



November 14th, 2023

**Camden County Senate Bill 40 Board
(dba) Camden County Developmental
Disability Resources**

Open Session Board Meeting

Agenda

Camden County Senate Bill 40 Board
DBA Camden County Developmental Disability Resources (CCDDR)
100 Third Street
Camdenton, MO 65020

Tentative Agenda for Open Session Board Meeting on November 14th, 2023, at 6:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Participants can also Join via WebEx/Phone:

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m92a63bfdb9898d3594359b1cbd3a2cb0>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 2557 478 1965
Meeting Password: 37579447

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for October 10th, 2023

Approval of Closed Session Board Meeting Minutes for October 10th, 2023

Acknowledgement of Distributed Materials to Board Members

- September 2023 Our Saviors Lighthouse Child & Family Development Center (OSL) Monthly Report
- August & September 2023 I Wonder Y Preschool (IWYP) Monthly Reports
- September 2023 Children's Learning Center (CLC) Monthly Report
- September 2023 Lake Area Industries (LAI) Monthly Report
- September 2023 Support Coordination Report
- September 2023 Agency Economic Report
- September Credit Card Statement
- Resolutions 2023-25 & 2023-26

Speakers/Special Guests/Announcements

- NONE

Monthly Reports

- OSL
- IWYP
- CLC
- LAI
- Missouri Association of County Developmental Disabilities Services

Old Business for Discussion

- NONE

New Business for Discussion

- SB 40 Board Member Candidate (Letter of Interest)

CCDDR Reports

- September 2023 Support Coordination Report
- September 2023 Agency Economic Report

September 2023 Credit Card Statements

Discussion & Conclusion of Resolutions

1. Resolution 2023-25: Fiscal Year 2024 Budget
2. Resolution 2023-26: Approval to Execute Grant Agreement with CTAA (NCMM Grant)

Open Discussions

Public Comment

Pursuant to **ARTICLE IV, "Meetings"**, Section 5. Public Comment:

"The Board values input from the public. There shall be opportunity for comment by the public during the portion of the Board agenda designated for "Public Comment". Public comment shall be limited to no more than 3 minutes per person to allow all who wish to participate to speak. It is the policy of the Board that the Board shall not respond to public comment at the Board meeting."

"Only comments related to agency-related matters will be received, however such comments need not be related to specific items of the Board's agenda for the meeting. The Board shall not receive comments related to specific client matters and/or personnel grievances, which are addressed separately per Board policies and procedures."

Adjournment of Open Session

The news media may obtain copies of this notice, and a direct link to the WebEx meeting can be submitted to anyone requesting access by contacting:
Ed Thomas, CCDDR Executive Director
100 Third Street (Physical Address), P.O. Box 722 (Mailing Address), Camdenton, MO 65065
Office: 573-317-9233 Fax: 573-317-9332 Email: director@ccddr.org

October 10th, 2023

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of October 10th, 2023

Members Present Elizabeth Perkins, Kym Jones, Paul DiBello, Nancy Hayes
Dr. Vicki McNamara, Brian Willey, Angela St. Joan

Members Absent Angela Sellers, Ro Witt

Others Present Ed Thomas, Executive Director

Guests Present Adrienne Anderson, Megan Thurman (CLC)
Natalie Couch (LAI)
Rachel Baskerville, Jeanna Booth, Daniel Burrows, Lori Cornwell (CCDDR)

Approval of Agenda

Motion by Dr. Vicki McNamara, second by Brian Willey, to approve the agenda as presented.

AYE: Kym Jones, Nancy Hayes, Dr. Vicki McNamara, Brian Willey, Angela St. Joan

NO: None

ABSTAIN: None

Motion carries.

Approval of Open Session Board Meeting Minutes for September 12th, 2023

Motion by Angela St. Joan, second by Dr Vicki McNamara, to approve the Open Session Board Meeting Minutes for September 12th, 2023, as presented.

AYE: Kym Jones, Dr. Vicki McNamara, Brian Willey, Angela St. Joan

NO: None

ABSTAIN: Nancy Hayes because she was not present at the September 12th Board meeting.

Motion carries.

Acknowledgement of Distributed Materials to Board Members

- Our Saviors Lighthouse Child & Family Development Center (OSL) June, July, and August Monthly Reports
- August 2023 Children's Learning Center (CLC) Monthly Report
- August 2023 Lake Area Industries (LAI) Monthly Report
- August 2023 Support Coordination Report
- August 2023 Agency Economic Report
- August Credit Card Statement
- Resolutions 2023-22, 2023-23, & 2023-24

Speakers/Special Guests/Announcements

None

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSL) June, July & August Monthly Reports (Ed Thomas presented Narrative Report)

OSL is getting caught up on reports. There is one CCDDR client being served with the possibility of adding more to their services later. OSL also received several grants over the summer.

Children's Learning Center (CLC) Adrienne Anderson

Step Ahead currently has 34 kids enrolled with 24 having special needs or developmental delays. There are 3 receiving one-on-one services after school and 3 receiving one-on-one services full-time. CLC attended LAI's 40th anniversary open house and volunteered at the Champagne Campaign. CLC will be participating in the Lake Valley Trunk or Treat and the Fall Festival. Tuesday, October 31st, will be CLC's trunk or treat. The state licensing visit occurred today. Dr. Vicki McNamara asked what prerequisites First Steps providers must have. Adrienne will send the information to her.

Lake Area Industries (LAI) Natalie Couch

LAI has 48 employees and 44 are CCDDR clients. LAI has been busy with the 40th Anniversary event. Natalie has not heard back on the holiday kits for this year. The fishing lure job is finally done. Off site crews are working at Laurie Care Center and other locations. The foam machine is up and running again and shredding jobs will be starting soon. A new lift gate was installed on one of the vans. Mums sold out early this year. LAI will be having a swim party at Westlake Aquatic Center and a Halloween party for employees.

(Elizabeth Perkins and Paul DiBello joined the meeting by phone at 6:10 pm.)

MACDDS Ed Thomas

The MACDDS conference completely sold out for the first time in recent memory. Several county Board executive directors are retiring over the next few months, including Jim Casey, Peg Capo, and Alecia Archer. There is at least one more executive director retiring next year; however, Ed did not for sure if this had been made public yet. The TCM rate will likely remain the same next because there are concerns state revenue projections will not accommodate an increase. A TCM rate increase will be hard to get approved this year unless the Governor recommends it. MACDDS will continue to work with the Division, Governor's office, and legislators to get an increase in the TCM rate. The increase needs to be 18.8% to maintain the market rate, which was established over a year ago.

Old Business for Discussion

Osage Beach Office (Updates)

The Osage Beach Office was vacated on September 29th. Everyone is glad the move is over and is getting settled in their new spaces.

New Business for Discussion

Partnership for Hope Agreement

The Board previously voted on and approved the resolution to sign a new Partnership for Hope Waiver Agreement once the negotiations with MACCDS were completed. The agreed version of the final agreement was just received, signed, and sent back to the Division.

CCDDR Reports

- **August 2023 Support Coordination Report**

August closed with 329 clients and there are currently 335 clients. There are seven pending intakes. The percentage of Medicaid claims paid is 98.65%. The new intake process is helping. The MAAS bridge plan is active, and we are now able to avoid lapses in assessments by doing Vinelands since it is hard to reschedule a MAAS in a timely manner.

- **August 2023 Agency Economic Report**

CCDDR is not in a terrible financial position considering how the year has gone. Significant income has been lost due to the Support Coordinator vacancies during the first half of the year. As of the end of August, SB 40 Tax income was slightly higher than projected. Expenses on both sides were in line with the budget. There were overages in a few categories due to changes in pricing and invoices not being received in the months they were budgeted.

Motion by Brian Willey, second by Kym Jones to approve all reports as presented.

AYE: Elizabeth Perkins, Kym Jones, Paul DiBello, Nancy Hayes
Dr. Vicki McNamara, Brian Willey, Angela St. Joan

NO: None

ABSTAIN: None

Motion carries.

August 2023 Credit Card Statement

No Questions and a vote not necessary.

Discussion and Conclusions of Resolutions

1. Resolution 2023-22: Revised Fiscal Year 2023 Budget

The synopsis was in the packet sent out to the Board. There were not many changes on the SB 40 Tax side, but changes to the Services side were significant due to Support Coordinator vacancies.

2. Resolution 2023-23: Reallocation of Restricted Funds

There is only one quarter left in the year, so this reallocation will help balance the budget and prepare for the upcoming Keystone renovations and operational shortfalls if no TCM rate increase is approved. Billing was down \$200,000 from 2022 due to the Support Coordinator vacancies. The reallocations will help maintain a zero-balance budget and cover any unanticipated expenses remaining this year.

Motion by Kym Jones, second Elizabeth Perkins, to approve Resolutions 2023-22 and 2023-23.

AYE: Elizabeth Perkins, Kym Jones, Paul DiBello, Nancy Hayes
Dr. Vicki McNamara, Brian Willey, Angela St. Joan

NO: None

ABSTAIN: None

Motion carries.

Open Discussion

None

Public Comment

None

Adjournment of Open Session

Motion by Brian Willey, second Angela St. Joan, to go into closed session pursuant to Section 610.021 RSMo, subsection (1). A roll call vote was taken.

AYE: Elizabeth Perkins, Kym Jones, Paul DiBello, Nancy Hayes
Dr. Vicki McNamara, Brian Willey, Angela St. Joan

NO: None

ABSTAIN: None

Motion carries. The Board started its closed session meeting.

The Board returned from closed session.

Discussion & Conclusion of Resolution

3. Resolution 2023-24 : Creation of a New Not-for-Profit Entity

This resolution authorizes the Executive Director to create and fund start-up costs (up to \$5,000), if needed, a new not-for-profit entity.

Motion by Brian Willey, second Dr. Vicki McNamara, to approve Resolution 2023-24.

AYE: Elizabeth Perkins, Kym Jones, Paul DiBello, Nancy Hayes
Dr. Vicki McNamara, Brian Willey, Angela St. Joan

NO: None

ABSTAIN: None

Motion carries.

Adjournment of Open Session

Motion by Dr. Vicki McNamara, second Kym Jones, to adjourn the open session meeting.

AYE: Elizabeth Perkins, Kym Jones, Paul DiBello, Nancy Hayes
Dr. Vicki McNamara, Brian Willey, Angela St. Joan

NO: None

ABSTAIN: None

Motion carries.

The Open Session Board meeting was adjourned.

Board Chairperson/Other Board Member

Secretary/Other Board Member

OSL September Reports

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss

September 2023

	TOTAL
Income	
Services	387.00
Tuition	4,809.59
Total Income	\$5,196.59
GROSS PROFIT	\$5,196.59
Expenses	
Payroll Expenses	
Taxes	839.38
Wages	10,524.90
Total Payroll Expenses	11,364.28
Total Expenses	\$11,364.28
NET OPERATING INCOME	\$ -6,167.69
NET INCOME	\$ -6,167.69

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss

January - September, 2023

	TOTAL
Income	
Registration Fees	50.00
Services	1,404.91
Tuition	15,904.59
Total Income	\$17,359.50
GROSS PROFIT	\$17,359.50
Expenses	
Payroll Expenses	
Taxes	8,598.89
Wages	103,302.95
Total Payroll Expenses	111,901.84
Total Expenses	\$111,901.84
NET OPERATING INCOME	\$ -94,542.34
NET INCOME	\$ -94,542.34

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Balance Sheet Summary

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	-163,193.60
Accounts Receivable	-27.47
Other Current Assets	111,807.87
Total Current Assets	\$ -51,413.20
Fixed Assets	321.96
TOTAL ASSETS	\$ -51,091.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	60,901.54
Total Current Liabilities	\$60,901.54
Total Liabilities	\$60,901.54
Equity	-111,992.78
TOTAL LIABILITIES AND EQUITY	\$ -51,091.24

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

September 2023

	TOTAL
OPERATING ACTIVITIES	
Net Income	-6,167.69
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-1,064.25
Direct Deposit Payable	0.00
Payroll Liabilities:Daycare Half Days Employee Discount	180.00
Payroll Liabilities:Federal Taxes (941/944)	1,931.38
Payroll Liabilities:MO Income Tax	179.00
Payroll Liabilities:MO Unemployment Tax	34.23
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	1,260.36
Net cash provided by operating activities	\$ -4,907.33
NET CASH INCREASE FOR PERIOD	\$ -4,907.33
Cash at beginning of period	-47,988.46
CASH AT END OF PERIOD	\$ -52,895.79

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

January - September, 2023

	TOTAL
OPERATING ACTIVITIES	
Net Income	-94,542.34
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	1,171.25
Direct Deposit Payable	0.00
Payroll Liabilities:Daycare Half Days Employee Discount	1,260.00
Payroll Liabilities:Federal Taxes (941/944)	19,025.66
Payroll Liabilities:MO Income Tax	1,164.00
Payroll Liabilities:MO Unemployment Tax	696.21
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	23,317.12
Net cash provided by operating activities	\$ -71,225.22
NET CASH INCREASE FOR PERIOD	\$ -71,225.22
Cash at beginning of period	18,329.43
CASH AT END OF PERIOD	\$ -52,895.79

IWYP August Reports

Narrative:

I Wonder Y Preschool and WAVE Childcare are not for profit, 501(c)3 Missouri Methodist supported children's programs dedicated to providing exceptional care to children 3 to 12 years of age. Highly qualified staff provide gentle and loving support to children with the primary goal of aiding each child to reach their fullest potential. Independently created curriculum incorporates a skill set geared toward individual goals and is focused on reaching physical, mental, and spiritual growth in a safe environment. I Wonder Y Preschool and WAVE Childcare are housed by Camdenton United Methodist Church and gladly accepts subsidized payments to help support family needs. All child care programs strive to create an environment that is inclusive to the needs of each child while fostering a love of learning and friendships. Inquiries into the various outreach programs supported by Camdenton United Methodist can be made by calling 573-346-5350 or visiting our website at CamUMC.org.

CamUMC currently offers support through several children and youth programs. The current attendance numbers are:

20 I Wonder Y Preschoolers

28 WAVE After-School Care (Elementary Age)

22 CamUMC J-Force (Youth- Elementary Age)

16 CamUMCYF (Youth- Junior High and High School Age)

Currently, two participants qualify for CCDDR assistance for one-on-one care. We offer an avg. of 5.5 hours of care to these children each day (Monday-Friday).

Important events include:

10/17: Preschool Fall Program

10/23: MidMO Fire District Annual Fire Safety Visit

10/23: Preschool Pumpkin Patch

10/31: Preschool and Afterschool Halloween Party

10/31: CamUMC Trunk or Treat (5:30 pm - 7:30 pm)

J Force and Youth meetings are held every week during the school session months and include special outings.

Preschool is offered Monday - Friday 7am - 5:30 pm

After School care is offered Monday - Friday 3:30 pm - 3:50 pm and all day when needed due to public school closure.

CamUMC I Wonder Y Preschool
Cash Flow Statement: August 2023

Inflow:	YTD Jan-August 2023	
Tuitions:	\$ 13204.57	\$ 86201.73
Donations:	\$ 400.00	\$ 2500.00
DSS:	\$ 2062.13	\$ 12717.11
CCDDR:	\$ 2828.85	\$ 10294.17
CACFP:	\$ 774.91	\$ 6802.63
Total Income:	\$ 19270.46	\$ 118515.64
Outflow:		
Staff Expenses:	\$ 9510.00	\$ 56163.51
Food:	\$ 1881.19	\$ 13215.27
Supplies:	\$ 1002.16	\$ 5696.74
Misc Expenses: (printer, shared utilities)	\$ 350.00	\$ 2800.00
Training	\$ 41.75	\$ 41.75
Total Expenses:	\$ 12785.10	\$ 77917.82
Total cash in =	\$ 19270.46	\$ 118515.64
Total cash out =	\$ 12785.10	\$ 77917.82
Total profit =	\$ 6485.36	\$ 40597.8
Net liquidity =	\$ 14852.00	\$ 14852.00
Net Assets =	\$ 275439.00	\$ 275439.00
Net liabilities =	\$ 7996.06	\$ 7996.06
Net equity=	\$ 6855.94	\$ 6855.94
Shareholders equity =	\$ 275439.00	\$ 275439.00

IWYP September Reports

Narrative:

I Wonder Y Preschool and WAVE Childcare are not for profit, 501(c)3 Missouri Methodist supported children's programs dedicated to providing exceptional care to children 3 to 12 years of age. Highly qualified staff provide gentle and loving support to children with the primary goal of aiding each child to reach their fullest potential. Independently created curriculum incorporates a skill set geared toward individual goals and is focused on reaching physical, mental, and spiritual growth in a safe environment. I Wonder Y Preschool and WAVE Childcare are housed by Camdenton United Methodist Church and gladly accepts subsidized payments to help support family needs. All child care programs strive to create an environment that is inclusive to the needs of each child while fostering a love of learning and friendships. Inquiries into the various outreach programs supported by Camdenton United Methodist can be made by calling 573-346-5350 or visiting our website at CamUMC.org.

CamUMC currently offers support through several children and youth programs. The current attendance numbers are:

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28 WAVE After-School Care (Elementary Age)

22 CamUMC J-Force (Youth- Elementary Age)

16 CamUMCYF (Youth- Junior High and High School Age)

Currently, two participants qualify for CCDDR assistance for one-on-one care. We offer an avg. of 5.5 hours of care to these children each day (Monday-Friday).

Important events include:

11/03: All programs are closed

11/15: J Force and Youth Thanksgiving Celebrations

11/16: IWY and WAVE Thanksgiving Parties

11/17: Early release for IWY and No Wave Program

11/20-11/24: All programs are closed

J Force and Youth meetings are held every week during the school session months and include special outings.

Preschool is offered Monday - Friday 7am - 5:30 pm

After School care is offered Monday - Friday 3:30 pm - 5:30 pm and as well as all day when needed.

CamUMC I Wonder Y Preschool
Cash Flow Statement: September 2023

Inflow:	YTD Jan-Sept 2023	
Tuitions:	\$ 12186.34	\$ 98388.07
Donations:	\$ 200.00	\$ 2700.00
DSS:	\$ 1325.60	\$ 14042.71
CCDDR:	\$ 2393.23	\$ 12687.40
CACFP:	\$ 0.00	\$ 6802.63
Total Income:	\$ 16105.17	\$ 134620.81
Outflow:		
Staff Expenses:	\$ 7348.00	\$ 63511.51
Food:	\$ 918.29	\$ 14133.56
Supplies:	\$ 411.98	\$ 6108.72
Misc Expenses: (printer, shared utilities)	\$ 350.00	\$ 2800.00
Training	\$ 0.0	\$ 41.75
Total Expenses:	\$ 9028.27	\$ 86946.09
Total cash in =	\$ 16105.17	\$ 134620.81
Total cash out =	\$ 9028.27	\$ 86946.09
Total profit =	\$ 7076.90	\$ 47674.72
Net liquidity =	\$ 14852.00	\$ 14852.00
Net Assets =	\$ 275439.00	\$ 275439.00
Net liabilities =	\$ 7996.06	\$ 7996.06
Net equity=	\$ 6855.94	\$ 6855.94
Shareholders equity =	\$ 275439.00	\$ 275439.00

CLC September Reports



**SB40/CCDDR
November 2023**

Utilizing September/October 2023
Records

CHILDREN'S LEARNING CENTER

Statement of Activity

September 2023

	First Steps	Gen & Admin	Step Ahead	TOTAL
Revenue				
40000 INCOME				0.00
41000 Contributions & Grants				0.00
41100 CACFP			1,541.02	1,541.02
41200 Camden County SB40	1,438.92		22,463.15	23,902.07
41500 Misc. Grant Revenue			500.00	500.00
41501 Paycheck Protection Plan			57,200.00	57,200.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 0.00	\$ 57,700.00	\$ 57,700.00
Total 41000 Contributions & Grants	\$ 1,438.92	\$ 0.00	\$ 81,704.17	\$ 83,143.09
42000 Program Services				0.00
42100 First Steps				0.00
42130 Natural Environment Mileage	588.32			588.32
42150 Physical Therapy				0.00
Total 42150 Physical Therapy	\$ 2,225.00	\$ 0.00	\$ 0.00	\$ 2,225.00
42170 Speech/Language Therapy				0.00
Total 42170 Speech/Language Therapy	\$ 765.00	\$ 0.00	\$ 0.00	\$ 765.00
Total 42100 First Steps	\$ 3,578.32	\$ 0.00	\$ 0.00	\$ 3,578.32
Total 42000 Program Services	\$ 3,578.32	\$ 0.00	\$ 0.00	\$ 3,578.32
43000 Tuition				0.00
43100 Dining				0.00
43120 Lunch			100.00	100.00
43130 Snack			20.00	20.00
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 120.00	\$ 120.00
43500 Tuition			1,540.00	1,540.00
Total 43000 Tuition	\$ 0.00	\$ 0.00	\$ 1,660.00	\$ 1,660.00
45000 Other Revenue				0.00
45300 Donation Income				0.00
45310 Donations				0.00
45315 Bear Market			75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 0.00	\$ 75.00	\$ 75.00
Total 45300 Donation Income	\$ 0.00	\$ 0.00	\$ 75.00	\$ 75.00
Total 45000 Other Revenue	\$ 0.00	\$ 0.00	\$ 75.00	\$ 75.00
Total 40000 INCOME	\$ 5,017.24	\$ 0.00	\$ 83,439.17	\$ 88,456.41
Total Revenue	\$ 5,017.24	\$ 0.00	\$ 83,439.17	\$ 88,456.41
Gross Profit	\$ 5,017.24	\$ 0.00	\$ 83,439.17	\$ 88,456.41
Expenditures				
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
51100 Employee Salaries				0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 0.00	\$ 38,129.30	\$ 38,129.30
51400 Employee Retirement				0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 270.00	\$ 0.00	\$ 270.00
51500 Employee Taxes				0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 0.00	\$ 3,054.17	\$ 3,054.17

Total 51000 Payroll Expenditures	\$	0.00	\$	270.00	\$	41,183.47	\$	41,453.47
53000 Equipment						920.49		920.49
55000 Insurance						980.00		980.00
56000 Office Expenditures								0.00
56300 Office Supplies				82.87				82.87
56400 Postage & Delivery						28.80		28.80
56500 Printing Expense						23.89		23.89
Total 56000 Office Expenditures	\$	0.00	\$	82.87	\$	52.69	\$	135.56
57000 Office/General Administrative Expenditures				56.00		35.00		91.00
57160 QuickBooks Payments Fees				219.00		9.82		228.82
57400 Child Management Software						549.55		549.55
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	275.00	\$	594.37	\$	869.37
58000 Operating Supplies								0.00
58100 Classroom Consumables						1,289.94		1,289.94
58150 Center Consumables						6.99		6.99
58200 Dining						2,050.87		2,050.87
58300 Pet						39.43		39.43
58400 Sanitizing						63.37		63.37
Total 58000 Operating Supplies	\$	0.00	\$	0.00	\$	3,450.60	\$	3,450.60
59000 Program Service Fees								0.00
59100 First Steps								0.00
59130 Natural Environment Mileage				547.00				547.00
59150 Physical Therapy								0.00
Total 59150 Physical Therapy	\$	678.12	\$	0.00	\$	0.00	\$	678.12
59170 Speech/Language Therapy								0.00
Total 59170 Speech/Language Therapy	\$	127.50	\$	0.00	\$	0.00	\$	127.50
Total 59100 First Steps	\$	1,352.62	\$	0.00	\$	0.00	\$	1,352.62
Total 59000 Program Service Fees	\$	1,352.62	\$	0.00	\$	0.00	\$	1,352.62
61000 Repair & Maintenance						79.84		79.84
62000 Safety & Security						296.23		296.23
63000 Utilities								0.00
63100 Electric				330.52				330.52
63200 Internet				19.00		75.98		94.98
63300 Telephone				17.96		71.82		89.78
63400 Trash Service						39.91		39.91
63500 Water Softener						61.80		61.80
Total 63000 Utilities	\$	36.96	\$	330.52	\$	249.51	\$	616.99
Total 50000 EXPENDITURES	\$	1,389.58	\$	958.39	\$	47,807.20	\$	50,155.17
Payroll Expenses								0.00
Company Contributions								0.00
Retirement						135.00		135.00
Total Company Contributions	\$	0.00	\$	0.00	\$	135.00	\$	135.00
Total Payroll Expenses	\$	0.00	\$	0.00	\$	135.00	\$	135.00
Reimbursements						108.08		108.08
Total Expenditures	\$	1,389.58	\$	958.39	\$	48,050.28	\$	50,398.25
Net Operating Revenue	\$	3,627.66	-\$	958.39	\$	35,388.89	\$	38,058.16
Net Revenue	\$	3,627.66	-\$	958.39	\$	35,388.89	\$	38,058.16

Accrual Basis

CHILDREN'S LEARNING CENTER
Statement of Activity
January 1 - October 17, 2023

	First Steps	Gen & Admin	Step Ahead	TOTAL
Revenue				
40000 INCOME				0.00
41000 Contributions & Grants				0.00
41100 CACFP			14,253.61	14,253.61
41200 Camden County SB40	11,305.80		173,014.07	184,319.87
41400 United Way Grant			5,700.00	5,700.00
41500 Misc. Grant Revenue			10,750.00	10,750.00
41501 Paycheck Protection Plan			135,200.00	135,200.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 0.00	\$ 145,950.00	\$ 145,950.00
41700 Child Care Relief Expansion			71,619.55	71,619.55
Total 41000 Contributions & Grants	\$ 11,305.80	\$ 0.00	\$ 410,537.23	\$ 421,843.03
41800 ARPA Staff Retention		1,750.00	17,500.00	19,250.00
42000 Program Services				0.00
42100 First Steps				0.00
42130 Natural Environment Mileage	3,581.90			3,581.90
42150 Physical Therapy				0.00
Total 42150 Physical Therapy	\$ 13,360.00	\$ 0.00	\$ 0.00	\$ 13,360.00
42170 Speech/Language Therapy				0.00
Total 42170 Speech/Language Therapy	\$ 12,995.00	\$ 0.00	\$ 1,270.00	\$ 14,265.00
Total 42100 First Steps	\$ 29,936.90	\$ 0.00	\$ 1,270.00	\$ 31,206.90
Total 42000 Program Services	\$ 29,936.90	\$ 0.00	\$ 1,270.00	\$ 31,206.90
43000 Tuition				0.00
43100 Dining				0.00
43110 Birthday			30.00	30.00
43120 Lunch			777.50	777.50
43130 Snack			157.50	157.50
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 965.00	\$ 965.00
43200 Enrollment Fees		450.00	75.00	525.00
43500 Tuition			16,240.00	16,240.00
43505 Subsidy Tuition			9,563.77	9,563.77
Total 43500 Tuition	\$ 0.00	\$ 0.00	\$ 25,803.77	\$ 25,803.77
Total 43000 Tuition	\$ 0.00	\$ 450.00	\$ 26,843.77	\$ 27,293.77
45000 Other Revenue			1,473.00	1,473.00
45200 Fundraising Income				0.00
45240 Scholastic, Inc.			12.94	12.94
45280 Pizza For A Purpose			7,211.60	7,211.60
45281 Pizza For A Purpose - Gun Raffle			20.00	20.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 0.00	\$ 7,231.60	\$ 7,231.60
Total 45200 Fundraising Income	\$ 0.00	\$ 0.00	\$ 7,244.54	\$ 7,244.54
45300 Donation Income				0.00
45310 Donations			1,437.15	1,437.15
45311 CLC Scholarship Fund			-450.00	-450.00
45312 Community Rewards			552.87	552.87
45314 Kiwanis Club Of Ozarks			1,000.00	1,000.00

45315 Bear Market				675.00	675.00
45316 Daybreak Rotary				2,500.00	2,500.00
45351 Community Foundation of the Lake				1,983.00	1,983.00
45353 Alley Cats - Santas Little Helpers				3,500.00	3,500.00
Total 45310 Donations	\$	0.00	\$	0.00	\$ 11,198.02 \$ 11,198.02
Total 45300 Donation Income	\$	0.00	\$	0.00	\$ 11,198.02 \$ 11,198.02
Total 45000 Other Revenue	\$	0.00	\$	0.00	\$ 19,915.56 \$ 19,915.56
Total 40000 INCOME	\$	41,242.70	\$	2,200.00	\$ 476,066.56 \$ 519,509.26
Total Revenue	\$	41,242.70	\$	2,200.00	\$ 476,066.56 \$ 519,509.26
Gross Profit	\$	41,242.70	\$	2,200.00	\$ 476,066.56 \$ 519,509.26
Expenditures					
50000 EXPENDITURES					
51000 Payroll Expenditures					0.00
51100 Employee Salaries					0.00
Total 51100 Employee Salaries	\$	0.00	\$	0.00	\$ 224,154.43 \$ 224,154.43
51200 Background Check				34.42	34.42
51400 Employee Retirement					0.00
51440 Executive Director			630.00	1,080.00	1,710.00
Total 51400 Employee Retirement	\$	0.00	\$	630.00	\$ 1,080.00 \$ 1,710.00
51500 Employee Taxes					0.00
Total 51500 Employee Taxes	\$	0.00	\$	0.00	\$ 18,047.14 \$ 18,047.14
51900 Workermans Comp Insurance				2,411.00	2,411.00
Total 51000 Payroll Expenditures	\$	0.00	\$	630.00	\$ 245,726.99 \$ 246,356.99
52000 Advertising/Promotional			1,397.93	287.96	1,685.89
53000 Equipment			179.48	3,540.20	3,719.68
54000 Fundraising/Grants				742.75	742.75
54100 Child Care Relief Expansion				50.81	50.81
54500 Misc. Grant				3,500.00	3,500.00
54510 United Way Grant				2,200.00	2,200.00
54700 Pizza For A Purpose				929.00	929.00
Total 54000 Fundraising/Grants	\$	0.00	\$	0.00	\$ 7,422.56 \$ 7,422.56
55000 Insurance				980.00	980.00
55200 Commercial General Liability				3,351.00	3,351.00
55500 Hired & Non-Owned Auto				52.00	52.00
55700 Crime Policy				558.00	558.00
Total 55000 Insurance	\$	0.00	\$	0.00	\$ 4,941.00 \$ 4,941.00
56000 Office Expenditures				41.39	41.39
56100 Copy Machine			109.64	4,139.05	4,248.69
56300 Office Supplies			589.47	510.96	1,100.43
56400 Postage & Delivery		15.12		226.06	241.18
56500 Printing Expense				23.89	23.89
Total 56000 Office Expenditures	\$	15.12	\$	699.11	\$ 4,941.35 \$ 5,655.58
57000 Office/General Administrative Expenditures			614.25	768.90	1,383.15
57100 Accounting Fees			3,000.00		3,000.00
57160 QuickBooks Payments Fees			634.82	1,415.59	2,050.41
57200 Bank Charges			79.60		79.60
57400 Child Management Software				794.55	794.55
57600 License/Accreditation/Permit Fees				705.00	705.00

57700 Membership/Association Dues		139.00	110.00	249.00
57900 Seminars/Training			499.00	499.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 4,467.67	\$ 4,293.04	\$ 8,760.71
58000 Operating Supplies				0.00
58100 Classroom Consumables			2,381.42	2,381.42
58150 Center Consumables			7.99	7.99
58200 Dining			14,899.39	14,899.39
58210 Birthday			11.94	11.94
Total 58200 Dining	\$ 0.00	\$ 0.00	\$ 14,911.33	\$ 14,911.33
58300 Pet			44.41	44.41
58400 Sanitizing			1,562.05	1,562.05
Total 58000 Operating Supplies	\$ 0.00	\$ 0.00	\$ 18,907.20	\$ 18,907.20
59000 Program Service Fees				0.00
59100 First Steps				0.00
59130 Natural Environment Mileage	4,845.64			4,845.64
59150 Physical Therapy				0.00
Total 59150 Physical Therapy	\$ 12,747.09	\$ 0.00	\$ 0.00	\$ 12,747.09
59170 Speech/Language Therapy				0.00
Total 59170 Speech/Language Therapy	\$ 12,168.67	\$ 0.00	\$ 0.00	\$ 12,168.67
Total 59100 First Steps	\$ 29,761.40	\$ 0.00	\$ 0.00	\$ 29,761.40
Total 59000 Program Service Fees	\$ 29,761.40	\$ 0.00	\$ 0.00	\$ 29,761.40
61000 Repair & Maintenance		1,883.08	130.18	2,013.26
62000 Safety & Security	51.00	154.25	2,968.36	3,173.61
63000 Utilities				0.00
63100 Electric		1,438.45	2,551.66	3,990.11
63200 Internet	146.93		617.88	764.81
63300 Telephone	216.84		857.47	1,074.31
63400 Trash Service			399.10	399.10
63500 Water Softener			351.30	351.30
Total 63000 Utilities	\$ 363.77	\$ 1,438.45	\$ 4,777.41	\$ 6,579.63
Total 50000 EXPENDITURES	\$ 30,191.29	\$ 10,849.97	\$ 297,936.25	\$ 338,977.51
Payroll Expenses				0.00
Company Contributions				0.00
Retirement			855.00	855.00
Total Company Contributions	\$ 0.00	\$ 0.00	\$ 855.00	\$ 855.00
Taxes			56.17	56.17
Wages			654.75	654.75
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ 1,565.92	\$ 1,565.92
Reimbursements			872.21	872.21
xpenditures				0.00
Employee Salaries				0.00
Care & Education Aide			0.00	0.00
Total Employee Salaries	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total xpenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 30,191.29	\$ 10,849.97	\$ 300,374.38	\$ 341,415.64
Net Operating Revenue	\$ 11,051.41	-\$ 8,649.97	\$ 175,692.18	\$ 178,093.62
Net Revenue	\$ 11,051.41	-\$ 8,649.97	\$ 175,692.18	\$ 178,093.62

Accrual Basis

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
September 2023

	<u>Total</u>
OPERATING ACTIVITIES	
Net Revenue	38,058.16
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable (A/R)	-1,200.00
Accounts Payable (A/P)	3,198.93
21000 CBOLO MasterCard -8027	-2,592.69
21200 Kroger-DS1634 CLC	418.96
22300 Payroll Liabilities:Federal Taxes (941/944)	2,351.48
22400 Payroll Liabilities:MO Income Tax	312.00
22500 Payroll Liabilities:MO Unemployment Tax	219.42
Direct Deposit Payable	0.00
Payroll Liabilities:Ascensus	270.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	<u>\$ 2,978.10</u>
Net cash provided by operating activities	<u>\$ 41,036.26</u>
Net cash increase for period	<u>\$ 41,036.26</u>
Cash at beginning of period	136,203.18
Cash at end of period	<u>\$ 177,239.44</u>

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January 1 - October 17, 2023

	<u>Total</u>
OPERATING ACTIVITIES	
Net Revenue	178,093.62
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable (A/R)	-880.00
Accounts Payable (A/P)	1,629.79
21000 CBOLO MasterCard -8027	-7,167.42
21200 Kroger-DS1634 CLC	-865.56
22300 Payroll Liabilities: Federal Taxes (941/944)	348.42
22400 Payroll Liabilities: MO Income Tax	419.00
22500 Payroll Liabilities: MO Unemployment Tax	236.87
Direct Deposit Payable	0.00
Payroll Liabilities: Ascensus	1,710.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	<u>-\$ 4,568.90</u>
Net cash provided by operating activities	<u>\$ 173,524.72</u>
Net cash increase for period	<u>\$ 173,524.72</u>
Cash at beginning of period	69,686.97
Cash at end of period	<u>\$ 243,211.69</u>

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of October 17, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	242,836.69
Total Bank Accounts	\$ 242,836.69
Accounts Receivable	
Accounts Receivable (A/R)	1,480.00
Total Accounts Receivable	\$ 1,480.00
Other Current Assets	
14000 Undeposited Funds	375.00
Cash Advance	700.00
Payroll Corrections	-464.47
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,582.27
Total Current Assets	\$ 251,898.96
TOTAL ASSETS	\$ 251,898.96
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,653.79
Total Accounts Payable	\$ 1,653.79
Credit Cards	
21000 CBOLO MasterCard -8027	1,391.32
21200 Kroger-DS1634 CLC	0.00
Total Credit Cards	\$ 1,391.32
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-6,182.61
22400 MO Income Tax	-1,988.48
22500 MO Unemployment Tax	-641.82
22600 Primevest Financial	448.19
Aflac	8,859.15
Alieria	9,354.60
Ascensus	15,195.00
Globe Life - After Tax	147.81
Globe Life - After Tax Life Insurance Children	157.08
Globe Life Accidental Insurance - Pre-Tax Insurance	903.09
Globe Life After Tax	113.52
Health Care (United HealthCare)	821.87
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 33,636.12
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 33,636.12
Total Current Liabilities	\$ 36,681.23
Total Liabilities	\$ 36,681.23
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	23,307.99
Net Revenue	178,093.62
Total Equity	\$ 215,217.73
TOTAL LIABILITIES AND EQUITY	\$ 251,898.96

CHILDREN'S LEARNING CENTER
A/P Aging Summary
As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bankcard Services	3,267.79					3,267.79
GFL Environmental	39.91					39.91
Laclede Electric Cooperative	330.52					330.52
Lindyspring Systems of Lake Ozark	61.80					61.80
TOTAL	\$ 3,700.02	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,700.02

CHILDREN'S LEARNING CENTER
A/P Aging Summary
As of October 17, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Kroger/Gerbes	1,653.79					1,653.79
TOTAL	\$ 1,653.79	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,653.79

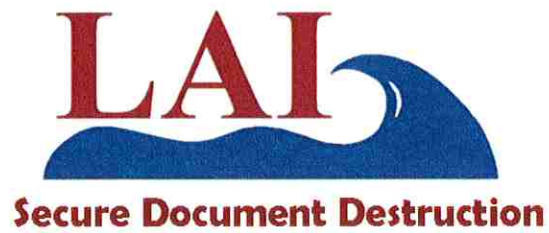
CHILDREN'S LEARNING CENTER
A/R Aging Summary
As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
	75.00	600.00				675.00
	75.00					75.00
TOTAL	\$ 150.00	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00

CHILDREN'S LEARNING CENTER
A/R Aging Summary
 As of October 17, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
		675.00	600.00			1,275.00
		205.00				205.00
TOTAL	\$ 0.00	\$ 880.00	\$ 600.00	\$ 0.00	\$ 0.00	\$ 1,480.00

LAI September Reports



Monthly Financial Reports

Lake Area Industries, Inc.

