

CARROLL COUNTY APPLICATION FOR FINANCIAL ASSISTANCE

AGENCY CONTACT INFORMATION

Applicant Agency: Tamworth Preschool, Inc.
Contact Person: Lisa Sargent
Phone: 603.323.8300 **Fax:** 603.323-8697 **E-mail:** lsargent006@gmail.com
Agency Mailing Address: 27 Durrell Rd.
City: Tamworth **State:** NH **ZIP Code:** 03886
Agency Physical Address: 27 Durrell Rd. Tamworth, NH 03886
Agency's Total Operating Budget:
Prior Year: 2022 - 330,645 **Current Year: 2023 -** 330,909 **Proposed Year: 2024 -**
Amount of Funding Requested from Carroll County for 2024: \$ 75,000.

DESCRIPTION OF FEE STRUCTURE, IF APPLICABLE:

See attached Tuition Rates

FUNDING SOURCES

Category	Source, Title, Act	Actual Prior FY: 2022	Budget Current FY: 2023	Request FY: 2024
Fees	Parents	136,839	216,400.	
Federal	CACFP	11,807	12,000	
State	DHHS	65,685	32,000	
County			25,000	
Municipal	Town of Tamworth	18,500	16,000	* For school age program only
Fund Raising		2,800		
Grants	CCDF (DDIF)	14,190		
Other	Annual Appeal	54,765	28,000	

AGENCY OPERATING BUDGET

	Actual Prior FY: 2022	Budget Current FY: 2023	Request FY: 2024
Personnel	208,098	231,262	
Fringe Benefits	2,207	2,600	
Consultants & Subcontracts	7,246	7,900	
Utilities: Electric, Phone, Heat, etc.	17,460	17,960	
Rent			
Office Supplies, Printing, Advertising, etc.	2,947	2,600	
Education & Training	293	700	
Travel, Lodging	698	676	
Other Food	14,953	16,750	
Other Operating Expenses	38,856	37,387	
TOTALS:	292,758	317,835	

DEFINE UNIT OF SERVICE FOR THIS PROGRAM:

	Actual Prior FY: 2022	Budget FY: 2023	Request FY: 2024
Total number of units of service in Carroll County			
Unit of Service Cost			
Total number of individuals served in Carroll County (count each person only once)			

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

We calculated what we can reasonably expect for increased costs to operating, beyond the budget, and the number of children we serve. Annual Appeal amounts are not guaranteed, leaving us to believe we will need \$75,000 to continue operating as we do and to address some maintenance items not included in the budget.

SERVICE AND FINANCIAL DATA

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

Municipality	Individuals Served	Units of Service
Albany	1	
Bartlett		
Brookfield		
Chatham		
Conway		
Eaton		
Effingham	1	
Freedom	2	
Hale's Location		
Hart's Location		
Jackson		
Madison	2	
Moultonborough	1	
Ossipee	6	
Sandwich	1	
Tamworth	32	
Tuftonboro	1	
Wakefield		
Wolfeboro		
TOTALS	47	

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.

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.

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

Within the narrative:

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

Lined area for handwritten notes or comments.

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

<i>Lisa Sargent</i>	<i>Lisa Sargent, Director</i>
Executive Director/CEO/Administrator Printed Name	Preparer's Printed Name & Title
<i>Lisa Sargent</i> Signature	<i>Lisa Sargent</i> Signature
Date <i>9/22/2023</i>	Date <i>9/22/2023</i>

Tamworth Preschool, Inc.
dba Bearcamp Valley School and Children's Center

Notes -

We request funding from the Town of Tamworth each year to off-set the cost of our school age program. Bearcamp Valley School and Children's Center is currently the only facility to offer care to the children of K.A. Brett School, whose parents work beyond the school day hours.

When completing the "individuals served" section of this application, I counted the children who participate in our programs. However, each child comes from a family, and the parents in that family are employed by area businesses. We also employ teachers from Effingham, Moultonborough, and Tamworth. Our 47 individuals served impact a much larger population, affecting at least 11 towns in Carroll County.

Narrative -

Our mission is to provide a safe, nurturing, and engaging environment for children, and to support and work in partnership with the children's families.

