



**Down Syndrome Association of Wisconsin, Inc.**  
**Board of Directors Meeting Agenda**  
Tuesday, June 14, 2011

**NOTE: The Board meeting will be held starting at 7:30 p.m. in Room 455 A in the Children's Corporate Center of Children's Hospital**

- I. Secretary's Report – Marita (5 min)
- II. Office Report – Ron (30 min)
- III. Committee Reports (10 min)
  - a. Golf
  - b. Awareness Walk
  - c. Medical Outreach
  - d. Advocacy
- IV. Closed Session Regarding Development Officer – Tom (30 min)
- V. Fiscal Year 2012 Budget Discussion – Ron and Nicole (60 min)



**Board of Directors Meeting Agenda  
(Detail with Documents to Review)**

I. Secretary's Report – Marita (5 min)

- a. Draft Minutes from April Board meeting
- b. Actions Taken Between Meetings

II. Office Report – Ron (30 min)

- a. Office Report

III. Committee Reports (10 min)

- a. Golf
- b. Awareness Walk
- c. Medical Outreach
- d. Advocacy

IV. Closed Session Regarding Development Officer – Tom (30 min)

- a. Closed Session Materials

V. Fiscal Year 2012 Budget Discussion – Ron and Nicole (60 min)

- a. Balance Sheet
- b. FY 2011 P&L Statement
- c. Proposed Budget 2012
- d. Proposal for Services from Accounting Firm



**Down Syndrome Association of Wisconsin, Inc.**  
**Board of Directors Meeting Notes**  
**May 9, 2011**

**Attendees:**

Andrew Gerbitz (by phone)

Tom O'Day

Peter Loeffel

Brian Perhach (by phone)

Marita Stannis

Ron Malloy

Mike Bare

Nicole Cook

Mary Pearson (by phone)

Jane Wynans (guest by phone)

Terri Couwenhoven (guest)

**NOTE: THE PACKET OF MATERIALS HANDED OUT IN ADVANCE OF THE BOARD MEETING IS ATTACHED TO THESE MINUTES.**

- I. R. Malloy discussed the topic of giving health and wellness grants to members for treatments that are not covered by insurance. Criteria was discussed for who would receive these grants, any therapy requiring prescriptions would not be eligible. Eligibility would be determined by the following three criteria: Therapy must include a double blind test or case study. J. Wynans felt that DSAW should also allow doctors from out of state to be included in this. T. Couwenhoven thinks this is a good program. B. Perhach felt that we need to have a hold harmless agreement in place with grant recipients.
  
- II. The Board reviewed the Secretary's report and minutes from the April 2011 Board Meeting. T. O'Day provided revisions to the Secretary's minutes. T. O'Day moved to approve minutes as revised, B. Perhach seconded. Passed unanimously.
  
- III. The Board reviewed the Office report. R. Malloy stated that there was really positive feedback from the self determination seminar. R. Malloy also stated there were about 25-30 parents and adults siblings at the MillerCoors sibling event. Angie had great success in Steven's Point with the speaking she did. R. Malloy stated that he and Angie would be going back to Steven's Point to talk about adding them as a chapter.



- IV. The Board reviewed the Treasurer's report. R. Malloy stated that there would be a \$52,000 loss next year. R. Malloy stated that he would bring in \$50,000 through grants and donations. He would like to bring in a grant writing contractor. R. Malloy went over the budget changes and is proposing to give Angie a 3% increase and making that retro to March. R. Malloy is also looking into renting a printer versus leasing one. T. O'Day suggested setting up another meeting this month to specifically look at the budget.
- V. M. Bare went over his previous email regarding the biennial budget that relates to Medicaid, Family Care, and SeniorCare and Assembly Bill 110, which establishes a voucher/scholarship program for students with special needs to attend private schools. M. Bare will make suggested revisions and send to the Board for approval, then it will be released to members.
- VI. M. Stannis moved to adjourn. M. Bare seconded. Passed unanimously.



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- I. R. Malloy started the meeting by summarizing successes for the organization and our members in the past month. Road map sessions with members are going very well and yielding significant results. Angie's presentation to Stevens Point students was covered by news media and was well received.
  
- II. R. Malloy discussed the topic of giving health and wellness grants to members for treatments that are not covered by insurance. Criteria was discussed for who would receive these grants, any therapy requiring prescriptions would not be eligible. Eligibility would be determined by the following three criteria: Therapy Discussion regarding requiring that approved therapies must include either a double blind test study or a case study as well as an order from a Wisconsin licensed physician. J. Wynans felt that DSAW should also allow doctors from out of state to be included in this. T. Couwenhoven thinks this is a



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**Board of Directors  
Record of Action Taken Between Meetings**

**Action Taken by the Board of Directors Between May 9, 2011 and June 14, 2011**

**DSAW Board of Directors Meeting: June 14, 2011**

**Per Article 6, section 6 of the By-Laws:**

Action by Directors Without a Meeting. Any action required or permitted of the Board or of any committee thereof may be taken without a meeting, if written consent is signed by all Directors on the Board or committee, as the case may be, and is filed with the minutes of the proceedings of the Board or committee.

**NO VOTES TAKEN OUTSIDE OF BOARD MEETINGS THIS  
MONTH**

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June 14, 2011 DSAW Office Report, submitted by Ron Malloy

## **April Program Events and Outreach**

### **Outreach**

- 5-5-2011 Apple iTouch Augmentative Communication DADs Presentation. Attended by 15 DADs. Special thanks to board member Brian Perhach for attending.
- 5-6-2011, Sibs presentation to parents. 35 Attended.
- 5-7-2011, Stevens Point IEP Seminar planned for May in conjunction with the local Down syndrome organization. 5 Attended. Perfect score of 5 out of 5 on evaluations.
- 5-21-2011, 80 attended the potty training with guest speaker Alice Belgrade in partnership with the Down Syndrome Clinic, special thanks to board member Marita Stannis for attending.

### **Events**

- 5-29-2011, 168 attended the 2011 Brewers Outing, special thanks to board member Mike Bare for attending.

### **Upcoming Events**

- 6-25-2011, Family Sock-Hop and Picnic. 11am to 5 pm at the Marian Center. Replaces the July 3<sup>rd</sup> event. In conjunction with Claire Oasis. The goal is organizational awareness. This event is in partnership with DADs.
- 6-27-2011, LTTW will be held June 27 – July 1, 2011 in Cudahy this year. The registration website was opened up on May 1, 2011. As of 5-4-2011 we have 38 applicants. The camp capacity is 40 and is expected to sell out. We have 40 volunteers verbally committed.

