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CJG



State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

October 8, 2025

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

REQUESTED ACTION

Authorize the New Hampshire Department of Safety to enter into a grant agreement with the Friends of Young Judaea Inc. (VC#468046-B00 1), Amherst, NH, in the amount of \$175,000.00 to provide funding for physical and cyber security enhancements and other security-related activities effective upon Governor and Council approval through April 30, 2028. **100% Federal Funds.**

Funding is available in account, HLS Non-Profit Security Grants, as follows:

| | |
|---|----------------|
| | <u>SFY2026</u> |
| 02-23-23-231010-72130000-072-500575 Grants to Non-Profits – Federal | \$175,000.00 |

EXPLANATION

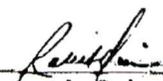
These awards are funded as part of the 2024 Department of Homeland Security Non-Profit Grant Program National Security Supplemental (NSGP-NSS) from the U.S. Department of Homeland Security (DHS), Preparedness Directorate, Office of Grants and Training Directorate. Funding is awarded to eligible non-profit entities to prevent, protect against, prepare for, and respond to terrorist attacks. The objective to the FY2024 NSGP-NSS is to provide funding for physical and cyber security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist attack.

New Hampshire Department of Safety is the only entity eligible to submit NSGP application to DHS/FEMA, including those applications submitted on behalf of all eligible applicants for the program from New Hampshire. A non-profit may apply if they meet the criteria described under 501(c) (3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code.

In the event that NSGP-NSS funds are no longer available, Highway Funds and/or General Funds will not be requested to support this program.

Friends of Young Judaea is a non-profit organization and Department of Safety has confirmed that the vendor is registered and in good standing with the Department of Justice's Charitable Division.

Respectfully submitted,

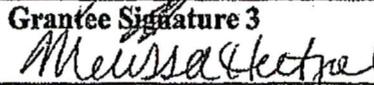
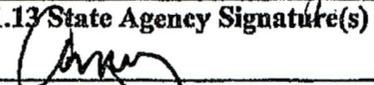


Robert L. Quinn
Commissioner of Safety

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

| | | | |
|---|--|---|------------------------------------|
| 1.1. State Agency Name: NH Department of Safety | | 1.2. State Agency Address 33 Hazen Drive Concord, NH 03305 | |
| 1.3. Grantee Name Friends of Young Judaea Inc | | 1.4. Grantee Address 9 Camp Road Amherst, NH 03031 | |
| 1.5. Grantee Phone # (617) 833-9296 | 1.6. Account Number 72130000-500575 | 1.7. Completion Date 4/30/2028 | 1.8. Grant Limitation \$175,000 |
| 1.9. Grant Officer for State Agency Madison W. Cleveland | | 1.10. State Agency Telephone Number (603) 271-7663 | |
| If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b." | | | |
| 1.11. Grantee Signature 1  | | 1.12. Name & Title of Grantee Signor 1 Jon Spack, Executive Director | |
| Grantee Signature 2  | | Name & Title of Grantee Signor 2 Ryan Rosen, Assistant Director | |
| Grantee Signature 3  | | Name & Title of Grantee Signor 3 Melissa Hertzal, Chief Operating Officer | |
| 1.13. State Agency Signature(s)  | | 1.14. Name & Title of State Agency Signor(s) Amy Newbury, Director of Administration | |
| 1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: 11/12/2021 | | | |
| 1.16. Approval by Governor and Council (if applicable) By: _____ On: 11 | | | |

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- On and after the Effective Date, all data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
- CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
- EVENT OF DEFAULT: REMEDIES.
- Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
- TERMINATION.
- In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee may terminate this Agreement without cause upon thirty (30) days written notice.
- CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

EXHIBIT A SPECIAL PROVISIONS

1. Grant expenses must be incurred and paid prior to April 30, 2028. All grant reimbursement requests must be submitted prior to June 30, 2028. Only expenses approved as outlined in Exhibit C may be reimbursed. Reimbursement requests shall meet all requirements in the DHS Terms and Conditions and Special Conditions.
2. "The Grantee" shall maintain financial records, supporting documents, and all other pertinent records for a period of 3 years after the final disposition.

| | |
|------------------------------|--|
| Sub-Grant Total | \$175,000 |
| Funding Percentage | 100% |
| Federal Award Agency | Federal Emergency Management Agency, Grant Programs Directorate |
| Award Title & # | 2024 Nonprofit Security Grant Program National Security Supplemental EMW-2024-UA-05251 |
| Grant Project Title | Nonprofit Security Grant Program |
| Period of Performance | May 1, 2025 through April 30, 2028 |
| Budget Period | Date of G&C approval through April 30, 2028 |
| ALN # | ALN# 97.008 |
| Sub-Applicant UEI # | J7TUX5MPT3X7 |

EXHIBIT B
SCOPE OF SERVICES

1. The Department of Safety, (hereinafter referred to as "the State") is awarding Friends of Young Judaea (hereinafter referred to as "the Grantee") \$175,000 for the purpose of local nonprofits statewide for executing anti-terrorism linked eligible trainings and procuring eligible equipment.
2. "The Grantee" agrees that the project grant period ends April 30, 2028 and that all expenses must be incurred and paid prior to this date and reimbursement requests submitted to the Department of Safety, Grants Management Bureau, prior to June 30, 2028
3. "The Grantee" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Grantee", is responsible for the overall direction and assignment of all grant funded activities.

EXHIBIT C
GRANT AMOUNT AND METHOD OF PAYMENT

1. Grant Amount: \$175,000
2. Payment Schedule
 - a. "The Grantee" agrees that the total payment by "the State" under this grant agreement shall be up to \$175,000
 - b. "The State" shall reimburse up to \$175,000 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds (i.e: copies invoices and proof of payment).
 - c. "The Grantee" is responsible for the overall direction and assignment of all 2024 Nonprofit Security-NSS grant.

Grantee Initials:

JBS

RR

alt

Date: 8/26/25

State of New Hampshire

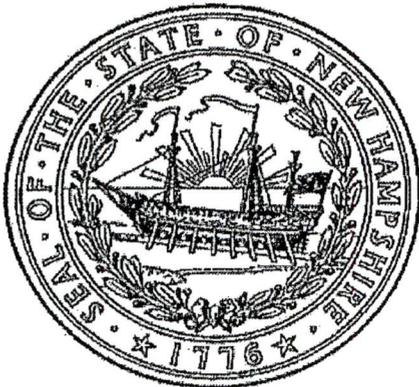
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that FRIENDS OF YOUNG JUDAEA, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 23, 1941. 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: 145009

Certificate Number: 0007312179



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 14th day of October A.D. 2025.