The Tamworth Preschool, Inc has been serving families in the communities of Madison, Tamworth, Sandwich, Moultonborough, Ossipee, Effingham, Albany, and Conway since 1967. It has met the needs of this area, be it part-time preschool, full-time childcare, before and after school care, or as an alternative school for elementary students, changing what is offered depending on the current needs of families. At this time, we provide care and early education to 17 children between the ages of 18 months and 5 years old and have 7 children enrolled in the before school program. We currently have 17 children on our waitlist, the majority waiting for a spot in the toddler program.

We are requesting funds from the county to help support our school, a much-needed entity. There is limited childcare available in this area, especially for children younger than three years old. What is available is often cost prohibitive

for many families. Our concern is that should we scale down our offerings, there will be children who are placed in unsafe care situations, and more people facing unemployment due to the lack of available childcare. The cost of childcare already greatly exceeds what families can pay. To maintain what we currently offer to families and to increase the availability of spaces available for children younger than three, we will require financial support beyond what tuition income and donor support will provide. We are looking to the county for financial support so the towns in this area do not suffer the ripple effect of a loss in available childcare.

PAYMENT POLICY AND TUITION RATES FOR SEPTEMBER 2023

New policy and rates will be affective beginning September 4, 2023

Program		5 Days	3 Days	2 Days
Toddler/Twos 18 months to 3years`	Full Day	229	146	105
	Half Day	145	99	71
Preschool and Pre K 3 to 5 years	Full Day	218	139	99
	Half Day	138	88	62

School Age hourly rate will be \$7.75 for the morning program. Should we be in a position to offer an after school program, the rate will be based on the number of days not the number of hours your child is scheduled to attend.

We are no longer offering a four-day rate. If your child is registered to attend for four days, you will be charged the five-day rate.

REGISTRATION FEE: A one-time registration fee of \$35 is charged per family at the time of enrollment.

FAMILY DISCOUNT: A 10% discount is offered to families when they enroll two or more children. The full rate is charged for the youngest child and the 10% discount will be offered on the older child(ren).

WEEKLY FEE: Your weekly tuition will be determined at the time of registration and is based on the child's age and number of days enrolled. Weekly invoices are automatically generated through ProCare as a reminder of payment and do not include any past due balances. For a more detailed summary please log into your ProCare account.

PAYMENT: Advance payment is required and due the first day your child attends each week. Payment for more than one week may be made any time prior to services being rendered.

HOW DO I PAY: We accept cash and checks at the school. There is a white box in the hallway for such payments. You may set up automatic payments or make week-to-week payments through the ProCare app using ACH, debit card or credit card. All payments made with a credit or debit card will be charged a 3% convenience fee,

LATE PAYMENT FEES: If payment is not received by **5:00 on Friday** for services provided that week, a late fee of **\$10** will be charged. Any account two weeks in arrears will need to be paid in full, plus the late fees, before a child may return to the center. Habitual late payments will make it necessary to collect a security deposit equal to one week's tuition. This deposit will be applied to the child's last week of tuition.

Families who experience unexpected, temporary financial setbacks may apply for tuition assistance through the Catherine McGarity Memorial Scholarship Fund (financed by generous donations from friends of the school). This fund is intended to help families get back on a regular payment schedule. Please contact the Center Director for more information.

Weekly rates take into account the days the center is closed for holidays, snow days, and professional development and program preparation. Should the center need to close for other reasons, credit to family accounts will be considered.

LATE PICK-UP FEE: The center closes at 5:00. Should you pick your child up after closing time you may be charged \$5 for every five minutes, or part thereof, you arrive after 5:00. Should you realize you are running a little later than your normal pick-up time, please call the center and give us a heads up.

DROP-IN OR ADDED DAYS: Drop-in or added days are additions to your regular schedule and will be charged as such. Times/days must be approved by the director as space may not be available. There is no switching of days unless it is a permanent change.

SCHOOL-AGE CHILDREN: You will be charged for all time scheduled. Currently, we do not offer care on no-school or delayed opening days.

PERMANENT SCHEDULE CHANGES AND TERMINATIONS: A two-week written notice is required to withdraw from any program. Schedule changes must be approved by the director and will depend on availability of space.

