



TOWN OF EXETER, NEW HAMPSHIRE  
HUMAN SERVICES  
FY 2018

Town Manager's Office

SEP 05 2017

Received

Organization's Name: Court Appointed Special Advocates (CASA) of NH Year Founded: 1989  
Address: 138 Coolidge Avenue, Manchester, NH 03102 Mailing P.O. Box 1327, Manchester, NH 03105  
Executive Director/ Board Chair: Marcia (Marty) Sink/David P. Eby Tax ID Number: 02-0432242  
Applicant Contact: Julia LaFleur  
Email Address: JLaFleur@casanh.org & speakup@casanh.org Phone: 603-626-4600

Organization's Mission Statement: CASA of NH strives to protect the rights of our state's most vulnerable children to live, learn and grow in the embrace of a loving family. As part of the national nonprofit organization CASA for Children, our trained volunteer advocates speak for the best interests of abused and neglected children who've come to the attention of New Hampshire's family court system through no fault of their own.

Statement of Grant Purpose; e.g. This grant will be used...: CASA of NH recruits, screens, trains, and supervises volunteers to advocate for neglected and abused children in family court proceedings. Our volunteer advocates (Guardian ad Litem) speak on behalf of 85% of victimized children who come to the attention of NH's courts. In the cases that a CASA volunteer is unavailable, the court must appoint a paid GAL for \$60/hr plus mileage reimbursement. The CASA program is proven to deliver better outcomes for the children served compared to the alternative.

% of overall services that goes to Exeter residents: 12.7% of services go to Rockingham County

# of Exeter residents served: 173 children served & 87 CASA Volunteers trained and supervised reside in Rockingham County.

List all geographic area(s) served by organization: NH Statewide program

**Brief Detailed description of how the money will be specifically utilized for Exeter residents:**

CASA of NH will use Exeter's donation to train volunteer advocates to represent abused and neglected children in Brentwood Family Court (the court that serves the Town of Exeter).

**Amount received from the Town of Exeter (by year) for the last 3 (three) years:**

2015 - 500                      2016 - 500                      2017 - 500

Organization's total projected budget for FY 2018: \$ 2,146,000 Amount Requested: \$ 500

**Additional Information Required:**

Please supply the following items for a complete application to be considered:

- Provide a narrative, not to exceed two pages in size 12 font
  - Organization's overview
  - Program's impact on Exeter residents
  - Program changes and/or highlights from the past year
  
- Complete financial statements (Please note: the organization's 990 may be requested)
  - Operating budget
  - Balance sheet
  
- Board of Directors List
  
- 2017 Funding recipients must submit an Annual Report prior to consideration of 2018 application

I certify to the best of my knowledge that the information in this proposal reflects accurate data concerning need and estimates of planned/delivered services. The proposal was considered and approved for submission by the agency Board of Directors on 9/1/2017 (date).

By signing this application the undersigned offers and agrees, if the proposal is accepted, to furnish items or services that is quoted. This agreement is subject to final negotiation and acceptance by the Board of Selectmen and the Budget Review Committee and subsequent contract award.

Director's (or Designee) Signature: *Mancea Sink* Date: 9/1/2017

Submit no later than September 8, 2017:

Town of Exeter  
Town Manager  
10 Front Street  
Exeter, NH 03833



NEW HAMPSHIRE

800.626.0622

[www.casanh.org](http://www.casanh.org)

September 1, 2017

**BOARD of DIRECTORS**

**David Eby**  
CHAIRMAN  
Devine, Millimet & Branch

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WMUR TV ABC-9

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Derry Medical Center

**John Zahr**  
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**Linda Lovering**  
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**Denise McDonough**  
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**Benjamin Oleson**  
Town of Lancaster, NH

**Maria Proulx**  
Anthem Blue Cross Blue Shield

**Alan Reische**  
Sheehan, Phinney, Bass + Green

**Marcia R. Sink**  
PRESIDENT & CEO

Town of Exeter  
Board of Selectmen  
10 Front St  
Exeter, NH 03833

Dear Board of Selectmen,

Court Appointed Special Advocates (CASA) of New Hampshire strives to protect the rights of our state's most vulnerable children to live, learn and grow in the embrace of a loving family. Our trained Volunteer Advocates speak on behalf of the best interests of abused children who come to the attention of New Hampshire's family courts through no fault of their own.

