



HIGH HOPE EMPLOYMENT SERVICES, INC.

SET-Works

SET-WORKS

Organizations use SET-Works to manage their client records and all documentation and reporting needs, across all their programs.

SET-Works connects directly to their funders.

**A cloud-based
system for
effectively
managing your
disability service
agency.**

SET-WORKS IS

...specializes on serving disability service agencies

Benefit from the hundreds of features built for disability service agencies.

Built from the ground up for disability service agencies, SET-Works has been created to manage entire agencies, from comprehensive client records, to service documentation through billing, accounting, HR, time keeping, document storage, payroll, and much more.

...manages Client Records

Manage the entire client record within SET-Works. Go paperless.

All data - from basic demographics, extensive health and medication data, ISPs, authorizations, goals, files, forms, and much more - across all services and departments - are shared within one organized client record. Unlimited Document Storage is included with every plan.

...handles all documentation needs

Supports all workflows used at disability service agencies: For Direct Services and Service Coordination/Case Management. For Direct Service programs: Employment services, Day services, Residential services, ILS's, LIS's, Community services, Home Skills, In-Home Support, Rehabilitation services, Transportation, and others - SET-Works supports specific documentation, scheduling, forms, timekeeping, and billing needs.

SET-WORKS IS

...is secure

Have peace-of-mind that all your data is safe.

SET-Works uses enterprise-level security. SET-Works is secure, is monitored 24/7, has redundant systems at every level, and backups occur multiple times per day.

Our expertise lies in effectively managing the system, so you can focus on providing great services.

Data entered into the system belongs to the agency.

...is loved ♥

Our clients love the benefits of SET-Works & the support we provide.

SET-Works is loved by agencies. In fact, we would be more than happy to put you in contact with any one of our clients to ask them directly how SET-Works has impacted their organization.

THE COST OF SET-WORKS

Currently SET-Works will cost us a monthly subscription of \$395.00. This allows us to have 100 active consumer files.

If we continue to grow, this cost will go up slightly.

SET-Works has an initial set-up and data import fee of \$2500.00 for us. This is a one time fee and would include remote staff support and training.

WORTH THE COST?

This would free up time and money for our organization. It would also allow for the SB40 Service Coordinators to remotely view notes, objective logs and reports.

SET-Works would be a great tool for us all!

**Adair County SB40 Developmental Disability Board
AGENCY APPLICATION FOR FUNDING**

CHECKLIST

The following items should accompany any applications for agency funding through the ACSDDDB.

Forms:

- (✓) Completed Agency Application for Funds
- (✓) Signature of Board Chair to authorize application for funding (on application form)

Corporate Information:

- (✓) Board Member List

Agency Financial Information:

- (✓) Copy of Current Year operating budget
- (~~✓~~) Copy of Proposed operating budget
- (✓) Copy of most recent report on Income and Expenses
- (✓) Copy of most recent Balance Sheet
- (✓) Copy of Audit from last full fiscal year

Please return completed application and all accompanying documents to the ACSDDDB at least two weeks prior to the next scheduled board meeting.

Adair County SB40
314 E McPherson
Kirksville, MO 63501

**Adair County SB40 Developmental Disability Board (ACSDDDB)
AGENCY APPLICATION FOR FUNDING**

A.

Legal Name of Requesting Agency: High Hope Employment Services, Inc.		
Name: Andrea Rowland		
Address: 611 West Third Street, Ste 1	Phone: 660-265-4614	
City: Milan	State: MO	Zip: 64655
E-mail: andrearowland@hhesinc.com	Website: www.hhesinc.com	

B.

Board Chair: Susan Wilson		
Address: 431 East Second Street	Phone: 660-265-5942	
City: Milan	State: MO	Zip: 63556

C.

Agency Director: Andrea Rowland		
Address: 611 West Third Street, Ste 1	Phone: 660-265-4614	
City: Milan	State: MO	Zip: 63556

D.

Total Amount of Funds Requested from ACSDDDB: \$ 2500.00	
Funding Period: From January 1, 2018	To February 28, 2018
Just long enough to get the program implemented	

E.

<p>General purpose for which funds are requested:</p> <p><input type="checkbox"/> Establish a new program or service</p> <p><input type="checkbox"/> Expand an existing program or service</p> <p><input type="checkbox"/> Maintain an existing program or service</p> <p><input checked="" type="checkbox"/> Other (Specify) <u>Documentation program</u></p>
--

F.

Present annual budget of requesting agency	\$ 1,955,691.00
Cash reserves on hand	\$ 423,241.77
Amount necessary to maintain six (6) month reserve:	\$ 900,000.00
Based on total expenses from most recent fiscal year including capital expenses but not depreciation.	

G.

History and background of requesting agency is required of all agencies not previously funded. Attach narrative description of agency's mission, past and present programs, individuals served, statistical/anecdotal evidence of success, etc., if not already submitted for prior funding. <i>Previously Submitted.</i>
Previously funded? <input checked="" type="radio"/> Yes <input type="radio"/> No

H.

List grants previously funded by ACSDDDB:
1 AED unit for Kirksville Recycling-September 2017-\$1500.00

I.

Describe the need or problem to be addressed by proposed project, and the anticipated goals and outcomes. Include applicable statistics and examples. Attach separate page if necessary.
This will cut down on time and money involved in creating documentation and
compiling it for service coordinators, DMH, and CARF. This would be of great benefit
to our staff and to the staff of SB40. We can handle our monthly subscription but would
appreciate assistance with the initial cost of \$2500.00.

J. Information regarding individuals to be served:

<p>1) Number of persons <u>with developmental disabilities</u> from Adair County presently served in existing program (if applicable): <u>57</u>.</p> <p>2) Number of additional persons <u>with developmental disabilities</u> from Adair County to be served in new or expanded program: <u>n/a</u>.</p> <p>3) Prospective ages of persons <u>with developmental disabilities</u> from Adair County to be served by this existing/new/expanded program:</p> <p><u> </u> 0 – 4 <u> </u> 5 – 15 <u> </u> 16 – 20 <u> </u> 21 – 55 <u> </u> 56 – older</p>
--

K. Please list all anticipated sources of funding for this project and the amounts requested from each source.

Source of funding	Amount of funding requested	Prospective or committed?
ACSDDDB	\$2500.00	Prospective
Total projected funding	\$2500.00	

I affirm that I have reviewed this report and to the best of my knowledge, the information furnished is true, correct and complete. My signature below authorizes this application for funding through the Adair County Senate Bill 40 Developmental Disabilities Board.

