2.
 - w. Assure that only the Treasurer, President, and Executive Director if so designated by the Board of the Association are authorized to bind the Association resources or enter into binding agreements for the Association.
 - x. submit all third-party grants, contracts, or agreements to Cornell's designated agent (currently P.W. Wood) for a risk management review, and respond to questions and requirements for modification for risk management and insurance, and to Cornell in regards to mission related questions.
3. Cornell and the Association each acknowledge the importance of abiding by the spirit and intent of all applicable Federal and State legislation including, but not limited to, laws pertaining to equal opportunity in employment and program and Fair Labor Standards Act regulations. Each agrees:
- a. To cooperate in the development of programs (including evaluation and reporting systems).
 - b. The Association Executive Director serves at the pleasure of the Association. The title of "Association Executive Director" may only be conferred by the Director of CCE at Cornell, and may be withdrawn by the Director of CCE for good cause.

- c. Under the umbrella of this Memorandum of Agreement, as and when necessary, to negotiate in good faith and execute additional agreements that enable multi-Association and regional programming and/or business operations, and, for each such agreement, to expend funds according to a mutually negotiated annual budget.
- 4. Under Subdivision 8 of Section 224, the relationship between the parties generally set forth herein is continuous until either party to this Memorandum of Agreement shall notify the other party in writing at least six months in advance preceding any action to annul this Agreement.
 - a. Inasmuch as this agreement contains provisions relating to program and financial considerations covering the calendar year 2026, it is understood that its detailed provisions will be negotiated each year.
 - b. Moreover, this agreement shall be executory to the extent that funds are made available by the County, the State of New York, and the Federal Government.
 - c. This agreement may be modified or amended at any time upon mutual written agreement of the parties.
 - d. This Agreement may be executed in one or more counterparts, each of which will constitute an original, but all of which together will constitute one instrument.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly signed and executed by the President of the Cornell Cooperative Extension Association and by the Director of Cornell Cooperative Extension at Cornell University. This agreement is contingent upon receipt of a fully executed agreement AR or equivalent with county government(s) by March 31, 2026.

(Print Name of Board President)

Board President Signature
Cornell Cooperative Extension of _____ County

Date

For Cornell University Andy S. Turner
Director of Cornell Cooperative Extension at Cornell University

Date

Sample - Sign through Adobe Sign Process Only