

## Back to Work Georgetown

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*GHF COVID-19 Relief Fund - September 2020*

### ***Literacy Council of Williamson County***

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### ***Ms Kimberly Beth Goode***

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# Application Form

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## ***COVID-19 Relief Effort***

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**\*PLEASE REFER TO GHF'S COVID-19 RELIEF FUND DESCRIPTION FOR COMPLETE ELIGIBILITY INFORMATION.** Applicants must align with GHF's established guidelines for its target population & geographic area. **In all cases, special emphasis will be given to efforts that help the most vulnerable people in our community.**

### **Title of Organization's Relief Effort\***

Back to Work Georgetown

### **Type of Organization\***

Please define your organization type. Are you a 501(c)3 nonprofit organization? A church or faith-based organization? Other?

501(c)3 providing adult education and job training

### **Amount Requested\***

Please provide an exact dollar amount requested not to exceed \$25,000.

\$20,000.00

### **Type of Support\***

If funded, are your relief efforts intended to:

Both

### **Type of Relief\***

What type of relief are you providing (check all that apply)?

Technology for remote curriculum-based education  
Other

### **COVID-19 Challenges\***

What are the most pressing COVID-19-related challenges your organization is facing at this time? What adjustments have you made to address these challenges?

Literacy Council WILCO's COVID related challenges are twofold: a significant decrease in funding and shifting our services to a virtual platform.

**Decrease in Funding-** We were denied grants totaling \$120K from March through June. Several grant makers have funded our organization for years, and they were sincerely disappointed that they could not provide funding this year. However, they allowed us to reallocate current grant funds to cover unexpected and increased expenses. Other grants makers expressed support for our mission and our work in the community, but they decided to fund organizations that provide relief to persons most affected by COVID.

**Adjustments-** The Board of Directors reviewed our expenses and were able to make adjustments saving \$15,000 a year. Adjustments included terminating rental contracts for space we no longer need for in-person classes, changing the organization chart to better utilize existing resources, and ceasing all expenses related to in-person classroom instruction. Our Directors have made significant progress toward increasing our fundraising efforts and researching ways to provide fees for services in order to decrease our dependency on grants.

**Shifting Services to a Virtual Platform-** Before COVID, we had 14 learning sites and served 900 students county wide. Within two weeks of quarantine, we had pivoted and begun providing virtual ESL and GED instruction. The shift to virtual instruction came with its own set of challenges:

- Difficulty transitioning programs to virtual learning while meeting the requirements for GED testing and vocational state certifications
- Students' limited access to internet, laptops, and software (GED and Vocational software is not compatible with smart phones)
- Decrease in volunteers due to lack of technology skills and comfortability with virtual instruction
- Urgent need to train and support our current staff and volunteers as they shift to a virtual teaching model
- Difficulty identifying adults in our community in need of our services when the only available recruiting efforts are based on social media and referrals. In 2019, about 40% of students reported that they heard about us from a flyer in the community.

**Adjustments-** We have made many adjustments to help us transition to virtual educational programs, and we continue to do so on a daily basis. Here are some of the bigger, more influential adjustments we have made:

- We identified current volunteers and trained new volunteers with the skills and desire to provide virtual instruction.
- To make better use of our resources, we shifted from one-on-one instruction to small groups.
- We hired three employees with extensive experience to provide virtual instruction for our students and training for our volunteers and staff.
- We had to create and implement strict COVID guidelines at our Georgetown location in order to host in-person vocational classes. In-person is required for 90% of the course.
- We implemented enrollment procedures to assess students' access to technology. Because many students don't have laptops and/or internet, we developed a continuum of services so that we can provide services to students with and without internet and laptops. Eventually all students need access to technology, and we are seeking the funds to buy laptops and cases for our loaner program and educational software for GED training.

## **Client/Target Population Challenges\***

What are the most pressing COVID-19-related challenges faced by your client/target population right now? What adjustments have you made to address these challenges?

### **Challenges**

-Students who were experiencing financial instability before COVID were hit the worst. Our responses to COVID have inadvertently isolated our students from participating in the community. They struggle to meet their basic needs, teach their children while schools are closed, and access technology while our entire world moves toward virtual services.

-Our students have jobs that don't require a credential in industries such as restaurants, bars, retail, and hospitality. Despite the partial reopening of businesses in our area, our students are still unemployed or they are working for low wages in dead end jobs.

