

**CCE Albany County
Statement of Financial Position
12/31/2025**

	Period Ending 12/31/2025	Period Ending 12/31/2024
ASSETS		
Current Assets		
Petty Cash	\$ 100.00	\$ 200.00
Cash in Bank, Checking	544,241.47	301,368.37
Cash in Bank, Savings	888,404.90	541,369.67
Undeposited Funds	934.50	1,433.50
Total Cash	\$ 1,433,680.87	\$ 844,371.54
Accounts Receivable	\$ 465,223.65	\$ 874,487.15
Less Expected Credit Losses	-	-
Net Accounts Receivable	\$ 465,223.65	\$ 874,487.15
Certificates of Deposit, 12 Months or Less	\$ 1,952,357.77	\$ 1,872,254.34
Prepaid Expenses	12,983.80	12,760.93
Total Current Assets	\$ 3,864,246.09	\$ 3,603,873.96
Non-Current Assets		
Investments, Mutual Funds	\$ 1,068,775.26	\$ 955,068.54
Deposits	183,567.00	182,235.00
Total Non-Current Assets	\$ 1,252,342.26	\$ 1,137,303.54
Right-Of-Use Assets		
Right-Of-Use Buildings	\$ 207,050.00	\$ -
Right-Of-Use Equipment	5,815.95	8,367.56
Total Right-Of Use-Assets	\$ 212,865.95	\$ 8,367.56
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	(194,887.36)	(172,146.97)
Total Fixed Assets	\$ 294,398.52	\$ 265,423.37
TOTAL ASSETS	\$ 5,623,852.82	\$ 5,014,968.43
LIABILITIES AND FUND BALANCES		
Current Liabilities		
Accounts Payable	\$ 96,674.57	\$ 88,612.12
Accounts Payable, Cornell Expenses	182,140.53	159,061.86
Accrued Salaries and Wages	22,078.59	17,345.23
Accrued Expenses, Other	-	(0.02)
Accrued Vacation	141,937.61	106,625.79
Agency Funds	2,020.85	2,638.37
Operating Leases Payable, Current	41,277.74	2,787.07
Total Current Liabilities	\$ 486,129.89	\$ 377,070.42
Non-Current Liabilities		
Operating Leases Payable, Non-Current	\$ 171,588.21	\$ 5,580.49
Total Non-Current Liabilities	\$ 171,588.21	\$ 5,580.49
Current Fund Balances		
Temporary Restricted	\$ 1,665.20	\$ 1,665.20
Permanently Restricted	-	-
Total funds with Restrictions	\$ 1,665.20	\$ 1,665.20
Designated	\$ 2,407,341.23	\$ 2,215,763.53
General	2,262,729.77	2,214,358.94
Plant	294,398.52	200,529.85
Total funds without Restrictions	\$ 4,964,469.52	\$ 4,630,652.32
Total Revenues	\$ 6,210,195.18	\$ 6,264,175.63
Total Expenses	(5,876,377.98)	(5,783,552.96)
Net from Operations	\$ 333,817.20	\$ 480,622.67
Transfers from	\$ (21,525.19)	\$ 80,192.75
Transfers To	(312,292.01)	(560,815.42)
Net from Transfers	\$ (333,817.20)	\$ (480,622.67)
Total funds without Restrictions	\$ 4,964,469.52	\$ 4,630,652.32
TOTAL LIABILITIES and FUND BALANCES	\$ 5,623,852.82	\$ 5,014,968.43

