



# 2023 Proposed Operating Budget

October 19, 2022

**NORTH SOUND BEHAVIORAL HEALTH  
ADMINISTRATIVE SERVICES ORGANIZATION**

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# 2023 Proposed Operating Budget

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# 2023 Proposed Operating Budget

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## I. 2023 Operating Budget Narrative

### A. BUDGET HIGHLIGHTS

The North Sound Behavioral Health Administrative Services Organization [North Sound BH-ASO] will be entering its fourth year of operation in 2023, after transitioning from the North Sound Behavioral Health Organization on July 1, 2019.

A core responsibility of BH-ASOs continues to be funding and overseeing the behavioral health Crisis Services system, specifically; a 24-hour toll-free crisis line, Involuntary Treatment Act investigation services, and Mobile Crisis Outreach Teams. However, during the last two years, the Washington State Legislature has created new programs and funding to be administered by ASOs. These programs expand the availability of services and provide enhanced outreach to both Medicaid and non-Medicaid persons. These include the Recovery Navigator Program, Community Behavioral Rental assistance, Homeless Outreach Services Teams, Assisted Outpatient Treatment, and a new Children and Youth mobile crisis team.

The North Sound BH-ASO will also be implementing the new, far-reaching state policy initiative to re-design crisis services to take advantage of the implementation of the 988-crisis line.

In addition to increased state funding, BH-ASOs received additional Federal Block Grant funding as part of the federal government's COVID relief effort. Prioritization of allocation of these funds was based on input from the Advisory Board, counties, providers, and other community stakeholders.

The North Sound BH-ASO also continues to provide active staff support to regional behavioral health planning activities, such as the Interlocal Leadership Structure, the MCO/ASO Joint Operating Committee, and the Crisis Services Leadership Group.

In order to meet the requirements of the new programs and expanded budget scope, two new positions will be added to the 2023 operating budget.

#### 2022 Key Events

- Continued expansion of “co-responder” teams, including in Whatcom, Skagit, and Island counties and in the city of Mt. Vernon.
- Procured a contract to implement a new Children, Youth, and Family Crisis Team.
- Continued the Diversity, Racism, Equity, and Inclusion [DREI] project. Much of the training of staff and board members on anti-racism ideas and policies has been completed, and a workgroup has been formed to develop a DREI strategic plan.
- Provided some startup funding to support the opening of a behavioral health clinic in Mt. Vernon by Consejo Counseling and Referral Services.
- Finalized contracts to implement the Recovery Navigator Program in all five (5) counties. The staff have been hired and services have begun.
- Put contracts in place for the Community Behavioral Health Rental Assistance program, and the program is now fully operationalized and providing housing assistance. We also used federal block grant funds to provide supportive case management services to persons receiving the housing vouchers.
- Also contracted for and implemented the “Homeless Outreach Stabilization Program [HOST], which will provide intensive, wrap-around services to a targeted population of homeless persons in Snohomish County

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- Provided an update presentation on the programs and activities of the North Sound BH-ASO to all five County Councils and Commissions so all county elected officials in the region could be aware of the services and programs being provided in the region by the BH-ASO.
- Contracted to develop a new comprehensive behavioral health needs assessment to update the 2016 Assessment and identify the most critical gaps and needs for behavioral health services in the region.
- A new Evaluation and Treatment Facility was opened in Sedro Wooley, funded in part by the former North Sound BHO, capital funds obtained with support of the 2016 behavioral health needs assessment and additional equipment start-up funds provide by the North Sound BH-ASO.
- Successfully passed the annual Team Monitor review by HCA.
- Re-opened the North Sound BH-ASO office for staff to work on site, and to host hybrid Board of Director and Advisory Board meetings.

