

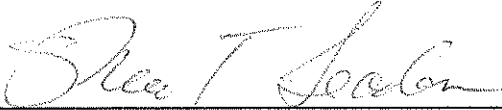
**Project Title:** Homeless Assistance Program  
**Project Site Name:** EnTrust Center at Kittitas County Housing Authority  
**Project Site Address:** 107 West 11<sup>th</sup> Avenue, Ellensburg, Wa. 98926  
**Total Project Costs:** \$231,972  
**Grant Amount Requested:** \$101,620  
**City, Town or Unincorporated Area to be served:** Kittitas County  
**Name of Applicant/Agency:** EnTrust Community Services – Lead Agency, Housing Authority of Kittitas County, and FISH  
**Federal Tax ID#:** 91-0862938 for Lead agency  
**Address of Applicant /Agency:** PO Box 9727 Yakima, Wa 98909  
**Name of Contact Persons:** Tom Gaulke  
**Title:** Chief operations Officer  
**Email address:** gaulket@entrustcs.org  
**Phone:** 509-834-2961  
**Fax:** 509-453-1614  
**Name and Title of Authorized Representative:** Sherie Leadon – Chief Executive Officer

RECEIVED

MAR -9 2012

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_  
KITITAS COUNTY BOARD OF COMMISSIONERS

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.

  
Signature of Authorized Representative

3-9-12  
Date



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
Ellensburg CSO

MS: B19-1 • 100 E. Jackson Avenue Suite #300 • Ellensburg, WA 98926

Kittitas County Homeless and Affordable Housing Committee  
Affordable Housing Grant Program  
205 W. 5<sup>th</sup> Suite 108  
Ellensburg, WA 98926

Dear Ms. Goodloe,

Letter of Support

I am aware that Entrust Community Services is submitting a joint application with several other agencies to provide homeless and affordable housing opportunities within Kittitas County.

Entrust Community Services and the other community agencies involved, have been providing vital social services to low-income, homeless, and other vulnerable populations for many years. They have been able to assist in addressing emergency housing needs in our local community with bi-lingual and bi-cultural staff. Entrust has developed successful programs that have assisted families in becoming self-sufficient, educated and employed. We have worked closely with Entrust in coordinating services for Kittitas County for several years.

Please accept this **Letter of Support** for Entrust Community Services to provide homeless and affordable housing services to families in order to meet their shelter needs.

Sincerely,

*Dennette Woodiwiss*

Dennette Woodiwiss,  
DSHS Region Office

## Section I. Project Questions

Please respond to the questions in this section about the specific project to be funded.

1. **Project Title:** Homeless Assistance Program
2. **Project Summary and Goals:** Provide one to two paragraphs summarizing your project and how it will strengthen or enhance housing and/or services to prevent or reduce homeless in Kittitas County. Specifically list the goals of the project.

The Homeless Assistance Program (HAP) is designed to create a community safety net for currently homeless or those at risk of homelessness by forming a coordinated response to emergency requests for shelter and rental assistance.

HAP builds on the success of programs currently offered by three separate agencies:

1. 24/7 Emergency Hotline provided by the Housing Authority of Kittitas County (HAKC),
2. REITH - rental assistance provided through the Rapid Intervention and Emergency Transitional Housing program provided by EnTrust Community Services,
3. Winter Emergency Shelter program provided through Friends in Service to Humanity (FISH).

The goals of HAP are directly related to the following goals outlined in the Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan:

➤ **Increase emergency housing capacity in Kittitas County**

HAP increases and coordinates two essential emergency housing services in Kittitas County:

- Emergency Winter Shelter Hotel Voucher Program – FISH
- Emergency after hours Hotel Voucher Program – HAKC

FISH has been providing limited winter hotel vouchers using donated dollars but has been unable to help all that need shelter. There is great need to have additional dollars available during the critical winter months from November through March. FISH also needs help in providing some staff time to manage the program.

The 24/7 Hotline is also providing Hotel Vouchers to those that call the hotline that can prove they are homeless throughout the year. Greater coordination between these two programs would reduce the inappropriate use of the programs and maximize the best use of the limited dollars.

The 24/7 Kittitas County Emergency Housing Hotline has been administered by the Housing Authority of Kittitas County since its inception in June 2010.

The service is staffed 24/7 to receive calls from residents of Kittitas County in need of emergency shelter who have lost their permanent housing due to financial issues and/or family/roommate issues.

There is an intensive screening process to ensure that applicants are truly residents of Kittitas County and that the applicant has the willingness and ability to connect with local service providers for long term, stable, supportive housing, i.e. EnTrust Community Services, Hope Source, Central Washington Comprehensive Mental Health, Alcohol and Drug Dependency Services, Washington Department of Social and Health Services, ASPEN (Domestic Violence Advocacy and Support), Friends in Service to Humanity (FISH) food bank, Central Washington Disability Resources, and Elmview as may be appropriate.

Emergency shelter is provided with contracted area motels for up to five nights while the applicant family connects with local available services.

By providing service coordination on each case, we also will reduce the use of these programs overtime by assisting individuals to access existing transitional or long-term housing programs.

Specific Objectives:-

- ✓ Up to 300 Hotel bed night vouchers
- ✓ Approximately 60 Individuals/families housed for an average of 5 days.

➤ **Increase the number of housing opportunities available for single persons and disenfranchised populations.**

HAP will serve people who cannot immediately qualify for other programs already in existence in the County due to the emergent nature of their need or because of failure to meet eligibility guidelines. The primary reasons identified for not receiving services currently in place:

- Lack of available units- (family size, single males, non-senior units)
- Criminal History – felony or other crimes that prohibit participation in existing programs
- Late night release from incarceration
- transitory (passing through)
- transitory – waiting for acceptance to existing programs

The following table shows the number of single males indentified in the point in time counts:

Gender	2006		2007		2008		2009		2010	
All Males	110	55.6%	86	49.1%	73	49.0%	162	62.8%	112	49.3%
All Females	88	44.4%	89	50.9%	76	51.0%	96	37.2%	115	50.7%
Single Males	61	30.8%	53	30.3%	46	30.9%	108	41.9%	74	32.6%
Single Females	41	20.7%	24	13.7%	24	16.1%	36	14.0%	44	19.4%

Source - 2011 Update to Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan:

HAP Client Assistance Funds will:

- Staff the 24/7 Hotline with trained staff
- Provide approximately 300 nights of emergency stays (60 individual's/families)
- Provide rental assistance for 28 individuals or families for up to two months
- Provide a Service Coordinator to ensure services are used to the best effect and establish Self-Sufficiency Plans for each individual or Family to decrease likelihood of long-term use of homeless assistance funds.

➤ **Additional case management to homeless populations and Connect homeless populations to services.**

According to the 2011 Update to Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan:

*"The HPRP program, Polaris, and RIETH all included case management services. All of these programs were new programs to the county, thereby easily increasing the amount of case management (without duplication) to the homeless in this county. However, most of these programs were funded for only 1-2 years creating a temporary solution. By 2012, we will again have a gap in case management services if these programs do not have funding. Case management is key to helping the homeless population access appropriate services and work towards self reliance. Without that additional support, recidivism rates increase."*

HAP will provide service coordination and case management services to all people that receive services through FISH, the 24/7 Hotline, and/or RIETH. The Service Coordinator will also communicate with other Case Managers at Hope Source, ADDS, DSHS, and the DOC to create a system wide information database (HMIS) to ensure those being served

are accessing all appropriate services and that the services are working together to address their long-term needs.

By creating a partnership between 3 agencies, we are creating a coordinated effort to reduce homelessness by reducing overlap, increasing collaboration, leveraging other sources of funding, and by capitalizing on coordinated service delivery. Service Coordination by its very nature also has appositve impact in reducing system abuse or misuse.

The Service Coordinator will also assess each individual or family that requests rental assistance using the Arizona Self Sufficiency Matrix (ASSM). The ASSM measures a family or individual across 19 areas of self-sufficiency to determine the scope of their issues and to develop specific strategies to mitigate those issues. An individual Self-Sufficiency Plan is then developed.

Areas evaluated:

- Income
- Employment
- Shelter
- Food
- Childcare
- Children's Education
- Adult Education
- Legal
- Health Care
- Life Skills
- Mental Health
- Substance Abuse
- Family Relations
- Mobility
- Community Involvement
- Safety
- Parenting Skills
- Credit History
- Veteran's Status

Every 6 months, the individual or family is reassessed to show changes to their scores in each domain and to measure the effectiveness of the programs and services the individual or family is receiving. Each year, ASSM data can then be collected for all participants to show the overall affect of the programs and services in overcoming the issues surrounding homelessness and dependency on the system.

- **Prevent homelessness by providing a source of funding to help with rent payments when households lose their primary source of income.**

GAP will provide up to \$1600 per tenant to local property owners to help individuals:

- at risk of being evicted due to falling behind on rent
- that need funds to pay first and last month's rent or deposits

HAP will also provide educational services out of the EnTrust offices to those receiving these funds to increase their level of understanding about the importance of maintaining their residence in good order.