**CCE Albany County
Statement of Operations
12/31/2025**

	Month 12-2025	Year to Date 12/31/2025	Annual Budget 2025	Over/Under Budget	% of Budget
REVENUES, GAINS, AND OTHER SUPPORT					
FEDERAL REVENUES					
SL Fed Contrib	6,010.84	73,183.72	70,655.00	(2,528.72)	103.58%
Fed Contract Contrib	38,576.06	715,405.86	1,059,001.00	343,595.14	67.55%
STATE REVENUES					
NYS 224 Contracts	20,658.51	254,078.93	182,500.00	(71,578.93)	139.22%
NYS Fringe Benefits	139,703.48	1,761,669.86	2,095,572.82	333,902.96	84.07%
NYS Contracts Contrib	21,843.54	338,537.17	352,000.00	13,462.83	96.18%
COUNTY REVENUES					
County Approp Contrib	108,063.92	1,296,767.04	1,296,767.00	-	100.00%
County Contract Contrib	115,555.25	690,148.73	659,500.00	(30,648.73)	104.65%
OTHER GRANTS & CONTRACTS					
Other Govt Contracts Contrib	25,000.00	25,000.00	20,000.00	(5,000.00)	125.00%
Other Grants/Contracts Contrib	11,330.88	36,312.02	-	(36,312.02)	-
Private Contracts Contributions	11,682.54	61,904.75	19,000.00	(42,904.75)	325.81%
CONTRIBUTION REVENUE					
Contrib Unrestricted	2,550.00	11,244.12	8,100.00	(3,144.12)	138.82%
INVESTMENT EARNINGS					
Interest Income	10,165.99	90,071.08	50,000.00	(40,071.08)	180.14%
Dividend Income	5,376.00	63,552.10	50,000.00	(13,552.10)	127.10%
PROGRAM REVENUE					
Program Reg Fees	6,640.00	42,367.31	49,850.00	7,482.69	84.99%
Regional Prog Support	41,384.92	482,853.09	502,083.00	19,229.91	96.17%
Advertising	-	75.00	-	(75.00)	-
Enterprise Sales	367.00	8,918.79	4,950.00	(3,968.79)	180.18%
Reimb for Services	5,759.66	47,467.92	35,500.00	(11,967.92)	133.71%
Fundraising	-	60,568.00	17,500.00	(43,068.00)	346.10%
Special Events	-	-	3,000.00	3,000.00	-
Miscellaneous Clearing	-	86.40	-	(86.40)	-
Rental, Long-Term	-	-	1,400.00	1,400.00	-
Rental, Short-Term	525.88	9,812.87	4,800.00	(5,012.87)	204.43%
NON-OPERATING INCOME					
Non-Operating Revenue	-	50.00	-	(50.00)	-
Gain on Investments	13,828.38	133,120.42	-	(133,120.42)	-
Gain on Fixed Assets	-	7,000.00	-	(7,000.00)	-
TOTAL REVENUES	\$ 585,022.85	\$ 6,210,195.18	\$ 6,482,178.82	\$ 271,983.68	95.80%
TRANSFERS FROM FUND BALANCES					
Trans from Designated	-	-	326,043.64	326,043.64	-
Trans from Plant, Depr	4,143.82	(21,525.19)	29,900.00	51,425.19	-
TOTAL TRANSFERS FROM FUND BALANCES	\$ 4,143.82	\$ (21,525.19)	\$ 355,943.64	\$ 377,468.83	-
TOTAL REVENUES & TRANSFERS FROM FUNDS	\$ 589,166.67	\$ 6,188,669.99	\$ 6,838,122.46	\$ 649,452.51	-
EXPENSES					
SALARIES					
Payroll	254,613.89	2,838,735.57	3,415,462.64	576,727.07	83.11%
EMPLOYEE BENEFITS					
Payroll Fringe Benefits	139,703.48	1,761,669.86	2,095,572.82	333,902.96	84.07%
Unemployment Ins	-	2,944.79	2,100.00	(844.79)	140.23%
Workers' Compensation	-	21,169.02	16,244.00	(4,925.02)	130.32%
Vacation Expense	35,311.82	35,311.82	-	(35,311.82)	-
STAFF DEVELOPMENT					
Staff Dev, Registrations	430.00	10,725.01	15,750.00	5,024.99	68.10%
Staff Dev, Transportation	-	1,207.19	4,900.00	3,692.81	24.64%
Staff Dev, Lodging	-	4,934.23	150.00	(4,784.23)	3289.49%
Staff Dev, Meals	-	562.32	1,850.00	1,287.68	30.40%
PROGRAM/OPERATING EXPENSES					
Auditing Fees	-	19,662.00	19,500.00	(162.00)	100.83%
Advertising	-	172.88	14,000.00	13,827.12	1.23%
Publicity	2,464.09	19,663.09	4,250.00	(15,413.09)	462.66%
Awards and Prizes	306.44	6,129.48	5,100.00	(1,029.48)	120.19%
Bank Fees	642.01	13,137.27	1,500.00	(11,637.27)	875.82%
Legal Fees	9,352.67	35,956.87	25,000.00	(10,956.87)	143.83%
Travel, Lodging	-	1,164.31	-	(1,164.31)	-
Travel, Meals	-	104.34	100.00	(4.34)	104.34%
Travel, Mileage	2,933.98	46,820.57	78,800.00	31,979.43	59.42%
Travel, Transportation	72.05	1,091.21	500.00	(591.21)	218.24%
Meetings, Food	2,522.87	21,944.85	26,000.00	4,055.15	84.40%
Meetings, Other	208.52	495.35	5,000.00	4,504.65	9.91%
Postage and Delivery	1,973.61	5,490.10	7,365.00	1,874.90	74.54%
Printing & Copying	(6,377.27)	7,060.31	45,100.00	38,039.69	15.65%
Non-Capitalized Assets	21,428.89	31,223.97	27,500.00	(3,723.97)	113.54%
Regional Prog Support	9,678.30	124,231.60	134,564.00	10,332.40	92.32%
Rental, Equipment	416.74	4,341.48	7,500.00	3,158.52	57.89%
ROU Lease, Equipment	-	-	5,000.00	5,000.00	-
Rental, Facilities	31,314.65	263,671.40	247,514.00	(16,157.40)	106.53%
Enterprise, Cost of Sales	439.56	6,165.61	4,250.00	(1,915.61)	145.07%
Fundraising Expenses	-	13,883.62	8,000.00	(5,883.62)	173.55%
Special Events Expenses	-	16.75	2,000.00	1,983.25	0.84%
Supplies, Nutrition	25.75	5,079.67	20,623.00	15,543.33	24.63%
Supplies, Teaching	8,935.55	85,160.17	99,277.00	14,116.83	85.78%
Supplies, Reinforcements	-	2,256.00	47,500.00	45,244.00	4.75%