## 2023 Strategic Goals

1. Remain fully compliant with the HCA-BH ASO Contract
2. Support continuous process improvement of the Crisis Services System
3. Implement the updated Quality Management Plan
4. Support regional and state planning efforts to improve access to care for behavioral health services
5. Develop and implement a plan to address social equity and systemic racism
6. Advocate for funding to meet the behavioral health needs of all at-risk persons

## **B. SUMMARY OF 2022 VERSUS 2023 REVENUES AND EXPENDITURES**

	REVENUES	EXPENDITURES
2022 Budget	\$38,951,174	\$38,951,174
2022 Projected	\$42,291,833	\$37,020,345
2023 Budget	\$43,365,760	\$43,365,760

## **C. REVENUE AND EXPENDITURE APPROVAL PROCESS**

- |  |                         |
|--|-------------------------|
| 1. Posted on the North Sound BH-ASO Website                        | 10/19/2022              |
| 2. a. Distribution to the Advisory Board                           | 10/20/2022              |
| b. Distribution to the North Sound BH-ASO Board of Directors       | 10/20/2022              |
| 3. Budget Presentation for the Advisory Board                      | 11/01/2022              |
| 4. Budget Presentation for the Board of Directors - Public Hearing | 11/10/2022              |
| 5. Review and recommendation of all stakeholders                   | 11/10/2022 – 12/05/2022 |
| 6. Review and approval by Advisory Board                           | 12/06/2022              |
| 7. Recommend budget presented for Board Adoption                   | 12/08/2022              |

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### D. OPERATING BUDGET SPECIFICS

Budget Area	2022	2023	Difference	Percent	Notes
Salaries & Benefits	3,163,633	3,556,086	392,453	12.41%	Addition of 2 FTE, increased benefit expense.
Other Administrative*	1,188,989	870,182	(318,807)	(26.81%)	Reductions in administrative reserve and professional services.
<b>Total Operations</b>	<b>4,352,622</b>	<b>4,426,268</b>	<b>73,646</b>	<b>1.69%</b>	
Behavioral Health Services **	34,598,552	38,939,492	4,340,940	12.55%	Increased Revenue: Block Grant, State Funds, Proviso funds, MCO contracts
<b>Total BH-ASO</b>	<b>38,951,174</b>	<b>43,365,760</b>	<b>4,414,486</b>	<b>11.33%</b>	

\*Includes Advisory Board

\*\*Includes Hospital Inpatient

### E. CONCLUDING REMARKS

The proposed 2023 North Sound BH-ASO Operating Budget will enable us to continue to effectively carry out the core mission of administering the Crisis Services System as well as successfully administer the expanded scope of programs providing non-Medicaid services.

As a BH-ASO overseen by County Elected Officials, we will continue to coordinate BH-ASO administered programs with county specific behavioral health initiatives.

The continuation of our 2022 Strategic Plan will keep our efforts focused on important goals related to quality, compliance, and equal access to behavioral health services for all.

# 2023 Proposed Operating Budget

## II. Revenue Forecast

REVENUE DETAIL			2023 BH-ASO OPERATING BUDGET 15%
NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Estimated 2023 Annual Budget 2023 ANNUAL BUDGET			
SOURCE	DESCRIPTION	Amount	
30800	<i>USE of FUND BALANCE</i>	\$ -	Limit*
<i>GRANT REVENUE</i>			
331000	Direct Federal Grant	333,333	
331000	Federal Block Grant Mental Health	2,458,494	
331000	Federal Block Grant SABG	4,679,433	
<b>TOTAL GRANT REVENUE</b>		<b>\$ 7,471,261</b>	\$ 747,126
<i>CHARGES FOR SERVICE</i>			
34640	MCO Medicaid Crisis	8,751,820	
34640	State Funds Mental Health & Substance Use Disorder	15,742,824	
34640	State Provisos	11,389,856	
<b>TOTAL CHARGES FOR SERVICE</b>		<b>\$ 35,884,500</b>	\$ 5,382,675
			\$ 6,129,801
<i>MISCELLANEOUS REVENUES</i>			
36110	Investment Interest	10,000	
36990	Miscellaneous	-	
<b>MISCELLANEOUS REVENUES</b>		<b>\$ 10,000</b>	
<b>TOTAL REVENUE</b>		<b>\$ 43,365,760</b>	

\*10% of all Revenue is allowed for Administrative costs, 5% for Direct Service Support costs are allowed on all revenue except Grant revenue

