



# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

<b>Cover Page</b>			
NAME OF AGENCY			
The Children's Advocacy Center of North and Northwest Cook County			
CONTACT PERSON			
Melanie Pignotti			
ADDRESS			
640 Illinois Blvd.			
CITY		STATE	ZIP
Hoffman Estates		IL	60169
PHONE		FAX	
847-885-0100		N/A	
E-MAIL			
mpignotti@cachelps.org			
WEB			
<a href="https://cachelps.org">https://cachelps.org</a>			
NO. OF YEARS IN EXISTENCE		TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR	
34		\$ 9,000.00	
PROGRAMS REQUESTING FUNDING	AMOUNT RECEIVED LAST YEAR	\$ AMOUNT FOR PROPOSED YEAR	FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK)
1. Forensic and Advocacy Services (FAS)	\$ 7,500.00	\$ 9,000.00	1999
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____





# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

### Eligibility Criteria For Funding

New Trier Township General Statement of Policy:

- **Each agency/program requesting funding from the Township will be referred to either the Agency Oversight Committee, the Mental Health Committee, or the Money Follows the Person Committee of the Township. Those committees will make funding and agency/program recommendations to the New Trier Township Board of Trustees. You will be notified of their final decisions sometime in the spring.**
- Agencies considered for funding should have been in existence for one year after receiving their not-for profit status from the State of Illinois and have been providing services to the community during that time.
- No agency with the ability to tax or conduct referendums will receive Township funding.

In order to be eligible for funding an agency must meet the following minimum requirements:

- **Area Served** - While an agency may serve areas other than New Trier Township, its programs must serve residents of New Trier Township.
- **Proportion of Township Residents Served**- For agencies serving more than New Trier Township, the amount of funding requested shall take into consideration the proportion of the agency's service rendered to residents of New Trier Township.
- **Non-Profit** - Funded agencies must be 501 (c) (3) not-for-profits.
- **Needs**- The need for the service must be demonstrated.
- **Standards** - An agency requesting funding must have at least one full-time paid staff person, or its equivalent; the credentials of the applicant's staff shall meet professional standards, commensurate with the responsibilities involved.
- **Employment Practices** - The agency must be an equal opportunity employer.
- **Articles of Incorporation** - Submit a copy, as amended, if changed in the last 12 months.
- **Bylaws** - Submit a copy, as amended, if changed in the last 12 months.
- **Use of Funds** - Funds must be used as specified in the grant application and as approved by the Township. Changes must be cleared with the Township.
- **Accessibility** - *All services must be available to clients with disabilities and the agency must be able to deliver services from a site that is ADA accessible. If not, please explain.*
- **Accountability** - The agency shall maintain communication with the assigned advisory





## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

committee liaison, who must be allowed to attend board meetings upon request. The agency may dismiss the person from a board meeting if they convene into Executive Session. The agency shall provide meeting minutes to the liaison upon request

- **Financial** - All agencies with budgets of greater than \$300,000 must have an annual audit performed by an independent CPA. Those agencies with a budget of \$300,000 or less must submit to the Township a copy of form AG990 that is sent to the Attorney General's Office. The Township reserves the right to request an audit be performed for agencies with budgets of \$300,000 or less.
- **Absence of Conflicts of Interest** – The agency certifies, to the best of its knowledge, information, and belief, that it has no current relationship or involvement with any New Trier Township Trustee, Employee, or Committee Member which the Agency reasonably believes could either favorably or unfavorably influence the Township's possible grant of the Agency's funding request.

YES  \_\_\_\_\_

NO \_\_\_\_\_ - If no, please explain.