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

David M. Scanlan
Secretary of State

**ACTION BY UNANIMOUS WRITTEN CONSENT
OF THE BOARD OF DIRECTORS
OF FRIENDS OF YOUNG JUDAEA, INC.**

The undersigned, constituting all of the members of the Board of Directors (the "**Board**") of Friends of Young Judaea, Inc., a New Hampshire nonprofit corporation (the "**Organization**"), hereby adopt the following resolutions by unanimous written consent:

APPLICATION OF SECURITY GRANT PROGRAM

WHEREAS, the Board deems it advisable and in the best interests of the Organization to apply for the New Hampshire Security Grant Program (the "**Security Grant**").

RESOLVED, that the Board hereby authorize and delegate to Jon Spack, Melissa Hertzell and Ryan Rosen (the "**Authorized Officers**") with full power, authority and discretion of the Board to apply, review and approve the Security Grant on behalf of the Organization;

RESOLVED, that the Authorized Officers be, and each of them hereby is, authorized and directed, for and on behalf of the Organization, to execute and deliver any applications, agreements, certificates or documents, as any such Authorized Officer may approve in such officer's reasonable discretion, in connection with the Security Grant, and the execution and delivery thereof by any Authorized Officer shall be deemed conclusive evidence of the approval; and

RESOLVED, that all prior acts done on behalf of the Organization by the Authorized Officers, in connection with any of the resolutions set forth above or related to the Security Grant, be, and each of them hereby is, ratified and approved as acts of the Organization.

GENERAL AUTHORIZATION

RESOLVED, that the appropriate officers of the Organization be, and each of them hereby is, authorized and directed, for and on behalf of the Organization, to make such filings and applications, to execute and deliver such documents and instruments, and to do such acts and things as such officer deems necessary or advisable in order to obtain such licenses, authorizations and permits as are necessary or desirable for the Organization's business, and to fulfill such legal

requirements as are applicable to the Organization and its business and to complete the organization of the Organization.

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This Action by Unanimous Written Consent may be signed in one or more counterparts, each of which shall be deemed an original, and all of which shall constitute one Instrument. This Action by Unanimous Written Consent shall be filed with the minutes of the proceedings of the Board of Directors of the Organization.

IN WITNESS WHEREOF, the undersigned have executed this Action by Unanimous Written Consent as of the last date set forth below.

Date: 8/23/2025

Erica Recht

Erica Abate Recht

Date: 8/21/2025

Andrea Brenner

Andrea Malkin Brenner

Date: 8/21/2025

Amy Klinger

Amy Farman Klinger

Date: 8/21/2025

Dave Gershon

Dave Gershon

Date: 8/22/2025

David Abramson

David Abramson

Date: 8/23/2025

Greg Curhan

Gregory Curhan

Date: 8/21/2025

Brigitte Frankel

Brigitte Frankel

Date: 8/22/2025

Ted Macnow

Ted Macnow

Date: 8/21/2025

Natalee Martin

Natalee Martin

Date: 8/21/2025

N Wall

Natalie Rosenthal Moser

Date: 8/23/2025

Jennifer Sanner

Jennifer Savner

Date: 8/21/2025

Alison

Alison Freedman

Date: 8/23/2025

Rebecca Cantor

Rebecca Goldberg Cantor

FRIENDS OF YOUNG JUDAEA, INC.

SECRETARY'S CERTIFICATE

August 21, 2025

The undersigned, Amy Klinger, hereby certifies that the undersigned is the duly elected, qualified and acting Secretary of the Organization and that, as such, the undersigned is authorized to execute and deliver this Secretary's Certificate on behalf of the Organization and in its name, and further certifies, in the undersigned's capacity as an officer of the Organization and not in the undersigned's individual capacity, as follows:

Attached hereto as Exhibit A is a true and correct copy of the resolutions duly adopted by the Board of Directors of the Organization on August 26, 2025, by written consent, approving the authorization and delegation of authority to Jon Spack, Melissa Hertzell and Ryan Rosen in connection with the Security Grant Program (the "*Board Resolutions*"). The Board Resolutions have not been amended, modified or rescinded in any manner and remain in full force and effect as of the date hereof.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|--|
| PRODUCER RSC Insurance Brokerage, Inc. 270 Duffy Ave. Hicksville NY 11801 | CONTACT NAME: Linda Godnick |
| | PHONE (A/C, No. Ext): E-MAIL ADDRESS: lgodnick@risk-strategies.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE NAIC # |
| INSURED Friends of Young Judaea Inc. 745 High Street Suite 251 Westwood MA 02090 | INSURER A: Philadelphia Insurance Company |
| | INSURER B: Evanston Insurance Company |
| | INSURER C: PMA Insurance Group |
| | INSURER D: |
| | INSURER E: |
| | INSURER F: |

COVERAGES CERTIFICATE NUMBER: NH Dept of Safety REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|----------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | PHPR2561001004 | 6/1/2025 | 6/1/2026 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Employee Benefits \$ 1,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | MKLVIEUL104824 | 6/1/2025 | 6/1/2026 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | 2025011009216Y | 6/1/2025 | 6/1/2026 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER

NH Dept of Safety
33 Hazen Drive
Concord, NH

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
R Ins. Brokerage/LING *RSC Insurance Brokerage Inc.*

NONPROFIT COVER SHEET

A. Entity Name: Friends of Young Judaea _____

B. Entity's Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):

Melissa Hertzelt, mhertzelt@campyj.org, 617-833-9296

C. List Board of Directors and Affiliations

| <u>Name (Identify any additional role(s) in Parentheses)</u> E.g., John Doe (President) | <u>Affiliations</u> |
|--|---|
| Erica Recht (Chair of Board) | FYJ Alumni, Attorney |
| Andrea Brenner (Vice Chair) | FYJ Alumni, American University Administrator |
| Amy Klinger (Secretary) | FYJ Alumni, Executive Assistant |
| Dave Gershon (Treasurer) | FYJ Alumni, B-Stock Executive |
| David Abramson | FYJ Alumni, Attorney |
| Gregory Curhan | FYJ Alumni, Executive FLG Partners |
| Brigette Frankel | FYJ Alumni, Non-Profit Leader |
| Ted Macnow | FYJ Alumni, Physician |
| Ary Freilich | FYJ Alumni, Partner at Blumberg & Freilich |
| Natalie Moser | FYJ Alumni, Psychologist |
| Jen Savner | FYJ Alumni, Educator |
| Alison Freedman | FYJ Alumni, Executive Coach |
| Rebecca Cantor | FYJ Alumni, Physicians Assistant |