According to the 2011 Update to Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan:

*"The Goal was somewhat met. No funds were approved for this specific work, but the Entrust RIETH grant required the development of partnerships and collaborations with property owners for certain rental guarantees as well as additional work with clients on how to take care of the property.*

*Affordable housing and homeless prevention grants were disbursed by Kittitas County in 2009 and 2010, used for new transitional housing, rent assistance, and supportive services and this fact may explain the slight dip in the 2010 PIT count, at a time when the recession was still making itself felt in this county."*

**3. Priorities: (How does this project respond to the Homeless Assistance Grant Program Priorities? Describe how this project fills an unmet need)**

HAP specifically and effectively addresses 3 of the 5 priorities:

1. Emergency and/or transitional housing for single males and females with or without families who either cannot qualify for housing through other agencies or cannot get housing from other agencies because it is not available.
2. Increase the amount of emergency housing for longer than the 3-day limit at the crisis line. Bring the ecumenical community into this discussion.
3. Strengthen the faith community's involvement in homeless discussions and issues in the county.

Inability to pay rent or mortgage or eviction due to non-payment has increased over the past several years to become the number one reason for homelessness in Kittitas County (23.1% of reasons given in 2010, up from 8.8% in 2006). In 2010, other reasons frequently given for homelessness include mental illness (12.7%) and loss of a job (10.8%). Often people at risk just need temporary assistance to bridge the gap in their income until work

picks up, they find another job, or they get assistance through various programs. This is where rental assistance can have a great impact.

4. **Preferences:** (Briefly describe how your project meets one or more of the criteria listed under Section E of the Homeless Assistance Program Guiding Principles)

- ***Strength of the proposal to comprehensively address homelessness and affordable housing.***

HAP combines the strengths of three programs into one partnership to reduce cost and increase leveraging. It also provides for service coordination not only among the three programs but across all other services accessed by families and individuals participating in the program. By linking to Entrust's employment and training programs, we also begin to address the long term solution to homelessness.

- ***The applicant's contribution toward total project costs, including in-kind.***

The partnership brings nearly \$50,000 in match from outside sources or in in-kind services.

- ***The project's increased housing options available for single persons and disenfranchised populations, as described in the "Gaps in Service" section of the Plan.***

The project specifically focuses on those that do not qualify for other services and it creates an answer to the issue of what to do in extreme weather.

- ***The project's ability to leverage other funds.***

EnTrust is the provider for the Department of Commerce Housing and Emergency Needs funds (HEN). It is likely that many of the people identified through HAP will also qualify for HEN funding. Entrust has \$197,000 dollars available in HEN funds available through June of 2013. FISH also has access to approximately \$4,000-\$5,000 in private donations as well. For those that qualify for low-income housing funds, the HAKC will be able to move them into available units as they open.

EnTrust is leveraging DVR and DD funding to cover the other ½ of the Service Coordinator. Those that qualify for DVR or DD employment and training services will be served using those dollars as well.

- ***Support of the "housing first" principle as well as the priorities outlined in the current Kittitas County Homeless Prevention Plan.***



The entire emphasis of the HAP program is to apply the housing first principle to all participants. In fact, all participants that receive services beyond 5 days will have an individual self-sufficiency plan developed to assist them in identifying their housing goals and to establish long-term plans to obtain home ownership.

**5. Creativity/Innovation: (Describe any creative or innovative aspects of this project. How is it different or unique? Include information about project partners/collaborations)**

The Housing Assistance Program (HAP) is a partnership between three agencies that serve people who are homeless or at risk of becoming homeless. Each agency has unique strengths and core competencies that complement each other. By combining resources and coordinating services, we all benefit through efficiencies that come with economies of scale and collaboration.

**FISH** will provide emergency hotel vouchers in addition to its food bank. They have arrangements in place with local hotels to provide nightly emergency stays during the winter months. They do not have the capacity or funds to do this year round. They also are not open beyond traditional hours of business

If the individual or family that has been identified through FISH or HAKC is a county resident, a Service Coordinator will be assigned to address the overall long-term housing needs. EnTrust provides the overall coordination and long-term housing solutions by screening them for all appropriate services in order to stabilize their situation. An assessment is conducted and an individual Housing and Self-Sufficiency Plan are developed. Emergency rental assistance may be used if the individual or family qualifies for those funds.

FISH began operation as a food bank in Ellensburg, WA, on April 5, 1971. During its first years FISH provided a variety of services and food to an estimated 500 people each year. Most recently, however, it served 11,437 needy people in all of 2007 and 1,486 in the month of December, 2009. Clearly, food needs continue to increase in the Ellensburg area. FISH exists as an autonomous program organized by local churches and works with Hope Source to identify and assist the hungry in Kittitas County. FISH is guided by a Board of Directors, run by a program director, and manned by over 60 community volunteers. FISH accepts food and funds from local stores, churches, and individual donors.

FISH is sponsored by 14 local churches whose representative's make up the Food Bank's Board of Directors. There are five BOD executive officers and a food bank Program Director:

**Program Director:** Roger McCune 312-9056

For people in crisis outside of regular hours that FISH is open we have the 24/7 hotline with HAKC there to provide emergency hotel vouchers when FISH cannot.

The mission of the **Kittitas County Housing Authority** is to assist those we serve with safe, decent, and affordable housing opportunities as we serve to improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. In addition the Housing Authority attempts to create opportunities for residents to increase their self-sufficiency and independence while assuring fiscal integrity in all programs we administer. The Housing Authority will create and maintain partnerships with its clients and appropriate agencies in order to accomplish our mission. The Housing Authority of Kittitas County was formed in 1968.

Perry Rowe, Executive Director, 962-9006

**EnTrust** has been serving local communities in Central Washington since 1971 by providing education, training and job placement services to people with disabilities and other barriers to employment. We have over 100 employees throughout eastern Washington and facilities in Ellensburg, Yakima, Sunnyside, Kennewick, and Walla Walla. As a non-profit corporation we work to meet the unmet needs of those we serve in a person centered way and through extensive partnerships with other agencies.

In 2009, we started project HEARTH with funds from Kittitas County's Homeless and Affordable Housing Funds and the project had a major impact on people facing homelessness in our community. In fact the project served more people than originally contracted for and the program was a great success.

We have continued to address additional unmet needs in Kittitas County such as programs for High School students with special needs through the Development of an internship program at Central Washington University slated to start in the next year. We have also just created the Central Washington Veteran's Coalition, and are preparing to increase the amount of services to TANF recipients in the County.

Data from the most recent point in time surveys of people who use services funded by the Homeless Housing funds have a positive perception of the programs funded in the past two years. The RIETH and HAKC 24/7 hotline received the highest marks of all funded programs. The programs receiving the highest ratings are those programs that provide services to single adults and to the population of adults have drug issues, criminal histories, and other issues that do not qualify them for any of the other programs. RIETH has helped over 28 individuals or families obtain permanent housing.

Chief Operations Officer – Tom Gaulke 509-834-1220

Scale: 1	2	3	4	5
Not at all important	Important	Very important	Extremely important	Unsure

Average ratings:

Nova—————2.7  
Polaris—————3.1  
HEARTH—————3.6  
RIETH—————3.2  
24/7 Hotline—————3.3  
Habitat House 9 and 11—————.8

The whole family approach and the creation of a Housing and Employment Center will bring new and innovative resources to the area. A one-stop approach will make the system far easier to navigate for the homeless in the community. Also the use of the Arizona Self-sufficiency Matrix will allow for greater tracking of individuals and families over time giving the system accurate rates of effectiveness for the programs servicing the target population.

EnTrust also brings its total quality management philosophy to the area as well allowing for continuous improvement of the systems serving the homeless. Our work with Veteran's, DVR, school districts and others will allow for greater coordination and wrap around systems for our homeless in Kittitas County.

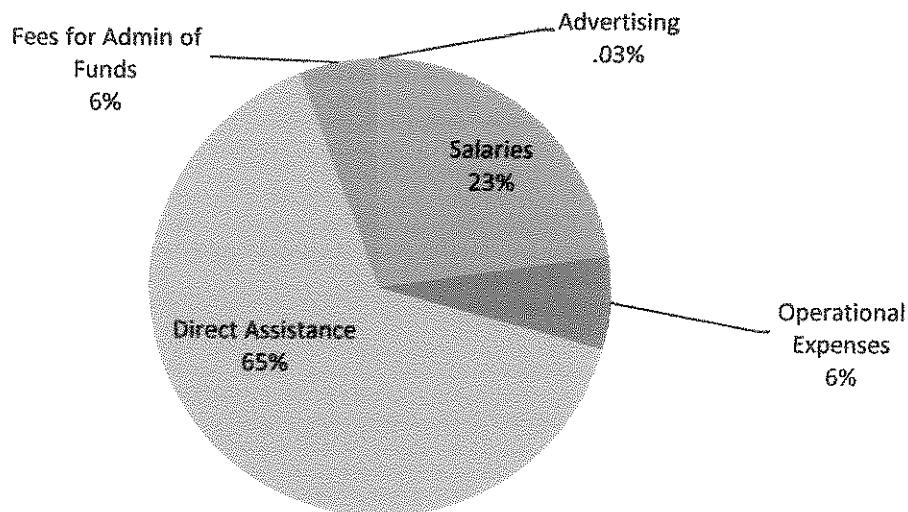
## Section II. Funding Questions

Please respond to the questions in this section about the specific project to be funded.

