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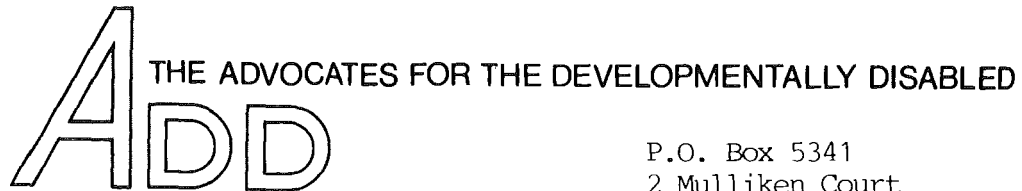


THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED

P.O. Box 5341
2 Mulliken Court
Augusta, ME 04330
Telephone: (207) 289-5755

ANNUAL REPORT
OF THE
ADVOCATES FOR THE DEVELOPMENTALLY DISABLED
FY 1983-84

PRESENTED BY THE BOARD OF DIRECTORS OF
THE ADVOCATES FOR THE DEVELOPMENTALLY
DISABLED AS REQUIRED BY PL 1979 CHAP. 553.
TWENTY-FOUR HOUR TOLL FREE NUMBER 1-800-452-1948
A NON-PROFIT ORGANIZATION



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Annual Report of the
Advocates for the Developmentally Disabled
For FY 1983-84

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Annual Report
of the
Advocates for the Developmentally Disabled
For FY 1983-84

Introduction:

FY 1983-84 has been an exciting year for us at ADD. We have, at long last, arrived at a point where we have sufficient resources to begin to offer assistance to all who need it.

ADD has more than doubled its staff through funding increases amounting to more than \$260,000 (almost double last year's budget!). Thanks to a grant from the Bureau of Rehabilitation for a "Client Assistance Program" and a dramatic increase in federal funding, we have 16 full time staff people and a \$30,000 legal services contract for Rehabilitation and Disability Determination Service clients. (see attached FY 1984-85 Budget).

These increases came at a good time for the staff who were at ADD prior to October 1, 1984. Our caseload had increased dramatically in FY 1983-84. In 1982-83, we served 705 people not including people trained through the ADD parent training program. In 1983-84, we served 1107 people; an increase of 62% in one year. The first quarter of FY 1984-85 shows that our referral rate is continuing to increase dramatically. (see attached case statistics report for FY 1983-84.)

We, at ADD, are pleased that we are able to reach so many more people who need our help. Our projections for FY 1984-85 indicate that we will double 1983-84's service to clients. In addition, we will be much more effective in our efforts to address the larger State policy issues facing our clients, thanks to expanded staff resources who will support a significant volunteer advocacy program.

Systemic Issues::

Thanks to management information improvements, we are now in a position to efficiently collect and analyze information about the people we serve and their problems. Partly through that new capability, our daily work with people who have handicaps and our contacts with other consumer groups and providers, we have identified several issues for our systems advocacy effort in FY 1984-85.

Those issues are:

1. More effort needs to be made to open-up new job opportunities for people with handicaps.
 - a. The Maine Human Rights Act "Code of Fair Practices" must be amended to:
 - include people with mental handicaps
 - offer stronger requirements for affirmative action
 - b. State Government and the Administration in particular, must develop more employment opportunities for handicapped people in State Government agencies.
2. Educational opportunities for learning disabled youngsters must be improved. We are supporting parents in asking the Legislature to establish a Select Committee to study ways to improve education for learning disabled youngsters.
3. More comprehensive mental health treatment must be available in-State for people who are deaf. The State should establish a residential program combining the resources and expertise of the Departments of Human Services, Education and Mental Health and Mental Retardation.
4. Children whose handicap is drug or alcohol abuse must be identified by local special education programs and be provided special education services to the extent necessary to enable them to participate in an educational program. We are suggesting a cooperative agreement be developed between special education and community drug and alcohol abuse treatment programs to facilitate the provision of comprehensive educational and treatment programs in the community.
5. The process of preparing handicapped students for post school employment requires significant improvement. The State of Maine should consider defining in law, requirements for each handicapped student leaving the public schools. Such plans would define the roles of each State and local agency in assuring post school jobs, training or day programs and residence.
6. The State of Maine and the Department of Transportation in particular, should join with handicapped persons in the review of all public transportation services in order to assure their accessibility to people with handicaps. Where necessary, transportation services should be expanded to assure that all Maine citizens with handicaps have the practical ability to be part of their community.

