

**SCHEDULE M
(Form 990)**

Noncash Contributions

OMB No. 1545-0047

2012

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
▶ Attach to Form 990.

Name of the organization **CASA OF LEXINGTON, INC.** Employer identification number **61-1339185**

Part I Types of Property

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art - Works of art				
2 Art - Historical treasures				
3 Art - Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities - Publicly traded	X	1	2,164.	QUOTED STOCK PRICE
10 Securities - Closely held stock				
11 Securities - Partnership, LLC, or trust interests				
12 Securities - Miscellaneous				
13 Qualified conservation contribution - Historic structures				
14 Qualified conservation contribution - Other				
15 Real estate - Residential				
16 Real estate - Commercial	X	1	5,900.	FMV
17 Real estate - Other				
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ▶ (PERSONNEL)	X	1	41,300.	FMV
26 Other ▶ ()				
27 Other ▶ ()				
28 Other ▶ ()				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement **29**

	Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1-28 that it must hold for at least three years from the date of the initial contribution, and which is not required to be used for exempt purposes for the entire holding period?		X
b If "Yes," describe the arrangement in Part II.		
31 Does the organization have a gift acceptance policy that requires the review of any non-standard contributions?		X
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?		X
b If "Yes," describe in Part II.		
33 If the organization did not report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule M (Form 990) (2012)

Part II **Supplemental Information.** Complete this part to provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

Lined area for supplemental information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

2012

Open to Public
Inspection

Name of the organization

CASA OF LEXINGTON, INC.

Employer identification number

61-1339185

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

ADVOCATE ON BEHLAF OF THE BEST INTEREST OF CHILDREN IN THE FAMILY COURT
SYSTEM DUE TO ABUSE, NEGLECT, OR DEPENDENCY.

FORM 990, PART VI, SECTION B, LINE 11: THE PROGRAM DIRECTOR ALONG WITH THE
FULL BOARD REVIEW THE FORM 990 WITH THE CPA FIRM WHO PREPARED THE RETURN
BEFORE IT IS FILED.

FORM 990, PART VI, SECTION B, LINE 12C: EACH DIRECTOR IS REQUIRED ON AN
ANNUAL BASIS TO COMPLETE A CONFLICT OF INTEREST SURVEY. THE EXECUTIVE
COMMITTEE REVIEWS THE ANNUAL DISCLOSURE FROM AND MAKES THE FULL BOARD AWARE
OF ANY CONFLICT OF INTERESTS.

FORM 990, PART VI, SECTION C, LINE 19: CASA MAKES ITS GOVERNING DOCUMENTS,
FINANCIAL STATEMENTS AND OTHER RELATED DOCUMENTS AVAILABLE TO THE PUBLIC
UPON REQUEST.

Related Organizations and Unrelated Partnerships
▶ Complete if the organization answered "Yes" to Form 990, Part IV, line 33, 34, 35, 36, or 37.
▶ Attach to Form 990. ▶ See separate instructions.

Name of the organization

CASA OF LEXINGTON, INC.

Employer identification number
61-1339185

Part I Identification of Disregarded Entities (Complete if the organization answered "Yes" to Form 990, Part IV, line 33.)

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II Identification of Related Tax-Exempt Organizations (Complete if the organization answered "Yes" to Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.)

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT - 61-0858140, 167 WEST MAIN STREET, LEXINGTON, KY 40507	PROVIDE IN-KIND RENT & STAFF	KENTUCKY					X
NATIONAL CASA ASSOCIATION - 91-1255818 100 WEST HARRISON, NORTH TOWER, SUITE 500 SEATTLE, WA 98119	PROVIDES GRANTS	WASHINGTON	501(C)(3)	LINE 7			X

Part V Transactions With Related Organizations (Complete if the organization answered "Yes" to Form 990, Part IV, line 34, 35b, or 36.)

