

1600 JLB

JUNE 11 2015 10:00 AM



Virginia M. Barry, 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 603-271-1953
Citizens Services Line 1-800-339-9900

May 26, 2015

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 Family Resource Center, Gorham, NH (Vendor Code 162412), originally approved by Governor and Council on 06/18/14, item #150, to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval for the period of July 1, 2015 through June 30, 2016 in an amount not to exceed \$243,000.00. 100% Federal Funds.

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

FY 16

06-56-56-563010-75380000-072-500577

\$243,000.00

Subject to Governor and Council approval and pending approval of the next biennium budget authorize the Department of Education to exercise a renewal option on this grant for up to three 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 renewed annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two

May 26, 2015

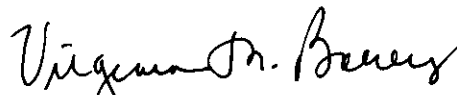
New Hampshire anticipates a FY 2016 grant award in the amount of \$5,643,198.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for 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 the Family Resource Center in Gorham, NH in collaboration with the Gorham School District. This collaborative approach will serve elementary and middle school Gorham 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. 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


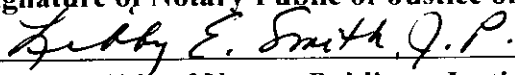
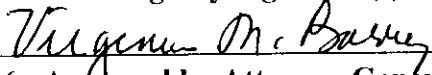
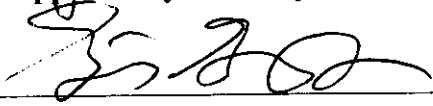
VMB:SBS
Enclosures

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Education		1.2. State Agency Address 101 Pleasant Street Concord, NH 03301	
1.3. Grantee Name Family Resource Center Town/City of (VC#) at Gorham, Gorham NH		1.4. Grantee Address 123 Main Street Gorham, NH 03581	
1.5. Effective Date G&C Approval	1.6. Completion Date 6.30.16	1.7. Audit Date N/A	1.8. Grant Limitation \$ 243,000.00
1.9. Grant Officer for State Agency Suzanne Birdsall-Stone		1.10. State Agency Telephone Number 603-520-6263	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Nathan Morin, Board President	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of Coos, on 6/10/15, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 			
1.13.2. Name & Title of Notary Public or Justice of the Peace Libby E. Smith, Justice of the Peace			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) VIRGINIA M. BARRY, Commissioner	
1.16. Approval by Attorney General (Form, Substance and Execution) By:  Assistant Attorney General, On: 6/11/15			
1.17. Approval by Governor and Council By: _____ On: 1/1			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations.

- 9.2. computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials
Page 2 of 3

NM

Date 6/10/15

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.2 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: 21st Century Community Learning Centers Grant

FROM: Project Youth Afterschool Programs
123 Main Street
Gorham, NH 03581

TO:

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

SAU/RA: _____
Proposed Project Title: Project Youth Gorham Afterschool Programs

Project Period: 1-Jul-15 to: 30-Jun-16

The following information is required for all projects

PROJECT MANAGER: NAME: Judy Arsenault
ADDRESS: 123 Main Street Gorham, NH 03581
E-MAIL ADDRESS: Judy.arsenault@frc123.org

TITLE: Program Director
TELEPHONE: 603-466-5190 ext 306
FAX: 603-466-9022

FINANCIAL CONTACT: NAME: Marie Demers
E-MAIL ADDRESS: marie.demers@frc123.org

TELEPHONE: 603-466-5190 ext 300
FAX: 603-466-9022

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.

APPROVED INDIRECT COST RATE: 8 %

Pursuant to the formula contained in the 34 CFR 76.564 The Indirect Cost Rate will be determined by the Department of Education and will not exceed 8%.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

The Family Resource Center
123 Main Street
Gorham, NH 03581

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS or RA/CHIEF FINANCIA
Hon. James E. Michalik, Retired
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
DATE
6-2-15
Executive Director,
Family Resource Center

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN	5000 INDIRECT	TOTAL
100		137,710.12			137,710.12
200		28,144.23		COST BELOW CANNOT	28,144.23
300	1,000.00	3,002.65		INCLUDE AUDIT FEES WHEN A	4,002.65
400			4,800.00	PROJECT LINE	4,800.00
500	14,924.00	4,380.00	2,700.00	ITEM INCLUDES	22,004.00
600	15,899.00			AUDIT FEES	15,899.00
700			11,000.00		11,000.00
800					-
900			19,440.00		19,440.00
TOTALS	31,823.00	173,237.00	37,940.00	-	243,000.00

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1100	110	137,710.12	Key Staff Salaries	2300	930	19,440.00	
1100	211	12,855.36	Health Insurance				
1100	220	10,495.68	FICA				
1100	239	1,136.00	IRA				
1100	250	2,129.00	Unemployment				
1100	260	1,528.19	Worker's Comp				
1400	320	1,000.00	Licensing/Bkgrd				
2830	330	1,500.00	Prof. Dev.				
2516	330	1,502.65	Audit				
2320	441	4,800.00	Occupancy				
2700	510	10,110.00	Transportation				
2620	520	2,614.00	Liability				
1000	531	2,200.00	Telephone				
2520	730	11,000.00	Equipment				
2823	534	1,500.00	Postage				
2540	550	1,200.00	Printing				
1100	580	3,380.00	Travel/lodg/meal				
2820	532	1,000.00	Cayen				
1100	600	15,899.00	Food/Supply				
	SUB TOTAL/TOTAL	223,560.00	//////////		SUB TOTAL/TOTAL	19,440.00	//////////

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 FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire nonprofit corporation formed April 3, 1997. 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 6th day of March A.D. 2015

A handwritten signature in black ink, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Katherine Baublis, of The Family Resource Center at Gorham, do hereby certify that:

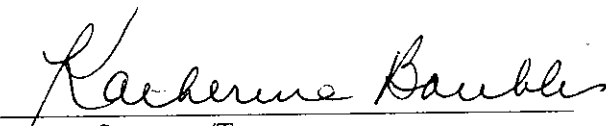
1. I am the duly elected Secretary/Treasurer of the Family Resource Center at Gorham Board of Directors
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation, duly held on June 10, 2015

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That the President of the Family Resource Center at Gorham Board of Directors is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Nathan Morin is the duly elected President of the corporation.

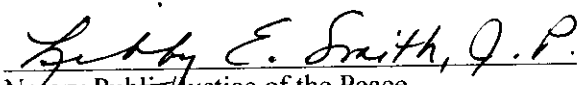
3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of June 10, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary/Treasurer of the corporation this 10th day of June, 2015.


Secretary/Treasurer

STATE OF NEW HAMPSHIRE
COUNTY OF COOS

The foregoing instrument was acknowledged before me this 10th day of June, 2015 by Katherine Baublis.


Notary Public/Justice of the Peace
My Commission Expires: 8/14/2018



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/27/2015

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 E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Fairley Kenneally PHONE (A/C No. Ext): (603) 293-2791 FAX (A/C No.): (603) 293-7188 E-MAIL ADDRESS: fairley@esinsurance.com	
INSURED Family Resource Center at Gorham 123 Main Street Gorham NH 03581		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Great American Ins Group	
		INSURER B: Travelers Property Casualty Co	
		INSURER C: Mount Vernon	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2014 wc **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	<input checked="" type="checkbox"/> GENERAL LIABILITY			MAC3793560-07	5/10/2014	5/10/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMPOP AGG \$ 3,000,000
							\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY			MAC3793560-08	5/10/2014	5/10/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			UMB113778400	7/1/2014	5/10/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED	RETENTION \$					\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6JUB2E64693-3-15	1/1/2015	1/1/2016	WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTH-ER \$
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
C	<input type="checkbox"/> Directors & Officers			NDO02003373E	04/06/14	04/06/2015	D & O liability \$1,000,000
							EPLI \$1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

NH Department of Education State Office Park South 101 Pleasant Street Concord, NH 03301-3860	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 F Kenneally/FAIRLE <i>Fairley Kenneally</i>

Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**FOR THE YEARS ENDED JUNE 30, 2014 AND 2013
AND
INDEPENDENT AUDITORS' REPORT**

FAMILY RESOURCE CENTER AT GORHAM

FINANCIAL STATEMENTS

JUNE 30, 2014

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To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Family Resource Center at Gorham, (a nonprofit organization) which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of cash flows, and notes to financial statements for the years then ended, and the related statement of activities and statement of functional expenses for the year ended June 30, 2014.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether or not due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2014 and 2013, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2014 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Family Resource Center at Gorham's 2013 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 17, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2013, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Leone, McDonnell & Roberts,
Professional Association*

November 5, 2014
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2014 AND 2013**

	<u>2014</u>	<u>2013</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 139,460	\$ 74,176
Certificates of deposit	79,488	79,330
Investments	188,804	183,992
Grants receivable	70,386	128,257
Prepaid expenses	3,525	9,830
	<hr/>	<hr/>
Total current assets	481,663	475,585
PROPERTY		
Leasehold improvements	72,362	72,362
Furniture and equipment	51,575	51,575
	<hr/>	<hr/>
Total	123,937	123,937
Less: accumulated depreciation	(62,508)	(54,888)
	<hr/>	<hr/>
Property, net	61,429	69,049
	<hr/>	<hr/>
Total assets	<u>\$ 543,092</u>	<u>\$ 544,634</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 7,272	\$ 3,034
Accrued expenses	8,604	6,382
Agency deposits	22,177	22,175
Refundable advances	70,122	98,326
	<hr/>	<hr/>
Total current liabilities	108,175	129,917
NET ASSETS		
Unrestricted		
Designated for long-term building maintenance	9,210	8,496
Undesignated	215,842	204,367
Permanently restricted - endowment	209,865	201,854
	<hr/>	<hr/>
Total net assets	434,917	414,717
	<hr/>	<hr/>
Total liabilities and net assets	<u>\$ 543,092</u>	<u>\$ 544,634</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014
WITH COMPARATIVE TOTALS FOR 2013**

