

MINUTES

of the **REGULAR MEETING** of the
BOARD OF DIRECTORS
of the
DEVELOPMENTAL DISABILITIES RESOURCE CENTER



DDRC Building, 11177 W. 8th Ave., Lakewood, CO 80215
April 24, 2019

Our mission is to create opportunities for people with intellectual and developmental disabilities and their families to participate fully in the community.

I -- PRELIMINARY

A. **CALL TO ORDER:** Mr. Pemberton, President of the Board, called the regular meeting of the Board of Directors of the Developmental Disabilities Resource Center for April 24, 2019, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

David Pemberton, President
Jean Armour
Pat Bolton
Joanne Elliott (by phone)
Dan Fishbein
Susan Hartley (by phone)
Joni Krickbaum
Matt Rotter
Jodi Schoemer
Mary Ann Tillman (by phone)

BOARD MEMBERS ABSENT

Jan Beckett
Corinne Gray
Margaret Huffman
Doreen Raad
Kent Willis

SENIOR STAFF PRESENT

Beverly Winters, Executive Director
Kristie Braaten
Jane Byron
Gena Colbert
Rob DeHerrera
Tammy Drumright
Keith Frambro
Deb Gordon
Diana Holland
Pat Jefferson
Susan Johnson
Micki Klawes
Michele Majeune
Liz Pahr
Diana Patty
Annette Rogers
Lisa Strachan
Jeanne Terrell

A quorum was declared present.

C. **MINUTES:** Ms. Armour moved to approve the minutes of the March 27, 2019, meeting as written, seconded by Mrs. Krickbaum and carried unanimously.

D. **FINANCIAL STATEMENTS:** Rob DeHerrera, Deputy Director/Chief Financial Officer, presented the February financial statements, including revenue, expenses and variances.

Mrs. Tillman moved to approve the financial statements as submitted, seconded by Mrs. Elliott and carried unanimously.

II – COMMUNICATIONS

The Board received a note from Andrew DeBruzzi, General Manager of Fairfield Inn, thanking them for their participation in the hotel's grand opening and looking forward to the partnership with DDRC.

III – PUBLIC COMMENT

None

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Mr. Pemberton asked if there were items Board members wanted held off the consent agenda. Ms. Armour asked that the Human Resources Report be held off. Mrs. Elliott moved that the following items be approved under the consent agenda.

- VII Development Report
- VIII-A Status Reports
- VIII-B Status of Waiting List
- IX-C Policy Review
- IX-D Proposed Family Support Council Member
- IX-E Executive Committee and Finance/HR Committee Recommendations
 - Two policies presented for study.

Motion seconded by Mr. Rotter and carried unanimously.

V – COMMENDATIONS

There were three 20/20 Vision Awards, two Dynamo Awards, two Customer Service Awards and one DUCK Award given this month.

Ms. Schoemer moved to approve the commendations report as submitted, seconded by Dr. Fishbein and carried unanimously.

VI – HUMAN RESOURCES REPORT

Ms. Armour asked about the high number of counselor vacancies. Because of the tight job market, it is proving hard to fill the positions. Program managers are primarily taking on those tasks while hiring is taking place.

Mrs. Krickbaum moved to approve the human resources report as submitted, seconded by Mr. Rotter and carried unanimously.

VIII – INFORMATION ON PEOPLE RECEIVING SERVICES

C. HUMAN RIGHTS COMMITTEE (HRC) – Ms. Armour, presented the HRC report, including an overview of recent investigations and review schedules.

Mrs. Bolton moved to approve the HRC report as submitted. Seconded by Mr. Rotter and carried unanimously.