### **Upcoming Outreach**

- 11-5-2011, Mental Health and Wellness in conjunction with the Down syndrome Clinic

### **Fundraising Events**

- Quarles and Brady selected DSAW for an upcoming jeans day fundraiser. Special thanks to Katie Perhach, Jack Cook and Nicole Cook for submitting DSAW.

### **Walk**

- 30 In-Kind donations valued at \$2,500
- Firstgiving up and accepting walk teams. \$412 in Registration, \$480 in Donations and 11 Pages created. The pace is three weeks ahead of last year's pace.
- We have brought back sponsor a fact signs and have 5 so far at \$75.00 each.

- Julie Wiltzius has contacted Zillis about sponsoring the volunteer breakfast -- they are unable to commit and we are pursuing alternate breakfast sponsors
- Hot dog lunch - hot dogs and buns are being donated (\$600 expense savings). Water donated by Pepsi. Other food vendors such as Boston Market, Toppers will also be attending the walk again this year.
- Bango from the Bucks tentatively scheduled, Admirals (Rosco) scheduled to attend.
- Face painting confirmed
- Brochures and Posters should be available next week
- Resource tent invites should be going out in the next two weeks
- Other confirmed donations: walkie talkies, cotton candy, sno cone machines, clowns, DJ, racing sausages from Klements
- Anticipating Kohls volunteers, Soliciting PNC Bank volunteers – Should employees volunteer, both companies provide donations
- Many volunteers are returning this year. I contacted schools to put our walk on their calendar for when school starts up again. The money room, money runners, etc are all confirmed
- PR contacts made for Radio and TV spots

### **Golf Outing**

- 23 In-Kind donations valued at \$3,000
- Golf team recruiting effort in progress at Rockwell/Allen-Bradley
- To be discussed - raffling off consigned Augusta National Passes
- To be discussed - bringing in Earl Dotson to MC Blue Mound Golf Outing (\$8,000)
- No Foursomes registered at this time. We had one foursome registered in June 2010
- Second golf outing mailing going out 6-16-2011 along with Picnic and DADs flyer

## **Volunteers**

### **LTTW Volunteers**

- 40 volunteers confirmed as of 6-8-2011.
- The City of Cudahy Mayor, Tony Day, is helping with promoting the camp.
- The registration website is open to accept volunteers

## **Other**

### **Grants – Milwaukee**

- (3) \$250 grants awarded in May 2011

## **Chapters**

- Ron Malloy met with two parents in Beloit about DSAW programming in Rock County on May 27<sup>th</sup>. They are planning a picnic for the summer and DSAW will send them the list of families following their signing and returning the confidentiality agreement
- Ron Malloy spoke with Dawn Nei about programming in Rhinelander. Dawn was invited to attend the Medical Outreach committee and will be contacting other families in the area about shadowing the DSAW walk in Green Bay

# Down Syndrome Association of Wisconsin Inc.

## Balance Sheet

As of June 9, 2011

### ASSETS

#### Current Assets

##### Bank Accounts

1050 Cash on Hand	431.80
1099 TRI CITY SAVING xxxxxx2501 (deleted)	0.00
1100 CHASE CHECKING xx5147	23,581.33
1120 TRI CITY CHECKING xxxx-016	23,080.43
1130 M & I Checking-CVC	29,071.23
1132 Chase xx5084- Fox Cities	44,557.08
1134 Chase xx5092-Green Bay	12,062.12
1150 CHASE SAVINGS xxx-4826	2,017.20
1151 CHASE HIGH YIELD SAVINGS XXX-5334	20,096.01
1153 ING Business Savings	125,787.03
1155 METLIFE MONEY MARKET	0.00
1160 CHASE CD	0.00
1162 Tri City CD	72,616.01
1165 METLIFE CD	0.00
1965 DSAW (deleted)	0.00
1968 DSAW 1 (deleted)	0.00
1969 DSAW 2 (deleted)	0.00
1988 12 MONTH CD (deleted)	0.00