## 2023 Proposed Operating Budget

### III. 2023 NORTH SOUND BH-ASO OPERATING BUDGET

#### A. SUMMARY BUDGET

EXPENDITURES	Total
Regular Salaries	\$ 2,268,117
Personnel Benefits	1,287,969
Office, Operating Supplies	80,000
Small Tools	100,000
Professional Services	220,000
Communications	42,000
Travel	4,000
Advertising	450
Operating Rentals & Leases	143,000
Insurance	50,000
Repairs & Maintenance	50,000
Miscellaneous	39,500
Machinery & Equipment	50,000
Reserve	71,236
<b>Subtotal - North Sound Operations Budget *</b>	<b>\$ 4,406,272</b>
Advisory Board	19,996
Agency, County and Other Services	37,389,492
Inpatient Hospital Costs	1,550,000
<b>Total North Sound ASO Budget</b>	<b>\$ 43,365,760</b>

\* Total allowable Administration amount is \$6,561,719, which includes a portion of administrative costs that are allowed to be direct charged to program costs.

# 2023 Proposed Operating Budget

## B. OPERATING BUDGET DETAILS

2022 BUDGET	2023 BUDGET	2023 NORTH SOUND OPERATING BUDGET DETAILS
1,965,314	2,160,111	<i>REGULAR SALARIES</i>
123,520	108,006	COLA SALARY CONTINGENCY Cost of living adjustment budgeted 5.00%. (If the COLA not approved, this amount becomes zero)
<b>2,088,834</b>	<b>2,268,117</b>	<b>REGULAR SALARIES</b>
		<i>PERSONNEL BENEFITS</i>
550,675	690,123	HEALTH, LIFE, DENTAL, VISION Government Entity Pool WCIF
210,000	150,000	HRA
185,494	205,021	PERS RETIREMENT Based on 2022 rate of 10.25% for Public Employee Retirement Systems.
150,347	165,249	SOCIAL SECURITY The rate remains at 7.65% of FTE salaries.
24,311	29,172	UNEMPLOYMENT COMPENSATION The 2022 rate is 1.88% of FTE salaries, capped at \$62,500 per employee.
0	12,883	WASHINGTON PAID FAMILY & MEDICAL LEAVE AT The 2022 rate is 1.88% of FTE salaries, capped at \$147,000 per employee
13,180	15,183	WORKERS COMPENSATION The 2022 rate is \$.2916 multiplied by the FTE annual hours.
23,464	20,731	COLA BENEFIT CONTINGENCY Cost of living adjustment 5.00%.
<b>1,157,470</b>	<b>1,287,969</b>	<b>PERSONNEL BENEFITS</b>
		<i>OFFICE, OPERATING SUPPLIES</i>
25,000	30,000	For office supplies such as software, books, paper, pens, food.
54,000	50,000	Software and licenses.
<b>79,000</b>	<b>80,000</b>	<b>OFFICE, OPERATING SUPPLIES</b>
		<i>SMALL TOOLS &amp; MINOR EQUIPMENT</i>
10,000	10,000	For operating equipment including desks, chairs, file cabinets, computers.
95,500	90,000	Computer system upgrades.
<b>105,500</b>	<b>100,000</b>	<b>SMALL TOOLS &amp; MINOR EQUIPMENT</b>

- Operating Budget Details continued next page -



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2022 Budget	2023 Budget	2023 NORTH SOUND OPERATING BUDGET DETAILS
		<b><i>PROFESSIONAL SERVICES</i></b>
15,000	15,000	LEGAL SERVICES
1,000	1,000	Language Exchange
42,000	42,000	TREASURER & ACCOUNTING SERVICES \$3,500 a month for charges of processing voucher and payroll, issuing warrants by Skagit County and investing, accounting and budget services.
55,000	55,000	MEDICAL SERVICES Consulting Medical Director DR Lippman and peer review, second opinions, etc.
45,000	45,000	AUDIT SERVICES For annual NSBH-ASO financial audit by WA State Examiner.
100,000	41,000	MISCELLANEOUS CONTRACTS - DREI Consultant
4,000	4,000	TEMPORARY HELP
4,000	4,000	BH-ASO Consulting
13,000	13,000	Access, Shred-It
<b>279,000</b>	<b>220,000</b>	<b>PROFESSIONAL SERVICE</b>
		<b><i>COMMUNICATIONS</i></b>
-	-	POSTAGE
12,000	12,000	TELEPHONE Monthly telephone
12,000	12,000	Internet
18,000	18,000	CELLULAR PHONES
<b>42,000</b>	<b>42,000</b>	<b>COMMUNICATIONS</b>
		<b><i>TRAVEL &amp; LODGING</i></b>
5,000	4,000	MILEAGE, FARES, MEALS Reimbursement for NSBH-ASO employees to use personal vehicles to attend meetings or perform work on behalf of the NSBH-ASO. For meals while attending meetings on behalf of the NSBH-ASO.
<b>5,000</b>	<b>4,000</b>	<b>TRAVEL</b>
		<b><i>ADVERTISING</i></b>
450	450	Advertising of vacant positions, RFQ's, RFP'S, Board meetings, etc..
<b>450</b>	<b>450</b>	<b>ADVERTISING</b>

