

**GROW Associates, Inc.**

# **Annual Report**

**Year Ended  
June 30, 2010**



**GROW-Associates, Inc.**

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**For the year ended June 30, 2010**

GROW-Associates, Inc. is dedicated to supporting individuals with developmental disabilities, and our mission is to provide quality opportunities for each individual, recognizing that fair and equitable treatment is the right of everyone. In addition, our organization's Statement of Belief focuses on the idea that "individuals have the opportunity to make choices in all aspects of their lives in relation to work, community, recreation and beliefs they hold valuable." In order to further that belief, GROW-Associates recognizes the need to constantly investigate and promote opportunities for growth and expansion. The Board of Directors, other volunteers, parents, and staff of GROW-Associates have taken up the charge for long-range planning, setting goals that are both achievable and consistent with the organization's mission and Statement of Belief. Those goals, and the actions we've taken to achieve them, are outlined below.

**GOAL #1: To assist the individuals we serve in attaining their personal goals.**

In the spring of 2010 we took steps to enhance the vocational trainings that we offer; we formed a Career Development committee, the committee made recommendations about outcomes and curriculum, we engaged a special education professional to help search for and gather curriculum materials, and in July, 2010, we began the enhanced job-readiness training classes. All of the individuals who attend our vocational program have opted to take part in the classes, and we believe that the skills they build in areas such as preparing a job application and taking a job interview will help in their pursuit of competitive employment in the community.

We provide job training and paid work in our workshop, and we are also paying about 40 individuals as GROW employees (at \$8 per hour) when they do maintenance in our building, work on our landscaping crew, or prepare and serve food in our Bistro. The skills that are acquired are leading to placements in competitive jobs in the community.

We have 16 individuals who work outside our building as part-time employees of independent businesses. Those individuals receive job coaching and counseling from our professional staff and also continue to build job skills on the days that they attend our Vocational program at our Avon site. Our job development team is working continuously to find jobs for those that wish to work in the community, and we have been very successful in helping individuals to retain their jobs once they've been placed in them.

We have had opportunities to work at other agencies, assisting at their sites to complete contracted work, and this is an excellent introduction for our individuals to working off-site in the future.

We continue to meet with other providers to share ideas, so that we may improve our programs for the individuals we serve.

**Grow Associates, Inc.**  
**Statements of Activities**  
**For the Years Ended**  
**June 30, 2010 and 2009**

	2010	2009
Public Support And Revenues		
Department Of Developmental Services	\$ 1,389,375	\$ 1,438,690
Medicaid	631,814	462,464
Workshop Contracts	82,598	133,269
School Contracts	68,063	75,253
Fundraising Events	13,669	22,420
Contributions	9,572	4,444
Client Resources	7,964	1,060
Other Revenue	3,446	817
Investment Revenue	265	145
	<u>2,206,766</u>	<u>2,138,562</u>
Total Public Support And Revenues		
Expenses And Losses		
Program Services	1,634,732	1,860,792
General And Administrative	440,688	235,626
Fundraising	6,870	6,695
	<u>2,082,290</u>	<u>2,103,113</u>
Total Expenses And Losses		
Other Income (Expense)		
Settlement Of State Audit	7,944	13,639
	<u>7,944</u>	<u>13,639</u>
Total Other Income		
Change In Unrestricted Net Assets	132,420	49,088
Net Assets As Of The Beginning Of The Year	<u>138,006</u>	<u>88,918</u>
Net Assets As Of The End Of The Year	<u>\$ 270,426</u>	<u>\$ 138,006</u>

As part of our programs in Community Based Day Supports (CBDS) , we sponsor a variety of recreational and cultural trips, such as visits to the Boston Aquarium and Georges Island. These daytime excursions are extremely popular with the individuals and provide access to the broader community throughout the year. Another important aspect of the Community program is to provide individuals choice in community activities that will enhance their community connectedness. This past year participants had the opportunity to give back through participation in volunteerism at Stoughton Meals on Wheels, Salvation Army and Brockton Animal shelter. Individual development in activities of daily living continues to be emphasized.

We continue to offer recreational opportunities for our individuals, such as evening dances and bowling, and there may be sufficient interest in expanding those types of opportunities over the next year. Not only are evening recreation events very popular, they have also been self-supporting.