Total Bank Accounts \$ 353,300.24

Total Current Assets \$ 353,300.24

#### Other Assets

1190 Security Deposits	600.00
Total Other Assets	<u>\$ 600.00</u>

TOTAL ASSETS \$ 353,900.24

### LIABILITIES AND EQUITY

#### Liabilities

##### Current Liabilities

##### Credit Cards

2200 Chase Mastercard	0.00
2250 Capital One Visa (deleted)	0.00
Total Credit Cards	<u>\$ 0.00</u>

##### Other Current Liabilities

2100 Federal W/H Tax Payable	0.00
Total Other Current Liabilities	<u>\$ 0.00</u>

Total Current Liabilities \$ 0.00

Total Liabilities \$ 0.00

#### Equity

3000 Opening Bal Equity	0.00
3900 Fund Balance	332,722.80
Net Income	21,177.44

Total Equity \$ 353,900.24

TOTAL LIABILITIES AND EQUITY \$ 353,900.24

# Down Syndrome Association of Wisconsin Inc.

## Profit & Loss

July 1, 2010 - June 9, 2011

	Chippewa Valley				TOTAL
	Chapter	Fox Cities	General	Green Bay	
<b>Income</b>					
4100 DONATIONS RECEIVED	1,000.00	1,116.78	13,130.16	620.00	15,866.94
MATCHING GIFT INCOME		185.00	3,996.00		4,181.00
MEMORIAL			3,120.00	1,000.00	4,120.00
UNITED WAY			711.25		711.25
WE CARE PROGRAM			510.14		510.14
<b>Total 4100 DONATIONS RECEIVED</b>	<b>\$ 1,000.00</b>	<b>\$ 1,301.78</b>	<b>\$ 21,467.55</b>	<b>\$ 1,620.00</b>	<b>\$ 25,389.33</b>
4150 MEMBERSHIP					0.00
1 YEAR			840.00		840.00
2 YEAR			4,440.00		4,440.00
<b>Total 4150 MEMBERSHIP</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,280.00</b>	<b>\$ 0.00</b>	<b>\$ 5,280.00</b>
4200 MEMBER EVENT INCOME					0.00
BREWER OUTING			1,636.00		1,636.00
CONFERENCE INCOME			365.00		365.00
DADs		75.00	1,108.10		1,183.10
LTTW			602.33		602.33
OUTREACH EVENT INCOME			150.00		150.00
Toliet Training			1,310.00		1,310.00
<b>Total OUTREACH EVENT INCOME</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,460.00</b>	<b>\$ 0.00</b>	<b>\$ 1,460.00</b>
PICNIC DONATION			100.00		100.00
World Down Syndrome Day			222.50		222.50
<b>Total 4200 MEMBER EVENT INCOME</b>	<b>\$ 0.00</b>	<b>\$ 75.00</b>	<b>\$ 5,493.93</b>	<b>\$ 0.00</b>	<b>\$ 5,568.93</b>
4230 CORPORATE DONATIONS			250.00		250.00
4250 GRANT INCOME			4,000.00		4,000.00
4300 MARKETPLACE INCOME					0.00
BASEBALL CAPS(DSAW)			40.00		40.00
DSAW BRACELETS			45.00		45.00
<b>Total 4300 MARKETPLACE INCOME</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 85.00</b>	<b>\$ 0.00</b>	<b>\$ 85.00</b>
4600 INTEREST INCOME			1,492.22		1,492.22
4700 FUNDRAISING EVENT INCOME	35.00	1,534.00	390.87	162.38	2,122.25
4720 GOLF OUTING INCOME			14,619.00		14,619.00
AUCTION			2,115.00		2,115.00
DINNER ONLY			125.00		125.00
DINNER SPONSOR			1,500.00		1,500.00
HOLE SPONSOR			570.00		570.00
LUNCH TABLE SPONSOR			1,600.00		1,600.00
REGISTRATION			15,205.00		15,205.00
<b>Total 4720 GOLF OUTING INCOME</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 35,734.00</b>	<b>\$ 0.00</b>	<b>\$ 35,734.00</b>
4721 NEW BREWERS WIVES			18,130.00		18,130.00
4722 NEW EBAY 50%/50% AUCTION			225.55		225.55
4730 AWARENESS WALK	16,216.00		95,449.38	9,972.00	121,637.38
DONATIONS-FIRST GIVING		27,581.54	400.01		27,981.55
DONATIONS-OFFICE	25.00	15,552.32	2,655.00		18,232.32
FOOD		1,553.85			1,553.85

**Chippewa  
Valley**

	<b>Chapter</b>	<b>Fox Cities</b>	<b>General</b>	<b>Green Bay</b>	<b>TOTAL</b>
OTHER		311.00	10.00		321.00
RAFFLE		3,783.00			3,783.00
REGISTRATION-FIRST GIVING			120.00		120.00
REGISTRATION-OFFICE		2,725.00	1,918.00		4,643.00
SPONSORSHIP		3,500.00	3,700.00		7,200.00
<b>Total 4730 AWARENESS WALK</b>	<b>\$ 16,241.00</b>	<b>\$ 55,006.71</b>	<b>\$ 104,252.39</b>	<b>\$ 9,972.00</b>	<b>\$ 185,472.10</b>
4998 MISCELLANEOUS INCOME	205.15		410.91		616.06
4999 TEMPORARY INCOME ACCOUNT			611.35		611.35
<b>Total Income</b>	<b>\$ 17,481.15</b>	<b>\$ 57,917.49</b>	<b>\$ 197,823.77</b>	<b>\$ 11,754.38</b>	<b>\$ 284,976.79</b>
<b>Expenses</b>					
5000 Salaries & Wages			89,625.10		89,625.10
5050 PAYROLL TAXES - FICA			6,802.06		6,802.06
5070 Professional Fees			542.50		542.50
ACCOUNTING FEES			5,800.00		5,800.00
Paychex Payroll Fees			970.53		970.53
WEBSITE	50.05		1,030.00		1,080.05
<b>Total 5070 Professional Fees</b>	<b>\$ 50.05</b>	<b>\$ 0.00</b>	<b>\$ 8,343.03</b>	<b>\$ 0.00</b>	<b>\$ 8,393.08</b>
5110 OFFICE SUPPLIES	396.15	25.38	1,700.21		2,121.74
5112 RESOURCE MATERIAL			276.47		276.47
5113 VIDEO EXP			655.96		655.96
5115 Computer Related			39.90		39.90
5130 TELEPHONE	638.60		2,666.90		3,305.50
5140 POSTAGE	215.93	132.00	3,307.07	290.20	3,945.20
5170 PRINTING	192.84		52.36	5.95	251.15
Annual Report & Letter		40.00	4,231.07		4,271.07
BROCHURES		350.00	968.00		1,318.00
COPIES			66.42		66.42
NEW PARENT PACKETS	1,148.58	616.69	304.20		2,069.47
NEWSLETTER PUBLICATION			2,514.14		2,514.14
STATIONARY		65.00	623.88	12.10	700.98
<b>Total 5170 PRINTING</b>	<b>\$ 1,341.42</b>	<b>\$ 1,071.69</b>	<b>\$ 8,760.07</b>	<b>\$ 18.05</b>	<b>\$ 11,191.23</b>
5210 RENT	112.00	107.00	7,079.00		7,298.00
5260 Equipment Rental & Maintenance			1,026.74		1,026.74
5320 TRAVEL			3,021.17		3,021.17
5326 CONFERENCE EXPENSE			1,478.87		1,478.87
5510 BANK CHARGES	19.50		1,215.01	50.00	1,284.51
Ebay and Paypal Fees			87.80		87.80
<b>Total 5510 BANK CHARGES</b>	<b>\$ 19.50</b>	<b>\$ 0.00</b>	<b>\$ 1,302.81</b>	<b>\$ 50.00</b>	<b>\$ 1,372.31</b>
5520 INSURANCE			2,034.00		2,034.00
5545 DUES & SUBSCRIPTIONS			1,583.02		1,583.02
5550 CONSULTANT EXPENSE			8,400.00		8,400.00
5630 GOLF OUTING EXP Pip			19,243.58		19,243.58
5631 Golf Outing Exp Classic			1,244.25		1,244.25
5640 AWARENESS WALK EXP	1,071.97	2,570.00	5,921.34	2,138.64	11,701.95
EQUIPMENT RENTAL	1,373.18	628.20	1,395.71		3,397.09
FOOD	62.16	206.25	791.84		1,060.25
OTHER	697.28	2,096.53			2,793.81