	Month 12-2025	Year to Date 12/31/2025	Annual Budget 2025	Over/Under Budget	% of Budget
Supplies, Non-Food (disp)	-	212.00	-	(212.00)	-
Supplies, Garden	-	3,396.88	10,000.00	6,603.12	33.97%
Supplies, Expendable	-	146.51	-	(146.51)	-
Supplies, Office	6,851.81	22,204.90	20,882.00	(1,322.90)	106.34%
Telecommunications	3,242.93	39,681.29	39,750.00	68.71	99.83%
Trips and Tours	-	20,812.21	9,500.00	(11,312.21)	219.08%
Vehicles, Fuel	404.22	2,960.48	7,750.00	4,789.52	38.20%
Vehicles, Repairs/Maint	980.31	3,645.01	2,500.00	(1,145.01)	145.80%
Insurance, General Liab	(10,096.33)	48,793.79	30,586.00	(18,207.79)	159.53%
Insurance, Cyber Liability	(613.23)	6,745.52	4,700.00	(2,045.52)	143.52%
Insurance, 4-H Accident	-	408.68	350.00	(58.68)	116.77%
Subscript & Memberships	575.00	2,710.96	3,550.00	839.04	76.37%
Licenses and Fees	-	804.61	4,050.00	3,245.39	19.87%
Background/MVR Checks	144.53	965.60	5,700.00	4,734.40	16.94%
Taxes and Fines	116.05	1,165.82	550.00	(615.82)	211.97%
GRANTS & CONTRACTS					
Contracted Services	6,919.98	176,966.80	206,685.00	29,718.20	85.62%
Specialist Contract	-	350.00	-	(350.00)	-
Association Services	-	39,867.00	48,331.00	8,464.00	82.49%
BUILDINGS & GROUNDS					
Facilities/Grounds Maint	795.48	7,835.31	22,866.00	15,030.69	34.27%
Repairs & Maint	-	184.87	2,500.00	2,315.13	7.39%
Utilities	87.17	1,046.04	-	(1,046.04)	-
EXPENSE OF FIXED ASSETS					
Depr, Buildings	416.66	5,000.00	5,000.00	-	100.00%
Depr, Furniture & Fixtures	329.00	1,974.00	-	(1,974.00)	-
Depr, Vehicles	2,853.43	30,332.63	24,900.00	(5,432.63)	121.82%
Depr, Computers	158.34	1,425.09	-	(1,425.09)	-
Depr, Equipment	386.39	4,636.61	-	(4,636.61)	-
NON-OPERATING EXPENSES					
Loss on Investments	16,126.52	59,922.60	-	(59,922.60)	-
TOTAL EXPENSES	\$ 546,075.92	\$ 5,876,377.98	\$ 6,838,122.46	\$ 961,744.48	85.94%
TRANSFERS TO FUND BALANCES					
Trans to Designated	1,332.00	1,332.00	-	(1,332.00)	-
Trans to Plant/Equipment	-	72,343.48	-	(72,343.48)	-
TOTAL TRANSFERS TO FUND BALANCES	\$ 239,948.53	\$ 312,292.01	\$ -	\$ (312,292.01)	
TOTAL EXPENSES & TRANSFERS TO FUNDS	\$ 786,024.45	\$ 6,188,669.99	\$ 6,838,122.46	\$ 649,452.47	
NET FROM TRANSFERS	(235,804.71)	(333,817.20)	355,943.64	689,760.84	
NET FROM CURRENT OPERATIONS	38,946.93	333,817.20	(355,943.64)	(689,760.80)	
NET FROM TRANSFERS & CURRENT OPERATIONS	\$ (196,857.78)	\$ -	\$ -	\$ 0.04	

Flows Report produces a report that shows the change in cash from beginning of period to end

**CCE Albany County
Statement of Cash Flows
12/31/2025**

Change in net assets	\$	333,817.20
Adjustments to reconcile change in net assets used by operating activities		
Depreciation	\$	25,292.00
(Increase) Decrease in assets		
Accounts Receivable	\$	409,263.50
Certificates of Deposit, 12 months or less		(80,103.43)
Prepaid Expenses		(222.87)
Deposits Non-Current		(1,332.00)
Increase (Decrease) in liabilities		
Accounts Payable		8,062.45
Accounts Payable, Cornell		23,078.67
Accrued Payroll		4,733.36
Accrued Expenses, Other		0.02
Accrued Vacation		35,311.82
Agency Funds		(617.52)
Operating Leases Current		38,490.67
Operating Leases Non-Current		166,007.72
Net Cash (Used) by Operating Activities	\$	<u>602,672.39</u>
Cash Flows from Investing Activities		
Purchase of Equipment		258,765.54
Cash Used for Investments		113,706.72
Net Cash (Used) by Investing Activities		<u>(372,472.26)</u>
NET INCREASE (DECREASE) IN ASSETS	\$	<u>589,309.33</u>
CASH BALANCE, BEGINNING OF YEAR		844,371.54
CASH BALANCE, END OF FISCAL PERIOD	\$	<u>1,433,680.87</u>

**Cornell Cooperative Extension Albany County
Board of Directors Meeting
March 25, 2026**

AGENDA

- Call to Order
- Approval of Minutes
 - **Board of Directors- January 28, 2026**
- Report from Officers
 - President
 - Vice President
 - Treasurer
 - Secretary
- Legislative Report
- Financial Report
 - **Net Assets with Donor Restrictions**
 - **Net Assets without Donor Restrictions**
 - **December 2025 - Financial Statements & Notes to the Year-End Financial Statement**
 - **Banking Signatory**
 - Audit Update
 - Investment Update
- Public Comment
- Executive Directors Report
- Standing Committees
- Program Reports
 - Sustainability- Amy Shatsoff
 - 4H Youth Development- Barbara Stevens
 - Master Gardener Volunteer Program- Christine Saplin
 - Agriculture / Horticulture (local & regional teams)- Lisa Godlewski
 - Human Ecology- Lisa Godlewski
- Old Business-
 - Shared Business Network
 - Emergency Plan
- New Business
 - 4-H Shooting Sports Program
- Informational Reports
- Adjournment

Next Board Meeting: Wednesday May 27, 2026 @ 6:00pm

Board of Directors Meeting
24 Martin Road, Voorheesville, NY 12186
January 28, 2026 - 6:00pm
MINUTES

Present: Christine Saplin, Laura DeGaetano, William Reinhardt, Ann Potts, Ellen Doolin, John Kilroy, Theresa Rodriguez, Allyson Whiting, Paul O'Connor
Staff: Lisa Buenau, Lisa Godlewski, Amy Shatsoff, Anthony Zumbolo, Barbara Stevens, Jessica Denno
Absent: Kevin Millington, Sue Dwyer, Carolyn Anderson, Wendy Daignault

- I. **CALL TO ORDER:** By Vice President Christine Saplin @ 6:00 pm.
- II. **WELCOME AND INTRODUCTIONS:** Welcome everyone. Thank you all for coming out.
- III. **SYSTEM, ASSOCIATION & BOARD OVERVIEW:** Lisa Godlewski provided a brief presentation.
- IV. **ELECTION OF OFFICERS:** Proposed Slate of Officers presented as follows:
 - Carolyn Anderson - President
 - Christine Saplin - Vice President
 - Kevin Millington - Treasurer
 - Ann Potts - Secretary

MOTION: Motion by Ellen Doolin to accept the Slate of Officers as presented, seconded by Allyson Whiting. Approved unanimously.

