

W 145



Virginia M. Barry, Ph.D.
Commissioner of Education
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Paul Leather
Deputy Commissioner of Education
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

May 14, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to the Dover Housing Authority, Dover, NH (Vendor Code 159988), originally approved by Governor and Council on 06/19/13, item #202, to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval for the period of July 1, 2014 through June 30, 2015 in an amount not to exceed \$94,306.88. **100% Federal Funds.**

Funding is available in account titled 21st Century Community Learning Center

FY 15

06-56-56-562010-32770000-072-500577 Grants-Federal

\$94,306.88

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2014 grant award in the amount of \$5,348,665.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

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May 14, 2014

children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

The competition process includes: a Bidders Conference, publication of the RFP, technical support during the proposal writing process, review and scoring of the proposal by three reviewers, and award determinations based on this review process. The reviewers for all proposals include representation from: experienced 21st Century Community Learning Center and school day professionals, higher education, state agencies and community based organizations.

This is the second year of a five year grant. The renewal option is included as those selected for funding are eligible for five years of funding based on previous successful progress.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Title: SOCC Afterschool Program PROJECT # 136277
 SOCC Afterschool Program Original
 PAGE 1 of 2

FROM: Seymour Osman Community Center TO: Suzanne Birdsall-Stone
 c/o Dover Housing Authority NH Department of Education
 62 Whittier Street State Office Park South
 Dover, NH 03820 101 Pleasant Street
 SAU/RA: #11 Concord, New Hampshire 03301-3860

Proposed Project Title: SOCC Afterschool Program Project Period: July 1, 2014 to: June 30, 2015

PROJECT MANAGER: **NAME:** Thad Mandasager **TITLE:** Director of Family Services
ADDRESS: 62 Whittier Street, Dover, NH 03820 **TELEPHONE:** 603-749-6692
E-MAIL ADDRESS: thad@doverhousingauthority.org **FAX:** 603-742-6911

FINANCIAL CONTACT: **NAME:** Wendy M. Tenney **TELEPHONE:** 603-742-5804
E-MAIL ADDRESS: wendy@doverhousingauthority.org **FAX:** 603-742-6911

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:
 Seymour Osman Community Center
 c/o Dover Housing Authority
 62 Whittier Street
 Dover, NH 03820

APPROVED INDIRECT COST RATE: 0 %

Wendy M. Tenney, Finance Director
 PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER
 SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER
 DATE 6/4/2014

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 16th day of April A.D. 2014

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/24/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER D.B. Warlick & Co. P O Box 1260 69 Lafayette Rd. North Hampton NH 03862	CONTACT NAME: Kathleen Flibotte, CISR PHONE (A/C No. Ext): (603) 964-6065 E-MAIL ADDRESS: kflibotte@dbwarlick.com	FAX (A/C. No.): (603) 964-9029
	INSURER(S) AFFORDING COVERAGE	
INSURED Seymour Osman Community Center & Youth Safe Haven c/o Dover Housing Authority, 62 Whittier St Dover NH 03820	INSURER A: Philadelphia Indemnity	
	INSURER B: Mount Vernon Fire Insurance	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 13/14 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PHPK1066255	9/24/2013	9/24/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	UMBRELLA LIAB						PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB						\$
	DED						EACH OCCURRENCE \$
	RETENTION \$						AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				WC STATU-TORY LIMITS
	DESCRIPTION OF OPERATIONS below						OTH-ER
B	Directors & Officers			NDO2007787B (D&O)	8/29/2013	8/29/2014	E.L. EACH ACCIDENT \$
	Employment Practices			NDO2007787B (D&O)	8/29/2013	8/29/2014	E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Evidence of coverage

CERTIFICATE HOLDER

NH Department of Education
 State Office Park South
 101 Pleasant Street
 Concord, NH 03301-3860

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 Edward Young/KF

SEYMOUR OSMAN COMMUNITY CENTER
& YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2013

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

JUNE 30, 2013

C O N T E N T S

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OUELLETTE & ASSOCIATES, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
George A. Roberge, C.P.A.

Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To The Board of Directors
Seymour Osman Community Center & Youth Safe Haven
Dover, New Hampshire

We have reviewed the accompanying statement of financial position of Seymour Osman Community Center & Youth Safe Haven (a nonprofit organization) as of June 30, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. 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 accounting principles generally accepted in the United States of America 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 Statements 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, with the exception of the matter described in the following paragraph, 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 accounting principles generally accepted in the United States of America.

As disclosed in Note 2 to the financial statements, accounting principles generally accepted in the United States of America require the consolidation of financially related non-profit organizations. Management has informed us that the Organization's accounts have not been consolidated with the Dover Housing Authority (DHA). The effect of this departure on the Organizations financial position, activities, and cash flows has not been determined.