	Chippewa Valley				
	Chapter	Fox Cities	General	Green Bay	TOTAL
PRINTING	576.00	1,560.50	2,381.02		4,517.52
RAFFLE	180.00	139.00	116.58		435.58
REGISTRATION-FIRST GIVING	200.00	1.88	37.80	200.00	439.68
T-SHIRTS	2,642.16	3,208.00	5,502.25		11,352.41
Walk Entertainment	1,050.00	4,590.00	350.00		5,990.00
Walk Promotion	240.00	534.00			774.00
ZOO ENTRY FEE			8,942.00		8,942.00
ZOO PICNINIC AREA			960.00		960.00
<b>Total 5640 AWARENESS WALK EXP</b>	<b>\$ 8,092.75</b>	<b>\$ 15,534.36</b>	<b>\$ 26,398.54</b>	<b>\$ 2,338.64</b>	<b>\$ 52,364.29</b>
5700 MEMBER EVENT EXPENSE	280.30		25.00		305.30
BREWERS OUTING			5,328.65		5,328.65
DADs PROGRAM EXPENSE			1,351.01		1,351.01
HALLOWEEN DANCE			674.09		674.09
HOLIDAY PARTY	738.62		1,812.87	233.93	2,785.42
July 3rd Event			1,798.56		1,798.56
LTTW EXPENSE			3,132.30		3,132.30
PICNIC EXP			56.62		56.62
SELF-ADVOCATE COUNCIL FUNDING			100.00		100.00
Valentines Day Dance			657.15		657.15
World Down syndrome Day	2,620.00	356.75	985.75		3,962.50
<b>Total 5700 MEMBER EVENT EXPENSE</b>	<b>\$ 3,638.92</b>	<b>\$ 356.75</b>	<b>\$ 15,922.00</b>	<b>\$ 233.93</b>	<b>\$ 20,151.60</b>
5750 OUTREACH PROGRAM EXPENSE		3,652.27	2,000.75		5,653.02
Toliet Training			2,580.16		2,580.16
<b>Total 5750 OUTREACH PROGRAM EXPENSE</b>	<b>\$ 0.00</b>	<b>\$ 3,652.27</b>	<b>\$ 4,580.91</b>	<b>\$ 0.00</b>	<b>\$ 8,233.18</b>
5815 GRANT AWARD		585.00	5,892.79		6,477.79
5820 MARKETPLACE EXPENSE		993.90	1,033.91		2,027.81
5850 Board Expense	32.64		463.44		496.08
5855 Member Expenses		835.75	41.25		877.00
5930 Licenses and Fees			85.00		85.00
5990 MISCELLANEOUS	214.60	201.00	-35.05		380.55
5992 Volunteer Program			1,242.35		1,242.35
5993 Other Recovered Expense			-383.40		-383.40
<b>Total Expenses</b>	<b>\$ 14,752.56</b>	<b>\$ 23,495.10</b>	<b>\$ 223,831.95</b>	<b>\$ 2,930.82</b>	<b>\$ 265,010.43</b>
<b>Net Operating Income</b>	<b>\$ 2,728.59</b>	<b>\$ 34,422.39</b>	<b>-\$ 26,008.18</b>	<b>\$ 8,823.56</b>	<b>\$ 19,966.36</b>
<b>Other Income</b>					
4815 Green Bay Revenue				1,661.00	1,661.00
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,661.00</b>	<b>\$ 1,661.00</b>
<b>Other Expenses</b>					
6810 CVC Expense	57.77				57.77
6815 Green Bay Expense				392.15	392.15
<b>Total Other Expenses</b>	<b>\$ 57.77</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 392.15</b>	<b>\$ 449.92</b>
<b>Net Other Income</b>	<b>-\$ 57.77</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,268.85</b>	<b>\$ 1,211.08</b>
<b>Net Income</b>	<b>\$ 2,670.82</b>	<b>\$ 34,422.39</b>	<b>-\$ 26,008.18</b>	<b>\$ 10,092.41</b>	<b>\$ 21,177.44</b>

Thursday, Jun 09, 2011 12:53:17 PM PDT GMT-7 - Accrual Basis

# Down Syndrome Association of Wisconsin Inc. Budget vs. Actuals: Milwaukee- FY11 P&L Classes

July 2010 - June 2011

Income	Actual Current FY	Budget Current FY	\$ Over Current FY	% of Budget Current FY	2011/2012 Budget	budget over previous 11.25 months
4100 DONATIONS RECEIVED	13,130.16	15,373.00	-2,242.84	85.41%	\$14,000	107%
MATCHING GIFT INCOME	3,996.00	87.00	3,909.00	4593.10%	\$3,500	88%
MEMORIAL	3,120.00	1,767.00	1,353.00	176.57%	\$3,000	96%
UNITED WAY	711.25	1,640.00	-928.75	43.37%	\$1,000	141%
WE CARE PROGRAM	510.14	797.00	-286.86	64.01%	\$0	0%
<b>Total 4100 DONATIONS RECEIVED</b>	<b>\$ 21,467.55</b>	<b>\$ 19,664.00</b>	<b>\$ 1,803.55</b>	<b>109.17%</b>	<b>\$21,500</b>	<b>100%</b>
4150 MEMBERSHIP	0.00	0.00	0.00			
1 YEAR	840.00	935.00	-95.00	89.84%	\$1,200	143% Chapters
2 YEAR	4,440.00	4,520.00	-80.00	98.23%	\$5,700	128% Chapters
<b>Total 4150 MEMBERSHIP</b>	<b>\$ 5,280.00</b>	<b>\$ 5,455.00</b>	<b>-\$ 175.00</b>	<b>96.79%</b>	<b>\$6,900</b>	<b>131% Chapters</b>
4200 MEMBER EVENT INCOME	0.00	0.00	0.00			
BREWER OUTING	1,636.00	1,949.00	-313.00	83.94%	\$2,000	122% Still some to record
CONFERENCE INCOME	365.00	4,386.00	-4,021.00	8.32%	\$0	0%
DADs	1,108.10	1,500.00	-391.90	73.87%	\$1,000	90% No Raffle but full year
LTTW	602.33	0.00	602.33		\$1,000	166%
OUTREACH EVENT INCOME	150.00	0.00	150.00		\$1,000	667% Mental Health
Toilet Training	1,310.00	0.00	1,310.00		\$0	0%
<b>Total 4200 MEMBER EVENT INCOME</b>	<b>\$ 1,460.00</b>	<b>\$ 0.00</b>	<b>\$ 1,460.00</b>		<b>\$0</b>	<b>0%</b>
PICNIC DONATION	100.00	0.00	100.00		\$0	0%
World Down Syndrome Day	222.50	0.00	222.50		\$200	90%
<b>Total 4200 MEMBER EVENT INCOME</b>	<b>\$ 5,493.93</b>	<b>\$ 7,835.00</b>	<b>-\$ 2,341.07</b>	<b>70.12%</b>	<b>\$5,200</b>	<b>95% Flat year over year</b>
4230 CORPORATE DONATIONS	250.00	0.00	250.00		\$1,000	400%
4250 GRANT INCOME	4,000.00	12,000.00	-8,000.00	33.33%	\$39,000	975% New Dev Officer
4300 MARKETPLACE INCOME	0.00	789.00	-789.00	0.00%	\$0	
ANGEL PIN & BOOKMARK	0.00	6.00	-6.00	0.00%	\$0	0%
BASEBALL CAPS(DSAW)	40.00	0.00	40.00		\$0	0%
DSAW BRACELETS	45.00	0.00	45.00		\$0	0%
WINDOW CLING	0.00	12.00	-12.00	0.00%	\$0	
<b>Total 4300 MARKETPLACE INCOME</b>	<b>\$ 85.00</b>	<b>\$ 807.00</b>	<b>-\$ 722.00</b>	<b>10.53%</b>	<b>\$0</b>	<b>0%</b>
4600 INTEREST INCOME	1,492.22	2,375.00	-882.78	62.83%	\$1,800	121%
4700 FUNDRAISING EVENT INCOME	390.87	0.00	390.87		\$500	128%
4720 GOLF OUTING INCOME	14,619.00	3,397.00	11,222.00	430.35%	\$30,000	205% Total for Event