IX – BUSINESS

A. EXECUTIVE DIRECTOR’S REPORT

- The recent Navigation Fair on April 4th brought in 120 people and feedback was very positive. The goal is to host this event semi-annually. Staff is also exploring other formats to offer in addition to the Fairs to share more basic enrollment and waiver information.
- The legislature committed to new resources in several areas statewide.
- Many DDRC events are coming up, including a Craw Fish Boil Fundraiser (June 1st), a donor appreciation BBQ (June 20th) and the annual Golf Tournament (August 8th).
- Staff were very appreciative of the Board-approved raises and the work on HB 18-1407.
- The Staff Years of Service Appreciation luncheon, which was cancelled due to weather, has been rescheduled for June 3rd.
- The Department of Healthcare Policy and Financing (HCPF) recently conducted an audit of DDRC’s Family Support program and a survey of A Better Choice Class B non-medical home care license. HCPF will be doing a survey of DDRC’s case management services in May.
- DDRC’s leadership continues to work to influence many policies and rule changes through stakeholder sessions on several important issues.
- DDRC is preparing for implementation/compliance with the new Electronic Verification of Visits (EVV) regulation effective January 2020.

B. CONFLICT FREE CASE MANAGEMENT (CFCM) UPDATE

- HCPF is continuing its work on Case Management redesign. It has not determined who will be the third part entity broker.
- HCPF is working on new Targeted Case Management funding methodologies.
- There will no longer be a requirement to issue Requests for Proposals (RFPs) in the service provider selection process.
- Representatives from HCPF will meet with DDRC staff on the Business Continuity Plan on April 30th.

X – SPECIAL ITEM

Pat Jefferson, Director of Access and Community, and Keith Frambro, Director of Information Technology, conducted a HIPAA Board Training Presentation.

XI – PUBLIC COMMENT

None

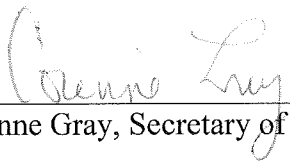
XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 7:05 p.m. The next regular meeting of the Board will be held on Wednesday, May 22, 2019, at 5:30 p.m. at the DDRC building, 11177 W. 8th Ave., Lakewood, CO 80215.



Corinne Gray, Secretary of the Board



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

MONTH ENDED MARCH 31, 2019

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$38,492,791	\$3,207,733	\$ 3,356,406	\$28,869,593	\$ 28,574,771	(\$294,822)	-1.0%
EXPENDITURES							
PERSONNEL	\$23,481,939	\$1,956,828	\$ 1,940,404	\$17,611,454	\$ 17,122,312	\$489,142	2.8%
OPERATING	\$10,086,427	\$840,536	\$ 1,034,682	\$7,564,820	\$ 7,922,050	(\$357,230)	-4.7%
HOST HOMES	\$1,524,081	\$127,007	\$ 123,213	\$1,143,061	\$ 983,482	\$159,579	14.0%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$ 252,548	\$2,386,519	\$ 2,156,859	\$229,660	9.6%
TOTAL EXPENDITURES	\$38,274,472	\$3,189,539	\$ 3,350,847	\$28,705,854	\$ 28,184,703	\$521,151	1.8%
REVENUES OVER EXPENSES NET INCOME/(LOSS)	\$218,319	\$18,193	\$ 5,559	\$163,739	\$ 390,068	\$226,329	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

