

**City of Plano Staff Review Checklist  
2010 Consolidated Grant Application**

Agency: CASA of Collin County

Program: Child Advocacy Program

Application Type: Program Service      Permanent Housing      Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
  - Original signatures on cover sheet
  - Unbound, no staples, loose leaf format
  - Printed on one side of white 8½" x 11" paper,
  - With page numbers
  - All pages included
  - No blank answers

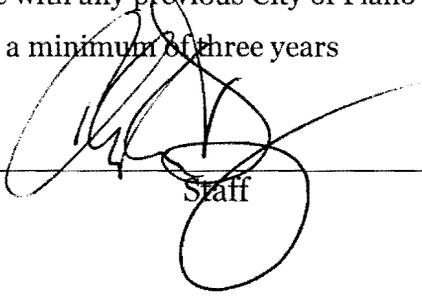
Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget

N/A  Site /Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by:   
Staff

3/8/10 11:15AM  
Date & Time

**CASA OF COLLIN CO. BUDGET****2010****REVENUE**

<b>100</b>	<b>Contributions</b>	<b>\$119,200.00</b>
	INDIVIDUALS	\$55,000.00
	CORPORATE	\$5,000.00
	ANNUAL CAMPAIGN	\$10,000.00
	CAUSE MARKETING/LOYALTY PLANS	\$200.00
	COMBINED FEDERAL CAMP.	\$1,000.00
	BENEFICIARY EVENTS	\$20,000.00
	MISCELLANEOUS INCOME	\$2,000.00
	OTHER GRANTS	\$26,000.00
<b>150</b>	<b>Organizations/Clubs</b>	<b>\$5,000.00</b>
<b>300</b>	<b>Special Events</b>	<b>\$450,000.00</b>
	CASA FOR KIDS/Golf	\$50,000.00
	GALA -	\$400,000.00
<b>700</b>	<b>Associated Organizations</b>	<b>\$193,727.00</b>
	GRANT-TEXAS CASA INC.	\$149,792.00
	OVAG	\$43,935.00
<b>900</b>	<b>Unassociated, Non-Fed. Org.</b>	<b>\$44,102.00</b>
	CITY OF PLANO	\$32,578.00
	CITY OF MCKINNEY	\$4,700.00
	CITY OF ALLEN	\$5,000.00
	CITY OF FRISCO	\$1,824.00
	CITY OF MELISSA	\$1,000.00
<b>1000</b>	<b>Fees &amp; Grants from Gov.</b>	<b>\$92,880.00</b>
	GRANT-VOCA-STATE OF TEXAS	\$92,880.00
<b>1600</b>	<b>Investment Income</b>	<b>\$6,000.00</b>
	INTEREST INCOME	\$6,000.00
<b>1800</b>	<b>United Way</b>	<b>\$46,688.00</b>
<b>GRAND TOTAL - SUPPORT REVENUE</b>		<b>\$957,597.00</b>

**COST OF FUNDRAISING**

	CASAS FOR KIDS/GOLF EXPENSE	\$16,800.00
	BENEFICIARY EVENT	\$1,500.00
	GALA EXPENSE	\$154,000.00
	ANNUAL CAMPAIGN EXPENSES	\$1,500.00
	CAUSE MARKETING	\$100.00
<b>TOTAL COST OF FUNDRAISING</b>		<b>\$173,900.00</b>

<b>GROSS PROFIT</b>		<b>\$783,697.00</b>
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**EXPENDITURES**

<b>2100</b>	<b>Salaries</b>	<b>\$420,000.00</b>
<b>2200</b>	<b>Emp. Health &amp; Ret. Benefits</b>	<b>\$71,725.00</b>
	HEALTH INSURANCE	\$15,000.00
	RETIREMENT	\$18,500.00