Ouellette & Associates, P.A.
Certified Public Accountants

December 12, 2013
Lewiston, Maine

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2013

ASSETS

ASSETS

Cash	\$ 8,313
Grants Receivable	<u>27,783</u>

TOTAL ASSETS	<u>\$ 36,096</u>
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LIABILITIES AND NET ASSETS

LIABILITIES

Accounts Payable	\$ 117
Due to Dover Housing Authority	35,967
Refundable Advances	<u>1,236</u>

Total Liabilities	<u>37,320</u>
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NET ASSETS

Unrestricted	(4,549)
Temporarily Restricted	<u>3,325</u>
Total Net Assets	<u>(1,224)</u>

TOTAL LIABILITIES AND NET ASSETS	<u>\$ 36,096</u>
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See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
SUPPORT AND REVENUE			
Contributions:			
Dover Housing Authority - Monetary Funding	\$ 74,202	\$ -	\$ 74,202
Dover Housing Authority - Donated Facility	87,198	-	87,198
Dover Housing Authority - Donated Overhead Costs	26,857	-	26,857
Other Miscellaneous Contributions	4,461	3,325	7,786
Grant Revenue:			
21st Century Community Learning Center Grant	90,030	-	90,030
Women's Fund of New Hampshire	4,240	-	4,240
SES Tutoring Program	57,070	-	57,070
Measured Progress	5,000	-	5,000
Service Fees	17,577	-	17,577
Special Events Revenue	10,040	-	-
Less: Costs of Direct Benefits to Donors	<u>(455)</u>	-	-
Net Revenue from Special Events	9,585	-	-
Other Revenue	4,482	-	4,482
Interest Income	<u>20</u>	<u>-</u>	<u>20</u>
TOTAL SUPPORT AND REVENUE	<u>380,722</u>	<u>3,325</u>	<u>374,462</u>
EXPENSES			
Program Expenses	346,421	-	346,421
Management and General	<u>18,036</u>	<u>-</u>	<u>18,036</u>
TOTAL EXPENSES	<u>364,457</u>	<u>-</u>	<u>364,457</u>
CHANGE IN NET ASSETS	16,265	3,325	19,590
NET ASSETS, BEGINNING OF YEAR	<u>(20,814)</u>	<u>-</u>	<u>(20,814)</u>
NET ASSETS, END OF YEAR	<u>\$ (4,549)</u>	<u>\$ 3,325</u>	<u>\$ (1,224)</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2013

	<i>Program Expenses</i>	<i>Management and General</i>	<i>Total</i>
Salaries and Wages	\$ 137,723	\$ -	\$ 137,723
Payroll Taxes and Benefits	<u>55,482</u>	<u>-</u>	<u>55,482</u>
Total Personnel Expenses	193,205	-	193,205
Rental Expense	78,478	8,720	87,198
Direct Program Expenses - Contracted Services	31,159	-	31,159
Direct Program Expenses - Other	12,868	-	12,868
Utilities	13,190	1,466	14,656
Supplies and Materials	1,596	-	1,596
Professional Fees	4,500	-	4,500
Maintenance	4,352	483	4,835
Telephone and Internet	1,776	-	1,776
Insurance	3,611	-	3,611
Training	692	-	692
Travel and Conferences	134	-	134
Printing and Copying	792	-	792
Postage	68	-	68
Bookkeeping	<u>-</u>	<u>7,367</u>	<u>7,367</u>
TOTAL EXPENSES	<u>\$ 346,421</u>	<u>\$ 18,036</u>	<u>\$ 364,457</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ 19,590
<i>Adjustments to Reconcile Change in Net Assets to</i>	
<i>Net Cash Used by Operating Activities:</i>	
<i>(Increase) Decrease in Operating Assets:</i>	
Grants Receivable	(11,568)
<i>Increase (Decrease) in Operating Liabilities:</i>	
Accounts Payable	(785)
Refundable Advances	<u>(66)</u>
NET CASH USED IN OPERATING ACTIVITIES	7,171
CASH FLOWS FROM FINANCING ACTIVITIES	
Net Payments to Dover Housing Authority	<u>(6,879)</u>
INCREASE IN CASH	292
CASH AT BEGINNING OF YEAR	<u>8,021</u>
CASH AT END OF YEAR	<u>\$ 8,313</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

NOTE 1: ORGANIZATION AND NATURE OF ACTIVITIES

Seymour Osman Community Center & Youth Safe Haven (SOCC) is a private nonprofit organization affiliated with the Dover Housing Authority (DHA). SOCC was formed by DHA and both organizations share many of the same board members. In addition, DHA is currently the primary supporter of SOCC. The SOCC's mission is to provide positive youth development programs, family support and education about drugs and alcohol.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements are those of only SOCC and do not include the accounts of Dover Housing Authority. Management has indicated that the Organization is financially related to the Dover Housing Authority (DHA). DHA has a controlling financial interest through its voting interest in the Board of the Organization and DHA has an economic interest by providing significant support to the Organization. As a result, the financial statements of the Organization should be consolidated with DHA under generally accepted accounting principles.

Accounting Method

The accounts of the Organization are maintained in accordance with accounting principles generally accepted in the United States of America on an accrual basis.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that limit the use of the donated funds. When the time restriction ends or when the purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

At June 30, 2013, the Organization has two classes of net assets; unrestricted and temporarily restricted.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

(Continued)

JUNE 30, 2013

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Grants Receivable

Grants receivable consist primarily of state and local community grants. Management believes that balances carried are fully collectible. Accordingly, no allowance for doubtful accounts is required. When management determines accounts are uncollectible, they will be directly charged to operations. Management believes such amounts would be immaterial.