- V. **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

MOTION: Motion by Ann Potts to approve Board of Directors- September 17, 2025 Minutes as presented, seconded by Bill Reinhardt. Approved unanimously.

MOTION: Motion by Bill Reinhardt to approve Nominating Meeting- November 12, 2025 Minutes as presented, seconded by Theresa Rodriguez. Approved unanimously.

MOTION: Motion by Ellen Doolin to approve Annual Meeting- November 20, 2025 Minutes as presented, seconded by Bill Reinhardt. Approved unanimously.

MOTION: Motion by John Kilroy to approve Executive Committee Meeting- December 9, 2025 Minutes as presented, seconded by Bill Reinhardt. Approved unanimously.

VI. **REPORTS FROM OFFICERS:**

President- Carolyn Anderson was unable to attend.

Vice President- Christine Saplin remarked on the excellent health of the organization; she is proud to be part of it in any small way. Thank you to Lisa for the continued guidance.

Treasurer- Kevin Millington was unable to attend.

Secretary- Ann Potts nominated and approved for the position this evening, no report

VII. **LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt: No issues on the horizon.

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

October and November have closed. Few highlights:

Balance Sheet:

- Cash is up; Undeposited Funds shows negative balance due to timing between recorded in books and clearing on bank statement; CDs and Investments are doing well- due to market conditions (association continues to reinvest CDs as they mature); Increase in Furniture and Fixtures due to the purchase of the Master Gardener (MG) gazebo replacement.

Statement of Operations:

Revenues:

- Budget through November, everything remains in line and balanced; Federal Contracts are lower than expected due to the uncertainty of SNAP-Ed; 224 was budgeted conservatively and there was an increase; Fringe is lower due to vacancies; Increase in Private Contracts attributed to Healthy Homes contracts; Reimbursement for Services as association added services for an additional county; Fundraising is up due to MG Garden Education Fair/Trips/Gardening Learning Environment

Expenses:

- Salary is slightly lower due to vacancies; Staff Development is up due to a professional development opportunity for Energy staff this past year; Printing and Copying is lower- purchased printers and doing more in-house.

MOTION: Motion by Theresa Rodriguez to approve October and November 2025 Financial Statements as presented pending audit, seconded by Ann Potts. Approved unanimously.

Investment Update:

- Transferred broker; account continues to perform well. Continue to maintain 30/70 split between stocks/bonds. Bonds are highest performing item in the portfolio. Fidelity Investment CDs with tiered timeline approach- association invests with different amounts and time periods. As they mature, we are staying on that same cycle as it seems to be performing well. Berkshire Bank CD matured at the beginning of January and we renewed it for another 13 months. Berkshire Bank is changing name to Beacon Bank and Trust.

IX. **PUBLIC COMMENT:** No comments

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

- Executive Directors from across the state met with 90+ legislators in Albany today. Synergies were great- Lisa was able to meet with legislators representing our district who are all very familiar with Extension and recognize the value.
- SNAP-Ed- unsure about what will happen with SNAP-Ed- this is a loss of 30 million dollars in NYS and approximately 1.2 million annually for our association. We are hopeful that the program will be funded through September 30, 2026, from unspent dollars from last year. Staff are seeking other opportunities and applying for nutrition education focused projects. The county is open to discussion about helping CCE keep a nutrition educator on staff to continue this project. We are making budgetary adjustments as necessary.

XI. **STANDING COMMITTEES:** No reports

XII. **PROGRAM REPORTS:**

For Human Ecology: Lisa Buenau reports:

- HEAP certification finally opened on December 1st, which perfectly coincided with the opening of our new Urban office at 418 Broadway in Albany. Clients appreciate the space- it is accessible, on a bus line. We recognize and thank the Albany Housing Authority for the temporary office accommodation so staff could maintain our urban presence while we were between offices. They have been wonderful partners for so many years, and we truly appreciate the support.
- Healthy Homes Energy Event will be on Saturday, February 28, 2026, from 9-noon. Attendees will have the opportunity to learn about various healthy home and energy saving resources and programs.
- Master Food Preserver team is working on a hybrid option for the 3-day training to make it more accessible and potentially attract more participants.
- Parenting/Financial Literacy educator was hired at the end of last year and brings a background in classroom teaching and special education. Things are going well!

For Sustainability and Environmental Health: Amy Shatsoff reports:

- LEAD team continues to deliver EPA-RRP courses. The association received a multi-year abatement contract from Albany County, and we will be starting to deliver 2-day worker abatement courses and supervisor abatement courses, which are 4-day training courses. Final EPA accreditation is still pending. Have also had a few check-ins with the EPA- they are always highly complementary of our classes.
- January is Radon Awareness Month- traveling display at many local libraries this month. We have seen an uptick in interest in radon kits.
- CCE Albany has been coordinating with the Albany County Department of Health (ACDOH) to strengthen referrals from the Healthy Homes program to the ACDOH asthma nurse in support of additional asthma-related interventions.
- The Energy Team continues to provide support to the NYSERDA Clean Energy Hub. The team has led a successful hot water heater campaign, which supports the installation of

heat pump hot water heaters in homes that do not have hot water. They have completed 18 installations and met the threshold for the grant. Lead time with contractors has been only one to two days.