***The Mission of New Trier Township is to provide leadership, advocacy and resources to benefit the physical, mental, and social well-being of Township residents.***

Guiding Principles of New Trier Township

The following principles guide the Board and Staff's action as we work together to fulfill our mission:

- The Township's primary role is to identify and address the needs of our community.
- Our efforts are to create new energetic ideas and programs while maintaining existing programs which are relevant and effective.
- Our intent is to primarily support, given due diligence and fiscal accountability, programs providing services to our neighbors; including youth programs; senior citizen supports; aid to persons with disabilities, food, shelter and financial and emotional emergency relief for people in need.
- We seek opportunities to meet community needs by providing assistance directly to individuals as well as indirectly, through third-party sources/providers.
- The Township will pursue coalition-building with other community entities and advocate on behalf of Township residents.
- We believe that people have the freedom to choose where they receive services and assistance, including those the Township provides and supports.





## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

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YES  \_\_\_\_\_

NO \_\_\_\_\_ - If no, please explain.

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## Fiscal Year 2022-2023

### Other Certification Issues

Please mark yes, no, or other as appropriate next to each statement. If no, or other, please explain. Supporting documents may be requested at a future date and must be supplied upon request.

YES NO OTHER (PLEASE EXPLAIN)

- Agency maintains a personnel policy manual
- Agency has a non-discrimination policy
- Agency has a sexual harassment policy
- Agency has a grievance procedure
- Agency has a Strategic Plan  
Covers years 2021-2025
- Agency produces an Annual Report  
Most recent report covers period 2020-2021
- Agency has an effective fiscal management system in place
- Audit or AG990 completed and copy provided for most recent fiscal year
- Agency maintains liability insurance coverage  
Amount of coverage 3,000,000  
Name of insurer West Bend Mutual Insurance Company  
Effective dates of coverage 7/1/22-6/30/23
- Agency pays all state and federal payroll taxes





# AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

YES	NO	OTHER (PLEASE EXPLAIN)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Agency has by-laws in place Date last amended/accepted <u>July 26, 2022</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Agency is accredited by recognized accreditation organization (where appropriate) Date of most recent accreditation 2022 Accreditation Organization <u>The National Children's Alliance (NCA)</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Agency's board serves without compensation Number of board members <u>16</u> Number of Board vacancies <u>5</u> List board sub-committees <u>Executive, Finance, Board Development, Fund Development, Personnel, Legislative, Strategic Planning</u> Schedule of board meetings <u>Monthly (every 4<sup>th</sup> Friday) 8:30am, except for the month of December</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Agency has Auxiliary or other Advisory/Governing Board. If so, please explain: <u>The CAC has a Leadership board comprised of business and government leaders that meets bi-annually</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Agency provides staff with opportunities for training and personal development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Agency has filed its annual report with the Illinois Attorney General # <u>01020889</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Agency has filed its annual report with the Illinois Secretary of State # <u>5564-567-1</u> Federal Tax ID # <u>36-3711203</u>

*We certify that we meet all the eligibility criteria for funding and that the information contained in this application is true and correct to the best of our knowledge and agree to comply with all requirements of the program and funder if we are awarded and accept funding. Furthermore, our Board has been advised of the Eligibility Criteria and approved our signing of this document.*

Agency Director Name Melanie Pignotti

Signature Melanie Pignotti Date: 9-8-22

Board President Name Herb Horn

Signature Herb Horn Date: 9-8-22





# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

### Organizational Profile

(A) The Organizational Profile is part of the New Trier Township Application For Funding; and (B) It is the Agency's responsibility to keep the Organizational Profile information current each year and provide New Trier Township with further information on an ongoing basis if there are any significant changes, such as to the mission, organization, board requirements, and/or other changes.

(1) Briefly summarize the agency's mission, history, services, and organizational structure. Have these changed significantly over the lifespan of the organization? (Please attach a current organizational chart, if available.)

#### Mission Statement:

CAC serves as the leading resource to empower and heal children who have been impacted by abuse and prevent violence against children by providing investigative, advocacy, medical, and therapeutic services for children who have been sexually or severely physically abused and the non-offending members of their families. All services are free and provided in English and Spanish.

