



Meeting Agenda

Budget & Finance Committee

Thursday, March 30, 2023

3:00 PM

Board Room

CALL TO ORDER

APPROVAL OF MINUTES

1. Consideration Of Approval Of Minutes
February 9, 2023 Budget & Finance Committee Meeting
February 16, 2023 Budget & Finance Committee Meeting
March 2, 2023 Budget & Finance Committee Meeting
March 8, 2023 Budget & Finance Committee Meeting

NEW BUSINESS

2. Budget Presentation - Community & Economic Development (Franklin Transit Authority & Economic Development)

Sponsors: Vernon Gerth, Michael Walters Young, Eric Stuckey

3. Budget Presentation - Cool Springs Conference Center

Sponsors: Kristine Brock

4. Budget Presentation - Public Works

Sponsors: Mark Hilty, Michael Walters Young, Eric Stuckey, Steve Grubb, Michelle Hatcher

5. Budget Presentation - Appropriations To Outside Agencies

Sponsors: Michael Walters Young

OTHER BUSINESS

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



DRAFT Meeting Minutes

Budget & Finance Committee

Thursday, February 9, 2023

3:00 PM

Board Room

CALL TO ORDER

Chairman Clyde Barnhill called the meeting to order at 03:00 PM

Board Members Present: Clyde Barnhill, Jason Potts, Patrick Baggett, Ann Petersen

Board Members Absent:

APPROVAL OF MINUTES

1. Consideration Of Approval Of Minutes January 12, 2023 Budget & Finance Committee Meeting

Sponsors:

A motion was made by Alderman Petersen, seconded by Alderman Potts to Approve the Minutes. The motion Passed 3-0. Alderman Baggett abstained.

NEW BUSINESS

2. Budget Presentation - Public Safety

Sponsors: Eric Stuckey, Deb Faulkner, Glenn Johnson, Michael Walters Young

Police Fund

The FY2024 Budget Summary for the Franklin Police Department is +5.5% from FY 2023.

Program Enhancement Requests:

1. Incident Command Vehicle - \$500,000
2. Upgrade 3 Police Officer Positions to Master Patrol Officer (MPO) - needed because the number of MPOs has not increased since 2015 - \$57,862
3. Rifle Plates and Carriers – needed for active shooter calls - \$134,368
4. Increase Overtime Budget - needed to mostly support special events and City meetings - \$218,392
5. Increase Dive Team Budget - needed for tanks and dry suits - \$15,000

Drug Fund

The Drug Fund was set up by state law to fund drug-related investigations. This revenue comes from drug offense fines, cash forfeited through the court system, or the sale of forfeited property from illegal drug sales. The budget will remain status quo.

Alderman Potts asked how many rifle plates and carriers would be covered with the proposed \$134,368?

Answer: Around 130 plates. Every uniform officer in the field that could be a first responder to an active shooter situation will need to be outfitted.

Alderman Baggett wants to personally thank the Police Department in the community. He wondered if sharing one incident command vehicle between both police and fire would be possible. Then, he inquires if the MPO positions will have salary

adjustments following the salary study in 2022?

Answer: This proposed enhancement mostly covers operational needs. The Franklin PD needs more training officers, so current ones don't get burnt out. Salary compression adjustments are already being implemented.

Alderman Baggett asks if there is anything that can be done to make sure big events are staffed appropriately? Maybe asking neighboring departments for help?

Answer: Mr. Stuckey reminds him that last year the Board increased special event rates. The new rate did not get implemented until July, and it is something that will continue to be monitored. For extremely large events, Franklin PD has worked with Williamson County deputies before.

Chairman Barnhill asks if the vehicles could be fulfilled by facilities tax?

Answer: That requirement has already been fulfilled.

Emergency Management Fund

The Emergency Management Division was created in 2022 to provide overall direction and support for the City's Emergency Management function, Special Events & Continuity of Operations Plan.

Major Accomplishments:

- Initiated and substantially completed the new Emergency Operations Plan (EOP).
- Initiated and guided all department's Continuity of Operations Plan (COOP) program.
- Built and coordinated the first City Debris Management Plan.

Base Budget: Nominal increases are proposed in both personnel and operations due to inflation and training needs. Given this budget is so new (October 2022), several years of refinement will be needed to establish a baseline level of funding.

Program Enhancement Requests:

1. Vehicle barrier system - \$65,000
2. Weather data transmission network - \$5,760

Alderman Baggett asks if the City uses a platform for weather already?

Answer: Yes, but Emergency Management Staff are using the Streets Department's login credentials, and they need their own access.

Alderman Potts is asking if this is Phase II of the vehicle barrier system?

Answer: Yes. The goal is to continue expansion of these barriers for special events and attractions.

Fire Fund

The Franklin Fire Department answered 10,820 calls for service in 2022, which is an increase of 6.9%.

Base Budget Request: Personnel

- FY 2023 – The base budget is \$20,586,529 (includes all wages & benefits).
- FY 2024 – Base budget requests \$21,365,436 for existing personnel and benefits.
- Personnel Budget is increasing by \$778,907 or 3.8%.
- The Fire Department has 173 authorized positions.
- In 2022, the Fire Department lost 13 employees.

Chairman Barhill asks where the firefighters went after they left the City?

Answer: Private EMS groups or fire departments in cities closer to home for comparable pay.

Base Budget Request: Operations

- FY23 Operations Budget is \$2,585,044.
- FY24 Operations Requests total \$2,892,284.
- The operational budget is increasing 11.9% or \$307,240 due to utility costs, diesel fuel, goods and services overall price increases.

Program Enhancement Requests:

- Personnel
 - Nine New Firefighters – provides adequate staffing of apparatus
 - Administrative Services Captain – provides better oversight of facilities, inventory and asset procurement
 - Training Instructor Coordinator – provides consistency of Fire/EMS training, allows for the continuation of in-house recruit academies
 - Three Fire Safety Officers – provides an investigator, safety officer and inspector 24/7
 - Reclassify three firefighters to shift lieutenants
 - Reclassify Administrative Asst. to Office Manager
 - Add Master Firefighter pay grade
 - Personnel costs and operating expenses total \$259,022
- Vehicles
 - General Fund: Replacement Apparatus - Ladders 4, 5, and 8 totaling \$3,800,000
 - Facilities Tax Fund: Air Light Response Vehicle, New Tower 7, Mobile Incident Command Vehicle - totaling \$3,257,866
- Operations
 - General Fund: Air compressor, burn building repairs, emergency bailout system, lifepack 15 replacements - totaling \$467,600
 - Behavioral Health & Wellness Program
 - Station 3 Architectural Services

Alderman Potts wants to thank all emergency personnel for their service. Then, he asks Staff to explain the need for Shift Lieutenants, especially on the Rescue II (R2), in more detail.

Answer: When this apparatus was first introduced, it was initially staffed with three firefighters, but Staff has noticed an increase in call volume. The specialized technical demands of this equipment would be best supported by a supervisor. This position would aid in critical decision-making during a call.

Alderman Potts follows-up by asking for clarification on the supervisor role. If there is not a supervisor now, how does that team of three make decisions?

Answer: They typically rely on the firefighter with the most training and tenure to make critical decisions, or the Battalion Chief when he is on the scene.

Alderman Baggett inquires if this was also a request last year?

Answer: Yes. It is an incremental cost to upgrade these positions. The goal is to upgrade three firefighter positions to reflect the lieutenant rank.

Then, Alderman Potts wonders why it is necessary to add a Master Firefighter pay grade?

Answer: It provides a career path for Franklin firefighters. This title is not given based on seniority. In order to become a Master Firefighter, one must be a driver, operator, and an officer for seven years and maintain good evaluations. There are currently 84 people in the same pay grade at the Franklin Fire Department, so this provides an upward trajectory for firefighters who do not want to be promoted to an engineer or officer position. To clarify, this decision was made ahead of the City-wide pay study.

Finally, Alderman Potts asked with the increase of multi-story buildings, particularly in Berry Farms, do we currently have the equipment to meet the potential demand if Ladders 4, 5, and 8 are not projected to arrive for 30-36 months?

Answer: Franklin Fire Department currently has Tower apparatuses that could meet that demand, so the additional apparatus requests would simply enhance the coverage of the City.

Alderman Baggett asks how many job vacancies the Fire Department has currently?

Answer: 6, but there are pending offers for all 6 positions.

Then, Alderman Baggett suggests that the whole City could benefit from the behavioral health program that is being offered at the Fire Department. He also believes that the Master Firefighter pay grade could be a good way to maintain our current firefighters, and also make us more competitive than surrounding cities.

Mr. Stuckey wants the Committee to know that Franklin wants to support Staff as human beings beyond the employee. To ramp up that initiative, Staff recently brought on a new Employee Assistance Program for all City Staff.

Ms. Brock added that the Facilities Team, led by Brad Wilson, plays a huge role in maintaining the Fire facilities. Therefore, his budget presentation next week will incorporate roof maintenance and mechanical system upgrades at Franklin Fire Halls and Stations.

3. Budget Presentation - Governance & Management

Sponsors: Eric Stuckey, Angie Johnson, Milissa Reiersen, Shauna Billingsley, Michael Walters Young

Elected Officials Fund:

The City of Franklin is governed by its elected officials, the Board of Mayor and Aldermen. The Board is comprised of the Mayor and eight Aldermen. Four aldermen are elected from the four political divisions of the City called wards; four are elected at-large. This governing board is responsible for deciding on the city's policies and procedures by passing Resolutions, Ordinances and the Municipal Code.

Base Budget Request

This budget allows for continued work on plans for a new City Hall, an updated Capital Improvements Plan and other various projects will allow for the Board with its new members to cast their vision for the community while planning for the future. Please note there is an increase in the operational budget to support the Fall 2023 local election.

Administration Fund:

The Administration Department handles the general administration of the City and executes the policies and objectives of the Board of Mayor and Aldermen.

Base Budget Request

The budget remains fairly consistent year over year. Work continues on the planning of a new City Hall. Information will continue to be provided at Work Sessions of the Board of Mayor and Aldermen with continued opportunities for public input. Administration will continue to perform general housekeeping revisions and updates to the City's Record Retention program. The current retention process dates back to 2005 with minor revisions made through the years. Staff intends to conduct a thorough review and target missing policies for inclusion.

Program Enhancement Request

The Administration Department is requesting the following program enhancements:

- Customer Service Liaison - This role would serve as a dedicated service ambassador. The individual would sit in the lobby to best direct visitors and answer phone calls.

Alderman Baggett asks if this role would be supporting the City Recorder's Office to help field Citizen requests from the Alderman in a customer service capacity?

Answer: This role is focused more on direct interaction with the public. This will increase the bandwidth of other staff in the Recorder's Office. For example, it would allow them to work on centralizing the management of service requests and information requests on behalf of the Board.

Communications Fund:

The Communications Division was created in December 2008 to develop internal and external communications and citizen

participation initiatives. The Division also handles all media relations for the City and manages the City's Government Access Channel, Franklin TV and all social media.

Base Budget Request

Personnel costs are increasing slightly due to health care premium forecasts. Operations are increasing to account for inflation and higher production costs of Annual Tree Lighting and special events.

Program Enhancement Request

The Communications Division is requesting the following program enhancements:

- Personnel Re-Classification: Part-time Production Assistant to full-time Production Assistant/Public Outreach Coordinator - \$50,010

Law Department Fund:

The Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other City officials.

Base Budget Request

- Personnel: There are no additional requests for personnel. Decreases are the result of benefit elections.
- Operations: Increases are primarily due to the need for training new personnel & the return of in-person conferences and inflationary increases. On-call legal services are provided for and used only if required.
- No program enhancement requests

4. Monthly Reports For February 2023

Sponsors: Mike Lowe, Margaret Wilson

- Sales tax continues to be strong. (+4.8% YOY)
- Hotel/motel tax is +16.8% YOY.
- The Conference Center has been profitable for 5 out of the 6 months of the fiscal year.

OTHER BUSINESS

ADJOURN

A motion was made by Alderman Potts, seconded by Alderman Baggett to Adjourn the Meeting. The motion Passed 4-0.

Meeting Adjourned @ 4:59 PM

Clyde Barnhill, Chair

Minutes Prepared by Sarah Schilling, Assistant Deputy City Recorder, City Administrator's Office - 2/20/2023, 3:33 PM



DRAFT Meeting Minutes

Budget & Finance Committee

Thursday, February 16, 2023

3:00 PM

Board Room

CALL TO ORDER

Chairman Barnhill called the meeting to order at 03:04 PM

Board Members Present: Patrick Baggett, Ann Petersen, Clyde Barnhill
Jason Potts arrived at 4:00 p.m.

Board Members Absent:

NEW BUSINESS

1. Budget Presentation - Finance & Administration

Sponsors: Eric Stuckey, Kristine Brock, Mike Lowe, Brian Wilcox, Jessica Davey, Jason Potts, Brad Wilson, Michael Walters Young

Finance Fund

The Finance department provides a variety of financial services for the City of Franklin. These include: (1) financial accounting and reporting, (2) budgeting and analytics, (3) investment of temporarily idle funds, (4) maintaining and reconciling City bank accounts, (5) issuing employee payroll, (6) issuing vendor payments, (7) internal audits, and (8) ensuring that the annual external financial audit is conducted.

Base Budget

- Personnel: Slight increase (+2.4%) due to assumed medical premiums and retirement benefit costs for finance employees.
- Operations: Overall, the Operations budget will decrease due to no scheduled equipment replacements and UKG Payroll having been implemented and ongoing cost expensed in the IT budget. Significant increases are planned in financial fees as contracts with investment and financial advisors will be re-bid.

Program Enhancement Requests:

- AP Automation - \$25,000
- Overfill of Comptroller position (Jan-June 2024) - \$94,661

Chairman Barnhill asks when the new Comptroller will be hired?

Answer: The goal is the end of CY 2023.

Summary

The Finance department is poised in FY 2024 to continue its role in supporting the various boards and departments of the City to deliver the high quality of services our citizens have come to expect. Finance Staff are proud of their accomplishments and will look to build upon them in the upcoming year.

Purchasing Fund

The Purchasing Office focuses its attention on the purchase of goods and services that do not pertain to new construction.

Base Budget

- Personnel: Slight increase (+2.6%) due to assumed medical premiums and retirement benefit costs for finance employees.
- Operations: The operations budget will decrease due to the implementation of software budgeted in FY 2023 now maintained by Information Technology moving forward. It does include scheduled replacement of computers for personnel.

Program Enhancement Requests:

1. Electronic (ID-read Access-control locks for purchasing office - \$5,060
2. Electronic Access-control Devices for remote diesel sites - \$15,200
3. Procurement training for City Staff outside purchasing - \$5,000

Mayor Moore asks why there was a significant increase in the number of fleet vehicles in CY2022 as referenced in slide 17? It does not seem proportionate to the amount of gas purchased.

Answer: To clarify, the chart in question is not measuring vehicles, it is measuring the number of vehicle fuel cards.

Revenue Management Fund

The Revenue Management department performs billing services, collection services, and provides customer service for the City of Franklin Utility Department (water and wastewater), Stormwater Division, and the Sanitation & Environmental Services Department. The department collects and processes business taxes, alcohol taxes, state shared taxes, and hotel/motel taxes. In addition, Revenue Management processes numerous permits for citizens.

Base Budget

- Personnel: Currently budgeted for 14 full-time and 2 part-time employees. Not requesting any changes to personnel.
- Operations: Operational costs are increasing (+1.9%). Machinery & Equipment for needed computer and monitor replacements and Financial Fees as the cost of transactions have increased, while the Interfund Transfers set to offset those increases.

City Court Fund

City Court's mission is to effectively, efficiently, and accurately process City ordinance violations, to create and sustain customer-oriented quality service that provides maximum access to the court, and to promote public confidence in the court system.

Base Budget

- Personnel: Currently budgeted for 2 full-time and 1 part-time employees. Not requesting any changes to personnel.
- Operations: Slight decrease as fewer computer replacements are occurring in FY 2024. Large Program Enhancement (\$287,698) for purchase of new Court reporting software carried over to FY 2024.

Chairman Barnhill asks if City Court tracks the number of citations each year.

Answer: Yes. There was a total of 3,886 cases for CY 2022.

Alderman Baggett wonders how much revenue the City brings in from City Court.

Answer: Court Revenues (fines and fees) for FY 2022 was just under \$400,000. The City is not funding operations via court fines and fees.

Chairman Barnhill inquires how much a parking ticket fine is?

Answer: After the customer receives a warning, the first offense is \$21. Parking violations top out at \$51.

Information Technology Fund

Information Technology (IT) is focused on providing professional and prompt service to our community by strengthening the City of Franklin's technology infrastructure and delivering innovative solutions that meet the City's needs and goals.

Alderman Baggett asks why there are 1200 wireless phones and only about 700 employees?

Answer: These are actually desk phones. They are categorized as wireless because they operate via the internet.

Base Budget

- Personnel: Slight increase (+2.3%) due to assumed Medical Premiums and Retirement Benefit costs for Finance employees.
- Operations: Increases (13%) due primarily to taking on additional software maintenance for department programs and inflationary adjustments of existing contracts.
- Capital: Significant increase (+92.9%) due to continued replacement of network hubs and cyber security.

ALDERMAN POTTS ENTERED AT 4:01

Program Enhancement Requests

1. Infrastructure division reorganization - \$13,469
2. Restoration of Assistant Director of IT infrastructure - \$164,111
3. IS Developer I Position - \$86,342
4. Camera Replacement - \$100,000

Project and Facilities Management

Facilities Management's mission is to consistently deliver effective programs and efficient facility services based on sustainable and collaborative outcomes aligned with the City of Franklin's core mission. They maintain the safety and cohesiveness regarding infrastructure for both staff and guests regarding all City Facilities.

Base Budget

Operations: With rising costs over the last few years, this year's budget will reflect changes due to the increasing cost of utilities and items purchased. Challenges regarding all purchases due to petroleum and labor costs have significantly continued to arise at our facilities regarding cost impacts that Staff cannot control based on updated contracts, materials and today's marketplace. Staff works with the supply chain regarding purchases that we make and look for other suppliers as much as we can. Facilities Staff purchases items for Fire Facilities, PD, Public Works, City Hall and misc. departments. This year's budget represents a 10% change in multiple areas from utilities to everyday items to some timing type repairs needed for certain facilities.

Program Enhancement Requests

1. COF Second Ave Garage Waterproofing & Joint Sealing & Counting System Enhancements - \$168,500
2. COF Fire Station 5 Men's and Women's Locker Rooms Remodel - \$35,000
3. COF Fire Station 5 Kitchen Remodel - \$45,000
4. COF Fire Station 5 Roof Replacement - \$239,000
5. COF Fire Station 6 Roof Replacement - \$300,000

2. Budget Presentation - Governance & Management - Human Resources

Sponsors: Eric Stuckey, Kevin Townsel, Michael Walters Young

Human Resources Fund

The Human Resources Department provides services to other City departments and the citizens of the City of Franklin. Those responsibilities include:

- City's recruitment, hiring and onboarding processes
- Administering the City's Pension, Defined Benefit, Defined Contribution Plan and TCRS plans
- Creating and implementing the HR Manual rules and regulations

- Managing the training of all City employees in OSHA regulations, Civil Treatment and other topics as required/needed
- Procuring and administering all Property and Casualty insurance, including the City's self-insured WC program
- Managing Safety Program for all City employees
- Managing employee benefits
- Conducting workplace investigations

Base Budget

Operations: Increases are attributable to increased costs of services due to inflation, higher use of tuition reimbursement programs and additional training programs.

Programs Enhancement Requests

1. Certificate of Insurance Tracking System - \$15,000
2. Increase of recruitment budget - \$4,000

Mr. Stuckey highlighted that the recent employee engagement survey had a 90% response rate; other public sector organizations average a 65% response rate.

Chairman Barnhill asks how many retirements the City had in CY 2022? What about new hires?

Answer: 7 retirements in CY 2022; 122 new hires in FY 2022.

Alderman Baggett asks if HR Staff has ever thought about outsourcing the Certificate of Insurance (COI) process?

Answer: Staff has not considered outsourcing yet, but it is likely in upcoming years. Currently, the City has tagged on to a state contract (outside vendor) for this service. However, the system is not as robust as HR Staff requires at this point in time, which is why they are aiming to utilize a new tracking system.

OTHER BUSINESS

ADJOURN

A motion was made by Alderman Baggett, seconded by Alderman Potts to Adjourn the Meeting. The motion Passed 4-0.

Meeting Adjourned @ 4:30 PM

Clyde Barnhill, Chair

Minutes prepared by Sarah Schilling, Assistant Deputy City Recorder, City Administrator's Office - 2/20/2023, 3:59 PM



DRAFT Meeting Minutes

Budget & Finance Committee

Thursday, March 2, 2023

3:00 PM

Board Room

CALL TO ORDER

Chairman Barnhill called the meeting to order at 03:00 PM

Board Members Present: Clyde Barnhill, Ann Petersen

Board Members Absent: Patrick Baggett, Jason Potts

Staff Present: Eric Stuckey, Kristine Brock, Vernon Gerth, Angie Johnson

APPROVAL OF MINUTES

1. **Consideration Of Approval Of Minutes**
February 9, 2023 Budget & Finance Committee Meeting
February 16, 2023 Budget & Finance Committee Meeting

Sponsors:

Due to lack of quorum, this item will be on the March 30, 2023 Budget & Finance Committee Meeting for consideration.

NEW BUSINESS

2. **Budget Presentation - Community & Economic Development**

Sponsors: Eric Stuckey, Michael Walters Young, Vernon Gerth, Tom Marsh, Emily Wright, Paul Holzen

Building & Neighborhood Services Fund

The Building & Neighborhood Services department supports the safety, health, and quality of life for the residents, businesses, and visitors of the City of Franklin through administration and enforcement of adopted building and property maintenance codes, the Municipal Code and Zoning Ordinance. The Department is organized into two broad clusters; Development Services and Building Services.

Base Budget

- **Personnel:** Slight increase due to assumed Medical Premiums and Retirement Benefit costs for Finance employees. The BNS department consists of 37 funded positions and requests a base budget of \$3,748,972 for Personnel. No new positions are proposed to be created in FY2024. The BNS department currently has 3 vacant positions which are planned to be filled during FY2024. These 3 vacancies are comprised of 2 Plans Examiners and 1 Building Inspector.
- **Operations:** Increases in Operations are focused on three primary areas: Training – Internal & External (to attain and maintain certifications and to stay up to date on industry standards and Code updates), Property & Liability Insurance and Financial Fees (E-commerce fee costs have increased. Offset by the use of Technology Fee collections.)

Program Enhancement Requests:

- Consultant Services for survey and evaluation of the processes and service delivery of the City's Development Services - \$50,000

Chairman Barnhill asks if the survey will be anonymous?

Answer: That is the goal. The City wants its customers to feel comfortable sharing their honest feedback.

Summary

The workload generated by construction activity in the City generally remains strong. Multiple large scale developments and literally thousands of small scale projects will keep the workload of the Department at a high level for plan review, permitting, and inspections. BNS will continue to focus on technological improvements in service delivery to improve staff efficiency and applicant experience.

Community Development Block Grant (CDBG) Fund

The Community Development Block Grant is funded annually by the Department of Housing and Urban Development. The City has been an entitlement city since 2007 and has received approximately \$2,600,000. The funds have been used to support various programs throughout the City, but especially in underserved communities. Support includes emergency repair of homes of low to moderate income residents, fair housing outreach and education and the construction of new, deedrestricted, single family homes and rental units. For FY 2024, the City anticipates being allocated approximately \$375,000 in CDBG funds. The City will continue to identify the needs of our community and determine the best way to leverage the funds to bolster our partners and local non-profits.

Community Development Block Grant - Coronavirus (CDBG-CV) Fund

In addition to the usual CDBG funds, the City received a special allocation of funds specifically relating to the Coronavirus pandemic. These funds are to be used to prevent, prepare for, respond to and recover from COVID-19. In FY 2023, a portion of this award was used to assist with new job training programs in areas affected by the pandemic to revitalize the affected labor force and business sectors or to help workers re-train for expanding sectors.

Planning and Sustainability Fund

The Planning and Sustainability Department strives to protect and enhance the built and natural environment by providing a comprehensive vision for future growth, protection of historic and natural resources, and excellent planning services for businesses and residents of Franklin.

Base Budget

- Personnel: Slight decrease due to benefit elections.
- Operations: Decrease result of completing Goose Creek Land Use, Street Network & Watershed Study. It does include rollover of \$95,000 for the completion of the Envision Franklin Comprehensive Update, standard equipment replacement for employees and committee members, transcription services for minutes from various boards and commissions and a continued emphasis on professional education.

Program Enhancement Requests:

- Departmental Review Team Peer City Continuing Education Travel (Originally Proposed for FY20) - \$35,000
- US Army Line Markers
 - 2024 Request: \$103,250
 - 2025 Request : \$92,500
 - Total: \$195,750

Chairman Barnhill asks if every marker is intended to be visible from the roadways?

Answer: Yes. The goal is to show the breadth of the Battle of Franklin.

Mayor Moore asks if there were any Envision Franklin Amendment Requests in 2022?

Answer: No.

Summary

Top priorities for FY24 include the finalization of the Williamson County Growth Plan Update and the Comprehensive Envision Franklin Update and providing high quality training and continuing education for the Departmental Review Team.

Mayor Moore asks if the design for the battle-line monuments has been approved by the Board yet?

Answer: No. The monument designs had been shared but a formal monetary request had not been made yet.

Engineering, Traffic Operations Center (TOC) & Stormwater Fund

The Engineering Department plans for the future infrastructure needs of the City of Franklin and consists of four (4) divisions. The divisions include Development Services, Capital Projects, Traffic Operations and Stormwater.

Base Budget - Engineering

- Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for employees.
- Operations: Overall, the Operations budget will decrease due to fewer equipment replacements forecast in FY 2024.

Base Budget - TOC

- Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for employees.
- Operations: Overall, the Operations budget will increase due to more equipment replacements (computers, traffic controllers) forecast in FY 2024.
- Capital: Decreasing due to scheduled completion of Murfreesboro Road (SR 96) Signal Improvements and Advanced Transportation Controller projects.

Base Budget - Stormwater

- Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for employees.
- Operations: Overall, the Operations budget will decrease due to fewer equipment replacements forecast in FY 2024.
- Capital: As of the last Capital Investment Program (CIP) Prioritization, which was completed in 2019 for the FYs 2019 – 2028, stormwater capital projects are no longer funded directly through the Stormwater-Engineering annual operating budget

Program Enhancement Requests: TOC Only

- Signalization Improvements for South Margin/Lewisburg/5th Ave - \$150,000 for FY2024; note that *\$250,000 total is the City's match amount for a grant with TDOT. Total project cost is \$1,300,000.
- Signalization Improvements - Donnelson Creek at Lewisburg - \$100,000 for FY2024

OTHER BUSINESS

ADJOURN

Meeting Adjourned @ 3:41 PM

Clyde Barnhill, Chair

Minute prepared by Sarah Schilling, Assistant Deputy City Recorder, City Administrator's Office -
3/14/2023, 10:21 AM



DRAFT Meeting Minutes

Budget & Finance Committee

Wednesday, March 8, 2023

3:00 PM

Board Room

CALL TO ORDER

Chairman Clyde Barnhill called the meeting to order at 03:00 PM

Board Members Present: Patrick Baggett, Clyde Barnhill, Ann Petersen

Jason Potts arrived at 3:03 PM

Board Members Absent:

Staff Present: Eric Stuckey, Kristine Brock, Mark Hilty, Angie Johnson

NEW BUSINESS

1. Budget Presentation - Public Works

Sponsors: Eric Stuckey, Michael Walters Young, Mark Hilty, Steve Grubb, Jack Tucker, Lisa Clayton

Streets Maintenance Fund

Base Budget

- Personnel: Increase of \$32,194 YOY. The requested staffing level for FY24 is 41 full-time employees. There is no change from FY23.
- Operations: Increase of \$14,501 (+1%) YOY. There will be an increase in electric service, sidewalk repair supplies, and landscaping supplies.

Program Enhancement Requests:

- Personnel: Inspection Team Re-classification
 - Senior Road Inspector PG "H" to Streets Department Infrastructure & Development Manager PG "I" \$4,797 or a 5% increase.
 - (2) Road Inspectors PG "G" to Inspector/Project Manager PG "H" \$7,238 or 5% increase.
 - Achieves consistency throughout the organization.
- Tracked Skid Steer Replacement - \$56,000
- Interstate Beautification Program - \$375,000 total
 - The program consists of: planting native grasses, wildflowers, trees, shrubs, perimeter mowing, litter control, irrigation, etc.
 - Tree fund - \$250,000
 - Other Plantings and Maintenance - \$125,000
- Asset Management Facilities Paving Program - \$753,864

Streets Traffic Fund

Base Budget

- Personnel: Decrease of \$6,523 YOY. The requested staffing level for FY24 is 10 full-time employees. There is no change from FY23.
- Operations: Decrease of \$7,953 YOY. There will be a decrease in electric service.

Program Enhancement Requests:

- Main Street Electrostatic Paint - \$180,000
- Signalized Intersection Upgrade - \$35,000
- Platform Truck Replacement - \$112,000

Streets Stormwater Fund*Base Budget*

- Personnel: Increase of \$5,802 YOY. The requested staffing level for FY24 is 16 full-time employees. There is no change from FY23.
- Operations: Increase of \$58,878 (+6.5%) YOY. There will be an increase in equipment repair and maintenance costs and gasoline/diesel costs.

Program Enhancement Requests:

- Personnel: Stormwater Inspection Team Re-classification
 - Stormwater Inspector PG "G" to Inspector/Project Manager PG "H" \$3,985 or 5% increase
 - Project Management, Field Engineering, Service Manager, Plan Reviewer, Purchasing Agent, Coordinates Contract work, Right of Entry Liaison, Certified Notary Public
- Storm Sewer Vacuum Truck Replacement - \$481,536

Mayor Moore asks in regards to the traffic signal replacement on Mack Hatcher, is it possible to install mast arms rather than poles?

Answer: At this time, TDOT has pulled funding for that intersection. However, when they do choose to widen the road, it would be possible to add mast arms instead of poles.

Alderman Potts asks if the proposed interstate beautification is only around the on-ramp, or if it extends up around the exit roads?

Answer: The funds would be just for the on-ramp at this time. The goal is to make it a "gateway to the City."

Parks Fund

Their vision is to provide high-quality, accessible parks, historic sites, trails and recreation amenities that will create positive recreational, healthy experiences for all residents and visitors of the city that make living, working and playing in Franklin the city of choice for the region.

Base Budget

- Personnel: Funds 52 full-time and 5 part-time employees. Slight decrease due to assumed Medical Premiums and Retirement Benefit costs for Parks employees.
- Operations: Increase due to several factors: FSSD Athletic Fields Daily Operations Online; JWP Tennis Court Resurfacing (every 5-years); Multipurpose Arena Renovation (every 3-years); Material-Supply Price Increases.

Program Enhancement Requests:

- Self Propelled Stump Ginder for us by the Urban Forestry Program Citywide - \$34,637
- Havey Duty Utility Vehicle For Sports Turf Program - \$33,800
- Tree Inventory Professional Service - \$24,250
 - For a Tree Commission Project to initiate conducting an inventory study of 5,000 trees located in City Right-of-Way
- Approved Capital Project - Liberty Park - \$738,400

- For replacement of existing irrigation and sports lighting at the ballfield complex

Sanitation and Environmental Services Fund

The Sanitation and Environmental Services (SES) Department team is responsible for collection and disposal of residential and non-residential solid waste, residential recyclables, yard waste and bulk waste. We strive to provide and maintain a high level of service, through efficient use of resources, as we focus on the safety of our team. We are currently providing MSW service to over 24,000 residential customers every week with recycling participation at approximately 60%.

Base Budget

- Personnel: Decrease of \$76,052 (-1.7%) YOY.
- Operations: Increase of \$1,220,377 (+17.6%) YOY. The increase in operations is largely related to an increase in landfilling and recyclables disposal as anticipated through the renegotiation of recycling, hauling and landfilling contracts.

Program Enhancement Requests: Total FY24 is \$799,752.

- Add Air Curtain Incinerator - \$163,000
- Replace Rear Loader 136 - \$210,415
- Replace Knuckle Boom 138 - \$197,406
- Replace Knuckle Boom 148 - \$197,406
- Admin Staff Support Vehicle for SES - \$31,525
- (FY25) Replace Automated Side Loader 179 - \$402,492
- (FY25) Replace Automated Side Loader 180 - \$402,492
- (FY25) Add New Automated SideLoader - \$402,492
- (FY25) Add Materials Handler - \$399,967

Chairman Barnhill asks what happens to tree limbs and yard waste once it has been picked up?

Answer: It is burned and turned into ash. The City has its own incinerator and would no longer need to take the yard waste to the County Landfill.

Then, Chairman Barnhill asks about the bulk trash pick-up process.

Answer: It is picked up on a call-in basis by a knuckle boomer. Bulky waste (couches, mattresses, etc) is picked up on Tuesdays and "white goods" (old appliances) are picked up on Thursdays.

Lastly, Chairman Barnhill wonders how the 10-hour workdays are going for SES staff?

Answer: It is being very well-received. In fact, it is a competitive benefit to attract new employees.

Alderman Baggett inquires about the last time sanitation rates/fees were raised? He is worried about changes to a lot of fees recently across City services?

Answer: 2-3 years ago. The goal is to raise rates only to support operations.

2. Monthly Reports For March 2023

Sponsors: Mike Lowe, Margaret Wilson

- In December 2022, the City had over \$6M in sales tax for the first time ever. This is mostly due to inflation.
- The Conference Center had profits for most of the last 6 months.
- Hotel/motel tax is still up.

OTHER BUSINESS**ADJOURN**

A motion was made by Alderman Baggett, seconded by Alderman Potts to Adjourn the Meeting. The motion Passed 4-0.

Meeting Adjourned @ 4:17 PM

Clyde Barnhill, Chair

Minute prepared by Sarah Schilling, Assistant Deputy City Recorder, City Administrator's Office - 3/16/2023, 3:12 PM



File #: 21-04473

DATE: March 22, 2023

TO: Budget & Finance Committee

FROM: Vernon Gerth, Asst. City Administrator Community Development
Michael Walters Young, Budget and Analytics Manager
Eric Stuckey, City Administrator

SUBJECT:

Budget Presentation - Community & Economic Development (Franklin Transit Authority & Economic Development)

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the FY 2024 Budget Requests for departments in the Community & Economic Development Program (Building & Neighborhood Services, the Community Development Block Grant (CDBG) Fund, Planning & Sustainability, Engineering, Traffic Operations Center, the Stormwater Fund (Engineering Division), Economic Development and the Franklin Transit Authority.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

This year each program area of the City's Operations - Governance & Management, Public Safety, Finance & Administration, Community & Economic Development and Public Works will present as a unit to the Budget & Finance Committee during meetings in February and March. On March 2nd, several elements of the Community & Economic Development Program (Building & Neighborhood Services, the Community Development Block Grant (CDBG) Fund, Planning & Sustainability, Engineering, Traffic Operations Center, and the Stormwater Fund (Engineering Division) were presented. This presentation will encompass the final two elements of the Community & Economic Development Program - The Franklin Transit Authority and Economic Development.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2024 Operating Budget Request

Community & Economic Development

Building & Neighborhood Services and Community
Development Block Grant (CDBG) Fund

Planning & Sustainability

Engineering & Traffic Operations Center

Franklin Transit Authority

Economic Development



City of Franklin, Tennessee - FY 2024 Budget Request

Program: Community & Economic Development

Slide 2

Outline

- Building & Neighborhood Services and Community Development Block Grant (CDBG) Fund*
- Planning & Sustainability*
- Engineering & Traffic Operations Center*
- Franklin Transit Agency
- Economic Development

**Presented previously on March 2, 2023*



City of Franklin, Tennessee - FY 2024 Budget Request

Franklin Transit Authority

Slide 3

Department Leadership

Debbie Henry, President and CEO, TMA

Purpose of Department

Mission: The Franklin Transit Authority connects people and places by providing efficient, safe and affordable transportation services.

Responsibilities: The planning, operations and management of the small system public transit system. Operating six days a week, featuring fixed route service, Transit on Demand (TODD, a pre-arranged curb to curb service within the City of Franklin,) within the City of Franklin including Cool Springs.

Purpose of Department (con't)

Responsibilities: The TMA Group is the contractor of record for the operations and management of the Franklin Transit Authority. The TMA Group is a regional leader in customized innovative, environmentally friendly, multimodal transportation solutions for employers and communities.

Highlights

The TMA Group is excited to report that through the first eight months of this fiscal year the Franklin Transit fixed route passenger count is up eighteen (18%) percent increase over last year same date.

- A more significant milestone is that Franklin Transit passenger count for the first eight months exceeded pre-covid passenger trips representing a real system recovery trend.

Highlights (con't)

- TMA group in partnership with their marketing firm, Brand Wise, launched a creative social media campaign designed to create ridership. The campaign used geofence technology to reach customers within walking distance of transit fixed routes. Ads were developed to visualize what was available to them in the city of Franklin through the use of Transit. Activities such as grocery shopping, school, jobs, medical appointments, shopping or just a day to get out where highlighted in the digital ads. Giving people a reason to ride sometimes is necessary and we believe the campaign has done well.

Work on placing new transit shelters on Carothers Blvd has continued and we are waiting on final approval from the to begin construction on 3 new shelters.

The micro-transit for Cool Springs funding is being programed and we will begin the first phase of the installation of the service in the upcoming months.