Susan E. Wilson

Date: 1-3-18

Signature of Board Chair

Andrea Roland

Date: 1-3-18

Signature of Executive Director

ROSTER OF BOARD MEMBERS

President

Suzie Wilson
431 E. Second Street
Milan, MO 63556
660-265-4323 home
660-265-5942 cell
milanstandard1@gmail.com

Vice President

Joan Brummit
20200 State Hwy OO
Milan, MO 63556
660-292-2945 cell
brummittje@yahoo.com

Secretary/Treasurer

Donna Reckrodt
53176 Joiner Road
Pollock, MO 63560
816-591-8365 Cell

Board Member

William Smith
2109 East Street
Kirksville, MO 63501
660-665-9288 home
660-341-9830 cell
Williamhsmith@cableone.net

Board Member

Valerie Johnson
82 Manor Crest
Kirksville, MO 63501
573-291-0656 cell
vjvaj1991@outlook.com

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

	Day Service Jul '17 - Jun 18	Total General Jul '17 - Jun 18	High Hope (Housing Project) Jul '17 - Jun 18	HUD-Permanent (Housing Project) Jul '17 - Jun 18
Ordinary Income/Expense				
Income				
4000 - Federal Funds				
4020 - Medicaid Waiver	79,854.12	1,164,907.56		
4025 - HUD-Grant				2,008.00
4025.1 - HUD-Grant Supportive Services				46,052.00
4025.5 - HUD-Grant Administration				
4025 - HUD-Grant - Other				
Total 4025 - HUD-Grant				48,060.00
Total 4000 - Federal Funds	79,854.12	1,164,907.56		48,060.00
4030 - State Funds				
4060 - Vocational Rehabilitation		102,000.00		
4070 - Transportation Grant				
4080 - State of Missouri		0.00		
4030 - State Funds - Other				
Total 4030 - State Funds		102,000.00		
4090 - Business Receipts				
4110 - Cleaning Crew Income				
4120 - Store Income				
4130 - Recycling Income				
4140 - RC-Shredding				
4160 - RC-Customer Receipts				
4180 - RC - Misc.				
4400 - Rent Income		18,000.00		
Total 4090 - Business Receipts		18,000.00		
4095 - Housing Income				
4096 - Tenant Rent				
4097 - Tenant Cable				
Total 4095 - Housing Income				
Total Income	79,854.12	1,284,907.56		48,060.00
Gross Profit	79,854.12	1,284,907.56		48,060.00
Expense				
5000 - Salaries	22,800.00	273,214.08	110,021.76	
5010 - Consumer Payroll				
5020 - Employee Benefits				
5021 - Payroll Taxes	1,860.00	22,735.56	8,382.00	
5024 - Employee Health Insurance		58,500.00	21,000.00	
5026 - Unemployment Taxes		1,289.16	833.64	
5027 - Consumer Activities	120.00	1,596.48		
Total 5020 - Employee Benefits		84,121.20	30,215.64	
5134 - Legal & Accounting				
5136 - Accounting Expense		9,400.00		
Total 5134 - Legal & Accounting		9,400.00		
5139 - Office Supplies		6,000.00		
5140 - Supplies		2,100.00		
5141 - Communications				1,640.64

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

Accrual Basis

	Day Service Jul '17 - Jun 18	Total General Jul '17 - Jun 18	High Hope (Housing Project) Jul '17 - Jun 18	HUD-Permanent (Housing Project) Jul '17 - Jun 18
5142 · Advertising		1,800.00		
5144 · Postage		1,051.44		
5141 · Communications - Other				
Total 5141 · Communications		2,851.44		
5145 · Food for Residents			1,740.00	
5210 · Repairs and Maintenance				
5133 · Pest Control		0.00	1,200.00	
5215 · Equipment		756.00	1,500.00	
5220 · Grounds		0.00		
5225 · Building		423.00	4,500.00	
5230 · Janitorial Contract		12,000.00		
Total 5210 · Repairs and Maintenance		13,179.00		7,200.00
5235 · Physical Plant Costs				
5255 · Depreciation-Buildings		70,000.00		
Total 5235 · Physical Plant Costs		70,000.00		
5300 · Staff Training				
5301 · Travel		0.00		
5305 · Books & Subscriptions-Training		900.00		
5310 · Meals-Training		664.32		
5315 · Mileage-Training		1,500.00		
5320 · Training & Education-Fees		2,100.00		
Total 5300 · Staff Training		5,164.32		
5325 · Staff Travel				
5330 · Meals-Staff Travel		279.72		
5331 · Staff Travel-Lodging		900.00		
5335 · Mileage-to KV or Meeting/Event		300.00		
Total 5325 · Staff Travel		1,479.72		
5400 · Equipment and Furnishings				
5410 · Small Equipment Purchases		1,500.00		
5415 · Small Furniture Purchases		312.00		
Total 5400 · Equipment and Furnishings		1,812.00		
5420 · Accreditation		0.00		
5425 · Utilities				
5143 · Telephone		3,240.00		
5425.4 · Trash Removal			894.00	
5425.5 · Electric, Gas, Water		7,183.44	31,140.00	
5426 · Cable			1,380.00	
Total 5425 · Utilities		10,423.44		33,414.00
5500 · Transportation				
5505 · Staff Reimburse for Consumers				
5515 · License & Registration				
5520 · Fuel expense				
5525 · Vehicle Expense				
5530 · Vehicle Repair				
Total 5500 · Transportation				
5600 · Dues, Memberships, Subscription		2,400.00		

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

Accrual Basis

	Day Service Jul '17 - Jun 18	Total General Jul '17 - Jun 18	High Hope (Housing Project) Jul '17 - Jun 18	HUD-Permanent (Housing Project) Jul '17 - Jun 18
5605 · Donations & Gifts		333.00		
5610 · Miscellaneous Expense		1,200.00	900.00	
5615 · License & Permits		120.00		
5620 · Business Insurance		30,000.00		
5625 · Workers Comp Insurance		20,000.00		
5630 · Baler Wire				
5635 · Aluminum Purchase		77,334.31		
5640 · Propane				
5800 · Contingency				
Total Expense		611,132.51	185,132.04	
Net Ordinary Income	24,780.00			
Other Income/Expense				
Other Income				
6000 · Interest Income		1,200.00		
Total Other Income		1,200.00		
Net Other Income		1,200.00		
Net Income	55,074.12	674,975.05	-185,132.04	48,060.00

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

	HUD-Transitional (Housing Project) Jul '17 - Jun 18	Housing Project - Other (Housing Project) Jul '17 - Jun 18	Total Housing Project Jul '17 - Jun 18	Kirksville Mobile Crew Jul '17 - Jun 18
Ordinary Income/Expense				
Income				
4000 - Federal Funds				
4020 - Medicaid Waiver				
4025 - HUD-Grant	30,000.00		30,000.00	
4025.1 - HUD-Grant Supportive Services	3,533.00		3,533.00	
4025.5 - HUD-Grant Administration	42,128.00		42,128.00	
4025 - HUD-Grant - Other				
Total 4025 - HUD-Grant	75,653.00		123,713.00	
Total 4000 - Federal Funds	75,653.00		123,713.00	
4030 - State Funds				
4060 - Vocational Rehabilitation				
4070 - Transportation Grant				
4080 - State of Missouri				
4030 - State Funds - Other				
Total 4030 - State Funds				
4090 - Business Receipts				
4110 - Cleaning Crew Income				56,625.00
4120 - Store Income				
4130 - Recycling Income				
4140 - RC-Shredding				
4160 - RC-Customer Receipts				
4180 - RC - Misc.				
4400 - Rent Income				
Total 4090 - Business Receipts				56,625.00
4095 - Housing Income		0.00	0.00	
4096 - Tenant Rent		0.00	0.00	
4097 - Tenant Cable				
Total 4095 - Housing Income		0.00	0.00	
Total Income	75,653.00		123,713.00	56,625.00
Gross Profit	75,653.00		123,713.00	56,625.00
Expense				
5000 - Salaries				72,168.00
5010 - Consumer Payroll				87,173.40
5020 - Employee Benefits				21,016.56
5021 - Payroll Taxes			8,382.00	6,438.00
5024 - Employee Health Insurance			21,000.00	1,844.28
5025 - Unemployment Taxes			833.64	
5027 - Consumer Activities				
Total 5020 - Employee Benefits			30,215.64	29,296.84
5134 - Legal & Accounting				
5136 - Accounting Expense				
Total 5134 - Legal & Accounting				888.00
5139 - Office Supplies				900.00
5140 - Supplies				
5141 - Communications				
Total 5139 - Office Supplies			1,640.64	