	Actual Current FY	Budget Current FY	\$ Over Budget Current FY	% of Budget Current FY	2011/2012 Budget	budget over previous 11.25 months
AUCTION	2,115.00	8,110.00	-5,995.00	26.08%		0%
DINNER ONLY	125.00	25.00	100.00	500.00%		0%
DINNER SPONSOR	1,500.00	0.00	1,500.00			0%
GENERAL DONATION	0.00	100.00	-100.00	0.00%		0%
HOLE SPONSOR	570.00	880.00	-310.00	64.77%		0%
LUNCH TABLE SPONSOR	1,600.00	825.00	775.00	193.94%		0%
RAFFLE	0.00	4,475.00	-4,475.00	0.00%		0%
REGISTRATION	15,205.00	20,100.00	-4,895.00	75.65%		0%
SHIRT SPONSOR	0.00	500.00	-500.00	0.00%		0%
<b>Total 4720 GOLF OUTING INCOME</b>	<b>\$ 35,734.00</b>	<b>\$ 38,412.00</b>	<b>-\$ 2,678.00</b>	<b>93.03%</b>	<b>\$30,000</b>	84% Total for Event
4721 NEW BREWERS WIVES	18,130.00	20,000.00	-1,870.00	90.65%	\$0	0% One Time
4722 NEW EBAY 50%/50% AUCTION	225.55	10,000.00	-9,774.45	2.26%	\$1,000	443%
4723 NEW CORPORATE INCOME	0.00	10,000.00	-10,000.00	0.00%	\$8,000	New Dev Officer
4724 Golf Outing Income Classic					\$23,000	
4730 AWARENESS WALK	95,449.38	0.00	95,449.38		\$109,000	114% Total for Event
AUCTION	0.00	2,000.00	-2,000.00	0.00%		
DONATIONS-FIRST GIVING	400.01	0.00	400.01			0%
DONATIONS-OFFICE	2,655.00	0.00	2,655.00			0%
FOOD	0.00	3,000.00	-3,000.00	0.00%		0%
OTHER	10.00	549.00	-539.00	1.82%		0%
RAFFLE	0.00	2,000.00	-2,000.00	0.00%		0%
REGISTRATION-FIRST GIVING	120.00	76,000.00	-75,880.00	0.16%		0%
REGISTRATION-OFFICE	1,918.00	18,000.00	-16,082.00	10.66%		0%
SPONSORSHIP	3,700.00	4,000.00	-300.00	92.50%		0%
<b>Total 4730 AWARENESS WALK</b>	<b>\$ 104,252.39</b>	<b>\$ 105,549.00</b>	<b>-\$ 1,296.61</b>	<b>98.77%</b>	<b>\$109,000</b>	105% Total for Event
4998 MISCELLANEOUS INCOME	410.91	397.00	13.91	103.50%	\$500	122%
4999 TEMPORARY INCOME ACCOUNT	611.35	0.00	611.35		\$500	82%
<b>Total Income</b>	<b>\$ 197,823.77</b>	<b>\$ 232,494.00</b>	<b>-\$ 34,670.23</b>	<b>85.09%</b>	<b>\$247,900</b>	125%
Expenses						
5000 Salaries & Wages	89,625.10	111,100.00	-21,474.90	80.67%	\$96,176	107%
5001 Recovered Salary					(\$1,000)	
5050 PAYROLL TAXES - FICA	6,802.06	8,490.00	-1,687.94	80.12%	\$7,357	108%
5070 Professional Fees	542.50	846.00	-303.50	64.13%	\$0	0%
ACCOUNTING FEES	5,800.00	7,685.00	-1,885.00	75.47%	\$7,000	121%
Paychex Payroll Fees	970.53	0.00	970.53		\$1,300	134%
WEBSITE	1,030.00	940.00	90.00	109.57%	\$850	83%
<b>Total 5070 Professional Fees</b>	<b>\$ 8,343.03</b>	<b>\$ 9,471.00</b>	<b>-\$ 1,127.97</b>	<b>88.09%</b>	<b>\$9,150</b>	110%