- CCE Albany is launching Climate Stewards Volunteer Program in Albany County next week- which is modeled after the MG- 12-week training program. Volunteers commit to providing 40 hours of community service around an educational project. This is a statewide program with funding from the NYS DEC.
- February 10, 2026, we will be hosting a Citizen Preparedness Corp training- a member of the National Guard comes and provides the training, and we will need 50 participants. We also recently coordinated a focus group to engage in climate and aging-related research being conducted by the Cornell Institute for Research on Climate and Aging.
- Signed onto partnership with AgEnergy NY- while energy HUB is focused on residential energy, AgEnergy is focused specifically on energy for farms. The AgEnergy NY Program Manager will provide an in-person overview of that program on February 26, 2026.

For 4-H: Barb Stevens reports:

- Practice for Horse Bowl has begun. A competition where youth answer questions related to equine science. Three teams: Novice, Junior and Senior levels. Junior/Senior questions come from Cornell. Regional competition is in March. If youth continue, they will go on to state level competition at Cornell. National level is held in Louisville, Kentucky.
- Fiber Grant- CCE educators are working with a graduate student and faculty member at Cornell; looking at fiber and urban agriculture to try to foster interest in urban agriculture. The graduate student is putting together curriculum, and our educators are taking that curriculum into a few urban schools in Albany.
- Dairy Grant- received notice that we will be receiving the grant again this year (Ag in the Classroom program from Cornell). This project mostly has an urban focus, but we will be visiting some rural schools as well.
- Urban 4-H Grant- (funding from Albany County DCYF) Programming continues at Delaware, TOAST, Montessori and other schools throughout Albany County. This includes a wide variety of educational enrichment program topics and includes our Strengthening Families program as well.
- Hannaford Grant- SNAP-Ed educators have health and wellness campaigns with a greater focus on system and behavioral change that will combine with 4-H educators working with youth. The project will work with Abram Lansing Elementary School in Cohoes engaging their 5th grade leadership team in nutrition education and designing a student-led, school-based, nutrition education project for the school community.

For Master Gardener Volunteer Program (MG): Christine Saplin reports:

- 2026 planning underway and looking at ways to address the needs of the community.
- Winter Sowing workshop was offered for 30+ participants this past Saturday.
- Preparations for the Annual Plant Sale are underway with ordering of plant plugs.
- Having conversations with the "I Love My Neighborhood" program about possible programming opportunities.
- Consumer Horticulture Hotline starts up again in March.

For Agriculture/Horticulture: Lisa Godlewski reports:

- Educators are very active with classroom workshops. This is the time of year when producers find it a bit easier to attend programs.
- Greenhouse Growers School offered last week with over 35 attendees.
- Working through the last weeks of Cut Flower Webinar series which has been offered every Tuesday afternoon since the beginning of the year.
- Weeds and Soil Health Class held to address handling of invasive weeds without sacrificing soil health- 15 attendees.
- March programming includes farm insurance series, onion school, raising honeybees for fun and profit, Ag Energy workshop, NE Grazer and Livestock conference, etc.

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

- Shared Business Network (SBN)- HR Lead and ED are working with the statewide policy committee and an outside vendor to update the entire policy manual. The first round of edits has been completed, and the team is ensuring that the policies are CCE friendly and accurate. Once updated, the policies will be submitted for statewide legal review.
- Scope of Work for SBN- EDs and SESs have been doing a lot of work to get different perspectives and updates to this standing document; now in draft stage and will go out to EDs across the state for feedback. Key aspect will add clarity to potentially reduce the liability for lead associations and lead staff.
- CCE Albany has worked to update our local MOU with the Capital Region associations. Provided legal training to these EDs last week.
- Paul O'Connor reports:
 - Annual BR agreement had just a few updates.
 - Board Development Trainings- offering sessions on board orientation and Board Pres/Vice Pres and Treasurer training. Generally, one hour zoom sessions that are also recorded.
 - HR Policy Manual- additional note that it is significant to have outside legal review.
 - Statewide Website- 10-15 associations have launched so far. Majority to come on board this year.
 - Salesforce CRM - is in beta testing phase. Project will open a different way of leveraging participant's interests (data management) to encourage involvement in other areas.
 - Year-End Closing- due at the end of March.
 - System is continuing to watch the New York State budget and hope that the additional funds requested will be added.

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

- **2026 Operating Guidelines**

MOTION: Motion by Bill Reinhardt to adopt the 2026 Operating Guidelines, seconded by Theresa Rodriguez. Approved unanimously.

- **Association Budget for 2026**

MOTION: Motion by Ellen Doolin to approve Association Budget for 2026, seconded by Ann Potts. Approved unanimously.

- **Annual Fiscal Authorizations- 2026**

MOTION: Motion by Ann Potts to approve Annual Fiscal Authorizations, seconded by John Kilroy. Approved unanimously.

- **Appointment for Assistant to the Treasurer-** propose that Teresa Tymchyn (staff member) continue in this role.

MOTION: Motion by Theresa Rodriguez to appoint Teresa Tymchyn as Assistant to Treasurer, seconded by John Kilroy. Approved unanimously.

- **Appointment for Assistant to the Secretary-** we would like to propose Jessica Denno for this role.

MOTION: Motion by Ann Potts to appoint Jessica Denno as Assistant to the Secretary, seconded by Ellen Doolin. Approved unanimously.

- **AR Agreement with Albany County**

MOTION: Motion by Ellen Doolin to approve AR Agreement, seconded by John Kilroy. Approved unanimously.

- **BR Agreement with Cornell University**

MOTION: Motion by Ann Potts to approve BR Agreement, seconded by Bill Reinhardt. Approved unanimously.

XV. **INFORMATIONAL REPORTS:** no reports.

XVI. **ADJOURNMENT:**

MOTION: Motion to adjourn by Ellen Doolin, seconded by Ann Potts. Approved unanimously. Adjourned at 7:58pm.

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

Cornell Cooperative Extension
Association of Albany County
Notes to the Financial Statement
December 31, 2025

1. Organization and Purpose

Cornell Cooperative Extension Association of Albany County (the association) was formed by citizens of Albany County under section 224 of NYS County Law, which allows for the establishment of the association as a subordinate governmental agency.

