

FAMILY SERVICES À LA FAMILLE OTTAWA

FINANCIAL STATEMENTS

MARCH 31, 2021

FAMILY SERVICES À LA FAMILLE OTTAWA

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INDEPENDENT AUDITOR'S REPORT

To the Members of
Family Services à la Famille Ottawa

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Family Services à la Famille Ottawa (the Organization), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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MOORE

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Ontario Corporations Act, we report that, in our opinion, Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Marcel Lavallée

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario
August 17, 2021

FAMILY SERVICES À LA FAMILLE OTTAWA

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2021

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	Budget	2021	2020
REVENUES			
Grants and contributions (Schedule A)	\$ 3,224,645	\$ 4,178,244	\$ 3,394,754
Employee Assistance Program	693,961	628,566	828,469
Program service fees	122,500	84,339	108,347
Donations	32,200	72,769	33,093
Consulting fees	29,400	29,400	29,400
Fundraising	78,700	21,047	70,808
Interest	4,000	3,314	4,481
Other	65,700	873	99,663
	4,251,106	5,018,552	4,569,015
EXPENSES			
Salaries and benefits (Schedule B)	3,134,845	3,391,931	3,184,315
Office and general (Schedule C)	390,234	753,073	503,778
Partner agency payouts (Schedule D)	509,901	450,953	695,058
Occupancy allocation and space rental	173,721	172,012	172,016
	4,208,701	4,767,969	4,555,167
Excess of revenue over expenses before amortization and other elements	42,405	250,583	13,848
Share of net revenue - 1 Community Place (Note 5)	-	19,211	(2,521)
Amortization of deferred contributions related to capital assets	13,385	8,844	12,635
Amortization of capital assets	(34,307)	(33,556)	(42,359)
	(20,922)	(5,501)	(32,245)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 21,483	\$ 245,082	\$ (18,397)

FAMILY SERVICES À LA FAMILLE OTTAWA

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2021

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	Unrestricted	Invested in capital assets	Internally restricted (Note 13)	Externally restricted at the Community Foundation of Ottawa (Note 7)	2021 Total	2020 Total
BALANCE, BEGINNING OF YEAR	\$ -	\$ 82,512	\$ 724,048	\$ 160,628	\$ 967,188	\$ 985,585
Excess (deficiency) of revenues over expenses	268,665	(24,712)	-	1,129	245,082	(18,397)
BALANCE, END OF YEAR	\$ 268,665	\$ 57,800	\$ 724,048	\$ 161,757	\$ 1,212,270	\$ 967,188

FAMILY SERVICES À LA FAMILLE OTTAWA

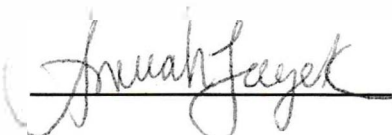
STATEMENT OF FINANCIAL POSITION


MARCH 31, 2021

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	2021	2020
ASSETS		
CURRENT ASSETS		
Cash	\$ 529,147	\$ 42,204
Current portion of other investments (Note 6)	-	200,463
Accounts receivable (Note 4)	196,611	274,069
Grants and contributions receivable	78,326	86,608
Prepaid expenses	41,029	34,634
	845,113	637,978
INVESTMENT IN 1 COMMUNITY PLACE (Note 5)	637,488	618,277
OTHER INVESTMENTS (Note 6)	172,832	172,317
INVESTMENT IN COMMUNITY FOUNDATION OF OTTAWA (Note 7)	161,757	160,628
CAPITAL ASSETS (Note 8)	78,438	111,994
	1,050,515	1,063,216
	\$ 1,895,628	\$ 1,701,194
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities (Note 10)	\$ 462,864	\$ 569,678
Deferred revenue	159,804	63,208
Deferred grants and contributions (Note 11)	40,052	71,638
	662,720	704,524
DEFERRED GRANTS AND CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 12)	20,638	29,482
	683,358	734,006
NET ASSETS		
Unrestricted	268,665	-
Invested in capital assets	57,800	82,512
Internally restricted (Note 13)	724,048	724,048
Externally restricted at the Community Foundation of Ottawa (Note 7)	161,757	160,628
	1,212,270	967,188
	\$ 1,895,628	\$ 1,701,194

