



## **Albany County Business Development Corporation**

Board of Directors Meeting  
Virtual – Microsoft Teams

September 15, 2022  
8:30 AM

### **AGENDA**

#### Welcome

1. Review of May 19, 2022, Minutes	Allen Maikels
2. Introduction of new Board Member	Kevin O'Connor
3. Review of July 2022 Financials	Allen Maikels and Amy Thompson
4. ACBDC 990 – Review and Approve	Allen Maikels
5. ABO Multi-Year Budget - Review and Approve	Allen Maikels
6. Alliance Voucher	Allen Maikels and Amy Thompson
7. Alliance CEO Report	Kevin O'Connor
8. Other Business	
9. Adjournment	Allen Maikels



**Board of Directors Meeting Minutes**  
**May 19, 2022**

**DIRECTORS PRESENT** Allen Maikels, Marcus Pryor, Pamela Lansing, Jeffrey Stone, George Penn

**DIRECTORS ABSENT** Andrew Joyce

**COUNSEL PRESENT** Madeline Kauffman

**AACA STAFF PRESENT** Kevin O'Connor, Melanie LaRose, Kevin Catalano, Luc Rogers

**GUEST PRESENT** Caitlin O'Brien, representing Albany County Legislature Chairman- Andrew Joyce  
Amy Thompson- CFO-For Hire/BST

Mr. Maikels called the meeting to order at 8:37 a.m.

Mr. Maikels presented the Minutes from the April 21, 2022, meeting. Mr. Stone motioned to approve, Ms. Lansing seconded, and all were in favor.

Ms. Thompson presented April 2022, Financials. Mr. Pryor motioned to approve, Ms. Lansing seconded, and all of those in attendance and voting voted in favor.

Ms. Kauffman presented two Resolutions authorizing the taking of actions and execution of instruments authorized under and consistent with the Agency Agreement, the second such Resolution being related to loans made by the ACBDC. Mr. Stone motioned to approve the adoption of the Resolutions, Ms. Lansing seconded, and all of those in attendance and voting voted in favor.

The loan application of Pivotal Optics, Inc. was presented to the Board. Upon due consideration of the following proposed loan terms, a motion to approve was made by Mr. Stone, seconded by Mrs. Lansing, and all of those in attendance and voting voted in favor:

<b>Borrower:</b>	Pivotal Optics, Inc.
<b>Guarantors:</b>	James Pascarell and Thomas Adamec
<b>Principal Amount:</b>	\$300,000
<b>Interest Rate:</b>	75% of the current Prime Rate
<b>Term:</b>	5-year term and amortization
<b>Collateral:</b>	First priority lien on all business assets of Pivotal Optics, Inc.
<b>Other Terms:</b>	Assignment of life insurance on lives of James Pascarell and Thomas Adamec

Once all conditions precedent to closing have been satisfied, the ACBDC is authorized to fund and close the loan transaction, including the execution by the Advance Albany County Alliance, as agent of ACBDC, of all documents required to be executed in connection therewith.

The loan application of Energy Catalyst Technologies, LLC was presented to the Board. Upon due consideration of the following proposed loan terms, a motion to approve was made by Mr. Pryor, seconded by Ms. Lansing, and all of those in attendance and voting voted in favor:

Borrower:	Energy Catalyst Technologies, LLC
Guarantor:	Matthew Desmarais
Principal Amount:	\$150,000
Interest Rate:	75% of the current Prime Rate
Term:	5-year term and Amortization
Collateral:	First Lien UCC filing on all business assets of Energy Catalyst Technologies, LLC
Other Terms:	Assignment of life insurance on life of Matthew Desmarais

Once all conditions precedent to closing have been satisfied, the ACBDC is authorized to fund and close the loan transaction, including the execution by the Advance Albany County Alliance, as agent of ACBDC, of all documents required to be executed in connection therewith.

The request the renewal (i.e., an extension of the maturity date) of the loan made to Indra Holdings, LLC was presented to the Board. Upon due consideration of the following proposed loan terms, a motion to approve was made by Ms. Lansing, seconded by Mr. Stone, and all of those in attendance and voting voted in favor:

Borrower:	Indra Holdings, LLC
Principal Amount:	\$371,179.74
Interest Rate:	75% of the current Prime Rate
Renewal Term:	5-year term based on a 10-year amortization
Collateral:	Second lien on the property located at 622 Watervliet-Shaker Road, 612 Watervliet-Shaker Road and 20 Denise Drive, behind a first mortgage held by Community Bank (successor to Kinderhook Bank).