Statistics:

74,500 passenger trips (estimate) – Returning to pre-covid numbers

50% are employment trips

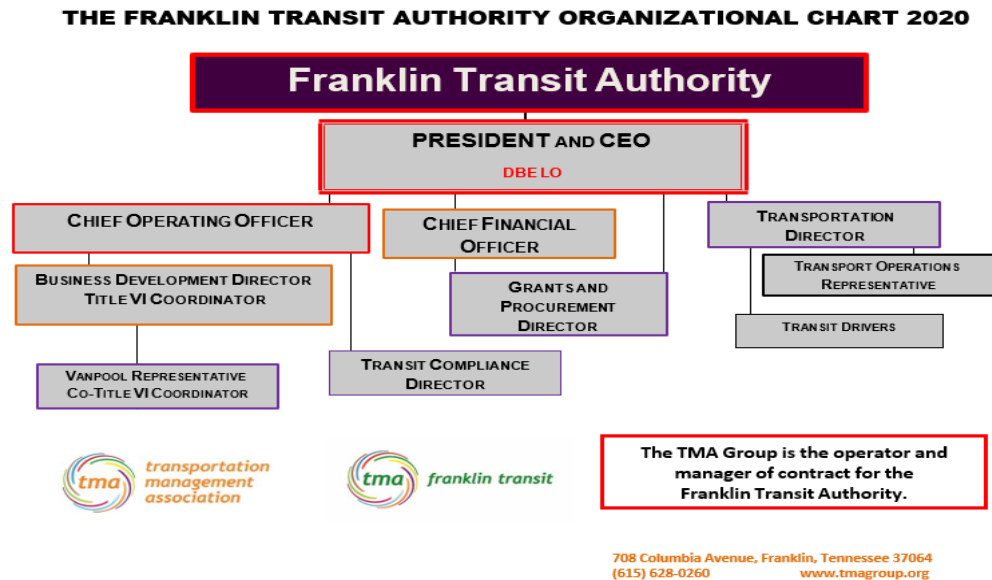
15% are student trips

15% are medical appointments

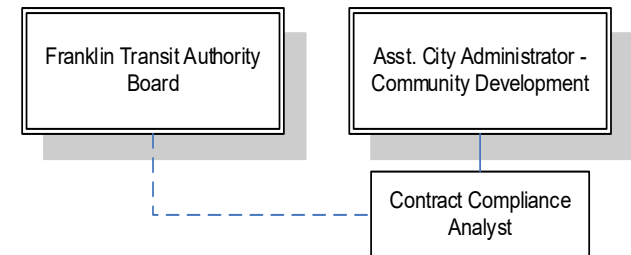
15% are for City events

5% trips are for shopping and social activities

Organization Chart



City of Franklin Staff



Base Budget Request: Overall

Budget Summary

	2021 Actual	2022 Actual	2023 Budget	2023 EOY	2024 Budget	2023 v. 2024 \$ %
Beginning Balance	\$ 817,912	\$ 807,254	\$ 807,253	\$ 807,253	\$ 1,787,017	
Revenues	\$ 2,888,155	\$ 2,781,701	\$ 4,426,245	\$ 4,452,399	\$ 4,374,919	\$ (51,326) -1.16%
Expenditures	\$ 2,898,813	\$ 2,781,702	\$ 4,426,245	\$ 3,472,635	\$ 4,391,067	\$ (35,179) -0.79%
Ending Balance	\$ 807,254	\$ 807,253	\$ 807,253	\$ 1,787,017	\$ 1,770,869	

Revenues: Slight decline overall reflected in lower City subsidy needed due to increase in state grants.

Expenses: Slight decline also reflected; funding for Contract Compliance Analyst provided.

Fund balance reflective of full City subsidy provided in FY 2023 – will be reduced to necessary amount to close fiscal year.



City of Franklin, Tennessee - FY 2024 Budget Request

Franklin Transit Authority

Slide 9

Base Budget Request: Transit Operations

Highlights:

Revenues: \$3,604,918.68

- TMA secured 76% of revenue dollars in Federal and State grants
- Increase in Federal funding supporting operations
- CMAQ grant funding to assist operation of new Micro service

Expenses: \$3,604,918.68

- Increase in fuel, maintenance, driver recruitment/salaries, cleaning, & general inflation
- Continued rollout of transit shelters on Carothers
- Safety & Security camera upgrades
- Increased marketing to increase ridership and new Micro-Transit Service



City of Franklin, Tennessee - FY 2024 Budget Request

Franklin Transit Authority

Slide 10

Summary

Franklin Transit Total Budget **\$ 4,391,067**

Request from City of Franklin **\$ 771,473**

Operations Request: **\$ 694,473**

Planning: **\$ 10,000**

Capital: **\$ 67,000**

We at the Franklin Transit Authority look forward to another year of serving our Franklin community and providing essential service to our citizens. We are committed to growing individual mobility while decreasing the congestion of our City streets.

Thank you for your continued support.



City of Franklin, Tennessee - FY 2024 Budget Request

Economic Development

Slide 11

Purpose of Department

This department is used to identify payments specifically related to economic development via civic organization and government appropriations. An allocation is made to the Williamson Chamber of Commerce (Williamson, Inc.) for the Tourism division (supporting growth of new and existing businesses) in the amount of \$31,500, for the Williamson, Inc. Economic Development division (supporting the strategic plan in areas of career growth, outreach, and workforce development) in the amount of \$31,500, and to the Greater Nashville Regional Council in the amount of \$30,669.

An additional allocation for the Williamson County Convention and Visitors Bureau is budgeted in the Hotel Motel Tax Fund.

Performance Measures

Economic Development activities are important in two of the four (4) themes of the strategic plan



Quality Life Experiences



Sustainable Growth & Economic Prosperity

Of note:

- Tourist Visits returned to pre-pandemic levels in 2021.
- Hotel/Motel Tax and Local Sales Tax growth remained strong and even outpaced pre-pandemic levels in FY 2022
- Job growth in Franklin neared record levels in 2022.
- Unemployment rates remained lowest in the state of Tennessee (2.5% at end of FY 2022)
- 2022 Citizens Survey: Franklin remains much higher than national benchmarks as a place to work (*5th nationally*), as a place to visit, the variety of business and service establishments (*5th nationally*), the vibrancy of the downtown/ commercial area (*2nd nationally*), employment opportunities (*2nd nationally*) and shopping opportunities.

City of Franklin, Tennessee - FY 2024 Budget Request

Economic Development

Budget Detail

Budget Summary	Actual	Actual	Budget	EOY	Budget	Difference	
	2021	2022	2023	2023	2024	\$	%
Economic Development / Chamber Support	19,500	30,000	31,500	31,500	31,500	-	0.0%
Greater Nashville Regional Council	24,761	28,855	29,209	29,209	30,669	1,460	5.0%
Williamson Chamber - Business Retention / Development	27,000	30,000	31,500	31,500	31,500	-	0.0%
Total Expenditures	71,261	88,855	92,209	92,209	93,669	1,460	1.6%

Total	71,261	88,855	92,209	92,209	93,669	1,460	1.6%
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Note: Budget may be modified slightly moving forward.

Program Enhancements

Williamson County Chamber - Business Retention	\$ 8,500
Williamson County Chamber - Economic Development	\$18,500



City of Franklin, Tennessee

FY 2024 Operating Budget

Transit

Debbie Henry, Executive Director

Budget Summary

	2021 Actual	2022 Actual	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Beginning Balance	\$ 817,912	\$ 807,254	\$ 807,253	\$ 807,253	\$ 1,787,017		
Revenues	\$ 2,888,155	\$ 2,781,701	\$ 4,426,245	\$ 4,452,399	\$ 4,374,919	\$ (51,326)	-1.16%
Expenditures	\$ 2,898,813	\$ 2,781,702	\$ 4,426,245	\$ 3,472,635	\$ 4,391,067	\$ (35,179)	-0.79%
Ending Balance	\$ 807,254	\$ 807,253	\$ 807,253	\$ 1,787,017	\$ 1,770,869		

Department Mission:

The Franklin Transit Authority connects people and places by providing efficient, effective and affordable transportation services.

Department Objectives:

- The planning, operations, and management of the small system public transit system.
- Operating six days a week, service us comprised of: fixed routes service, as well as Transit On Demand (TODD) a pre-arranged curb-to-curb service, within the City of Franklin including Cool Springs.
- The TMA Group is the contractor of record for the operations and management of the transit system on behalf of the Franklin Transit Authority. The TMA Group is a regional leader in customizing innovative, environmentally friendly, multi-modal transportation solutions.



Department Accomplishments:

The TMA Group is excited to report that through the first eight months of this fiscal year the Franklin Transit fixed route passenger count is up eighteen (18%) percent increase over last year same date. A more significant milestone is that Franklin Transit passenger count for the first eight months exceeded precovid passenger trips representing a real system recovery trend. TMA group in partnership with their marketing firm, Brand Wise, launched a creative social media campaign designed to create ridership. The campaign used geofence technology to reach customers within walking distance of transit fixed routes. Ads were developed to visualize what was available to them in the city of Franklin through the use of Transit. Activities such as grocery shopping, school, jobs, medical appointments, shopping or just a day to get out where highlighted in the digital ads. Giving people a reason to ride sometimes is necessary and we believe the campaign has done well.

Work on placing new transit shelters on Carothers Blvd has continued and we are waiting on final approval from the to begin construction on 3 new shelters.

The micro transit for Cool Springs funding is being programed and we will begin the first phase of the installation of the service in the upcoming months.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme: Quality Life Experiences



To reduce energy costs, road congestion and improve air quality by better use of alternative transportation services

Goal: To increase inventory of transit hubs, park-and-ride sites, and alternative services in Franklin.

Baseline: Inventory of current transit hubs, number of park-and-ride parking lots, and description of alternative transportation services available in Franklin. (TMA)

Goal: To increase the number of riders using the Franklin Transit Authority.

Baseline: 52,034 riders in 2009 (Last data available on Nashville MPO site).

Outcome Measures

	2018	2019	2020	2021	2022
Increase the Inventory of transit hubs, park-and-ride sites, and alternative services in Franklin.					
Added Transit hubs, Park& Ride sites	136	-	-	3	3
Total	136	136	136	139	142
<i>Increase from Prior year?</i>	0.00%	0.00%	0.00%	3.00%	3.00%
Meeting Goal?	Yes	Yes	Yes	Yes	Yes
Increase the number of riders using the Franklin Transit Authority.					
Ridership					
Franklin Transit Fixed Route	46,037	53,127	45,000	26,000	53,500
Transit On Demand (TODD)	28,280	27,187	21,000	14,100	21,000
Microtransit Cool Springs					
Total	74,317	80,314	66,000	40,100	74,500
<i>Increase from Prior year?</i>	No	Yes	-17.82%	-39.24%	44.00%
Meeting Goal?	No	Yes	No	No	Yes

All numbers shown are Fiscal Year (July 1- June 30).

Statistics:

74,500 passenger trips (approx.) Returning to pre-covid numbers

50% are employment trips

15% are student trips

15% are medical appointments

15% are for City events

5% trips are for shopping and social activities



City of Franklin, Tennessee

FY 2024 Operating Budget

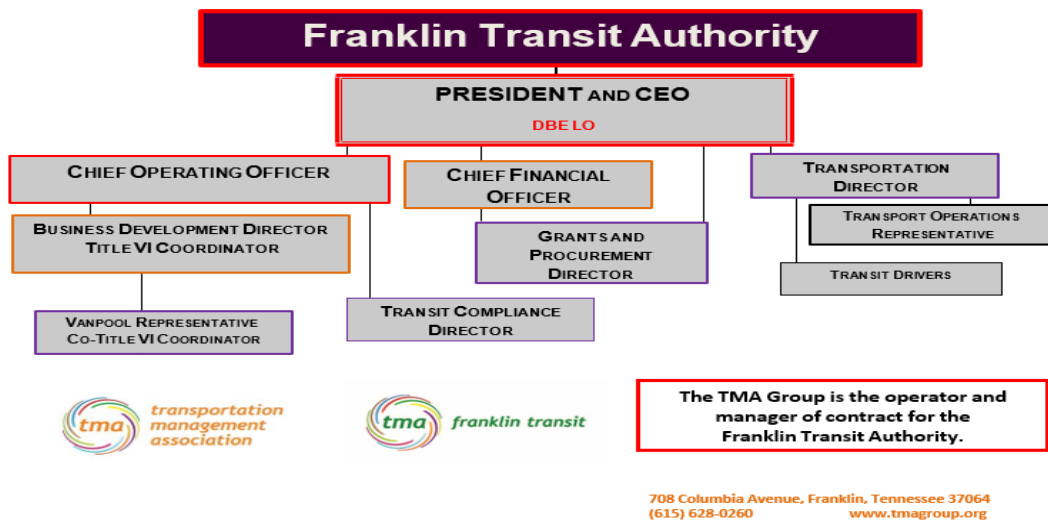
Performance Measures (con't)

Franklin Citizens Survey

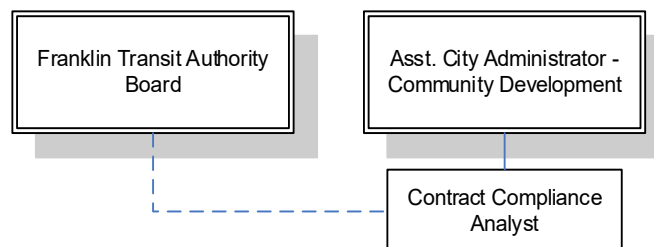
	2016 Citizens Survey		2019 Citizens Survey	
	Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒ % rating the quality of bus or transit service	42%	58%	54%	46%

Organizational Chart - Franklin Transit Authority

THE FRANKLIN TRANSIT AUTHORITY ORGANIZATIONAL CHART 2020



Organizational Chart - City of Franklin



Staffing by Position

Budget Positions	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Contract Compliance Analyst	Grade H	0	0	0	0	0	0	1	0	1	0
Total Authorized Positions		0	0	0	0	0	0	1	0	1	0



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference \$ %	
Opening Balance	817,912	807,254	807,253	807,253	1,787,017		
Revenues							
DEPT OF TRANSPORTATION (FEDERAL)	1,750,103	1,942,980	3,101,881	3,101,881	2,699,464	(402,417)	-13.0%
TDOT (STATE)	315,608	310,290	376,300	376,300	746,281	369,981	98.3%
TRANSIT FARES	33,080	68,173	123,000	109,850	148,000	25,000	20.3%
INTEREST INCOME	3,123	5,646	-	39,304	-	-	0.0%
RENTAL INCOME	8,900	9,700	9,700	9,700	9,700	-	0.0%
TRANSFER FROM GENERAL FUND*	777,341	444,912	815,364	815,364	771,473	(43,891)	-5.4%
Total Available Funds	2,888,155	2,781,701	4,426,245	4,452,399	4,374,919	(51,326)	-1.2%
Expenses (Operations)							
REGULAR PAY			-	3,993	15,000	15,000	100.0%
FICA (EMPLOYERS SHARE)			-	306	1,148	1,148	100.0%
VEHICLE LICENSES & TITLES	-	-	200	-	-	(200)	-100.0%
TRANSIT OPERATIONS	2,452,198	2,548,770	3,606,045	3,298,568	3,604,919	(1,126)	0.0%
IMPROVEMENTS	-	-	200,000	-	200,000	-	0.0%
TRANSIT PLANNING	240,986	232,932	250,000	169,768	100,000	(150,000)	-60.0%
VEHICLES (>\$25,000)	205,629	-	370,000	-	440,000	70,000	18.9%
MACHINERY & EQUIPMENT (>\$25,000)					30,000	30,000	100.0%
Total Expenditures	2,898,813	2,781,702	4,426,245	3,472,635	4,391,067	(35,179)	-0.8%
Ending Balance	807,254	807,253	807,253	1,787,017	1,770,869		

Notes & Objectives

Overall, the FTA distributes its expenses between the Federal government, State government and City of Franklin as follows:

- Capital Expenditures: 80% federal, 10% state, 10% local;
- Preventive Maintenance Expenses: 80% federal and 20% local;
- Planning Expenses: 80% federal, 10% state, and 10% local.

Transit Fund Revenues (COF)

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (8 mo.)	EOY2023	F2024	F2025	F2026
33674	DEPT OF TRANSPORTATION (FEDERAL)	1,163,055	1,788,185	1,750,103	1,942,980	3,101,881	1,098,042	3,101,881	2,699,464	2,699,464	2,699,464
33780	TDOT (STATE)	326,527	344,134	315,608	310,290	376,300	127,633	376,300	746,281	746,281	746,281
TOTAL INTERGOVERNMENTAL		1,489,582	2,132,319	2,065,711	2,253,270	3,478,181	1,225,675	3,478,181	3,445,745	3,445,745	3,445,745
34500	TRANSIT FARES	84,945	63,426	33,080	68,173	123,000	54,925	109,850	148,000	148,000	148,000
TOTAL CHARGES FOR SERVICES		84,945	63,426	33,080	68,173	123,000	54,925	109,850	148,000	148,000	148,000
36100	INTEREST INCOME	27,227	33,788	3,123	5,646	-	19,652	39,304	-	-	-
36500	RENTAL INCOME	9,700	10,500	8,900	9,700	9,700	4,850	9,700	9,700	9,700	9,700
36800	SALE OF SURPLUS ASSETS							-	-	-	-
TOTAL USE OF MONEY & PROPERTY		36,927	44,288	12,023	15,346	9,700	24,502	49,004	9,700	9,700	9,700
37100	TRANSFER FROM GENERAL FUND*	795,884	371,653	777,341	444,912	815,364	441,314	815,364	771,473	771,474	771,475
TOTAL OTHER REVENUE		795,884	371,653	777,341	444,912	815,364	441,314	815,364	771,473	771,474	771,475
Total Available Revenues		2,407,338	2,611,686	2,888,155	2,781,701	4,426,245	1,746,416	4,452,399	4,374,919	4,374,920	4,374,921

Transit Fund Expenditures (COF)

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (8 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	-	-	-	-	-	1,331	3,993	15,000	15,750	16,538
	TOTAL SALARIES & WAGES	-	-	-	-	-	1,331	3,993	15,000	15,750	16,538
81410	FICA (EMPLOYERS SHARE)	-	-	-	-	-	102	306	1,148	1,205	1,265
	TOTAL EMPLOYEE BENEFITS	-	-	-	-	-	102	306	1,148	1,205	1,265
Total Personnel							1,433	4,299	16,148	16,955	17,803
Operations											
82130	VEHICLE LICENSES & TITLES		27	-	-	200	-	-	-	-	-
	TOTAL TRANSPORTATION CHARGES	-	27	-	-	200	-	-	-	-	-
83230	IMPROVEMENTS (<\$100,000 EACH)					200,000	-		200,000	200,000	200,000
	TOTAL OPERATING SUPPLIES	-	-	-	-	200,000	-	-	200,000	200,000	200,000
83520	VEHICLES (<\$25,000)										
83530	MACHINERY & EQUIPMENT (<\$25,000)										
83540	COMPUTER HARDWARE (<\$25,000)										
83550	COMPUTER SOFTWARE (<\$25,000)										
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	-	-	-	-	-	-	-	-	-	-
84940	TRANSIT OPERATIONS	2,268,956	2,312,140	2,452,198	2,548,770	3,606,045	1,649,284	3,298,568	3,604,919	3,785,165	3,974,423
84950	GRANT PROGRAMS	8,250	133,886	240,986	232,932	250,000	84,884	169,768	100,000	100,000	100,000
	TOTAL OPERATIONAL UNITS	2,277,206	2,446,026	2,693,184	2,781,702	3,856,045	1,734,168	3,468,336	3,704,919	3,885,165	4,074,423
	TOTAL OPERATIONS	2,277,206	2,446,053	2,693,184	2,781,702	4,056,245	1,734,168	3,468,336	3,904,919	4,085,165	4,274,423
Capital											
89520	VEHICLES (>\$25,000)	130,132	165,370	205,629	-	370,000	-	-	440,000	250,000	250,000
89530	MACHINERY & EQUIPMENT (>\$25,000)	-							30,000	30,000	30,000
89550	COMPUTER SOFTWARE (>\$25,000)										
	TOTAL CAPITAL	130,132	165,370	205,629	-	370,000	-	-	470,000	280,000	280,000
	TOTAL EXPENDITURES	2,407,338	2,611,423	2,898,813	2,781,702	4,426,245	1,734,168	3,468,336	4,374,919	4,365,165	4,554,423



City of Franklin, Tennessee

FY 2024 Operating Budget

Economic Development

Eric Stuckey, City Administrator

Budget Summary

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Expenditures	71,261	88,855	92,209	92,209	93,669	3,354	3.8%
Economic Development	71,261	88,855	92,209	92,209	93,669	3,354	3.8%

Department Summary

This department is used to identify payments specifically related to economic development via civic organization and government appropriations. An allocation is made to the Williamson Chamber of Commerce (Williamson, Inc.) for the Tourism division (supporting growth of new and existing businesses) in the amount of \$31,500, for the Williamson, Inc. Economic Development division (supporting the strategic plan in areas of career growth, outreach, and workforce development) in the amount of \$31,500, and to the Greater Nashville Regional Council in the amount of \$30,669.

An additional allocation for the Williamson County Convention and Visitors Bureau is budgeted in the Hotel Motel Tax Fund.



Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Quality of Life Experiences



Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.

Goal: To remain below the national Cost of Living Index of 100.

Baseline: 89 on index of 100 (Williamson County Chamber of Commerce).

Goal: To improve ranking as one of the best cities for start-up businesses in the United States.

Baseline: Ranked top 50 in the nation (http://images.businessweek.com/ss/09/03/0327_smallcity_startups/43.htm).

Sustainable Growth & Economic Prosperity



Franklin will pursue growth and development that embraces its historic context and encourages revenue generation.

Opportunities for increasing tourism

Goal: To increase tourist visits to

Baseline: Carnton Plantation, Carter House and Lotz House had 80,000 visitors in 2012 (www.carnton.org).

Opportunities for revenue enhancements through

Goal: To increase the revenue generated from

Baseline: Franklin received \$2,193,109.16 in Hotel/Motel Tax for the 2012 Fiscal Year (Department of Finance)

Goal: To increase sales tax revenue money greater than the annual state-wide sales tax growth.

Baseline: \$24.197 million in sales tax revenues were collected by the City of Franklin in 2012. (Financial Reports from City Finance Department)

Goal: Franklin will increase revenue over expenditures from conventions, meetings, and trade shows at the Conference Center

Baseline: [Review Conference Center data for

Franklin will expand and retain business and job opportunities within the community as well as the county.

Encourage job growth and retention within the city.

Goal: To increase the number of jobs in the city over

Baseline: Franklin reported 33,750 total employment in June 2013. [Civilian Labor Force Summary, Labor Monthly Report, July 2013].

Goal: To decrease the unemployment rate within the city over the previous year below the county and state levels.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Baseline: Franklin's unemployment rate for 2013 was 5.5%. County rate for same period was 5.8% and state rate was 8.5% (both of which included Franklin rate) (Source: Civilian Labor Force Summary, Labor Monthly Report, July 2013).

Encourage expansion and retention of business

Goal: To increase the net number of business licenses within the city over the previous year.

Baseline: Franklin issued 427 new business licenses in FY2012 (Revenue Management)

Baseline: Franklin has 5,302 total active business licenses in 2012 (2012 Development Report).

Goal: To reduce retail and commercial vacancy rates within Franklin to 30% or less than Nashville MSA rate.

Baseline: Franklin retail and commercial vacancy rate for 3rd Q 2013 was 3.8%. Nashville MSA rate was 9.4%.

Target of 30% of Nashville rate is 6.58% (Source: Cassidy Turley Office Market Snapshot, @ WilliamsonProsper.com)

Key:	Strategic Plan: FranklinForward		
	Franklin Citizens Survey	☒	☒

Outcome (Effectiveness) Measures

		2018	2019	2020	2021	2022
Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.						
	Remain below the national Cost of Living Index of 100.					
	Current Rating	TBD	TBD	TBD	TBD	TBD
	Target	< 100	< 100	< 100	< 100	< 100
	Meets Target?	TBD	TBD	TBD	TBD	TBD
Franklin will pursue growth and development that embraces its historic context and encourages revenue generation.						
	Opportunities for increasing tourism experiences.					
	Increase tourist visits to Franklin.					
	Overall Tourist visits to Williamson County	1,720,000	1,810,000	1,230,000	1,730,000	TBD
	Target	1,510,000	1,720,000	1,810,000	1,230,000	1,730,000
	Meets Target?	Yes	Yes	No	Yes	TBD
	Opportunities for revenue enhancements through tourism and sales revenues.					
	Increase the revenue generated from Hotel/Motel taxes.	\$ 4,097,695	\$ 4,103,235	\$ 3,138,814	\$ 2,709,351	\$ 4,065,607
	Target (more than previous year)	\$ 3,721,055	\$ 4,097,695	\$ 4,103,235	\$ 3,138,814	\$ 2,709,351
	Meets Target?	Yes	Yes	No	No	Yes
	Increase local sales tax revenue growth rate compared to state sales tax growth rate.					
	Franklin Collections (in \$ millions)	\$34.151	\$36.17	\$35.45	\$41.99	\$55.20
	Franklin Collection Increase	4.5%	5.9%	-2.1%	18.3%	31.4%
	State Collections (in \$ billions)	\$8.939	\$9.410	\$9.660	\$11.020	\$12.893
	State Collection Increase	4.5%	5.3%	2.7%	14.1%	17.0%
	Meets Target?	Yes	Yes	No	Yes	Yes



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

		2018	2019	2020	2021	2022*
	Increase revenue over expenditures from conventions, meetings, and trade shows at the Conference Center					
	Baseline: Net Operating (loss) income from Audited Financials of the Cool Springs Conference Center.					
	Annual Net Income for Conference Center	\$378,397	\$527,710	(\$124,540)	(\$1,105,134)	\$ 445,008
	Target	(\$115,916)	\$378,397	\$ 527,710	(\$124,540)	\$ (1,105,134)
	Meets Target?	Yes	Yes	No	No	Yes
Franklin will expand and retain business and job opportunities within the community as well as the county.						
	Encourage job growth and retention within the city.					
	Increase the number of jobs in the city over the previous year.	44,360	47,307	41,070	46,631	49,999
	Target	41,490	44,360	47,307	41,070	46,631
	Meets Target?	Yes	Yes	No	Yes	Yes
	Decrease the unemployment rate within the city over the previous year below the county and state levels.					
	Franklin's Unemployment Rate	2.7%	2.8%	6.5%	3.4%	2.5%
	Williamson County Unemployment Rate	2.8%	3.2%	6.4%	3.4%	2.6%
	Tennessee's Unemployment Rate	3.5%	3.5%	9.5%	5.6%	4.0%
	Target (Franklin's U/I for preceding year)	1.9%	2.7%	2.8%	6.5%	3.4%
	Meets Target(s)?	Yes/No	Yes/No	Yes/No	Yes	Yes
	Encourage expansion and retention of business opportunities in the City of Franklin.					
	Increase the net number of business licenses within the city over the previous year.					
	New business licenses	TBD	TBD	TBD	TBD	TBD
	Total Active business licenses	TBD	TBD	TBD	TBD	TBD
	Meets Target(s)?	TBD	TBD	TBD	TBD	TBD
	Maintain retail and commercial vacancy rates within Franklin to 30% or less than Nashville MSA rate.					
	Franklin Retail & Commercial Vacancy Rate	11.50%	Data to be collected			
	Nashville MSA Retail & Commercial Vacancy Rates	9.80%				
	Target	2.94%				
	Meets Target?	No	TBD	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Franklin Citizens Survey

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of Economic Development servi	82%	18%	84%	16%
☒	% rating Employment opportunities as it relates to Franklin as a whole.	75%	25%	83%	17%
☒	% rating Shopping opportunities as it relates to Franklin as a whole.	92%	8%	93%	7%
☒	% rating Cost of living in Franklin as it relates to Franklin as a whole.	41%	59%	39%	61%
☒	% rating the Overall quality of businesses and service establishments in Franklin as it relates to	88%	12%	92%	8%
☒	% rating a Vibrant downtown/commercial areas it relates to Franklin as a whole.	89%	11%	92%	8%
☒	% rating the Overall quality of new development in Franklin as it relates to Franklin as a whole.	78%	22%	78%	22%

Organizational Chart

There is no organization chart associated with Economic Development. It is supported by personnel within Administration.

Staffing by Position

There are no staff formally associated with Economic Development. It is supported by personnel within Administration.



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

Budget Summary	Actual	Actual	Budget	EOY	Budget	Difference	
	2021	2022	2023	2023	2024	\$	%
Economic Development / Chamber Support	19,500	30,000	31,500	31,500	31,500	-	0.0%
Greater Nashville Regional Council	24,761	28,855	29,209	29,209	30,669	1,460	5.0%
Williamson Chamber - Business Retention / Development	27,000	30,000	31,500	31,500	31,500	-	0.0%
Total Expenditures	71,261	88,855	92,209	92,209	93,669	1,460	1.6%
Total	71,261	88,855	92,209	92,209	93,669	1,460	1.6%

Notes & Objectives

A Program Enhancement Request is attached to this budget for both the general Economic Development and Business Retention & Development support efforts of the Williamson County Chamber of Commerce.

Economic Development

	A2019	A2020	A2021	A2022	B2023	YTD 2023 (9 mo.)	EOY2023	F2024	F2025	F2026
87110 CONTRACTED SERVICES										
1 Economic Development / Chamber Support	25,000	37,500	19,500	30,000	31,500	23,625	31,500	31,500	31,500	31,501
2 Greater Nashville Regional Council	23,327	23,344	24,761	28,855	29,209	29,209	29,209	30,669	32,203	33,813
3 Nashville Area Chamber of Commerce		-	-	-	-	-	-	-	-	
4 Nashville Area MPO		-	-	-	-	-	-	-	-	
5 Special Event Grant Expenditures										
6 Williamson Chamber - Business Retention / Development	30,000	30,000	27,000	30,000	31,500	23,625	31,500	31,500	31,500	31,501
87110 CONTRACTED SERVICES	78,327	90,844	71,261	88,855	92,209	76,459	92,209	93,669	95,203	96,815
TOTAL OPERATIONS	78,327	90,844	71,261	88,855	92,209	76,459	92,209	93,669	95,203	96,815
TOTAL EXPENDITURES	78,327	96,027	71,261	88,855	92,209	76,459	92,209	93,669	95,203	96,815

FY 2024 Program Enhancement Request Form

	Intended Year:	2024	Department Priority:	1	of	1
	Department:	45925 ECONOMIC DEVELOPMENT				
	Division:					
	FranklinForward Theme:	Sustainable Growth & Economic Prosperity				
	Title:	Additional Funding Requests				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY24 Only)	Ongoing Annual Cost (FY24 & Future)	TOTAL FY24 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
87110 Contracted Services		\$8,500	\$8,500
87110 Contracted Services		\$18,500	\$18,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$27,000	\$27,000

PURPOSE / DESCRIPTION OF REQUEST

In addition to the the recurring funding requests under the Economic Development budget, there are one (totaling \$27,000) which would be considered "new" or otherwise not part of the FY23 base budget.

Williamson County Chamber - Business Retention	\$ 8,500
Williamson County Chamber - Economic Development	\$18,500

SERVICE IMPLICATION



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name: Williamson County Chamber of Commerce

(List agency name as it appears on the Secretary of State website)

Legal Status: ☐ Charitable (501c3)

☒ Civic Organization (501c6 or 501c4)

Application Contact:

Bryan Doleshel

bryan@williamsonchamber.com

310.699.5430

Name

Email

Phone

Mailing Address:

4031 Aspen Grove Drive, Suite 630, Franklin TN 37067

Headquarters' Address (if different from mailing):

4031 Aspen Grove Drive, Suite 630, Franklin TN 37067

Total amount of City of Franklin funds being requested for FY2023-2024 \$

40,000.00

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Matt Largen

Printed Name of (CEO/President/Executive Director/Board Chair)

03/14/2023

Date

Matt Largen

Digitally signed by Matt Largen

Date: 2023.03.14 15:17:51 -05'00'

Signature of (CEO/President/Executive Director/Board Chair)

03/14/2023

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Williamson County Chamber of Commerce

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

See attached events calendar

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The Williamson County Chamber of Commerce provides unparalleled access to education, leadership development, relationship-building, business advocacy and up-to-minute information about doing business in one of the country's fastest growing and prosperous communities. We strive to invest into the business and education sectors of the county to increase growth and attract/retain talent for the nearly 6500 active businesses.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The Williamson County Chamber of Commerce will use the funds to support growth of new and existing businesses throughout the City of Franklin and greater Williamson County. The Chamber offers professional development opportunities, networking and business development oriented programs/events to support small, medium and large companies.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Williamson County Chamber of Commerce

4. What is your fiscal year (ex. July 1 to June 30)? Jan 1 to Dec 31
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? 3%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Matt Largen

Printed Name of (CEO/President/Executive Director/Board Chair)

03/14/2023

Date

Matt Largen

Signature of (CEO/President/Executive Director/Board Chair)

Digitally signed by Matt Largen
Date: 2023.03.14 15:18:26 -05'00'

03/14/2023

Date

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

DEPARTMENT OF THE TREASURY

Date: **AUG 12 2014**

WILLIAMSON COUNTY CHAMBER OF
COMMERCE
128 FRANKLIN RD
BRENTWOOD, TN 37027

Employer Identification Number:
36-4720381
DLN:
17053100397033
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
October 1, 2012
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 948

Bryan Doleshel

From: noreply@fisgov.com
Sent: Friday, May 20, 2022 12:36 PM
To: Bryan Doleshel
Subject: [External]Payment Confirmation - Secretary of State

Thank you for your payment to the Tennessee Secretary of State Annual Report online services. Your confirmation details are below. Please save or print this email for your records.

The filing fee will appear on your statement labeled 'TN SOS ANNUAL RPT'. The service fee will appear on your statement labeled 'ServiceFee TN ANRPT'.

Transaction Type: TN SOS Annual Report
Filing Fee Paid: 20.00
Service Fee: 0.46
Date: 05/20/2022 12:35 PM
Confirmation Number: 3829599889
Payment Type: VI

Document Number	Description	Payment Amount
000674215	Annual Report for CN 000674215	\$20.00
		Payment Amount: \$20.00
		Service Fee: \$0.46
		Total Payment Amount: \$20.46

If you have any questions about this transaction, contact the Secretary of State Annual Report Section at (615) 741-2286 or TNSOS.CORPINFO@tn.gov

Bryan Doleshel

From: noreply@fisgov.com
Sent: Friday, June 17, 2022 1:25 PM
To: Bryan Doleshel
Subject: [External]Payment Confirmation - Secretary of State Charitable Solicitations

Thank you for your payment to the Tennessee Secretary of State Charitable Solicitation Registration online services. Your confirmation details are below. Please save or print this email for your records.

The filing fee will appear on your statement labeled 'L2G*TN SOS CHAR SOL'.

Fee Type:	Fee/Payment
Filing Fee Paid:	\$10.00
Date:	06/17/2022 01:25 PM
Confirmation Number:	3831151357

If you have any questions about this transaction, contact Secretary of State Charitable Solicitations at (615) 741-2555 or charitable.solicitations@tn.gov

Williamson, Inc. 2023 Board of Directors

Column1	Column2	Column4
CONTACT NAME	TITLE	COMPANY NAME
Tim Adams	President/CEO	Saint Thomas Health
Mike Alday	President	Alday Communications
Meg Chamblee	Executive Vice President, Tennessee	Udig, TN
JP Cowan	Associate Principal	TMPartners
Bryan Gregory	Division Vice President, Alliance Division	DaVita VillageHealth
Tony Johnson	Site Leader Nashville HUB	Schneider Electric
Cassie Jones	Owner	Williamson Herald and Southern Exposure Magazine
Laura Register	National Director, Healthcare	Terracon
Dwayne West	CFO	Gresham Smith
John Wingo	Attorney	Stites & Harbison
Toml Galin	Senior Vice President, Corporate Communications, Marketing and Public Affairs	Community Health Systems
Maureen Haley Thornton	President & CEO	Williamson County Convention and Visitors Bureau
Dearl Lampley	Vice President of Williamson Campus	Columbia State Community College
Matt Largent	President and CEO	Williamson, Inc.
Bryan Doleshel	Chief Community Development Officer	Williamson, Inc.
Elizabeth McCreary	Chief Economic Development Officer	Williamson, Inc.
Tom Atema	President and CEO	Atema Partners
Bari Beasley	CEO	Williamson County Heritage Foundation
Carl Haley	Board Member	Grand Avenue Chauffeured Transportation
Chris Jones	President	Middle Tennessee Electric Membership Corporation
Doug Kreulen	President and CEO	Metropolitan Nashville Airport Authority
Matt Laker	Vice President	Jackson National Life Insurance Company
Rob Mills	Senior Vice President and CIO	Tractor Supply Company
Chase Harper	Business Development Manager	TMA Group
Elaine Wells	President and Owner	Well Planned Events
Luis Parodi	Vice President, Senior Business Banking Officer	Republic Bank, Nashville Area Hispanic Chamber of Commerce
Sarah Moran	Senior Manager of External Affairs	Mars Petcare
Wendy Monaci	Vice President, Regional Ambulatory Services	Vanderbilt Health
Rob Ivy	CFO	Lee Company
Phil Mazzuca	CEO	Williamson Medical Center
Josh Derryberry	Senior Vice President, Business Banking Regional Manager for TN and KY	Fifth Third Bank
Jemond Daughtry	Owner Operator	McDonald's, The Good Food Group
Tony McAlister	COO and Board Chair	Quikq, Studio Tenn, Nashville Shakespeare Festival
Winston Cruze	Executive Director of Real Estate	Ramsey Solutions
Phil Fawcett	Principal	Boyle Development
Tara Blue	Executive Director	Community Child Care
Carlos Guerra	Vice President Human Resources	Nissan Americas
Hitesh Patel	Vice President	Halifax Hospitality
Gary Vogrin	Founding Partner	Kiser + Vogrin Design
Tony Hunicutt	CEO	Games To Go Nashville
Erica Kelley	Senior Mortgage Banker- Fairview Rep	Flat Branch Home Loans
Hannah Shellnut	Marketing	Shellnut Insurance
Jeff Graves	County Commissioner	Spring Hill per Rebecca Melton
Executive Committee		
Doug Kreulen	Chair	
Phil Mazzuca	Vice Chair	
Luis Parodi	Treasurer	
Laura Register	Secretary	
Chris Jones	Past Chair	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/14/2023

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 have **ADDITIONAL INSURED** provisions or 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 Boxwood Insurance Group 3020 Stansberry Ln Ste 202 Franklin TN 37069		CONTACT NAME: Jill Holzen PHONE (A/C, No, Ext): (615) 245-5851 FAX (A/C, No): (615) 245-5851 E-MAIL ADDRESS: jill@boxwoodins.com		
INSURED Williamson Inc 4031 Aspen Grove Dr Ste 630 Franklin TN 37067-2939		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Hartford Underwriters Insurance Company		30104
		INSURER B: Hartford Accident and Indemnity Company		22357
		INSURER C: Twin City Fire Insurance Company		29459
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** CL2321400260 **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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			20SBAAR2DJZ	03/01/2023	03/01/2024	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COM/OP AGG \$ 2,000,000	
							\$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			20SBAAR2DJZ	03/01/2023	03/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
						\$	
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$
			AGGREGATE \$				
			\$				
			\$				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	20WECAR3XWA	03/01/2023	03/01/2024	☒ PER STATUTE ☐ OTHER
			E.L. EACH ACCIDENT \$ 1,000,000				
			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				
C	Professional Liability			20KM0437879	03/01/2023	03/01/2024	Directors and Officers 1,000,000
			Employment Practices 1,000,000				

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

CERTIFICATE HOLDER

CANCELLATION

City of Franklin
109 3rd Ave S

Franklin

TN 37064

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

W. Blum



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/02/2022

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.