The Children's Advocacy Center of North and Northwest Cook County was established in 1989 as a grassroots effort of local professionals and concerned community members to assist child victims of sexual assault, and their families, who were involved in child abuse investigations. The Center was originally created and funded as a program of the Hanover Township Mental Health Board, to serve child victims and their families living within the confines of the Township. In order to respond to the expressed need of other communities in Northwest Cook County, the Center sought and received funding to expand its services to include the entire Third Municipal Court District of Cook County as of July 1, 1990. In 1995, the Center's Board of Directors voted to expand the boundaries again to serve child victims in the Second Municipal Court District of Cook County.

The CAC's services include Forensic Advocacy Services (FAS) and Family Support Services (FSS). The FAS team coordinates incoming referrals from law enforcement and/or DCFS to schedule the forensic interview. Each family that comes to the center for a forensic interview is assigned a victim advocate who will provide support and track the case from beginning to end including prosecution. Forensic Interviewers and advocates each have specialized training for their respective roles. The FSS team includes therapists who are trained in evidence-based treatment models specific to trauma. Additionally, the CAC houses a Safe From the Start Program (SFTS) for early childhood intervention for children and families who have been exposed to violence. The CAC's newest program focuses on child abuse prevention.

The CAC's main location is in Hoffman Estates. Recently, the center merged two satellite offices into one office located in Skokie. Staff at the Skokie office include a Forensic Interviewer, a Victim Advocate, and three Therapists. Residents of New Trier Township typically receive services through our satellite office in the north suburbs which will now be the new Skokie location. There is a third satellite office in Streamwood housing therapists. Currently, the CAC employees 23 staff and hosts 3 graduate level interns.





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## **AGENCY/PROGRAM APPLICATION FOR FUNDING**

### **Fiscal Year 2022-2023**

male. The alleged victim participated in a forensic interview and disclosed a detailed account of sexual assault by the alleged offender during a social gathering at a friend's home. During this interview, it was discovered that not only were their juvenile witnesses interviewed for the investigation, but also the possibility of other victims. Four witnesses from the social gathering were forensically interviewed at the CAC and provided consistent and corroborating details. All adolescents and their parents received advocacy services that included referrals for counseling as needed. The victim was referred to a CAC therapist, but ultimately declined on-going therapy.

Additional victims were identified, and Winnetka Police Department opened a parallel investigation involving the same juvenile offender. Another 17-year-old victim participated in a forensic interview and disclosed a sexual assault that occurred at the offender's home. Two additional teenagers were interviewed as outcry witnesses to support the victim's disclosure. These families also received advocacy services throughout the investigation process. The victim participated in multiple therapy sessions at the CAC following her forensic interview.

The CAC hosts a monthly case review involving all multi-disciplinary team members. This case was thoroughly discussed with both law enforcement agencies present along with ASAs from the Cook County State's Attorney's office due to the complexity of the case. Ultimately, the Wilmette case was closed due to victim not wanting to participate further in the investigative process. If she chooses to move forward, the case may be reopened. The CAC provided validation and emotional support during and after her decision. The Winnetka case resulted in charges against the alleged offender. He was charged with one count of Aggravated Sexual Assault. This case is still pending in prosecution. The CAC advocate remains in contact with the family to provide court updates and advocacy.

- (4) Are you able to meet the full demand for this service or is there a waiting list? What new or unmet needs do you see in the community or for the clients served in this program?

The FAS program provides services in a timely manner on demand. There is a set of criteria indicating if a forensic interview will be conducted within the next 48 hours as an emergency case or if it will be scheduled within a two-week timeframe. There cannot be a waitlist due to the urgency of criminal and/or child safety investigations, which at times, can be straining for the FAS staff.

The CAC is seeing a trend of technology significantly impacting children and adolescents increasing the number of crimes that include sexual exploitation via texting, pictures, and videos. The CAC has recently seen an increase of referrals for crimes that include gun violence.