SEPTEMBER 30, 2023

Lake Area Industries, Inc. Balance Sheet Comparison

	30-Sep-23	30-Sep-22
ASSETS		
Current Assets		
Total Bank Accounts	\$93,552	\$808,815
Total Accounts Receivable	\$81,707	\$62,404
Other Current Assets		
Certificates of Deposit	\$1,008,023	\$204,383
Community Foundation of the Ozarks Agency Partner Account	\$1,670	\$1,643
GIFTED GARDEN CASH	\$500	\$500
INVENTORY	\$10,864	\$15,305
PETTY CASH	\$150	\$150
Undeposited Funds	\$0	\$8,242
Total Other Current Assets	\$1,021,208	\$230,224
Total Current Assets	\$1,196,467	\$1,101,442
Fixed Assets		
ACCUMULATED DEPRECIATION	(\$822,116)	(\$789,641)
AUTO AND TRUCK	\$206,267	\$136,714
BUILDING	\$399,872	\$399,872
FURN & FIX ORIGINAL VALUE	\$19,284	\$19,284
GH RETAIL STORE	\$16,505	\$16,505
GREENHOUSE EQUIPMENT	\$3,769	\$2,870
LAND	\$33,324	\$33,324
LAND IMPROVEMENT	\$119,202	\$119,202
MACHINERY & EQUIPMENT	\$236,730	\$226,548
OFFICE EQUIPMENT	\$8,969	\$5,173
Sewer Equipment	\$19,354	\$19,354
SHREDDING EQUIPMENT	\$45,572	\$45,572
Total Fixed Assets	\$286,731	\$234,775
Other Assets		
CURRENT CAPITAL IMPROVEMENT	\$93,059	\$11,382
UTILITY DEPOSITS	\$554	\$554
Total Other Assets	\$93,613	\$11,936
TOTAL ASSETS	\$1,576,812	\$1,348,153
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	\$4,583	\$3,137
Total Credit Cards	\$7,225	\$3,448
Other Current Liabilities		
ACCRUED WAGES	\$7,631	\$0
AFLAC DEDUCTIONS PAYABLE	(\$0)	\$163
Gift Certificate Payable	\$0	\$148
Rock Sales @ 75%	\$101	\$0
SALES TAX PAYABLE	\$135	\$117

Trellis sales	\$0	\$0
Total Other Current Liabilities	\$7,867	\$428
Total Current Liabilities	\$19,675	\$7,014
Total Liabilities	\$19,675	\$7,014
Equity		
Opening Balance Equity	\$0	\$0
Unrestricted Net Assets	\$1,338,435	\$1,245,680
Net Income	\$218,702	\$95,460
Total Equity	\$1,557,137	\$1,341,140
TOTAL LIABILITIES AND EQUITY	\$1,576,812	\$1,348,153

Lake Area Industries, Inc.
Profit and Loss

	Sep 2023	YTD
Income		
CONTRACT PACKAGING	\$23,982	\$202,470
DOCUMENT SHREDDING	\$7,440	\$37,904
FOAM RECYCLING	\$125	\$4,203
GREENHOUSE SALES	\$3,682	\$62,578
OFF-SITE WORK	\$6,238	\$38,722
Total Income	\$41,467	\$345,877
Cost of Goods Sold		
CONTRACT LABOR		\$2,604
Cost of Goods Sold	\$3,241	\$12,228
GG PLANTS & SUPPLIES	\$0	\$34,771
SHIPPING AND DELIVERY	\$1,614	\$6,250
WAGES-EMPLOYEES	\$22,799	\$190,663
Total Cost of Goods Sold	\$27,654	\$246,515
Gross Profit	\$13,812	\$99,363
Expenses		
ACCTG. & AUDIT FEES		\$10,525
ALL OTHER EXPENSES	\$2,030	\$15,951
Bus Fare		\$1,332
CASH OVER/SHORT	(\$2)	(\$15)
EQUIP. PURCHASES & MAINTENANCE	\$10,418	\$38,150
INSURANCE	\$2,663	\$22,978
NON MANUFACTURING SUPPLIES	\$815	\$1,914
PAYROLL	\$19,371	\$173,891
PAYROLL EXP & BENEFITS	\$8,554	\$75,363
PROFESSIONAL SERVICES	\$1,539	\$12,978
UTILITIES	\$1,238	\$13,466
Total Expenses	\$46,627	\$366,533
Net Operating Income	(\$32,815)	(\$267,170)
Other Income		
INTEREST INCOME	\$264	\$9,374
MISCELLANEOUS INCOME	\$18	\$623
OTHER CONTRIBUTIONS	\$759	\$22,554
SB-40 REVENUE	\$16,469	\$254,735
STATE AID	\$22,906	\$198,586
Total Other Income	\$40,417	\$485,872
Other Expenses		
Net Other Income	\$40,417	\$485,872
Net Income	\$7,602	\$218,702

Lake Area Industries, Inc.
Budget vs. Actuals

	Sep 2023			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	23,982	15,251	8,731	202,470	137,256	65,214
DOCUMENT SHREDDING	7,440	5,083	2,357	37,904	45,750	(7,846)
FOAM RECYCLING	125		125	4,203	0	4,203
GREENHOUSE SALES	3,682	3,648	34	62,578	53,936	8,642
OFF-SITE WORK	6,238	10,290	(4,052)	38,722	92,610	(53,888)
Total Income	41,467	34,272	7,195	345,877	329,552	16,325
Cost of Goods Sold						
CONTRACT LABOR			0	2,604	0	2,604
Cost of Goods Sold	3,241	958	2,283	12,228	8,625	3,603
GG PLANTS & SUPPLIES	0	2,638	(2,638)	34,771	30,279	4,491
SHIPPING AND DELIVERY	1,614	0	1,614	6,250	4,766	1,484
WAGES - TEMPORARY WORKERS		0	0	0	2,025	(2,025)
WAGES-EMPLOYEES	22,799	24,509	(1,710)	190,663	218,784	(28,121)
Total Cost of Goods Sold	27,654	28,105	(451)	246,515	264,479	(17,965)
Gross Profit	13,812	6,166	7,646	99,363	65,073	34,290
Expenses						
ACCTG. & AUDIT FEES		0	0	10,525	9,750	775
ALL OTHER EXPENSES	2,030	1,903	127	15,951	16,999	(1,048)
Bus Fare		208	(208)	1,332	1,875	(543)
CASH OVER/SHORT	(2)		(2)	(15)	0	(15)
EQUIP. PURCHASES & MAINTENANCE	10,418	4,894	5,524	38,150	46,550	(8,400)
INSURANCE	2,663	2,185	478	22,978	19,663	3,315
NON MANUFACTURING SUPPLIES	815	158	657	1,914	1,518	396
PAYROLL	19,371	22,656	(3,285)	173,891	203,905	(30,013)
PAYROLL EXP & BENEFITS	8,554	9,563	(1,009)	75,363	86,066	(10,703)
PROFESSIONAL SERVICES	1,539	1,615	(75)	12,978	14,533	(1,555)
UTILITIES	1,238	1,266	(28)	13,466	12,824	643
Total Expenses	46,627	44,448	2,179	366,533	413,681	(47,148)
Net Operating Income	(32,815)	(38,282)	5,467	(267,170)	(348,608)	81,438
Other Income						
INTEREST INCOME	264	440	(176)	9,374	3,170	6,204
MISCELLANEOUS INCOME	18		18	623	0	623
OTHER CONTRIBUTIONS	759		759	22,554	0	22,554
SB-40 REVENUE	16,469	16,904	(435)	254,735	152,125	102,610
STATE AID	22,906	22,813	93	198,586	205,805	(7,219)
Total Other Income	40,417	40,158	259	485,872	361,100	124,772
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	0	0	0	0	0
Total Other Expenses	0	0	0	0	0	0
Net Other Income	40,417	40,158	259	485,872	361,100	124,772
Net Income	7,602	1,876	5,726	218,702	12,492	206,210

Lake Area Industries, Inc.
Statement of Cash Flows
September 2023

	Total
OPERATING ACTIVITIES	
Net Income	7,602
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(19,833)
INVENTORY:RAW MATERIAL INVENTORY	579
Accounts Payable	1,807
CBOLO CC - 5044 Natalie	4,261
CBOLO CC - 9051 Lillie	723
Sam's Club Mastercard- 2148	257
AFLAC DEDUCTIONS PAYABLE	(0)
Missouri Department of Revenue Payable	0
Rock Sales @ 75%	10
SALES TAX PAYABLE	135
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(12,060)
Net cash provided by operating activities	(4,458)
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(3,095)
Net cash provided by investing activities	(3,095)
Net cash Increase for period	(7,553)
Cash at beginning of period	101,105
Cash at end of period	93,552

Lake Area Industries, Inc.
A/P Aging Summary
As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 1,791	\$ 3,025	\$ 0	\$ 0	-\$ 233	\$ 4,583

Lake Area Industries, Inc.
A/R Aging Summary
As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 63,123	\$ 13,607	\$ 3,203	\$ 1,521	\$ 254	\$ 81,707

Lake Area Industries, Inc.
Statement of Cash Flows
January - September, 2023

	Total
OPERATING ACTIVITIES	
Net Income	218,702
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(22,237)
Certificates of Deposit:2023 06.27 CD OakStar - .45%	25,858
Certificates of Deposit:2023 09.30 CD Central Bank 4.78%	(125,000)
Certificates of Deposit:2023 10.22 CD OakStar - 3.25%	(634)
Certificates of Deposit:2024 01.06 CD OakStar - 4.05%	(553)
Certificates of Deposit:2024 01.08 CD- Heritage - 4.184%	(255,214)
Certificates of Deposit:2024 05.01 CD Edward Jones - 5.3%	(75,000)
Certificates of Deposit:2024 10.07 CD Edward Jones - 5% #1	(125,000)
Certificates of Deposit:2024 10.07 CD Edward Jones - 5% #2	(125,000)
Certificates of Deposit:2024 10.15 CD Edward Jones - 4.75%	(7,000)
Certificates of Deposit:2025 04.07 CD Edward Jones - 4.9% #1	(118,000)
Certificates of Deposit:2025 04.07 CD Edward Jones - 4.9% #2	(118,000)
Certificates of Deposit:2025 04.14 CD Edward Jones - 4.7%	(7,000)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/18/22- .75% (deleted)	101,094
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/27/21- .65% (deleted)	26,055
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	3,222
Accounts Payable	(60,636)
CBOLO CC - 5044 Natalie	2,940
CBOLO CC - 9051 Lillie	779
Sam's Club Mastercard- 2148	263
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	(148)
Missouri Department of Revenue Payable	(78)
Rock Sales @ 75%	101
SALES TAX PAYABLE	135
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(879,052)
Net cash provided by operating activities	(660,350)
INVESTING ACTIVITIES	
GREENHOUSE EQUIPMENT	(899)
OFFICE EQUIPMENT	(913)
CURRENT CAPITAL IMPROVEMENT	(93,059)
Net cash provided by investing activities	(94,871)
Net cash increase for period	(755,221)
Cash at beginning of period	848,773
Cash at end of period	93,552

Support Coordination Report

September 2023

Client Caseloads

- Number of Caseloads as of September 30th, 2023: 331
- Budgeted Number of Caseloads: 310
- Pending Number of New Intakes: 6
- Medicaid Eligibility: 87.92%

Caseload Counts

Emily Breckenridge – 32

Daniel Burrows – 40

Elizabeth Chambers – 42

Robyne Gerstner – 33

Angela Graves – 30

Ryan Johnson – 39

Jennifer Lyon – 6

Mary Petersen – 5

Patricia Strouse – 41

Mery Viebrock – 31

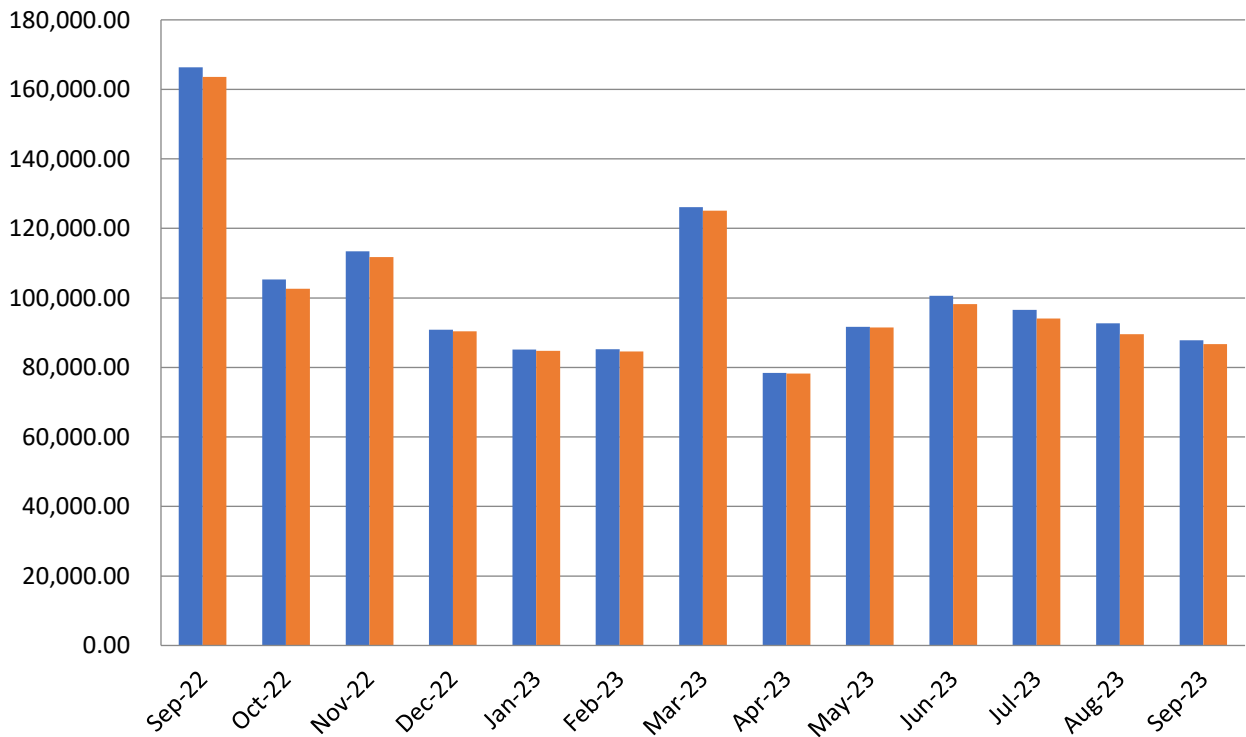
Rebecca West - 32

Agency Economic
Report
(Unaudited)

September 2023

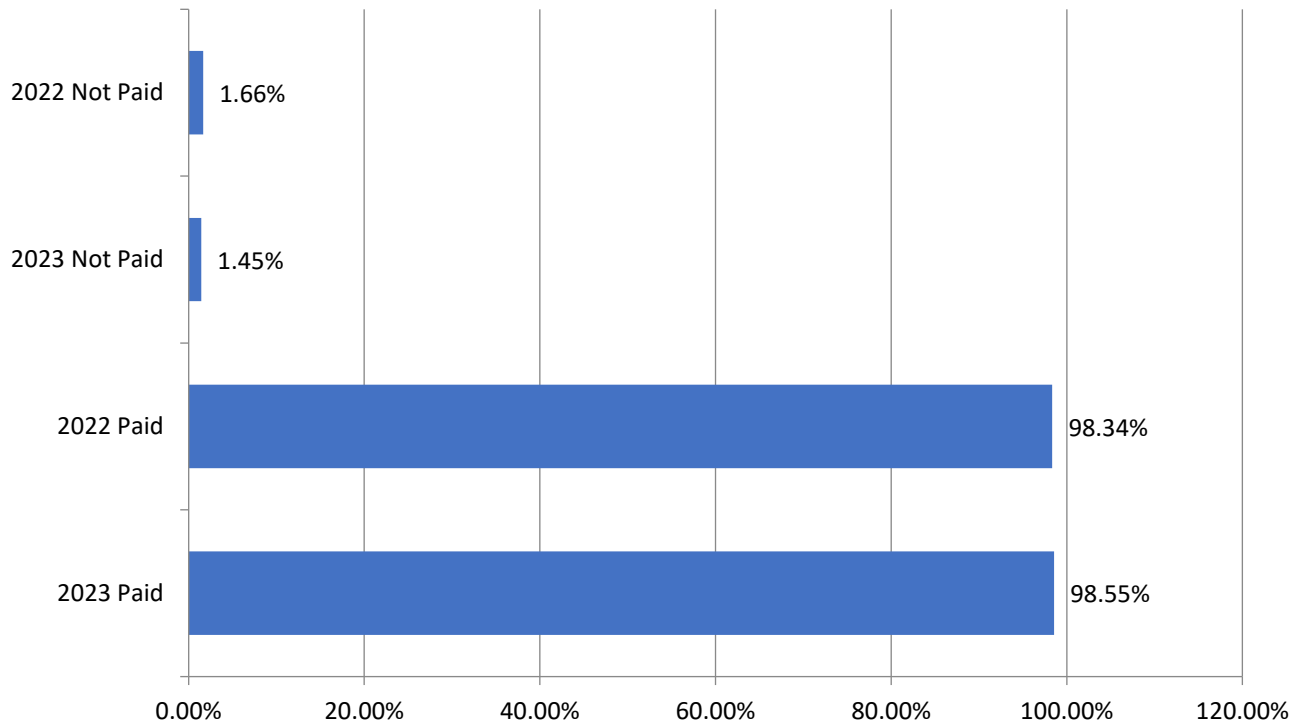
Medicaid Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Total Payable Billed	166,311.36	105,295.68	113,382.72	90,875.52	85,164.48	85,259.52	126,109.44	78,408.00	91,644.48	100,586.88	96,569.28	92,689.92	87,834.24
Total Payment Received	163,615.68	102,669.12	111,732.48	90,434.88	84,775.68	84,602.88	125,064.00	78,200.64	91,540.80	98,228.16	94,098.24	89,596.80	86,736.96

2023 vs 2022
Percentage Comparison Medicaid Billed vs Medicaid
Paid



Budget vs. Actuals: FY 2023 - FY23 P&L Departments

September 2023

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	6,180	6,849	(669)			0
4500 Services Income			0	107,476	107,490	(14)
Total Income	6,180	6,849	(669)	107,476	107,490	(14)
Gross Profit	6,180	6,849	(669)	107,476	107,490	(14)
Expenses						
5000 Payroll & Benefits			0	122,053	149,076	(27,024)
5100 Repairs & Maintenance			0	224	40	184
5500 Contracted Business Services			0	8,477	9,400	(923)
5600 Presentations/Public Meetings			0	224	270	(46)
5700 Office Expenses			0	3,475	4,025	(550)
5800 Other General & Administrative			0	4,741	2,475	2,266
5900 Utilities			0	809	825	(16)
6100 Insurance			0	2,085	2,100	(16)
6700 Partnership for Hope	4,011	5,900	(1,889)			0
6900 CCDDR Services	20,156	20,156	0			0
7100 Housing Programs		390	(390)			0
7200 Children's Programs	26,590	29,550	(2,960)			0
7300 Sheltered Employment Programs	17,453	28,200	(10,747)			0
7500 Community Employment Programs		1,200	(1,200)			0
7600 Community Resources			0		0	0
7900 Special/Additional Needs		3,109	(3,109)			0
Total Expenses	68,209	88,505	(20,296)	142,086	168,211	(26,125)
Net Operating Income	(62,030)	(81,656)	19,626	(34,610)	(60,721)	26,111
Other Expenses						
8500 Depreciation			0	4,023	4,850	(827)
Total Other Expenses	0	0	0	4,023	4,850	(827)
Net Other Income	0	0	0	(4,023)	(4,850)	827
Net Income	(62,030)	(81,656)	19,626	(38,633)	(65,571)	26,938

Budget Variance Report

Total Income: In September, SB 40 Tax Program income was slightly lower than projected, and Services Program income was slightly lower than projected. There were still two vacant Support Coordinator positions at the end of September.

Total Expenses: In September, SB 40 Tax Program expenses were lower than budgeted expectations in all categories. Overall Services Program expenses were lower than budgeted expectations. The overage in Repairs and Maintenance were due to unanticipated HVAC and door lock repairs at the Camdenton office, and Other General and Administrative overages were due to legal counsel utilization on specific operational best practices.

Budget vs. Actuals: FY 2023 - FY23 P&L Departments

January - September, 2023

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,075,680	1,030,855	44,825			0
4500 Services Income			0	1,031,466	1,029,707	1,759
Total Income	1,075,680	1,030,855	44,825	1,031,466	1,029,707	1,759
Gross Profit	1,075,680	1,030,855	44,825	1,031,466	1,029,707	1,759
Expenses						
5000 Payroll & Benefits			0	829,300	866,867	(37,567)
5100 Repairs & Maintenance			0	3,694	3,660	34
5500 Contracted Business Services			0	78,095	80,790	(2,695)
5600 Presentations/Public Meetings			0	2,299	2,730	(431)
5700 Office Expenses			0	30,752	32,625	(1,873)
5800 Other General & Administrative	0		0	32,222	34,375	(2,153)
5900 Utilities			0	5,603	7,425	(1,822)
6100 Insurance			0	18,761	18,900	(140)
6700 Partnership for Hope	25,398	53,100	(27,702)			0
6900 CCDDR Services	178,929	181,404	(2,475)			0
7100 Housing Programs	9,776	15,023	(5,247)			0
7200 Children's Programs	226,517	265,950	(39,433)			0
7300 Sheltered Employment Programs	144,389	217,800	(73,411)			0
7500 Community Employment Programs		10,800	(10,800)			0
7600 Community Resources			0		0	0
7900 Special/Additional Needs	2,809	27,466	(24,657)			0
Total Expenses	587,818	771,543	(183,725)	1,000,725	1,047,372	(46,647)
Net Operating Income	487,862	259,312	228,550	30,741	(17,665)	48,406
Other Expenses						
8500 Depreciation			0	36,163	43,650	(7,487)
Total Other Expenses	0	0	0	36,163	43,650	(7,487)
Net Other Income	0	0	0	(36,163)	(43,650)	7,487
Net Income	487,862	259,312	228,550	(5,422)	(61,315)	55,893

Budget Variance Report

Total Income: As of September, YTD SB 40 Tax Program income was slightly higher than projected, and YTD Services Program income was slightly higher than projected.

Total Expenses: As of September, YTD SB 40 Tax Program expenses were lower than budgeted in all categories. Overall YTD Services Program expenses were also lower than budgeted. There is a nominal overage in Repairs & Maintenance expenses because of unanticipated door lock repairs to the Camden office.

Balance Sheet

As of September 30, 2023

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	0	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	0	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
1035 Heritage SB 40 Tax Account	1,259,607	
Total 1005 SB 40 Tax Bank Accounts	1,259,607	0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan	0	0
1080 Heritage Services Account		194,683
Total 1050 Services Bank Accounts	0	194,683
Total 1000 Bank Accounts	1,259,607	194,683
Total Bank Accounts	1,259,607	194,683
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		38,163
1215 Non-Medicaid Direct Service		11,842
1220 Ancillary Services		8,314
Total 1200 Services	0	58,319
1300 Property Taxes		
1310 Property Tax Receivable	1,086,958	
1315 Allowance for Doubtful Accounts	(23,707)	
Total 1300 Property Taxes	1,063,251	0
Total Accounts Receivable	1,063,251	58,319
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
1400 Other Current Assets		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		110,904
1435 Net Pension Asset (Liability)		24,997
Total 1400 Other Current Assets	0	135,901
1450 Prepaid Expenses		
1455 Prepaid Insurance	0	14,924
Total 1450 Prepaid Expenses	0	14,924
Total Other Current Assets	0	150,824
Total Current Assets	2,322,858	403,826
Fixed Assets		
1500 Fixed Assets		

1510 100 Third Street Land		47,400
1511 Keystone Land		14,650
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(197,442)
1526 Accumulated Depreciation - Keystone		(40,264)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		162,671
1532 Osage Beach Office Remodeling (Leased Space)		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(92,210)
1536 Acc Dep - Remodeling - Keystone		(26,745)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,219)
1540 Equipment		138,114
1545 Accumulated Depreciation - Equipment		(112,726)
1550 Vehicles		0
1555 Accumulated Depreciation - Vehicles		0
Total 1500 Fixed Assets	0	652,199
Total Fixed Assets	0	652,199
TOTAL ASSETS	2,322,858	1,056,025
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	22,906	8,784
Total Accounts Payable	22,906	8,784
Other Current Liabilities		
2000 Current Liabilities		
2004 Medicaid Payable		0
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	11,842	
2008 Ancillary Services Payable	8,314	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	995,733	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	(160)
2062 Social Security Tax Payable	0	180
2063 Medicare Tax Payable	0	(32)
2064 MO State W / H Tax Payable	0	(113)
2065 FFCRA Federal W/H Tax Credit		(3)
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	(128)
2070 Payroll Clearing		
2071 Pre-tax W / H	0	514
2072 Post-tax W / H	0	180
2073 Vision Insurance W / H	0	419

2074 Health Insurance W / H	0	106
2075 Dental Insurance W / H	0	448
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	1,667
2090 Deferred Inflows		82,480
2091 Computer Lease Liability		43,622
2092 Current Portion of Lease Payable		15,878
2093 Less Current Portion of Lease Payable		(15,878)
Total 2000 Current Liabilities	1,015,889	125,484
Total Other Current Liabilities	1,015,889	125,484
Total Current Liabilities	1,038,795	134,268
Total Liabilities	1,038,795	134,268
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	200,000	
3010 Transportation	7,663	
3015 New Programs	0	
3025 Housing	12,000	
3030 Special Needs	12,559	
3035 Childrens Programs	0	
3040 Sheltered Workshop	2,874	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	440,000	
3065 Legal	0	
3070 TCM	52,587	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	727,683	0
3500 Restricted Services Fund Balances		
3501 Operational		67,937
3505 Operational Reserves		100,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		30,300
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		652,199
Total 3500 Restricted Services Fund Balances	0	850,436
3900 Unrestricted Fund Balances	(28,359)	6,498
3950 Prior Period Adjustment	0	0
3999 Clearing Account	111,175	55,947
Net Income	487,862	(5,422)
Total Equity	1,298,361	907,459
TOTAL LIABILITIES AND EQUITY	2,337,156	1,041,727

Statement of Cash Flows

September 2023

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(62,030)	(38,633)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		492
1215 Services:Non-Medicaid Direct Service		0
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		2,659
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		481
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,555
1900 Accounts Payable	(2,018)	(4,608)
2007 Current Liabilities:Non-Medicaid Payable	0	
2008 Current Liabilities:Ancillary Services Payable	0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		0
2071 Current Liabilities:Payroll Clearing:Pre-tax W / H		278
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		62
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		35
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		770
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(2,018)	3,710
Net cash provided by operating activities	(64,048)	(34,923)
FINANCING ACTIVITIES		
3501 Restricted Services Fund Balances:Operational		(18,230)
3599 Restricted Services Fund Balances:Other		(4,023)
3999 Clearing Account		4,023
Net cash provided by financing activities	0	(18,230)
Net cash increase for period	(64,048)	(53,153)
Cash at beginning of period	1,323,655	247,835
Cash at end of period	1,259,607	194,683

Statement of Cash Flows

January - September, 2023

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	487,862	(5,422)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		12,701
1215 Services:Non-Medicaid Direct Service		10,532
1220 Services:Ancillary Services		5,538
1455 Prepaid Expenses:Prepaid-Insurance		14,906
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		8,083
1526 Fixed Assets:Accumulated Depreciation - Keystone		3,294
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		6,506
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		4,287
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		13,992
1555 Fixed Assets:Accumulated Depreciation - Vehicles		(6,740)
1900 Accounts Payable	(5,016)	4,801
2007 Current Liabilities:Non-Medicaid Payable	655	
2008 Current Liabilities:Ancillary Services Payable	1,388	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		(160)
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		(137)
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		(32)
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(76)
2071 Current Liabilities:Payroll Clearing:Pre-tax W / H		237
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		134
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		237
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		76
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		669
2078 Current Liabilities:Payroll Clearing:Misc W / H		224
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(2,973)	79,072
Net cash provided by operating activities	484,889	73,650
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(32,200)
1550 Fixed Assets:Vehicles		6,740
Net cash provided by investing activities	0	(25,460)
FINANCING ACTIVITIES		
3010 Restricted SB 40 Tax Fund Balances:Transportation	(147,337)	
3025 Restricted SB 40 Tax Fund Balances:Housing	12,000	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	12,559	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(114,126)	
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	180,797	
3070 Restricted SB 40 Tax Fund Balances:TCM	52,587	
3501 Restricted Services Fund Balances:Operational		21,594
3505 Restricted Services Fund Balances:Operational Reserves		(43,945)
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(95,755)
3599 Restricted Services Fund Balances:Other		(3,963)
3900 Unrestricted Fund Balances	(174,943)	(75,664)
3999 Clearing Account		33,663
Net cash provided by financing activities	(178,463)	(164,070)
Net cash increase for period	306,426	(115,880)
Cash at beginning of period	953,181	310,563
Cash at end of period	1,259,607	194,683

Check Detail - SB 40 Tax Account

September 2023

1035 Heritage SB 40 Tax Account

Date	Transaction Type	Num	Name	Amount
09/14/2023	Bill Payment (Check)	1165	Childrens Learning Center	(23,902.07)
09/14/2023	Bill Payment (Check)	1166	I Wonder Y Preschool	(2,828.85)
09/14/2023	Bill Payment (Check)	1167	Lake Area Industries	(17,453.01)
09/22/2023	Bill Payment (Check)	1169	Our Saviors Lighthouse Child & Family Development Center	(1,876.84)
09/22/2023	Bill Payment (Check)	1168	DMH Local Tax Matching Fund	(4,010.75)
09/29/2023	Bill Payment (Check)	1170	Camden County Senate Bill 40 Board	(20,156.00)