	2014			2013 Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
REVENUE AND SUPPORT				
Grants		\$ 1,000,114		\$ 935,879
Donations	\$ 25,270			30,096
Agency rents	32,104			36,468
Investment income			\$ 4,139	4,940
Interest income	369			348
Net unrealized investment gain			12,007	6,304
Net realized investment gain			9,859	4,495
Net assets released from restrictions	1,013,952	(1,000,114)	(13,838)	
Total revenues, support and net assets released from restrictions	1,071,695		12,167	1,018,530
EXPENSES				
Program services	908,518			861,031
Management and general	150,988		4,156	192,759
Total expenses	1,059,506		4,156	1,053,790
INCREASE (DECREASE) IN NET ASSETS	12,189		8,011	(35,260)
NET ASSETS - BEGINNING OF YEAR	212,863		201,854	449,977
NET ASSETS - END OF YEAR	\$ 225,052	\$	\$ 209,865	\$ 414,717

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2014 AND 2013**

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 20,200	\$ (35,260)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized gain on investments	(12,007)	(6,304)
Depreciation	7,620	6,410
(Increase) decrease in assets		
Grants receivable	57,871	5,307
Prepaid expenses	6,305	(3,670)
Increase (decrease) in liabilities		
Accounts payable	4,238	(3,613)
Accrued expenses	2,222	4,508
Agency deposits	2	3
Refundable advances	(28,204)	25,898
	<u>58,247</u>	<u>(6,721)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment		(13,531)
Sale (purchase) of investments and certificates of deposit	7,037	(3,655)
	<u>7,037</u>	<u>(17,186)</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	65,284	(23,907)
CASH AND EQUIVALENTS - BEGINNING OF YEAR	<u>74,176</u>	<u>98,083</u>
CASH AND EQUIVALENTS - END OF YEAR	<u>\$ 139,460</u>	<u>\$ 74,176</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2014
WITH COMPARATIVE TOTALS FOR 2013**

	2014			2013 Total
	Program Services	Management and General	Total	
Personnel Costs				
Salaries and wages	\$ 487,787	\$ 108,704	\$ 596,491	\$ 625,034
Payroll taxes	38,075	10,303	48,378	49,648
Employee benefits	63,580	29,361	92,941	65,653
Program activities	80,226		80,226	36,066
Contractors and consultants	67,830		67,830	99,300
Program travel	42,386	1,025	43,411	31,507
Heat and utilities	22,981		22,981	20,394
Program materials	15,067		15,067	2,315
Food and supplies	9,495	1,412	10,907	13,197
Telephone, internet, fax and cable	11,042	411	11,453	11,834
Accounting fees	9,000		9,000	8,800
Conferences and meetings	7,454	730	8,184	12,370
Liability insurance	7,694		7,694	6,300
Depreciation	7,620		7,620	6,410
Rent	7,250		7,250	6,000
Maintenance and inspections	7,244		7,244	18,791
Training	5,479		5,479	18,403
Printing	5,008	225	5,233	6,370
Bank charges	4,382		4,382	4,885
Technology	3,489	488	3,977	1,861
Small equipment	1,646	1,013	2,659	2,481
Postage and shipping	1,596	57	1,653	1,372
Administrative		1,415	1,415	
Property insurance	1,200		1,200	1,168
Cleaning	987		987	2,892
Advertising and promotion				739
Total	<u>\$ 908,518</u>	<u>\$ 155,144</u>	<u>\$ 1,063,662</u>	<u>\$ 1,053,790</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so that can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that supports the academic, social and emotional developmental of students in grades K-8; and,

an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions.

Unrestricted: Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

Temporarily Restricted: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or 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. Absent explicit donor stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource

Center reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

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

As of June 30, 2014 and 2013, the Resource Center has unrestricted and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 *Not For Profit Entities – Investments – Debt and Equity Securities*. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years

The Resource Center's policy is to capitalize all assets over \$2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2010.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of \$10 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2014 and 2013 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

Advertising

Advertising costs are expensed as incurred.

Subsequent Events

Subsequent events have been evaluated through November 5, 2014, which is the date that the financial statements were available to be issued.

Prior Year's Information

The financial statements include certain prior year summarized comparative information in total but not by function. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Resource Center's financial statements for the year ended June 30, 2013, from which the summarized information was derived.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *Financial Instruments*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

Level 1 – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2014 and 2013, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2014 and 2013.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. **DEMAND NOTE PAYABLE**

In April 2013 the Resource Center entered into a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to \$75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit, and the certificate of deposit, both renew every six months. At June 30, 2014 and 2013, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.20% and 3.15%, respectively. There was no balance outstanding at June 30, 2014 and 2013.

3. **AGENCY DEPOSITS**

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2014 and 2013 were \$22,177 and \$22,175, respectively

4. **REFUNDABLE ADVANCES**

Refundable advances from program grants and contract advances at June 30, 2014 and 2013 totaled \$70,122 and \$98,326, respectively.

5. CONCENTRATION OF CREDIT RISK - CASH

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2014 and 2013. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2014 and 2013, there were no cash balances in excess of FDIC coverage.

6. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors funds have been designated for long term building maintenance. Unrestricted net assets designated by the board was \$9,210 and \$8,496 at June 30, 2014 and 2013, respectively.

7. OPERATING LEASE OBLIGATIONS

The Organization has entered into a one year operating lease agreement to rent satellite office space. The Organization also rents various other office space on a month to month basis. Rent expense under these agreements aggregated \$7,250 and \$6,000 for the years ended June 30, 2014 and 2013, respectively.

The approximate future minimum lease payments on the above leases is as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2015	<u>\$ 6,000</u>
Total	<u>\$ 6,000</u>

8. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2014 and 2013 is presented as follows:

<u>Year</u>	<u>Investment</u>	<u>Cost</u>	<u>Market Value</u>	<u>Excess (Deficiency) of Market Over Cost</u>	<u>Investment Income</u>
2014	Bank of America	\$158,775	\$188,804	\$30,029	\$4,139
2013	Bank of America	\$165,970	\$183,992	\$18,022	\$4,940

9. PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013 the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

As of June 30, 2014 and 2013 the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2014 and 2013 was as follows:

	Balances as of <u>June 30, 2013</u>	Activity for the Year Ended <u>June 30, 2014</u>	Balances as of <u>June 30, 2014</u>
Permanent gifts	\$175,809	\$ -	\$175,809
Investment earnings	25,634	4,139	29,773
Realized gain	7,796	9,859	17,655
Transfer to unrestricted	(13,123)	(13,838)	(26,961)
Investment expense	(12,284)	(4,156)	(16,440)
Unrealized gain	<u>18,022</u>	<u>12,007</u>	<u>30,029</u>
	<u>\$201,854</u>	<u>\$ 8,011</u>	<u>\$209,865</u>

	Balances as of <u>June 30, 2012</u>	Activity for the Year Ended <u>June 30, 2013</u>	Balances as of <u>June 30, 2013</u>
Permanent gifts	\$168,168	\$ 7,641	\$175,809
Investment earnings	20,694	4,940	25,634
Realized gain	3,301	4,495	7,796
Transfer to unrestricted	-	(13,123)	(13,123)
Investment expense	(8,139)	(4,145)	(12,284)
Unrealized gain	<u>11,718</u>	<u>6,304</u>	<u>18,022</u>
	<u>\$195,742</u>	<u>\$ 6,112</u>	<u>\$201,854</u>

10. UNBILLED SERVICES FOR THE YEAR ENDED JUNE 30, 2013

A delay by the State of New Hampshire's Department of Health and Human Services (DHHS) in approving, before July 1, 2012, the final contract documents for four grants awarded to the Resource Center resulted in no billings under these grants for the first quarter of the year ended June 30, 2013. For the four grants impacted, it amounted to approximately \$72,000 of unbilled services. Unlike prior years when such contract delays occurred, for the fiscal year ended June 30, 2013, DHHS prohibited retroactive billing for services provided.

**The Family Resource Center at Gorham
Board of Directors FY 2015**

LAST	FIRST	ADDRESS	CITY	STATE	ZIP	Title	YEAR
Barker	Heidi	Coos County, UNH Cooperative Extension	Lancaster	NH	03584	Secretary	2013
Baullis	Katherine	[REDACTED]	Berlin	NH	03570	President	2010
Caron	Andre	[REDACTED]	Berlin	NH	03570		2011
Gauthier	Sharon	[REDACTED]	Berlin	NH	03570		2013
Gregory	Scott	[REDACTED]	Berlin	NH	03570		2011
Hoyt	Kim	[REDACTED]	Gorham	NH	03581		2013
Morin	Nathan	[REDACTED]	Berlin	NH	03570	Treasurer	2013
Remillard	Lucie	[REDACTED]	Berlin	NH	03570		2013
Stolte	Patti	[REDACTED]	Shelburne	NH	03581	Vice-Presid	2009

2/27/2015

All positions are non-salaried

THE FAMILY RESOURCE CENTER



MISSION:

TO BUILD HEALTHIER FAMILIES AND STRONGER
COMMUNITIES THROUGH POSITIVE RELATIONSHIPS,
PROGRAMS AND COLLABORATIONS IN THE NORTH COUNTRY.