Equipment

It is the Organization's policy to capitalize equipment with a cost of over \$5,000 if purchased, and a fair value of \$5,000 or more if the equipment is donated. Donated equipment is reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire equipment are reported as restricted contributions. Equipment is depreciated using the straight-line method over the estimated useful lives of the assets. All of the Organization's equipment was fully depreciated at June 30, 2013.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, no provision has been made for federal income taxes in the accompanying financial statements. Management has determined that the Organization does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties and interest as a result of such challenge. Generally, the Organization's tax returns remain subject to examination for three years after they were filed.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

The Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization had no cash equivalents at June 30, 2013.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2013

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

Events that occur after the statement of financial position date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. Subsequent events that provide evidence about conditions that existed at the statement of financial position date are required to be recognized in the accompanying financial statements. Subsequent events that provide evidence about conditions that existed after the statement of financial position date require disclosure in the accompanying notes. Management evaluated the activity of the Organization through December 12, 2013, the date the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

NOTE 3: GRANTS RECEIVABLE

The Organization has been awarded several grants to further its goal of providing youth programs, family support and drug and alcohol education. These grants are considered exchange transactions. Accordingly, revenue is earned as the program service is provided and expenses are recognized as incurred. Grants Receivables are due in less than one year and consist of the following at June 30, 2013:

21 st Century Community Learning Center Grant	\$ 14,133
Supplemental Education Services Grant	<u>13,650</u>
Total Grants Receivable	<u>\$ 27,783</u>

NOTE 4: REFUNDABLE ADVANCES

The Organization records grant awards accounted for as exchange transactions as refundable advances until related services are performed, at which time they are recognized as revenue. The activity in the refundable advance account is reported as follows:

Refundable Advances, Beginning of Year	\$ 1,302
Grant Awards Received	156,340
Grant Expenditures	<u>(156,406)</u>
Refundable Advances, End of Year	<u>\$ 1,236</u>

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2013

NOTE 5: RELATED PARTY TRANSACTIONS

Common Control

SOCC and DHA share many of the same board members.

Donated Facilities

The DHA has donated the use of the facility occupied by SOCC without any stipulation as to the occupancy period. For this reason the Organization recognized, at fair value, a contribution and rental expense in the amount of \$87,198 for the value of the rent during the year.

Donated Overhead Costs

The DHA has funded certain other overhead costs on behalf of the SOCC. These costs are treated as donations as DHA does not require the Organization to reimburse these costs. Overhead costs funded by DHA are as follows:

Utilities	\$14,655
Bookkeeping	7,367
Maintenance	<u>4,835</u>
	<u>\$26,857</u>

Personnel Expenses

The Organization is staffed by employees of DHA. The costs associated with these employees are reimbursed to DHA and are reported as Salaries and Wages and Payroll Taxes and Benefits for financial statement reporting purposes. For the year ended June 30, 2013, SOCC paid DHA \$225,969 for personnel costs. At June 30, 2013, SOCC owed DHA \$35,967 for June 2013 personnel costs.

Community Center Funding

During the year ended June 30, 2013, DHA provided funding towards the community centers operations. SOCC utilized funding totaling \$74,202 towards the support of its community center programs.

Financial Support

Presently, DHA has agreed to provide funding to SOCC on an as needed basis. For the year ended June 30, 2013, DHA provided approximately 49% of the Organization's total funding.

NOTE 6: CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances with one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization's cash balances were fully insured at June 30, 2013.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2013

NOTE 7: RESTRICTIONS OF NET ASSETS

Temporarily restricted net assets consist of the following:

Contributions restricted for the funding of:

HOOPLA Festival & Fashion Show	<u>\$ 3,325</u>
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Seymour Osman Community Center and Youth Safe Haven
List of Officers and Directors

First	Last	Employer/Affiliation	Address	City	State	Zip	Director/Officer
John	McCoey	Owner, Emergency Response System	P.O. Box 201	Dover	NH	03820	Director
Barbara	Caron	Retired, Small Business Owner	46 Cushing Street	Dover	NH	03820	Director/Vice President
Marjorie	Briand	Owner, Briand Employment	335 Washington St.	Dover	NH	03820	Director
Mark	Moeller	Attorney	680 Central Avenue, Suite#103	Dover	NH	03820	Director
Tim	Granfield	Liberty Mutual	100 Liberty Way	Dover	NH	03820	Director/President
Christine	Boston	Dover School District	61 Locust Street, Suite 409	Dover	NH	03820	Director

Board members are non-salaried.

MISSION

The Seymour Osman Community Center and Youth Safe Haven is a 501(c)(3) non-profit organization affiliated with the Dover Housing Authority. We provide academic support, life skills training, and recreational opportunities for local youth.



DOVER HOUSING AUTHORITY

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

POSITIONS AND SALARIES

Director of Family Services (Thad Mandsager)

Salary	\$43,882.00	
Benefits	\$9,054.39	
25% of salary paid out of 21 st Century =		\$10,970.50
25% of benefits paid out of 21 st Century =		\$2,263.59

21st Century Project Coordinator (Brandy Barshaw)

Salary	\$20,265.70
Benefits	\$1,750.67

Homework Lab Leader II (To be hired by Sept. 1)

3 hours/week at \$18.00/hour for 39 weeks

Salary	\$ 2,106.00
Benefits	\$ 186.48

Homework Lab Leader II (To be hired by Sept. 1)

4 hours/week at \$18.00/hour for 32 weeks

Salary	\$ 2,304.00
Benefits	\$ 204.01

Homework Lab Leader III (To be hired by Sept. 1)

4 hours/week at \$19.00/hour for 37 weeks

Salary	\$ 2,812.00
Benefits	\$ 249.00

Homework Lab Leader IV (To be hired by Sept. 1)

5 hours/week at \$22.00/hour for 37 weeks

Salary	\$ 4,070.00
Benefits	\$ 360.40

Homework Lab Leader IV (3 positions, to be hired by Sept. 1)