### **CAPACITY**

- (5) Demonstrate that the program has the vision, personnel, and skills to successfully carry out the program and achieve its goals, objectives and performance measures.

The Children's Advocacy Center provides a coordinated and comprehensive response to reports of child abuse throughout the north and northwest suburbs of Cook County. The program supports the multidisciplinary approach to the investigation and prosecution of child abuse and therapeutic intervention for child survivors of abuse and their non-offending family members. The multidisciplinary





## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

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## **AGENCY/PROGRAM APPLICATION FOR FUNDING**

**Fiscal Year 2022-2023**

- (7) What are the demographics of New Trier clients served in the prior year?  
(breakdown by community).

The FAS program served 15 male clients and 48 female clients. 45 clients were Caucasian; 5 clients were Hispanic; 6 clients were Asian; 5 clients were Bi-racial; and 2 clients' race were unknown or other.

47 clients were residents of Wilmette; 8 clients were residents of Glencoe; 6 clients were residents of Winnetka; and 2 clients were residents of Kenilworth

- (8) Total from New Trier Township (unduplicated).

The CAC served a total of 63 clients from New Trier Township

- (9) New Trier Township clients are what % of total?

6% of the CAC's total clients served were from New Trier Township

- (10) Units of Service to New Trier clients.

187 hours of services were delivered to New Trier clients

- (11) Units of Service to NTT clients are what % of total

4% of the CAC's service hours were spent with New Trier clients

- (12) New Trier clients age breakdown

8 clients were between the ages of 3-5 years old; 4 clients were between the ages of 6-11 years old; 31 clients were between the ages of 12-17; and 20 clients were over 18 (the majority being the children's' non-offending caregivers)

### **OUTCOMES/EVALUATION**





## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

- (13) What outcomes did you achieve for your clients in the prior year? Results should be client-outcome based, specify a target level of achievement, the measurement tool that was used, the rationale for setting the target at a certain level, and a timeframe for accomplishment. Detail any changes made in the program as a result of these outcome results.

Outcome One: 90% of the clients responding to the client survey will "agree" or "strongly agree" that the CAC services helped them to understand and participate more effectively in the investigation and follow-up services.

Result: 95% of the clients completing the Outcome Measurement System (OMS) survey "agreed" or "strongly agreed" that the CAC services helped them to understand and participate more effectively in the investigation of the abuse and follow-up services, an improvement over the level the Center achieved last year.

Outcome Two: 90% of the clients responding to the client survey will "agree" or "strongly agree" that they felt supported by the Center staff and that their Advocate maintained contact with them.

Result: 95% of the clients responding to the OMS survey "agreed" or "strongly agreed" that they felt supported by the Center staff members and that their Advocate maintained contact with them, slightly less than the level achieved last year.

Outcome Three: 95% of the children referred for FAS Program services will receive a single forensic interview.

Result: 100% of the children referred for FAS Program services received a single forensic interview, equal to the level achieved last year.

Outcome Four: 90% of the children referred for FAS program services will begin services within five days of the Center's first contact with the family.

Result: 90% of the clients referred for FAS Program services began services within five days of the Center's first contact with the family, a slight increase from last year's outcomes.

Outcome Five: 75% of the children disclosing abuse will be referred for follow-up counseling and will participate in at least one counseling session.

Result: 85% of the children who disclosed abuse were provided with referrals for counseling and 65% of the children disclosing abuse attended at least one counseling session, equal to the level achieved last year.

- (14) What results are you committed to achieving in the present year? (If outcomes are the same as above, simply state that we hope to improve upon the past year's results)

We hope to improve upon the past year's results.







## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

- (15) Are there any other program effectiveness/evaluation measures you think are important, such as customer/client satisfaction surveys, quality of service measures, or other indicators? Please describe.

The Children's Advocacy Center is participating in the Outcome Measurement System (OMS) program which uses initial and follow-up surveys of parents of children receiving services to evaluate the effectiveness of CAC services. In addition, the program uses a survey tool for multidisciplinary team members to assess their satisfaction with the services provided at the Center.