Note. Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.		Yes	No
1	During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a	Receipt of (i) interest (ii) annuities (iii) royalties or (iv) rent from a controlled entity		X
b	Gift, grant, or capital contribution to related organization(s)		X
c	Gift, grant, or capital contribution from related organization(s)	X	
d	Loans or loan guarantees to or for related organization(s)		X
e	Loans or loan guarantees by related organization(s)		X
f	Dividends from related organization(s)		X
g	Sale of assets to related organization(s)		X
h	Purchase of assets from related organization(s)		X
i	Exchange of assets with related organization(s)		X
j	Lease of facilities, equipment, or other assets to related organization(s)		X
k	Lease of facilities, equipment, or other assets from related organization(s)		X
l	Performance of services or membership or fundraising solicitations for related organization(s)		X
m	Performance of services or membership or fundraising solicitations by related organization(s)		X
n	Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	X	
o	Sharing of paid employees with related organization(s)	X	
p	Reimbursement paid to related organization(s) for expenses		X
q	Reimbursement paid by related organization(s) for expenses		X
r	Other transfer of cash or property to related organization(s)		X
s	Other transfer of cash or property from related organization(s)		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of other organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) NATIONAL CASA ASSOCIATION	C	29,700.FMV	
(2) LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT	N	5,900.FMV	
(3) LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT	O	41,300.FMV	
(4)			
(5)			
(6)			

Part VI Unrelated Organizations Taxable as a Partnership (Complete if the organization answered "Yes" to Form 990, Part IV, line 37.)

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under section 512-514)	(e) <small>Are all partners sec. 501(c)(3) orgs.?</small>		(f) Share of total income	(g) Share of end-of-year assets	(h) <small>Dispropor- tionate allocations?</small>		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) <small>General or managing partner?</small>		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	

Part VII Supplemental Information

Complete this part to provide additional information for responses to questions on Schedule R (see instructions).

Lined area for supplemental information.

CASA OF LEXINGTON, INC.
LEXINGTON, KENTUCKY

INDEPENDENT ACCOUNTANT'S REVIEW REPORT
AND FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

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Fister, Williams & Oberlander, PLLC
Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
CASA of Lexington, Inc.
Lexington, Kentucky

We have reviewed the accompanying statements of assets, liabilities, and net assets - modified cash basis of CASA of Lexington, Inc. (a Kentucky nonprofit organization) as of June 30, 2013 and 2012, and the related statements of revenues, expenses and other changes in net assets - modified cash basis, and cash flows - modified cash basis for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of CASA's managements. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the modified cash basis of accounting, as described in Note 2.

Fister, Williams & Oberlander, PLLC

November 21, 2013

CASA OF LEXINGTON, INC.
 STATEMENTS OF ASSETS, LIABILITIES, AND
 NET ASSETS - MODIFIED CASH BASIS
 June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$ 96,349	\$ 72,003
Fixed assets, net	<u>0</u>	<u>0</u>
Total assets	<u>\$ 96,349</u>	<u>\$ 72,003</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Accrued expenses	\$ 1,632	\$ 1,903
Net assets:		
Unrestricted net assets	<u>94,717</u>	<u>70,100</u>
Total liabilities and net assets	<u>\$ 96,349</u>	<u>\$ 72,003</u>

CASA OF LEXINGTON, INC.
 STATEMENTS OF REVENUES, EXPENSES AND
 OTHER CHANGES IN NET ASSETS - MODIFIED CASH BASIS
 For the Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Revenues collected:		
Contributions	\$ 58,410	\$ 51,781
In-kind contributions	47,200	73,900
Fundraising and special events	33,431	40,657
National CASA grants	29,700	550
Other grants	26,250	21,607
Miscellaneous income	127	20
Total revenues collected	<u>195,118</u>	<u>188,515</u>
Operating expenses:		
Payroll and payroll related expenses	135,799	146,004
Bank and credit card fees	732	578
Dues and Subscriptions	165	180
Fundraising expenses	16,420	11,470
Miscellaneous	1,680	1,232
Occupancy expenses	5,900	5,900
Office supplies	2,134	661
Postage and shipping	45	48
Professional and contract services	400	2,400
Staff and board development	3,772	972
Travel	2,849	2,873
Volunteer expenses	605	644
Total operating expenses	<u>170,501</u>	<u>172,962</u>
Change in net assets	24,617	15,553
Net assets, beginning of year	<u>70,100</u>	<u>54,547</u>
Net assets, end of year	<u>\$ 94,717</u>	<u>\$ 70,100</u>