-Students in our virtual programs have limited access to technology which limits their access to education. We help by loaning them laptops, but internet access is still a challenge.

-Students come to us with a sense of urgency. They need to get their GEDs or vocational certificates to get a better jobs and make more money. However, it is difficult for any of us to engage in education while we struggle to meet our basic needs.

#### Adjustments

-We implemented a clear referral process for students needing wrap-around services.

-We created a laptop learner program by pulling our laptops from in-person locations. However, many of our laptops are old and aren't compatible with current software.

-With the help of community partners, we created a list of resources who provide affordable internet access and a list of businesses who agreed to share their WiFi from their parking lots. Although not ideal, many of our students have driven to a parking lots to get access to the internet and their virtual classrooms.

-Our Continuum of Services provides education to all students regardless of their access to or comfortability with technology. A student who currently doesn't have the internet is mailed a student workbook to his home and will be connected to a tutor who meets with him on the phone while we work to get the student access. A student with limited technology skills is provided extra supports to get them engaged in our virtual programs. Our Continuum of Services leaves no one behind in this new virtual education environment.

## Evolving Challenges\*

How do you anticipate these challenges - both for your organization and target population - will evolve over the next 6-12 months?

#### Organization

-We have increased our laptop inventory, and we will need an IT person to manage it.

-We have robust virtual education programs that will continue after quarantine. This will better serve our working students and those with transportation and childcare issues, but our challenge with student access to technology will continue.

-Organization chart and resource allocation will change AGAIN after we reopen in-person classes while continuing our virtual programs.

-Supply expenses will increase to purchase PPP for in-person classes.

-Postage expenses will increase because of virtual correspondence with students and tutors.

-Annual expenses related to technology will be higher than projected.

#### Target Population

-Students in our community will continue to seek education and job related credentials in order to get better jobs with higher incomes. This is a need in our community that is not going away.

-Once in-person classes open, students can choose virtual or classroom instruction, or both. More instructional opportunities may lead to more students earning GED and vocational credentials.

-As shopping, medical appointments, job applications, teacher-parent conferences, etc. move to virtual platforms, our students with limited computer competencies will need instruction to access these necessary life services. We anticipate that we will add a computer skills program to our in-person services when we reopen.

-Our team wonders what will happen to our students once COVID relief programs start to diminish and are phased out. Students' struggles to meet basic needs will remain. The relief funds will not.

## Organizational Adjustments\*

What changes or shifts prompted by COVID-19, if any, have been or will be made by your organization in order to continue to achieve your mission?

"Improving Community Lives Through Adult Literacy Education"

### Adjustments Made

- Fourteen learning sites were closed in March. Our Georgetown site reopened August 3rd to host our vocational classes. We plan to serve 31 students by October 15th.
- Procedures were changed to enroll students remotely. We have enrolled 38 Georgetown residents in virtual programs using the new procedures.
- Virtual instruction was implemented two weeks after quarantine. We have served 137 students in virtual programs and we continue to enroll students everyday.
- The laptop loaner program was created to bring education to students who have limited access. We have loaned 7 laptops to Georgetown residents.
- We moved from one-on-one tutoring to small group virtual instruction to make better use of resources and serve more students. We trained 9 Georgetown volunteers for our virtual programs.
- The primary instructional team meets on a regular basis to evaluate our virtual service delivery and make changes quickly. The team has met 11 times since April 2020.
- Selection of vocational class offerings changed so that we can put people into the medical field quickly. Currently we have 19 students who will be certified CNAs or Phlebotomists before October 15, 2020. Six students are English Language Learners.

## Mitigation of Systemic Barriers\*

How does your organization serve individuals and families experiencing systemic barriers to weather the economic and health effects of COVID-19?

Our programs are designed to mitigate three systemic barriers: poverty, language, and low academic levels. Service delivery is developed to eliminate, not create obstacles for students.

We

- provide free GED prep and vocational certification classes. Scholarships are available to cover GED testing fees and students' gas expenses to get to the testing site.
- have a Student Liaison to assist less tech-savvy students with the virtual enrollment process and provide mail-in enrollment for students who don't have access to technology.
- accept students in vocational programs who do NOT have a GED or high school diploma.
- refer students to organizations that will purchase job related equipment and uniforms.
- connect students who are experiencing low income/poverty with our partners who provide direct relief such as food, shelter, and clothing.
- provide loaner laptops to students with limited access to virtual resources and education.
- offer vocational classes in local, high-need industries so that students are more likely to get hired, get hired quickly, and work close to home.
- provide small group instruction with highly skilled tutors to help students with low reading levels.
- encourage English Language Learners to enroll in vocational classes and provide in-class language supports.