Check Detail - Services Account

September 2023

1080 Heritage Services Account

Date	Transaction Type	Num	Name	Amount
09/01/2023	Expense	09/01/2023	ADP TAX	(9,418.52)
09/01/2023	Expense	09/01/2023	Connie L Baker	(1,606.77)
09/01/2023	Expense	09/01/2023	Rachel K Baskerville	(1,554.55)
09/01/2023	Expense	09/01/2023	Myrna Blaine	(889.10)
09/01/2023	Expense	09/01/2023	Jeanna K Booth	(1,840.74)
09/01/2023	Expense	09/01/2023	Emily J Breckenridge	(1,476.36)
09/01/2023	Expense	09/01/2023	Nicole Bundick	(1,452.03)
09/01/2023	Expense	09/01/2023	Daniel Burrows	(1,441.04)
09/01/2023	Expense	09/01/2023	Elizabeth L Chambers	(1,268.69)
09/01/2023	Expense	09/01/2023	Lori Cornwell	(1,905.87)
09/01/2023	Expense	09/01/2023	Alyssa Dyer	(733.18)
09/01/2023	Expense	09/01/2023	Robyne Gerstner	(1,362.02)
09/01/2023	Expense	09/01/2023	Ryan Johnson	(1,980.69)
09/01/2023	Expense	09/01/2023	Jennifer Lyon	(1,803.28)
09/01/2023	Expense	09/01/2023	Mary P Petersen	(1,693.18)
09/01/2023	Expense	09/01/2023	Linda Simms	(1,168.63)
09/01/2023	Expense	09/01/2023	Patricia L. Strouse	(1,153.52)
09/01/2023	Expense	09/01/2023	Eddie L Thomas	(3,008.83)
09/01/2023	Expense	09/01/2023	Rebecca West	(1,409.63)
09/01/2023	Expense	09/01/2023	Nicole M Whittle	(1,879.37)
09/14/2023	Bill Payment (Check)	1808	Vital Graphics LLC	(300.00)
09/14/2023	Bill Payment (Check)	1798	Janine's Flowers	(45.71)
09/14/2023	Bill Payment (Check)	1797	Happy Maids Cleaning Services LLC	(240.00)
09/14/2023	Bill Payment (Check)	1792	AT&T	(117.50)
09/14/2023	Bill Payment (Check)	1790	All Seasons Services	(961.70)
09/14/2023	Bill Payment (Check)	1807	VERIZON	(225.36)
09/14/2023	Bill Payment (Check)	1805	Staples Advantage	(56.93)
09/14/2023	Bill Payment (Check)	1800	Lake Area Chamber of Commerce	(125.00)

09/14/2023	Bill Payment (Check)	1791	Ameren Missouri	(335.59)
09/14/2023	Bill Payment (Check)	1793	Camden County PWSD #2	(48.32)
09/14/2023	Bill Payment (Check)	1809	Wilson Toellner CPA	(1,280.00)
09/14/2023	Bill Payment (Check)	1794	Daniel Burrows	(173.31)
09/14/2023	Bill Payment (Check)	1796	Elizabeth L Chambers	(245.81)
09/14/2023	Bill Payment (Check)	1799	LaCleda Electric Cooperative	(576.15)
09/14/2023	Bill Payment (Check)	1801	Patricia L. Strouse	(96.88)
09/14/2023	Bill Payment (Check)	1802	Rebecca West	(144.38)
09/14/2023	Bill Payment (Check)	1803	Robyne Gerstner	(114.81)
09/14/2023	Bill Payment (Check)	1804	Ryan Johnson	(152.19)
09/14/2023	Bill Payment (Check)	1795	Direct Service Works	(1,195.00)
09/14/2023	Bill Payment (Check)	1806	SUMNERONE	(2,546.90)
09/14/2023	Bill Payment (Check)	1811	Evers & Company, CPA's, LLC	(6,000.00)
09/14/2023	Bill Payment (Check)	1812	Jennifer Lyon	(94.00)
09/14/2023	Bill Payment (Check)	1813	Lori Cornwell	(70.63)
09/14/2023	Bill Payment (Check)	1814	Nicole M Whittle	(50.00)
09/14/2023	Bill Payment (Check)	1810	AT&T	(186.28)
09/14/2023	Bill Payment (Check)	1815	Scotts Home Health Medical Supply	0.00
09/14/2023	Bill Payment (Check)	1816	Scott's Heating & Air	(143.75)
09/15/2023	Expense	09/15/2023	Connie L Baker	(1,457.62)
09/15/2023	Expense	09/15/2023	Rachel K Baskerville	(1,554.54)
09/15/2023	Expense	09/15/2023	Myrna Blaine	(861.01)
09/15/2023	Expense	09/15/2023	Jeanna K Booth	(1,840.75)
09/15/2023	Expense	09/15/2023	Emily J Breckenridge	(1,451.47)
09/15/2023	Expense	09/15/2023	Nicole Bundick	(1,469.31)
09/15/2023	Expense	09/15/2023	Daniel Burrows	(1,388.74)
09/15/2023	Expense	09/15/2023	Elizabeth L Chambers	(1,294.08)
09/15/2023	Expense	09/15/2023	Lori Cornwell	(1,905.86)
09/15/2023	Expense	09/15/2023	Robyne Gerstner	(1,320.45)
09/15/2023	Expense	09/15/2023	Angela D Graves	(578.72)
09/15/2023	Expense	09/15/2023	Ryan Johnson	(2,003.54)
09/15/2023	Expense	09/15/2023	Jennifer Lyon	(1,803.28)
09/15/2023	Expense	09/15/2023	Mary P Petersen	(1,693.18)
09/15/2023	Expense	09/15/2023	Linda Simms	(869.02)
09/15/2023	Expense	09/15/2023	Patricia L. Strouse	(1,153.51)
09/15/2023	Expense	09/15/2023	Eddie L Thomas	(3,008.81)
09/15/2023	Expense	09/15/2023	Rebecca West	(1,398.02)
09/15/2023	Expense	09/15/2023	Nicole M Whittle	(1,879.37)
09/15/2023	Expense	09/15/2023	ADP TAX	(9,181.71)
09/17/2023	Bill Payment (Check)	1819	City Of Camdenton	(37.39)
09/17/2023	Bill Payment (Check)	1818	Bankcard Center	(1,084.14)
09/17/2023	Bill Payment (Check)	1822	Office Business Equipment	(492.95)
09/17/2023	Bill Payment (Check)	1817	All American Termite & Pest Control	(167.00)
09/17/2023	Bill Payment (Check)	1821	Lake Regional Occupational Medicine Clinic	(71.00)
09/17/2023	Bill Payment (Check)	1820	Lake Area Industries	(50.00)
09/17/2023	Bill Payment (Check)	1823	Refills Ink	(119.98)
09/22/2023	Bill Payment (Check)	1828	SUMNERONE	(1,696.92)
09/22/2023	Bill Payment (Check)	1824	Big Oak Storage LLC	(148.00)

09/22/2023	Bill Payment (Check)	1825	Bryan Cave Leighton Paisner LLP	(2,400.00)
09/22/2023	Bill Payment (Check)	1827	Nicole Bundick	(50.00)
09/22/2023	Bill Payment (Check)	1826	Delta Dental of Missouri	(613.16)
09/28/2023	Bill Payment (Check)	1829	Myrna Blaine	(50.00)
09/29/2023	Bill Payment (Check)	1835	Emily J Breckenridge	(235.00)
09/29/2023	Bill Payment (Check)	1843	The Cincinnati Insurance Company	(530.00)
09/29/2023	Bill Payment (Check)	1836	GFL Environmental	(75.53)
09/29/2023	Bill Payment (Check)	1838	MO Consolidated Health Care	(11,970.68)
09/29/2023	Bill Payment (Check)	1840	Principal Life Insurance Company	(241.28)
09/29/2023	Bill Payment (Check)	1841	Republic Services #435	(202.11)
09/29/2023	Bill Payment (Check)	1842	Summit Natural Gas of Missouri, Inc.	(29.45)
09/29/2023	Bill Payment (Check)	1831	Charter Business / Spectrum	(599.87)
09/29/2023	Bill Payment (Check)	1837	Globe Life Liberty National Division	(72.86)
09/29/2023	Bill Payment (Check)	1834	Electronic Solutions of Lebanon	(80.00)
09/29/2023	Bill Payment (Check)	1839	MSW Interactive Designs LLC	(35.00)
09/29/2023	Bill Payment (Check)	1832	Delta Voice & Data Technologies, LLC	(1,000.00)
09/29/2023	Bill Payment (Check)	1833	Eddie L Thomas	(248.49)
09/29/2023	Bill Payment (Check)	1830	All Seasons Services	(650.00)
09/29/2023	Expense	09/29/2023	ADP TAX	(9,327.06)
09/29/2023	Expense	09/29/2023	Connie L Baker	(1,420.34)
09/29/2023	Expense	09/29/2023	Rachel K Baskerville	(1,554.53)
09/29/2023	Expense	09/29/2023	Myrna Blaine	(823.23)
09/29/2023	Expense	09/29/2023	Jeanna K Booth	(1,840.74)
09/29/2023	Expense	09/29/2023	Emily J Breckenridge	(1,504.68)
09/29/2023	Expense	09/29/2023	Nicole Bundick	(709.39)
09/29/2023	Expense	09/29/2023	Daniel Burrows	(1,350.67)
09/29/2023	Expense	09/29/2023	Elizabeth L Chambers	(1,467.94)
09/29/2023	Expense	09/29/2023	Lori Cornwell	(1,905.86)
09/29/2023	Expense	09/29/2023	Robyne Gerstner	(1,439.44)
09/29/2023	Expense	09/29/2023	Angela D Graves	(1,321.06)
09/29/2023	Expense	09/29/2023	Ryan Johnson	(2,034.27)
09/29/2023	Expense	09/29/2023	Jennifer Lyon	(1,803.28)
09/29/2023	Expense	09/29/2023	Mary P Petersen	(1,693.19)
09/29/2023	Expense	09/29/2023	Patricia L. Strouse	(1,153.52)
09/29/2023	Expense	09/29/2023	Eddie L Thomas	(3,008.83)
09/29/2023	Expense	09/29/2023	Meri Viebrock	(713.30)
09/29/2023	Expense	09/29/2023	Rebecca West	(1,417.71)
09/29/2023	Expense	09/29/2023	Nicole M Whittle	(1,939.85)
09/30/2023	Expense	09/30/2023	Lagers	(7,035.07)
09/30/2023	Check	SVCCHRG		(4.20)

September 2023
Credit Card Statement

10/20/2023

Bankcard Center

SERVICES ACCOUNT

1876

Date

Type

Reference

Original Amount

Balance Due

Payment

09/29/2023

Bill

09/29/2023

4,073.47

4,073.47

4,073.47

Check Amount

4,073.47

Bank Accounts: Servi

4,073.47

WLONGM1

EDWARD J. RICE CO., INC. 417-869-3312

PRINTED IN U.S.A.

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 9588		09/29/23	10/24/23	10,000.00	5,926.53		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00			PURCHASES	4,123.47	
00/0000/00			MISCELLANEOUS CREDITS	-50.00	
00/0000/00			PAYMENTS	-1,084.14	
09/19	09/19	75397353262612320010094	LOCKBOX PMT-THANK YOU	-1,084.14	

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

*****7348	CONNIE BAKER				324.72
00/0000/00			PURCHASES		324.72
09/06	09/05	82305093248000013839920	SP LAVISHFLORAL	QUINCY IL	56.16
09/12	09/11	05436843254300220232766	GERBES #0119	CAMDENTON MO	61.74
09/21	09/21	65187423264000001740219	FP MAILING SOLUTIONS	6308275500 IL	146.50
09/22	09/21	05416013264141000173354	WAL-MART #0089	CAMDENTON MO	10.72
09/25	09/22	02305373266000570633154	USPS PO 2812420020	CAMDENTON MO	21.16
09/25	09/22	05436843266000341995392	DOLLARTREE	CAMDENTON MO	5.00
09/25	09/22	05436843266400044716410	WM SUPERCENTER #89	CAMDENTON MO	23.44

*****8735	RACHEL BASKERVILLE				1,003.13
00/0000/00			PURCHASES		1,003.13
09/13	09/11	85180893255980176657399	AssociationPeople Supp	3012790060 MD	1,000.00
09/15	09/14	15449853257204500229221	MO DMV	8504449330 MO	3.13

*****1306	JEANNA BOOTH				547.78
00/0000/00			PURCHASES		547.78
09/13	09/12	55310203255083302912313	AMAZON.COM*TR2UP4SV0	SEATTLE WA	269.97
09/13	09/12	55500363256812414110783	ATT*BILL PAYMENT	DALLAS TX	176.04

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	1,084.14
PURCHASES			NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	- 4,123.47
0.00	1.4500%	17.40%	29	CASH ADVANCES	- 0.00
			NEW CASH ADVANCES	CREDITS	+ -50.00
CASH ADVANCES			0.00	PAYMENTS	+ -1,084.14
0.00	1.8667%	22.40%	CASH ADVANCE FEE	OTHER CHARGES	- 0.00
			0.00	FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 4,073.47

CURRENT PAYMENT DUE: 122.20	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE :	122.20
IRECT INQUIRIES TO:	BANKCARD SERVICES	P.O. BOX 8100	
	JEFFERSON CITY, MO	65102	1-800-472-1959

Services - TCM



10/20

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9588	09/29/23	\$4,073.47	10/24/23	\$122.20
BR BRCB X003 YY * 018947				ENTER PAYMENT AMOUNT
				001126



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

CAMDEN CO DD RES
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0722

001222004073470140580949462064

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT	BR * BRCB Page 1 of 3	
**** * 9588		09/29/23	10/24/23	10,000.00	5,926.53		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00			PURCHASES	4,123.47	
00/0000/00			MISCELLANEOUS CREDITS	-50.00	
00/0000/00			PAYMENTS	-1,084.14	
09/19	09/19	75397353262612320010094	LOCKBOX PMT-THANK YOU	-1,084.14	

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

*****7348	CONNIE BAKER					324.72
00/0000/00			PURCHASES			324.72
09/06	09/05	82305093248000013839920	SP LAVISHFLORAL	QUINCY IL	56.16	
09/12	09/11	05436843254300220232766	GERBES #0119	CAMDENTON MO	61.74	
09/21	09/21	65187423264000001740219	FP MAILING SOLUTIONS	6308275500 IL	146.50	
09/22	09/21	05416013264141000173354	WAL-MART #0089	CAMDENTON MO	10.72	
09/25	09/22	02305373266000570633154	USPS PO 2812420020	CAMDENTON MO	21.16	
09/25	09/22	05436843266000341995392	DOLLARTREE	CAMDENTON MO	5.00	
09/25	09/22	05436843266400044716410	WM SUPERCENTER #89	CAMDENTON MO	23.44	

*****8735	RACHEL BASKERVILLE					1,003.13
00/0000/00			PURCHASES			1,003.13
09/13	09/11	85180893255980176657399	AssociationPeople Supp	3012790060 MD	1,000.00	
09/15	09/14	15449853257204500229221	MO DMV	8504449330 MO	3.13	

*****1306	JEANNA BOOTH					547.78
00/0000/00			PURCHASES			547.78
09/13	09/12	55310203255083302912313	AMAZON.COM*TR2UP4SV0	SEATTLE WA	269.97	
09/13	09/12	55500363256812414110783	ATT*BILL PAYMENT	DALLAS TX	176.04	

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	1,084.14
PURCHASES			NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	4,123.47
0.00	1.4500%	17.40%	29	CASH ADVANCES	0.00
			NEW CASH ADVANCES	CREDITS	-50.00
				PAYMENTS	-1,084.14
CASH ADVANCES			CASH ADVANCE FEE	OTHER CHARGES	0.00
0.00	1.8667%	22.40%		FINANCE CHARGE	0.00
				NEW BALANCE	4,073.47

CURRENT PAYMENT DUE: 122.20	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 122.20
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IRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

BR * BRCB

Page 3 of 3

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
09/22	09/21	05140483264740276836111	SONIC DRIVE IN #3224 CAMDENTON MO	17.73	
09/25	09/22	51742953265083759928411	IDENTOGO - MO FINGERPR 877-512-6962 MA	42.75	
09/27	09/26	05416013269141000170736	WAL-MART #0089 CAMDENTON MO	36.29	
09/27	09/26	05436843270000311332679	DOLLARTREE CAMDENTON MO	5.00	
*****3322		LINDA SIMMS			465.75
00/0000/00		PURCHASES		515.75	
09/05	09/01	25247703245025315913088	SOCIETYFORHUMANRESOURC ALEXANDRIA VA	244.00	
09/05	09/01	51742953244083330205210	IDENTOGO - MO FINGERPR 877-512-6962 MA	42.75	
09/18	09/16	55432863259203367815314	B2B Prime*TX7G59G72 Amzn.com/bill WA	179.00	
09/19	09/18	55483823262091006416793	SAMS CLUB RENEWAL SPRINGFIELD MO	50.00	
00/0000/00		MISCELLANEOUS CREDITS		-50.00	
09/25	09/21	05436843265400205087073	SAMS CLUB #8257 HENDERSONVILL TN	-50.00	
*****9314		EDDIE THOMAS			1,732.09
00/0000/00		PURCHASES		1,732.09	
09/01	09/01	12302023244000079123624	Indeed Jobs Austin TX	162.00	
09/05	09/04	55432863247209652679260	INTUIT *QBooks Online CL.INTUIT.COM CA	200.00	
09/05	09/01	75418233244181835170647	PY *PATRIOT STORAGE LO OSAGE BEACH MO	150.00	
09/05	09/01	75418233244181836245364	PY *SMART SPOT STORAGE CAMDENTON MO	185.00	
09/06	09/05	65127003249000000083770	TASTE OF PHILLY & MORE KANSAS CITY MO	9.50	
09/11	09/08	55436873252282521168416	WESTIN KANSAS CITY KANSAS CITY MO	721.89	
09/13	09/12	05436843256400061996871	WM SUPERCENTER #89 CAMDENTON MO	46.74	
09/20	09/19	05416013262141000167812	WAL-MART #0089 CAMDENTON MO	103.42	
09/21	09/20	05416013263141000173793	WAL-MART #0089 CAMDENTON MO	44.88	
09/22	09/21	05140483264740276837028	SONIC DRIVE IN #3224 CAMDENTON MO	55.32	
09/27	09/26	05436843270400061260452	WM SUPERCENTER #5477 JEFFERSON CIT MO	53.34	



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 7348	09/29/23	\$0.00	10/24/23	\$0.00
BR BRCB X003 YY * 018864				ENTER PAYMENT AMOUNT



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

CONNIE BAKER
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

001043

0000000000000000562452949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 7348		09/29/23	10/24/23	2,000.00	2,000.00		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
09/06	09/05	82305093248000013839920	SP LAVISHFLORAL QUINCY IL	56.16	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE	SALES TAX AMT/IND DUTY AMOUNT FREIGHT		
			0.00/ 0.00 0.00		
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		1000YRRR 62301 454944736 Y IL			
09/12	09/11	05436843254300220232766	GERBES #0119 CAMDENTON MO	61.74 ✓	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00 65020			
		CUSTOMER CODE	SALES TAX AMT/IND DUTY AMOUNT FREIGHT		
			0.00/N 0.00 0.00		
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		1000YNNN 65020 480196590 Y MO			
09/21	09/21	65187423264000001740219	FP MAILING SOLUTIONS 6308275500 IL	146.50 ✓	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE	SALES TAX AMT/IND DUTY AMOUNT FREIGHT		
			11.72/ 0.00 0.00		
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		1100YYYY 60101 381716563 Y IL			
09/22	09/21	05416013264141000173354	WAL-MART #0089 CAMDENTON MO	10.72 ✓	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE	SALES TAX AMT/IND DUTY AMOUNT FREIGHT		
			0.00/ 0.00 0.00		

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY
			00.00%	
PURCHASES 0.00	1.4500%	17.40%	NUMBER OF DAYS IN THIS BILLING CYCLE 29	PREVIOUS BALANCE 0.00
			NEW CASH ADVANCES	PURCHASES - 0.00
CASH ADVANCES 0.00	1.8667%	22.40%	CASH ADVANCE FEE	CASH ADVANCES - 0.00
				CREDITS + 0.00
				PAYMENTS + 0.00
				OTHER CHARGES - 0.00
				FINANCE CHARGE + 0.00
				NEW BALANCE = 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 0.00
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DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

CONNIE BAKER
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020



Central Bank | Commercial Payments

BR * BRCB

Page 3 of 3

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
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TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YNNN	65020	710415188	Y	MO	
09/25 09/22	05436843266000341995392	DOLLARTREE		CAMDENTON	MO
ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY		
00/00/00	65020				
CUSTOMER CODE		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT	
		0.00/N	0.00	0.00	

5.00 ✓

TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YNNN	65020	541387365	Y	MO	
09/25 09/22	05436843266400044716410	WM SUPERCENTER #89		CAMDENTON	MO
ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY		
00/00/00	65020				
CUSTOMER CODE		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT	
		0.00/	0.00	0.00	

23.44 ✓

TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YNNN	65020	710415188	Y	MO	
09/25 09/22	02305373266000570633154	USPS PO 2812420020		CAMDENTON	MO
ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY		
00/00/00	65020				
CUSTOMER CODE		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT	
None		0.00/N	0.00	0.00	

21.16 ✓

TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
9000YNNN	65020	410760000	Y	MO	

PRODUCT CODE		DESCRIPTION		ITEM	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL
						DISCOUNT AMT/IND	RATE/TYPE	SHIP DATE	AMOUNT
FCMFMailsRetailFirst-Class Lg Env					1.0000	2.79/D 0.00/D	0.00/	00/00/00	3
FCMFMailsRetailFirst-Class Lg Env					1.0000	1.59/D 0.00/D	0.00/	00/00/00	2
FCMFMailsRetailFirst-Class Lg Env					1.0000	2.55/D 0.00/D	0.00/	00/00/00	3
FCMFMailsRetailFirst-Class Lg Env					1.0000	2.79/D 0.00/D	0.00/	00/00/00	3
FCMLMailsRetailFirst-Class Letter					1.0000	8.56/D 0.00/D	0.00/	00/00/00	9
FCMLMailsRetailFirst-Class Letter					1.0000	0.90/D 0.00/D	0.00/	00/00/00	1
483700 Chf Standing Bear					3.0000	1.98/D 0.00/D	0.00/	00/00/00	2

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S
ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 324.72

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.



[illegible]

RACHEL BASKERVILLE
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0000

000262

0000000000000000621149949462064

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

10/13/22 12:13 PM 3 0000594 20230930 310DL101 DXCBRCB1 1 oz DOM 310DL10000 166595 MS

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 1306	09/29/23	\$0.00	10/24/23	\$0.00
BR BRCB X003 YY * 018075				ENTER PAYMENT AMOUNT
				000255



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

JEANNA BOOTH
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0000

0000000000000000968749949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 1306		09/29/23	10/24/23	2,000.00	2,000.00		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
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09/13	09/12	55310203255083302912313	AMAZON.COM*TR2UP4SVO SEATTLE WA	269.97	
ORDER DATE FROM POST CD		TO POST CD	TO COUNTRY		
00/00/00			USA		
CUSTOMER CODE		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT	
113-2560922-66522		0.00/N	0.00	0.00	
MERCHANT					
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YYYY	98109	820544687	Y	WA	4ZXTFXEEQVJ

PRODUCT CODE			DESCRIPTION		QUANTITY	ITEM		EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL
								DISCOUNT AMT/IND	RATE/TYPE	SHIP DATE	AMOUNT
B07WVN1N8C			AOC 24B2XH 24 FULL HD IPSMONITOR,		3.0000			269.97/D	PEICE	0.00	
								0.00/D	0.00/	00/00/00	270
09/13 09/12 55500363256812414110783			ATT*BILL PAYMENT			DALLAS			TX	176.04	
ORDER DATE			FROM POST CD		TO POST CD	TO COUNTRY					
00/00/00			75211		65020	USA					
CUSTOMER CODE					SALES TAX AMT/IND	DUTY AMOUNT		FREIGHT			
311202361					0.00/N	0.00		0.00			
MERCHANT											
TYPE		POSTAL CODE		TAX ID	CD	ST	REFERENCE NUMBER				
1000YYYY		75211		742782655	Y	TX	311202361				

PRODUCT CODE		DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL
				DISCOUNT AMT/IND	RATE/TYPE	SHIP DATE	AMOUNT
BILL		311202361	1.0000	176.04/D		0.00	
				0.00/D	0.00/	00/00/00	176
09/22	09/21	05140483264740276836111	SONIC DRIVE IN #3224 CAMDENTON MO	17.73			
ORDER DATE FROM POST CD		TO POST CD	TO COUNTRY				

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY		
PURCHASES 0.00	1.4500%	17.40%	00.00%	PREVIOUS BALANCE 0.00		
			NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES -	0.00	
			29	CASH ADVANCES -	0.00	
			NEW CASH ADVANCES	CREDITS +	0.00	
CASH ADVANCES 0.00	1.8667%	22.40%	0.00	PAYMENTS +	0.00	
			CASH ADVANCE FEE	OTHER CHARGES -	0.00	
			0.00	FINANCE CHARGE +	0.00	
			NEW BALANCE = 0.00			

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE :	0.00
---------------------------	-------------------------	----------------------	------

DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100 1-800-472-1959
JEFFERSON CITY, MO 65102

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 3322	09/29/23	\$0.00	10/24/23	\$0.00
BR BRCB X003 YY * 018338				ENTER PAYMENT AMOUNT



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

LINDA SIMMS
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

000518

0000000000000000766347949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 3322		09/29/23	10/24/23	4,000.00	4,000.00		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
------	------	------------------	----------------------	--------	-----------

09/05 09/01 25247703245025315913088 SOCIETYFORHUMANRESOURC ALEXANDRIA VA 244.00 ✓
ORDER DATE FROM POST CD TO POST CD TO COUNTRY
00/00/00
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
CS1960028 0.00/ 0.00 0.00

09/05 09/01 51742953244083330205210 IDENTOGO - MO FINGERPR 877-512-6962 MA 42.75 ✓ 41.75
ORDER DATE FROM POST CD TO POST CD TO COUNTRY
00/00/00 01821 USA
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
UZ3R4ZK938MO 0.00/ 0.00 0.00

09/18 09/16 55432863259203367815314 B2B Prime*TX7G59G72 Amzn.com/bill WA 179.00
ORDER DATE FROM POST CD TO POST CD TO COUNTRY
09/16/23
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
D01-0772138-34210 0.00/N 0.00 0.00

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
B07HSRNBWG		1.0000	179.00/D 0.00/D	PEICE 0.00/C	0.00 00/00/00	0

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
PURCHASES 0.00	1.4500%	17.40%	00.00%	PREVIOUS BALANCE	0.00
			29	PURCHASES	0.00
				CASH ADVANCES	0.00
				CREDITS	0.00
CASH ADVANCES 0.00	1.8667%	22.40%	0.00	PAYMENTS	0.00
				OTHER CHARGES	0.00
				FINANCE CHARGE	0.00
			CASH ADVANCE FEE	NEW BALANCE	0.00
			0.00		

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE :	0.00
---------------------------	-------------------------	----------------------	------

DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9314	09/29/23	\$0.00	10/24/23	\$0.00
BR BRCB X003 YY * 018883				ENTER PAYMENT AMOUNT
				001062



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

EDDIE THOMAS
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

0000000000000000860332949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 9314		09/29/23	10/24/23	4,000.00	4,000.00		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
------	------	------------------	----------------------	--------	-----------

09/01 09/01 12302023244000079123624	Indeed Jobs	Austin	TX	162.00	
ORDER DATE FROM POST CD	TO POST CD	TO COUNTRY			
00/00/00					
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT		
	0.00/	0.00	0.00		
----- MERCHANT -----					
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YYYY	78750	260129478	Y	TX	
09/05 09/04 55432863247209652679260	INTUIT *QBooks Online	CL.INTUIT.COM	CA	200.00	✓
ORDER DATE FROM POST CD	TO POST CD	TO COUNTRY			
09/04/23					
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT		
	0.00/	0.00	0.00		
----- MERCHANT -----					
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YNNN	94043	770034661	Y	CA	T1-12d8e9ef-1
09/05 09/01 75418233244181835170647	PY *PATRIOT STORAGE LO	OSAGE BEACH	MO	150.00	
ORDER DATE FROM POST CD	TO POST CD	TO COUNTRY			
00/00/00					
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT		
64f17c9cf1067e615	0.00/N	0.00	0.00		
----- MERCHANT -----					
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
8000YYYY	65486	881506936	Y	MO	
09/05 09/01 75418233244181836245364	PY *SMART SPOT STORAGE	CAMDENTON	MO	185.00	
ORDER DATE FROM POST CD	TO POST CD	TO COUNTRY			
00/00/00					
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT		
64f1b60293a8b2420	0.00/N	0.00	0.00		

acct 5605?

acct 5705?

acct 5580

acct 5580

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
PURCHASES 0.00	1.4500%	17.40%	00.00%	PREVIOUS BALANCE	0.00
			NUMBER OF DAYS IN THIS BILLING CYCLE 29	PURCHASES	- 0.00
				CASH ADVANCES	- 0.00
			NEW CASH ADVANCES	CREDITS	+ 0.00
CASH ADVANCES 0.00	1.8667%	22.40%	0.00	PAYMENTS	+ 0.00
			CASH ADVANCE FEE	OTHER CHARGES	- 0.00
				FINANCE CHARGE	+ 0.00
			0.00	NEW BALANCE	= 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE :	0.00
---------------------------	-------------------------	----------------------	------

DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

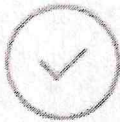


Acct 5899



Show order summary ▾

\$56.16



Order #1880

Thank you!

Your order is complete

Order details

Contact information

+1 660-888-9013

Shipping method

Retail - no shipping required

Payment method




ending with 7348 - \$56.16

Need help? Contact us

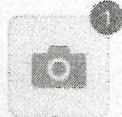


12:04



 Hide order summary ^

\$56.16



Dishgarden w fresh

\$52.00

Subtotal

\$52.00

Shipping

Free

Taxes

—

Total

USD **\$56.16**



Order #1880

Thank you!

Your order is complete

Order details

Contact information

+1 660-888-9013

Shipping method

Retail - no shipping required

Payment method



ending with 7348 - \$56.16



Connie's Carex

act-5610

Gerbes FRESH
FOR EVERYONE.
Super Markets

1159 US EAST 54
(573) 346-3433

Your cashier was Christina Oakley

Plus Customer *****7353

RNFG PINWHEEL TRKY 17.99 B
RNFG PINWHEEL TRKY 17.99 B
DELI BEAN DP 11.99 B
KRO WEST STYLE TOR 2.79 B
CARROT CUPCAKE 5.49 B
PMPKN CUPCAKE 5.49 B

SC Fuel Points
TAX 2.92
TAX EXEMPTION 2.92
**** BALANCE 61.74

CAMDENTON MO 65020
Mastercard Purchase
*****7348 - C
REF#: 01897C TOTAL: 61.74
AID: A0000000041010
TC: EF5A44F281F4CEDB

MASTERCARD 61.74
EXEMPTED SALES AMT 61.74
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 6

09/11/23 04:18pm 119 2 93 101

Annual Card Savings \$6.51

Fuel Points Earned Today: 62

Total Sept Fuel Points: 62

EARN 50 FUEL POINTS

BY GIVING US FEEDBACK

Go to www.kroger.com/feedback

Date: 09/11/23

Time: 04:17PM

Entry ID: 615-897-93-119-2-95

Limited Time Offer

Save an additional .55c per gallon
of fuel FOR A YEAR each time you
redeem at least 100 Fuel Points at
Dillons/Baker's/Gerbes Fuel Centers*

when using the

Dillons Rewards World Elite Mastercard

APPLY TODAY!

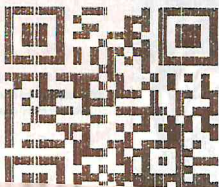
www.DillonsMastercard.com/83383

*Restrictions apply, see website
for details.

With Our Low Prices, You Saved

\$2.92

Fresh opportunity awaits
Join our team today!



Board
mtg



FP Mailing Solutions
140 N. Mitchell Ct., Suite 200
Addison, IL 60101-5629
ADDRESS SERVICE REQUESTED

Received
OCT 17 2023

acct-5720
Invoice - Tom

INVOICE Page No. 1

Invoice No.	RI105922726
Date	09/22/23
Account No.	600049497
Web Pin	223900
Due Date:	10/22/23
NET 30 DAYS	
Contract:	RO2S-20230920-0056
PO #:	2970630W01
PO BOX 722	
CAMDENTON, MO 65020-0722	
Customer Service:	(800) 341-6052
Tax I.D.	38-1716563

*7*1860*****AUTO**MIXED AADC 601*****
CAMDEN COUNTY DEVELOPMENTAL
PO BOX 722
Disability Resources
CAMDENTON MO 65020-0722



Add/update your email address at: fp-usa.com/login (FP Customer Account) to receive important announcements & updates about your FP postage meter.

