



Lori A. Weaver
Commissioner

Katja S. Fox
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9544 1-800-852-3345 Ext. 9544
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

ARC
5V
DEC 17 2025

November 18, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend an existing contract with NAMI New Hampshire (VC# 166630), Concord, NH, for Family Mutual Support Services and to support the Critical Incident Stress Management trainings, to modify the scope of services, in accordance with RSA 21-I:112-116, with no change to the price limitation of \$4,501,561 and no change to the contract completion date of June 30, 2027, effective upon Governor and Council approval.

The original contract was approved by Governor and Council on June 30, 2021, item #18 and amended on June 15, 2022, item #22; May 17, 2023, item #25; December 20, 2023, item #31; August 30, 2024, item #24, and most recently amended on June 25, 2025, item #244.

EXPLANATION

The purpose of this request is to modify the scope of services to remove any activities that potentially do not comply with RSA 21-I:112-116 and ensure the agreement is fully in compliance with the RSA requirements. The Contractor provides family support, peer-run support groups, and suicide prevention services through education and advocacy for adults and families affected by Serious Mental Illness, and children and their families affected by Serious Emotional Disturbance, statewide. The Contractor also supports In-Reach Services at Glenclyff Home and the Critical Incident Stress Management (CISM) Trainings that meet federal Bipartisan Safer Community Act (BSCA) grant requirements to provide critical incident training to first responders, Division of Children, Youth, and Families staff, and other providers. Additionally, the Contractor provides an array of trainings based on best practices for suicide prevention and post intervention for individuals, family members, service providers, and the general public.

The Contractor is a member organization of the New Hampshire Suicide Prevention Council and will continue supporting the implementation of the goals of the suicide prevention council's strategic plan.

The Department monitors Contracted services through review of data reports, periodic surveys, and other data as requested by the Department.

Should the Governor and Council not authorize this request, the Department may not be in compliance with RSA 21-I:112-116.

The Department has determined that the Contractor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. The Contractor is a non-profit organization, and the Department has also confirmed the Contractor is registered and in good standing with the Department of Justice's Charitable Division.

Area served: Statewide.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori A. Weaver". The signature is stylized and cursive.

For:

Lori A. Weaver
Commissioner

**State of New Hampshire
Department of Health and Human Services
Amendment #6**

This Amendment to the Family Mutual Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and NAMI New Hampshire ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 30, 2021 (Item #18), and as amended on June 15, 2022 (Item #22); May 17, 2023 (Item #25); December 20, 2023 (Item #31); August 30, 2024 (Item #24); and most recently amended on June 25, 2025 (Item #244), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Modify Exhibit A, Revisions to Standard Provisions, by adding Subsection 1.3., to read:
 - 1.3 Paragraph 6, Compliance by Contractor with Laws and Regulations/Equal Employment Opportunity, Subparagraph 6.1., is amended as follows:
 - 6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, RSA 151:21 Patients' Bill of Rights, civil rights and equal employment opportunity laws, and the Governor's order on Respect and Civility in the Workplace, Executive Order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.
2. Modify Exhibit B, Scope of Services, Section 1.23.4.2., to read:
 - 1.23.4.2. Reserved

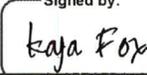
All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

11/24/2025

Date

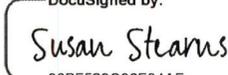
Signed by:


Name: Katja Fox
Title: Director

NAMI New Hampshire

11/19/2025

Date

DocuSigned by:


Name: Susan Stearns
Title: Executive Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

11/25/2025

Date

DocuSigned by:
Robyn Guarino

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that NAMI NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **62349**

Certificate Number: **0007332466**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 18th day of November A.D. 2025.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Joseph Keenan, hereby certify that:

1. I am a duly elected Officer of NAMI New Hampshire.
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on November 18, 2025, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Susan Stearns Executive Director _____ (may list more than one person)

is duly authorized on behalf of NAMI New Hampshire to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority was **valid thirty (30) days prior to and remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: November 18, 2025



Signature of Elected Officer
Name: Joseph Keenan
Title: President Board of Directors
NAMI New Hampshire

NONPROFIT COVER SHEET

A. Entity Name: NAMI New Hampshire _____

Entity's Contact Information: 85 North State Street Concord NH 03301

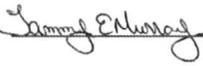
For Records Requests (e.g., resumes of key personnel; audited financial statements):

Name / Phone / Email: Tammy Murray/CFO/603-225-5359 ext. 318/tmurray@naminh.org

Person responsible for Accuracy and Completeness of information provided:

Name: Tammy Murray

Title: CFO

Signature:  _____

B. List Board of Directors and Affiliations

***OFFICERS: President, Joe Keenan; Vice President, Cheryl Guerin; Treasurer, Karen Cusano; Secretary, Jennifer De Voe**

Last	First	AFFILIATION
Brunelle	Barb	Retired Souhegan Coop High School
Cotton	Charlie	Retired Mental Health Professional
*Cusano	Karen	Retired from NFI North
*De Voe	Jennifer	Mental Health Center of Greater Manchester
ElSayed	Dr. Mohamed	Dartmouth Health/New Hampshire Hospital
Felix	Alexa	Case Manager at The mental health center of greater Manchester
*Guerin	Cheryl	Dartmouth College
Hansen	Anena	Monadnock Family Services
Hoover	Barbara	University System of New Hampshire (USNH or UNH)
Horne	Sarah	Easterseals NH
Jones	Dr. Nathaniel	SERESC
*Keenan	Joseph	NH Licensed Psychologist
LaBonte	Liz	Human Resources Lahey Medical Center
Marsden	Pastor Patricia	Newmarket Community Church
Nossiff	Ginny	Retired Business Manager

Pacheco	Lisell	Elizabeth Dole Foundation
Sirrine	Anne Marie	Seacoast Mental Health Center/REAP
Sublette	Nicole	Nicole Sublette Counseling
Terlemezian	Chief David	City of Dover Police Department
Tomar	Nikhil	Assistant Professor, Department of Occupational Therapy, UNH
White	Jeffrey	NH Department of Corrections
Zinkin	Anne	Office of Public Guardian

C. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Susan Stearns	Executive Director	\$200,700	\$0
Tammy Murray	Chief Financial Officer	\$180,300	\$0
Elizabeth Hodgkins	Deputy Director	\$127,000	\$0
Michele Watson	Volunteer Engagement Manager	\$ 77,036	\$77,036

DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY

E. Check one of the following:

- The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
- The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
-
-
-

CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION

F. Check one of the following:

- is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (** see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

** Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

FINANCIAL DISCLOSURES

G. Check one the following:

- [x] The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- [] The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- [] ***If neither of the above apply***, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization's most recently completed fiscal year:

1. INCOME STATEMENT

<u>Revenue</u>		<u>Expenses</u>	
<i>Grants</i>	\$	<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Donations</i>	\$	<i>Other salaries & wages</i>	\$
<i>Program Services Revenue</i>	\$	<i>Payroll taxes & employee benefits</i>	\$
<i>Interest & Dividends</i>	\$	<i>Occupancy, rent, utilities, and insurance</i>	\$
<i>All other Revenue</i>	\$	<i>Printing, publications, postage, office supplies, and IT</i>	\$
<u>Total Revenue</u>	\$	<i>All other expenses</i>	\$
		<u>Total Expenses</u>	\$

2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash & Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property & Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		

MISSION

NAMI New Hampshire is a grassroots organization working to improve the lives of all people affected by mental illness and suicide through support, education and advocacy.