- 1. Homeless Assistance Funds: (Specify how you will use the Homeless Assistance funds. Do not describe the project again; rather specify where you will use the funds received from this grant application)**

The vast majority (64%) of all funds go directly into services for people in need in the form of hotel/motel vouchers or rental assistance. That is to say they flow directly back into the community to property owners and the hotel/motel industry.

## Funding Breakout



The next major use of the funds- salaries (23%) goes to man the 24/7 hotline and to the service coordination necessary to ensure that each case is monitored and appropriate long-term services and housing solutions are defined and achieved.

**2. Other Funds: (What funding for this project have you already secured? What in-kind donations have been received? What other grants are you applying for?)**

FISH has some funds available through donors and is developing more all the time. EnTrust uses its funding from DVR, HEN, and DDD to offset some of the overhead and admin costs of the program. HAKC receives federal funding for the administration and maintenance of 110 low- income housing units in the Cities of Ellensburg and Kittitas. HAKC also operates 51-units of Below Market Rate multifamily housing in the City of Ellensburg.

**3. Sustainability: (Discuss how this project will be sustained after the Homeless Assistance funds are exhausted.)**

There will always be a need for the housing assistance funding to operate safety net programs like HAP. These needs were the direct reason for the creation of these funds. While we continually search for grants, United Way, and private sources of funding, it is not likely in the short term that any program of this type will be able to wean itself completely off of this funding.

In fact, Kittitas County has established a precedent for long-term funding without the requirement of complete sustainability beyond Homeless Assistance funds when it funded the Polaris Project for 15 years.

It is our hope however, to continue to leverage these funds to draw down more funding to the area. Last August, EnTrust was awarded the contract with the Department of Commerce to administer the Housing and Emergency Needs funds allocated by the State legislature. This has brought an additional \$197,000 dollars in to the county for services for homeless or at risk populations.

**4. Timeline: (Provide a very specific calendar for the expenditure of the Homeless Assistance funds, including important project milestones)**

Expenditure	Amount	Begin	Duration	Milestone	Partner
24/7 Hotline-Monthly Operational Costs	\$355/month	June 1, 2012	12 Months	System operates continuously	HAKC
Hotel Motel Vouchers	\$667/Month	June 1, 2012	12 Months or until expended	Up to 130 night stays	HAKC
Emergency Winter Hotel Vouchers	\$2,400/month	November 2012-March 2013	5 Months or until expended	Up to 170 night stays	FISH
Service Coordination	\$2,533 /Month	June 2012	12 Months	# of Individuals/Families served	EnTrust
Rental Assistance	\$45,000 total	June 1	12 months or until expended	Up to 28 individuals and families served	Entrust

**5. Partial Funding: (If this project were to receive only partial funding from the Homeless Assistance Grant Program, how would the funds be used? How would the project be impacted?)**

HAP would have to be scaled back. This could be done by allocating less to direct services, cutting the hours the hotline was open, reducing the amount of hours the Service Coordinator works.

**6. Other: The granted dollars are for local resources.**

The bulk, if not all, the funds stay in Kittitas County. Even the absentee landlords spend earned dollars with local resources to assist in maintaining their properties. Local hotels benefit by the bed nights during typically slow winter months. It is a win-win situation. The residents of Kittitas County who provide the funds through the document recording fees collected by the Kittitas County Auditor's Office also receive these funds back by the expenditures made in the community by the individuals/families provided assistance, the landlords, and the service provider employees who live and work in the county.

**Section III. Agency Questions**

Please respond to the questions in this section about the specific project to be funded.

**1. Background/History: (Please give a brief background and/or history of the applicant organization)**

EnTrust has been serving local communities in Central Washington since 1971 by providing education, training and job placement services to people with disabilities and other barriers to employment. We have over 100 employees throughout eastern Washington and facilities in Ellensburg, Yakima, Sunnyside, Kennewick, and Walla Walla. As a non-profit corporation we work to meet the unmet needs of those we serve in an individual way and through extensive partnerships with other agencies.

In 2009, EnTrust began providing emergency housing assistance services and case management for the homeless in Kittitas County. Our programs have made a major impact on people facing homelessness and our projects were rated the highest in importance to the participants in the Point in Time Survey conducted in the 2012 count.

We have continued to address additional unmet needs in Kittitas County such as programs for High School students with special needs and increased services for the developmentally disabled. We have also just created the Central Washington Veteran's Coalition, and are preparing to increase the amount of services to TANF recipients in the County.

**2. Qualifications: (Describe your organization's ability and qualifications to complete the project you are requesting to be funded, including any experience you have in managing public funds)**

EnTrust places over 200 people with significant barriers into employment situations each year. We are nationally accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF). In our most recent accreditation survey in 2010, we received national recognition for our Project Search Program in partnership with Yakima

Valley Memorial Hospital in for its innovative approach to employment for high school students with significant barriers to employment. We have highly trained staff in direct services that receive over 80 hours of training per year. Our management team has over 100 years management experience in the non-profit employment sector.

Our Chief Operations Officer is a member of the Executive Committee for the Yakima County Homeless Network and is the past Chair of the Self-Sufficiency Committee.

Our service contracts include:

- Yakima County
- The Division of Developmental Disabilities
- The Division of Vocational Rehabilitation/Department of Services for the Blind
- DSHS – Work First
- 12 School Districts throughout ESD105
- Medicaid
- Social Security
- Over 50 service contracts with business
- Yakima Valley Memorial Hospital
- Ticket-to-work Employment Network
- Department of Commerce – Housing and Emergency Needs Funds
- EnTrust is a United Way Agency

We conduct an annual independent audit of our finances and are surveyed by our national accrediting body every 3 years.

#### **Section IV. Financial Information**

Please respond to the questions in this section about the specific project to be funded.

**1. What percent of your total agency budget does this request represent?**

The request of \$101,620 represents 3% of our total budgeted revenues.

**2. What percent of the total project budget does this request represent?**

The request represents 44% of the total project budget.

**3. Please provide project budget with line items for expenses and income. Be as specific as possible, itemizing where appropriate.**

Description	Overall Budget	Request	Other/Inkind
<b>Staff Salaries:</b>			
Staff 24/7/ Hotline	\$ 4,620.00	\$ 4,620.00	\$ -
FISH Staff	\$ 1,200.00	\$ 1,200.00	\$ -
HAP Service Coordinator	\$ 34,526.00	\$ 17,262.00	\$ 17,264.00
HEN staff	\$ 6,789.00	\$ -	\$ 6,789.00
Management Oversight	\$ 8,135.00	\$ 1,260.00	\$ 6,875.00
<b>Sub-total</b>	<b>\$ 55,270.00</b>	<b>\$ 24,342.00</b>	<b>\$ 30,928.00</b>
<b>Operational Expenses</b>			
Staff Travel:	\$ 1,200.00	\$ 1,200.00	\$ -
Staff Training:	\$ 1,200.00	\$ -	\$ 1,200.00
Supplies:	\$ 1,858.00	\$ 1,858.00	\$ -
Communications/Software	\$ 1,020.00	\$ 420.00	\$ 600.00
Rental/Lease:	\$ 9,000.00	\$ 3,000.00	\$ 6,000.00
<b>Sub-total</b>	<b>\$ 14,278.00</b>	<b>\$ 6,478.00</b>	<b>\$ 7,800.00</b>
<b>Client Assistance Funds:</b>		\$ -	\$ -
Rental Assistance	\$ 45,000.00	\$ 45,000.00	\$ -
Emergency Housing Vouchers	\$ 20,000.00	\$ 20,000.00	\$ -
HEN Rental Assistance and EN Funds	\$ 65,770.00	\$ -	\$ 65,770.00
<b>Sub-total</b>	<b>\$ 130,770.00</b>	<b>\$ 65,000.00</b>	<b>\$ 65,770.00</b>
Fees for Admin of Housing Fund	\$ 5,500.00	\$ 5,500.00	\$ -
HEN Admin	\$ 5,304.00	\$ -	\$ 5,304.00
Other: Advertising:	\$ 1,300.00	\$ 300.00	\$ 1,000.00
<b>Total before Admin</b>	<b>\$ 212,422.00</b>	<b>\$ 101,620.00</b>	<b>\$ 110,802.00</b>
Administration Costs	\$ 25,490.64	\$ -	\$ 25,490.64
<b>Total Program Costs</b>	<b>\$ 237,912.64</b>	<b>\$ 101,620.00</b>	<b>\$ 136,292.64</b>

**4. How much administrative cost is included in this application?**

The only administrative fees charged to this funding are to oversee the financial management of the Hotel/Motel Voucher program. They total \$5500 or 5%. All program administration costs are in-kind or offset by other funding sources.