1	PIC10	POSTBASE 10ML INKJET CARTRIDG	09/20/23	134.00
1	FREIGHT	FEDEX 09/21/23	09/21/23	12.50
Sale Totals				146.50



0102600049497

Make online payments: www.fp-usa.com/customer-portals
Mail Payments: P.O. Box 157
Bedford Park, IL 60499-0157

TOTAL

146.50

Balance Due on Account as of 10/03/23: 102.00

TEAR HERE Please return this portion with Payment and make check payable to FRANCOTYP-POSTALIA, INC. TEAR HERE

CAMDEN COUNTY DEVELOPMENTAL
PO BOX 722
CAMDENTON MO 65020-0722

Account No: 600049497
Invoice No: RI105922726
Phone No: 573-693-1511

146.50

010600049497 0000000000RI105922726 000014650 NW

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7SKKSWYHM

Walmart*

573-346-3588 Mgr: PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 008537 TE# 16 TR# 02292

GV .5L WATER 007874227909 F 5.36 0

GV .5L WATER 007874227909 F 5.36 0

SUBTOTAL 10.72

TOTAL 10.72

MCARD TEND 10.72

Mastercard **** * 7348 1 1

APPROVAL # 02555C

REF # 326400316127

AID A0000000041010

AAC B56ACE9F3D7E4289

TERMINAL # SC011665

*NO SIGNATURE REQUIRED

09/21/23 08:27:10

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 0322 0690 0026 1087 9444



Walmart+

Become a member

Scan for free 30-day trial



09/21/23 08:27:27

CUSTOMER COPY

Connie's Card



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

09/22/2023

03:16 PM

acct-5725

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Large Envelope	1		\$2.79
Columbia, MO 65203 Weight: 0 lb 6.50 oz Estimated Delivery Date Mon 09/25/2023			

First-Class Mail® Large Envelope	1		\$1.59
Jefferson City, MO 65102 Weight: 0 lb 1.40 oz Estimated Delivery Date Mon 09/25/2023			

First-Class Mail® Large Envelope	1		\$2.55
Linn Creek, MO 65052 Weight: 0 lb 5.20 oz Estimated Delivery Date Mon 09/25/2023			

First-Class Mail® Large Envelope	1		\$2.79
Columbia, MO 65201 Weight: 0 lb 6.40 oz Estimated Delivery Date Mon 09/25/2023			

First-Class Mail® Letter	1		\$0.66
Camdenton, MO 65020 Weight: 0 lb 0.60 oz Estimated Delivery Date Mon 09/25/2023			

Certified Mail® Tracking #:			\$4.35
70172620000049287647			

Return Receipt Tracking #:			\$3.55
9590 9402 7789 2152 6996 96			

Total			\$8.56
-------	--	--	--------

First-Class Mail® Letter	1		\$0.90
Camdenton, MO 65020 Weight: 0 lb 1.60 oz Estimated Delivery Date Mon 09/25/2023			

Chf Standing Bear	3	\$0.66	\$1.98
-------------------	---	--------	--------

Grand Total:			\$21.16
--------------	--	--	---------

Credit Card Remit			\$21.16
Card Name: MasterCard			
Account #: XXXXXXXXXX7348			
Approval #: 06016C			
Transaction #: 195			
AID: A0000000041010			
AL: Mastercard			
PIN: Not Required			

Postage meter
down - Camdenton
office

7017 2620 0000 4928 7647

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com	
Camdenton MO 65020	
OFFICIAL USE	
Certified Mail Fee	\$4.35
Extra Services & Fees (check box, add fee as appropriate)	\$3.55
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.66
Total Postage and Fees	\$8.56

0020
03

Postmark
Here

09/22/2023

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7SKKX9Z3XZ

Walmart

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MO 65020

ST# 00089 OP# 005317 TE# 22 TR# 07511

CMND HOOKS 005114193987 9.28 0

ONNCRDORGZR 019434600370 4.88 0

CHND PIC HNG 005114193996 9.28 0

SUBTOTAL 23.44

TOTAL 23.44

MCARD TEND 23.44

Mastercard **** * 7348 1 1

APPROVAL # 00696C

REF # 1042000314

AID A0000000041010

AAC FAE498A16AB62CA8

TERMINAL # SC010130

*NO SIGNATURE REQUIRED

09/22/23 10:31:29

CHANGE DUE 0.00

ITEMS SOLD 3

TC# 0913 1079 1814 3565 1232



Walmart

Become a member

Scan for free 30-day trial



09/22/23 10:31:39

CUSTOMER COPY



DOLLAR TREE

Store# 8575

1069 E US Hwy 54

(573) 317-5011

Ste 1

Camdenton MO 65020

DESCRIPTION	QTY	PRICE	TOTAL
ESSENTIALS STORAGE BOX	1	1.25	1.25N
ESSENTIALS STORAGE BOX	1	1.25	1.25N
ESSENTIALS STORAGE BOX	1	1.25	1.25N
ESSENTIALS STORAGE BOX	1	1.25	1.25N

Sub Total

\$5.00

SALES TAX

\$0.00

Total

\$5.00

Mastercard

\$5.00

*****7348

Approved

Purchase

Chip

Auth/Trace Number: 02710C/010807

Chip Card AID: A0000000041010

*** Tax Exempt ***
ID #: 19364199

NOW SHOP ON-LINE AT DOLLARTREE.COM

* We will gladly exchange any unopened item *
* with original receipt. We do not offer refunds. *

9841 08575 01 018 27415299 9/22/23 10:45
Sales Associate:Jenny

acct-5720

acct-5720

APSE

Invoice



EIN: 54-1470501
7361 Calhoun Place
Suite 680
Rockville, MD 20855
301-279-0060
www.apse.org

Date	Invoice #
9/1/2023	300009014

act-5830

REF

Bill To
Rachel Baskerville Camden County Developmental Disability Resources PO Box 722 Camdenton, MO 65020 United States

Member Information
Rachel Baskerville Camden County Developmental Disability Resources PO Box 722 Camdenton, MO 65020 United States

PO	Terms	Due Date
	Due on receipt	9/1/2023

Date	Description	Amount
9/1/2023	Bronze Business Membership	\$1,000.00
	Total	\$1,000.00

Payments/Refunds

Date	Description	Amount
9/11/2023	Payment via Credit Card (using card xxxxxxxxxxxx8735) <i>Applied to invoice on 9/11/2023 2:38:18 PM</i>	(\$1,000.00)
	Total Payments/Refunds	(\$1,000.00)
	Balance Due	\$0.00

APSE recognizes and understands the challenges facing our members, and we are committed to helping navigate this shared journey. As your membership renewal date approaches, we realize cash may be tight - but now, more than ever, you need our organization working tirelessly as the voice of Employment First across the country. Please show your support by renewing during this time.

Your continued commitment to APSE enables us to: provide real-time policy updates about what's happening in Congress, advocate for fair and equitable treatment for Employment Support Professionals as well as employees with disabilities, support your state Chapter, and provide updates that are relevant to the APSE community. As well as responding to the massive call for training and resources with low cost and free member webinars and the 2022 APSE National Virtual Conference.

We will continue focusing on our mission of providing support for our members and to strengthen our community – now and in the future. Thank you again for your commitment and partnership. APSE is strong because of you. Together, we will tackle this challenge (and whatever the future may bring), and ensure not only that we all will get through this, but we will thrive.

We look forward to our continued partnership.

Renew online: <https://apse.site-ym.com/members/membership.asp>

or

Make Checks Payable to: APSE

Send to: 7361 Calhoun Place Suite 680 Rockville, MD 20855

Your Receipt from AssociationPeople Supporting Employment - 988557

BluePay <bluepay@bluepay.com>

Mon 9/11/2023 1:38 PM

To: Rachel Baskerville <rachel@ccddr.org>

Thank you for your Approved transaction with AssociationPeople Supporting Employment - 988557.

Transaction Date: 2023-09-11 13:38:16 CT

Transaction Type: SALE

Status: Approved

Amount: 1000.00

Account Holder: Rachel Baskerville

Billing Address: PO Box 722 , Camdenton, Missouri 65020

Phone:

Email: rachel@ccddr.org

Account: xxxxxxxxxxxx8735

Account Type: MC

Transaction ID: 200088208588

AVS/CVV2: Y/M

Comments: Payment for Invoice No. 300009014

Powered by BluePay

<https://secure.bluepay.com>

*Rachel's Card***Payment Receipt**

noreply@ncr.com

Thu 9/14/2023 8:04 AM

To: Jeanna Booth <jeanna@ccddr.org>

Missouri: MyDMV**Payment Receipt***acct - 5060***Thank You for Your Payment**

Please save this Confirmation Number for your personal records.

Customer Name

Jeanna Booth

Effective Date

9/14/2023 8:03 AM Central Standard Time

Confirmation Number

20209082

Payment Method	Amount
MasterCard ***** 8735	\$3.13
Item	Payment
Record Sales	\$2.82
Transaction Fee:	\$0.31
Total Amount Paid:	\$3.13

Payment Details

Record Sales

: ProdX949728 - : c7f47ae42d0c4199b18ee4c6b5d26f74 - Jeanna Booth - \$2.82

A Transaction Fee has been included in the total amount paid for this transaction.

PAYMENT RECEIPT

Page 1 of 1



Transaction Number: 230914210000004

SUB-TRANSACTION(S) SUMMARY

<u>SUB-TRANS#</u>	<u>PROCESS DESCRIPTION</u>	<u>TOTAL</u>
0001	Record Sales Request By Jeanna Booth Public Portal DL Record Center	\$2.82

PAYMENT INFORMATION

<u>TYPE</u>	<u>AMOUNT</u>
Credit Card	\$2.82
Previous Amount Collected	\$0.00
TOTAL PAID:	\$2.82
TOTAL AMOUNT DUE:	\$2.82
CHANGE DUE:	\$0.00

NOTE: The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds. Other restrictions may apply.

Your Opinion Matters! Please tell us if our service met your expectations at bit.ly/DORfeedback.

Public Portal DL Record Center
Office: 210001
Operator - Time: PublicPortal - 09/14/2023 08:01:14 AM
Workstation:
Shipment: 821

Missouri Department of Revenue
PO Box 200
Jefferson City, MO 65105-0200
(573) 526-2407
dor.mo.gov

**Details for Order #113-2560922-6652253**[Print this page for your records.](#)**Order Placed:** September 11, 2023**Amazon.com order number:** 113-2560922-6652253**Order Total:** \$269.97

acct-5705

Not Yet Shipped**Items Ordered**

3 of: AOC 24B2XH 24" Full HD IPS Monitor, 3-Sided Frameless & Ultra Slim HDMI and VGA inputs, Lowblue Mode, VESA compatible, Black

Sold by: Amazon.com Services LLC

Supplied by: Other

Price

\$89.99

Condition: New

Shipping Address:

Jeanna Booth

100 3RD ST

PO BOX 722

CAMDENTON, MO 65020-7336

United States

Shipping Speed:

FREE Prime Delivery

Payment information**Payment Method:**

Mastercard ending in 1306

Item(s) Subtotal: \$269.97

Shipping & Handling: \$0.00

Total before tax: \$269.97

Estimated tax to be collected: \$0.00

Billing address

Jeanna Booth

100 3RD ST

PO BOX 722

CAMDENTON, MO 65020-7336

United States

Grand Total: \$269.97To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

Jeanna's Lava



Account



Payments



Bill



Settings

* bill automatically switched to paperless billing so statement was never received. It has been changed back to paper billing.

Advertisement

Payment confirmation

Acct: 311202361



Thanks! We got your \$176.04 payment and sent an email confirmation.

Scheduled for: **Sep 12, 2023**

Confirmation number: **7VV7MYW9P02S543**

Payment method: **Credit card**

Card ending in: **1306**



Expires: **06/26**

Billing ZIP Code: **65020**

Payments may not show up online for 24 hours.

You can use this same payment method to automatically pay your bill each month.

Using a credit card with AutoPay? We'll charge your credit card eight days after your billing cycle ends. Need more time? If you use a checking savings account or a debit card for AutoPay, we'll charge your account or card on the payment due date.



CAMDEN COUNTY SENATE
BILL 40
PO BOX 722
CAMDENTON MO 65020-0722

Page: 1 of 3
Issue Date: Aug 08, 2023
Account Number: 311202361

AutoPay: Set up automatic payments that you can update whenever you want. Go to att.com/autopay today.



Managing your AT&T bills, products, and services on the go? It's a snap with myAT&T. Go to att.com/myatt to sign in or sign up.



Account summary

Your last bill	\$179.23
Payment, Jul 20 - Thank you!	-\$179.23
Remaining balance	\$0.00

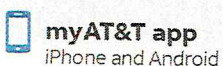
Service summary

 Internet	Page 2	\$128.40
 Phone	Page 2	\$47.64
Total services		\$176.04

Acct
5535
5735

Total due **\$176.04**
Please pay by Aug 30, 2023

Ways to pay and manage your account:



myAT&T app
iPhone and Android



att.com/pay



Ordering, billing or support
800.321.2000
TTY: 800.651.5111

Service activity

Internet

Monthly charges		Aug 09 - Sep 08
1. AT&T Internet 1G / 1G (Promotional Offer)		\$120.00
Company fees & surcharges		
2. Cost Assessment Charge		\$8.40
Total for Internet		\$128.40

Phone

Monthly charges		Aug 09 - Sep 08
1. Phone Unlimited N. America 573.346.9906 (Promotional Offer)		\$35.00
Company fees & surcharges		
2. Cost Assessment Charge		\$0.86
3. Federal Universal Service Charge		\$6.64
4. MO Universal Service Fund		\$0.02
5. Relay Missouri Surcharge		\$0.10
Government fees & taxes		
6. MO County Telecom Tax		\$0.48
7. MO Local 911 Emergency Telephone Service Tax		\$3.20
8. MO State Telecom Tax		\$1.34
Total for Phone		\$47.64

Important information

Late payment fee

A late payment fee of up to \$9.99 will be assessed if payment is not received on or before the due date.

Electronic check conversion

Paying by check authorizes AT&T to use the information from your check to make a one-time electronic fund transfer from your account. Funds may be withdrawn from your account as soon as your payment is received. If

we cannot process the transaction electronically, you authorize AT&T to present an image copy of your check for payment. Your original check will be destroyed once processed. If your check is returned unpaid you agree to pay such fees as identified in the terms and conditions of your agreement, up to \$30. Returned checks may be presented electronically. If you want to save time and stamps, sign up for AutoPay at att.com/autopay using your checking account. It's easy, secure, and convenient!

Fees and surcharges notice

AT&T collects monthly fees and surcharges to help recover its required contribution to government programs and to recover costs AT&T pays in



Page: 3 of 3
Issue Date: Aug 08, 2023
Account Number: 311202361

...Important information continued

taxes and required payments levied by federal, state, and local governments. These fees and surcharges included on your bill are periodically adjusted to align with the rates determined by the government agency that is responsible for the state or federal fund or tax and subject to change at any time without notice to you unless required by law. For more information, please contact an AT&T Service Representative at the phone number listed on the front of your bill.

AT&T U-verseSM TV, AT&T Internet and AT&T Phone provided by AT&T Missouri.

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Jeaning

acct-5899

Sonic America's Drive-In

Sonic Drive-In
501 East US Hwy 54
Panderburg MO 67020

Date: 09/21/23 02:05PM
Card Type:
Acct #: XXXXXXXXX1306*
Card Ent: KEYPED
Trans Type: PURCHASE
Auth Code: 054180 *
Check: 435
Srv: 5/1
Server: 332 victoria
Purchase \$ 17.73

moving lunch

Master Card #XXXXXXXXXXXX1306
Auth # 054180 Exp Date **/**
Lane # 05 Cashier # 1
09/21/23 14:00 Ref/Seq # 055132
Mrch= Term=001 IC=3C
EPS Sequence # 055132

Subtotal: 17.73

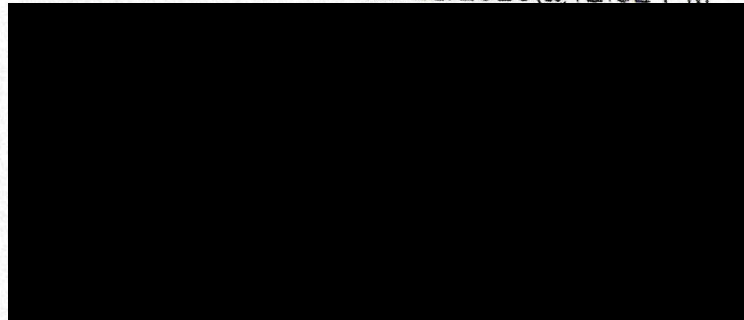
No Signature Required

IdentoGO Center (3500213)
4427 N Osage Beach Pkwy
Old School Commons CMFCAA
Osage Beach, Missouri 65065-2759

acct - 5060

IdentoGO

Date: 09/22/2023@12:02 PM



Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75

Payment

Auth Code: \$41.75

2H9TF1GGG551SSQXB

Amount Paid: \$41.75

+ 1.00 fee

\$42.75

The results of your fingerprint
background check will be sent directly
to your employer or requesting agency.
Your results will not be available
through IdentoGO.

gamma

acct-5720

acct-5720

Give us feedback & star my.walmart.com
Thank you! ID # 7SKL9YZ07S



573-346-3588 Mgr: PAUL
94 CECIL ST
CAMDENTON MD 65020
ST# 00089 OP# 000231 TR# 14 TR# 03971
OOK 200PC PH 003890240556 7.97 0
GV COL 96CT 007874214137 F 28.32 0
SUBTOTAL 36.29
TOTAL 36.29
MCARD TEND 36.29
Mastercard *****1306 1 1
APPROVAL # 08190C
REF # 326900765800
AID A0000000041010
AAC 22FDABD29F0B2E0B
TERMINAL # SC010443
*NO SIGNATURE REQUIRED
09/26/23 09:46:32
CHANGE DUE 0.00
ITEMS SOLD 2
TC# 8949 6319 6489 4956 2717



Become a member
Scan for free 30-day trial

09/26/23 09:46:42



Store# 8575 (573) 317-5011
1069 E US Hwy 54
Ste 1
Camdenton MO 65020

DESCRIPTION	QTY	PRICE	TOTAL
ESSENTIALS STORAGE BOX	1	1.25	1.25N
ESSENTIALS STORAGE BOX	1	1.25	1.25N
ESSENTIALS STORAGE BOX	1	1.25	1.25N
ESSENTIALS STORAGE BOX	1	1.25	1.25N

Sub Total \$5.00
SALES TAX \$0.00
Total \$5.00
Mastercard *****1306 Approved
Purchase Chip
Auth/Trace Number: 09723C/011322
Chip Card AID: A0000000041010

*** Tax Exempt ***
ID #: 19364199

NOW SHOP ON-LINE AT DOLLARTREE.COM

* We will gladly exchange any unopened item *
* with original receipt. We do not offer refunds. *

1104 08575 01 001 2054161 1/26/23 9:55
Sales Associate: Malanie

Home View Help

New mail         Quick steps  Read / L

LINDA'S CARD

Dear Linda,

act-5830

Your SHRM membership expires on **2023-09-30** and you are currently enrolled in auto-renewal. Your credit card will be charged in 30 days.

SUMMARY**Membership Type:** HR Professional Membership**Auto-Renewal Charge Date:** September 1, 2023**Charge Amount:** \$244.00

*SHRM
MEMBERSHIP
RENEWAL*

If you would like to review or update your payment information, visit your [member profile](#). You can also contact our Customer Experience team at 1(800)-283-7476 if you need further assistance.

Thank you for being a part of the [SHRM community](#). Your continued support allows us to drive change in the workplace where employers and employees thrive together. We look forward to our continued partnership with you!

Sincerely,

SHRM Membership Team

 www.shrm.org

Connect with us on social!

 [LinkedIn](#)  [Facebook](#)

 [Twitter](#)  [Instagram](#)

 [YouTube](#)

1800 Duke Street, Alexandria, Virginia 22314 USA

[Contact Us](#) | shrm.org

This email was sent to linda@ccddr.org.

This email is transactional and is not a marketing or promotional email. That is why you are receiving this email even though you may have previously unsubscribed from SHRM's marketing emails.

[Change Email Preferences](#) | [Terms of Use](#) | [Privacy Policy](#)

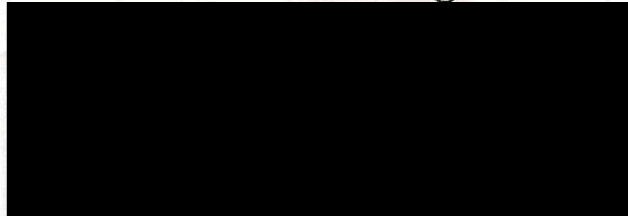
© 2023 SHRM. All rights reserved.

IdentoGO Center (3500213)
4427 Osage Beach Pkwy
Ste A900
Osage Beach, Missouri 65065-2759

IdentoGO®

act-5060

Date: 09/01/2023@01:23 |



Services	
GO - NCPA/VCA	\$41.75
SubTotal:	\$41.75
Total:	\$41.75
Payment	
Auth Code:	\$41.75
H9TF1G3J55119HZH	

Amount Paid: \$41.75

+ 1.00 fee
\$42.75

The results of your fingerprint
background check will be sent directly
to your employer or requesting agency.
Your results will not be available
through IdentoGO.



Amazon Services LLC
410 Terry Ave North
Seattle WA 98109-5210 USA

Acct 5899
777
5430

Receipt number: 6807131118849

Billing date:
September 16, 2023

Billed to:
Camden County Senate Bill 40 Board
100 3RD ST
PO BOX 722
MO, 65020-7336 CAMDENTON
US

Payment method:
MasterCard ending in 3322

Item	Amount
Business Prime membership fee: Essentials — up to 3 users	\$179.00
Tax:	\$0.00
Total:	\$179.00

Your membership successfully auto-renewed.

Sam's Club <transaction@info.samsclub.com>

Mon 9/18/2023 3:02 PM

To:Linda Simms <linda@ccddr.org>



**You're renewed,
Linda J.**

Another year of members-only goodness comin' at you. Your card ending in **3322** was charged **\$50.00** on **Sep 18, 2023**.^Δ

Thanks again for staying part of the Sam's Club family.

[Start Shopping](#)

Taxes and add-on memberships may have applied. To turn off auto-renew, select "Account Information" in your online account.

**Exclusive benefits
that make life a little easier.**



**Shop 24/7 with the
Sam's Club app.**



**Always great
quality. Exclusive
low prices.**

Your refund is on its way!

Sam's Club <transaction@info.samsclub.com>

Thu 9/21/2023 6:09 PM

To:Linda Simms <linda@ccddr.org>

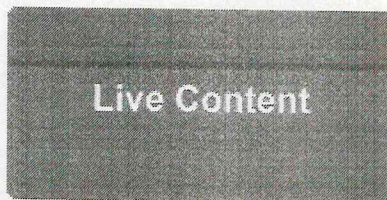


Acc 5899
5830?



Your refund is on its way, Linda J Simms

We're sorry that your order didn't work out. We've credited the amount back to your card.



TC# 06104438469328782984

Returned details

Hendersonville Sam's Club

301 Indian Lake Blvd, Hendersonville, TN 37075

[Get hours and directions](#)

Date and Time

21-September-2023

Returned items (1)

RENMBRSHIP

Item 101

Qty 1

\$50.00

Subtotal

\$50.00

Refund amount	\$50.00
Mastercard Tender *3322	\$0.00

Thanks for your order. If you have any questions, please visit our [help center](#).

Get the App



Your Account Your Club

Pickup | Instant Savings | All Services



Sam's Club Member Services 2101 SE Simple Savings Drive, Bentonville, AR 72716-0745 ©2000–2023. Sam's Club Member Services. All rights reserved.

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For questions about returns and refunds, see our [Return / Refund Policy](#).

Having trouble viewing images? [View this email on the web](#).



Indeed, Inc
Mail code 5160
P.O. Box 660367
Dallas, TX
75266-0367

Invoice

Invoice #: 83183896
Date: 08/31/2023
Due Date: 08/31/2023

Acct 5605

Bill to: Camden County Developmental Disability Resources
PO Box 722
Camdenton, MO 65020
jeanna@ccddr.org

Total Amount: 162.00 USD

Total Due: 0.00 USD

Description / Memo	Amount
August 2023 Indeed Job Applies	162.00 USD
Sales tax	0.00 USD
Total Amount	162.00 USD

PAID INVOICE
THIS INVOICE IS FOR YOUR RECORDS

Date: 08/31/2023

Terms: Due upon receipt

Due Date: 08/31/2023

Information in "Bill To" section may be updated



Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

acct- 5567.
Service- TCM
Invoice

Invoice number: 10001250721126
Total: \$200.00
Date: Sep 4, 2023
Payment method: MASTER ending 9314
Payment authorization code: 06702C

Bill to

Edmond J Thomas
Camden County Developmental Disability Resources
100 3rd St PO Box 722
Camdenton, MO 65020-7336
US
Address may be standardized for tax purposes
Company ID: 464240995

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Advanced	1	\$200.00	\$200.00
Sales tax - Exempt:			\$0.00

Total invoice:

\$200.00

Tax reporting information

Period for monthly fees:

Sep 4, 2023 - Oct 4, 2023

Total without tax:

\$200.00

Total tax:

\$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

Payment Receipt

Patriot Storage LOZ
6760 US Hwy 54
Osage Beach, MO 65065
(573) 746-2552
<https://www.patriotstorageloz.com>

Acct 5580

9/1/2023 12:54AM

Camden County Developmental Disability Resources
PO Box 722
Camdenton, Missouri 65020

Name	Item	Description	Quantity	Unit Price	Tax	Total	Paid
Rent	75499028	Unit A23 rent for 1 month period starting 9/1/2023	1	\$150.00	\$0.00	\$150.00	\$150.00

Paid by Master ending in 9314

\$150.00

Payment Receipt

Camdenton
4595 Osage Beach
Osage Beach, MO 65065
(573) 552-1125
<https://smartspotstorage3.storageunitsoftware.com>

9/1/2023 03:59AM

Camden County Developmental Disability Resources
PO Box 722
Camdenton, Missouri 65026

Act 5580

Name	Item	Description	Quantity	Unit Price	Tax	Total	Paid
Rent	75607217	Unit A23 rent for 1 month period starting 9/1/2023	1	\$185.00	\$0.00	\$185.00	\$185.00

Paid by Master ending in 9314

\$185.00

Dinner -
Pre-MTA Conference

acct- 5865

TASTE OF PHILLY & MORE
2450 GRAND BLVD SUITE 136
KANSAS CITY, MO 64108
(816) 472-1527
DATE 09/05/2023 TUE TIME 16:53
DLX CHICKN PHILLY T1 \$8.49
TAX1 \$1.01
AL CARD \$9.50
000081

act-5865



Westin Crown Center
One Pershing Rd.
Kansas City, MO 64108
United States
Tel: 816-474-4400 Fax: 816-391-4438

EDDIE THOMAS
MI7357 - Citizens For Modern Transit At

Page Number : 1
Guest Number : 3890884
Folio ID : A
Arrive Date : 05-SEP-23 17:01
Depart Date : 08-SEP-23
No. Of Guest : 2
Room Number : 1620
Marriott Bonvoy Number : 7502

Information Invoice

Westin Crown C MCIWI SEP-08-2023 01:41 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
05-SEP-23	RT1620	Room Chrg - Grp - Association	179.00	
05-SEP-23	RT1620	State Tax	19.65	
05-SEP-23	RT1620	KC Development Fee	3.55	
05-SEP-23	RT1620	Occupancy/Tourism	13.43	
05-SEP-23	RT1620	Parking	25.00	
06-SEP-23	RT1620	Room Chrg - Grp - Association	179.00	
06-SEP-23	RT1620	State Tax	19.65	
06-SEP-23	RT1620	KC Development Fee	3.55	
06-SEP-23	RT1620	Occupancy/Tourism	13.43	
06-SEP-23	RT1620	Parking	25.00	
07-SEP-23	RT1620	Room Chrg - Grp - Association	179.00	
07-SEP-23	RT1620	State Tax	19.65	
07-SEP-23	RT1620	KC Development Fee	3.55	
07-SEP-23	RT1620	Occupancy/Tourism	13.43	
07-SEP-23	RT1620	Parking	25.00	
SEP-08-2023	MC	Mastercard		-721.89

Approve EMV Receipt for MC - 9314: Signature Captured
TC:FEDB5DB12ACA1B63
IAD:1010A040012200000000000000000000FF TVR:0080008000
AID:A0000000041010 Application Label:Mastercard

Continued on the next page

Westin Crown Center
One Pershing Rd.
Kansas City, MO 64108
United States
Tel: 816-474-4400 Fax: 816-391-4438

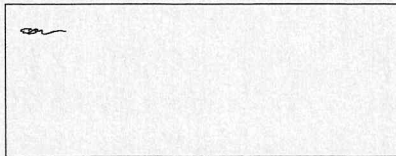


EDDIE THOMAS
MI7357 - Citizens For Modern Transit At

Page Number : 2
Guest Number : 3890884
Folio ID : A
Arrive Date : 05-SEP-23 17:01
Depart Date : 08-SEP-23
No. Of Guest : 2
Room Number : 1620
Marriott Bonvoy Number : 7502

** Total 721.89 -721.89
*** Balance -0.00

I agreed to pay all room & incidental charges.



For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT

Currency: USD

Date	Room & Tax	Food & Bev	Telephone	Other	Total	Payment
09-05-2023	215.63	0.00	0.00	25.00	240.63	0.00
09-06-2023	215.63	0.00	0.00	25.00	240.63	0.00

Continued on the next page

Westin Crown Center
One Pershing Rd.
Kansas City, MO 64108
United States
Tel: 816-474-4400 Fax: 816-391-4438



EDDIE THOMAS
MI7357 - Citizens For Modern Transit At

Page Number : 3
Guest Number : 3890884
Folio ID : A
Arrive Date : 05-SEP-23 17:01
Depart Date : 08-SEP-23
No. Of Guest : 2
Room Number : 1620
Marriott Bonvoy Number : 7502

Date	Room & Tax	Food & Bev	Telephone	Other	Total	Payment
09-07-2023	215.63	0.00	0.00	25.00	240.63	0.00
Total	646.89	0.00	0.00	75.00	721.89	0.00

Bring the Westin experience home. Shop [WestinStore.com](https://www.westinstore.com).

Ed's car

Give us feedback @ survey.walmart.com
Thank you! ID #:7SKJW0YYG4

Walmart ✱

573-346-3588 Mgr: PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 004367 TE# 21 TR# 02246

BOX FANS 004601345260 23.37 X

BOX FANS 004601345260 23.37 X

** VOIDED ENTRY **

BOX FANS 004601345260 23.37-X

BOX FANS 004601345260 23.37 X

** VOIDED ENTRY **

BOX FANS 004601345260 23.37-X

** VOIDED ENTRY **

BOX FANS 004601345260 23.37 X

BOX FANS 004601345260 23.37 0

BOX FANS 004601345260 23.37 0

SUBTOTAL 46.74

TOTAL 46.74

MCARD TEND 46.74

Mastercard **** * 9314 1 1

APPROVAL # 04704C

REF # 1042000314

AID A0000000041010

AAC 12D501DA4293C686

TERMINAL # SC010102

*NO SIGNATURE REQUIRED

09/12/23 16:41:49

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 3100 4014 4447 2095 6838



Walmart ✱

Become a member

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09/12/23 16:42:01

CUSTOMER COPY

Ed's

aut-5720

Give us feedback @ survey.walmart.com
Thank you! ID #:7SKKPRZ5YP

Walmart ✱

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 000103	TE# 19	TR# 09455	
STORAGE BOX	004385952678		20.88	0
STORAGE BOX	004385952678		20.88	0
SCRAPER	082090902128		3.12	0

SUBTOTAL	44.88
TOTAL	44.88
MCARD TEND	44.88

Mastercard **** * 9314 I 1

APPROVAL # 05648C

REF # 326300788440

AID A0000000041010

AAC 7AF550E0A4B01169

TERMINAL # SC010082

*NO SIGNATURE REQUIRED

09/20/23 13:00:26

CHANGE DUE 0.00

ITEMS SOLD 3

TC# 5132 0593 0626 1888 6434



Walmart ✱

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09/20/23 13:00:34

CUSTOMER COPY

Give us feedback @ survey.walmart.com
Thank you! ID #:7SKKLMZ3KS

Walmart ✱

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 000231	TE# 22	TR# 07164	
45 GAL TRASH	005159661450		29.96	0
45 GAL TRASH	005159661450		29.96	0
FOOD BAG	007874234963		2.48	0
FOOD BAG	007874234965		2.48	0
HD SHIP 4PK	005114192541		16.98	0
TAPE	005113165550		12.88	0
PERM MARKER	007164138264		4.44	0
MASKING TAPE	005113197331		4.24	0

SUBTOTAL	103.42
TOTAL	103.42
MCARD TEND	103.42

Mastercard **** * 9314 I 1

APPROVAL # 01620C

REF # 326200611899

AID A0000000041010

AAC 1BC3731FCF328BC4

TERMINAL # SC010130

*NO SIGNATURE REQUIRED

09/19/23 12:11:59

CHANGE DUE 0.00

ITEMS SOLD 8

TC# 9677 5722 9707 3871 6758 5



Walmart ✱

Become a member

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09/19/23 12:12:09

CUSTOMER COPY

Ed's Card

acct-5899

Sonic America's Drive-In

Sonic Drive In
501 East US Hwy 54
Camdenton MO 65020
573-346-7478

Date: Sep21'23 12:33PM
Card Type: Mastercard
Acct #: XXXXXXXXXXXXX9314*
Card Entry: KEYED
Trans Type: PURCHASE
Auth Code: 00612C *
Check: 328
Stall: 24/1
Check ID: MON
Server: 33 Susan
Purchase \$ 55.32

moving lunch

Master Card #XXXXXXXXXXXX9314
Auth # 00612C Exp Date **/**
Lane # 24 Cashier # 1
09/21/23 12:30 Ref/Seq # 245821
Mrch= Term=001 IC=CC
EPS Sequence # 245821

Subtotal. 55.32
I hereby agree to pay the above
amount as per the terms of
my cardholder agreement.

Signature: _____

Ed's
Card
For MACDDS
Annual Conference

acct-5899

Give us feedback @ survey.walmart.com
Thank you! ID #:7SKL9V1X9J8V

Walmart

573-635-3535 Mr: RACHEL
401 SUPERCENTER DR
JEFFERSON CITY MO 65101

ST# 05477 OP# 003300 TE# 11 TR# 01508
ONN 7 IN. 068113135653 49.00 X

SUBTOTAL 49.00

TAX 1 8.850 % 4.34

TOTAL 53.34

MCARD TEND 53.34

Mastercard ***** 9314 I 1

APPROVAL # 07217C

REF # 1042000314

AID A0000000041010

AAC EDD5303249047BFF

TERMINAL # 29402831

*NO SIGNATURE REQUIRED

09/26/23 15:51:42

CHANGE DUE 0.00

ITEMS SOLD 1

TC# 4274 3087 3116 5965 1759



Walmart

Become a member

Scan for free 30-day trial



09/26/23 15:51:43

CUSTOMER COPY

www.getyourcode.com

MACDDS Conference Attendee Confirmation

Andrea Mancino <andrea@c2cpro.solutions>

Tue 9/19/2023 10:37 AM

Thank you for registering to attend the MACDDS Annual Conference on September 27-29, at the Holiday Inn Executive Center in Columbia, Missouri.

This year's conference features a variety of speakers and exhibitors. For a full schedule of events, please [click here](#). Additionally, below is a general overview of the schedule.