Cooperative extension associations are vital partners in fulfilling the land-grant and extension mission of Cornell University. This partnership includes county government, the State of New York, Cornell University, and the U.S. Department of Agriculture, as well as the system of county extension associations across the state. Each partner brings resources in the form of finances, research-based knowledge, educators, and facilities in order to accomplish the organizational mission.

The mission of the cooperative extension education system is to enable people to improve their lives and communities through partnerships that put experience and research knowledge to work. Extension staff and trained volunteers deliver educational programs, conduct applied research, and encourage community collaborations. Association educators connect people with the information they need on topics such as commercial and consumer agriculture; nutrition and health; youth and families; finance; energy efficiency; economic and community development; and sustainable natural resources. The association's ability to match university resources with community needs helps it play a vital role in the lives of individuals, families, businesses, and communities throughout Albany County.

The county extension association operates under a memorandum of agreement with Cornell University to provide educational programming to the residents of New York State.

2. Significant Accounting Policies

Basis of Accounting The financial statements are reported on an accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Basis of Presentation Financial statement presentation follows the recommendation of accounting standards that requires the association to report information regarding its financial position and activities according to two classes of net assets types: net assets with donor restrictions and net assets without donor restrictions. Contributions received are recorded as increases in unrestricted or restricted net assets, depending on the existence and nature of donor restrictions.

Federal Income Tax Status The association is exempt from federal income tax as a subordinate organization under a group ruling managed by Cooperative Extension Administration; however, is not part of Cornell University. The organization is exempt from federal income taxes under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) of the code. Both the parent and subordinate organizations claim exemption from the IRS filing requirement for exempt organization, under Rev. Proc. 95-48.

Cornell Cooperative Extension
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Payroll Processing and Initial Deposit Cornell University administers the payroll function for the extension association.

The university bills the extension association monthly for reimbursement of employees' earnings and taxes. The association is expected to reimburse the university by the 20th of the following month.

The extension association has on deposit with the university an amount equal to approximately one monthly payroll. This is required to offset the university's cash flow.

Use of Estimates The presentation of financial statements in conformity with accounting principles requires management to make estimates and assumptions for the reporting period and as of the financial statement date. These estimates and assumptions affect the reported amounts of assets, liabilities, revenues, and expenses. Actual results could differ from these results.

Donated Services Numerous volunteers have donated a significant number of hours for program services and board governance; however, no amount is reflected in the financial statements to reflect the value of donated services because the criteria for recognition as set forth under GAAP were not met.

Fringe Benefits Employee fringe benefit expenses, with the exception of workers' compensation and unemployment insurance, (e.g., health insurance, pensions, and post-retirement benefits) are paid by NYS through Cornell University on behalf of the extension association, using a fringe benefit rate determined by NYS. The extension association records an expense and corresponding state appropriation revenue for fringe benefit costs based upon the fringe benefit rate applied to total eligible personal service costs incurred.

Property and Equipment The association capitalizes expenditures for purchases of furniture, fixtures, and equipment of \$5,000 and more, at cost. Depreciation is recorded using the straight-line method over the estimated useful lives of the related assets. Acumatica calculates and posts depreciation expense monthly from the date the asset is placed in service until it is fully depreciated.

Vacation Accrual Policy The vacation policy allows employees to accumulate up to 21/25 days unused vacation and to carryover 21/25 days to next year, based on years of service. As required by accounting principles, a liability for accrued vacation is recorded in the accounting records. The liability account for accrued vacation is adjusted annually and the corresponding expense account for earnings is adjusted to reflect the increase or decrease in unused vacation as of December 31.

Cornell Cooperative Extension
Association of Albany County
Notes to the Financial Statement
December 31, 2025

Right of Use Assets – Leases The extension association determines if a contract is or contains a lease when (i) explicitly or implicitly identified assets have been deployed in the contract and (ii) the customer obtains substantially all of the economic benefits from the use of that underlying asset and directs how and for what purpose the asset is used during the term of the contract. The association also considers whether its service arrangements include the right to control the use of an asset.

The association recognizes most leases on its balance sheets as a right-of-use (ROU) asset representing the right to use an underlying asset and a lease liability representing the obligation to make lease payments over the lease term, measured on a discounted basis. Leases are classified as either finance leases or operating leases based on certain criteria. Classification of the lease affects the pattern of expense recognition in the income statement.

The association made an accounting policy election not to recognize ROU assets and lease liabilities for leases with a term of 12 months or less.

Support and Revenues One source of extension association support is appropriations from county government. The association also receives state funding under County Law 224 as well as other programs. Additionally, the association receives federal funding (Smith Lever funds) which are available for association programs. Typically, the association's support comes from county government, state government, federal government and self-generated revenue and grants. The extension association receives substantial support from Albany County comprising 32% of total support and revenues in 2025 year.

3. Change in Accounting Principles

In June 2016, the FASB issued ASC Topic 326 Financial Instruments – Credit Losses to provide financial statement users with more decision-useful information about the expected credit losses on financial instruments and other commitments to extend credit held by a reporting entity at each reporting date. The incurred loss impairment methodology in current GAAP is replaced with a methodology that reflects expected credit losses and requires consideration of a broader range of reasonable and supportable information to inform credit loss estimates. This is an improvement as the probable initial recognition threshold in current GAAP is eliminated and instead reflects an entity's current estimate of all expected credit losses. Previously, when credit losses were measured under GAAP, an entity generally only considered past events and current conditions in measuring the incurred loss. The extension association adopted Topic 326 in 2025 and has applied Topic 326 to reporting periods beginning on January 1, 2025, while prior periods continue to be reported and disclosed in accordance with the association's historical accounting treatment under ASC Topic 310.