As you may know, CASA of NH is the only nonprofit organization in the state to recruit, screen and train volunteers to advocate for victimized children. There is never an end-point to our mandate, but rather a steady stream of children in jeopardy, particularly an increased number who have come into the court system due to the tragic drug epidemic in our state. Parental substance abuse often has a negative impact on the physical and emotional well-being of children because home environments become chaotic and unpredictable, leading to child mistreatment. We, as a society, have a major interest in how child protection systems respond to children who are the victims of this dire epidemic as well as child abuse and neglect on the whole.

When children are thrust into the confusion of the court and foster care systems, our Volunteer Advocates ensure the child's interests are considered. They paint a clear picture of their needs so judges can make informed decisions for the child's future.

On behalf of CASA of New Hampshire, I respectfully request inclusion in the Town of Exeter's FY18 budget. The children that we serve come from every corner of the state, and are part of your very community. The same holds true for our volunteers as is evidenced below.

**BERLIN** (603) 752-9670 **COLEBROOK** PO Box 24, Colebrook, NH 03576 (603) 237-8411

**DOVER** PO Box 205, Dover, NH 03821 (603) 617-7115 **KEENE** 39 Central Square, Room 303, Keene, NH 03431 (603) 358-4012

**MANCHESTER** PO Box 1327, Manchester, NH 03105 (603) 626-4600 **PLYMOUTH** 258 Highland Street, Plymouth, NH 03264 (603) 536-1663

**FY 2017**  
BY THE NUMBERS

*In Rockingham County alone:*

*Statewide:*

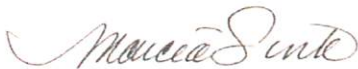
173*	Children served	1,358
87	Volunteers	513
64,182	Miles traveled	538,861
8,522	Hours of volunteer time	73,750
	<i>Value of volunteer advocacy provided</i>	<b>Over \$4M</b>

\* This number includes children who use your towns' schools and resources and live with foster parents or extended family members in your community. (July 1, 2016 – June 30, 2017)

CASA believes that when appropriate intervention happens at a critical time in an abused child's life, the cycle of violence can be broken and their life can take a path towards becoming healthy, productive adults contributing to our communities. CASA of NH continually strives to serve 100% of NH's children in need of compassionate advocates and currently our advocates speak on behalf of 85% of them. For that reason, we respectfully request your consideration for funding of **\$500.00** in your next budget cycle.

Please know that your funding makes a huge impact in the life of an abused or neglected child. For additional information, please call 626-4600 or visit our website at [casanh.org](http://casanh.org).