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## 2023 Proposed Operating Budget

2022 Budget	2023 Budget	2023 NORTH SOUND OPERATING BUDGET DETAILS
		<b><i>OPERATING RENTALS</i></b>
		RENTALS For renting rooms, training, short term equipment rentals, etc.
131,424	135,100	SPACE RENTAL OFFICE The 2023 estimated lease
2,500	2,500	POSTAGE METER LEASE
5,400	5,400	MISCELLANEOUS RENTALS - Storage
24,046	-	Budget Amendment
<b>139,324</b>	<b>143,000</b>	<b>OPERATING RENTALS</b>
		<b><i>INSURANCE</i></b>
42,461	50,000	Enduris
<b>42,461</b>	<b>50,000</b>	<b>INSURANCE</b>
		<b><i>UTILITIES</i></b>
-	-	Covered in new lease agreement
-	-	<b>UTILITIES</b>
		<b><i>REPAIR &amp; MAINTENANCE</i></b>
		For repair of office equipment and maintenance of phone system.
3,000	3,000	Maintenance on two copy machines
20,000	36,000	Maintenance and repairs
11,000	11,000	Janitorial Services
<b>34,000</b>	<b>50,000</b>	<b>REPAIR &amp; MAINTENANCE</b>
		<b><i>MISCELLANEOUS</i></b>
		PRINTING & BINDING For printing of forms, reports, brochure, letterhead stationery, envelopes, business cards, etc.
2,700	2,700	
		DUES AND SUBSCRIPTIONS For cost of periodical and other professional journals, hosting web page.
7,400	7,400	
5,275	5,500	Relias
		REGISTRATION AND FEES To provide off-site work-related training
8,000	8,000	
11,920	11,920	WSAC
		MISCELLANEOUS Other miscellaneous supplies
-	3,980	
<b>35,295</b>	<b>39,500</b>	<b>MISCELLANEOUS</b>

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## 2023 Proposed Operating Budget

2022 Budget	2023 Budget	2023 NORTH SOUND OPERATING BUDGET DETAILS
		<i>MACHINERY &amp; EQUIPMENT</i>
45,000	50,000	MACHINERY & EQUIPMENT IS/IT To purchase new Computers, software & equipment over \$7,500
<b>45,000</b>	<b>50,000</b>	<b>MACHINERY &amp; EQUIPMENT</b>
		<i>ADMINISTRATION RESERVE</i>
279,290	71,236	This is a reserve set aside for possible contingences
<b>279,290</b>	<b>71,236</b>	<b>ADMINISTRATION RESERVE</b>
<b>4,332,624</b>	<b>4,406,272</b>	<i>North Sound BH-ASO BUDGET</i>
		Budget Limit Calculation: (see revenue detail for explanation) ASO budget limit \$6,129,801 Admin charged to Programs - \$431,918 Total Allowable - \$6,561,719
<b>4,332,624</b>	<b>4,406,272</b>	<b>TOTAL North Sound BH-ASO OPERATING BUDGET</b>
		<i>Advisory Board Expenditures</i>
19,988	19,996	Advisory Board expenses; travel, training, conferences, supplies, etc.
<b>19,988</b>	<b>19,996</b>	<b>Total Advisory Board Expenditures</b>
<b>33,448,552</b>	<b>37,389,492</b>	<i>Behavioral Health Services</i>
<b>37,801,174</b>	<b>41,815,760</b>	<b>Total North Sound BH-ASO Budget without Inpatient Expense</b>
1,150,000	1,550,000	<i>State Only Inpatient</i>
<b>38,951,174</b>	<b>43,365,760</b>	<b>TOTAL North Sound BH-ASO Budget</b>