EMPLOYEE BONUS \$38,225.00

<b>2300</b>	<b>Payroll Taxes</b>	<b>\$38,000.00</b>
	PAYROLL TAXES	\$35,000.00
	WORKERS COMP	\$3,000.00
<b>2400</b>	<b>Prof. Fees &amp; Cnt. Serv. Pmts.</b>	<b>\$21,600.00</b>
	ACCOUNTING SERVICES	\$5,600.00
	AUDIT FEE	\$5,800.00
	COMPUTER CONTRACT LABOR	\$6,000.00
	WEB SITE MAINTENANCE	\$4,200.00
<b>2500</b>	<b>Office Supplies</b>	<b>\$12,000.00</b>
<b>2600</b>	<b>Telephone &amp; Facsimile</b>	<b>\$14,400.00</b>
	TELEPHONE	\$14,400.00
<b>2700</b>	<b>Postage &amp; Shipping</b>	<b>\$3,300.00</b>
<b>2800</b>	<b>Occupancy</b>	<b>\$85,529.00</b>
	CLEANING SERVICES	\$6,000.00
	MORTGAGE PAYMENT	\$45,773.00
	LAWN MAINTENANCE	\$2,600.00
	UTILITIES	\$19,200.00
	LIABILITY INSURANCE	\$7,000.00
	MAINTAINANCE & REPAIRS	\$3,900.00
	STORAGE FACILITY	\$1,056.00
<b>3100</b>	<b>Outside Printing, Art, Etc.</b>	<b>\$5,500.00</b>
	PRINTING	\$4,500.00
	PR	\$1,000.00
<b>3200</b>	<b>Local Transportation</b>	<b>\$24,000.00</b>
<b>3300</b>	<b>Conference, Conventions, Etc.</b>	<b>\$27,400.00</b>
	STAFF TRAINING/CONFERENCES	\$15,000.00
	VOLUNTEER MEETINGS-CONF.	\$10,400.00
	BENEVOLENCE	\$1,000.00
	EVENT TICKETS	\$1,000.00
<b>4100</b>	<b>Organization Dues</b>	<b>\$3,400.00</b>
<b>4300</b>	<b>Equipment</b>	<b>\$2,000.00</b>
<b>4900</b>	<b>Miscellaneous Expenses</b>	<b>\$17,100.00</b>
	COMPUTER RELATED EXPENSES	\$500.00
	EQUIPMENT LEASE	\$2,300.00
	MERCHANT FEES/BANK CHARGES	\$5,700.00
	MISC EXPENSE	\$6,600.00
	HOSPITALITY	\$2,000.00

**EXPENDITURES TOTAL \$745,954.00**

**BALANCE END OF PERIOD \$37,743.00**





**CASA of Collin County, Inc.**  
**Board of Director's**  
**March 4, 2010**

**Secretary**

**Cheryl A. Buckles (07/07)**  
**Profession: Retired**  
**(Previously Telecommunications Industry Exec.**  
**VP, Business Development, Alcatel USA)**  
**Plano**  
**Anglo**

**Mark Russell Carswell (03/04)**  
**Profession: Consultant**  
**Company: PACE Envirowater Group**  
**McKinney**  
**Anglo**

**Member-at-Large**

**Diane Chester (11/04)**  
**Profession: Civic Volunteer**  
**Plano**  
**Native American**

**Treasurer**

**Barry A. Fromberg (05/07)**  
**Profession: Retired**  
**Company: Dean Foods**  
**Plano**  
**Anglo**

**Buzz Kolbe (09/09)**  
**Profession: Owner, Kolbe & Associates**  
**Leadership Development Coach**  
**Plano**  
**Anglo**

**Member-at-Large**

**Gina Lester (05/06)**  
**Profession: Stay at home mom**  
**Frisco**  
**Anglo**

**Jose Monzon (03/06)**  
**Profession: Sales & Service Coach**  
**Company: Capital One National Bank**  
**McKinney**  
**Hispanic**

**Nancy Murphy (03/07)**  
**Profession: RN**  
**Company: Plano Medical Center**  
**Plano**  
**Anglo**

**Norma Murphy (01/09)**  
**Profession: Realtor**  
**Company: Ebby Halliday**  
**Allen**  
**Hispanic**

**Shirley M. Osby (07/09)**  
**Profession: Personnel Manager**  
**Company: Wal-Mart**  
**Carrollton**  
**African American**

**President**

**William Randall (Randy) Roland (05/06)**  
**Profession: Captain of Investigations**  
**Company: McKinney Police Department**  
**Richardson**  
**Anglo**

**Dani Smith (07/04)**  
**Profession: Attorney**  
**Company: Strasburger & Price, LLP**  
**Plano**  
**Anglo**

**Karen L. Smith (11-09)**  
**Retired Human Services Professional**  
**Profession: Community Volunteer**  
**Allen**  
**Anglo**

**Laura Stengle (01/08)**  
**Profession: Realtor**  
**Company: Ebby Halliday**  
**Plano**  
**Anglo**

**Yvonne Thompson (01/08)**  
**Profession: Account Executive**  
**Company: The Clowers Company**  
**Plano**  
**Anglo**