VISION:

FAMILIES ARE VALUED AND ENGAGED IN THEIR COMMUNITIES

CORE VALUES:

OPEN EXCHANGE OF IDEAS
CATALYST FOR POSITIVE CHANGE
PARTNER WITH INDIVIDUALS, FAMILIES AND COMMUNITY
BUILD LEADERSHIP CAPACITY

TAG LINE:

STRENGTHENING FAMILIES, BUILDING COMMUNITIES

List of Key Personnel and Salaries

Program Director: Judy Arsenault

Salary: \$13,497.12 (40% of total salary based on a 35 hour work week for 52 weeks)

Benefits: \$8,697.88

Administrative Assistant: Deidre Blair

Salary: \$7,463.94 (40% of total salary based on a 30 hour work week for 52 weeks)

Benefits: \$2,628.86

Site Director (Edward Fenn Elementary) (K-5): Jessica Figueroa

Salary: \$21,840.00 (35 hour work week for 48 weeks)

Benefits: \$1,064.00

Group Leader #1 Edward Fenn Elementary (K-2): Kyleh Lurvey

Salary: \$7,416.00 (20 hour work week for 36 weeks)

Benefits: \$740.49

Group Leader #2 Edward Fenn Elementary (K-2): Shannon Lavertu

Salary: \$7,416.00 (20 hour work week for 36 weeks)

Benefits: \$740.49

Group Leader #3 Edward Fenn Elementary (K-2): TBD

Salary: \$7,416.00 (20 hour work week for 36 weeks)

Benefits: \$740.49

Teacher Edward Fenn Elementary Homework (K-2) : Nicole Palmieri

Salary: \$4,200.00 (8 hour work week for 35 weeks)

Benefits: \$440.30

Group Leader #1 Edward Fenn Elementary (3-5): Cassie DeMontigny

Salary: \$7,416.00 (20 hour work week for 36 weeks)

Benefits: \$740.49

Group Leader #2 Edward Fenn Elementary (3-5): TBD

Salary: \$7,416.00 (20 hour work week for 36 weeks)

Benefits: \$740.49

Teacher Edward Fenn Elementary Homework (3-5) : Meghan Merchant

Salary: \$4,200 (8 hour work week for 35 weeks)

Benefits: \$440.30

Site Director (Gorham Middle School): Naomi Levesque

Salary: \$29,993.06 (35 hour work week for 52 weeks)

Benefits: \$8,879.14

Gorham Middle School Group Leader #1 (6-8): Tammy Messineo

Salary: \$7,416 (20 hour work week for 36 weeks)

Benefits: \$740.49

Group Leader #2 Gorham Middle School : TBD

Salary: \$4,320 (12 hour work week for 36 weeks)

Benefits: \$740.49

Gorham Middle School Homework Teacher (6-8) : TBA

Salary: \$4,200 (8 hour work week for 35 weeks)

Benefits: \$440.30

Summer Program Group Leaders (K-8 based on enrollments): TBA

Salary: \$3,500.00 (\$1,750 X 2 staff at 35 hours/week for 5 weeks)

Benefits: \$370.02 (\$185.01 X 2 staff)

JUDY A. ARSENAULT



OBJECTIVE: A challenging career in providing quality afterschool and summer programming for the youth and families in the Berlin/Gorham Communities.

EMPLOYMENT:

Project Youth Program Director Family Resource Center	July 2014 - present Gorham, NH
Family Assessment/Support Worker Family Resource Center	July 2013 – July 2014 Gorham, NH
Assistant Director NFI – North Country Shelter	September 2010 – June 2013 Jefferson, NH
Assistant Director NFI - Davenport School	September 2004 - October 2009 Jefferson, NH
Director TLC Child Care Center	August 1999 - April 2004 Berlin, NH
Lead Teacher Tri- County Head Start	September 1993 - June 1999 Berlin, NH

EDUCATION:

Bachelor's Degree in Child & Family Studies College For Lifelong Learning	2003 Berlin, NH
Associate's Degree in Early Childhood Education College For Lifelong Learning	1998 Berlin, NH
Coos County Family Mediation Certificate	1994
Associate's Degree in Office Technology New Hampshire Community College	1981 Berlin, NH
Dipolma Berlin High School	1978 Berlin, NH

QUALIFICATIONS:

- 28 years experience working with children and families
- 20 years experience working with Special Education
- 6 years experience as an Assistant Director at NFI - / provided supervision for 31 Employees and served over 400 families
- 5 years experience as a Director of a child care center / provided supervision for 13 employees and served over 51 families
- Qualified in Early Childhood Assessment
- Developed Individualized Behavioral Plans

SKILLS:

- Excellent organizational and communication skills
- Advocate for Children and Families

AWARDS:

In May of 2003 received the Exemplary Leadership and Service Award given to a Child Care Program by DCYF

REFERENCES:

Linda Pivin
NH Department of Health and Human Services
752-7800 ext. 329 or 752-5776 (Home)

Brenda Letellier
TLC Child Care Center
449-6692

Heather Perry, Past Director
NFI - Davenport School
586-7856 (Home)

Tara MacKillop, NFI North Supervisor
North Country Shelter
Jefferson, NH 03583
586-7161

Hon. James Michalik, Retired
Executive Director, Family Resource Center
(603) 466-5190 ext. 304

Deidre Blair

EDUCATION

B.A. Portland State University 2011

Major: Art Practices

B.A. University of Connecticut 1989

Major: Anthropology

License of Massage Therapy East-West College of Healing Arts 1997

Registered Yoga Teacher Training through The Movement Center 2010

PROFESSIONAL EXPERIENCE

Detox/Milieu Counselor May 2013- May 2014

De Paul Treatment Centers. Portland, Oregon

- Screened potential alcohol/drug detox clientele; scheduled those that met detox criteria paying attention to treatment plans and insurance policies. Kept accurate record of all communication
- Administered UAs, pregnancy test, and breathalyzers.
- Administered and recorded medications given to adult residential clients; the facility served 85 residential clients.
- Facilitated day to day care of 4-7 detox clientele; this included care of clients belongings, meal service, room/bedding cleaning. Kept accurate record of clients' treatment progress.
- Communicated the medical needs of residential floor to medical team.
- Kept accurate record of milieu activities/interventions/issues.

Youth Milieu Counselor June 2010- September 2011

De Paul Treatment Centers. Portland, Oregon

- Supported and facilitated alcohol and drug treatment for youth in a residential treatment setting.

- Duties included: transporting clients; administering medication; keeping accurate documentation of client treatment; monitoring client behavior and intervening when appropriate.

Yoga Teacher RYT September 2010-present

- Community Yoga Instructor at The Movement Center
- Community Yoga Instructor at TaborSpace
- Taught yoga in a residential drug and alcohol treatment center for youth

Licensed Massage Therapist (6184) September 1997-December 2012

- Owned and operated private massage therapy practice
- Worked as independent contractor in chiropractic and therapeutic settings
- Trained and licensed in the following modalities: ONSEN, Prenatal Massage, Swedish Massage, Sports Massage, CranioSacral Therapy, Neuromuscular Therapy, Zero Balancing, Hot Stone Massage, Polarity, Reiki, Ayurvedic Massage
- Volunteer LMT working with homeless women

Instructional Assistant Structured Learning Center- Behavior (SLC-B)

North Clackamas School District, Wichita Elementary School 09/2006-12/2007

- Assisted teacher and students in a self contained behavior classroom with students from kindergarten through third grade.
- Led reading and math groups within a large range of reading abilities and math skills. Tested and documented students, both for Individual Education Plan (IEP) goals and state assessment.
- Was trained in Oregon Intervention System.
- Was trained with the Columbia Regional Program for Autism Spectrum Disorder.

Volunteer Coordinator

Rose Haven, Catholic Charities 05/2002-09/2003

- Recruited, trained, and scheduled large and diverse volunteer staff at Portland's only day center for homeless women.
- Coordinated a public health studies program with several area universities and colleges for nursing students.

- Trained and supported clientele in volunteering.

Job Facilitator

Sherwood Work Activity Center 08/1994-05/1996

- Assisted and supported developmentally disabled adults in work activities.
- Planned and facilitated outings and activities for clients.
- Supported and documented behavior management programs for clients with behavior issues.

Barista/Bookseller

Borders Books and Music Waikoloa, Hawaii 04/1993-04/1994

- Worked as a barista in coffee shop/deli of bookstore
- Assisted customers in bookstore
- Stocked and inventoried bookstore

COMMUNITY INVOLVMENT

Volunteer Coordinator and Board Member for Rahab's Sisters, an ecumenical program serving prostituted, homeless, and marginalized women in SE Portland. January 2006-June 2009; Jan 2013-May 2014

- Hosted and led Friday evening hospitality program.
- Developed volunteer training program and recruited and trained new volunteers
- Solicited for donations and led fundraising events.
- Acted as liaison for the women of Rahab's Sisters with the 82nd Avenue Prostitution Advisory Council.

Senior Warden of Saints Peter and Paul Episcopal Church

January 2008-December 2009

- Head of administrative body for Episcopal congregation in SE Portland
- Planned and presented annual budget
- Hired and directed paid staff
- Facilitated monthly vestry meeting
- Acted as a liaison between Rector and community

Team Leader for Brigid's Table, meal program serving those in need in SE Portland January 2006-July 2008.

- Led a once a month team of volunteers to serve 60+ meals on a Wednesday evening. Duties included shopping, preparing and serving food, set up and clean up, and general hospitality.

Jessica Figueroa

Over three years experience in planning, coordinating, supervising, and leading activities, field trips, fund raisers, and other community events for Project Youth. Passionate about student success and the introduction of advanced topics. Driven to complete assignments creatively and to fullest potential.

Objective

Obtain a Site Director position with Project Youth After School Programs.

Education

Granite State College
Expected B.A. in Math Studies with
Teacher Certification in Elementary
Education, 2017

**White Mountains Community
College**
Associates in Teacher Education,
2013
Certificate in Special Education.
2013

Work Experience

**Family Resource Center,
Project Youth**
Site Coordinator
August 2014-Present

**Family Resource Center,
Project Youth**
Group Leader
December 2010-August 2014

Primary Responsibility:
-Directly responsible for the day to day operation of the Afterschool Program including developing programming, and enrichment activities that link to the school day, grade level expectations and curriculum. Being a team leader for staff.

Primary Responsibility:
-Lead afterschool activities as assigned by the Site Director for the day to day operation of the Afterschool Program.

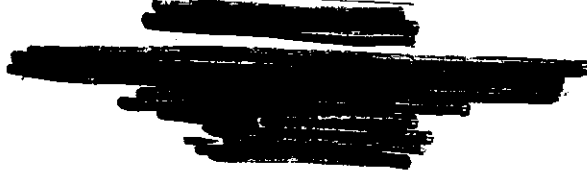
Special Training

American Academy of Pediatrics
Medication Administration in Early Education and Childcare [June 2014]
Face-Up First
Water Safety Education for Parents and Caregivers [June 2014]
UNH Cooperative Extensions
Conflict Management Training [April 2013]
American Heart Association
Heart Saver First Aid CPR AED [March 2013-2015]
NAMI NH
Connect Suicide Prevention Curriculum [February 2013]
BOOST NH
Afterschool Credential Work Session, Parts I & II [January/February 2013]

Skills & Accomplishments

- ◆ Broad range of lesson topics; Innovative approach to teaching
- ◆ Community service raising Autism awareness
- ◆ Ability to successfully modify others' lesson plans
- ◆ Skilled with Scaffolding and Understanding by Design planning methods
- ◆ Assistance in program hosted family nights and Lights On! events
- ◆ Rapid advancements in responsibilities while employed with Storyland (2006-2012)

NAOMI LEVESQUE



OBJECTIVE

To serve the communities of Berlin and Gorham and provide quality afterschool and summer programming that meets the needs of children and their families.