D. 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> |
|-------------------------|-------------------------|----------------------|---------------------------------------|
| Jon Spack | Executive Director | \$181,000 | 0 |
| Melissa Hertzelt | Chief Operating Officer | \$155,000 | 0 |
| Ryan Rosen | Assistant Director | \$103,000 | 0 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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> | \$ 152000 | <i>Compensation of officers, directors, and key personnel</i> | \$780000 |
| <i>Donations</i> | \$202000 | | |
| <i>Program Services Revenue</i> | \$3239000 | <i>Other salaries & wages</i> | \$526000 |
| <i>Interest & Dividends</i> | \$0 | <i>Payroll taxes & employee benefits</i> | \$54000 |
| | <u>0</u> | | |
| <i>All other Revenue</i> | \$0 | <i>Occupancy, rent, utilities, and insurance</i> | \$181000 |
| | | | |
| <u>Total Revenue</u> | \$3593000 | <i>Printing, publications, postage, office supplies, and IT</i> | \$30000 |
| | | <i>All other expenses</i> | \$2293000 |
| | | <u>Total Expenses</u> | \$3864000 |

2. BALANCE SHEET

| <u>Assets</u> | | <u>Liabilities</u> | |
|---|-----------|------------------------------|-----------|
| <i>Cash & Equivalents</i> | \$818000 | <i>Accounts Payable</i> | \$60000 |
| <i>Investments</i> | \$839000 | <i>Loans Payable</i> | \$963000 |
| <i>Real Estate (less any depreciation)</i> | \$124000 | <i>All other liabilities</i> | \$192000 |
| <i>Other Property & Equipment (less any depreciation)</i> | \$4008000 | <u>Total Liabilities</u> | \$1215000 |
| <i>Pledges, grants, accounts receivable</i> | \$0 | | |
| <i>All other assets</i> | \$ | | |
| <u>Total Assets</u> | \$5798000 | | |

Audited Financial Statements

Friends of Young Judaea, Inc.

September 30, 2024

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B BETRO AND COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

30 Mechanic Street
Foxboro, Massachusetts 02035
(508) 698-3600 FAX (508) 698-3601
www.betro.com betroco@betro.com

INDEPENDENT AUDITORS' REPORT

February 15, 2025

To the Board of Directors of
Friends of Young Judaea, Inc.
Amherst, NH

Opinion

We have audited the accompanying financial statements of Friends of Young Judaea, Inc. (a not-for-profit organization), which comprise the statement of financial position as of September 30, 2024, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Friends of Young Judaea, Inc. as of September 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Friends of Young Judaea, Inc. and to meet our other ethical responsibilities in accordance with the 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 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 Friends of Young Judaea, Inc.'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 auditors' 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 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, 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 Friends of Young Judaea, Inc.'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 Friends of Young Judaea, Inc.'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.



BETRO AND COMPANY, P.C.
Certified Public Accountants

FRIENDS OF YOUNG JUDAEA. INC.
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2024

ASSETS

| | |
|----------------------------------|---------------------|
| CURRENT ASSETS | |
| Cash and cash equivalents | \$ 742,444 |
| Investments | 839,074 |
| Prepaid and other current assets | <u>76,385</u> |
| Total current assets | <u>1,657,903</u> |
| FIXED ASSETS | |
| Land | 124,924 |
| Building and improvements | 6,566,753 |
| Furniture and equipment | 528,166 |
| Vehicles | <u>31,009</u> |
| | 7,250,852 |
| Less: accumulated depreciation | <u>3,118,648</u> |
| Total fixed assets | <u>4,132,204</u> |
| | |
| Total assets | <u>\$ 5,790,107</u> |

LIABILITIES AND NET ASSETS

| | |
|--------------------------------------|---------------------|
| CURRENT LIABILITIES | |
| Accrued expenses | \$ 69,111 |
| Deferred revenue | 130,292 |
| Current maturities of long-term debt | <u>963,776</u> |
| Total current liabilities | <u>1,163,179</u> |
| LONG-TERM DEBT | |
| Long-term debt | <u>51,842</u> |
| Total long-term liabilities | <u>51,842</u> |
| | |
| Total liabilities | <u>1,215,021</u> |
| NET ASSETS | |
| Without donor restrictions | 4,575,086 |
| With donor restrictions | <u>-</u> |
| Total net assets | <u>4,575,086</u> |
| | |
| Total liabilities and net assets | <u>\$ 5,790,107</u> |

The accompanying notes are an integral part of the financial statements.

FRIENDS OF YOUNG JUDAEA, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2024

| | Without Donor <u>Restrictions</u> | With Donor <u>Restrictions</u> | <u>Total</u> |
|--|--------------------------------------|-----------------------------------|---------------------|
| Revenue and Support: | | | |
| Camper fees, net | \$ 3,194,538 | \$ - | \$ 3,194,538 |
| Merchandise sales | 30,665 | - | 30,665 |
| Grants and contribution income | 231,976 | 123,395 | 355,371 |
| Fundraising events, net of direct expenses of \$14,710 | (3,572) | - | (3,572) |
| Other miscellaneous income | 3,931 | - | 3,931 |
| Net assets released from restrictions | <u>132,395</u> | <u>(132,395)</u> | <u>-</u> |
| Total support and revenue | <u>3,589,933</u> | <u>(9,000)</u> | <u>3,580,933</u> |
| Expenses: | | | |
| Program services | 3,247,636 | - | 3,247,636 |
| Management, general and administrative | 434,474 | - | 434,474 |
| Fundraising | <u>182,692</u> | <u>-</u> | <u>182,692</u> |
| Total expenses | <u>3,864,802</u> | <u>-</u> | <u>3,864,802</u> |
| Non-Operating Income and Expense: | | | |
| Dividends and interest income | 47,997 | - | 47,997 |
| Net realized (loss) on investments | (40) | - | (40) |
| Net unrealized gain on investments | <u>30,661</u> | <u>-</u> | <u>30,661</u> |
| | <u>78,618</u> | <u>-</u> | <u>78,618</u> |
| Change in net assets | (196,251) | (9,000) | (205,251) |
| Net assets, beginning of year | <u>4,771,337</u> | <u>9,000</u> | <u>4,780,337</u> |
| Net assets, end of year | \$ <u>4,575,086</u> | \$ <u>-</u> | \$ <u>4,575,086</u> |

The accompanying notes are an integral part of these financial statements.