EXCEPTIONS: The office reserves the right to make exceptions when deemed necessary. If you have any questions regarding these policies or a bill, please feel free to discuss it with the director. Our mission is to support children and families, so please let us know if you need help.

NOTICE OF CLOSINGS

When determining what our tuition rates will be, we consider the scheduled days we are closed and “unanticipated closures” for weather and other emergencies. Your tuition rate reflects this and remains the same every week. Exceptions will be made should we close for a building- or program-specific reason not already addressed.

HOLIDAYS: BVS&CC will be closed for Labor Day, Columbus Day, Veteran’s Day, Thursday and Friday of Thanksgiving week, Christmas Day, New Year’s Day, Martin Luther King Jr/Civil Rights Day, Memorial Day, Juneteenth/Freedom Day, and Independence Day. When the holiday falls on a weekend, we will be closed on Friday or Monday.

INCLEMENT WEATHER: BVS&CC makes every effort to stay open to meet the needs of your family. Sometimes a delayed opening or early closure is necessary, If the forecast is for a storm throughout the day, we may close completely. Such notices will be posted on WMUR, both online and on TV. You will also receive a message through our ProCare App regarding any delayed opening, early closing, or weather closure days.

TURN AROUND DAYS: BVS&CC is closed for two days at the end of the school year and two days at the end of the summer for staff development and program preparation. In June these days will be connected to Freedom Day whenever possible. At the end of summer, it will be the last two days before school starts, not counting Labor Day.

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Tamworth Preschool Inc

2 Business name/disregarded entity name, if different from above

Bearcamp Valley School & Children's Center

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **non profit corp**

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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

27 Durrell Rd

6 City, state, and ZIP code

Tamworth, NH 03886

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											

or

Employer identification number											
0	2	-	0	2	7	0	0	7	4		

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 for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.

Tamworth Learning Circles Inc.

EIN: 20-2646700 | Tamworth, NH, United States

[Pub 78 Data](#) [Copies of Returns](#)

Tamworth Outing Club Inc.

EIN: 02-0215030 | Tamworth, NH, United States

[Pub 78 Data](#) [Determination Letters](#) [Form 990-N](#)

Tamworth Pre-School Inc.

EIN: 02-0270074 | Tamworth, NH, United States

[Pub 78 Data](#) [Copies of Returns](#)

Tamworth Scholarship Committee Inc.

EIN: 22-3158513 | Tamworth, NH, United States

[Pub 78 Data](#) [Form 990-N](#) [Copies of Returns](#)

Tamworth Womens Auxiliary

EIN: 18-1631044 | Tamworth, NH, United States

[Auto-Revocation List](#)

Union Hall Association

EIN: 22-2474859 | South Tamworth, NH, United States

- [Exempt Organizations Select Check](#)
- [Revocations of 501\(c\)\(3\) Determinations](#)
- [Suspensions Pursuant to Code Section 501\(n\)](#)
- [Exempt Organizations Business Master File Extract \(EO BME\)](#): a list of organizations recognized as exempt by the IRS
- [Tax Exempt Organization Search](#)
- [Bulk Data Downloads](#)

Bearcamp Valley School and Children's Center
27 Durrell Rd.
Tamworth, NH 03886
603 323-8300

Board of Directors
September 2023 - August 2024

Chair Suzanne Balomenos Morgan
387 Great Hill
Tamworth, NH 03886
603 545-2059
sbalomenos@comcast.net

Director Cam Spence
30 Clancy Rd.
Freedom, NH 03836
617 797-7479
camspence@roadrunner.com

Treasurer Christina Bertogli
432 Green Mountain Rd.
Effingham, NH 03882
603 493-2674
christina.bertogli@yahoo.com

Secretary Amy Gullickson
711 Cleveland Hill Rd.
Tamworth, NH 03886
207 710-7456
ellibelli8@hotmail.com

Director Kimberly Tessari
22 Water Village Rd.
Ossipee, NH 03864
603 340-1465
guay.kimberly@yahoo.com

Director Ashana Michaels
626 Tarragona Way
Daytona Beach, FL 32114
603 520-5845
ashana@worldpath.net