EDUCATION

B.S. Environmental Science and Wildlife Studies, Graduated June 2012
Granite State College, Berlin, NH
GPA 3.91/4.0
summa cum laude

EXPERIENCE

- Site Director** (September 22, 2015-present)
Interim Program Director (beginning November 2014-September 22, 2015)
Site Director and Administrative Assistant (2011-2014)
Group Leader (November 28, 2005-2011)
The Family Resource Center- Project Youth, Gorham, NH
- Directing the Project Youth Afterschool and Summer Programs for 4 schools serving grades K-8 on an interim basis; some duties include managing 18 staff and services for @120 students, projecting and balancing budgets, performing background checks, maintaining databases, fundraising and co-writing grants and fulfilling the terms there-in
 - Managing the Project Youth Gorham Middle School Afterschool Program for grades 6-8 (since 2009); some duties include managing 4 staff, building a substitute list, coordinating and delivering services for 35-40 students, creating scaffolded lesson plans linking to Common Core Standards, preparing a daily USDA approved snack and fundraising
 - Administrative Assistant position for the Project Youth Program Director added to my schedule in addition to my Site Director duties. Primary administrative duties include managing QuickBooks for old client accounts while converting to a new database for billing management, payment receiving, NH DHHS child care billing, managing student files, answering phones, communicating with parents and school personnel, creating all program documents including registration forms, monthly calendars and pamphlets with Microsoft Office Programs, press releases, and assisting all needs of the Program Director and Site Directors from 3 other schools.
 - Began as Group Leader for Project Youth Brown School Afterschool Program grades 1-3 in 2005 in the afternoons and became the Administrative Assistant in the mornings in 2006. In 2007, was full time Administrative Assistant and staff back-up for grades 1-8 before becoming a full time Site Director in 2009
- Production Worker/Back-up Secretary**, Car Freshner Corporation, Berlin, NH- May 13, 1993-November 22, 2005
- Primary back-up secretary for the Plant Manager, Production Supervisors, and facilitated communication with the Head Plant in New York. Primary duties included QC of incoming paperwork for production and payroll data entry, inventory reporting, supply orders, truck receivables, answering phones and filling other needs of the Plant Manager and Production Supervisors in a high paced environment.
 - Trained secondary back-up secretary
 - Learned all machine operating positions within the plant and trained new personnel

Receptionist, Gallus & Green Realtors, Berlin, NH- August 21, 1992-March 19, 1993

- Primary duties included changing all Century 21 listings onto Gallus & Green letterhead during merger, meeting deadlines for newspaper advertisements and rotating through listings, file management, answering phones, client communication, and meeting the needs of the Principal Broker as well as the other brokers, agents and realtors.

COMPUTER SKILLS

Excel QuickBooks (some parts relevant to current position)
Word GIS (beginner)
Publisher
PowerPoint

OTHER WORK EXPERIENCE

Moose Tour Guide for the Town of Gorham, NH- 2007
Cashier/Food Preparer, StoryLand in Glen, NH- 1992
Waitress/Cook/Baker, Milan Luncheonette in Milan, NH- 1991-1992
Drama/Entertaining families at StoryLan in Glen, NH- 1991

CREDENTIALS/ CERTIFICATIONS

NH DHHS Afterschool Professional Development Credential- Afterschool Direct Service Level 4- April 2013
Water Safety- April 11, 2013
First Aid/CPR/AED- February 13, 2012
Courage to Care Instructor- December 14, 2011
NH 4-H Shooting Sports Leader Class II Archery Instructor- May 22, 2011

ACTIVITIES /VOLUNTEER

Attend regular environmental and youth related trainings, workshops and presentations- Ongoing
New Hampshire Coverts Cooperator-2012-present
Board member for Ammonoosuc Chapter of NH Audubon- 2011-present
Committee member for The Medallion Opera House- 2011-present
Participation in NH Fish & Game Winter Weather and Whit-tailed Deer Data Collection Project- 2010-present
Project WILD and WILD Aquatic Instructor- 2010-present
Project Learning Tree Instructor- 2009-present
Participate in Bird Surveys for NH Audubon- 2009-present
Volunteer at Loki Clan Wolf Refuge in Chatham, NH- Summer 2005-present
Board member for Loki Clan Wolf Refuge- 2011-2012
Participated in Leadership North Country- 2010-2011
Participated in work study at High Pond Farm in Plymouth, NH to attend 3-day Avian Ecology workshop- July 2009
Mapped trails for Pondicherry Wildlife Refuge in Whitefield, NH- July 2009
Job shadowed at Watershed to Wildlife, Inc in Littleton, NH- June 2008
Mentored a 16 year old and fostered his interest in nature- December 2007-2009
Volunteered at Lake Umbagog Wildlife Refuge in Errol, NH- August 26, 2007-2009
Volunteered in the gift shop at Heritage Park in Berlin, NH- Summer 2003

TAMMY L. MESSINEO

[REDACTED]

[REDACTED]

[REDACTED]

OBJECTIVE

- * Project Youth GMS Afterschool Program Position

QUALIFICATION HIGHLIGHTS

- * Six years para-educator working with students in one-on-one and group settings
- * Excellent communicator; patient and effective when working with diverse personalities
- * Experience with behavior plans and data collection of student academic progress
- * Provided positive reinforcement to motivate students and acknowledge proper behavior
- * Assisted middle/high school students with development of social and academic skills
- * Motivated students to overcome obstacles to learning resulting in academic success
- * Incorporates techniques to effectively build rapport with learning disabled students
- * Advocate for abused and neglected children in the State of New Hampshire
- * Conducts home visits for CASA of New Hampshire to establish client well-being
- * Collaborates with multiple agencies concerning abused and neglected children
- * Advocate for abused and neglected children in the State of New Hampshire

EDUCATION/PROFESSIONAL DEVELOPMENT

- * Bachelors in Behavioral Science, Granite State College, 2014
- * Foster Parenting training which included Regulations of the DCYF system, the Developing Child, the Effects of Childhood Trauma, Experiencing Grief and Loss, Promoting Positive Behavior and Lifelong Connections, awarded 21 CEU's, 2013
- * Attended Autism & Asperger's Syndrome Conference, awarded 6 CEUs, 2013

EXPERIENCE

- * Paraprofessional for 6 years Gorham Middle/High School, 2008-present
- * Tutor, Academic Consulting and Educational Services, 2013
- * Administrative Personal Assistant to elderly, 2007
- * Medical Transcriptionist, 2005-07
- * H & R Block Tax Preparer, 2005- 2007
- * Long Term Substitute Speech Therapy Millbrook School, (Gr. 4-8), Alabama, 2004-05
- * Security Guard, Pinkerton Security, 1997-99
- * United States Air Force (USAF), Structural Repair/Instructor, 1979-85

COMMUNITY INVOLVEMENT

- * Court Appointed Special Advocate (CASA) 2011-present
- * Internship, Child Advocacy Center of Coos County N.H., Jan-Mar 2012
- * Habitat for Humanity, 1994, 2004
- * Clothing drive for tornado victims, 2007

AVAILABILITY

- * Available now



References

Co-Director of Special Services

Rebecca Hebert-Sweeny

E-mail: rebecca.hebert-sweeny@sau20.org

(603) 466-3632

Assistant Principal

Tina Binette

E-mail: tina.binette@sau20.org

(603) 466-2776

Special Education Case Manager

Katrina Fowler

E-mail: katrina.fowler@sau20.org

(603) 466-2776

Guidance Counselor

Matthew Saladino

E-mail: matthew.saladino@sau20.org

(603) 466-2776

Program Manager CASA of New Hampshire

Jerry Larson

(603) 237-8411

Tri-County CAP

Andrea Gagne

30 Exchange St, Berlin, NH 03570

(603) 752-4103

November 18, 2014



The Family Resource Center
123 Main St.
Gorham, New Hampshire 03581

Dear Judy Arsenault,

I was very pleased to learn of the opening for the Project Youth GMS Afterschool Program position

I have over six years of experience as a paraprofessional at Gorham Middle School working with students who have learning disabilities. I provide positive reinforcement to motivate students to become successful learners in an academic environment on a daily basis. I have experience working with students in one-to-one and group settings. My experience also includes teaching students how to overcome obstacles to learning resulting in academic success. I really enjoy working with students in all age groups and have been successful in building rapport with every student I have encountered to help them become responsible citizens and successful learners.

A copy of my resume is enclosed. I look forward to the opportunity for an interview concerning this position.

Sincerely,


Tammy L. Messineo

Shannon Lavertu

OBJECTIVE: to work in a position that would allow me to use my experience and education to assist families, and challenge me to continue to learn and develop as a person.

EXPERIENCE

August 8, 2012 to Current

Fortier Library, White Mountains community College

Library Aide

- Assisting library customers
- Manning circulation desk
- Assist library staff in maintaining and operating the library
- Organizing and shelving materials

August 8, 2012 to Current

Academic Support Center, White Mountains community College

Peer Mentor/Tutor

- Assist peers with course assignments
- Support peers in on campus activities

December 1, 2012 to May 2014

Kids Only Daycare Center

Assistant Teacher per diem

- Assist lead teacher with daily lesson plans
- Assist students with activities
- Prepare meals

EDUCATION

January 21, 2011 to Current

White Mountains Community College

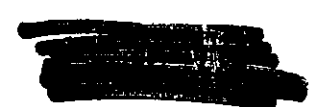
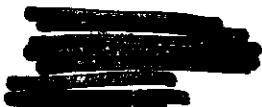
Teachers Education

Autism Certificate

Degrees:

- Associates degree Early Childhood Education May 2014
- Associates degree Human Services December 2014
- Certificate in special Education December 2014

References are available upon request.



