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THE ARC OF GREATER NEW ORLEANS, INC.

FINANCIAL STATEMENTS AND REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT

Years Ended June 30, 1998 and 1997

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Ruche office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date DEC 3 0 1998

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TABLE OF CONTENTS

	Page
REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT	1
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	3
FINANCIAL STATEMENTS	
Statement of Financial Position	5
Statement of Activities	6
Statement of Functional Expenses	7
Statement of Cash Flows	9
Notes to Financial Statements	10
SUPPLEMENTARY INFORMATION	14
Schedule of Federal and State Awards - 1998	15
Schedule of Federal and State Awards - 1997	17

Gibson & Goldstein

CERTIFIED PUBLIC ACCOUNTANT'S, APAC

2955 RIDGELAKE DRIVE - SUITE 112 * METAIRIE, LA 70002

K. JUSTIN GIBSON, CPA DAVID L. GOLDSTEIN, CPA

TELEPHONE: (504) 838-7295

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT

To the Board of Directors
The Arc of Greater New Orleans, Inc.

We have audited the accompanying statement of financial position of The Arc of Greater New Orleans, Inc. as of June 30, 1998 and 1997, and the related statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the The Arc of Greater New Orleans, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Arc of Greater New Orleans, Inc. as of June 30, 1998 and 1997, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated December 15, 1998 on our consideration of The Arc of Greater New Orleans, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of The Arc of Greater New Orleans, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, Audits of States, Local Governments,

and Non-Profit Organizations, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Gibson & Goldstein, CPA's APAC

Metarie, Louisiana December 15, 1998

Gibson & Goldstein

CERTIFIED PUBLIC ACCOUNTANT'S, APAC

2955 RIDGELAKE DRIVE - SUITE 112 * METAIRIE, LA 70002

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

To the Board of Directors
The Arc of Greater New Orleans, Inc.

We have audited the financial statements of The Arc of Greater New Orleans, Inc. as of and for the year ended June 30, 1998, and have issued our report thereon dated December 15, 1998. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

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

Internal Control Over Financial Reporting

In planning and performing our audit, we considered The Arc of Greater New Orleans, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Directors, management and federal and state regulatory bodies. However, this report is a matter of public record and its distribution is not limited.

Libro & Loldsten, CPA's APAC
Gibson & Goldstein, CPA's APAC

Metairie, Louisiana

STATEMENT OF FINANCIAL POSITION YEARS ENDED JUNE 30, 1998 AND 1997

		 1998	 1997
ASSETS			
CURRENT ASSETS			
Cash (Note B)		\$ 444,965	\$ 441,958
Accounts receivable (Note A)		,	,
Grants		292,748	192,550
Trade		282,732	274,742
Prepaid expenses		14,282	16,465
Escrow account		_	1,018
Deposits	SELENDA DE LA CONTROL	 1,534	 625
TOTAL (CURRENT ASSETS	1,036,261	927,358
PROPERTY AND EQUIPMENT, net (Notes A	and C)	440,695	435,838
THOTEIN THIE EQUITION, NOT (NOTES AT	and C)	 	
	TOTAL ASSETS	\$ 1,476,956	\$ 1,363,196
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts payable		\$ 71,751	\$ 62,915
Accrued payroll taxes		54,484	53,175
Current portion of long-term debt		 26,270	 28,847
TOTAL CURF	ENT LIABILITIES	152,505	144,937
LONG-TERM DEBT, less current portion (Note	E)	62,262	91,768
COMMITMENTS(Note F)		_	-
TC	TAL LIABILITIES	 214,767	 236,705
NET ASSETS (Note A)			
Unrestricted		1,262,189	1,121,430
Temporarily restricted (Note G)		 	 5,061
TC	TAL NET ASSETS	 1,262,189	 1,126,491
TOTAL LIABILITIES	AND NET ASSETS	\$ 1,476,956	\$ 1,363,196