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PRODUCER Boxwood Insurance Group, LLC 3020 Stansberry Ln Ste 202 Franklin TN 37069		CONTACT NAME: Jill Holzen PHONE (A/C, No, Ext): (615) 245-5851 FAX (A/C, No): (615) 245-5851 E-MAIL: jill@boxwoodins.com ADDRESS:	
INSURED Williamson Inc 4031 Aspen Grove Dr Ste 630 Franklin TN 37067-2939		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Underwriters Insurance Company NAIC # 30104 INSURER B: Hartford Accident and Indemnity Company 22357 INSURER C: Twin City Fire Insurance Company 29459 INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL223200018

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			20SBAAR2DJZ	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			20SBAAR2DJZ	03/01/2022	03/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				20WECAR3XWA	03/01/2022	03/01/2023
C	Professional Liability			20KM0437879	03/01/2022	03/01/2023	Directors and Officers 1,000,000 Employment Practices 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin 109 3rd Ave S Franklin TN 37064	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 <i>W. Blum</i>
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Williamson County Chamber of Commerce Profit & Loss Prev Year Comparison

January through December 2022

	Audited	Unaudited	Budget
	Jan 1 - Dec 31, 21	Jan 1 - Dec 31, 22	Jan 1 - Dec 31, 23
Income			
Membership Revenue	627,482.00	665,906.81	743,333.00
Non-Dues Income	547,868.65	594,393.85	621,525.00
Total Income	1,175,350.65	1,260,300.66	1,364,858.00
Gross Profit	1,175,350.65	1,260,300.66	1,364,858.00
Expense			
Committee Costs	1,899.96	3,649.11	6,450.00
Event Expense	109,540.26	12,918.45	237,250.00
Operations	153,635.47	186,737.66	194,854.33
Payroll Expenses	748,555.86	847,856.11	803,261.53
Programs & Meetings Expense	45,493.68	123,368.88	66,741.00
Travel and Meetings	7,705.37	21,681.09	34,320.00
WCC Foundation Support	15,000.00	16,150.00	15,000.00
Total Expense	1,081,830.60	1,212,361.30	1,357,876.86
Net Income	93,520.05	47,939.36	6,981.14

Payroll Expenses			
Bonus/Commissions	133,099.02	177,799.02	120,000.00
Employee Benefits	56,514.71	60,385.71	58,000.00
Payroll Fees	4,300.00	4,963.00	4,300.00
Payroll Taxes	49,825.49	56,186.00	60,525.26
Salaries and Wages	687,470.64	744,396.40	791,179.91
Shared Services Payroll	-182,654.00	-195,874.02	-230,743.65
Total Payroll Expenses	748,555.86	847,856.11	803,261.52

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Williamson County Chamber of Commerce	
2 Business name/disregarded entity name, if different from above Williamson, Inc.	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) ► 501(c)6	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 4031 Aspen Grove Dr., Ste #630	Requester's name and address (optional)
6 City, state, and ZIP code Franklin, TN 37067	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

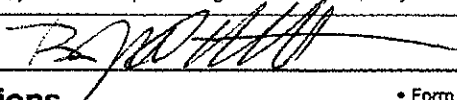
Social security number								
			-			-		
OR								
Employer identification number								
3	6	-	4	7	2	0	3	8 1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 1/4/23
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General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

willamson, INC

2023 CHAMBER EVENTS CALENDAR

January

Member Connect
Non-Profit Roundtable
Policy Talks
WillCo Connected Mixer
Williamson 101
Williamson Forward
Young Professionals

February

Black Business Coalition
Day on the Hill
Member Connect
Policy Talks
Williamson 101 in Fairview
WillCo Connected Fairview
Women in Business

March

Impact Tour
Member Connect
Nolensville Annual Address
Policy Talks
WillCo Connected Mixer
Williamson 101
Young Professionals

April

Member Connect
Outlook Williamson
Policy Talks
Williamson 101 Nolensville
WillCo Connected in Nolensville
Williamson Insider
Women in Business
*Minority Business &
Entrepreneurship Academy
cohort begins

May

Joint Chamber Mixer
Member Connect
Policy Talks
WillCo Connected Mixer
Williamson 101
Young Professionals

June

Fairview Annual Address
Franklin's Juneteenth Celebration
Member Connect
Policy Talks
Women in Business
Young Leaders Council Mixer
*Leadership Brentwood
applications due

July

Policy Talks
State of the County
Williamson 101
WillCo Connected Mixer
*Young Leaders Council
applications due

August

Member Connect
Policy Talks
Williamson 101 in Fairview
WillCo Connected Fairview
Williamson Insider
Women's Leadership
Conference
Young Professionals

September

Black Business Coalition
Member Connect
Policy Talks
State of the Schools
WillCo Connected Mixer
Williamson 101

October

Market Update
Member Connect
Policy Talks
Williamson 101 Nolensville
WillCo Connected in Nolensville
Women in Business
Young Professionals

November

Annual Celebration
Member Connect
Policy Talks
WillCo Connected Mixer
Williamson 101
Williamson Insider

December

Black Business Holiday Mixer
Member Connect
Policy Talks
Women in Business
Young Professionals

Events & dates are subject to change. Check willamsonchamber.com for an updated calendar, details, & registration.

*Application based programs, visit willamsonchamber.com for more details.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 3

(List agency name as it appears on the Secretary of State website)

Legal Status: ☐ Charitable (501c3) ☒ Civic Organization (501c6 or 501c4)

Application Contact:

Elizabeth McCreary

elizabeth@williamsonchamber.com

615-482-5153

Name

Email

Phone

Mailing Address:

4031 Aspen Grove Dr., Ste #630, Franklin, TN 37064

Headquarters' Address (if different from mailing):

4031 Aspen Grove Dr., Ste #630, Franklin, TN 37064

Total amount of City of Franklin funds being requested for FY2023-2024 \$

50,000.00

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Matt Largen

Printed Name of (CEO/President/Executive Director/Board Chair)

03/14/2023

Date

Matt Largen

Digitally signed by Matt Largen
Date: 2023.03.14 15:04:10 -05'00'

Signature of (CEO/President/Executive Director/Board Chair)

03/14/2023

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 3

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The funds we receive from the City of Franklin are applied across multiple facets of our strategic plan (attached). The main tenants are:

- 1) Growth and Attraction
- 2) Talent, Workforce, and Place Development
- 3) Innovation and Entrepreneurship
- 4) Regional Collaboration and Outreach

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Detailed action items are outlined in the attached strategic plan.

Since 2018, the Williamson, Inc. Office of Economic and Community Development has helped generate the creation of almost 3,000 new jobs and a capital investment total of over \$193M in Williamson County. Approximately 75% of that investment has occurred within Franklin city limits with brands like Kaiser Aluminum, Educational Media Foundation (K-LOVE), Mitsubishi Motors North America, Gutterglove, PennyMac, and In-N-Out Burger ultimately choosing to call Franklin home.

In revisiting our strategic plan, and pursuing the feedback of local employers, we have identified even more ways in which we can serve the business community. To ensure that our local employers are equipped to continue to be competitive in hiring and retaining talent, we intend to convene professionals and resources to assist those local companies in their efforts to craft their respective plans in respond to emerging trends in the marketplace. Additionally, we plan to further expand our existing business program to help meet the workforce and workspace needs of our existing employers, including our ongoing support of attainable housing opportunities to meet the needs of our growing socio-economic spectrum. Finally, in addition to efforts with existing businesses, we will be increasing support for our community's entrepreneurs by way of technical assistance and additional coursework.

In examining our expanded, and growing, scope of work, it has become clear that the need for additional funding exists and that we must be ambitious in our annual fundraising goals. Therefore, we respectfully request that BOMA consider a \$50,000 investment in our organization, and ultimately, in the continued economic vitality of the City of Franklin.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 3

4. What is your fiscal year (ex. July 1 to June 30)? Jan 1 to Dec 31
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? 2.2%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Matt Largen 03/14/2023

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Matt Largen Digitally signed by Matt Largen
Date: 2023.03.14 15:05:38 -05'00' 03/14/2023

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: **Williamson County Chamber of Commerce WIL015 Remit 3**

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

Williamson, Inc. 2023 Board of Directors

Column1	Column2	Column4
CONTACT NAME	TITLE	COMPANY NAME
Tim Adams	President/CEO	Saint Thomas Health
Mike Alday	President	Alday Communications
Meg Chamblee	Executive Vice President, Tennessee	Udig, TN
JP Cowan	Associate Principal	TMPartners
Bryan Gregory	Division Vice President, Alliance Division	DaVita VillageHealth
Tony Johnson	Site Leader Nashville HUB	Schneider Electric
Cassie Jones	Owner	Williamson Herald and Southern Exposure Magazine
Laura Register	National Director, Healthcare	Terracon
Dwayne West	CFO	Gresham Smith
John Wingo	Attorney	Stites & Harbison
Tom Galin	Senior Vice President, Corporate Communications, Marketing and Public Affairs	Community Health Systems
Maureen Haley Thornton	President & CEO	Williamson County Convention and Visitors Bureau
Dearl Lampley	Vice President of Williamson Campus	Columbia State Community College
Matt Largen	President and CEO	Williamson, Inc.
Bryan Doleshel	Chief Community Development Officer	Williamson, Inc.
Elizabeth McCreary	Chief Economic Development Officer	Williamson, Inc.
Tom Atema	President and CEO	Atema Partners
Bari Beasley	CEO	Williamson County Heritage Foundation
Carl Haley	Board Member	Grand Avenue Chauffeured Transportation
Chris Jones	President	Middle Tennessee Electric Membership Corporation
Doug Kreulen	President and CEO	Metropolitan Nashville Airport Authority
Matt Laker	Vice President	Jackson National Life Insurance Company
Rob Mills	Senior Vice President and CIO	Tractor Supply Company
Chase Harper	Business Development Manager	TMA Group
Elaine Wells	President and Owner	Well Planned Events
Luis Parodi	Vice President, Senior Business Banking Officer	Republic Bank, Nashville Area Hispanic Chamber of Commerce
Sarah Moran	Senior Manager of External Affairs	Mars Petcare
Wendy Monaci	Vice President, Regional Ambulatory Services	Vanderbilt Health
Rob Ivy	CFO	Lee Company
Phil Mazzuca	CEO	Williamson Medical Center
Josh Derryberry	Senior Vice President, Business Banking Regional Manager for TN and KY	Fifth Third Bank
Jemond Daughtry	Owner Operator	McDonald's, The Good Food Group
Tony McAlister	COO and Board Chair	Quikq, Studio Tenn, Nashville Shakespeare Festival
Winston Cruze	Executive Director of Real Estate	Ramsey Solutions
Phil Fawcett	Principal	Boyle Development
Tara Blue	Executive Director	Community Child Care
Carlos Guerra	Vice President Human Resources	Nissan Americas
Hitesh Patel	Vice President	Halifax Hospitality
Gary Vogrin	Founding Partner	Kiser + Vogrin Design
Tony Hunicutt	CEO	Games To Go Nashville
Erica Kelley	Senior Mortgage Banker- Fairview Rep	Flat Branch Home Loans
Hannah Shellnut	Marketing	Shellnut Insurance
Jeff Graves	County Commissioner	Spring Hill per Rebecca Melton
Executive Committee		
Doug Kreulen	Chair	
Phil Mazzuca	Vice Chair	
Luis Parodi	Treasurer	
Laura Register	Secretary	
Chris Jones	Past Chair	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/14/2023

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PRODUCER Boxwood Insurance Group 3020 Stansberry Ln Ste 202 Franklin TN 37069		CONTACT NAME: Jill Holzen PHONE (A/C, No, Ext): (615) 245-5851 FAX (A/C, No): (615) 245-5851 E-MAIL ADDRESS: jill@boxwoodins.com	
INSURED Williamson Inc 4031 Aspen Grove Dr Ste 630 Franklin TN 37067-2939		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Underwriters Insurance Company INSURER B: Hartford Accident and Indemnity Company INSURER C: Twin City Fire Insurance Company INSURER D: INSURER E: INSURER F:	
		NAIC # 30104 22357 29459	

COVERAGES**CERTIFICATE NUMBER:** CL2321400260**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			20SBAAR2DJZ	03/01/2023	03/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			20SBAAR2DJZ	03/01/2023	03/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	20WECAR3XWA	03/01/2023	03/01/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			20KM0437879	03/01/2023	03/01/2024	Directors and Officers 1,000,000 Employment Practices 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin 109 3rd Ave S Franklin TN 37064	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
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**Request for Taxpayer
Identification Number and Certification**

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Williamson County Chamber of Commerce	
2 Business name/disregarded entity name, if different from above Williamson, Inc.	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) ► 501(c)6	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 4031 Aspen Grove Dr., Ste #630	Requester's name and address (optional)
6 City, state, and ZIP code Franklin, TN 37067	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

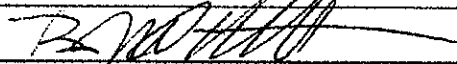
Social security number								
			-				-	
or								
Employer identification number								
3	6		-	4	7	2	0	3 8 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 1/4/23
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General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Economic Development Profit & Loss Prev Year Comparison

January 1 through February 23, 2020

	Audited	Unaudited	Budget
	Jan 1 - Dec 31, 21	Jan 1 - Dec 31, 22	Jan 1 - Dec 31, 23
Revenues			
Williamson County Government	400,000.00	400,000.00	400,000.00
City of Franklin Government	29,250.00	31,125.00	31,125.00
Interest Earned	1,846.40	1,846.05	600.00
Non-Government Income	885,633.54	805,773.22	1,021,000.00
Total Revenues	1,316,729.94	1,238,744.27	1,452,725.00
Expense			
Initiatives	96,992.16	138,067.55	159,185.00
Operations	254,093.54	266,531.91	278,583.00
Payroll Expenses	862,020.84	979,063.16	1,068,282.94
Professional Development	3,756.79	6,478.37	8,000.00
Travel	10,381.35	10,168.28	10,500.00
Total Expense	1,227,244.68	1,400,309.27	1,524,550.94
Net Income	89,485.26	-161,565.00	-71,825.94
 Payroll Expenses			
Bonus/Commissions	70,385.87	100,975.00	173,172.50
Employee Benefits	37,623.11	42,075.00	37,000.00
Payroll Fees	3,600.00	3,600.00	3,600.00
Payroll Taxes	39,860.04	45,817.90	35,000.39
Salaries and Wages	506,964.19	563,072.86	565,221.45
Shared Services Payroll	203,587.63	223,522.40	230,743.65
Workers Comp	0.00	0.00	0.00 W/C incl'd in SS
Total Payroll Expenses	862,020.84	979,063.16	1,044,737.99

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

DEPARTMENT OF THE TREASURY

Date: **AUG 12 2014**

WILLIAMSON COUNTY CHAMBER OF
COMMERCE
128 FRANKLIN RD
BRENTWOOD, TN 37027

Employer Identification Number:
36-4720381
DLN:
17053100397033
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
October 1, 2012
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

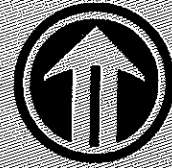
Sincerely,



Director, Exempt Organizations

Letter 948

PROJECT WILLCO



INVESTING TODAY
FOR PROSPERITY
TOMORROW

In 2018 Williamson, Inc. Economic Development embarked upon only its second fundraising campaign. The momentum and investment in that successful effort spurred a time of tremendous growth (almost 3,000 new, high paying jobs and a capital investment total of \$193M) and opportunity in Williamson County and ultimately for our business community. As we look forward to the next five years, we have identified the following areas of focus for our organization:



Growth and Attraction



Talent, Workforce and Place Development



Innovation and Entrepreneurship



Regional Collaboration and Outreach

With your engagement and investment in our strategic plan and Project Willco, we know that we can continue to build upon the foundation of success that has made Williamson County one of the strongest communities in the country.

GROWTH AND ATTRACTION

GOAL

Increase economic prosperity in Williamson County by supporting the growth of existing companies, attracting new, high-quality jobs and investment, all the while ensuring that we are fostering a business climate that is accessible to all.

ACTION

Business Retention and Expansion Efforts, HQ and Back-Office Recruitment, Site Selection Consultant Prospecting and Cultivation, Equitable Economic Development Strategy Deployment

STRATEGY

Business Retention and Expansion Efforts

- Expand upon current suite of business expansion support services
- Conduct 100 existing employer visits to assess needs and growth opportunities
- Publicly recognize Williamson County based companies that make regional and national business growth lists (i.e. Inc. 5000, Nashville Business Journal Top 50)
- Develop a system and strategy to identify recently relocated high-net worth individuals and help them, their companies, and their c-suite colleagues establish a Williamson County/Middle Tennessee-based business network

Site Selection Consultant Prospecting and Cultivation

- Identify and attend site selection conferences with a high concentration of commercial project focused consultants
- Continue to build relationships with both veteran and 'rising-star' site selection professionals
- Participate in regionally organized outbound cultivation trips
- Host site selectors for community familiarization experiences



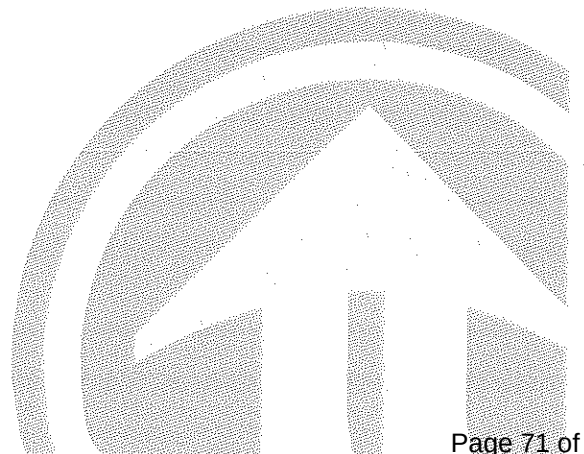
STRATEGY (CONTINUED)

HQ and Back-Office Recruitment

- Respond to Requests for Proposals, Requests for Information and incentive proposal inquiries issued by those companies considering a move to our community.
- Lead companies considering relocation or expansion in Williamson County through the decision-making process.
- Coordinate with government officials, commercial real estate brokers/developers, and appropriate Partnership investors on site visit agendas and strategies.
- Leverage relationships with existing companies to generate recruitment opportunities.

Equitable Economic Development Strategy Implementation

- Build upon existing support resources for our small business community
- Expand nationally recognized, and award winning, Minority Business Academy to provide resources to a wider audience



TALENT, WORKFORCE, AND PLACE DEVELOPMENT

GOAL

Strengthen our community's greatest assets thus ensuring that Williamson County continues to be a sought-after destination for a highly-skilled workforce.

ACTION

Public and Private School Collaboration, Obtainable Housing Strategies, Inclusion and Diversity Programming, Transportation Solutions, Emerging Trends Awareness and Resources

STRATEGY

Public and Private School Collaboration

- Play a leading role in the coordination and execution of the annual State of the Schools event, featuring presentations and updates from both public school superintendents and showcases from educational partners
- Collaborate with Williamson County Schools (WCS), Franklin Special School District (FSSD), and support K-12 education locally and at a state level
- Facilitate WCS Principal Leadership Program
- Continue to leverage business relationships to provide career exposure opportunities for K-12 students through industry visit and interactions

Attainable Housing Strategy Development

- Remain committed to the efforts and initiatives of the Franklin Housing Commission, including an economic development team member presence on the board
- Continue to study and collect attainable housing best practices from peer communities



STRATEGY (CONTINUED)

Diversity, Equity, and Inclusion (DEI) Programming

- Supplement and refine the Williamson, Inc. Inclusion Resources Database
- Continue to serve as a community resources and facilitator through DEI Roundtable discussions and inclusion workshops
- Serve as a channel for those companies interested in connecting with DEI program offering leaders in the community
- Facilitate Employee Resource Groups (ERG) meetups and other opportunities for idea swaps

Transportation Solutions

- Lead the public outreach and community visioning component of any forthcoming regional transportation initiative
- Advocate for the business community as a member of the Transportation Management Association Board of Directors
- Facilitate collaboration between municipal and county leadership on key transportation and infrastructure projects in concert with the Tennessee Department of Transportation (TDOT) and regional transportation policy board

Emerging Trends Awareness and Resources

- Convene thought leaders and resources to assist local companies in their efforts to craft their respective plans in respond to emerging trends in the marketplace (e.g. Environment, Social and Governance (ESG) plans, office space utilization strategies, cyber security challenges)

ENTREPRENEURSHIP, INNOVATION AND SMALL BUSINESS RESOURCES

GOAL

Support and expand entrepreneurship, innovation and small business growth in our community

ACTION

Franklin Innovation Center, Startup Programming and Resources, Small Business Classes, Capital Networks and Regional Entrepreneurial Ecosystem Expansion

STRATEGY

Franklin Innovation Center

- Provide subsidized office space for 6 companies that exhibit potential for significant local job growth
- Promote and support the growth of the entrepreneurship community through increased Innovation Center programming and exposure
- Recruit additional members of the Innovation Center Advisory Committee

Startup Programming

- Hold annual pitch competitions for local founders to showcase their businesses
- Provide networking opportunities for founders and investors

Small Business Classes

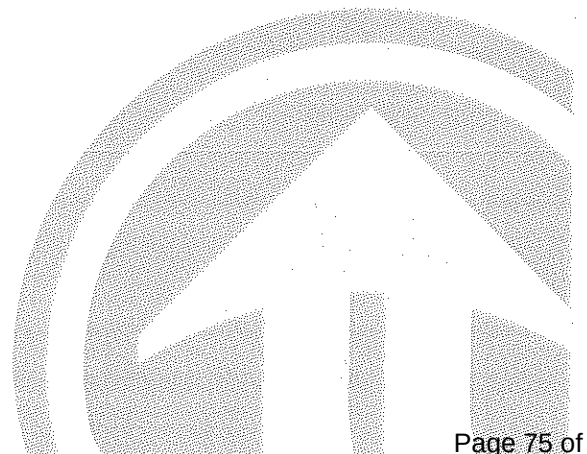
- Host guest speakers to teach classes on small business fundamentals
- Partner with regional Tennessee Small Business Development Center to increase access to small business resources and market research



STRATEGY (CONTINUED)

Capital Networks and Regional Entrepreneurial Ecosystem Expansion

- Increase opportunities for Williamson County students by engaging with WCS's Entrepreneurship and Innovation Center
- Collaborate with regional universities and colleges on sponsored innovation programs
- Work with regional partners like the Nashville Entrepreneurship Center and Launch Tennessee to provide resources for Williamson County based companies



REGIONAL COLLABORATION AND OUTREACH

ACTION

Enhance all aspects of our economic development strategy by building upon existing partnerships, forging new ones, and effectively engaging our key stakeholders.

GOAL

Regional Partnerships, Government Affairs, Stakeholder Communications, Investor Relations

STRATEGY

Regional Partnerships

- Continue to engage with regional partners such as the Nashville Area Chamber of Commerce, Tennessee Economic Partnership, the State of Tennessee's Department of Economic and Community Development, and Tennessee Valley Authority's Economic Development Office, Tennessee Chamber of Commerce & Industry, Greater Nashville Regional Council, and various other business associations, as well as our local power provider, Middle Tennessee Electric

Government Affairs

- Assist the business community in engaging with local elected officials through annual Day on the Hill events, monthly editions Policy Talks, voter education material development and distribution during election cycles and other programming as applicable
- Serve as the chief advocate of the business community with our local elected officials (e.g. Williamson County Commission, Franklin Board of Mayor and Alderman, State House and Senate representatives, etc.)
- Continually update business community of pertinent issues through monthly Williamson Primer newsletter and guest speakers



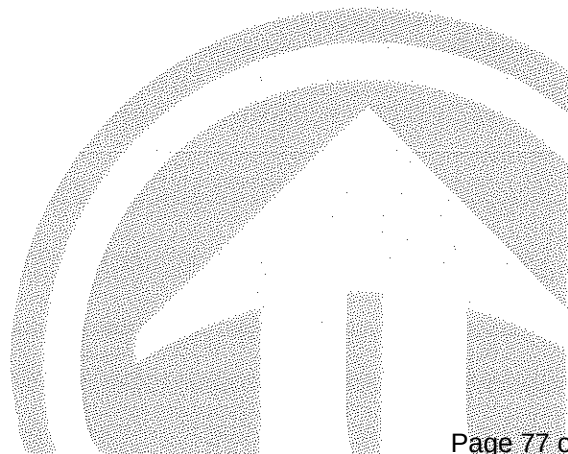
STRATEGY (CONTINUED)

Stakeholder Communications

- Host bi-annual investor updates to communicate progress being made toward our shared goals

Investor Relations

- Provide unmatched concierge service to our investors
- Develop and execute quarterly roundtable discussions (e.g. CEO, Human Resources, Diversity, Equity and Inclusion, Women in Business, Real Estate)





File #: 21-04474

DATE: March 22, 2023
TO: Budget & Finance Committee
FROM: Kristine Brock, Asst. City Administrator/CFO
SUBJECT:

Budget Presentation - Cool Springs Conference Center

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the financial status and budget plans for the Cool Springs Conference Center for FY 2023-2024.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February and March, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2024 Operating Budget

Cool Springs Conference Center

Matthew Lahiff, General Manager

Franklin Marriott, Cool Springs



City of Franklin, Tennessee - FY 2024 Budget Request

Cool Springs Conference Center

Slide 2

Outline

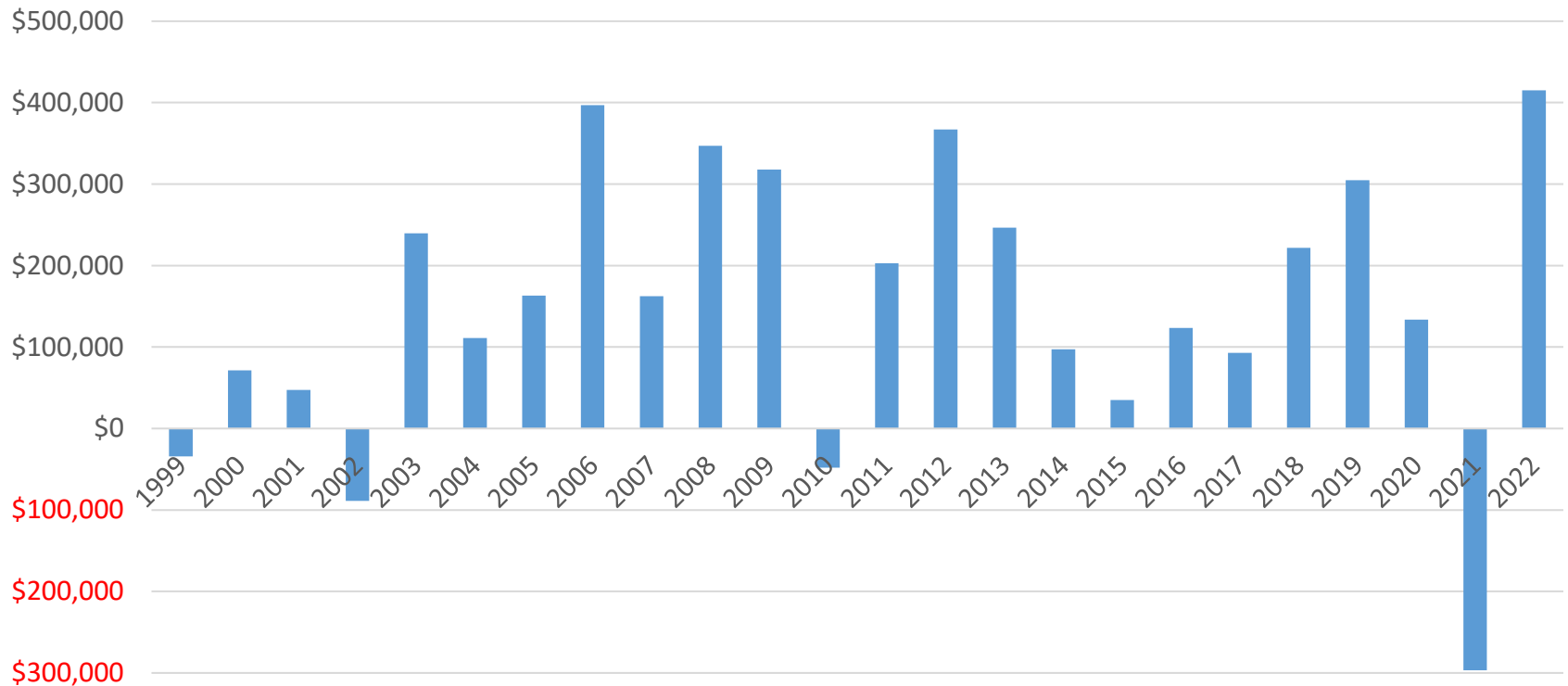
- History of Conference Center Profit/Loss to City of Franklin
- Operational Summary
- Upcoming Projects
- Possible Challenges in the Fiscal Year



City of Franklin, Tennessee - FY 2024 Budget Request

Cool Springs Conference Center

History of Profit/(Loss) to City of Franklin



From 1999-2022, profit from the Conference Center has totaled \$3,627,421 to the City of Franklin. Of the 23 full fiscal years of operation (2000-2022), the center has had positive results for 20 of these years. The largest gain was \$414,857 in FY 2022, while the largest loss was (\$296,667) in FY 2021. *Source: COF Audited Financial Reports*

City of Franklin, Tennessee - FY 2024 Budget Request

Cool Springs Conference Center

Operational Summary

- Connected to the Marriott Cool Springs Hotel.
- Built in 1999; last major renovation August of 2015.
- 300 guest rooms; 3 suites. The hotel added 3 additional rooms in 2022 as the former concierge lounge has been converted into guest rooms.
- Hotel is owned and managed by Chartwell Hospitality, a Franklin headquartered company.
- Most expenses are shared between the hotel and conference center.
 - Admin and General & Engineering: Split as a percentage of total revenue.
 - Sales: 50-50 Split.
 - Catering and Event Management: 100% conference center.
 - Food and Beverage: most expenses split as a percentage of food revenue.



City of Franklin, Tennessee - FY 2024 Budget Request

Cool Springs Conference Center

Slide 5

Completed & Planned Renovation Projects

Completed in fiscal 2023

- Salon 6 airwall refurbishment - \$31,000.
- Continued replacement of laundry equipment – \$6,600.
- Parking lot repairs / upgrades as outlined in Marriott's Property Improvement Plan (PIP) - \$23,800.
- Micros point of sale upgrade - \$14,633.
- Restroom Renovation - \$200,000.

Planned for fiscal 2024:

- Mtg. room reader board software & hardware upgrade (in process) - \$39,000.
- Kitchen floor refurbishment - \$40,000.
- Commercial Dryer replacement - \$5,700
- Carryover from 2022/2023 – Emergency generator radiator - \$10,800.

Planned for fiscal 2025:

- Soft goods renovation is tentatively planned for late calendar year 2024 - \$TBD.
- Chiller Replacement - \$240,000.

Items Impacting Current Fiscal Year Budget

Challenges In Fiscal 2024

- **Staffing:** Finding and retaining quality staff has always been a challenge in Franklin and Williamson Co and this year will be no different. Chartwell as a company continues to develop recruiting and retention programs to attract and retain team members.
- **Inflation and the Supply Chain:** Disruptions in the supply chain and inflation continues to be a concern on our industry. This has led to increased costs of everything from food to fuel to labor. It is anticipated that these challenges will exist for quite some time which will have a direct impact on profitability. This is being managed by evaluating and adjusting menu pricing and minimum revenue requirements on a quarterly basis.

Challenges in fiscal 2024 (cont.)

- **Cancellation Fees:** Cancellation fees collected in the last few years (\$232K in 21/22 and \$224K in 22/23) will likely decrease. As the cancellations from the pandemic were made, most groups were given two options:
 1. Completely cancel their event with 100% cancellation fees applied per the contract. These cancellation fees would have been collected in 2020.
 2. Commit to moving their event to the future with 50% cancellation due immediately and 50% held as an advanced deposit for the future event.

The fees collected over the last two fiscal years were primarily from the groups who committed to moving their dates but never signed a new contract.

- **Increased Competition in Franklin and Nashville:** Additional venue openings will have an impact on certain aspects of our business. This will mainly impact small meetings and social catering functions.

Description	22/23 Act / Forecast	23/24 Budget	Variance	% Var
REVENUES				
FOOD	6,854,747	7,853,608	998,861	14.6%
BEVERAGE	137,636	187,296	49,660	36.1%
MISCELLANEOUS	199,216	6,000	(193,216)	-97.0%
TOTAL REVENUES	7,191,598	8,046,904	855,305	11.9%
DEPARTMENT EXPENSES				
FOOD EXPENSE	3,625,003	4,031,662	406,659	11.2%
BEVERAGE EXPENSE	26,908	35,796	8,888	33.0%
TOTAL DEPARTMENTAL EXPENSES	3,651,912	4,067,458	415,546	11.4%
DEPARTMENTAL PROFIT				
FOOD PROFIT	3,229,743	3,821,946	592,202	18.3%
BEVERAGE PROFIT	110,728	151,500	40,772	36.8%
MISCELLANEOUS PROFIT	199,216	6,000	(193,216)	-97.0%
TOTAL DEPARTMENTAL PROFIT	3,539,687	3,979,446	439,759	12.4%
A & G EXPENSE	374,653	412,981	38,328	10.2%
SALES & MARKETING EXPENSES	839,766	981,440	141,674	16.9%
MAINTENANCE EXPENSES	253,417	272,131	18,714	7.4%
FRANCHISE FEES	403,387	451,915	48,528	12.0%
UTILITIES EXPENSE	312,509	331,127	18,618	6.0%
UNDISTRIBUTED EXPENSES				
HOUSE PROFIT	1,355,954	1,529,851	173,897	12.8%
	18.85%	19.01%		
FIXED EXPENSES				
MANAGEMENT FEES	477,106	491,424	14,318	3.0%
FIXED EXPENSES	7,704	7,704	-	0.0%
NET OPERATING INCOME	871,145	1,030,723	159,579	18.3%

Description				
Other	(1,501)	(1,501)	-	0.0%
N.I. after Other	872,645	1,030,723	158,078	18.1%
FF & E Reserve	359,580	402,195	42,615	11.9%
	513,065	628,528		
	7.13%	7.81%		

Description
**Food & Beverage
Summary**

Description	22/23 Act / Forecast	23/24 Budget	Variance	% Var
Total Food Sales	3,792,127	4,525,238	733,111	19.3%
Total Beverage Sales	137,636	187,296	49,660	36.1%
Total Banquet A/V	1,211,345	1,247,597	36,252	3.0%
Total Banquet Misc	1,851,275	2,080,773	229,497	12.4%
Total F & B Sales	6,992,382	8,040,904	1,048,521	15.0%
Food Cost	784,067	941,884	157,817	20.1%
Beverage Costs	23,761	32,496	8,735	36.8%
Banquet A/V Costs	649,845	670,208	20,363	3.1%
Total F & B Costs	1,457,673	1,644,588	186,915	12.8%
Food Wages	1,688,516	1,884,507	195,991	11.6%
Beverage Wages	-	-	-	-
Total F & B Wages	1,688,516	1,884,507	195,991	11.6%
F & B- P T & E B	251,958	259,212	7,254	2.9%
TTL P/R and Benefits	1,940,474	2,143,719	203,245	10.5%
Food Operating Expenses	250,617	275,851	25,234	10.1%
Beverage Operating Expenses	3,148	3,300	153	4.8%
Total F & B Operating Expenses	253,765	279,151	25,386	10.0%
Net F & B Income	3,340,471	3,973,446	632,975	18.9%
	47.8%	49.4%		
Food Department				
Banquet Breakfast	468,509	475,204	6,695	1.4%
Banquet Lunch	1,022,554	1,041,599	19,045	1.9%
Banquet Dinner	367,418	411,327	43,909	12.0%
Banquet Reception	269,368	303,863	34,495	12.8%
Banquet Breaks	788,613	967,968	179,355	22.7%
Total Banquets	2,916,463	3,199,961	283,498	9.7%
Catering Breakfast	48,529	75,623	27,094	55.8%
Catering Lunch	268,679	389,798	121,119	45.1%
Catering Dinner	331,718	473,193	141,475	42.6%
Catering Reception	83,771	131,823	48,052	57.4%
Catering Breaks	142,967	254,840	111,873	78.3%
Total Catering	875,664	1,325,277	449,613	51.3%
Net Food Revenue	3,792,127	4,525,238	733,111	19.3%
Banquet Room Rental	213,600	231,392	17,792	8.3%
Banquet A/V	922,951	958,432	35,481	3.8%
Banquet Miscellaneous	32,436	33,625	1,189	3.7%
Catering Room Rental	157,938	172,185	14,247	9.0%

Description	22/23 Act / Forecast	23/24 Budget	Variance	% Var
Catering A/V	288,394	289,165	771	0.3%
Catering Miscellaneous	40,908	42,492	1,584	3.9%
Service Charges- Banquets	1,034,032	1,127,485	93,453	9.0%
Service Charges- Catering	346,180	473,593	127,413	36.8%
Forfeiture Income- F & B	26,181	-	(26,181)	-100.0%
Total Other	(1,501)	-	1,501	-100.0%
Total Food Revenues	6,854,747	7,853,608	998,861	14.6%
Description				
Cost of Goods Sold				
Cost of Sales - Food	784,067	941,884	157,817	20.1%
	20.68%	20.81%		
Cost of Sales- Banquet A/V	649,845	670,208	20,363	3.1%
	53.65%	53.72%		
Total Cost of Good Sold	1,433,912	1,612,092	178,180	12.4%
Food Payroll				
Director of F & B	70,747	78,477	7,730	10.9%
Executive Chef	61,179	65,050	3,871	6.3%
Executive Sous Chef	41,632	44,665	3,033	7.3%
Sous Chef	15,702	26,318	10,616	67.6%
Total Cooks Incl Contract	238,359	259,382	21,023	8.8%
Total Dishwasher Incl Contract	85,541	92,846	7,305	8.5%
Banquet Manager	97,212	134,077	36,865	37.9%
Banquet Captain	126,714	116,035	(10,679)	-8.4%
Total Banquet Server Incl Contract	546,019	623,219	77,200	14.1%
Total Banquet Set Up Incl Contract	405,410	444,438	39,028	9.6%
Payroll Taxes	78,534	83,995	5,461	7.0%
Employee Benefits	45,109	47,060	1,951	4.3%
Vacation /PTO	79,601	89,148	9,547	12.0%
Holiday	26,050	25,200	(850)	-3.3%
Bonus/Incentive Pay	22,665	13,809	(8,856)	-39.1%
Total Food Wages	1,940,474	2,143,719	203,245	10.5%
	51.2%	47.4%		
Operating Expenses				
China	4,039	4,754	715	17.7%
Glass	2,609	3,129	520	19.9%
Silverware	2,593	3,090	497	19.1%
Linens	14,217	19,341	5,124	36.0%
Data Processing- F & B	17,777	18,600	823	4.6%
Decorations	4,122	6,300	2,178	52.8%
Contract Cleaning	11,750	13,242	1,492	12.7%
Supplies- Other	30,010	29,580	(430)	-1.4%
Cleaning Supplies	7,820	8,752	932	11.9%
Dishwasher Supplies	15,956	16,121	165	1.0%
Supplies- Paper	28,427	30,822	2,395	8.4%
Kitchen & Utensils Supplies	2,184	2,761	577	26.4%
Telephone	444	462	18	4.1%
Uniforms	5,090	6,000	910	17.9%
Equipment Rental	12,272	10,600	(1,672)	-13.6%
F & B- Ldy Allocation	73,264	81,911	8,647	11.8%
Workers Comp Insurance- F & B	18,043	20,386	2,343	13.0%

