**Executive Director Report – March 2021**

**Financial:**

**February Financials:**

* February Income was just under budget by $2,000. We received the $5,100 in additional state funds and the proceeds from the Munson fundraiser. There were also some new enrollments that brought in registration fees. These students started the week of March 8th.

Expenses were right on target and just under budget by $100. Wages are looking good across the board. Some items that were a little high where maintenance and repairs due to the quarterly HVAC maintenance and the fire extinguisher inspection. Utilities were a little high due to the propane deliveries. Advertising includes the cost of our ad in the Town Guide.

 **PPP Loan:**

* Forgiveness for the First Draw Loan was submitted to the SBA at the end of February. The portal is stating status as: Fully Approved and SBA Reporting Status as: Payment Confirmed. I believe that the first draw has been forgiven, but am awaiting confirmation.

**Grants/Fundraising:**

* We have a parent that is a literacy consultant with Usborne Books & More. She reach out to me to set-up a Virtual Book Fair for CASTLE. We are looking to run the fair April 25th-May5th. Once sales hit $250 CASTLE will receive 50% match in free books!
* Waiting to hear about the Neighbor to Neighbor Grant.
* No new grant opportunities at this time.

**Marketing/Advertising:**

* The CBA has put together their 2021/2022 Town Guide and CASTLE is included.
* The CASTLE Banner is scheduled to hang on the Green March 29th-April 9th. After we will hang it on the CASTLE fence to promote registration.

**Registration:**

* Registration for Summer 2021 will start at the end of the week.
* We had a boost in March with 3 new school age children enrolling!