**Vice President**

**Jenni Tran (07/07)**  
**Profession: Retired Banker**  
**Plano**  
**Anglo**

**Cheryl Vaughan (09/09)**  
**Profession: Attorney/Mediator**  
**Company: Self**  
**Melissa**  
**Anglo**

**Jeanean Weaver (09/08)**  
**Profession: Community Volunteer**  
**Retired Executive**  
**Frisco**  
**Anglo**

**CASA of Collin County, Inc.  
Board of Director's  
March 4, 2010**

**Mark Welch (01/09)  
Profession: Regional President  
Company: ViewPoint Bank  
Carrollton  
Anglo**

**Executive Staff**

**Susan B. Etheridge  
CASA Executive Director**

**BOARD MEETINGS ARE HELD THE FOURTH WED  
OF EVERY OTHER MONTH AT THE CASA OFFICE  
101 E. Davis Street, McKinney, TX 75069  
Office (972) 529-2272**

**\*\*\*\*\* BOARD TENURE IS 3 YEARS \*\*\*\*\***

**Susan B. Etheridge**  
**101 E. Davis Street**  
**McKinney, Texas 75069**  
**972-529-2272 X104**  
**972-529-2275 (fax)**  
[setheridge@casaofcollincounty.org](mailto:setheridge@casaofcollincounty.org)

**EDUCATION:** B.S., University of North Texas  
MSSW, University of Texas at Arlington

**CERTIFICATION:** Social Work License (LMSW #015521, State of Texas)  
Child Protective Services Supervisor Certification  
State of Texas Teacher Certification

**CURRENT POSITION:**

**Executive Director, CASA of Collin County,**

101 E. Davis St., McKinney, TX 75069, December 2007 to present

**Responsibilities:** Management and development of \$850,000 budget including beginning a \$2.2 million capital campaign. Duties include organizing and directing CASA operations in conformity with the policies of the Board of Directors, advising and providing information and reports to the Officers and Board and interpreting and promoting CASA to the community.

**Supervisor:** CASA of Collin County's Board of Directors

**Adoption Consultant, McKay Keller, Inc.,**

10688 Lake Highlands, Dallas, Texas 75218, September 2002 to present (part-time basis)

**Responsibilities:** Provide complete, thorough home studies that meet or exceed domestic and international standards. In addition, provide education and direction to those families seeking to adopt.

**Supervisor:** Susan McKay, McKay Keller, Inc.

## **EXPERIENCE:**

### **Executive Director, Collin County Children's Advocacy Center,**

2205 Los Rios Blvd., Plano, Texas 75074, August 2004 to December 2007

**Responsibilities:** Management and development of \$3.0 million budget and recent 3.5 million capital campaign. Duties include negotiation of partnerships that further the mission of the Center; overseeing development and implementation of effective programs to meet client needs; Administration of personnel policy; Board development and education; supervision of fundraising plan; management of grant requirements; and, extensive development outreach education community entities about the Center and its goals.

**Supervisor:** Collin County Children's Advocacy Center, Board of Directors

### **Program Administrator for Child Protective Services,**

2355 N. Stemmons, Dallas, Texas 75207, April, 1999 to August, 2004

**Responsibilities:** Supervise all delivery of child protective services for Dallas County with a staff of approximately 400. Duties included extensive community development to increase programs and budget for Dallas County CPS. Budget management of regional, state, and county dollars. Ensure permanency planning for all children in substitute care, in home services to children and families, personnel supervision, community liaison and risk assessment for all children referred to CPS.

**Supervisor:** Sally Melant, MSSW, LMSW, Deputy Regional Director

### **Program Director for Child Protective Services,**

1947 Avenue K, Building A, Plano, Texas 75074 January, 1995 to April, 1999

**Responsibilities:** Supervise all delivery of child protective services in four counties in North Texas with a staff of approximately 98. Duties include permanency planning for all children in substitute care, budget management, program development, personnel supervision, and community liaison.

**Supervisor:** Elaine Thieroff, MSSW, LMSW-ACP, Program Administrator

**Psychotherapist for Community Psychotherapy Center, Inc.,**

3626 N. Hall, Suite 600, Dallas, Texas 75219, September 1992 to January, 1995

**Responsibilities:** Provide individual psychotherapy to clients suffering from a variety of emotional/mental disorders. Develop individual treatment plans and monitor client's progress. Keep detailed case notes.

**Supervisor:** Joel Last, MSSW-ACP, Associate Director

**Child Protective Services Supervisor for Child Protective Services,**

2355 Stemmons, Dallas, Texas 75207, May 1988 to January, 1995

**Responsibilities:** Supervise eleven staff. Provide supervision to caseworkers who perform both investigation and on going services to families where abuse and neglect are reported. Supervise all court related work, services to foster children and adoption.