Sincerely,



Marcia R. Sink  
President and CEO

**CASA of NH**  
**Profit & Loss**  
**Actual vs. Budget**  
**July 1, 2017-July 31, 2017**

	7/1/17- 07/31/17	Annual Budget 2017-2018
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 · Donations - General	4,812.73	70,000.00
4150 · Donations - Designated	0.00	5,000.00
4155 · United Way	59.40	8,000.00
4165 · Appeals	1,350.00	80,000.00
4175 · Greeting Cards	195.00	35,000.00
4225 · Event Fundraising	0.00	156,000.00
4250 · Event Sponsorship	0.00	160,000.00
4255 · Major Gifts	126,637.18	195,000.00
4260 · CASA Product Sales	0.00	2,500.00
4265 · External Fundraisers	15,000.00	80,000.00
4350 · Private Grants	48,298.00	170,000.00
4400 · State - GAL Grant	159,750.00	639,000.00
4450 · Federal - Nat'I CASA	13,300.00	120,000.00
4500 · Federal - VOCA	0.00	316,000.00
4503 · Federal - Childrens Justice Grant	0.00	0.00
4504 · Federal - Court Improvement Program	0.00	0.00
4510 · Federal - Title IVE	0.00	33,000.00
4550 · City/Municipality	6,750.00	75,000.00
4600 · In-Kind Donations	272.86	0.00
4900 · Other Income	0.00	0.00
7001 · Gain/Loss on Sale of Assets	0.00	0.00
7010 · Interest Income	757.07	1,500.00
<b>Total Income</b>	<b>377,182.24</b>	<b>2,146,000.00</b>
<b>Expense</b>		
<b>6000 · Fundraising Expense</b>		
6185 · Gift & Sls Promo - Fundraising	0.00	100.00
6400 · Faciltis & Catrng - Fundraising	500.00	29,000.00
6525 · Event Supp & Exp - Fundraising	0.00	23,700.00
6526 · In-Kind-Event Supp & Exp - Fund	0.00	0.00
6570 · Registratn & Fees - Fundraising	1,500.00	1,800.00
6645 · Postage & Deliver - Fundraising	0.00	3,500.00
6685 · Printing & Statio - Fundraising	0.00	25,000.00
<b>Total 6000 · Fundraising Expense</b>	<b>2,000.00</b>	<b>83,100.00</b>
6005 · Office Equipment	0.00	2,000.00
6010 · Advertising	0.00	500.00
6040 · Bank Service Charges	0.00	4,200.00
6050 · CASA product	0.00	1,500.00
6070 · Conferences - Registration	0.00	1,960.00
6080 · Conferences - Meals & Ent.	0.00	100.00
6090 · Conferences - Accom. & Travel	0.00	1,928.00
6092 · Consulting	283.25	32,400.00
6094 · Court Imp Project Expenses	0.00	0.00
6095 · CC Service Charges	2,039.99	6,240.00
6120 · Dues, Membrshps, & Subscrptns	200.00	4,445.00
6170 · Fees & Registrations	230.00	4,290.00
6180 · Gifts & Sales Promotions	0.00	1,000.00
6200 · Health Insurance	8,262.27	156,528.00
6250 · Insurance - General Liability	1,591.00	6,349.00
6260 · Insurance - Content	761.00	3,002.00
6270 · Insurance - Director/Officer	556.00	2,258.00
6275 · Insurance - DS Prof. Liab.	0.00	5,517.00
6278 · Insurance - Employee Dishonesty	84.00	348.00
6280 · Insurance - Volunteer	1,851.50	1,907.00
6290 · Insurance - WC	504.00	8,285.00