MONTH ENDED MARCH 31, 2019

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH	%
						9	
STATE PROGRAM	\$5,229,759	\$435,813	\$ 621,294	\$3,922,319	\$ 4,315,458	\$393,139	10.0%
FAMILY SUPPORT SERVICES	\$668,086	\$55,674	\$ 33,128	\$501,065	\$ 392,739	(\$108,326)	-21.6%
MEDICAID REVENUE	\$17,030,740	\$1,419,228	\$ 1,445,090	\$12,773,055	\$ 12,389,513	(\$383,542)	-3.0%
SUPPORTED LIVING SERVICES	\$3,229,218	\$269,102	\$ 233,119	\$2,421,914	\$ 2,179,914	(\$242,000)	-10.0%
CHILDREN'S EXTENSIVE SUPPORT	\$585,980	\$48,832	\$ 43,125	\$439,485	\$ 425,428	(\$14,057)	-3.2%
JEFFERSON COUNTY	\$9,231,578	\$769,298	\$ 769,379	\$6,923,684	\$ 6,923,926	\$243	0.0%
ROOM AND BOARD	\$1,187,215	\$98,935	\$ 101,806	\$890,411	\$ 879,537	(\$10,874)	-1.2%
WORK CONTRACTS	\$210,007	\$17,501	\$ 17,563	\$157,505	\$ 141,657	(\$15,848)	-10.1%
HUD SUBSIDIES	\$197,089	\$16,424	\$ 16,858	\$147,817	\$ 157,692	\$9,875	6.7%
INTEREST	\$2,166	\$181	\$ 3,129	\$1,625	\$ 15,566	\$13,942	858.2%
RENTAL REVENUE	\$399,597	\$33,300	\$ 30,654	\$299,698	\$ 287,543	(\$12,155)	-4.1%
DONATIONS/GRANTS	\$20,000	\$1,667	\$ 4,238	\$15,000	\$ 56,621	\$41,621	277.5%
MISCELLANEOUS	\$75,452	\$6,288	\$ 6,260	\$56,589	\$ 100,383	\$43,794	77.4%
ELDERLY, BLIND AND DISABLED	\$220,450	\$18,371	\$ 14,450	\$165,338	\$ 164,424	(\$914)	-0.6%
EXTERNAL TOTAL REVENUE	\$38,287,337	\$3,190,611	\$ 3,340,093	\$28,715,503	\$ 28,430,401	(\$285,102)	-1.0%
INTERNAL REVENUES	\$205,454	\$17,121	\$ 16,313	\$154,091	\$ 144,370	(\$9,721)	-6.3%
	<u>\$38,492,791</u>	<u>\$3,207,733</u>	<u>\$ 3,356,406</u>	<u>\$28,869,593</u>	<u>\$ 28,574,771</u>	<u>(\$294,822)</u>	<u>-1.0%</u>
1% OF Y-T-D REVENUE					\$ 284,304		
1/2 % OF Y-T-D REVENUE					\$ 142,152		
LESS THAN 1/2 % OF Y-T-D REVENUE					\$ 10,000		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$10,000 AND 10%

MONTH ENDED MARCH 31, 2019

STATE PROGRAM	WE CONTINUE TO SEE AN INCREASE IN GROWTH IN THE EARLY INTERVENTION PROGRAM VERSUS WHAT WAS BUDGETED. SEE VARIANCE IN EARLY INTERVENTION OPERATING.
FAMILY SUPPORT SERVICES	REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN DIRECT EXPENSE.
SUPPORTED LIVING SERVICES	DDRC IS UNDER BUDGET IN SUPPORTED LIVING SERVICES AS THE BUDGET WAS BASED ON PRIOR YEAR UTILIZATION AND IN THE CURRENT YEAR WE HAVE SEEN NUMEROUS PEOPLE WHO WERE ENROLLED IN SLS ENROLL IN HCBS-DD.
WORK CONTRACTS	ADULT VOCATIONAL SERVICES IS UNDER BUDGET IN WORK CONTRACTS AS SOME OF THE VARIOUS CONTRACTS ARE SEASONAL IN NATURE. WE EXPECT THIS VARIANCE TO REVERSE IN THE REMAINING MONTHS OF THIS FISCAL YEAR.
INTEREST	DDRC IS OVER BUDGET IN INTEREST INCOME AS WE HAVE SEEN A SLIGHT INCREASE VERSUS WHAT WAS BUDGETED.
DONATIONS/GRANTS	DDRC IS OVER BUDGET IN DONATIONS/GRANTS AS A RESULT OF COLORADO GIVES DAY AND THE YEAR END APPEAL.
MISCELLANEOUS	DDRC SOLD 9 VEHICLES IN OCTOBER FOR NEARLY \$35,000 WHICH IS \$28,000 HIGHER THAN BUDGET.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED MARCH 31, 2019