STATEMENT OF ACTIVITIES YEARS ENDED JUNE 30, 1998 AND 1997

	1998	1997
CHANGES IN UNRESTRICTED NET ASSETS		
REVENUE AND SUPPORT	\$ 6,100	\$ 12,121
Corporations	\$ 6,100 189,996	189,996
Donated facilities	337,153	375,415
Group homes	18,531	45,153
Individuals	16,738	12,821
Interest	•	578,606
Janitorial fees	582,063	18,653
Other	51,853	3,491,433
Revenues and grants from government agencies	3,899,110	151,136
Sales to the public	206,257	197,376
United way	206,007	
TOTAL UNRESTRICTED REVENUE AND SUPPORT	5,513,808	5,072,710
NET ASSETS RELEASED FROM RESTRICTIONS		
Satisfaction of time restrictions	5,061	10,254
TOTAL NET ASSETS RELEASED FROM RESTRICTIONS	5,061	10,254
TOTAL UNRESTRICTED REVENUE, SUPPORT, AND		
NET ASSETS RELEASED FROM RESTRICTIONS	5,518,869	5,082,964
EXPENSES		
Program scrvices		
Early intervention programs	986,750	843,762
Rehabilitation services	984,596	908,797
Sheltered employment	1,334,791	1,337,648
Respite care programs	1,409,426	1,253,469
Other programs	192,250	235,152
Supporting services		
Management and general	453,097	332,703
Fund-raising	2,814	7,913
Payments to affiliates	12,450	12,446
Payments for executive director's retirement	1,936	2,400
TOTAL EXPENSES	5,378,110	4,934,290
INCREASE IN UNRESTRICTED NET ASSETS	140,759	148,674
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS		
SDE contractual support	(3,125)	3,125
United Way impact grant support	•	(7,854)
Net assets released from restrictions	(1,936)	(2,400)
INCREASE IN TEMPORARILY RESTRICTED NET ASSETS	(5,061)	(7,129)
INCREASE IN NET ASSETS	135,698	141,545
NET ASSETS AT BEGINNING OF YEAR, as restated	1,126,491	984,946
NET ASSETS AT END OF YEAR	\$ 1,262,189	\$ 1,126,491
• · · · · · · · · · · · · · · · · · · ·		

STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 1998

PROGRAM SERVICES

TOTAL PROGRAM AND SUPPORTING SERVICES	3,653,774 83,714 357,156	4,094,644	200,888	215,041	29,683	7,593	371,748	73,405	210,786	32,921	6.763	4,980	44,286	12,450	26,186	4.336	44,800	5,380,510
–	ν I	I															I	N N
FUND RAISING	000	0	0	347	0	0	0	0	0	0	63	0	2.404	0	0	0	0	2,814
!	-																, ,	~ <u> </u>
MANAGEMEN & GENERAL	285,909 8,688 21,895	316,492	5,301	11,756	4,726	18	18,813	7,453	4,690	18,567	1.852	4,566	24,976	12,450	26.186	4,336	7,701	469,883
M ⊗	8	1																∾ ∦
OTHER	121,942 5,274 10,027	137,243	1,239	29,562	2,067	250	4,626	1,018	5,277	3,403	1,383	0	3,636	0	0	0	2,546	192,250
(n) 1	ا ا																-	ار ال
RESPITE CARE PROGRAMS	1,185,368 11,390 109,328	1,306,086	3,237	7,197	2,970	2,808	24,718	21,365	26,274	5.610	1,814	50	2.123	0	0	Q	5,174	1,409,426
≅ ~	ν	ı																∾ ∥
SHEL TERED EMPLOYMENT	756.860 28.288 75.391	860,539	2,921	53,909	6,867	1,779	235,188	20,953	129,163	647	573	0	3,324	0	0	0	18,628	1,334,791
Z ı	ا د	i 1															1	ω "
REHABILITATION SERVICES	725,931 11,433 88,077	825,441	1,828	78,018	4,007	1,361	18,784	7,609	39,254	2.983	334	165	2,474	0	0	0	2,338	984,596
	ر ا	!																~
EARLY INTERVENTION PROGRAMS	577.764 18.641 52,438	648,843	186,362	34,252	9.046	1.377	69,619	15,007	6,128	1,411	744	199	5,349	0	0	0	8,413	986,750
E ~	∞	1														eш	f	~ ∥
	Salaries Employee benefits Payroll taxes	Total Salaries and Benefits	Professional fees	Supplies	Telephone	Postage	Occupancy	Repairs and maintenance	Local transportation	Travel, conferences, and meetings	Printing and publications	Membership dues	Other expenses	Payments to affiliates	Public Relations	Payments for exec. director's retirem	Depreciation	Total Expenses

STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 1997

PROGRAM SERVICES

· · · · · · · · - · · - -

TOTAL PROGRAM AND SUPPORTING SERVICES	\$ 3,354,615 67,108 319,565	3,741,288	209,769	198,975	29,491	7,553	378.925	51,999	186.643	20,871	6,476	3,594	44,063	12,446	2,400	39,797	\$ 4,934,290
FUND	0 0 0	0	0	1,135	0	164	5,192	0	0	0	378	0	1,044	0	0	0	7,913
<u> </u>	ν								_				_		_	ا	∾
MANAGEMENT & GENERAL	210.062 7.395 16.906	234,363	10,456	7,992	4,901	548	17,564	2,464	2,900	9,898	2,405	3.155	28,380	12,446	2,400	7.677	347,549
≨ °°l	~ '	1														!	~
OTHER	90,373 4,573 7,231	102,177	77,819	31,304	1,779	406	10,884	1,783	4,602	3,138	129	0	1,058	0	0	73	235,152
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RESPITE CARE PROGRAMS	1,043,603 6,602 96,233	1,146,438	12,379	8,079	5,590	2,770	26,031	14,643	25,428	2,531	1.647	50	2,709	Ŭ	Û	5,174	1,253,469
EN T	∽																S
SHELTERED	780,966 23,708 76,724	881,398	2,538	43,975	6,922	1,263	234,221	20.130	125,109	1,535	730	0	1.586	0	0	18,241	1,337,648
ļ	ر د	1														 	ا ا
REHABILITATION SERVICES	699,339 8,675 74,467	782,481	1,992	76.915	2,698	1,086	17,596	1.959	20,471	1,426	264	165	1,525	0	0	219	908,797
	€																S
EARLY INTERVENTION PROGRAMS	530.272 16,155 48,004	594,431	104,585	29.575	7,601	1,316	67,437	11,020	8,133	2,343	923	224	7.761	0	0	8,413	843,762
IZ G	S	İ								w					em		ا
	Salaries Employee benefits Payroll taxes	Total Salaries and Benefits	Professional fees	Supplies	Telephone	Postage	Occupancy	Repairs and maintenance	Local transportation	Travel, conferences, and meetings	Printing and publications	Membership dues	Other expenses	Payments to affiliates	Payments for exec. director's retirem	Depreciation	Total Expenses

STATEMENT OF CASH FLOWS YEARS ENDED JUNE 30, 1998 AND 1997

		1998		1997
CASH FLOWS FROM OPERATING ACTIVITIES		· · · · · · · · · · · · · · · · · · ·	-	
Increase (decrease) in net assets	\$	135,698	\$	141,545
Adjustments to reconcile change in net assets to net cash				
used by operating activities:				
Depreciation		44,800		39,797
(Increase) decrease in operating assets				
Accounts receivable		(108, 188)		59,390
Prepaid expenses		2,183		985
Escrow account		1,018		(258)
Deposits		(909)		(625)
Increase (decrease) in operating liabilities				
Accounts payable		8,836		(52,226)
Accrued payroll taxes		1,309	_	42,066
NET CASH USED BY				
OPERATING ACTIVITIES		84,747	-	230,674
CASH FLOWS FROM INVESTING ACTIVITIES				
		(49,657)		(121,021)
Payments for property and equipment NET CASH USED BY	_	(47,037)	-	(121,021)
INVESTING ACTIVITIES		(49,657)		(121,021)
		,		
CASH FLOWS FROM FINANCING ACTIVITIES				
Payments on mortgage note		(4,299)		(7,249)
Proceeds of long-term debt for property		_		76,000
Payments on long-term debt for property		(5,269)		(2,855)
Payments on long-term debt for vehicles		(22,515)		(20,816)
NET CASH PROVIDED BY			,	
FINANCING ACTIVITIES		(32,083)	,	45,080
NET INCREASE(DECREASE) IN CASH		3,007		154,733
		•		•
BEGINNING CASH	_	441,958		287,225
ENDING CASH	\$ =	444,965	\$	441,958

