



CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2024

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: Children's Advocacy Project, Inc.		2. Phone Number: 307-232-0159
3. Complete Address: 350 North Ash, Casper Wy 82601		
4. Email Address: stacy@childrensadvocacyproject.org		
5. Report for Quarter (check one): Ending March 31 <input checked="" type="checkbox"/> Ending June 30 <input type="checkbox"/> Ending September 30 <input type="checkbox"/> Ending December 31 <input type="checkbox"/>		
6. Number of People Served for Quarter: 61 forensic interview clients 17 therapy clients: 166 individual therapy sessions	7. Total Income: Based on most recent board approved financials month ending February 2024: \$253,569.14	8. Total Expenditures: Based on most recent board approved financials month ending February 2024: \$354,751,10
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): CAP responded to 100% of cases referred, conducting 61 forensic interviews, two of which were for children in Converse County.		
10. Please list any other information you would like Douglas City Council to be aware of. CAP provides training at the annual CAP Symposium, which is a two-day training offered by invitation only to law enforcement and DFS child abuse investigators, mental health professionals involved in CAP cases, and prosecutors from across the State. CAP works to ensure this training may be approved through POST (Wyoming Peace Officer Standards and Training) if submitted by law enforcement attendees. The most recent CAP Symposium was held Feb. 29-March 1, 2024. Eight professionals from Converse County attended this training, including those from the Sheriff's Office, prosecutor's office and police department. This training is provided free of charge.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Stacy M. Nelson
 AUTHORIZED SIGNATURE

April 15, 2024
 DATE OF REPORT

Stacy M Nelson

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By: Report Complete? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Children's Advocacy Project, Inc.

Statements of Financial Position

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1060 Hilltop National Bank Checking	114,057.87	327,199.62
Total Bank Accounts	\$114,057.87	\$327,199.62
Accounts Receivable		
1100 Accounts Receivable	0.00	0.00
1110 Program Income Receivable	65,853.54	53,762.38
1180 City/County Funds	0.00	0.00
1240 Grants receivable	0.00	0.00
Total 1100 Accounts Receivable	65,853.54	53,762.38
Total Accounts Receivable	\$65,853.54	\$53,762.38
Other Current Assets		
1160 Promises to give	1,666.64	1,391.64
1250 ERC Receivable	0.00	118,326.00
1299 Undeposited Funds	0.00	1,750.00
1420 Due from CACW	4,965.37	7,686.70
Total Other Current Assets	\$6,632.01	\$129,154.34
Total Current Assets	\$186,543.42	\$510,116.34
Fixed Assets		
1640 Furniture, fixtures, & equip	65,684.75	61,982.26
1745 Accum deprec- furn,fix,equip	(48,840.15)	(43,995.34)
Total Fixed Assets	\$16,844.60	\$17,986.92
Other Assets		
1550 RBC Investment #313-90814	0.00	246,389.46
1560 RBC Investment #313-90817	222,503.12	129,605.32
1570 RBC Investment #317-04593	856,374.36	299,501.31
Total Other Assets	\$1,078,877.48	\$675,496.09
TOTAL ASSETS	\$1,282,265.50	\$1,203,599.35

Children's Advocacy Project, Inc.

Statements of Financial Position

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 Accounts payable	2,798.59	8,110.87
Total Accounts Payable	\$2,798.59	\$8,110.87
Other Current Liabilities		
2100 Payroll Liabilities	3,401.32	3,140.62
2112 Garnishment Payable	0.00	0.00
2113 United Way Payable	122.56	0.00
2116 414(h)(2) Deferral/Match Payable	4,900.42	0.00
2300 Accrued PTO	27,246.69	20,974.99
Total Other Current Liabilities	\$35,670.99	\$24,115.61
Total Current Liabilities	\$38,469.58	\$32,226.48
Total Liabilities	\$38,469.58	\$32,226.48
Equity		
3000 Unrestricted net assets	0.00	0.00
3011 Unrestricted - undesignated	1,252,481.95	1,018,606.49
3012 Unrestricted - designated	20,000.00	20,000.00
Total 3000 Unrestricted net assets	1,272,481.95	1,038,606.49
3001 Opening Bal Equity	0.00	0.00
3010 Unrestrict (retained earnings)	0.00	0.00
Net Income	(28,686.03)	132,766.38
Total Equity	\$1,243,795.92	\$1,171,372.87
TOTAL LIABILITIES AND EQUITY	\$1,282,265.50	\$1,203,599.35

Children's Advocacy Project, Inc.