Once all conditions precedent to closing have been satisfied, the ACBDC is authorized to close the renewal (extension) transaction, including the execution by the Advance Albany County Alliance, as agent of ACBDC, of all documents required to be executed in connection therewith.

Mr. O'Connor gave the Alliance CEO Report. Updates on the STAGE Act, 2022 IPF Conference (Offshore Wind Conference), Albany County Shovel Ready Site Analysis, and the Broadband project.

Mr. Catalano started Other Business with letting the board know that Al Tech borrowers were made aware of the upcoming Sunrise Wind Supplier Forum. Mr. Maikels inquired about future new board members.

Mr. Stone motioned to adjourn the meeting at 9:24 a.m., Mr. Maikels seconded, and all were in favor.

Respectfully submitted,

Allen Maikels, Secretary/Treasurer

**Albany County Business Development Corporation**  
**Statement of Net Position**  
**As of July 31, 2022**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts	
Restricted Cash	
10220 - M&T MM 3324 ALTECH ACBDC	7,359,790.19
10250 - M&T 4113 AI Tech Operating	923,296.76
Total Restricted Cash	<b>\$ 8,283,086.95</b>
Unrestricted Cash	
10210 - M&T ACBDC Corp Checking 4105	21,319.45
10255 - M&T 3994 CRAF Operating	3.00
Total Unrestricted Cash	<b>\$ 21,322.45</b>
Total Bank Accounts	<b>\$ 8,304,409.40</b>
Accounts Receivable	
14615 - Loans Receivable-AI Tech LT	11,298,560.78
14620 - Bad Debt Allowance	-88,594.00
15150 - Accrued Loan Interest	32,262.00
Total Accounts Receivable	<b>\$ 11,242,228.78</b>
Total Current Assets	<b>\$ 19,546,638.18</b>
Fixed Assets	
16000 - Furniture & Fixtures	6,588.00
16999 - Accumulated Depreciation	-6,588.00
Total Fixed Assets	<b>\$ 0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 19,546,638.18</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
1-20150 - Accrued Expenses	5,000.00
20015 - Deferred Loan Interest	277.00
20050 - Due to the Chamber	2.74
20051 - Due to Advance Albany Co Alliance	62,533.04
Total Accounts Payable	<b>\$ 67,812.78</b>
Total Current Liabilities	<b>\$ 67,812.78</b>
Total Liabilities	<b>\$ 67,812.78</b>
Net Position	
28615 - Trust Assets	15,650,961.00
30000 - Net Assets	6,176,905.00
Retained Earnings	-2,437,548.24
Net Operating Revenues	88,507.64
Total Net Position	<b>\$ 19,478,825.40</b>
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b>\$ 19,546,638.18</b>

\*\*\*These financial statements omit the statement of cash flow and substantially all disclosures required by US GAAP. They have not been subjected to an audit, review or compilation agreement, and therefore no assurance is provided on them.\*\*\*

**Albany County Business Development Corporation**  
**Statement of Revenue, Expenses and Changes in Net Position**

YTD July 2022

	<b>Total</b>
<b>Operating Revenues</b>	
41000 - Application Fees	500.00
44000 - Bank Interest	777.25
44050 - Loan Interest Earned	212,093.68
<b>Total Operating Revenues</b>	<b>\$ 213,370.93</b>
<b>Gross Profit</b>	<b>\$ 213,370.93</b>
<b>Operating Expenses</b>	
50015 - Bank Fees	36.00
50035 - Agency Fee	124,827.29
<b>Total Operating Expenses</b>	<b>\$ 124,863.29</b>
<b>Net Operating Income</b>	<b>\$ 88,507.64</b>
<b>Change in Net Position</b>	<b>\$ 88,507.64</b>
 <b>Net Position (Beginning of Period)</b>	 <b>19,466,519</b>
 <b>Net Position (End of Period)</b>	 <b>19,555,026</b>