ON BEHALF OF THE BOARD

 Director

 Director

FAMILY SERVICES À LA FAMILLE OTTAWA

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2021

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	2021	2020
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 245,082	\$ (18,397)
Adjustments for:		
Amortization of capital assets	33,556	42,359
Amortization of deferred contributions related to capital assets	(8,844)	(12,635)
	269,794	11,327
Net change in non-cash items related to operating activities:		
Accounts receivable	77,458	52,368
Grants and contributions receivable	8,282	(52,408)
Prepaid expenses	(6,395)	(18,293)
Accounts payable and accrued liabilities	(106,814)	(75,295)
Deferred revenue	96,596	19,920
Deferred grants and contributions	(31,586)	(58,080)
	37,541	(131,788)
	307,335	(120,461)
INVESTING ACTIVITIES		
Net change in other investments	199,948	(106,919)
Net change in investment in 1 Community Place	(19,211)	2,520
Net change in Community Foundation of Ottawa	(1,129)	-
	179,608	(104,399)
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	486,943	(224,860)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	42,204	267,064
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 529,147	\$ 42,204

Cash and cash equivalents consist of cash.

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2021

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1. STATUTE AND NATURE OF OPERATIONS

Family Services à la famille Ottawa (FSFO) is incorporated under the Ontario Corporations Act. The Organization provides counselling, education and advocacy services to individuals and families in distress or at risk in order to help them to attain greater health and well-being, improve their coping skills, and achieve their potential.

The Organization is a registered charity under the Income Tax Act and as such, is exempt from income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

The Organization applies the Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook – Accounting.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and the reported amounts of revenues and expenses for the periods covered.

Contribution receivable

A contribution receivable is recognized as an asset when the amount to be received can be reasonably estimated and ultimate collection is reasonably assured.

Revenue recognition

The Organization follows the deferral method of accounting for grants and contributions. Under this method, grants and contributions restricted for future period expenses are deferred and are recognized as revenue in the year in which the related expense incurred and when the amount can be reasonably estimated and the collection is reasonably assured.

Grants and contributions received specifically for capital acquisition are amortized at the same rate as the related capital assets.

Revenue from the employee assistance program, consulting and program service fees are recognized when the service is rendered, the amount is determinable and collection is reasonably assured.

Revenue from general donations and fundraising are recognized upon receipt of the funds.

Revenue from other sources are recognized in the period to which they relate.

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2021

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2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributed services

The work of the Organization is dependent on the voluntary service of many members. Because of the inherent difficulty in compiling these hours and determining their fair value, contributed services are not recognized in these financial statements.

Cash and cash equivalents

The Organization's policy is to present bank balances, including bank indebtednesses with balances that fluctuate frequently from being positive to overdrawn, under cash and cash equivalents.

Capital assets

Capital assets are accounted for at cost. Amortization is calculated on their respective estimated useful life using the following methods, annual rates and periods:

	Methods	Rates or periods
Furniture and equipment	Diminishing balance	20%
Computer equipment	Diminishing balance	30%
Leasehold improvements	Straight-line method	3 years

Write-down of capital assets

When a capital asset no longer contributes to the Organization's ability to provide services, its carrying amount is written down to residual value, if any. The excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.

Financial instruments

Initial and subsequent measurement

The Organization initially measures its financial assets and liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Organization subsequently measures all its financial assets and liabilities at cost or amortized cost, except for investments that are quoted in an active market and investments designated at fair value.

