

Friends Program

FOUR PROGRAMS - ONE MISSION

Serving Our Community Since 1975

August 9, 2018

Board of Selectmen
Town of Raymond
4 Epping Street
Raymond, NH 03077

Dear Board of Selectmen:

Friends RSVP – Retired and Senior Volunteer Program respectfully requests \$600 for **FY 2019** from the Town of Raymond in support of the services provided by Friends RSVP throughout the Raymond and Rockingham County area.

We put the skills and talents of older adults to work solving the needs of Raymond residents. Our Friends RSVP senior volunteers make our communities better and stronger.

Thank you for your kind attention to this request for continued support to make the service of our Friends RSVP volunteers possible.

Sincerely,



Susan Smith
Director of Senior Programs

Enc: Funding Support Application Cover Sheet
2019 Funding Request
W-9
501c3 Designation
990 FY17
RSVP Financial Statement YTD FY18
Board of Trustees Listing



Town of Raymond Funding/Support Application
4 Epping Street, Raymond, NH 03077
(603) 895-7007
www.raymondnh.gov

FUNDING SUPPORT APPLICATION COVER SHEET

Date of Application: 8/9/2018 **Tax ID** 02- **Year Founded:** 1975
0326855

| | |
|------------------------|---------------------------|
| Name of Organization | The Friends Program, Inc. |
| Executive Director/CEO | Nancy Paul |
| Project Manager | Susan Smith |
| Street Address | 202 N. State Street |
| City, State & Zip Code | Concord, NH 03301 |

| | |
|------------|---------------------------|
| Phone | (603) 228-7603 |
| Email | ssmith@friendsprogram.org |
| Fax Number | (603) 228-3884 |

| | |
|----------------------|---|
| Program/Project Name | Retired and Senior Volunteer Program (RSVP) |
|----------------------|---|

| | | | |
|--------------------------|-----------|---|-------------|
| Total Project Budget | \$337,243 | Amount Requested from Town | \$600 |
| Current Operating Budget | \$337,243 | Organizations Annual Budget previous year | \$1,742,302 |

| | |
|--|-----|
| Number of residents who are expected to benefit from this program/project: | 708 |
|--|-----|


 Signature, Chair of Board of Directors/
 Authorizing Official

Joanne M. Gagnon

 President, Board of Trustees


 Signature, Project Coordinator

Susan Smith

 Director of Senior Program

1. **Description of Applicant Organization**

The Friends Program is a non-profit, social service organization founded in 1975 whose mission is to “strengthen communities by building relationships that empower people, encourage community service, and restore faith in the human spirit.” The organization strives to achieve this mission through four programs:

- RSVP – Retired and Senior Volunteer Program
- Foster Grandparent Program
- Youth Mentoring Program
- Emergency Housing for Families

The Board of Trustees provides strategic direction and leadership to the agency, establishing both long-term and short-term goals and providing oversight to the management of the agency. The Executive Director pursues community partnerships, sets direction and establishes operational objectives for the staff. Program staff implement the programs and program directors provide oversight of day-to-day operations with the support of administrative staff. The development office and Board of Trustees collaborate to identify cash and in-kind contributions to sustain and grow the agency's programs, raising about \$300,000 annually from fundraising and agency grants which is allocated or passed through to the programs.

Each Program Director is responsible for a program budget, developed with the Executive Director. The Executive Director is responsible for all program budgets and finances, to the Board of Trustees. The Board has a Finance Committee with 4-5 committee members that review agency finances on a monthly basis and help the Executive Director with direction and recommendations. Independent financial audits annually assure funders and stakeholders of strong fiscal oversight of contributions.

Friends RSVP, the program applying for this grant, recruits older adult volunteers to meet the needs of nonprofits and public agencies in Merrimack, Rockingham, and parts of Belknap and Strafford counties.

2. **Purpose of request**

The state of New Hampshire is aging rapidly. As older adults leave the workforce, it is vital to the state that we maintain their skills, expertise, and engagement. Friends RSVP matches older adult volunteers with local agencies and projects in need of help. We build capacity by putting retired people to work solving local problems.