Parent Training:

FY 83-84 was an average year in terms of the number of training sessions held and people who participated. We provided 23 sessions ranging from three hours to a full day at sites located all over the State.

Though, when compared with other state's protection and advocacy agency efforts, this is a very significant and cost effective program, it falls for short of the need. The coming year (FY 1984-85) will see us at least double last year's effort.

Thanks to the "Client Assistance Program" we have a full time training coordinator. As a result, our focus will broaden to prioritize consumer and provider training. In particular, we are pleased to be able to include service providers since we believe they can be more effective advocates for their clients as a result. (see attached report.)

Advocacy Referral Services:

Effective July 1, 1984, ADD got a direct State appropriation to coordinate advocacy referrals for elderly, low income and handicapped persons. We will be advertising our toll free number widely and providing referral for elderly, low income or handicapped persons seeking advocacy assistance.

We are excited about the new program for several reasons. First, we are happy to have another opportunity to demonstrate ADD's ability to provide needed services in a cost effective and efficient manner. Secondly, it helps us toward our goal of reaching all the handicapped people who need us. Finally, we think all of us in the Human Services System have an obligation to do what we can to simplify the process of getting services for those citizens who need them.

The Advocacy Referral Project is in place and publicity will begin in February 1985. Regular reports will commence in April 1985.

Accountability:

While ADD has always demonstrated above average accountability, we are especially pleased with the advances made in FY 1983-84. Specifically, we have a full time Administrative Assistant and a new computerized case statistics and financial reporting system.

As a result, we are able to produce better and more in-depth case activity reports. The addition of qualitative information about case outcomes is a significant improvement.

Our internal evaluation from last year identified a need to be more systematic in compiling and listing Agency policy and procedure. That remains to be done but is a high priority for FY 1984-85.

Additionally, we wanted to do a better job of telling other people about our activities. As of October 1, 1984, we have a regular (bi-monthly) newsletter that will assist in that process.

Additionally, it is high priority in the job description of the new Assistant Director for Systems Advocacy. (Attached is our external audit report and year end financial report for FY 1983-84.)



THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED

CLEVELAND HALL, WINTHROP STREET
HALLOWELL, MAINE 04347
TELEPHONE (207) 289-2395

Approved Budget Amendment
01/11/85

Budget Revision effective 10/01/84

Personnel Services:

Executive Director (Raise)	\$ 26,444	
Program Director	17,510	
Advocacy Coordinator (Systems Advocacy)	17,000	
Field Advocate (Aroostook)	13,390	
Field Advocate (SO./Central Maine)	13,390	
Secretary	9,270	
Field Advocate	13,390	
Field Advocate	14,148	
Field Advocate (Deaf)	14,740	
(3) Field Advocates (VR)	40,170	
Consumer Trainer (VR)	16,480	
Secretary (VR)	9,360	
Office Manager	11,000	
Administrative Assistant (½ time VR)	10,300	
		<hr/>
		226,592

Fringe Benefits:

Fringe Benefit Package	\$ 6,400	
Blue Cross/Blue Shield	13,056	
FICA	15,862	
Unemployment Compensation	5,516	
		<hr/>
		40,834

Travel:

VR Advisory Board	\$ 1,000	
Staff Travel (DD)	21,000	
Staff Travel (VR)	12,000	
		<hr/>
		34,000

Consumables:

Rent, Heat, Lights	\$ 17,000	
Postage	5,300	
Telephone	20,335	
Equipment and Supplies	9,000	
Capital Equipment	7,600	
		<hr/>
		59,235

proposed budget FY 84-85 cont.