**Supervisor:** Loretta McCarty, MSSW, Program Director

**Child Protective Services Specialist for Child Protective Services,**

2355 Stemmons, Dallas, Texas 75207, September 1984 to May, 1988

**Responsibilities:** Asses abuse dynamics in families, offer services to families where children are in home, place and offer services to families and children in substitute care, work closely with both civil and criminal courts.

**Supervisor:** Lee Sampson, MSSW, LMSW-ACP, ACSW, Supervisor II

**Director of Counseling for Crisis Pregnancy Center,**

10405 E Northwest Highway, Dallas, Texas 75238, March 1982 to August 1984

**Responsibilities:** Supervise volunteer counselors providing services to women seeking an alternative to abortion. Developed and provide training to all caseworkers. Worked closely with the community to develop families to provide homes for these women. Located resources for women.

**Supervisor:** James McKee, M.S., Th.M., Executive Director

**Special Education and English Instructor for Dallas Independent School District,**

Bryan Adams High School January, 1977 to May, 1981 and

Hillcrest High School, September, 1970 to August, 1972 and L.V  
Stockard Junior High School, September, 1967 to August, 1968.

**Responsibilities:** Develop and teach curriculum to students. Total  
responsibility for record keeping and lesson planning.

**OTHER PROFESSIONAL ACTIVITIES:**

Steering Committee for Target: Kids Court

Previous Board Chair for Community Psychotherapy Center

Previous member of Board of Directors for Collin County  
Children's Advocacy Center

Instructor for the MICSAIT Training Program of Tarrant County  
Junior College. I lecture on the mother's role in sexual abuse  
families to other professionals.

Prior Board Member for the Texas Association of Infant Mental  
Health.

Co-led a group for the Group Treatment Program of TDHS for  
Mother in incest families for over 8 years.

Prior member of the planning committee for the Tarrant County  
Junior College Annual Sexual Abuse Conference.

Served on the Planning Committee with local Judges and  
attorneys to plan the semi-annual Guardian Ad Litem Training  
Conference, Dallas.

Member if the Regional Training Academy Advisory Board.

Speak and train for various seminars and organizations on child abuse.

**PUBLICATIONS:**

Victims of Child Abuse and Guardian Ad Litem, December, 1992  
Articles regarding investigation of child abuse, working  
with physically abusive families and how to take a social  
history.

Resourse Curriculum for Mother's of Incest Victim Group, 1994

Permanent Planning Team Protocol, 1996

**PERSONAL:**

Married with 5 children and 5 grandchildren.

**REFERENCES:**

Will be provided upon request.

**OCITY OF PLANO  
2008 BUFFINGTON COMMUNITY SERVICES GRANT  
QUARTERLY REPORT**

October 1, 2008 - September 30, 2009

*Section 1: Basic Grant Information*

**AGENCY NAME** CASA of Collin County

**Grant Amount** \$ 15,000

**Allowable expenses:** Expenses of salary and benefits of a casework supervisor for Plano clients, occupancy costs including rent, utilities, phone and office supplies; travel and training. Not more than 50% may be for salary and benefits.

**Reporting on:** People  Families

*Section 2: Table of Total Expenditures and Demographics*

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
<b>1st Quarter Totals</b>	\$5740.99	89	24	52	2	11	20
<b>2nd Quarter Totals</b>	\$9186.37	9		8		1	7
<b>3rd Quarter Totals</b>	\$72.64	15	5	8	1	1	4
<b>4th Quarter Totals</b>	\$0	11		4	3	4	
<b>Annual Totals</b>	\$15,000	124	29	72	6	17	31

*Section 3: Specific Grant Expenditures*

**1st Quarter**

October 1 thru December 31, 2008: **Due by January 31, 2009**

Plano clients represented 24% of total clients served.

Grant funds were expended to cover:

Salary and benefits: \$2396.93

Occupancy costs, training, phone and office supplies: \$3344.06

**2nd Quarter**

January 1 thru March 31, 2009 : **Due by April 30, 2009**

Plano clients represented 31% of new clients served.

Grant funds were expended to cover:

Salary and benefits: \$3062.13

Occupancy costs, training, phone and office supplies: \$6124.25

**3rd Quarter**

April 1 thru June 30, 2009 : **Due by July 31, 2009**

Plano clients represented 46.8% of new clients served.

Grant funds were expended to cover:

Salary and benefits: \$36.32

Occupancy costs, training, phone and office supplies: \$36.32

This completes the expenditures for Plano grant funds of \$15,000.