CASA OF LEXINGTON, INC.
STATEMENT OF CASH FLOWS - MODIFIED CASH BASIS
For the Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Cash flows from operating activities:		
Change in net assets	\$ 24,617	\$ 15,553
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Realized gain on sale of investment	(28)	
Stock donation	(2,164)	
Changes in operating assets and liabilities		
Accrued expenses	<u>(271)</u>	<u>425</u>
Net cash provided by operating activities	22,154	15,978
 Cash flows from investing activities:		
Proceeds for sale of investments	<u>2,192</u>	<u> </u>
 Net increase in cash and cash equivalents	24,346	15,978
 Cash and cash equivalents, beginning of year	<u>72,003</u>	<u>56,025</u>
 Cash and cash equivalents, end of year	\$ <u>96,349</u>	\$ <u>72,003</u>

CASA OF LEXINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2013 and 2012

NOTE 1 - NATURE OF ACTIVITIES

CASA of Lexington, Inc. (CASA) is a tax exempt corporation whose sole purpose is to provide victims of child abuse or neglect with a trained, supervised volunteer who will advocate for the child's best interest.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of CASA is presented to assist in understanding CASA's operations and financial position. The financial statements and notes are representations of CASA's management who is responsible for their integrity and objectivity. These accounting policies conform to the modified cash basis of accounting, a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

Basis of Accounting:

The accompanying financial statements have been prepared on the modified cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. That basis differs from generally accepted accounting principles in that revenues are recognized when received instead of when the service is provided and expenses are recognized when paid instead of when goods or services are received.

Financial Statement Presentation:

Financial statement presentation follows the recommendation of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 928 "*Not-for-Profit Entities Presentation of Financial Statements*." Under FASB ASC 928, CASA reports 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 based upon the existence or absence of donor-imposed restrictions.

Use of Estimates:

The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

CASA OF LEXINGTON, INC.
 NOTES TO FINANCIAL STATEMENTS
 June 30, 2013 and 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributed Services:

During the year, CASA received contributions in the form of services provided for accounting and auditing services. The value of these services is not reflected in the financial statements.

Cash and Cash Equivalents:

For purposes of the statement of cash flows, highly liquid investments with an initial maturity of three months or less are considered to be cash equivalents.

Fixed Assets:

Fixed assets are recorded at cost when purchased or at their estimated fair value if donated. Fixed assets are depreciated over their estimated useful lives using the straight-line method.

Income Tax Status:

CASA is a not-for-profit organization that is exempt from both federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in the accompanying financial statements. CASA has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the Code and qualifies for deductible contributions as provided in Section 170(b).

CASA follows the provisions of FASB ASC 740, "Accounting for Uncertainty in Income Taxes." FASB ASC 740 clarifies the accounting for incomes taxes by prescribing a minimum recognition threshold a tax position is required to meet before being recognized. FASB 740 also provides guidance on derecognition, measurement, classification, interest and penalties, accounting in interim periods, disclosure and transition. As a result of implementation of FASB ASC 740, CASA did not recognize a liability for unrecognized tax benefits. CASA's 2010, 2011, and 2012 tax years remain subject to examination by the IRS

NOTE 3 - FIXED ASSETS

Fixed assets are recorded at cost and consist of the following at June 30:

	<u>2013</u>	<u>2012</u>
Computer	\$ (1,834)	\$ 1,834
Less accumulated depreciation	<u>(1,834)</u>	<u>1,834</u>
Fixed assets, net	\$ <u>0</u>	\$ <u>0</u>

CASA OF LEXINGTON, INC.
 NOTES TO FINANCIAL STATEMENTS
 June 30, 2013 and 2012

NOTE 3 - CONTRIBUTED SERVICES AND OFFICE SPACE

During December 2011, CASA entered into a Memorandum of Understanding (MOU) with the Lexington-Fayette Urban County Government (LFUCG). Under the terms of the MOU, LFUCG will provide office space and office support, as well, as provide compensation for CASA's executive Director. The MOU is effective for a term of twelve (12) months, with automatic 12 month renewals. Either CASA or LFUCG may terminate the agreement with 30 day written notice. The value of in-kind contributions totaled approximately \$41,300 and \$68,100 for executive director compensation and benefits, plus approximately \$5,900 and \$5,900 for office space during the years ended June 30, 2013 and 2012, respectively.