Insurance:

Bonding and Agency	\$	700	
Worker's Compensation		718	
		<hr/>	
			\$ 1,418

Contractual:

Auditor	\$	2,980	
Training		8,000	
Legal Services		30,000	
		<hr/>	
			\$ 40,980

TOTAL			\$ 403,059
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Summary Expenses:

Personnel	\$	226,592	
Fringe		40,834	
Travel		34,000	
Consumables		59,235	
Insurance		1,418	
Contractual		40,980	
Expenditures			\$ 403,059

Summary Income:

Federal P & A	\$	150,000	
State (DD)		5,000	
State (MH/MR)		39,244	
State (Education)		39,294	
State (Direct)		13,000	
FY 83/84 Carryover (FY 84/85 payments allocated to FY 83/84)		6,920	
State (VR)		150,000	
		<hr/>	
			\$ 403,458

Surplus Unallocated			\$ 399
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M A I N E
STATE

INTERIM P&A PROGRAM PERFORMANCE REPORT

Fiscal Year:
1983-1984

Period Ending:
September 30, 1984

Prepared & Submitted by:

THE ADVOCATES FOR THE DEVELOPMENTALLY
Name of State P&A Agency DISABLED

J. Dean Crocker
Signature of Responsible Official

WINTHROP ST., CLEVELAND HALL
Address of Agency

10/9/84

Date of Report

P.O. BOX 88

10/10/84

Date Forwarded to Regional Office

HALLOWELL, MAINE 04347

TRANSMITTAL STATEMENT

ADVOCATES FOR THE DEVELOPMENTALLY DISABLED, INC.
(insert name of the State P&A Agency)

herewith certifies that it has prepared and submitted this report pursuant to Sec. 1.7 of the P&A Preprint for FY 1978, and that it reflects an accurate description of its program operations in accordance with its stated goals and objectives.

10/9/84
Date

J. Dean Crocker
Signature of State P&A Director

Type name, address, zip code, telephone #, incl. area code, in space below

THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED, P.O. BOX 88, WINTHROP

STREET, CLEVELAND HALL, HALLOWELL, MAINE 04347 Tel. 207-289-2394

Put the additional staff employed in Agency: indicate type of work, e.g., professional, clerical, etc., and whom paid. (Use additional page if necessary.)

INTERIM P&A PROGRAM PERFORMANCE REPORT
SUMMARY SHEETS

INDIVIDUAL CLIENT/CASE STATISTICS

	#Open at Start of Period	#New Cases	#Closed or Resolved	#Still Open
#This Period	191	227	235	183
#Yr.-to-Date	477	1107	942	183

B. DEMOGRAPHIC DATA (By #s of Clients:)*

	#This Period	# Year-to-Date
1. Age Categories		
Ages: 0-5	14	56
6-16	70	462
17-34	40	217
35 & Over	19	105
Unreported	84	259
2. By type of DD:		
a) MR	31	175
b) CP	12	43
c) Ep.	9	36
d) Autism	5	26
e) Emotionally Disturbed (Included with Mental Health)		
f) Others (identify): (If associated with above (a) (b) (c) (d))		
Learning Disabled	40	237
Other	93	536
g) Mental Health	38	156
3. Geographic Areas (where cases originate):		
a) Urban	35	140
b) Suburban	2	53
c) Rural	164	757
d) Out-of-State	5	25
e) Institutions	5	50
f) Others, (identify): Unreported	16	62
4. Who initiates request for services:		
a) family	107	535
b) friend	13	33
c) consumer (self)	62	234
d) Service Provider Agency	26	212
e) Others, (identify):	4	42
Unreported	15	37

Informed of P&A Agency via:	# This Period	#Year-to-Date
a) TV	0	
b) Radio	0	
c) Newspapers, Periodicals, Publ., etc.	0	2
d) Posters	0	
e) Word of mouth, by:		
1. Service provider	49	305
2. Counselor	4	13
3. Friend	19	75
4. Consumer Advocate	1	90
5. Others, (identify):	114	518
f. P & A Publicity	40	103

SCOPE OF INTERVENTION*

Problem Areas Identified	# This Period	#Year-to-Date
1. Abuse/Neglect	5	20
2. Inappropriate Institutionalization	2	19
3. Discrimination in Employment, Housing, etc.	4	17
4. Non-provision of services mandated by law, e.g., right to education, etc.	18	332
5. Other needed services not being provided, e.g., housing, transportation.	6	278
6. Need for financial resources, e.g., Welfare, SSI, VA, etc.	39	116
7. Others, (identify):	25	119

TYPES OF SERVICES RENDERED

	#This Period	#Yr.-to-Date
1. <u>Complaints re: Rights & Services</u>		
a) Education	22	443
b) Employment	6	51
c) Residency	6	73
d) Support or Financial Assistance	13	89
e) Case Management	0	34
f) Supervision/Unreported Unreported	0	21
g) Others (identify): Training, Respite	4	60
h) Access, Recreation		
h) Information and Referral	107	550

* Statistics for this section may reflect duplicated counts, i.e., a single individual who has more than one problem or grievance and is counted more than one time.