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

	HUD-Transitional (Housing Project) Jul '17 - Jun 18	Housing Project - Other (Housing Project) Jul '17 - Jun 18	Total Housing Project Jul '17 - Jun 18	Kirksville Mobile Crew Jul '17 - Jun 18
5142 · Advertising				
5144 · Postage				
5141 · Communications - Other				
Total 5141 · Communications			1,740.00	
5145 · Food for Residents		0.00		180.00
5210 · Repairs and Maintenance		0.00	1,200.00	408.00
5133 · Pest Control		0.00	1,500.00	66.60
5215 · Equipment		0.00		
5220 · Grounds		0.00		
5225 · Building		0.00	4,500.00	
5230 · Janitorial Contract				
Total 5210 · Repairs and Maintenance	0.00		7,200.00	654.60
5235 · Physical Plant Costs				
5255 · Depreciation-Buildings	0.00		0.00	
Total 5235 · Physical Plant Costs	0.00		0.00	
5300 · Staff Training				
5301 · Travel				
5305 · Books & Subscriptions-Training				
5310 · Meals-Training				
5315 · Mileage-Training				
5320 · Training & Education-Fees				660.00
Total 5300 · Staff Training				660.00
5325 · Staff Travel				
5330 · Meals-Staff Travel				
5331 · Staff Travel-Lodging				
5335 · Mileage-to KV or Meeting/Event				
Total 5325 · Staff Travel				
5400 · Equipment and Furnishings				
5410 · Small Equipment Purchases	0.00		0.00	0.00
5415 · Small Furniture Purchases	0.00		0.00	
Total 5400 · Equipment and Furnishings	0.00		0.00	0.00
5420 · Accreditation				
5425 · Utilities				
5143 · Telephone		0.00		407.88
5425.4 · Trash Removal		0.00	894.00	0.00
5425.5 · Electric, Gas, Water		0.00	31,140.00	1,668.84
5426 · Cable			1,360.00	
Total 5425 · Utilities	0.00		33,414.00	2,076.72
5500 · Transportation				
5505 · Staff Reimburse for Consumers				
5515 · License & Registration				
5520 · Fuel expense				
5525 · Vehicle Expense				
5530 · Vehicle Repair				
Total 5500 · Transportation				
5600 · Dues, Memberships, Subscription				

High Hope Employment Services, Inc. Profit & Loss Budget Overview July 2017 through June 2018

Accrual Basis

	HUD-Transitional (Housing Project) Jul '17 - Jun 18	Housing Project - Other (Housing Project) Jul '17 - Jun 18	Total Housing Project Jul '17 - Jun 18	Kirksville Mobile Crew Jul '17 - Jun 18
5605 · Donations & Gifts				
5610 · Miscellaneous Expense				
5615 · License & Permits			900.00	
5620 · Business Insurance				
5625 · Workers Comp Insurance				
5630 · Baier Wire				
5635 · Aluminum Purchase				
5640 · Propane				
5800 · Contingency				
Total Expense	75,653.00	0.00	185,132.04	193,819.56
Net Ordinary Income		0.00	-61,419.04	-137,194.56
Other Income/Expense				
Other Income				
6000 · Interest Income				
Total Other Income				
Net Other Income				
Net Income	75,653.00	0.00	-61,419.04	-137,194.56

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

Ordinary Income/Expense	Mobile Crew-Milan Jul '17 - Jun 18	Offsite Day Hab Jul '17 - Jun 18	Personal Assistant Jul '17 - Jun 18	Total Recycling Jul '17 - Jun 18
Income				
4000 · Federal Funds				
4020 · Medicaid Waiver		14,160.00		
4025 · HUD-Grant			72,657.60	
4025.1 · HUD-Grant Supportive Services				
4025.5 · HUD-Grant Administration				
4025 · HUD-Grant - Other				
Total 4025 · HUD-Grant		14,160.00	72,657.60	
Total 4000 · Federal Funds		14,160.00	72,657.60	
4030 · State Funds				
4060 · Vocational Rehabilitation				
4070 · Transportation Grant				
4080 · State of Missouri		0.00		
4030 · State Funds - Other		0.00	2,164.80	
Total 4030 · State Funds		0.00	2,164.80	
4090 · Business Receipts				
4110 · Cleaning Crew Income	22,500.00			
4120 · Store Income				
4130 · Recycling Income				54,000.00
4140 · RC-Shredding				14,279.28
4160 · RC-Customer Receipts				7,459.32
4180 · RC - Misc.				1,442.04
4400 · Rent Income				
Total 4090 · Business Receipts	22,500.00			77,180.64
4095 · Housing Income				
4096 · Tenant Rent				
4097 · Tenant Cable				
Total 4095 · Housing Income				
Total Income	22,500.00	14,160.00	74,822.40	77,180.64
Gross Profit	22,500.00	14,160.00	74,822.40	77,180.64
Expense				
5000 · Salaries				
5010 · Consumer Payroll		16,800.00	46,015.56	220,681.56
5020 · Employee Benefits				69,142.56
5021 · Payroll Taxes	5,480.16	1,024.80	2,837.88	24,231.00
5024 · Employee Health Insurance	237.00	180.00	11,175.00	19,435.56
5026 · Unemployment Taxes	347.16	0.00	493.44	1,937.64
5027 · Consumer Activities		0.00		
Total 5020 · Employee Benefits	6,064.32	1,204.80	14,506.32	45,604.20
5134 · Legal & Accounting				
5136 · Accounting Expense				
Total 5134 · Legal & Accounting				
5139 · Office Supplies				1,308.00
5140 · Supplies	300.00			4,119.24
5141 · Communications				

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

Accrual Basis

	Mobile Crew-Milan Jul '17 - Jun 18	Offsite Day Hab Jul '17 - Jun 18	Personal Assistant Jul '17 - Jun 18	Total Recycling Jul '17 - Jun 18
5142 · Advertising				180.00
5144 · Postage				
5141 · Communications - Other				
Total 5141 · Communications				180.00
5145 · Food for Residents				
5210 · Repairs and Maintenance	126.00			384.00
5133 · Pest Control	0.00			2,725.56
5215 · Equipment				170.25
5220 · Grounds				1,394.04
5225 · Building				
5230 · Janitorial Contract				
Total 5210 · Repairs and Maintenance	126.00			4,673.85
5235 · Physical Plant Costs				
5255 · Depreciation-Buildings				0.00
Total 5235 · Physical Plant Costs				0.00
5300 · Staff Training				
5301 · Travel				
5305 · Books & Subscriptions-Training				
5310 · Meals-Training				
5315 · Mileage-Training				0.00
5320 · Training & Education-Fees				
Total 5300 · Staff Training				0.00
5325 · Staff Travel				
5330 · Meals-Staff Travel				
5331 · Staff Travel-Lodging			300.00	
5335 · Mileage-to KV or Meeting/Event				0.00
Total 5325 · Staff Travel			300.00	0.00
5400 · Equipment and Furnishings				
5410 · Small Equipment Purchases	180.00			677.88
5415 · Small Furniture Purchases				180.00
Total 5400 · Equipment and Furnishings	180.00			857.88
5420 · Accreditation				
5425 · Utilities				
5143 · Telephone		570.00		4,536.00
5425.4 · Trash Removal				6,364.56
5425.5 · Electric, Gas, Water		2,417.40		12,034.44
5426 · Cable				
Total 5425 · Utilities		2,987.40		22,935.00
5500 · Transportation				
5505 · Staff Reimburse for Consumers				
5515 · License & Registration				
5520 · Fuel expense				
5525 · Vehicle Expense				
5530 · Vehicle Repair				
Total 5500 · Transportation				
5600 · Dues, Memberships, Subscription				