DEPARTMENT/SECTION/UNIT	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH EXPENSES	Y-T-D BUDGET	Y-T-D EXPENSES	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
EARLY INTERVENTION							
PERSONNEL	\$1,767,846	\$147,321	\$ 148,935	\$1,325,885	\$ 1,291,708	\$34,177	2.6%
OPERATING / PURCHASE OF SERVICE	\$1,443,388	\$120,282	\$ 182,981	\$1,082,541	\$ 1,527,182	(\$444,641)	-41.1%
TOTALS	\$3,211,234	\$267,603	\$ 331,916	\$2,408,426	\$ 2,818,890	(\$410,465)	-17.0%
ADULT DAY PROGRAM							
PERSONNEL	\$4,632,725	\$386,060	\$ 358,133	\$3,474,544	\$ 3,180,561	\$293,983	8.5%
OPERATING	\$1,152,138	\$96,012	\$ 117,901	\$864,104	\$ 966,421	(\$102,318)	-11.8%
PURCHASE OF SERVICES	\$612,046	\$51,004	\$ 52,033	\$459,035	\$ 463,704	(\$4,670)	-1.0%
TOTALS	\$6,396,909	\$533,076	\$ 528,067	\$4,797,682	\$ 4,610,686	\$186,996	3.9%
ADMINISTRATION							
PERSONNEL	\$3,351,795	\$279,316	\$ 266,512	\$2,513,846	\$ 2,509,713	\$4,133	0.2%
OPERATING	\$950,853	\$79,238	\$ 93,688	\$713,140	\$ 766,953	(\$53,813)	-7.5%
TOTALS	\$4,302,648	\$358,554	\$ 360,200	\$3,226,986	\$ 3,276,666	(\$49,680)	-1.5%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$454,710	\$37,893	\$ 36,756	\$341,033	\$ 315,160	\$25,873	7.6%
OPERATING	\$89,540	\$7,462	\$ 7,130	\$67,155	\$ 61,357	\$5,798	8.6%
TOTALS	\$544,250	\$45,354	\$ 43,886	\$408,188	\$ 376,517	\$31,671	7.8%
TRANSPORTATION							
PERSONNEL	\$417,626	\$34,802	\$ 31,361	\$313,220	\$ 303,873	\$9,347	3.0%
OPERATING / PURCHASE OF SERVICE	\$460,974	\$38,415	\$ 33,399	\$345,731	\$ 311,482	\$34,249	9.9%
TOTALS	\$878,600	\$73,217	\$ 64,760	\$658,950	\$ 615,355	\$43,595	6.6%
RESOURCE COORDINATION							
PERSONNEL	\$3,110,553	\$259,213	\$ 250,301	\$2,332,915	\$ 2,239,319	\$93,596	4.0%
OPERATING	\$248,541	\$20,712	\$ 25,372	\$186,406	\$ 204,111	(\$17,705)	-9.5%
TOTALS	\$3,359,094	\$279,925	\$ 275,673	\$2,519,321	\$ 2,443,430	\$75,891	3.0%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$1,455,292	\$121,274	\$ 146,837	\$1,091,469	\$ 1,184,076	(\$92,607)	-8.5%
OPERATING	\$195,245	\$16,270	\$ 50,927	\$146,434	\$ 189,399	(\$42,965)	-29.3%
DIRECT FAMILY	\$668,086	\$55,674	\$ 33,128	\$501,065	\$ 392,739	\$108,326	21.6%
JEFFCO CFS FUND	\$0	\$0	\$ 80,644	\$0	\$ 84,376	(\$84,376)	100.0%
TOTALS	\$2,318,623	\$193,219	\$311,536	\$1,738,967	\$1,850,590	(\$111,623)	-6.4%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED MARCH 31, 2019