Bearcamp Valley School and Children's Center Administrative Director Contact

Nancy Couille, Administrative Director
603 651-5242 cell
603 323-8023 home
nancy@bearcampvalleyschool.org

Lisa Sargent, Center Director
603 651-9024
lsargent006@gmail.com

Bearcamp Valley School Children's Center
Budget vs Actual

As of 7/18/2023
Page 1

	A	B	C	D	E	F
		'22-'23 Budget	Jun '23	Fiscal YTD	% of budget	Notes
1						
2	INCOME					
3	Classroom Donations					
4	Classroom Income	155,194.00	11,051.87	136,839.56	0.00%	
5	Bad Debt Repayment	-	-	388.14		
6	<i>Fundraisers</i>					
7	Calendar Raffle	-		2,850.00		
8	Amazon Smile	-		30.34		
9	Yard Sale	-				
10	Other	1,500.00		400.00	26.67%	Momma Bear's Store, Yankee Smokehouse
11	Annual Appeal	25,000.00	6,000.00	54,765.00	219.06%	
12	CMCG Scholarship	3,000.00	25.00	190.00	6.33%	
13	Town of Tamworth Appropriation	18,500.00		18,500.00	100.00%	
14	Sub-total: Classroom & Donations	203,194.00	17,076.87	213,963.04	105.30%	
16	Grants, CAC & DHHS					
17	<i>Grants</i>					
18	Carroll County DOIIF	14,190.00		14,190.00	100.00%	
19	CC Grant 2023		25,000.00	25,000.00		
20	DHHS	50,000.00	5,020.10	65,684.80	131.37%	
21	CAC - Food Reimbursement	12,000.00	1,177.62	11,807.77	98.40%	
22	Sub-total: Grants, CAC & DHHS	76,190.00	31,197.72	116,682.57	153.15%	
25	TOTAL INCOME	279,384.00	48,274.59	330,645.61	118.35%	
27						

Bearcamp Valley School Children's Center
Budget vs Actual

	A	B	C	D	E	F
1		'22-'23 Budget	Jun '23	Fiscal YTD	% of budget	Notes
28	EXPENSES					
29	Advertising	205.00	47.85	179.40	87.51%	web page
30	Bad Debts	1,500.00			0.00%	
31	Bank Fees	-		20.00		
32	Benefits - Dental	3,700.00	183.93	2,207.16	59.65%	
33	CMCG Scholarship Distributed		166.00	2,175.01		
34	Credit Card Fees	6,000.00	489.40	6,693.48	111.56%	
35	Discretionary Admin					
36	Staff Development	1,000.00	54.95	293.72	29.37%	
37	Staff Expense - Recruiting, Background Checks	250.00	0.00	93.00	37.20%	
38	Dues & Subscriptions	200.00		125.00	62.50%	
39	Equipment Purchase	750.00			0.00%	
40	Equipment Rental	600.00		38.92	6.49%	
41	Field Trip Expense	100.00			0.00%	
42	Finance Charges - credit card	622.00			0.00%	
43	Food Expenses					
44	Food	16,000.00	845.79	14,255.01	89.09%	
45	Mileage	400.00	35.38	698.20	174.55%	
46	Supplies (kitchen)	500.00	83.29	803.30	160.66%	
47	Fundraising Expenses					
48	Annual Appeal	1,400.00		1,472.45	105.18%	
49	Calendar Printing	200.00		0.00	0.00%	
50	Grant Expenses					
51	ARPA	-		26,516.64		
52	DQIF	14,190.00		5,136.78		includes bonuses
53	Insurance					
54	Directors & Officers	1,600.00	432.00	432.00	27.00%	
55	Liability	4,900.00	1,833.25	7,080.50	144.50%	
56	Student Accident	750.00		350.00	46.67%	
57	Workers Comp	2,300.00	112.00	496.00	21.57%	
58	Interest Expense - credit line	1,100.00		1,265.69	115.06%	
59	Licenses & Permits	250.00		75.00	30.00%	
60	Maintenance					
61	Janitorial	2,200.00	339.00	5,653.00	256.95%	Pest Control, supplies from Casey, Nicol
62	Grounds	2,800.00		45.00	1.61%	
63	Playground	1,000.00			0.00%	
64	Snow Plowing/Sanding	3,000.00		975.00	32.50%	
65	Trash Removal/Dumpster	2,300.00		3,240.88	140.91%	
66	Payroll Expenses	192,182.00				
67	Salaries & Wages - Admin		5,475.75	67,721.75	92.36%	
68	Salaries & Wages - Program		10,306.80	140,358.89		includes kitchen
69	Payroll taxes & fees	15,024.00	1,259.06	17,265.29	114.92%	
70	Postage	300.00	6.93	202.12	67.37%	