**CASA of NH**  
**Profit & Loss**  
**Actual vs. Budget**  
**July 1, 2017-July 31, 2017**

	7/1/17- 07/31/17	Annual Budget 2017-2018
6291 · Insurance - Umbrella	992.00	1,022.00
6292 · Insurance - Cyber/Internet	1,143.00	1,100.00
6350 · Maint Agrmnts/Serv Contracts	2,547.44	14,826.00
6355 · Maintenance - Computers	632.23	32,422.00
6380 · Meals & Entertainment	96.61	6,700.00
6440 · Mileage & Travel	350.72	38,400.00
6480 · Office Functions	0.00	2,500.00
6520 · Office Supplies & Expense	1,572.74	20,000.00
6560 · Payroll Service Fees	158.02	2,048.00
6580 · R/M Building	2,416.45	12,160.00
6600 · Payroll Taxes	3,445.00	104,042.00
6640 · Postage & Delivery	653.50	13,200.00
6680 · Printing & Stationary	323.77	3,300.00
6686 Recruitment & Training Expenses	983.50	66,094.00
6690 · Rent	2,094.04	29,928.00
6710 · Contract Labor	5,000.00	5,000.00
6720 · Prof Fees - Accounting	0.00	13,300.00
6730 · Prof Fees - Legal	0.00	0.00
6745 · Prof Fees - Grant Writing/Other	474.50	13,000.00
6790 · Performance Compensation Pool	0.00	35,000.00
6804 · Salaries - Accounting	1,928.00	49,920.00
6805 · Salaries - Technology	-1,583.50	79,396.00
6810 · Salaries - Staff	6,934.95	504,975.00
6820 · Salaries - Volunteer Coord.	6,480.70	594,949.00
6850 · Salaries - Legal Services	286.78	107,000.00
6862 · Taxes-990 T	0.00	0.00
6880 · Telephone	1,585.78	20,000.00
6885 · Training - Staff	921.97	3,000.00
6890 · Utilities	841.90	11,712.00
7200 · Interest Expense	0.00	0.00
6895 · Web Design	0.00	0.00
<b>Total Expense</b>	<b>58,643.11</b>	<b>2,112,851.00</b>
<b>Net Ordinary Income</b>	<b>318,539.13</b>	<b>33,149.00</b>
<b>Other Expense</b>		
6100 · Depreciation Expense	5,529.00	60,000.00
<b>Total Other Expenses</b>	<b>5,529.00</b>	<b>60,000.00</b>
<b>Net Income Before Cap Camp &amp; Endow</b>	<b>313,010.13</b>	<b>-26,851.00</b>
<b>Capital Campaign/Endowment Income &amp; Expenses</b>		
4257 · Capital Campaign		
4258 · Capital Campaign-In Kind Dontrn		
4259 · Endowment Income	0.00	30,000.00
4905 · Capital Campaign-Princ Forgiven		
7000 · Bad Debt-Capital Campaign		
7030 · Endowment Fund Gains/Losses	5,797.92	
7201 · Interest Expense-Cap Camp		
8010 · Other Expenses-Cap Camp		
<b>Total Cap Camp/Endowment Income/Loss</b>	<b>5,797.92</b>	<b>30,000.00</b>
<b>Net Income</b>	<b>318,808.05</b>	<b>3,149.00</b>

**CASA of NH**  
**Profit & Loss**  
**Actual vs. Budget**  
**July 1, 2016-Jun 30, 2017**

	Actual 7/1/16- 06/30/17	Annual Budget 2016-2017
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 · Donations - General	51,284.28	50,000.00
4150 · Donations - Designated	11,196.00	5,000.00
4155 · United Way	7,200.17	8,000.00
4165 · Appeals	56,891.44	70,000.00
4175 · Greeting Cards	23,366.09	35,000.00
4225 · Event Fundraising	171,245.80	131,000.00
4250 · Event Sponsorship	133,957.80	149,000.00
4255 · Major Gifts	131,665.88	100,000.00
4260 · CASA Product Sales	2,061.00	2,500.00
4265 · External Fundraisers	113,605.68	70,000.00
4350 · Private Grants	202,203.35	140,000.00
4400 · State - GAL Grant	639,000.00	639,000.00
4450 · Federal - Nat'l CASA	112,500.00	75,000.00
4500 · Federal - VOCA	316,000.00	316,000.00
4503 · Federal - Childrens Justice Grant	0.00	0.00
4504 · Federal - Court Improvement Program	51,642.42	0.00
4510 · Federal - Title IVE	31,386.63	33,000.00
4550 · City/Municipality	71,975.00	75,000.00
4600 · In-Kind Donations	5,391.72	0.00
4900 · Other Income	0.00	0.00
7001 · Gain/Loss on Sale of Assets	0.00	0.00
7010 · Interest Income	5,892.04	1,500.00
<b>Total Income</b>	<b>2,138,465.30</b>	<b>1,900,000.00</b>
<b>Expense</b>		
<b>6000 · Fundraising Expense</b>		
6185 · Gift & Sls Promo - Fundraising	0.00	100.00
6400 · Faciltis & Catrng - Fundraising	21,182.30	24,000.00
6525 · Event Supp & Exp - Fundraising	15,656.16	23,700.00
6526 · In-Kind-Event Supp & Exp - Fund	0.00	0.00
6570 · Registratn & Fees - Fundraising	14,216.50	2,675.00
6645 · Postage & Deliver - Fundraising	2,853.41	2,500.00
6685 · Printing & Statio - Fundraising	19,661.18	23,000.00
<b>Total 6000 · Fundraising Expense</b>	<b>73,569.55</b>	<b>75,975.00</b>
6005 · Office Equipment/Software	23,687.17	2,000.00
6010 · Advertising	1,275.00	500.00
6040 · Bank Service Charges	5,340.73	4,200.00
6050 · CASA product	5,476.47	1,500.00
6070 · Conferences - Registration	2,422.00	960.00
6080 · Conferences - Meals & Ent.	570.53	100.00
6090 · Conferences - Accom. & Travel	7,864.12	1,928.00
6092 · Consulting	17,157.32	2,400.00
6094 · Court Imp Project Expenses	0.00	0.00
6095 · CC Service Charges	9,293.68	6,240.00
6120 · Dues, Membrshps, & Subscrptns	6,253.72	4,445.00
6170 · Fees & Registrations	5,711.09	4,290.00
6180 · Gifts & Sales Promotions	1,516.55	1,000.00
6200 · Health Insurance	110,357.13	139,892.00
6250 · Insurance - General Liability	6,163.91	5,716.00
6260 · Insurance - Content	2,915.03	2,949.00
6270 · Insurance - Director/Officer	2,192.03	2,631.00
6275 · Insurance - DS Prof. Liab.	5,356.00	9,295.00
6278 · Insurance - Employee Dishonesty	338.03	483.00
6280 · Insurance - Volunteer	1,851.50	1,907.00
6290 · Insurance - WC	7,491.00	7,219.00