Financial assets measured at amortized cost include cash, accounts receivable and grants and contributions receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2021

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2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial instruments (continued)

Impairment

For financial assets measured at cost or amortized cost, the Organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the Organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in operations. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in operations.

Transaction costs

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in operations in the period incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in operations over the life of the instrument using the straight-line method.

3. BUDGET

The budget figures as presented for comparison purposes are unaudited and are those as approved by the Board of Directors.

4. ACCOUNTS RECEIVABLE

	2021		2020
Trade accounts	\$ 131,007	\$	233,804
Harmonized sales tax receivable	65,604		40,265
	\$ 196,611	\$	274,069

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

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5. INVESTMENT IN 1 COMMUNITY PLACE

In 2000, the Organization entered into a co-tenancy agreement with two other social service agencies and acquired a property know as 1 Community Place. The Organization has a 48.76% equity interest in the property and is presently liable for 52.05% of the debt financing.

The Organization follows the equity method of accounting for its interest in 1 Community Place so that the proportionate share of operating profits or losses is reflected (48.76%). Since formation of the co-tenancy, additions have been made to the capital assets paid by disproportionate contributions from the co-tenancy members that created changes to the Organization's proportional share of the capital assets (2021: 48.35%). Since the formation of the co-tenancy, one of the co-tenants paid down its principal owed on the mortgage. As a result, this created changes to the Organizations' proportional share of the long-term debt (2021: 52.05%). The 1 Community Place co-tenancy also has a March 31 year-end. Its financial position and results of operations to March 31, 2021 and Family Services proportionate share are summarized as follows:

	1 Community Place	Family Services %
ASSETS		
Cash	\$ 248,868	\$ 121,348
Accounts receivable	12,061	5,881
Prepaid expenses	99,368	48,452
Capital assets	1,113,240	538,251
	1,473,537	713,932
LIABILITIES		
Accounts payable and accrued liabilities	20,323	9,909
Deferred grants	5,269	2,569
Long-term debt	21,769	11,331
Deferred grants and contributions related to capital assets	70,847	34,545
	118,208	58,354
NET ASSETS	1,355,329	655,578
REVENUE AND EXPENSES		
Revenue	437,923	213,531
Expenses	394,843	192,525
Income before interest and bank charges	43,080	21,006
Interest and bank charges	3,448	1,795
	879,294	428,857
EXCESS OF REVENUE OVER EXPENSES	\$ 3,708,160	\$ 1,142,789

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2021

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6. OTHER INVESTMENTS

	2021	2020
Mutual funds	\$ 172,832	\$ 172,317
Term deposits, 2.12% - 2.22%, matured during the year	-	200,463
	172,832	372,780
Current portion of other investments	-	200,463
	\$ 172,832	\$ 172,317

7. INVESTMENT IN COMMUNITY FOUNDATION OF OTTAWA

The Organization has received donations that specified that the funds be held as an endowment. The money has been placed with the Community Foundation of Ottawa where it is invested.

The Organization is the beneficiary of a designated fund at the Community Foundation of Ottawa. Pursuant to the terms of the agreement establishing this fund, contributions to the Community Foundation of Ottawa are held in a separate fund designated for the benefit of the Organization. In accordance with its spending policy, the Foundation makes distributions from the fund to the Organization.

8. CAPITAL ASSETS

	2021			2020
	Cost	Accumulated amortization	Net book value	Net book value
Furniture and equipment	\$ 165,992	\$ 125,664	\$ 40,328	\$ 50,410
Computer equipment	178,262	144,697	33,565	47,950
Leasehold improvements	27,270	22,725	4,545	13,634
	\$ 371,524	\$ 293,086	\$ 78,438	\$ 111,994

9. BANK LOAN

The Organization has an authorized line of credit of \$150,000, at prime lending rate plus 2.75%. This line of credit is secured by a general security agreement over all assets of the Organization.

As at March 31, 2021, the line of credit was unused.