2. Complaints re: Equal Protection & Opportunity	#This Period	#Yr.-to
a) Physical Safety	0	20
b) Income	0	36
c) Judicial Process	0	16
d) Property Rights	0	3
e) Licensure	0	4
f) Privacy	0	4
g) Medical Treatment	1	37
h) Dignity	0	17
i) Voting	0	
j) Others, (identify):	0	18
Unreported		

3. Intervention and Remedies		
a) Information	107	645
b) Training	0	20
c) Encouragement/Support	32	216
d) Negotiation	5	70
e) Legal remedies, (due process cases)	0	7
f) Referrals to Other Agencies for Action	82	439
g) Others, (identify):	0	7
Complaint Withdrawn/No Action Taken	6	25

E. UNDUPLICATED NUMBER OF CLIENTS SERVED
 (List ACTUAL number of individuals served, counted once ONLY.)

	#This Period	#Yr.-to

F. TREND ANALYSIS OF PROGRAM COMMITMENTS (See Instructions)

1. Resources (Annual Total)	Federal Resources		Non-Federal Resources			T
	P&A	Others	State*	Local*	Others*	
2. Commitments This Quarter For:						
a) PROGRAM ACTIVITIES						
(1) Legal Remedies						
(2) Administrative						
(3) Informational						
(4) Public Awareness						
(5) Training						
(6) Publications, etc.						
b) OTHER PROG. COMMITMENTS						
3. CUMULATIVE Commitments Year-to-Date (totals)						

See Attached Financial Statement

*Identify these resources and amounts. Use space under this table if necessary.

SECTION G. List hereunder any new methods or approaches used by the Agency to publicize its activities and to achieve program awareness among the public and clients. (NOTE: DO NOT REPEAT METHODS ALREADY REPORTED IN THE FY 1978 STATE PLAN.)

This quarter ADD sponsored an Affirmative Action Forum in conjunction with the organization's annual meeting. This was attended by 50 representatives of state agencies and community members.

SECTION H. Briefly list any up-date, if appropriate, of the method(s) by which clients or their representatives may access the services provided by the Agency.

SECTION I. List new methods, if any, of recording complaints received from various sources. Enclose sample forms, if available. (Do not repeat previously reported descriptions.)

SECTION J. Briefly describe any new system(s) for information and referral used, and the manner of follow-up on referrals made to other agencies. Enclose sample forms, if available. (Do not repeat previously reported descriptions.)

This agency has received a grant from Maine's legislature to do an information and referral service for all advocacy services in Maine. In conjunction with this, we now have an Apple 2-E computer. Attached is a sample follow-up letter and new client intake form we are now using.

SECTION K. Briefly describe any ongoing or intermittent training taking place in the Agency during this period. (Do not repeat previously reported items.)

During this quarter, ADD staff met with representatives of the following agencies for inservice training sessions. Baxter School for the Deaf, Bureau of Vocational Rehabilitation, Bureau of Mental Retardation, Department of Corrections, Department of Education and Cultural Services, Legal services for the Elderly, and an attorney with expertise in educational issues.

SECTION L. List any SIGNIFICANT EVENTS concerning the Agency's operation this period. (This could include significant court decisions taken to arbitration, newsworthy items, etc., not previously reported.)

Award of Contract to do a Client Assistance Project (beginning 10/84) which will provide advocacy and consumer training services to clients of the Bureau of Vocational Rehabilitation (5 new staff)

SECTION M. Briefly describe any publications in process or completed dur this period. (Submit copies, if available.)

SECTION N. Briefly describe any agreements entered into with other public private advocacy or service-provider agencies, during this per which will greatly benefit the client population. (NOTE: if is reported under SECTION L., (SIGNIFICANT EVENTS), do not rep here.)