High Hope Employment Services, Inc.
Profit & Loss Budget Overview
 July 2017 through June 2018

12:30 PM
 07/12/17
 Accrual Basis

	Mobile Crew-Milan Jul '17 - Jun 18	Offsite Day Hab Jul '17 - Jun 18	Personal Assistant Jul '17 - Jun 18	Total Recycling Jul '17 - Jun 18
5605 · Donations & Gifts				1,500.00
5610 · Miscellaneous Expense				
5615 · License & Permits				945.00
5620 · Business Insurance				1,380.00
5625 · Workers Comp Insurance				1,153.56
5630 · Baler Wire				
5635 · Aluminum Purchase				
5640 · Propane				
5800 · Contingency				
Total Expense	82,598.16	20,992.20	60,821.88	374,480.85
Net Ordinary Income	-60,098.16	-6,832.20	14,000.52	-287,300.21
Other Income/Expense				
Other Income				
6000 · Interest Income				
Total Other Income				
Net Other Income				
Net Income	-60,098.16	-6,832.20	14,000.52	-287,300.21

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

12:30 PM
07/12/17
Accrual Basis

	Store Jul '17 - Jun 18	Transportation Jul '17 - Jun 18	TOTAL Jul '17 - Jun 18
Ordinary Income/Expense			
Income			
4000 · Federal Funds			
4020 · Medicaid Waiver		8,172.00	1,339,751.28
4025 · HUD-Grant			30,000.00
4025.1 · HUD-Grant Supportive Services			5,533.00
4025.5 · HUD-Grant Administration			88,180.00
4025 · HUD-Grant - Other			123,713.00
Total 4025 · HUD-Grant			1,463,464.28
Total 4000 · Federal Funds		8,172.00	1,463,464.28
4030 · State Funds			
4060 · Vocational Rehabilitation			102,000.00
4070 · Transportation Grant		4,800.00	4,800.00
4080 · State of Missouri		1,380.00	1,380.00
4030 · State Funds - Other			2,164.80
Total 4030 · State Funds		6,180.00	110,344.80
4090 · Business Receipts			
4110 · Cleaning Crew Income			79,125.00
4120 · Store Income	38,314.80		38,314.80
4130 · Recycling Income			54,000.00
4140 · RC-Shredding			14,279.28
4150 · RC-Customer Receipts			7,459.32
4180 · RC - Misc.			1,442.04
4400 · Rent Income			18,000.00
Total 4090 · Business Receipts	38,314.80		212,620.44
4095 · Housing Income			
4096 · Tenant Rent			0.00
4097 · Tenant Cable			0.00
Total 4095 · Housing Income			0.00
Total Income	38,314.80	14,352.00	1,786,429.52
Gross Profit	38,314.80	14,352.00	1,786,429.52
Expense			
5000 · Salaries		57,212.64	953,919.12
5010 · Consumer Payroll			196,743.72
5020 · Employee Benefits			100,968.96
5021 · Payroll Taxes	7,821.00	5,580.00	134,292.60
5024 · Employee Health Insurance	8,027.04	9,300.00	7,467.96
5026 · Unemployment Taxes	722.64		1,716.48
5027 · Consumer Activities			
Total 5020 · Employee Benefits	16,570.68	14,880.00	244,446.00
5134 · Legal & Accounting			
5136 · Accounting Expense			9,400.00
Total 5134 · Legal & Accounting			9,400.00
5139 · Office Supplies			8,196.00
5140 · Supplies	224.28		9,284.16
5141 · Communications			

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

Accrual Basis

	Store Jul '17 - Jun 18	Transportation Jul '17 - Jun 18	TOTAL Jul '17 - Jun 18
5142 · Advertising	168.84		2,148.84
5144 · Postage			1,051.44
5141 · Communications - Other	818.04		818.04
Total 5141 · Communications	986.88		4,018.32
5145 · Food for Residents			1,740.00
5210 · Repairs and Maintenance			2,070.00
5133 · Pest Control	180.00		5,689.56
5215 · Equipment	300.00		236.85
5220 · Grounds			6,737.04
5225 · Building	420.00		12,000.00
5230 · Janitorial Contract			26,733.45
Total 5210 · Repairs and Maintenance	900.00		70,000.00
5235 · Physical Plant Costs			70,000.00
5255 · Depreciation-Buildings	0.00	0.00	70,000.00
Total 5235 · Physical Plant Costs	0.00	0.00	70,000.00
5300 · Staff Training			0.00
5301 · Travel			900.00
5305 · Books & Subscriptions-Training			664.32
5310 · Meals-Training			1,800.00
5315 · Mileage-Training		300.00	2,760.00
5320 · Training & Education-Fees			6,124.32
Total 5300 · Staff Training		300.00	1,779.72
5325 · Staff Travel			279.72
5330 · Meals-Staff Travel			900.00
5331 · Staff Travel-Lodging			600.00
5335 · Mileage-to KV or Meeting/Event			2,357.88
Total 5325 · Staff Travel			492.00
5400 · Equipment and Furnishings			2,849.88
5410 · Small Equipment Purchases			0.00
5415 · Small Furniture Purchases			9,866.88
Total 5400 · Equipment and Furnishings			7,776.12
5420 · Accreditation			60,983.40
5425 · Utilities			1,380.00
5143 · Telephone	144.00		80,006.40
5425.4 · Trash Removal	517.56		
5425.5 · Electric, Gas, Water	4,194.72		
5426 · Cable			300.00
Total 5425 · Utilities	4,856.28		300.00
5500 · Transportation			816.00
5505 · Staff Reimburse for Consumers		300.00	21,300.00
5515 · License & Registration			3,292.56
5520 · Fuel Expense		21,300.00	9,414.00
5525 · Vehicle Expense			35,122.56
5530 · Vehicle Repair		9,414.00	2,400.00
Total 5500 · Transportation		35,122.56	2,400.00
5600 · Dues, Memberships, Subscription			2,400.00

High Hope Employment Services, Inc. Profit & Loss Budget Overview

July 2017 through June 2018

	Store Jul '17 - Jun 18	Transportation Jul '17 - Jun 18	TOTAL Jul '17 - Jun 18
5605 · Donations & Gifts			333.00
5610 · Miscellaneous Expense			3,600.00
5615 · License & Permits			120.00
5620 · Business Insurance			30,000.00
5625 · Workers Comp Insurance			20,000.00
5630 · Baler Wire			845.00
5635 · Aluminum Purchase			1,380.00
5640 · Propane			1,153.56
5800 · Contingency			77,334.31
Total Expense	126,357.12	107,515.20	1,787,629.52
Net Ordinary Income	-88,042.32	-93,163.20	-1,200.00
Other Income/Expense			1,200.00
Other Income			1,200.00
6000 · Interest Income			1,200.00
Total Other Income			1,200.00
Net Other Income	-88,042.32	-93,163.20	0.00
Net Income			0.00

High Hope Employment Services, Inc.