	Actual Current FY	Budget Current FY	\$ Over Budget Current FY	% of Budget Current FY	2011/2012 Budget	budget over previous 11.25 months
5080 Trigger Point Intern or Contractor	0.00	4,000.00	-4,000.00	0.00%	\$11,200	
5110 OFFICE SUPPLIES	1,700.21	1,573.00	127.21	108.09%	\$2,400	141%
5112 RESOURCE MATERIAL	276.47	860.00	-583.53	32.15%	\$400	145%
5113 VIDEO EXP	655.96	0.00	655.96		\$0	0%
5115 Computer Related	39.90	1,959.00	-1,919.10	2.04%	\$7,000	17544% New Phone System & Printer
5130 TELEPHONE	2,666.90	2,255.00	411.90	118.27%	\$2,900	109% Investigate Options
5140 POSTAGE	3,307.07	2,445.00	862.07	135.26%	\$3,700	112%
5170 PRINTING	52.36	4,379.00	-4,326.64	1.20%	\$200	382%
Annual Report & Letter	4,231.07	0.00	4,231.07		\$5,600	132% Plus \$1000 for year end letter
BROCHURES	968.00	0.00	968.00		\$1,000	103%
COPIES	66.42	0.00	66.42		\$200	301%
NEW PARENT PACKETS	304.20	330.00	-25.80	92.18%	\$1,000	329%
NEWSLETTER PUBLICATION	2,514.14	7,266.00	-4,751.86	34.60%	\$6,000	239%
STATIONARY	623.88	269.00	354.88	231.93%	\$700	112%
<b>Total 5170 PRINTING</b>	<b>\$ 8,760.07</b>	<b>\$ 12,244.00</b>	<b>-\$ 3,483.93</b>	<b>71.55%</b>	<b>\$14,700</b>	<b>168%</b>
5210 RENT	7,079.00	7,668.00	-589.00	92.32%	\$8,298	117%
5220 Moving Expense	0.00	3,000.00	-3,000.00	0.00%	\$0	
5260 Equipment Rental & Maintenance	1,026.74	1,190.00	-163.26	86.28%	\$1,200	117%
5320 TRAVEL	3,021.17	3,000.00	21.17	100.71%	\$4,500	149%
5321 Recovered Travel					(\$300)	
5326 CONFERENCE EXPENSE	1,478.87	9,082.00	-7,603.13	16.28%	\$0	0%
5330 Staff Training Conference Conventions					\$1,500	Moved DSAIA to New Account
5510 BANK CHARGES	1,215.01	1,246.00	-30.99	97.51%	\$1,400	115%
Ebay and Paypal Fees	87.80	0.00	87.80		\$250	285%
<b>Total 5510 BANK CHARGES</b>	<b>\$ 1,302.81</b>	<b>\$ 1,246.00</b>	<b>\$ 56.81</b>	<b>104.56%</b>	<b>\$1,650</b>	<b>127%</b>
5520 INSURANCE	2,034.00	2,123.00	-89.00	95.81%	\$2,100	103%
5545 DUES & SUBSCRIPTIONS	1,583.02	1,899.00	-315.98	83.36%	\$1,600	101%
5550 CONSULTANT EXPENSE	7,800.00	3,000.00	4,800.00	260.00%	\$0	0%
5570 ADVERTISEMENT	0.00	1,000.00	-1,000.00	0.00%	\$0	
5575 COMMUNITY PUBLIC RELATIONS	0.00	1,636.00	-1,636.00	0.00%	\$0	
5600 Fundraising Events Expenses	0.00	81.00	-81.00	0.00%	\$100	99%
5630 GOLF OUTING EXP Pip	19,243.58	16,462.00	2,781.58	116.90%	\$19,000	1447%
5631 Golf Outing Exp Classic	1,244.25	0.00	1,244.25		\$18,000	464% Total for Event
5640 AWARENESS WALK EXP	5,921.34	0.00	5,921.34		\$27,500	
EQUIPMENT RENTAL	1,395.71	1,000.00	395.71	139.57%		0%
FOOD	791.84	4,000.00	-3,208.16	19.80%		0%
OTHER	0.00	4,035.00	-4,035.00	0.00%		

	Actual Current FY	Budget Current FY	\$ Over Budget Current FY	% of Budget Current FY	2011/2012 Budget	budget over previous 11.25 months
PRINTING	2,381.02	2,000.00	381.02	119.05%		0%
RAFFLE	116.58	0.00	116.58			0%
REGISTRATION-FIRST GIVING	37.80	0.00	37.80			0%
T-SHIRTS	5,502.25	5,400.00	102.25	101.89%		0%
Walk Entertainment	350.00	0.00	350.00			0%
ZOO ENTRY FEE	8,942.00	9,240.00	-298.00	96.77%		0%
ZOO PICNIC AREA	960.00	1,200.00	-240.00	80.00%		0%
<b>Total 5640 AWARENESS WALK EXP</b>	<b>\$ 26,398.54</b>	<b>\$ 26,975.00</b>	<b>\$ 476.46</b>	<b>98.23%</b>	<b>\$27,500</b>	<b>104%</b>
5650 eBay 50%/50% EXPENSE	0.00	5,000.00	-5,000.00	0.00%	\$1,000	
5700 MEMBER EVENT EXPENSE	25.00	299.00	-274.00	8.36%	\$300	1200%
BREWERS OUTING	4,937.07	4,593.00	344.07	107.49%	\$5,000	101%
DADs PROGRAM EXPENSE	1,351.01	3,000.00	-1,648.99	45.03%	\$2,000	148%
FINANCIAL SEMINAR	0.00	209.00	-209.00	0.00%	\$0	
HALLOWEEN DANCE	674.09	903.00	-228.91	74.65%	\$700	104%
HOLIDAY PARTY	1,812.87	2,003.00	-190.13	90.51%	\$1,900	105%
July 3rd Event	1,652.90	0.00	1,652.90		\$6,000	0%
LTTW EXPENSE	2,932.30	8,103.00	-5,170.70	36.19%	\$1,100	205%
PICNIC EXP	22.86	1,097.00	-1,074.14	2.08%	\$300	4812%
SELF-ADVOCATE COUNCIL FUNDING	100.00	2,000.00	-1,900.00	5.00%	\$800	300%
Valentines Day Dance	657.15	0.00	657.15		\$800	122%
World Down syndrome Day	985.75	0.00	985.75		\$1,000	101%
<b>Total 5700 MEMBER EVENT EXPENSE</b>	<b>\$ 15,151.00</b>	<b>\$ 22,207.00</b>	<b>\$ 7,056.00</b>	<b>68.23%</b>	<b>\$19,100</b>	<b>126%</b>
5750 OUTREACH PROGRAM EXPENSE	2,000.75	10,327.00	-8,326.25	19.37%	\$6,000	300%
Toilet Training	2,580.16	0.00	2,580.16			0%
<b>Total 5750 OUTREACH PROGRAM EXPENSE</b>	<b>\$ 4,580.91</b>	<b>\$ 10,327.00</b>	<b>\$ 5,746.09</b>	<b>44.36%</b>	<b>\$6,000</b>	<b>131%</b>
5810 SCHOLARSHIP-ENDOWMENT	0.00	2,000.00	-2,000.00	0.00%	\$2,500	
5815 GRANT AWARD	5,210.79	6,000.00	-789.21	86.85%	\$6,000	115%
5820 MARKETPLACE EXPENSE	1,033.91	477.00	556.91	216.75%	\$1,300	126%
DSAW MERCHANDISE	0.00	1,500.00	-1,500.00	0.00%	\$0	
<b>Total 5820 MARKETPLACE EXPENSE</b>	<b>\$ 1,033.91</b>	<b>\$ 1,977.00</b>	<b>\$ 943.09</b>	<b>52.30%</b>	<b>\$1,300</b>	<b>126%</b>
5850 Board Expense	463.44	500.00	-36.56	92.69%	\$550	119%
5855 Member Expenses	41.25	0.00	41.25		\$200	485%
5930 Licenses and Fees	85.00	35.00	50.00	242.86%	\$100	118%
5990 MISCELLANEOUS	-35.05	8,786.00	-8,821.05	-0.40%	\$2,000	-5706%
5991 Chapter 501(3) Start-up Costs	0.00	3,250.00	-3,250.00	0.00%	\$1,000	
5992 Volunteer Program	1,242.35	2,400.00	-1,157.65	51.76%	\$300	24%
5993 Other Recovered Expense	-383.40	0.00	-383.40		<b>(\$400)</b>	<b>104%</b>