The value of in-kind contributions were recorded as follows in the accompanying statements of revenues, expenses and other changes in net assets – modified cash basis:

	<u>2013</u>	<u>2012</u>
Payroll and payroll related expenses	\$ 41,300	\$ 68,000
Occupancy expenses	<u>5,900</u>	<u>5,900</u>
Total in-kind contributions	\$ <u>47,200</u>	\$ <u>73,900</u>

The future value of minimum in-kind contributions of rental office space is as follows:

2014	\$ 5,900
2015	5,900
2016	5,900
2017	<u>5,900</u>
Total	\$ <u>23,600</u>

Many individuals volunteer their time and perform variety of tasks that assist CASA. The value of this contributed time is not reflected in the accompanying financial statements.

CASA OF LEXINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2013 and 2012

NOTE 4 - CLASSIFICATION OF EXPENSES

The statement of activities discloses expenses by natural classification. The classification of expenses by functions is as follows:

	<u>2013</u>	<u>2012</u>
Program services	\$ 145,153	\$ 155,421
Management and general	8,928	6,071
Fundraising	<u>16,420</u>	<u>11,470</u>
Total	\$ <u>170,501</u>	\$ <u>172,962</u>

NOTE 5 - SUBSEQUENT EVENTS

CASA has evaluated subsequent events through November 21, 2013 the date which the financial statements were available to be issued.

ORDINANCE 81-2011

AN ORDINANCE AMENDING SECTION 2-382 OF THE CODE OF ORDINANCES, RELATING TO THE COURT-APPOINTED SPECIAL ADVOCATE BOARD, TO CHANGE THE LENGTH OF TERM FOR BOARD MEMBERS FROM TWO (2) YEARS TO FOUR (4) YEARS AND TO REMOVE THE FAYETTE COUNTY FAMILY COURT JUDGES AS EX OFFICIO BOARD MEMBERS.

BE IT ORDAINED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

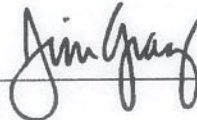
Section 1 – That Section 2-382 of the Lexington-Fayette Urban County Government Code of Ordinances be and hereby is amended to read as follows:

- (1) The board shall consist of at least sixteen (16) appointed members, excluding ex officio members. The board, through its bylaws, may provide for a greater number of appointed members. The appointed members shall be appointed by the mayor, subject to confirmation by a majority of the urban county council members. The appointed members of the board shall be selected because of their demonstrated sincere interest in the purpose of the CASA program and a commitment to further the program's mission and goals. Appointed members shall serve a term of four (4) years from the date of appointment, provided that the terms of those originally appointed shall be staggered in the manner required by section 7.02 of the Urban County Charter. Vacancies shall be filled for the unexpired term in the manner prescribed for the original appointment.
- (2) The ex officio members shall consist of the commissioner of social services; the Fayette County Attorney; and the head of the Crimes Against Children Unit of the Division of Police. The ex officio members may select a designee authorized to represent them on the board. Neither the ex officio members nor their designees shall be voting members of the board. The division of police, department of social services and the department of law shall provide staff and assistance to the board as needed. Board members shall receive no compensation for their services.

Section 2 – That this Ordinance shall become effective upon its date of passage.