Wednesday, September 27, 2023

- 12:00 p.m. – 5:00 p.m. Participant Registration
- 1:00 p.m. – 4:00 p.m. Pre-Conference Session – Pre- Registration Required
- 4:00 p.m. – 6:00 p.m. Exhibitor Set-Up

Thursday, September 28, 2023

- 8:00 a.m. – 5:00 p.m. Participant Registration
- 8:00 a.m. – 8:30 a.m. Exhibitor Set-Up
- 8:30 a.m. – 1:00 p.m. Visit Exhibits
- 9:00 a.m. – 10:00 a.m. Concurrent Sessions (#1-#6)
- 10:00 a.m. – 10:15 a.m. Break
- 10:15 a.m. – 11:15 a.m. Concurrent Sessions (#7-#12)
- 11:15 a.m. – 1:00 p.m. Lunch/Awards/Visit Exhibitors
- 1:00 p.m. – 2:00 p.m. Keynote Address – Kim Becking
- 2:00 p.m. – 2:15 p.m. Break
- 2:15 p.m. – 3:15 p.m. Concurrent Session (#13-#18)
- 2:15 p.m. – 5:00 p.m. Visit Exhibits
- 3:15 p.m. – 3:30 p.m. Break
- 3:30 p.m. – 4:30 p.m. Concurrent Sessions (#19-#23)
- 4:30 p.m. – 7:30 p.m. Dinner on your Own
- 7:30 p.m. – 10:30 p.m. Reception

Friday, September 29, 2023

- 7:45 a.m. – 8:45 a.m. Light Breakfast and Coffee
 - 7:45 a.m. – 10:30 a.m. Visit Exhibits
 - 9:00 a.m. – 10:00 a.m. Brag and Steal Sessions (#24-#28)
 - 10:00 a.m. – 10:15 a.m. Break
 - 10:15 a.m. – 11:15 a.m. Concurrent Sessions (#29-#33)
 - 11:15 a.m. Conference Closes
- 

Each county should bring a \$50 gift as a door prize give away. Please drop this off at the registration desk upon arrival.

We look forward to seeing you at this year's event! If you have any questions, please feel free to contact Dalton Turner at (573) 635-2173 or dalton@c2cpro.solutions.

Sincerely,

Andrea Mancino

Missouri Association of County Developmental Disabilities Services (MACDDS) Office

Resolutions 2023-25 & 2023-26



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2023-25

FISCAL YEAR 2024 BUDGET

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

WHEREAS, Section 205.968, Paragraph 1, defines the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources) as a “political subdivision” of Camden County.

WHEREAS, Chapter 67 RSMo outlines specific requirements for a political subdivision’s budgets and also requires that a Fiscal Year Budget for the following year must be approved and recorded by a political subdivision.

NOW, THEREFORE, BE IT RESOLVED:

- 1.** That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, concludes that the Executive Director has proposed a Fiscal Year 2024 Budget to the Budget Appropriations Committee; the Budget Appropriations Committee has reviewed and approved the Fiscal Year 2024 Budget for final review and approval by the Board; the Fiscal Year 2024 Budget shall allow the proper business of the Board to be conducted with the best possible practices and in compliance with law; and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget.
- 2.** That the Fiscal Year 2024 Budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
- 3.** A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2023-25

Camden County Senate Bill 40 Board
DBA Camden County Developmental Disability Resources (CCDDR)
FY 2024 Budget Summary

Budget Overview

Income

Tax Levy Revenue is expected to increase in 2024. The increase in the budgeted 2024 Tax Levy Revenue compared to the 2023 budgeted Tax Levy Revenue is estimated to be approximately 4.16%. Exact tax levy billings were unknown at the time the 2024 budget was produced; therefore, tax revenue was based on the most recently submitted “Pro Forma – State Auditor’s Review of Data Submitted” report. During the last two fiscal years, the annual State Auditor’s Report has published totals that exceeded the aforementioned pro forma data reports submitted. The annual State Auditor’s Report is typically published in December of each year, which is after CCDDR’s upcoming fiscal year budgets have already been approved.

Targeted Case Management (TCM) Revenue will fluctuate with the number of total caseloads; however, total caseload counts are projected to stay about the same as 2023. CCDDR currently serves approximately 45% of the estimated population of individuals with developmental disabilities in Camden County, which is higher than the 36% average statewide. It is not anticipated there will be much caseload growth in 2024; however, caseload growth is quite possible should CCDDR expand its outreach in the community, which is the intent. The current TCM rate is \$8.64 per unit (5 minutes), which is \$103.68 per hour. The Department of Mental Health, Division of Developmental Disabilities (DMH/DDD), has historically utilized Uniform Cost Reporting to determine the TCM rate; however, DMH/DDD contracted with Mercer in 2019 to perform a rate study in preparation for the Missouri Medicaid State Plan renewal in 2020 (plan renewal submission to the Centers for Medicare and Medicaid Services occurs every 10 years). The 2019 study indicated the current rate was within the high and low bounds of the determined range at that time. Due to the rapid rise in the Consumer Price Index and escalating provider workforce crisis, DMH/DDD refreshed its previous rate study (contracted again with Mercer) and published the results in November 2022. The results showed the TCM rate was 18.83% below the market rate for TCM services at that time. There has not been an increase in the TCM rate since July 1st, 2015.

In 2017, the TCM Contract allocation formula, aka allocation “cap”, in the contract with DMH/DDD was changed to reflect 35 clients per Support Coordinator with a maximum of 120 billable hours per month per Support Coordinator. DMH/DDD’s review of billed TCM claims is determined quarterly and finalized at the end of the State Fiscal Year. It is anticipated CCDDR will exceed this “cap” when the final State Fiscal Year totals are provided, which is usually in June or July. Sufficient State revenues are always a topic of concern, and any deficiencies could prompt demands for cuts and/or limited funding requests from each State department, which could ultimately impact DMH/DDD’s ability to pay for TCM services. However, DMH/DDD has indicated future State revenues allocated to TCM services should be sufficient to cover all costs incurred for TCM services. There have been no monies owed to DMH/DDD for TCM budget allocation shortfalls in several years. In State Fiscal Year 2023, there were no monies owed to DMH/DDD for exceeding the “cap” because there were monies remaining from the overall State TCM budget for services; however, it is still entirely possible CCDDR could owe more than the final calculation derived from the allocation formula if the total amounts billed by TCM agencies statewide is significantly higher than the approved State TCM budget.

DMH/DDD’s requirement to provide Support Coordination services to individuals not eligible for or not participating in the State’s Medicaid program was discontinued in 2018. TCM entities do have the option to continue providing TCM services to individuals not eligible for or not participating in the State’s Medicaid or

Regional Autism Project programs. CCDDR has chosen to continue providing TCM services to individuals not eligible for or not participating in the State's Medicaid or Regional Autism Project programs. CCDDR began separating Medicaid TCM and Community Resource Coordination (non-Medicaid) revenues in 2017. Community Resource Coordination service (non-Medicaid) revenues are paid from the SB 40 tax funds based on the total Community Resource Coordination employee costs projected for the fiscal year. The budgeted amount of Community Resource Coordination (non-Medicaid) revenues each month is calculated by dividing the total annual projected Community Resource Coordination employee costs by 12.

Administrative expenses related to the SB 40 tax disbursements, SB 40 tax funding contract management, and other SB 40 tax funded programs management are offset through Ancillary Services revenue, which are paid from SB 40 tax funds. The annual Ancillary Services cost is based on the projected total Administrative employee costs for the fiscal year, then divided by the projected number of Administrative employees. The budgeted amount of Ancillary Services revenue each month is then calculated by dividing the total annual projected Ancillary Service costs by 12. CCDDR implemented the Ancillary Services funding in 2021.

Expenses

With the adoption of the Proprietary Funding Accounting System, Enterprise Fund Accounting Principle, in 2012, the Agency has embraced specific restricted equity funds to account for expenses on an ongoing basis. Specific funds will be restricted by the Board on an annual basis by two measures:

1. Specific expense accounts savings categorized by the Board in prior fiscal years will be recorded in current and future years to offset expenses incurred because of delayed billing or surplus funds to be utilized for the specific restriction criteria.
2. Expense accounts savings not categorized or re-categorized by the Board from positive cash flow in prior fiscal years by the Board will be recorded in current and future years to offset general operational costs, unanticipated changes in system deliveries negatively impacting budgeted items, expand programs or resources, make major purchases, or supplement the Agency's operational reserves requirements as needed.

These measures were implemented to prevent an over-commitment of Board funds and to continually account for actual remaining (if any) restricted fund balances previously allocated for specific services or expenses. Expense accounts have been created to offset costs so that the current Fiscal Year line items are not exceeding approved totals and to identify surplus carryover utilized for those additional expenses. Once the 2023 year-end unaudited financials are determined to be finalized, excess funds available, if any, will be identified and restricted appropriately by the Board.

By year-end 2023, it is projected there will be approximately 320 individuals receiving services from the Board. As stated earlier, caseload counts in 2024 are projected to remain about the same as 2023. Caseload growth, if any, is projected to be minimal, although significant growth is very possible. Measures have been implemented to offset reduced billings in the event service revenues do not meet the levels anticipated. The total number of Medicaid eligible clients peaked in 2015; however, the eligibility percentage reduced significantly at the end of 2016. Significant efforts were undertaken by CCDDR staff beginning in 2017 to assist individuals in Medicaid redeterminations, which has helped to keep the Medicaid eligibility rates between 85% and 90%. Efforts to assist individuals in maintaining Medicaid eligibility will be ongoing.

There were 17 full-time employees and 1 part-time employee working for CCDDR at the time the 2024 budget was produced; however, the 2024 budget will accommodate 19 full-time employees and 1 part-time employee. In 2017, salaries were adjusted and equalized with agencies of similar size so employment retention and attraction could be increased. An analysis in 2016 indicated salaries for 61% of the staff positions at CCDDR were comparatively less than the averages of agencies with similarly sized budgets and statewide averages. A subsequent analysis was completed in 2019, which showed current agency wages at the time were comparable

and competitive. Since the beginning of the COVID-19 pandemic (in 2020), CCDDR has struggled to maintain a full complement of Support Coordinators. The job market has become increasingly competitive since the beginning of the COVID-19 pandemic, and the Consumer Price Index increased approximately 18% from January 2021 to September 2023 (according to the Consumer Price Index inflation calculator). In the first quarter of 2022, a new analysis indicated CCDDR needed to increase its starting wages for Support Coordinators to remain comparable and competitive with other similar employers; therefore, CCDDR increased its overall Support Coordination wage pool total by 13% in the second quarter of 2022 to stay ahead of forecasted increases in the Consumer Price Index. The total increase included a significant increase in the starting wage for a new Support Coordinator and significant increases in existing Support Coordinators' wages so wage compression could be avoided. Since the beginning of 2022, Support Coordinators have received a 5.4% cost-of-living adjustment, performance-based wage increases (up to 3%), and a 13% wage pool increase (total possible wage increases of up to 21.4% for each Support Coordinator). CCDDR is now more comparable and competitive to other similar agencies with similarly sized budgets and is paying all of its employees comparably to the statewide averages for all TCM agencies; however, CCDDR will continue to seek opportunities to enhance employee retention and stability. CCDDR utilizes existing public State and Federal data and salary surveys produced by the Missouri Association of County Developmental Disabilities Services (MACDDS) in determining CCDDR's current salary structures and wage adjustments.

According to the Bureau of Labor Statistics, the Consumer Price Index showed a 3.7% increase for the 12 months ending September 2023. Since CCDDR did not implement any wage increases in 2023 due to the 2022 wage increases previously mentioned, it is recommended a cost-of-living adjustment for employees be implemented in January 2024 so that CCDDR can remain comparable and competitive with other agencies as well as providing the additional income needed by employees to maintain income levels that will keep up with the current rising costs of goods and services. The implementation of employee performance evaluation increases up to 3% in 2024 is not recommended since current budget forecasts are not favorable for supporting the additional increases in pay.

Current Programs, Facilities, and Community Partnerships

The Housing Voucher Program (HVP) was launched in January 2014. This program still appears to be the only one of its kind for Senate Bill 40 Boards in the State of Missouri. The program was architected based on the Section 8 Choice Voucher Program as administered by the United States Department of Housing and Urban Development (HUD). Eligibility and guidelines for participation are similar to the HUD Section 8 Choice Voucher Program; however, there are also certain distinct differences relative to the characteristics of CCDDR clients and their families. Funding for the HVP comes from the SB 40 tax funds, and only Camden County residents who are eligible for and participate in CCDDR services are eligible for participation in the HVP. HVP guidelines were changed in 2019, which reduced the number of eligible participants. At the time the 2023 budget was produced, there were only six active vouchers. The reduction in active vouchers over the past several years resulted from increasingly difficult budget constraints and a lack of affordable housing available in Camden County. Tax Levy Revenue has particularly been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in funded programs' operational and/or other service-related costs. All active vouchers were terminated upon the expiration of participants' leases in 2023. Unfortunately, it is recommended funding for the HVP continue to be suspended in 2024 due to budgetary constraints and the lack of affordable housing. It is also recommended the program continue to remain inactive indefinitely until funding can be restored and sustained. CCDDR will continue to work with the Lake Area Community Development Corporation (LACDC), Missouri Ozarks Community Action Agency (MOCA), and other stakeholders to identify affordable housing opportunities for its clients.

CCDDR successfully established a Transportation Task Force in 2016, which included multiple community partners and led to the creation of a new non-profit entity called Lake of the Ozarks Transportation Council (LOTCTC). LOTCTC is comprised of multiple community stakeholders, including CCDDR, OATS, LACDC, MOCA, and Lake Area Industries (LAI). CCDDR also provided funding for an extended weekday and

weekend transportation program in 2017, which operated seven days per week, and a deviated route program between Camdenton and Osage Beach in 2019, which operated five days per week. Tax Levy Revenue has been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in funded programs' operational and/or other service-related costs. Funding for the extended weekday and weekend transportation and deviated route services were suspended in 2023. Unfortunately, it is recommended CCDDR's funding for the extended weekday and weekend transportation and deviated route services continue be suspended in 2024 due to budgetary constraints. It is also recommended funding these programs continue to remain suspended indefinitely until new funding sources can be identified. Lack of transportation continues to be a significant barrier to competitive integrated employment and community inclusion. CCDDR will continue to work with LOTC, OATS, and other stakeholders to identify new transportation funding sources and programs.

CCDDR formally adopted guidelines for the Medicaid Spenddown, Ticket-to-Work, and Other Medicaid Premium Assistance Program in 2019, although CCDDR had been paying spenddowns, ticket-to-work, and other Medicaid premiums on behalf of some clients since the agency's creation. The guidelines were originally developed to ensure critical support services would not be interrupted due to financial hardships for those required to pay spenddowns and other Medicaid premiums. In 2020, the State suspended requirements for paying spenddowns and other Medicaid premiums during the COVID-19 pandemic so that the State could be eligible to receive enhanced Federal Medical Assistance Percentage (FMAP) payments (6.2% increase). CCDDR had not paid spenddowns or other premiums on behalf of its clients since the enhanced FMAP payments were implemented in 2020. At the time of the State's suspension of spenddown and other Medicaid premium payments, there were seven program participants. In 2023, spenddowns and other premiums were reimplemented after the COVID-19 Emergency Declaration ended. Tax Levy Revenue has been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in funded programs' operational and/or other service-related costs. Unfortunately, it is recommended CCDDR's funding for the Medicaid Spenddown, Ticket-to-Work, and Other Medicaid Premium Assistance Program continue to be suspended in 2024 due to budgetary constraints. It is also recommended the program continue to remain inactive indefinitely until funding can be restored and sustained.

The Camdenton office was purchased in 2005, and renovations were completed in 2010. There are currently several improvements needed, which include parking lot expansion, new landscaping, HVAC replacements, interior painting, and interior floor covering replacements. Rapid agency growth from 2012 to 2014 created office space constraints. The agency needed more space to accommodate the need for more employees; however, Children's Learning Center (CLC) already occupied (and still occupies) half of the available Camdenton office space. CLC was (and continues to be) unable to relocate, and CLC provides support services for many CCDDR clients; therefore, another office was needed to house administrative support personnel. Consequently, CCDDR secured a lease for an office in Osage Beach in 2014. The building and property currently leased in Osage Beach was sold to Lake Regional Health System in 2021. Lake Regional Health System (LRHS) has since notified CCDDR it will not be renewing or securing new leases with tenants; therefore, relocation was deemed necessary by June 2024. In August 2023, LRHS and CCDDR signed an agreement that allowed CCDDR to vacate the Osage Beach office with no additional requirement to pay for the leased premises throughout the remainder of the lease term, and LRHS agreed to reimburse CCDDR for its expenses associated with vacating the Osage Beach office. CCDDR subsequently vacated the Osage Beach office in September 2023.

The Keystone property was purchased in July 2014. Over the past few years, the Board restricted funds for improvements to the existing facilities on the property. These improvements began in 2017, and it is CCDDR's intent to continue implementing improvements throughout 2024, including renovations designed to accommodate moving CCDDR staff from the Camdenton office. The renovations to Keystone will also allow staff who occupied the Osage Beach office to occupy the Camdenton office. In 2022, CCDDR published a Request for Proposals (RFP) for Architectural and Construction Management Services to determine if renovating the Keystone facility was feasible. The RFP process was completed, and Columbia Associates was

procured. In 2023, it was determined renovations to the Keystone facility were feasible, and the renovations are expected to be completed in 2024. The front office portion of the current Keystone commercial facility is leased to OATS. The monthly lease cost is waived so long as OATS continues to provide transportation services to CCDDR clients. OATS will continue to occupy the front office portion of the Keystone facility after renovations are completed.

In 2019, CCDDR collaborated with the Missouri Inclusive Housing Corporation, local developers, local builders, investors, municipal leaders, and other community stakeholders to develop a housing initiative to promote affordable housing development and adopt Universal Housing Design construction concepts. As a result of these efforts, another new non-profit entity, LACDC, was created. LACDC's efforts and resources will be committed to developing affordable, Universal Design concept housing in Camden, Miller, Morgan, and Laclede counties. Accessible and affordable housing continues to be an issue in Lake Area communities. CCDDR will remain actively involved in the organization's activities and programs.

In 2022, CCDDR partnered with the University Missouri – Kansas City (UMKC) on a program to improve the health of people with mobility limitations and intellectual/developmental disabilities through a Centers for Disease Control and Prevention (CDC) grant awarded to UMKC. CCDDR is one of five sub awardees and has assigned employees to be the community linkage coordinators for the five-year grant period. This grant will fund the following activities:

- Establish, expand, and enhance partnerships with organizations serving adults with disabilities
- Conduct community needs assessments to identify gaps in resources and tools
- Identify action steps to fill those gaps
- Administer and evaluate training for providers on accessible preventive health care
- Administer and evaluate a demonstration project to link adults with intellectual/developmental disabilities to preventive health care and health promotion programs in the community
- Implement and evaluate evidence-based health promotion interventions, as well as policy, system, and environmental changes
- Develop resources and tools to address health disparities among adults with intellectual/developmental disabilities and mobility limitations
- Disseminate key findings and lessons learned

Year one of the grant began on February 1, 2022, and ended on July 31, 2022. Year two began on August 1, 2022, and ended on July 31, 2023, and each year of the grant period thereafter will begin and end on the same subsequent dates. Funding for year one was \$20,000, and funding for years two through five will be \$40,000 each year. The desired outcomes of the grant are:

- Improvements in the number of providers offering accessible preventive health care
- Reducing unmet preventive health care needs, including mental health
- Improvements in health behaviors and wellness
- Reducing chronic conditions and risk factors

CCDDR's goal is to also foster and develop new collaborations and partnerships with community health providers, which will create new opportunities to improve the overall health and wellness for all CCDDR clients. In 2023, UMKC awarded an additional mini grant in the amount of \$9,000 to CCDDR in hopes of establishing a Mobility Coordination (a.k.a. Mobility Management) program for its clients. The mini grant has funded activities, such as Mobility Management training for CCDDR employees, community education activities, community awareness activities, and community outreach activities. Through community education, awareness, and outreach activities, CCDDR established a partnership with the Lake of the Ozarks Council of Local Government (LOCLG) and OATS. In 2023, LOCLG, CCDDR, and OATS successfully applied for and were awarded the National Centers for Mobility Management (NCMM) Community Transportation Design

Challenge Grant. LOCLG is the lead agency for the grant, while CCDDR and OATS are the co-lead agencies for the grant. The NCMM Community Transportation Design Challenge Grant, which is for \$24,692.54, is the first of three grants offered by NCMM that provides the funding needed for the design creation, design feasibility study, and design implementation pilot of a new yet to be determined transportation service/support program in the Lake Area. The NCMM Community Transportation Design Challenge Grant period began in October 2023 and will end in April 2024. The design feasibility study grant will be up to \$20,000, and the design implementation pilot grant will be up to \$75,000. If LOCLG, CCDDR, and OATS are awarded the second and third grants, the design implementation pilot would likely begin in 2025.

It is CCDDR's intent to increase the agency's presence even more in the community during 2024. An emphasis will be placed on increasing children's services, youth transition services, competitive integrated employment opportunities, affordable/accessible housing opportunities, transportation services, preventive health/wellness opportunities, and other multiagency collaborations designed to achieve common goals.

Challenges

The continuation of current programs, expansion of services, development of new programs, and investment in new programs will have its challenges. Success will depend on clients', client families', provider network, political, business, and public support. Combined with ongoing legislators' efforts to reduce and/or eliminate real property and personal property taxes, competitive State funding needs, ongoing increases in costs to provide services, the current workforce shortage crisis, and ongoing overall workforce issues, this will add anxiety to an already stressed service support network. CCDDR is taking aggressive steps to improve services for its individuals; however, uncontrollable and/or unpredictable factors may delay or hinder new programs and endeavors from evolving.

TCM program funding will be contingent upon CCDDR maintaining full Support Coordination staffing levels, retention of experienced Support Coordinators, total CCDDR caseloads, increases in the TCM rate, and State General Revenue allocations. The MACDDS TCM Contract Committee will continue to work with DMH/DDD on revising the TCM Agreement to eliminate the allocation "cap", which could reduce the risk of additional expenses in the event DMH/DDD does invoice CCDDR for TCM services paid that exceed the allocation "cap" during any State fiscal year. DMH/DDD also continues to research and develop possible performance-based payment systems for TCM services. Full implementation of the State's new TCM software system (ConneXions) is scheduled to begin in 2024. All TCM agencies must utilize ConneXions, which will remove TCM agencies' ability to control their own billing cycles. The full impact of ConneXions on TCM services and payment for TCM services rendered is still unknown, which is causing a great deal of anxiety with TCM agencies.

Funding agreements with LAI, CLC, OATS, Our Savors Lighthouse Child and Family Development Center, and I Wonder Y Preschool will remain focused on the purchase of services and/or supports (POS) instead of financial performance projections. The POS agreements identify service and/or support rates payable after the services and/or supports are rendered. This will allow these contracted agencies to have flexibility in managing their operations if unanticipated challenges arise during the year. The POS agreements will also provide funding to the agencies if the need or demand for services increases to levels not anticipated and will promote new or additional services and/or supports to existing or new eligible clients. The POS agreements will not have maximum funding amounts established; therefore, CCDDR will be subject to the risk of funding the agencies in amounts which will exceed the budgeted expectations. Apart from OATS, the rates in the POS Agreements were increased by 13% in 2023 to accommodate increases in the costs of day-to-day operations and provisions of services and/or supports. Unless DMH/DDD increases the Waiver transportation service rates significantly, OATS will continue to experience an operational shortfall for its services provided to CCDDR clients. This operational shortfall funding is reflected in the 2024 budget.

Since the beginning of 2012, the total number of CCDDR clients has increased 130%, but annual budgeted Tax Levy Revenue has only increased an average of 2.08% each year since 2015. It is very likely CCDDR will continue to struggle to meet the increasing funding demands for services and supports, especially if the DSP crisis and threats to reducing SB 40 real property and personal property tax revenues are not mitigated. CCDDR continues to provide and fund a substantial amount for services and programs for its clients; however, funding capacities will remain stressed. Actual expenses in 2024 could easily be affected by a multitude of uncontrollable and unpredictable circumstances.

[Link to Strategic Plan](#)

The Fiscal Year 2024 Budget is a representation of CCDDR's Strategic Plan. CCDDR is aggressively pursuing new community partnerships, improving existing partnerships, and promoting successful community inclusion outcomes for its clients. CCDDR intends to set the precedence for "grassroots" support system development, improving local support service availability, and addressing service and support needs of CCDDR's clients and their families.

Respectfully Submitted,

Ed Thomas – Executive Director

SB 40 Tax 2024			
	Acct	Title	
Income			
4000	SB 40 Tax Income		
	4105	County Tax Receipts	\$1,068,958
	4140	Interest Income - County Tax Funds	\$2,500
	4150	MEHTAP Grant	\$12,400
Total Income			\$1,083,858
Expenses			
5800	Other General & Administrative		
	5805	Audit Service/Fees	\$0
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$0
	5825	License/Certification/Permit Fees	\$0
	5830	Membership/Association Dues	\$0
	5855	Seminars/Training	\$0
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$0
Total Other G&A			\$0
6700	Partnership for Hope		
	6705	Transportation	\$3,600
	6706	Career Planning	\$0
	6707	Pre-Vocational Services - Individual	\$0
	6708	Job Development	\$0
	6709	Community Employment - Individual	\$840
	6710	Behavior Services/Senior B. Consultant	\$0
	6711	Pre-Vocational Services - Group	\$0
	6712	Supported Employment - Group	\$0
	6715	Behavior Services/Positive B. Support	\$0
	6716	Senior Behavior Consultant	\$0
	6720	Behavior Analysis	\$0
	6725	Community Specialist	\$360
	6730	Environmental Accessibility Adaptations	\$0
	6735	Dental	\$0
	6740	PA - Indiv., Self-Directed	\$15,000
	6745	PA - Agency/Contractor (General)	\$0
	6750	PA - Medical/Behv	\$0
	6755	Assistive Technology	\$600
	6760	Home Skills Development - Individual	\$1,800
	6765	Support Broker, Agency	\$0
	6775	Special Medical Equipment & Supplies	\$4,200
	6780	Offsite Day Hab - Individual	\$6,240
	6785	Offsite Day Hab - Group	\$180
	6790	Onsite Day Hab - Individual	\$0

	6791	Individual Skill Development - Group	\$0
	6795	Career Prep Services - Off Site Grp	\$0
	6796	Temporary Residential	\$0
	6797	Onsite Day Hab - Group	\$480
	6798	Offset from Restricted Funds	\$0
	6799	Miscellaneous	\$0
		Total Partnership for Hope	\$33,300
6900		CCDDR Services	
	6920	DMH Billing	\$0
	6930	TCM Shortfall	\$189,332
	6940	Non-Medicaid Services	\$143,642
	6950	Ancillary Services	\$100,521
	6998	Offset from Restricted Funds	\$0
		Total TCM	\$433,495
7100		Housing Programs	
	7105	Housing Voucher Program	\$0
	7110	Reasonable Accommodations Requests	\$0
	7115	Universal Housing Design Assistance	\$0
	7120	Transitional Housing	\$0
	7125	Inspections	\$0
	7130	Re-Inspections	\$0
	7198	Offset from Restricted Funds	\$0
		Total Housing Programs	\$0
7200		Children's Programs	
	7205	CLC Operations	\$0
	7210	New Programs	\$0
	7215	EDGE Program	\$0
	7220	First Steps Program	\$18,000
	7225	Step Ahead Program	\$264,000
	7230	OSLCFDC	\$7,800
	7235	IWYP	\$27,000
	7298	Offset from Restricted Funds	\$0
		Total CLC	\$316,800
7300		Sheltered Employment Programs	
	7305	LAI - Employment	\$210,600
	7310	LAI - Transportation	\$84,600
	7311	Transportation - No Medicaid Rate	\$0
	7312	Transportation - Medicaid Rate Differential	\$0
	7315	DESE Shortfall	\$0
	7320	New Programs	\$0
	7325	Thrift Store	\$0
	7330	Contract Packaging	\$0
	7335	Foam Recycling	\$0
	7340	Gifted Gardens	\$0
	7345	Miscellaneous/Unclassified Services	\$0
	7350	Shredding	\$0
	7355	Wood Products	\$0
	7390	LAI - Operations Shortfall	\$0
	7391	LAI - Transportation - Operations Shortfall - Offset	\$0
	7395	Assets/Capital Improvements	\$0
	7398	Offset from Restricted Funds	\$0
		Total Sheltered Employment	\$295,200

7500	Community Employment		
7505	Pre-Vocational Services - Individual		\$0
7510	Supported Employment - Individual		\$0
7515	Career Planning		\$0
7520	Job Development		\$0
7525	Pre-Vocational Services - Group		\$0
7530	Supported Employment - Group		\$0
7550	Transportation		\$0
7598	Offset from Restricted Funds		\$0
7599	Miscellaneous		\$0
	Total Community Employment		\$0
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$0
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
	Total Community Resources		\$0
7900	Special/Additional Needs		
7905	Medicaid Spend Down		\$0
7910	Brownell's PT - Other		\$0
7915	Personal Assistant		\$0
7920	Other Miscellaneous Service Costs		\$3,600
7925	Transportation		\$0
7998	Offset from Restricted Funds		\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)		\$1,463
	Total Special/Add. Needs		\$5,063
	Total Expenses		\$1,083,858
	Net Income		\$0

SB 40 Tax (Monthly)

Acct	Title	% Collection	Projected Tax Revenue	Collection	January	February	March	April	May	June	July	August	September	October	November	December	Totals
4000	SB 40 Tax Income				71.35%	19.85%	3.26%	1.10%	1.31%	0.66%	0.57%	0.78%	0.48%	0.26%	0.37%	0.00%	
4105	County Tax Receipts	98.79%	\$1,082,013	\$1,068,958	\$762,696	\$212,176	\$34,819	\$11,788	\$14,046	\$7,030	\$6,142	\$8,379	\$5,105	\$2,786	\$3,993	\$0	\$1,068,958
4140	Interest Income - County Tax Funds	0.50%	\$500,000	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$2,500
4150	MEHTAP Grant		\$12,400	\$0	\$0	\$0	\$3,100	\$0	\$0	\$3,100	\$0	\$0	\$3,100	\$0	\$0	\$3,100	\$12,400
	Total Income			\$762,904	\$212,385	\$38,127	\$11,997	\$14,254	\$10,338	\$6,350	\$8,587	\$8,413	\$2,994	\$4,201	\$3,308		\$1,083,858
5800	Other General & Administrative																
5805	Audit Service/Fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5810	Consulting Fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5815	CPA Fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5820	Legal/Attorney Fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5825	License/Certification/Permit Fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5830	Membership/Association Dues			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5855	Seminars/Training			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5860	Survey Expenses			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5865	Travel/Lodging/Meals Expense			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5898	Offset from Restricted Funds			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5899	Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Other G&A			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6700	Partnership for Hope																
6705	Transportation		\$3,600	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
6706	Career Planning		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6707	Pre-Vocational Services - Individual		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6708	Job Development		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6709	Community Employment - Individual		\$840	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$840
6710	Behavior Services/Senior B. Consultant		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6711	Pre-Vocational Services - Group		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6712	Supported Employment - Group		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6715	Behavior Services/Positive B. Support		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6716	Senior Behavior Consultant		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6720	Behavior Analysis		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6725	Community Specialist		\$360	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$360
6730	Environmental Accessibility Adaptations		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6735	Dental		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6740	PA - Indiv., Self-Directed		\$15,000	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$15,000
6745	PA - Agency/Contractor (General)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6750	PA - Medical/Behv		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6755	Assistive Technology		\$600	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
6760	Home Skills Development - Individual		\$1,800	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
6765	Support Broker, Agency		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6775	Special Medical Equipment & Supplies		\$4,200	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$4,200
6780	Offsite Day Hab - Individual		\$6,240	\$520	\$520	\$520	\$520	\$520	\$520	\$520	\$520	\$520	\$520	\$520	\$520	\$520	\$6,240
6785	Offsite Day Hab - Group		\$180	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$180
6790	Onsite Day Hab - Individual		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6791	Individual Skill Development - Group		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6795	Career Prep Services - Off Site Grp		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6796	Temporary Residential		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6797	Onsite Day Hab - Group		\$480	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480
6798	Offset from Restricted Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6799	Miscellaneous		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Partnership for Hope			\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$2,775	\$33,300
6900	CCDDR Services																
6920	DMH Billing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6930	Medicaid Services Shortfall		\$189,332	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$189,332
6940	Non-Medicaid Services		\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$143,642
6950	Ancillary Services		\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$100,521
6998	Offset from Restricted Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total TCM			\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$36,125	\$433,495
7100	Housing Programs																
7105	Housing Voucher Program		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7110	Reasonable Accommodations Requests		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7115	Universal Housing Design Assistance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7120	Transitional Housing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7125	Inspections		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7130	Re-Inspections		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7198	Offset from Restricted Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Housing Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

7200	Children's Programs															
7205	CLC Operations			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7210	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7215	EDGE Program			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7220	First Steps Program			\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$18,000
7225	Step Ahead Program			\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$264,000
7230	OSLCFDC			\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$7,800
7235	IWYP			\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$27,000
7298	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total CLC			\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$316,800
7300	Sheltered Employment Programs			\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$210,600
7305	LAI - Employment			\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$7,050	\$84,600
7310	LAI - Transportation			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7311	Transportation - No Medicaid Rate			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7312	Transportation - Medicaid Rate Differential			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7315	DESE Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7320	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7325	Thrift Store			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7330	Contract Packaging			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7335	Foam Recycling			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7340	Gifted Gardens			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7345	Miscellaneous/Unclassified Services			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7350	Shredding			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7355	Wood Products			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7390	LAI - Operations Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7391	LAI - Transportation - Operations Shortfall Offset from Restricted Funds			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7395	Assets/Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7398	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Sheltered Employment			\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$24,600	\$295,200
7500	Community Employment			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7505	Pre-Vocational Services - Individual			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7510	Supported Employment - Individual			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7515	Career Planning			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7520	Job Development			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7525	Pre-Vocational Services - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7530	Supported Employment - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7550	Transportation			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7598	Offset from Restricted Funds			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7599	Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Community Employment			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7600	Community Resources			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7605	Community Inclusion Development			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7610	Public Transit Services			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7615	Housing Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7698	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Community Resources			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7900	Special/Additional Needs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7905	Medicaid Spend Down	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7910	Brownell's PT - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7915	Personal Assistant			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7920	Other Miscellaneous Service Costs		\$3,600	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
7925	Transportation			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7998	Offset from Restricted Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)			\$363	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,463
	Total Special/Add. Needs			\$663	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$5,063
	Total Expenses			\$90,563	\$90,300	\$90,300	\$90,300	\$90,300	\$90,300	\$90,300	\$90,300	\$90,300	\$90,300	\$90,300	\$90,300	\$1,083,858
	Net Income			\$672,341	\$122,085	(\$52,173)	(\$78,303)	(\$76,046)	(\$79,961)	(\$83,949)	(\$81,712)	(\$81,887)	(\$87,306)	(\$86,098)	(\$86,991)	\$0