Bearcamp Valley School Children's Center
Budget vs Actual

	A	B	C	D	E	F
		'22-'23 Budget	Jun '23	Fiscal YTD	% of budget	Notes
1						
71	Professional Fees					
72	Accounting	1,300.00		1,480.00	113.85%	
73	Bookkeeping	6,100.00	525.00	5,766.25	94.53%	
74	Repairs - Building	1,500.00	134.97	2,656.59	177.11%	
75	Security Monitoring			300.00		
76	Supplies					
77	Building	2,500.00	320.35	2,463.37	98.53%	
78	Classroom	2,500.00	121.80	2,040.33	81.61%	
79	Office	500.00	49.00	965.46	193.09%	
80	Travel			71.25		
81	Utilities					
82	Electric	6,200.00	432.41	6,471.92	104.39%	
83	Heating Oil	7,000.00	787.52	7,295.00	104.21%	
84	Internet/Phone	2,450.00	224.44	2,713.66	110.76%	
85	Septic Pumping	700.00			0.00%	
86	Water Testing	500.00		978.00	195.60%	
87	Vehicle					
88	Gas	100.00			0.00%	
89	Registration & Inspection	175.00			0.00%	
90	Repair & Maintenance	250.00	0.00	2,403.19	961.28%	
93	TOTAL EXPENSES	\$ 309,098	\$ 24,267	\$ 341,474	110.47%	
95	SURPLUS OR (LOSS)	(\$29,714)	24,007.72	-10,828.60		
97						
98	<i>Bank balances 6/30/23</i>					
99	Operating	\$ 44,548.28		FY begins	7/1/2022	
100	Grant Funds	\$ 14,322.53		rpt date	6/30/2023	
101	Bank of NH	\$ 435.73		FDTD	364	
102				% of year	99.73%	

BY-LAWS
OF
TAMWORTH PRESCHOOL, INC.

The name of the organization is Tamworth Preschool, Inc. The organization has been organized on the 7th of March, 1966. It is organized in accordance with the New Hampshire Revised Statutes, Chapter 292, as amended. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributable to, or benefit the trustees, directors, or officers or other individuals. The assets and income shall only be used to promote corporate payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office. The organization is organized exclusively for purposes subsequent to section 501(c)(3) of the Internal Revenue Code.

The Tamworth Preschool, Inc. is an educational social service agency whose purpose is to provide high quality child care, preschool education and out of school time enrichment to the children of Tamworth, New Hampshire and surrounding communities; to help provide safe nurturing child care to children of low income parents who are employed, seeking employment, or are enrolled in post-secondary education or training program; to help low income parents to achieve or maintain self-sufficiency, including the reduction or prevention of dependency; to assist in relieving stressful family situations where there is documented child abuse, neglect or exploitation.

ARTICLE I

MEETINGS

Section 1. Annual Meeting. An annual meeting shall be held once each calendar year for the purpose of electing directors and for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the same time and place designated by the Board of Directors from time to time. Directors shall be notified in writing of this meeting. Directors will be elected to the Board of Directors by a majority vote of current membership.

Section 2. Special Meetings. Special meetings may be requested by the President or the Board of Directors.

Section 3. Notice. Written notice of all meetings shall be provided under this section or as otherwise required by law. The Notice shall state the place, date and hour of meeting, and if for a special meeting, the purpose of the meeting. Such notice shall be emailed or mailed to all directors of record at the address shown on the corporate books, at least 2 days prior to the meeting. Such notice shall be

deemed effective when deposited in ordinary U.S. Mail, properly addressed, with postage prepaid. Meetings will occur monthly at the call of the Board President.