AGENCY CONSOLIDATED INCOME STATEMENT  
For Period 12 Ending 12/31/2011

ENTRUST COMMUNITY SERVICES (P11)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL YTD Budget	Variance	Var %
<b>REVENUES</b>								
PUBLIC SUPPORT								
PUBLIC SUPPORT	0.00	0.00	0.00	0.00	4,750.00	25,000.00	-20,250.00	-81.00
RECEIPTS FROM FUND RAISING	0.00	0.00	0.00	0.00	16,890.60	0.00	16,890.60	0.00
UNITED WAY	1,988.33	2,148.33	-160.00	-7.45	26,968.29	25,780.00	1,188.29	4.61
YAKIMA VALLEY COMMUNITY FOUNDATION	23,000.00	0.00	23,000.00	0.00	23,000.00	0.00	23,000.00	0.00
Total PUBLIC SUPPORT:	24,988.33	2,148.33	22,840.00	1,063.16	71,808.89	50,780.00	20,828.89	41.02
<b>GOVERNMENT REVENUES</b>								
DD CLIENT FEES	128,191.26	144,834.14	-16,142.88	-11.18	1,681,721.19	1,705,787.00	-24,065.81	-1.41
DVR FEES	31,180.00	32,800.04	-1,620.04	-4.94	359,681.65	387,637.00	-27,955.35	-7.22
SCHOOL FEES	15,304.00	8,785.81	6,518.19	74.19	132,895.64	86,659.97	46,235.67	53.36
ADULT DAY HEALTH	11,942.02	33,018.26	-21,076.26	-63.83	312,931.44	390,216.00	-77,284.56	-19.81
TICKET TO WORK	0.00	1,770.00	-1,770.00	-100.00	0.00	21,240.00	-21,240.00	-100.00
GRANT REVENUE	6,586.87	6,586.87	-400.00	-5.74	85,744.81	83,800.00	2,144.81	2.57
Total GOVERNMENT REVENUES:	183,183.95	227,674.94	-34,490.98	-15.16	2,572,944.73	2,675,119.97	-102,175.24	-3.82
<b>SALES TO THE PUBLIC</b>								
SALES TO THE PUBLIC	16,118.75	19,250.43	-3,131.68	-16.27	225,735.78	231,008.00	-5,262.22	-2.28
TEMPORARY STAFFING	5,276.90	28,625.55	-23,348.65	-81.57	66,846.61	338,302.00	-271,455.39	-80.24
Total SALES TO THE PUBLIC:	21,395.65	47,875.98	-26,480.33	-56.31	292,582.39	569,307.00	-276,724.61	-48.61
<b>OTHER REVENUE</b>								
INTEREST INCOME	5.10	53.50	-48.40	-90.47	291.73	641.99	-350.26	-54.56
GAIN/LOSS SALE ASSET	0.00	0.00	0.00	0.00	1,650.00	0.00	1,650.00	0.00
MISC REVENUE	386.27	0.00	386.27	0.00	11,192.75	0.00	11,192.75	0.00
Total OTHER REVENUE:	391.37	53.50	337.87	631.53	13,134.48	641.99	12,492.49	1,943.90
Total REVENUES:	239,959.30	277,752.75	-37,793.45	-13.61	2,950,270.49	3,295,848.96	-345,578.47	-10.49
Gross Profit:	239,959.30	277,752.75	-37,793.45	-13.61	2,950,270.49	3,295,848.96	-345,578.47	-10.49
<b>EXPENSES</b>								
<b>WAGES &amp; BENEFITS</b>								
STAFF WAGES	149,226.57	155,240.17	6,013.60	3.87	1,789,283.83	1,835,917.99	46,634.16	2.53
TEMPORARY STAFF WAGES	4,340.42	19,641.80	15,301.38	77.90	65,874.43	232,128.00	176,253.57	75.93
CLIENT WAGES	10,364.43	11,349.13	984.70	8.68	155,672.35	134,126.13	-31,747.26	-23.67
HEALTH & DISABILITY INSURANCE	9,741.58	16,742.68	7,001.10	41.82	169,195.41	200,912.00	31,716.59	15.79
IRA MATCH CONTRIB	1,759.37	2,151.34	391.97	18.22	26,053.11	25,424.94	-628.17	-2.47
FICA	11,364.91	13,378.33	2,013.42	15.05	136,835.38	168,204.00	21,368.62	13.51
UNEMPLOYMENT INSURANCE	5,855.17	7,077.55	1,222.48	17.27	76,041.36	83,645.00	7,603.64	9.09

AGENCY CONSOLIDATED INCOME STATEMENT  
For Period 12 Ending 12/31/2011

ENTRUST COMMUNITY SERVICES (PT1)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL YTD Budget	Variance	Var %
WAGES & BENEFITS								
L & I INSURANCE	5,012.80	6,069.98	1,057.18	17.42	41,161.94	71,735.99	30,594.05	42.63
Total WAGES & BENEFITS:	197,865.25	231,650.88	33,985.63	14.67	2,460,407.85	2,742,093.05	281,685.20	10.27
PROFESSIONAL FEES								
MEDICAL FEES	72.00	479.50	407.50	84.99	1,535.00	5,755.00	4,220.00	73.33
MISC PROF FEES	689.83	500.00	-189.83	-37.97	6,124.37	6,800.00	-675.63	-2.07
LEGAL FEES	0.00	69.67	69.67	100.00	0.00	836.00	836.00	100.00
PUBLIC RELATIONS FEES	0.00	1,954.17	1,954.17	100.00	4,255.00	23,450.00	19,194.00	81.85
EMPLOYMENT FEES	63.46	41.68	-21.78	-52.28	155.84	500.00	314.16	62.83
AUDIT & ACCOUNTING FEES	0.00	737.50	737.50	100.00	9,050.00	8,950.00	-200.00	-2.26
COMPUTER PROF. FEES	3,282.12	4,059.99	817.87	19.95	46,155.39	49,200.00	3,034.61	6.17
MISC ADVERTISING	183.74	565.01	376.27	66.50	4,107.70	6,780.00	2,672.30	39.41
WEBSITE FEES	0.00	41.67	41.67	100.00	243.48	500.00	256.52	51.30
Total PROFESSIONAL FEES:	4,296.15	8,489.29	4,193.14	49.39	71,667.78	101,871.00	30,203.22	29.65
SUPPLIES								
OFFICE SUPPLIES	340.33	724.16	383.83	53.00	5,883.30	8,890.00	2,906.70	32.30
COMPUTER SOFTWARE	1,938.59	248.99	-1,689.60	-676.47	5,147.25	3,000.00	-2,147.25	-71.58
MISC SUPPLIES	382.70	576.18	193.48	33.58	13,729.06	6,814.00	-6,915.06	-96.57
PROGRAM SUPPLIES	54.43	1,075.50	1,021.07	94.94	9,329.56	12,906.00	3,576.44	27.71
Total SUPPLIES:	2,716.05	2,625.83	-90.22	-3.44	34,089.17	31,510.00	-2,579.17	-8.19
TELEPHONE, POSTAGE, FREIGHT								
TELEPHONE	2,560.87	2,285.68	-275.21	-12.04	27,029.46	27,428.00	398.54	1.45
CELLULAR PHONE	929.05	700.91	-228.14	-32.55	12,344.37	8,411.00	-3,933.37	-46.76
POSTAGE	320.46	225.58	-94.88	-42.08	3,062.17	2,707.00	-355.17	-13.12
FREIGHT	48.56	6.42	-42.14	-658.39	196.07	77.00	-119.07	-154.64
Total TELEPHONE, POSTAGE, FREIGHT:	3,858.94	3,218.57	-640.37	-19.50	42,632.07	38,623.00	-4,009.07	-10.38
OCCUPANCY								
UTILITIES	4,735.40	3,456.83	-1,289.57	-36.62	43,610.00	41,602.00	-2,008.00	-4.83
RENT	6,398.70	7,556.00	1,156.30	15.30	77,759.69	90,672.00	12,902.31	14.23
LICENSES & PERMITS	0.00	26.67	26.67	100.00	168.00	320.00	152.00	47.50
BLDG & GRNDS MAINT	1,120.34	756.58	-363.76	-47.49	9,252.09	9,115.00	-137.09	-1.50
MISC OCCUPANCY	471.72	176.92	-294.80	-166.63	1,974.74	2,123.00	148.26	6.98
EQUIPMENT RENTAL	3,217.27	3,711.17	493.90	13.31	36,351.59	44,534.00	8,182.41	18.37
EQUIPMENT MAINTENANCE	490.80	500.17	9.37	1.87	6,261.27	6,002.00	-259.27	-4.32
Total OCCUPANCY:	16,436.23	16,197.34	-238.89	-1.47	175,367.35	194,368.00	18,980.62	9.77
PRINTING, SUBSCRIPTIONS & PUBLICATIONS								
PRINTING & ARTWORK	185.74	136.87	-50.07	-36.91	3,203.79	1,628.00	-1,575.79	-96.79