Our Day Habilitation Program is a therapeutic model that incorporates occupational, physical and speech therapies, along with nursing care, counseling, and behavioral supports. To each participant we offer individualized, enriching opportunities that encompass community integration, socialization, independent living skills, healthy living, affective development and communication. Our staff works with each individual to set meaningful and measurable goals, and we strive each day to help each person attain those goals.

**Goal #2: Recognizing that skilled and actively involved volunteers play a vital role in the success of our organization, we seek to mobilize our corporate members, board members and other volunteers, in meaningful ways, to help further our mission and programs.**

The Board has established a number of support committees and continues to recruit volunteers for those committees.

Management has completed a “needs analysis” that identifies the volunteer skills we’re in need of, and the results will be used by the Board’s Volunteer Committee to determine appropriate and effective roles for volunteers.

As part of our commitment to show that our individuals provide a value to the community, our program participants volunteer on a weekly basis at several sites, such as Cradles to Crayons, Catholic Charities and Salvation Army.

For the coming year we will plan for a Volunteer Recognition Event, to thank those who’ve devoted themselves to our organization.

**GOAL #3: To attain the highest possible program quality ratings from external evaluators such as CARF and Quest (DDS).**

We have a training tracking system to assure that all staff and volunteers receive mandated and/or essential trainings, including in the area of human rights.

Members of our staff regularly attend meetings with DDS and Mass Health officials, as well as meeting with peers in professional associations, such as the Massachusetts Day Habilitation Providers' Coalition. We also formed an informal group of comparable human service providers in our region in order to share ideas and help each other with common problems, should they arise. We have done much to move toward "best practices" in our programs and in our administration. We do a lot of internal auditing and reviews of files to be sure that we're compliant with state regulations and that we're providing the best care that we can.

The most recent external audits by our CPA audit firm, by Quest, by CARF and by the State Auditor all confirm that we're in compliance with regulations and accepted standards of performance. Our quality assurance plan centers on carrying out our mission at all times, and we always strive to go the extra mile each day to enhance the "quality of life" of the individuals we serve.

The fact that we have received high marks from external evaluators of our programs and management systems speaks well for the qualifications and performance of our staff members. We set high standards when we hire staff and it translates into excellent programs for the individuals we serve.

When we recently launched our Career Development classes, our intent was to enhance the job skills of the individuals who attend our vocational program. By helping people reach their goals of getting and retaining competitive jobs, we fulfill a major component of our mission, and we also satisfy one of the main objectives for which DDS funds our programs.

Our Safety Committee meets and evaluates the building on a regular basis. We hold required fire drills and have met the evacuation criteria when the drills are held.

Our 2010 Satisfaction Survey, which is part of our consumer-based planning, was conducted to get feedback on how our programs and policies affect the individuals we serve. The following is a summary of the information collected from families, guardians, individuals served, and from staff members at group homes, where many of our individuals reside. Each of the following charts present the overall average of the twelve items surveyed for each of the three programs currently offered at GROW.

**Grow Associates, Inc.  
Statements of Financial Position  
June 30, 2010 and 2009**

Assets		
	2010	2009
<b>Current Assets</b>		
Cash And Cash Equivalents	\$ 257,747	\$ 151,675
Accounts Receivable	102,756	83,576
Prepaid Expenses And Other Current Assets	14,563	16,636
<b>Total Current Assets</b>	<b>375,066</b>	<b>251,887</b>
<b>Property And Equipment</b>		
Land, Buildings And Improvements	33,400	33,400
Equipment And Fixtures	164,159	164,159
State Owned Assets	9,999	9,999
Vehicles	211,044	87,241
Accumulated Depreciation	(256,457)	(209,107)
<b>Net Property And Equipment</b>	<b>162,145</b>	<b>85,692</b>
<b>Other Assets</b>		
Deposits	9,743	10,518
<b>Total Other Assets</b>	<b>9,743</b>	<b>10,518</b>
<b>Total Assets</b>	<b>\$ 546,954</b>	<b>\$ 348,097</b>
<b>Liabilities And Net Assets</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$ 51,728	\$ 34,879
Accrued Expenses	8,600	11,800
Accrued Wages	114,732	101,262
Deferred Revenue	-	11,360
Current Portion Of Capital Lease And Notes Payable	27,334	17,704
<b>Total Current Liabilities</b>	<b>202,394</b>	<b>177,005</b>
<b>Long-term Liabilities</b>		
Long-term Portion Of Capital Leases And Notes Payable	74,134	33,086
<b>Total Long-term Liabilities</b>	<b>74,134</b>	<b>33,086</b>
<b>Total Liabilities</b>	<b>276,528</b>	<b>210,091</b>
<b>Net Assets</b>		
Unrestricted Net Assets	270,426	138,006
	<u>270,426</u>	<u>138,006</u>
<b>Total Liabilities And Net Assets</b>	<b>\$ 546,954</b>	<b>\$ 348,097</b>