FRIENDS OF YOUNG JUDAEA, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2024

| | <u>Program</u> <u>Services</u> | <u>Management</u> <u>and General</u> | <u>Fund-</u> <u>raising</u> | <u>Total</u> |
|---|-----------------------------------|---|--------------------------------|---------------------|
| Salaries | \$ 953,787 | \$ 248,245 | \$ 104,525 | \$ 1,306,557 |
| Payroll taxes | 71,392 | 18,582 | 7,824 | 97,798 |
| Employee benefits | 39,629 | 10,315 | 4,343 | 54,287 |
| | <u>1,064,808</u> | <u>277,142</u> | <u>116,692</u> | <u>1,458,642</u> |
| Meals and kitchen supplies and expenses | 454,432 | - | - | 454,432 |
| Depreciation | 349,387 | - | - | 349,387 |
| Repairs and maintenance | 137,421 | - | - | 137,421 |
| Occupancy expenses | 181,865 | - | - | 181,865 |
| Program supplies and expenses | 132,289 | - | - | 132,289 |
| Insurance | 67,668 | 12,412 | - | 80,080 |
| Professional fees | - | 23,544 | 62,070 | 85,614 |
| Staffing agency fees | 87,180 | - | - | 87,180 |
| Laundry and other operational expenses | 51,832 | 8,698 | - | 60,530 |
| Interest | 42,751 | - | - | 42,751 |
| Vehicle expenses | 70,892 | 9,342 | 3,930 | 84,164 |
| Bank and credit card processing fees | 73,131 | 13,930 | - | 87,061 |
| Canteen supplies and expenses | 14,574 | - | - | 14,574 |
| Infirmary supplies and expenses | 37,096 | - | - | 37,096 |
| Israel trip supplies and expenses | 413,446 | - | - | 413,446 |
| Office supplies | - | 29,994 | - | 29,994 |
| Technology expense | - | 23,411 | - | 23,411 |
| Advertising and marketing | 32,793 | 17,658 | - | 50,451 |
| Building supplies and expenses | 227 | - | - | 227 |
| Taxes and permits | 3,593 | 16,366 | - | 19,959 |
| Training expenses | 11,812 | - | - | 11,812 |
| Travel expenses | 20,439 | - | - | 20,439 |
| Miscellaneous expenses | - | 1,977 | - | 1,977 |
| TOTAL FUNCTIONAL EXPENSES | <u>\$ 3,247,636</u> | <u>\$ 434,474</u> | <u>\$ 182,692</u> | <u>\$ 3,864,802</u> |

The accompanying notes are an integral part of these financial statements.

FRIENDS OF YOUNG JUDAEA, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2024

| | |
|--|-------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | |
| Decrease in net assets | \$ (205,251) |
| Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities: | |
| Depreciation | 349,387 |
| Net unrealized gain on sale of investments | (30,661) |
| Net realized loss on sale of investments | 40 |
| Dividends and interest reinvested | (34,420) |
| (Increase) decrease in: | |
| Accounts receivable | 23,341 |
| Contributions receivable | 9,000 |
| Prepaid and other current assets | (24,018) |
| Increase (decrease) in: | |
| Accrued expenses | (8,873) |
| Deferred revenue | 130,292 |
| Net cash flows used in operating activities | <u>208,837</u> |
| | |
| CASH FLOWS FROM INVESTING ACTIVITIES | |
| Purchases of fixed assets | (156,777) |
| Proceeds from sale of investments | 471 |
| Net cash flows used in investing activities | <u>(156,306)</u> |
| | |
| CASH FLOWS FROM FINANCING ACTIVITIES | |
| Payments of long term debt | (46,883) |
| Net cash flows used in financing activities | <u>(46,883)</u> |
| | |
| NET INCREASE IN CASH AND CASH EQUIVALENTS | 5,648 |
| | |
| CASH AND CASH EQUIVALENTS, beginning of year | <u>736,796</u> |
| | |
| CASH AND CASH EQUIVALENTS, end of year | \$ <u>742,444</u> |
| | |
| SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION | |
| Cash paid during the year for interest | \$ <u>42,751</u> |

The accompanying notes are an integral part of these financial statements.

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

1. Nature of the Business

Friends of Young Judaea, Inc. (the "Camp") was founded in 1939 and incorporated in 1941 as a New Hampshire corporation and qualifies as a tax exempt, not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code. The purpose of the Camp is to provide an overnight Jewish camp that serves children between the ages of 8 and 15. The campers are from a variety of Jewish backgrounds and from all over the United States, Canada, and abroad. Although the Camp is the original Camp Young Judaea, the Camp is not affiliated with the Young Judaea movement or any other camps.

Camp Young Judaea is located in Amherst, New Hampshire on 157 scenic wooded acres on the shores of Lake Baboosic. Camp Young Judaea's waterfront features two power boats, canoes, kayaks, sailboats, paddleboats, and row boats. Natural beauty abounds with hiking trails and plenty of green spaces to play and relax. Camp facilities included eight tennis courts, several playing fields, basketball and volleyball courts, archery ranges, broadcasting / video studios, an outdoor adventure course, a large modern dining room, sturdy wooden cabins, and several other spacious facilities including a gym / theater, arts and crafts studio and recreational hall. Shabbat services are held in a beautiful grove, sheltered by towering pine trees. Music, dance, drama, and Judaica are integral parts of the Camp's program.

The Camp's mission is to provide a safe, nurturing, and healthy environment where campers from a diverse range of Jewish backgrounds will:

- Have access to, gain knowledge of, and have success in a full range of activities including athletics, waterfront, creative arts, Judaica, outdoor adventure and more.
- Appreciate and value their Jewish spiritual and cultural heritage and forge a lifelong, positive bond with Israel.
- Have fun, make friends, and enjoy unforgettable memories within an accepting, supportive, and well-supervised digital-free community; and
- Accept, respect, and celebrate campers from many Jewish backgrounds and traditions; the Camp's diversity is its strength! Through experiential living and learning, campers develop an appreciation, understanding, knowledge, and passion for Jewish heritage and culture.

Camp Young Judaea offers a unique and memorable Israel Experience program to children completing 10th grade. Open only to campers who have spent at least their 9th grade summer at CYJ, the program is a multi-faceted learning, fun and social experience. Following the program in Israel, campers return to CYJ for a 12-day Leadership Training program. The CYJ Summer Israel Experience (popularly called the "Gadna" program), is operated in conjunction with the Israeli government's program for Jewish persons. Due to conditions in the Middle East in the current fiscal year, the Camp decided to take the eligible campers to Europe for a four week travel experience laced with Judaism and also maintain the Camp's mission.