104% Total for Event

	Actual Current FY	Budget Current FY	\$ Over Budget Current FY	% of Budget Current FY	2011/2012 Budget	budget over previous 11.25 months
Total Expenses	\$ 221,778.95	\$ 295,141.00	-\$ 73,362.05	75.14%	\$278,782	126%
Net Operating Income	-\$ 23,955.18	\$ 62,647.00	\$ 38,691.82	38.24%	(\$30,882)	129%
Net Income	-\$ 23,955.18	\$ 62,647.00	\$ 38,691.82	38.24%		

Wednesday, Jun 08, 2011 03:20:52 PM PDT GMT-7 - Accrual Basis

**Date** Fri 6/10/2011 10:30 AM  
**From** "Rachel Stawicki" <RachelS@wkmr.com>  
**To** ron@dsaw.org  
**Cc** "Cook, Nicole L (US - Milwaukee)" <ncook@deloitte.com>  
**View** HTML | Text | Header | Raw Content | Attachments (2 - 70k)

Rachel Stawicki has requested that a read receipt be sent when this message is read. Do you want to send a receipt? Yes | No

Good morning Ron,

Please find attached proposal for services. Please feel free to contact Larry or myself with any questions or comments.

After speaking with the engagement partner, Paul Sehmer, we would like to offer a nonprofit, courtesy discount to DSAW and perform the internal control review free of charge. This service is outlined with more detail in the proposal (#4 of engagement responsibilities).

I have copied Ms. Cook on the E-mail just to ensure the proposal is received (should we have any more E-mail glitches).

Thank you for the opportunity to submit the proposal,

**Rachel M. Stawicki**

Senior Accountant  
Winter, Kloman, Moter & Repp, S.C.  
235 N. Executive Drive, Suite 160  
Brookfield, WI 53005

Telephone: (262) 797-9050 | Fax: (262) 797-8251  
[RachelS@wkmr.com](mailto:RachelS@wkmr.com)



Winter, Kloman, Moter & Repp, S.C.  
235 N. EXECUTIVE DRIVE, SUITE 160  
BROOKFIELD, WISCONSIN 53005

**Notice:** In order to comply with U.S. Treasury Circular 230, we are required to inform you that unless we have specifically stated to the contrary in writing, any advice we provide in this e-mail or any attachment concerning federal or state tax issues or submissions is not intended or written to be used, and cannot be used, to avoid federal and state tax penalties.

**Confidentiality Notice:**

This message is being sent by Winter, Kloman, Moter & Repp, SC.. It is intended exclusively for the individuals and entities to which it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential, including information that is protected under the HIPAA privacy rules, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of this message. This message is protected by applicable legal privileges and is confidential.



Winter, Kloman, Moter & Repp, S.C.

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CPAs SUPPORTING YOUR SUCCESS

**DOWN SYNDROME ASSOCIATION OF WISCONSIN**

**PROPOSAL FOR SERVICES**

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## **FIRM PHILOSOPHIES**

Thank you for the opportunity to submit this proposal for services to Down Syndrome Association of Wisconsin (DSAW). Winter, Kloman, Moter & Repp, S.C. recognizes that services must be rendered on a timely basis, at the highest quality, and at a competitive fee.

### **Organizational Structure**

Since 1968, Winter, Kloman, Moter & Repp, S.C. has worked to provide services of the highest quality, tailored to the individual needs of each client. We have grown to become Milwaukee's tenth largest accounting firm by helping our clients grow. Many of our clients have been working with us for over twenty-five years, a testament to our ability to change as our clients' needs change.

We have offices in Brookfield, Oconomowoc and Watertown. Together we have approximately fifty professional staff, including ten individuals who specialize in the accounting and reporting needs of not-for-profit organizations.

### **Industry Expertise**

We provide audit, accounting, tax and management advisory services to over forty not-for-profit agencies and governmentally funded entities. Our experience includes churches, health and human service agencies, trade associations, cultural and arts organizations, educational institutions, foundations and various other charitable organizations. Our clients include many agencies within the \$100,000 to \$5,000,000 range.

### **Professional Team**

Although you will always be welcome to contact any member of our firm for assistance, Larry Gebhard and Rachel Stawicki will be responsible for coordinating all of the services you receive from us. These services will include the compilation, agreed upon procedures and informational (tax) return preparation services further explained in the "Fee Structure and Engagement Responsibilities" section of our proposal.