PASSED URBAN COUNTY COUNCIL: June 23, 2011

MAYOR



ATTEST:


CLERK OF URBAN COUNTY COUNCIL

PUBLISHED: June 30, 2011-1t



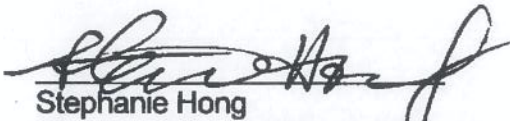
Lexington-Fayette Urban County Government
DEPARTMENT OF SOCIAL SERVICES

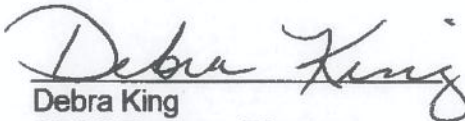
Jim Gray
Mayor

Beth Mills
Commissioner

MEMORANDUM

TO: Mayor Jim Gray
Members of the Council

Thru: 
Stephanie Hong
Director Division of Youth Services

FROM: 
Debra King
CASA Program Director

DATE: November 15, 2011

RE: Mayor's Signature Request on the Revised Memorandum of Understanding that the CASA Board of Directors approved at the September 15, 2011 meeting.

Attached please find the MOU that the CASA Board of Directors approved at the September 15, 2011 meeting. The last MOU that was entered into with the listed parties was signed several years ago. This is a revised version of that document that we would like submitted for the record. It is my understanding that the document would be submitted to the Law Department for review prior to signatures. Also, if there are revisions that you see that you find would be appropriate, please let me know and/or please contact me if you have any questions.

326-11

RESOLUTION NO. 574 -2011

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR, ON BEHALF OF THE URBAN COUNTY GOVERNMENT, TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE COURT APPOINTED SPECIAL ADVOCATE, INC., FAYETTE FAMILY COURTS, THE CABINET FOR HEALTH AND FAMILY SERVICES AND THE FAYETTE COUNTY ATTORNEY'S OFFICE, OUTLINING THE RELATIONSHIP AMONG THE PARTIES CONCERNING THE OPERATION OF THE COURT APPOINTED SPECIAL ADVOCATES PROGRAM, AT NO COST TO THE URBAN COUNTY GOVERNMENT.

BE IT RESOLVED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 - That the Mayor, on behalf of the Lexington-Fayette Urban County Government, be and hereby is authorized and directed to execute the Memorandum of Understanding, which is attached hereto and incorporated herein by reference, with the Court Appointed Special Advocate, Inc., Fayette Family Courts, The Cabinet for Health and Family Services and the Fayette County Attorney's Office, outlining the relationship among the parties concerning the operation of the Court Appointed Special Advocates Program, at no cost to the Urban County Government.

Section 2 - That this Resolution shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL: December 6, 2011

/s/ Jim Gray
MAYOR

ATTEST:

/s/ Susan Lamb
CLERK OF URBAN COUNTY COUNCIL

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, made and entered into on the 6th of December, 2011, by and between Court Appointed Special Advocate Inc. (hereinafter "CASA" of Lexington, the Lexington-Fayette Urban County Government an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS Chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, KY 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and Court Appointed Special Advocates, Inc. (hereinafter "CASA" OF LEXINGTON, Fayette Family Courts, and The Cabinet for Health and Family Services (hereinafter CHFS), and the Fayette County Attorney Office.

SECTION I: WORKING RELATIONSHIPS:

- A. The CASA Board of Directors, nominated by the existing Board, appointed by the Mayor and confirmed by the Council of the Government in accordance with Section 2-382 of the Code of Ordinances. The CASA and the Government will provide oversight of CASA.
- B. Government will provide office space and office support for CASA.
- C. The CASA Director will be provided by the Government and compensation by the Government. Evaluation of the CASA Director shall be a joint effort by the CASA Board and Sponsor. The Director and/or Program Managers will supervise the CASA volunteers and facilitate the interaction of the CASA volunteers with The Cabinet for Health and Family Services ("CHFS") and the Fayette County Family Court ("Court"), and the Fayette County Attorney's Office.
- D. The CASA volunteer will maintain a case record and seek guidance and assistance from the Director and Program Managers in performance of CASA duties.
- E. The Court and CHFS will remain accessible to the CASA Director, CASA staff, and CASA volunteers on an as-needed basis to facilitate the smooth and effective operations of CASA.
- F. The CASA Director and/or Program Managers may accompany the CASA volunteer during Court proceedings and CHFS family meetings, and will substitute for the volunteer if the volunteer is unable to attend these activities.
- G. CASA, CHFS and the Court will maintain open, constructive and effective communication regarding the CASA volunteer's performance.