Section 4. Place of Meeting. Meetings shall be held at the organization's principal place of business, 27 Durrell Road, Tamworth, New Hampshire, 03886, unless otherwise stated in the notice.

Section 5. Quorum. A majority of the directors shall constitute a quorum at a meeting. In the absence of a quorum, a majority of the directors may adjourn the meeting to another time without further notice. If a quorum is represented at an adjourned meeting, any business may be transacted that might have been transacted at the meeting as originally scheduled. The directors present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some directors results in representation of less than a quorum. Directors may be considered present if they are there in person or by remote communications technology.

Section 6. Informal Action. Any action required to be taken, at a meeting, may be taken without a meeting and without prior notice if a consent in writing, setting forth the action so taken, is signed by the directors with respect to the subject matter of the vote.

ARTICLE II

DIRECTORS

Section 1. Number of Directors. The organization shall be managed by a Board of Directors consisting of a minimum of not less than 5 and not more than 10 Directors.

Section 2. Election and Term of Office. The directors shall be elected at the annual meeting. Each director shall serve a term of two years, or until a successor has been elected and qualified. A Director may not serve more than three consecutive terms. Vacancies in the Board may be filled at any regular monthly board meeting. A majority vote of those Directors present will elect an individual to the Board.

Section 3 Quorum. A majority of directors shall constitute a quorum. A director may be considered present and vote at a meeting if they attend in person by proxy or by remote communications technology.

Section 4. Adverse Interest. In the determination of a quorum of the directors, of in voting, the disclosed adverse interest of a director shall not disqualify the director or invalidate his or her vote.

Section 5. Regular Meeting. The Board of Directors shall meet immediately after the election for the purpose of electing its new officers, appointing new committee chairpersons and for transacting such other business as may be deemed appropriate. The Board of Directors may provide, by resolution, for additional regular meetings without the notice other than the notice provided by the resolution. Meetings will occur monthly at the call of the Board President.

Section 6. Special Meetings. Special Meetings may be requested by the President, Vice-President, Secretary, or any two directors by providing five days' written notice by ordinary United States mail, effective when mailed. Minutes of the meeting shall be sent to the Board of Directors within two weeks after the meeting.

Section 7. Procedures. The vote of a majority of the directors present at a properly called meeting at which a quorum is present shall be the act of the Board of Directors, unless the vote of a greater number is required by law or by these by-laws for a particular resolution. A director of the organization who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless their dissent shall be entered in the minutes of the meeting. The Board shall keep written minutes of its proceedings in its permanent records.

Section 8. Informal Action. Any action required to be taken at a meeting of directors, or any action which may be taken at a meeting of directors or of a committee of directors, may be taken without a meeting if a consent in writing setting forth the action so taken, is signed by all of the directors or all of the members of the committee of directors, as the case may be.

Section 9. Removal / Vacancies A director shall be subject to removal, with or without cause, at a meeting called for that purpose. Any vacancy that occurs on the Board of Directors, whether by death, resignation, removal or any other cause, may be filled by the remaining directors. A director elected to fill a vacancy shall serve the remaining term of his or her predecessor, or until a successor has been elected and qualified. . Vacancies in the Board may be filled at any regular monthly board meeting. A majority vote of those Directors present will elect an individual to the Board.

Section 10. Committees. To the extent permitted by law, the Board of Directors may appoint from its members a committee or committees, temporary or permanent, and designate the duties, powers and authorities of such committees.

ARTICLE III

OFFICERS

Section 1. Number of Officers. The officers of the organization shall be a President, one or more Vice-Presidents (as determined by the Board of Directors), a Treasurer, and a Secretary. Two or more offices may be held by one person. The President may not serve concurrently as a Vice-President.

- a. **President/Chairperson.** The President or Chair shall be the chief executive officer and shall preside at all meetings of the Board of Directors and its Executive Committee, if such a committee is created by the Board. The President shall exercise the powers inherent in that office and such other powers as the Board of Directors may, from time to time, delegate to the office. Subject to the approval of the Board of Directors, the President shall appoint such regular and special committees as the business of the corporation may require.