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

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10. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2021	2020
Trade accounts and accrued liabilities	\$ 352,415	\$ 385,415
Due to funders	67,544	149,351
Government remittances	42,905	34,912
	\$ 462,864	\$ 569,678

11. DEFERRED GRANTS AND CONTRIBUTIONS

Deferred grants and contributions represent restricted funding that is related to the subsequent year.

Variations in deferred grants and contributions are as follow:

	2021	2020
Balance, beginning of year	\$ 71,638	\$ 129,718
Plus: Amount granted during the year	4,146,658	3,336,674
Less: Amount recognized as revenue in the year	(4,178,244)	(3,394,754)
Balance, end of year	\$ 40,052	\$ 71,638

12. DEFERRED GRANTS AND CONTRIBUTIONS RELATED TO CAPITAL ASSETS

The deferred grants and contributions related to capital assets represent funding received specifically to purchase capital assets, which are recognized in the statement of operations on the same basis as the related capital asset depreciation. The change in the balance during the current year are as follows:

	2021	2020
Balance, beginning of year	\$ 29,482	\$ 42,117
Less: Amount recognized as revenue in the year	(8,844)	(12,635)
Balance, end of year	\$ 20,638	\$ 29,482

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2021

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13. INTERNALLY RESTRICTED NET ASSETS

	2021	2020
Trudi LeCaine Fund	\$ 14,519	\$ 14,519
Building Fund	778,178	778,178
Counselling Program Development Fund	14,807	14,807
Program Development Fund	(83,456)	(83,456)
	\$ 724,048	\$ 724,048

Trudi LeCaine Fund

This fund was established in April 1991 by the Board of Directors to honour Mrs. Trudi LeCaine for her dedicated service over 23 years. The fund is intended to assist clients of the Organization with special endeavours.

Building Fund

The Board of Directors has designated the building fund as available to meet unexpected costs associated with major operational problems or the winding down of the operations of the Organization. The building fund receives the Organization's share of the net profit from 1 Community Place.

High Conflict Forum

This fund consists of earnings from the High Conflict Forum, a community network of different agencies and stakeholders.

Counselling Program Development Fund

The Board of Directors has designated this fund to ensure continual and consistent levels of immediate response counseling.

Program Development Fund

The Board of Directors has designated this fund to provide short-term resources required to create, develop or expand services or operations as selected by the Board of Directors. Year-end surpluses, deriving primarily from Social Enterprises, will be transferred into the fund at year end. Amounts may also be transferred out of the fund at the Board of Directors' discretion.

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2021

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14. RELATED PARTY TRANSACTIONS

Occupancy and debt servicing costs of \$191,223 have been paid to 1 Community Place for Family Services' pro-rata share of these costs (2020: \$172,016).

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

15. FINANCIAL INSTRUMENTS

Credit risk

Credit risk is the risk that one party to a financial asset will cause a financial loss for the Organization by failing to discharge an obligation. The Organization's credit risk is mainly related to accounts receivable.

The Organization provides credit to its clients in the normal course of its operations. Also, the Organization continuously reviews the financial situation of its clients and examines the credit history of all new clients. The Organization establishes allowances for doubtful accounts while keeping in mind the specific credit risk of clients, their historic tendencies and economic situation. There is no existing account receivable that represents a substantial risk for the Organization.

16. COMMITMENTS

The Organization has placed a guarantee with the mortgage holder of 1 Community Place in the amount of \$11,331.

17. ECONOMIC DEPENDENCE

The Organization is significantly dependent on the Ministry of Children, Community and Social Services and on the Ministry of Health for its funding. The economic dependence results from the fact that the viability of the Organization would be affected by the loss of this funding.

