

# CARROLL COUNTY

## APPLICATION FOR FINANCIAL ASSISTANCE

### AGENCY CONTACT INFORMATION

**Applicant Agency:** The Child Advocacy Center of Carroll County

**Contact Person:** Elizabeth Kelley-Scott

**Phone:** (603) 569-9840

**Fax:** (603) 569-9840

**E-mail:** carrollcountycac@gmail.com

**Agency Mailing Address:** PO Box 948

**City:** Wolfeboro

**State:** NH

**ZIP Code:** 03894

**Agency Physical Address:** 56 Union Street Wolfeboro, NH/ 85 Main Street Conway, NH

**Agency's Total Operating Budget:**

**Prior Year: 2023 -** \$314,615.00

**Current Year: 2024 -** \$345,173.00

**Proposed Year: 2025 -** \$350,173.00

**Amount of Funding Requested from Carroll County for 2025:** \$70,000.00

**DESCRIPTION OF FEE STRUCTURE, IF APPLICABLE:**

**The Child Advocacy Center does not charge any fees for its services.**

### FUNDING SOURCES

Category	Source, Title, Act	Actual Prior FY: 2023	Budget Current FY: 2024	Request FY: 2025
Fees		0	0	0
Federal	Victims of Crime Act (VOCA)	\$125,903.00	\$123,148	\$128,148.00
State		\$7,088	\$85,525.00	\$85,525.00
County		\$55,000	\$70,000.00	\$70,000.00
Municipal		0	0	0
Fund Raising		\$100,616.88	\$49,500.00	\$49,500.00
Grants		\$32,565.00	\$17,000.00	\$17,000.00
Other				

### AGENCY OPERATING BUDGET

	Actual Prior FY: 2023	Budget Current FY: 2024	Request FY: 2025
Personnel	221,645.00	\$237,782.00	\$238,000.00
Fringe Benefits	29,641.00	\$36,694.00	\$37,173.00
Consultants & Subcontracts			
Utilities: Electric, Phone, Heat, etc.	\$24,865.00	\$19,358.00	\$24,000.00
Rent	\$14,143.00	\$14,100.00	\$14,500.00
Office Supplies, Printing, Advertising, etc.	\$24,196.00	\$19,885.00	\$20,500.00
Education & Training	\$2,878.00	\$4,240.00	\$6,000.00
Travel, Lodging	\$5,147.00	\$4,320.00	\$8,000.00
Other		\$8,794.00	\$2,000.00
<b>TOTALS:</b>	<b>\$322,515.00</b>	<b>\$345,173.00</b>	<b>\$350,173.00</b>

**DEFINE UNIT OF SERVICE FOR THIS PROGRAM:**

Every child/client that is provided services at the Child Advocacy Center is counted as one unit of service. Clients may receive services including, but not limited to, forensic interviewing services, case coordination and child and

family advocacy. Education and outreach services provided to individuals and businesses in the community are not included in the count of units of service in this report. Advocacy and follow-up care received by non-offending caregivers is also not included in this report.

	<u>Actual Prior FY: 2023</u>	<u>Budget FY: 2024</u>	<u>Request FY: 2025</u>
<b>Total number of units of service in Carroll County</b>	108	150	<b>150</b>
<b>Unit of Service Cost</b>	\$2,986.25	\$2,301.15	<b>\$2,334.49</b>
<b>Total number of individuals served in Carroll County (count each person only once)</b>	108	150	<b>150</b>

**Explain Method of Formula used to determine amount of Carroll County funding requested:**

According to the latest figures from the U.S. census Carroll County has a population of 50,107 people. Of those people, 15.3 percent or 7,666 individuals are under the age of 18. The CACCC is requesting a total of \$9.13 for every child residing in Carroll County. The CACCC recognizes that not every child will need to make use of the services of the CACCC during his or her lifetime. However, every child in Carroll County has access to the services provided by the CACCC. Additionally, every child in Carroll County benefits from the education and prevention work that the CACCC provides for free to community members. For the children and families that the CACCC serves \$9.13 is a worthy investment.