Cassie DeMontigny



SUMMARY:

Highly motivated and dedicated professional seeking entry level paraprofessional position. Previous work experience includes working with traditional and special education students. Strong technological skills and an understanding of analytic research and statistical analysis.

EDUCATION:

Franklin Pierce University, Rindge NH

- Bachelor of the Arts in History and Education, May 2013

CERTIFICATION:

State of New Hampshire

- Paraeducator 2
- EdID # 99171

CONFERENCES ATTENDED:

North Country Education Services

- Differentiating Assessment Grading in a World Common Core Standards and Accountability

WORK EXPERIENCE:

Edward Fenn Elementary School February 2014-current

Title 1 Aide

- Develop and taught individual plans to strengthening student reading and comprehension
- Work with many students on spelling and word recognition
- Promote literacy and learning with small groups through the Magic Tree House series

Easter Seals Lancaster, NH November 2013-February 2014

Teachers Assistant

- Participated in classroom activities focusing on life skills
- Worked with students with a range of learning disabilities in a small group environment
- Assisted in the preparation of daily lessons for students
- Transported and monitored two day students from home to school and back

Franklin Pierce University, September 2012-May 2013

Student Campus Safety Switchboard Operator

- Handle all incoming calls to the university and connect callers with appropriate departments
- Sign in all campus guests and maintain accurate visitor logs

Franklin Pierce University, January 2010-December 2012

Mail Carrier

- Picked up the campus mail at the Rindge post office and then delivered it safely back to the warehouse for sorting. Delivered student mail to campus post office

- Worked with students with learning disabilities in a small environment
- Developed a lesson focusing on math skills in a fun way through math bingo

Classroom Observation: Outlook Middle School/ Oakmont Regional High School, Ashburnham, MA, Fall 2010

- Participated in classroom procedures
- Worked with students by assisting them with their assignments
- Developed and taught lessons on the five themes of geography and another on King Louis the XVI

LEADERSHIP POSITIONS

- Student Government Association Executive Board Vice President of Clubs, January 2012- May 2013
- Student Government Association Club Representative, January 2010-December 2012

Kyleh Lurvey



Education

Groveton High School
Groveton, NH
Graduating class of 2005
High School Diploma

White Mountains Community College
Berlin, NH
Fall Term 2006 – Teacher Preparation
16 Credits – 3.39 GPA

Employment

2009-2011 Intake Worker for Tri-County Community Action Program in Lancaster, NH
Here I scheduled appointments for clients, met with them, and worked closely with them in the completion of their application for Fuel Assistance benefits and Electric Disount eligibility. Also, I provided communication between TCCAP's main office and the clients, to address any questions, concerns, and/or requirements regarding applications.

2011-2011 Office Manager for Malletts Bay Marina in Colchester, VT
At the Marina, I was in charge of communications between the Marina Manager, Owner, mechanics, staff, and customers. Keeping up with invoicing, payroll, accounts payable, and errands were part of my daily tasks.

2011-2013 Self-Employed
During this time, I stayed home with my daughter and eventually opened my home to children during the day. I planned for and bought supplies for our scheduled weekly activities and crafts, and planned and shopped for snacks and meals. I kept logs of each childs progress with different milestones they were showing, and took notes about each child's interests. I included activities in our weeks that were specific to each child's interest. I also communicated my observations to parents, along with tracking payments and families schedules.

2013-2014 Bookkeeper/Office Manager for Landscaping With Styles in Berlin, NH
My job description at the landscaping company is very extensive. I communicate frequently, daily with the owner about his finances, jobs, employees, and appointments. I'm responsible for all yearly and quarterly forms and payments, weekly time sheets and paychecks, invoicing customers for regular property maintenance, creating quotes for construction customers, invoicing construction customers for periodic installments on projects, ordering and purchasing materials, all accounts payable, customer communications, and communicating with each employee daily about schedules and expenses.

Kyleh Lurvey



References

Mark Lurvey
Previous Supervisor/Marina Manager
Malletts Bay Marina in Colchester, VT
802-338-2408

Deborah Stewart
Professor of Teacher Education
White Mountains Community College in Berlin, NH
603-752-1113 x3023

Amy Nelson
Previous Supervisor/Co-worker
Tri-County Community Action Program in Lancaster, NH
603-631-0105

Megan Merchant



Objective: To obtain a teaching position at the Elementary level.

Education: Keene State College, Keene, NH
Bachelor of Science Degree in Elementary Education, Dec. 2002
Bachelor of Arts Degree in Music, May 2002

Work Experience:

09/04-Present **First Grade Teacher, Berlin School District**
Brown School
Berlin, NH

- Assumed all responsibilities and duties as the first grade teacher
- Such responsibilities included curriculum planning, daily preparation, parent interactions, teacher conferences and meetings.

09/03-06/04 **Long-Term Substitute, Berlin School District**
Brown School
Berlin, NH

- Was asked by administrator to assume roll for long term substitute of second grade.
- Assumed all responsibilities and duties as the second grade teacher in regular classroom teacher's absence.
- Such responsibilities included planning, daily preparation, parent interactions, teacher conferences and meetings.

01/03-06/03 **Educational Assistant, Berlin School District**
Brown School
Berlin, NH

- Worked one-on-one with a special needs child in a first grade classroom.
- Worked with other students in classroom when needed.
- Received a letter of recommendation and accomplishment from classroom teacher. (attached)
- Visited Keene State College in the spring and spoke with a teacher education class about working with a student with special needs.
- Attended a summer class on Teaching Diverse Populations to strengthen my classroom knowledge.

10/01 – 12/02

Mason Library, Keene State College

Keene, NH

Kathy Halverson (603) 358-2712

- Circulation desk
- Checking books in and out, re-shelving books and assisting students and community members with library materials and services.

Winter
01/02

Substitute teaching, Berlin School District

Hillside Elementary, Brown School and Berlin High School Berlin, NH

- Supervised students and assisted them with their classroom work in teacher aid's absence for kindergarten.
- Supervised students and assisted them with their classroom work in teacher's absence for grade one.
- Supervised high school students and assisted them with their homework for grades nine through twelve in the disciplines of Math and English.

Winter
00/01

Substitute teaching, Berlin School District

Bartlett School and Hillside Elementary

Berlin, NH

- Supervised students and assisted them with their homework in teacher aid's absence for grades two and three
- Supervised students in special education at the elementary and junior high level

Winter
98/99

Substitute teaching, Colebrook Middle School

Colebrook, NH

- Supervised students and assisted them with their homework in teacher's absence
- Worked with students in sixth, seventh and eighth grade as well as in music classes

Summers
1996 – 2005

Story Land, Glen, NH

Bob Grant (603) 383-4293

- Ride operator (3 years)
- Grounds maintenance; including mowing lawns and landscaping (3 years)
- Ride trainer; instruction of proper operation and safety procedures of the rides (1 year)
- Ride coordinator; public and employee relations, supervisor of specified areas and further instruction of proper operation and safety procedures of the rides (3 years)

NICOLE PALMIERI



EDUCATION: Bachelor of Arts in Mathematics, Castleton State College, December 2008
New Hampshire State Licensure in Elementary Education (K-6), 2009-Current
Reading Recovery Teacher, Training Completed Spring 2012

EDUCATIONAL AND CHILD-BASED EXPERIENCE

First Grade Teacher: Edward Fenn Elementary School, Gorham, NH.

August 2009 – Current, Principal: Chris Blair

- Two years experience teaching in a self-contained classroom, and three years experience in a co-teaching model. During two of these years, I also provided Reading Recovery services to struggling learners.

Daycare Supervisor: Penguin Playground, Okemo Mountain Resort, VT.

November 2008 – July 2009, Daycare Manager: Jean Edwards

- Supervised operations of daycare for 38 children ages 6 months to 4 years. Provided a safe and clean environment for children and staff. Took guest reservations and provided information about daycare.

Daycare Teacher: Penguin Playground, Okemo Mountain Resort, VT.

November 2006 – April -2008, Daycare Manager: Jean Edwards

- Provided age appropriate play for children ages 6 months to 4 years. Planned daily craft activities and “circle time” for children.

Program Director: Park and Recreation Summer Track, Springfield VT.

Summers 2001-2008, Park and Recreation Director: Andy Bladyka


- Designed and ran an eight week summer track program for children ages 2-14 that encouraged students to exercise and participate in friendly competition. Provided children with an introduction to a variety of track and field events.

Camp Counselor: Summer Daze Children’s Camp, Springfield VT.

Summers 2006, 2007, 2008, Camp Director: Tami Stagner

- Created and planned history curriculum for students in grades second through fourth that focused on the Revolutionary War. Engaged students in whole and small group activities both in a classroom setting and outside. Supervised students as they engaged in summer camp activities.

NICOLE PALMIERI



EDUCATION: Bachelor of Arts in Mathematics, Castleton State College, December 2008
New Hampshire State Licensure in Elementary Education (K-6), 2009-Current
Reading Recovery Teacher, Training Completed Spring 2012

EDUCATIONAL AND CHILD-BASED EXPERIENCE

First Grade Teacher: Edward Fenn Elementary School, Gorham, NH.

August 2009 – Current, Principal: Chris Blair

- Two years experience teaching in a self-contained classroom, and three years experience in a co-teaching model. During two of these years, I also provided Reading Recovery services to struggling learners.

Daycare Supervisor: Penguin Playground, Okemo Mountain Resort, VT.

November 2008 – July 2009, Daycare Manager: Jean Edwards

- Supervised operations of daycare for 38 children ages 6 months to 4 years. Provided a safe and clean environment for children and staff. Took guest reservations and provided information about daycare.

Daycare Teacher: Penguin Playground, Okemo Mountain Resort, VT.

November 2006 – April -2008, Daycare Manager: Jean Edwards

- Provided age appropriate play for children ages 6 months to 4 years. Planned daily craft activities and “circle time” for children.

Program Director: Park and Recreation Summer Track, Springfield VT.

Summers 2001-2008, Park and Recreation Director: Andy Bladyka

- Designed and ran an eight week summer track program for children ages 2-14 that encouraged students to exercise and participate in friendly competition. Provided children with an introduction to a variety of track and field events.