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

2. Summary of Significant Accounting Policies (continued)

Use of Estimates

The preparation of financial statements is in conformity with generally accepted accounting principles in the United States of America ("GAAP") which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis with net assets, revenues, expenses, gains, and losses classified in two categories based on the existence or absence of externally imposed restrictions. Operating revenues consist of those monies received and contributions attributable to the Camp's ongoing efforts. The net assets of the Camp are classified and defined as follows:

Net Assets Without Donor Restrictions

Net assets that are not subject to donor-imposed stipulations are considered unrestricted.

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-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.

Cash and Cash Equivalents

The Camp considers all highly liquid investments with an original maturity of three months or less, when acquired, to be cash equivalents.

Accounts Receivable

The Camp carries its accounts receivable at an amount equal to uncollected but earned revenue less an allowance for doubtful accounts. On a periodic basis, the Camp evaluates its accounts receivable and establishes an allowance for doubtful accounts, based on a history of past write-offs and collections and current credit conditions. As of September 30, 2024, management has determined that no allowance is required. Accounts receivables are written off when deemed uncollectible. Receivables from contracts with customers are reported as accounts receivable, net in the accompanying statement of financial position. Contract liabilities are reported as deferred revenue in the accompanying statement of financial position.

Investments

The Camp records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statement of financial position. Net investment return (loss) is reported in the statement of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

2. Summary of Significant Accounting Policies (continued)

Fair Value Measurements

In accordance with GAAP, assets and liabilities recorded at fair value in the statement of financial position are categorized based upon the level of judgment associated with the inputs used to measure their fair value.

Fixed Assets

Fixed assets are stated at cost at the time of acquisition or fair market value at the time of donation. Expenditures for maintenance and repairs are charged to expense as incurred; betterments are capitalized. The Camp capitalizes amounts greater than \$1,000. When assets are sold or retired, the related costs and accumulated depreciation are removed from the respective accounts and any resulting gain and loss is credited or charged to operations. Depreciation is recorded on a straight-line basis based over the related asset's estimated useful lives ranging from 3 -27.5 years.

We review the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended September 30, 2024.

Contributions and Grants

We recognize contributions and grants when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Revenue Recognition

The camp earns revenue from camper fees for camp services upon delivery of services. The Camp requires families to pay a deposit in advance. Camp fees paid in advance are recorded as deferred revenue in the statement of financial position. Other miscellaneous income is comprised of various miscellaneous services offered to campers, including but not limited to the delivery of bunk notes to campers from their families, reunion sales and other items.

Advertising Costs

Advertising costs are charged to operations as incurred. For the year ended September 30, 2024, advertising and promotion costs incurred and expensed was \$50,451.

Income Taxes

The Camp is a tax-exempt entity under Code Section 501 (c)(3) of the Internal Revenue Code (the "Code"). Accordingly, no provision for income taxes is included in these financial statements. The Camp complies with the provisions of GAAP related to the accounting for the uncertainty in income taxes. As required, the Camp has evaluated its tax positions, applying a "more likely than not" threshold and believes that there would be no material changes to the results of its operations or financial position as a result of an audit by the applicable taxing authorities, federal or state. The Camp has filed all of its known and required tax returns in a timely manner, including as permitted, allowed extensions.

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

2. Summary of Significant Accounting Policies (continued)

Donated Facilities and Services

Donated facilities and services are recorded at the estimated fair value of facility space and / or services provided to the Camp. Contributed services are recognized for services that require specialized skills and are provided by persons possessing those skills in the period in which they are received in accordance with GAAP. During fiscal 2024, no donated services meeting the GAAP definition for recording were received.

Functional Expenses

Expenses are allocated among the program, supporting services, and fundraising directly or on the basis of time and utilization estimates made by management. Management and General Administrative expenses include those expenses that are not directly identifiable with any specific function but provide for the overall support and direction of the Organization.

Recent Pronouncements

In February 2016, the FASB issued ASU No. 2016-02, Leases (Topic 842), which requires lessees to recognize leases on the balance sheet and disclose key information about leasing arrangements. The new standard establishes a right-of-use (ROU) model that requires a lessee to recognize a ROU asset and lease liability on the statement of financial position for most leases with a term longer than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of the expense recognition in the consolidated statement of activities. The effective date for this standard has been delayed to annual reporting periods beginning after December 15, 2021. The Camp did not enter into any lease commitments for the year ended September 30, 2024.

In September 2020, the FASB issued Accounting Standards Update (ASU) No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, requires not-for-profits (NFPs) to present contributed nonfinancial assets as a separate line item in the statement activities and provide additional disclosures about contributions of nonfinancial assets. Contributed nonfinancial assets, commonly referred to as gifts-in-kind, include fixed assets (such as land, buildings, and equipment), use of fixed assets or utilities, materials and supplies, intangible assets, services, and unconditional promises of those assets. The ASU No. 2020-07 requires NFPs to disclose a disaggregation of the amount of contributed nonfinancial assets recognized within the statement of activities by category that depicts the type of contributed nonfinancial assets.

For each category of contributed nonfinancial assets, an NFP also must disclose the following:

- Qualitative information about whether contributed nonfinancial assets were either monetized or utilized during the reporting period. If utilized, a description of the programs or other activities in which those assets were used shall be disclosed.
- The NFP's policy (if any) is about monetizing rather than utilizing contributed nonfinancial assets.
- A description of any donor-imposed restrictions associated with the contributed nonfinancial assets.
- A description of the valuation techniques and inputs used to arrive at a fair value measure in accordance with the requirements in FASB ASC 820, *Fair Value Measurement*, specifically FASB ASC 820-10-50-2-(bbb)(1), at initial recognition.

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

Recent Pronouncements (continued)

- The principal market (or most advantageous market) used to arrive at a fair value measure if it is a market in which the recipient NFP is prohibited by a donor-imposed restriction from selling or using the contributed nonfinancial assets.

The FASB ASU is effective for annual periods beginning after June 15, 2021, and interim periods within annual periods beginning after June 15, 2022. The Camp did not have any contributions of nonfinancial assets for the year ended September 30, 2024

3. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. Fair value should be based on the assumptions market participants would use when pricing an asset. US GAAP establishes a fair value hierarchy that prioritizes investments based on those assumptions. The fair value hierarchy gives the highest priority to quoted prices in active markets (observable inputs) and the lowest priority to an entity's assumptions (unobservable inputs). The Organization groups assets at fair value in three levels, based on the markets in which the assets are traded and the reliability of the assumptions used to determine fair value. These levels are:

- Level 1 Quoted prices are available in active markets for identical instruments as of the reporting date.
- Level 2 Pricing inputs are other than quoted prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies.
- Level 3 Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgement or estimation.