See above

SECTION O. Aside from the need for additional financial resources, brief identify in this Section the problems or barriers faced by th Agency in its day-to-day operations during this period.

Need for larger office space in the immediate future.



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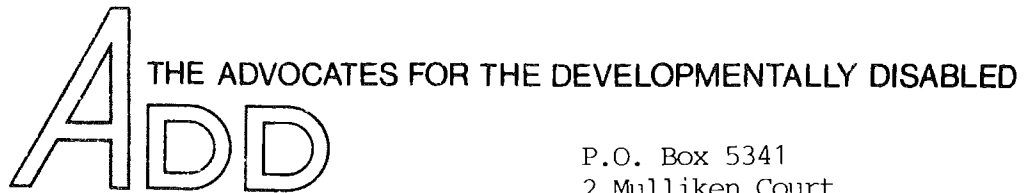
PARENT TRAINING REPORT
July-September, 1984 (FOURTH QUARTER)

During the fourth quarter ADD conducted five training sessions with a total of fifty-eight participants. Of these groups, three were comprised of parents, one of parents and professionals, and one of staff at a residential child care facility.

Training sites were in York Harbor, Ellsworth, Orono, Auburn, and Randolph.

Training issues this quarter included special education Law and Regulations, the PET process, I.E.P. development, due process in Special Education, informal means of conflict resolution, parent groups, and networking.

In addition, ADD sponsored a forum on affirmative action in Maine, "Employment Opportunities for People With Handicaps," which was held in Augusta and attended by 50 parents, professionals, and consumers. The forum addressed the legal requirements for affirmative action at state and federal levels, public and private sector affirmative action programs, issues affecting the status of affirmative action and employment of disabled persons, and future directions for affirmative action.



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PARENT TRAINING REPORT
October-December, 1984 (FIRST QUARTER)

Parent training was low this quarter, primarily due to staff transitions within the agency. Six training sessions were conducted, one with a parent group, three with parents and professionals, and two with students at the University of Maine, Farmington. Training sites were in Ashland, Saco, Waterville, and Farmington. A total of eighty-four participants attended the sessions.

Training topics this quarter included special education, benefits and entitlements, independent living, due process per various systems, informal and formal means of conflict resolution, Section 504, and guardianship.

During the next quarter, we anticipate training sessions in Yarmouth, Dover-Foxcroft, Ashland/Presque Isle, Portland, and Bangor. ADD will also be co-sponsoring a seminar for architects and contractors on accessibility for handicapped persons.



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PARENT/CONSUMER TRAINING PLAN
FOR FY 84-85

ADD plans to continue its parent/consumer training program, assuming continuing support from The Maine State Planning Council on Developmental Disabilities. We would like to suggest a format similar to this year's parent training program (24 sessions of approximately 3 hours each, available statewide).

Our recommendation for the coming year is as follows:

1. Advertise the availability of training in all six DD regions through the "Dispatch", The Maine Children's Resource Center "Calendar" and a special mailing from ADD.
2. Develop a plan based on local requests (a demand-response system rather than a pre-scheduled calendar of sessions to which we attempt to get parents/consumers to come).
3. Continue to plan session content, location and time to meet local needs and preferences.
4. Focus content on rights related issues including entitlements and long term care planning.
5. Continue open door policy toward attendance by professionals (we think this facilitates communication and enables professionals to be better advocates).
6. Include foster parents and surrogate parents in the priority group (they are responsible for children whose needs are frequently overlooked since they don't have natural parent involvement in many cases).
7. Continue to include primary consumers as a priority group for training.



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Parent/Consumer Training Plan Page 2

While it is difficult to be specific about actual mechanisms at this time, we plan to coordinate our training efforts with those of The Maine Parent Federation. Our particular expertise in rights and entitlements should compliment parent support expertise of that project.

We would also like to suggest a specific focus on service providers, particularly those responsible for handicapped children in State custody. For example, DHS staff and BMR staff continue to tell us of their need for training in rights issues (special education usually). Obviously we do not want to take away from parent groups who want training. Perhaps we might include State agency staff as a second priority in the event parent requests do not fully utilize available training time.