Additionally, findings from a cost benefit analysis conducted by the National Children's Advocacy Center show that child abuse investigations in communities with a child advocacy center cost on average 41% less than those conducted without using the child advocacy center model. This equates to a savings of just over \$1,000.00 per case. \*

**\*Highlights taken from the Executive Summary, *Findings from the NCAC Cost-Benefit Analysis of Community Responses to Child Maltreatment*.**

**SERVICE AND FINANCIAL DATA**

**Service and Cost Distribution (estimated) for:**

<u>Municipality</u>	<u>Individuals Served</u>	<u>Units of Service</u>
<b>Albany</b>	2	2
<b>Bartlett</b>	8	8
<b>Brookfield</b>	2	2
<b>Chatham</b>	2	2
<b>Conway</b>	40	40
<b>Eaton</b>	2	2
<b>Effingham</b>	5	5

<b>Freedom</b>	2	2
<b>Hale's Location</b>	1	1
<b>Hart's Location</b>	1	1
<b>Jackson</b>	2	2
<b>Madison</b>	3	3
<b>Moultonborough</b>	8	8
<b>Ossipee</b>	25	25
<b>Sandwich</b>	2	2
<b>Tamworth</b>	10	10
<b>Tuftonboro</b>	5	5
<b>Wakefield</b>	15	15
<b>Wolfeboro</b>	15	15
<b>TOTALS</b>	150	150

**Board of Directors:** On a separate page, please provide the name of each member of your agency's board of directors and a detail of what, if any, compensation each Director receives.

**Please see attached.**

**Additional Documentation:** Please provide a copy of the organization's most recent annual financial statement, bylaws, certificate of incorporation and proof of non-profit status.

Please see attached.

**Provide a brief narrative description of the program(s) for which you are requesting funding.**

**Within the narrative:**

- a. **Describe the problem which the program will address.**
- b. **Describe the services to be provided and/or the activities to be engaged in.**
- c. **Describe the target population as succinctly as possible, including the geographical coverage, age group and/or other special characteristics.**
- d. **Mission Statement**

The mission of the Child Advocacy Center of Carroll County (CACCC) is to ensure justice through the provision of a coordinated system of care to children who are victims of abuse and their non-offending family members.

The Child Advocacy Center of Carroll County offers a strong and viable mechanism to facilitate the investigation and prosecution of child abuse. Prior to the establishment of the Center there was no designated place or process which facilitated a coordinated and systematic protocol for child abuse victims seeking justice. The CACCC promotes effective and enhanced coordination of existing agencies through the full utilization of a multi-disciplinary team approach. The Center utilizes an approved collaborative interagency protocol and agreement that is reflective of the standards put forth by the New Hampshire Office of the Attorney General and the National Children's Alliance. The Center provides services out of our main location in Wolfeboro, NH. Additionally, the Center operates a satellite site in Conway, NH which provides easier access to our services for families and multi-disciplinary team members in the Northern part of the County.

The Child Advocacy Center has been and continues to be utilized by every law enforcement jurisdiction in Carroll County. All child victims of crimes or child witnesses to violent crimes in Carroll County have access to the services provided at the CACCC. The CACCC also has a memorandum of understanding in effect with the Federal Bureau of Investigation and works with Homeland Security and the Internet Crimes Against Children Taskforce to ensure that child victims of federal crimes have access to our services. The CACCC provides services to all suspected victims

under the age of 18 regardless of ethnicity, socioeconomic level or disability. Additionally, at the request of law enforcement agencies within Carroll County, the CACCC accepts referrals for adult victims of violent crimes and serves on the Carroll County Sexual Assault Resource Team. The CACCC serves as a resource for law enforcement professionals by providing training and technical support at no cost to these partner agencies.

The services provided by the CACCC include, but are not limited to forensic interviewing services, case coordination and management and child and family advocacy. Forensic interviewing services ensure that children are interviewed in a neutral, non-leading fashion that enhances positive prosecutorial outcomes while limiting to an absolute minimum the number of times that child victims will have to recount their abuse. The CACCC also employs a Family Support Specialist. The Family Support Specialist ensures that child victims are receiving the appropriate medical and mental health care and safeguard the child's well-being by providing a coordinated effort in the investigation of child abuse cases.

#### CERTIFICATION BY AUTHORIZED REPRESENTATIVES

The undersigned hereby certifies and represents that:

1. The information contained in this application and attached appendices is, to the best of my knowledge, accurate and complete;
2. The undersigned is authorized to act on behalf of the organization in submitting this application.