Fixed asset funds, and bond index funds are valued at the closing quoted price in an active market. Cash and cash equivalents held within the investment portfolio are carried at cost.

The following fair value hierarchy table presents information about the Camp's assets measured at fair value on a recurring basis based upon the lowest level of significant input to the valuations as of September 30, 2024. There were no other recurring or non-recurring assets or liabilities requiring disclosure in accordance with GAAP.

| <u>Type</u> | <u>Level I</u> |
|--------------------|-------------------|
| Bond Funds | \$ 832,076 |
| Fixed Income Funds | 690 |
| Money Market Funds | 6,308 |
| | <u>\$ 839,074</u> |

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

4. Commercial Term Loan Payable

In May 2020, the Camp entered into a commercial term loan agreement with Citizens Bank in the amount of \$1,120,000. The loan carries a fixed interest rate of 4.10%. Beginning in June 2020, monthly payments of principal and interest commenced, as calculated on a 240-month schedule. The loan matures in June 2025, at which time a lump sum balloon payment of all outstanding principal and accrued interest is due in full. The loan payable is reflected net of unamortized debt issuance costs of \$9,760 at September 30, 2024. The debt issuance costs are being amortized over the life of the related loan using the effective interest method and is included in interest expense. Interest expense related to the loan was \$40,372 for the year ended September 30, 2024, including the related amortization of debt costs described herein.

The Camp is required to maintain certain debt service coverage ratios under its debt covenant of 1.10 to 1.00 for any fiscal year. Additionally, annual audited financial statements must be provided to the lender within 150 days of the fiscal year-end. The Organization was not in compliance with these debt covenants and has obtained a waiver from the bank for the year ended September 30, 2024.

Future maturities for this loan is as follows:

| | |
|------|-------------------|
| 2025 | \$ 951,600 |
| | <u>\$ 951,600</u> |

5. Tuition

Tuition is reported net of financial assistance and discounts. Tuition, net consists of the following at September 30, 2024:

| | |
|------------------------------------|---------------------|
| Gross Tuition | \$ 3,652,175 |
| Financial Assistance and Discounts | <u>(457,637)</u> |
| | <u>\$ 3,194,538</u> |

6. Lease Commitments

The camp previously leased office space. The lease expired in March 2021. Rent expense for the year-ended September 30, 2024, amounted to \$0. There are no future lease payments as the Camp did not renew their lease agreement.

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

7. Equipment Loan Payable

In August 2021, the Camp entered into a commercial term loan agreement with Kubota Credit Corporation, U.S.A. in the amount of \$ 88,100. The loan carries a fixed interest rate of 3.37%. Beginning in September 2021, monthly payments of principal and interest of \$1,179 commenced, as calculated on an 84-month schedule. The loan matures in August 2029.

Future maturities for this loan is as follows:

| | |
|------------|------------------|
| 2025 | \$ 12,176 |
| 2026 | 12,593 |
| 2027 | 13,023 |
| 2028 | 13,469 |
| 2029 | 12,757 |
| Thereafter | <u>0</u> |
| | <u>\$ 64,018</u> |

9. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, as of September 30, 2024 within one year of the balance sheet date consists of:

Financial assets at year end:

| | |
|---|---------------------|
| Cash and cash equivalents | \$ 742,444 |
| Investments | <u>839,074</u> |
| Financial assets available to meet general expenditures over the next twelve months | <u>\$ 1,581,518</u> |

10. Concentration of Credit Risk

The Camp maintains cash balances at several national and regional banks. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. Cash balances at September 30, 2024 exceeded the insured limit by \$354,411.

11. Related party Disclosures

The Camp has a policy that allows children of key employees to attend the camp either for free or at a reduced fee. For the year ended September 30, 2024, the Camp gave scholarships amounting to \$259,360 to campers related to employees.

FRIENDS OF YOUNG JUDAEA, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

12. Contributions Receivable

At September 30, 2024, contributions are expected to be realized in the following time frame:

| | |
|---------------------------|-------------|
| Due within one year | \$ 0 |
| Due two to five years | <u>0</u> |
| Subtotal | <u>\$ 0</u> |
| Discount to present value | <u>0</u> |
| Contribution receivable | <u>\$ 0</u> |

The discount on the pledges was computed using a rate of 4.01%, the Camp's mortgage rate.

13. Reclassifications

Certain prior year amounts have been reclassified to conform with the current year presentation.

14. Net Assets with Donor Restrictions

Net assets with donor restrictions consists of the following at September 30, 2024:

Description

Contributions receivable-purpose restriction \$ 0

15. Subsequent Events

The Camp has evaluated events subsequent to its year-ended September 30, 2024, and through the date of this report. Management has determined that no subsequent events requiring disclosure have occurred as of February 15, 2025, which is the date financial statements were available to be issued.

Ryan Rosen

WORK EXPERIENCE

Assistant Director, *Camp Young Judaea* (Amherst, NH) September 2024 - Present

- Recruit, hire, and train seasonal staff, developing adequate comprehension to ensure all are well prepared
- Create, implement, and oversee camp programming; collaborate with activity specialists to create lesson plans
- Assist with camper recruitment efforts and coordinate daily logistics for daily camp operations

Development and Operations Manager, *Camp Young Judaea* (Amherst, NH) September 2022 - August 2024

- Oversee and execute key camp management, fundraising, and communications platforms
- Oversee project planning and management for fundraising related initiatives
- Successfully guided and completed YJ's American Camp Association accreditation for 2023
- Process and manage enrollment for over 250 camp families
- Manage staff hiring process; including revamped staff application
- Facilitate YJ website, adjustments and updates

Head of Boys Area, *Camp Young Judaea* (Amherst, NH) June 2021 - August 2024

- Supervise and guide the social and emotional growth of 200 campers through summer.
- Coach and mentor 40 counselors on the tools they need to successfully engage and teach campers.
- Responsible for managing behavior of campers including de-escalation, parent follow-up, and creating behavior plans.
- Key contact with camper families
- Oversee operation of boys living area, 13 separate living quarters

Special Education Teachers Assistant, *Needham Public Schools* January 2021 - June 2022