VISION

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- Access the supports and evidence-based treatment necessary for recovery;
- Have a lifespan that is not cut short by suicide or co-occurring conditions; and
- Reach their full potential, living in their communities free from discrimination.

GUIDING VALUES

Compassion. We offer compassion and empathy to all who are affected by mental illness and suicide.

Dignity. We believe everyone deserves to be free from judgment, and strive to foster hope always.

Inclusiveness. We respect people, value the voice of individuals with lived experience, and are committed to equality and diversity.

Collaboration. We are committed to a culture of teamwork and collaboration with diverse partners, working toward shared goals.

Integrity. We believe in openness and transparency, stewarding our resources, and being accountable to the individuals and families we serve, our members, and our funders.

Find Help, Find Hope.

NAMI New Hampshire • 85 North State Street • Concord, NH 03301



NAMI NEW HAMPSHIRE

Financial Statements

With Schedule of Expenditures of Federal Awards

June 30, 2024 and 2023

and

Independent Auditor's Report

**Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit
of Financial Statements Performed in Accordance
With *Government Auditing Standards***

**Report on Compliance for Each Major Federal Program
and Report on Internal Control Over Compliance
Required by the Uniform Guidance**

Schedule of Findings and Questioned Costs

**NAMI NEW HAMPSHIRE
FINANCIAL STATEMENTS
June 30, 2024 and 2023**

TABLE OF CONTENTS

	<u>Page(s)</u>
INDEPENDENT AUDITOR'S REPORT	
FINANCIAL STATEMENTS	
Statements of Financial Position	1
Statements of Activities	2
Statements of Functional Expenses	3-4
Statements of Cash Flows	5
NOTES TO FINANCIAL STATEMENTS	6-14
FEDERAL COMPLIANCE	
SCHEDULE:	
I Schedule of Expenditures of Federal Awards	15
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	16
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	17-18
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	19-21
Schedule of Findings and Questioned Costs	22-23

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
NAMI New Hampshire

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of NAMI New Hampshire (a nonprofit organization), which comprise the statements of financial position as of June 30, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of NAMI New Hampshire as of June 30, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of NAMI New Hampshire and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about NAMI New Hampshire's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of NAMI New Hampshire's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about NAMI New Hampshire's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in

the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 2, 2025, on our consideration of NAMI New Hampshire's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of NAMI New Hampshire's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering NAMI New Hampshire's internal control over financial reporting and compliance.

Vashon Clukay & Company PC

Manchester, New Hampshire
January 2, 2025

NAMI NEW HAMPSHIRE
STATEMENTS OF FINANCIAL POSITION
June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 693,715	\$ 202,257
Investments	1,001,860	1,437,882
Accounts receivable, net	263,193	175,491
Grants receivable	373,363	418,116
TOTAL CURRENT ASSETS	<u>2,332,131</u>	<u>2,233,746</u>
PROPERTY AND EQUIPMENT:		
Land	290,800	290,800
Building and improvements	1,177,690	1,177,690
Equipment	8,218	8,218
Furniture and fixtures	604	604
	<u>1,477,312</u>	<u>1,477,312</u>
Less accumulated depreciation	(282,455)	(252,259)
PROPERTY AND EQUIPMENT, NET	<u>1,194,857</u>	<u>1,225,053</u>
OTHER NONCURRENT ASSETS:		
Investments	<u>1,026,322</u>	<u>929,259</u>
TOTAL OTHER NONCURRENT ASSETS	<u>1,026,322</u>	<u>929,259</u>
TOTAL ASSETS	<u>\$ 4,553,310</u>	<u>\$ 4,388,058</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 132,005	\$ 108,662
Accrued expenses	368,810	384,731
Refundable grant	346,161	33,333
Current portion of mortgage notes payable	19,983	17,022
TOTAL CURRENT LIABILITIES	<u>866,959</u>	<u>543,748</u>
NONCURRENT LIABILITIES:		
Mortgage notes payable, less current portion	<u>229,911</u>	<u>293,883</u>
TOTAL NONCURRENT LIABILITIES	<u>229,911</u>	<u>293,883</u>
TOTAL LIABILITIES	<u>1,096,870</u>	<u>837,631</u>
NET ASSETS:		
Without donor restrictions:		
Undesignated	2,430,118	2,621,168
Board designated	1,026,322	929,259
With donor restrictions:		
Purpose restrictions	-	-
TOTAL NET ASSETS	<u>3,456,440</u>	<u>3,550,427</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,553,310</u>	<u>\$ 4,388,058</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
REVENUE AND SUPPORT:		
Fees and grants from governmental agencies	\$ 3,928,652	\$ 2,884,587
Contributions	570,816	828,635
Interest and dividends	1,783	21,441
Unrealized gains (losses) on investments	142,051	66,148
In-kind donations	29,092	29,187
Fundraising events	186,226	223,030
Training services	1,200,318	1,604,084
Membership dues	3,891	3,557
Other revenue	93,230	94,677
Net assets released from donor restrictions	-	-
TOTAL REVENUE AND SUPPORT WITHOUT DONOR RESTRICTIONS	<u>6,156,059</u>	<u>5,755,346</u>
EXPENSES:		
PROGRAM SERVICES:		
Community and Public Policy Relations	330,913	278,839
Connect Suicide Prevention Project	1,078,091	900,271
Public Education	3,643,476	3,122,205
TOTAL PROGRAM SERVICES	<u>5,052,480</u>	<u>4,301,315</u>
SUPPORTING SERVICES:		
Management and General	862,693	876,577
Fundraising	334,873	405,943
TOTAL SUPPORTING SERVICES	<u>1,197,566</u>	<u>1,282,520</u>
TOTAL EXPENSES	<u>6,250,046</u>	<u>5,583,835</u>
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>(93,987)</u>	<u>171,511</u>
CHANGE IN NET ASSETS	(93,987)	171,511
NET ASSETS - JULY 1	<u>3,550,427</u>	<u>3,378,916</u>
NET ASSETS - JUNE 30	<u>\$ 3,456,440</u>	<u>\$ 3,550,427</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2024