#### SIGNATURES

**Elizabeth Kelley-Scott, Executive Director**

**Elizabeth Kelley-Scott, Executive Director**

*Executive Director/CEO/Administrator Printed Name*

*Preparer's Printed Name & Title*

*Signature*



*Signature*



*Date September 25, 2024*

*Date September 25, 2024*

**COPY**

**FILED**

THE STATE OF NEW HAMPSHIRE

JUN 17 2004

**ARTICLES OF AGREEMENT  
OF  
THE CHILD ADVOCACY CENTER OF CARROLL COUNTY**

**WILLIAM M. GARDNER  
NEW HAMPSHIRE  
SECRETARY OF STATE**

A New Hampshire Nonprofit Corporation

The undersigned, being persons of lawful age, associate under the provisions of the New Hampshire Revised Statutes Annotated, Chapter 292 by the following:

ARTICLE 1. The name of this corporation shall be "The Child Advocacy Center of Carroll County" (CACCC).

ARTICLE 2. The object for which the corporation is established is:

To provide services to children who are victims of sexual and/or physical abuse and their non-offending family members; to effectively reduce trauma experienced by the child victim by providing a safe, child-friendly environment, and coordinate a multidisciplinary team approach for the investigation and evaluation of child abuse; and to meet the community needs in the area of education and prevention of child abuse.

ARTICLE 3. There will be no membership in this corporation.

ARTICLE 4. In the event of dissolution of the corporation, assets, real and personal, shall be distributed to such charitable organization or organizations as are qualified as tax exempt under Section 501 C (3) of the Internal Revenue Code or corresponding provisions of any subsequent federal income tax laws as the Board of Directors of the corporation shall determine. Any such assets not so disposed of for whatever reason, shall be disposed of by order of the appropriate court for the County of Carroll to such organization or organizations as said court shall determine, which are organized and operated exclusively for charitable purposes.

ARTICLE 5. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 4 hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE 6. The principal office and registered office of the corporation shall be located at the County Administration Building, Route 171, Ossipee, New Hampshire, or at such other place as the Board of Directors shall from time to time determine.

ARTICLE 7. There will be no capital stock in this corporation.

ARTICLE 8. No Director or Officer of this corporation shall be in any way personally liable for breach of fiduciary duty as a Director, an Officer or both for any action or activity by them in the furtherance of the purposes and activities of this corporation.

**The Child Advocacy Center of Carroll County**

20-2110940

ARTICLE 9. Signatures and post office address of each of the persons associating together to form the corporation:

Signatures and Name

1. Barbara Ross  
Signature

BARBARA ROSS  
Print Name

2. [Signature]  
Signature

Mary Mayhew  
Print Name

3. [Signature]  
Signature

Kenneth F. Field  
Print Name

4. [Signature]  
Signature

Scott D. Kinnard  
Print Name

[Signature]  
Signature

KAREN HERBERT  
Print Name

Address

PO BOX 74  
Street

Effingham NH 03882  
Town, State Zip

835 Eaton Rd  
Street

Freedom NH 03836  
Town, State Zip

2017 WAKEFIELD, NH.  
Street

WAKEFIELD, NH. 03872  
Town, State Zip

RR1 BOX 371B  
Street

Moultonborough, NH 03254  
Town, State Zip

RR1 BOX 41A EASTBRANCH RD  
Street

INTERVALE NH 03845  
Town, State Zip

Town Clerk's Office, Town of Ossipee

Received and recorded this 7 day of June, 2004

[Signature] DTC  
Town Clerk's Signature

PATRICIA A. HOELGE DTC  
Town Clerk's Printed Name

# CACCC 2024 Board of Directors

CACCC 2024 Board of Directors									
Title	Name	Phone #'s	Mailing Address				Email	Average Hours per week	Compensation
President	Diane Cleary	(860)803-3781	25 Abenaukee Drive	Wolfeboro	NH	03894	<a href="mailto:dianetcleary@gmail.com">dianetcleary@gmail.com</a>	5	0
Secretary	June Connors	508-259-6519	7 Blackberry Lane	Wolfeboro	NH	03894	<a href="mailto:juneconnors58@yahoo.com">juneconnors58@yahoo.com</a>	5	0
Treasurer	Ray Mitchell	H: 356-8970	599 Thorn Hill Road	Intervale,	NH	03845	<a href="mailto:rfm03838@gmail.com">rfm03838@gmail.com</a>	5	0
Director	Maureen Sherback			Wolfeboro,	NH	03894	<a href="mailto:maureensherback@gmail.com">maureensherback@gmail.com</a>	3	0
Director	Scott Kinmond	C: 556-1516 H: 544-6137	309 Upper City Road	Pittsfield	NH	03263	<a href="mailto:sakinmond@gmail.com">sakinmond@gmail.com</a>	3	0
Director	Christine Stevens	H:(603)515-3460	27 Abenaukee Drive	Wolfeboro	NH	03894	<a href="mailto:cstevens711@aol.com">cstevens711@aol.com</a>	3	0
Director	Martha Trepanier	(603)630-6701	PO Box 1081	Wolfeboro Falls	NH	03896	<a href="mailto:martha@thedowgroup.com">martha@thedowgroup.com</a>	3	0