7 hours/week at \$22.00/hour for 37 weeks

Salary	\$ 5,698.00 x 3	\$17,094.00
Benefits	\$ 504.56 x 3	\$ 1,513.68

Youth Development Coordinator (5 positions, to be hired)**

17.5 hours/week at \$9.00/hour for 10 weeks

Salary	\$ 1,575.00 x 5	\$ 7,875.00
Benefits	\$ 139.47 x 5	\$ 697.35

THAD MANDSAGER

279 Central Ave., Apt. 515 • Dover, NH 03820 • Phone (603) 749-4528
E-mail thad.mandsager@comcast.net

EXPERIENCE

- | | | |
|---------------------------|---|-----------|
| July 2005 – Present | Director of Family Services
Dover Housing Authority | Dover, NH |
| | <ul style="list-style-type: none">▪ Oversee staff and afterschool programming at the Seymour Osman Community Center and Youth Safe Haven and at Woodman Park School.▪ Implement and maintain innovative programming that meets the needs of children and families of Mineral and Whittier Park.▪ Procure essential program support through grantwriting and fundraising.▪ Represent the Community Center to the general public and reinforce a positive public perception of Dover's public housing neighborhood.▪ Manage all records related to grant reporting requirements.▪ Attend community meetings, conferences, and workshops directly related to the mission of the Community Center and the Dover Housing Authority.▪ Manage budgets related to program operations. | |
| July 2004 – February 2005 | Independent Consultant
Mandsager and Associates LLC, Nottingham, NH | Dover, NH |
| | <ul style="list-style-type: none">▪ Conducted literature review related to successful youth mentoring programs.▪ Wrote concept papers and grant proposals detailing mentoring program targeting local at-risk youth. | |
| July 2002 - July 2004 | Special Projects Coordinator
Dover Housing Authority | Dover, NH |
| | <ul style="list-style-type: none">▪ Managed caseload of ten youth.▪ Supervised afterschool program for at-risk teens (in conjunction with co-coordinator).▪ Conducted education, cultural development, and service learning activities.▪ Maintained all records and reports related to program. | |

EDUCATION

- | | | |
|-------------------------------|---|------------|
| January 1999 - September 2001 | University of New Hampshire | Durham, NH |
| | <ul style="list-style-type: none">▪ B.A., Social Work (Presidential Scholar, graduated Summa Cum Laude). | |
| May 2005 | <ul style="list-style-type: none">▪ Completed Fundamentals of Grantsmanship and Advanced Grantwriting through enrollment in Continuing Education. | |

LEADERSHIP AND VOLUNTEER EXPERIENCE

- | | | |
|---------------------------------|---|--|
| September 2007 – September 2013 | Member, Board of Directors
Granite State Independent Living | |
| | <ul style="list-style-type: none">▪ Provided oversight for organization that promotes life with independence for people with disabilities through four core services: advocacy, independent living skills training, information and referral, and peer support. | |
| November 2008 - Present | Vice Chair
Dover Coalition for Youth | |
| November 2009 -Present | Member
NH Brain and Spinal Cord Injury Advisory Council | |

Brandy Barshaw

Experience

2004-present

Seymour Osman Community Center

Dover, NH

Project Coordinator

- Implement, monitor and maintain afterschool programs for children grades 1-4 at Woodman Park School.
- Enroll elementary school students in SOCC Afterschool Program.
- Facilitate academically linked programming for children in grades 1-4.
- Manage all essential data collection (at Woodman Park School) relative to 21st CCLC guidelines.
- Monitor program attendance and billing for program participation.
- Broker and attend meetings between school personnel and parents to ensure optimal service delivery specific to children's needs.
- Coordinate support services for families and children in need.
- Assist in planning field trips.
- Meet regularly with staff at Woodman Park School.
- Meet regularly with Director of Family Services.
- Provide support to staff, contracted employees, AmeriCorps volunteers, interns, and volunteers.

Youth Development Coordinator

- Designed and implemented educational activities and curriculum for a K-4 afterschool program.
- Established and maintained relationships with parents, school administration, and community organizations.
- Delegated tasks to volunteers and work-study staff.
- Generated and distributed monthly newsletter for Dover Housing Authority community.

2010-present

Prime Time All Star Cheer Gym

Barrington, NH

Assistant Coach

- Work with special needs children, teaching them the basic skills of cheerleading.
- Create and implement dance and cheer routines.
- Create a positive inclusive environment.

2001-2003

Strafford County Head Start

Dover, NH

Chairperson, Strafford County Parent Advisory Board

- Responsibilities included hiring and firing of staff, managing fiscal budget, and coordination of county activities such as fundraising and open enrollment period.
- Represented county at New England regional conferences.
- Delegated tasks to parents and regional Head Start sites.

2001-2002

New Hampshire Head Start

Dover, NH

Chairperson, New Hampshire State Advisory Board

- Coordinated statewide conferences
- Facilitated discussions regarding agency concerns

2001-2003

In-Home Day Care

Dover, NH

Owner

- Operated an in-home day care for five children ages newborn to seven.
- Coordinated in-home therapeutic services for a child with autism.
- Managed and generated monthly invoices for customer self-pay accounts and New Hampshire Title XX

Education

2005-2007

Southern New Hampshire University

Portsmouth, NH

Bachelor of Arts

- Major: Social Science
- 3.5 GPA
- Not complete

Additional Skills

- Computer skills include Microsoft Word, Excel, Publisher, Power Point, and Internet applications.
- 100+ hours of Professional Development in various areas.