## Single Sentence Description\*

Describe the relief efforts for which you are seeking funding, detailing how you will provide support for those in need.

Back to Work Georgetown helps under-employed and under-educated adults earn GEDs or vocational certificates, get better jobs, make more money, and improve financial independence.

## COVID-19 Relief Description\*

Please specifically indicate how those affected will benefit from your relief efforts. Describe who will be served, how eligibility for services will be determined, how you will reach the individuals and families you hope to serve, and describe your process for implementation. If this relief funding will be used to support your organization's operations and programs, please describe the need for these funds and how they will be used.

### Who

50 Georgetown residents ages 18 and older who are unemployed or underemployed and desire job related credentials and better paying jobs

### Eligibility

Williamson County residents who do not have a GED or high school diploma are eligible. Vocational students may or may not have a GED or high school diploma. Vocational classes have industry specific background checks and drug screening requirement. We don't have income criteria, but 100% of Georgetown residents served in 2019 were considered low-income or below. English language learners can participate in GED and Vocational programs if their reading levels are 4th grade and above. If they aren't, we enroll them in ESL classes first.

### Recruiting

In 2019, students reported that they heard about our services on our website or social media (15%), flyers in the community (35%) and referrals from other organizations or people (50%.) Since April 2020, almost all students have come to us from referrals.

### Implementation

GED- Students work on one GED subject at a time beginning with reading. Students are placed in the following groups according to their reading grade level equivalencies: GED Prep (9th-12th), Pre GED (6th-8th), Reading Academy (4th- 5th), and Adult Basic Education (K-3rd.) Progress is monitored to determine if a student moves up to the next level. GED Prep and Pre GED instruction includes software and books. Reading Academy and Adult Basic students use books for practice and some free online software. Once a student shows mastery on the GED Reading Practice Test, he schedules the Online GED Test to be taken at his home or at our Georgetown location. The GED credential is awarded after a student passes all four subtests: reading, social studies, science, and math. We are seeking funds to purchase 20 laptops for our loaner program and GED software so that students can meet with their tutors at least 90 minutes a week and work on software from their homes.

Vocational- The first 15 hours of instruction are virtual and provide students the instruction necessary for success in an adult education classroom. The 15 hours include reading and math practice and test taking skills. Students must meet in person at Georgetown Housing Authority for the remainder of the the course. Students are provided additional support hours during the course to help them write resumes, learn how to look for jobs online, and participate in mock job interviews. Pre and Post assessments allow for us to evaluate progress in reading and math skills. Vocational certification exams are administered at our Georgetown location. Students are often hired before graduation contingent on passing the certification exams. Vocational students need access to laptops for the first 15 hours of virtual instruction.

### Funding for Operations/Programs

Literacy Council WILCO receives in-kind instructional fees, real estate, and testing and license fees for vocational students. Our extraordinary in-kind assets allow us to provide GED and vocational programming in Georgetown while keeping our expenses down. In addition to laptops, laptop cases, and software, we are seeking funds to support the following:

Salaries and Related Expenses- employees who manage recruiting, coordinating, enrollment, volunteers, and bookkeeping  
Professional Development- Training for virtual instruction (GED) and COVID precautions (Vocational)  
GED Scholarships for Georgetown residents

## Implementation Timeframe\*

How long do you anticipate it will take you to develop and implement your relief efforts? Please include the duration of time you anticipate offering these services.

GED and vocational training are part of our schedule of services and are offered year round. We expect to meet the outcome goals in this grant within 12 months.

## Collaboration

If you are collaborating your relief efforts with other organizations, please list these organizations here and describe the nature of the collaboration.

\*Community Action provides in-kind vocational fees valued at \$90,500. We provide the learning space, supplies and technology, which allows us to provide quality education without a huge burden on our resources.

\*Goodwill and Opportunities for Williamson County provide wrap-around services to Georgetown students living in poverty and experiencing hardships that impede education such as transportation, housing, employment, and food insecurity. We work together to collect and share data.

\*Georgetown Housing Authority provides in-kind space valued at \$94,500. It is an accredited site to administer vocational certification exams, allowing students to test in their hometown. We leverage this space for in-kind vocational fees.