DEPARTMENT/SECTION/UNIT	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH EXPENSES	Y-T-D BUDGET	Y-T-D EXPENSES	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
RESIDENTIAL - ALL							
PERSONNEL	\$6,372,389	\$531,032	\$ 549,808	\$4,779,292	\$ 4,756,619	\$22,673	0.5%
OPERATING	\$2,000,565	\$166,714	\$ 155,805	\$1,500,424	\$ 1,331,273	\$169,151	11.3%
HOST HOMES	\$1,524,081	\$127,007	\$ 123,213	\$1,143,061	\$ 983,482	\$159,579	14.0%
PURCHASE OF SERVICES	\$2,569,979	\$214,165	\$ 200,515	\$1,927,484	\$ 1,693,155	\$234,329	12.2%
TOTALS	\$12,467,014	\$1,038,918	\$ 1,029,341	\$9,350,261	\$ 8,764,529	\$585,732	6.3%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$1,509,456	\$125,788	\$ 114,759	\$1,132,092	\$ 1,031,927	\$100,165	8.8%
OPERATING / PURCHASE OF SERVICE	\$2,397,935	\$199,828	\$ 222,720	\$1,798,451	\$ 1,776,520	\$21,931	1.2%
TOTALS	\$3,907,391	\$325,616	\$ 337,479	\$2,930,543	\$ 2,808,447	\$122,096	4.2%
GRANTS							
PERSONNEL	\$60,501	\$5,042	\$ 5,269	\$45,376	\$ 45,440	(\$64)	-0.1%
OPERATING	\$5,400	\$450	\$ 209	\$4,050	\$ 1,752	\$2,298	56.7%
TOTALS	\$65,901	\$5,492	\$ 5,478	\$49,426	\$ 47,192	\$2,234	4.5%
BEHAVIORAL HEALTH							
PERSONNEL	\$349,046	\$29,087	\$ 31,733	\$261,785	\$ 263,916	(\$2,132)	-0.8%
OPERATING	\$173,762	\$14,480	\$ 15,008	\$130,322	\$ 131,202	(\$881)	-0.7%
TOTALS	\$522,808	\$43,567	\$ 46,741	\$392,106	\$ 395,118	(\$3,012)	-0.8%
SELF DETERMINATION							
OPERATING	\$300,000	\$25,000	\$ 15,770	\$225,000	\$ 177,283	\$47,717	21.2%
SUMMARY							
PERSONNEL	\$ 23,481,939	\$ 1,956,828	\$ 1,940,404	\$ 17,611,454	\$ 17,122,312	\$ 489,142	2.8%
OPERATING	\$10,086,427	\$840,536	\$1,034,682	\$7,564,820	\$7,922,050	(\$357,230)	-4.7%
HOST HOMES	\$1,524,081	\$127,007	\$123,213	\$1,143,061	\$983,482	\$159,579	14.0%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$252,548	\$2,386,519	\$2,156,859	\$229,660	9.6%
TOTALS	\$38,274,472	\$3,189,539	\$ 3,350,847	\$28,705,854	\$ 28,184,703	\$521,151	1.8%

1% OF Y-T-D EXPENSE \$ 281,847
 1/2 % OF Y-T-D EXPENSE \$ 140,924
 1/2 % OF Y-T-D EXPENSE \$ 10,000

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

VARIANCE IN EXPENSES OF MORE THAN \$10,000 AND 10%

MONTH ENDED MARCH 31, 2019

EARLY INTERVENTION	OPERATING	OVER BUDGET IN OPERATING EXPENSES FOR CONTRACTED THERAPISTS AS WE CONTINUE TO SEE AN INCREASE IN GROWTH IN THE EARLY INTERVENTION PROGRAM VERSUS WHAT WAS BUDGETED.
ADULT DAY PROGRAM	OPERATING	ADULT VOCATIONAL SERVICES IS OVER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING VEHICLE REPAIRS AND MAINTENANCE, TELEPHONE EXPENSE AND TEMPORARY LABOR.
CHILDREN AND FAMILY SERVICES	OPERATING	DDRC CONTRACTS WITH SUMMIT COUNTY NURSING FOR EARLY INTERVENTION SERVICE COORDINATION IN SUMMIT COUNTY. IN THE CURRENT FISCAL YEAR THEIR CONTRACT WAS INCREASED TO ACCOMMODATE INCREASED GROWTH IN EI IN SUMMIT COUNTY VERSUS WHAT WAS USED TO BUILD THE BUDGET.
	DIRECT FAMILY	REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN FAMILY SUPPORT SERVICES REVENUE.
	JEFFCO CFS FUND	OVER BUDGET IN THE JEFFCO CFS FUND AS THE BOARD APPROVED \$500,000 OF NEW SPENDING IN THE CURRENT FISCAL YEAR.
RESIDENTIAL - ALL	OPERATING	QUALITY LIVING OPTIONS IS UNDER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING CONTRACTED REPAIRS AND MAINTENANCE.
	HOST HOMES	QUALITY LIVING OPTIONS IS UNDER BUDGET IN HOST HOME EXPENSE AS WE HAVE SEEN A DECREASE IN CENSUS VERSUS WHAT WAS USED TO BUILD THE BUDGET.
	PURCHASE OF SERVICES	DDRC IS UNDER BUDGET IN RESIDENTIAL PURCHASE OF SERVICE AS WE HAVE SEEN A SLIGHT DECREASE IN THE CENSUS OF INDIVIDUALS WHO ARE SERVED BY A PROGRAM APPROVED SERVICE AGENCY THAT BILL THROUGH DDRC VERSUS WHAT WAS USED TO BUILD THE BUDGET.
SELF DETERMINATION		WE ARE UNDERUTILIZED IN THE SELF DETERMINATION PROGRAM. WE CONTINUE TO REVIEW REQUESTS FOR FUNDING AND NEW INDIVIDUALS TO THE PROGRAM.