### CHANGES/CHALLENGES

- (16) What changes or challenges (legal, socio-economic, demographic, financial, political or other) did the agency, program, and clients face in the prior year? How did you respond? What challenges or changes do you anticipate in the present year? (If changes/challenges were the same for all programs, do not repeat).
1. The CAC continues to recover financially from the impact of the COVID19 pandemic. The Center was able to have two in person fundraising events this past year for the first time in two years. The annual gala event was much smaller than usual to decrease overhead costs and to avoid an overcrowded event, remaining focused on health and safety.
  2. Therapy clients are still be offered tele-health services, but some clients are returning for in-person therapy services now offered.
  3. The CAC has a new satellite office in Skokie to service court district 2 and residents in the north suburban area of Cook County. The office includes one full time interviewer, one full time victim advocate, and three full time therapists. Although the move and office set up was costly and time consuming, it did not interrupt services as cases were scheduled in our main location for two days. The staff, MDT, and most importantly the clients are all benefiting from the new CAC location.
  4. The biggest change and challenge the CAC has experienced this year is the retirement of its long serving Executive Director, Mark Parr. After 23 years of service Mr. Parr announced his retirement plan in January 2022 with an end date of June 30<sup>th</sup>. The Board of Directors created a search committee and began the recruitment and hiring process. The role was reinvented and retitled from Executive Director to Chief Executive Officer. Melanie Pignotti, LCPC, an internal candidate, was unanimously voted into the position by the board and began her transition on July 1<sup>st</sup>. Melanie's focus has been on strengthening the center's infrastructure, staff connection and overall transparency and communication. Jessica Montgomery, MSW, was promoted internally from Victim Advocate to Director of Forensic and Advocacy Services to fill Melanie's previous role. The transition has certainly presented its challenges, but the Leadership Team and staff are focusing on positive momentum and change.





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## **AGENCY/PROGRAM APPLICATION FOR FUNDING**

### **Fiscal Year 2022-2023**

#### **RECOMMENDATION RESPONSES**

- (17) How did you respond to the recommendations made by New Trier Township, if any? Please describe in detail. (These are contained in the funding letter you received last April).

Due to the recent transition in leadership at the center, this writer does not have a copy of the funding letter, However, at any point the center gladly invites any recommendations to consider.

#### **RESOURCES/BUDGET**





## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

- (18) What non-financial resources are required to deliver this service? Specify staffing/volunteer requirements, budgetary needs and other resources or inputs that are needed for this program. If the Township is unable to fund this program at the desired level, what will the impact be on services? Describe how your program will or will not continue without investment by the Township. Complete the attached budget forms. Were any cost reduction measures implemented in the prior year? If there is a sliding fee scale for this program, please attach it and indicate how many clients paid each fee level.

The FAS Program requires specialized workspace, including a safe, private, child-friendly location; child interview rooms; digital recording equipment; space for multidisciplinary team members to observe interviews of alleged child victims of child abuse; and private meeting areas to allow team members and the child's non-offending parent(s) to discuss and develop child safety plans and follow-up investigative activities. The FAS Program requires that child victims of abuse are provided, or have access to, medical services that are needed due to the child's abuse. These services must be provided by a medical professional with specialized training in evaluating signs and symptoms of abuse. The Center currently provides medical services through a linkage agreement with Advocate Children's Hospital in Park Ridge, Illinois, and the Center continues to work to bring these services on-site at the Hoffman Estates location. The program also requires working interagency agreements between the Center, the Illinois Department of Children and Family Services, more than 38 local law enforcement agencies, and the Cook County State's Attorney's Office to ensure cooperation and collaboration during the investigation of a report of child abuse and following the completion of the investigation. The Children's Advocacy Center must maintain an adequate number of appropriately trained Child Interviewers, Advocates, and Therapists to provide a 24-hour/day response to reports of child abuse in the north and northwest suburbs of Cook County. Our services are free, and therefore, no sliding fee scale is needed. A decrease or lack of funding from the Township would impact program operation and personnel costs. Our staff are essential for the quantity and quality of services for CAC clients.