Camp Counselor: Summer Daze Children’s Camp, Springfield VT.

Summers 2006, 2007, 2008, Camp Director: Tami Stagner

- Created and planned history curriculum for students in grades second through fourth that focused on the Revolutionary War. Engaged students in whole and small group activities both in a classroom setting and outside. Supervised students as they engaged in summer camp activities.

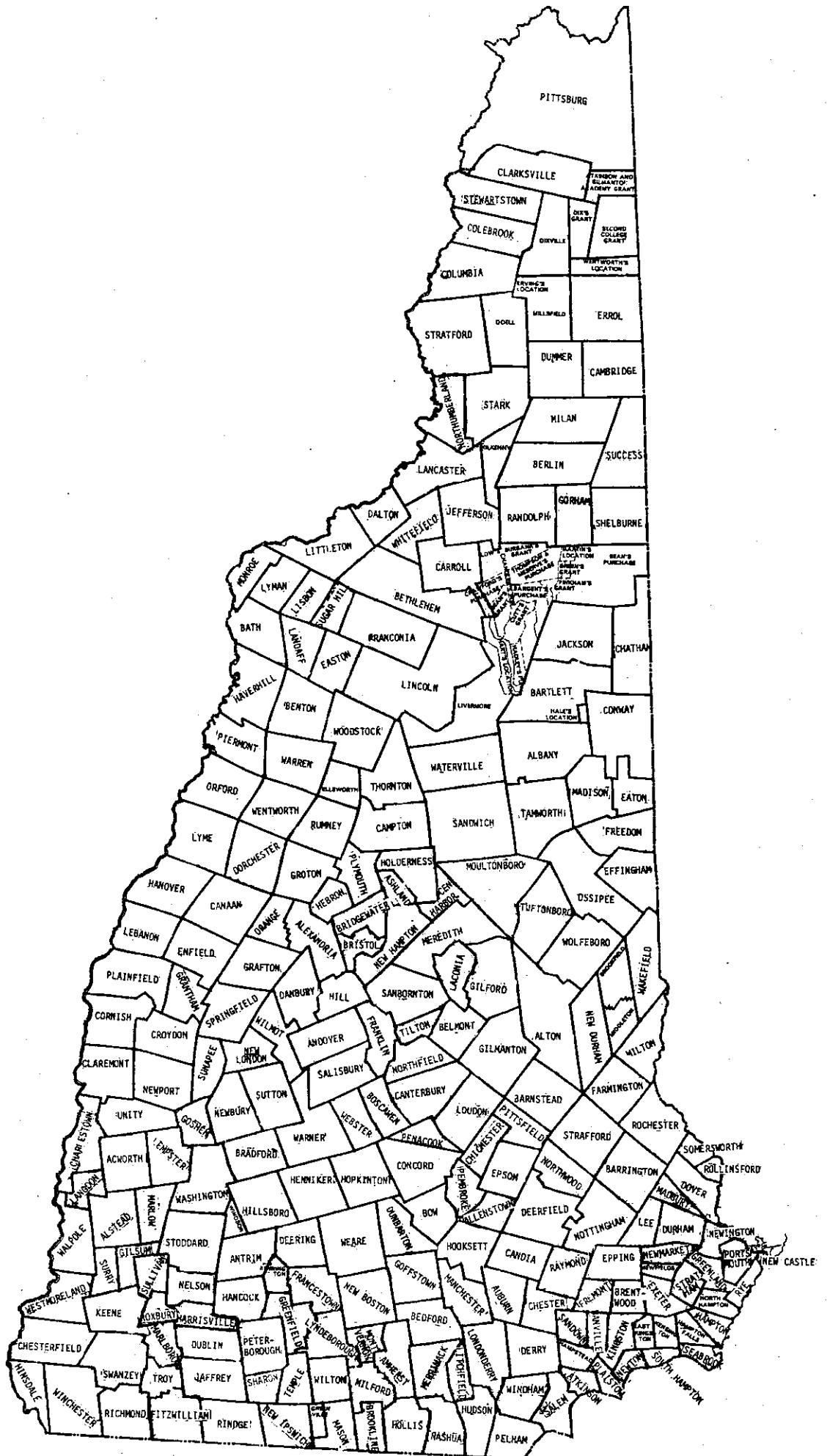
SPECIAL INTEREST TEACHING

History Teacher: Variety of Vermont Schools, 2004 – 2009

- Created and provided Civil War and Revolutionary War presentations for student grades kindergarten to twelfth grade. Provided age appropriate hands-on activities for students as an alternative way to discover history. **Portfolio available.**

REFERENCES

- Karen Moore, Former Edward Fenn Elementary School Principal, Current Title One Teacher, 603-466-3334
- Tricia Walsh, First Grade Teacher at Edward Fenn Elementary School, 603-466-3334
- Karen Cloutier, Former Edward Fenn Elementary School Principal, 603-723-2640



W 150



Virginia M. Barry, 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 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 grant funds to the Family Resource Center, Gorham, NH (Vendor Code 162412), to offer extended day programming for youth and their families effective upon Governor and Council approval from July 1, 2014 through June 30, 2015 in an amount not to exceed \$220,000.00. **100% Federal Funds.**

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

FY 15

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

\$220,000.00

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 2015 grant award in the amount of \$5,643,199.00 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 expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two
May 14, 2014

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.

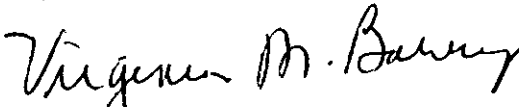
The program services provided by the grant cited above will be coordinated by the Family Resource Center in Gorham, NH in collaboration with the Gorham School District. This collaborative approach will serve elementary and middle school Gorham School District youth and their families.

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 2014 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. Fourteen proposals were received and six 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 twelve 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 and the results are included in this packet.

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:SBS
Enclosures

**New Hampshire Department of Education
21st Century Community Learning Center Program
2014 Competition Reviewers**

Name	Organization/Role
Caroline Butler	Somersworth School District, Title I and Retired Principal
Scot Foster	DHHS, Physical Activity Coordinator
Christine Gingerella	Laconia School District, 21st CCLC Program Director
Elyse Harris	World Affairs Council of NH, Program Coordinator
Janice Hastings	New Heights, Director of Marketing and Development
Debra Hathaway	VT 21st CCLC Program Director
Katrina Kretschmar	Health and Safety Council of Strafford County, 21st CCLC Site Director
Tessa McDonnell	Granite State College, Retired Dean of Learner Services
Jen Rainone	RI 21st CCLC Program Director
Jenn Steinfeld	RI 21st CCLC Program Director
Lisa Strout	Rivier University, Instructor and Faculty Advisor
Hilary Swank	Plymouth State University, Assistant Professor of Education

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: 21st Century Community Learning Center Grant

FROM: Project Youth Afterschool Programs
123 Main Street
Gorham, NH 03581

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

SAURA: _____
Proposed Project Title: Project Youth Gorham Afterschool Program

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

TYPE OF CHANGE	
	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

The following information is required for all projects

PROJECT MANAGER:

NAME: Naomi Levesque
ADDRESS: 123 Main Street Gorham, NH 03581
E-MAIL ADDRESS: naomi.levesque@frc123.org

TITLE: Program Director
TELEPHONE: 603-466-5190 ext. 306
FAX: 603-466-9022

FINANCIAL CONTACT:

NAME: Marie Demers
E-MAIL ADDRESS: marie.demers@frc123.org

TELEPHONE: 603-466-5190 ext. 300
FAX: 603-466-9022

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:

APPROVED INDIRECT COST RATE: 5.50% %

The Family Resource Center
123 Main Street
Gorham, NH 03581

Hon. James E. Michalik, Retired
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RAYCHIEF FINANCIAL OFFICER
Family Resource Center

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RAYCHIEF FINANCIAL OFFICER

5/16/14
DATE

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES (See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN	5000 INDIRECT	TOTAL
100		137,198.32			137,198.32
200		18,930.77			18,930.77
300	4,849.35	4,302.65			9,152.00
400			4,800.00		4,800.00
500	14,924.00	7,380.00	2,700.00		25,004.00
600	9,861.00				9,861.00
700			5,000.00		5,000.00
800			300.00		300.00
900			9,753.91		9,753.91
TOTALS	29,634.35	167,811.74	22,553.91	-	220,000.00

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1100	110	137,198.32	Key Staff Salaries	2300	930	9,753.91	Indirect Cost
1100	211	3,641.00	Health Insurance				
1100	220	10,495.68	Social Security				
1100	239	1,136.00	IRA				
1100	250	2,129.90	Unemployment				
1100	260	1,528.19	Workers Comp				
1400	320	1,468.35	Licensing/Bkgrnd				
1400	330	3,381.00	Student Mentorshp				
2830	330	2,500.00	Prof Dev				
2814	330	300.00	CIPAS				
2516	330	1,502.65	Audit				
2320	441	4,800.00	Occupancy				
2700	510	10,110.00	Transportation				
2620	520	2,614.00	Liability				
1000	531	2,200.00	Telephone				
2820	532	1,000.00	Cayen				
2823	534	1,500.00	Postage				
2540	550	1,200.00	Printing				
1100	580	6,380.00	Travel/lodging/mea				
1100	600	9,861.00	Food/Supply				
2520	730	5,000.00	Equipment				
5100	810	300.00	NSF (Bank Fees)				
SUB TOTAL/TOTAL		210,246.09	//////////	SUB TOTAL/TOTAL		9,753.91	//////////

[Handwritten Signature]
5/15/14
Hon. James E. Mitchell, Retired
Executive Director,
Family Resources Center

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 FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire nonprofit corporation formed April 3, 1997. 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 9th day of April A.D. 2014

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/12/2014

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 E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Fairley Kenneally PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188 E-MAIL ADDRESS: fairley@esinsurance.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Great American Ins Group</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great American Ins Group		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: Great American Ins Group														
INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Family Resource Center at Gorham 123 Main Street Gorham NH 03581														

COVERAGES **CERTIFICATE NUMBER:** 2014-15 **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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			MAC3793560-08	5/10/2014	5/10/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MAC3793560-08	5/10/2014	5/10/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 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)

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 F Kenneally/FAIRLE <i>Fairley Kenneally</i>

Client#: 973175

FAMILRES5

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/12/2014

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: USI Insurance Services LLC-SCL, PO Box 406, Portland, ME 04112-0406. CONTACT NAME: USI Insurance Services LLC-SCL, PHONE (A/C, No, Ext): 800 723-2873, FAX (A/C, No): 603-625-1100. INSURER(S) AFFORDING COVERAGE: Travelers Property Cas. Co. of, NAIC #: 25674. INSURED: The Family Resource Center, 123 Main Street, Gorham, NH 03581-0225.