Certifications

- American Heart Association Heart Saver and First Aid

References

- References are available on request.

Log 35-14

FOR INFORMATION ONLY

G & C Letter # _____

G & C Date 6-19-13

APPROVED: _____

Page # on line grant

Item # _____

Virginia M. Berry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1963
Citizens Services Line 1-800-339-9900

May 15, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Dover Housing Authority, Dover, NH (Vendor Code 159988), to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect upon Governor and Council approval from July 1, 2013 through June 30, 2014. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$89,125.00. 100% Federal Funds.

Funding for this request is available from:

FY 14

06-56-56-562010-32770000-072-500577

\$89,125.00

Department of Education, Division of Instruction,
21st Century Community Learning Center Program

Subject to Governor and Council approval, authorize the Department of Education to exercise a renewal option on this grant for up to four additional fiscal years.

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2014 grant award in the amount of \$5,348,665.00 from the United States Department of Education under the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two
May 15, 2013

expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

Funding for this grant is provided by the 21st Century Community Learning Center program under Part B of Title IV of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. In January 2013 the New Hampshire Department of Education issued a Request for Proposals (RFP) soliciting proposals for these funds. School Districts, Community Based Organizations, and Extended Day Programs were notified through e-mail about the Bidders' Conference and publication of the online RFP. The projects funded demonstrated that partnerships between school districts and community based organizations have promise to help youth improve academic achievement. Sixteen proposals were received and eleven were funded based on a peer review process. Peer Reviewers worked in teams of three to rate proposals based on the RFP's matrix criteria. Each team had an experienced 21st Century Community Learning Center member to help steer the review and two other experienced professionals to create well-balanced teams. The nine peer reviewers were represented by experienced 21st Century Community Learning Center and school day professionals, higher education, the Department of Health and Human Services, and community based organizations. A list of reviewers is included in this packet.

Dover Housing Authority, in collaboration with the Dover School District, was one of eleven proposals selected for funding through a competitive process using standard state procedures. We request a renewal option for four additional fiscal years since those selected for funding are eligible for five years of funding based on previous successful progress.

This is the first year of a five year grant. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

**21st Century Community Learning Center Program
2013 Competition Results**

21st Century Community Learning Center Applicant	Complete Application (5)	Priority Points (5)	Need (10)	Program Design (25)	Resources (15)	Management (15)	Evaluation (15)	Budget (15)	TOTAL (105)	Reader Recommendation	Award Amount
Hinsdale	5.00	5.00	9.00	23.33	15.00	15.00	14.00	14.33	100.67	Yes	\$ 137,800.00
Newfound	4.00	5.00	7.00	24.33	13.67	13.67	14.33	14.33	96.33	Yes	\$ 247,139.00
Haverhill	5.00	5.00	7.67	22.33	13.67	14.00	13.00	13.33	94.00	Yes	\$ 57,950.00
Dover	5.00	5.00	10.00	22.33	13.67	14.00	12.00	12.00	94.00	Yes	\$ 86,125.00
Nashua	4.00	5.00	10.00	20.67	13.33	13.33	13.00	13.33	92.67	Yes	\$ 393,460.60
Monadnock-Emerson	4.00	5.00	7.33	22.00	14.33	13.33	12.00	13.67	91.67	Yes	\$ 110,000.00
Portsmouth	5.00	5.00	8.33	21.33	12.33	13.00	13.00	12.67	90.67	Yes	\$ 130,000.00
Monadnock-Middle School	4.00	5.00	7.33	21.00	14.00	13.67	11.33	14.00	90.33	Yes	\$ 94,500.00
Farmington	5.00	5.00	9.33	22.00	12.67	13.33	9.67	12.33	89.33	Yes	\$ 255,025.00
Conway	5.00	5.00	7.67	20.33	10.67	13.33	12.00	15.00	89.00	Yes	\$ 141,341.46
Governor Wentworth	4.00	5.00	7.00	19.67	11.67	12.33	12.00	13.00	84.67	Yes	\$ 86,125.00
Franklin	5.00	5.00	8.33	17.67	14.67	14.00	12.33	12.33	89.33	No	
Pittsfield	4.00	5.00	7.33	16.67	13.33	13.67	12.33	12.33	84.67	No	
Monadnock-Troy	4.00	5.00	4.67	18.33	12.33	10.00	8.67	10.33	73.33	No	
Plymouth	4.00	5.00	7.00	14.67	10.67	11.00	9.33	11.33	73.00	No	
Milton	4.00	5.00	7.67	14.33	10.00	10.00	7.33	10.00	68.33	No	

**New Hampshire Department of Education
21st Century Community Learning Center Program (CCLC)
2013 Competition Reviewers**

Gretchen Berger-Wabuti	Volunteer New Hampshire, Director
Jan Caron	Manchester Community College, Education Department Chair
Janine Lesser	DHHS, Division of Family Assistance, TANF Program Specialist
Victor Maloney	Seacoast Youth Services, Director
Holly Morehouse	Vermont Afterschool Network, Director
Rick Nannicelli	Marlborough Elementary School, Principal
Barbara Russ	Winooski School District, VT, 21st CCLC Director
Cathy Paradis	Family School Connections Childcare Resource and Referral, Director
Meredith Stidham	Granite State United Way, Community Impact Southern Region, Director