Profit & Loss

July through November 2017

	Jul - Nov 17
Ordinary Income/Expense	
Income	
4000 · Federal Funds	
4020 · Medicaid Waiver	597,080.82
4025 · HUD-Grant	
4025.1 · HUD-Grant Supportive Services	9,323.09
4025.5 · HUD-Grant Administration	5,533.00
4025 · HUD-Grant - Other	33,081.04
Total 4025 · HUD-Grant	47,937.13
Total 4000 · Federal Funds	645,017.95
4030 · State Funds	
4060 · Vocational Rehabilitation	83,274.72
4080 · State of Missouri	1,725.68
Total 4030 · State Funds	85,000.40
4031 · Local Funds	
4085 · Adair County SB40	1,802.12
Total 4031 · Local Funds	1,802.12
4090 · Business Receipts	
4110 · Cleaning Crew Income	33,450.00
4120 · Store Income	20,518.04
4130 · Recycling Income	31,180.82
4140 · RC-Shredding	4,967.83
4160 · RC-Customer Receipts	1,703.45
4180 · RC - Misc.	254.25
4400 · Rent Income	7,800.00
Total 4090 · Business Receipts	99,874.39
4200 · Contributions	11,500.00
4300 · Miscellaneous income	256.41
4315 · Grant Transfers	0.00
Total Income	843,451.27
Gross Profit	843,451.27
Expense	
5000 · Salaries	515,953.35
5010 · Consumer Payroll	98,291.30
5020 · Employee Benefits	
5021 · Payroll Taxes	46,722.48
5024 · Employee Health Insurance	95,740.88
5026 · Unemployment Taxes	1,775.88
5027 · Consumer Activities	1,141.27
5028 · Hep B Vaccine & TB test	230.00
Total 5020 · Employee Benefits	145,610.51
5139 · Office Supplies	3,071.75
5140 · Supplies	5,864.61
5141 · Communications	
5142 · Advertising	788.54
5144 · Postage	251.86
Total 5141 · Communications	1,040.40
5145 · Food for Residents	221.92

9:48 AM

01/05/18

Accrual Basis

High Hope Employment Services, Inc.

Profit & Loss

July through November 2017

	Jul - Nov 17
5210 · Repairs and Maintenance	
5133 · Pest Control	700.00
5215 · Equipment	665.77
5220 · Grounds	48.68
5225 · Building	2,696.70
5230 · Janitorial Contract	5,000.00
5210 · Repairs and Maintenance - Other	0.00
Total 5210 · Repairs and Maintenance	9,111.15
5300 · Staff Training	
5310 · Meals-Training	358.80
5315 · Mileage-Training	832.44
5320 · Training & Education-Fees	3,133.00
5300 · Staff Training - Other	1,550.95
Total 5300 · Staff Training	5,875.19
5325 · Staff Travel	
5330 · Meals-Staff Travel	5.07
5331 · Staff Travel-Lodging	1,213.94
5335 · Mileage-to KV or Meeting/Event	1,454.47
Total 5325 · Staff Travel	2,673.48
5400 · Equipment and Furnishings	
5410 · Small Equipment Purchases	2,644.45
5415 · Small Furniture Purchases	430.00
Total 5400 · Equipment and Furnishings	3,074.45
5420 · Accreditation	665.00
5425 · Utilities	
5143 · Telephone	4,238.38
5425.4 · Trash Removal	3,061.62
5425.5 · Electric, Gas, Water	21,734.95
5426 · Cable	1,853.35
5425 · Utilities - Other	1,728.42
Total 5425 · Utilities	32,616.72
5500 · Transportation	
5505 · Staff Reimburse for Consumers	497.61
5515 · License & Registration	1,084.78
5520 · Fuel expense	14,085.45
5525 · Vehicle Expense	549.40
5530 · Vehicle Repair	6,743.02
5500 · Transportation - Other	-84.00
Total 5500 · Transportation	22,876.26
5550 · Vocational Rehab Expense	378.31
5600 · Dues, Memberships, Subscription	1,442.50
5605 · Donations & Gifts	340.29
5610 · Miscellaneous Expense	-117.05
5615 · License & Permits	43.25
5620 · Business Insurance	25,448.55
5625 · Workers Comp Insurance	18,410.50
5630 · Baler Wire	780.00
5635 · Aluminum Purchase	959.02
5640 · Propane	547.60
5660 · Bank charge	43.50
5650 · Payroll Expenses	0.00
Total Expense	895,222.56
Net Ordinary Income	-51,771.29

9:48 AM
01/05/18
Accrual Basis

High Hope Employment Services, Inc.
Profit & Loss
July through November 2017

	<u>Jul - Nov 17</u>
Other Income/Expense	
Other Income	
6000 · Interest Income	502.70
6100 · Gain on Sale of Asset	950.00
	<hr/>
Total Other Income	1,452.70
	<hr/>
Net Other Income	1,452.70
	<hr/>
Net Income	-50,318.59
	<hr/> <hr/>

Balance Sheet

As of December 31, 2017

Dec 31, 17

ASSETS

Current Assets

Checking/Savings

1100 · Putnam Co. State Bank	55,347.50
1105 · PCSB-Health Ins. Acct 120871	80,782.54
1106 · Great Western Housing HUD 0368	3.01
1107 · Farmers Bank-CD	23,789.75
1120 · Recycle Alum Purch Acct 107646	237.60
1121 · Hope Chest-Ebay Acct 121711	300.00
1129 · PCSB Money Market 121975	4,226.69
1131 · Putnam Money Market 108022	185,228.92
1136 · Putnam Bank CD#9984	18,810.46
1141 · Great Western Bank CD#144120632	32,077.07
1142 · Great Western Bank CD#144120633	22,832.48
1143 · Great Western Bank CD#144214397	29,995.60
1145 · Great Western - CD #6863	1,568.73
1146 · Great Western Bank CD#144158266	28,717.26
1148 · Great Western Bank CD#144199281	27,973.60
1164 · Petty Cash-Kirksville Recycling	100.00
1165 · Petty Cash - Recycling	100.00
1166 · Petty Cash - Kirksville	25.00
1167 · Petty Cash - Store	100.00
1170 · Putnam CD#15840	21,774.32

Total Checking/Savings	533,984.51
------------------------	------------

Accounts Receivable

1200 · Accounts Receivable	
1205 · Allowance for Doubtful Accounts	-355.00
1200 · Accounts Receivable - Other	155,050.85

Total 1200 · Accounts Receivable	154,695.85
----------------------------------	------------

Total Accounts Receivable	154,695.85
---------------------------	------------

Other Current Assets

Trainings	-255.00
1250 · Grant receivable	121,877.62
1260 · Prepaid Expenses	17,958.01
1270 · Inventory - Store	4,296.93
1271 · Inventory - Recycle	10,030.00
2019 · V. Norcross-Loan	850.00
2023 · A. Steele-Loan	700.00
2023.2 · Snow, Brittany Loan	450.00
2024.4 · Bobo, Melissa	650.00
2024.5 · Oder, Mandy Loan	850.00
2024.6 · Chaney, Amy Loan	650.00
2027 · R. Eddy-Loan	750.00
2028 · K. Weiseman-Loan	29.36
2036 · D. Sharp-Loan	300.00
2041 · B. Flynn-Loan	750.00
2042 · W. Gentry Loan	-50.00
2046 · M. Crawford-Loan	300.00
2047 · N Richardson-Loan	950.00

Total Other Current Assets	161,086.92
----------------------------	------------

Total Current Assets	849,767.28
----------------------	------------

High Hope Employment Services, Inc.