# The Child Advocacy Center of Carroll County

(A New Hampshire Nonprofit Corporation)

## BY-LAWS

### ARTICLE I

#### PURPOSES AND OBJECTIVES

Section 1.1 Name. The name of this corporation shall be "The Child Advocacy Center of Carroll County." It may sometimes be referred to as the "CACCC", (hereinafter also called the "Corporation").

Section 1.2 Objectives. The Child Advocacy Center of Carroll County is a community-based facility that brings together law enforcement, DCFY, the County's Attorney's Office, victim advocate services, medical and mental health professionals to utilize a collaborative team approach to child abuse investigations and necessary follow-up services. The Center provides a safe neutral environment for the evaluation of child abuse and exploitation, coordination of services for victims and non-offending family members, and child abuse prevention through community education and outreach.

Section 1.3 Charitable Limitations. Notwithstanding any other provision of these Bylaws, the Corporation shall not carry on any activity not permitted to be carried on by:

- a) an organization exempt from federal income tax under Section 501 C (3) of the Internal Revenue Code of 1954, as amended, (the "Code") or corresponding provisions of any subsequent federal tax laws, or
- b) Organization contributions to which are deductible under Section 170 (c) (2) of the Code, or corresponding provisions of any subsequent federal tax laws.

Section 1.4 Equal Opportunity. No persons shall be denied the opportunity to participate in the activities of or to receive any of the benefits in the Corporation's programs on the basis of his or her race, color, creed, national origin, age, sex or handicap.

Section 1.5 Sources of Support. The corporation shall seek its financial support via gifts, grants and contributions from corporations and the general public, as well as from grants or contributions from local, state and federal governments.

Section 1.6 Operation of Programs. All programs shall be under the supervision of the Executive Director, or such other person or persons who may be so assigned by the Board of Directors.

### ARTICLE II

Section 2.1 Registered Office. The principal and registered office of the Corporation shall be located at 56 Union Street, Wolfeboro, New Hampshire, or at such other place as the Board of Directors shall, from time to time, determine.

### ARTICLE III 2



## MEMBERS

There is no membership to this corporation.

## ARTICLE IV

### BOARD OF DIRECTORS

Section 4.1 Powers and Functions. Except as specifically provided otherwise in the Corporation's Articles of Agreement or these By-laws, all rights, powers, duties and responsibilities related to the management and control of the Corporation's property, activities and affairs are vested in the Board of Directors. In addition to the power and authority expressly conferred upon it by these By-laws and the Articles of agreement, the Board of Directors may take any lawful action on behalf of the Corporation which is not by law, the Articles of Agreement, or these By-laws required to be taken by some other party.

Section 4.2 Number, Selection and Term. This Corporation shall be governed by a Board of not less than seven (7) nor more than fifteen (15) Directors. The Board of Directors shall be elected by the incumbent Directors at the annual meeting of the Board of Directors, or at a special meeting of the Board of Directors. Each person elected to the Board of Directors shall serve a three (3) year term unless otherwise requested and approved by the Executive Committee.

Section 4.3 Composition of Board of Directors and Associate Board. Directors of the Board may be elected from the following:

Professional Communities

Interested Citizens

In selecting the Members of the Board of Directors, an attempt shall be made to include a representative cross-section of the community with respect to race, color, creed, national origin, age, sex and handicap.

(a) The Board of Directors may also appoint members to an Associate Board who bring special skills, knowledge, and abilities that advance the CACCC mission.