Management evaluated estimated credit loss and due to the immaterial amount no allowance for credit losses was recorded as of December 31, 2025. This did not materially impact net earnings or cash flows.

Cornell Cooperative Extension

Association of Albany County

Notes to the Financial Statement

December 31, 2025

4. Accounts Receivable

The accounts receivable was \$ 465,224 and \$ 874,487 as of December 31, 2025 and 2024, respectively. Accounts receivable are comprised of amounts due for Association sponsored programs. Accounts receivable are reported at the net amount expected to be collected, which is the amount billed less management's estimate of amounts that may not be collectible (the allowance for credit losses).

In determining the allowance for credit losses, the Association estimates expected credit losses by using five-year historical loss information. The calculated historical loss rates are adjusted for current economic conditions, if applicable. The allowance for credit losses at December 31, 2025 was deemed immaterial and no adjustment was recorded.

5. Schedule of Fixed Assets

Description	Balance 12/31/2024	Additions	Dispositions	Balance 12/31/2025
Buildings	\$ 207,822	\$ -	\$ -	\$ 207,822
Furniture and Fixtures	-	19,740	-	19,740
Vehicles	164,718	46,903	(20,628)	190,994
Computers	5,782	5,700	-	11,482
Equipment	59,249	-	-	59,249
Fixed Asset Accrual	-	558,787	(558,787)	-
Total Fixed Assets	\$ 437,570	\$ 631,130	\$ (579,415)	\$ 489,286
Acc Dep, Buildings	\$ (79,072)	-	\$ (5,000)	\$ (84,072)
Acc Dep, Furniture and Fixtures	-	-	(1,974)	(1,974)
Acc Dep, Vehicles	(64,657)	20,628	(30,333)	(74,362)
Acc Dep, Computers	(5,782)	-	(1,425)	(7,207)
Acc Dep, Equipment	(22,637)	-	(4,637)	(27,273)
Less Accumulated Depreciation	\$ (172,147)	\$ 20,628	\$ (43,368)	\$ (194,887)
Net Fixed Assets	\$ 265,423	\$ 651,758	\$ (622,783)	\$ 294,399

6. Schedule of Investments

Description	Balance 12/31/2024	Additions	Dispositions	Balance 12/31/2025
Investments, Mutual Funds General Admin	\$ 955,069	\$ 111,443	\$ (1,066,511)	\$ -
Investments, Mutual Funds General Admin	-	1,091,148	(22,373)	1,068,775
Total	\$ 955,069	\$ 1,202,591	\$ (1,088,884)	\$ 1,068,775

**Cornell Cooperative Extension
Association of Albany County
Notes to the Financial Statement
December 31, 2025**

7. Schedule of Net Assets without Donor Restrictions

Asset	County Project Code	Purpose	12-2024	Transfers Out	Transfers In	12-2025
General Fund	General Admin	- General Association Operations	\$ 2,214,359	\$ (190,246)	\$ 238,617	\$ 2,262,730
Plant Fund	General Admin	- Fixed Assets	200,530	(43,368)	137,237	294,399
Plant Fund	Census	- Posting Error	-	(52,603)	52,603	-
Designated Fund	CAAHP - Admin/General	- Regional Ag Counties	62,767	(38,798)	-	23,969
Designated Fund	4H	- Scholarships - 4H Youth Participation	19,778	(3,000)	-	16,778
Designated Fund	Teen Action Group	- Teen Action - Scholarships, Trips, Events	24,484	-	3,026	27,511
Designated Fund	4H - JOANN	- Youth Leadership	5,050	(1,856)	-	3,194
Designated Fund	MG	- Master Gardeners	30,058	-	15,358	45,416
Designated Fund	MG Trips	- Master Gardeners - Trips	10,632	(1,789)	-	8,843
Designated Fund	Cash Flow Reserve	- Future Purchases	565,000	-	-	565,000
Designated Fund	Salary Reserve	- Future Wages	287,500	-	-	287,500
Designated Fund	Program Initiative Reserve	- Future Special Program Initiatives	150,000	-	-	150,000
Designated Fund	Grant Close Out Reserve	- Grant/Contract Reserve	125,000	-	-	125,000
Designated Fund	Education Program	- Employee Education	60,000	-	-	60,000
Designated Fund	CAAHP Five Counties	- Funds for Five Reg Ag Counties	258,460	-	-	258,460
Designated Fund	Equipment	- Equipment Purchase	65,000	-	-	65,000
Designated Fund	Buildings and Grounds	- Upgrade Facility	50,000	-	-	50,000
Designated Fund	Special Project Equipment	- Special Project - Equipment	55,000	-	-	55,000
Designated Fund	Vehicles	- Vehicle Purchase	50,314	-	-	50,314
Designated Fund	Lease Obligation	- Office Location Lease Term	-	-	207,500	207,500
Designated Fund	Initial Payment	- Posting Error	-	(1,332)	1,332	-
Designated Fund	SBN-IT	- Regional Admin Support	177,024	-	9,804	186,828
Designated Fund	Initial Payment	- Cornell Requirement	219,697	-	1,332	221,029
Total Unrestricted Funds			\$ 4,630,652	\$ (332,992)	\$ 666,809	\$ 4,964,470

8. Schedule of Net Assets with Donor Restrictions

Net Asset	County Project Code	Purpose	12-2024	Transfers Out	Transfers In	12-2025
Temp Rest Fund	Huse	- Support Ag	\$ 1,665	\$ -	\$ -	\$ 1,665
Total Restricted Funds			\$ 1,665	\$ -	\$ -	\$ 1,665

Cornell Cooperative Extension
Association of Albany County
Notes to the Financial Statement
December 31, 2025