# AGENCY CONSOLIDATED INCOME STATEMENT For Period 12 Ending 12/31/2011

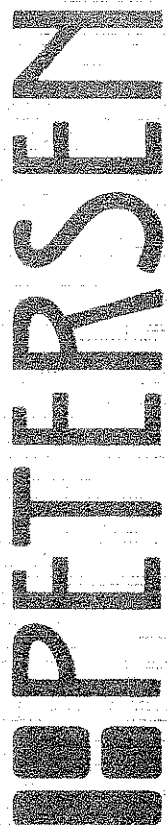
## ENTRUST COMMUNITY SERVICES (P11)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL YTD Budget	Variance	Var %
PRINTING, SUBSCRIPTIONS & PUBLICATIONS	(Continued)							
PUBLICATIONS	120.00	8.33	-111.67	-1,340.56	120.00	100.00	-20.00	-20.00
Total PRINTING, SUBSCRIPTIONS & PUBLICATIONS:	305.74	144.00	-161.74	-112.32	3,323.79	1,728.00	-1,595.79	-92.35
TRAVEL & TRANSPORTATION								
GAS & OIL	2,266.95	2,223.42	-43.53	-1.96	37,774.29	26,680.98	-11,093.31	-41.59
VEHICLE MAINTENANCE	174.73	833.67	658.94	79.04	8,006.24	10,004.00	1,997.76	19.97
VEHICLE LEASES	1,582.18	1,131.33	-450.85	-39.85	19,856.43	13,576.00	-6,280.43	-44.13
INSURANCE VEHICLES	1,378.00	1,007.92	-371.08	-36.82	13,309.08	12,095.00	-1,214.08	-10.04
VEHICLE LICENSE	190.25	75.67	-114.58	-191.42	845.25	908.00	62.75	6.91
MILEAGE REIMBURSEMENT	2,074.06	1,704.49	-369.57	-21.68	27,613.85	20,454.00	-7,159.85	-35.00
HOTEL, MEALS & OTHER	0.00	150.00	150.00	100.00	564.49	1,800.00	1,235.51	68.64
PROGRAM TRANSPORTATION	389.00	1,077.00	717.00	66.57	9,315.00	12,924.00	3,609.00	27.92
Total TRAVEL & TRANSPORTATION:	8,027.17	8,203.50	176.33	2.15	116,994.63	98,441.98	-18,552.65	-18.85
TRAINING, CONFERENCE, CONVENTION, MTG								
CONFERENCE/CONVENTION/MEETING	0.00	166.67	166.67	100.00	1,024.00	2,000.00	976.00	48.80
MTG SPACE & EQUIP	0.00	28.08	28.08	100.00	60.00	337.00	277.00	82.20
MTG FOOD & BEVERAGE	5.99	128.01	122.01	95.32	354.11	1,536.00	1,181.89	76.95
STAFF TRAINING	0.00	83.33	83.33	100.00	135.00	1,750.00	1,615.00	92.29
Total TRAINING, CONFERENCE, CONVENTION, MTG:	5.99	408.08	400.09	98.52	1,573.11	5,623.00	4,049.89	72.02
COST OF GOODS FOR RESALE								
PURCHASES	0.00	196.16	196.16	100.00	675.92	2,353.99	1,678.07	71.29
PURCHASES DISCOUNT	0.00	0.00	0.00	0.00	-0.67	0.00	0.67	0.00
MFG SUPPLIES	1,520.20	1,350.10	-170.10	-12.60	20,520.04	15,201.00	-4,319.04	-26.66
SMALL TOOLS EXPENSE	0.00	8.33	8.33	100.00	8.18	100.00	91.82	91.82
Total COST OF GOODS FOR RESALE:	1,520.20	1,554.59	34.39	2.21	21,203.47	18,654.99	-2,548.48	-13.65
MISC AGENCY EXPENSE								
MEMBERSHIP DUES	0.00	58.33	58.33	100.00	0.00	700.00	700.00	100.00
INDIVIDUAL DUES	0.00	155.42	155.42	100.00	1,354.50	1,865.00	500.50	26.84
AGENCY DUES	260.00	653.67	393.67	60.22	5,345.40	7,844.00	1,498.60	19.11
INTEREST EXPENSE	58.63	103.00	44.37	43.08	1,418.00	1,235.00	-183.00	-14.72
INSURANCE	1,545.00	1,578.25	33.25	2.11	19,568.00	18,939.00	-629.00	-3.32
BAD DEBT EXPENSE	0.00	32.33	32.33	100.00	0.00	388.00	388.00	100.00
ALLOCATED ADMIN EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REITH SERVICE EXPENSES	0.00	0.00	0.00	0.00	28,715.25	0.00	-28,715.25	0.00
MISCELLANEOUS	-3,246.55	47.50	3,294.15	6,935.05	1,550.30	570.00	-980.30	-171.98
Total MISC AGENCY EXPENSE:	-1,383.02	2,628.50	4,011.52	152.62	58,961.45	31,542.00	-27,419.45	-86.93
DEPRECIATION & AMORTIZATION								

AGENCY CONSOLIDATED INCOME STATEMENT  
For Period 12 Ending 12/31/2011

ENTRUST COMMUNITY SERVICES (P11)

	Period to Date	ORIGINAL		Variance	Var %	Year to Date	ORIGINAL		Variance	Var %
		PTD Budget					YTD Budget			
DEPRECIATION & AMORTIZATION	(Continued)									
DEPRECIATION/EQUIP	1,878.19	1,905.50	27.31	1.43	22,012.19	22,866.00	853.81	3.73		
DEPRECIATION/WAREHOUSE	9.42	9.38	-0.04	-0.43	113.07	113.00	-0.07	-0.06		
DEPRECIATION/BLDG IMPROVEMENTS	1,252.92	1,251.88	-1.04	-0.08	14,457.98	15,023.00	565.02	3.76		
SUSPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total DEPRECIATION & AMORTIZATION:	3,140.53	3,166.76	26.23	0.83	36,583.24	38,002.00	1,418.76	3.73		
Total EXPENSES:	236,589.23	278,285.34	41,696.11	14.98	3,022,823.94	3,302,457.02	279,633.08	8.47		
NET INCOME FROM OPERATIONS:	3,370.07	-532.59	3,902.66	732.77	-72,553.45	-6,608.06	-65,945.39	-997.55		
EARNINGS BEFORE INCOME TAX:	3,370.07	-532.59	3,902.66	732.77	-72,553.45	-6,608.06	-65,945.39	-997.55		
Net Income (Loss):	3,370.07	-532.59	3,902.66	732.77	-72,553.45	-6,608.06	-65,945.39	-997.55		



cpas and advisors | pllc

## EnTrust Community Services

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Financial Statements and  
Independent Auditors' Reports  
December 31, 2010 and 2009



# EnTrust Community Services

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
EnTrust Community Services  
Yakima, Washington

We have audited the accompanying statement of financial position of EnTrust Community Services (a nonprofit organization) as of December 31, 2010, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of EnTrust Community Services as of December 31, 2009, were audited by other auditors whose report dated June 2, 2010, expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the financial position of EnTrust Community Services as of December 31, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 20, 2011, on our consideration of EnTrust Community Services's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Petersen CPAs + Advisors, PLLC*

June 20, 2011

# EnTrust Community Services

## Statements of Financial Position

	December 31,	
	2010	2009
<b>Assets</b>		
<i>Current Assets:</i>		
Cash and cash equivalents	\$ 35,139	\$ 33,825
Temporary Investments	26,387	132,080
Accounts receivable, net of allowance for doubtful accounts	543,270	407,887
Materials inventory	16,730	16,719
Prepaid expenses	62,561	13,210
Total current assets	<u>684,087</u>	<u>603,721</u>
<i>Property and Equipment:</i>		
Buildings and improvements	419,588	419,588
Capitalized lease	596,416	596,416
Equipment	809,099	809,099
	<u>1,825,103</u>	<u>1,825,103</u>
Less accumulated depreciation	<u>(1,642,184)</u>	<u>(1,603,779)</u>
	<u>182,919</u>	<u>221,324</u>
	<u>\$ 867,006</u>	<u>\$ 825,045</u>
<b>Liabilities and Net Assets</b>		
<i>Current Liabilities:</i>		
Accounts payable	\$ 85,346	\$ 46,807
Accrued expenses	173,925	152,166
Current portion of long-term debt	9,532	23,594
Total current liabilities	<u>268,803</u>	<u>222,567</u>
<i>Long-term Liabilities, Net of Current Maturities:</i>		
Note payable	<u>-</u>	<u>9,532</u>
	<u>-</u>	<u>9,532</u>
Total liabilities	<u>268,803</u>	<u>232,099</u>
<i>Net Assets:</i>		
Unrestricted, undesignated	572,028	571,705
Board designated	7,681	2,739
Temporarily restricted	18,494	18,502
Total net assets	<u>598,203</u>	<u>592,946</u>
	<u>\$ 867,006</u>	<u>\$ 825,045</u>

See accompanying notes and accountants' report.