(b) Associates shall serve in an honorary capacity and at the discretion of the Board of Directors; shall receive notice and minutes of all meetings of the Board of Directors, may attend meetings and participate in deliberations; but shall not have the right to vote at meetings or be considered for purposes of establishing a quorum; and shall have no other rights and responsibilities or share the Board of Directors' legal or fiduciary responsibilities.

Section 4.4 Meetings.

(a) Commencing in calendar year 2009, an annual meeting of the Board of Directors shall be held every 1<sup>st</sup> Wednesday in December or on such date and at such time and place as the Board of Directors shall determine for the election of Directors and Officers and for the transaction of any other business which may come before such meeting. Such other meetings shall be held at times and places described by the Chairman of the Board and agreed to by a majority of the members of the Board.

(b) In addition to the annual meeting, the Board of Directors shall meet on a regular basis, at such frequency, places and times as the Board of Directors shall determine. The Board of Directors shall meet no less than four (4) times in every calendar year.

(c) In addition to the regular meetings, special meetings of the Board of Directors shall be called by the Secretary upon the request of the President, the Vice President or not less than one-third (1/3) of the Directors then in office.

(d) Meetings of the Board of Directors may be held at any place or places within the State of New Hampshire.

Section 4.5 Notice of Meetings.

(a) An effort shall be made by the Executive Director to notify all members of each meeting either in writing or orally, to include the date, time and place of each meeting.

(b) Notwithstanding the foregoing, no notice need be given to any person who submits a signed waiver of notice before or after a meeting, or who attends a meeting without protesting any lack of notice.

Section 4.6 Resignation. A Director may resign by giving written notice to the Secretary of the Board of Directors, which notice shall immediately be forwarded to the Board of Directors. Unless otherwise specified in the resignation, the resignation shall take effect upon receipt by the Secretary and the acceptance of the resignation shall not be necessary to make it effective. Any Director who fails to attend, without good cause, at least three (3) consecutive meetings of the Board during any calendar year of said Director's term of office shall be deemed to have voluntarily resigned from the Board. Good cause is to be defined by the Board of Directors.

Section 4.7 Removal. Any Director of the CACCC or Associate Director may be removed from such membership or position by the Board of Directors for good cause at any time upon a vote by two-thirds (2/3) of those present and voting at a meeting of the Board of Directors at which a quorum is present.

Section 4.8 Quorum and Voting. At any meeting of the Board of Directors a majority of the number of Directors then constituting a full Board shall constitute a quorum. The vote of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless a greater vote is required by law, by the Articles of Agreement or these Bylaws. Each Director present shall have one vote. No Director shall be entitled to vote by proxy. Directors who are not physically present at any meeting may vote electronically through telephone or video conferencing. Additionally, voting may take place outside of regular meetings of the Board of Directors, these votes may be submitted electronically and tallied by the President of the Board of Directors.

Section 4.9 Compensation of Directors. The Directors, as such, shall not be compensated for the performance of services for the Corporation, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred on behalf of the Corporation.

Section 4.10 Liability of Directors Limited. No Director or Officer of this corporation shall be in any way personally liable for breach of fiduciary duty as a Director, an Officer or both for any action or activity by them in the furtherance of the purposes and activities of this Corporation.

## ARTICLE V OFFICERS

Section 5.1 Officers. The Officers of the Corporation shall be a President of the Board ("President"), an Immediate Past President, a Vice President, a Treasurer and a Secretary. All Officers shall be elected by and from the Board of Directors at each annual meeting, and vacancies may be filled at any time. All Officers shall be members of the Board of Directors.

Section 5.2 Officer Selection. The Board of Directors of the Corporation may from time to time elect or appoint other Officers. No two offices may be held by the same person. In addition to the powers and duties of the Officers of the Corporation as set forth in these By-laws, each Officer shall have such authority and shall perform such other duties as may be determined by the Board of Directors from time to time.

Section 5.3 Term of Office and Vacancy. Each Officer shall serve for a term of one (1) year and until such Officer's successor is elected. Any vacancy in the officer of President, Vice President, Treasurer and Secretary shall be filled by the Board of Directors, and the person so elected shall serve for the balance of the unexpired term.

Section 5.4 President of the Board. The President shall preside at all meetings of the Board of Directors and shall perform such other duties as may be prescribed in the By-laws or as assigned to that office by the Board of Directors. The President shall appoint the Chair for all standing and special 4

committees. The President shall prepare the agenda in cooperation with the Executive Director for the annual meeting of the Corporation and regular and special meetings of the Board of Directors.