**CASA of NH**  
**Profit & Loss**  
**Actual vs. Budget**  
**July 1, 2016-Jun 30, 2017**

	Actual 7/1/16- 06/30/17	Annual Budget 2016-2017
6291 · Insurance - Umbrella	992.00	993.00
6292 · Insurance - Cyber/Internet	1,068.00	998.00
6350 · Maint Agrmnts/Serv Contracts	14,900.38	12,866.00
6355 · Maintenance - Computers	30,069.03	21,942.00
6380 · Meals & Entertainment	8,965.16	6,700.00
6440 · Mileage & Travel	44,903.98	36,500.00
6480 · Office Functions	1,908.86	2,000.00
6520 · Office Supplies & Expense	26,212.83	18,000.00
6560 · Payroll Service Fees	2,536.21	1,780.00
6580 · R/M Building	46,077.05	12,160.00
6600 · Payroll Taxes	93,406.75	90,607.00
6640 · Postage & Delivery	13,345.34	13,200.00
6680 · Printing & Stationary	9,110.11	3,300.00
6686 Recruitment & Training Expenses	71,176.05	26,406.00
6690 · Rent	24,982.29	24,960.00
6710 · Contract Labor	5,000.00	5,000.00
6720 · Prof Fees - Accounting	13,323.00	13,000.00
6730 · Prof Fees - Legal	0.00	0.00
6745 · Prof Fees - Grant Writing/Other	14,225.50	11,700.00
6790 · Performance Compensation Pool	68,030.85	25,000.00
6804 · Salaries - Accounting	40,625.00	34,944.00
6805 · Salaries - Technology	59,399.98	58,000.00
6810 · Salaries - Staff	466,961.80	466,424.00
6820 · Salaries - Volunteer Coord.	502,082.07	519,348.00
6850 · Salaries - Legal Services	93,797.34	105,560.00
6862 · Taxes-990 T	0.00	0.00
6880 · Telephone	19,509.89	20,000.00
6885 · Training - Staff	2,637.12	2,500.00
6890 · Utilities	10,865.73	11,712.00
7200 · Interest Expense	537.86	1,992.00
6895 · Web Design	0.00	0.00
<b>Total Expense</b>	<b>1,983,452.74</b>	<b>1,823,222.00</b>
<b>Net Ordinary Income</b>	<b>155,012.56</b>	<b>76,778.00</b>
<b>Other Expense</b>		
6100 · Depreciation Expense	66,348.00	69,700.00
<b>Total Other Expenses</b>	<b>66,348.00</b>	<b>69,700.00</b>
<b>Net Income Before Cap Camp &amp; Endow</b>	<b>88,664.56</b>	<b>7,078.00</b>
<b>Capital Campaign/Endowment Income &amp; Expenses</b>		
4257 · Capital Campaign		
4258 · Capital Campaign-In Kind Dontn		
4259 · Endowment Income	36,274.76	30,000.00
4905 · Capital Campaign-Princ Forgiven		
7000 · Bad Debt-Capital Campaign		
7030 · Endowment Fund Gains/Losses	44,227.33	
7201 · Interest Expense-Cap Camp		
8010 · Other Expenses-Cap Camp		
<b>Total Cap Camp/Endowment Income/Loss</b>	<b>80,502.09</b>	<b>30,000.00</b>
<b>Net Income</b>	<b>169,166.65</b>	<b>37,078.00</b>