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # 136277
CHANGE # Original
PAGE 1 of 2

Federal/State Program Title: SOCC Afterschool Program

FROM: Seymour Osman Community Center
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820
SAU/RA: #11

TO: Suzanne Birdsall
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

Proposed Project Title: SOCC Afterschool Program

Project Period: July 1, 2013 to: June 30, 2014

The following information is required for all projects

PROJECT MANAGER: NAME: Thad Mandsager
ADDRESS: 62 Whittier Street, Dover, NH 03820
E-MAIL ADDRESS: thad@doverhousingauthority.org
TITLE: Director of Family Services
TELEPHONE: 603-749-6692
FAX: 603-742-2493

FINANCIAL CONTACT: NAME: Wendy M. Tenney
E-MAIL ADDRESS: wendy@doverhousingauthority.org
TELEPHONE: 603-742-5804
FAX: 603-742-6911

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

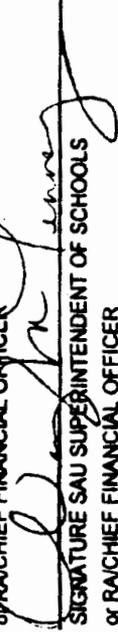
- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Seymour Osman Community Center
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820

APPROVED INDIRECT COST RATE: 0 %

Wendy M. Tenney, Finance Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RAUCHEF FINANCIAL OFFICER


SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RAUCHEF FINANCIAL OFFICER
16-May-13
DATE

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 10th day of May A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

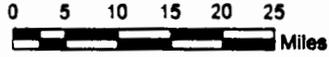
Participating Member: Dover School District SAU #11 McConnell Center 61 Locust Street, Suite 409 Dover, NH 03820	Member Number: 900	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2012	7/1/2013	Each Occurrence	\$ 275,000
			General Aggregate	\$ 275,000
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	\$
<input type="checkbox"/> Workers' Compensation & Employers' Liability			Statutory	
			Each Accident	\$
			Disease - Each Employee	\$
			Disease - Policy Limit	\$
<input type="checkbox"/> Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Use of facilities by the Dover School District for after school math tutoring program. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex ³ - NH Public Risk Management Exchange
					By: <i>Tanya Denver</i>
					Date: 3/12/2013 tdenver@nhprimex.org
					Please direct inquires to: Primex ³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
Dover Housing Authority Attn: Thad Mandsager 40 Hampshire Circle Dover, NH 03820					

School Administrative Units



MASSACHUSETTS

MISSION

The Seymour Osman Community Center and Youth Safe Haven is a 501(c)(3) non-profit organization affiliated with the Dover Housing Authority. We provide academic support, life skills training, and recreational opportunities for local youth.

Seymour Osman Community Center and Youth Safe Haven
List of Officers and Directors

First	Last	Employer/Affiliation	Address	City	State	Zip	Director/Officer
John	McCooley	Owner, Emergency Response System	P.O. Box 201	Dover	NH	03820	Director/President
Barbara	Caron	Retired, Small Business Owner	46 Cushing Street	Dover	NH	03820	Director/Vice President
Marjorie	Briand	Owner, Briand Employment	335 Washington St.	Dover	NH	03820	Director
Mark	Moeller	Attorney	680 Central Avenue, Suite#103	Dover	NH	03820	Director
Tim	Granfield	Liberty Mutual	4 Dean Dr.	Dover	NH	03820	Director
Allan	Krans	Attorney, City of Dover	288 Central Ave.	Dover	NH	03820	Director

Board members are non-salaried.



DOVER HOUSING AUTHORITY

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

POSITIONS AND SALARIES

Director of Family Services (Thad Mandsager)

Salary \$43,882.00
Benefits \$19,675.90

25% of salary paid out of 21st Century = \$10,970.50
25% of benefits paid out of 21st Century = \$4,918.97

21st Century Project Coordinator (Brandy Barshaw)

Salary \$31,301.00
Benefits \$35,183.37

60% of salary paid out of 21st Century = \$18,780.60
60% of benefits paid out of 21st Century = \$21,110.02

Homework Lab Leader II (To be hired by Sept. 1)

7 hours/week at \$19.00/hour for 39 weeks

Salary \$ 5,187.00
Benefits \$ 487.44

Homework Lab Leader II (To be hired by Sept. 1)

7 hours/week at \$19.00/hour for 39 weeks

Salary \$ 5,187.00
Benefits \$ 487.44

Youth Development Coordinator (To be hired)**

Salary \$ 2,700.00
Benefits \$ 284.60

Youth Development Coordinator (To be hired)**

Salary \$ 2,700.00
Benefits \$ 284.60

***These two positions, paid out of 21st Century, are part-time positions (15 hours/week at \$9.00/hour for 20 weeks) to be filled by December 15. Responsibilities include tutoring in homework lab and cofacilitating enrichment programs during periods when UNH interns and work-study employees are on break.*

SEYMOUR OSMAN COMMUNITY CENTER
& YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2012

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

JUNE 30, 2012

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<i>Statement of Functional Expenses</i>	<i>4</i>
<i>Statement of Cash Flows</i>	<i>5</i>
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OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
Roger P. Provencher, Jr., C.P.A.

George A. Ruberge, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To The Board of Directors
Seymour Osman Community Center & Youth Safe Haven
Dover, New Hampshire

We have reviewed the accompanying statement of financial position of Seymour Osman Community Center & Youth Safe Haven (a nonprofit organization) as of June 30, 2012, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. 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 accounting principles generally accepted in the United States of America 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 Statements 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, with the exception of the matter described in the following paragraph, 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 accounting principles generally accepted in the United States of America.