Statements of Activities

July 2023 - February 2024

	TOTAL	
	JUL 2023 - FEB 2024	JUL 2022 - FEB 2023 (PY)
Income		
4000 Contributed support	0.00	0.00
4550 Donations	27,929.22	9,238.36
Total 4000 Contributed support	27,929.22	9,238.36
4500 Grant Income	0.00	0.00
4520 Federal Grants	30,874.65	0.00
4520.1 Federal Grant	44,467.10	66,724.98
4520.5 CACW	0.00	13,403.79
Total 4520 Federal Grants	75,341.75	80,128.77
4540 Local government grants	106,291.63	90,130.82
Total 4500 Grant Income	181,633.38	170,259.59
4545 Foundation Grants	0.00	0.00
4545.0 Foundation Grant	25,000.00	144,500.00
Total 4545 Foundation Grants	25,000.00	144,500.00
4560 Program Income	0.00	0.00
4560.1 General Program Income	0.00	313.75
4560.3 Forensic Interviews	0.00	21,000.00
4560.4 Counseling Income	10,923.32	4,253.36
Total 4560 Program Income	10,923.32	25,567.11
4570 Fundraising Income	8,083.22	7,386.78
4576 ERC Income	0.00	118,326.00
Total Income	\$253,569.14	\$475,277.84
GROSS PROFIT	\$253,569.14	\$475,277.84
Expenses		
5000 Personnel Expenses	0.00	0.00
5775	58,742.53	56,023.41
5777	0.00	0.00
5777.2	39,750.87	37,265.93
5777.4	36,245.94	34,942.83
5777.5	33,032.33	0.00
Total 5777 Therapist/Forensic Interviewer	109,029.14	72,208.76
5783	32,482.99	31,289.54
5784	19,981.14	24,185.11
5811 SS/Medicare Expense	16,848.05	14,023.47
5813 SUTA Expense	0.00	0.00
5821 Health Insurance	31,693.82	29,346.02
5826 Worker's Comp Expense	1,525.43	1,249.45
5831 Pension	19,450.73	16,528.68
5835 Prof. Devel./Registr Fees	2,700.00	4,582.00
5845 Dues & Memberships - Personnel	977.00	950.00

Children's Advocacy Project, Inc.

Statements of Activities

July 2023 - February 2024

	TOTAL	
	JUL 2023 - FEB 2024	JUL 2022 - FEB 2023 (PY)
5855 Meetings	395.14	4,312.74
5858 Professional Development	372.00	(900.00)
5860 Travel Expense	1,451.33	12,887.76
5861 Sheridan Satellite Mileage	0.00	1,312.69
Total 5860 Travel Expense	1,451.33	14,200.45
Total 5000 Personnel Expenses	295,649.30	267,999.63
6000 Administrative Expenses	0.00	0.00
6020 Bank Service Charges	2,229.58	196.66
6050 Depreciation Expense	720.08	720.08
6100 Dues & Memberships - Admin	1,350.00	2,850.00
6110 Equipment Rental	1,406.01	1,239.26
6115 Equipment Maintenance	3,755.63	5,402.50
6120 Telephone/Internet	2,488.39	1,864.43
6130 Postage	230.72	453.53
6160 Library/Books/Subscriptions	4,449.75	3,489.19
6171 Professional Promotion	51.18	12.70
6172 Website Design	1,543.75	0.00
6190 Printing	0.00	120.00
6270 Non-Physician Recruitment	0.00	779.76
6271 Employee Background Checks	0.00	57.50
6304 Computer Hardware	199.99	904.95
6310 Audit/Accounting Services	4,615.00	15,500.00
6320 Legal Services	0.00	250.00
6400 Supplies	3,698.51	5,346.97
6440 Other Admin Expense	655.80	222.00
Total 6000 Administrative Expenses	27,394.39	39,409.53
6125 Fundraising Expenses	0.00	450.00
6125.01 Advertising	48.82	45.00
6125.04 Catering	1,140.00	0.00
6125.08 Entertainment	750.00	0.00
6125.09 Live and Silent Auction Items	600.00	1,732.62
6125.15 Postage and Mailing	291.25	0.00
6125.20 Venue Rental	2,792.50	0.00
Total 6125 Fundraising Expenses	5,622.57	2,227.62
7000 Other Personnel Expenses	0.00	0.00
7070 Contractual Employee	2,120.00	2,120.00
7070.2 Marketing & Development	12,244.00	11,181.00
7070.3 Education & Outreach	4,900.00	3,820.00
7070.4 Forensic Interviewer	0.00	325.00
Total 7070 Contractual Employee	19,264.00	17,446.00
7074 Non-Employee Registration	0.00	1,918.20

Children's Advocacy Project, Inc.

Statements of Activities

July 2023 - February 2024

	TOTAL	
	JUL 2023 - FEB 2024	JUL 2022 - FEB 2023 (PY)
7200 Contract Labor - Lobbyist	0.00	3,330.00
Total 7000 Other Personnel Expenses	19,264.00	22,694.20
7500 Occupancy Expenses	0.00	0.00
7541 Water	1,230.28	1,208.34
7542 Electricity	1,288.07	1,218.37
7544 Gas/Other Utilities	754.32	1,084.67
7560 Housekeeping/Maintenance	429.93	370.56
7570 Other Occupancy Expense	0.00	1,851.24
7580 Insurance	3,118.24	1,054.78
Total 7500 Occupancy Expenses	6,820.84	6,787.96
Total Expenses	\$354,751.10	\$339,118.94
NET OPERATING INCOME	\$ (101,181.96)	\$136,158.90
Other Income		
9500 Interest Income	11,665.16	6,375.35
9550 Gain (Loss) on Investments	58,332.67	(7,080.73)
9552 Capital Gains	5,580.28	0.00
Total Other Income	\$75,578.11	\$ (705.38)
Other Expenses		
9700 Investment Expense	3,082.18	2,687.14
Total Other Expenses	\$3,082.18	\$2,687.14
NET OTHER INCOME	\$72,495.93	\$ (3,392.52)
NET INCOME	\$ (28,686.03)	\$132,766.38