- Provided academic, social-emotional, and behavioral support for students during the day
- Provided support in whole-class, small-group, or one-to-one in all content areas
- Supervised during specials and unstructured times such as lunch and recess

Retail Content Specialist, *Goodbaby International* (Canton, MA) September 2018 - January 2021

- Managed content across different ecommerce channels
- Centralized all product specs and details
- Coordinated product launches between product marketing, brand marketing, and sales

EDUCATION

Hofstra University, Hempstead, NY May, 2018

Bachelor of Business Administration in Marketing

Dongbei University of Finance and Economics, Dalian, China May, 2018

Bachelor of Science in Economics

Young Judaea Year Course, Israel September 2013 - June 2014

Gap Year Program

Skills

- Computer Programs: Proficient in Microsoft Office Suite, Google Suite
- Social Network Sites: Proficient on Facebook, LinkedIn, Instagram, Twitter, YouTube

WORK EXPERIENCE

Camp YJ (*Friends of Young Judaea*)

Executive Director Amherst, NH

January 2022 – Present

- Oversee \$3–\$4M annual budget, partnering with the COO to consistently meet financial targets, ensuring fiscal health and alignment with the camp’s mission.
- Increased annual fundraising by 25% annually, launching a \$6M capital campaign with 38% of the goal raised in the first three months of the silent phase from 19 key supporters.
- Foster a vibrant, inclusive camp culture rooted in Jewish values of pluralism, kindness, respect, and spirit impacting over 400 campers annually and engaging 5,000 active alumni.
- Lead and manage a team of 100 seasonal staff and 20 administrators, emphasizing professional development and retaining a staff where 80% are former campers and 30% are international.
- Developed long-term strategic initiatives, including site upgrades on the camp’s 168-acre property, enhancing camper experiences and strengthening recruitment and retention efforts.

COACHING FOR CHANGE, INC.

Chief Growth Officer Taunton, MA

February 2019 – January 2022

- Oversee all fundraising and expansion and serve as lead advisor to the Co-Founder and CEO
- Sourced, hired, and supervised strategic plan consultants and led the process to engage CEO, COO and board on strategic plan model and decision-making process
- Raised \$1M in 8 months, record for C4C, and secured largest new major gift in organization history at \$150,000, as well as five gifts of 40,000 or more
- Grew annual gala fundraising revenue by over 20% over five short months
- Oversaw largest expansion in two years, growing from 4 school sites in two cities to 17 school sites in five cities, including national expansion to the state of Rhode Island.
- Secured Federal Paycheck Protection Program loan from the Small Business Association and raised over \$194,000 in less than one month amidst COVID-19 funding conditions

DISCOVERING JUSTICE

Executive Director Boston, MA

August 2015 – February 2019

- Expanded full time staff from five to nine employees, including recruiting two key leaders, a Development Director and a Program Director
- Increased private philanthropy by 36%, surpassing \$1M annually, which included 103% increase in foundation revenue from 2015 to 2018
- Grew fundraising gala revenue by over 90% from 2015 to 2017, raising over \$700k annually while securing a record number of \$50K level sponsors
- Added five new members of the board of trustees in one year, significantly increasing board diversity
- Served as founding member of the committee that established *Massachusetts Bill S. 2631, An Act to Promote and Enhance Civic Engagement*, signed by Governor Baker to advance civics in Massachusetts K-12 education
- Launched programming in gateway cities in Massachusetts, including Worcester, Springfield, Salem; and expanded district partnerships in Boston, Brookline, Cambridge, Lawrence, Lowell, Milton, and Watertown

EDUCATION PIONEERS

Vice President, Development Boston, MA

May 2014 – April 2015

- Built and managed a portfolio of high net worth relationships through cultivation, solicitation, and stewardship of approximately 150 major donors, including national board members
- Supervised three national fundraising staff members, charged with local and national grant writing in support of the organization’s overall \$8.4 million fundraising goal

-

SPARK

Chief Growth Officer, San Francisco, CA

December 2008 – May 2014

- Directed and executed the initial national expansion of Spark to four new regions: Los Angeles (2010), Chicago (2011), Philadelphia and Oakland (2012); secured ~\$400K seed funding in each region, established local school and corporate partnerships, and built local executive and program teams
- Developed boards in five Spark regions, recruiting 45 members nationally; led the Bay Area Executive and Advisory Board development and exceeded previous fundraising success by 162%
- Served as founding senior leadership team member during major growth in budget (from \$849K to \$3.1MM), students served (from 221 to 2,188), and staff (from 12 FTE to 40 FTE)
- Created multifaceted corporate partnerships with over 30 Bay Area companies, including Google, Cisco, PG&E, LinkedIn, Levi's, Facebook, etc.
- Played a variety of interim roles as needed, including National Program Director (2009), Founding Los Angeles Executive Director (2010), Chief Operating Officer (2011), and Bay Area Executive Director (2013)

SUMMER SEARCH

Education Pioneers Bay Area Fellow, San Francisco, CA

June 2008 – August 2008

- Selected for education leadership training program with graduate students from business, law, education, and policy programs, which included and participated in weekly seminars focused on leadership skills and education reform initiatives in the education sector
- Developed Summer Search Bay Area operational and staffing models to inform adopt into five-year strategic growth plan for high impact summer leadership program

CITIZEN SCHOOLS

Consultant; Civic Engagement, New York, NY

August 2008 – September 2008

- Coached executive team on volunteer recruitment and management during program launch in New York City

Founding Campus Director, San Jose, CA

July 2005 – August 2007

- Launched and led a new Citizen Schools program at Monroe Middle School in San Jose, CA, bringing an innovative after school learning environment to a new school and community.
- Hired and managed a staff of 9 including 3 full-time Teaching Fellows and 6 part-time Teaching Associates, responsible for developing specialized curricula and implementing learning model
- Exceeded Citizen Schools' national quality standards, including student academic achievement in math and language arts subjects, student enrollment and participation, and community and school satisfaction

National Civic Engagement Manager, Boston, MA

January 2004 – June 2005

- Orchestrated inaugural "National WOW Convention," Citizen Schools' signature national event and largest gathering of students, staff, and volunteers from programs across the country
- Led national and regional trainings on student recruitment, Apprenticeship and volunteer development, and WOW event planning

Volunteer Recruitment Coordinator, Boston, MA

January 2001 – December 2003

- Generated and stewarded a network of more than 100 corporate, university, and community partners to invest in Citizen Schools via volunteering employee time and making substantial financial contributions
- Directed the annual recruitment and training of over 1,000 volunteers to teach "Apprenticeships," hands-on learning projects in an array of educational topics that culminate in student products and presentations
- Developed high-level corporate, legal, and nonprofit partners in Texas and California and established ongoing strong community-school partnerships

Teaching Fellow, Boston, MA

February 1999 – December 2000

- Planned and implemented hands-on learning experiences that culminated in high-quality public displays of student work, building self-confidence for individuals and groups of middle school students at the Irving Middle School in Roslindale and the Timilty Middle School in Roxbury
- Directed summer program at Irving Middle School in 1999 and 2000

KENNEDY HEIGHTS COMMUNITY CENTER

June 1998 – December 1998

Summer Camp Director/ After School Program Director, Madison, WI

- Trained full-time staff and 20 volunteers to create and execute summer program in a low income housing complex.
- Created volunteer recruitment strategy and served as liaison between community members and the University of Wisconsin-Madison.