# EnTrust Community Services

## Statement of Activities and Changes in Net Assets

	December 31,	
	2010	2009
<b>Revenue:</b>		
United Way	\$ 12,890	\$ 12,890
Assessment fees from state	733,967	772,485
Grants from government agencies	1,859,732	2,035,605
Contributions	4,881	2,305
Total support	<u>2,611,470</u>	<u>2,823,285</u>
<b>Other Revenue:</b>		
Commercial	499,948	352,307
Interest income	892	5,072
Miscellaneous	14,354	4,125
Total support	<u>515,194</u>	<u>361,504</u>
<b>Net Assets Released from Restrictions</b>	<u>12,898</u>	<u>12,950</u>
Total support and revenue	<u>3,139,562</u>	<u>3,197,739</u>
<b>Expenses:</b>		
Employment services	1,227,832	1,480,383
Prevocational services	927,300	873,474
Group employment	97,097	157,985
Adult Day Health	286,574	274,012
Upskills	345,150	365,001
Administration	250,344	238,775
Total expenses	<u>3,134,297</u>	<u>3,389,630</u>
<b>Change in Unrestricted Net Assets</b>	5,265	(191,891)
<b>Unrestricted Net Assets, Beginning of Year</b>	<u>574,444</u>	<u>766,335</u>
<b>Unrestricted Net Assets, End of Year</b>	<u><u>\$ 579,709</u></u>	<u><u>\$ 574,444</u></u>
<b>Change in Temporarily Restricted Net Assets:</b>		
Contributions	\$ 12,890	\$ 12,890
Net assets released from restriction	<u>(12,898)</u>	<u>(12,950)</u>
<b>Changes in Unrestricted Net Assets</b>	(8)	(60)
<b>Temporarily Restricted Net Assets, Beginning of Year</b>	<u>18,502</u>	<u>18,562</u>
<b>Temporarily Restricted Net Assets, End of Year</b>	<u><u>\$ 18,494</u></u>	<u><u>\$ 18,502</u></u>

See accompanying notes to the financial statements.

**EnTrust Community Services**  
**Statement of Functional Expenses**  
**Year Ended December 31, 2010**

	Employment Services	Prevocational Services	Group Employment	Adult Day Health	Upskills	Administration	Total
<b>Expenses:</b>							
Salaries	\$ 797,458	\$ 415,941	\$ -	\$ 178,784	\$ 226,648	\$ 162,595	\$ 1,781,426
Wages	47,723	207,073	65,017	-	-	6,967	326,780
Employee benefits	83,344	62,469	-	19,294	31,372	15,680	212,159
Payroll taxes	77,284	106,853	6,348	17,573	29,291	14,756	252,105
Total salaries and benefits	<u>1,005,809</u>	<u>792,336</u>	<u>71,365</u>	<u>215,651</u>	<u>287,311</u>	<u>199,998</u>	<u>2,572,470</u>
Cost of production materials	2,869	1,895	13,442	845	-	623	19,674
Advertising	856	659	-	198	329	328	2,370
Medical	1,065	2,300	-	928	228	-	4,521
Professional services	29,199	20,623	-	22,732	10,189	20,927	103,670
Materials and supplies	8,103	4,384	-	10,963	1,987	1,702	27,139
Telephone and postage	17,838	8,448	200	2,314	3,983	3,602	36,385
Utilities	11,483	14,254	-	4,751	6,335	2,772	39,595
Insurance	8,507	6,544	-	1,963	3,272	1,527	21,813
Repairs and maintenance	18,083	5,107	-	11,607	7,360	1,050	43,207
Transportation	34,651	8,573	14,077	3,433	2,105	689	63,528
Conferences	1,588	-	-	541	-	1,080	3,209
Staff training	699	145	-	229	73	34	1,180
Dues and subscriptions	3,315	2,127	-	1,368	1,039	1,912	9,761
Occupancy	38,764	36,544	-	207	9,140	6,131	90,786
Interest	-	-	-	-	-	1,416	1,416
Bad debts	-	(581)	(1,987)	-	-	-	(2,568)
Equipment rental	18,145	13,958	-	4,187	6,979	3,257	46,526
Miscellaneous	10,781	-	-	-	-	429	11,210
Total expenses before depreciation	<u>1,211,755</u>	<u>917,316</u>	<u>97,097</u>	<u>281,917</u>	<u>340,330</u>	<u>247,477</u>	<u>3,095,892</u>
Depreciation	<u>16,077</u>	<u>9,984</u>	<u>-</u>	<u>4,657</u>	<u>4,820</u>	<u>2,867</u>	<u>38,405</u>
	<u>\$ 1,227,832</u>	<u>\$ 927,300</u>	<u>\$ 97,097</u>	<u>\$ 286,574</u>	<u>\$ 345,150</u>	<u>\$ 250,344</u>	<u>\$ 3,134,297</u>

See accompanying notes to the financial statements.

**EnTrust Community Services**  
**Statement of Functional Expenses**  
**Year Ended December 31, 2009**

	Employment Services	Prevocational Services	Group Employment	Adult Day Health	Upskills	Administration	Total
<b>Expenses:</b>							
Salaries	\$ 959,951	\$ 444,796	\$ -	\$ 166,985	\$ 246,476	\$ 159,658	\$ 1,977,866
Wages	43,380	73,887	119,371	-	-	7,711	244,349
Employee benefits	116,040	83,095	-	19,438	30,629	15,969	265,171
Payroll taxes	103,155	86,386	7,279	16,764	28,738	12,329	254,651
Total salaries and benefits	1,222,526	688,164	126,650	203,187	305,843	195,667	2,742,037
Cost of production materials	3,446	20,582	11,206	9	-	684	35,927
Advertising	2,215	1,712	-	360	618	258	5,163
Medical	1,053	506	-	113	168	-	1,840
Professional services	36,254	27,118	-	36,707	9,861	17,608	127,548
Materials and supplies	5,251	3,528	-	9,433	1,666	1,760	21,638
Telephone and postage	20,389	10,293	643	2,312	3,640	1,735	39,012
Utilities	15,199	17,310	-	2,963	5,066	1,689	42,227
Insurance	9,660	7,413	-	1,572	2,696	1,123	22,464
Repairs and maintenance	27,899	7,302	-	4,130	8,390	797	48,518
Transportation	29,440	4,644	19,154	907	1,524	2,168	57,837
Conferences	2,873	-	-	-	-	545	3,418
Staff training	1,733	594	-	364	146	3,897	6,734
Dues and subscriptions	22,581	17,596	-	4,217	6,169	4,066	54,629
Occupancy	44,574	40,601	-	344	9,690	527	95,736
Interest	-	-	-	-	-	1,626	1,626
Bad debts	-	511	332	-	-	-	843
Equipment rental	19,330	14,835	-	3,147	5,394	2,287	44,993
Miscellaneous	-	-	-	-	-	138	138
Total expenses before depreciation	1,464,423	862,709	157,985	269,765	360,871	236,575	3,352,328
Depreciation	15,960	10,765	-	4,247	4,130	2,200	37,302
	\$ 1,480,383	\$ 873,474	\$ 157,985	\$ 274,012	\$ 365,001	\$ 238,775	\$ 3,389,630

See accompanying notes to the financial statements.

# EnTrust Community Services

## Statements of Cash Flows

	December 31,	
	2010	2009
<b><i>Increase (Decrease) in Cash and Cash Equivalents</i></b>		
<b><i>Cash Flows from Operating Activities:</i></b>		
Cash received from public support and revenue	\$ 3,003,279	\$ 3,316,304
Cash paid to suppliers and employees	(3,083,540)	(3,384,326)
Interest received	892	5,069
Cash from other sources	-	19,181
Interest paid	(1,416)	-
Net cash used in operating activities	<u>(80,785)</u>	<u>(43,772)</u>
<b><i>Cash Flows from Investing Activities:</i></b>		
Change in temporary investments	105,693	(4,085)
Additions to property and equipment	-	(61,525)
Net cash provided by (used in) investing activities	<u>105,693</u>	<u>(65,610)</u>
<b><i>Cash Flows from Financing Activities:</i></b>		
Payments on long-term debt	(23,594)	(22,876)
Proceeds from long-term debt	-	46,884
Net cash (used in) provided by financing activities	<u>(23,594)</u>	<u>24,008</u>
<b><i>Net Increase (Decrease) in Cash and Cash Equivalents</i></b>	1,314	(85,374)
<b><i>Cash and Cash Equivalents, Beginning of Year</i></b>	<u>33,825</u>	<u>119,199</u>
<b><i>Cash and Cash Equivalents, End of year</i></b>	<u><u>\$ 35,139</u></u>	<u><u>\$ 33,825</u></u>
 <b><i>Reconciliation of Change in Net Assets to Net Cash Provided by (Used by) Operating Activities:</i></b>		
Changes in net assets	<u>\$ 5,257</u>	<u>\$ (191,951)</u>
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation and amortization	38,405	37,303
(Increase) decrease in operating assets:		
Accounts receivable	(135,383)	144,350
Prepaid expenses	(49,351)	(138)
Materials inventory	(11)	2,084
Increase (decrease) in operating liabilities:		
Accounts payable	38,539	(12,618)
Accrued expenses and payroll taxes	21,759	(22,802)
Total adjustments	<u>(86,042)</u>	<u>148,179</u>
Net cash used in operating activities	<u><u>\$ (80,785)</u></u>	<u><u>\$ (43,772)</u></u>

See accompanying notes to the financial statements.