NOTES TO FINANCIAL STATEMENTS

Years ended June 30, 1998 and 1997

NOTE A. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ORGANIZATION

The Arc of Greater New Orleans, Inc., is a nonprofit organization committed to securing for all people with mental retardation the opportunity to develop, function, and live to their fullest potential. Current services include: Early Intervention, Case Management, Transitional Work Center (Rehabilitation Services), Adult Community Employment (Sheltered Employment), and Respite/Personal Care. All services are provided throughout the four parish area (Orleans, Jefferson, Plaquemine, and St. Bernard).

BASIS OF ACCOUNTING

The Arc of Greater New Orleans, Inc. prepares its financial statements in accordance with generally accepted accounting principles, which involves the application of accrual accounting; consequently, revenues and gains are recognized when carned, and expenses and losses are recognized when incurred.

BASIS OF PRESENTATION

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards(SFAS) No. 117, Financial Statements for Not-for-Profit Organizations. Under SFAS No. 117, the Association is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

USE OF ESTIMATES

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses.

ACCOUNTS RECEIVABLE

All receivables at June 30, 1998 and 1997 are considered collectible, accordingly, an allowance for doubtful accounts is not presented.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Year ended June 30, 1998 and 1997

PROPERTY AND EQUIPMENT

Property and equipment are stated at cost or, if donated, at the fair market value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Buildings and improvements range from 10 to 31 years; equipment ranges form 3 to 10 years.

NOTE B. CASH - CONCENTRATION OF RISK

Financial instruments that potentially subject the Association to risk include cash on deposit with financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to \$100,000. At June 30, 1998 and 1997, the Association's uninsured cash balances totaled \$331,156 and \$361,486, respectively. To provide additional protection against financial loss the Association has their daily balance in excess of \$55,000 placed into a nightly high grade bond purchase fund. This nightly fund provides protection against financial institution closure by allowing invested funds to be available to the Association immediately in response to a closure.

NOTE C. PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

		1998	. <u> </u>	1997
Buildings and improvements	\$	862,312	\$	818,390
Furniture and equipment		267,112		261,377
Automotive equipment		215,638		215,638
		1,345,062	_	1,295,405
Less accumulated depreciation		904,367		859,567
	\$	440,695	\$ _	435,838

NOTE D. INCOME TAXES

The Association is exempt from income taxes under Section 501 (c) (3) of the U. S. Internal Revenue Code, accordingly, income taxes are not presented in these financial statements.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Year ended June 30, 1998 and 1997

NOTE E. NOTES PAYABLE

The Association's obligation under notes payable consist of the following:

	1998		1997
8.9% note payable, due in monthly installments of \$964, including interest, secured by a Deed of Trust on the land and building.	\$ 67,905	\$	73,174
8.25% note payable, due in monthly installments of \$282, including interest, secured by a Deed of Trust on the land and building.	-		4,299
8.5% note payable, due in monthly installments of \$2,110, including interest, secured by 4 1995 vans.	20,627		43,142
Total Notes Payable	\$ 88,532	\$ _	120,615

Principal installments for the next five years are as follows:

Year ending June 30, 1999	\$ 26,270
June 30, 2000	8,862
June 30, 2001	6,771
June 30, 2002	7,408
June 30, 2003	8,105
Subsequent years	31,116
	\$ <u>88,532</u>

NOTE F. COMMITMENTS

The Association leases facilities on a month-to-month basis as follows:

Transitional Work Center - \$1400 per month, vacated premises in February, 1998

Rental expenses for the facility was \$9,100 for the year.