**Albany County Business Development Corporation**  
**Budget vs. Actuals: 2022 Budget - FY22 P&L**  
**YTD July 2022**

	<b>Actual</b>	<b>Budget</b>	<b>Budget Variance</b>	<b>% of Budget</b>
<b>Operating Revenues</b>				
41000 - Application Fees	500.00	2,000.00	(1,500.00)	0.00%
44000 - Bank Interest	777.25	2,275.00	(1,497.75)	34.16%
44050 - Loan Interest Earned	212,093.68	227,500.00	(15,406.32)	93.23%
<b>Total Operating Revenues</b>	<b>\$ 213,370.93</b>	<b>\$ 231,775.00</b>	<b>-\$ 18,404.07</b>	<b>92.06%</b>
<b>Operating Expenses</b>				
50015 - Bank Fees	36.00	0.00	36.00	
50035 - Agency Fee	124,827.29	175,000.00	(50,172.71)	71.33%
Bad Debt Writeoff	0.00	30,000.00	(30,000.00)	0.00%
<b>Total Operating Expenses</b>	<b>\$ 124,863.29</b>	<b>\$ 205,000.00</b>	<b>-\$ 80,136.71</b>	<b>60.91%</b>
<b>Change in Net Position</b>	<b>\$ 88,507.64</b>	<b>\$ 26,775.00</b>	<b>\$ 61,732.64</b>	<b>330.56%</b>

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## Budget Report for Albany County Business Development Corporation

Fiscal Year Ending: 12/31/2023

Budget & Financial Plan Budgeted Revenues, Expenditures, And Changes in Current Net Assets.

		Last Year	Current Year	Next Year	Proposed	Proposed	Proposed
		2021	2022	2023	2024	2025	2026
<b>REVENUE &amp; FINANCIAL SOURCES</b>							
<b>Operating Revenues</b>							
	Charges For Services	\$13,500.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	Rentals & Financing Income	\$433,158.84	\$367,462.00	\$392,462.00	\$417,462.00	\$442,462.00	\$467,462.00
<b>Non-Operating Revenues</b>							
	Investment Earnings	\$2,331.62	\$1,000.00	\$1,280.00	\$1,400.00	\$1,600.00	\$1,800.00
	Other Non-Operating Revenues	\$2,008,697.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenues &amp; Financing Sources</b>		<b>\$2,457,687.46</b>	<b>\$371,462.00</b>	<b>\$398,742.00</b>	<b>\$423,862.00</b>	<b>\$449,062.00</b>	<b>\$474,262.00</b>
<b>EXPENDITURES</b>							
<b>Operating Expenditures</b>							
	Professional Services Contracts	\$338,212.54	\$220,000.00	\$231,000.00	\$243,000.00	\$255,000.00	\$267,750.00
	Other Operating Expenditures - loan loss reserves	\$0.00	\$30,000.00	\$50,000.00	\$60,000.00	\$60,000.00	\$60,000.00
		<b>\$338,212.54</b>	<b>\$250,000.00</b>	<b>\$281,000.00</b>	<b>\$303,000.00</b>	<b>\$315,000.00</b>	<b>\$327,750.00</b>
<b>Non-Operating Expenditures</b>							
	Other Non-Operating Expenditures	\$4,557,023.16	\$36.00	\$500.00	\$500.00	\$500.00	\$500.00
<b>Total Expenditures</b>		<b>\$4,895,235.70</b>	<b>\$250,036.00</b>	<b>\$281,500.00</b>	<b>\$303,500.00</b>	<b>\$315,500.00</b>	<b>\$328,250.00</b>
<b>Excess (Deficiency) Of Revenues And Capital Contributions Over</b>		<b>-\$2,437,548.24</b>	<b>\$121,426.00</b>	<b>\$117,242.00</b>	<b>\$120,362.00</b>	<b>\$133,562.00</b>	<b>\$146,012.00</b>

Budget Report for Albany County Land Bank Corporation Run Date: 11/02/2020

Fiscal Year Ending: 12/31/2021

Status: CERTIFIED

Certified Date: 11/02/2020



Budget Report for Albany County Land Bank Corporation

Fiscal Year Ending: 12/31/2021

The authority's budget, as presented to the Board of Directors, is posted on the following website: [www.albanycountylandbank.org](http://www.albanycountylandbank.org)