- (19) If your program or agency budget request represents an increase from last year, please explain the reason for the change and what the increase will be used for.

In previous years, The Children's Advocacy Center requested funding for two of its programs. This year the CAC is asking for the same amount of the total received last year for both programs for just the Forensic and Advocacy Services Program. Due to the current state of the economy and inflation, personnel costs have increased. Starting salary ranges were increased for the Program Director, Victim Advocate, and Forensic Interviewer positions to remain within market value. Several staff had increases in salary to align with the new hires. The team is also cross training Victim Advocates to have more staff available to conduct forensic interviews which requires 40 hours of specialized training. Our number of FAS clients from the Township increased by 33%. There were multiple cases that involved adolescent victims and witnesses. The Cook County State's Attorney's office is requesting the CAC conduct Forensic Interviews with children between 3-17 who are involved in larger scope of crime, including felony domestics and witnesses. Despite the change in the protocol, the county does not provide us with specific funding or resources to accommodate an increase in forensic interviews. Lastly, the rent in our Skokie office has increased from the cost of our previous Northbrook location.





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**AGENCY/PROGRAM APPLICATION FOR FUNDING**  
**Fiscal Year 2022-2023**

A large, empty rectangular box with a thin black border, intended for the applicant to provide details for their agency or program application.





**NEW TRIER TOWNSHIP  
ANNUAL FUNDING REQUEST FORM**

**2022-2023 Agency Budget Form**

<b>AGENCY NAME: CAC of N &amp; NW</b>	<b>FY22 (21-22)</b>	<b>FY23 (22-23)</b>	<b>FY24 (23-24)</b>
Indicate year in each column			
	PRIOR YEAR	PRESENT YEAR	PROPOSED YEAR
<b>AGENCY REVENUES</b>			
New Trier Township	8,000	9,000	9,000
Federal Government	0	0	0
State Government	765,270	779,833	815,833
Local Government/Townships	212,283	246,440	251,000
Client Fees	0	0	0
Grants: Foundations, Corporate, Religious	213,665	284,500	280,000
Individual Contributions	281,378	259,250	275,182
Special Events	145,877	155,000	175,000
United Way	\$20,883	25,000	125,000
Sales	0	0	0
Other Revenues	208	6,000	0
<b>TOTAL REVENUES</b>	<b>1,647,564</b>	<b>1,765,023</b>	<b>1,931,015</b>
<b>AGENCY EXPENDITURES</b>			
Program Staff Salaries, Benefits, Taxes	1,117,098	1,237,049	1,274,160
Administrative Staff Salaries, Benefits, Taxes	110,069	135,867	139,943
Fundraising Staff Salaries, Benefits, Taxes	195,099	222,602	229,280
Professional Fees/Contractual Services	26,837	19,781	25,000
General Operating Expenses	123,498	114,679	118,122
Occupancy and Utilities	54,808	59,510	65,510
Specific Assistance to Individuals	0	0	0
Major and Minor Equipment	1,000	3,000	4,000
Major Capital Expenses	0	0	0
Other Fundraising Expenses	67,678	79,020	70,000
Other/Miscellaneous	6,822	3,744	5,000
<b>TOTAL EXPENDITURES</b>	<b>1,702,909</b>	<b>1,875,252</b>	<b>1,931,015</b>
<b>SURPLUS (DEFICIT)</b>	<b>-55,345</b>	<b>-110,229</b>	<b>0</b>
<b>NET GAIN/LOSS FROM OTHER FUNDS</b>			
<b>SURPLUS (DEFICIT)</b>			
<b>TOTAL FUNDRAISING/ADMIN COSTS</b>	<b>458,413</b>	<b>481,333</b>	<b>495,771</b>