Many older people are unsure where they are needed and do not like approaching organizations on their own. When they do volunteer, they are easily discouraged if the experience is not easily accessible. Organizations sometimes do not have the time or funds to seek and screen volunteers for ability and suitability, or pay for accident and liability insurance to support volunteers during and in transit to and from service activities. Seniors often are more comfortable being a part of a formal group to work and socialize with, and especially groups that are familiar with the needs of the local community. They also appreciate knowing that Friends RSVP will utilize and support them, recognize their service, and keep track of their hours and service for national reports and surveys.

Our program's role is to support existing agencies, building capacity using the power of older adult volunteers, and to provide services if no similar ones are available to meet local need. We do not duplicate services where the needs are being met by another agency. No other organization provides exactly the same services for clients. We do supplement and work with other organizations to make sure that all volunteers and clients are assisted.

During the last year, Friends RSVP partnered with 79 non-profit and public organizations serving Rockingham County and the Town of Raymond. Our Friends RSVP volunteers volunteered their service to make it possible

for these organizations to serve more people and do so cost-effectively. RSVP volunteers support many of the most vulnerable people in our community. They serve children, families and older adults at our partner organizations. Their volunteer sites include adult daycares and nursing care facilities such as Ray-Fre Senior Center, Rockingham County Nursing Home, schools, healthcare facilities, human service and municipal agencies, libraries, cultural and historical venues, homeless shelters, food banks, and more.

Friends RSVP Caregiver volunteers help older adults live more independently by providing companionship, transportation to medical appointments and the grocery store. Volunteers assist with public safety and disaster preparedness and help at blood drives across the county. Our dedicated volunteers also visit veterans and nursing homes to provide companionship to those who are alone. They prepare meals for congregate meal sites and Meals on Wheels locations.

Seniors who volunteer have decreased mortality and better health and cognitive outcomes than their non-volunteering peers. Our Friends RSVP volunteers improve their own health and well-being by volunteering in our program, reducing the support services that they require.

Friends RSVP Bone Builders are our signature senior strength training and exercise classes, which improve bone and muscle strength, balance, circulation and general health. Classes are provided twice weekly, year-round, at local senior centers, churches and senior housing buildings. Many seniors on limited incomes are unable to afford to pay for exercise classes and gym memberships. Bone Builders classes are always free and open to everyone in the local area, thus providing access to a vital service to improve health.

With the new class added in partnership with Lamprey Health Care in Raymond last year, 91 classes were held with 893 participants. These free classes will continue twice weekly in the coming year. Additional classes are held throughout Rockingham County area and are available to any Raymond residents.

Nutrition Modules/Workshops were introduced in the fall of 2017. Working with a certified nutritionist, three "Train the Trainers" modules were offered. Thirteen volunteer have been trained and have presented 22 workshops in Rockingham County. The workshops are open to the public and advertised through the Bone Builders classes and sites. We also partnered with UNH Cooperative Extension Service for a class on senior nutrition at the Senior Center in Raymond. This class was so well received, we are planning a series of 4 – 6 workshops this fall.

Friends RSVP works on community projects in the area that support local needs and organizations with food and clothing collection, making blankets for infants in poverty, caps for the Period of Purple Crying, and making helmet caps for soldiers and sailors. They greet our military as they pass through Pease International Airport. Our volunteers work to fill every need they encounter.

Purpose for which funds are requested: Friends RSVP coordinators travel throughout Rockingham County and within the Town of Raymond performing outreach and recruitment activities for volunteers. These funds assist in providing materials, screening, training and support of volunteers at sites. We value the organizations we support and always ensure that our volunteers are properly screened and trained before placing them. This increases the success of our volunteers on behalf of the agencies they support. Funds are also used to provide recognition for our volunteers to demonstrate their importance in achieving community goals and to provide supplemental insurance for our volunteers.

SERVICE DATA: In 2017, a total of 539 Friends RSVP volunteers contributed 67,668 hours of service at over 150 organizations and signature programs throughout New Hampshire.

For Rockingham County and Raymond residents, 280 volunteers served **45,694 hours** in 2017, accounting for **68% of the program's total service hours.** Friends RSVP is proud to work with the residents of Raymond and other Rockingham towns as they continually demonstrate the power of volunteer service.

The value of service for 2017 can be estimated at \$1,121,331 for Raymond and Rockingham County based on the 2017 New Hampshire Mean Hourly Wage of \$24.54 as determined by the Bureau of Labor Statistics. (Independent Sector values a NH volunteer hour for 2017 at \$24.69 and our policy is to use the lower of the two metrics each year).