As disclosed in Note 2 to the financial statements, accounting principles generally accepted in the United States of America require the consolidation of financially related non-profit organizations. Management has informed us that the Organization's accounts have not been consolidated with the Dover Housing Authority (DHA). The effect of this departure on the Organizations financial position, activities, and cash flows has not been determined.

Ouellette & Associates, P.A.
Certified Public Accountants

November 30, 2012
Lewiston, Maine

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2012

<i>ASSETS</i>	
ASSETS	
Cash	\$ 8,021
Grants Receivable	<u>16,215</u>
TOTAL ASSETS	<u>\$ 24,236</u>
 <i>LIABILITIES AND NET ASSETS</i>	
LIABILITIES	
Accounts Payable	\$ 902
Due to Dover Housing Authority	42,846
Refundable Advances	<u>1,302</u>
Total Liabilities	<u>45,050</u>
NET ASSETS	
Unrestricted	<u>(20,814)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 24,236</u>

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2012

SUPPORT AND REVENUE

Contributions:

Dover Housing Authority - Monetary Funding	\$ 150,000
Dover Housing Authority - Donated Facility	87,198
Dover Housing Authority - Donated Overhead Costs	29,326
Other Miscellaneous Contributions	3,595

Grant Revenue:

21st Century Community Learning Center Grant	83,278
JC Penney/UNH Cooperative Extension	5,925
Women's Fund of New Hampshire	3,969
Macy's Grant	2,500
Service Fees	12,712
Fundraising	7,509
Other Income	4,463
Interest Income	25

TOTAL SUPPORT AND REVENUE 390,500

EXPENSES

Program Expenses	402,604
Management and General	<u>19,842</u>

TOTAL EXPENSES 422,446

CHANGE IN UNRESTRICTED NET ASSETS (31,946)

UNRESTRICTED NET ASSETS, BEGINNING OF YEAR 11,132

UNRESTRICTED NET ASSETS, END OF YEAR \$ (20,814)

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2012

	<i>Program Expenses</i>	<i>Management and General</i>	<i>Total</i>
Salaries and Wages	\$ 169,723	\$ -	\$ 169,723
Payroll Taxes and Benefits	76,820	-	76,820
Total Personnel Expenses	246,543	-	246,543
Rental Expense	78,478	8,720	87,198
Direct Program Expenses - Contracted Services	16,458	-	16,458
Direct Program Expenses - Other	26,138	-	26,138
Utilities	12,355	1,373	13,728
Supplies and Materials	3,229	-	3,229
Professional Fees	4,450	-	4,450
Computer Support	210	-	210
Maintenance	5,849	650	6,499
Telephone and Internet	2,243	-	2,243
Insurance	3,481	-	3,481
Training	496	-	496
Travel and Conferences	663	-	663
Printing and Copying	1,641	-	1,641
Postage	320	-	320
Fundraising	50	-	50
Bookkeeping	-	9,099	9,099
TOTAL EXPENSES	\$ 402,604	\$ 19,842	\$ 422,446

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2012

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (31,946)
<i>Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:</i>	
<i>(Increase) Decrease in Operating Assets:</i>	
Grants Receivable	1,563
<i>Increase (Decrease) in Operating Liabilities:</i>	
Accounts Payable	423
Refundable Advances	<u>(3,143)</u>
NET CASH USED IN OPERATING ACTIVITIES	(33,103)
CASH FLOWS FROM FINANCING ACTIVITIES	
Net Advances from Dover Housing Authority	<u>11,237</u>
DECREASE IN CASH	(21,866)
CASH AT BEGINNING OF YEAR	<u>29,887</u>
CASH AT END OF YEAR	<u>\$ 8,021</u>

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

NOTE 1: ORGANIZATION AND NATURE OF ACTIVITIES

Seymour Osman Community Center & Youth Safe Haven (SOCC) is a private nonprofit organization affiliated with the Dover Housing Authority (DHA). SOCC was formed by DHA and both organizations share many of the same board members. In addition, DHA is currently the primary supporter of SOCC. The SOCC's mission is to provide positive youth development programs, family support and education about drugs and alcohol.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements are those of only SOCC and do not include the accounts of Dover Housing Authority. Management has indicated that the Organization is financially related to the Dover Housing Authority (DHA). DHA has a controlling financial interest through its voting interest in the Board of the Organization and DHA has an economic interest by providing significant support to the Organization. As a result, the financial statements of the Organization should be consolidated with DHA under generally accepted accounting principles.

Accounting Method

The accounts of the Organization are maintained in accordance with accounting principles generally accepted in the United States of America on an accrual basis.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that limit the use of the donated funds. When the time restriction ends or when the purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

At June 30, 2012, the Organization has only Unrestricted Net Assets.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

(Continued)

JUNE 30, 2012

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Grants Receivable

Grants receivable consist primarily of state and local community grants. Management believes that balances carried are fully collectible. Accordingly, no allowance for doubtful accounts is required. When management determines accounts are uncollectible, they will be directly charged to operations. Management believes such amounts would be immaterial.