18. CORONAVIRUS PANDEMIC

The coronavirus pandemic (COVID-19) has spread across the globe and is impacting worldwide economic activity. Conditions surrounding the coronavirus continue to rapidly evolve and government authorities have implemented emergency measures to mitigate the spread of the virus. The financial impact on the Organization is dependent on the future course of events, including the duration of interruptions and trade restrictions imposed by the government, the rollout of the vaccination program among the general public and the effectiveness of measures taken in Canada and other countries to combat the virus. These events are highly uncertain and, as such, the Organization cannot determine the ultimate financial impacts at this time.

FAMILY SERVICES À LA FAMILLE OTTAWA

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2021

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19. CONTINGENCIES

Other indemnification agreements

In the normal course of operations, the Organization signs agreements whereby funds are provided for the execution of projects which are subject to restrictions as to the use of the funds. The sponsors of these projects can execute an audit of the financial records of the Organization to ensure compliance with the project requirements. In the event that amounts to be reimbursed to the sponsor of a project are identified, the necessary adjustments will be recognized in the year they are identified.

20. COMPARATIVE FIGURES

Certain figures for 2020 have been reclassified to conform to the presentation adopted in 2021.

FAMILY SERVICES À LA FAMILLE OTTAWA

ADDITIONAL INFORMATION

FOR THE YEAR ENDED MARCH 31, 2021

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	Budget	2021	2020
SCHEDULE A - GRANTS AND CONTRIBUTIONS			
Ministry of Children, Community and Social Services	\$ 1,045,021	\$ 1,070,060	\$ 1,009,784
Ministry of Health	858,008	850,934	906,070
Ministry of Health (CBT through ROH)	477,350	695,939	439,503
Canada Emergency Wage Subsidy	-	371,996	56,010
City of Ottawa	283,687	316,242	365,682
United Way	187,761	188,413	242,896
Ministry of the Attorney General	178,737	212,859	181,268
Ministry of Health (WIC through JFS)	114,686	114,686	114,686
Province of Ontario Equity Proxy	79,395	79,935	78,855
City of Ottawa - Covid 19	-	127,000	-
Other grants and contributions - Covid 19	-	122,796	-
United Way - Covid 19	-	27,384	-
	\$ 3,224,645	\$ 4,178,244	\$ 3,394,754

SCHEDULE B - SALARIES AND BENEFITS

Union salaries	\$ 1,808,430	\$ 1,629,617	\$ 1,671,270
Non-union salaries	820,335	818,278	902,885
Benefits	506,080	529,806	437,240
Casual salaries	-	259,634	126,592
Covid special expenses	-	142,126	-
Contracted Workers	-	12,470	46,328
	\$ 3,134,845	\$ 3,391,931	\$ 3,184,315

FAMILY SERVICES À LA FAMILLE OTTAWA

ADDITIONAL INFORMATION

FOR THE YEAR ENDED MARCH 31, 2021

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	Budget	2021	2020
SCHEDULE C - OFFICE AND GENERAL			
Other professional fees	\$ 137,415	\$ 384,997	\$ 221,510
Supplies - program	36,584	143,210	63,102
Recruiting fees	-	45,356	1,099
Professional liability insurance	30,466	35,136	32,813
Organization dues	25,000	30,078	29,205
Audit	14,400	29,767	397
Maintenance and repairs	32,856	26,772	22,492
Telephone	21,839	22,557	22,669
Supplies - office	30,132	15,441	29,004
Miscellaneous	5,613	11,800	12,845
Equipment rentals	5,299	4,422	6,985
Postage	2,400	1,504	1,942
Fundraising	-	1,247	24,689
Travel	18,786	486	10,331
Conferences	6,095	300	7,053
Staff development	15,349	-	11,273
Public relations	8,000	-	6,369
	\$ 390,234	\$ 753,073	\$ 503,778

SCHEDULE D - PARTNER AGENCY PAYOUTS

Payout to partner agencies	\$ -	\$ 303,358	\$ 387,609
Employee Assistance Program Payout	509,901	147,595	307,449
	\$ 509,901	\$ 450,953	\$ 695,058