	Program Services				Supporting Services			Total Expenses
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	
SALARIES AND RELATED EXPENSES:								
Salaries	\$ 257,150	\$ 414,670	\$ 2,580,278	\$ 3,252,098	\$ 548,819	\$ 179,873	\$ 728,692	\$ 3,980,790
Employee benefits	28,627	43,365	321,558	393,550	71,268	22,817	94,085	487,635
Payroll taxes	20,147	31,195	202,723	254,065	32,967	14,493	47,460	301,525
	<u>305,924</u>	<u>489,230</u>	<u>3,104,559</u>	<u>3,899,713</u>	<u>653,054</u>	<u>217,183</u>	<u>870,237</u>	<u>4,769,950</u>
OTHER EXPENSES:								
Accounting	-	-	-	-	13,434	3,295	16,729	16,729
Audit fees	-	-	25	25	20,300	-	20,300	20,325
Legal and membership fees	250	11,909	29,595	41,754	1,135	-	1,135	42,889
Contracted services	3,515	504,276	70,176	577,967	26,147	27,257	53,404	631,371
Client services/training	2,504	23,092	138,838	164,434	-	-	-	164,434
Software subscriptions	203	1,109	30,145	31,457	20,533	5,408	25,941	57,398
Staff conferences and conventions	604	2,185	2,220	5,009	4,544	1,742	6,286	11,295
Occupancy	1,218	4,141	13,883	19,242	3,896	1,219	5,115	24,357
Office supplies	788	638	25,121	26,547	38,850	-	38,850	65,397
Maintenance	3,270	11,119	37,283	51,672	10,466	3,270	13,736	65,408
Fundraising/Event supplies	-	-	-	-	-	18,166	18,166	18,166
Depreciation	1,510	5,133	17,211	23,854	4,832	1,510	6,342	30,196
Food supplies	2,007	678	3,540	6,225	12,519	12,834	25,353	31,578
Equipment rental	-	-	1,000	1,000	12,720	-	12,720	13,720
Equipment maintenance	-	113	490	603	7,353	188	7,541	8,144
Advertising	-	-	1,334	1,334	-	-	-	1,334
Printing	974	-	4,936	5,910	348	1,997	2,345	8,255
Telephone and communications	5,173	2,269	29,370	36,812	25,217	2,238	27,455	64,267
Postage and shipping	380	553	3,214	4,147	2,351	2,516	4,867	9,014
Staff transportation	1,593	18,247	118,984	138,824	1,729	5,958	7,687	146,511
Insurance	1,000	3,399	11,395	15,794	3,198	1,000	4,198	19,992
In-kind goods and services	-	-	-	-	-	29,092	29,092	29,092
Other expenditures	-	-	157	157	67	-	67	224
Total	<u>\$ 330,913</u>	<u>\$ 1,078,091</u>	<u>\$ 3,643,476</u>	<u>\$ 5,052,480</u>	<u>\$ 862,693</u>	<u>\$ 334,873</u>	<u>\$ 1,197,566</u>	<u>\$ 6,250,046</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2023

	Program Services				Supporting Services			Total Expenses
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	
SALARIES AND RELATED EXPENSES:								
Salaries	\$ 218,072	\$ 317,550	\$ 2,149,771	\$ 2,685,393	\$ 648,033	\$ 187,795	\$ 835,828	\$ 3,521,221
Employee benefits	14,795	34,428	273,321	322,544	71,278	22,524	93,802	416,346
Payroll taxes	14,711	24,890	159,852	199,453	68,867	12,700	81,567	281,020
	<u>247,578</u>	<u>376,868</u>	<u>2,582,944</u>	<u>3,207,390</u>	<u>788,178</u>	<u>223,019</u>	<u>1,011,197</u>	<u>4,218,587</u>
OTHER EXPENSES:								
Accounting	815	2,605	10,948	14,368	2,754	4,077	6,831	21,199
Audit fees	875	2,832	10,325	14,032	2,460	1,050	3,510	17,542
Legal and membership fees	150	1,928	1,030	3,108	3,251	1,032	4,283	7,391
Contracted services	5,139	402,612	134,776	542,527	10,838	24,821	35,659	578,186
Client services/training	1,966	49,810	84,530	136,306	1,072	201	1,273	137,579
Software subscriptions	1,835	7,020	20,451	29,306	3,310	39,199	42,509	71,815
Staff conferences and conventions	173	1,050	1,594	2,817	4,017	4,477	8,494	11,311
Occupancy	1,549	4,833	17,658	24,040	5,080	1,859	6,939	30,979
Office supplies	2,292	7,404	40,459	50,155	6,524	11,231	17,755	67,910
Maintenance	4,050	1,268	46,232	51,550	24,651	4,860	29,511	81,061
Fundraising/Event supplies	-	-	1,806	1,806	-	25,120	25,120	26,926
Depreciation	1,510	4,735	17,514	23,759	4,673	1,812	6,485	30,244
Food supplies	3,850	3,413	13,499	20,762	1,546	15,225	16,771	37,533
Equipment rental	730	2,318	9,784	12,832	2,208	988	3,196	16,028
Equipment maintenance	-	-	2,925	2,925	3,071	-	3,071	5,996
Advertising	-	-	207	207	-	-	-	207
Printing	1,775	-	381	2,156	234	7,500	7,734	9,890
Telephone and communications	2,113	6,179	41,872	50,164	3,198	2,715	5,913	56,077
Postage and shipping	713	128	2,599	3,440	1,621	3,685	5,306	8,746
Staff transportation	681	22,007	68,756	91,444	3,919	2,631	6,550	97,994
Insurance	1,045	3,261	11,915	16,221	3,428	1,254	4,682	20,903
In-kind goods and services	-	-	-	-	-	29,187	29,187	29,187
Other expenditures	-	-	-	-	544	-	544	544
Total	<u>\$ 278,839</u>	<u>\$ 900,271</u>	<u>\$ 3,122,205</u>	<u>\$ 4,301,315</u>	<u>\$ 876,577</u>	<u>\$ 405,943</u>	<u>\$ 1,282,520</u>	<u>\$ 5,583,835</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grants, contributions, and contracts	\$ 6,246,012	\$ 5,756,968
Interest income received	1,783	21,441
Cash paid to employees	(3,996,711)	(3,501,829)
Cash paid to suppliers and others	(2,176,263)	(2,000,088)
Interest paid	(10,362)	(12,237)
Net Cash Provided by Operating Activities	<u>64,459</u>	<u>264,255</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of investments	-	(697,804)
Sale of investments	<u>481,010</u>	<u>100,000</u>
Net Cash Provided (Used) by Investing Activities	<u>481,010</u>	<u>(597,804)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments on mortgage notes payable	<u>(54,011)</u>	<u>(16,137)</u>
Net Cash Used for Financing Activities	<u>(54,011)</u>	<u>(16,137)</u>
Net Increase (Decrease) in Cash	491,458	(349,686)
Cash, beginning of year	<u>202,257</u>	<u>551,943</u>
Cash, ending of year	<u>\$ 693,715</u>	<u>\$ 202,257</u>
Supplemental Disclosure of Non-cash Transactions:		
Unrealized gains on investments	\$ 142,051	\$ 66,148
Forgiveness of debt	7,000	7,000
	<u>\$ 149,051</u>	<u>\$ 73,148</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
For the Years Ended June 30, 2024 and 2023