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## C. SALARY & BENEFITS WORKSHEET

2023 ANNUAL BUDGET																	
POSITION	initials	TEAM	FTE	RANGE	STEP	MONTHLY		Months x	ANNUAL	BENEFITS	PERS	Social	Unemployment	Washington	Workers	TOTAL	TOTAL
						SALARY	Health, Life etc.		Retirement	Security	Compensation	PFML	Compensation	BENEFITS	SALARY		
						No. of Mths	Amount		Fixed Amount	Salary x .1025	Salary x .0765	\$62,500x .0188	Salary x .006	Hours x \$ .2916	AND BENEFITS		
Executive Director	JV	LT	1.00		N/A	12	\$ 13,325.65	\$ 159,907.80	\$ 159,907.80	27,620.40	do not contribute	11,245.50	1,175.00	882.00	606.53	41,529.43	201,437.23
Quality Specialist # 1	VJ	CL	1.00	35	E	12	\$ 7,012.56	\$ 84,150.72	\$ 84,150.72	27,620.40	8,625.45	6,437.53	1,175.00	504.90	606.53	44,969.81	129,120.53
Quality Specialist # 2	AFP	CL	1.00	35	E	12	\$ 7,012.56	\$ 84,150.72	\$ 84,150.72	27,620.40	8,625.45	6,437.53	1,175.00	504.90	606.53	44,969.81	129,120.53
Quality Specialist # 3	MD	CL	1.00	35	B	12	\$ 6,057.71	\$ 72,692.52	\$ 72,692.52	27,620.40	7,450.98	5,560.98	1,175.00	436.16	606.53	42,850.04	115,542.56
Quality Specialist - Navigator	JD	CL	1.00	36	E	12	\$ 7,573.45	\$ 90,881.40	\$ 90,881.40	27,620.40	9,315.34	6,952.43	1,175.00	545.29	606.53	46,214.99	137,096.39
Quality Specialist AOT	TBD	CL	1.00	35	1	12	\$ 5,765.82	\$ 69,189.84	\$ 69,189.84	27,620.40	7,091.96	5,293.02	1,175.00	415.14	606.53	42,202.05	111,391.89
Quality Specialist # 4 ASO	LC	CL	1.00	35	E	12	\$ 7,012.56	\$ 84,150.72	\$ 84,150.72	27,620.40	8,625.45	6,437.53	1,175.00	504.90	606.53	44,969.81	129,120.53
Quality Specialist - WSH	JB	CL	1.00	35	E	12	\$ 7,012.56	\$ 84,150.72	\$ 84,150.72	27,555.96	8,625.45	6,437.53	1,175.00	504.90	625.87	44,924.72	129,075.44
Clinical Director	MM	CL	1.00	39	D	12	\$ 9,340.93	\$ 112,091.16	\$ 112,091.16	27,620.40	11,489.34	8,574.97	1,175.00	672.55	606.53	50,138.79	162,229.95
Assistant Director	MR	HR/C	1.00	39	E	12	\$ 9,807.98	\$ 117,695.76	\$ 117,695.76	27,620.40	12,063.82	9,003.73	1,175.00	706.17	606.53	51,175.64	168,871.40
Program Specialist	MI	HR/C	1.00	33	E	12	\$ 6,012.09	\$ 72,145.08	\$ 72,145.08	27,620.40	7,394.87	5,519.10	1,175.00	432.87	606.53	42,748.77	114,893.85
Program Specialist	LH	Admin	1.00	33	E	12	\$ 6,012.09	\$ 72,145.08	\$ 72,145.08	27,555.96	7,394.87	5,519.10	1,175.00	432.87	606.53	42,684.33	114,829.41
Administrative Manager	JW	Admin	1.00	34	E	12	\$ 6,493.11	\$ 77,917.32	\$ 77,917.32	27,555.96	7,986.53	5,960.67	1,175.00	467.50	606.53	43,752.19	121,669.51