Description	22/23 Act / Forecast	23/24 Budget	Variance	% Var
Total Operating Expense- Food	250,617	275,851	25,234	10.1%
Total Food Costs	3,625,003	4,031,662	406,659	11.2%
N.I.- Food Department	3,229,743	3,821,946	592,202	18.3%

Description				
Beverage Department				
Banquet Liquor	44,933	48,960	4,027	9.0%
Banquet Beer	24,217	23,773	(444)	-1.8%
Banquet Wine	26,571	25,926	(645)	-2.4%
Total Banquet Beverage	95,721	98,659	2,938	3.1%
Catering Liquor	18,497	36,940	18,443	99.7%
Catering Beer	6,863	14,222	7,359	107.2%
Catering Wine	16,554	37,475	20,921	126.4%
Total Catering Beverage	41,914	88,637	46,723	111.5%
Total Beverage Revenue	137,636	187,296	49,660	36.1%

Description				
Cost of Goods Sold				
Cost of Sales - Liquor	8,147	11,581	3,434	42.1%
Cost of Sales - Beer	6,495	7,805	1,310	20.2%
Cost of Sales - Wine	9,118	13,110	3,992	43.8%
Total COGS- Beverage	23,761	32,496	8,735	36.8%
	17.26%	17.35%		
Beverage Payroll				
Total Beverage Payroll				
Operating Expenses- Beverage				
Licenses & Permits	3,148	3,300	153	4.8%
Total Operating- Beverage	3,148	3,300	153	4.8%
Total Beverage Costs	26,908	35,796	8,888	33.0%
Net Income- Beverage	110,728	151,500	40,772	36.8%

Description

22/23 Act /**23/24 Budget****Variance****% Var****Forecast**

Description

FOOD STATS

Banquet Breakfast Covers	15,232	14,935	(297)	-1.9%
Banquet Lunch Covers	29,552	29,310	(242)	-0.8%
Banquet Dinner Covers	7,844	9,938	2,094	26.7%
Banquet Reception Covers	8,026	8,783	757	9.4%
Banquet Breaks Covers	49,972	57,315	7,343	14.7%
Catering Breakfast Covers	1,471	2,142	671	45.6%
Catering Lunch Covers	7,424	10,557	3,133	42.2%
Catering Dinner Covers	7,014	9,966	2,952	42.1%
Catering Reception Covers	2,426	5,435	3,009	124.0%
Catering Breaks Covers	8,429	16,127	7,698	91.3%
Total Food Covers	137,390	164,508	27,118	19.7%

Description

MISCELLANEOUS DEPARTMENT**MISCELLANEOUS REVENUES**

Forfeiture Income	1,501	-	(1,501)	-100.0%
Late Cancellation Income	197,715	6,000	(191,715)	-97.0%
Total Miscellaneous Revenues	199,216	6,000	(193,216)	-97.0%
Total Miscellaneous Profit	199,216	6,000	(193,216)	-97.0%

Description

ADMIN & GENERAL DEPARTMENT**ADMIN & GENERAL****P/R & Related Benefits- A&G**

General Manager	57,473	61,141	3,668	6.4%
Controller	23,652	26,002	2,350	9.9%
Accounting Manager	14,166	14,631	465	3.3%
Accounting Clerk	900	-	(900)	-100.0%
Human Resources	27,415	30,571	3,156	11.5%
Security	11,517	22,425	10,908	94.7%
Payroll Taxes	11,831	13,530	1,699	14.4%
Employee Benefits	17,421	20,059	2,638	15.1%
Vacation /PTO	9,744	10,761	1,017	10.4%
Holiday	4,213	6,347	2,134	50.7%
Bonus/Incentive Pay	17,047	18,538	1,491	8.7%
Total P/R & R/B- A&G	195,377	224,005	28,628	14.65%

Description	22/23 Act / Forecast	23/24 Budget	Variance	% Var
Operating Expenses- A&G				
Employee Relations	11,094	10,351	(743)	-6.7%
Accounting Fees	19,523	18,000	(1,523)	-7.8%
Data Processing	23,702	22,792	(910)	-3.8%
Office Supplies	2,004	3,040	1,036	51.7%
Audit Fees	13,575	13,617	42	0.3%
Muzak	256	248	(8)	-3.2%
Travel & Lodging	151	1,140	989	654.9%
Meals and Entertainment	183	180	(3)	-1.5%
Telephone	1,535	2,520	985	64.2%
Licenses and Permits	2,448	2,900	452	18.5%
Postage	542	684	142	26.2%
Recruitment	1,573	2,082	509	32.4%
Employment Screening/ Drug Testing	266	540	274	103.2%
Training	1,155	1,056	(99)	-8.6%
Armored Car	1,901	1,884	(17)	-0.9%
Loss & Damage	296	-	(296)	-100.0%
Security Service	2,683	1,200	(1,483)	-55.3%
Dues/Subscriptions	4,614	4,928	314	6.8%
Professional Fees	752	756	4	0.5%
Credit Card Commissions	71,916	80,469	8,553	11.9%
Cash Over/Short	(64)	-	64	-100.0%
Equipment Rental	9,474	9,096	(378)	-4.0%
Payroll Services	5,259	5,113	(146)	-2.8%
Bank Charges	679	972	293	43.1%
Chargebacks	98	-	(98)	-100.0%
Credit & Collection	696	792	96	13.8%
Workers Comp Insurance	2,799	3,182	383	13.7%
Total Operating- A&G	179,276	188,976	9,700	5.4%
Total Expenses- A&G	374,653	412,981	38,328	10.2%

Description				
SALES DEPARTMENT				
SALES				
P/R & R/B				
Director of Sales	62,323	68,069	5,746	9.2%
Sales Manager	98,467	119,185	20,718	21.0%
Director of Catering	86,432	93,067	6,635	7.7%
Revenue Management	19,136	19,200	64	0.3%
E Commerce Management	2,475	2,400	(75)	-3.0%
Catering Sales	112,812	114,792	1,980	1.8%
Catering Coordinator	14,265	34,598	20,333	142.5%
Convention Services	137,861	176,081	38,220	27.7%
Sales Coordinator	18,396	18,897	501	2.7%
Payroll Taxes	46,229	55,345	9,116	19.7%
Employee Benefits	68,984	81,556	12,572	18.2%
Vacation / PTO	51,065	58,883	7,818	15.3%
Holiday	12,036	17,828	5,792	48.1%
Bonus/Incentive Pay	56,694	53,803	(2,891)	-5.1%

Description	22/23 Act / Forecast	23/24 Budget	Variance	% Var
Total P/R & R/B- Sales	787,176	913,704	126,528	16.07%
Operating Expenses- Sales				
Printing & Stationary	103	-	(103)	-100.0%
Office Supplies	5,282	4,800	(482)	-9.1%
Travel & Lodging	151	1,140	989	654.9%
Meals & Entertainment	405	1,500	1,095	270.5%
Promotions	8,156	13,800	5,644	69.2%
Sales Training	1,024	1,563	539	52.6%
Dues & Subscriptions	15,071	15,768	697	4.6%
Trade Show	965	3,250	2,285	236.8%
e Commerce Costs	152	156	4	2.6%
Brand Paid Search	11,691	12,000	309	2.6%
Internet Advertising	978	3,000	2,023	206.9%
Magazine Advertising	484	600	116	23.9%
Collateral	-	156	156	0.0%
Workers Comp- Sales	7,778	9,243	1,465	18.8%
Total Operating- Sales	52,589	67,736	15,147	28.8%
Total Expenses-Sales	839,766	981,440	141,674	16.9%

Description				
MAINTENANCE DEPARTMENT				
REPAIRS & MAINTENANCE				
P/R & Related Expenses- Maintenance				
Chief Engineer	29,202	32,820	3,618	12.4%
Asst Engineer	17,045	19,198	2,153	12.6%
Total General Maint. Incl Contract	61,540	67,746	6,206	10.1%
Payroll Taxes	7,423	8,861	1,438	19.4%
Employee Benefits	3,700	4,502	802	21.7%
Holiday	2,671	2,425	(246)	-9.2%
Vacation /PTO	7,250	8,698	1,448	20.0%
Bonus/Incentive Pay	4,071	3,133	(938)	-23.0%
Total P/R & Related Expenses- Mainte	132,901	147,383	14,482	10.9%
Operating Expenses- R & M				
Laundry Equipment	3,235	2,520	(715)	-22.1%
Building Maintenance	11,170	11,160	(10)	-0.1%
Office Equipment	250	180	(70)	-27.9%
Light Bulbs	3,019	2,880	(139)	-4.6%
Electrical & Mechanical	12,855	13,500	645	5.0%
HVAC	25,332	28,200	2,868	11.3%
Plumbing & Boiler	4,291	3,600	(691)	-16.1%
Pool	1,067	816	(251)	-23.5%
Grounds & Landscaping	19,531	21,786	2,255	11.5%
Signage	708	360	(348)	-49.1%
Furniture & Fixtures	757	1,476	719	94.9%
Painting	667	720	53	7.9%

Description	22/23 Act / Forecast	23/24 Budget	Variance	% Var
Carpet & Floor	1,460	1,800	340	23.3%
Telephone	874	1,440	566	64.8%
Kitchen Equipment	5,517	5,400	(117)	-2.1%
Locks & Keys	1,064	1,800	737	69.3%
Radio & TV	365	540	175	48.0%
Exterminating	5,758	5,202	(556)	-9.7%
License & Permits	270	534	264	97.8%
Maintenance Contracts	2,949	3,291	342	11.6%
Uniforms- R & M	1,013	1,440	427	42.2%
Storage	4,161	3,552	(609)	-14.6%
Fire & Safety	5,195	3,420	(1,775)	-34.2%
Elevator	6,090	6,372	282	4.6%
Workers Comp- R & M	1,797	2,759	962	53.6%
Total Operating - R & M	120,516	124,748	4,232	3.5%
Total Expenses- R & M	253,417	272,131	18,714	7.4%

Description				
UTILITIES DEPARTMENT				
UTILITIES EXPENSE				
Electricity	174,786	183,039	8,253	4.7%
Gas	49,308	56,795	7,487	15.2%
Water & Sewer	73,918	76,518	2,600	3.5%
Waste Removal	14,497	14,775	278	1.9%
Total Expenses- Utilities	312,509	331,127	18,618	6.0%

Description				
FRANCHISE DEPARTMENT				
FRANCHISE FEES				
Franchise Fees/ Royalties	75,000	75,000	-	0.0%
Advertising	59,089	66,039	6,950	11.8%
Frequent Traveler	223,343	260,473	37,130	16.6%
Brand Guest Fees	193	-	(193)	-100.0%
Other Franchise Cost	45,762	50,403	4,641	10.1%
Total Franchise Fees Expense	403,387	451,915	48,528	12.0%

Description				
MANAGEMENT FEES				
Management Fees	236,830	243,936	7,106	3.0%
Management Fees- Owner	240,276	247,488	7,212	3.0%

Description	<u>22/23 Act /</u> <u>Forecast</u>	<u>23/24 Budget</u>	<u>Variance</u>	<u>% Var</u>
Total Management Fees Expense	477,106	491,424	14,318	3.0%

Description				
FIXED EXPENSES				
Personal Property Tax	3,504	3,504	-	0.0%
Insurance	4,200	4,200	-	0.0%
TOTAL FIXED EXPENSES	7,704	7,704	-	0.0%

Description				
TOTAL OTHER				
Non Operating Income	(1,501)	-	1,501	-100.0%
Total Other	(1,501)	-	1,501	-100.0%

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
SUMMARY													
Total Rooms Available	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Rooms Sold	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupancy %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Average Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVPAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUES													
ROOMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FOOD	500,019.75	643,643.25	794,409.50	846,225.75	725,205.25	616,121.50	558,794.50	711,921.00	628,809.50	684,312.75	576,152.00	567,992.75	7,853,607.50
BEVERAGE	9,864.00	7,589.00	12,374.00	15,088.00	29,415.00	32,451.00	17,818.00	18,489.00	5,853.00	18,026.00	9,333.00	10,996.00	187,296.00
GUEST COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
TOTAL REVENUES	510,383.75	651,732.25	807,283.50	861,813.75	755,120.25	649,072.50	577,112.50	730,910.00	635,162.50	702,838.75	585,985.00	579,488.75	8,046,903.50
DEPARTMENT EXPENSES													
ROOMS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FOOD EXPENSE	265,800.00	320,907.00	412,280.00	416,412.00	374,960.00	338,963.00	304,600.00	360,251.00	301,519.00	341,618.00	304,754.00	289,598.00	4,031,662.00
BEVERAGE EXPENSE	2,161.00	1,661.00	2,171.00	3,148.00	5,097.00	5,822.00	3,523.00	3,706.00	1,247.00	3,115.00	2,038.00	2,107.00	35,796.00
COMMUNICATIONS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPARTMENTAL EXPENSES	267,961.00	322,568.00	414,451.00	419,560.00	380,057.00	344,785.00	308,123.00	363,957.00	302,766.00	344,733.00	306,792.00	291,705.00	4,067,458.00
DEPARTMENTAL PROFIT													
ROOMS PROFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNICATIONS PROFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FOOD PROFIT	234,219.75	322,736.25	382,129.50	429,813.75	350,245.25	277,158.50	254,194.50	351,670.00	327,290.50	342,694.75	271,398.00	278,394.75	3,821,945.50
BEVERAGE PROFIT	7,703.00	5,928.00	10,203.00	11,940.00	24,318.00	26,629.00	14,295.00	14,783.00	4,606.00	14,911.00	7,295.00	8,889.00	151,500.00
MISCELLANEOUS PROFIT	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
TOTAL DEPARTMENTAL PROFIT	242,422.75	329,164.25	392,832.50	442,253.75	375,063.25	304,287.50	268,989.50	366,953.00	332,396.50	358,105.75	279,193.00	287,783.75	3,979,445.50
A & G EXPENSE	30,892.84	32,836.32	39,408.84	37,839.14	39,929.20	38,778.73	32,977.13	31,848.10	31,387.63	32,933.39	33,745.85	30,403.89	412,981.06
SALES & MARKETING EXPENSES	79,684.00	83,471.00	79,342.00	80,345.00	85,428.00	81,823.00	89,169.00	77,882.00	78,216.00	81,163.00	88,824.00	76,093.00	981,440.00
MAINTENANCE EXPENSES	22,058.00	22,769.00	21,983.00	22,231.00	22,906.00	22,598.00	23,103.00	21,554.00	21,830.00	26,151.00	23,561.00	21,387.00	272,131.00
FRANCHISE FEES	30,144.00	36,843.00	44,119.00	46,682.00	41,636.00	36,693.00	33,239.00	40,454.00	35,962.00	39,137.00	33,656.00	33,350.00	451,915.00
UTILITIES EXPENSE	32,882.00	28,965.00	23,876.00	31,460.00	26,607.00	25,311.00	27,458.00	27,047.00	25,071.00	24,169.00	26,912.00	31,369.00	331,127.00
UNDISTRIBUTED EXPENSES	195,660.84	204,884.32	208,728.84	218,557.14	216,506.20	205,203.73	205,946.13	198,785.10	192,466.63	203,553.39	206,698.85	192,602.89	2,449,594.06
HOUSE PROFIT	46,761.91	124,279.93	184,103.66	223,696.61	158,557.05	99,083.77	63,043.37	168,167.90	139,929.87	154,552.36	72,494.15	95,180.86	1,529,851.44
FIXED EXPENSES													
MANAGEMENT FEES	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	491,424.00
FIXED EXPENSES	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	7,704.00
NET OPERATING INCOME	5,167.91	82,685.93	142,509.66	182,102.61	116,963.05	57,489.77	21,449.37	126,573.90	98,335.87	112,958.36	30,900.15	53,586.86	1,030,723.44

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N.I. after Other	5,167.91	82,685.93	142,509.66	182,102.61	116,963.05	57,489.77	21,449.37	126,573.90	98,335.87	112,958.36	30,900.15	53,586.86	1,030,723.44
FF & E Reserve	25,494.19	32,561.61	40,339.18	43,065.69	37,731.01	32,428.63	28,855.63	36,545.50	31,758.13	35,141.94	29,299.25	28,974.44	402,195.20

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
ROOMS DEPARTMENT													
ROOMS REVENUE													
Total Transient Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Base Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Group Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Rooms Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ROOM STATISTICS													
Total Transient Stats	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Crew Stats	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Group Stats	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ROOM STATISTICS	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Room Stats													

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center

For Property: Cool Springs Conference Center

00- Master TT12

As of 6/30/2024

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
ADR													
Rack/Premium ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Corporate ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract - Airline ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Distressed Passengers ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AARP ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Government ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AAA ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Negotiated ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Packages ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wholesale/FIT ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Internet ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Exempt - Transient ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transient ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Crew ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group - SMERF ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group - Corporate ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group - Government ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group - Tour ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group- Association ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group - Tax Exempt ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Group ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Payroll & Related Expense													
Total P/R & R/Benefits- Rooms ROOMS DEPARTMENT OPERATING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating - Rooms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses- Rooms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income- Rooms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Food & Beverage Summary													
Total Food Sales	299,954.00	361,914.00	457,693.00	486,471.00	414,535.00	386,521.00	329,556.00	438,256.00	304,704.00	392,850.00	319,624.00	333,160.00	4,525,238.00
Total Beverage Sales	9,864.00	7,589.00	12,374.00	15,088.00	29,415.00	32,451.00	17,818.00	18,489.00	5,853.00	18,026.00	9,333.00	10,996.00	187,296.00
Total Banquet A/V	71,136.00	100,031.00	145,208.00	132,661.00	119,501.00	74,337.00	81,518.00	90,484.00	135,405.00	104,169.00	108,952.00	84,195.00	1,247,597.00
Total Banquet Misc	128,929.75	181,698.25	191,508.50	227,093.75	191,169.25	155,263.50	147,720.50	183,181.00	188,700.50	187,293.75	147,576.00	150,637.75	2,080,772.50
Total F & B Sales	509,883.75	651,232.25	806,783.50	861,313.75	754,620.25	648,572.50	576,612.50	730,410.00	634,662.50	702,338.75	585,485.00	578,988.75	8,040,903.50
Food Cost	64,111.00	72,934.00	98,237.00	97,485.00	86,270.00	83,429.00	74,757.00	89,843.00	62,464.00	80,534.00	65,522.00	66,298.00	941,884.00
Beverage Costs	1,886.00	1,386.00	1,896.00	2,873.00	4,822.00	5,547.00	3,248.00	3,431.00	972.00	2,840.00	1,763.00	1,832.00	32,496.00
Banquet A/V Costs	38,214.00	53,736.00	78,006.00	71,265.00	64,196.00	39,934.00	43,791.00	48,608.00	72,740.00	55,959.00	58,529.00	45,230.00	670,208.00
Total F & B Costs	104,211.00	128,056.00	178,139.00	171,623.00	155,288.00	128,910.00	121,796.00	141,882.00	136,176.00	139,333.00	125,814.00	113,360.00	1,644,588.00
Food Wages	125,415.00	151,811.00	184,675.00	197,027.00	173,293.00	160,251.00	140,745.00	176,883.00	130,572.00	163,175.00	140,231.00	140,429.00	1,884,507.00
Beverage Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total F & B Wages	125,415.00	151,811.00	184,675.00	197,027.00	173,293.00	160,251.00	140,745.00	176,883.00	130,572.00	163,175.00	140,231.00	140,429.00	1,884,507.00
F & B- P T & E B	19,926.00	19,366.00	25,468.00	23,253.00	24,710.00	26,619.00	21,819.00	20,932.00	17,294.00	20,124.00	22,067.00	17,634.00	259,212.00
TTL P/R and Benefits	145,341.00	171,177.00	210,143.00	220,280.00	198,003.00	186,870.00	162,564.00	197,815.00	147,866.00	183,299.00	162,298.00	158,063.00	2,143,719.00
Food Operating Expenses	18,134.00	23,060.00	25,894.00	27,382.00	26,491.00	28,730.00	23,488.00	23,985.00	18,449.00	21,826.00	18,405.00	20,007.00	275,851.00
Beverage Operating Expenses	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00
Total F & B Operating Expenses	18,409.00	23,335.00	26,169.00	27,657.00	26,766.00	29,005.00	23,763.00	24,260.00	18,724.00	22,101.00	18,680.00	20,282.00	279,151.00
Net F & B Income	241,922.75	328,664.25	392,332.50	441,753.75	374,563.25	303,787.50	268,489.50	366,453.00	331,896.50	357,605.75	278,693.00	287,283.75	3,973,445.50

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Food Department													
Total Restaurant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Bar Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Bistro	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Garden Grill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fox	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Food Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Room Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Banquet Breakfast	50,039.00	27,204.00	55,317.00	41,636.00	24,766.00	16,744.00	52,601.00	39,247.00	22,925.00	48,626.00	32,133.00	63,966.00	475,204.00
Banquet Lunch	90,133.00	90,118.00	162,411.00	110,619.00	66,081.00	18,641.00	89,488.00	90,407.00	71,553.00	106,372.00	64,866.00	80,910.00	1,041,599.00
Banquet Dinner	33,054.00	17,395.00	11,684.00	30,285.00	15,509.00	63,668.00	45,021.00	77,704.00	3,018.00	61,578.00	31,543.00	20,868.00	411,327.00
Banquet Reception	17,658.00	43,742.00	42,857.00	24,027.00	12,156.00	10,751.00	19,172.00	18,905.00	17,185.00	36,508.00	20,439.00	40,463.00	303,863.00
Banquet Breaks	47,015.00	61,674.00	98,364.00	131,293.00	118,062.00	39,795.00	70,955.00	64,660.00	126,997.00	68,749.00	62,961.00	77,443.00	967,968.00
Total Banquets	237,899.00	240,133.00	370,633.00	337,860.00	236,574.00	149,599.00	277,237.00	290,923.00	241,678.00	321,833.00	211,942.00	283,650.00	3,199,961.00
Catering Breakfast	3,728.00	1,037.00	2,683.00	8,431.00	15,751.00	22,716.00	7,625.00	244.00	4,639.00	5,515.00	2,624.00	630.00	75,623.00
Catering Lunch	10,465.00	33,127.00	23,946.00	53,311.00	55,623.00	49,493.00	18,471.00	50,410.00	27,597.00	18,922.00	30,706.00	17,727.00	389,798.00
Catering Dinner	34,453.00	29,595.00	19,039.00	34,685.00	59,574.00	109,736.00	10,706.00	62,400.00	7,899.00	30,841.00	53,781.00	20,484.00	473,193.00
Catering Reception	8,165.00	25,765.00	21,844.00	14,389.00	21,318.00	9,070.00	868.00	14,126.00	12,667.00	1,781.00	862.00	968.00	131,823.00
Catering Breaks	5,244.00	32,257.00	19,548.00	37,795.00	25,695.00	45,907.00	14,649.00	20,153.00	10,224.00	13,958.00	19,709.00	9,701.00	254,840.00
Total Catering	62,055.00	121,781.00	87,060.00	148,611.00	177,961.00	236,922.00	52,319.00	147,333.00	63,026.00	71,017.00	107,682.00	49,510.00	1,325,277.00
Net Food Revenue	299,954.00	361,914.00	457,693.00	486,471.00	414,535.00	386,521.00	329,556.00	438,256.00	304,704.00	392,850.00	319,624.00	333,160.00	4,525,238.00
Banquet Room Rental	14,639.00	22,156.00	16,257.00	25,968.00	20,380.00	9,483.00	19,166.00	19,242.00	32,271.00	23,883.00	13,323.00	14,624.00	231,392.00
Banquet A/V	59,726.00	61,693.00	130,611.00	94,535.00	74,788.00	41,001.00	71,088.00	65,441.00	117,002.00	85,406.00	88,578.00	68,563.00	958,432.00
Banquet Miscellaneous	0.00	2,101.00	2,854.00	3,717.00	1,440.00	2,016.00	3,114.00	2,911.00	1,913.00	3,143.00	3,377.00	7,039.00	33,625.00
Catering Room Rental	9,918.00	22,235.00	9,366.00	22,903.00	16,682.00	10,786.00	6,538.00	10,209.00	24,413.00	16,478.00	11,645.00	11,012.00	172,185.00
Catering A/V	11,410.00	38,338.00	14,597.00	38,126.00	44,713.00	33,336.00	10,430.00	25,043.00	18,403.00	18,763.00	20,374.00	15,632.00	289,165.00
Catering Miscellaneous	2,995.00	6,725.00	2,807.00	3,733.00	2,539.00	4,584.00	3,580.00	4,737.00	3,171.00	3,322.00	2,134.00	2,165.00	42,492.00
Service Charges- Banquets	79,388.25	82,701.25	131,420.50	117,431.00	85,841.00	51,632.50	95,700.25	95,691.50	99,009.00	112,093.50	81,099.75	95,476.75	1,127,485.25
Service Charges- Catering	21,989.50	45,780.00	28,804.00	53,341.75	64,287.25	76,762.00	19,622.25	50,390.50	27,923.50	28,374.25	35,997.25	20,321.00	473,593.25
Total Other	200,065.75	281,729.25	336,716.50	359,754.75	310,670.25	229,600.50	229,238.50	273,665.00	324,105.50	291,462.75	256,528.00	234,832.75	3,328,369.50

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master TT12
As of 6/30/2024

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Total Food Revenues	500,019.75	643,643.25	794,409.50	846,225.75	725,205.25	616,121.50	558,794.50	711,921.00	628,809.50	684,312.75	576,152.00	567,992.75	7,853,607.50

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Cost of Goods Sold													
Cost of Sales - Food	64,111.00	72,934.00	98,237.00	97,485.00	86,270.00	83,429.00	74,757.00	89,843.00	62,464.00	80,534.00	65,522.00	66,298.00	941,884.00
Cost of Sales- Banquet A/V	38,214.00	53,736.00	78,006.00	71,265.00	64,196.00	39,934.00	43,791.00	48,608.00	72,740.00	55,959.00	58,529.00	45,230.00	670,208.00
Total Cost of Good Sold	102,325.00	126,670.00	176,243.00	168,750.00	150,466.00	123,363.00	118,548.00	138,451.00	135,204.00	136,493.00	124,051.00	111,528.00	1,612,092.00
Food Payroll													
Director of F & B	6,307.00	6,908.00	6,307.00	6,608.00	6,608.00	6,307.00	6,908.00	6,307.00	6,307.00	6,608.00	7,115.00	6,187.00	78,477.00
Executive Chef	5,228.00	5,726.00	5,228.00	5,477.00	5,477.00	5,228.00	5,726.00	5,228.00	5,228.00	5,477.00	5,898.00	5,129.00	65,050.00
Executive Sous Chef	3,590.00	3,931.00	3,590.00	3,761.00	3,761.00	3,590.00	3,931.00	3,590.00	3,590.00	3,761.00	4,049.00	3,521.00	44,665.00
Sous Chef	2,115.00	2,317.00	2,115.00	2,216.00	2,216.00	2,115.00	2,317.00	2,115.00	2,115.00	2,216.00	2,386.00	2,075.00	26,318.00
Cooks	16,489.00	20,545.00	26,834.00	28,700.00	23,990.00	22,156.00	18,427.00	25,543.00	16,800.00	22,571.00	18,208.00	19,119.00	259,382.00
Dishwasher	5,752.00	7,370.00	9,611.00	10,276.00	8,598.00	7,944.00	6,615.00	9,151.00	6,036.00	8,092.00	6,539.00	6,862.00	92,846.00
Banquet Manager	10,776.00	11,802.00	10,776.00	11,289.00	11,289.00	10,776.00	11,802.00	10,776.00	10,776.00	11,289.00	12,156.00	10,570.00	134,077.00
Banquet Captain	6,898.00	9,564.00	11,508.00	12,370.00	11,197.00	8,644.00	8,098.00	9,581.00	10,836.00	10,155.00	8,931.00	8,253.00	116,035.00
Banquet Server	39,753.00	48,395.00	62,995.00	67,515.00	59,174.00	55,558.00	45,191.00	61,027.00	39,860.00	54,385.00	43,556.00	45,810.00	623,219.00
Banquet Setup	28,507.00	35,253.00	45,711.00	48,815.00	40,983.00	37,933.00	31,730.00	43,565.00	29,024.00	38,621.00	31,393.00	32,903.00	444,438.00
Payroll Taxes	5,802.00	6,921.00	7,916.00	8,424.00	7,607.00	6,982.00	6,488.00	7,563.00	6,175.00	7,235.00	6,569.00	6,313.00	83,995.00
Employee Benefits	3,251.00	3,878.00	4,435.00	4,720.00	4,262.00	3,912.00	3,635.00	4,237.00	3,460.00	4,053.00	3,680.00	3,537.00	47,060.00
Vacation /PTO	6,158.00	7,346.00	8,402.00	8,941.00	8,073.00	7,410.00	6,886.00	8,027.00	6,554.00	7,679.00	6,972.00	6,700.00	89,148.00
Holiday	3,600.00	0.00	3,600.00	0.00	3,600.00	7,200.00	3,600.00	0.00	0.00	0.00	3,600.00	0.00	25,200.00
Bonus/Incentive Pay	1,115.00	1,221.00	1,115.00	1,168.00	1,168.00	1,115.00	1,210.00	1,105.00	1,105.00	1,157.00	1,246.00	1,084.00	13,809.00
Total Food Wages	145,341.00	171,177.00	210,143.00	220,280.00	198,003.00	186,870.00	162,564.00	197,815.00	147,866.00	183,299.00	162,298.00	158,063.00	2,143,719.00
Operating Expenses													
China	315.00	380.00	481.00	511.00	436.00	406.00	346.00	460.00	320.00	413.00	336.00	350.00	4,754.00
Glass	207.00	250.00	317.00	336.00	287.00	267.00	228.00	303.00	211.00	272.00	221.00	230.00	3,129.00
Silverware	205.00	247.00	313.00	332.00	283.00	264.00	225.00	299.00	208.00	268.00	218.00	228.00	3,090.00
Linens	1,282.00	1,547.00	1,957.00	2,079.00	1,772.00	1,652.00	1,408.00	1,873.00	1,302.00	1,679.00	1,366.00	1,424.00	19,341.00
Data Processing- F & B	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	18,600.00
Decorations	0.00	0.00	0.00	1,000.00	3,800.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	6,300.00
Contract Cleaning	308.00	385.00	1,386.00	314.00	393.00	1,392.00	5,114.00	393.00	1,425.00	314.00	393.00	1,425.00	13,242.00
Supplies- Other	1,802.00	2,287.00	3,050.00	3,264.00	2,700.00	2,480.00	2,149.00	3,001.00	1,954.00	2,645.00	2,071.00	2,177.00	29,580.00
Cleaning Supplies	626.00	755.00	955.00	1,015.00	865.00	806.00	573.00	799.00	521.00	705.00	552.00	580.00	8,752.00
Dishwasher Supplies	1,002.00	1,250.00	1,634.00	1,748.00	1,460.00	1,348.00	1,120.00	1,555.00	1,021.00	1,373.00	1,278.00	1,332.00	16,121.00
Supplies- Paper	2,002.00	2,457.00	3,162.00	3,371.00	2,843.00	2,638.00	2,219.00	3,017.00	2,037.00	2,684.00	2,146.00	2,246.00	30,822.00
Kitchen & Utensils Supplies	183.00	221.00	279.00	297.00	253.00	236.00	201.00	267.00	186.00	240.00	195.00	203.00	2,761.00
Telephone	115.00	0.00	0.00	115.00	0.00	0.00	116.00	0.00	0.00	116.00	0.00	0.00	462.00
Uniforms	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Equipment Rental	1,200.00	3,000.00	100.00	100.00	0.00	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00	10,600.00
F & B- Ldy Allocation	5,429.00	6,551.00	8,289.00	8,805.00	7,503.00	6,996.00	5,965.00	7,932.00	5,515.00	7,111.00	5,785.00	6,030.00	81,911.00
Workers Comp Insurance- F & B	1,408.00	1,680.00	1,921.00	2,045.00	1,846.00	1,695.00	1,574.00	1,836.00	1,499.00	1,756.00	1,594.00	1,532.00	20,386.00
Total Operating Expense- Food	18,134.00	23,060.00	25,894.00	27,382.00	26,491.00	28,730.00	23,488.00	23,985.00	18,449.00	21,826.00	18,405.00	20,007.00	275,851.00
Total Food Costs	265,800.00	320,907.00	412,280.00	416,412.00	374,960.00	338,963.00	304,600.00	360,251.00	301,519.00	341,618.00	304,754.00	289,598.00	4,031,662.00
N.I.- Food Department	234,219.75	322,736.25	382,129.50	429,813.75	350,245.25	277,158.50	254,194.50	351,670.00	327,290.50	342,694.75	271,398.00	278,394.75	3,821,945.50

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Beverage Department													
Total Restaurant Beverage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Garden Grill Beverage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fox Den Bar Beverage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pool Bar Beverage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Wine Bar Beverage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Room Service Bev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Bar Beverage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Banquet Liquor	2,884.00	2,390.00	4,095.00	4,073.00	7,279.00	4,016.00	4,526.00	1,721.00	1,536.00	9,857.00	1,915.00	4,668.00	48,960.00
Banquet Beer	1,463.00	2,355.00	2,187.00	3,542.00	1,721.00	1,511.00	3,181.00	810.00	593.00	2,841.00	1,720.00	1,849.00	23,773.00
Banquet Wine	942.00	2,078.00	1,899.00	3,746.00	2,622.00	920.00	4,489.00	1,718.00	1,043.00	1,411.00	3,544.00	1,514.00	25,926.00
Total Banquet Beverage	5,289.00	6,823.00	8,181.00	11,361.00	11,622.00	6,447.00	12,196.00	4,249.00	3,172.00	14,109.00	7,179.00	8,031.00	98,659.00
Catering Liquor	1,365.00	197.00	1,958.00	1,583.00	6,174.00	16,158.00	796.00	4,072.00	1,197.00	1,702.00	597.00	1,141.00	36,940.00
Catering Beer	1,071.00	275.00	494.00	745.00	2,704.00	3,558.00	1,772.00	2,083.00	422.00	360.00	150.00	588.00	14,222.00
Catering Wine	2,139.00	294.00	1,741.00	1,399.00	8,915.00	6,288.00	3,054.00	8,085.00	1,062.00	1,855.00	1,407.00	1,236.00	37,475.00
Total Catering Beverage	4,575.00	766.00	4,193.00	3,727.00	17,793.00	26,004.00	5,622.00	14,240.00	2,681.00	3,917.00	2,154.00	2,965.00	88,637.00
Total Beverage Revenue	9,864.00	7,589.00	12,374.00	15,088.00	29,415.00	32,451.00	17,818.00	18,489.00	5,853.00	18,026.00	9,333.00	10,996.00	187,296.00

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
Cost of Goods Sold													
Cost of Sales - Liquor	570.00	364.00	621.00	755.00	1,497.00	3,399.00	716.00	746.00	352.00	1,489.00	324.00	748.00	11,581.00
Cost of Sales - Beer	707.00	517.00	467.00	1,039.00	993.00	954.00	798.00	591.00	207.00	653.00	382.00	497.00	7,805.00
Cost of Sales - Wine	609.00	505.00	808.00	1,079.00	2,332.00	1,194.00	1,734.00	2,094.00	413.00	698.00	1,057.00	587.00	13,110.00
Total COGS- Beverage	1,886.00	1,386.00	1,896.00	2,873.00	4,822.00	5,547.00	3,248.00	3,431.00	972.00	2,840.00	1,763.00	1,832.00	32,496.00
Beverage Payroll													
Total Beverage Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenses- Beverage													
Licenses & Permits	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00
Total Operating- Beverage	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00
Total Beverage Costs	2,161.00	1,661.00	2,171.00	3,148.00	5,097.00	5,822.00	3,523.00	3,706.00	1,247.00	3,115.00	2,038.00	2,107.00	35,796.00
Net Income- Beverage	7,703.00	5,928.00	10,203.00	11,940.00	24,318.00	26,629.00	14,295.00	14,783.00	4,606.00	14,911.00	7,295.00	8,889.00	151,500.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master TT12
As of 6/30/2024

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
FOOD STATS													
Banquet Breakfast Covers	1,614.00	1,324.00	1,890.00	1,479.00	667.00	665.00	1,439.00	1,146.00	629.00	1,397.00	891.00	1,794.00	14,935.00
Banquet Lunch Covers	2,352.00	2,857.00	4,138.00	2,898.00	2,574.00	589.00	2,594.00	2,852.00	1,997.00	2,800.00	1,568.00	2,091.00	29,310.00
Banquet Dinner Covers	657.00	444.00	274.00	558.00	332.00	1,396.00	936.00	2,714.00	56.00	1,123.00	985.00	463.00	9,938.00
Banquet Reception Covers	1,091.00	896.00	914.00	675.00	360.00	419.00	677.00	685.00	433.00	971.00	353.00	1,309.00	8,783.00
Banquet Breaks Covers	3,220.00	4,697.00	5,585.00	7,413.00	5,553.00	3,094.00	3,646.00	3,865.00	8,241.00	5,077.00	3,349.00	3,575.00	57,315.00
Catering Breakfast Covers	145.00	32.00	78.00	231.00	424.00	608.00	212.00	7.00	133.00	181.00	73.00	18.00	2,142.00
Catering Lunch Covers	298.00	910.00	715.00	1,406.00	1,384.00	1,185.00	475.00	1,412.00	697.00	863.00	774.00	438.00	10,557.00
Catering Dinner Covers	746.00	613.00	477.00	539.00	1,234.00	2,153.00	326.00	1,632.00	181.00	496.00	1,145.00	424.00	9,966.00
Catering Reception Covers	549.00	628.00	683.00	1,148.00	779.00	286.00	23.00	412.00	804.00	70.00	30.00	23.00	5,435.00
Catering Breaks Covers	372.00	2,036.00	1,048.00	2,226.00	1,001.00	3,835.00	1,156.00	1,123.00	712.00	719.00	1,142.00	757.00	16,127.00
Total Food Covers	11,044.00	14,437.00	15,802.00	18,573.00	14,308.00	14,230.00	11,484.00	15,848.00	13,883.00	13,697.00	10,310.00	10,892.00	164,508.00