Section 5.5 Vice President. In the absence of the President, the Vice President shall have the powers and shall perform the duties of the President, including presiding over meetings of the Board of Directors. The Vice President shall undertake such other duties as may be delegated from time to time by the President. The Vice President shall be an ex-officio member of all standing and special committees. The Vice President shall have such other powers and duties as the Board of Directors may determine from time to time.

Section 5.6 Treasurer. The Treasurer shall be the fiscal officer of the corporation and shall approve signatory on all checks of the corporation. The Treasurer shall have access to all fiscal records as necessary to perform the duties of that office. The Treasurer shall be responsible for the preparation of the annual operating budget and regular fiscal reports to the Board of Directors. The Treasurer shall chair the Finance Committee. The Treasurer shall prepare or have prepared a financial statement for submission at the annual meeting of the corporation. The Treasurer shall have such other powers and duties as the Board of Directors may determine from time to time. All monies and assets shall be audited annually by an outside Certified Public Accountant designated by the Board of Directors, and an annual report rendered. Any expenditure exceeding the amount of Five Hundred Dollars (\$500.00) shall require the approval of the Board of Directors, except for certain payments as directed and approved by the Board of Directors (i.e. rent).

Section 5.7 Secretary. The Secretary shall record and be responsible for distributing in advance to all Directors, minutes of all actions taken by the corporation and the Board of Directors at regular and special meetings. The Secretary shall maintain the permanent and continuous file of recorded minutes. The Secretary shall maintain a file of names of Board of Directors and Officers along with dates of the respective terms. The Secretary shall keep a record of names of chairpersons and members of the standing committees and copies of the reports of these committees. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Section 5.8 Immediate Past President. The Immediate Past President is applied to the person who just completed his/her term of office as President. This title is retained until the next President completes his/her term of office. Following the year of presidency, the Past President should assume a passive-active role. It is a passive role in that he/she does not attempt to make the new President's term of office a continuation of his/her expired year. It is an active role in that the next administration should receive your loyal support. The Immediate Past President is a member of the Executive Board, and may be asked to chair various committees, e.g., the Nominating Committee, the Distinguished Service Award Committee. The Immediate Past President will handle the CACCC's expressions of condolence, get well wishes, and congratulations.

Section 5.9 Removal of Officers. Any Officer of The CACCC may be removed from such position by the Board of Directors for good cause at any time upon a vote by two-thirds (2/3) of those present and voting at a meeting of the Board of Directors at which a quorum is present.

Section 5.10 Giving of Bond by Officers. All Officers of the Corporation, if required to do so by the Board of Directors, shall furnish bonds to the Corporation for the faithful performance of their duties, in such penalties and with such conditions and security as the Board shall require. The Corporation shall assume the cost of providing any bond required hereunder.

Section 5.11 Liability of Officers Limited. No Director or Officer of this corporation shall be in any way personally liable for breach of fiduciary duty as a Director, an Officer or both for any action or activity by them in the furtherance of the purposes and activities of this corporation.

## ARTICLE VI

### STAFF PERSONS 5

Section 6.1 Executive Director. The Executive Director shall be appointed by the Board of Directors and serve as the Chief Operating Officer of the Corporation. The Executive Director shall, subject to the direction and control of the Board of Directors, supervise, control and direct the work force of the Corporation and shall have the authority to hire, assign, transfer, promote, demote or discharge all employees. Compensation for the Executive Director shall be set by the Board of Directors.

#### ARTICLE VII COMMITTEES

Section 7.1 Standing Committees. Standing Committees shall include the Executive Committee, Finance/Budgeting Committee, , Fundraising Committee, Nominating Committee, and Outreach/Public Education Committee. Standing Committees may be created and dissolved by the Board of Directors as deemed necessary. The chairperson for each Committee shall be selected by the President of the Board of Directors.

Section 7.2 Special Committees. Special Committees may be established by the Board of Directors from time to time. Special Committees may be created and dissolved by the Board of Directors as deemed necessary. A chairperson for a Special Committee shall be selected by the President of the Board of Directors.

Section 7.3 Committee Membership. Membership on a standing committee shall include at least two members of the Board of Directors. Membership on a special committee shall include at least one member of the Board of Directors.

Section 7.4 Reports. Each committee shall provide periodic reports to the Board of Directors of its progress and recommendations.