[Additional Comments](#)

Advance Albany County Alliance LDC  
as agent for  
Albany County Business Development Corporation  
Q2 2022  
Voucher \$46,340.25

2022 Agency Budget \$ 330,000.00

Q2 2022 Salaries and Fringe Benefits	\$	31,839.74
Q2 2022 Professional Fees	\$	8,572.49
Q2 2022 Other Business Expenses	\$	5,928.02

**Total Q2 2022 Voucher** **\$ 46,340.25**

Q1 2022 Voucher Paid April 2022 \$ 62,294.25

Total Remaining **\$ 221,365.50**

**Advance Albany County Alliance**  
**Profit and Loss by Class**

April - June, 2022

	ACBDC	CRC	General	TOTAL
<b>Income</b>				
ACBDC Reimbursement	46,340.25			46,340.25
<b>Total Income</b>	<b>\$ 46,340.25</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 46,340.25</b>
<b>Gross Profit</b>				
	\$ 46,340.25	\$ 0.00	\$ 0.00	\$ 46,340.25
<b>Expenses</b>				
Legal & Professional Services	8,572.49	70.00	6,030.00	14,672.49
Office Supplies			118.39	118.39
Other Business Expenses				0.00
Computer Software	2,575.80		270.00	2,845.80
Computer/Internet			1,564.35	1,564.35
Dues & Subscriptions	1,249.98		2,114.82	3,364.80
Insurance	1,093.29			1,093.29
Meals & Entertainment			130.38	130.38
Meeting Expense			1,279.85	1,279.85
Payroll Fee	949.03		621.65	1,570.68
Postage	59.92		10.09	70.01
Sponsorship			7,000.00	7,000.00
Travel Expenses			1,142.77	1,142.77
<b>Total Other Business Expenses</b>	<b>\$ 5,928.02</b>	<b>\$ 0.00</b>	<b>\$ 14,133.91</b>	<b>\$ 20,061.93</b>
<b>Payroll Expenses</b>				
Employee Benefits				0.00
401k ER Match	1,488.42		865.38	2,353.80
Health Insurance	1,399.15		155.48	1,554.63
Payroll Tax - FICA	2,020.81		1,191.43	3,212.24
Payroll Tax - FUTA	0.00		0.00	0.00
Payroll Tax - SUTA	0.00		0.00	0.00
Workers Comp	56.40		56.46	112.86
<b>Total Employee Benefits</b>	<b>\$ 4,964.78</b>	<b>\$ 0.00</b>	<b>\$ 2,268.75</b>	<b>\$ 7,233.53</b>
Salaries	26,874.96		15,625.03	42,499.99
<b>Total Payroll Expenses</b>	<b>\$ 31,839.74</b>	<b>\$ 0.00</b>	<b>\$ 17,893.78</b>	<b>\$ 49,733.52</b>
<b>Total Expenses</b>	<b>\$ 46,340.25</b>	<b>\$ 70.00</b>	<b>\$ 38,176.08</b>	<b>\$ 84,586.33</b>
<b>Net Operating Income</b>	<b>\$ 0.00</b>	<b>-\$</b>	<b>\$ 38,176.08</b>	<b>-\$</b>
<b>Other Expenses</b>				
Depreciation Expense			4,154.10	4,154.10
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,154.10</b>	<b>\$ 4,154.10</b>
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>-\$ 4,154.10</b>	<b>-\$ 4,154.10</b>
<b>Net Income</b>	<b>\$ 0.00</b>	<b>-\$</b>	<b>\$ 42,330.18</b>	<b>-\$</b>
				<b>\$ 42,400.18</b>

<b>Row Labels</b>	<b>Sum of Amount</b>
ADP	\$ 949.03
Aurora	\$ 698.55
Bonadio & Co, LLP	\$ 4,000.00
BST & Co CPAs LLC	\$ 2,315.00
CDPHP	\$ 1,818.95
CEG	\$ 1,249.98
Downhome	\$ 378.00
Dropbox	\$ 90.00
Hubspot	\$ 1,927.80
Melanie Laroze	\$ 59.92
Nolan Heller Kauffman LLP	\$ 2,437.49
Payroll	\$ 30,020.79
Philadelphia	\$ 394.74
<b>Grand Total</b>	<b>\$ 46,340.25</b>