9. Classification of Functional Expenses

	Y.T.D. TOTAL	PROGRAM SERVICES	MANAGEMENT & GENERAL	FUND RAISING	METHOD USED
Salaries & Wages	\$ 2,838,736	\$ 2,308,399	\$ 517,402	\$ 12,935	- Salaries/FTE
Employee Development	17,429	12,350	5,079	-	- Actual Cost
Employee Benefits	1,796,982	1,461,267	327,526	8,188	- Salaries/FTE
Unemploy/Wokers' Comp	24,114	19,609	4,395	110	- Salaries/FTE
Accounting Fees	19,662	-	19,662	-	- Actual Cost
Legal Fees	35,957	-	35,957	-	- Actual Cost
Supplies	149,680	125,441	21,699	2,540	- Actual Cost
Communications	45,171	36,732	8,233	206	- Salaries/FTE
Occupancy	272,553	221,634	49,677	1,242	- Salaries/FTE
Equip Rental & Maint	4,526	4,300	226	-	- Actual Cost
Printing & Publications	29,434	28,231	1,030	173	- Actual Cost
Travel	76,598	64,018	8,610	3,970	- Actual Cost
Meetings & Conferences	22,440	16,652	5,788	-	- Actual Cost
Interest	-	-	-	-	- N/A
Depreciation	43,368	37,730	5,638	-	- Actual Cost
Awards & Prizes	6,129	5,823	306	-	- Actual Cost
Association Services	39,867	32,419	7,266	182	- Salaries/FTE
Insurance	55,948	45,496	10,197	255	- Salaries/FTE
Miscellaneous	16,246	11,265	4,874	108	- Actual Cost
Consulting & Contracted Services	301,548	240,374	61,174	-	- Actual Cost
Cost of Fund Raising	13,900	-	-	13,900	- Actual Cost
Enterprise	6,166	6,166	-	-	- Actual Cost
TOTAL EXPENSES	\$ 5,816,455	\$ 4,677,905	\$ 1,094,742	\$ 43,808	
%	100%	80.4%	18.8%	0.8%	

TOTALS (include total of each category in the Notes to the Financial Statements)

*Grand Total of 3 columns must match total expenditures reported on the Statement of Activities

5,816,455.38

*Method Used column must be completed per F.O.R.M. Code 1005.1

10. Right of Use Assets – Leases

The extension association leases real estate, including office locations, and equipment under operating lease agreements that have initial terms ranging from 3 to 5 years. Some leases include one or more options to renew, generally at the association's sole discretion, with renewal terms that can extend the lease term. In addition, certain leases contain termination options, where the rights to terminate are held by either the association, the lessor or both parties. These options to extend or terminate a lease are included in the lease terms when it is reasonably certain that the association will exercise that option. The association's operating leases generally do not contain any material restrictive covenants or residual value guarantees.

Operating lease cost and sub-lease income is recognized on a straight-line basis over the lease term. Finance lease cost is recognized as a combination of the amortization expense for the ROU assets and discount rate for the outstanding lease liabilities, and results in a front-loaded expense pattern over the lease term. The components of lease expense are as follows:

**Cornell Cooperative Extension
Association of Albany County
Notes to the Financial Statement
December 31, 2025**

Description	Balance 12/31/2024	Additions	Dispositions	Balance 12/31/2025
Right-Of-Use Buildings	\$ -	\$ 207,050	\$ -	\$ 207,050
Right-Of-Use Equipment	13,913	-	-	13,913
Original Cost of Right-Of-Use Assets	\$ 13,913	\$ 207,050	\$ -	\$ 220,963
Acc Amort, ROU Equipment	\$ (5,546)	\$ 0	\$ (2,552)	\$ (8,097)
Less Accumulated Amortization	\$ (5,546)	\$ 0	\$ (2,552)	\$ (8,097)
Operating Leases Current	\$ 2,787	\$ 38,491	\$ -	\$ 41,278
Operating Leases Non-Current	5,580	168,880	(2,872)	171,588
Net Right-Of-Use Assets	\$ 8,368	\$ 207,050	\$ (2,552)	\$ (212,866)

11. Liquidity

CCE Albany County has \$ 6,465,169 of financial assets available within one year of the balance sheet date to meet cash needs for budgeted expenditures consisting of cash of \$ 1,433,681, estimated county, state and federal appropriations of \$ 1,397,468, encumbered grants and contracts totaling \$ 1,4,11,278 and current receivables of \$ 465,224. In addition, \$ 1,665 of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date.

CCE Albany County has a goal to maintain financial assets, which consist of cash on hand to meet 60 days of normal budgeted operating expenses, which are, on average, approximately \$ 701,155. CCE Albany County has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, as part of its liquidity management CCE Albany County invests cash in excess of daily requirements in various short-term investments, including certificates of deposit.

<u>Year-End Closing</u>	<u>12/31/2025</u>	<u>Anticipated Next Year</u>	<u>12/31/2026</u>
Cash Balance	\$ 1,433,681	Total Budgeted Expenses	\$ 6,123,902
Accounts Receivable	465,224		
Marketable Securities (current)	1,952,358	Less Fringe Expense	(1,896,970)
		Less Other In-Kind	-
Anticipated for next year	12/31/2026	Less Depreciation	(20,000)
County Appropriation	1,397,468	Total Expenses	\$ 4,206,931
State 224	219,586		
Smith Lever	75,035		
Grants & Contracts	1,411,278		
Year-End Closing	12/31/2025		
Less Restricted Cash	(1,665)	Average 60 Days Expenses	\$ 701,155
Less Current Liabilities	(486,130)		
Total Assets Available	\$ 6,466,835		

Liquidity Ratio (months) 18.4

**Cornell Cooperative Extension
Association of Albany County
Notes to the Financial Statement
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12. Contingencies and Commitments

A. Other:

The extension association receives grants, which are subject to audit by agencies of the State and Federal governments. Such audits may result in disallowances and a request for a return of funds. Based on prior audits, the extension association's administration believes disallowances, if any, will be immaterial.