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

NAMI New Hampshire (National Alliance on Mental Illness) was founded as a nonprofit corporation in 1982 and is committed to improving the lives of all people affected by mental illness and suicide through support, education and advocacy. As a grassroots coalition of people living with mental illness and their families, NAMI NH has over 40 years of service to Granite State children, transition age youth, adults, and seniors, offering statewide activities which provide education/training and support to individuals, families and communities. The organization also promotes and provides advocacy and empowerment at the individual/family level as well as at the systems level by offering members, volunteers, and stakeholders training and graduated opportunities to build confidence in advocacy and leadership skills. Last year, NAMI NH provided support, education and advocacy to over 12,000 individuals. The financial support for these programs and activities comes from a variety of sources that include governmental and private foundation grants, contract services, donations, and membership dues.

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- Access the supports and evidence-based treatment necessary for recovery;
- Have a lifespan that is not cut short by suicide or co-occurring conditions; and
- Reach their full potential, living in their communities free from discrimination.

In support of our mission, NAMI NH is dedicated to providing support, education and advocacy equitably without discrimination against, or harassment of, any person on the basis of race, color, national origin, language, religion, sex, age, disability, citizenship, marital status, creed, sexual orientation, gender expression or gender identity (individuals' preferred gender will be respected, and individuals will be referred to by their name and pronoun of choice, whenever feasible) or any other characteristic protected by federal or state law. Any such discrimination or harassment is prohibited and will not be tolerated.

Accounting Policies

The accounting policies of NAMI New Hampshire conform to accounting principles generally accepted in the United States of America as applicable to non-profit entities except as indicated hereafter. The following is a summary of significant accounting policies.

Basis of Accounting

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

Basis of Presentation

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification. The Entity is required to report information regarding its financial position and activities according to the following net asset classifications:

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor or certain grantor restrictions. The governing board has designated, from net assets without donor restrictions, net assets for an operating reserve.

Net Assets With Donor Restrictions – Net assets subject to donor or certain grantor imposed restrictions. Some donor imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Recognition of Donor Restrictions

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. The Entity reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Donated Services, Materials and Facilities

NAMI New Hampshire receives significant volunteer time and efforts. The value of these volunteer efforts, while critical to the success of its mission, is not reflected in the financial statements because the accounting criteria for recognition of such volunteer efforts have not been satisfied.

Donated goods and professional services are recorded as both revenues and expenses at their estimated fair value. The Entity received donated supplies and professional services in support of fundraising activities totaling \$29,092 and \$29,187 during the years ending June 30, 2024 and 2023, respectively.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function.

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited. Salaries, employee benefits, payroll taxes, accounting, audit fees, legal fees, occupancy, maintenance, depreciation, equipment rental, equipment maintenance, telephone, and insurance are distributed based on a cost allocation process. Expenses are initially charged to each program or supporting function based on time and effort. Expenses associated with management and general are then allocated among the program and supporting services based on one of two criteria. The first criteria used is to allocate indirect costs based on the indirect cost rate established by the grantor. If there is no indirect rate specified, the overhead rate as it appears on the IRS form 990 of the preceding year will be used.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

Cash and Cash Equivalents

For the purpose of the statements of cash flows, cash and equivalents consists of demand deposits, cash on hand and all highly liquid investments with an original maturity of 90 days or less.

Investments

Investments, which consist principally of money market accounts, certificates of deposits, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2024 and 2023. Investments reported as non-current represent amounts designated by the Board as held for reserves. Unrealized gains and losses on investments are reflected in the statements of activities.

Accounts Receivable

Accounts receivable consist primarily of noninterest-bearing amounts due from services and programs. The allowance for uncollectible accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectible. Additionally, management has recognized an allowance for credit losses based on estimated non-payments. As of June 30, 2024 and 2023, the estimated allowance for uncollectible accounts receivable was \$4,000. The Entity incurred no credit loss expenses for the years ended June 30, 2024 and 2023.

Property and Equipment

Property and equipment are stated at cost. Donated property and equipment is recorded at fair value determined as of the date of the donation. The Entity's policy is to capitalize expenditures for major improvements with a cost in excess of \$1,000 and to charge to operations currently for expenditures which do not extend the lives of related assets in the period incurred. Depreciation is computed using the straight-line method at rates intended to amortize the cost of related assets over their estimated useful lives as follows:

	<u>Years</u>
Building and improvements	39
Equipment	5
Furniture and fixtures	7-10

Depreciation expense was \$30,196 and \$30,244 for the years ended June 30, 2024 and 2023, respectively.

Compensated Absences

Full-time and part-time employees are entitled to paid vacation based on their length of employment. Employees are allowed to carry forward a maximum of 10 vacation days. Upon termination of employment, full-time employees will receive up to five days of accrued/unused vacation pay. Accrued vacation pay amounted to \$68,412 and \$58,356 as of June 30, 2024 and 2023, respectively.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

Income Taxes

The Entity is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is also exempt from State of New Hampshire income taxes and, therefore, has made no provision for Federal or State income taxes. In addition, the Entity has been determined by the Internal Revenue Service not to be a “Private Foundation” within the meaning of Section 509(a) of the Code. The Entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS.

FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* requires the Entity to report uncertain tax positions for financial reporting purposes. The Entity had no uncertain tax positions as of June 30, 2024 and, accordingly, does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Fair Value of Financial Instruments

Cash, accounts receivable, accounts payable and accrued expenses are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

Revenue Recognition

The Entity recognizes contributions, donations, and other miscellaneous income when cash is received or based on donor restrictions as described previously. Interest income is recognized monthly as accrued. The Entity recognizes revenue from contracts with customers in the form of training and consultation services provided to organizations and individuals. Revenue for training and consultation services are recognized at a point in time as services are rendered. Amounts recognized are based on amounts invoiced. Payment is due on presentation of invoice.

The Entity also has revenue derived from governmental contracts for support services provided to individuals. Revenue from governmental contracts is recognized when the Entity has met the performance requirements specified by contract provisions. For governmental contracts, services are invoiced on a monthly basis in arrears, however, a receivable may be recorded in advance of amounts invoiced if all other performance requirements have been satisfied. Payment is due on presentation of invoice.

NOTE 2—ADOPTION OF ACCOUNTING STANDARDS

In June 2016, the FASB issued ASU 2016-13, Financial Instruments - *Credit Losses* (Topic 326). The objective of Topic 326 is to provide useful information for decision making, by considering expected credit losses on financial instruments. It requires financial assets which are measured on an amortized cost basis to be presented at the net amount expected to be collected. Adoption of Topic 326 did not have a material impact on the Entity’s statements of financial position, statements of activities, or statements of cash flows.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

NOTE 3—LIQUIDITY AND AVAILABILITY

The Entity regularly monitors the availability of resources required to meet its operating needs and other contractual commitments. Cash reserves in excess of daily operational needs are invested with the objective of providing a mix of income and growth, but overall to protect the organization’s accumulated wealth. Investments can be made in the following securities: certificates of deposit, money market mutual funds, exchange traded funds, and corporate bonds. Sources of liquidity include cash, investments, and accounts receivable.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Entity considers all expenditures related to its ongoing programs and activities as well as the conduct of services undertaken to support those activities to be general expenditures.

The following table reflects the Entity’s financial assets as of June 30, 2024 and 2023, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial position date because of donor and other restrictions or internal board designations. Amounts not available include the internal board designated funds. In the event the need arises to utilize the board designated funds for liquidity purposes, the funds could be drawn upon by a vote of the Finance Committee.

Financial assets available for general expenditure, reduced by donor or other restrictions limiting their use, within one year of the financial position date, comprise the following:

	<u>2024</u>	<u>2023</u>
Cash	\$ 693,715	\$ 202,257
Investments	2,028,182	2,367,141
Accounts receivable, net	263,193	175,491
Grants receivable	<u>373,363</u>	<u>418,116</u>
Total Financial Assets	3,358,453	3,163,005
Less:		
Net assets with donor restrictions	-	-
Board designated funds	<u>(1,026,322)</u>	<u>(929,259)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 2,332,131</u>	<u>\$ 2,233,746</u>

NOTE 4—SIGNIFICANT CONCENTRATIONS OF CREDIT RISK

The Entity maintains bank deposits at local financial institutions located in New Hampshire. The Entity’s cash deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000 at each financial institution. As of June 30, 2024, deposits in excess of FDIC insurance limits and uninsured were \$377,994.

NOTE 5—INVESTMENTS

Fair Value Measurements

The Entity reports under the Fair Value Measurements pronouncements of the FASB Accounting Standards Codification (FASB ASC 820), which establishes a framework for measuring fair value. That

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below.

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets at the measurement date.

Level 2 - Inputs to the valuation include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in markets that are not active;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to our assessment of the quality, risk, or liquidity profile of the asset or liability.

Following is a description of the valuation methodologies used for assets measured at fair value.

Money market funds, mutual funds, exchange traded funds, and equities: Valued at the closing price reported on the active market on which the individual securities are traded.

Certificates of deposit and corporate debt securities: Valued using a market approach valuation technique which incorporates third-party pricing services and other relevant observable information such as market interest rates, yield curves, prepayment risk and credit risk generated by market transactions involving identical or comparable assets or liabilities in valuing these types of investments.

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

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

The following tables set forth by level, within the fair value hierarchy, the Entity's assets measured at fair value as of June 30, 2024 and 2023:

Assets at Fair Value as of June 30, 2024				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money market mutual funds	\$ 1,003,098			\$ 1,003,098
Mutual funds	420,250			420,250
Exchange traded funds	514,168			514,168
Certificates of deposit		\$ 48,126		48,126
Corporate debt securities		42,540		42,540
Total assets at fair value	<u>\$ 1,937,516</u>	<u>\$ 90,666</u>	<u>\$ -</u>	<u>\$ 2,028,182</u>

Assets at Fair Value as of June 30, 2023				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money market mutual funds	\$ 1,140,464			\$ 1,140,464
Mutual funds	431,478			431,478
Exchange traded funds	411,053			411,053
Certificates of deposit		\$ 379,152		379,152
Corporate debt securities		4,994		4,994
Total assets at fair value	<u>\$ 1,982,995</u>	<u>\$ 384,146</u>	<u>\$ -</u>	<u>\$ 2,367,141</u>

NOTE 6—MORTGAGE NOTES PAYABLE

At June 30, 2024 and 2023, the mortgage notes payable consist of the following:

	<u>2024</u>	<u>2023</u>
\$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,364 including interest through March 2028. Interest is fixed at 5.35% through March 2028, with interest thereafter based on the Federal Home Loan Bank of Boston Advance rate plus 3%.	\$ 165,894	\$ 219,905
\$140,000 mortgage note payable to the City of Concord, New Hampshire is non-interest bearing and is secured by the property. The Entity is a subrecipient of Community Development Block Grant funds which were used to create an ADA compliant community education space. Repayment of the funds will be required in the event of noncompliance with the grant. The note will be forgiven over a period of 20 years through December 31, 2034.	<u>84,000</u>	<u>91,000</u>
	<u>\$ 249,894</u>	<u>\$ 310,905</u>

Under the terms of the mortgage note payable for the property located at 87 North State Street, Concord New Hampshire, with a balance outstanding as of June 30, 2024 of \$165,894, the Entity must maintain a loan to value ratio of less than 80%. Additionally, the Entity must demonstrate a debt service coverage ratio of at least 1.00. For the year ended June 30, 2024, the requirement to maintain a debt service coverage ratio compliance of at least 1.00 was waived by the lender.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

Following are the maturities of the mortgage notes payable as of June 30, 2024:

Year Ending <u>June 30,</u>	<u>Amount</u>
2025	\$ 19,983
2026	21,079
2027	22,235
2028	23,454
2029	24,741
Thereafter	54,402
	<u>\$ 165,894</u>