- b. **Vice-President/Chairperson.** The Vice President shall perform the duties of the President in the absence of the President and shall assist that office in the discharge of its leadership.
- c. **Secretary.** The Secretary shall give notice of all meetings of the Board of Directors and Executive Committee, shall keep an accurate list of the directors, and shall have the authority to certify any records, or copies of records, as the official records of the organization. The Secretary shall maintain the minutes of the Board of Directors' meetings and all committee meetings. In the event of the Secretary's absence at any meeting, a Secretary pro tem may be appointed.
- d. **Treasurer/CFO.** The Treasurer shall be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors and Executive Committee, if any, and shall make reports of corporate finances as required, but no less often than at each meeting of the Board of Directors and Executive Committee. The treasurer shall monitor all receipts and disbursements of the corporation. The Treasurer shall keep the corporation funds deposited in some bank account or accounts as designated by the Board of Directors. All checks of the corporation shall be signed by the Treasurer or by such other person or persons as the Board of Directors may designate. There shall be one other member of the Board of Directors designated to have signature authority in the absence of the Treasurer.

Section 2. Election and Term of Office. The officers shall be elected annually by the Board of Directors at the first meeting of the Board of Directors, immediately following the annual meeting. Each officer shall serve a one year term or until a successor has been elected and qualified.

Sectin 3. Removal or Vacancy. The Board of Directors shall have the power to remove an officer or agent of the organization. Any vacancy that occurs for any reason may be filled by the Board of Directors.

ARTICLE IV

CORPORATE SEAL, EXECUTION OF INSTRUMENTS

The organization shall not have a corporate seal. All instruments that are executed on behalf of the organization which are acknowledged and which affect an interest in real estate shall be executed by the President or any Vice-President and the Secretary or Treasurer. All other instruments executed by the organization, including a release of mortgage or lien, may be executed by the President or any Vice-President. Notwithstanding the preceding provisions of this section, any written instrument may be executed by any officer(s) or agent(s) that are specifically designated by resolution of the Board of Directors.

ARTICLE V
AMENDMENT TO BYLAWS

The bylaws may be amended, altered, or repealed by the Board of Directors by a majority of a quorum vote at any regular or special meeting. The text of the proposed change shall be distributed to all board members at least two(2) days before the meeting.

ARTICLE VI
INDEMNIFICATION

Any director or officer who is involved in litigation by reason of his or her position as a director or officer of this organization shall be indemnified and held harmless by the organization to the fullest extent authorized by law as it now exists or may be subsequently be amended (but, in the case of any such amendment, only to the extent that such amendment permits the organization to provide broader indemnification rights).

ARTICLE VII
DISSOLUTION

The organization may be dissolved only with authorization of its Board of Directors given at a special meeting called for that purpose, and with the subsequent approval by no less than two thirds (2/3) vote of the members. In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

All liabilities and obligations shall be paid, satisfied and discharged, or adequate provision shall be made therefore. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred or conveyed, in trust or otherwise, to the charitable and educational organization, organized under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of a similar or like nature to this organization, as determined by the Board of Directors.

CERTIFICATION

We, the Board of Directors of Tamworth Preschool, Inc., certify that the foregoing is a true and correct copy of the bylaws of the above named organization, duly adopted by the Board of Directors of the 1st day of the month of July in the year 2014.

I certify that the foregoing is a true and correct copy of the bylaws of the Tamworth Preschool, Incorporated, duly adopted by the Board of Directors on the 1st of July, 2014.