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
GUEST COMMUNICATIONS													
TELEPHONE REVENUES													
Total Phone Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COS- Communication													
Total COS- Comm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Margin- Comm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenses													
Total Operating - Comm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N.I.- Comm Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
MISCELLANEOUS DEPARTMENT													
MISCELLANEOUS REVENUES													
Late Cancellation Income	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Total Miscellaneous Revenues	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
COSales- Miscellaneous													
Total COS- Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous Profit	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
ADMIN & GENERAL DEPARTMENT													
ADMIN & GENERAL													
P/R & Related Benefits- A&G													
General Manager	4,914.00	5,382.00	4,914.00	5,148.00	5,148.00	4,914.00	5,382.00	4,914.00	4,914.00	5,148.00	5,543.00	4,820.00	61,141.00
Controller	2,090.00	2,289.00	2,090.00	2,189.00	2,189.00	2,090.00	2,289.00	2,090.00	2,090.00	2,189.00	2,357.00	2,050.00	26,002.00
Accounting Manager	1,176.00	1,288.00	1,176.00	1,232.00	1,232.00	1,176.00	1,288.00	1,176.00	1,176.00	1,232.00	1,326.00	1,153.00	14,631.00
Human Resources	2,457.00	2,691.00	2,457.00	2,574.00	2,574.00	2,457.00	2,691.00	2,457.00	2,457.00	2,574.00	2,772.00	2,410.00	30,571.00
Security	1,899.00	2,080.00	1,886.00	1,976.00	1,976.00	1,886.00	1,878.00	1,715.00	1,715.00	1,797.00	1,935.00	1,682.00	22,425.00
Payroll Taxes	1,088.00	1,192.00	1,087.00	1,139.00	1,139.00	1,087.00	1,191.00	1,087.00	1,087.00	1,139.00	1,227.00	1,067.00	13,530.00
Employee Benefits	1,613.00	1,767.00	1,612.00	1,689.00	1,689.00	1,612.00	1,765.00	1,612.00	1,612.00	1,689.00	1,818.00	1,581.00	20,059.00
Vacation /PTO	865.00	948.00	865.00	906.00	906.00	865.00	947.00	865.00	865.00	906.00	975.00	848.00	10,761.00
Holiday	926.00	0.00	926.00	0.00	926.00	1,852.00	763.00	0.00	0.00	0.00	954.00	0.00	6,347.00
Bonus/Incentive Pay	1,490.00	1,632.00	1,490.00	1,561.00	1,561.00	1,490.00	1,632.00	1,490.00	1,490.00	1,561.00	1,680.00	1,461.00	18,538.00
Total P/R & R/B- A&G	18,518.00	19,269.00	18,503.00	18,414.00	19,340.00	19,429.00	19,826.00	17,406.00	17,406.00	18,235.00	20,587.00	17,072.00	224,005.00
Operating Expenses- A&G													
Employee Relations	500.00	487.00	817.00	632.00	1,147.00	3,457.00	500.00	487.00	487.00	500.00	718.00	619.00	10,351.00
Accounting Fees	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Data Processing	2,057.00	1,868.00	1,868.00	2,015.00	1,868.00	1,798.00	1,877.00	1,699.00	2,512.00	1,832.00	1,699.00	1,699.00	22,792.00
Office Supplies	193.00	247.00	305.00	326.00	285.00	245.00	218.00	276.00	240.00	265.00	221.00	219.00	3,040.00
Audit Fees	0.00	0.00	4,000.00	3,000.00	4,000.00	2,617.00	0.00	0.00	0.00	0.00	0.00	0.00	13,617.00
Muzak	14.00	14.00	34.00	14.00	14.00	34.00	14.00	14.00	34.00	14.00	14.00	34.00	248.00
Travel & Lodging	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	645.00	45.00	45.00	1,140.00
Meals and Entertainment	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Telephone	297.00	198.00	198.00	297.00	198.00	198.00	270.00	180.00	180.00	270.00	180.00	180.00	2,646.00
Licenses and Permits	110.00	110.00	110.00	110.00	1,413.00	110.00	110.00	110.00	110.00	110.00	368.00	129.00	2,900.00
Postage	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	684.00
Recruitment	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	718.00	2,082.00
Employment Screening/ Drug Testing	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00
Training	92.00	92.00	92.00	92.00	92.00	92.00	84.00	84.00	84.00	84.00	84.00	84.00	1,056.00
Armored Car	157.00	157.00	157.00	157.00	157.00	157.00	157.00	157.00	157.00	157.00	157.00	157.00	1,884.00
Security Service	0.00	0.00	0.00	300.00	0.00	300.00	300.00	300.00	0.00	0.00	0.00	0.00	1,200.00
Dues/Subscriptions	311.00	311.00	1,507.00	311.00	311.00	311.00	311.00	311.00	311.00	311.00	311.00	311.00	4,928.00
Professional Fees	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	756.00
Credit Card Commissions	5,103.84	6,517.32	8,072.84	8,618.14	7,551.20	6,490.73	5,771.13	7,309.10	6,351.63	7,028.39	5,859.85	5,794.89	80,469.06
Equipment Rental	867.00	867.00	867.00	867.00	867.00	867.00	867.00	867.00	867.00	867.00	867.00	867.00	10,404.00
Payroll Services	409.00	409.00	614.00	409.00	409.00	409.00	409.00	409.00	409.00	409.00	409.00	409.00	5,113.00
Bank Charges	81.00	81.00	81.00	81.00	81.00	81.00	81.00	81.00	81.00	81.00	81.00	81.00	972.00
Credit & Collection	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	792.00
Workers Comp Insurance	268.00	294.00	268.00	281.00	281.00	268.00	267.00	243.00	243.00	255.00	275.00	239.00	3,182.00
Total Operating- A&G	12,374.84	13,567.32	20,905.84	19,425.14	20,589.20	19,349.73	13,151.13	14,442.10	13,981.63	14,698.39	13,158.85	13,331.89	188,976.06
Total Expenses- A&G	30,892.84	32,836.32	39,408.84	37,839.14	39,929.20	38,778.73	32,977.13	31,848.10	31,387.63	32,933.39	33,745.85	30,403.89	412,981.06

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master TT12													
As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
SALES DEPARTMENT													
SALES													
P/R & R/B													
Director of Sales	5,471.00	5,992.00	5,471.00	5,731.00	5,731.00	5,471.00	5,992.00	5,471.00	5,471.00	5,731.00	6,171.00	5,366.00	68,069.00
Sales Manager	9,538.00	10,477.00	9,538.00	9,992.00	9,992.00	9,538.00	10,547.00	9,630.00	9,630.00	10,186.00	10,760.00	9,357.00	119,185.00
Director of Catering	7,480.00	8,192.00	7,480.00	7,836.00	7,836.00	7,480.00	8,192.00	7,480.00	7,480.00	7,836.00	8,438.00	7,337.00	93,067.00
Revenue Management	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	19,200.00
E Commerce Management	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Catering Sales	9,058.00	9,921.00	9,058.00	9,490.00	9,490.00	9,058.00	10,138.00	9,421.00	9,421.00	9,869.00	10,627.00	9,241.00	114,792.00
Catering Coordinator	2,753.00	3,015.00	2,753.00	2,884.00	2,884.00	2,753.00	3,106.00	2,836.00	2,836.00	2,971.00	3,106.00	2,701.00	34,598.00
Convention Services	14,105.00	15,449.00	14,105.00	14,777.00	14,777.00	14,105.00	15,601.00	14,245.00	14,245.00	14,923.00	15,912.00	13,837.00	176,081.00
Sales Coordinator	1,504.00	1,647.00	1,504.00	1,575.00	1,575.00	1,504.00	1,696.00	1,549.00	1,549.00	1,623.00	1,696.00	1,475.00	18,897.00
Payroll Taxes	4,431.00	4,853.00	4,431.00	4,642.00	4,642.00	4,431.00	4,906.00	4,479.00	4,479.00	4,705.00	4,999.00	4,347.00	55,345.00
Employee Benefits	6,547.00	7,148.00	6,547.00	6,848.00	6,848.00	6,547.00	7,198.00	6,592.00	6,592.00	6,907.00	7,356.00	6,426.00	81,556.00
Vacation / PTO	4,727.00	5,161.00	4,727.00	4,944.00	4,944.00	4,727.00	5,197.00	4,759.00	4,759.00	4,987.00	5,311.00	4,640.00	58,883.00
Holiday	2,536.00	0.00	2,536.00	0.00	2,536.00	5,072.00	2,536.00	0.00	0.00	0.00	2,612.00	0.00	17,828.00
Bonus/Incentive Pay	4,314.00	4,725.00	4,314.00	4,519.00	4,519.00	4,314.00	4,755.00	4,342.00	4,342.00	4,561.00	4,866.00	4,232.00	53,803.00
Total P/R & R/B- Sales	74,264.00	78,380.00	74,264.00	75,038.00	77,574.00	76,800.00	81,664.00	72,604.00	72,604.00	76,099.00	83,654.00	70,759.00	913,704.00
Operating Expenses- Sales													
Office Supplies	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Travel & Lodging	275.00	50.00	50.00	50.00	800.00	50.00	375.00	50.00	50.00	50.00	50.00	50.00	1,900.00
Meals & Entertainment	75.00	75.00	75.00	75.00	375.00	75.00	375.00	75.00	75.00	75.00	75.00	75.00	1,500.00
Promotions	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	13,800.00
Sales Training	265.00	93.00	148.00	93.00	148.00	93.00	148.00	93.00	148.00	93.00	148.00	93.00	1,563.00
Dues & Subscriptions	1,187.00	1,187.00	1,187.00	1,187.00	1,379.00	1,187.00	1,665.00	1,187.00	1,716.00	1,187.00	1,187.00	1,512.00	15,768.00
Trade Show	0.00	0.00	0.00	250.00	1,500.00	0.00	1,250.00	250.00	0.00	0.00	0.00	0.00	3,250.00
e Commerce Costs	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	156.00
Brand Paid Search	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Internet Advertising	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Magazine Advertising	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Collateral	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	156.00
Workers Comp- Sales	742.00	810.00	742.00	776.00	776.00	742.00	816.00	747.00	747.00	783.00	834.00	728.00	9,243.00
Total Operating- Sales	5,420.00	5,091.00	5,078.00	5,307.00	7,854.00	5,023.00	7,505.00	5,278.00	5,612.00	5,064.00	5,170.00	5,334.00	67,736.00
Total Expenses-Sales	79,684.00	83,471.00	79,342.00	80,345.00	85,428.00	81,823.00	89,169.00	77,882.00	78,216.00	81,163.00	88,824.00	76,093.00	981,440.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center For Property: Cool Springs Conference Center 00- Master TT12 As of 6/30/2024													
Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
MAINTENANCE DEPARTMENT													
REPAIRS & MAINTENANCE													
P/R & Related Expenses- Maintenance													
Chief Engineer	2,638.00	2,889.00	2,638.00	2,763.00	2,763.00	2,638.00	2,889.00	2,638.00	2,638.00	2,763.00	2,976.00	2,587.00	32,820.00
Asst Engineer	1,543.00	1,690.00	1,543.00	1,616.00	1,616.00	1,543.00	1,690.00	1,543.00	1,543.00	1,616.00	1,741.00	1,514.00	19,198.00
General Maintenance	5,445.00	5,963.00	5,445.00	5,704.00	5,704.00	5,445.00	5,963.00	5,445.00	5,445.00	5,704.00	6,142.00	5,341.00	67,746.00
Payroll Taxes	712.00	780.00	712.00	746.00	746.00	712.00	780.00	712.00	712.00	746.00	804.00	699.00	8,861.00
Employee Benefits	362.00	396.00	362.00	379.00	379.00	362.00	396.00	362.00	362.00	379.00	408.00	355.00	4,502.00
Holiday	345.00	0.00	345.00	0.00	345.00	690.00	345.00	0.00	0.00	0.00	355.00	0.00	2,425.00
Vacation /PTO	699.00	766.00	699.00	732.00	732.00	699.00	766.00	699.00	699.00	732.00	789.00	686.00	8,698.00
Bonus/Incentive Pay	264.00	289.00	264.00	276.00	276.00	264.00	263.00	240.00	240.00	251.00	271.00	235.00	3,133.00
Total P/R & Related Expenses- Maintenance	12,008.00	12,773.00	12,008.00	12,216.00	12,561.00	12,353.00	13,092.00	11,639.00	11,639.00	12,191.00	13,486.00	11,417.00	147,383.00
Operating Expenses- R & M													
Laundry Equipment	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	2,520.00
Building Maintenance	930.00	930.00	930.00	930.00	930.00	930.00	930.00	930.00	930.00	930.00	930.00	930.00	11,160.00
Office Equipment	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Light Bulbs	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	2,880.00
Electrical & Mechanical	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	13,500.00
HVAC	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	28,200.00
Plumbing & Boiler	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Pool	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	816.00
Grounds & Landscaping	1,848.00	1,848.00	1,848.00	1,848.00	1,638.00	1,638.00	1,788.00	1,788.00	1,998.00	1,848.00	1,848.00	1,848.00	21,786.00
Signage	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
Furniture & Fixtures	123.00	123.00	123.00	123.00	123.00	123.00	123.00	123.00	123.00	123.00	123.00	123.00	1,476.00
Painting	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
Carpet & Floor	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
Telephone	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Kitchen Equipment	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00
Locks & Keys	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
Radio & TV	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00
Exterminating	431.00	431.00	431.00	431.00	461.00	431.00	431.00	431.00	431.00	431.00	431.00	431.00	5,202.00
License & Permits	84.00	9.00	9.00	39.00	9.00	189.00	84.00	9.00	75.00	9.00	9.00	9.00	534.00
Maintenance Contracts	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	2,268.00	93.00	93.00	3,291.00
Uniforms- R & M	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Storage	296.00	296.00	296.00	296.00	296.00	296.00	296.00	296.00	296.00	296.00	296.00	296.00	3,552.00
Fire & Safety	65.00	65.00	65.00	65.00	605.00	365.00	65.00	65.00	65.00	1,865.00	65.00	65.00	3,420.00
Elevator	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	597.00	525.00	6,372.00
Workers Comp- R & M	222.00	243.00	222.00	232.00	232.00	222.00	243.00	222.00	222.00	232.00	250.00	217.00	2,759.00
Total Operating - R & M	10,050.00	9,996.00	9,975.00	10,015.00	10,345.00	10,245.00	10,011.00	9,915.00	10,191.00	13,960.00	10,075.00	9,970.00	124,748.00
Total Expenses- R & M	22,058.00	22,769.00	21,983.00	22,231.00	22,906.00	22,598.00	23,103.00	21,554.00	21,830.00	26,151.00	23,561.00	21,387.00	272,131.00

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
UTILITIES DEPARTMENT													
UTILITIES EXPENSE													
Electricity	19,731.00	18,760.00	12,322.00	15,856.00	14,764.00	14,337.00	15,774.00	13,390.00	14,420.00	11,330.00	14,420.00	17,935.00	183,039.00
Gas	3,333.00	3,031.00	2,150.00	6,351.00	5,518.00	5,262.00	6,327.00	7,725.00	4,223.00	4,635.00	4,120.00	4,120.00	56,795.00
Water & Sewer	8,605.00	5,810.00	7,421.00	7,757.00	4,599.00	4,081.00	4,461.00	4,944.00	5,768.00	7,416.00	7,416.00	8,240.00	76,518.00
Waste Removal	1,213.00	1,364.00	1,983.00	1,496.00	1,726.00	1,631.00	896.00	988.00	660.00	788.00	956.00	1,074.00	14,775.00
Total Expenses- Utilities	32,882.00	28,965.00	23,876.00	31,460.00	26,607.00	25,311.00	27,458.00	27,047.00	25,071.00	24,169.00	26,912.00	31,369.00	331,127.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master TT12
As of 6/30/2024

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
FRANCHISE DEPARTMENT													
FRANCHISE FEES													
Franchise Fees/ Royalties	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	75,000.00
Advertising	4,186.00	5,360.00	6,635.00	7,084.00	6,200.00	5,334.00	4,729.00	5,993.00	5,206.00	5,762.00	4,802.00	4,748.00	66,039.00
Frequent Traveler	16,513.00	21,142.00	26,170.00	27,941.00	24,454.00	21,038.00	18,651.00	23,637.00	20,533.00	22,727.00	18,939.00	18,728.00	260,473.00
Other Franchise Cost	3,195.00	4,091.00	5,064.00	5,407.00	4,732.00	4,071.00	3,609.00	4,574.00	3,973.00	4,398.00	3,665.00	3,624.00	50,403.00
Total Franchise Fees Expense	30,144.00	36,843.00	44,119.00	46,682.00	41,636.00	36,693.00	33,239.00	40,454.00	35,962.00	39,137.00	33,656.00	33,350.00	451,915.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master TT12
As of 6/30/2024

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
MANAGEMENT FEES													
Management Fees	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	20,328.00	243,936.00
Management Fees- Owner	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	20,624.00	247,488.00
Total Management Fees Expense	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	40,952.00	491,424.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master TT12
As of 6/30/2024

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
FIXED EXPENSES													
Personal Property Tax	292.00	292.00	292.00	292.00	292.00	292.00	292.00	292.00	292.00	292.00	292.00	292.00	3,504.00
Insurance	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
TOTAL FIXED EXPENSES	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	642.00	7,704.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master TT12
As of 6/30/2024

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
TOTAL OTHER													
Total Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Jul 2023 (Budget)	Aug 2023 (Budget)	Sep 2023 (Budget)	Oct 2023 (Budget)	Nov 2023 (Budget)	Dec 2023 (Budget)	Jan 2024 (Budget)	Feb 2024 (Budget)	Mar 2024 (Budget)	Apr 2024 (Budget)	May 2024 (Budget)	Jun 2024 (Budget)	Total (Mixed)
House Laundry Dept													
Total P/R & Benefits- Ldy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenses													
Total Operating Expenses- Ldy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Laundry Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Allocation													
Total Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Lndry Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



File #: 21-04475

DATE: March 22, 2023

TO: Budget & Finance Committee

FROM: Mark Hilty, Asst. City Administrator Public Works
Michael Walters Young, Budget and Analytics Manager
Eric Stuckey, City Administrator
Steve Grubb, Director of Streets
Michelle Hatcher, Director of Water Management

SUBJECT:

Budget Presentation - Public Works

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the FY 2024 Budget Requests for departments in the Public Works Program (Streets - Maintenance and Traffic, the Street Aid & Transportation Fund, the Sanitation & Environmental Services Fund, and the Parks Department.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February and March, departmental staff make presentations of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

This year each program area of the City's Operations - Governance & Management, Public Safety, Finance & Administration, Community & Economic Development and Public Works will present as a unit to the Budget & Finance Committee during meetings in February and March. Streets - (Maintenance and Traffic), the Street Aid & Transportation Fund, the Sanitation & Environmental Services Fund, and the Parks Department presented on March 8, 2023. This presentation will include the Water Management Fund, Fleet Management, and Capital Vehicle Replacement Fund.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2024 Operating Budget Request

Public Works

Streets Department

Street Aid Fund

Stormwater Fund

Capital Vehicle Fund

Sanitation & Environmental Services Fund

Parks Department

Water Management Fund



City of Franklin, Tennessee - FY 2024 Budget Request

Program: Public Works

Slide 2

Outline

- Streets Department
 - Maintenance***
 - Traffic***
 - Fleet****
- Stormwater Fund***
- Street Aid & Transportation Fund***
- Capital Vehicle Fund**
- Parks Department***
- Sanitation & Environmental Services Fund***
- Water Management Fund**

****Presented previously on March 8, 2023***



City of Franklin, Tennessee - FY 2024 Budget Request

Streets Department

Slide 3

Purpose of Department

The Streets Department was created in 1987. Five members from various departments were selected to form the Streets Department. Today 77 employees and 4 primary divisions make up the Streets Department.

Maintenance Division:

Landscape Maintenance Team, Compost Facility Team, Concrete Sidewalk Repair Team, Inspection Team, Infrared Repair Team, ROW tractor Team, Administration Team

Traffic Division:

Signalization Team, Roadway Striping/Signage Team

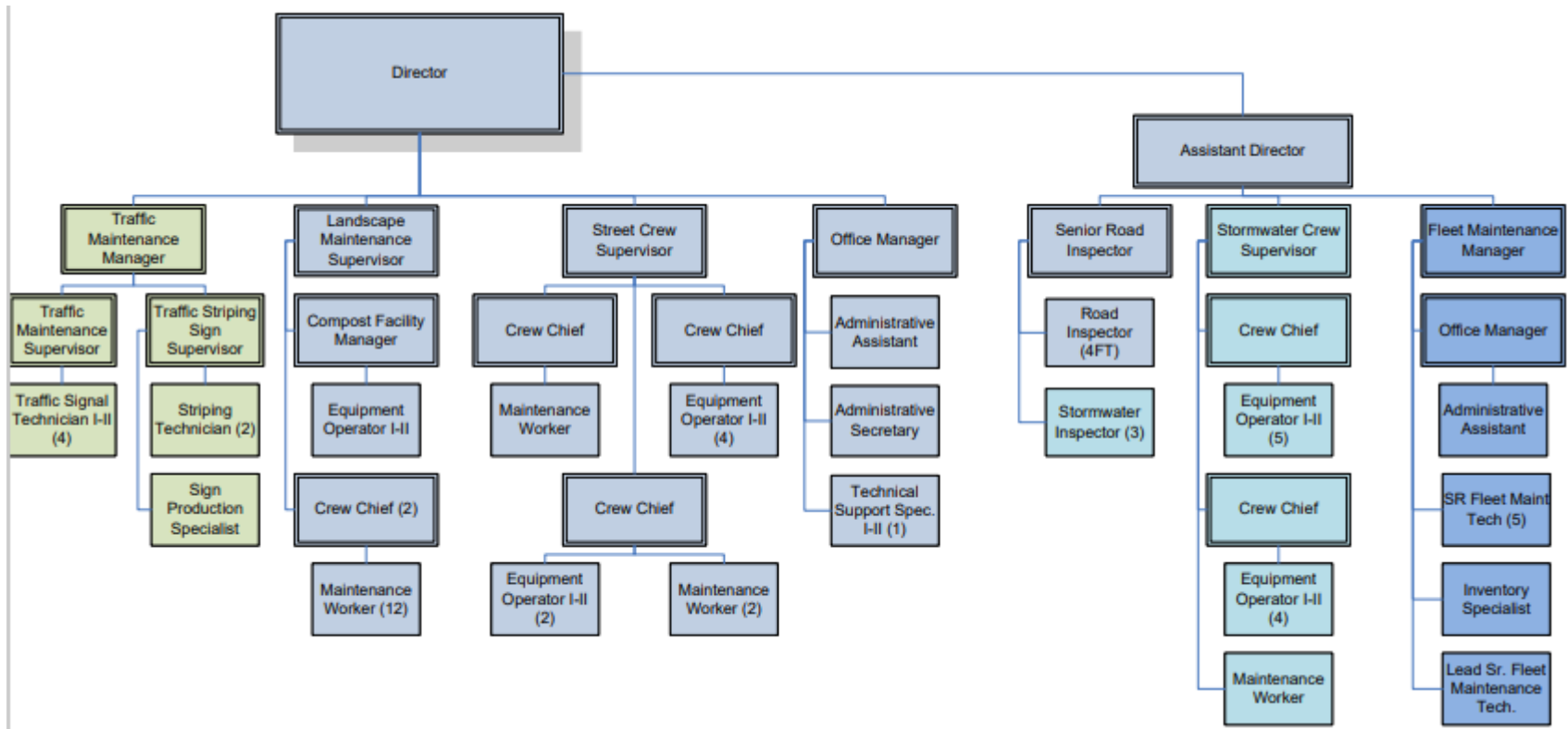
Fleet Maintenance:

Preventative Maintenance Team, Administration Team, Parts and Inventory Staff, Repair Team

Stormwater Maintenance:

Street Sweeper Team, Vacuum Truck Team, Construction Team, Inspection Team

Current Organization Chart





City of Franklin, Tennessee - FY 2024 Budget Request

Streets Fleet Division

Slide 5

Base Budget Request: Personnel

2023: \$1,001,121

2024: \$1,050,731

Difference: \$49,610 or 5.0%

Current Staffing Level:

(10) Full-time Employees

Request Staffing Level FY24:

(10) Full-time Employees



City of Franklin, Tennessee - FY 2024 Budget Request

Streets Fleet Division

Slide 6

Base Budget Request: Operations

FY 23 Operations: \$133,337

FY 24 Operations: \$227,428

Difference: \$94,091 or 70.6%

Key driver:

Repair & Maintenance Services - \$85,238 or 28.8% (increase cost and need for vehicle and equipment services due to delay in getting new vehicles)

Program Enhancement Requests

Equipment Program Enhancements: (2) Sets

Mobile Lifts (New) \$120,000 Supports Fire and SES Units



City of Franklin, Tennessee - FY 2024 Budget Request

Capital Vehicle Fund

Fleet Consumer Vehicle Replacement Program

FY23 Delivered (23) twenty-three vehicles \$605,904

FY23 On order (30) thirty vehicles with purchase order \$1,124,104

FY23 On order (14) fourteen Police units \$844,000

Total vehicles delivered or on order \$2,574,008

FY24 Proposed: (31) thirty-one vehicles \$1,356,000

- Streets (16)

- Parks (7)

- Fire (8)

FY24 Proposed (11) eight Police units \$481,250

Total new vehicles on FY 24 \$1,837,250

Total anticipated vehicles from FY 23 waiting for FY24 \$864,239

Sold on Gov Deal (8) eight vehicles \$47,262

Pending Sell Gov Deals (10) ten vehicles

Preparing for Gov Deals (5) five vehicles

Base Budget Request: Personnel

FY 2023: \$9,547,643

FY 2024: \$9,842,604

Difference: \$294,961 or 3.1% increase

Total authorized and budgeted positions – 97
(36 Water, 61 Wastewater)

Total authorized and unbudgeted positions – 1
(1 Water)



City of Franklin, Tennessee - FY 2024 Budget Request

Water Management Department

Slide 10

Department Leadership

Michelle Hatcher, Director

Purpose of Department

The Water Management Department's vision, in support of the City's vision statement, is to continually strive to enhance quality of life through exceptional, responsive, and cost-effective water resources services. These services include drinking water treatment and distribution, wastewater collection and treatment, and reclaimed water distribution for customers located primarily in the City of Franklin.



City of Franklin, Tennessee - FY 2024 Budget Request

Water Management

Slide 11

Operations & Projects Update

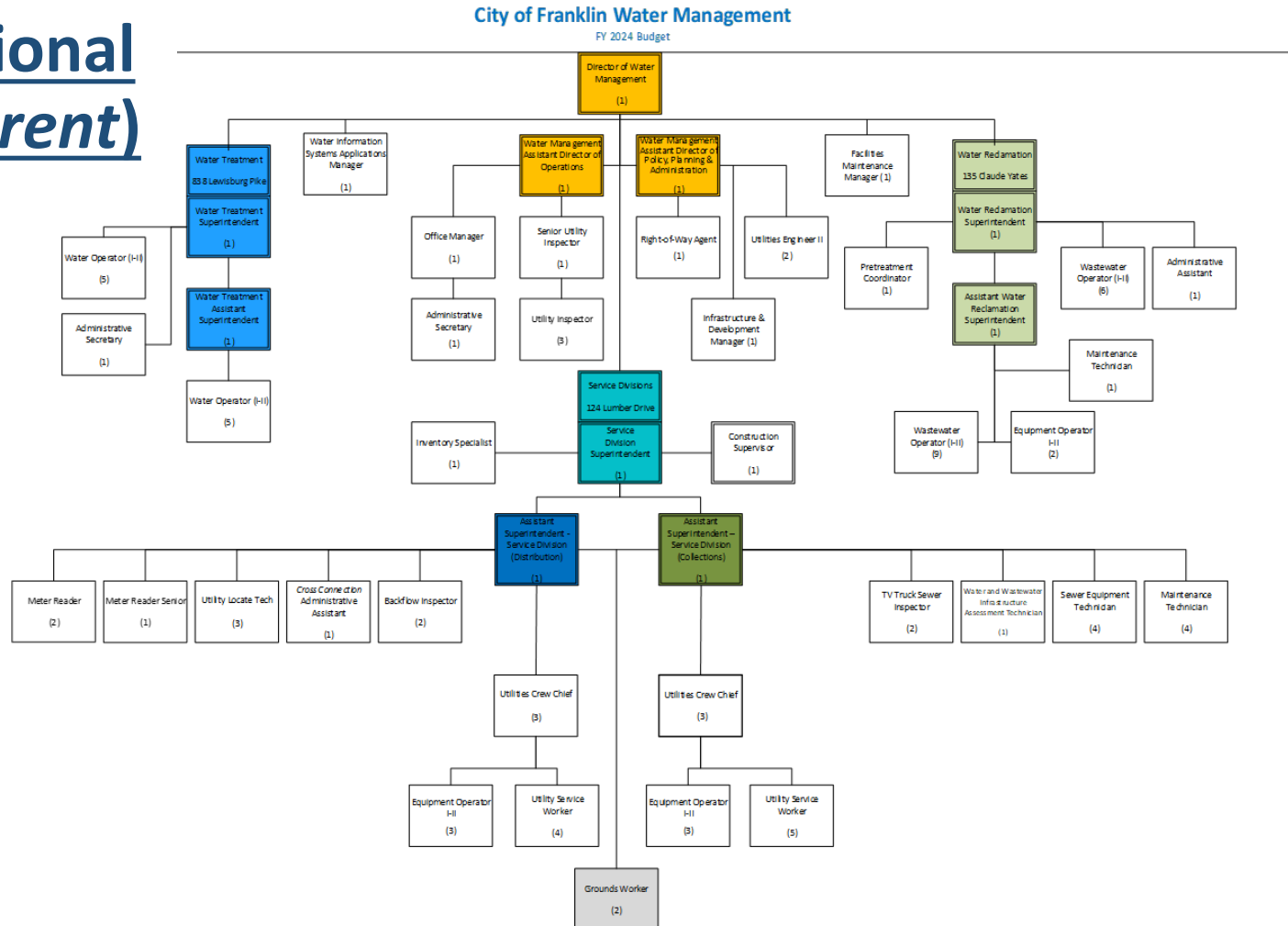
- Impact fee methodology & evaluation
- Water reclamation facility construction
- Annual rate-funded capital projects
- Continued staffing challenges

City of Franklin, Tennessee - FY 2024 Budget Request

Water Management

Slide 12

Organizational Chart (*current*)



City of Franklin, Tennessee - FY 2024 Budget Request

Water Management

Base Budget Request: Overall

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Beginning Balance*	N/A	N/A	N/A	N/A	N/A		
Revenues	\$ 35,189,622	\$ 34,896,041	\$ 38,664,059	\$ 41,970,211	\$ 46,150,454	\$ 7,486,395	19.4%
Expenses							
Personnel	\$ 7,677,757	\$ 7,630,612	\$ 9,547,643	\$ 8,458,445	\$ 9,842,604	\$ 294,961	3.1%
Operations	\$ 25,709,871	\$ 23,774,872	\$ 23,594,612	\$ 24,265,690	\$ 25,240,500	\$ 1,645,888	7.0%
Capital	\$ -	\$ -	\$ 8,986,800	\$ 5,944,625	\$ 12,499,200	\$ 3,512,400	39.1%
Expenses	\$ 33,387,628	\$ 31,405,484	\$ 42,129,055	\$ 38,668,759	\$ 47,582,304	\$ 5,453,249	12.9%
Use of F/B**	\$ -	\$ -	\$ 3,464,996	\$ -	\$ 1,431,850		
Surplus (Deficit)*	\$ 1,801,995	\$ 3,490,557	\$ 0	\$ 3,301,452	\$ 0		

*Beginning and Ending Balance representative of the cash basis of the Enterprise Fund. Does not include accrual of fixed assets.

Remaining Ending Balance will be used to subsidize larger capital projects, namely as a cash contribution for the Water and Wastewater Reclamation Facilities. Budget figures shown above include only operational costs and operating capital. Large projects - such as the aforementioned plants are not included within these figures. Debt Service and Loan Repayment for the construction of those plants is included.

Base Budget Request: Revenues

FY 2023: \$38,664,059

FY 2024: \$46,150,454

Difference: \$7,486,395 or 19.4% increase

Key points:

- Assumes customer service increases totaling \$4.5 million across all charges - increases assumed over estimated FY 2023 collections in Water rates of 3% and Sewer rates of 2.25% (2.5% CY 23, 2% CY 24')
- Includes \$3 million of ARPA funds (and matching expense) for Lewisburg Avenue improvements

Other notes:

- Includes Impact Fees of \$2.1 million (both in 2023 and 2024)

Base Budget Request: Personnel

FY 2023: \$9,547,643

FY 2024: \$9,842,604

Difference: \$294,961 or 3.1% increase

Total authorized and budgeted positions – 97
(36 Water, 61 Wastewater)

Total authorized and unbudgeted positions – 1
(1 Water)

Base Budget Request: Operations

FY 2023: \$23,594,612

FY 2024: \$25,240,500

Difference: \$1,645,888 or 7.0% increase

Major increases in Contractual Services (\$347K), Operating Supplies (\$420K increase – higher lab fees), Machinery & Equipment (\$387K increase – due to fleet replacement) and Debt Service payments (\$277K increase - largest years of debt service are FY 2024 & FY 2025).

Base Budget Request: Capital

FY 2023: \$8,986,800

FY 2024: \$12,499,200

Difference: \$3,512,400 or 39.1% increase

Covers costs of renewal projects (lining of pipes, line replacement, pump/lift station overhauls, etc.) and ARPA related projects (such as \$3,000,000 for Sewer improvements on Lewisburg Avenue – has offsetting revenue).

Does not cover costs related to major capital investment, such as the Water and Wastewater Treatment Plants.



City of Franklin, Tennessee - FY 2024 Budget Request

Water Management

Slide 18

Program Enhancement Requests

1 Integrator-Electrical-Communication Technician	\$ 32,243
2 Biosolids Dump Truck	\$ 165,025
3 Stand Alone Inspection Camera	\$ 90,000
4 Rubber Tracked Mini Excavator	\$ 57,000
5 Administrative Secretary Reclassification	\$ 5,309
6 Rubber Tracked Skid Steer	\$ 105,000
Totals	\$ 454,577

City of Franklin, Tennessee - FY 2024 Budget Request

Water Management

Summary

The budget provides for equipment and staffing to support ongoing programs and initiatives that continue and expand the proactive approach to operations and maintenance of both the water distribution and wastewater collection systems.

The budget continues the renewal efforts that focuses on areas in the City with aging infrastructure and operational issues.

The budget features program enhancements to ensure the Department has appropriate resources and serviceable equipment to perform day to day functions.

Revenues estimates show signs of growth consistent with the rate planning efforts enabling the City to continue working through strategic projects developed through the Integrated Water Resources Plan efforts.



City of Franklin, Tennessee

FY 2024 Operating Budget

Streets - Fleet Maintenance

Steve Grubb, Director

Budget Summary

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	729,818	867,555	1,001,121	1,007,158	1,050,731	49,610	5.0%
Operations	-9,056	-23,308	133,337	-39,691	227,428	94,091	70.6%
Capital	0	0	0	0	0	0	0.0%
Total	720,762	844,247	1,134,458	967,467	1,278,159	143,701	12.7%

Departmental Summary

The Fleet Maintenance Division consists of ten full-time employees. This division provides mechanical services, and road service calls for the COF entire fleet of vehicles and equipment. The large variety of vehicles and equipment in the COF fleet include: police cars, passenger vehicles, pickup trucks, dump trucks, heavy equipment, fire apparatus, small engines, mowers, etc. Due to EPA regulations, engines are more complex requiring additional service at PM's. The continual stop and go, and little to no interstate driving provides more needed shop time and service. City vehicles have more than the normal wear and tear placed on normal driven vehicles. Mechanical services provided include: a preventive maintenance program, tire changes, replacement of defective/failed parts, engine diagnostic, and other miscellaneous services.

Department Outlook

I respectfully request the addition of a new Fleet software program that will support both the customer and our data needs for Fleet and Staff. This will provide a better data source for informed decision making, for the right sizing, life-cycle, and future purchases for the COF.

Fleet must continue to life-cycle vehicles and equipment across all departments based on data and cost at the designated time. This will improve repair times and decrease costs.

Continual improvement of work flow and processes, providing excellent service for all City of Franklin vehicles and equipment.

To keep accurate history of expenditures for service and repairs of City of Franklin's fleet, life-cycle analysis, vehicle improvements, equipment turnover and residual value.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: A Safe Clean and Livable City

Franklin will be a model for environmental quality and a sustainable City.

Goal: To reduce the number of gallons of fossil fuel consumed by City vehicles by 10% by 2015.