The Association is furnished free use of facilities at three locations. The aggregate fair

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Year ended June 30, 1998 and 1997

market value of these facilities is \$15,833 per month. These amounts are recorded as Donated Facilities in Revenue and Support and also in Occupancy expenses. The fair market value of the rent free facilities amounted to \$189,996.

The total occupancy expenses for the year for rent paid, fair market value of free use, and maintenance and insurance was \$371,756.

NOTE G. RESTRICTIONS ON NET ASSETS

	•	1998		1997
Funds due to former executive director under a board approved retirement plan. Payable in monthly installments of \$200.	\$	-	\$	1,936
S.D.E. contractual support		<u>-</u>	<u> </u>	3,125
Total temporarily restricted net assets	\$	<u>-</u>	_ \$	5,061

SUPPLEMENTARY INFORMATION

THE ARC OF GREATER NEW ORLEANS, INC. SCHEDULE OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 1998

Federal Grantor/Pass-through Grantor/Program Title U.S. DEPARTMENT OF EDUCATION	Federal CFDA Number	Pass-through Grantor's Number	Grant Number	Federal Expenditures
State Department of Education: Case Management/Infant Service Coord.	84.181		97-CIT3-TD	<u>\$267,825</u>
Total Federal Grants				<u>\$267,825</u>

THE ARC OF GREATER NEW ORLEANS, INC. SCHEDULE OF STATE AND LOCAL AWARDS FOR THE YEAR ENDED JUNE 30, 1998

	Pass-through		
	Grantor's	Grant	
State Programs	Number	Number	Expenditures
State Department of Health and Hospitals/			
Office of Mental Retardation/Developmental	Disabilities:		
Vocational/Habilitative Services	521910/340-800302		\$558,153
Infant Habilitation	520797/340-800304		282,923
Respite Care Services	520960/340-800219		115,000
Personal Care Attendant Services	521226/340-800331		26,000
Family Support	522918/340-800328		33,538
Personal Support	524762/340-800345		52,185
			1,067,799
Jefferson Parish Human Services Authority/	_		
Division of Mental Retardation and Develops Disabilities:	mental		
Infant Habilitation	200		357,058
Adult Habilitation	245		340,528
Respite Care In/Out of Home	197		36,616
Self Advocacy	231		29,000
			763,202
Total State and Local Awards			\$1,831,001

THE ARC OF GREATER NEW ORLEANS, INC. SCHEDULE OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 1997

Federal Grantor/Pass-through Grantor/Program Title U.S. DEPARTMENT OF EDUCATION	Federal CFDA Number	Pass-through Grantor's Number	Grant Number	Federal Expenditures
State Department of Education: Case Management/Infant Service Coord.	84.181		96-CIT3-TO	<u>\$247.815</u>
Total Federal Grants				<u>\$247,815</u>

THE ARC OF GREATER NEW ORLEANS, INC. SCHEDULE OF STATE AND LOCAL AWARDS FOR THE YEAR ENDED JUNE 30, 1997

	Pass-through		
State Programs	Grantor's Number	Grant Number	Expenditures
State Programs		Number	Expenditures
State Department of Health and Hospitals/			
Office of Mental Retardation/Developmental	Disabilities:		
Vocational/Habilitative Services	59043/340-700114		\$558,153
Infant Habilitation	59718/340-700134		282,923
Respite Care Services	59071/340-700079		123,550
Personal Care Attendant Services	58918/340-700105		37,825
Crisis Intervention	60094/990-9063		33,538
			1,035,989
leffercon Pariely Human Services Authority/			
Jefferson Parish Human Services Authority/ Division of Mental Retardation and Develops	mental		
12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Disabilities:			
Disabilities: Infant Habilitation	293		377,090
			377,090 329,709
Infant Habilitation	293		,
Infant Habilitation Adult Habilitation	293 292		329,709
Infant Habilitation Adult Habilitation Respite Care In/Out of Home	293 292 223		329,709 59,487