President, Print Name: Jennifer Williams

President, Signature: Ebony Fullilove Date: 6/18/14

Vice-President, Print Name: Ash Fischbein

Vice-President, Signature: [Signature] Date: 6/18/14

Treasurer, Print Name: John Szewczyk

Treasurer, Signature: _____ Date: _____

Secretary, Print Name: Ebony Fullilove

Secretary Signature: Ebony Fullilove Date: 6/18/14

Director, Print Name: Kim Whitefeather

Director, Signature: [Signature] Date: 6-18-14

State of New Hampshire
Department of State

CERTIFICATE OF GOOD STANDING

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TAMWORTH PRE-SCHOOL, INC. is a New Hampshire nonprofit corporation formed March 7, 1966. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 9th day of January, A.D. 2002



Wm. Gardner
William M. Gardner
Secretary of State

Bearcamp Valley School Children's Center
Budget vs Actual

	A	B	C
		'23-'24 Budget	Notes
1			
2	INCOME		
3	Classroom, Donations		
4	<i>Classroom Income</i>	248,409.00	
5	<i>Bad Debt Repayment</i>	-	
6	<i>Fundraisers</i>		
7	Calender Raffle	-	
8	Amazon Smile	-	
9	Yard Sale	-	
10	Other	-	
11	Annual Appeal	28,000.00	
12	CMCG Scholarship	1,500.00	
13	Town of Tamworth Appropriation	16,000.00	
14	Sub-total: Classroom & Donations	293,909.00	
16	Grants, CAC & DHHS		
17	<i>Grants</i>		
18	Carroll County	25,000.00	
19	<i>DHHS</i>	-	
20	<i>CAC - Food Reimbursement</i>	12,000.00	
21	Sub-total: Grants, CAC & DHHS	37,000.00	
24	TOTAL INCOME	330,909.00	
26			

Included in classroom income

Bearcamp Valley School Children's Center
Budget vs Actual

	A	B	C
1		'23-'24 Budget	Notes
27	EXPENSES		
28	Advertising	200.00	
29	Bad Debts	-	
30	Bank Fees	-	
31	Benefits - Dental	2,600.00	
32	CMSG Scholarship Distributed	1,500.00	
33	Credit Card Fees	3,000.00	
34	Discretionary Admin		
35	Staff Development	700.00	
36	Staff Expense - Recruiting, Background Checks	300.00	
37	Dues & Subscriptions	150.00	
38	Equipment Purchase	300.00	
39	Equipment Rental	300.00	
40	Field Trip Expense	100.00	
41	Finance Charges - credit card	-	
42	Food Expenses		
43	Food	16,000.00	
44	Mileage	400.00	
45	Supplies (kitchen)	750.00	
46	Fundraising Expenses		
47	Annual Appeal	1,500.00	
48	Calendar Printing	200.00	
49	Grant Expenses		
50	Carroll County	25,000.00	
51	Insurance		
52	Directors & Officers	1,725.00	
53	Liability	7,378.00	
54	Student Accident	350.00	
55	Workers Comp	1,347.00	
56	Interest Expense - credit line	-	
57	Licenses & Permits	300.00	
58	Maintenance		
59	Janitorial	3,000.00	Pest Control, supplies from Casey
60	Grounds	3,400.00	
61	Playground	1,000.00	
62	Snow Plowing/Sanding	1,500.00	
63	Trash Removal/Dumpster	4,200.00	
64	Payroll Expenses	212,650.00	
65	Salaries & Wages - Admin		
66	Salaries & Wages - Program		
67	Salaries & Wages - Other		kitchen & cleaning
68	Payroll taxes	18,612.00	
69	Postage	300.00	

A		B	C
		'23-'24 Budget	Notes
1			
70	Professional Fees		
71	Accounting	1,500.00	
72	Bookkeeping	6,400.00	
73	Repairs - Building	2,500.00	
74	Security Monitoring	3,600.00	
75	Supplies		
76	Building	2,500.00	
77	Classroom	2,500.00	
78	Office	400.00	
79	Travel	-	
80	Utilities		
81	Electric	6,500.00	
82	Heating Oil	7,000.00	
83	Internet/Phone	2,760.00	
84	Septic Pumping	700.00	
85	Water Testing	1,000.00	
86	Vehicle		
87	Gas	100.00	
88	Registration & Inspection	175.00	
89	Repair & Maintenance	250.00	
92	TOTAL EXPENSES	\$ 346,647	
94	SURPLUS OR (LOSS)	(\$15,738)	
96			
97	Bank balances 7/31/23		
98	Operating	\$ 18,588.17	
99	Grant Funds	\$ 16,497.85	
100	Bank of NH	\$ 435.73	
101			