3. Qualifications of Project Personnel:

The Friends Program has successfully operated volunteer programs for more than 42 years. The Executive Director has managed volunteer programs for more than twenty years. For two years prior to assuming the role of Executive Director, she served as Director of Senior Programs, responsible for both RSVP and Foster Grandparents. Prior to The Friends Program, she worked with a global non-profit, supporting volunteer management, grant management and strategic planning for volunteer organizations. The Program Director joined the staff at the end of 2017, bringing a strong background in working with older adults and nonprofit human services organizations. She is a member of national Senior Corps associations and many community service based organizations. The three Program Coordinators have numerous years of experience in the human services field serving communities throughout the region. Our Program Coordinator for Rockingham County is a certified master Bone Builders trainer and former small business owner, who has supported the growth and development of the Friends RSVP program approaching ten years.

4. Program Duration:

The agency started in Merrimack County in 1975 and has expanded programming into eight counties out of 10 in the state, with one program (Foster Grandparent Program) granted a statewide catchment area.

The Friends Program became the RSVP agency for Rockingham County in 2006 and has expanded our services into Merrimack, Belknap, and some parts of Strafford County. Our Friends RSVP program receives support from a broad range of sources, including federal grants, municipal grants, foundations, corporate sponsors, and individual donors. Support from all segments of the community creates sustainable programming. Our current focus is on expanding our individual donors and corporate support. Our goal is to bring in new sources of funding each year to offset changes in the economic landscape.

5. **Fiscal Information of Applicant Organization**
 Complete the program/project budget that follows.

PROGRAM/PROJECT BUDGET—CURRENT REQUEST

| Project Expenses | | | |
|-------------------------------|-----------------------------------|-------------------------------|---|
| | Amount requested from RCFY | Total Project Expenses | Description of Expense |
| Salaries | \$ | \$167075 | |
| Fringe Benefits | \$ | \$30495 | |
| Consultant | \$ | \$5085 | Audit, Payroll Svcs, Mktg |
| Travel | \$370 | \$7400 | 14 trips per year (48 mi round trip) x \$0.545 per mile |
| Equipment | \$ | \$0 | |
| Supplies | \$50 | \$6900 | |
| Food/Beverage | \$ | \$0 | |
| Printing | \$40 | \$2150 | Postage and printing |
| Other | \$0 | \$61075 | In-Kind |
| Other | \$ | \$20415 | Rent, utilities, maintenance, software |
| Other | \$50 | \$5890 | Insurance (volunteer & general) |
| Other | \$50 | \$4000 | Recognition |
| Other | \$ | \$3400 | Advertising/Fundraising |
| Other | \$40 | \$600 | Background checks |
| Other | \$0 | \$35180 | Overhead allocation, staff |
| TOTAL | \$600 | \$349665 | |
| Project Revenue/Income | | | |
| | Committed | Pending | Description of Expense |
| Government Grants | \$142311 | \$53320 | CNCS grant, counties, towns |
| Foundations/Corp. | \$9000 | \$13000 | Eastman, Lincoln, new |
| Contributions | \$15640 | \$41421 | Individuals and businesses, Annual campaign |
| Membership income | \$0 | \$0 | N/A |
| Town of Raymond | \$ | \$600 | |
| Other | \$45611 | \$19194 | In-Kind Donations, room rental, weights for Bone Builders classes |
| Other | \$0 | \$21462 | Revenue Allocation |
| TOTAL | \$212562 | \$148997 | |

Budget Narrative: (200 words or less please)

Our expenses are related to our staffing, which is based on a capacity-building model. Our Program staff recruit, screen, train and manage over 500 volunteers each year. They travel to volunteer sites in support of the volunteers and the local agencies where our volunteers are assigned. We are not requesting support from the Town of Raymond for our staffing but we do ask for local support to offset the cost of travel, volunteer insurance, printing, and screening.

The Friends Program pursues funding from a variety of sources. We receive a significant portion of our funding from the Corporation for National and Community Service grant for RSVP. This grant is matched by town, county, and foundation grants as well as corporate and individual giving. We receive \$31,000 from counties, and close to \$25,000 from towns throughout our catchment area. Currently we receive support from the Eastman, Couch, and Lincoln Foundations and continue to seek out other foundation funding throughout the year. Individual donors give generously to support our efforts as well. Finally, we seek corporate donations from companies like Concord Orthopedics, Optima Bank and Trust, and Franklin Savings Bank.