#### ARTICLE VIII DISSOLUTION

In the case of dissolution of the corporation, assets, real and personal, shall be distributed to such charitable organization or organizations as are qualified as tax exempt under Section 501 C (3) of the Internal Revenue Code or corresponding provisions of any subsequent federal income tax laws as the Board of Directors of the corporation shall determine. Any such assets not so disposed of for whatever reason, shall be disposed of by order of the appropriate court for the County of Carroll to such organization or organizations as said court shall determine, which are organized and operated exclusively for charitable purposes.

#### ARTICLE IX CONTRIBUTIONS

The Corporation may accept any gift, grant, legacy, bequest, device or contribution for achieving the purpose of the Corporation. 6

## ARTICLE X

### INDEMNIFICATION

The Corporation shall indemnify and hold harmless for loss or damage any person employed by it, officer or director, and any volunteer from personal financial loss and expense including reasonable attorney's fees, all costs, if any arising out of any claim, demand, suit or judgment for reason of negligence or other act resulting in accidental injury to a person or accidental damage to or destruction of property if the indemnified person at the time of the accident resulting in injury, damage or destruction was acting within the scope of his or her employment or office.

## ARTICLE XI

### AMENDMENTS

These By-laws may be amended by a vote of the Board of Directors at any meeting of the Board of Directors at which a quorum is present and at least a vote of two-thirds (2/3) of the members present, provided that no amendment to the By-laws shall be inconsistent with the Articles of Agreement, and further provided that notice of any proposed amendment be included in the notice of the meeting as set forth in ARTICLE IV above.

## ARTICLE XII

### CONFLICT OF INTEREST

Section 12.1 Disclosure. Any possible conflict of interest on the part of any member of the Board of Directors shall be disclosed in writing to the Board of Directors and made a matter of record through an annual procedure and also when the interest involves a specific issue or transaction before the Board.

Section 12.2 Approval Required. Any transaction exceeding five hundred dollars, but less than five thousand dollars in a fiscal year involving a member of the Board of Directors requires a two-thirds vote by the Board approving the transaction. When the transaction exceeds five thousand dollars in a fiscal year, a two-thirds vote approving the transaction and publication of a legal notice in the required newspaper is required, accompanied by written notice to the Director of Charitable Trust, c/o the Attorney General's Office. The minutes of the meeting shall reflect that a disclosure was made; that the interested member and all other members with a pecuniary transaction with the Corporation during the fiscal year were absent during both the discussion and the voting on the transaction; and the actual vote itself. All members of the Corporation will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging understanding of and agreement to this policy.

## ARTICLE XIII

### PECUNIARY BENEFIT TRANSACTIONS

Members of the Board of Directors of the Corporation and its staff will comply with all requirements of the New Hampshire Laws regarding pecuniary benefit transactions (NH RSA 7:19 and 292:6-a, and any supplements) and all such laws are incorporated in full into and made a part of this policy statement. These requirements include, but are not limited to (I) absolute prohibition on any loans to any member of the Corporation; and (II) prohibition of any sale or lease (for a term greater than five years) or conveyance of real estate from any member of the Corporation without the approval of the Probate Court. These requirements extend to both direct and indirect financial interests, as defined by statutes. 7

ARTICLE XIV

BUSINESS NOT RELATED

The Corporation, Members of the Board of Directors and staff, in their capacities as such, shall not conduct any trade or business that is not related to the purpose of the Corporation.

ARTICLE XV

ILLEGAL ACTIVITIES

The Corporation, Members of the Board of Directors and staff may not have purposes or activities that are illegal or violate fundamental public police.

ARTICLE XV

POLITICAL AGENDAS

Section 15.1 Campaigning Prohibited. The Corporation, Members of the Board of Directors and staff, in their respective capacities shall absolutely refrain from participating in the political campaigns of candidates for local, state, or federal office.

Section 15.2 Lobbying Restricted. The Corporation, Members of the Board of Directors and staff, in their respective capacities shall restrict lobbying activities to an insubstantial part of the Corporation's total activities.

Adopted this 12th day of December, 2019

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

I declare these By-laws to be a true and conformed copy of the original.