CAMP YJ

Summer 1987 – Summer 1996

Camper (D'91), GADNA ('92), Counselor ('94-'96), Co-Head of Athletics ('96), Amherst, NH

EDUCATION

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA

September 2007 – May 2008

- MS, Non-Profit/Non-Governmental Organization Leadership, School of Social Policy & Practice

UNIVERSITY OF WISCONSIN-MADISON, Madison, WI

September 1994 – December 1998

- BA, History; Dean's List
- Study Abroad program, Seville, Spain

SKILLS/RECOGNITION

Languages: Conversationally fluent in Spanish and knowledgeable in Portuguese

Awards/Committees/Fellowships:

- **Member, Development Committee, Camp Young Judaea**: July 2020 – January 2022
- **Fellow, American Jewish Committee's New England Global Advocacy Fellowship**: January – July 2021
- **Co-President, Brookline High School Alumni Association**: January 2010 – present (elected chair October 2019)
- **Member, Friends of Wellington Park**: March 2021 – January 2022
- **Advisor, D1 Training Boston**: February 2021 – present
- **Co-President, Burr Elementary School PTO**: July 2019 – July 2021
- **Inaugural Member, Alumni Hall of Fame, School of Social Policy & Practice, University of Pennsylvania**: Inducted November 2018
- **Member, Brookline Community Foundation Scholarship Fund Committee**: June 2015 – October 2020
- **Member, Massachusetts Civic Learning Commission (MCLC)**: July 2016 – February 2018
- **Member, Boston Civics Collaborative**: September 2016 – February 2018
- **Selected as one of 20 Outstanding Teaching Fellow alumni** for Citizen Schools, in honor of the organization's 20-year history: 2015
- **Member, Citizen Schools National Staff Alumni Advisory Council**: January 2010 – August 2015
- **Founding Chair, Bay Area Education Pioneers Alumni Board**: January 2010 - April 2014
- **2010 Education Pioneers Collaboration Award**: for working to leverage individual strengths toward shared Bay Area Education Pioneers Goals
- **Boston Future Leader**: Selected as one of 50 Boston area professionals to participate in the 2005 Boston's Future Leaders Program sponsored by the Greater Boston Chamber of Commerce; attended accompanying courses at Harvard Business School

Melissa Hertzell

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Professional Summary

Dynamic and detail-oriented financial management professional with over 20 years of experience in financial transactions, accounting principles, and organizational leadership. Proven expertise in financial turnaround, process optimization, and team management. Adept at using QuickBooks, Microsoft Office, and other advanced software to ensure efficient financial operations. Experienced in working with family-run businesses, nonprofits, and complex organizational structures.

Core Competencies

- Financial Analysis and Reporting
- Budgeting and Forecasting
- Team Leadership and Development
- QuickBooks and Microsoft Office Suite
- Process Improvement and Efficiency
- Vendor and Customer Relationship Management
- Payroll and Tax Compliance

Professional Experience

Friends of Young Judeaea, Camp YJ

Chief Operating Officer

September 2022 – Present

- - Lead organizational operations, including financial oversight, HR, and administrative processes, ensuring alignment with strategic goals.
- - Streamlined processes across departments to improve efficiency and reduce costs.
- - Collaborate with leadership to develop and execute annual budgets exceeding \$4M.

Friends of Young Judeaea, Camp YJ

Director of Finance

2020 – 2022

- - Directed financial operations, including reporting, compliance, and donor fund management.
- - Implemented new financial systems to improve reporting accuracy and transparency.
- - Managed audits and ensured compliance with nonprofit financial regulations.

Friends of Young Judaea, Camp YJ

Business Manager

2019 – 2020

- - Oversaw daily financial activities, including accounts payable and receivable.
- - Managed donor relations and processed contributions, ensuring accurate allocation.
- - Developed financial training programs for staff to ensure understanding of processes.

Friends of Young Judaea, Camp YJ

Bookkeeper

2018 – 2019

- - Maintained all financial records in QuickBooks, ensuring timely reconciliations.
- - Supported leadership with detailed financial reporting and analysis.

Personal Eyes, Inc.

Bookkeeper

September 2015 – June 2017

- - Facilitated financial turnaround and identified embezzlement, restructuring financial operations for a six-person team.
- - Produced and presented detailed financial statements to management monthly.
- - Managed payroll, invoicing, and cash flow efficiently.

Emma's Pizza

Bookkeeper

April 2006 – September 2017

- Managed accounts payable, sales tax filings, and bank reconciliations.
- Maintained financial records in QuickBooks integrated with POS systems.

Ner Tamid Community Day School

Bookkeeper

August 2016 – August 2017

- Managed accounts receivable, payroll tracking, and donations via QuickBooks.
- Provided budget analysis, comparing prior years and projected numbers.

Hertz Nursery School

Bookkeeper

June 2012 – December 2015

- Produced and managed tuition billing processes, including collections and reconciliation.
- Fostered relationships with families to resolve tuition challenges.

Meldan LLC

Bookkeeper/Manager

January 2006 – February 2016

- Oversaw three rental properties, including tenant and vendor relationships.
- Reconciled rent payments, utilities, and taxes efficiently.

Wells Fargo Business Credit

Assistant Vice President, Asset-Based Lending

June 1998 – March 2006

- Managed an \$85M portfolio of business lending relationships.
- Analyzed financial statements and valued collateral for lending requirements.

Education

****University of Rochester****

BA in Economics, Management Certificate in Accounting & Finance

September 1994 – May 1998

Technical Proficiencies

QuickBooks | Microsoft Office Suite (Excel, Word, PowerPoint) | POS Systems | Financial Reporting Tools

References

Available upon request.