Baseline: 5.60 gallons of fuel were consumed by City vehicles per Franklin residents (Based on fuel transactions at Tri-Star Energy/Pacific Pride locations. 370,236 gallons for 66,172 residents. Purchasing Department)

Key:	
Benchmarking Alliance of Tennessee	
Strategic Plan: FranklinForward	

Workload (Output) Measures

	2018	2019	2020	2021	2022
Percent Outsourced	13%	6.61%	6.33%	7.30%	6.81%
Percent of Service Calls	9%	7.80%	6.64%	7.80%	6.81%
Total Number of Repairs	2,710	2,991	2,951	2,696	3,784
Fleet Size					
Cars/Passenger Vehicles/SUV's	198	216	220	237	235
Light Trucks	162	147	151	152	109
Heavy Trucks	104	98	107	109	145
Cost of Repairs Performed by Fleet Maintenance					
Administration	\$ 600	\$ 374	\$ 477	\$ 823	\$ 515
City Hall Maintenance	\$ 600	\$ 677	\$ 430	\$ 413	\$ 4,016
Building & Neighborhood Services	\$ 6,500	\$ 7,971	\$ 10,256	\$ 5,611	\$ 8,781
Engineering	\$ 800	\$ 7,259	\$ 750	\$ 4,809	\$ 1,596
Fire	\$ 375,000	\$ 185,389	\$ 152,627	\$ 196,982	\$ 230,548
Human Resources	\$ 1,000	\$ 2,798	\$ 4,230	\$ 1,460	\$ 2,727
IT	\$ 9,000	\$ 1,511	\$ 1,601	\$ 2,603	\$ 1,435
Parks	\$ 25,000	\$ 18,499	\$ 19,139	\$ 27,457	\$ 42,922
Planning	\$ 870	\$ 197	\$ -	\$ 55	\$ 24
Police	\$ 245,000	\$ 118,306	\$ 106,001	\$ 109,723	\$ 128,509
Sanitation & Environmental Services	\$ 355,000	\$ 316,198	\$ 305,544	\$ 360,704	\$ 656,699
Street Department	\$ 125,000	\$ 122,712	\$ 125,948	\$ 113,785	\$ 229,724
Water	\$ 71,500	\$ 83,528	\$ 86,071	\$ 91,460	\$ 110,730
Total	\$ 1,215,870	\$ 865,419	\$ 813,074	\$ 915,885	\$ 1,418,226
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD

Efficiency Measures

	2018	2019	2020	2021	2022*
Number of purchases through the piggyback bid system	TBD	TBD	TBD	TBD	TBD
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Number of purchases through cooperative purchasing arrangements	TBD	TBD	TBD	TBD	TBD
 Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2018	2019	2020	2021	2022*
 Reduce the number of gallons of fossil fuel consumed by City vehicles by 10% by 2015.					
(Baseline: 5.60 gallons of fuel were consumed by city vehicles per Franklin residents (Based on fuel transactions at Tri-Star Energy/Pacific Pride locations. 385,589 gallons for 66,172 residents. Purchasing Department))	TBD	^	^	^	^
Target (in gallons per vehicle / total pop.)	4.3092	^	^	^	^
Meets Target?	TBD	^	^	^	^

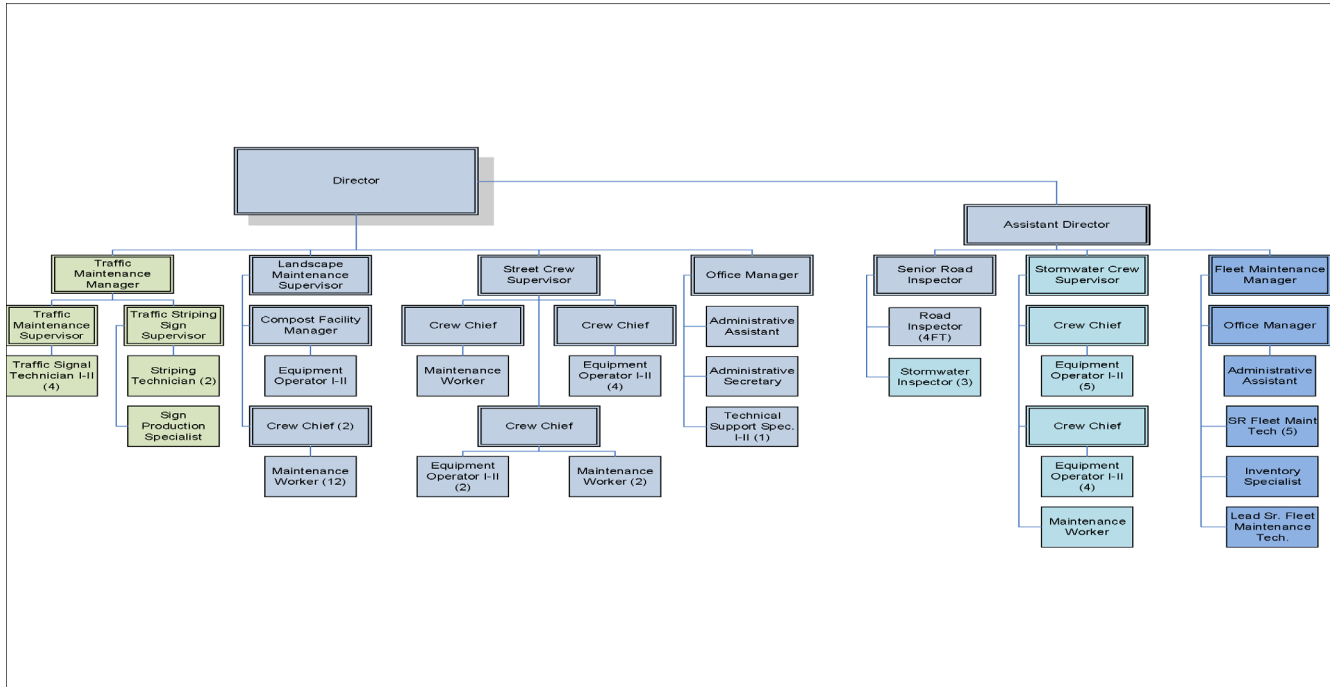
^Measure under review.



City of Franklin, Tennessee

FY 2024 Operating Budget

Organizational Chart



Fleet Personnel are shaded in dark

Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Budgeted Positions	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Fleet Maintenance Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Lead Sr. Maintenance Tech	Grade H	1	0	1	0	1	0	1	0	1	0
Sr. Fleet Maint. Tech.	Grade G	5	0	5	0	5	0	5	0	5	0
Office Manager	Grade G	1	0	0	0	1	0	1	0	1	0
Administrative Assistant	Grade E	1	0	1	0	1	0	1	0	1	0
Inventory Specialist	Grade F	1	0	1	0	1	0	1	0	1	0
Sub-Total Budgeted Positions		10	0	9	0	10	0	10	0	10	0

Authorized, Unbudgeted Positions											
Office Manager	Grade F	0	0	1	0	0	0	0	0	0	0
Sub-Total Unbudgeted Positions		0	0	1	0	0	0	0	0	0	0

Total Authorized Positions		10	0	10	0	10	0	10	0	10	0
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City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference	
						\$	%
Personnel							
Salaries & Wages	503,520	605,568	718,665	711,568	737,345	18,680	2.6%
Employee Benefits	226,298	261,988	282,456	295,590	313,386	30,930	11.0%
Total Personnel	729,818	867,555	1,001,121	1,007,158	1,050,731	139,603	16.1%
Operations					-		
Transportation Services	7,259	9,549	7,775	7,775	7,775	-	0.0%
Operating Services	4,576	4,446	6,850	6,850	6,850	-	0.0%
Notices, Subscriptions, etc.	693	967	1,300	1,300	1,300	-	0.0%
Utilities	11,360	16,292	15,145	15,145	15,145	-	0.0%
Contractual Services	-	-	11,000	11,000	11,000	-	0.0%
Repair & Maintenance Services	351,797	443,579	295,500	334,564	380,738	85,238	28.8%
Employee programs	226	652	6,100	6,100	6,100	-	0.0%
Professional Development/Travel	-	1,258	9,700	9,700	9,700	-	0.0%
Office Supplies	4,650	5,399	5,470	5,470	5,470	-	0.0%
Operating Supplies	12,630	15,938	19,300	19,300	19,300	-	0.0%
Fuel & Mileage	2,875	6,029	8,000	16,342	8,000	-	0.0%
Machinery & Equipment (<\$25,000)	14,736	15,720	32,500	32,500	32,500	-	0.0%
Repair & Maintenance Supplies	(426,841)	(552,506)	(296,400)	(516,834)	(287,548)	8,852	-3.0%
Property & Liability Costs	6,637	9,370	10,572	10,572	10,573	1	0.0%
Rentals	345	-	525	525	525	-	0.0%
Total Operations	(9,056)	(23,308)	133,337	(39,691)	227,428	94,091	70.6%

Streets-Fleet Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (8 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	547,422	583,709	510,588	592,940	711,510	438,299	701,278	736,342	758,433	781,186
81120	OVERTIME PAY	34,309	29,576	13,222	12,628	26,775	6,431	10,290	26,775	27,578	28,406
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		-								
81199	VACANCY ADJUSTMENT		-	(20,291)		(19,620)	-	-	(25,772)	(26,545)	(27,341)
	TOTAL WAGES	581,731	613,285	503,520	605,568	718,665	444,730	711,568	737,345	759,466	782,250
81410	FICA (EMPLOYER'S SHARE)	42,715	45,160	38,435	44,705	48,770	32,865	53,648	56,330	58,020	59,761
81420	MEDICAL PREMIUMS	117,402	116,498	113,633	132,856	142,089	80,119	128,190	156,298	171,928	189,120
81422	NEAR-SITE CLINIC		-	3,300	3,634	3,180	1,758	2,813	3,498	3,848	4,233
81425	VISION INSURANCE PREMIUMS	767	732	682	774	854	481	770	939	1,033	1,137
81430	DENTAL INSURANCE PREMIUMS	8,302	8,437	4,535	5,368	5,482	3,154	5,046	6,030	6,633	7,297
81431	FSA ADMINISTRATION		-	-	-	-		-	-	-	-
81433	GROUP INSURANCE PREMIUMS		-	3,481	3,819	3,810	2,373	3,797	4,191	4,610	5,071
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(25,236)	(24,336)	(20,218)	(22,989)	(23,301)	(13,827)	(22,123)	(25,631)	(28,194)	(31,014)
81441	CONTRIBUTIONS TO H.S.A	2,400	1,000	-	2,200	2,000	1,200	1,920	2,200	2,420	2,662
81443	EE DENTAL INSURANCE CONTRIBUTIONS		-	(2,663)	(2,858)	(2,732)	(612)	(979)	(3,005)	(3,306)	(3,636)
81444	EE VISION INSURANCE CONTRIBUTIONS		-	(130)	(152)	(157)	(92)	(147)	(173)	(190)	(209)
81450	RETIREMENT CONTRIBUTIONS	58,885	67,783	67,379	73,177	76,262	57,765	92,424	83,888	92,277	101,505
81455	DEFERRED COMP MATCH	7,020	-	-	-	-		-	-	-	-
81456	TCRS		9,236	9,367	12,680	15,997	11,828	18,925	17,597	19,356	21,292
81460	UNEMPLOYMENT CLAIMS		1,100	-	-	-		-	-	-	-
81470	WORKERS COMPENSATION PREMIUMS	2,902	2,804	1,210	2,747	4,203	1,939	3,102	4,623	5,086	5,594
81475	WORKERS COMPENSATION CLAIMS	346	-	1,014	-	-	135	216	-	-	-
81480	TOOL ALLOWANCE	5,967	5,613	6,273	6,027	6,000	4,993	7,989	6,600	7,260	7,986
	TOTAL BENEFITS	221,470	234,027	226,298	261,988	282,457	184,079	295,590	313,386	340,781	370,799
Total Personnel		803,201	847,312	729,818	867,555	1,001,122	628,809	1,007,158	1,050,731	1,100,247	1,153,049
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	654	146	72	111	250	28	250	250	250	250
82120	FREIGHT FOR INBOUND PURCHASED ITEMS		-	-	-	-	-	-	-	-	-
82130	VEHICLE LICENSES & TITLES	(53)	75	43	53	25	-	25	25	-	-
82140	VEHICLE TOW-IN SERVICES	6,507	9,400	7,144	9,385	7,500	5,398	7,500	7,500	7,500	7,500
	TOTAL TRANSPORTATION CHARGES	7,108	9,621	7,259	9,549	7,775	5,426	7,775	7,775	7,750	7,750
82210	PRINTING & COPYING SERVICES, OUTSOURCED		-	52	-	150	-	150	150	150	150
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES										
82240	TRANSCRIPTION FEES										
82250	TESTING & PHYSICALS	984	229	-	-	500		500	500	500	500
82260	UNIFORM RENTAL & SERVICES	5,364	6,329	4,524	4,446	6,200	2,390	6,200	6,200	6,300	6,300
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES		-								
82299	OTHER OPERATING SERVICES		-				96	-			
	TOTAL OPERATING SERVICES	6,348	6,558	4,576	4,446	6,850	2,486	6,850	6,850	6,950	6,950

Streets-Fleet Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (8 mo.)	EOY2023	F2024	F2025	F2026
82310	LEGAL NOTICES		-								
82350	DUES FOR MEMBERSHIPS	853	554	493	467	1,300	363	1,300	1,300	1,300	1,300
82355	PROFESSIONAL STANDARDS / ACCREDITATION		-				-				
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)		-								
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		-								
82371	EMERGENCY RELIEF		162	200	500						
82372	UNITED WAY CAMPAIGN		-								
82390	PUBLICATIONS, NON-TRAINING		-				195				
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		853	716	693	967	1,300	558	1,300	1,300	1,300	1,300
82410	ELECTRIC SERVICE		3,750	-		100	-	100	100	100	100
82415	ELECTRIC SERVICE - STREETLIGHTS		-								
82420	WATER & SEWER SERVICE	1,890	2,054	3,233	1,637	2,600	940	2,600	2,600	2,700	2,700
82430	STORMWATER SERVICE	560	560	560	579	570	389	570	570	575	575
82435	SOLID WASTE SERVICE		-	1,350	3,240	3,240	1,620	3,240	3,240	3,240	3,240
82440	NATURAL GAS SERVICE		-	-	-	-	-	-	-	-	-
82450	TELEPHONE SERVICE	382	334	334	165	425	90	425	425	450	450
82451	800 MHZ ACCESS LINE SERVICE	1,892	18	-	-	1,250		1,250	1,250	1,300	1,300
82455	CELLULAR TELEPHONE SERVICE	4,636	5,384	4,472	9,463	5,250	3,921	5,250	5,250	5,300	5,300
82470	INTERNET & RELATED SERVICES	492	671	796	893	660	398	660	660	665	665
82483	CONNECTION CHARGES	1,809	1,894	615	315	1,050	-	1,050	1,050	1,100	1,100
TOTAL UTILITIES		11,661	14,665	11,360	16,292	15,145	7,358	15,145	15,145	15,430	15,430
82510	COMPUTER SERVICES		325	-	-	11,000	9,016	11,000	11,000	11,000	11,000
82520	LEGAL SERVICES										
82540	ENGINEERING SERVICES										
82560	CONSULTANT SERVICES										
82599	OTHER CONTRACTUAL SERVICES										
TOTAL CONTRACTUAL SERVICES		-	325	-	-	11,000	9,016	11,000	11,000	11,000	11,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	135,570	128,966	196,345	204,881	150,000	98,195	196,390	216,029	237,632	261,395
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	93,108	136,078	152,442	234,457	140,000	66,337	132,674	159,209	191,051	229,261
82640	PAVING & REPAIR SERVICES		-								
82641	TRAFFIC SIGNAL REPAIR & MAINTENANCE SERVICES		-								
82642	STREETLIGHT REPAIR & MAINTENANCE SERVICES		-								
82643	SIGN MAINTENANCE SERVICES		-								
82646	CONCRETE CURB REPAIR		-								
82647	SIDEWALK REPAIR		-								
82648	WHITETOPPING		-								
82652	LANDSCAPING SERVICES		-								
82653	IRRIGATION SERVICES		-								
82655	TREE SERVICES		-								
82660	BUILDING REPAIR & MAINTENANCE SERVICES	10,022	1,956	3,010	4,241	5,500	3,250	5,500	5,500	6,000	6,000
82699	OTHER REPAIR & MAINTENANCE SERVICES		-								
TOTAL REPAIR & MAINTENANCE SERVICES		238,700	267,000	351,797	443,579	295,500	167,782	334,564	380,738	434,682	496,656

Streets-Fleet Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (8 mo.)	EOY2023	F2024	F2025	F2026
82740	EMPLOYEE WELLNESS PROGRAM		-								
82750	EMPLOYEE RECOGNITION/RECEPTIONS		-								
82760	SAFETY PROGRAMS		-								
82780	TRAINING, OUTSIDE	1,834	2,776	226	652	4,600	-	4,600	4,600	4,700	4,700
82790	TRAINING, IN-HOUSE		1,257	-	-	1,500	-	1,500	1,500	1,500	1,500
TOTAL EMPLOYEE PROGRAMS		1,834	4,033	226	652	6,100	-	6,100	6,100	6,200	6,200
82810	REGISTRATIONS	794	650	-	874	2,000	295	2,000	2,000	2,000	2,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,027	929	-	-	1,500	235	1,500	1,500	1,500	1,500
82830	AIR TRAVEL	863	919	-	384	2,000	(6)	2,000	2,000	2,000	2,000
82840	LODGING	2,267	3,498	-	-	3,000	1,245	3,000	3,000	3,000	3,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	355	808	-	-	1,200	139	1,200	1,200	1,200	1,200
82890	OTHER TRAVEL EXPENSES		-								
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		5,306	6,804	-	1,258	9,700	1,908	9,700	9,700	9,700	9,700
83110	OFFICE SUPPLIES	3,022	3,122	3,721	4,139	3,570	2,045	3,570	3,570	3,590	3,590
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		65		140	200		200	200	200	200
83130	EMPLOYEE BENEVOLENCE ITEMS	198	-	140	259	200	88	200	200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	781	590	789	861	1,500	451	1,500	1,500	1,250	1,250
TOTAL OFFICE SUPPLIES		4,001	3,777	4,650	5,399	5,470	2,584	5,470	5,470	5,240	5,240
83210	TRAINING SUPPLIES	134	74	-	-	300	-	300	300	300	300
83240	MEDICAL SUPPLIES	466	470	744	763	800	400	800	800	800	800
83250	SAFETY SUPPLIES	1,759	3,772	2,433	3,378	3,000	1,758	3,000	3,000	3,000	3,000
83260	UNIFORMS PURCHASED	3,983	3,106	3,944	4,019	6,500	523	6,500	6,500	6,500	6,500
83270	CONSUMABLE TOOLS	9,332	7,305	5,509	7,362	8,700	6,853	8,700	8,700	8,750	8,750
83290	SOLID WASTE CONTAINERS		-								
83299	OTHER OPERATING SUPPLIES		-	-	415	-		-	-	-	-
TOTAL OPERATING SUPPLIES		15,674	14,727	12,630	15,938	19,300	9,534	19,300	19,300	19,350	19,350
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	5,620	3,443	2,875	6,029	8,000	10,214	16,342	8,000	8,000	8,000
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		-								
TOTAL FUEL & MILEAGE		5,620	3,443	2,875	6,029	8,000	10,214	16,342	8,000	8,000	8,000
83510	FURNITURE, FIXTURES (<\$25,000)	278	-	-	273	500	-	500	500	500	500
83520	VEHICLES (<\$25,000)						-				
83530	MACHINERY & EQUIPMENT (<\$25,000)	21,200	13,774	12,100	12,618	27,000	-	27,000	27,000	13,000	13,000
83540	COMPUTER HARDWARE (<\$25,000)	285	3,016	2,636	2,829	5,000	326	5,000	5,000	5,000	5,000
83550	COMPUTER SOFTWARE (<\$25,000)		-	-	-	-	820	-	-	-	-
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		21,763	16,790	14,736	15,720	32,500	1,146	32,500	32,500	18,500	18,500
83610	VEHICLE PARTS & SUPPLIES	414,674	376,793	384,236	491,151	426,000	274,960	471,360	518,496	570,346	627,380
83611	REIMBURSEMENT FOR FLEET MAINT	(979,571)	(911,150)	(1,115,798)	(1,408,208)	(1,000,000)	(768,426)	(1,317,302)	(1,167,302)	(1,284,032)	(1,412,435)
83620	EQUIPMENT PARTS & SUPPLIES	234,592	270,692	299,537	361,512	270,000	187,546	321,507	353,658	389,024	427,926
83640	PAVING REPAIR SUPPLIES		-								
83641	TRAFFIC SIGNAL PARTS & SUPPLIES		-								
83642	STREETLIGHT PARTS & SUPPLIES		-								
83643	SIGN SUPPLIES		-								
83644	TRAFFIC CALMING SUPPLIES		-								
83647	SIDEWALK REPAIR SUPPLIES		-								

Streets-Fleet Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (8 mo.)	EOY2023	F2024	F2025	F2026
83652	LANDSCAPING SUPPLIES		-								
83653	IRRIGATION SUPPLIES		-								
83654	GROUNDS MAINTENANCE SUPPLIES		-	-	-	-		-	-	-	-
83660	BUILDING MAINTENANCE SUPPLIES	8,511	5,951	5,184	3,039	7,600	1,271	7,600	7,600	7,650	7,650
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES		-								
TOTAL REPAIR & MAINTENANCE SUPPLIES		(321,794)	(257,714)	(426,841)	(552,506)	(296,400)	(304,649)	(516,834)	(287,548)	(317,012)	(349,479)
84920	2ND AVE PARKING GARAGE OPERATIONS										
84930	4TH AVE PARKING GARAGE OPERATIONS										
TOTAL OPERATIONAL UNITS		-	-	-	-	-	-	-	-	-	-
85110	PROPERTY INSURANCE	1,114	2,036	1,340	1,416	1,487	1,375	1,487	1,487	1,561	1,639
85111	FRAUD INSURANCE	787	625	744	2,074	2,178	2,587	2,178	2,178	2,287	2,401
85112	INLAND MARINE INSURANCE	463	492	500	523	549	554	549	549	577	605
85113	AUTO PHYSICAL DAMAGE	208	229	270	307	1,432	348	1,432	1,432	1,504	1,579
85115	LIABILITY INSURANCE	847	717	643	1,057	683	1,170	683	683	717	752
85116	E&O LIABILITY INSURANCE	1,853	1,433	810	1,360	1,428	1,443	1,428	1,428	1,499	1,574
85117	VEHICLE LIABILITY INSURANCE	793	1,068	1,688	1,743	1,830	1,968	1,830	1,830	1,922	2,018
85118	LAW ENFORCEMENT LIABILITY INSURANCE		-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	728	602	574	890	935	797	935	935	981	1,030
85120	PROPERTY DAMAGE COSTS		-			-					
85122	VEHICLE CLAIMS/DEDUCTIBLES		-								
85125	LIABILITY CLAIMS/DEDUCTIBLES		-								
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		-								
85140	SURETY/NOTARY BONDS		-	68	-	50	-	50	50	50	50
TOTAL PROPERTY & LIABILITY COSTS		6,793	7,202	6,637	9,370	10,572	10,242	10,572	10,573	11,099	11,647
85240	EQUIPMENT RENTAL & LEASES	1,104	828	345	-	525	843	525	525	550	550
TOTAL RENTALS		1,104	828	345	-	525	843	525	525	550	550
85310	PERMITS										
85320	STATE FEES										
85330	UTILITY DISTRICT FEES										
85340	RECORDING & FILING FEES										
TOTAL PERMITS		-	-	-	-	-	-	-	-	-	-
85580	LATE CHARGES										
TOTAL FINANCIAL FEES		-	-	-	-	-	-	-	-	-	-
85990	MISCELLANEOUS										
85991	MISCELLANEOUS-DONATIONS										
TOTAL OTHER BUSINESS EXPENSES		-	-	-	-	-	-	-	-	-	-
86600	LEASE/LOAN PRINCIPAL										
86700	LEASE/LOAN INTEREST										
TOTAL DEBT SERVICE		-	-	-	-	-	-	-	-	-	-
Total Operations		4,971	98,775	(9,056)	(23,308)	133,337	(75,552)	(39,691)	227,428	238,739	268,794
Capital											

Streets-Fleet Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (8 mo.)	EOY2023	F2024	F2025	F2026
89470	TRAFFIC SIGNALS										
89480	STREETLIGHTS										
TOTAL BUILDINGS		-	-	-	-	-	-	-	-	-	-
89510	FURNITURE, FIXTURE (>\$25,000)										
89520	VEHICLES (>\$25,000)							-			
89530	MACHINERY & EQUIPMENT (>\$25,000)	-									
89550	COMPUTER SOFTWARE (>\$25,000)								-		
TOTAL MACHINERY & EQUIPMENT (>\$25,000)		-	-	-	-	-	-	-	-	-	-
Total Capital		-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES		808,172	946,087	720,762	844,247	1,134,459	553,257	967,467	1,278,159	1,338,986	1,421,843



City of Franklin, Tennessee

FY 2024 Operating Budget

Capital Vehicle Fund

Budget Summary

	2020 Actual	2022 Actual	2023 Budget	2023 EOY	2024 Budget	2023 v. 2024	
						\$	%
Beginning Fund Balance	-	-	3,250,000	1,874,959	1,364,157		
Revenues	-	3,250,000	1,406,667	1,406,667	1,500,000	93,333	6.6%
Expenditures	-	-	2,781,708	1,917,469	2,701,489	-80,219	-2.9%
Ending Balance	0	3,250,000	1,874,959	1,364,157	162,668		

Fund Summary

The Capital Vehicle Fund was a new fund for FY 2023. Its purpose is to provide a more sustainable and transparent mechanism for the regular replacement of commercial fleet vehicles necessary for General Fund departments to operate.

Funding for FY 2023 was provided through FY 2022 transfers which "pre-seeded" the fund. It is proposed that the transfer for FY 2024 is \$1,500,000.



City of Franklin, Tennessee

FY 2024 Operating Budget

Organizational Chart

There is no organization chart associated with the Capital Vehicle Fund. It is supervised by personnel in the Streets - Fleet and Finance Departments.

Staffing by Position

There are no staff formally associated with the Capital Vehicle Fund. It is supervised by personnel in the Streets - Fleet and Finance Departments.



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Budget 2022	Budget 2023	EOY 2023	Budget 2024	Difference \$	%
Beginning Fund Balance	-	-	3,250,000	1,874,959	1,364,157	(1,885,843)	-58.0%
Revenues							
Transfer From General Fund	-	3,250,000	1,406,667	1,406,667	1,500,000	93,333	6.6%
Total Available Funds	-	3,250,000	4,656,667	3,281,626	2,864,157	(1,792,510)	-38.5%
Expenses (Operations)							
Vehicles	-	-	2,781,708	1,917,469	2,701,489	(80,219)	-2.9%
Total Expenditures	-	-	2,781,708	1,917,469	2,701,489	(80,219)	-2.9%
Ending Fund Balance	-	3,250,000	1,874,959	1,364,157	162,668	(1,712,291)	-91.3%

Notes & Objectives

FY 2024 appropriations request is as follows:

FY24 Proposed: (31) thirty-five vehicles \$1,356,000

- Streets (16)

- Parks (7)

- Fire (8)

FY24 Proposed (11) eleven Police units \$481,250

FY 24 Vehicles(new) Total \$1,837,250

Fleet Management is still awaiting the receipt of various vehicles for FY 2023. It is expected that these vehicles will be expensed in FY 2024 for a total of \$864,239 and is reflected in the FY 2024 expenses.

FY 24 Vehicles (old – FY 23) Total \$864,239

Total \$2,701,489



City of Franklin, Tennessee

FY 2024 Operating Budget

Water Management

Michelle Hatcher, Director

	2021 Actual	2022 Actual	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Beginning Balance*	N/A	N/A	N/A	N/A	N/A		
Revenues	\$ 35,189,622	\$ 34,896,041	\$ 38,664,059	\$ 41,970,211	\$ 46,150,454	\$ 7,486,395	19.4%
Expenses							
Personnel	\$ 7,677,757	\$ 7,630,612	\$ 9,547,643	\$ 8,458,445	\$ 9,842,604	\$ 294,961	3.1%
Operations	\$ 25,709,871	\$ 23,774,872	\$ 23,594,612	\$ 24,265,690	\$ 25,240,500	\$ 1,645,888	7.0%
Capital	\$ -	\$ -	\$ 8,986,800	\$ 5,944,625	\$ 12,499,200	\$ 3,512,400	39.1%
Expenses	\$ 33,387,628	\$ 31,405,484	\$ 42,129,055	\$ 38,668,759	\$ 47,582,304	\$ 5,453,249	12.9%
Use of F/B**	\$ -	\$ -	\$ 3,464,996	\$ -	\$ 1,431,850		
Surplus (Deficit)*	\$ 1,801,995	\$ 3,490,557	\$ 0	\$ 3,301,452	\$ 0		

Budget Summary - By Division

	2021 Actual	2022 Actual	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Beginning Balance*	N/A	N/A	N/A	N/A	N/A		
Revenues	\$ 35,189,622	\$ 34,896,041	\$ 38,664,059	\$ 41,970,211	\$ 46,150,454	\$ 7,486,395	19.4%
Expenses							
Water	\$ 15,310,750	\$ 13,359,330	\$ 17,030,197	\$ 15,753,710	\$ 17,048,236	\$ 18,038	0.1%
Wastewater	\$ 17,850,692	\$ 17,817,153	\$ 24,874,736	\$ 22,738,650	\$ 30,163,946	\$ 5,289,211	21.3%
Reclaimed	\$ 226,187	\$ 229,002	\$ 224,124	\$ 176,400	\$ 370,124	\$ 146,000	65.1%
Expenses	\$ 33,387,628	\$ 31,405,484	\$ 42,129,055	\$ 38,668,759	\$ 47,582,304	\$ 5,453,249	12.9%
Use of F/B**	\$ -	\$ -	\$ 3,464,996	\$ -	\$ 1,431,850		
Surplus (Deficit)*	\$ 1,801,995	\$ 3,490,557	\$ 0	\$ 3,301,452	\$ 0		

*Water Management Fund as a Proprietary Fund on the accrual basis of accounting does not have a beginning and ending cash balance.

Beginning and Ending Balance representative of the cash basis of the Enterprise Fund. Does not include accrual of fixed assets. Deficits financed through fund balance.

Budget figures shown above include only operational costs and operating capital. Large capital projects - such as the Water Treatment Plant and the Water Reclamation Plant - are not included within these figures. Debt Service and Loan Repayment for the construction of those plants is.

**Use of F/B is planned draw from reserves to finance debt and capital needs



City of Franklin, Tennessee

FY 2024 Operating Budget

Water Management

Michelle Hatcher, Director

Departmental Summary

The Water Management Department's vision, in support of the City's vision statement, is to continually strive to enhance quality of life through exceptional, responsive, and cost effective water resources services. These services include drinking water treatment and distribution, wastewater collection and treatment, and reclaimed water distribution for customers located primarily in the City of Franklin.

To achieve this vision it is necessary to safely and efficiently deliver drinking water while providing clean water and reclaimed water services to our customers. The Water Management Department continues to evolve through formalization and refinement of practices and through the implementation of the Integrated Water Resources Plan.

This budget was developed to further refine operations to achieve the Department's vision, in support of the City of Franklin's goals and objectives. Revenues and expenditures for each division are presented in consolidated Sections as follows:

Division	Section
Water Distribution	Water
Water Treatment	Water
Utility Billing	Water
Wastewater Collection	Wastewater
Wastewater Treatment	Wastewater
Utility Administration	Wastewater
Reclaimed Water	Reclaimed Water

Water and wastewater are independent business units of the City of Franklin and are required to be self-sufficient entities. These utilities are not subsidized by local taxes, reimbursing the General Fund monies to cover the costs of administrative oversight and support services such as payroll, human resources, finance and legal. Reclaimed water, while presented as its own section, is a beneficial reuse of treated wastewater. The use of reclaimed water increases the discharge capacity of the wastewater treatment plant to the Harpeth River (primarily during summer months) and provides a cost effective source of water within the reclaimed water distribution system while providing revenue to support its operation.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, beginning in FY 2015, The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : Objectives for Developing a Strategic Plan

Related Theme: A Safe Clean and Livable City

Franklin will provide high-quality water and wastewater treatment services that will meet the needs of our growing community.

Franklin will establish standards for the quality of its infrastructure (i.e., water lines, sewer services)

Goal: To have a reliable, efficient, and scalable infrastructure

Baseline: Baseline energy costs for water and sewage delivery is \$1,595,352 (FY2012 sum actual expenditures from water fund and wastewater fund)

Baseline of unaccounted water within the system is 20.8% (FY2012)

Baseline of sanitary score is 97 (2012)

Franklin will continue to meet or exceed regulatory requirements for water quality.

Goal: To have no violations of regulatory requirements for water quality.

Baseline: Zero water quality violations in 2012. (TN Dept. of Environment & Conservation monitoring requirements and regulatory standards.)

Franklin will pursue completion of the recently approved Integrated Water Resource Plan (IWRP) by 2042.

Goal: To fully complete the Franklin Integrated Water Resource Plan by 2042 in five year increments as set in the plan.

Baseline: 5% completed (2012). (Franklin Integrated Water Resource Plan.)

Adopted Strategic Schedule for each of the 5-year increments. (2013).

Franklin will be a model for environmental quality and a sustainable city.

Goal: Franklin will achieve platinum status within the TVA sustainable Communities Program.

[Baseline: Achieved Goal status, 2013]

Key:

Strategic Plan: FranklinForward



Sustainable Franklin



Franklin Citizens Survey



Workload (Output) Measures

	2018	2019	2020	2021	2022
Water Production (in MGD) - Average	2.04	2.46	2.50	2.50	2.82
Water Production (in MGD) - Maximum	3.41	4.17	4.25	4.25	4.52

Outcome (Effectiveness) Measures

	2018	2019	2020	2021	2022
Franklin will establish standards for the quality of its infrastructure (i.e., water lines, sewer services) Goal: To have a reliable, efficient, and scalable infrastructure					
Declining or steady energy costs for water and sewage delivery	\$ 1,650,384	\$ 1,738,412	\$ 1,684,993	\$ 1,723,606	\$ 1,659,718



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Target (FY2012 sum actual expenditures from water fund and wastewater fund)	\$ 1,595,352	\$ 1,595,352	\$ 1,595,352	\$ 1,595,352	\$ 1,595,352
Meets Target?	No	No	No	No	No
Unaccounted water within the system decreases	17%	18%	17%	16%	19%
Target (20.8% unaccounted for in FY 2012)	20.8%	20.8%	20.8%	20.8%	20.8%
Meets Target?	Yes	Yes	Yes	Yes	Yes
Sanitary score remains or improves	98	-	97	-	TBD
Target (97 from FY 2012)	97	-	97	-	TBD
Meets Target?	Yes	-	Yes	-	TBD



Franklin will continue to meet or exceed regulatory requirements for water quality.

Goal: To have no violations of regulatory requirements for water quality.

Franklin Water Quality Violations	2	4	4	0	NA
Target (TN Dept. of Environment & Conservation monitoring requirements and regulatory standards.)	0	0	0	0	NA
Meets Target?	No	No	No	Yes	TBD



Franklin will pursue completion of the recently approved Integrated Water Resource Plan (IWRP) by 2042.

Goal: To fully complete the Franklin Integrated Water Resource Plan by 2042 in five year increments as set in the plan.

5% completed (2012). (Franklin Integrated Water Resource Plan.)	25.0%	30.0%	35.0%	45.0%	55.0%
Target	15.0%	15.0%	15.0%	35.0%	45.0%
Meets Target?	Yes	Yes	Yes	Yes	Yes
Baseline: Adopted Strategic Schedule for each of the 5-year increments. (2013).					
Franklin Status	Adopted	Adopted	Adopted	Adopted	Adopted
Target (Adopted?)	Adopted	Adopted	Adopted	Adopted	Adopted
Meets Target?	Yes	Yes	Yes	Yes	Yes



Franklin will achieve platinum status within the TVA sustainable Communities Program.