COVERAGES CERTIFICATE NUMBER: 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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes sections for General Liability, Automobile Liability, Umbrella Liab, Excess Liab, and Workers Compensation and Employers' Liability.

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

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.

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Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2013 AND 2012
AND
INDEPENDENT AUDITORS' REPORT

*Leone,
McDonnell
& Roberts*
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

FAMILY RESOURCE CENTER AT GORHAM

FINANCIAL STATEMENTS

JUNE 30, 2013

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Financial Statements:	
Statements of Financial Position	2
Statement of Activities	3
Statements of Cash Flows	4
Statement of Functional Expenses	5
Notes to Financial Statements	6 - 12

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Family Resource Center at Gorham, (a nonprofit organization) which comprise the statements of financial position as of June 30, 2013 and 2012, and the related cash flows, and notes to financial statements for the years then ended, and the related statement of activities and statement of functional expenses for the year ended June 30, 2013.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether or not due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2013 and 2012, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2013 in accordance with accounting principles generally accepted in the United States of America.

*Leone, McDonnell & Roberts,
Professional Association*

October 17, 2013
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 74,176	\$ 98,083
Certificates of deposit	79,330	79,089
Investments	183,992	174,274
Grants receivable	128,257	133,564
Prepaid expenses	9,830	6,160
	<hr/>	<hr/>
Total current assets	475,585	491,170
PROPERTY		
Leasehold improvements	72,362	70,231
Furniture and equipment	51,575	40,175
	<hr/>	<hr/>
Total	123,937	110,406
Less: accumulated depreciation	(54,888)	(48,478)
	<hr/>	<hr/>
Property, net	69,049	61,928
	<hr/>	<hr/>
Total assets	<u>\$ 544,634</u>	<u>\$ 553,098</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 3,034	\$ 6,647
Accrued expenses	6,382	1,874
Agency deposits	22,175	22,172
Refundable advances	98,326	72,428
	<hr/>	<hr/>
Total current liabilities	129,917	103,121
NET ASSETS		
Unrestricted		
Designated for long-term building maintenance	8,496	9,057
Undesignated	204,367	245,178
Permanently restricted - endowment	201,854	195,742
	<hr/>	<hr/>
Total net assets	414,717	449,977
	<hr/>	<hr/>
Total liabilities and net assets	<u>\$ 544,634</u>	<u>\$ 553,098</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013
WITH COMPARATIVE TOTALS FOR 2012**

	2013			2012 Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
REVENUE AND SUPPORT				
Grants		\$ 935,879		\$ 935,879
Donations	\$ 22,455		\$ 7,641	\$ 30,096
Agency rents	36,468			36,468
Investment income			4,940	4,940
Interest income	348			348
Net unrealized investment gain			6,304	6,304
Net realized investment gain			4,495	4,495
Net assets released from restrictions	949,002	(935,879)	(13,123)	
Total revenues, support and net assets released from restrictions	1,008,273		10,257	1,018,530
EXPENSES				
Program services	861,031			861,031
Management and general	188,614		4,145	192,759
Total expenses	1,049,645		4,145	1,053,790
(DECREASE) INCREASE IN NET ASSETS	(41,372)		6,112	(35,260)
NET ASSETS - BEGINNING OF YEAR	254,235		195,742	449,977
NET ASSETS - END OF YEAR	\$ 212,863	\$	\$ 201,854	\$ 414,717

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
(Decrease) increase in net assets	\$ (35,260)	\$ 6,621
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized gain on investments	(6,304)	(456)
Depreciation	6,410	4,215
(Increase) decrease in assets		
Grants receivable	5,307	(46,987)
Prepaid expenses	(3,670)	1,286
Increase (decrease) in liabilities		
Accounts payable	(3,613)	548
Accrued expenses	4,508	982
Agency deposits	3	5
Refundable advances	25,898	(9,846)
	<u>(6,721)</u>	<u>(43,632)</u>
NET CASH USED IN OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment	(13,531)	(15,962)
Proceeds from sale of investments		77,339
Purchase of investments and certificates of deposit	(3,655)	(11,170)
	<u>(17,186)</u>	<u>50,207</u>
NET CASH (USED IN) PROVIDED BY INVESTING ACTIVITIES		
NET (DECREASE) INCREASE IN CASH AND EQUIVALENTS	(23,907)	6,575
CASH AND EQUIVALENTS - BEGINNING OF YEAR	<u>98,083</u>	<u>91,508</u>
CASH AND EQUIVALENTS - END OF YEAR	<u>\$ 74,176</u>	<u>\$ 98,083</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013
WITH COMPARATIVE TOTALS FOR 2012**

	2013			2012 Total
	Program Services	Management and General	Total	
Personnel Costs				
Salaries and wages	\$ 481,211	\$ 143,823	\$ 625,034	\$ 596,635
Payroll taxes	37,651	11,997	49,648	44,197
Employee benefits	41,265	24,388	65,653	84,175
Contractors and consultants	99,300		99,300	97,814
Program activities	37,923		37,923	50,335
Program travel	31,387	120	31,507	21,176
Heat and utilities	20,394		20,394	21,882
Maintenance and inspections	18,791		18,791	7,677
Training	18,403		18,403	7,629
Food and supplies	12,280	917	13,197	20,642
Conferences and meetings	12,274	96	12,370	11,354
Telephone, internet, fax and cable	10,341	1,493	11,834	10,606
Accounting fees		8,800	8,800	13,285
Depreciation	6,410		6,410	4,215
Printing	5,752	618	6,370	5,265
Liability insurance	6,300		6,300	5,499
Rent	6,000		6,000	1,400
Bank charges	4,502	383	4,885	2,816
Cleaning	2,892		2,892	4,458
Small equipment	2,481		2,481	
Program materials	2,315		2,315	113
Postage and shipping	1,248	124	1,372	2,137
Property insurance	1,168		1,168	884
Advertising and promotion	739		739	543
Technology	4		4	2,976
Other				1,800
Total	<u>\$ 861,031</u>	<u>\$ 192,759</u>	<u>\$ 1,053,790</u>	<u>\$ 1,019,513</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so that can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that supports the academic, social and emotional developmental of students in grades K-8; and,

an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions.

Unrestricted: Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

Temporarily Restricted: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or 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. Absent explicit donor

stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource Center reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

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

As of June 30, 2013 and 2012, the Resource Center has unrestricted and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 *Not For Profit Entities – Investments – Debt and Equity Securities*. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years

The Resource Center's policy is to capitalize all assets over \$500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Resource Center records donor restricted contributions whose restrictions are met in the same reporting period as unrestricted support.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2009.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of \$10 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2013 and 2012 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

Advertising

Advertising costs are expensed as incurred.

Subsequent Events

Subsequent events have been evaluated through October 17, 2013, which is the date that the financial statements were available to be issued.

Prior Year's Information

The financial statements include certain prior year summarized comparative information in total but not by function. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Resource Center's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *Financial Instruments*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

Level 1 – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2013 and 2012, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2013 and 2012.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. **DEMAND NOTE PAYABLE**

In April 2013 the Resource Center entered into a revolving line of credit with a bank. The revolving line of credit provided for maximum borrowings up to \$75,000 and is collateralized by the certificate of deposit held at the same bank. The revolving line of credit, and the certificate of deposit, both renew every six months. At June 30, 2013 the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.15% and no amount was outstanding.

3. **AGENCY DEPOSITS**

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2013 and 2012 were \$22,175 and \$22,172, respectively.

4. **REFUNDABLE ADVANCES**

Refundable advances from program grants and contract advances at June 30, 2013 and 2012 totaled \$98,326 and \$72,428, respectively.

5. **CONCENTRATION OF CREDIT RISK - CASH**

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 at June 30, 2013. At June 30, 2012 non-interest bearing accounts

were fully insured and interest bearing accounts were insured up to \$250,000. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2013 and 2012 there were no cash balances in excess of FDIC coverage.

6. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors designated long term building maintenance was \$8,496 and \$9,057 at June 30, 2013 and 2012, respectively.

7. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2013 and 2012 is presented as follows:

<u>Year</u>	<u>Investment</u>	<u>Market Cost</u>	<u>Excess (Deficiency) of Market Over Value</u>	<u>Investment Cost</u>	<u>Income</u>
2013	Bank of America	\$165,970	\$183,992	\$18,022	\$4,940
2012	Bank of America	\$162,556	\$174,274	\$11,718	\$4,581

8. PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013 the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the Fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the Fund at any given time.

As of June 30, 2013 and 2012 the endowment was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2013 and 2012 was as follows:

	Balances as of <u>June 30, 2012</u>	Activity for the Year Ended <u>June 30, 2013</u>	Balances as of <u>June 30, 2013</u>
Permanent gifts	\$168,168	\$ 7,641	\$175,809
Investment earnings	20,694	4,940	25,634
Realized gain	3,301	4,495	7,796
Transfer to unrestricted		(13,123)	(13,123)
Investment expense	(8,139)	(4,145)	(12,284)
Unrealized gain	<u>11,718</u>	<u>6,304</u>	<u>18,022</u>
	<u>\$195,742</u>	<u>\$ 6,112</u>	<u>\$201,854</u>

	Balances as of <u>June 30, 2011</u>	Activity for the Year Ended <u>June 30, 2012</u>	Balances as of <u>June 30, 2012</u>
Permanent gifts	\$160,179	\$ 7,989	\$168,168
Investment earnings	16,113	4,581	20,694
Realized gain	1,130	2,171	3,301
Investment expense	(5,541)	(2,598)	(8,139)
Unrealized gain	<u>11,262</u>	<u>456</u>	<u>11,718</u>
	<u>\$183,143</u>	<u>\$ 12,599</u>	<u>\$195,742</u>

9. UNBILLED SERVICES

A delay by the State of New Hampshire's Department of Health and Human Services (DHHS) in approving, before July 1, 2012, the final contract documents for four grants awarded to the Resource Center resulted in no billings under these grants for the first quarter of the year ended June 30, 2013. For the four grants impacted, it amounted to approximately \$72,000 of unbilled services. Unlike prior years when such contract delays occurred, for this fiscal year DHHS prohibited retroactive billing for services provided.