SECTION II: TERM OF AGREEMENT

THIS MEMORANDUM SHALL go into effect on the date first above-written and shall remain in effect for a term of twelve months, to renew automatically at the

end of each twelve-month period. Either Party may, at any time upon thirty (30) days notice to the other party, terminate or negotiate amendments in good faith. Any amendment to the Memorandum shall be in writing signed by both parties.

SECTION III: MISSION AND OPERATIONS OF CASA

THE PARTIES TO THIS MEMORANDUM acknowledge the following mission and operation of CASA.

THE MISSION OF CASA of Lexington is to provide trained volunteer advocates to speak for children who through court action are deemed abused and/or neglected. A Judge of the Court appoints these volunteers. CASAs will investigate, work in cooperation with other agencies, and submit independent written and verbal reports to the Court with recommendations in the best interest of the child.

Achieving the goal of this program requires the development of good working relationships among the LFUCG Sponsor, Fayette County Family Court Judges, CHFS, the Fayette County Attorney's Office, and CASA.

SECTION IV: CASES TO BE REFERRED TO CASA.

IT IS AGREED that the cases that are assigned to CASA are to be at the discretion of the presiding judge. The Fayette County Attorney staff, staff of CHFS, and CASA staff may recommend that CASA volunteer be appointed to a case. It is further agreed that other involved parties in a particular case can make recommendations to the judge if they feel a CASA is needed. CASA should be appointed to a case as soon as possible by the Court following a filing of a dependency, neglect and/or abuse petition.

SECTION V: ROLE AND RESPONSIBILITY OF A CASA VOLUNTEER

- A. **ROLE:** A CASA volunteer is appointed as an Officer of the Court in Fayette County to provide the Court with independent and objective information regarding the status of children involved in dependency, abuse, and neglect cases. Primarily, other responsible persons include the Court, the Social Worker, the Guardian Ad Litem, the County Attorney and the Attorneys for parents/caretakers. Upon appointment, the CASA independently gathers and assesses information, develops recommendations and submits written and verbal reports, which will be considered by the Court to aid in its decisions and to protect the best interest of the child. The CASA volunteer continues to monitor the placement of and services provided for the child until permanency is achieved. CASA will also monitor parental compliance with court orders in order facilitate their ability to make recommendations in the best interest of a child.

- B. **RESPONSIBILITY:** The mandate of the CASA volunteer is to assist the Court in assuring that the best interest of the child is served in relation to his or her right to a safe and permanent living environment. The CASA volunteer, in consultation with Program Staff, is responsible for reporting any information regarding the continuing well being/safety of the child. The CASA volunteer reports to and is directly supervised by the CASA Director and/or Program Managers. The CASA Director and/or Program Manager are responsible for the CASA volunteer's performance and are responsible for facilitating effective interactions among CASA, the Court, the County Attorney's Office, and CHFS.

SECTION VI: IMPLEMENTATION OF VOLUNTEER ACTIVITIES

- A. **TRAINING AND SUPERVISION:** CASA staff will be responsible for conducting initial and on-going in-service training for CASA volunteers and will certify those volunteers completing the training program. The CASA Director and/or Program Managers (under the supervision of the Director) will be responsible for all volunteer management duties, i.e., recruitment, screening, training, assignment and supervision of CASA volunteers.
- B. **APPOINTMENT:** When CASA volunteers have been trained and certified as ready for service, the Court will conduct a swearing in ceremony, appointing the CASA volunteers as Officers of the Court. The CASA volunteers will be sworn in by the Judge and swear to an Oath of Confidentiality. This appointment will remain in effect until such time as the CASA volunteer's service is terminated.
- C. **ASSIGNMENT:** The Court will identify cases for which the assignment of a CASA volunteer is requested. Cases will be identified for referral at the earliest possible stage; at the conclusion of the initial hearing when temporary custody of a child is determined, or at such other time, as the Court deems appropriate. CASA and CHFS will be notified of cases identified for referral.