**CASA of NH  
BALANCE SHEET**

**06/30/17**

	Current Year 06/30/17	Previous Yr Comparison 06/30/16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1010 · Citizens Bank - Checking	493,807.07	387,971.72
1045 · St. Mary's-Capital Account	0.00	0.00
1046 · St. Mary's-Endowment	24,369.09	19,005.01
1047 · St. Mary's-Gaming	13,116.97	17,635.90
1048 · RBC Wealth Management	550,630.22	475,715.24
1050 · Dean Witter/Morgan Stanley	32,143.56	32,260.28
1060 · Petty Cash	139.69	157.71
<b>Total Checking/Savings</b>	1,114,206.60	932,745.86
<b>Other Current Assets</b>		
1120 - Grant Receivable	48,755.46	27,946.00
1200 - Accounts Receivable	6,500.00	5,307.24
1210 · Pledges Receivable	1,000.00	1,000.00
1215 · Allowance for Doubtful Accounts	0.00	0.00
1221 · Pledges Valuation Account	0.00	0.00
1300 · Prepaid Expenses	7,994.50	9,266.50
<b>Total Other Current Assets</b>	64,249.96	43,519.74
<b>Total Current Assets</b>	1,178,456.56	976,265.60
<b>Fixed Assets</b>		
1350 · Building-Coolidge Ave	1,376,742.60	1,376,742.60
1400 · Furniture & Equipment	149,652.72	149,652.72
1450 · A/D - Furniture & Fixtures	-411,425.79	-345,077.79
<b>Total Fixed Assets</b>	1,114,969.53	1,181,317.53
<b>TOTAL ASSETS</b>	<b>2,293,426.09</b>	<b>2,157,583.13</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	52,726.86	63,790.85
<b>Total Accounts Payable</b>	52,726.86	63,790.85
<b>Other Current Liabilities</b>		
2100 · Accrued Payroll & Expense	52,246.00	40,048.86
2150 · Accrued Compensated Absences	32,326.00	39,831.00
2600 · Accrued 403B Payable	0.00	0.00
2650 · Accrued AFLAC Premiums	-5.01	3.68
<b>Total Other Current Liabilities</b>	84,566.99	79,883.54
<b>Total Current Liabilities</b>	137,293.85	143,674.39
<b>Long Term Liabilities</b>		
2260 · N/P StMary's-CapCamp-600000CL	0.00	26,943.15
<b>Total Long Term Liabilities</b>	0.00	26,943.15
<b>Total Liabilities</b>	137,293.85	170,617.54
<b>Equity</b>		
1110 · Retained Earnings	0.00	0.00
2850 · Fund Bal - Unrestricted	1,485,877.59	1,330,176.21
2860 · Temporarily Restrctd Net Assets	54,194.00	74,655.00
2870 · Permantly Restricted Fund	446,894.00	413,664.00
<b>Net Income</b>	169,166.65	168,470.38
<b>Total Equity</b>	2,156,132.24	1,986,965.59
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,293,426.09</b>	<b>2,157,583.13</b>

**CASA of NH Board of Directors – 2017/2018**

**David Eby-Chairman**  
Devine Millimet  
111 Amherst Street  
Manchester, NH 03101  
[deby@devinemillimet.com](mailto:deby@devinemillimet.com)

**Thomas Buchanan-Treasurer**  
Derry Medical Center, P.A.  
Overlook Medical Park  
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