Administrative Assistant II	MA	Admin	1.00	31	E	12	\$ 5,154.39	\$ 61,852.68	\$ 61,852.68	27,620.40	6,339.90	4,731.73	1,162.83	371.12	606.53	40,832.50	102,685.18
Administrative Assistant II	DM	Admin	1.00	31	E	12	\$ 5,154.39	\$ 61,852.68	\$ 61,852.68	27,620.40	6,339.90	4,731.73	1,162.83	371.12	606.53	40,832.50	102,685.18
Administrative Assistant II	NZ	Admin	1.00	31	A	4	\$ 4,343.96	\$ 17,375.84									
					B	8	\$ 4,452.56	\$ 35,620.48	\$ 52,996.32	27,620.40	5,432.12	4,054.22	996.33	317.98	606.53	39,027.58	92,023.90
Business Improvement Manager	CD	PM	1.00	38	E	12	\$ 8,998.19	\$ 107,978.28	\$ 107,978.28	27,555.96	11,067.77	8,260.34	1,175.00	647.87	606.53	49,313.47	157,291.75
Data Support Analyst	DR	PM	1.00	35	E	12	\$ 7,012.56	\$ 84,150.72	\$ 84,150.72	27,620.40	8,625.45	6,437.53	1,175.00	504.90	606.53	44,969.81	129,120.53
IS Administrator /Network Security	DM	IS/IT	1.00	38	E	10	\$ 8,998.19	\$ 89,981.90	\$ 89,981.90	27,620.40	9,223.14	6,883.62	1,175.00	539.89	606.53	46,048.58	136,030.48
IS Support Technician	PH	IS/IT	1.00	35	E	12	\$ 7,012.56	\$ 84,150.72	\$ 84,150.72	27,555.96	8,625.45	6,437.53	1,175.00	504.90	606.53	44,905.37	129,056.09
Database Administrator	EW	IS/IT	1.00	37	E	12	\$ 8,255.36	\$ 99,064.32	\$ 99,064.32	27,620.40	10,154.09	7,578.42	1,175.00	594.39	606.53	47,728.83	146,793.15
Provider Support IT	JW	IS/IT	1.00	36	E	12	\$ 7,573.45	\$ 90,881.40	\$ 90,881.40	27,620.40	9,315.34	6,952.43	1,175.00	545.29	606.53	46,214.99	137,096.39
Accounting Specialist	SD	Fiscal	1.00	33	E	12	\$ 6,012.09	\$ 72,145.08	\$ 72,145.08	27,555.96	7,394.87	5,519.10	1,175.00	432.87	606.53	42,684.33	114,829.41
Senior Accountant	DH	Fiscal	1.00	37	E	12	\$ 8,255.36	\$ 99,064.32	\$ 99,064.32	27,620.40	10,154.09	7,578.42	1,175.00	594.39	606.53	47,728.83	146,793.15
Accountant	TBD	Fiscal	1.00	36	1	12	\$ 6,226.99	\$ 74,723.88	\$ 74,723.88	27,620.40	7,659.20	5,716.38	1,175.00	448.34	606.53	43,225.85	117,949.73
HRA Deductables										150,000.00						150,000.00	150,000.00
									\$ 2,160,111.14	\$ 690,123.36	\$ 205,020.84	\$ 164,261.06	\$ 29,171.99	\$ 12,883.22	\$ 15,182.54	\$ 1,266,643.01	\$ 3,276,754.15
								COLA	\$ 108,005.56		\$ 10,251.04	\$ 8,213.05	\$ 1,458.60	\$ 644.16	\$ 759.13	21,325.98	\$ 129,331.54
<b>TOTAL</b>			25.00					\$ 2,160,111	\$ 2,268,116.70	\$ 840,123.36	\$ 215,271.88	\$ 172,474.11	\$ 30,630.59	\$ 13,527.38	\$ 15,941.67	\$ 1,287,969.00	\$ 3,556,085.69

IV. ORGANIZATIONAL CHART