6. **Has your organization received Town funding in the past?** X Yes No.

Please list when you have received funding from the Town and how much

| Year | Amount |
|------|--------|
| 2011 | \$600 |
| 2012 | \$600 |
| 2013 | \$600 |
| 2014 | \$600 |
| 2015 | \$600 |
| 2016 | \$600 |
| 2017 | \$600 |
| 2018 | \$600 |

7. Partnerships and Sustainability

Friends RSVP partners with 75 sites in the Town of Raymond and Rockingham County that serve the Town of Raymond and its residents. We have Memoranda of Understanding with our partner agencies, such as Ray-Fre Senior Center, Lamprey Health Care, and others outlining our role in supporting their efforts. Our program staff participate in local human services and older adult coalitions as well as in statewide efforts to improve volunteerism. The Friends Program has been recognized for providing cost-effective, community based services within the local community.

Several external entities evaluate the agency and program. An independent certified public accounting firm conducts annual financial audits. This accounting firm is changed every 3-5 years, pursuant to recommended accounting standards. Findings are consistently excellent.

Funding sources also evaluate the agency and program, including:

- Corporation for National and Community Service (CNCS):
 - Progress Reports - submitted every 6 months
 - Financial Status Reports - submitted quarterly
 - Program Oversight - on-going by local tri-state office
 - Compliance Site Visits - every 3 years
- Granite United Way – reports every six months
- Counties and Municipalities – various quarterly and annual reports
- Foundations – annual reports

Most of these entities require quarterly, semi-annual or annual reports on the programs' actual provision of services. Some require meeting with review panels to answer evaluation questions.

The communities we serve also have recognized each program for its contributions in various ways; with the agency and its programs receiving awards annually.

Friends RSVP works with all of our partner sites, clients and volunteers to participate in annual surveys that illustrate the value they see in the program and to assist in data collection for future grants and/or programs. The Friends Program has demonstrated success in operational and financial management through sound programmatic and fiscal oversight for more than 42 years. The agency manages more than 50 grants per year, including federal grants in support of the Retired and Senior Volunteer program. Our goal is to be an outstanding community partner and to meet the needs of our community.

ADDENDUM TO Funding/Support Application

Applicants should understand that rejection of a proposal in no way suggests rejection of the organization. Applications must be completed in their entirety to be accepted. If your organization does not meet the following eligibility requirements, your application cannot be approved:

- X Your organization must be tax-exempt under section 501(c)(3) of the Internal Revenue Service Tax Code.
- X Your organization **must serve residents within Raymond, NH**
- Ineligible categories for funding:
 - o Organizations that deny service to a potential client or beneficiary on the basis of race, religion, color, sex, sexual orientation, age, national origin
 - o Individuals
 - o Sponsorship for conferences, events, golf tournaments
 - o Construction of buildings or remodeling projects
 - o Development or production of books, films, videos or television programs
 - o Capital funding campaigns
 - o Vehicle Purchases
 - o Construction or remodeling of buildings
 - o Start-up organizations with less than 1 year of operation
 - o Individual schools in public school systems (other than through efforts to benefit system-wide programs and initiatives)
 - o Religious organizations, unless they are engaged in a significant project that is nonsectarian and benefits a broad base in the community

The following must be included with the submitted application:

- A copy of the completed application
- A copy of your IRS 501(c)(3) verification
- A copy of your financials including operating budget, IRS 990
- A copy of your Board of Directors/Governing Body

The applicant should retain a copy of the application for his/her files. Organizations who are awarded Funding/Support should not consider these funds as part of their annual budget

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

| | | | |
|--|--|--|---|
| Print or type See Specific Instructions on page 2. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. The Friends Program, Inc. | | |
| | 2 Business name/disregarded entity name, if different from above | | |
| | 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ 501c3 | | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| | 5 Address (number, street, and apt. or suite no.) 202 N. State Street | | Requester's name and address (optional) |
| | 6 City, state, and ZIP code Concord, NH 03301 | | |
| | 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | |
|---------------------------------------|---|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | |
| | | | | | | | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| 0 | 2 | - | 0 | 3 | 2 | 6 | 8 | 5 | 5 |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

| | | |
|------------------|---|-----------------------|
| Sign Here | Signature of U.S. person ▶ <i>Mary M Paul</i> | Date ▶ <i>5/21/18</i> |
|------------------|---|-----------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Internal Revenue Service
District Director