## EnTrust Community Services

### Notes to Financial Statements

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#### ***Note 1 – Organization:***

EnTrust Community Services (formerly Provident Horizon Group) (the Organization) is a non-profit organization with locations in Yakima, Sunnyside, Tri-Cities, and Ellensburg, Washington. The Organization was established to train, promote, and provide diversified employment for developmentally disabled adults in the Yakima Valley. The Organization funds operations through contracts with Yakima and Benton-Franklin counties, government grants, private commercial contracts, and contributions from the public.

EnTrust Community Services was established as a resource to families who have family members with developmental disabilities. The Organization works to supply workers with disabilities in temporary or full time employment; in groups or individually; on-site or off-site. Since its inception, it has evolved into one of the largest employment and training facilities in Central Washington. The mission of the Organization reflects a loyal commitment to enriching the lives of people with disabilities by promoting creative employment, education, and health options that foster integration into their communities. Program emphasis includes assistance with orientation and training, providing dependable employees who want to work, supervision, and coaching.

The core programs of the Organization are:

- Employment Services – Job placement of clients in private businesses as employees of the business.
- Prevocational Employment – Individuals perform various services for outside businesses at the Organization's location.
- Group Employment – Individuals perform various services, working in groups, at various private business locations.
- Adult Day Health (ADH) – Provides basic health therapy such as physical, occupational, and speech therapy, and registered nurse services.
- Upskills – Adult basic education program for adults with disabilities.

#### ***Note 2 – Summary of Significant Accounting Policies:***

***Basis of accounting*** – The Organization's financial statements have been prepared on the accrual basis of accounting.

Under this method of accounting revenues are recognized when earned and expenses are recognized when incurred.

***Basis of presentation*** – Financial statement presentation follows the U.S. generally accepted accounting principles promulgated by the Financial Accounting Standards Board. Under those principles, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

***Use of estimates*** – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

***Cash and cash equivalents*** – For purposes of the statement of cash flows, the Organization considers all highly liquid investments with original maturity dates of three months or less to be cash equivalents.

The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Organization believes it is not exposed to any significant credit risk on cash and cash equivalents.

***Accounts Receivable*** – The Organization's accounts receivable are carried at original invoice amount less an estimate for doubtful receivables based on a review of all outstanding amounts. Management determines the allowance for doubtful accounts by identifying troubled accounts using historical experience applied to the aging of accounts. Management regularly evaluates customer balances to determine collectability. A receivable is considered to be past due if it is outstanding for more than 90 days. Receivables are written off when deemed uncollectible. Recoveries of trade receivables previously written off are recorded as income when received. Management's evaluation resulted in an allowance for doubtful accounts at December 31, 2010 and 2009 of \$7,986 and \$10,554, respectively.

## EnTrust Community Services

### Notes to Financial Statements

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#### **Note 2 – Summary of Significant Accounting Policies (continued):**

**Inventory** – Material inventories are stated at the lower of cost or market on a first-in, first-out basis.

**Property and equipment** – It is the Organization's policy to capitalize property and equipment over \$1,000. Purchased property and equipment is capitalized at cost and depreciated on a straight-line basis over estimated useful lives of 5 to 40 years. Major expenditures for property and those which substantially increase useful lives over certain thresholds, are capitalized. Routine repairs and maintenance are expensed as incurred. Depreciation expense was \$38,404 and \$37,302 for the years ended December 31, 2010 and 2009, respectively.

Contributed property and equipment is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support.

The Organization records impairment losses on long-lived assets used in operations when events and circumstances indicate that the assets might be impaired and the undiscounted cash flows estimated to be generated by those assets are less than the carrying amount of those assets. Management reviews and analyzes fixed assets for potential impairment on an annual basis and no impairment was determined by management at December 31, 2010 and 2009.

**Capitalized lease** – The Organization has capitalized the original cost of its leased facilities and is amortizing this cost over 30 years on a straight-line basis. The lease, which expired December 31, 2004, required no payments by EnTrust Community Services. Funds for the original construction of the multipurpose facility were obtained through a fund raising project conducted by EnTrust Community Services in 1977 and 1978. Private donations and special grants from the City and County of Yakima for this purpose were channeled through Yakima County, Washington, with a leaseback of the constructed facilities made to EnTrust Community Services. During the year ended December 31, 2008, Yakima County transferred the property to the Organization. The deed carries a condition that the property must always be used for the purpose of serving people with disabilities. If the property is sold, the proceeds must be reinvested in a new property used for the same purpose.

**Vacation policy** – The Organization recognizes vacation expense when earned. Full-time and part-time employees begin accruing vacation immediately. Accrued vacation is payable upon termination.

**Federal income taxes** – The Financial Accounting Standards Board (FASB) has issued provisions on accounting for uncertainty in income taxes. The Organization adopted this new guidance for the year ended December 31, 2009. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustments to the financial statements to comply with the provisions of this guidance. The Organization is no longer subject to U.S. federal income tax examinations by tax authorities for the years before 2006.

**Functional expenses** – The costs of providing various program and supporting services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

**Donated materials and services** – Donated materials and services are recorded as contributions at their fair values in the period received when the donated services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. A number of volunteers and community organizations have donated significant amounts of their time and materials to the Organization. These materials and services are not recorded because of the lack of objective basis to determine the value of the services and materials.

**Net assets** – The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are based on the existence or absence of donor-imposed restrictions. Board designated assets consist of an endowment fund held with Yakima Valley Community Foundation that the Board has designated for future use. The temporarily restricted net assets consist of United Way Funding that has not yet been earned and a fund restricted for the use of participants. The Organization has no permanently restricted net assets.

# EnTrust Community Services

## Notes to Financial Statements

### **Note 2 – Summary of Significant Accounting Policies (continued):**

**Revenue recognition** – Amounts received that are designated for future periods or restricted by the donor are reported as temporarily or permanently restricted support and increase the respective class of net assets. Contributions received with temporary restrictions that are met in the same reporting period are reported as unrestricted support and increase unrestricted net assets.

**Advertising** – Advertising costs are expensed as incurred. Advertising costs were \$2,370 and \$5,163 for the years ended December 31, 2010 and 2009, respectively.

**Reclassifications** – Certain 2009 items have been reclassified in order to conform with the 2010 financial statement presentation.

**Subsequent events** – Subsequent events were evaluated through June 20, 2011, which is the date the financial statements were available to be issued.

### **Note 3 – Temporary Investments:**

Investments are carried at cost plus accumulated interest. The carrying amount approximates fair market value at December 31, 2010 and 2009.

Temporary investments consisted of deposits in a money market at December 31, 2010.

Temporary investments consisted of the following at December 31, 2009:

	Maturity Date	Interest Rate	Amount
Certificates of deposit:			
Banner Bank	07/28/10	2.71%	\$ 101,115
Yakima Valley Credit Union	02/02/10	1.10%	30,965
			<u>\$ 132,080</u>

### **Note 5 – Long-Term Debt:**

Long-term debt consisted of the following:

	December 31,	
	2010	2009
Note payable to Lower Valley Credit Union, due in monthly installments of \$2,084, including annual interest of 6.114%, due June 2011; collateralized by a vehicle	\$ 9,532	\$ 33,126
Less current maturities	9,532	23,594
	<u>\$ -</u>	<u>\$ 9,532</u>

## EnTrust Community Services

### Notes to Financial Statements

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#### ***Note 6 – Operating Leases:***

The Organization leases industrial space at \$4,615 per month. The lease expires in 2012.

The Organization leases industrial space for the Work Source program, with a monthly lease of approximately \$1,400. The lease will continue on a month-to-month basis for the five succeeding years.

Future minimum lease payments on long-term operating leases per year for the five succeeding years are estimated at \$72,000 per year.

For the years ended December 31, 2010 and 2009, lease expense totaled approximately \$82,000 and \$92,000.

#### ***Note 7 – Retirement Plan:***

The Organization established a Simple IRA as of July 1, 2005. All full-time, permanent staff members are eligible to participate after 30 days of service. Employees may make voluntary contributions up to the maximum allowed by law. The Organization makes a matching contribution up to 3% of the employee's gross pay. Matching contributions for the Simple IRA for the years ended December 31, 2010 and 2009 were \$8,202 and \$25,650, respectively.



This report is intended solely for the information and use of management, the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

Petersen CPAs + Advisors, PLLC

June 20, 2011

***GOVERNMENT AUDITING STANDARDS  
REPORT SECTION***

MATHEW D. PETERSEN

ABBY M. SANDERS

RYAN D. SMITH



■ ■ ■

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YAKIMA, WA 98902

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509 457 2145 F

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors  
EnTrust Community Services  
Yakima, Washington

We have audited the financial statements of EnTrust Community Services (the Organization), as of and for the year ended December 31, 2010, and have issued our report thereon dated June 20, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Organization's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management of EnTrust Community Services in a separate letter dated June 20, 2011.