Equipment

It is the Organization's policy to capitalize equipment with a cost of over \$5,000 if purchased, and a fair value of \$5,000 or more if the equipment is donated. Donated equipment is reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire equipment are reported as restricted contributions. Equipment is depreciated using the straight-line method over the estimated useful lives of the assets. All of the Organization's equipment was fully depreciated at June 30, 2012.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, no provision has been made for federal income taxes in the accompanying financial statements. Management has determined that the Organization does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties and interest as a result of such challenge. Generally, the Organization's tax returns remain subject to examination for three years after they were filed.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

The Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization had no cash equivalents at June 30, 2012.

Subsequent Events

Events that occur after the statement of financial position date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. Subsequent events that provide evidence about conditions that existed at the statement of financial position date are required to be recognized in the accompanying financial statements. Subsequent events that provide evidence about conditions that existed after the statement of financial position date require disclosure in the accompanying notes. Management evaluated the activity of the Organization through November 30, 2012, the date the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

NOTE 3: GRANTS RECEIVABLE

The Organization has been awarded several grants to further its goal of providing youth programs, family support and drug and alcohol education. These grants are considered exchange transactions. Accordingly, revenue is earned as the program service is provided and expenses are recognized as incurred. Grants Receivables are due in less than one year and consist of the following at June 30, 2012:

21 st Century Community Learning Center Grant	<u>\$ 16,215</u>
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NOTE 4: REFUNDABLE ADVANCES

The Organization records grant awards accounted for as exchange transactions as refundable advances until related services are performed, at which time they are recognized as revenue. The activity in the refundable advance account is reported as follows:

Refundable Advances, Beginning of Year	\$ 4,445
Grant Awards Received	91,331
Grant Expenditures	<u>(94,474)</u>
Refundable Advances, End of Year	<u>\$ 1,302</u>

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 5: RELATED PARTY TRANSACTIONS

Common Control

SOCC and DHA share many of the same board members.

Donated Facilities

The DHA has donated the use of the facility occupied by SOCC without any stipulation as to the occupancy period. For this reason the Organization recognized, at fair value, a contribution and rental expense in the amount of \$87,198 for the value of the rent during the year.

Donated Overhead Costs

The DHA has funded certain other overhead costs on behalf of the SOCC. These costs are treated as donations as DHA does not require the Organization to reimburse these costs. Overhead costs funded by DHA are as follows:

Utilities	\$13,728
Bookkeeping	9,099
Maintenance	<u>6,499</u>
	<u>\$29,326</u>

Personnel Expenses

The Organization is staffed by employees of DHA. The costs associated with these employees are reimbursed to DHA and are reported as Salaries and Wages and Payroll Taxes and Benefits for financial statement reporting purposes. For the year ended June 30, 2012, SOCC paid DHA \$197,645 for personnel costs. At June 30, 2012, SOCC owed DHA \$42,846 for June 2012 personnel costs.

Community Center Funding

During the year ended June 30, 2012, DHA provided funding towards the community centers operations. SOCC utilized funding totaling \$150,000 towards the support of its community center programs.

Financial Support

Presently, DHA has agreed to provide funding to SOCC on an as needed basis. For the year ended June 30, 2012, DHA provided approximately 69% of the Organization's total funding.

NOTE 6: CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances with one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization's cash balances were fully insured at June 30, 2012.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 7: CONTINGENCIES – GOING CONCERN

As indicated in the accompanying financial statements, the Organization showed a decrease in net assets of \$31,946 during the year ended June 30, 2012. As of that date, the Organization's current liabilities exceeded its total assets by \$20,814. Those factors, as well as the uncertain conditions that the Organization faces regarding its funding sources, create an uncertainty about the Organization's ability to continue as a going concern. Management of the Organization is developing a plan to reduce its operating expenses and Dover Housing Authority has committed to monetary funding of \$100,000 for the upcoming year. The ability of the Organization to continue as a going concern is dependent upon the plan's success and future funding from Dover Housing Authority. The financial statements do not include any adjustments that might be necessary if the Organization is unable to continue as a going concern.



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i>	<i>Member Number:</i>	<i>Company Affording Coverage:</i>
Dover School District SAU #11 McConnell Center 61 Locust Street, Suite 409 Dover, NH 03820	900	NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2012	7/1/2013	Each Occurrence	\$ 275,000
			General Aggregate	\$ 275,000
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	\$
<input type="checkbox"/> Workers' Compensation & Employers' Liability			<input type="checkbox"/> Statutory	
			Each Accident	\$
			Disease - Each Employee	\$
			Disease - Policy Limit	\$
<input type="checkbox"/> Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

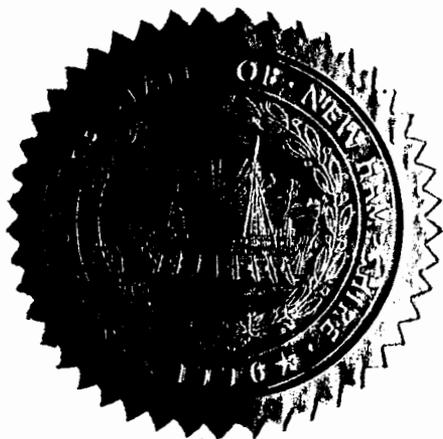
Description: Use of facilities by the Dover School District for after school math tutoring program. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex ³ - NH Public Risk Management Exchange
Dover Housing Authority Attn: Thad Mandsager 40 Hampshire Circle Dover, NH 03820					By: <i>Tammy Downer</i>
					Date: 3/12/2013 tdenver@nhprimex.org
					Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 10th day of May A.D. 2013

William M. Gardner
Secretary of State

School Administrative Units