Department of the Treasury

P.O. Box 9107
JFK Federal Bldg.
Boston, Mass 02203

Date: OCT 25 1978

Our Letter Dated:
August 3, 1978

Person to Contact:
R. H. Sitnik

Contact Telephone Number:
617-223-4241

▷ The Friends Program Inc.
% Orr And Reno PA
95 North Main St.
Concord, M.H. 03301

DETERMINATION LETTER 78-1641

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the code is still in effect. & 509(a)(1).

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

You qualify for status 509(a)(1) because you are described in section 170(b)(1)(A)(vi) of the Internal Revenue Code.

The Friends Program FY18 Actuals vs. FY18 Adopted Budget

Report name: FY18 Actual vs. FY18 Adopted Budget
 Chart template: 1018
 Include all Funds
 Include these Programs: RSVP

| | | FY18 Actual to Date 6/30/2018 | FY18 Adopted Budget |
|----------------------|--|-------------------------------------|---------------------------|
| Revenue | | | |
| Grant Revenue | | | |
| Foundation | | | |
| 4500-10-10 | Oth Rev/Benjamin Couch Trust/ Program Operations | 1,000 | 0 |
| 4504-10-10 | Oth Rev/Frank M. Barnard Found-Program Operations | 0 | 1,000 |
| 4520-10-10 | Oth Rev/A Eastman Found RSVP-Program Operations | 7,000 | 7,000 |
| 4635-10-10 | Oth Rev/Lincoln Financial -Program Operations | 5,000 | 2,500 |
| 4636-10-10 | Oth Rev/New and One-Time Grants-Program Operations | 2,000 | 1,500 |
| Foundation | | 15,000 | 12,000 |
| Government | | | |
| 4515-10-10 | Oth Rev/Town Of Salem RSVP-Program Operations | 3,000 | 4,000 |
| 4540-10-10 | Oth Rev/Town Of Portsmouth RSVP-Program Operations | 3,333 | 5,000 |
| 4543-10-10 | Oth Rev/Mer Cty RSVP-Program Operations | 18,000 | 24,000 |
| 4565-10-10 | Oth Rev/Town Of Exeter RSVP-Program Operations | 1,500 | 2,000 |
| 4570-10-10 | Oth Rev/Corp For Natl Serv-Program Operations | 108,350 | 142,311 |
| 4610-10-10 | Oth Rev/Towns RSVP-Program Operations | 8,625 | 11,000 |
| 4625-10-10 | Oth Rev/Rockingham County-Program Operations | 5,250 | 7,000 |
| Government | | 148,058 | 195,311 |
| Grant Revenue | | 163,058 | 207,311 |
| Other Revenue | | | |
| Other Revenue | | | |
| 4503-10-10 | Oth Rev/TFR From Brd Desg. Fund-Program Operations | 0 | 4,150 |
| 4530-10-10 | Oth Rev/Other Income-Program Operations | 0 | 500 |
| Total | | 0 | 4,650 |