Services 2024		
	Acct	Title
Income		
4500	Services Income	
	4505	Medicaid Services \$1,255,530
	4506	Non-Medicaid Services \$143,642
	4507	Ancillary Services \$100,521
	4508	Non-Billable \$0
	4515	TCM Support \$189,332
	4530	Rent \$5,712
	4535	Grants \$10,000
	4540	Interest Income - Services Funds \$1,250
	4545	Other Contracted Services \$0
	4999	Miscellaneous \$300
		Total Income \$1,706,287
Expenses		
5000	Payroll & Benefits	
	5004	CRC Employee Salaries \$100,342
	5005	TCM Employee Salaries \$754,742
	5006	Administrative Employee Salaries \$191,714
	5014	CRC Employee Taxes \$7,916
	5015	TCM Employee Taxes \$59,538
	5016	Administrative Employee Taxes \$15,026
	5017	TCM Payroll Bank/Electronic Transaction Fees \$0
	5018	Administrative Payroll Bank/Electronic Fees \$0
	5019	CRC Payroll Bank/Electronic Fees \$0
	5020	TCM Employee Retirement \$64,153
	5021	Administrative Employee Retirement \$14,001
	5022	CRC Employee Retirement \$8,529
	5025	TCM Employee Health Insurance \$158,400
	5026	Administrative Employee Health Insurance \$21,120
	5027	CRC Employee Health Insurance \$21,120
	5030	TCM Employee Vision/Optical Insurance \$0
	5031	Administrative Employee Vision/Optical Insurance \$0
	5032	CRC Employee Vision/Optical Insurance \$0
	5035	TCM Employee Dental Insurance \$0
	5036	Administrative Employee Dental Insurance \$0
	5037	CRC Employee Dental Insurance \$0
	5040	TCM Employee Life Insurance \$3,600
	5041	Administrative Employee Life Insurance \$480
	5042	CRC Employee Life Insurance \$480
	5045	TCM Employee Supplemental Insurance \$0
	5046	Administrative Employee Supplemental Insurance \$0
	5047	CRC Employee Supplemental Insurance \$0
	5050	TCM Employee Workmans Comp Insurance \$10,609
	5051	Administrative Employee Workmans Comp Insurance \$2,122
	5052	CRC Employee Workmans Comp Insurance \$1,415
	5055	TCM Employee Mileage \$13,500
	5056	Administrative Employee Mileage \$4,800
	5057	CRC Employee Mileage \$2,400
	5060	TCM Employee Background Checks \$120
	5061	Administrative Employee Background Checks \$120
	5062	CRC Employee Background Checks \$120
	5065	TCM Employee Drug Testing \$120
	5066	Administrative Employee Drug Testing \$120
	5067	CRC Employee Drug Testing \$120
	5070	TCM Employee Cell Phone Reimbursement \$9,000
	5071	Administrative Cell Phone Reimbursement \$1,800
	5072	CRC Employee Cell Phone Reimbursement \$1,200
	5098	Offset from Restricted Funds \$0
		Total Payroll & Benefits \$1,468,727

5100	Repairs & Maintenance to Property & Building	
5105	Appliance Repairs	\$0
5110	Building-Exterior	\$0
5115	Building-Interior	\$0
5120	Cleaning Supplies	\$0
5125	Common Area Repairs	\$0
5130	Door Repairs	\$840
5135	Electrical Supplies/Repairs	\$240
5140	Floor Covering Repairs	\$0
5145	HVAC Supplies/Repairs	\$4,200
5150	Intrusion Alarm Repairs	\$0
5155	Lighting supplies/Bulbs	\$300
5160	Locks & Keys	\$10
5165	Maintenance Supplies/Equipment	\$0
5170	Parking Lot Maint./Repairs	\$0
5175	Plumbing Supplies/Repairs	\$600
5180	Roof Supplies/Repairs	\$0
5185	Safety Equipment/System Repairs	\$120
5190	Vehicle Servicing/Repairs/Licensing	\$0
5195	Window/Glass Repairs	\$0
	Total R&M to Property & Building	\$6,310
5500	Contracted Business Services	
5505	Bookkeeping/Accounting Contract	\$9,600
5510	Cell Phone/Mobile Internet Contract	\$4,200
5512	Copier/Scanner Contract	\$600
5515	Fire Alarm Contract	\$1,680
5520	Housekeeping/Cleaning Contract	\$4,800
5530	InfoTech Support Contract	\$41,250
5535	Internet Contract	\$4,200
5540	Intrusion Alarm Contract	\$0
5545	Landscape Maintenance	\$6,900
5550	Maintenance Contract	\$0
5560	Pest Control Contract	\$1,200
5565	Snow Removal Contract	\$840
5567	Software Usage/Support Contract	\$36,000
5569	Telephone System Support Contract	\$1,200
5570	Trash Removal Contract	\$3,600
5575	Web Site Design/Hosting Contract	\$600
5579	Rent	\$0
5580	Storage	\$0
	Total Contracted Business Services	\$116,670
5600	Presentations/Public Meetings	
5605	PSA/Presentations/Publications Expense	\$1,440
5610	Public Meetings Expenses	\$1,440
5615	Signage	\$0
	Total Presentations/Public Meetings	\$2,880
5700	Office Expenses	
5705	Computer Hardware/Software Expense	\$15,000
5710	Copy Machine Expense	\$0
5715	Office Furniture Expense	\$0
5720	Office Supplies	\$12,000
5725	Postage & Delivery	\$3,600
5730	Printing Expense	\$1,500
5735	Telephone Expense	\$7,200
5798	Offset from Restricted Funds	\$0
5799	Miscellaneous	\$0
	Total Office Expenses	\$39,300

5800	Other General & Administrative		
5805	Audit Service/Fees		\$11,000
5810	Consulting Fees		\$0
5815	CPA Fees		\$0
5820	Legal/Attorney Fees		\$7,200
5825	License/Certification/Permit Fees		\$0
5830	Membership/Association Dues		\$11,000
5855	Seminars/Training		\$2,400
5860	Survey Expenses		\$0
5865	Travel/Lodging/Meals Expense		\$1,500
5870	Community Partnerships/Programs		\$0
5898	Offset from Restricted Funds		\$0
5899	Miscellaneous		\$1,200
		Total Other G&A	\$34,300
5900	Utilities		
5905	Electric		\$8,100
5910	Gas		\$0
5915	Water/Sewer		\$1,200
		Total Utilities	\$9,300
6100	Insurance		
6110	Liability Insurance		\$16,800
6115	Vehicle Insurance		\$2,400
6120	Building Insurance		\$8,400
6150	Broker/Other Fees		\$1,200
6199	Other Insurance		\$0
		Total Insurance	\$28,800
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$0
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
		Total Community Resources	\$0
		Subtotal Expenses	\$1,706,286
Other Expenses			
8500	Depreciation		
8505	Building Depreciation		\$15,600
8510	Remodeling Depreciation		\$27,600
8515	Equipment Depreciation		\$24,000
8520	Vehicles Depreciation		\$0
		Total Depreciation	\$67,200
		Total Other Expenses	\$67,200
		Total Expenses	\$1,773,486
		Net Income	(\$67,200)
		Net Income Less Depreciation	\$0

Services (Monthly)

Acct	Title	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
4500	Services Income														
4505	Medicaid Services		\$98,978	\$104,627	\$104,627	\$110,277	\$110,277	\$104,627	\$98,978	\$110,277	\$104,627	\$104,627	\$104,627	\$98,978	\$1,255,530
4506	Non-Medicaid Services	\$143,642	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$11,970	\$143,642
4507	Ancillary Services	\$100,521	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$8,377	\$100,521
4508	Non-Billable		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4515	TCM Support	\$189,332	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$15,778	\$189,332
4530	Rent	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$5,712
4535	Grants	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
4540	Interest Income - Services Funds	0.50%	\$250,000	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$1,250
4545	Other Contracted Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4999	Miscellaneous		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
	Total Income		\$135,708	\$141,357	\$141,357	\$147,007	\$147,007	\$141,357	\$135,708	\$157,007	\$141,357	\$141,357	\$141,357	\$135,708	\$1,706,287
5000	Payroll & Benefits														
5004	CRC Employee Salaries		\$7,719	\$7,719	\$11,578	\$7,719	\$7,719	\$7,719	\$7,719	\$11,578	\$7,719	\$7,719	\$7,719	\$7,719	\$100,342
5005	TCM Employee Salaries		\$58,057	\$58,057	\$87,086	\$58,057	\$58,057	\$58,057	\$58,057	\$87,086	\$58,057	\$58,057	\$58,057	\$58,057	\$754,742
5006	Administrative Employee Salaries		\$14,747	\$14,747	\$22,121	\$14,747	\$14,747	\$14,747	\$14,747	\$22,121	\$14,747	\$14,747	\$14,747	\$14,747	\$191,714
5014	CRC Employee Taxes		\$610	\$610	\$906	\$610	\$610	\$610	\$610	\$906	\$610	\$610	\$610	\$610	\$7,916
5015	TCM Employee Taxes		\$4,591	\$4,591	\$6,812	\$4,591	\$4,591	\$4,591	\$4,591	\$6,812	\$4,591	\$4,591	\$4,591	\$4,591	\$59,538
5016	Administrative Employee Taxes		\$1,158	\$1,158	\$1,722	\$1,158	\$1,158	\$1,158	\$1,158	\$1,722	\$1,158	\$1,158	\$1,158	\$1,158	\$15,026
5017	TCM Payroll Bank/Electronic Transaction Fees		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5018	Administrative Payroll Bank/Electronic Fees		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5019	CRC Payroll Bank/Electronic Fees		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5020	TCM Employee Retirement		\$4,935	\$4,935	\$7,402	\$4,935	\$4,935	\$4,935	\$4,935	\$7,402	\$4,935	\$4,935	\$4,935	\$4,935	\$64,153
5021	Administrative Employee Retirement		\$1,077	\$1,077	\$1,616	\$1,077	\$1,077	\$1,077	\$1,077	\$1,616	\$1,077	\$1,077	\$1,077	\$1,077	\$14,001
5022	CRC Employee Retirement		\$656	\$656	\$984	\$656	\$656	\$656	\$656	\$984	\$656	\$656	\$656	\$656	\$8,529
5025	TCM Employee Health Insurance		\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$158,400
5026	Administrative Employee Health Insurance		\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$21,120
5027	CRC Employee Health Insurance		\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$1,760	\$21,120
5030	TCM Employee Vision/Optical Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5031	Administrative Employee Vision/Optical Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5032	CRC Employee Vision/Optical Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5035	TCM Employee Dental Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5036	Administrative Employee Dental Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5037	CRC Employee Dental Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5040	TCM Employee Life Insurance		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
5041	Administrative Employee Life Insurance		\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480
5042	CRC Employee Life Insurance		\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480
5045	TCM Employee Supplemental Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5046	Administrative Employee Supplemental Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5047	CRC Employee Supplemental Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5050	TCM Employee Workmans Comp Insurance		\$884	\$884	\$884	\$884	\$884	\$884	\$884	\$884	\$884	\$884	\$884	\$884	\$10,609
5051	Administrative Employee Workmans Comp Insurance		\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$2,122
5052	CRC Employee Workmans Comp Insurance		\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$1,415
5055	TCM Employee Mileage		\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$13,500
5056	Administrative Employee Mileage		\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,800
5057	CRC Employee Mileage		\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
5060	TCM Employee Background Checks		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5061	Administrative Employee Background Checks		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5062	CRC Employee Background Checks		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5065	TCM Employee Drug Testing		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5066	Administrative Employee Drug Testing		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5067	CRC Employee Drug Testing		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5070	TCM Employee Cell Phone Reimbursement		\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$9,000
5071	Administrative Cell Phone Reimbursement		\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
5072	CRC Employee Cell Phone Reimbursement		\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
5098	Offset from Restricted Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Payroll & Benefits		\$114,615	\$114,615	\$161,290	\$114,615	\$114,615	\$114,615	\$114,615	\$161,290	\$114,615	\$114,615	\$114,615	\$114,615	\$1,468,727
5100	Repairs & Maintenance to Property & Building														
5105	Appliance Repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5110	Building-Exterior		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5115	Building-Interior		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5120	Cleaning Supplies		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5125	Common Area Repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5130	Door Repairs	\$840	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$70	\$840
5135	Electrical Supplies/Repairs	\$240	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$240
5140	Floor Covering Repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5145	HVAC Supplies/Repairs	\$4,200	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$4,200
5150	Intrusion Alarm Repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5155	Lighting supplies/Bulbs	\$300	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
5160	Locks & Keys		\$10	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$10
5165	Maintenance Supplies/Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5170	Parking Lot Maint./Repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5175	Plumbing Supplies/Repairs	\$600	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
5180	Roof Supplies/Repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5185	Safety Equipment/System Repairs	\$120	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5190	Vehicle Servicing/Repairs/Licensing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5195	Window/Glass Repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total R&M to Property & Building		\$526	\$526	\$526	\$526	\$526	\$526	\$526	\$526	\$526	\$526	\$526	\$526	\$6,310

5500	Contracted Business Services																
	5505	Bookkeeping/Accounting Contract	\$9,600	\$0	\$3,900	\$0	\$0	\$1,900	\$0	\$0	\$1,900	\$0	\$0	\$1,900	\$0	\$0	\$9,600
	5510	Cell Phone/Mobile Internet Contract	\$4,200	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$4,200
	5512	Copier/Scanner Contract	\$600	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
	5515	Fire Alarm Contract	\$1,680	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$1,680
	5520	Housekeeping/Cleaning Contract	\$4,800	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,800
	5530	InfoTech Support Contract	\$41,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$41,250
	5535	Internet Contract	\$4,200	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$4,200
	5540	Intrusion Alarm Contract	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5545	Landscape Maintenance	\$6,900	\$575	\$575	\$575	\$575	\$575	\$575	\$575	\$575	\$575	\$575	\$575	\$575	\$575	\$6,900
	5550	Maintenance Contract	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5560	Pest Control Contract	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
	5565	Snow Removal Contract	\$840	\$168	\$168	\$168	\$168	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168	\$168	\$840
	5567	Software Usage/Support Contract	\$36,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$36,000
	5569	Telephone System Support Contract	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
	5570	Trash Removal Contract	\$3,600	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
	5575	Web Site Design/Hosting Contract	\$600	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
	5579	Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5580	Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Contracted Business Services			\$6,833	\$10,733	\$6,833	\$6,665	\$8,565	\$10,415	\$10,415	\$12,315	\$10,415	\$10,415	\$12,483	\$10,583		\$116,670
5600	Presentations/Public Meetings																
	5605	PSA/Presentations/Publications Expense	\$1,440	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$1,440	
	5610	Public Meetings Expenses	\$1,440	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$1,440	
	5615	Signage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Presentations/Public Meetings			\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240		\$2,880	
5700	Office Expenses																
	5705	Computer Hardware/Software Expense	\$15,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	
	5710	Copy Machine Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5715	Office Furniture Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5720	Office Supplies	\$12,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000	
	5725	Postage & Delivery	\$3,600	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600	
	5730	Printing Expense	\$1,500	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500	
	5735	Telephone Expense	\$7,200	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$7,200	
	5798	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5799	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Office Expenses			\$5,025	\$5,025	\$5,025	\$5,025	\$5,025	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025	\$39,300	
5800	Other General & Administrative																
	5805	Audit Service/Fees	\$11,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$5,000		\$11,000	
	5810	Consulting Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5815	CPA Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5820	Legal/Attorney Fees	\$7,200	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$7,200	
	5825	License/Certification/Permit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5830	Membership/Association Dues	\$11,000	\$6,000	\$0	\$0	\$0	\$600	\$2,500	\$0	\$200	\$1,500	\$0	\$0	\$200	\$11,000	
	5855	Seminars/Training	\$2,400	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400	
	5860	Survey Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5865	Travel/Lodging/Meals Expense	\$1,500	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500	
	5870	Community Partnerships/Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5898	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5899	Miscellaneous	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200	
	Total Other G&A			\$7,025	\$1,025	\$1,025	\$1,025	\$1,625	\$3,525	\$7,025	\$1,225	\$2,525	\$1,025	\$1,025	\$6,225	\$34,300	
5900	Utilities																
	5905	Electric	\$8,100	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$8,100	
	5910	Gas	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	5915	Water/Sewer	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200	
Total Utilities			\$775	\$775	\$775	\$775	\$775	\$775	\$775	\$775	\$775	\$775	\$775	\$775	\$9,300		
6100	Insurance																
	6110	Liability Insurance	\$16,800	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$16,800	
	6115	Vehicle Insurance	\$2,400	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400	
	6120	Building Insurance	\$8,400	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$8,400	
	6150	Broker/Other Fees	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	\$1,200	\$1,200	
	6199	Other Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Insurance			\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$3,500	\$28,800		
7600	Community Resources																
	7605	Community Inclusion Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	7610	Public Transit Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	7615	Housing Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	7698	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Community Resources			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

8500	Depreciation														
	8505	Building Depreciation	\$15,600	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$15,600
	8510	Remodeling Depreciation	\$27,600	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	\$27,600
	8515	Equipment Depreciation	\$24,000	\$1,575	\$1,575	\$1,575	\$1,575	\$1,575	\$1,575	\$2,425	\$2,425	\$2,425	\$2,425	\$2,425	\$24,000
	8520	Vehicles Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Depreciation				\$4,125	\$4,125	\$4,125	\$4,125	\$4,125	\$4,125	\$7,075	\$7,075	\$7,075	\$7,075	\$7,075	\$67,200
Total Expenses				\$141,463	\$139,363	\$182,139	\$135,295	\$137,795	\$138,545	\$144,995	\$187,771	\$140,495	\$138,995	\$141,063	\$145,563
Net Income				(\$5,756)	\$1,994	(\$40,782)	\$11,711	\$9,211	\$2,812	(\$9,288)	(\$30,764)	\$862	\$2,362	\$294	(\$9,856)
Net Income Less Depreciation				(\$1,631)	\$6,119	(\$36,657)	\$15,836	\$13,336	\$6,937	(\$2,213)	(\$23,689)	\$7,937	\$9,437	\$7,369	\$0

	SB 40 Tax		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2022	2023	2024
Income			
4000 SB 40 Tax Income	\$1,050,674	\$1,071,487	\$1,083,858
4500 Services Income	\$0	\$0	\$0
Total Income	\$1,050,674	\$1,071,487	\$1,083,858
Gross Profit	\$1,050,674	\$1,071,487	\$1,083,858
Expenses			
5000 Payroll & Benefits	\$0	\$0	\$0
5100 Repairs & Maintenance	\$0	\$0	\$0
5500 Contracted Business Services	\$0	\$0	\$0
5600 Presentations/Public Meetings	\$0	\$0	\$0
5700 Office Expenses	\$0	\$0	\$0
5800 Other General & Administrative	\$25	\$0	\$0
5900 Utilities	\$0	\$0	\$0
6100 Insurance	\$0	\$0	\$0
6700 Partnership for Hope	\$50,138	\$44,987	\$33,300
6900 CCDDR Services	\$215,052	\$239,397	\$433,495
7100 Housing Programs	\$57,116	\$14,336	\$0
7200 Childrens Programs	\$239,695	\$318,127	\$316,800
7300 Sheltered Employment Programs	\$242,605	\$241,302	\$295,200
7500 Community Employment Programs	\$0	\$4,800	\$0
7600 Community Resources	\$53,481	\$0	\$0
7900 Special/Additional Needs	\$23,520	\$15,245	\$5,063
Total Expenses	\$881,633	\$878,195	\$1,083,858
Net Operating Income	\$169,041	\$193,292	\$0
Other Expenses			
8500 Depreciation	\$0	\$0	\$0
Total Other Expenses	\$0	\$0	\$0
Net Other Income	\$0	\$0	\$0
Net Income	\$169,041	\$193,292	\$0
Net Income Less Depreciation	\$169,041	\$193,292	\$0

	Services		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2022	2023	2024
Income			
4000 SB 40 Tax Income	\$0	\$0	\$0
4500 Services Income	\$1,560,735	\$1,373,739	\$1,706,287
Total Income	\$1,560,735	\$1,373,739	\$1,706,287
Gross Profit	\$1,560,735	\$1,373,739	\$1,706,287
Expenses			
5000 Payroll & Benefits	\$1,238,721	\$1,112,215	\$1,468,727
5100 Repairs & Maintenance	\$4,548	\$6,130	\$6,310
5500 Contracted Business Services	\$91,077	\$105,068	\$116,670
5600 Presentations/Public Meetings	\$1,093	\$3,155	\$2,880
5700 Office Expenses	\$47,942	\$43,789	\$39,300
5800 Other General & Administrative	\$20,430	\$46,831	\$34,300
5900 Utilities	\$8,893	\$8,094	\$9,300
6100 Insurance	\$23,777	\$26,076	\$28,800
6700 Partnership for Hope	\$0	\$0	\$0
6900 CCDDR Services	\$0	\$0	\$0
7100 Housing Programs	\$0	\$0	\$0
7200 Childrens Programs	\$0	\$0	\$0
7300 Sheltered Employment Programs	\$0	\$0	\$0
7500 Community Employment Programs	\$0	\$0	\$0
7600 Community Resources	\$0	\$0	\$0
7900 Special/Additional Needs	\$0	\$0	\$0
Total Expenses	\$1,436,480	\$1,351,358	\$1,706,286
Net Operating Income	\$124,255	\$22,381	\$0
Other Expenses			
8500 Depreciation	\$49,236	\$51,540	\$67,200
Total Other Expenses	\$49,236	\$51,540	\$67,200
Net Other Income	(\$49,236)	(\$51,540)	(\$67,200)
Net Income	\$75,019	(\$29,159)	(\$67,200)
Net Income Less Depreciation	\$124,255	\$22,381	\$0



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2023-26

APPROVAL TO EXECUTE GRANT AGREEMENT WITH CTAA (NCMM GRANT)

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources – a.k.a. CCDDR).

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources – a.k.a. CCDDR) has historically approved executing cooperative work agreements, contracts, and memorandums of understanding (MOU) with other entities and/or agencies when it enhances community inclusion, promotes access to community resources, and/or improves the quality of life for CCDDR clients.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby agrees to execute an agreement with the Community Transportation Association of America (CTAA) as a subrecipient agency in the National Centers for Mobility Management (NCMM) Community Mobility Design Challenge Grant (see sample agreement in Attachment “A” hereto).
2. That the Board acknowledges the goal of the grant is to support communities in creating mobility solutions for community members who face transportation barriers in advancing their personal well-being, support the development of cross-sector partnerships that work together on transportation solutions for the communities, and prepare communities to apply for future funding opportunities to implement community transportation solutions, which will inevitably benefit CCDDR’s clients.
3. That the Board also acknowledges the CTAA’s NCMM Community Design Challenge Grant (up to \$25,000) could subsequently lead to the award of two additional grants (Learning Launch Grant in the amount of up to \$20,000 and Ready to Launch Grant in the amount of up to \$75,000) and authorizes the Executive Director to sign the CTAA’s NCMM Community Design Challenge Grant agreement once the final document is drafted, presented, reviewed, and determined acceptable as well as the identified possible subsequent grant agreements should the Executive Director determine the grants are acceptable, achievable, and feasible upon final review.
4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2023-26



This professional services agreement (the “Agreement”) is made and effective between

Community Transportation Association of America (“CTAA”)
1341 G Street NW, Suite 210
Washington, DC 20005

And

____ (“Subrecipient”)
____ (Physical Address)
____ (Mailing Address)
Camdenton, Missouri 65020

WHEREAS, CTAA operates the National Center for Mobility Management (“NCMM”) through a cooperative agreement with the Federal Transit Administration (FAIN DC-2023-002-00); and

AND WHEREAS, Subrecipient was selected by CTAA to be a recipient of an NCMM 2023 Community Mobility Design Challenge Grant; and

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. GENERAL TERMS AND CONDITIONS

1.1 The general terms and conditions of this Agreement are set forth in Appendix A, attached hereto and incorporated herein by reference.

1.2 CTAA is the recipient of a Master Agreement (Cooperative Agreement) with the Federal Transit Administration (FAIN: DC-2023-002-00; CFDA: 20531; funding source: 5314 - Technical Assist, Standard HR, & Training [2018 and forward]) to operate the National Center for Mobility Management (NCMM), Phase II, Year 5. This contract is associated with that cooperative agreement, and is part of CTAA project number 377930. The period of performance for CTAA’s contract with the FTA is March 1, 2023, through December 31, 2024.

2. SCOPE OF WORK

2.1 Subrecipient shall complete the activities set forth in Appendix B, attached hereto and incorporated herein by reference (“Activities”). Subrecipient shall furnish all reports and deliverables as set forth in Appendix B in accordance with the terms set forth therein (“Deliverables”).

3. AGREEMENT

3.1 The entire agreement between the parties consists of this agreement and all of the documents listed below ("contract documents ") which are incorporated herein. The contract documents constitute the entire agreement between the parties regardless of any other prior or subsequent written or oral understandings or agreements.

- Appendix A–General Terms and Conditions
- Appendix B–Scope of Work
- Appendix C–Fee Schedule
- Appendix D–Federal Award Identification Information
- Appendix E–FTA Cooperative Agreement
- Appendix F– Federal Funding Accountability and Transparency Act Form
- Appendix G–Federal Contract Provisions
- Appendix H–“reserved”
- Appendix I–Waiver of Workers Compensation
- Appendix J–Nonstandard Insurance Statement
- Appendix K–Covered Telecommunications Equipment or Services-Representation
- Appendix L – “reserved”
- Appendix M – CTAA Code of Conduct

4. PERIOD OF PERFORMANCE

- 4.1 The period of performance for this Agreement shall be from October 9, 2023 through April 30, 2024. Options to extend this Agreement shall be made by written modification agreed to by all parties.

5. FEES, PAYMENT, AND INVOICING

- 5.1 In consideration of Services performed, CTAA will pay Subrecipient according to the general terms and conditions set forth in Appendix C and the payment terms set forth in Appendix C, attached hereto and herein incorporated by reference.
- 5.2 Subrecipient is not authorized to perform Services, make expenditures, or incur obligations that exceed Twenty-Four Thousand and Six Hundred and Ninety-Two Dollars and Fifty-Four Cents (\$24,692.54) and such amount, unless otherwise specified herein or through a formal change order, is the maximum amount for which CTAA shall be liable.
- 5.3 Subrecipient shall submit invoices no later than the 15th day following the close of the month in which the Services were performed. The invoiced period shall match the period for monthly progress reporting or deliverable, if applicable. Even if Subrecipient is not requesting reimbursement for costs related to Services performed, Subrecipient will still submit a written monthly progress report by the 15th following the month in which the Services were performed. Consultant/Organization shall be paid within forty-five (45) days from the receipt of the proper invoice from Consultant/Organization that is approved by Client.
- 5.4 Subrecipient invoices shall include, at a minimum, the following information, and other details noted in the Monthly Report Form provided by CTAA:
- Payee Name and Remittance Address
 - Invoice Date
 - Total Contract Funded Value
 - Short Description of Activities Performed
 - Amounts being billed
 - Remaining amount to be billed (Contract Funded Value – Cumulative Amounts Billed)
- 5.5 Invoices shall be submitted to CTAA's accounts payable department to 1341 G Street, NW, Suite 210, Washington, DC, 20005 for processing and can be sent by email to Bill Wagner, wagner@ctaa.org, with a copy to Amy Conrick, conrick@ctaa.org
- 5.6 Each invoice shall contain the following certification signed by an authorized representative of the Subrecipient:

"I hereby certify that, to the best of my knowledge and belief, all payments requested are correct, accurate, and complete, that payment therefore has not been received and that all amounts requested are for the appropriate purposes and in accordance with this Agreement."

-
- 5.7 Should Subrecipient determine it needs to alter the originally approved budget between CTAA and Subrecipient, Subrecipient shall submit a request for Budget Modification showing, at a minimum, a) the entire original budget by line item, b) the requested revised amounts by line item, c) the percentage change between the original and revised amounts, and d) the reason for the requested change.
- 5.8 Subrecipient will not subcontract with any other entities without the prior written consent of CTAA. Any such transfer without prior written consent of CTAA will be void and of no effect. Non-professional temporary personnel agencies and vendors of standard materials and supplies are not considered subcontractors for the purposes of this paragraph.
- 5.9 If at any time during the project year governed under this contract, the Subrecipient determines that it will not be able to spend the full contract amount, it will notify CTAA immediately upon making this determination, to discuss potential actions to be taken.

6. KEY PERSONNEL

- 6.1 Subrecipient shall provide the key personnel listed below to perform the Services. The personnel are considered to be essential to the work performed and Subrecipient shall not replace any such key personnel without the prior written approval of CTAA, which approval shall not be unreasonably withheld. Where such authorization has been granted by CTAA, Subrecipient shall replace the key person(s) with a person(s) of comparable training and experience. Subrecipient has notified CTAA that the key personnel consist of the following individuals/positions: Mike Spadafore and Susan Harris.

7. NOTICE

- 7.1 Amy Conrick, Director of the National Center for Mobility Management, is responsible for supervision of all technical aspects of the contract and can be contacted at 202-415-9692 conrick@ctaa.org.
- 7.2 Reginald Knowlton, CTAA's Chief Financial Office, is responsible for all contractual changes for this agreement and can be contacted at (800) 891-0590 and knowlton@ctaa.org.
- 7.3 Any notice given by either party shall be in writing and shall be deemed given, five (5) calendar days after deposit with the United States Postal Service, postage prepaid, certified return receipt requested, or upon actual delivery to the other party at the following addresses:

Community Transportation Assn. of America
1341 G Street, NW, Suite 210
Washington, DC 20005
Attention: Scott Bogren, Exec. Dir.
Email: bogren@ctaa.org

Lake of the Ozarks Council of Local Govs.
76 Chestnut Ave., Suite 101
P.O. Box 3553
Camdenton, Missouri 65020
Attention: Kyle Elliott, Director
Email: kyle.elliott@loclg.org

8. ENTIRE AGREEMENT

- 8.1 Both parties acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms and further agree that it is the entire agreement between parties hereto which supersedes all prior agreements, written or oral, relating to the subject matter hereof. No modification or waiver of any provision shall be binding unless in writing signed by the party against whom such modification or waiver is sought to be enforced.

IN WITNESS WHEREOF, CTAA and Subrecipient have caused this Agreement to be executed by their duly authorized representatives as set forth below.

FOR:

FOR:

Community Transportation Assn. of America

Scott Bogren, Executive Director

Name (Typed or Printed)

Date

Name (Typed or Printed)

Date

APPENDIX A

GENERAL TERMS & CONDITIONS

1. INDEPENDENT CONTRACTOR Subrecipient is an independent contractor and not an employee, agent, or representative of CTAA. Subrecipient shall be solely responsible for all employment-related wages, benefits, FICA, federal and state unemployment and other taxes and payments as required by law, for itself and any persons it employs. Subrecipient shall perform the services and provide the necessary facilities, personnel, materials, equipment, and shall otherwise do all things necessary for the performance of the Statement of Work, and shall be solely responsible for its own financial obligations to third-parties and to its employees and contractors. Further, Subrecipient agrees that it shall not be covered by any CTAA insurance or benefits, including but not limited to Worker's Compensation, Professional Liability, General Liability, Employer's Liability, Automotive Liability, and Unemployment Compensation. Subrecipient shall protect, defend and hold CTAA harmless from any claims or penalties asserted or assessed against CTAA by any person or governmental entity relating to Subrecipient's responsibilities as an independent contractor.

2. TAXES Except as otherwise specified in this Agreement, the fees for Services and Deliverables shall include all applicable federal, state, local sales, provisional, municipal, use, privilege, and other taxes or assessments, however designated or levied, which are required pursuant to any applicable law, rule, or regulation and relate to any amounts payable under this Agreement and any required taxes or amounts in lieu thereof paid or payable by Subrecipient, exclusive of taxes based on Subrecipient net income or net worth.

3. ADDITIONAL INSTRUMENTS The parties shall cooperate with each other and execute such other documents as may be necessary or appropriate to: (i) achieve the objectives of this Agreement, and establish, preserve, or enforce the related rights or (ii) provide the other with any and all documents or materials required to achieve the obligations in connection with this Agreement.

4. CONFIDENTIAL INFORMATION

Use and Nondisclosure. The Confidential Information of the discloser may be used by the receiver only in connection with the Services or Deliverables, and may only be copied or reproduced to the extent reasonably necessary for the receiver to perform its obligations or to receive or use the Services or Deliverables under this Agreement.

Subrecipient shall neither use nor disclose Confidential Information except to Subrecipient's directors, officers, Personnel who: (i) reasonably need to know such Confidential Information; (ii) have been informed of their obligation to maintain the confidential, proprietary and/or trade secret status of such Confidential Information; and (iii) have signed an agreement of confidentiality at least as restrictive as the confidentiality obligations herein. Subrecipient shall allow no Personnel or Persons to provide Services or Deliverables who have not signed such an agreement. Subrecipient's Personnel and its subcontractors' obligations of confidentiality are in effect both during their employment and thereafter. Subrecipient shall take such steps necessary to ensure that no unauthorized person shall have access to Confidential Information

Subrecipient shall use Personal Data as set forth in Section 41 hereof ("**Data Protection Compliance**"), and ensure that it complies with any applicable laws related to the protection of Personal Data as set forth in Section 41 hereof ("**Data Protection Compliance**")

Standard of Care. Subrecipient shall maintain in strict confidence all Confidential Information received from CTAA and/or CTAA, either orally or in writing, or generated by the Subrecipient. Subrecipient shall protect the confidentiality of Confidential Information in the same manner as it would protect the confidentiality of its own confidential information of like kind, but in no event shall Subrecipient use less than reasonable care.

Return. Subrecipient shall return to CTAA and/or CTAA Confidential Information or destroy such Confidential Information, and all copies of such Confidential Information, upon the expiration or termination of this Agreement, unless CTAA otherwise directs sooner in writing.