Summary:

We plan to continue to provide 24 (3)hour sessions scattered proportionately over 6 DD regions. Sessions will be available based on local request and planned to meet identified local needs (in rights related areas). The cost remains approximately the same as in previous years (\$5,000 DD Council funds \$1500 ADD in-kind).

We will specifically coordinate with The Maine Parent Federation in order to support their efforts to develop a parent advocacy network. We will also contact other sources of rights related training in order to avoid duplication in specific geographic areas.

AUDITOR'S REPORT

TO THE BOARD OF DIRECTORS

November 14, 1984

We have examined the Balance Sheet of THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED, INC., as of September 30, 1984, and the related financial statements and Changes in Financial Position for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

Prior years' financial statements have been prepared on the cash basis of accounting (See Note. 2). The current year reflects a change to the accrual basis of accounting, such change resulting in a decrease in Surplus of \$2,424.94 for the year.

In our opinion, the aforementioned financial statements present fairly the financial position of THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED, INC., at September 30, 1984, and the results of its operations and the changes in its financial position for the year then ended, in conformity with generally accepted accounting principles.



BUSINESS ASSOCIATES

REVISED 9.30.84

FINANCIAL STATEMENTS
 THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED
 FOR THE MONTH ENDED SEPTEMBER 30, 1984

Year Ended 9/30/84

	M O N T H L Y			Y E A R T O D A T E			ANNUAL BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
INCOME							
Federal (Federal)	\$ 3,809.00	\$ 4,166.67	\$ (357.67)	\$ 50,454.00	\$ 50,000.00	\$ 454.00	\$ 50,000.00
Federal (State)	0.00	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00
State Legis.(MR)	(3,270.00)	0.00	(3,270.00)	34,221.32	39,244.00	(5,022.68)	39,244.00
State Legis.(ED)	0.00	0.00	0.00	39,295.00	39,294.00	1.00	39,294.00
Interest - Bank	79.15	0.00	79.15	536.65	0.00	536.65	0.00
Donations	3.00	0.00	3.00	104.00	0.00	104.00	0.00
Grants Reimb	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan	0.00	0.00	0.00	15,000.00	0.00	15,000.00	0.00
Disc. Income	300.72	0.00	300.72	8,077.45	0.00	8,077.45	0.00
TOTAL INCOME	\$ 921.87	\$ 4,166.67	\$ (3,244.80)	\$ 152,688.42	\$ 133,538.00	\$ 19,150.42	\$ 133,538.00
EXPENSES							
Personnel	\$ 10,348.01	\$ 7,665.00	\$ 2,683.01	\$ 98,608.89	\$ 99,645.00	\$ (1,036.11)	\$ 99,645.00
C/BS Med. Insurance	627.43	295.38	332.05	3,796.74	3,840.00	(43.26)	3,840.00
Staff Travel	1,407.02	923.08	483.94	13,112.21	12,000.00	1,112.21	12,000.00
Agency Insurance	0.00	0.00	0.00	1,056.00	600.00	456.00	600.00
Telephone	1,228.02	708.34	519.68	9,166.92	8,500.00	666.92	8,500.00
Postage	200.00	150.00	50.00	1,631.52	1,800.00	(168.48)	1,800.00
Copier Service	(113.90)	0.00	(113.90)	2,850.26	0.00	2,850.26	0.00
Equip. (Capital Equip.)	339.86	250.00	89.86	5,033.70	3,000.00	2,033.70	3,000.00
Printing Expense	0.00	221.08	(221.08)	135.21	2,653.00	(2,517.79)	2,653.00
Professional Fees	180.00	0.00	180.00	2,317.50	1,500.00	817.50	1,500.00
Loan & Interest	0.00	0.00	0.00	15,194.73	0.00	15,194.73	0.00
Miscellaneous Expense	318.72	0.00	318.72	1,211.94	0.00	1,211.94	0.00
TOTAL EXPENSES	\$ 14,535.16	\$ 10,212.88	\$ 4,322.28	\$ 154,115.62	\$ 133,538.00	\$ 20,577.62	\$ 133,538.00
SURPLUS (DEFICIT)	\$ (13,613.29)	\$ (6,046.21)	\$ (7,567.08)	\$ (1,427.20)	\$ 0.00	\$ (1,427.20)	\$ 0.00