Contributions

The Friends Program FY18 Actuals vs. FY18 Adopted Budget

| | | FY18 Actual to Date 6/30/2018 | FY18 Adopted Budget |
|-------------------|---|-------------------------------------|---------------------------|
| 4702-10-10 | Beq/Contr/Corporate Sponsorships-Program Operations | 4,249 | 4,500 |
| 4703-10-10 | Beq/Contr/Chasers-Program Operations | 11,950 | 2,500 |
| 4705-10-10 | Designated Program Contributions-Program Operations | 1,362 | 2,000 |
| 4706-10-10 | Bone Builders Class Donations-Program Operations | 18,692 | 19,000 |
| 4710-10-10 | Beq/Contr/Annual Drive-Program Operations | 195 | 2,500 |
| Contributions | | <u>36,449</u> | <u>30,500</u> |
| Inkind Revenue | | | |
| 4720-10-10 | Beq/Contr/Inkind Meals-Program Operations | 258 | 425 |
| 4730-10-10 | Beq/Contr/Inkind Travel-Program Operations | 455 | 475 |
| 4740-10-10 | Beq/Contr/Inkind Other-Program Operations | 48,901 | 60,000 |
| Inkind Revenue | | <u>49,614</u> | <u>60,900</u> |
| Allocations | | | |
| 4990-10-10 | Revenue Allocations-Program Operations | 16,127 | 21,462 |
| Allocations | | <u>16,127</u> | <u>21,462</u> |
| Other Revenue | | <u>102,189</u> | <u>117,512</u> |
| Total Revenue | | <u>265,248</u> | <u>324,823</u> |
| Expenses | | | |
| Personnel | | | |
| Wages | | | |
| 5100-10-10 | Sals Clerical-Program Operations | 3,338 | 11,571 |
| 5110-10-** | Sals Coordinator-Program Operations | 76,841 | 111,279 |
| 5115-10-** | Sals Supervisory-Program Operations | 21,701 | 32,761 |
| Wages | | <u>101,879</u> | <u>155,611</u> |
| Payroll Taxes | | | |
| 5250-10-10 | Payroll Taxes/FICA-Program Operations | 7,472 | 11,904 |
| Payroll Taxes | | <u>7,472</u> | <u>11,904</u> |
| Employee Benefits | | | |
| 5200-10-10 | Employee Benefits/Disability Insurance-Program Operations | 378 | 477 |
| 5205-10-10 | Employee Benefits/Dental-Program Operations | 1,683 | 1,541 |

The Friends Program FY18 Actuals vs. FY18 Adopted Budget

| | | FY18 Actual to Date 6/30/2018 | FY18 Adopted Budget |
|-----------------------|---|-------------------------------------|---------------------------|
| 5210-10-10 | Employee Benefits/Crim/DMV Checks-Program Operations | 6 | 0 |
| 5220-10-10 | Employee Benefits/Health Insurance-Program Operations | 18,281 | 19,498 |
| 5225-10-10 | Employee Benefits/Life Insurance-Program Operations | 262 | 333 |
| 5255-10-10 | Employee Benefits/Unemployment Exp-Program Operations | 0 | 400 |
| 5260-10-10 | Employee Benefits/Workers Comp Insurance-Program Operations | 2,847 | 3,471 |
| Employee Benefits | | <u>23,457</u> | <u>25,720</u> |
| Personnel | | <u>132,809</u> | <u>193,235</u> |
| Operating Expenses | | | |
| Professional Fees | | | |
| 6400-10-10 | Other Outside Services - ADP -Program Operations | 318 | 425 |
| 6425-10-10 | Auditing Services-Program Operations | 1,590 | 2,120 |
| 6430-10-10 | Public Relations/Marketing-Program Operations | 277 | 236 |
| Professional Fees | | <u>2,186</u> | <u>2,780</u> |
| Occupancy | | | |
| 6020-10-10 | Electricity-Program Operations | 709 | 1,076 |
| 6045-10-10 | Office Rental-Program Operations | 8,748 | 11,674 |
| 6070-10-10 | Heating-Program Operations | 363 | 499 |
| 6450-10-10 | Building Maintenance Expense-Program Operations | 1,434 | 1,043 |
| Occupancy | | <u>11,254</u> | <u>14,291</u> |
| Repairs & Maintenance | | | |
| 6405-10-10 | Maintenance Agreements-Program Operations | 3,036 | 3,388 |
| Repairs & Maintenance | | <u>3,036</u> | <u>3,388</u> |
| Communications | | | |
| 6075-10-10 | Telcom Expenses-Program Operations | 1,345 | 1,864 |
| Communications | | <u>1,345</u> | <u>1,864</u> |
| Local Transportation | | | |
| 6030-10-10 | Staff Travel-Program Operations | 5,289 | 6,748 |
| Local Transportation | | <u>5,289</u> | <u>6,748</u> |
| Postage & Printing | | | |
| 6025-10-10 | Postage-Program Operations | 2,029 | 1,600 |