Exceptions. Notwithstanding the foregoing, the preceding provisions of this Section 4 will not apply to information that: (i) is publicly available or in the public domain at the time disclosed; (ii) is or becomes publicly available or enters the public domain through no fault of the recipient; (iii) is rightfully communicated to the recipient by persons not bound by confidentiality obligations with respect thereto; (iv) is rightfully already in the recipient's possession free of any confidentiality obligations with respect thereto at the time of disclosure; (v) is independently developed by the recipient; or (vi) is approved for release or disclosure by the disclosing party without restriction.

Government Obligations. A party will not be considered to have breached its obligations under this Section 4 for disclosing Confidential Information of the other party to the extent required to: (i) comply with the order of a court of competent jurisdiction or other governmental body having authority over such party; (ii) comply with applicable law or regulation requiring such disclosure; or (iii) make such court filings as may be required to establish a party's rights under this Agreement; provided that promptly upon receiving any request from or on behalf of such authority and to the extent that it may legally do so, such party receiving such request: (y) advises the other party prior to making such disclosure in order that the other party may: (a) object to such disclosure; (b) take action to ensure confidential treatment of the Confidential Information; or (c) take, subject to applicable law, such other action as it considers appropriate to protect the Confidential Information and (x) takes all action necessary to not disclose Confidential Information that is not required to satisfy such legal requirement (including through redaction of sensitive commercial information, including key terms of this Agreement, or otherwise).

5. DELIVERABLES

Ownership of CTAA-Provided Intellectual Property. As between the parties, CTAA, its Affiliates and licensors will be the sole and exclusive owner of the Intellectual Property owned by CTAA or CTAA Affiliates or provided to Subrecipient by CTAA under this Agreement (collectively, the "CTAA-Provided Intellectual Property"). CTAA-Provided Intellectual Property will be deemed to include any derivatives, modifications, enhancements or improvements to CTAA-Provided Intellectual Property.

Ownership of Subrecipient-Provided Intellectual Property. As between the parties, Subrecipient, its Affiliates and licensors will be the sole and exclusive owner of the Subrecipient-Owned Intellectual Property. Subrecipient-Provided Intellectual Property will be deemed to include any derivatives, modifications, enhancements or improvements to the Subrecipient-Provided Intellectual Property.

Ownership of Deliverables-Custom and Deliverables-Other. Unless otherwise provided for in this Agreement, and subject to any

restrictions of any third-party materials and this Section hereof ("Embedded Subrecipient-Provided Intellectual Property"):

(i) Deliverables-Custom shall be CTAA's sole and exclusive property. Subrecipient hereby assigns to CTAA without further consideration of Subrecipient's rights in and to such Deliverables-Custom (excepting any Subrecipient -Provided Intellectual Property). To the extent any Deliverables-Custom contains Subrecipient Confidential Information, such information will be subject to Section 4 ("Confidential Information") hereof.

(ii) CTAA (and its Affiliates) will have a perpetual, irrevocable, worldwide, royalty free, non-transferable (except as otherwise provided herein), non-exclusive, paid-up right and license to use, maintain, copy, modify, enhance and prepare derivative works of the Deliverables-Other;

(iii) CTAA's rights in the Deliverables-Other will be strictly for purposes of CTAA's (and its Affiliates') as set forth an applicable statement of work ("SOW");

(iv) CTAA may allow CTAA third-party vendors as an authorized user under CTAA's license to use the Deliverables- Other to the extent that such CTAA Third party Vendors are under an obligation of confidentiality with CTAA at least as restrictive as the terms set forth herein, such use is in accordance with the license restrictions contained herein and solely for the purpose of such CTAA Third party Vendors' providing Services or Deliverables to CTAA or CTAA Affiliates. All other rights (including all other intellectual and industrial property rights) in the Deliverables-Other will remain with or are hereby assigned to Subrecipient.

Embedded Subrecipient-Provided Intellectual Property. To the extent Subrecipient incorporates or embeds Subrecipient-Provided Intellectual Property into any Deliverables, the following provisions will apply:

(i) Subrecipient will grant and hereby grants to CTAA a nonexclusive, nontransferable (except as otherwise provided herein), worldwide, royalty-free, perpetual, irrevocable license to use, maintain, modify, enhance and create derivative works of such Embedded Subrecipient-Provided Intellectual Property to the extent necessary to use or maintain such Deliverables for CTAA's (and its Affiliates') business purposes set forth an applicable SOW and solely as used in such Deliverables and not as a "stand-alone" product or separately from such Deliverables in which it is embedded. Subrecipient will not be deemed to have transferred or assigned any other rights to CTAA with respect to any Embedded Subrecipient-Provided Intellectual Property.

Notwithstanding the foregoing, Subrecipient, its Affiliates and licensors will be the sole and exclusive owner of the Subrecipient-Provided Intellectual Property Enhancements. CTAA hereby grants to Subrecipient without further consideration CTAA's rights in and to such Subrecipient-Provided Intellectual Property Enhancements. All such Subrecipient-Provided Intellectual Property Enhancements will be deemed part of the license granted to CTAA as set forth in this Section.

(iii) If CTAA Affiliates are under an obligation of confidentiality at least as restrictive as the terms set forth herein, CTAA may allow CTAA Affiliates as an authorized user under CTAA's license to the Deliverables (including Embedded Subrecipient-Provided Intellectual Property) to the extent such use is in accordance with the license restrictions contained herein. Such use is conditioned on CTAA and CTAA Affiliates' agreement that all claims related to CTAA's license must be brought solely by CTAA. CTAA shall be liable for the acts and omissions of its Personnel, and its Affiliates and their Personnel.

(iv) If CTAA third-party vendors are under an obligation of confidentiality at least as restrictive as the terms set forth herein, unless otherwise provided in this Agreement, CTAA may allow CTAA third-party vendors as an authorized user under CTAA's license to use the Deliverables (including Embedded Subrecipient-Provided

Intellectual Property) to the extent such use is in accordance with the license restrictions contained herein, and solely for the purpose of such CTAA third-party vendors' providing services to CTAA or CTAA Affiliates. CTAA shall be liable for the acts and omissions of CTAA third-party vendors and their personnel.

Subrecipient shall defend and indemnify CTAA against any claim or loss related to the infringement of any patent, trademark or copyright by Subrecipient under this Agreement.

6. CONFLICTS of INTEREST In the performance of the Services or delivery of the Deliverables hereunder, it is Subrecipient's responsibility to avoid (i) any actual or apparent conflict between Subrecipient's duties or obligations to other parties, including the federal government or the local country government, and such duties and obligations assumed under this Agreement and (ii) disclosure of information which would, or would appear to, violate such duties and obligations to third-parties. In the performance of this Agreement, Subrecipient shall not make or participate in any marketing calls or contacts with the federal government or the local country government or others which might create the possibility or appearance of a conflict of interest or an actual conflict of interest.

Subrecipient warrants that neither its entering into this Agreement nor its performance of any Services and/or delivery of Deliverables hereunder will result in an actual or apparent conflict of interest on its part. For purposes hereof, a conflict of interest includes, but is not limited to, circumstances under which Subrecipient may become biased with respect to the Services or Deliverables, gain an unfair competitive advantage or otherwise not be in the best interest of CTAA with respect to the Services. Subrecipient further warrants that it will promptly notify CTAA of any such actual or apparent conflict of interest of which it becomes aware after the Effective Date of this Agreement. Failure of Subrecipient to promptly disclose a conflict of interest shall constitute a material breach of this Agreement. Subrecipient further warrants that entering into this Agreement will not conflict with any existing agreements or arrangement to which the Subrecipient is party.

7. MEETINGS/EVENTS Subrecipient shall attend periodic meetings as may be required by CTAA, and be prepared to accurately report on the current and projected status of the Services at those meetings.

8. NOTICE of EXPENDITURE If this is a time and materials, cost reimbursable or unit price agreement, Subrecipient shall provide prompt written notice to CTAA of expenditures of seventy-five percent (75%) and ninety percent (90%) of estimated costs unless the period of performance for the Services is less than two (2) weeks.

9. LICENSES and PERMITS Subrecipient represents and warrants that it has or shall, at its sole expense, obtain all licenses, certifications, permits, approvals, inspections and other authorizations required to perform the Services. Inability or failure to obtain such items shall not excuse Subrecipient's failure to strictly comply with the terms hereof.

10. RELATED WORK Should Subrecipient's performance depend in any way on the proper performance of another subcontractor or consultant, Subrecipient agrees to take all reasonable measures to discover any defects in such performance as it relates to the Services and shall promptly report such defects in writing to CTAA. Subrecipient shall cooperate fully with other subcontractors and consultants and with CTAA's employees and agents, shall incorporate any reasonable changes in scheduling and performing the Services to accommodate the needs of the other subcontractors or consultants, and shall comply promptly with the directions given by CTAA's representatives.

11. CONTACTS with CTAA'S CUSTOMERS CTAA shall be solely responsible for all liaison and coordination with its customers. Under no circumstances will Subrecipient act upon

directions given by CTAA's customers. If Subrecipient receives such directions from one or more of CTAA's customers, Subrecipient will notify CTAA as soon as possible and obtain written authorization from CTAA before taking any action based upon those directions. CTAA will not be liable for the cost of work done by Subrecipient without the express written authorization of CTAA.

12. NON-SOLICITATION of CUSTOMERS Subrecipient agrees that, during the term of this Agreement and for a period twelve (12) months after the termination of the Subrecipient's provision of services (for any reason) thereof, the Subrecipient shall not engage in any of the following:

- a. solicit CTAA's customer(s) for existing business or for follow on business specifically arising from this Agreement;
- b. provide the services being provided by the Subrecipient to CTAA's customers; or
- c. compete with CTAA for the provision of services or any follow-on business to CTAA's customers.
- d. Nothing in this Agreement shall preclude Subrecipient from offering or selling its standard commercial products or services to any third-party, provided such offering or sale does not result in the Subrecipient breaching this Agreement.
- e. The parties acknowledge that the restrictions set forth in Sections ___(a), ___(b), ___(c), and the Non-Solicitation of Employees clause do not contain any geographic scope and agree that such a scope is unnecessary in light of the limited functional scope of the respective restrictions set forth in those Sections.
- f. The Subrecipient agrees that an impending or existing violation of any of the restrictive covenants contained in this Agreement would cause CTAA irreparable injury for which it would have no adequate remedy at law and agrees that CTAA shall be entitled to obtain injunctive relief prohibiting such violation, in addition to any other rights and remedies available to it at law or in equity.
- g. The Subrecipient's obligations under each of Sections 12(a), 12(b), 12(c), and the Non-Solicitation of Employees clause are independent, separable, and independently enforceable of each other and of any legal obligations that may exist between CTAA and the Subrecipient.
- h. The real or perceived existence of any claim or cause of action of the Subrecipient against CTAA, whether predicated on this Agreement or some other basis, shall not alleviate the Subrecipient of the Subrecipient's obligations under this Agreement and shall not constitute a defense to the enforcement by CTAA of the restrictions and covenants contained herein.

13. NON-SOLICITATION of EMPLOYEES During the Term and for an additional period ending on the first anniversary of the date of termination of this Agreement for any reason (collectively the "Restricted Period"), CTAA and Subrecipient shall not, without the other party's prior written consent, directly or indirectly, (i) offer employment (or a consulting, agency, independent contractor or other similar paid position) to any Person who is or was at any time during the twelve (12) months prior to such offer an employee, representative, officer or director of either party or any of its subsidiaries and who was working on the project that is the basis of the Agreement or (ii) induce, encourage or solicit any such Person to accept employment (or any aforesaid position) with either party or an entity with which either party is otherwise affiliated. Further, during the Restricted Period, neither party shall encourage nor induce any such employee, representative, officer or director of the other party or any of its subsidiaries to cease their relationship with the other party or any of its subsidiaries for any

reason. However, this Section will not apply to (x) individual Personnel who independently respond to indirect solicitations (such as general newspaper advertisements, employment agency referrals and internet postings) not targeting such Personnel, or (y) work by an entity engaged by a party other than in connection with this Agreement. "Solicit", as used in this Section, shall not be deemed to include advertising in newspapers or trade publications available to the public

14. CHANGES

- a. No change in the Services ("Change" or "Changes") shall be made without the express written authorization of CTAA. All changes shall be mutually agreed upon by all parties. CTAA may at any time, by written notice, and without notice to sureties or assigns, make changes within the general scope of this Agreement to any one or more of the following: 1) description of services; 2) drawings, designs, or specifications; 3) method of shipping or packing; 4) place of inspection, acceptance, or point of delivery; 5) time of performance; and 6) place of performance.
- b. If any such change causes a change in the labor mix, or the time required for performance of any part of this Agreement, Subrecipient may request an equitable adjustment in this Agreement price and/or delivery schedule.
- c. Subrecipient must request any equitable adjustment within seven (7) calendar days of receipt of the written change. If the Subrecipient's proposal includes the cost of property made obsolete or excess by the change, CTAA shall have the right to prescribe the manner of disposition of the property.
- d. Disagreement over any adjustment shall be resolved in accordance with the "Disputes" clause of this Agreement. However, nothing contained in this clause of this Agreement shall excuse Subrecipient from proceeding without delay in the performance of this Agreement as directed.

15. EMPLOYEE PERFORMANCE Subrecipient shall immediately remove from performing the Services any employee (including employees of approved lower tier subcontractors or lower-tier consultants) that CTAA deems unresponsive, uncooperative or a hindrance to the performance of the Services and shall promptly recommend a suitable replacement for CTAA's approval. Persons so removed shall not be used in the future for the Services without the express written authorization of CTAA. Subrecipient warrants that it will only utilize personnel and approved lower tier subcontractors who are adequately trained and experienced to properly perform the Services in a safe and efficient manner.

16. INSPECTIONS CTAA and/or its designee may inspect and otherwise evaluate the Services or Deliverables at any reasonable time and place, but such review or approval is for CTAA's sole benefit and shall not relieve Subrecipient from its representations and obligations set forth in this Agreement.

17. WARRANTY

- a. **Goods:** Subrecipient warrants that all goods furnished under this Subcontract will be: free from defects for a period of not less than one (1) year from final acceptance by CTAA or for the standard warranty period provided by Subrecipient, whichever is longer; will conform with all requirements of this Agreement, and, unless manufactured solely in accordance with CTAA-certified manufacturing designs, will be free from defects in design. Any goods corrected or replaced will

be covered by this warranty. Subrecipient agrees to notify CTAA immediately upon becoming aware of a potential problem with goods previously delivered to CTAA. Such notification shall include a recommended course of action.

- b. **Services:** Subrecipient warrants that all services performed under this Agreement will be performed with the standard of a fully qualified professional, be free from defects, conform to the requirements of the Agreement, and be performed in strict compliance with any regulatory or international standards specified in the Statement of Work for this Agreement. Any services corrected or re-performed will be covered by this warranty.
- c. The warranties provided in (a) and (b) above shall apply unless a more extensive warranty(s) is/are specified as in the Prime Contract Clauses, or regularly offered by Subrecipient, in which case the greater warranty shall apply.
- d. If Subrecipient breaches any warranty, CTAA may elect, at its sole discretion and with no increase in the Agreement price, to:
 - i. Require Subrecipient either to repair or replace, at CTAA's election, defective or nonconforming goods promptly; or
 - ii. Require Subrecipient promptly to furnish materials or parts and installation instructions required to successfully accomplish the correction of defective or nonconforming goods, and equitably reduce the Agreement price to account for the cost of correction including, without limitation, removal and installation; or
 - iii. Require Subrecipient to promptly redesign defective or nonconforming goods and require Subrecipient promptly to repair or replace goods manufactured in accordance with such defective design; or
 - iv. Require Subrecipient either to correct or re-perform, at CTAA's election, defective or nonconforming services promptly; or
 - v. Equitably reduce the Agreement price; or
 - vi. Correct or have corrected the nonconformity at Subrecipient's expense.

18. BILLINGS Subrecipient warrants, and will separately certify each invoice submitted hereunder, that to its best knowledge and belief, the billings presented by Subrecipient are a complete and accurate statement of the Services provided by Subrecipient, that Subrecipient is properly entitled to payment, and that all amounts requested are for appropriate purposes in strict accordance with the terms of this Agreement. Subrecipient shall be paid within forty-five (45) days from the receipt of the proper invoice from Subrecipient that is approved by CTAA. Invoicing shall be once a month unless CTAA agrees in writing to an alternative invoice cycle. Each invoice shall contain all invoice data required in the Prime Contract as it relates to the Services. No billing will exceed the amounts authorized in the Agreement.

19. CONTRACT CEILING PRICE If at any time Subrecipient has reason to believe that an increase in the ceiling of a time and material, unit price or cost reimbursable contract will be necessary, it will give prompt prior notice to that effect providing a written estimate to complete the Services and proposing a new limitation figure and giving appropriate supporting data so that CTAA may, at its sole discretion, increase such limitation by written modification to this Agreement.

Subrecipient shall not exceed the ceiling price of this Agreement. In the event of a dispute relating to the contract-ceiling price, such dispute shall be resolved in accordance with the Disputes clause of this Agreement. Subrecipient shall continue to perform the Services pending resolution of the Dispute.

CTAA shall not be obligated to use all Services or assistance referenced herein and CTAA shall pay only for those Services authorized by CTAA pursuant to the terms of this Agreement and actually rendered by Subrecipient.

20. AUDIT RIGHTS For three (3) years following the completion or termination of this Agreement, or for any government awards the period required by the grantor agency, CTAA and/or CTAA's designee shall have access to Subrecipient's records and documentation for audit purposes during normal business hours and upon reasonable notice. Subrecipient shall promptly reimburse CTAA for any amounts for which Subrecipient cannot provide adequate documentation or substantiation or are otherwise unallowable or not properly chargeable.

Upon the expiration or termination of this Agreement, Subrecipient shall make complete disclosures of all activities under this Agreement not previously reported and certify in writing that such disclosures are complete and accurate.

21. CURRENCY of PAYMENT Unless otherwise set forth in this Agreement, all payments shall be in United States Dollars (\$US). Where exchange rates are involved, the rate of exchange between \$US and the other currency involved in the transaction shall be the rate of exchange as of the date of payment. The date of each invoice shall be clearly marked on each invoice.

22. SET-OFF CTAA may, at its election, make a reduction or set-off, in whole or in part, against any amounts payable to Subrecipient or any Losses for which Subrecipient is liable under this (or any other) Agreement or pursuant to law and equity.

23. TERMINATION for CONVENIENCE CTAA may at its sole convenience terminate this Agreement in whole or in part and require Subrecipient to cease performance of the Services. In such event, Subrecipient shall be paid only for the Services properly performed prior to such termination. Subrecipient waives all claims for profits not earned as a result of such termination.

24. TERMINATION for DEFAULT CTAA may terminate this Agreement in whole or in part in the event that Subrecipient fails to strictly adhere to the terms and conditions of this Agreement; fails to make progress so as to endanger the timely completion of the Services or deliverables and fails within three (3) calendar days to take appropriate corrective action, repetitively fails to maintain timely progress of the Services, fails to strictly observe or comply with any provision of this Agreement, causes CTAA to be in violation of its obligations under the Prime Contract, or in the event of any proceeding by or against the Subrecipient in bankruptcy or insolvency or appointment of a receiver or trustee or assignment for the benefit of creditors, CTAA may, in addition to any other right or remedy provided by this Agreement, law or equity, terminate all or part of the Services and upon written notice to Subrecipient, take control over the site, equipment and materials thereon, including all related work files and site records. In the event of such termination or partial termination, Subrecipient shall not be entitled to receive any further payment until the terminated Services are completed. If any amount due, including retainage, for Services completed by the Subrecipient at the time of termination shall exceed the sum of the total cost to CTAA, including reasonable administrative costs, such excess amount, including retainage shall be paid to Subrecipient. If the sum of the total cost to CTAA to complete the terminated Services plus any amount previously paid to Subrecipient exceeds the contract price for the completed Services, Subrecipient shall immediately pay such amount to CTAA. Subrecipient shall continue to diligently perform such Services that have not been terminated by CTAA.

25. **STOP-WORK** Notwithstanding any other provision hereof, CTAA may, by notice to Subrecipient, suspend all or any portion of the Services. Subrecipient shall stop all such Services immediately upon receipt of CTAA's stop-work order and shall promptly resume the Services after receipt of direction from CTAA to proceed. Stop-work orders issued for conditions or circumstances unrelated to the Subrecipient's fault or negligence shall result in a reasonable adjustment in the contract schedule.

26. **RISK of LOSS** Subrecipient bears the risk of loss for the Services until final acceptance thereof.

27. **INDEMNIFICATION** Subrecipient shall defend, indemnify and hold CTAA, CTAA's subsidiaries, affiliates, directors, officers, agents and employees, and each of them harmless against any injury, death, damages, suit, claim or other loss ("Loss"), including expenses and actual attorneys fees, arising from or related to this Agreement or the breach thereof, except to the extent that such Loss was caused by the gross negligence or willful misconduct of CTAA. This provision shall survive termination of this Agreement.

28. **INSURANCE** During the term of this Agreement the Consultant/Organization shall maintain the Insurance requirements as determined by the selected boxes checked below. However, contracts valued at \$25,000 or less are not required to have such insurance coverages. If the Subrecipient does not carry the insurance coverage's or limits indicated below, the Subrecipient shall have the option to:

1. Complete and Sign the Nonstandard Insurance Statement (**Appendix J**) indicating the types and limits of coverage the Subrecipient carries for CTAA's consideration. CTAA will review and advise if the limits identified within **Appendix J** are acceptable prior to the performance of Services. If approved, **Appendix J** will replace the types and limits identified within this section in its entirety

☒ **Worker's Compensation Insurance:** Statutory Workers Compensation in accordance with all country, state, local or other applicable jurisdictional requirements of the location in which work is to be performed.

If the Subrecipient is exempt from carrying workers compensation as defined by the workers compensation statutes and regulations in their state, country or other applicable jurisdiction, please complete, sign, and return Waiver of Workers Compensation (**Appendix I**). If approved, this waiver will replace the types and limits identified within this Subsection in its entirety.

☒ **Commercial General Liability Insurance:** \$1,000,000 each occurrence; \$2,000,000 general aggregate (including bodily injury, property damage, personal injury, advertising injury, products and completed operations, and contractual liability)

☒ **Business Automobile Liability Insurance:** \$1,000,000 per occurrence (Owned and Non-owned).

☒ **Excess or Umbrella liability insurance:** \$1,000,000 each occurrence; \$1,000,000 general aggregate. Limit applies in excess of Employers' Liability, Commercial General Liability, and Business Automobile Liability policies.

☒ **Property Insurance:** covering the full replacement value of any and all property of CTAA which is in the Subrecipient's care, custody and/or control.

☒ **Professional Liability, Errors and Omissions Insurance:** \$1,000,000 per occurrence.

CTAA shall not be responsible for any deductibles, self-insured retentions, and/or waiting periods that may appear in the Subrecipients policies.

Subrecipient shall furnish certificates of insurance to CTAA within five (5) business days of execution of this Agreement, and from time to time upon CTAA's reasonable request. Subrecipient shall provide at least thirty (30) calendar days written notice to CTAA of any policy cancellation, non-renewal or material reduction in coverage that is relevant to the contract.

The insurance requirements herein as to the types and limits of insurance coverage are to be maintained by Subrecipient, and any approval of said insurance by CTAA are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Subrecipient pursuant to the Contract, including, but not limited to, the provisions concerning indemnification.

Subrecipient's failure to provide insurance specified or failure to furnish certificates of insurance and amendatory endorsements on request, or failure to make premium payments required by such insurance, shall constitute a material breach of the Contract, and CTAA may, at its option, terminate the Contract for any such default by Subrecipient.

All insurance policies required shall be issued by insurance companies rated at least 'A-' 'VII' in the most current edition of *A.M. Best Guide* or equivalent rating from another ratings agency. All coverage obtained and maintained by the Subrecipient and the Certificate of Insurance shall indicate:

CTAA "entity", its subsidiaries and "CTAA" are included as Additional Insured as respect to the General Liability and Automobile Liability policies. Waiver of Subrogation is included to the extent permitted by law. All policies are primary and, with the exception of Professional Liability, non-contributory with any and all applicable coverage, contain cross-liability coverage, and severability of interests language.

29. **DISPUTES** The parties shall attempt in good faith to first resolve internally any dispute arising out of or relating to this Agreement through negotiations between authorized representatives of each respective party in the normal course of business, before resorting to the pursuit of any other remedies available at law or in equity.

If such dispute has not been resolved through negotiation, the parties may seek resolution of the matter utilizing any or all remedies that they have available under the law including bringing an action in court. For any litigation brought related to this Agreement, the parties agree that the venue for such litigation shall be as described in the "Governing Law" clause hereof.

Each party agrees to bear its own costs related to resolving any dispute arising under or related to this Agreement. In addition, the losing party in a court action shall be responsible for payment of the court costs and reimbursement of the other party's legal fees incurred in support of such court action. Pending any decision, appeal or judgment referred to in this provision or the settlement of any dispute arising under this Agreement, the parties shall proceed diligently with the performance of this Agreement.

30. **ASSIGNMENT/SUBCONTRACTING**

- a. Neither the Subcontract nor any duty or right under the Subcontract shall be delegated or assigned by Subrecipient to another party without the prior written consent of CTAA, except that claims for monies due or to become due may be assigned to a financial institution if CTAA is so notified in writing prior to such assignment. CTAA shall be furnished a signed copy of any such assignment. All payments under the Subcontract, including those to an assignee, shall be subject to setoff or recoupment for any present or future claim or claims that CTAA may have against Subrecipient. CTAA reserves the right to make settlements, or adjustments in price, or both, with Subrecipient under the terms of the

Subcontract notwithstanding any assignment of claims for monies due or to become due hereunder and without notice to the assignee. Subrecipient is responsible to ensure that all terms, conditions and flow-down requirements in the Subcontract are flowed down to any lower tier subcontractor who is approved by CTAA. Subrecipient is fully responsible for the acts and omissions of its lower tier subcontractors and of persons either directly or indirectly employed by them.

- b. Subrecipient shall not assign, novate, or transfer, by operation of law or otherwise, the Subcontract, in whole or in part, without the prior written approval of CTAA. For purposes of the Subcontract, an assignment shall be deemed to occur upon the earlier of the announcement or consummation of any of the following: a merger, consolidation, sale or acquisition of a party or any division or component of Subrecipient; the sale of all or substantially all of the assets of Subrecipient; or the acquisition of a controlling interest in the stock or interest, as the case may be, of the Subrecipient.

Any assignment, novation, or transfer not in accordance with this Article shall be in a material breach of the Subcontract, which shall entitle CTAA to terminate the Subcontract immediately.

PUBLICITY AND PUBLICATIONS The Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for "Federal Government Purposes," any subject data or copyright. No public releases including those for news, advertising, information, technical or scientific purposes relating to this agreement shall be issued by Contractor without CTAA's prior written consent.

31. No public releases including those for news, advertising, information, technical or scientific purposes relating to this Agreement shall be issued by Subrecipient without CTAA's prior written consent.

32. ORDER of PRECEDENCE In the event of a conflict in the terms and conditions of the contract documents, the following order of precedence shall apply:

- The/This Agreement (*)
- The Scope of Work
- General Terms and Conditions (this Exhibit A)
- Fee Schedule
- Other contractual documents

(*) References to "the Agreement," "this Agreement," "the Contract" or "this Contract" shall refer to the base agreement to which these General Terms and Conditions are appended.

33. NON-WAIVER Failure of CTAA to insist on strict performance of any of the terms and conditions contained in this Agreement shall not constitute or be construed as a waiver or relinquishment of CTAA's right to subsequently require strict compliance with such terms and conditions.

34. SEVERABILITY If any part of this Agreement shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable as to particular provisions, this Agreement shall remain in full force and effect as to the remaining provisions.

35. COMPLIANCE with LAW [AS APPROPRIATE FOR FEDERALLY-FUNDED CONTRACTS]

Subrecipient specifically agrees to comply with all Federal and state laws and regulations of contractor conduct such as procurement integrity regulations, and post-government service employment regulations including, but not limited to 41 U.S.C. 423 and 18 U.S.C.

207 which apply to Subrecipient, Subrecipient's employees, or the work performed by Subrecipient under this Agreement, including those in **Appendix G**.

Subrecipient shall provide CTAA with information, documentation, and certifications and execute such papers as will demonstrate Subrecipient's compliance with said laws, regulations and this Agreement upon request. Subrecipient will provide CTAA with additional assistance, if requested, to enable CTAA to also comply with said laws and regulations.

Subrecipient agrees to comply with all applicable provisions of the OFPP/OMB Policy Letter on Subrecipients and Conflict of Interest, the Lobbying and Disclosure Act of 1995, and Public Law No. 101-121 (the Byrd Amendment), including but not limited to, those pertaining to disclosure, registration, and certification. Further, Subrecipient shall not perform any activities on behalf of CTAA which are intended to influence or which attempt to influence U.S. Government Executive or Legislative branch officers or employees, including members of Congress, with respect to the award, renewal, extension, amendment, administration or modification of a contract, grant, cooperative agreement, loan, license or permit. Subrecipient shall make no communication (written, oral or telephonic) to a Congressional or Executive branch member, officer or employee on CTAA's behalf without the prior written consent of CTAA. Subrecipient shall not knowingly solicit or obtain, directly or indirectly, from any government or agency employee, any proprietary or source selection information.

Notwithstanding the above, Subrecipient shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. Additionally, Subrecipient shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits the discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment individuals with disabilities.

Subrecipient shall not offer or provide any bribe or kickback to any person, nor shall Subrecipient offer or provide any gratuity of any type or nature, including the purchase of meals, to any Federal, State, or local government employees or officials.

Subrecipient hereby acknowledges that at the time of entering into this Agreement neither it nor any person employed by or representing Subrecipient is (1) presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any program sponsored by a Federal, State or local department or agency; or (2) under current investigation for a crime or otherwise engaged in conduct for which an entity or individual can be debarred by any Federal, State, or local department or agency. Subrecipient represents that it will immediately notify CTAA of any inquiry or commencement of any debarment proceedings from any government procurement activity; and any suspension, debarment, pending debarment charges or criminal convictions or notice thereof received during the performance of this Agreement. Upon receiving such written notice of inquiry or commencement of any such proceeding from Subrecipient, CTAA shall have the right to immediately terminate this Agreement.

36. GOVERNING LAW The validity, construction, scope, and performance of this Agreement shall be governed by the laws of the state of Nevada without regard to its conflict of law principles, except as to any provisions hereof which are governed by the laws or regulations of the United States of America, as to which provisions such laws of the United States shall govern provided, however, that the parties hereby expressly agree that any resulting award shall not be governed under the terms and conditions of the

U.N. Convention on Contracts for the International Sale of Goods, as applicable. In the event an action or proceeding is commenced with respect to this Agreement, the prevailing party shall be entitled to receive reasonable legal fees and expenses from the other party. Each party expressly and irrevocably consents that any suit, action, or proceeding arising out of or related to this Agreement and brought by either party will be instituted in a court of competent jurisdiction sitting in the state of Nevada, and both parties further expressly waives any objection that it has or may have to the jurisdiction of such courts. Further, each party hereby waives its right to a jury trial in any action arising hereunder.

37. NO AGENCY Except as specifically set forth otherwise, it is agreed and understood that neither party hereto is, by this Agreement or anything herein contained, constituted or appointed agent or representative of the other for any purpose whatsoever, nor shall anything in this Agreement be deemed or construed as granting either party any right or authority to assume or to create any obligation, warranty or responsibility, express or implied, for or in behalf of the other.

38. CAPTIONS The captions and headings of this agreement are intended for convenience and reference only, shall not affect the construction or meaning of this Agreement.

39. BUSINESS ETHICS & CONDUCT CTAA is committed to conducting its business free from unlawful, unethical or fraudulent activity. Subrecipient and each of its Personnel, and subcontractors that perform Services or provide Deliverables hereunder will: (i) conduct their activities fairly, impartially, and in an ethical and proper manner; and (ii) not engage in any personal, business, or investment activity that may be defined as a conflict of interest, whether real or perceived.

Subcontract agreements that have a cumulative funded value in excess of \$5,000,000 and a performance period of more than 120 days, FAR 52.203-13 requires the establishment of a company code of business ethics and conduct. Accordingly, the subcontractor identified herein, by execution of any agreement with CTAA with a cumulative funded value exceeding \$5,000,000 and a performance period of more than 120 days, certifies (1) that it has already established, or (2) shall establish within 30 days after award, a code of business ethics and conduct that at a minimum is in compliance with FAR 52.203-13 (b), which is incorporated into this agreement by reference or (3) Subrecipient will adhere to CTAA's published Code of Ethics, which is available upon request by contacting the subcontracts administrator listed herein.

40. DATA PROTECTION COMPLIANCE The parties shall comply with their respective obligations under applicable data privacy and data security laws and regulations (together, the "Data Protection Laws"). Where, in connection with this Agreement, Subrecipient Treats Personal Data, Subrecipient shall: (i) maintain throughout the Term the appropriate data privacy and data security measures, policies, and procedures that are designed to comply with the Data Protection Laws; (ii) Treat Personal Data solely to provide the Services hereunder and for no other purpose; (iii) only grant "need to know" Personnel access to Personal Data; (iv) not disclose Personal Data to any person or third-party except as set forth in an SOW or as required by law or with CTAA's prior written consent; (v) implement all commercially reasonable practices to prevent misuse, destruction, loss, theft, intrusion, attack, computer virus infection, unauthorized Treatment, or similar activities; (vi) preserve the integrity of all Personal Data and system information on systems and in databases maintained by Subrecipient in transfer to, transfer from, or while at rest with Subrecipient (including, but not limited to, using industry standard encryption technology); and (vii) immediately notify CTAA if it becomes aware of any misuse of Personal Data or actual unintended or unauthorized access of any Subrecipient system that may Treat Personal Data produced under, provided under, or related to this Agreement or any SOW subject

to this Agreement. Subrecipient warrants that it has a formal written information data privacy and data security program or an equivalent program, which may be found at <https://www.privacyshield.gov/welcome> and is incorporated herein to this Agreement by reference.