Franklin status	Platinum	Platinum	Gold	Gold	Platinum
Target (Platinum)	Platinum	Platinum	Platinum	Platinum	Platinum
Meets Target?	Yes	Yes	No	No	Yes

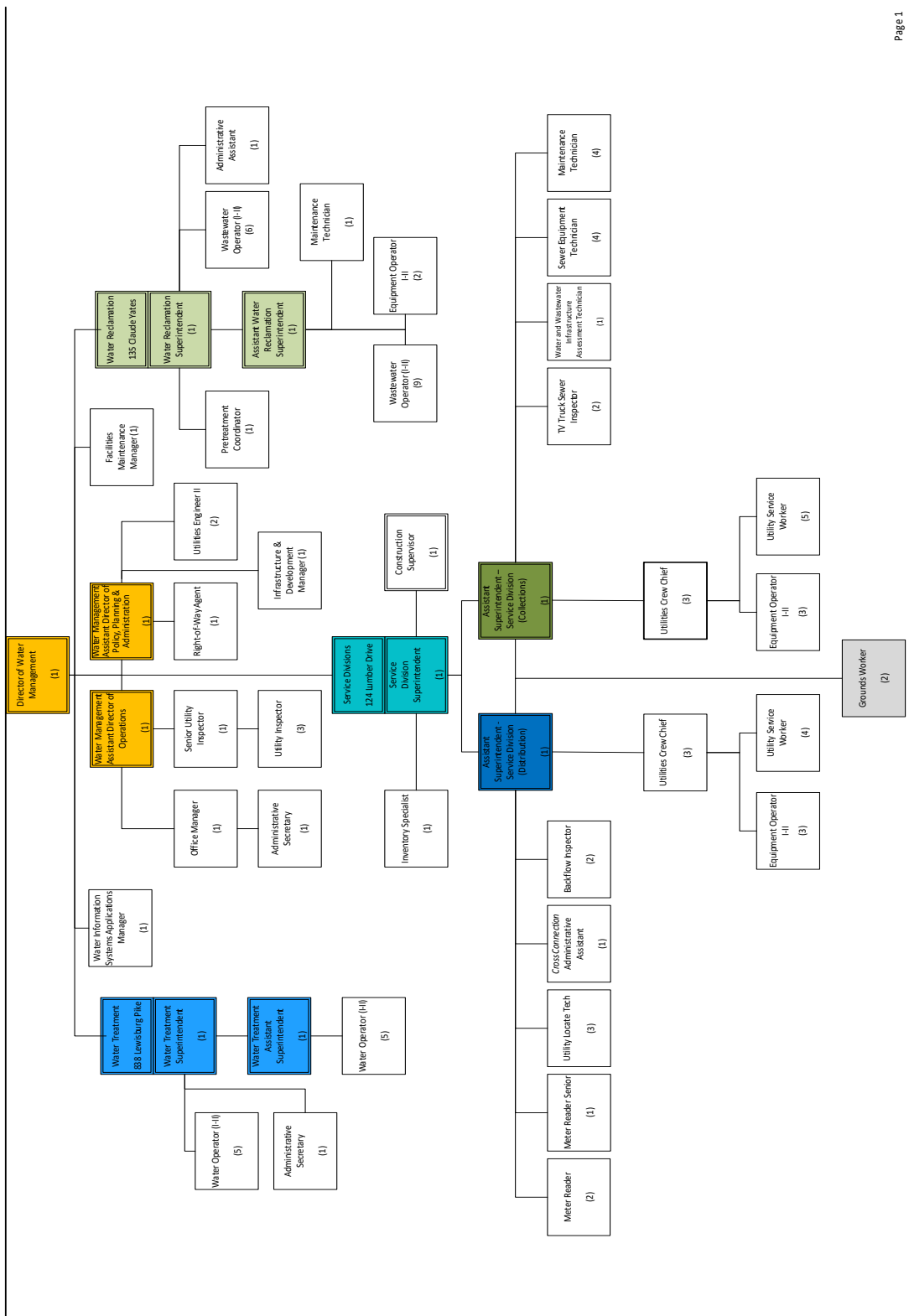
*2022 and 2023 are estimates

Franklin Citizens Survey

	2016 Citizens Survey		2019 Citizens Survey	
	Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒ % rating the quality of Drinking water	73%	27%	76%	24%
☒ % rating the quality of Sewer services	88%	12%	87%	13%



City of Franklin Water Management
FY 2024 Budget



Page 1

Gray: Positions Authorized but not Budgeted in FY 2024

Organization Chart

March 30, 2023

Budget & Finance Committee | Page 5



City of Franklin, Tennessee

FY 2024 Operating Budget

Staffing by Position

Budgeted Positions	Pay Grade	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
		F-T	F-T	F-T	F-T	F-T

Water Section

Utility Billing

Meter Reader Sr	E	1	1	1	1	1
Meter Reader	D	2	2	2	2	2
TOTALS		3	3	3	3	3

Water Distribution

Service Division Superintendent	K	1	1	1	1	1
Service Division Assistant Superintendent	H	1	1	1	1	1
Utilities Crew Chief	G	3	3	3	3	3
Backflow Inspector	E	2	2	2	2	2
Administrative Assistant	E	1	1	1	1	1
Inventory Specialist	E	1	1	1	1	1
Equipment Operator I-II	D-E	3	2	2	3	3
Utility Locate Technician	F	3	3	3	3	3
Utility Service Worker	D	4	4	4	4	4
Grounds Worker	D	2	1	1	1	1
TOTALS		21	19	19	20	20

Water Treatment Plant

Water Treatment Superintendent	K	1	1	1	1	1
Water Treatment Assistant Superintendent	I	1	1	1	1	1
Water Operator (I-II)	F-G	10	9	10	10	10
Administrative Secretary	D	1	1	1	1	1
TOTALS		13	12	13	13	13

Water Section Totals

37 34 35 36 36

Wastewater Section

Utility Administration

Director of Water Management	N	1	1	1	1	1
Water Mgmt. Asst. Director of Operations	L	1	1	1	1	1
Water Mgmt. Asst. Dir. of Policy, Planning, & Admin.	L	1	1	1	1	1
Utilities Engineer II	J	2	2	2	2	2
Facilities Maintenance Manager	I	0	0	1	1	1
Right of Way Agent	I	1	1	1	1	1
Infrastructure & Development Manager	I	0	0	1	1	1
Water Information Systems Applications Mgr	H	1	1	1	1	1
Senior Utility Inspector	G	1	1	1	1	1
Utility Inspector	G	4	3	3	3	3
Office Manager	G	1	1	1	1	1
Administrative Secretary	D	1	1	1	1	1
TOTALS		14	13	15	15	15

Wastewater Collection

Service Division Assistant Superintendent	H	1	1	1	1	1
Construction Supervisor	G	1	1	1	1	1
Utilities Crew Chief	G	3	3	3	3	3
Water & Wastewater Infrastructure Assessment Techn	F	1	1	1	1	1
TV Truck Sewer Inspector	E	2	2	2	2	2



City of Franklin, Tennessee

FY 2024 Operating Budget

Staffing by Position

Budgeted Positions	Pay Grade	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
		F-T	F-T	F-T	F-T	F-T
Maintenance Technician	F	4	4	4	4	4
Equipment Operator I-II	D-E	3	3	3	3	3
Sewer Equipment Technician	E	4	4	4	4	4
Utility Locate Technician	---	1	0	0	0	0
Utility Service Worker	D	5	4	4	5	5
TOTALS		25	23	23	24	24

Water Reclamation						
Water Reclamation Superintendent	K	1	1	1	1	1
Assistant Water Reclamation Superintendent	I	1	1	1	1	1
Pretreatment Coordinator	G	1	1	1	1	1
Maintenance Technician	F	1	1	1	1	1
Wastewater Operator (I-II)	F-G	13	12	15	15	15
Administrative Assistant	E	1	1	1	1	1
Equipment Operator I-II	D-E	2	2	2	2	2
TOTALS		20	19	22	22	22

WASTEWATER SECTION TOTALS	59	55	60	61	61
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Authorized, Unbudgeted Positions						
Water Distribution						
Equipment Operator I-II	D-E	0	1	1	0	0
Grounds Worker	D	0	1	1	1	1
Water Treatment Plant						
Water Operator (I-II)	F-G	0	1	0	0	0
Utility Administration						
Utility Inspector	G	0	1	1	0	0
Wastewater Collection						
Utility Locate Technician	---	0	1	1	0	0
Utility Service Worker	D	0	1	1	0	0
Water Reclamation						
Wastewater Operator(I-II)	F-G	0	1	0	0	0
Sub-Total Unbudgeted Positions		0	7	5	1	1

Total All Authorized Positions, Water & Wastewater	96	96	100	98	98
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City of Franklin, Tennessee

FY 2024 Operating Budget

Budget - All Divisions

The following table presents the Water, Wastewater and Reclaimed Water divisions of the Water & Wastewater Fund in a composite presentation.

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual	Actual	Budget	EOY	Budget	Difference	
	2021	2022	2023	2023	2024	\$	%
Personnel							
Salaries & Wages	4,683,060	4,928,781	6,531,774	5,900,159	6,900,062	368,288	5.6%
Employee Benefits	2,994,697	2,701,831	3,015,869	2,558,287	2,942,542	(73,327)	-2.4%
Total Personnel	7,677,757	7,630,612	9,547,643	8,458,445	9,842,604	294,962	3.1%
Operations							
Transportation Services	2,952	1,156	11,545	15,500	7,210	(4,335)	-37.5%
Operating Services	720,415	701,498	1,153,333	1,160,600	699,875	(453,458)	-39.3%
Notices, Subscriptions, etc.	56,889	23,382	25,850	21,458	20,136	(5,714)	-22.1%
Utilities	1,723,631	1,817,837	1,703,000	1,933,367	1,887,204	184,204	10.8%
Contractual Services	904,826	856,743	1,051,268	902,483	1,398,300	347,032	33.0%
Repair & Maintenance Services	545,943	552,414	844,620	1,115,856	1,034,750	190,130	22.5%
Employee programs	8,036	23,349	24,550	43,150	46,550	22,000	89.6%
Professional Development/Travel	3,443	10,775	38,200	26,600	32,650	(5,550)	-14.5%
Office Supplies	9,134	12,903	16,250	14,060	15,693	(557)	-3.4%
Operating Supplies	587,601	698,063	749,725	763,359	1,169,070	419,345	55.9%
Fuel & Mileage	90,784	155,696	138,823	183,200	195,085	56,262	40.5%
Supplies for Resale	4,197,337	4,242,706	4,674,000	4,674,000	4,655,400	(18,600)	-0.4%
Machinery & Equipment (<\$25,000)	116,626	359,299	351,302	242,910	738,000	386,698	110.1%
Repair & Maintenance Supplies	1,329,089	485,318	824,108	725,356	781,605	(42,503)	-5.2%
Operational Units	2,957,734	3,022,188	3,403,951	3,403,951	3,574,149	170,198	5.0%
Property & Liability Costs	10,606,038	8,033,590	445,338	561,916	543,038	97,700	21.9%
Rentals	6,066	56,172	8,200	34,380	26,200	18,000	219.5%
Financial Fees	187,086	244,557	278,414	278,364	287,150	8,736	3.1%
Permits	40,248	58,969	43,700	45,162	42,850	(850)	-1.9%
Debt Service and Lease Payments	1,615,993	2,418,256	7,808,436	8,120,018	8,085,585	277,150	3.5%
Total Operations	25,709,871	23,774,872	23,594,612	24,265,690	25,240,500	1,645,888	7.0%
Buildings	-	-	67,500	-	45,000	(22,500)	-33.3%
Improvements	-	-	7,953,300	5,543,828	11,654,200	3,700,900	46.5%
Machinery & Equipment (>\$25,000)	-	-	966,000	400,797	250,000	(716,000)	-74.1%
Capital	-	-	8,986,800	5,944,625	12,499,200	3,512,400	39.1%
Total Water & Wastewater Fund	33,387,628	31,405,484	42,129,055	38,668,760	47,582,305	5,453,250	12.9%



Water Budget

Section Summary

The Water Section comprises the Water Treatment and Distribution Divisions and the Utility Billing Division. The activities of these divisions are summarized below.

- The Water Treatment facility is located on Lewisburg Pike. Staff at the plant perform numerous functions including water treatment, compliance sampling, raw water reservoir management, compliance reporting, and assisting Water Distribution service crews with system maintenance and operation.
- The Water Distribution service crews maintain approximately 310 miles of distribution lines, six (6) booster stations, and seven (7) finished water reservoirs with a total capacity of 11.5 million gallons.
- The Utility Billing Division is the interface between the Water Management Department and Revenue Management. The division is responsible for collecting metering data and working with the Water Distribution Division to perform

Section Goals & Strategic Initiatives

The primary goal for the Water Section is to continue to provide safe and reliable drinking water to our customers. The Water Section has been working to refine practices and policies to better serve customers including the drafting of revisions to municipal code, review of internal work flow related to customer service requests and work orders and training and educating staff.

A key strategic initiative was the completion of the Water Treatment Plant Upgrade project. The plant has been online for over two years and has increased our production of water, in addition to providing a much higher level of treatment. The upgrade to the facility included installation of membrane filtration, ultraviolet (UV) disinfection and advanced oxidation processes and carbon contactors to address current and potential future regulatory requirements, taste and odor, lifecycle costs and operational considerations.

The next strategic goal is to develop an asset management database across all divisions to include all vertical assets and track maintenance, lifecycle, and operational abilities for increased better reliability and reduced replacement.

The Water Distribution team continues to perform leak detection services. In both FY 2019 and FY 2020, leak detection surveys were performed on 18 miles of the system each year, identifying 6 leaks total with an estimated loss of 50,000 gallons per day (8,760,000 gallons per year).



City of Franklin, Tennessee

FY 2024 Operating Budget

Water Budget

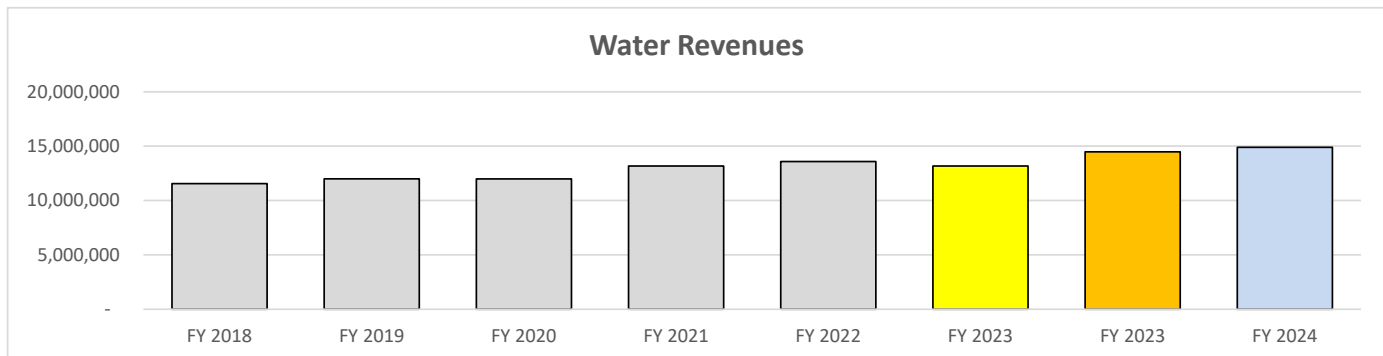
Consumption

The water customer base has witnessed steady growth since FY 2011. The average consumption for both residential and commercial customers has declined significantly over the last decade, however this average volume appears to be stabilizing over the last few years. The table below presents the account information and consumption values (residential and commercial totals) from FY 2012 through FY 2023. It is important to note that in 2016 the City updated the method by which it calculates customers to more accurately count each customer of each individual division of the system. This methodology was applied to the information presented below and may differ from prior information.

Year	Annual Total (Million Gallons)	Monthly Average - Residential and Commercial (Gallons)
FY 12	1,627	8,048
FY 13	1,599	7,827
FY 14	1,486	7,164
FY 15	1,548	7,338
FY 16	1,574	7,414
FY 17	1,505	7,160
FY 18	1,875	8,648
FY 19	1,575	7,264
FY 20	1,703	7,845
FY 21	1,630	7,109
FY 22	N\A	N\A

Revenues

Rate based revenues for FY 2024 are projected to be 3% higher than estimated FY 2023 based upon increases approved by the Board of Mayor and Alderman as part of Ordinance 2021-40. The tables below present historic revenue by category FY 2018-FY 2022, estimated for the budgeted and projected revenues for FY 2023 and the projected revenues



	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2023 EOY	FY 2024 Budget
Intergovernmental		-		36,180	70,897	-	-	-
Interest Income	69,046	103,257	118,151	18,038	3,756	100,000	16,332	100,000
Rental Income	21,075	24,000	26,000	25,000	18,113	25,000	23,083	25,000
Sale of Surplus Assets	41,046	379	3,410	-	31,643	-	14,246	-
Other Revenue	-	3,496	31,301	9,501	6,462		5,088	
Customer Service (Rates)	11,021,468	11,761,456	11,732,447	12,840,108	13,351,254	12,629,946	14,028,659	14,349,519
Inspection Fees	76,951	79,502	63,144	77,673	70,657	45,000	51,814	45,000
Other Service Revenue	327,010	24,177	14,589	170,243	35,210	55,000	19,404	55,000
Impact Fees						321,905	321,905	321,905
Total Water Revenues*	11,556,597	11,996,267	11,989,042	13,176,743	13,587,992	13,176,851	14,480,531	14,896,424

*Total revenues less those received for Capital Contributions and accounted for elsewhere within the Water & Wastewater Fund.



Water Budget

Budget Summary

Personnel – The Water Management Department is not requesting any additional water treatment or water distribution division staff this fiscal year.

Operations – The largest operations expense in the Water Section continues to be the purchase of finished water. Expenditures on purchased water can fluctuate depending on a number of factors. Some of these factors include Franklin Water Treatment capacities, weather, financial considerations, construction, and water resource conservation efforts. Since the construction has been complete, the facilities' water production rate has increased and the quality of water has significantly increased.

Indirect expenses also is a large expense item in the Water Section. These expenses include the interfund reimbursement to the General Fund for administrative support functions (customer service, utility billing, and other support functions such as Engineering and Human Resources).

Electricity is the primary cost and is necessary for booster pump stations in the distribution system, high service and raw water pumps at the Water Treatment Plant, and other day to day needs. The Water Section continues to evaluate energy needs and practices to reduce electrical consumption. The raw water pumps were replaced during the upgrade project at the Water Treatment Plant, in addition to several other energy reducing technologies to reduce our overall consumption.

Operations Capital – Operations Capital expenditures are related to equipment and vehicles directly related to operations versus system replacement or expansion. In previous years the Water Management Department has evaluated the annual cost of replacement of operations of capital items based on present day replacement value, anticipated lifecycle, and a projected annual increase in replacement cost of five percent. Due to budgeting requirements, the approach has been modified to be consistent with other City departments, however, this practice will continue to be used during rate analyses to ensure long term costs are captured. Enhancement requests have been provided and are largely related to replacement of existing equipment.

In terms of capital projects, the City has been working through the IWRP priority projects established by the BOMA and those determine based upon annual immediate prioritization. The distribution projects are renewal of existing infrastructure.



City of Franklin, Tennessee

FY 2024 Operating Budget

Water Budget

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual	Actual	Budget	EOY	Budget	Difference '23 v. '24	
	2021	2022	2023	2023	2024	\$	%
Divisions							
Water Distribution	2,883,039	2,027,351	3,132,357	3,378,063	5,116,243	1,983,887	63.3%
Water Treatment/Plant	6,110,805	6,630,592	8,542,871	6,942,114	8,634,240	91,369	1.1%
Utility Billing	172,633	185,400	238,804	254,030	245,946	7,141	3.0%
Water General	6,144,274	4,515,987	5,116,165	5,179,503	3,051,806	(2,064,359)	-40.3%
Total Water	15,310,750	13,359,330	17,030,197	15,753,710	17,048,236	18,038	0.1%
Expense by Category							
Personnel							
Salaries & Wages	1,626,944	1,708,857	2,295,083	1,971,095	2,460,100	165,017	7.2%
Employee Benefits	973,718	906,523	1,031,874	906,258	994,222	(37,652)	-3.6%
Total Personnel	2,600,662	2,615,380	3,326,957	2,877,353	3,454,322	127,365	3.8%
Operations							
Transportation Services	786	998	5,570	5,750	1,260	(4,310)	-77.4%
Operating Services	31,228	22,817	40,200	38,600	26,000	(14,200)	-35.3%
Notices, Subscriptions, etc.	11,519	8,950	7,850	7,158	5,836	(2,014)	-25.7%
Utilities	415,431	437,366	414,555	513,789	536,838	122,283	29.5%
Contractual Services	303,857	404,050	246,400	260,078	303,500	57,100	23.2%
Repair & Maintenance Services	94,358	208,603	377,250	645,750	561,250	184,000	48.8%
Employee programs	2,492	12,901	10,400	10,625	11,975	1,575	15.1%
Professional Development/Travel	867	4,196	9,700	8,200	9,950	250	2.6%
Office Supplies	4,102	5,235	6,700	5,975	5,630	(1,070)	-16.0%
Operating Supplies	336,234	422,931	390,025	376,003	716,870	326,845	83.8%
Fuel & Mileage	27,913	44,162	36,535	50,200	54,535	18,000	49.3%
Supplies for Resale	4,197,337	4,242,706	4,674,000	4,674,000	4,655,400	(18,600)	-0.4%
Machinery & Equipment (<\$25,000)	82,720	245,285	162,502	146,075	85,500	(77,002)	-47.4%
Repair & Maintenance Supplies	1,135,334	110,400	501,683	473,105	493,375	(8,308)	-1.7%
Operational Units	1,478,867	1,511,094	1,701,911	1,701,911	1,787,007	85,096	5.0%
Property & Liability Costs	4,049,217	2,551,932	195,618	217,572	187,057	(8,561)	-4.4%
Rentals	4,104	615	3,000	2,600	3,000	-	0.0%
Financial Fees	68,905	87,716	102,550	102,550	102,550	-	0.0%
Permits	32,706	33,820	35,900	38,142	36,400	500	1.4%
Debt Service and Lease Payments	432,112	388,170	995,090	1,106,679	995,781	691	0.1%
Total Operations	12,710,088	10,743,950	9,917,440	10,384,760	10,579,713	662,273	6.7%
Improvements	-	-	3,785,800	2,435,800	3,014,200	(771,600)	-20.4%
Machinery & Equipment (>\$25,000)	-	-	-	55,797	-	-	0.0%
Capital	-	-	3,785,800	2,491,597	3,014,200	(771,600)	-20.4%
Total Water Summary	15,310,750	13,359,330	17,030,197	15,753,710	17,048,236	18,038	0.1%

Utility Billing Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	95,211	96,305	95,721	95,569	153,355	106,757	154,205	154,205	161,915	170,011
81111	ARPA - PREMIUM PAY				4,264						
81112	ARPA COVID-19 LEAVE/ISOLATION				2,223						
81120	OVERTIME PAY	2,209	2,089	1,522	4,066	2,142	1,766	2,551	2,249	2,362	2,480
81199	VACANCY ADJUSTMENT		-			(4,038)			(5,397)	(5,667)	(5,950)
	TOTAL WAGES	97,420	98,394	97,243	106,122	151,459	108,523	156,755	151,056	158,610	166,541
81410	FICA (EMPLOYER'S SHARE)	6,976	6,884	6,869	7,433	8,990	8,017	11,797	11,797	12,386	13,006
81411	ARPA - FICA PREMIUM PAY				326						
81420	MEDICAL PREMIUMS	35,554	46,201	41,408	34,766	37,860	20,997	35,995	39,594	43,554	47,909
81422	NEAR-SITE CLINIC		-	1,325	935	1,020	595	1,020	1,122	1,234	1,358
81425	VISION INSURANCE PREMIUMS	156	225	277	156	167	91	156	172	189	208
81430	DENTAL INSURANCE PREMIUMS	1,460	1,940	1,402	736	836	426	730	767	805	845
81431	FSA ADMINISTRATION		-	19	-	38	-	-	-	-	-
81433	GROUP INSURANCE PREMIUMS		-	653	570	819	684	1,173	1,290	1,419	1,561
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(6,889)	(8,133)	(6,765)	(4,748)	(5,778)	(3,760)	(6,446)	(7,090)	(7,799)	(8,579)
81441	CONTRIBUTIONS TO HSA				2,000		-	-	-	-	-
81443	EE DENTAL INSURANCE CONTRIBUTIONS		-	(475)	(32)		(73)	(125)	(131)	(138)	(145)
81444	EE VISION INSURANCE CONTRIBUTIONS		-	(49)	(25)	(30)	(19)	(33)	(32)	(33)	(35)
81450	RETIREMENT CONTRIBUTIONS	7,361	7,531	11,230	12,196	12,710	9,628	12,837	14,121	15,533	17,086
81455	DEFERRED COMP MATCH	3,752	(255)						-	-	-
81456	TCRS CONTRIBUTIONS (CITY)		3,736	3,497	4,116	5,458	5,066	8,685	9,119	9,575	10,053
81457	ARPA - TCRS CONTRIBUTIONS (CITY)				252						
81460	UNEMPLOYMENT CLAIMS		-								
81470	WORKERS COMPENSATION PREMIUMS	1,336	1,317	292	1,882	3,972	1,962	2,031	2,133	2,239	2,351
81475	WORKERS COMPENSATION CLAIMS	33									
	TOTAL BENEFITS	49,739	59,446	59,683	60,562	66,061	43,614	67,819	72,862	78,963	85,618
Total Personnel		147,159	157,840	156,926	166,684	217,520	152,137	224,574	223,918	237,573	252,158
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	11	12	-	-	-			-	-	-
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	-	-			-			-	-	-
82130	VEHICLE LICENSES & TITLES	9	9	9	-	10			10	-	-
82140	VEHICLE TOW-IN SERVICES										
	TOTAL TRANSPORTATION CHARGES	20	21	9	-	10	-	-	10	-	-
82210	PRINTING & COPYING SERVICES, OUTSOURCED		-	-		3,000					
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES										
82240	TRANSCRIPTION FEES		-	-		100		100	100	100	100
82250	TESTING & PHYSICALS		234	-		200		200	200	200	200
82260	UNIFORM RENTAL & SERVICES		672	1,056	667	900	385	900	250	263	276

Utility Billing Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023	EOY2023	F2024	F2025	F2026
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES										
82299	OTHER OPERATING SERVICES										
	TOTAL OPERATING SERVICES	-	906	1,056	667	4,200	385	1,200	550	563	576
82310	LEGAL NOTICES		-		100	-	-	100	-	-	-
82371	EMERGENCY RELIEF										
82390	PUBLICATIONS, NON-TRAINING		60								
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	-	60	-	100	-	-	100	-	-	-
82450	TELEPHONE SERVICE	942	1,215	1,221	532	850	318	600	600	600	600
82451	800 MHZ ACCESS LINE SERVICE	303	4		-	-		-	-	-	-
82455	CELLULAR TELEPHONE SERVICE	1,040	1,575	1,865	1,320	1,600	770	1,400	1,400	1,400	1,400
82470	INTERNET & RELATED SERVICES	2,189	2,683	3,183	3,610	3,500	1,894	3,200	3,200	3,200	3,200
	TOTAL UTILITIES	4,474	5,477	6,269	5,461	5,950	2,982	5,200	5,200	5,200	5,200
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	1,965	784	597	681	500	2,667	2,700	1,000	1,000	1,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		-		142	500		500	500	500	500
82699	OTHER REPAIR & MAINTENANCE SERVICES	69	-		-	250		250	250	250	250
	TOTAL REPAIR & MAINTENANCE SERVICES	2,034	784	597	823	1,250	2,667	3,450	1,750	1,750	1,750
82750	EMPLOYEE RECOGNITION/RECEPTIONS		85	8	150	100		325	325	325	325
	<i>\$25 gift cards for public works day</i>										
82790	TRAINING, IN-HOUSE	20	44								
	TOTAL EMPLOYEE PROGRAMS	20	129	8	150	100	-	325	325	325	325
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	-	35	75	9	150	71	150	150	150	150
	TOTAL OFFICE SUPPLIES	-	35	75	9	150	71	150	150	150	150
83210	TRAINING SUPPLIES										
83250	SAFETY SUPPLIES	120	-		-	-		-	-	-	-
83260	UNIFORMS PURCHASED	937	579	437	-	200	507	6,800	1,200	1,260	1,323
83270	CONSUMABLE TOOLS	54	895	169	762	300		-	-	-	-
83299	OTHER OPERATING SUPPLIES	106	31		6						
	TOTAL OPERATING SUPPLIES	1,217	1,505	606	768	500	507	6,800	1,200	1,260	1,323
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,558	1,716	4,062	7,191	5,735	5,064	8,700	9,135	9,592	10,071
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		-								
	TOTAL FUEL & MILEAGE	1,558	1,716	4,062	7,191	5,735	5,064	8,700	9,135	9,592	10,071
83530	MACHINERY & EQUIPMENT (<\$25,000)				169	-					
83540	COMPUTER HARDWARE (<\$25,000)	233	-		70	-			-	-	
83550	COMPUTER SOFTWARE (<\$25,000)	-	2,450	-	-	-	-	-	-	-	
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	233	2,450	-	239	-	-	-	-	-	-
83620	EQUIPMENT PARTS & SUPPLIES	36									
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES										
	TOTAL REPAIR & MAINTENANCE SUPPLIES	36	-	-	-	-	-	-	-	-	-

Utility Billing Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023	EOY2023	F2024	F2025	F2026
85110	PROPERTY INSURANCE	1,114	817	1,340	1,416	1,451	1,344	1,344	1,411	1,482	1,556
85111	FRAUD INSURANCE	134	146	180	305	313	422	422	443	465	489
85112	INLAND MARINE INSURANCE	95	95	96	101	104	107	107	112	118	124
85113	AUTO PHYSICAL DAMAGE	83	46	92	105	108	119	119	125	131	138
85115	LIABILITY INSURANCE	144	167	155	156	160	191	191	201	211	221
85116	E&O LIABILITY INSURANCE	314	334	196	200	205	235	235	247	259	272
85117	VEHICLE LIABILITY INSURANCE	529	267	827	892	914	983	983	1,032	1,084	1,138
85118	LAW ENFORCEMENT LIABILITY INSURANCE		-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	124	141	139	131	134	130	130	137	143	150
85120	PROPERTY DAMAGE COSTS				-	-		-	-		
85140	SURETY/NOTARY BONDS							-	-		
TOTAL PROPERTY & LIABILITY COSTS		2,537	2,013	3,025	3,304	3,389	3,531	3,531	3,708	3,893	4,088
85540	BILLING SERVICES			-	-	-	-	-	-	-	-
85550	CASH SHORT/OVER		-	-	-	-	-	-	-	-	
85580	LATE CHARGES										
TOTAL FINANCIAL FEES		-	-	-	-	-	-	-	-	-	-
Total Operations		12,129	15,096	15,707	18,716	21,284	15,207	29,456	22,028	22,732	23,483
TOTAL EXPENDITURES		159,288	172,936	172,633	185,400	238,804	167,344	254,030	245,946	260,306	275,641

Water Distribution Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	884,189	843,614	842,972	838,881	1,243,480	758,845	1,096,109	1,243,480	1,305,654	1,370,937
81111	ARPA - PREMIUM PAY				18,479						
81112	ARPA COVID-19 LEAVE/ISOLATION				8,604						
81120	OVERTIME PAY	27,822	29,787	28,913	28,313	37,485	29,753	42,977	39,359	41,327	43,394
81199	VACANCY ADJUSTMENT					(36,823)	-		(43,522)	(45,698)	(47,983)
TOTAL WAGES		912,011	873,401	871,885	894,277	1,244,142	788,598	1,139,086	1,239,318	1,301,282	1,366,346
81410	FICA (EMPLOYER'S SHARE)	65,590	62,320	61,501	62,457	83,353	57,229	83,852	95,126	99,883	104,877
81411	ARPA - FICA PREMIUM PAY				1,414		-				
81420	MEDICAL PREMIUMS	261,931	249,878	256,812	278,963	404,076	189,499	324,855	357,341	393,075	432,383
81422	NEAR-SITE CLINIC			7,558	8,440	8,940	5,168	8,859	9,745	10,720	11,792
81425	VISION INSURANCE PREMIUMS	1,840	1,673	1,740	1,655	2,337	1,059	1,815	1,997	2,197	2,416
81430	DENTAL INSURANCE PREMIUMS	17,038	16,194	11,732	11,360	17,492	7,315	12,540	13,167	13,825	14,517
81431	FSA ADMINISTRATION			179	189	154	115	197	217	154	155
81433	GROUP INSURANCE PREMIUMS			5,435	5,170	6,718	3,606	6,182	6,491	6,815	7,156
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(56,434)	(58,904)	(56,116)	(53,774)	(69,966)	(38,653)	(66,262)	(72,889)	(79,448)	(86,599)
81441	CONTRIBUTIONS TO HSA	3,000	2,000	-	2,000	-	2,600	4,457	-	-	-
81443	EE DENTAL INSURANCE CONTRIBUTIONS			(9,079)	(7,467)	(10,244)	(1,588)	(2,722)	(2,858)	(3,001)	(3,151)
81444	EE VISION INSURANCE CONTRIBUTIONS			(402)	(358)	(454)	(238)	(408)	(449)	(471)	(495)
81446	EE VOLUNTARY GROUP INSURANCE (LEAVE)				(456)		-	-			
81450	RETIREMENT CONTRIBUTIONS	117,770	120,502	128,995	134,158	139,813	112,321	149,761	164,737	181,211	199,332
81455	DEFERRED COMP MATCH	17,199	10,686	7,451	5,016	4,567	1,730	2,966	3,114	3,270	3,433
81456	TCRS CONTRIBUTIONS (CITY)		4,593	9,046	7,645	23,731	11,292	19,358	21,293	23,423	25,765
81457	ARPA - TCRS CONTRIBUTIONS (CITY)				252						
81460	UNEMPLOYMENT CLAIMS										
81470	WORKERS COMPENSATION PREMIUMS	10,679	10,768	3,514	3,930	12,980	2,775	3,859	4,052	4,254	4,467
81475	WORKERS COMPENSATION CLAIMS	1,410	13,895	295	10,740		19,540	19,540			
TOTAL BENEFITS		440,023	433,605	428,661	471,333	623,497	373,770	568,849	601,087	655,905	716,047
Total Personnel		1,352,034	13,007,006	1,300,546	1,365,610	1,867,639	1,162,368	1,707,934	1,840,405	1,957,187	2,082,393
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	1,030	4,437	167	428	110	262	300	400	400	400
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	-	-		30	100		100	100	100	100
82130	VEHICLE LICENSES & TITLES	99	108	90	-	100	21	100	100	100	100
82140	VEHICLE TOW-IN SERVICES				-	-					
TOTAL TRANSPORTATION CHARGES		1,129	4,545	257	458	310	283	500	600	600	600
82210	PRINTING & COPYING SERVICES, OUTSOURCED	657	889	641	226	200	871	200	200	200	200
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES		-		-	-		-	-	-	-
82240	TRANSCRIPTION FEES	131	-		-	100		100	100	100	100
82250	TESTING & PHYSICALS	919	1,071	30	-	800	307	800	800	800	800

Water Distribution Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82260	UNIFORM RENTAL & SERVICES		3,030	5,935	5,764	5,500	3,270	5,600	3,650	3,833	4,024
82280	LAB FEES		238		502	-	938				
82299	OTHER OPERATING SERVICES										
	TOTAL OPERATING SERVICES	1,707	5,228	6,606	6,492	6,600	5,386	6,700	4,750	4,933	5,124
82310	LEGAL NOTICES	-	-		-	-	-	-	-	-	-
82350	DUES FOR MEMBERSHIPS	568	265	642	95	400	20	400	400	400	400
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	32	1,725	221	2,885	3,500	352	3,500	3,500	3,750	3,750
82371	EMERGENCY RELIEF		2,739	6,720	2,800	1,000		-	-	-	-
82372	UNITED WAY CAMPAIGN										
82390	PUBLICATIONS, NON-TRAINING	-	-		-	200		200	200	200	200
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	600	4,729	7,583	5,780	5,100	372	4,100	4,100	4,350	4,350
82410	ELECTRIC SERVICE	101,015	118,185	100,267	109,198	104,550	89,819	170,000	176,900	185,700	195,000
82415	ELECTRIC SERVICE - STREETLIGHTS		-								
82420	WATER & SEWER SERVICE	1,308	3,268	3,249	7,395	850	2,959	5,100	5,355	5,623	5,904
82430	STORMWATER SERVICE	4,180	4,179	4,180	4,317	4,500	2,511	4,500	4,725	5,000	5,200
82435	SOLID WASTE SERVICE	2,613	3,093	3,274	3,192	3,230	1,879	3,300	3,400	3,600	3,800
82440	NATURAL GAS SERVICE	3,027	3,328	2,496	3,871	1,640	2,250	1,200	1,100	1,350	1,400
82450	TELEPHONE SERVICE	1,009	995	1,049	775	820	504	820	875	900	950
82451	800 MHZ ACCESS LINE SERVICE				-	-					
82455	CELLULAR TELEPHONE SERVICE	10,630	1,095	11,004	11,903	9,225	6,262	8,000	8,400	8,800	9,200
82470	INTERNET & RELATED SERVICES	1,774	3,740	3,513	4,117	2,665	2,323	4,400	4,600	4,800	5,100
	TOTAL UTILITIES	125,556	147,783	129,032	144,768	127,480	108,507	197,320	205,355	215,773	226,554
82510	COMPUTER SERVICES			10	-	-		-	-	-	-
82520	LEGAL SERVICES	1,950	-	-	-	2,500		2,500	2,500	2,500	2,500
82540	ENGINEERING SERVICES	-	-		-	-		-	-	-	-
82560	CONSULTANT SERVICES	7,680	43,068	68,306	12,675	45,000	85,590	85,590	76,000	55,000	55,000
82599	OTHER CONTRACTUAL SERVICES	16,080	9,863	12,070	14,574	60,400	9,479	10,000	3,000	3,000	3,000
	TOTAL CONTRACTUAL SERVICES	25,710	52,931	80,386	27,249	107,900	95,069	98,090	81,500	60,500	60,500
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	19,272	8,339	24,520	14,340	8,500	18,199	20,000	15,000	15,000	15,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	11,486	9,613	5,442	10,853	9,000	8,617	15,000	15,000	15,000	15,000
82630	FIRE HYDRANT MAINTENANCE SERVICES	-	-		-	-		-	-	-	-
82640	PAVING & REPAIR SERVICES	3,148	3,805	11,529	59,274	70,000	47,843	70,000	73,500	77,175	81,050
82660	BUILDING REPAIR & MAINTENANCE SERVICES	-	-	3,332	498	32,500	-	-	50,000	10,000	10,000
82682	REPAIR TO LINES	2,389	15,022	2,508	12	-	4,499	5,000	5,000	5,000	5,000
82683	WATER TANK MAINTENANCE SERVICES	-	13,073		9,998	60,000	4,236	300,000	300,000	300,000	300,000
82684	PUMP STATION REPAIR SERVICES	-	275	5,205	413	5,000		5,000	5,000	5,000	5,000
82699	OTHER REPAIR & MAINTENANCE SERVICES	63	180	276	-	-		-	-	-	-
	TOTAL REPAIR & MAINTENANCE SERVICES	36,358	50,307	52,812	95,388	185,000	83,394	415,000	463,500	427,175	431,050
82740	EMPLOYEE WELLNESS PROGRAM										
82750	EMPLOYEE RECOGNITION/RECEPTIONS	124	170	67	843	500	144	500	1,050	1,050	1,050
	<i>\$25 gift cards for public works week</i>										
82780	TRAINING, OUTSIDE	2,955	910	1,064	2,475	3,000	335	3,000	3,000	3,000	3,000

Water Distribution Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82790	TRAINING, IN-HOUSE	824	222	21	-	2,000		2,000	2,000	2,000	2,000
	TOTAL EMPLOYEE PROGRAMS	3,903	1,302	1,152	3,318	5,500	479	5,500	6,050	6,050	6,050
82810	REGISTRATIONS	-	-	-	-	750		750	1,000	1,000	1,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	47	118		-	200		200	200	200	200
82830	AIR TRAVEL	-	362		-	1,000		-	1,000	1,000	1,000
82840	LODGING	-	1,244		250	2,000		2,000	2,000	2,000	2,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	156	402	25	57	1,000		500	1,000	1,000	1,000
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	203	2,126	25	307	4,950	-	3,450	5,200	5,200	5,200
83110	OFFICE SUPPLIES	633	397	361	1,085	1,250	278	500	750	750	750
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	-	-		-	-		-	-	-	-
83130	EMPLOYEE BENEVOLENCE ITEMS	-	-	95	-	100		100	100	100	100
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,161	1,762	1,408	1,853	2,100	1,264	2,100	2,205	2,315	2,431
	TOTAL OFFICE SUPPLIES	2,794	2,159	1,864	2,937	3,450	1,542	2,700	3,055	3,165	3,281
83210	TRAINING SUPPLIES	-	-	107	-	250		-	-	-	-
83220	CHEMICALS & LAB SUPPLIES	1,454	-	325	366	1,000	100	100	500	500	500
83230	IMPROVEMENTS (<\$100,000)				-	25,000		-	181,500	72,000	100,000
83240	MEDICAL SUPPLIES	310	235	108	170	450	224	450	450	450	450
83250	SAFETY SUPPLIES	18,037	8,045	4,475	5,694	5,250	4,990	6,000	6,000	6,500	6,500
83260	UNIFORMS PURCHASED	2,884	4,414	3,836	4,160	3,675	3,409	6,825	6,500	6,825	7,166
83270	CONSUMABLE TOOLS	14,695	8,973	10,599	11,353	16,800	10,432	17,900	18,000	18,000	18,000
83290	SOLID WASTE CONTAINERS	5,602			-	-					
83299	OTHER OPERATING SUPPLIES	-	6,666	2,382	4,714	4,200	2,939	4,200	5,000	5,000	5,000
	TOTAL OPERATING SUPPLIES	42,982	28,333	21,832	26,457	56,625	22,094	35,475	217,950	109,275	137,616
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	35,999	27,724	20,261	31,498	27,300	22,138	38,000	39,900	41,895	43,990
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)										
	TOTAL FUEL & MILEAGE	35,999	27,724	20,261	31,498	27,300	22,138	38,000	39,900	41,895	43,990
83510	FURNITURE, FIXTURES (<\$25,000)	267	600		-	500	-	500	500	500	500
83520	VEHICLES (<\$25,000)				-	-	34,765	35,000	-	-	-
83530	MACHINERY & EQUIPMENT (<\$25,000)	23,049	27,250	17,847	25,710	46,252	13,595	20,000	20,000	20,000	20,000
83540	COMPUTER HARDWARE (<\$25,000)	5,902	5,469	2,368	10,937	6,000	-	11,000	10,000	10,000	10,000
83550	COMPUTER SOFTWARE (<\$25,000)	7,807	4,026	5,217	6,795	30,500	307	325	-	-	-
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	37,025	36,845	25,432	43,443	83,252	48,667	66,825	30,500	30,500	30,500
83610	VEHICLE PARTS & SUPPLIES	466	405	616	939	1,470	529	1,470	1,500	1,500	1,500
83620	EQUIPMENT PARTS & SUPPLIES	3,561	2,872	2,494	4,301	7,613	3,349	7,613	8,000	8,000	8,000
83630	FIRE HYDRANT SUPPLIES	54,972	25,241	13,487	43,732	50,000	38,339	70,000	75,000	75,000	80,000
83640	PAVING REPAIR SUPPLIES	28,879	12,752	17,810	19,391	31,500	8,904	20,000	21,000	22,050	23,153
83650	PARK & FIELD MAINTENANCE SUPPLIES										
83652	LANDSCAPING SUPPLIES	100	20	116	59	300	122	300	300	300	300
83653	IRRIGATION SUPPLIES						-				
83654	GROUNDS MAINTENANCE SUPPLIES	50	396	400	210	400	-	100	200	200	200
83660	BUILDING MAINTENANCE SUPPLIES	4,680	1,005	260	1,686	2,100	552	2,100	2,500	2,500	2,500
83680	METER REPAIR & REPLACEMENT SUPPLIES	492,933	(809,573)	942,520	140,976	100,000	76,078	114,000	119,700	125,685	131,969