The Friends Program FY18 Actuals vs. FY18 Adopted Budget

| | | FY18 Actual to Date 6/30/2018 | FY18 Adopted Budget |
|----------------------|--|-------------------------------------|---------------------------|
| 6550-10-10 | Printed Supplies-Program Operations | 283 | 233 |
| Postage & Printing | | 2,312 | 1,833 |
| Volunteer Expenses | | | |
| 6055-10-10 | Vol Insurance/Other-Program Operations | 2,464 | 2,900 |
| 6560-10-10 | Volunteers CRIM/DMV Checks | 438 | 500 |
| Volunteer Expenses | | 2,902 | 3,400 |
| Insurance | | | |
| 6050-10-10 | Insurance/General Liability-Program Operations | 2,543 | 3,390 |
| Insurance | | 2,543 | 3,390 |
| Staff Development | | | |
| 6080-10-10 | Staff Development-Program Operations | 50 | 737 |
| Staff Development | | 50 | 737 |
| Dues & Subscriptions | | | |
| 6040-10-10 | Dues/Memberships-Program Operations | 75 | 50 |
| Dues & Subscriptions | | 75 | 50 |
| Conferences | | | |
| 6015-10-10 | Conference/Meetings-Program Operations | 616 | 1,103 |
| Conferences | | 616 | 1,103 |
| Advertising | | | |
| 6085-10-10 | Advertising | 0 | 125 |
| Advertising | | 0 | 125 |
| Supplies | | | |
| 6105-10-10 | Computer Supplies-Program Operations | 135 | 1,280 |
| 6505-10-10 | Program Activities/General-Program Operations | 1,772 | 1,800 |
| 6570-10-10 | Office Supplies-Program Operations | 228 | 1,260 |
| 6580-10-10 | Leased/Rental Equipment-Program Operations | 1,260 | 1,000 |
| Supplies | | 3,394 | 5,340 |
| Fundraising | | | |
| 6090-10-10 | Fundraising Expense-Program Operations | 1,000 | 1,000 |
| Fundraising | | 1,000 | 1,000 |

**The Friends Program
FY18 Actuals vs. FY18 Adopted Budget**

| | | FY18 Actual to Date 6/30/2018 | FY18 Adopted Budget |
|------------------------------|--|-------------------------------------|---------------------------|
| Recognition Expenses | | | |
| 6545-10-10 | Recognition Expense-Program Operations | 3,528 | 3,000 |
| Recognition | | <u>3,528</u> | <u>3,000</u> |
| Inkind Expenses | | | |
| 6500-10-10 | Inkind Meals-Program Operations | 258 | 425 |
| 6520-10-10 | Inkind Other-Program Operations | 48,901 | 60,000 |
| 6525-10-10 | Inkind Travel-Program Operations | 455 | 475 |
| Inkind Expenses | | <u>49,614</u> | <u>60,900</u> |
| Allocations | | | |
| 6990-10-10 | Expense Allocations-Program Operations | 23,574 | 34,059 |
| Allocations | | <u>23,574</u> | <u>34,059</u> |
| Operating Expenses | | <u>112,718</u> | <u>144,008</u> |
| Expenses | | <u>245,527</u> | <u>337,243</u> |
| NET SURPLUS/(DEFICIT) | | <u>19,721</u> | <u>(12,420)</u> |

The Friends Program
FY2018 Board of Trustees (Updated 3/12/18)

| Residence/Preferred E-Mail | Professional Affiliation | Committee(s) | Term Ends |
|--|--|---|------------------|
| Kathleen Ames 39 Woodhill Road Bow, NH 03304 Tel. 603-848-2902 blames320@comcast.net Since: 1/13/2016 | Community Supporter | Program Finance | 2018 |
| Catherine Devaney 19 Buckingham Drive Bow, NH 03304 Tel. 603-774-0018 catherine.devaney@healthsouth.com Since: 9/12/2012 | Chief Executive Officer HealthSouth Rehabilitation Hospital 254 Pleasant Street Concord, NH 03301 Tel. 603-226-9800 | <i>Vice President</i> Personnel Chair Executive | 2018 |
| Allen Desbiens 9 Cricket Lane Concord, NH 03301 Tel. 603-533-6008 allen.desbiens@eversource.com Since: 9/10/2014 | Senior Corporate Analyst Eversource Energy 780 N. Commercial Street Manchester, NH 03101 Tel. 603-634-2524 | <i>Treasurer</i> Finance Chair Executive | 2018 |
| Joanne Gagnon 630 Blodget Street Manchester, NH 03104 Home 603-644-3520 Cell 603-661-3026 gagnon@banknh.com Since: 9/14/2011 | VP – Commercial Banker Bank of New Hampshire 167 North Main Street Concord, NH 03301 Tel. 603-230-4228 | <i>President</i> | 2019 |
| Michael G. Gfroerer 12 Tahanto Street Concord, NH 03301 Tel. 603-228-1619 mgfroerer@usa.net Since: 11/12/2008 | Attorney-Retired Community Supporter | Development Co-Chair Finance | 2018 |
| Lindsay Gonzalez 10 Old Coach Road Bow, NH 03304 Tel. 603-568-0271 lindsay.gonzalez@genesishcc.com Since: 11/9/2016 | Director of Community Relations Granite Ledges of Concord 151 Langley Parkway Concord, NH 03301 Tel: 603-224-0777 | Program | 2018 |