\_\_\_\_\_  
Secretary

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 19 2005**

THE CHILD ADVOCACY CENTER OF  
CARROLL COUNTY  
127 RT 28 STE 22  
OSSISPEE, NH 03864

Employer Identification Number:  
20-2110940  
DIN:  
17053250009045  
Contact Person:  
JOHN J KOESTER ID# 31364  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
DECEMBER 31  
Public Charity Status:  
170 (b) (1) (A) (vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
JUNE 17, 2004  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
DECEMBER 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

# The Child Advocacy Center of Carroll County

## Statement of Activity

January - December 2023

	TOTAL
Revenue	
4000 Contributed support	
4005 Xmas Letter	22,625.00
4010 Indiv/business contribution	39,640.77
<b>Total 4000 Contributed support</b>	<b>62,265.77</b>
4200 GRANTS	
4230 Foundation/trust grants	5,250.00
4243 Competitive grants	22,315.00
4244 NHEC Foundation	5,000.00
<b>Total 4243 Competitive grants</b>	<b>27,315.00</b>
<b>Total 4200 GRANTS</b>	<b>32,565.00</b>
4510 Government grants	
4527 VOCA	125,903.00
4550 State Funds	7,088.00
4604 CARROLL COUNTY FUNDS	55,000.00
<b>Total 4510 Government grants</b>	<b>187,991.00</b>
5800 Special events	
5802 Additional fundraiser	70.00
5816 BEARDS FOR BUCKS	25,636.57
5825 BUY A BRICK	144.93
5830 Golf Tournament	12,499.61
<b>Total 5800 Special events</b>	<b>38,351.11</b>
<b>Total Revenue</b>	<b>\$321,172.88</b>
GROSS PROFIT	<b>\$321,172.88</b>
Expenditures	
6560 Payroll Expenses	
6565 Workers comp insurance	4,001.57
6567 Payroll processing fees	1,044.00
7250 Payroll taxes	17,474.87
<b>Total 6560 Payroll Expenses</b>	<b>22,520.44</b>
7200 Salaries & related expenses	
7205 Salaries & wages	221,644.94
7240 Health and Dental employee benefits	7,121.16
<b>Total 7200 Salaries &amp; related expenses</b>	<b>228,766.10</b>
7500 Professional expenses	
7505 Dues & Subscriptions	3,915.37
7510 Fundraising fees	321.65
7520 Accounting fees and Quickbooks	424.00
8115 CPT food/lunches	1,019.69
8216 D&O INSURANCE	1,233.00



# The Child Advocacy Center of Carroll County

## Statement of Activity

January - December 2023

	TOTAL
8670 Organizational expenses	1,120.45
<b>Total 7500 Professional expenses</b>	<b>8,034.16</b>
7531 EQUIPMENT/TECHNOLOGY	10,660.91
7600 SAFETY FAIR	1,390.05
8100 Office & operating expenses	
8101 Facility Dog	5,511.10
8120 Materials & supplies	3,980.05
8130 Cellular communications	2,154.23
8135 WBORO OFFICE PHONE AND INTERNET	2,161.03
8140 Postage, shipping, delivery	277.74
8190 Constant Contact	285.00
8210 STORAGE UNIT	643.50
8215 Office Insurance	2,831.26
8218 Plowing	1,471.62
8220 WBORO Utilities	3,563.81
8235 HOUSEKEEPING/TRASH/ LANDSCAPING	5,054.87
<b>Total 8100 Office &amp; operating expenses</b>	<b>27,934.21</b>
8219 CONWAY	
1821 CONWAY UTILITIES INTERNET/ELECTRIC	2,773.61
8122 RENT-CONWAY	13,500.00
<b>Total 8219 CONWAY</b>	<b>16,273.61</b>
8300 Travel & meetings expenses	
8310 Travel	938.77
8330 Mileage reimbursements	5,147.74
8405 Training Registrations	549.00
<b>Total 8300 Travel &amp; meetings expenses</b>	<b>6,635.51</b>
Bank Charges & Fees	299.99
<b>Total Expenditures</b>	<b>\$322,514.98</b>
NET OPERATING REVENUE	<b>\$ -1,342.10</b>
Other Revenue	
9120 Interest earned	682.91
<b>Total Other Revenue</b>	<b>\$682.91</b>
Other Expenditures	
Reconciliation Discrepancies-1	-0.01
<b>Total Other Expenditures</b>	<b>\$ -0.01</b>
NET OTHER REVENUE	<b>\$682.92</b>
NET REVENUE	<b>\$ -659.18</b>