Balance Sheet

As of December 31, 2017

01/05/18

Accrual Basis

	<u>Dec 31, 17</u>
Fixed Assets	
1300 · Furniture, Fixtures & Equipment	
1305 · Office Equipment	22,972.72
1310 · Facility Equipment	11,797.49
1315 · Program Equipment	1,178.42
1320 · Transportation Equipment	253,297.50
1325 · Recycling Equipment	280,040.05
1335 · Store Equipment	1,789.62
1345 · Housing Equipment	23,840.18
	<hr/>
Total 1300 · Furniture, Fixtures & Equipment	594,915.98
1330 · Building and Improvements	1,796,117.42
1340 · Construction in Progress	277.96
1341 · Land	15,500.00
1350 · Accumulated Depreciation	-1,153,367.38
	<hr/>
Total Fixed Assets	1,253,443.98
	<hr/>
TOTAL ASSETS	2,103,211.26
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-458.44
	<hr/>
Total Accounts Payable	-458.44
Credit Cards	
2003.8 · Bank of America-Amanda Steele	63.15
2004 · Bank of America-Andrea Rowland	331.55
2012 · Bank of America-DM-0356	-249.66
2017.2 · Bank of America-Nichole Stegman	291.03
4036 · Bank of America-David Sharp	181.07
	<hr/>
Total Credit Cards	617.14
Other Current Liabilities	
2100 · Employee Health Ins-Payable	1,704.48
2111 · Direct Deposit Liabilities	7.50
2115 · Payroll Liabilities	
2120 · Medicare Payable	22.48
2125 · FICA Payable	96.12
2130 · Federal W/H Payable	27.00
2132 · Child Support	563.75
2135 · State W/H Payable	1,879.00
2140 · Unemployment Taxes Payable	641.29
2115 · Payroll Liabilities - Other	1,298.30
	<hr/>
Total 2115 · Payroll Liabilities	4,527.94
2145 · Accrued Compensation	25,447.75
2205 · Security Deposit Payable	830.00
	<hr/>
Total Other Current Liabilities	32,517.67
	<hr/>
Total Current Liabilities	32,676.37
	<hr/>
Total Liabilities	32,676.37
	<hr/>
Equity	
3000 · DO NOT USE	400.00
3050 · Unrestricted Net Assets	2,030,962.95
Net Income	39,171.94
	<hr/>
Total Equity	2,070,534.89
	<hr/>
TOTAL LIABILITIES & EQUITY	2,103,211.26
	<hr/> <hr/>

AUDIT COMMUNICATIONS LETTER
OF
HIGH HOPE EMPLOYMENT SERVICES, INC.
MILAN, MISSOURI
JUNE 30, 2016

GRIMSHAW & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS

FRANK K. GRIMSHAW
ALISSA A. KASER
CHERIE C. SEIPEL
HEATHER C. MURPHY

1201 EAST BRIGGS DRIVE
P.O. BOX 126
MACON, MISSOURI 63552
PHONE: 660-395-5292

To the Board of Directors of
High Hope Employment Services, Inc.
Milan, Missouri

We have audited the financial statements of the High Hope Employment Services, Inc. for the year ended June 30, 2016, and have issued our report thereon dated February 23, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 18, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by High Hope Employment Services, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2016. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the functional allocation of expenses.

Management's estimate of the functional allocation of expenses is based on grant agreement specifications and availability of types of grant funds. We evaluated the key factors and assumptions used to develop the functional allocation of expenses in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 23, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves the application of an accounting principle to the Organization's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition of our retention.

This information is intended solely for the use of the Board of Directors and management of the High Hope Employment Services, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Shumshaw & Associates, LLC

February 23, 2017

**HIGH HOPE EMPLOYMENT
SERVICES, INC.**

FINANCIAL STATEMENTS

JUNE 30, 2016 AND 2015

HIGH HOPE EMPLOYMENT SERVICES, INC.

Table of Contents

	<u>Page</u>
Independent Auditor's Report.....	1-2
Statements of Financial Position.....	3
Statements of Activities.....	4
Statements of Functional Expenses.....	5-6
Statements of Cash Flows.....	7
Notes to Financial Statements.....	8-12

GRIMSHAW & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS

FRANK K. GRIMSHAW
ALISSA A. KASER
CHERIE C. SEIPEL
HEATHER C. MURPHY

1201 EAST BRIGGS DRIVE
P.O. BOX 126
MACON, MISSOURI 63552
PHONE: 660-395-5292

INDEPENDENT AUDITOR'S REPORT

The Board of Directors
High Hope Employment Services, Inc.
Milan, Missouri

We have audited the accompanying financial statements of the High Hope Employment Services, Inc., (a nonprofit organization), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of High Hope Employment Services, Inc. as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Trinshaw & Associates, LLC

Macon, Missouri
February 23, 2017

HIGH HOPE EMPLOYMENT SERVICES, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2016 AND 2015

<u>ASSETS</u>		
	<u>2016</u>	<u>2015</u>
CURRENT ASSETS:		
Cash	\$ 465,664	\$ 498,157
Investments	206,718	205,475
Accounts receivable, net of allowance of \$355	168,029	192,111
Grant receivable	23,934	8,142
Inventory	4,140	4,261
Prepaid expenses	27,145	20,795
TOTAL CURRENT ASSETS	<u>895,630</u>	<u>928,941</u>
PROPERTY AND EQUIPMENT:		
Land	15,500	15,500
Buildings and improvements	1,792,598	1,753,709
Furniture and equipment	45,960	42,022
Transportation equipment	195,401	182,533
Recycling equipment	279,501	279,501
	<u>2,328,960</u>	<u>2,273,265</u>
Less accumulated depreciation	(1,076,709)	(997,795)
NET PROPERTY AND EQUIPMENT	<u>1,252,251</u>	<u>1,275,470</u>
TOTAL ASSETS	<u>\$ 2,147,881</u>	<u>\$ 2,204,411</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable	\$ -	\$ 7,041
Accrued liabilities	67,016	48,773
Short-term debt	1	1
TOTAL CURRENT LIABILITIES/TOTAL LIABILITIES	<u>67,017</u>	<u>55,815</u>
NET ASSETS:		
Unrestricted	<u>2,080,864</u>	<u>2,148,596</u>
TOTAL NET ASSETS	<u>2,080,864</u>	<u>2,148,596</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,147,881</u>	<u>\$ 2,204,411</u>

See Accompanying Notes to Financial Statements.

HIGH HOPE EMPLOYMENT SERVICES, INC.
STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
SUPPORT AND REVENUES:		
Government grant and program revenues	\$ 1,160,259	\$ 1,068,297
Operating revenues	182,977	198,416
Contributions	901	4,071
Rental income	48,805	40,520
TOTAL SUPPORT AND REVENUES	1,392,942	1,311,304
EXPENSES:		
Program services:		
Housing	225,119	218,175
Kirksville mobile crews	141,482	87,700
Milan mobile crew	57,475	50,258
Offsite day hab	67,601	41,760
Recycling center	326,206	312,027
Hope Chest thrift store	88,412	76,986
Transportation	140,604	157,457
Total Program services	1,046,899	944,363
Supporting activities:		
Management and general expenses	414,985	409,209
Fundraising expenses	3,662	1,097
Total Supporting activities	418,647	410,306
TOTAL EXPENSES	1,465,546	1,354,669
SUPPORT AND REVENUES OVER/ (UNDER) EXPENSES	(72,604)	(43,365)
OTHER INCOME/(EXPENSES):		
Interest income	2,279	1,891
Miscellaneous income	2,593	2,692
Gain/(loss) on disposal of property and equipment	-	3,253
TOTAL OTHER INCOME/(EXPENSES)	4,872	7,836
CHANGES IN NET ASSETS	(67,732)	(35,529)
NET ASSETS, BEGINNING OF YEAR	2,148,596	2,184,125
NET ASSETS, END OF YEAR	\$ 2,080,864	\$ 2,148,596

See Accompanying Notes to Financial Statements.