\*Austin Community College provides vocational training. They help us to identify students with barriers to education and collect outcome data.

## Number of People Served\*

Please provide an estimate of the total number of people you hope to serve through this relief effort. Be sure to include an estimate of Georgetown residents served as well.

50

## Expected Outcome(s)\*

What do you expect the outcome(s) of the relief effort to be? How do you plan to assess results?

### Outcomes

1. We will serve 50 Georgetown residents in virtual GED and vocational programs.
2. Georgetown students will pass 12 GED subtests and earn 20 vocational certifications.
3. Average income increase at 30 days after graduation will be 40%.

### Assessment

1. Students will attend 12 hours of virtual GED training before considered "served." Time spent in tutor sessions, on homework, and on software will count as hours.

2. GED subtest scores are stored in our database as "pass/fail." Criteria for earning vocational certifications is industry specific.

3. GED and vocational graduates provide permission for us to contact them after graduation to collect employment data. We call, email and text students between 30-45 days after they graduate.

### **Budget\***

Specifically detail program costs with rationale for each line item. Indicate the number of individuals and families that you can serve with the funds requested. Be sure to include overhead and indirect costs, with rationale.

Back to Work Georgetown Budget 2020-21.pdf

### **Prior Fiscal Year Balance Sheet\***

Attach PDF.

2019 Balance Sheet.pdf

### **Prior Fiscal Year Income Statement\***

Attach PDF.

2019 Income Statement.pdf

### **Other Sources of COVID-19 Support\***

Please list all other COVID-19 sources for which you have received or applied for funds, including federal, state, local, and private. Provide requested amount, date of request, anticipated response date or date received, and how you are using or plan to use the funding.

SBA PPP Loan- \$20,100 was received May 2020. We met the criteria for forgiveness by July 15, 2020. We are waiting on our forgiveness determination. We used the funds for salaries and rent at our Taylor location. We terminated our lease July 1, 2020.

Wilco Forward- \$5,300 grant received June 2020. We used the money for salaries, rent, utilities, and PPP equipment for classes that started in Georgetown on August 3, 2020.

City of Georgetown- \$23,000 grant request was submitted May 30, 2020 to fund English as a Second Language, Adult Basic Education, GED and Pre GED and vocational programs in Georgetown. We anticipate a response by the end of September 2020. We plan to use the funds to cover printing, postage, and supplies/ materials. The funds will cover 60% of the costs associated with laptops and software. \$10,000 will be spent on salary-related expenses and \$2,000 toward our CPA fees for the annual audit and Form 990.

### **Sharing This Application**

We have an opportunity to share information with Chisholm Trail Communities Foundation should their Fund Advisors be interested in supporting the programs that apply through this process. May we share this application and/or information about your relief effort with Chisholm Trail Communities Foundation?



Yes, share application

### **Brief Funding Agreement\***

Please read the following information, and click "I agree" below before submitting your application.

If funds are granted, my organization will enter into a grant agreement which will require the following along with other standard requirements:

- We agree to spend all the grant funds, as described herein, during the grant period.
- We agree, if we cannot spend all grant funds during the grant period, to request a grant extension. If a grant extension is not granted, or if funds cannot be spent during the extension period, we agree that we will return all remaining funds.
- We confirm that the organization is in good standing with all appropriate local, state and federal governmental bodies and/or regulatory agencies with jurisdiction over the organization and its activities.
- We agree to submit a final grant report.

I Agree

## File Attachment Summary

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### ***Applicant File Uploads***

- Back to Work Georgetown Budget 2020-21.pdf
- 2019 Balance Sheet.pdf
- 2019 Income Statement.pdf