	BUDGETED	%	Monthly Average
<b>REVENUES</b>			
<b>Public Support</b>			
Public Support	15,000	0.46%	1,250
Fund Raising Events	30,000		2,500
United Way	23,860	0.74%	1,988
<b>Government Revenues</b>			
DD Client Fees	1,733,629	53.63%	144,469
DVR Fees	346,927	10.73%	28,911
School Fees (Project Search Students)	216,630	6.70%	18,053
Adult Day Health	454,512	14.06%	37,876
Grant Revenue	97,205	3.01%	8,100
Ticket to Work	6,264	0.19%	522
		0.00%	-
<b>Sales to the Public</b>			
Sales to the Public	232,253	7.18%	19,354
Temporary Staffing	59,252	1.83%	4,938
<b>Other Revenues</b>			
Interest Income	419	0.01%	35
Furniture Project	10,000	0.31%	833
Gain/Loss Sale of Assets	-		
Miscellaneous Revenue	6,894	0.21%	574
<b>TOTAL REVENUES</b>	<b>3,232,845</b>	<b>99.07%</b>	<b>269,404</b>
<b>EXPENSES</b>			
<b>Wages &amp; Benefits</b>			
Staff Salaries	1,759,000	57.15%	146,583
Staff Bonus	52,770	1.71%	4,398
Temporary Staffing	38,036	1.24%	3,170
Client Wages	170,927	5.55%	14,244
Health & Disability Insurance	193,952	6.30%	16,163
IRA Match Contribution	52,416	1.70%	4,368
FICA	141,510	4.60%	11,793
Unemployment Reserve	70,500	2.29%	5,875
L & I Insurance	33,363	1.08%	2,780
<b>SUBTOTAL</b>	<b>2,512,473</b>	<b>81.63%</b>	<b>209,373</b>
	72%		0
<b>Professional Fees</b>			
Medical Fees (Drug Screens)	1,436	0.05%	120
Misc Prof Fees (Contract Employees, CARF)	6,000	0.19%	500
Legal Fees	669	0.02%	56
Marketing and Public Relations	21,100	0.69%	1,758
Employment Fees (Job Ads)	500	0.02%	42
Audit and Accounting Fees	9,600	0.31%	800
Computer Professional Fees	47,828	1.55%	3,986
Misc Advertising	13,250	0.43%	1,104
Web Site Fees	1,000	0.03%	83
<b>Supplies</b>			
Office Supplies	7,772	0.25%	648
Computer Software	1,126	0.04%	94
Misc Supplies	11,573	0.38%	964
Other Program Supplies (ADH meals&other))	16,200	0.53%	1,350
<b>Telephone, Postage, Freight</b>			
Telephone	26,924	0.87%	2,244
Cellular Phone	11,359	0.37%	947
Postage & Freight	3,190	0.10%	266
<b>Occupancy (Building &amp; Grounds)</b>			
Utilities	43,420	1.41%	3,618
Rent	77,713	2.53%	6,476
Licenses & Permits	320	0.01%	27
Buildgs & Grnds Maint	7,129	0.23%	594

Misc Occupancy	2,123	0.07%	177
Equipment Rental	44,534	1.45%	3,711
Equipment Maint.	5,975	0.19%	498
<b>Publications, Subscriptions, Printing</b>			
Printing & Artwork	1,628	0.05%	136
Publications	100	0.00%	8
<b>Transportation</b>			
Gas and Oil	26,681	0.87%	2,223
Vehicle Maintenance	8,693	0.28%	724
Insurance Vehicles	12,205	0.40%	1,017
Vehicle License	1,018	0.03%	85
Mileage Reimbursement	24,802	0.81%	2,067
Vehicle Lease	27,958	0.91%	2,330
Hotel, Meals, & Other	1,800	0.06%	150
Program Transportation	11,208	0.36%	934
<b>Conference, Convention, Training</b>			
Conference, Conventions, Mtg	1,238	0.04%	103
Mtg Space & Equip	337	0.01%	28
Mtg Food & Beverage	522	0.02%	44
Staff Training	1,200	0.04%	100
<b>Cost of Goods Sold</b>			
Purchases	871	0.03%	73
Purchases Discount	-	0.00%	-
Mfg Supplies	19,328	0.63%	1,611
Small Tool Expense	100	0.00%	8
<b>Miscellaneous Expense</b>			
Individual Dues	235	0.01%	20
Agency Dues	10,705	0.35%	892
Interest Expense	600	0.02%	50
Insurance	17,651	0.57%	1,471
Reith Service Expenses	300	0.01%	25
Bad Debt Expense	2,472	0.08%	206
Miscellaneous			
SUBTOTAL	535,581	17.30%	44,632
TOTAL EXP BEFORE DEPR	3,048,054	99.04%	254,005
<b>Depreciation &amp; Amortization</b>			
Depreciation/Equip	18,938	0.62%	1,578
Depreciation/Warehouse	113	0.00%	9
Depreciation/Bldg Improvements	10,642	0.35%	887
Amortization		0.00%	-
SUBTOTAL	29,693	0.96%	2,474
TOTAL EXPENSES	3,077,747	99.90%	256,479
REVENUE OVER (UNDER) EXPENSES	155,097	4.8%	

First Name	Last Name	Year Joined	End Year	Officers	2012 Committee	Primary Telephone	Job Title	Business Name	Primary Address	City	St	Zip	Email
Ann	Orniski	2011	2013		Marketing	961-7483	Practice Administrator	Central Washington Podiatry Service	5113 scenic Drive	Yakima	WA	98908	Orniskia13@charter.net
Bob	Martin	2010	2015	Treasurer	Finance Chair	731-7881	CFO	Complan Orchards	317 S 76th Ave	Yakima	WA	98908	remuall10@gmail.com
Charlene	Bingham Keyser	2011	2016		Program	830-2725	Special Ed Teacher K-12	Granger Middle School	131 Parland Drive #116	Sunnyside	WA	98941	brughamcharlene@yahoo.com
Cheryl	Compton	2012	2017		Program	961-0520	Substitute Teacher	Wapato School District	1490 N Camas Road	Wapato	WA	98951	alcompton@gmail.com
Dave	Hazel	2008	2013	Past President	Finance	453-9181	Attorney	Hazel and Hazel	1420 Summitview Ave	Yakima	WA	98902	daveh@dayvid.com
Debra	Hickman	2010	2015		Marketing Chair	225-6495	Chief Communications Officer	Yakima Valley Credit Union	PO Box 2972	Yakima	WA	98901	dhickman@yvcu.org
Gretchen	Feider	2010	2015		Program	930-2254	Special Ed Teacher K-12	Granger High School	912 Decatur Ave.	Sunnyside	WA	98941	feider@hotmail.com
Jimmie	Noble	2012	2012		Program	457-0113	PAC President	Shoptko	307 E "N" St. #57	Yakima	WA	98901	
Joanne	Waller	2007	2012		Personnel Chair	965-8390	Retired Operations Manager	Retired	71 Estate Way	Yakima	WA	98908	jwaller71@hotmail.com
Luke	Jaeger	2011	2016		Marketing	972-5950	Special Ed Teacher K-12	West Valley High School	9800 Zier Road	Yakima	WA	98908	jjaeger@wvsd208.org
Matt	Anderson	2010	2015		Marketing	457-2092	Principal	Anderson Law Firm	227 North 35th Avenue	Yakima	WA	98902	manderson@charter.net
Richard	Wall	2012	2017		Marketing	969-6612	Refrigeration Manager	Roche Fruit	12203 Klondok Drive	Yakima	WA	98908	richardwall@cohenfruit.com
Roger	O'Dell	2006	2014	President	All	945-1958	Orchardist, Education Consultant	Retired	331 Lavinia Lane	Wapato	WA	98951	theodells@wildblue.net
Tom	Sauve	2007	2012	Secretary	Finance, Fund Development Chair	945-5739	Business Owner	Growers Supply	620 Voltaire Ave	Yakima	WA	98902	tomgrowersupply@hotmail.com
Ulla	Whitnort	2007	2013	President Elect	Program Chair	573-7300	School Psychologist	East Valley School District	4708 Fichter Road	Yakima	WA	98908	ullawh@jrnai.com
Sherie	Leadon					834-2960	CEO	Enttrust Community Services	PO Box 9727	Yakima	WA	98909	leadons@enttrustcs.org
Tom	Gauke					834-2961	COO	Enttrust Community Services	PO Box 9727	Yakima	WA	98909	gauke@enttrustcs.org
Dan	Smith					453-4756, ext 213	Fund Development Manager	Enttrust Community Services	PO Box 9727	Yakima	WA	98909	smithd@enttrustcs.org
Joyce	Usher					453-4756	Administrative Assistant	Enttrust Community Services	PO Box 9727	Yakima	WA	98909	usherj@enttrustcs.org

2012 Board Roster