NOTE 7—BOARD DESIGNATED NET ASSETS

Board designated net assets consist of the following at June 30, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Contingency fund	\$ 876,322	\$ 779,259
Fixed Asset fund	100,000	100,000
Special Opportunity fund	50,000	50,000
	<u>\$ 1,026,322</u>	<u>\$ 929,259</u>

NOTE 8—REVENUE FROM CONTRACTS WITH CUSTOMERS

The following tables provide information about balances of receivables, contract assets, and contract liabilities associated with contracts with customers for the years ended June 30, 2024 and 2023:

	<u>Receivables</u>	<u>Contract Assets</u>	<u>Contract Liabilities</u>
June 30, 2024	\$ 263,193	\$ -	\$ -
June 30, 2023	\$ 175,491	\$ -	\$ -
July 1, 2022	\$ 268,685	\$ -	\$ -

NOTE 9—CONCENTRATION OF REVENUE RISK

The Entity's primary source of revenues is fees and grants received from the State of New Hampshire and directly from the federal government. During the years ended June 30, 2024 and 2023, the Entity recognized revenue of \$3,928,652 and \$2,884,587, respectively, from fees and grants from governmental agencies. These represented 64% and 50% of total revenue and support without donor restrictions for the years ended June 30, 2024 and 2023, respectively. Revenue is recognized as earned under the terms of the grant agreements and is received on a cost reimbursement basis. Other support originates from training services, contributions, in-kind donations, and other income.

NOTE 10—RETIREMENT PLAN

The Entity has a deferred compensation retirement plan under Section 403(b) of the Internal Revenue Code. Under the terms of the plan, employee contributions are made through a salary reduction plan.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2024 and 2023

During the years ending June 30, 2024 and 2023, the Entity's contribution to the plan was equal to up to 3.0% of each eligible employee's annual salary. The Entity contributed \$73,014 and \$65,021 for the years ended June 30, 2024 and 2023, respectively.

NOTE 11—CONTINGENCIES

The Entity participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of additional expenses which may be disallowed by the granting agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

NOTE 12—SUBSEQUENT EVENTS

Subsequent events have been evaluated through January 2, 2025 which is the date the financial statements were available to be issued.

SCHEDULE I

NAMI New Hampshire

Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2024

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	<u>Expenditures</u>
DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Received directly from U.S. Treasury Department			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	N/A	\$ 946,526
Pass Through Payments from the City of Manchester, New Hampshire			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	#1H79SM082210-04	<u>13,664</u>
			<u>960,190</u>
Received directly from U.S. Treasury Department			
Congressional Directives	93.493	N/A	<u>109,235</u>
Pass Through Payments from the University of New Hampshire			
Block Grants for Community Mental Health Services	93.958	#PZL0190	<u>137,082</u>
Total Department of Health and Human Services			<u>1,206,507</u>
Total Expenditures of Federal Awards			<u>\$ 1,206,507</u>

See notes to schedule of expenditures of federal awards

NAMI NEW HAMPSHIRE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2024

NOTE 1—BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of NAMI New Hampshire under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of NAMI New Hampshire, it is not intended to and does not present the financial position, changes in net assets, or cash flows of NAMI New Hampshire.

NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 to NAMI New Hampshire’s financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursements.

NOTE 3—INDIRECT COST RATE

NAMI New Hampshire has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4—RELATIONSHIP TO FINANCIAL STATEMENTS

The recognition of expenditures of federal awards has been reported in the NAMI New Hampshire’s financial statements as program services and management and general expenses, as applicable.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Board of Directors
NAMI New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of NAMI New Hampshire (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 2, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered NAMI New Hampshire's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of NAMI New Hampshire's internal control. Accordingly, we do not express an opinion on the effectiveness of NAMI New Hampshire's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether NAMI New Hampshire's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vashon Clukay & Company PC

Manchester, New Hampshire
January 2, 2025

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditor's Report

To the Board of Directors
NAMI New Hampshire

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited NAMI New Hampshire's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of NAMI New Hampshire's major federal programs for the year ended June 30, 2024. NAMI New Hampshire's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, NAMI New Hampshire complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of NAMI New Hampshire and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of NAMI New Hampshire's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to NAMI New Hampshire's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on NAMI New Hampshire's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about NAMI New Hampshire's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding NAMI New Hampshire's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of NAMI New Hampshire's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of NAMI New Hampshire's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Vachon Clukay & Company PC

Manchester, New Hampshire
January 2, 2025

NAMI New Hampshire
 Schedule of Findings and Questioned Costs
 For the Year Ended June 30, 2024

Section I--Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?	_____ yes	_____ <u>X</u> no
Significant deficiency(ies) identified?	_____ yes	_____ <u>X</u> none reported

Noncompliance material to financial statements noted?	_____ yes	_____ <u>X</u> no
---	-----------	-------------------

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?	_____ yes	_____ <u>X</u> no
Significant deficiency(ies) identified?	_____ yes	_____ <u>X</u> none reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

_____ yes _____ X no

Identification of major federal program(s):

Assistance Listing Number(s)

93.243

Name of Federal Program or Cluster

Substance Abuse and Mental Health Services - Projects of
 Regional and National Significance

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee? _____ X yes _____ no

Section II--Financial Statement Findings

There were no findings relating to the financial statements required to be reported by GAGAS.

Section III--Federal Award Findings and Questioned Costs

There were no findings and questioned costs as defined under 2 CFR 200.516(a).

Susan L. Stearns

QUALIFICATIONS

- Lived experience as a family member and advocate
- Strong management and leadership skills in non-profit organizations
- Proven ability to build, foster, and lead teams during challenging times
- Experienced working with boards of directors, grassroots volunteers, and policymakers
- Expertise in program development, implementation, and evaluation
- Experienced working with diverse individuals and communities
- Understanding of the intersection of mental illness, disability, inequality, abuse, justice system involvement, and family issues

WORK EXPERIENCE

NAMI New Hampshire (National Alliance on Mental Illness), Concord, New Hampshire

Executive Director, 2022 – Present

Principal administrator of NAMI NH responsible for advancing the vision and mission of NAMI NH as set by the Board of Directors. Provides overall leadership to assist and support the staff members and volunteers in discharging the highest quality work in support of Granite Staters affected by mental illness and suicide.

Deputy Director, 2016 – 2022; Director of Philanthropy, 2013-2016

Responsible for program development and implementation, including evaluation and quality improvement, directs organizational efforts in the state's seven Integrated Delivery Networks, interfaces with criminal justice partners, oversees fund development and grant writing.

Greater Nashua Mental Health Center at Community Council, Nashua, New Hampshire

Director of Development, 2007 – 2013

Developed strategies to diversify revenue and sustain programs; responsible for grant writing and management; provided operational management of collaborative projects including supportive housing, mental health court, and primary and behavioral health care integration.