**COVID Relief Program** Back to Work Georgetown- Literacy Council WILCO

Budget Period From: 10.01.2020 To: 9.30.2021

Revenue/Support for this Program or Project	Total Program or Project Budget	Detail for this Grant Request
Individual contributions	\$ -	\$ -
Fundraisers & Special Events	\$ -	\$ -
Program/Service Revenues	\$ -	\$ -
Government, Foundation, Corporate Grants or Other		
1.City of Georgetown (Pending)	\$ 23,000.00	\$ -
2.Georgetown Health Foundation (This Request)	\$ 20,000.00	\$ 20,000.00
3. In-kind Vocational Provider Fees for five Classes (Community Action)	\$ 90,500.00	\$ -
4. In-kind Real Estate (Georgetown Housing Authority)	\$ 94,500.00	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Revenue/Support</b>	<b>\$ 228,000.00</b>	<b>\$ 20,000.00</b>
<b>Expenses for this Program or Project</b>	<b>Total Amount</b>	<b>Grant Request</b>
Salaries, benefits and related taxes (100% Site Coordinator, 25% Student Liaison, 25% Virtual Instructor)	\$ 25,050.00	\$ 12,250.00
Consultants and professional fees- (25% Bookkeeper)	\$ 1,750.00	\$ 1,750.00
Professional development (Virtual Instruction and COVID Precautions)	\$ 1,000.00	\$ 500.00
Equipment (20 laptops and cases)	\$ 5,500.00	\$ 2,200.00
Supplies and supporting materials	\$ 750.00	\$ -
Printing, copying, phone, internet, fax, postage	\$ 500.00	\$ -
Mortgage or Rent, and Utilities (Georgetown Housing Authority In-Kind)	\$ 94,500.00	\$ -
Fundraising Expenses	\$ -	\$ -
Other (list below and describe in narrative/notes if more space is needed)		
6 Software- (Instructional and administrative)	\$ 7,500.00	\$ 3,000.00
7. Vocational Provider Fees (Community Action In-Kind)	\$ 90,500.00	\$ -
8. GED Scholarships (Testing and gas expenses)	\$ 600.00	\$ 300.00
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Expense</b> (calculated for you or enter your own total)	<b>\$ 227,650.00</b>	<b>\$ 20,000.00</b>
<b>Difference (Revenue/Support less Expense)</b>	<b>\$ 350.00</b>	<b>\$ -</b>

**Narrative/Notes:**

Vocational Trainer Fees are the costs of hiring an accredited vendor to teach the class

Vocational Trainer Fees include industry materials and equipment, exam fees, registration fees, and trainer salary

Vocational Classes will have students who aren't from Georgetown. Recruiting efforts will be made to give Georgetown residents first opportunity.

GED Scholarships pay for the cost of exams, practice tests, and transportation costs to get to a testing site

**Number of Georgetown residents to be served- 50****Literacy Council WILCO needs to raise \$42,650 cash****Our cost per Georgetown resident is \$853**

# Literacy Council WILCO

## Balance Sheet

As of December 31, 2019

Dec 31, 19

### ASSETS

#### Current Assets

##### Checking/Savings

1020 · First Texas Bank

1021 · LCWC Operating Cash 22,713.32

1023 · Restricted Round Rock Festival 679.60

Total 1020 · First Texas Bank 23,392.92

1030 · BBVA 467.00

Total Checking/Savings 23,859.92

##### Accounts Receivable

1100 · Accounts Receivable 7,500.00

Total Accounts Receivable 7,500.00

##### Other Current Assets

1130 · Prepaid Insurance 81.84

1140 · GED Vouchers 405.00

1150 · Short-Term Investments 10,513.00

Total Other Current Assets 10,999.84

Total Current Assets 42,359.76

#### Fixed Assets

##### 1500 · Properties/Equipment

1510 · Furniture, Fixtures, Equip 6,428.45

1530 · Computer Equipment 38,376.64

1590 · Accumulated Depreciation -33,985.00

Total 1500 · Properties/Equipment 10,820.09

Total Fixed Assets 10,820.09

**TOTAL ASSETS 53,179.85**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

##### 2100 · Payroll Liabilities

2130 · Federal Withholding Payable 1,103.05

2140 · FICA Payable 303.51

2160 · State Unemployment Payable 15.95

2100 · Payroll Liabilities - Other 125.20

Total 2100 · Payroll Liabilities 1,547.71

24100 · Accrued Leave and Payroll 12,278.65

25900 · Round Rock Cultural Festival 679.60

6011 · Accrued Fringe Benefits -12,278.65

Total Other Current Liabilities 2,227.31

Total Current Liabilities 2,227.31

Total Liabilities 2,227.31

#### Equity

3900 · Retained Earnings 130,911.08

Net Income -79,958.54

**Literacy Council WILCO**  
**Balance Sheet**  
As of December 31, 2019

	Dec 31, 19
Total Equity	50,952.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>53,179.85</b>

