**Executive Director Report – December 2020**

**Financial:**

**November Financials:**

* I feel that CASTLE did well in the month of November. Expenses were under budget by 3,535 and income was just short of budget by 2,502 due to a classroom and other children quarantining.

**Budget:**

* The December budget was sent out at the end of November and included a full in-person budget and hybrid budget. As the school is still doing full in-person right now that is the budget that is being followed. I am working on the January budget and should have it out before the break. I will create a budget for hybrid and full in-person once again.

**Audit:**

* The auditors are finishing up and I think that they will have something to me by the end of the month beginning of next year.

**PPP Loan:**

* The bank asked for one additional payroll report for the forgiveness application. After their review they will be sending the application over to the SBA. The SBA has 90 days to review the application. Again we are anticipating full forgiveness.

**Grants/Fundraising:**

* I am still waiting to hear from the WBDC, the state, and Blum Shapiro if we will be getting any of funds I requested.
* I will be attending a webinar on Dec 17th that will go over Stimulus Preparedness. They will be reviewing what may come out of the new stimulus package and what small businesses may qualify for.
* The Community Foundation of Eastern CT will be releasing a third round of Neighbor to Neighbor grants in 2021. We did receive $4,000 from them last June and I will be applying again and for more funding once the cycle opens.