Harbor Homes, Inc., Nashua, New Hampshire

Director of Proposal Development, 2005-2007

Responsible for project design, proposal development and writing, as well as building partnerships with community providers and stakeholders.

Guardian ad Litem Board, Concord, New Hampshire

Trainer, contracted, 2004-2010

Trained Guardians ad Litem on Mental Illness & Recovery; Effective Strategies for Working with Parents with Mental Illness; and Domestic Violence.

Disabilities Rights Center, Concord, New Hampshire

Director, Coalition for Family Law & Mental Health Project, 2001-2006

Oversaw coalition-building and project management to promote legal equity for parents with mental illness, ensure adequate assessment of parenting competency, and improve outcomes.

Whole Village Family Resource Center, Plymouth, New Hampshire

Executive Director, 1998-2001

Oversaw collaborative project for supporting families with multiple risk factors for negative outcomes, including fund development and evaluation efforts.

New Hampshire Coalition Against Domestic & Sexual Violence, Concord, NH

Program Specialist, 1993-1998

Responsible for providing training on domestic violence, sexual assault and stalking to various audiences, including law enforcement, EMS, child protective services, and other providers; oversaw evaluation efforts for fourteen certified crisis centers across the state.

Task Force Against Domestic & Sexual Violence, Plymouth, NH

Administrative Director, 1988-1993

Oversaw agency operations, including finance, human resources, and grant/project management.

PROFESSIONAL ACTIVITIES

Children's Behavioral Health Resource Center Leadership Team, Member & NAMI NH

Principal Investigator, 2021 – present

Mental Health Technology Transfer Center – New England Advisory Team

(HHS Region 1 – SAMHSA), Member, 2019 – present

Governor's Commission on Disability, Member, 2016 – present

Appointed by Governor Margaret Hassan

Lakes Region Mental Health, Board Member & Past President, 2007 – present

EDUCATION

University of Massachusetts, Amherst, School of Education. Graduate Studies in Consulting & Counseling Psychology, 1986 – 1987.

University of Massachusetts, Amherst. B.A. in English, 1986.

SELECTED PUBLICATIONS & PRESENTATIONS

- 2020 **Perspectives - Interview with NAMI NH Deputy Director, Susan Stearns,**
<https://www.youtube.com/watch?v=MDyKLo06dXE>.
- 2018 **SB 51 – Establishing a commission to study expanding mental health courts statewide.**
<https://bit.ly/3nDV7i5>.
- 2009 **Reclaiming Our Future: A Pathway for Treating Co-Occurring Mental Health and Substance Use Disorders in New Hampshire's Adolescents and Young Adults,** NAMI New Hampshire. <https://bit.ly/3xmWXHt>.
- 2008 **Raising Matthew: A Mother Reflects on Medicating Her Son,** *No Health without Mental Health*, Community Council of Nashua, NH, reprinted in *Genesis Times*, 2009.
- 2005 **The Struggle for Justice: Seeking Legal Equity for Parents with Mental Illness,** *RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, Winter Issue. <https://drcnh.org/wp-content/uploads/2021/03/2005WinterRAP.pdf>.
- 1994 **Mediation and Domestic Violence: Considerations for Mediators and Battered Women,** *New Hampshire Bar Journal*, Vol. 35, No. 2, p. 32, June.

TAMMY E. MURRAY

Skills

- Operational management
- Infrastructure planning
- Documentation compliance
- Accounting principles understanding
- Risk management
- Reporting skills
- Strategic planning
- Financial & Human Resource administration
- Executive leadership
- Team building and leadership
- Financial leadership
- Strategic business planning
- Revenue growth
- Policy development
- Construction Project Management

Education and Training

Bachelor of Science:

Business Administration,
Accounting
BRYANT UNIVERSITY

Professional Certifications

Certified Internal Auditor
Designation

Summary

Resourceful Non-Profit Chief Financial Officer prepared to leverage twenty years of experience to support operations of mission driven organization. Expertise in Generally Accepted Accounting Principles, grant compliance, reporting and auditing. Human Resource experience in talent and performance management, compensation and benefits, compliance and workplace safety. Strong leader with calm presence and ability to build relationships across all organizational levels.

Experience

NAMI New Hampshire - Chief Financial Officer

Concord, New Hampshire
06/2001 - Current

- Integral member of senior management team providing strategic vision, leading complex nonprofit organization with multiple funding sources including federal, state contracts, Medicaid eligible services and an affiliated structure with diverse program areas delivered nationally.
- Developed forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans while managing organizational risk.
- Implemented controls for Accounts Payable, Accounts Receivable and General Ledger, ensuring accuracy, consistency and compliance with funders' requirements including Office of Management and Budget Uniform Administrative requirements, cost principles and audit requirement for federal awards.
- Achieved unqualified audit opinions, with no material weaknesses or deficiencies during entire tenure of position.
- Developed financial measurement standard and system to monitor performance against goals including budgeting, forecasting and business models.
- Engaged finance committee in investment, and asset management, growing activities by \$1.5M.
- Led and executed real estate acquisitions, renovations of organization's two facilities, reducing overhead expenses and enhancing organization's visibility.
- Designed succession planning, talent review and performance management processes across the organization.
- Developed and managed employee benefit programs including 403(b) plans ensuring compliance with all regulatory requirements.
- Identified IT system upgrade requirements to accommodate expanding growth, and compliance.
- Oversaw acquisition of copyright and trademark designations for evidenced based training products to sustain revenue generation activities.

TAMMY E. MURRAY cont.

OfficeMax, Incorporated - Field Operations Manager
Cleveland, Ohio

OfficeMax, Incorporated - Senior Internal Auditor
Cleveland, Ohio

Balfour Company - Collection Services Manager
Attleboro, Massachusetts

Balfour Company - Senior Auditor/Accountant
Attleboro, Massachusetts

The Jan Companies - Staff Accountant
Cranston, Rhode Island

Awards

Business Excellence in Non Profit Management Sep 2019, New Hampshire
Business Review

Outstanding Women in Business Award Nominee Jan 2019, New Hampshire
Business Review

Excellence In Non Profit Management Jun 2008, The Corporate Fund

Liz Hodgkins

Deputy Director

EDUCATION

Bachelor of Science/ Psychology
Keene State College
1992-1996

Certified Volunteer Administrator
April 2023

EXPERTISE

Event Planning

Project Management

Volunteer Administration

Problem-Solving

Leadership

Critical Thinking

Teamwork

PROFILE

Dedicated, mission-driven program and volunteer manager who effectively engages community members, staff, and volunteer leaders. Adept at assessing community needs and matching with organization goals to meet grant and strategic plan deliverables. Specializes in maintaining strong and respectful relationships with stakeholders.