HIGH HOPE EMPLOYMENT SERVICES, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2016

	Program Services						Supporting Activities			Total		
	Housing	Kirtsville Mobile Crews	Milan Mobile Crew	Offsite Day Hab	Recycling Center	Hope Chest Thrift Store	Transportation	Total Program Services	Management and General		Fundraising	Total Supporting Activities
Payroll related expenses:												
Salaries/wages - employees	\$ 112,558	\$ 61,359	\$ 26,601	\$ 53,331	\$ 168,739	\$ 53,079	\$ 63,383	\$ 539,250	\$ 245,925	\$ 3,558	\$ 249,483	\$ 788,733
Salaries/wages - consumers	-	54,774	21,569	-	41,264	9,220	-	126,827	459	-	459	127,286
Insurance	26,952	13,220	1,657	6,775	32,338	12,213	8,062	101,217	64,385	104	64,489	165,706
Payroll taxes	8,560	9,552	3,894	3,938	17,266	5,104	5,868	54,182	19,231	-	19,231	73,413
Employee benefits	-	-	-	19	-	-	-	19	1,489	-	1,489	1,508
Conferences & training	-	-	-	73	490	162	-	725	9,276	-	9,276	10,001
Depreciation	33,197	-	-	-	19,705	2,069	14,430	69,401	9,513	-	9,513	78,914
Small equipment/feases	345	-	-	31	721	56	-	1,353	1,024	-	1,024	2,377
Insurance	6,527	-	-	-	3,725	1,016	11,994	23,262	5,992	-	5,992	29,254
Maintenance	3,523	263	387	-	7,978	169	-	12,320	11,600	-	11,600	23,920
Utilities	29,303	2,471	3,248	2,223	21,756	4,297	-	63,298	10,903	-	10,903	74,201
Legal and accounting	-	-	-	-	-	-	-	-	9,075	-	9,075	9,075
Dues and subscriptions	-	-	-	-	952	-	-	-	1,388	-	1,388	1,388
Travel/vehicle expenses	-	-	-	814	3,248	884	36,878	38,644	5,132	-	5,132	43,776
Supplies	3,528	92	119	158	677	143	14	8,043	7,086	-	7,086	15,129
Communications	-	-	-	-	-	-	35	35	1,330	-	1,330	2,150
Licenses and permits	-	-	-	-	5,851	-	-	5,851	124	-	124	159
Recyclables/related supplies	-	-	-	-	-	-	-	-	-	-	-	5,851
Accreditation	-	-	-	-	962	-	-	1,272	184	-	184	184
Bad debt expense	310	-	-	39	534	-	(60)	380	6,351	-	6,351	7,623
Other	116	(249)	-	-	-	-	-	-	4,518	-	4,518	4,898
	\$ 225,119	\$ 141,482	\$ 57,475	\$ 67,601	\$ 326,206	\$ 88,412	\$ 140,604	\$ 1,046,899	\$ 414,985	\$ 3,662	\$ 418,647	\$ 1,465,546

See Accompanying Notes to Financial Statements.

HIGH HOPE EMPLOYMENT SERVICES, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2015

	Program Services						Supporting Activities			Total		
	Housing	Kirksville Mobile Crews	Milan Mobile Crew	Offsite Day Hab	Recycling Center	Hope Chest Thrift Store	Transportation	Program Services	Management and General		Fundraising	Total Supporting Activities
Payroll related expenses:												
Salaries/wages - employees	\$ 105,257	\$ 28,530	\$ 20,616	\$ 30,190	\$ 163,656	\$ 42,595	\$ 82,001	\$ 472,845	\$ 240,528	\$ 1,057	\$ 241,585	\$ 714,430
Salaries/wages - consumers	-	42,624	20,136	-	37,319	11,671	-	111,750	-	-	-	111,750
Insurance	19,058	6,746	1,748	4,372	28,475	8,097	9,150	77,626	69,904	40	69,944	147,570
Payroll taxes	8,185	5,982	3,229	2,299	16,242	4,370	6,173	46,480	19,612	-	19,612	66,092
Employee benefits	-	-	-	-	-	-	-	-	2,291	-	2,291	2,291
Conferences & training	-	-	-	186	131	76	-	393	3,600	-	3,600	3,993
Depreciation	32,776	-	-	-	21,077	2,015	14,139	70,007	9,324	-	9,324	79,331
Small equipment/leases	1,329	50	-	-	3,466	173	81	5,099	1,014	-	1,014	6,113
Insurance	6,823	-	-	-	3,894	1,062	13,424	25,203	6,015	-	6,015	31,218
Maintenance	4,805	1,017	144	-	3,317	648	185	10,116	12,760	-	12,760	22,876
Utilities	34,057	2,568	4,078	2,513	22,248	5,068	-	70,532	11,834	-	11,834	82,366
Legal and accounting	-	-	-	-	-	-	-	-	8,950	-	-	8,950
Dues and subscriptions	-	-	-	-	143	-	-	143	3,400	-	3,400	3,543
Travel/vehicle expenses	-	-	-	2,034	142	-	32,304	34,480	2,241	-	2,241	36,721
Supplies	2,183	183	307	118	3,970	918	-	7,679	9,284	-	9,284	16,963
Communications	-	-	-	-	1,076	293	-	1,369	2,697	-	2,697	4,066
Licenses and permits	91	-	-	-	-	-	-	91	31	-	31	122
Recyclables/related supplies	-	-	-	-	6,416	-	-	6,416	-	-	-	6,416
Accreditation	-	-	-	-	-	-	-	-	65	-	65	65
Other	3,631	-	-	48	455	-	-	4,134	5,659	-	5,659	9,793
	<u>\$ 218,175</u>	<u>\$ 87,700</u>	<u>\$ 50,258</u>	<u>\$ 41,760</u>	<u>\$ 312,027</u>	<u>\$ 76,986</u>	<u>\$ 157,457</u>	<u>\$ 944,363</u>	<u>\$ 409,209</u>	<u>\$ 1,097</u>	<u>\$ 410,306</u>	<u>\$ 1,354,669</u>

See Accompanying Notes to Financial Statements.

HIGH HOPE EMPLOYMENT SERVICES, INC.
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES:		
Changes in net assets	\$ (67,732)	\$ (35,529)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	78,914	79,331
Gain/(loss) on disposal of property and equipment	-	(3,253)
(Increase)/decrease in accounts receivable	24,082	11,416
(Increase)/decrease in grant receivable	(15,792)	30,334
(Increase)/decrease in prepaid expenses	(6,350)	982
(Increase)/decrease in inventory	121	(223)
Increase/(decrease) in accounts payable	(7,041)	6,932
Increase/(decrease) in accrued liabilities	18,243	12,331
NET CASH PROVIDED/(USED) BY OPERATING ACTIVITIES	24,445	102,321
 CASH FLOWS FROM INVESTING ACTIVITIES:		
Payments for property and equipment	(55,695)	(43,290)
Proceeds from sales of property and equipment	-	3,500
Sales/(purchases) of investments	(1,243)	(972)
NET CASH PROVIDED/(USED) BY INVESTING ACTIVITIES	(56,938)	(40,762)
 CASH FLOWS FROM FINANCING ACTIVITIES:		
New borrowings:		
Short-term	-	-
Long-term	-	-
Debt reduction:		
Short-term	-	-
Long-term	-	-
NET CASH PROVIDED/(USED) BY FINANCING ACTIVITIES	-	-
 NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	(32,493)	61,559
 CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	498,157	436,598
 CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 465,664	\$ 498,157
 SUPPLEMENTARY DISCLOSURES:		
 Interest paid	\$ -	\$ -

See Accompanying Notes to Financial Statements.