**The Family Resource Center at Gorham
Board of Directors FY 2015**

LAST	FIRST	ADDRESS	CITY	STATE	ZIP	Title	YEAR
Barker	Heidi	Coos County, UNH Cooperative Extension 629A Main Street	Lancaster	NH	03584	Secretary	2013
Baublis	Katherine	436 Willard Street	Berlin	NH	03570	President	2010
Caron	Andre	Grandview Drive	Berlin	NH	03570		2011
Gauthier	Sharon	P.O. Box 336	Berlin	NH	03570		2013
Gregory	Scott	c/o Teabirds 151 Main Street	Berlin	NH	03570		2011
Hoyt	Kim	P.O. Box 193	Gorham	NH	03581		2013
Morin	Nathan	54 Whittemore Avenue	Berlin	NH	03570	Treasurer	2013
Remillard	Lucie	85 Hinchey Street	Berlin	NH	03570		2013
Stolte	Patti	1289 North Road	Shelburne	NH	03581	Vice-Presid	2009

All positions are non-salaried

THE FAMILY RESOURCE CENTER

MISSION:

TO BUILD HEALTHIER FAMILIES AND STRONGER
COMMUNITIES THROUGH POSITIVE RELATIONSHIPS,
PROGRAMS AND COLLABORATIONS IN THE NORTH COUNTRY.

VISION:

FAMILIES ARE VALUED AND ENGAGED IN THEIR COMMUNITIES

CORE VALUES:

OPEN EXCHANGE OF IDEAS
CATALYST FOR POSITIVE CHANGE
PARTNER WITH INDIVIDUALS, FAMILIES AND COMMUNITY
BUILD LEADERSHIP CAPACITY

TAG LINE:

STRENGTHENING FAMILIES, BUILDING COMMUNITIES



Project Youth List of Key Personnel and Salaries

Program Director:

Naomi Levesque

Salary: \$13,497.12 (40% of total salary based on a 35 hour work week for 52 weeks)

Benefits: \$3,499.09

Administrative Assistant: TBA

Salary: \$6,159.40 (40% of total salary based on a 29 hour work week for 52 weeks)

Benefits: \$641.70

Site Director (Edward Fenn Elementary/Gorham Middle School): TBA

Salary: \$24,369.80 (35 hour work week for 52 weeks)

Benefits: \$5038.06

Program Coordinator (Edward Fenn Elementary) (K-5): TBA

Salary: \$15,540 (35 hour work week for 37 weeks)

Benefits: \$1624.24

Group Leader #1 Edward Fenn Elementary (K-2): TBA

Salary: \$7,200 (20 hour work week for 36 weeks)

Benefits: \$764.67

Group Leader #2 Edward Fenn Elementary (K-2): TBA

Salary: \$7,200 (20 hour work week for 36 weeks)

Benefits: \$764.67

Group Leader #3 Edward Fenn Elementary (K-2): TBA

Salary: \$7,200 (20 hour work week for 36 weeks)

Benefits: \$764.67

Teacher Edward Fenn Elementary Homework (K-2) : TBA

Salary: \$4,200 (8 hour work week for 35 weeks)

Benefits: \$446.06

Group Leader #1 Edward Fenn Elementary (3-5): TBA

Salary: \$7,200 (20 hour work week for 36 weeks)

Benefits: \$764.67

Group Leader #2 Edward Fenn Elementary (3-5): TBA

Salary: \$7,200 (20 hour work week for 36 weeks)

Benefits: \$764.67

Group Leader #3 Edward Fenn Elementary (3-5): TBA

Salary: \$7,200 (20 hour work week for 36 weeks)

Benefits: \$764.67

Teacher Edward Fenn Elementary Homework (3-5) : TBA

Salary: \$4,200 (8 hour work week for 35 weeks)

Benefits: \$446.06

Gorham Middle School Group Leader #1 (6-8): TBA

Salary: \$7,416 (20 hour work week for 36 weeks)

Benefits: \$769.98

Gorham Middle School Group Leader #2 (6-8): TBA

Salary: \$7,416 (20 hour work week for 36 weeks)

Benefits: \$769.98

Gorham Middle School Homework Teacher (6-8) : TBA

Salary: \$4,200 (8 hour work week for 35 weeks)

Benefits: \$446.06

Summer Program Group Leaders (K-8 based on enrollments): TBA

Salary: \$7,000 (\$1,750 X 4 staff at 35 hours/week for 5 weeks)

Benefits: \$661.52 (\$165.38 X 4 staff)

NAOMI LEVESQUE

780 Fourth Avenue

Berlin, NH 03570

www.linkedin.com/pub/naomi-levesque/37/498/910

omi@ncia.net

603-723-7253

OBJECTIVE

To serve the communities of Berlin and Gorham and provide quality afterschool and summer programming that meets the needs of children and their families.

EDUCATION

B.S. Environmental Science and Wildlife Studies, Graduated June 2012

Granite State College, Berlin, NH

GPA 3.91/4.0

summa cum laude

EXPERIENCE

Program Director (beginning November 2014-present)

Site Director and Administrative Assistant (2011-2014)

Group Leader (November 28, 2005-2011)

The Family Resource Center- Project Youth, Gorham, NH

- Directing the Project Youth Afterschool and Summer Programs for 4 schools serving grades K-8 (since 2014); some duties include managing 18 staff and services for @120 students, projecting and balancing budgets, performing background checks, maintaining databases, fundraising and writing grants and fulfilling the terms therein
- Managing the Project Youth Gorham Middle School Afterschool Program for grades 6-8 (since 2009); some duties include managing 4 staff, building a substitute list, coordinating and delivering services for 35-40 students, creating scaffolded lesson plans linking to Common Core Standards, preparing a daily USDA approved snack and fundraising
- Administrative Assistant position for the Project Youth Program Director added to my schedule in addition to my Site Director duties. Primary administrative duties include managing QuickBooks for old client accounts while converting to a new database for billing management, payment receiving, NH DHHS child care billing, managing student files, answering phones, communicating with parents and school personnel, creating all program documents including registration forms, monthly calendars and pamphlets with Microsoft Office Programs, press releases, and assisting all needs of the Program Director and Site Directors from 3 other schools.
- Began as Group Leader for Project Youth Brown School Afterschool Program grades 1-3 in 2005 in the afternoons and became the Administrative Assistant in the mornings in 2006. In 2007, was full time Administrative Assistant and staff back-up for grades 1-8 before becoming a full time Site Director in 2009

Production Worker/Back-up Secretary, Car Freshner Corporation, Berlin, NH- May 13, 1993-November 22, 2005

- Primary back-up secretary for the Plant Manager, Production Supervisors, and facilitated communication with the Head Plant in New York. Primary duties included QC of incoming paperwork for production and payroll data entry, inventory reporting, supply orders, truck receivables, answering phones and filling other needs of the Plant Manager and Production Supervisors in a high paced environment.
 - Trained secondary back-up secretary
 - Learned all machine operating positions within the plant and trained new personnel
- Receptionist**, Gallus & Green Realtors, Berlin, NH- August 21, 1992-March 19, 1993

- Primary duties included changing all Century 21 listings onto Gallus & Green letterhead during merger, meeting deadlines for newspaper advertisements and rotating through listings, file management, answering phones, client communication, and meeting the needs of the Principal Broker as well as the other brokers, agents and realtors.

COMPUTER SKILLS

Excel QuickBooks (some parts relevant to current position)
 Word GIS (beginner)
 Publisher
 PowerPoint

OTHER WORK EXPERIENCE

Moose Tour Guide for the Town of Gorham, NH- 2007
 Cashier/Food Preparer, StoryLand in Glen, NH- 1992
 Waitress/Cook/Baker, Milan Luncheonette in Milan, NH- 1991-1992
 Drama/Entertaining families at StoryLan in Glen, NH- 1991

CREDENTIALS/ CERTIFICATIONS

NH DHHS Afterschool Professional Development Credential- Afterschool Direct Service Level 4- April 2013
 Water Safety- April 11, 2013
 First Aid/CPR/AED- February 13, 2012
 Courage to Care Instructor- December 14, 2011
 NH 4-H Shooting Sports Leader Class II Archery Instructor- May 22, 2011

ACTIVITIES /VOLUNTEER

Attend regular environmental and youth related trainings, workshops and presentations- Ongoing
 New Hampshire Coverts Cooperator-2012-present
 Board member for Ammonoosuc Chapter of NH Audubon- 2011-present
 Committee member for The Medallion Opera House- 2011-present
 Participation in NH Fish & Game Winter Weather and Whit-tailed Deer Data Collection Project- 2010-present
 Project WILD and WILD Aquatic Instructor- 2010-present
 Project Learning Tree Instructor- 2009-present
 Participate in Bird Surveys for NH Audubon- 2009-present
 Volunteer at Loki Clan Wolf Refuge in Chatum, NH- Summer 2005-present
 Board member for Loki Clan Wolf Refuge- 2011-2012
 Participated in Leadership North Country- 2010-2011
 Participated in work study at High Pond Farm in Plymouth, NH to attend 3-day Avian Ecology workshop- July 2009
 Mapped trails for Pondicherry Wildlife Refuge in Whitefield, NH- July 2009
 Job shadowed at Watershed to Wildlife, Inc in Littleton, NH- June 2008
 Mentored a 16 year old and fostered his interest in nature- December 2007-2009
 Volunteered at Lake Umbagog Wildlife Refuge in Errol, NH- August 26, 2007-2009
 Volunteered in the gift shop at Heritage Park in Berlin, NH- Summer 2003