Transaction				
Date	Type	Num	Name	Memo/Description
04/01/2022	Bill	BN296750	Bonadio & Co, LLP	3/22
04/01/2022	Expense		ADP	
04/01/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual M Larose
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual K Catalano
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual M Larose
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual K Catalano
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual M Larose
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual K Catalano
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual M Larose
04/01/2022	Journal Entry	Accr PayrollR	Payroll	Payroll Accrual K Catalano
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll 4/8/22
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll 4/8/22
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll 4/8/22
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll M Larose
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll K Catalano
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll K Catalano
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll M Larose
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll M Larose
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll K Catalano
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll 4/8/22 WC
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll K Catalano
04/08/2022	Journal Entry	Payroll 4/8/22	Payroll	Payroll M Larose
04/15/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll 4/22/22
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll 4/22/22
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll 4/22/22
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll M Larose
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll K Catalano
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll M Larose
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll K Catalano
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll M Larose

04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll K Catalano
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll 4/22/22 WC
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll K Catalano
04/22/2022	Journal Entry	Payroll 4/22/22	Payroll	Payroll M Larose
04/29/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
04/29/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
04/30/2022	Bill		BST & Co CPAs LLC	4/22
04/30/2022	Bill	Apr22	Thomas M Owens, Esq	
04/30/2022	Bill		bst & co cpas llc	QB
04/30/2022	Journal Entry	Prepaid Expenses	Hubspot	Hubspot Software 12/21-11/22
04/30/2022	Journal Entry	Prepaid Expenses	Downhome	Downhome Solutions 7/21-6/22
04/30/2022	Journal Entry	Prepaid Expenses	Dropbox	Dropbox 6/21-5/22
04/30/2022	Journal Entry	CEG Prepaid	CEG	CEG Dues 4/22-3/23
04/30/2022	Journal Entry	Prepaid Ins 4/22	Philadelphia	Philadelphia Ins D&O
04/30/2022	Journal Entry	Prepaid Ins 4/22	Aurora	Aurora Inc Liability Ins
04/30/2022	Journal Entry	Prepaid Ins 4/22	CDPHP	CDPHP 4/22
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual K Catalano
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual M Larose
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual M Larose
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual K Catalano
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual K Catalano
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual M Larose
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual M Larose
04/30/2022	Journal Entry	Payroll Accr 5/22	Payroll	Payroll Accrual K Catalano
05/01/2022	Journal Entry	Payroll 5/11/23R	Payroll	Payroll Accrual M Larose
05/01/2022	Journal Entry	Payroll 5/11/23R	Payroll	Payroll Accrual K Catalano
05/01/2022	Journal Entry	Payroll 5/11/23R	Payroll	Payroll Accrual K Catalano
05/01/2022	Journal Entry	Payroll 5/11/23R	Payroll	Payroll Accrual M Larose
05/01/2022	Journal Entry	Payroll 5/11/23R	Payroll	Payroll Accrual M Larose
05/01/2022	Journal Entry	Payroll 5/11/23R	Payroll	Payroll Accrual K Catalano
05/01/2022	Journal Entry	Payroll 5/11/23R	Payroll	Payroll Accrual M Larose
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll 5/06/22
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll 5/06/22

05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll 5/06/22
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll M Larose
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll K Catalano
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll M Larose
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll K Catalano
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll M Larose
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll K Catalano
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll 5/06/22 WC
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll M Larose
05/06/2022	Journal Entry	Payroll 5/06/22	Payroll	Payroll K Catalano
05/13/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll 5/20/22
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll 5/20/22
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll 5/20/22
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll K Catalano
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll K Catalano
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/20/2022	Journal Entry	Payroll 5/20/22	Payroll	Payroll M Larose
05/27/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
05/31/2022	Bill		BST & Co CPAs LLC	5/22
05/31/2022	Journal Entry	Prepaid Expenses	Hubspot	Hubspot Software 12/21-11/22
05/31/2022	Journal Entry	Prepaid Expenses	Dropbox	Dropbox 6/21-5/22
05/31/2022	Journal Entry	Prepaid Expenses	Downhome	Downhome Solutions 7/21-6/22
05/31/2022	Bill		BST & Co CPAs LLC	QB
05/31/2022	Journal Entry	Prepaid Expenses	CEG	CEG Dues 4/22-3/23
05/31/2022	Journal Entry	Prepaid Ins	Aurora	Aurora Inc Liability Ins
05/31/2022	Journal Entry	Prepaid Ins	Philadelphia	Philadelphia Ins D&O
05/31/2022	Journal Entry	Prepaid Ins	CDPHP	CDPHP 4/22
05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual M Larose