Contingent upon availability of a volunteer appropriate for the case, the CASA Director and/or Program Manager will assign a CASA volunteer and will notify the Court and CHFS of the assignment. The Court will issue an order confirming the assignment of the CASA volunteer. This order will include a reaffirmation of the confidentiality oath and will also include a specific order allowing the CASA volunteer full access to any and all information and material relevant to the child's case.

The time at which the CASA volunteer begins to actively perform service on the case will be determined on a case-by-case basis, by CASA in consultation with the Court. The CASA volunteer will continue in active service on the case until CASA management, in consultation with the Court, determines that the assignment should be ended and/or until permanency plans have been achieved.

D. **INFORMATION GATHERING:** Once the CASA volunteer has been assigned, CASA staff will make available to the volunteer, a copy of the appointment order and the initial court documents which are provided by the Juvenile Court Clerks. CASA staff or the CASA volunteer will contact the Social Worker to schedule the initial case consultation to review the background of the case, to identify informational sources already contacted and to identify key issues. The social worker will advise the CASA volunteer of all scheduled case conferences/family team meetings, any CHFS requested court review dates, and any placement changes. Thereafter, the CASA volunteer will contact CHFS and the Court to review and to secure documentation from CHFS and the court files. Juvenile Court Clerks will inform CASA when a court review has been scheduled.

E. **REPORTING:** The CASA volunteer will provide the Court with both written and oral reports, as required.

1. **Written Reports:** The CASA volunteer will prepare written reports under the supervision of the Director and/or Program Manager in a format and manner prescribed by the Court. Written reports are to be submitted to the Court in accordance with Court policy prior to any hearing, including dispositional hearings, review hearings, permanency planning hearings, or any other hearings subsequent to CASA appointment for which the Court requests a written report. If no hearings are scheduled, the CASA volunteer will submit a report to the Court once every six months to update the Court on the child. Copies of the written report are to be sent to the presiding Judge, the Social Worker, the Guardian Ad Litem, the County Attorney, and the Attorney(s) for the parents/caretakers. In addition to reports prepared for the court hearings, written reports may be submitted whenever it is determined by the CASA volunteer and the CASA Director that information discovered by the volunteer significantly impacts the welfare and safety of the child, and/or the continued implementation of the treatment plan. Family Court Support Workers ensure that judges receive reports forwarded by CASA. Written reports submitted by the volunteer are subject to cross-examination.
2. **Verbal reports:** The CASA volunteer may be requested to provide verbal reports during Court proceedings, at any hearing subsequent to appointment. The volunteer may be subpoenaed to testify by any of the parties and may be cross-examined during such testimony.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding at Lexington, Kentucky the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

BY: _____

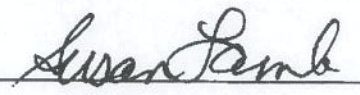

Jim Gray, Mayor

CASE OF LEXINGTON

BY: _____


CASA Board President

ATTEST:



Susan Lamb

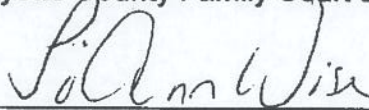
Clerk of the Urban County Council

BY: _____


CASA Director

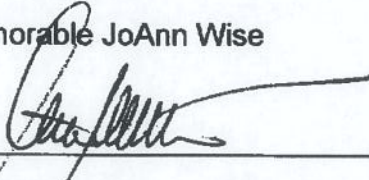
This Memorandum of Understanding has been reviewed and accepted by the management and governing bodies of the organization indicated below.

1. Fayette County Family Court Judges:



Honorable JoAnn Wise

- 2.



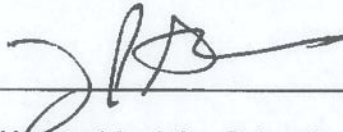
Honorable Lucinda Masterton

- 3.



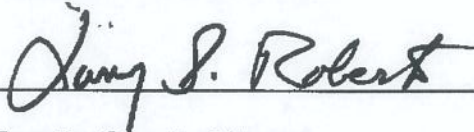
Honorable Tim Philpot

- 4.




Honorable John Schrader

- 5.



Fayette County Attorney

- 6.



Grace Akers, Service Region Administrator, CHFS