Developmental Disabilities Resource Center
Unaudited Statement of Financial Position

ASSETS	Unaudited March 31, 2019	Audited June 30, 2018
Current Assets		
Cash		
Cash and cash equivalents	\$16,670,845	\$15,501,755
Including capital reserve of \$4,670,964		
Certificates of deposit	1,074,490	1,071,063
Receivables		
Fees and grants from governmental agencies	3,112,631	3,845,467
Workshop contracts	9,713	11,049
Other	185,535	614,350
Prepaid expenses and other	631,037	543,690
	21,684,251	21,587,374
Total Current Assets	21,684,251	21,587,374
Land, building and equipment	24,295,495	24,283,026
Less: Accumulated Depreciation	15,755,613	15,511,213
	8,539,882	8,771,813
Net Fixed Assets	8,539,882	8,771,813
Restricted certificates of deposit	161,743	159,745
	\$30,385,876	\$30,518,932
Total Assets	\$30,385,876	\$30,518,932
Days of operations in operating cash balance	130	120
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$1,500,912	\$1,874,344
Notes payable	175,360	175,360
Accrued expenses	1,671,816	2,068,347
Deferred Revenue	276,161	29,322
	3,624,249	4,147,373
Total liabilities	3,624,249	4,147,373
Net assets		
Net assets	26,761,627	26,371,559
	26,761,627	26,371,559
Total net assets	26,761,627	26,371,559
	\$30,385,876	\$30,518,932
Total liabilities and net assets	\$30,385,876	\$30,518,932

Developmental Disabilities Resource Center
Unaudited Statement of Cash Flows

	Unaudited March 31, 2019	Audited June 30, 2018
Cash flows from operating activities:		
Change in net assets	\$390,068	\$430,123
Adjustment for non cash items:		
In-Kind Donation	-	-
Depreciation	573,347	837,776
(Gain)/loss on asset disposition	(38,141)	(405,830)
Change in assets and liabilities:		
Accounts receivable	1,162,987	161,298
Other assets	(87,347)	(49,422)
Accounts payable and accrued expense	(769,963)	128,065
Deferred Revenue	246,839	(201,476)
Cash provided by operations	<u>1,477,790</u>	<u>900,534</u>
Cash flows from investing activities:		
Change in investments	(5,425)	(2,682)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	38,141	1,025,897
Purchase of fixed assets	(341,416)	(689,035)
Cash provided by investing activity	<u>(308,700)</u>	<u>334,180</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	(8,040)
	<u>-</u>	<u>(8,040)</u>
 NET INCREASE (DECREASE) IN CASH	 1,169,090	 1,226,674
Cash balance, beginning of period	<u>15,501,755</u>	<u>14,275,081</u>
Cash balance, end of period	<u><u>\$16,670,845</u></u>	<u><u>\$15,501,755</u></u>