Notwithstanding the above provisions, if Subrecipient Treats Personal Data of resident in European, United Kingdom, Canadian, or similar data protection laws jurisdictions, it will either (i) obtain certification for, and comply with, Privacy Shield or its successor, a link with may be found at <https://www.privacyshield.gov/welcome> and notify CTAA in writing within five (5) days, upon either the renewal of Subrecipient's certification or the lapse of same or (ii) Treat such Personal Data under EU-approved Standard Contractual Clauses ("EU Model Clauses") and shall abide by all provisions in such EU Model Clauses applicable to "subprocessors" as defined therein immediately upon CTAA providing Subrecipient with a copy of such EU Model Clauses.

41. CLOSEOUT Unless otherwise requested from CTAA, the Subrecipient shall provide CTAA, within forty-five (45) calendar days following the end date of this agreement, or any modification issued thereunder, a closeout certification in a form to be provided by CTAA.

In the event Subrecipient fails to submit the required closeout information and documentation within ninety (90) calendar days, such failure shall constitute Subrecipient's de facto agreement that the amounts paid to date by CTAA pursuant to this Agreement, as determined solely by CTAA's records, shall constitute the full, complete and final extent of CTAA's financial obligation to Subrecipient under this agreement.

Subrecipient further certifies and warrants its responsibility to maintain all technical, contractual, and financial records pertaining to this Agreement for a period of seven years following final payment from CTAA.

42. FORCE MAJEURE Neither Subrecipient nor CTAA shall be liable in any way for failure to perform any provision of this Agreement (except payment of monetary obligations) if such failure is caused by any law, rule, or regulation, or any cause beyond the control of the party in default. Should such acts or events occur, the parties shall use commercially reasonable efforts to overcome all difficulties and to resume work as soon as reasonably possible.

43. ENTIRE AGREEMENT The parties acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms. This Agreement supersedes all prior agreements, whether written or oral, relating to the subject matter hereof, and contains the entire agreement of the parties. No modification or other change to this Subcontract shall be binding unless such modification or change is in writing and signed by an authorized representative of each party.

APPENDIX B

Scope of Work

Subrecipient shall complete all the activities designated by NCMM under the Community Mobility Design Challenge grant, including the following:

1. Form a team to complete the Community Mobility Design Challenge activities.
2. With the team and NCMM guidance, design the necessary components of a solution using a human-centered design process.
3. Attend all webinars and team meetings.
4. Submit monthly progress reports and requests for reimbursement of approved grant-related activities by the 15th day following the close of the preceding month; the report shall describe activities for the preceding month.
5. Attend a project pitch session to present the designed concept to the other teams and invited guests.
6. Discuss participation as an NCMM grantee with NCMM's evaluator after the grant activities are completed.
7. Communicate regularly with the team's assigned facilitator.

APPENDIX C

Fee Schedule and Billing Information

Subrecipient shall be reimbursed according to the following fee schedule:

Item	Grant Funds
Direct labor salaries or wages	12,733.55
Fringe benefits	3,714.22
Contracted/consultant s/stipends	0
Travel	500.00
Meeting costs	5,000.00
Other direct costs – Equipment and supplies	500.00
Indirect costs	2,244.77
TOTAL GRANT BUDGET	\$24,692.54

Subrecipient shall follow the billing procedures outlined in the contract and other Appendices, repeated here for convenience:

- Subrecipient shall submit invoices by the 15th day following the month in which the activities were performed, accompanied by a monthly progress report. The invoiced period shall match the period for monthly progress reporting. Even if Subrecipient is not requesting reimbursement for costs related to Services performed, Subrecipient will still submit a written monthly progress report by the 15th day following the month in which the Services were performed.
- Subrecipient invoices shall include, at a minimum, the following information, and other details noted in the Monthly Report Form provided by CTAA:
 - Payee Name and Remittance Address
 - Invoice Date
 - Total Contract Funded Value
 - Short Description of Activities Performed
 - Amounts being billed
 - Remaining amount to be billed (Contract Funded Value – Cumulative Amounts Billed)
- Invoices shall be submitted by email to Bill Wagner, wagner@ctaa.org.
- Each invoice shall contain the following certification signed by an authorized representative of the Subrecipient: *“I hereby certify that, to the best of my knowledge and belief, all payments requested are correct, accurate, and complete, that payment therefore has not been received and that all amounts requested are for the appropriate purposes and in accordance with this Agreement.”*
- Should Subrecipient determine it needs to alter the originally approved budget between CTAA and Subrecipient, Subrecipient shall submit a request for Budget Modification showing, at a minimum, a) the entire original budget by line item, b) the requested revised amounts by line item, c) the percentage change between the original and revised amounts, and d) the reason for the requested change.

Appendix D

Federal Award Identification Information 2CFR 200.331 Requirements for Pass-through Entities

All pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward. If any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. The required information includes:

i	Subrecipient name (must match the name associated with its unique entity identifier)	
ii	Subrecipient's unique entity identifier (UEI)	
iii	Federal Award Identification Number (FAIN)	DC-2023-002-00
iv	Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency	March 1, 2023
v	Subaward Period of Performance Start and End Date;	October 16, 2023, to April 30, 2024
vi	Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$24,692.54
vii	Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation	\$24,692.54
viii	Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$24,692.54
ix	Federal award <u>project description</u> , as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	To implement technical assistance and training activities that build mobility management capacity, strengthen the mobility management field, and encourage the adoption of mobility management strategies in the transportation, employment, housing, medical, veteran, human service, education, health, and other industries; and to support FTA's work around mobility management activities and its leadership of the Coordinating Council on Access and Mobility.
x	Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	<i>Fed agency:</i> Federal Transit Administration <i>Pass-through entity:</i> Community Transportation Assn. of America <i>Contact info:</i> Amy Conrick, 202-415-9692, conrick@ctaa.org
xi	CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement	5314 - Technical Assist, Standard HR, & Training (2018 and forward)
xii	Identification of whether the award is R&D; and	No
xiii	Indirect cost rate for the Federal award (including if the de minimis	CTAA: 29.8% LOCLG: de minimus

	rate is charged per \$200.414 Indirect (F&A) costs).	
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Appendix E

CTAA's Cooperative Agreement with FTA to Operate NCMM

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION**

**COOPERATIVE AGREEMENT
(FTA C-30)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official sign this Cooperative Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Cooperative Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Cooperative Agreement with FTA, and binds its compliance with the terms of this Cooperative Agreement.

The following documents are incorporated by reference and made part of this Cooperative Agreement:

- (1) "Federal Transit Administration Master Agreement," FTA MA(30), <http://www.transit.dot.gov>,
- (2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and
- (3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS COOPERATIVE AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS COOPERATIVE AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS COOPERATIVE AGREEMENT WITHIN 90 DAYS FOLLOWING FTA's AWARD DATE SET FORTH HEREIN.

FTA AWARD

Federal Transit Administration (FTA) hereby awards a Federal Cooperative Agreement as follows:

Recipient Information

Recipient Name: COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA

Recipient ID: 5488

UEI: MFEKTKNN98Y5

DUNS: 621419258

Award Information

Federal Award Identification Number: DC-2023-002-00

Award Name: National Center for Mobility Management II, Year 5

Award Start Date: 3/10/2023

Original Award End Date: 12/31/2024

Current Award End Date: 12/31/2024

Award Executive Summary: This application is to request Section 5314 funds allocated to the Community Transportation Association of America (CTAA) in the District of Columbia (UZA 110000) in the amount of \$2,500,000 (Two Million and Five Hundred Thousand Dollars), to support the tenth year of operations for the National Center for Mobility Management (NCMM). A Letter of No Prejudice has been provided to allow the recipient to incur costs starting March 1, 2023. The period of performance will end on December 31, 2024. This application includes funds for research and development activities. The NCMM is operated by a partnership of CTAA, Easterseals Inc., and the American Public Transportation Association (APTA). The mission of the NCMM is to promote customer-centered mobility management strategies to advance good health, economic vitality, self-sufficiency, and community. The objectives outlined in this cooperative agreement support technical assistance and training activities that build mobility management capacity, strengthen the mobility management field, and encourage the adoption of mobility management strategies in the transportation, employment, housing, medical, veteran, human service, education, health, and other industries. The Center will continue to play a key role in supporting FTAs work around mobility management activities and its leadership of the Coordinating Council on Access and Mobility (CCAM).

Research and Development: This award includes research and development activities.

Indirect Costs: This award is applying an approved Indirect cost rate(s).

Suballocation Funds: Recipient organization is the Designated Recipient and can apply for and receive these apportioned funds.

Pre-Award Authority: This award is using Pre-Award Authority.

Award Budget

Total Award Budget: \$2,500,000.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$2,500,000.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$0.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$2,500,000.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$0.00

Award Budget Control Totals

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

Funding Source	Section of Statute	CFDA Number	Amount
5314 Technical Assist, Standards, HR, & Training (2018 and forward)	5314-5	20531	\$2,500,000
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$2,500,000

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:

Original Certification Date:

Special Conditions

There are no special conditions.

FINDINGS AND DETERMINATIONS

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

FTA AWARD OF THE COOPERATIVE AGREEMENT

Awarded By:
Bruce Robinson
Associate Administrator
FEDERAL TRANSIT ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
Contact Info: bruce.robinson@dot.gov
Award Date: 3/10/2023

EXECUTION OF THE COOPERATIVE AGREEMENT

Upon full execution of this Cooperative Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Cooperative Agreement.

There are several identical counterparts of this Cooperative Agreement in typewritten hard copy. Each counterpart is:

- (1) Fully signed in writing by the duly authorized officials of FTA or the Federal Government and the Recipient, and
- (2) Deemed to be an original having identical legal effect.

By executing this Cooperative Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

- (1) Affirms this FTA Award,
- (2) Adopts and ratifies all of the following information it has submitted to FTA:
 - (a) Statements,
 - (b) Representations,
 - (c) Warranties,
 - (d) Covenants, and
 - (e) Materials,
- (3) Consents to comply with the requirements of this FTA Award, and
- (4) Agrees to all terms and conditions set forth in this Cooperative Agreement.

Executed By:
Amy Conrick
Program Manager

Appendix F

Federal Funding Accountability and Transparency Act Form

Sub-recipient's Legal Name:

The Federal Funding Accountability and Transparency Act (FFATA) requires Client to report on its federal grant and contract subawards via a public website operated by the federal government – FSRs (Federal Funding Accountability and Transparency Act Subaward Reporting System).

Eligibility

Subrecipient is required to comply with FFATA reporting requirements unless it is exempted as outlined below. Please check and sign below if exemption applies: |

☒ Subaward is \$29,999 or less

☐ Subrecipient is an individual

If subrecipient checked either of the above selections, subrecipient is exempt and need only sign at the bottom of this form. If subrecipient is not exempt, please complete the section below starting at "Subrecipient Information."

Federal Award Information:

Title of Federal Award: National Center for Mobility Management II, Year 5

Federal Awarding Agency: Federal Transit Administration

Amount of Federal Award: \$2,500,000

Federal Award Identification Number (FAIN): DC-2023-002-00

CFDA Number and Name: 20531 Funding source 5314 - Technical Assist, Standard HR, & Training (2018 and forward)

R&D: Yes

Recipient/Pass-through Entity:

Community Transportation Association of America, 1341 G Street, NW, Suite 210, Washington, DC 20005

Official Contact Information: Amy Conrick, conrick@ctaa.org, Phone 202-415-9692

Subrecipient Information

EIN: _____

Primary Address _____

City, State, zip code plus 4: _____

Address where work will be performed: _____

Project Description: _____

Period of Performance: _____

Unique Entity Identifier Number 12 digits: _____

Total amount of federal funds obligated: _____

Did your organization have a gross income, from all sources, of less than \$300,000 in your previous tax year?
_____ Yes _____ No

A. Certification Regarding % of Annual Gross received from Federal Awards

Did your organization receive 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance during the preceding fiscal year?

_____ Yes _____ No

B. Certification Regarding Amount of Annual Gross from Federal Awards

Did your organization receive \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance as defined at 2 CFR 170.320 (and subawards) in the preceding fiscal year? _____ Yes _____ No

If your answer was “Yes” to questions A and B, please answer C.

C. Certification Regarding Public Access to Compensation Information.

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at the [Executive Compensation](#) page of the SEC website.) _____ Yes

_____ No

If you answered “NO” to this question, you must provide the names and total compensation of the top five highly compensated officers in the below:

As the duly authorized representative (Signor) of the Subrecipient, I hereby certify that the statements made by me in this certification form are true, complete and correct to the best of my knowledge.

Signature: _____

Title: _____

Printed name: _____

Date: _____

APPENDIX G

Federal Contract Provisions

1. **Federal Changes.** Contractor/Organization shall at all times comply with all applicable federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between CTAA and the Awarding Agency, as they may be amended or promulgated from time to time during the term of this Agreement. Contractor/Organization's failure to so comply shall constitute a material breach of this Agreement.
2. **No Obligation by the Federal Government**
 - A. CTAA and Contractor/Organization acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to CTAA, Contractor/Organization, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Agreement.
 - B. Contractor/Organization agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the Awarding Agency. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
3. **Program Fraud and False or Fraudulent Statements or Related Acts**
 - A. Contractor/Organization acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and, when applicable, U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions governed by this Agreement. Upon execution of the underlying Agreement, Contractor/Organization certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Agreement or the Awarding Agency assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, Contractor/Organization further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor/Organization to the extent the Federal Government deems appropriate.
 - B. Contractor/Organization also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by Awarding Agency, the Federal Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and, when applicable, 49 U.S.C. § 5307(n)(l) on the Contractor/Organization, to the extent the Federal Government deems appropriate.
 - C. Contractor/Organization agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by the Awarding Agency. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.
4. **Civil Rights.** The following requirements apply to the underlying Agreement:
 - A. Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and, when applicable, 49 U.S.C. § 5332,

Contractor/Organization agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, Contractor/Organization agrees to comply with applicable Federal regulations and other implementing requirements the Awarding Agency may issue.

B. Equal Employment Opportunity. The following equal employment opportunity requirements apply to the underlying Agreement:

- 1) Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e and, when applicable, 49 U.S.C. §5332, the Contractor/Organization agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the course of the project. Contractor/Organization agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training , including apprenticeship. In addition, Contractor/Organization agrees to comply with any implementing requirements the Awarding Agency may issue.
- 2) Age. In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and, when applicable, 49 U.S.C. §5332, Contractor/Organization agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, Contractor/Organization agrees to comply with any implementing requirements the Awarding Agency may issue.
- 3) Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, Contractor/Organization agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act", 29 CFR Part 1630, pertaining to employment of persons with disabilities.

C. Contractor/Organization also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by the Awarding Agency, modified only if necessary to identify the affected parties.

5. Contracts Involving Experimental, Developmental or Research Work

A. Rights in Data. The following requirements apply to each contract involving experimental, developmental or research work:

- 1) The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications,

and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration.

- 2) The following restrictions apply to all subject data first produced in the performance of the contract to which this Attachment has been added:
- a. Except for its own internal use, CTAA or Contractor/Organization may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may CTAA or Contractor/Organization authorize others to do so, without the written consent of the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public; this restriction on publication, however, does not apply to any contract with an academic institution.
 - b. In accordance with 49 CFR § 18.34 and 49 CFR § 19.36, the Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for "Federal Government purposes" any subject data or copyright described in subsections (2)(b)(i) and (2)(b)(ii) of this section below. As used in the previous sentence "for Federal Government purposes" means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.
 - (i) Any subject data developed under that contract, whether or not a copyright has been obtained; and
 - (ii) Any rights of copyright purchased by CTAA or Contractor/Organization using Federal assistance in whole or in part provided by the Awarding Agency.
 - c. When the Awarding Agency awards Federal assistance for experimental, developmental, or research work, it is the Awarding Agency's general intention to increase knowledge available to the public, rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless the Awarding Agency determines otherwise, CTAA and Contractor/Organization performing experimental, developmental, or research work required by this Agreement agree to permit the Awarding Agency to make available to the public either the Awarding Agency's license in the copyright to any subject data developed in the course of that contract or a copy of the subject data first produced under the contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of this Agreement, is not completed for any reason whatsoever, all data developed under that contract shall become subject data as defined in subsection (a) of this clause and shall be delivered as the Federal Government may direct. This subsection (c), however, does not apply to adaptations of automatic data processing equipment or programs for CTAA or Contractor/Organization's use whose costs are financed in whole or in part with Federal assistance provided by the Awarding Agency.
 - d. Unless prohibited by state law, upon request by the Federal Government, CTAA and Contractor/Organization agree to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by CTAA or Contractor/Organization of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under this Agreement. Neither CTAA nor Contractor/Organization shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.

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- e. Nothing contained in this clause on rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.
 - f. Data developed by CTAA or Contractor/Organization and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by this Agreement is exempt from the requirements of subsections (b), (c), and (d) of this clause, provided that CTAA or Contractor/Organization identifies that data in writing at the time of delivery of the contract work.
 - g. Unless the Awarding Agency determines otherwise, the Contractor/Organization agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by the Awarding Agency.

Unless the Federal Government later makes a contrary determination in writing, irrespective of Contractor/Organization's status (i.e., large business, small business, state government or state instrumentality, local government, non-profit organization, institution of higher education, individual, etc.), CTAA and Contractor/Organization agree to take the necessary actions to provide, through the Awarding Agency, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 CFR Part 401.

Contractor/Organization also agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by the Awarding Agency.

- B. Patent Rights. The following requirements apply to each contract involving experimental, developmental, or research work:
 - 1) If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under the Agreement to which this Attachment has been added, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, CTAA and Contractor/Organization agree to take actions necessary to provide immediate notice and a detailed report to the party at a higher tier until the Awarding Agency is ultimately notified.
 - 2) Unless the Federal Government later makes a contrary determination in writing, irrespective of Contractor/Organization's status (i.e., large business, small business, state government or state instrumentality, local government, non-profit organization, institution of higher education, individual, etc.), CTAA and Contractor/Organization agree to take the necessary actions to provide, through the Awarding Agency, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 CFR Part 401.
 - 3) Contractor/Organization also agrees to include the requirements of this clause in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by the Awarding Agency.
- 6. **Disadvantaged Business Enterprises.** In connection with the performance of this Agreement, Contractor/Organization will cooperate with CTAA in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises and will use its commercially reasonable efforts to ensure that minority, women or other disadvantaged business enterprises shall have the maximum

practicable opportunity to compete for subcontract work , if any, and for the supply of materials or services, if any, which may be necessary or desirable for the performance of this Agreement.

7. **Fiscal Responsibility.** Contractor/Organization shall at all times comply with all applicable federal regulations, policies, procedures and directives regarding receipt of Federal funds and shall be capable of receiving and competently utilizing Federal funds through CTAA.
8. **Debarment and Suspension.** If it has not already done so, Contractor/Organization shall provide CTAA certification that neither it nor its "principals" as defined at 49 CFR § 29.105(p), is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification shall be provided to CTAA by each contractor and subcontractor in connection with the performance of this Agreement.
9. **Incorporation of the Awarding Agency Terms and Conditions.** All contractual provisions required by the Awarding Agency, as set forth in the Awarding Agency's applicable administrative rules and regulations, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all the Awarding Agency ' s mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor/Organization shall not perform or fail to perform any act or refuse to comply with any CTAA requests which would cause CTAA to be in violation of the Awarding Agency's terms and conditions required by applicable administrative rules and regulations.
10. **Mask Wearing.** As a result of a court order, effective immediately and as of April 18, 2022, CDC's January 29, 2021 Order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect. Therefore, CDC will not enforce the Order. CDC continues to recommend that people wear masks in indoor public transportation settings at this time.

11. 2 CFR 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and Consultants are prohibited from obligating or expending loan or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the

Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also §200.471.

Consultant must complete and return the certification at **Appendix K** of this agreement.

12. Energy Conservation. The consultant agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

13. 252.204-7018 Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services. As prescribed in [204.2105](#), Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services (Jan 2021)

(a) Definitions. As used in this clause—

“Covered defense telecommunications equipment or services” means—(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities; (2) Telecommunications services provided by such entities or using such equipment; or (3) Telecommunications equipment or services produced or provided by an entity that the Secretary of Defense reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

“Covered foreign country” means—(1) The People’s Republic of China; or (2) The Russian Federation.

“Covered missions” means—(1) The nuclear deterrence mission of DoD, including with respect to nuclear command, control, and communications, integrated tactical warning and attack assessment, and continuity of Government; or (2) The homeland defense mission of DoD, including with respect to ballistic missile defense.

“Critical technology” means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

“Substantial or essential component” means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.* In accordance with section 1656 of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91), the contractor shall not provide to the Government any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless the covered defense telecommunication equipment or services are covered by a waiver described in Defense Federal Acquisition Regulation Supplement [204.2104](#).

(c) *Procedures.* The Contractor shall review the list of excluded parties in the System for Award Management (SAM) at <https://www.sam.gov> for entities that are excluded when providing any equipment, system, or service, to carry out covered missions, that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless a waiver is granted.

(d) *Reporting.*

(1) In the event the Contractor identifies covered defense telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, the Contractor shall report at <https://dibnet.dod.mil> the information in paragraph (d)(2) of this clause.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause: (i) Within 3 business days from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended. (ii) Within 30 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of a covered defense telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

14. 2 CFR 200.300 Statutory and national policy requirements.

- (a) The Federal awarding agency must manage and administer the Federal award in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. The Federal awarding agency must communicate to the non-Federal entity all relevant public policy requirements, including those in general appropriations provisions, and incorporate them either directly or by reference in the terms and conditions of the Federal award.
- (b) The non-Federal entity is responsible for complying with all requirements of the Federal award. For all Federal awards, this includes the provisions of FFATA, which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR parts 25 and 170. See also statutory requirements for whistleblower protections at 10 U.S.C. 2409, 41 U.S.C. 4712, and 10 U.S.C. 2324, 41 U.S.C. 4304 and 4310.

15. **2 CFR 200.310 Insurance coverage.** The [non-Federal entity](#) must, at a minimum, provide the equivalent insurance coverage for [real property](#) and equipment acquired or improved with Federal funds as provided to property owned by the [non-Federal entity](#). Federally-owned property need not be insured unless required by the terms and conditions of the [Federal award](#).

16. 2 CFR 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

Executive Order (EO) 14005 Made in all of America by all of America's workers.

17. 2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

APPENDIX H

“reserved”

Appendix I

Waiver of Workers Compensation

Owner's Statement:

By signing below, I assert that my business is exempt from carrying workers compensation insurance in the state(s), country or other applicable jurisdiction of _____, because I do not have any employees as that term is defined by the workers compensation statutes and regulations in the state(s) country or other applicable jurisdiction identified above. All of the work performed in my business is performed by the proprietor, partners or executive officers. I have elected not to cover the proprietor, partners or executive officers with workers compensation insurance. This decision is made in full compliance with the workers compensation laws and regulations of the above state(s), country or other applicable jurisdiction.

If, at a later date, I should hire any employee(s) in my business, then I will purchase workers compensation insurance covering my employees and will provide to CTAA a certificate of insurance for the insurance policy in accordance with the Subrecipient Agreement between CTAA and myself and in full compliance with the workers compensation laws and regulations of the above state(s), country or other applicable jurisdiction.

Name of Subrecipient

Signature Subrecipient

Date

APPENDIX J

Nonstandard Insurance Statement

Owner's Certification:

By signing, I assert that I carry the policies indicated in the table below. Please place an X next to each that applies. If your coverage amount differs, please write and then initial those amounts in the table.

	Coverage Type	Limits of Liability
	Worker's Compensation Insurance	\$1 million each employee; \$1 million each disease; \$1 million each accident
	Commercial General Liability Insurance	\$1 million each occurrence; \$2 million general aggregate
	Business Automobile Liability Insurance	\$1 million per occurrence
	Property Insurance	\$1 million business personal property
	Professional Liability, Errors and Omissions Insurance	\$1 million per occurrence
	Other – Umbrella	\$1 million per occurrence; \$1 million general aggregate

Proof of insurance illustrating the policy holder, coverage, limits of liability and effective dates shall accompany this Nonstandard Insurance Statement.

Name of Subrecipient

Signature of Subrecipient

APPENDIX K

52.204-26 COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION.

As prescribed in [4.2105](#)(c), insert the following provision:

COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (OCT 2020)

(a) *Definitions.* As used in this provision, "covered telecommunications equipment or services" and "reasonable inquiry" have the meaning provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(c) (1) *Representation.* The Offeror represents that it ☐ does, ☒ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it ☐ does, ☒ does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of provision)

Name of Subrecipient

Signature of Subrecipient

Date

Appendix L
“reserved”

Appendix M

CTAA Code of Ethics and Business Conduct

Adopted October 28, 2022

STATEMENT OF OUR CORE MISSION AND VALUES

To fulfill its' responsibility, CTAA is committed to ethical standards that promote the goal of ensuring all American's regardless of age, ability, geography or income, have access to safe affordable and reliable transportation. Our priority is our members and the passengers and communities they serve. CTAA's commitment includes maintaining the highest of ethical standards and practices when responding to our members' needs, ideas, solutions and challenges through continued engagement and implementation of relevant activities.

BUILD TRUST AND CREDIBILITY

The success of our Association is dependent on the trust and confidence we earn with each other, from our members and the community transportation industry as well as our funders. We gain credibility by adhering to our commitments, pursuing loyalty to the highest moral principles, displaying honesty and integrity and reaching our strategic goals through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for CTAA? Will it help create a working environment in which CTAA can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build on our trust and credibility.

RESPECT FOR THE INDIVIDUAL

We all deserve to work in an environment where we are treated with dignity and respect. CTAA is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our Association's success.

CTAA is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types including abusive, offensive and harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

All CTAA employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

- Treat others with dignity and respect, at all times.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insight from employees with different experiences, perspectives and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.
- Identify and discuss decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding other's perception of your conduct.
- Respect confidential information that is in your possession on behalf of the Association.
- CTAA will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive or unwelcome.

CREATE A CULTURE OF OPEN AND HONEST COMMUNICATION

At CTAA everyone should feel comfortable to speak his or her mind, particularly with respect to ethical concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

CTAA will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the Association will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Our Association's whistleblower policy is included in the Personnel Policies Manual provided to every employee and available on our Files-on-the-Go shared drive.

Employees are encouraged, in the first instance, to address such issues with their managers or the HR Director as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager or HR, the Executive Director does operate with an open-door policy.

SET TONE AT THE TOP

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

Project managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Project managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. All staff are encouraged to ask questions if they are unclear on any policy. We want the ethics dialogue to become a natural part of daily work.

UPHOLD THE LAW

CTAA's commitment to integrity begins with complying with laws, rules and regulations. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or by policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

COMPETITION

We are dedicated to ethical, fair and vigorous competition. We will sell CTAA products and services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for CTAA or the sales of its products or services.

When using federal funds to award contracts, staff must award those contracts to responsible contractors only. A contractor's responsibility must be determined by considering, among other factors, the integrity of the contractor. CTAA staff must consult the Excluded Parties Listing System before entering into any third-party subagreement, lease, third-party contract, or other arrangement, as well as ensuring the system for award management (SAM.gov) check has been completed.

PROPRIETARY INFORMATION

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

CTAA's financial and administrative information is a valuable, intangible property asset. Protection of this information is vital to the Association's continued growth and CTAA's ability to provide quality services to participants and clients.

Therefore, unauthorized licensure of client information may be a violation of the Privacy Act or applicable state law.

Under federal laws and regulations, this type of information is treated as intellectual property, usually in the form of information, knowledge, or know-how. The possession of which gives the owner some advantage over other organizations which do not own the information. In order to be protected under law, such information must not be generally or publicly known or patented or copyrighted, if publicly disclosed.

The Association's intellectual property assets are not always of a technical nature. Typical examples of such information include, but are not limited to:

- Service information about specific CTAA members;
- Organizational business, research and new service plan(s);
- Operating plans;
- Salary, wage, and benefits data; and
- Employee, funding source, and vendor list.

These examples, while not complete, suggest the Association's projects and a variety of organizational information and trade secrets that must be safeguarded. Special care should be observed for organizational, financial, or administrative information. Such information is usually marked with a notice that imposes restrictions on the need to know within the Organization. However, most of what we know about our own jobs and the jobs of others, even without these classifications, should remain in the office when we finish daily activities.

If an employee leaves the employment of the organization, CTAA's legal obligation is to protect the organization's intellectual property, until it becomes clear when it has become publicly available or the organization no longer considers it necessary to restrict its use. We should remember also that correspondence, printed matter, documents or records of any kind, specific process knowledge, procedures, and special organizational ways of doing things are all the property of CTAA and must remain at the Organization.

SELECTIVE DISCLOSURE

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to CTAA's securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information.

HEALTH AND SAFETY

CTAA is dedicated to maintaining a healthy environment. A safety manual has been designed to educate you on safety in the workplace. If you do not have a copy of this manual, please see the HR department.

AVOID CONFLICTS OF INTEREST

CTAA employees have a primary responsibility to the Association and are expected to avoid any activity that may interfere, or have the appearance of interfering with the performance of this responsibility. Similarly, they may not use nor disclose confidential or proprietary information in any outside activity. A conflict of interest exists if certain outside business or other interests may adversely affect their motivation or performance.

In order for an employee to tell if he/she has a conflict of interest issue, CTAA will distribute an "Annual Conflict of Interest Questionnaire" that asks Board members, the Executive Director and senior management to disclose existing conflicts and reminds them to disclose any that may evolve in the future. The response to the questionnaire includes not only whether employees actually are improperly influenced but also whether the situation lends itself

to improperly influencing them. Even if the employee is the most conscientious person, a conflicting interest may unconsciously influence him/her, and the mere existence of that interest, may cause the propriety of his/her acts to be questioned. CTAA's policies require all senior management and Board members to sign a Conflict of Interest Statement and place a copy in their personnel file. Senior management and Board members Conflict of Interest Statements are renewed annually.

GIFTS, GRATUITIES AND BUSINESS COURTESIES

CTAA is committed to competing solely on the merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom CTAA does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of CTAA or customers, or would cause embarrassment or reflect negatively on CTAA's reputation.

CTAA staff and Board must not use federal assistance (*funds*) to pay the costs of influencing any officer or employee of a federal agency, member of Congress, officer of Congress or employee of a member of Congress, in connection with making or extending a grant or cooperative agreement.

ACCEPTING BUSINESS COURTESIES

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the company's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when CTAA is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain CTAA business.

MEALS, REFRESHMENTS AND ENTERTAINMENT

We may accept occasional meals provided that it is a widely attended event or meeting.

GIFTS

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items).

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom CTAA does or may do business. Employees with questions about accepting business courtesies should talk to their managers or the HR department.

OFFERING BUSINESS COURTESIES

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon CTAA. An employee may never use personal funds or resources to do something that cannot be done with CTAA resources.

Accounting for business courtesies must be done in accordance with approved company procedures.

Other than to our government customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., company logo apparel or similar promotional items) to our customers. Further, the Executive Director may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.

- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected on the books and records of CTAA.

Ethical Standards in Bidding, Negotiation and Performance of Federal Awards The organization will strictly observe the laws, rules and regulations which govern acquisition of goods and services by the U.S. government. We will compete fairly and ethically for such business opportunities. Employees involved in the negotiation of grants and cooperative agreements will make all reasonable efforts to assure that all statements, communications and representations to funding source representatives are accurate and current. Care should be taken by personnel in a position to know that there are no material substitutions from specifications and the products meet or exceed contractual specifications.

ACCURATE PUBLIC DISCLOSURES

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all finance department staff, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform their Program Manager and/or the HR Director if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

CORPORATE RECORDKEEPING

We create, retain and dispose of our company records as part of our normal course of business in compliance with all CTAA policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with CTAA's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of CTAA books, records, processes or internal controls.

FINANCIAL RECORD KEEPING

To provide an accurate and auditable record of all financial transactions, Association books, records, and accounts must be maintained in conformity with Generally Accepted Accounting Principles (GAAP). All employees are responsible for safeguarding organization assets under their control and for maintaining an auditable record of financial transactions. Each must Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings: and take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state , local, and tribal laws regarding privacy and responsibility over confidentiality.

Further, the organization specifically requires that:

- No funds or accounts may be established or maintained for purposes that are not fully and accurately described on the books and records of the organization.
- Receipts and disbursements must be fully and accurately described on the books and records of the organization.
- No false entries may be made on the books or records, or any false or misleading reports issued.
- Payments may be made only to a valid vendor and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid. Employees, who have reason to believe that the organization's books and records are not in accord with the foregoing requirements, must report these

instances to their immediate supervisor, Human Resource Director or Executive Director.

USE OF COMPANY RESOURCES

Company resources, including time, material, equipment and information, are provided for company business use. Employees and those who represent CTAA are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use. Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity. We will not solicit contributions nor distribute non-work related materials during work hours.

In order to protect the interests of the CTAA network and our fellow employees, CTAA reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or CTAA's intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

Questions about the proper use of company resources should be directed to your project manager or the HR Director.

POLITICAL ACTIVITY

The Hatch Act "restricts the political activity of individuals principally employed by state, county or municipal executive agencies who have duties in connection with programs financed in whole or in part by Federal loans or grants." Employees of CTAA are precluded from engaging in political activities in the name of CTAA or during compensated work time. These include: lobbying; preparing political publications or materials, making partisan political speeches or engaging in related activities intended to influence legislation or to promote a political party or candidate on social media and elsewhere.

Political Contributions: No funds or assets of the Organization may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the Organization for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The Organization also cannot be involved with any committee or other organization that raises funds for political purposes. This rule applies both inside and outside the United States, except in those cases permitted by law and expressly authorized by the Board of Directors of CTAA.

MEDIA INQUIRIES

CTAA is a high-profile organization in our community, and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to the Executive Director and/or Communications Director. No one may issue a press release without first consulting with the Executive Director and/or Communications Director. Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

CTAA takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

VIOLATIONS OF CTAA'S CODE OF CONDUCT/BUSINESS ETHICS

Violations of CTAA's Code of Conduct/Business Ethics will lead to disciplinary action up to and including termination of employment as outlined in the Association's Personnel Policy Manual (PPM).

INFORMATION AND RESOURCES:

CTAA's Executive Director:

Scott Bogren, bogren@ctaa.org

HUMAN RESOURCE DIRECTOR

Caryn Souza, souza@ctaa.org

BOARD CHAIR OF THE HUMAN RESOURCE COMMITTEE

Bill McDonald, bmcdonaldny@gmail.com