#### **4th Quarter**

July 1 thru September 30, 2009 : **Due by October 31, 2009**

All funds were expended prior to this quarter.

#### **YEAR END REPORT**

CASA of Collin County continues to serve 100% of the children removed from their homes for abuse/neglect and placed under the jurisdiction of the District Courts. CASA of Collin County began the last quarter with the honoring of our advocate, Virginia Barrett, by the Commissioners Court. Virginia was honored for her many years of extraordinary service to the children of Collin County and a declaration was read outlining her dedication to the children. Two training sessions were held for volunteers showing a video featuring Dr. Bruce Perry. Dr. Perry is a leader in the field of traumatized and maltreated children. Also in July, a Closed Case Luncheon was held to highlight the 22 volunteers who had seen a case to closure and who had advocated for their CASA children until a permanent home was established for the children. The luncheon was held at Trinity Presbyterian Church in McKinney with church members serving as hosts. These are held quarterly.

In August CASA hired a new casework supervisor who replaced a supervisor not returning from maternity. The new experienced casework supervisor had previously worked for CASA of Ventura County, California. A successful audit was conducted by Texas CASA with our program. Judge Cynthia Wheless requested that a casework supervisor attend a seminar regarding the establishment of a drug court in Collin County. Our supervisor accompanied the Judge and her staff for this training.

As part of preparation for our next volunteer training which will be held in October, interviews have been conducted for 22 potential volunteers. These volunteers will complete 30 hours of training before beginning their work as advocates. Also held was a training session with speakers from the Betty Ford Five-Star Kid program. The program empowers children whose family members suffer from alcoholism and helps to strengthen the children. During this grant year Plano children made up 27% of the total children served by CASA.



ALBRIGHT, HILL & SUMPTER  
CERTIFIED PUBLIC ACCOUNTANTS  
A Professional Corporation

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May 7, 2009

Board of Directors  
Court Appointed Special Advocates of Collin County, Inc.  
101 East Davis Street  
McKinney, Texas 75069

In planning and performing our audit of the financial statements of Court Appointed Special Advocates of Collin County, Inc. (CASA) as of and for the year ended December 31, 2008, we considered CASA's internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control. However, we noted certain matters involving internal control and its operation and governance matters that we bring to your attention.

This report and the accompanying Audit Findings and Comments is intended solely for the information and use of management and Directors of Court Appointed Special Advocates of Collin County, Inc. and others within CASA and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Albright, Hill & Sumpter*

Albright, Hill and Sumpter, PC  
Certified Public Accountants

Court Appointed Special Advocates of Collin County, Inc.  
Audit Findings and Comments  
December 31, 2008

Bank Reconciliations

Bank accounts should be reconciled to the general ledger on the final date of the month which will allow the financial statements to agree with the bank reconciliations. Small differences were found on December 31, 2008 reconciliations and the related general ledger accounts.

Month End Review and Clearance

Undeposited funds and suspense accounts contained large amounts on the December 31, 2008 financial statements. These accounts should be researched and cleared at the end of each month.

Financial Analysis

The following are various financial ratios CASA may find useful to track and monitor.

Ratio	2008	2007	2006
Days operating cash	380	451	374
Expense Ratios:			
Program	84.3%	83.6%	83.0%
Administrative	7.1%	8.0%	9.0%
Fund raising	8.6%	8.4%	7.0%
Primary revenue growth	6.0%	15.3%	10.0%



June 5, 2009

Mr. Bill Albright  
Albright, Hill & Sumpter  
12160 North Abrams Road  
Suite 412  
Dallas, Texas 75243

Dear Mr. Albright:

This is CASA of Collin County's response to the Management letter dated May 7, 2009.

**Bank Reconciliation:**

Bank accounts should be reconciled to the general ledger on the final date of the month which will allow the financial statements to agree with the bank reconciliations. Small differences were found on December 31, 2008 reconciliations and the related general ledger accounts.

**CASA's Response:**

CASA agrees to make every effort to secure bank statements that are dated as of the end of the month. We will then reconcile to the general ledger.

**Month End Review and Clearance**

Undeposited funds and suspense accounts contained large amounts on the December 31, 2008 financial statements. These accounts should be researched and cleared at the end of each month.

**CASA's Response:**

CASA absolutely will research and clear undeposited funds and suspense accounts at the end of each month.

Please let me know if you need anything further from us.

Sincerely,

Susan B. Etheridge, LMSW  
Executive Director

Cc: Barry Fromberg, Board Treasurer  
Kimberly Crenshaw, Bookkeeper