| Residence/Preferred E-Mail | Professional Affiliation | Committee(s) | Term Ends |
|---|--|---|------------------|
| Jason LaCombe 1137 Hopkinton Road Hopkinton, NH 03229 Cell: 603-731-8991 jlacombe@sheerr.com Since: 12/14/2016 | Principal SMP Architecture 30 So. Main Street, Building Two Concord, NH 03301 Tel: 603-228-8880 | Program | 2018 |
| Elizabeth McCormack 12 Oakmont Drive Concord, NH 03301 Tel. 603-715-5728 elizabeth.d.mccormack@gmail.com Since: 2/11/2009 | Attorney New Hampshire Dept. of Justice 33 Capitol Street Concord, NH 03301 Tel: 603-271-3658 | <i>Secretary</i> Development Personnel Executive | 2018 |
| Friedrich "Fritz" Moeckel 31 Ridge Road Concord, NH 03301 Tel. 603-225-7199 fmoeckel@tarbellpa.com Since: 9/9/2015 | Attorney Tarbell & Brodich PA 45 Centre Street Concord, NH 03301 Tel. 603-226-3900 | Program Personnel | 2018 |
| Laura Miller 51 Sunset Drive Contocook, NH 03229 Tel: 603-493-3053 marketplaceneewengland@gmail.com Since: 3/8/2017 | Owner Marketplace New England, Inc. 7 North Main Street Concord, NH 03301 Tel: 603-227-6297 | Program | 2020 |
| Beth Moore 181 Burrage Road Hopkinton, NH 03229 Tel. 603-494-4816 merrie.beth.moore@gmail.com Since: 9/9/2015 | Social Worker Kearsarge Middle School North Sutton, NH 03260 Tel. 603-927-2107 | Program | 2018 |
| Donna Rice 8 Westbourne Road Concord, NH 03301 Tel: 603-568-0064 drice@ppi-nh.com Since: 10/9/2013 | Commercial Realtor and Business Manager Premiere Properties 255 South Main Street Concord, NH 03301 Tel: 603-224-3373 | Development Co-Chair Personnel Nominating | 2019 |
| Ilene Stern 31 Wilson Road Canterbury, NH 03224 Tel.: 603-494-3202 ilenestern3@gmail.com Since: 2/12/2014 | Audiologist-Retired Community Supporter | Development | 2019 |

| Residence/Preferred E-Mail | Professional Affiliation | Committee(s) | Term Ends |
|--|---|---------------------|------------------|
| Angela Strozewski 22 Oakmont Drive Concord, NH 03301 Tel. 603-496-0690 angelas@nhmutual.com Since: 1/13/2016 | Senior Vice President Operations Officer New Hampshire Mutual Bancorp 89 No. Main Street Concord, NH 03301 Tel. 603-223-2691 | Program Finance | 2020 |
| Celia Chase 6 Fisk Road Concord, NH 03301 Tel.: 603-491-4920 celiachase@gmail.com Since: 10/11/2017 | OrionX Managing Partner, Marketing Svcs. | Development | 2020 |
| Kimberly Yarlott 536 Cross Country Road Pembroke, NH 03275 Tel. 603-520-3010 kyarl@comcast.net Since: 12/14/2017 | Principal Reeds Ferry School Merrimack, NH Tel. 603-424-6215 | | 2020 |
| Chris Senko 39 Ridge Road Concord, NH 03301 Tel. 603-229-7033 Chris.senko@gmail.com Since: 2/9/2018 | Community Supporter | | 2021 |
| Nancy Paul 31 S. Curtisville Road Concord, NH 03301 Tel. 603-321-6256 npaul@friendsprogram.org | Executive Director The Friends Program 202 N. State Street Concord, NH 03301 Tel. 603-228-7606 | | |