**GOAL #4: Attain fiscal stability for our organization, including reserve funds to cope with cash-flow fluctuations.**

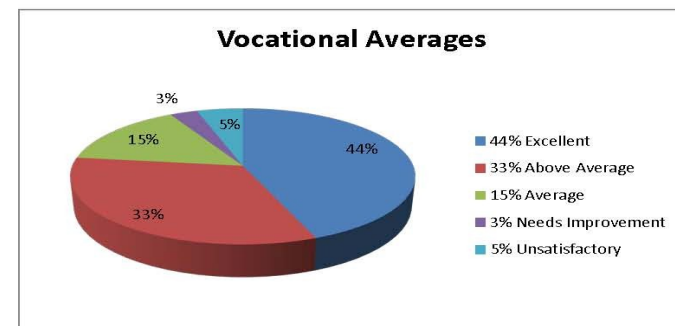
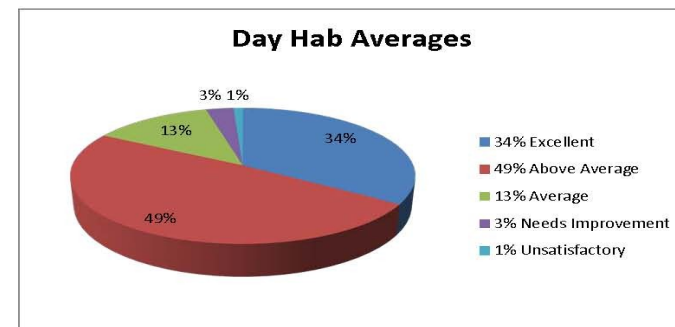
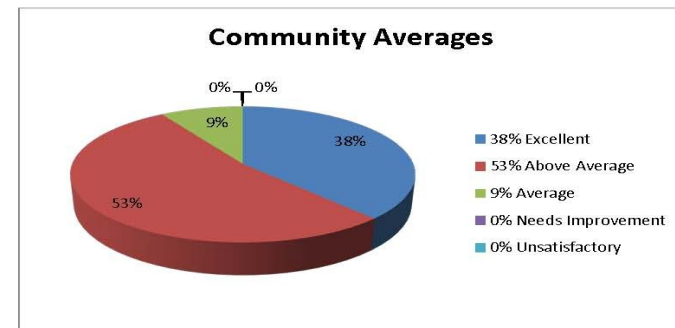
We have had three successive year-end surpluses since this goal was adopted by the Board. As shown on the audited financial statements enclosed on the next two pages, our surplus was \$132,420 for the most recent year-ended on June 30, 2010, and that contributed to a 32% increase in our working capital. We're building reserves, and our "current ratio" of 1.85 is at its highest level in several years. Furthermore, this was the third year in a row that we received an outstanding independent auditor's report, clear of any deficiencies or material weaknesses.

We were also able to upgrade our fleet of vans, while at the same time reducing our overall expenses by \$20,823. The newer, replacement vans have more safety features, and we'll also save money in the future because the new vans get better gas mileage and require fewer repairs.

Our improved financial position helped us secure a \$50,000 line of credit from our bank, but we don't anticipate having to use it in the foreseeable future. It's a safety net if any of our receipts from the state are ever delayed, but in the meanwhile, we're not incurring any interest costs.



State budget cuts for human services for the year that just began in July, 2010, resulted in cuts to our state contract funding. That has placed a greater reliance on our own fundraising, for which we've set a goal of \$40,000 for the current year. The picture above shows several of our individuals displaying a donation check from Dominion Energy employees, who held a benefit golf tournament. It was a new source of contributions for GROW and helped to pay for the van in the picture



We are pleased to share the above information, especially since this year's results are even better than those for last year. We hope our constituents continue to provide feedback, so that we can improve and broaden the ways we meet the needs and wants of the individuals we serve.