HIGH HOPE EMPLOYMENT SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1: NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

High Hope Employment Services, Inc. is a Missouri not-for-profit organization chartered in July 1983. Its purpose is to provide supported employment services and a skills development center for developmentally disabled adults in Sullivan, Linn, Adair and Putnam counties in northeast Missouri. The Organization will also provide supportive housing and support for adults and families with low income and/or mental retardation/developmental disabilities in the north central region of the State of Missouri including Sullivan, Grundy, Putnam, Mercer, Linn, Livingston, Schuyler and Adair counties.

Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Investments

Investments include long-term certificates of deposit valued at their original cost.

Accounts Receivable

The allowance method of accounting for bad debts is used. The allowance for uncollectibles totaled \$355 at both June 30, 2016 and 2015. Uncollectible receivables are charged off to the allowance when management determines that the customer will not or is unable to pay.

Inventory

Recyclables inventory items are carried at their estimated market value. Thrift store inventory is valued at one-twelfth of annual sales revenue.

Property, Equipment and Depreciation

The Organization follows the practice of capitalizing all expenses for land, buildings and equipment at cost in excess of \$500; the fair market value of donated fixed assets is similarly capitalized.

Depreciation of buildings and equipment is provided on the straight-line basis over their estimated useful lives of 39 years for buildings, 15 years for improvements, and 5 to 10 years for equipment and furniture.

HIGH HOPE EMPLOYMENT SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1: NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Included in the Organization's buildings and improvements balances at June 30, 2016 and 2015 was \$78,737 related to the building that is held for sale. There is also \$36,710 and \$34,560 in accumulated depreciation related to this building included in the Organization's total accumulated depreciation balances at June 30, 2016 and 2015, respectively. This building did not house any of the Organization's staff during fiscal year 2016 or 2015.

Income Taxes

No provision for income taxes has been made since the Organization is exempt from federal income taxes under Internal Revenue Service Code Section 501(c)(3).

The Organization's federal Exempt Organization Income Tax Returns (Form 990) for 2016, 2015, 2014, and 2013 are subject to examination by the IRS, generally for three years after they were filed.

Functional Expenses

Financial reporting requirements of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) No. 958 require the Organization to present expenses on a functional basis under the categories of program, management and general, and fundraising. Expenses are charged to each program based on direct expenses incurred. Any expenses not directly chargeable to only one program are allocated to all programs based on time, space or use of estimates.

Program Expenses

During the years ended June 30, 2016 and 2015, the Organization had the following programs:

Housing – provided supportive housing and support for adults and families with low income and/or mental retardation/developmental disabilities.

Mobile Crews – provided supported employment opportunities for consumers through their participation on cleaning crews in both the Milan and Kirksville areas. Revenues generated from these cleaning contracts were included in operating revenues.

Offsite Day Hab – provided daytime rehabilitation services to consumers.

HIGH HOPE EMPLOYMENT SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1: NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recycling Center – provided supported employment opportunities for consumers in the recycling center as well as provided the community of Milan and surrounding areas with recycling services. Revenues from the sales of recyclables were included in operating revenues.

Hope Chest Thrift Store – provided supported employment opportunities for consumers in the thrift store as well as provided Milan and surrounding areas with a donation site for used clothing and other goods. Revenues from the resale of these used items were included in operating revenues.

Transportation – provided transportation for consumers to and from their respective worksites.

Contributions

Contributions are given to the Organization through trusts, public organizations, individuals, memorials, and corporations. These donations are recorded as revenue in the amount of the gift.

Contributions are reported as temporarily restricted support if they are received with donor stipulations that limit use for time period or purpose. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified as unrestricted net assets and reported as an increase in unrestricted 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 reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

HIGH HOPE EMPLOYMENT SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 2: CASH

At June 30, 2016 and 2015 the cash consisted of the following:

	<u>2016</u>	<u>2015</u>
Cash on hand	\$ 475	\$ 475
Checking accounts	186,776	214,305
Money market accounts	<u>278,413</u>	<u>283,377</u>
Total cash	<u>\$ 465,664</u>	<u>\$ 498,157</u>

NOTE 3: CONCENTRATION OF CREDIT RISK

The Organization maintains its cash accounts and certificates of deposits at multiple financial institutions. Interest bearing accounts at these financial institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 as of June 30, 2016 and 2015. Deposits maintained at one of these financial institutions exceeded federally insured limits by \$68,193 and \$72,626 as of June 30, 2016 and 2015, respectively.

NOTE 4: CONCENTRATION OF RECEIVABLES

Accounts receivable from the State of Missouri comprised 89% and 82 % of the Organization's total accounts receivable at June 30, 2016 and 2015, respectively.

NOTE 5: CONCENTRATION OF SUPPORT AND REVENUES

The Organization received approximately 83% and 81% of its support and revenues for year ended June 30, 2016 and 2015, respectively, from grants and contracts with the State of Missouri and the United States government.

NOTE 6: UNRESTRICTED, BOARD DESIGNATED NET ASSETS

During fiscal year 2003, the Board designated the funds held in a specific investment account to fund the vacation accrual. The balances of the account at June 30, 2016 and 2015 were \$28,717 and \$28,646, respectively.

NOTE 7: GENERAL CONTINGENCIES

The Organization receives federal and state funding for specific purposes that are subject to review and audit. These reviews and audits could lead to a request for reimbursement, or to withholding of future funding, for expenditures disallowed for noncompliance with the terms of the grants.

The Organization is not aware of any noncompliance with federal or state provisions that might require the Organization to provide reimbursement.

HIGH HOPE EMPLOYMENT SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 8: GRANT RESTRICTIONS AND CONTINGENCIES

Several funding sources have placed restrictive covenants on the use of funds granted to the Organization for renovations relating to its housing project. The housing project was placed in service on December 1, 2004. Those restrictions by funding source are as follows:

Department of Housing and Urban Development (HUD)

The Organization must use the renovated facility as supported housing for at least 10 years from the date it is placed in service or 100% of the HUD funds must be returned. The percentage of funds to be paid back decreases 10% each year in years 11 through 20 and then the restriction expires. The Organization had received \$539,402 in these original HUD funds used for the renovation as of both June 30, 2016 and 2015. December 1, 2014 marked the beginning of year 12 for the payback term.

Federal Home Loan Bank (FHLB)

The Organization must use the renovated facility as supported housing for at least 15 years from the date of completion (December 1, 2004) or 100% of funds received from the Federal Home Loan Bank must be returned. The restriction expires after 15 years. As of June 30, 2016 and 2015, the Organization had received \$180,000 in FHLB funds.

Missouri Housing Trust Fund (MHTF)

The Missouri Housing Trust Fund provided the Organization with three separate grants. As a condition of this funding, MHTF requires that the Organization use the renovated facility as supported housing for at least 10 years or return 100% of MHTF funding plus 1% per annum interest. The restriction period for Grant 1 and Grant 2 expired prior to the beginning of fiscal year 2015. Grant 3 expired on August 15, 2015. During the years ended June 30, 2016 and 2015, the Organization received no grants from MHTF.

NOTE 9: LINE OF CREDIT

The Organization has a \$55,000 line of credit at Putnam County State Bank collateralized by a deed of trust on the Kirksville building. The balance of this line of credit at June 30, 2016 and 2015 was \$1. Therefore, the Organization has \$54,999 available to borrow on this line of credit.

NOTE 10: SUBSEQUENT EVENTS

The preparation of financial statements in conformity with generally accepted accounting principles requires a review of subsequent events. Subsequent events have been evaluated through February 23, 2017, the date the financial statements were issued.