Our shareholders and staff have extensive experience and know of the importance to stay up-to-date on current developments within the industries we serve. All of our accounting professionals receive a minimum of 40 hours of continuing education annually. Our not-for-profit staff receives twenty-four hours of specialized course work every two years in topics specifically related to not-for-profit organizations.

The quality of our firm's audit and accounting services is monitored through participation in a peer review program conducted by outside parties every three years. We are proud to say that we have not received any letter of comments since we began our participation in a peer review program.

The professional team expected to be involved with your engagement include the following:

Paul Sehmer, CPA – engagement shareholder, joined firm in 1987, 27 years NFP experience  
Larry Gebhard, CPA – manager, joined firm in 2000, 11 years NFP experience  
Rachel Stawicki – senior, joined firm in 2007, 4 years NFP experience

We pride ourselves on the continuity of our staff. We strive to minimize the introduction of new accountants for recurring client services in order to eliminate the frustration and expense clients experience when "training" new personnel. We understand that close personal shareholder involvement and communication on a regular basis is necessary to assist you in achieving your financial goals. Our low staff turnover and strong shareholder involvement assures that you will receive service from high-level knowledgeable professionals that will use our experiences to generate cost-effective ideas for you.

### **Communication**

We will stay in contact with management and the staff during the entire process. We will be available to meet with management at your request.

We will keep you abreast of any new accounting pronouncements, industry issues, or tax law changes that may impact your organization. We keep current on all of these issues through ongoing continuing professional education, industry newsletters, and a variety of technical literature. We attend local, statewide and national conferences on not-for-profit and service industry topics.

It is our policy to answer routine client questions without charge. If a request will require significant time to research we will notify you of this in advance and will then bill you at our standard hourly rates.

## **FEE STRUCTURE & ENGAGEMENT RESPONSIBILITIES**

We believe that you should receive value for the services we provide and our efforts are continually focused on providing that value. We believe it is our duty to provide you with cost-effective services which assist you in achieving your objectives.

For each of the services listed below, Down Syndrome Association of Wisconsin will receive a letter of understanding which will provide more detail of the scope of our services to be provided.

### **Proposal for Services**

We will perform the following services:

1. We will compile the financial statements of DSAW for the year ended June 30, 2011. This level of attest service is not an audit or a review and therefore provides no assurance for the users of the financial statements other than the fact that the financial statements were prepared by an independent CPA firm. Like an audit or review, our compilation services will result in the issuance of financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP) except for the fact that the financial report will omit the notes to the financial statements.

You agree that in connection with our performance of the above services, you are responsible to; continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications we may propose, designate someone to oversee our services, evaluate the adequacy and results of our services, and, establish and maintain internal controls, including monitoring ongoing activities related to our services. This management responsibility is required in order for us to maintain our status as your independent certified public accountants.

These analyses and reports are intended solely for the information and use of DSAW's management and board of directors and are not intended to be and should not be used by anyone other than these specified parties.

We estimate the fee for the above service to be \$1,000. This fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered. If significant additional time is necessary, we will discuss it with you.

2. We will provide monthly accounting and finance assistance to DSAW, as needed, and work directly with staff personnel. These services will include, but are not limited to the following:
  - We will agree the monthly financial reporting package to supporting ledgers and schedules, i.e. bank reconciliations and payroll reports, maintained by DSAW.
  - We will be available to assist with any accounting related requests as they arise.
  - We will assist management in analyzing the monthly financial results and meet with them, if requested, in providing our analytical input to be used in reporting to the board of directors.

Our fee for these services is estimated to be \$100 per month, which is based on the extent of our involvement at individual hourly rates. The hourly rates vary according to the degree of responsibility involved and the skill required. Our standard hourly billing rates for 2011 for the individuals assigned to this engagement are as follows:

Rachel Stawicki, Senior	\$ 88
Larry Gebhard, Manager	\$ 114

3. We will prepare the Federal Form 990 for Down Syndrome Association of Wisconsin and the Federal Form 990N Postcards for the four independent chapters of DSAW for the year ended June 30, 2011. Our fee estimate for this service is \$750 to \$950. This estimated range is based on the extent of filing involved with the subchapters.

Should the threshold requirement for filing the long Form 990 versus the short Form 990 EZ not be met, the fee to prepare the short form is \$500. The threshold is gross receipts of more than \$200,000.

4. We will obtain an understanding of your accounting system and internal control structure in place by inquiring of those involved in your accounting functions as to their duties and responsibilities. We will perform a walkthrough for each significant transaction class (i.e. revenue, accounts receivable and cash receipts transactions; expenses, accounts payable and cash disbursement transactions; and payroll). These procedures will help to determine whether sufficient controls are being put in place. If as a result of our procedures, we determine that internal controls need to be strengthened, we will offer formal, written suggestions in order to do so. This service will be performed free of charge.

If sufficient controls are found to be in place, or once they are in place, and management would like to have a select number of transactions tested for effectiveness, we can discuss a fee structure for that service at a later time.

Finally, in all of the above services that we will perform, we will not express any form of assurance on the effectiveness of internal controls, the financial statements, or any other matter since the above described procedures are not designed to form any such opinion. Please also note that our engagement cannot be expected to detect fraud. However, we will inform you of any fraudulent financial reporting, misappropriation of assets, or violations of laws or government regulations that may come to our attention.

## References

We are a comprehensive, full service accounting firm offering audit, accounting and management advisory services for many types of businesses. **Our strength is our commitment to helping our clients achieve their goals.** Our firm has provided quality service to many area not-for-profit organizations and government-assisted organizations for many years. Our experience includes performing accounting services, financial and compliance audits and tax services for these organizations and providing assistance in establishing internal accounting control systems within these organizations.

You are encouraged to contact any of the individuals listed below to discuss their experiences with our firm.

Ms. Claudia Roska  
Addiction Resource Council, Inc.  
W228 N683 Westmound Drive  
Waukesha, WI 53186  
(262) 524-7921

Ms. Diane Blank  
Episcopal Diocese of Milwaukee  
804 East Juneau Avenue  
Milwaukee, WI 53202  
(414) 291-2883

## CONCLUSION

We appreciate the opportunity to be of service to you and believe this proposal accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this proposal, please sign the enclosed copy and return it to us.

Very truly yours,

*Winter, Kloman, Moter & Repp, S.C.*

Winter, Kloman, Moter & Repp, S.C.

June 10, 2011

APPROVED

DOWN SYNDROME ASSOCIATION OF WISCONSIN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date