05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual K Catalano
05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual K Catalano
05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual M Larose
05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual M Larose
05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual K Catalano
05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual M Larose
05/31/2022	Journal Entry	Payroll Accrual 5/22	Payroll	Payroll Accrual K Catalano
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual K Catalano
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual M Larose
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual M Larose
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual K Catalano
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual M Larose
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual K Catalano
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual M Larose
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual K Catalano
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual M Larose
06/01/2022	Journal Entry	Payroll Accrual 5/22R	Payroll	Payroll Accrual K Catalano
06/03/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll 6/3/22
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll 6/3/22
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll 6/3/22
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll K Catalano
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll M Larose
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll M Larose
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll K Catalano
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll M Larose
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll K Catalano
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll 6/3/22 WC
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll M Larose
06/03/2022	Journal Entry	Payroll 6/3/22	Payroll	Payroll K Catalano
06/10/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
06/13/2022	Bill		Melanie Larose	
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll 6/17/22
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll 6/17/22
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll 6/17/22
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll K Catalano

06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll M Larose
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll K Catalano
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll M Larose
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll M Larose
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll K Catalano
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll 6/17/22 WC
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll M Larose
06/17/2022	Journal Entry	Payroll 6/17/22	Payroll	Payroll K Catalano
06/24/2022	Expense		ADP	DIRECT WITHDRAWAL, ADP PAYROLL FEESADP - FEES
06/30/2022	Bill	10213-000mM	Nolan Heller Kauffman LLP	4/22
06/30/2022	Bill		BST & Co CPAs LLC	6/22
06/30/2022	Bill	10213-000M	Nolan Heller Kauffman LLP	12/21 - rcvd from Kevin C 7/6/22
06/30/2022	Journal Entry	Payroll 6/17/25	Downhome	Downhome Solutions 7/21-6/22
06/30/2022	Journal Entry	Prepaid	Dropbox	Dropbox 6/22-5/23
06/30/2022	Journal Entry	Payroll 6/17/26	Hubspot	Hubspot Software 12/21-11/22
06/30/2022	Bill		BST & Co CPAs LLC	QB
06/30/2022	Journal Entry	Payroll 6/17/23	CEG	CEG Dues 4/22-3/23
06/30/2022	Journal Entry	Prepaid Ins	Philadelphia	Philadelphia Ins D&O
06/30/2022	Journal Entry	Prepaid Ins	Aurora	Aurora Inc Liability Ins
06/30/2022	Journal Entry	Prepaid Ins	CDPHP	CDPHP
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual M Larose
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual K Catalano
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual K Catalano
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual M Larose
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual M Larose
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual K Catalano
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual M Larose
06/30/2022	Journal Entry	Payroll Accr 6/22	Payroll	Payroll Accrual K Catalano

Account	Split	Amount
Legal & Professional Services	Accounts Payable (A/P)	4,000.00
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	61.09
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	180.60
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	-19.13
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	-136.41
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Salaries	-Split-	-250.00
Payroll Expenses:Salaries	-Split-	-1,817.31
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	30.00
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	218.07
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	-68.26
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	38.25
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	272.83
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Workers Comp	-Split-	9.40
Payroll Expenses:Salaries	-Split-	3,634.61
Payroll Expenses:Salaries	-Split-	500.00
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	102.88
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	30.00
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	218.07
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	-68.26
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	38.25
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	272.83
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00

Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Workers Comp	-Split-	9.40
Payroll Expenses:Salaries	-Split-	3,634.61
Payroll Expenses:Salaries	-Split-	500.00
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	45.03
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	102.88
Legal & Professional Services	Accounts Payable (A/P)	980.00
Legal & Professional Services	Accounts Payable (A/P)	0.00
Other Business Expenses:Computer Software	Accounts Payable (A/P)	60.00
Other Business Expenses:Computer Software	-Split-	642.60
Other Business Expenses:Computer Software	-Split-	126.00
Other Business Expenses:Computer Software	-Split-	30.00
Other Business Expenses:Dues & Subscriptions	-Split-	416.66
Other Business Expenses:Insurance	-Split-	131.58
Other Business Expenses:Insurance	-Split-	232.85
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	591.51
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	163.70
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	22.95
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Salaries	-Split-	300.00
Payroll Expenses:Salaries	-Split-	2,180.75
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	-22.95
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	-163.70
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Salaries	-Split-	-300.00
Payroll Expenses:Salaries	-Split-	-2,180.75
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	30.00
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	218.07

Payroll Expenses:Employee Benefits:Health Insurance	-Split-	-68.26
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	38.25
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	272.83
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Workers Comp	-Split-	9.40
Payroll Expenses:Salaries	-Split-	500.00
Payroll Expenses:Salaries	-Split-	3,634.61
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	102.88
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	30.00
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	218.07
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	<u>-68.26</u>
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	272.83
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	38.25
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Workers Comp	-Split-	9.40
Payroll Expenses:Salaries	-Split-	3,634.61
Payroll Expenses:Salaries	-Split-	500.00
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	102.88
Legal & Professional Services	Accounts Payable (A/P)	752.50
Other Business Expenses:Computer Software	-Split-	642.60
Other Business Expenses:Computer Software	-Split-	<u>30.00</u>
Other Business Expenses:Computer Software	-Split-	126.00
Other Business Expenses:Computer Software	Accounts Payable (A/P)	60.00
Other Business Expenses:Dues & Subscriptions	-Split-	416.66
Other Business Expenses:Insurance	-Split-	232.85
Other Business Expenses:Insurance	-Split-	131.58
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	591.51
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	30.60

Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	217.95
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Salaries	-Split-	400.00
Payroll Expenses:Salaries	-Split-	2,907.69
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	-217.95
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	-30.60
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Salaries	-Split-	-400.00
Payroll Expenses:Salaries	-Split-	-2,907.69
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	45.03
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	30.00
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	218.07
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	-73.38
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	272.42
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	<u>38.25</u>
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Workers Comp	-Split-	9.40
Payroll Expenses:Salaries	-Split-	500.00
Payroll Expenses:Salaries	-Split-	3,634.61
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	102.88
Other Business Expenses:Postage	Accounts Payable (A/P)	59.92
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	30.00
Payroll Expenses:Employee Benefits:401k ER Match	-Split-	218.07
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	-73.38
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	272.42

Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	38.25
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Workers Comp	-Split-	9.40
Payroll Expenses:Salaries	-Split-	500.00
Payroll Expenses:Salaries	-Split-	3,634.61
Other Business Expenses:Payroll Fee	Key Business Reward Checking (2027)	102.88
Legal & Professional Services	Accounts Payable (A/P)	658.12
Legal & Professional Services	Accounts Payable (A/P)	402.50
Legal & Professional Services	Accounts Payable (A/P)	1,779.37
Other Business Expenses:Computer Software	-Split-	126.00
Other Business Expenses:Computer Software	-Split-	30.00
Other Business Expenses:Computer Software	-Split-	<u>642.60</u>
Other Business Expenses:Computer Software	Accounts Payable (A/P)	60.00
Other Business Expenses:Dues & Subscriptions	-Split-	416.66
Other Business Expenses:Insurance	-Split-	131.58
Other Business Expenses:Insurance	-Split-	232.85
Payroll Expenses:Employee Benefits:Health Insurance	-Split-	635.93
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	38.25
Payroll Expenses:Employee Benefits:Payroll Tax - FICA	-Split-	272.44
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - FUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Employee Benefits:Payroll Tax - SUTA	-Split-	0.00
Payroll Expenses:Salaries	-Split-	500.00
Payroll Expenses:Salaries	-Split-	3,634.61