WORK EXPERIENCE

Deputy Director

NAMI NH | Concord, NH | July 2024 - Current

Oversee the operations of a diverse mental health organization of 64 employees and 200+ statewide volunteers. Utilizing the strategic plan and mission, work with program directors to critically think about ways to improve operational efficiency and achieve goals. Implementing effective strategies to cultivate and maintain a positive work culture.

Adult Program Director

NAMI NH | Concord, NH | 2022 - Current

Oversee administration of volunteers throughout the organization, working across teams to create agency wide volunteer practices. Manage NAMI signature programs, grants, and grassroots volunteer operations.

- Utilizing volunteer administration best practices to work towards agency strategic plan goals.
- Closing workforce and organizational capacity challenges and gaps by strategically recruiting, training, and engaging skilled volunteers.

Education and Support Program Coordinator

NAMI NH | Concord, NH | 2014 - 2022

Coordinate and oversee state-wide events and programs that are facilitated by trained volunteers. Utilizing the strategic plan as a guide, seeking opportunities to grow our community connections and access to programming that benefits Granite Staters affected by mental illness and suicide.

- Maintain relationships with valuable organization volunteers, offering opportunities to be part of our mission driven programming.
- Recruit, screen, and train new volunteers and connect them with mentors in their community.
- Plan, coordinate, and execute the NAMI NH Annual Conference.

Training and Event Coordinator

Independent Contractor | Concord, NH | 2008-2012

Program Director

NFI North | Concord, NH | 2002-2006

PROFESSIONAL SUMMARY

Results-driven nonprofit leader with extensive experience in volunteer administration, program development, and community engagement. Proven ability to recruit, train, and manage diverse teams of 200+ volunteers, fostering strong relationships to advance organizational goals. Adept at designing and implementing impactful programs, coordinating large-scale events, and delivering measurable outcomes. Passionate about leveraging leadership, communication, and organizational skills to enhance volunteer experiences and drive meaningful change.

KEY SKILLS

- Over 7 years of experience in volunteer administration
- Strong management, supervision and leadership skills
- Excellent presentation, communication and organization skills
- Strong analytical and problem-solving capacity
- Accomplished in the development, implementation and marketing of new programs
- Experience with CRM systems including Salsa and DonorPerfect
- Detail oriented and proficient at managing multiple projects simultaneously
- Skilled at building and sustaining relationships

PROFESSIONAL EXPERIENCE

NAMI New Hampshire, Concord, NH

November 2017 – Current

Volunteer Engagement Program Manager

June 2022 – Current

Direct the Volunteer Engagement Program for NAMI NH consisting of 200+ active volunteers. Supervise, oversee, design, and implement NAMI NH volunteer facilitated family and peer support and education programs including the coordination, promotion and delivery, collection and analysis of evaluation data, and revisions to and long-term development of these programs. Responsible for the administration of volunteer systems, data collection, and volunteer record maintenance with collaboration and input across agency programs.

- Manage the family and peer education and support programs including the recruitment, screening, training, and technical support of volunteers with lived experience.
- Implement additional NAMI National signature programs as needed to support the mission, vision, and strategic plan of the organization.
- Sustain and enhance volunteer engagement by maintaining positive connections with existing volunteers through regular communication and quarterly meetings, by securing funding to provide professional development opportunities, and by recognizing their contributions through volunteer of the month posts and nominations to state and national awards.
- Chair and oversee the virtual NAMI NH Annual Conference by securing high-profile keynote speakers, developing a marketing plan, increasing participant engagement, and providing technical assistance throughout the event. In 2024, registration increased by over 30 percent.
- Supervise NAMI NH Information and Resource staff, community educators, and volunteer coordinators.

Family Network Coordinator

Nov 2017 – June 2022

Managed the New Hampshire Family Network (NHFN) project activities, assuring goals and objectives are met in accordance with the work plan and utilizing evaluation results. Responsible for facilitating collaborative relationships with project partners, as well as supporting the members of the NHFN and the project's Grant Oversight Board.

- Recruited and onboarded volunteers to lead education programs, to present in the community, and to serve on boards and committees.

- Coordinated trainings for partners/providers/parents/caregivers around children’s mental health and co-occurring substance abuse issues.
- Coordinated the website to provide meaningful information and expanded access to parents with kids and transition age youth with mental health concerns.
- Trained family members to effectively advocate with policymakers and service providers.
- Ensured that the NAMI NH Information & Resource 1-800 # is accessible and responsive to parents/caregivers of children with mental health and behavioral challenges.
- Chaired the NH Children’s System of Care Communications Committee and Magnify Voices Expressive Arts Contest.

Parent Information Center, Concord, NH

April 2016 – June 2017

NH Connections Facilitator

Worked with numerous NH school district personnel and family ambassadors to improve special education family engagement by providing intensive and targeted technical assistance, professional development, support and other resources to increase the capacity of the districts and families to work together.

- Facilitated on-going relationship and capacity building of 6 NH school districts.
- Created and delivered professional development workshops to school district staff and families.
- Developed monthly newsletter focusing on family engagement to over 1000 individuals.
- Co-chairperson for the 2017 Partnering for Strength and Youth Conference which included 150 registrants, 2 keynote speakers, 17 breakout sessions and 27 exhibitors. Responsibilities included project management, community outreach, program design, and presenter communication.

SERESC, Bedford, NH

Oct. 2010 - June 2016

Project Director, SERESC Academy for Kids

Sept. 2014 - June 2016

Managed the development and implementation of school vacation and summer programming for middle school students focusing on STEM related topics, Mindfulness and Digital Media.

- Orchestrated the design of 7 youth programs.
- Obtained facilitators and procured funding and sponsorship to offset costs of programs.
- Developed marketing materials including booth design for 2 camp fairs.
- Managed the program budget and worked with the business office on contracts and insurance coverage.

Project Assistant

Oct. 2010 - June 2016

Supported the Project Director and team of 10 consultants.

EDUCATION

Parent Information Center

Special Education Parent Volunteer Advocate Program

UNH Institute on Disability

New Hampshire Leadership Series

Babson College

Master of Business Administration, Concentration in Marketing

Vanderbilt University

Bachelor of Arts in Economics

Related work in Computer Science, Business Administration and Sociology

ADDITIONAL EXPERIENCE

Board Chairperson

Parent Information Center

Youth Mental Health First Aid Instructor

National Council for Mental Wellbeing

Connect Suicide Prevention Trainer

NAMI New Hampshire