**Literacy Council WILCO**  
**Revenue/Expense YTD**  
January through December 2019

	<u>Jan - Dec 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4100 · Corporate Contributions</b>	
4165 · Brown Foundation	2,000.00
4170 · Play Storming Group	1.34
4175 · American Merchant	2.68
4185 · Amazon Smile	5.26
<b>Total 4100 · Corporate Contributions</b>	<u>2,009.28</u>
<b>4300 · Grants</b>	
4210 · City of Round Rock	7,500.00
4314 · Georgetown Health Foundation	20,000.00
4390 · United Way of Greater Will. Co.	30,000.00
<b>Total 4300 · Grants</b>	<u>57,500.00</u>
<b>43400 · Direct Public Support</b>	
4180 · Private Contributions	543.04
4194 · Hope United	410.50
44514 · General Motors Employee	1,165.96
4452 · Dell Employees	310.00
4458 · Albertsons Safeway	39.68
4459 · HEB Employee	190.41
<b>Total 43400 · Direct Public Support</b>	<u>2,659.59</u>
<b>4400 · Student Fees</b>	
44010 · Round Rock Library	650.00
44020 · Cedar Park/Leander	200.00
44030 · Georgetown	655.00
44040 · Bartlett	60.00
44050 · Taylor	320.00
44070 · LOUU	1,305.00
<b>Total 4400 · Student Fees</b>	<u>3,190.00</u>
<b>4420 · Program Fees</b>	
4421 · GED	25.00
<b>Total 4420 · Program Fees</b>	<u>25.00</u>
4500 · MMC Interest - 1st Texas Bank	31.15
4510 · Dividend Income	935.01
<b>4900 · Fundraising Income</b>	
4990 · Network for Good	421.51
4995 · Georgetown Health Foundation	4,710.00
4900 · Fundraising Income - Other	34.00
<b>Total 4900 · Fundraising Income</b>	<u>5,165.51</u>
<b>Total Income</b>	<u>71,515.54</u>
<b>Gross Profit</b>	<u>71,515.54</u>
<b>Expense</b>	
4800 · GED Scholarship	941.80
6000 · Expenses	
6020 · Materials	-130.53

**Literacy Council WILCO**  
**Revenue/Expense YTD**  
January through December 2019

	<u>Jan - Dec 19</u>
60300 · Awards and Appreciation	600.39
6035 · Utilities	
6036 · Electricity	191.84
6037 · Gas	151.93
Total 6035 · Utilities	<u>343.77</u>
6040 · Rent	
6042 · Rent/Utilities for Taylor	2,700.00
6046 · Georgetown	12,720.00
Total 6040 · Rent	<u>15,420.00</u>
6053 · Office Phone	1,031.31
6060 · Supplies	
6061 · computer software	7,365.45
6062 · Office/Instructional	3,507.21
65020 · Postage, Mailing Service	104.61
65030 · Printing and Copying	2,611.60
Total 6060 · Supplies	<u>13,588.87</u>
6080 · Travel	
60801 · Mileage	2,521.60
60802 · Tolls	250.52
Total 6080 · Travel	<u>2,772.12</u>
6150 · Marketing/Promotions	1,369.83
6170 · Dues and Fees	1,023.00
6180 · Insurance	
6181 · Health Insurance	7,122.63
6182 · Liability Insurance	778.33
6184 · Workman's Comp	853.36
6185 · D&O Insurance	1,452.00
Total 6180 · Insurance	<u>10,206.32</u>
6290 · Property Tax	675.46
Total 6000 · Expenses	<u>46,900.54</u>
6005 · Payroll	
6010 · Salaries	79,708.29
6190 · Payroll Expenses/Taxes	6,906.79
Total 6005 · Payroll	<u>86,615.08</u>
6140 · Training	
6141 · Conferences and Meetings	70.81
Total 6140 · Training	<u>70.81</u>
62100 · Contract Services	
6131 · Accounting/Audit&990	5,814.50
61310 · Bookkeeper	7,004.00
62150 · Outside Contract Services	1,915.00
Total 62100 · Contract Services	<u>14,733.50</u>
6271 · Business Meals	419.16
6710 · Equipment	
6740 · Computer	1,151.53

**Literacy Council WILCO**  
**Revenue/Expense YTD**  
January through December 2019

	Jan - Dec 19
6750 · Facilities	416.52
6710 · Equipment - Other	225.14
Total 6710 · Equipment	1,793.19
Total Expense	151,474.08
Net Ordinary Income	-79,958.54
Net Income	<b>-79,958.54</b>