Water Distribution Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
83682	UTILITY LINES REPAIR SUPPLIES	199,618	144,680	145,070	(123,915)	210,000	(23,847)	210,000	220,500	231,525	243,101
83683	WATER TANK MAINTENANCE SUPPLIES	7,618	202	-	-	60,000	1,269	5,000	5,000	5,000	5,000
83684	PUMP STATION REPAIR SUPPLIES	1,923	264	202	12	17,500	880	17,500	18,375	19,294	20,258
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	69	16	-	1,000	1,000		1,000	1,000	1,000	1,000
TOTAL REPAIR & MAINTENANCE SUPPLIES		794,869	(621,720)	1,122,975	88,392	481,883	106,175	449,083	473,075	492,054	516,981
85110	PROPERTY INSURANCE	16,981	14,979	14,802	15,553	16,331	17,454	17,454	18,327	19,243	20,205
85111	FRAUD INSURANCE	1,583	1,685	2,159	4,343	4,560	6,178	6,178	6,487	6,811	7,152
85112	INLAND MARINE INSURANCE	3,980	4,025	4,150	4,381	4,600	4,888	4,888	5,132	5,389	5,658
85113	AUTO PHYSICAL DAMAGE	980	849	531	790	829	874	874	918	964	1,012
85115	LIABILITY INSURANCE	1,703	2,309	2,030	5,452	5,725	12,926	12,926	13,572	14,251	14,963
85116	E&O LIABILITY INSURANCE	3,725	3,859	2,353	2,848	2,990	3,446	3,446	3,618	3,799	3,989
85117	VEHICLE LIABILITY INSURANCE	6,347	5,432	9,153	59,739	62,726	26,288	26,288	27,602	28,983	30,432
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	1,463	1,623	1,668	1,863	1,956	1,902	1,902	1,997	2,097	2,202
85120	PROPERTY DAMAGE COSTS	1,350	-	-	965	1,000	-	-	-	-	-
85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	-	-	-	-	-	-	-	-	-	-
85125	LIABILITY CLAIMS/DEDUCTIBLES	779	-	10,160	28,562	10,000	57,360	57,360	10,000	10,000	10,000
85126	E&O LIABILITY CLAIMS	-	-	-	-	-	10,634	10,634	-	-	-
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	-	400	-	-	-	-	-	-	-	-
85170	EASEMENTS ACQUIRED	33,190	-	-	-	20,000	-	-	20,000	20,000	20,000
TOTAL PROPERTY & LIABILITY COSTS		72,081	35,161	47,006	124,496	130,718	141,950	141,950	107,654	111,536	115,613
85230	LAND USE RENTAL	697	630	388	565	500	100	100	500	500	500
85240	EQUIPMENT RENTAL & LEASES	7,994	100	3,050	50	2,500	2,367	2,500	2,500	2,500	2,500
TOTAL RENTALS		8,691	730	3,438	615	3,000	2,467	2,600	3,000	3,000	3,000
85310	PERMITS	-	-	-	-	200	-	-	200	200	200
85320	STATE FEES	34,539	26,777	31,722	32,676	35,000	29,952	35,000	35,000	35,000	35,000
85340	RECORDING & FILING FEES	66	-	84	19	200	85	200	200	200	200
TOTAL PERMITS		34,605	26,777	31,806	32,695	35,400	30,037	35,200	35,400	35,400	35,400
85530	E-COMMERCE FEES	43	31	28	1	50	3	50	50	50	50
85540	BILLING SERVICES										
85550	CASH SHORT/OVER										
85590	BOND COMPLIANCE										
85580	LATE CHARGES										
TOTAL FINANCIAL FEES		43	31	28	1	50	3	50	50	50	50
85990	MISCELLANEOUS		103			-			-	-	
85991	MISCELLANEOUS-DONATIONS										
TOTAL OTHER BUSINESS EXPENSES			103	-	-	-	-	-	-	-	-
86300	PAYING AGENT & OTHER DEBT FEES	899	686	479	446	200	303	303	-	-	-
86600	LEASE/LOAN PRINCIPAL	-	-	-	-		93,172	93,172			
86700	LEASE/LOAN INTEREST	38,236	33,413	29,519	27,001		18,314	18,314			
TOTAL DEBT SERVICE		39,135	34,099	29,998	27,447	200	111,789	111,789	-	-	-

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Water Distribution Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Total Operations		1,263,390	(160,807)	1,582,493	661,741	1,264,718	780,352	1,614,332	1,681,639	1,551,456	1,625,860
Capital											
89120	EASEMENTS ACQUIRED										
	TOTAL LAND	-	-								
89220	BUILDING DESIGN & CONSTRUCTION										
89230	BUILDING IMPROVEMENTS			-	-	-	-	-	-	-	
	TOTAL BUILDINGS	-	-	-	-	-	-	-	-	-	-
89320	DISTRIBUTION SYSTEMS		-	-	-	-	-	-	1,594,200	2,316,150	2,041,150
			-	-	-	-	-	-	1,594,200	2,316,150	2,041,150
89510	FURNITURE, FIXTURE (>\$25,000)										
89520	VEHICLES (>\$25,000)			-			55,797	55,797			
89530	MACHINERY & EQUIPMENT (>\$25,000)										
89550	COMPUTER SOFTWARE (>\$25,000)										
	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	-	55,797	55,797	-	-	-
Total Capital		-	-	-	-	-	55,797	55,797	1,594,200	2,316,150	2,041,150
TOTAL EXPENDITURES		2,615,424	1,146,199	2,883,039	2,027,351	3,132,357	1,998,517	3,378,063	5,116,243	5,824,793	5,749,403

Water Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	586,491	589,456	638,220	647,047	910,174	488,025	628,371	955,683	1,003,467	1,053,640
81111	ARPA - PREMIUM PAY				12,793						
81112	ARPA COVID-19 LEAVE/ISOLATION				7,133						
81120	OVERTIME PAY	28,809	28,589	19,596	41,485	21,420	38,829	46,882	22,491	23,616	24,796
81199	VACANCY ADJUSTMENT					(24,272)	-		(33,449)	(35,121)	(36,877)
TOTAL WAGES		615,300	618,045	657,816	708,458	907,322	526,854	675,253	944,725	991,962	1,041,560
81410	FICA (EMPLOYER'S SHARE)	44,878	45,101	48,269	51,170	54,689	39,263	48,070	73,110	76,765	80,603
81411	ARPA - FICA PREMIUM PAY				979		-				
81420	MEDICAL PREMIUMS	130,676	145,976	144,634	136,260	181,691	67,061	114,962	126,458	139,104	153,014
81422	NEAR-SITE CLINIC			4,595	3,947	4,440	2,760	4,731	5,205	5,725	6,298
81425	VISION INSURANCE PREMIUMS	838	942	973	891	1,112	400	686	754	830	913
81430	DENTAL INSURANCE PREMIUMS	10,915	12,249	7,404	7,082	9,315	2,561	4,390	4,610	4,840	5,082
81433	GROUP INSURANCE PREMIUMS			4,094	3,903	4,429	2,157	3,698	4,067	4,271	4,484
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(27,417)	(29,674)	(24,484)	(21,259)	(28,982)	(13,293)	(22,788)	(25,067)	(27,323)	(29,782)
81441	CONTRIBUTIONS TO HSA	1,200	5,500	-	5,200	4,000	1,200	2,057	4,000	4,000	4,000
81443	EE DENTAL INSURANCE CONTRIBUTIONS			(4,201)	(3,399)	(4,780)	(547)	(938)	(985)	(1,034)	(1,086)
81444	EE VISION INSURANCE CONTRIBUTIONS			(178)	(155)	(202)	(88)	(151)	(166)	(174)	(183)
81450	RETIREMENT CONTRIBUTIONS	80,967	82,845	84,075	85,373	76,074	51,347	68,463	75,309	82,840	91,124
81455	DEFERRED COMP MATCH	2,439	(684)		-			-	-	-	-
81456	TCRS		8,397	11,028	14,367	22,492	19,041	32,642	34,274	36,365	38,583
81457	ARPA - TCRS CONTRIBUTIONS (CITY)				252						
81460	UNEMPLOYMENT CLAIMS										
81470	WORKERS COMPENSATION PREMIUMS	9,569	4,783	9,334	4,404	8,136	4,372	7,495	7,870	8,263	8,676
81475	WORKERS COMPENSATION CLAIMS				47,917						
TOTAL BENEFITS		254,065	275,435	285,543	336,933	332,413	176,234	263,318	309,439	334,471	361,727
Total Personnel		869,365	893,480	943,359	1,045,391	1,239,735	703,088	938,570	1,254,164	1,326,434	1,403,288

Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	485	4,697	190	540	5,000	2,672	5,000	500	500	500
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	75	16	267	-	150	65	150	150	150	150
82130	VEHICLE LICENSES & TITLES	-	54	45	-	100		100	-	-	-
82140	VEHICLE TOW-IN SERVICES	36	-	-	-	-	-	-	-	-	-
TOTAL TRANSPORTATION CHARGES		596	4,767	502	540	5,250	2,737	5,250	650	650	650
82210	PRINTING & COPYING SERVICES, OUTSOURCED	4,622	950	-	63	5,000	222	5,000	-	-	-
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES										
82240	TRANSCRIPTION FEES		80	131	-	200	9	200	200	200	200
82250	TESTING & PHYSICALS	624	1,191	15	289	200	438	200	500	200	200
82260	UNIFORM RENTAL & SERVICES		1,879	3,657	2,980	4,000	1,119	4,000	-	-	-
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES										

Water Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82280	LAB FEES	44,966	20,427	19,763	11,861	20,000	18,566	20,000	20,000	21,000	22,050
82299	OTHER OPERATING SERVICES	87	7	-	-	-	32	-	-	-	-
TOTAL OPERATING SERVICES		50,299	24,534	23,566	15,193	29,400	20,386	29,400	20,700	21,400	22,450
82310	LEGAL NOTICES	-	-	14	-	-	-	-	-	-	-
82350	DUES FOR MEMBERSHIPS	30	516	542	556	400	772	772	400	400	400
82355	PROFESSIONAL STANDARDS / ACCREDITATION	-	-	-	-	-	-	-	-	-	-
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	-	32	-	955	1,000	13	1,000	1,000	1,000	1,000
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	-	-	-	-	250	86	86	250	250	250
82371	EMERGENCY RELIEF	-	782	3,267	300	1,000	-	1,000	-	-	-
82372	UNITED WAY CAMPAIGN	-	-	-	-	-	-	-	-	-	-
82373	RECRUITMENT	-	-	-	1,230	-	-	-	-	-	-
82390	PUBLICATIONS, NON-TRAINING	80	105	113	-	100	-	100	86	100	100
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		110	1,435	3,936	3,041	2,750	871	2,958	1,736	1,750	1,750
82410	ELECTRIC SERVICE	290,793	254,839	266,763	271,935	271,625	175,886	301,519	312,000	327,600	343,980
82430	STORMWATER SERVICE	796	772	792	818	800	484	800	800	840	882
82435	SOLID WASTE SERVICE	2,112	1,140	1,140	1,140	1,200	665	1,200	1,150	1,208	1,268
82440	NATURAL GAS SERVICE	7,698	10,823	7,185	8,690	2,500	6,513	2,500	8,500	8,925	9,371
82450	TELEPHONE SERVICE	2,449	1,104	1,240	1,007	1,000	686	1,000	1,050	1,103	1,158
82455	CELLULAR TELEPHONE SERVICE	830	1,091	1,195	1,759	2,000	671	2,000	1,300	1,365	1,433
82470	INTERNET & RELATED SERVICES	238	671	796	896	1,000	474	1,000	800	840	882
TOTAL UTILITIES		304,916	270,440	279,111	286,246	280,125	185,379	310,019	325,600	341,880	358,974
82510	COMPUTER SERVICES	-	-	-	319	-	-	-	-	-	-
82520	LEGAL SERVICES	-	-	-	-	-	-	-	-	-	-
82540	ENGINEERING SERVICES	-	-	-	-	-	2,520	-	-	-	-
82560	CONSULTANT SERVICES	-	30,396	148,760	201,038	63,500	30,960	63,500	95,000	88,000	88,000
82599	OTHER CONTRACTUAL SERVICES	-	12,236	32,006	41,822	47,000	52,684	52,684	97,000	98,000	100,000
TOTAL CONTRACTUAL SERVICES		-	42,632	180,766	243,179	110,500	86,164	116,184	192,000	186,000	188,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	3,901	2,303	636	2,694	2,000	1,197	2,000	2,000	2,000	2,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	17,656	76,135	27,895	43,699	125,000	160,138	125,000	28,000	30,000	30,000
82654	GROUPS MAINTENANCE SERVICES	-	-	-	-	-	-	-	-	-	-
82660	BUILDING REPAIR & MAINTENANCE SERVICES	2,504	19,970	12,418	22,663	64,000	39,944	64,000	66,000	64,000	64,000
<i>includes flooring for breakroom</i>		-	-	-	-	-	-	-	-	-	-
82699	OTHER REPAIR & MAINTENANCE SERVICES	628	-	-	42,267	-	-	-	-	-	-
TOTAL REPAIR & MAINTENANCE SERVICES		24,689	98,408	40,949	111,322	191,000	201,279	191,000	96,000	96,000	96,000
82740	EMPLOYEE WELLNESS PROGRAM	-	-	-	-	-	-	-	-	-	-
82750	EMPLOYEE RECOGNITION/RECEPTIONS	235	253	71	583	300	-	300	800	900	600
82780	TRAINING, OUTSIDE	375	2,910	1,250	8,850	4,000	3,125	4,000	4,000	4,000	4,000
82790	TRAINING, IN-HOUSE	79	451	11	-	500	796	500	800	1,000	1,000
TOTAL EMPLOYEE PROGRAMS		689	3,614	1,332	9,433	4,800	3,921	4,800	5,600	5,900	5,600
82810	REGISTRATIONS	449	-	774	560	1,000	-	1,000	1,000	1,000	1,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COU	38	-	-	198	250	-	250	250	250	250
82830	AIR TRAVEL	-	-	-	-	1,000	-	1,000	1,000	1,000	1,000

Water Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82840	LODGING	642	315		1,795	2,000	1,188	2,000	2,000	2,000	2,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	61	233	68	1,336	500		500	500	500	500
82890	OTHER TRAVEL EXPENSES	-	-	-	-	-		-	-	-	-
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,190	548	842	3,889	4,750	1,188	4,750	4,750	4,750	4,750
83110	OFFICE SUPPLIES	1,635	1,731	1,289	1,720	2,000	703	2,000	1,200	1,200	1,200
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	-	-		-	-		-	25	-	-
83130	EMPLOYEE BENEVOLENCE ITEMS	61	206	57	51	100	55	100	100	100	100
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	425	640	817	517	1,000	590	1,000	1,100	1,200	1,300
	TOTAL OFFICE SUPPLIES	2,121	2,577	2,163	2,289	3,100	1,348	3,100	2,425	2,500	2,600
83210	TRAINING SUPPLIES			107	370	500		500	500	500	500
83220	CHEMICALS & LAB SUPPLIES	302,528	330,195	308,417	387,935	325,000	300,809	325,000	480,000	504,000	529,200
83240	MEDICAL SUPPLIES	243	151	64	942	400	431	400	860	900	900
83250	SAFETY SUPPLIES	2,861	4,797	1,477	3,526	2,000	2,328	2,328	3,860	3,860	3,860
83260	UNIFORMS PURCHASED	963	1,267	1,809	867	2,000	1,761	2,000	6,000	6,300	6,615
83270	CONSUMABLE TOOLS	1,000	628	815	1,197	1,500	1,486	2,000	5,000	5,000	5,000
83299	OTHER OPERATING SUPPLIES	3,120	2,033	1,107	869	1,500	445	1,500	1,500	1,500	1,500
	TOTAL OPERATING SUPPLIES	310,715	339,071	313,796	395,706	332,900	307,260	333,728	497,720	522,060	547,575
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COU)	2,092	2,814	3,590	5,473	3,500	3,117	3,500	5,500	5,775	6,064
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)										
	TOTAL FUEL & MILEAGE	2,092	3,090	3,590	5,473	3,500	3,117	3,500	5,500	5,775	6,064
83410	WATER PURCHASED	4,180,999	4,456,760	4,197,337	4,242,706	4,674,000	2,629,043	4,674,000	4,655,400	4,888,170	5,132,579
	TOTAL SUPPLIES FOR RESALE	4,180,999	4,456,760	4,197,337	4,242,706	4,674,000	2,629,043	4,674,000	4,655,400	4,888,170	5,132,579
83510	FURNITURE, FIXTURES (<\$25,000)	1,517	596	355	318	750	639	750	2,500	1,000	1,000
83520	VEHICLES (<\$25,000)	-	1,189		-	-		-	-	-	-
83530	MACHINERY & EQUIPMENT (<\$25,000)	54,429	33,024	47,806	186,723	50,000	38,284	50,000	50,000	55,000	60,000
83540	COMPUTER HARDWARE (<\$25,000)	5,288	1,247	3,910	7,767	5,000	1,908	5,000	2,500	5,000	5,000
83550	COMPUTER SOFTWARE (<\$25,000)	-	-	5,217	6,795	23,500		23,500	-	-	-
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	61,234	36,056	57,288	201,604	79,250	40,831	79,250	55,000	61,000	66,000
83610	VEHICLE PARTS & SUPPLIES	385	121	-	543	1,000	188	1,000	1,000	1,000	1,000
83620	EQUIPMENT PARTS & SUPPLIES	12,636	17,071	8,005	5,739	10,000	10,772	10,772	10,000	10,000	10,000
83640	PAVING REPAIR SUPPLIES				200	-					
83652	LANDSCAPING SUPPLIES	-	-	110	1,033	300		300	300	300	300
83653	IRRIGATION SUPPLIES										
83654	GROUNDS MAINTENANCE SUPPLIES	-	-	513	525	500	256	500	500	500	500
83660	BUILDING MAINTENANCE SUPPLIES	7,243	6,843	3,731	5,898	7,000	6,779	7,000	8,000	8,500	8,500
83684	PUMP STATION REPAIR SUPPLIES	-	-	-	-	500		500	500	500	500
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	-	-	-	373	500		500	-	-	-
	TOTAL REPAIR & MAINTENANCE SUPPLIES	20,264	24,035	12,359	14,311	19,800	17,995	20,572	20,300	20,800	20,800
85110	PROPERTY INSURANCE	23,514	25,572	25,113	26,647	27,979	29,421	29,421	30,892	32,437	34,058
85111	FRAUD INSURANCE	4,374	4,100	5,734	11,465	12,038	17,489	17,489	18,363	19,282	20,246

Water Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
85112	INLAND MARINE INSURANCE	580	609	617	645	677	680	680	714	750	787
85113	AUTO PHYSICAL DAMAGE	96	90	110	125	131	144	144	151	159	167
85115	LIABILITY INSURANCE	4,706	4,696	4,959	5,989	6,288	7,908	7,908	8,303	8,719	9,154
85116	E&O LIABILITY INSURANCE	10,296	9,390	6,249	7,519	7,895	9,757	9,757	10,245	10,757	11,295
85117	VEHICLE LIABILITY INSURANCE	3,299	801	1,131	1,274	1,338	1,307	1,307	1,372	1,441	1,513
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	4,044	3,949	4,430	4,919	5,165	5,385	5,385	5,654	5,937	6,234
85120	PROPERTY DAMAGE COSTS				(9,436)			-			
85122	VEHICLE CLAIMS/DEDUCTIBLES							-			
85125	LIABILITY CLAIMS/DEDUCTIBLES							-			
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES							-			
85140	SURETY/NOTARY BONDS										
TOTAL PROPERTY & LIABILITY COSTS		50,909	49,206	48,343	49,147	61,511	72,091	72,091	75,696	79,480	83,454
85220	PROPERTY TAX-RENTAL PROPERTY										
85240	EQUIPMENT RENTAL & LEASES	-	-	666		-			-	-	-
TOTAL RENTALS		-	-	666	-	-	-	-	-	-	-
85310	PERMITS	-	-	-		-			-	-	-
85320	STATE FEES	950	9,965	900	1,125	500	2,942	2,942	1,000	1,000	1,000
85340	RECORDING & FILING FEES										
TOTAL PERMITS		950	9,965	900	1,125	500	2,942	2,942	1,000	1,000	1,000
Total Operations		5,011,773	5,366,863	5,167,446	5,585,201	5,803,136	3,576,552	5,853,544	5,960,077	6,239,115	6,538,246
Capital											
89230	BUILDING IMPROVEMENTS <i>mezannine project, carbon</i>					1,500,000		150,000	1,420,000	120,000	
TOTAL BUILDINGS		-	-	-	-	1,500,000	-	150,000	1,420,000	120,000	-
89320	DISTRIBUTION SYSTEMS										
TOTAL IMPROVEMENTS		-	-	-	-	-	-	-	-	-	-
89510	FURNITURE, FIXTURE (>\$25,000)										
89520	VEHICLES (>\$25,000)										
89530	MACHINERY & EQUIPMENT (>\$25,000)		-								
89550	COMPUTER SOFTWARE (>\$25,000)										
TOTAL MACHINERY & EQUIPMENT (>\$25,000)		-	-	-	-	-	-	-	-	-	-
Total Capital		-	-	-	-	1,500,000	-	150,000	1,420,000	120,000	-
TOTAL EXPENDITURES		5,881,138	6,260,343	6,110,805	6,630,592	8,542,871	4,279,640	6,942,114	8,634,240	7,685,549	7,941,533

Water General

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY			-		(7,840)			125,000	125,000	125,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES										
	TOTAL WAGES	-	-	-	-	(7,840)	-	-	125,000	125,000	125,000
81420	MEDICAL PREMIUMS	20,872	3,142	-		30,559			33,615	33,615	33,616
81421	MEDICAL PREMIUMS - RETIREES		216,715	2,829	12,294		9,146	15,679			
81422	NEAR-SITE CLINIC (URGENT TEAM)			-		635			635	635	636
81423	NEAR-SITE CLINIC (RETIREE)			140							
81426	RETIREE VISION			(41)		121			133	133	134
81430	DENTAL INSURANCE PREMIUMS			(125)		1,042			1,094	1,094	1,095
81431	FSA ADMINISTRATION FEES			-							
81433	GROUP INSURANCE PREMIUMS			-							
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(11,477)	(1,103)	-		(16,804)			(18,485)	(18,485)	(18,484)
81442	RETIREE INSURANCE CONTRIBUTIONS		(5,979)	(4,754)	(7,377)	(5,648)	(5,487)	(9,406)	(6,157)	(6,157)	(6,156)
81443	EE DENTAL INSURANCE CONTRIBUTIONS			-							
81444	EE VISION INSURANCE CONTRIBUTIONS			-							
81499	COMPENSATED ABSENCES (FINANCE USE ONLY -AUDIT)		21,742	18,034	32,777						
81460	UNEMPLOYMENT CLAIMS		816	(408)							
81598	OPEB		122,371	129,343							
81599	PENSION		(16,854)	54,813							
81475	WORKERS COMPENSATION CLAIMS	-	-	-	-	-	-	-	-	-	-
	TOTAL BENEFITS	9,395	340,850	199,831	37,695	9,903	3,659	6,273	10,835	10,835	10,841
Total Personnel		9,395	340,850	199,831	37,695	2,063	3,659	6,273	135,835	135,835	135,841
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	-	-	-	-	-	-	-	-	-	-
82120	FREIGHT FOR INBOUND PURCHASED ITEMS										
82130	VEHICLE LICENSES & TITLES			18							
	TOTAL TRANSPORTATION CHARGES	-	-	18	-	-	-	-	-	-	-
82210	PRINTING & COPYING SERVICES, OUTSOURCED	-	26	-	-	-	-	-	-	-	-
82250	TESTING & PHYSICALS	260	90		465	-	1,225	1,300	-	-	-
82280	LAB FEES	-	2,439		-	-	-	-	-	-	-
82299	OTHER OPERATING SERVICES	87	-								
	TOTAL OPERATING SERVICES	347	2,555	-	465	-	1,225	1,300	-	-	-
82310	LEGAL NOTICES			-		-			-	-	-
82390	PUBLICATIONS, NON-TRAINING				29						
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	-	-	-	29	-	-	-	-	-	-
82430	STORMWATER SERVICE	981	938	1,019	891	1,000	355	650	683	717	752
82435	SOLID WASTE SERVICE	25	240			-	580	600	-	-	-
82450	TELEPHONE SERVICE	467	-	-		-			-	-	-
82470	INTERNET & RELATED SERVICES	590		-		-			-	-	-
	TOTAL UTILITIES	2,063	1,178	1,019	891	1,000	935	1,250	683	717	753
82510	COMPUTER SERVICES	6,129	817	-		-			-	-	-
82520	LEGAL SERVICES	-		-	-	10,000	-	10,000	3,000	3,000	3,000
82530	AUDIT SERVICES	12,250	12,375	11,250	11,500	13,000	11,750	13,000	12,000	12,000	12,000

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Budget & Finance Committee | Page 25

Water General

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023	EOY2023	F2024	F2025	F2026
82540	ENGINEERING SERVICES			16,989	37,033	-	-	11,685	-	-	-
82560	CONSULTANT SERVICES	15,974	23,470	14,466	85,090	5,000	-	5,000	15,000	15,000	15,000
82599	OTHER CONTRACTUAL SERVICES	-	-	-	-	-	6,119	6,119	-	-	-
TOTAL CONTRACTUAL SERVICES		34,353	36,662	42,705	133,623	28,000	17,869	45,804	30,000	30,000	30,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES										
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES						1,236	1,300			
82640	PAVING & REPAIR SERVICES	21,069	-		1,070		34,876	35,000			
82684	PUMP STATION REPAIR SERVICES										
82699	OTHER REPAIR & MAINTENANCE SERVICES	-	-								
TOTAL REPAIR & MAINTENANCE SERVICES		21,069	-	-	1,070		36,112	36,300			
82780	TRAINING, OUTSIDE										
82790	TRAINING, INSIDE	200	42								
TOTAL EMPLOYEE PROGRAMS		200	42	-	-	-	-	-	-	-	-
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)										
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		-	-	-	-		-	-			
83110	OFFICE SUPPLIES						23	25			
TOTAL OFFICE SUPPLIES		-	-	-	-		23	25			
83250	SAFETY SUPPLIES		31								
83260	UNIFORMS PURCHASED	125	-								
83270	CONSUMABLE TOOLS	55									
		180	31								
83530	MACHINERY & EQUIPMENT (<\$25,000)		206				611	611			
83540	COMPUTER HARDWARE (<\$25,000)	3,451	325								
83550	COMPUTER SOFTWARE (<\$25,000)	8,985									
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		12,436	531	-	-	-	-	-	-	-	-
83620	EQUIPMENT PARTS & SUPPLIES	-	-		35		-				
83640	PAVING & REPAIR SUPPLIES	1,713	-		7,662		-	-			
83654	GROUPS MAINTENANCE SUPPLIES	118	-								
83660	BUILDING MAINTENANCE SUPPLIES						176	200			
83680	METER REPAIR & REPLACEMENT SUPPLIES	8,466	-								
83682	UTILITY LINES REPAIR SUPPLIES	76,769	896				3,250	3,250			
TOTAL REPAIR & MAINTENANCE SUPPLIES		87,066	896	-	7,697	-	3,426	3,450	-	-	-
83683	WATER TANK MAINTENANCE SUPPLIES										
TOTAL REPAIR & MAINTENANCE SUPPLIES		-	-	-	-		-	-			
84710	ADMIN SERVICES PROVIDED BY GENERAL FUND	1,273,325	1,354,553	1,478,867	1,511,094	1,701,911	1,276,434	1,701,911	1,787,007	1,876,357	1,970,175
TOTAL OPERATIONAL UNITS		1,273,325	1,354,553	1,478,867	1,511,094	1,701,911	1,276,434	1,701,911	1,787,007	1,876,357	1,970,175
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	2,366,893									
85190	DEPRECIATION		2,280,822	3,950,843	2,374,985						
85170	EASEMENTS ACQUIRED										
TOTAL PROPERTY & LIABILITY COSTS		2,366,893	2,280,822	3,950,843	2,374,985	-	-	-	-	-	-
85240	EQUIPMENT RENTAL & LEASES	14,847	-								
TOTAL RENTALS		14,847	-	-	-	-	-	-	-	-	-

Water General

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023	EOY2023	F2024	F2025	F2026
85310	PERMITS	475	125								
85340	RECORDING & FILING FEES		218								
TOTAL PERMITS		475	343	-	-	-	-	-	-	-	-
85530	E-COMMERCE FEES		21,325	66,677	86,860	100,000	62,308	100,000	100,000	100,000	100,000
85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	173	30	2,200	855	2,500	119	2,500	2,500	2,500	2,500
85575	LEAK ADJUSTMENTS			-	-	-	-	-	-	-	-
TOTAL FINANCIAL FEES		173	21,355	68,877	87,715	102,500	62,427	102,500	102,500	102,500	102,500
86100	PRINCIPAL	-	-	-	-	555,124	-	555,124	577,722	600,393	623,483
86200	INTEREST	370,879	357,241	343,024	301,633	339,766	641,096	339,766	318,059	295,431	271,796
86300	PAYING AGENT & OTHER DEBT	280	280	280	280		350				
86500	AMORTIZATION OF BOND PREMIUM		(41,190)	(41,190)	(41,190)						
86600	LEASE/LOAN PRINCIPAL										
86700	LEASE/LOAN INTEREST										
88095	TRANSFER TO DEBT SERVICE FUND	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
88100	TRANSFER TO CAPITAL PROJECTS FUND		450,000								
TOTAL DEBT SERVICE		471,159	907,521	402,114	360,723	994,890	741,446	994,890	995,781	995,823	995,279
Total Operations		4,284,586	6,846,121	5,944,443	4,478,292	2,828,301	2,139,897	2,887,430	2,915,970	3,005,397	3,098,707
Capital											
89230	BUILDING IMPROVEMENTS	-	-								
89320	DISTRIBUTION SYSTEMS	-	-	-	-	2,285,800	359,225	2,285,800	-	-	-
TOTAL IMPROVEMENTS		-	-	-	-	2,285,800	359,225	2,285,800	-	-	-
Total Capital		-	-	-	-	2,285,800	359,225	2,285,800	-	-	-
Total Expenditures		4,293,981	7,186,971	6,144,274	4,515,987	5,116,164	2,502,781	5,179,503	3,051,805	3,141,232	3,234,548



Wastewater Budget

Section Summary

The Wastewater Section includes the Wastewater Collection, Water Reclamation, Maintenance, and Utility Administration divisions.

The City of Franklin operates a water reclamation facility utilizing activated sludge treatment at 135 Claude Yates Drive. The facility has currently submitted the application for the renewal of the National Pollutant Discharge Elimination System Permit (NPDES) for discharge of twelve (12) million gallons per day (MGD) of treated effluent, with provisions to increase discharge to sixteen (16) MGD once construction is complete. The City of Franklin operates a reclaimed water network, reducing irrigation demand on potable water.



The WRF is facing increasing regulatory constraints from EPA and TDEC primarily related to nutrient loading to the Harpeth River and continues to proactively work toward Capacity Management Operation Maintenance (CMOM) program recommendations.

The Wastewater Collection Division is responsible for the operation and maintenance of the wastewater collection system including gravity sewer lines, force main lines and wastewater pump stations located throughout the service area. Under this division, there are crews that are assigned to the replacement and extension of the wastewater collection system which collects and transports wastewater to the treatment plant.

Section Goals & Strategic Initiatives

The primary goal for the Wastewater Section is to effectively operate the collection system with no sanitary sewer overflows and to produce high quality effluent water for distribution in the reclaimed water system and discharge to the Harpeth River. This water produced will strive to meet or exceed permit requirements. As with the Water Section, the Wastewater Section is enhancing and implementing various programs to improve customer service, regulatory compliance, and overall operations.

The Water Management Department continues to refine operations efforts consistent with components of the EPA's Capacity Management, Operations and Maintenance (CMOM) program. The City has continued the implementation of a capacity assurance tool to aid with evaluation of new developments as they connect to the system. To support this, refinements to the collection system model have been initiated which will use the City's flow monitoring data to help calibrate flows for dry and wet weather conditions.

The wastewater collection division continues to perform inspections of the sanitary sewer system to evaluate condition, risk and maintenance needs. Starting in 2017, the Division has used a sanitary sewer rapid assessment tool to provide for more efficient inspections and maintenance activities, and guide resources more efficiently by prioritizing needs.



City of Franklin, Tennessee

FY 2024 Operating Budget

Wastewater Budget

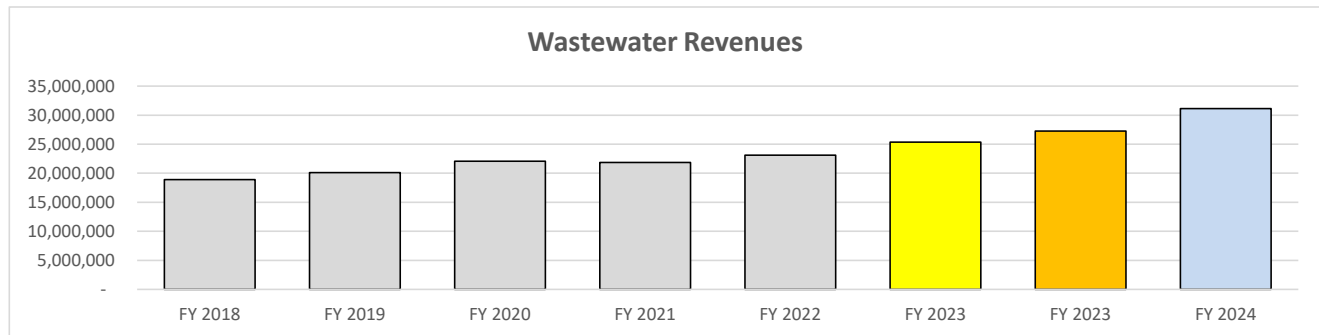
Consumption & Revenues

The sanitary sewer customer base has shown greater signs of growth primarily due to areas within the Milcrofton and HB&TS Utility Districts. It is important to note that in 2016 the City updated the method by which it calculates customers to more accurately count each customer of each individual division of the system. This methodology was applied to the information

Year	Annual Total (Million Gallons)	Monthly Average - Residential and Commercial (Gallons)
FY 12	2,305	9,219
FY 13	2,345	9,159
FY 14	2,276	8,648
FY 15	2,357	8,698
FY 16	2,450	8,676
FY 17	3,209	8,941
FY 18	4,814	13,372
FY 19	3,302	8,913
FY 20	3,503	9,370
FY 21	3,386	N/A
FY 22	N/A	N/A

Revenues

Rate based revenues for FY 2024 are projected to be 2.5% higher than FY 2023 based upon increases approved by the Board of Mayor and Alderman as part of Ordinance 2021-40. The tables below present historic revenue by category FY 2018-FY 2022, estimated for the budgeted and projected revenues for FY 2023 and the projected revenues for FY 2024



	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2023 EOY	FY 2024 Budget
Intergovernmental		225,000	-	280,713	-	-	200,000	3,000,000
Interest Income	181,367	793,210	849,274	81,110	17,807	575,000	26,724	575,000
Rental Income	2,210	-	-	-	-	-	-	-
Sale of Surplus Assets	-	-	-	12,282	15,448	25,000	-	25,000
Customer Service (Rates)	18,652,030	19,001,446	19,896,476	21,405,503	22,879,668	22,774,425	25,109,289	25,549,248
Inspection Fees	51,488	50,986	26,264	64,926	52,130	75,000	64,125	75,000
Other Service Revenue	15,622	36,655	10,099	8,760	144,784	50,000	4,886	50,000
Transfer from Co. Fac. Tax	-	-	1,285,000	-	-	-	-	-
Impact Fees						1,855,033	1,855,033	1,855,033
Total Wastewater Revenues*	18,902,717	20,107,297	22,067,113	21,853,294	23,109,837	25,354,458	27,260,056	31,129,281

*Total revenues less those received for Capital Contributions and accounted for elsewhere within the Water & Wastewater Fund.



Wastewater Budget

Budget Summary

Personnel – No additional positions are being requested for this fiscal year.

Operations and Maintenance – Operations and maintenance accounts for the largest costs in the Wastewater Section. These costs are largely associated with aeration of the wastewater for biological processes, pumping, odor control and various other processes and operations.

Indirect Expenses also is a large expense item in the Wastewater Section. As with the Water Section, these expenses include reimbursement to the General Fund for customer service, utility billing, and other support functions such as Engineering and Human Resources.

The City has also started implementation of a sanitary sewer rapid assessment tool. The equipment uses sonic technology to determine blockage condition which helps determine further action such as inspection, cleaning or maintenance activities. The crews have had positive results.

Operations Capital – Operations Capital expenditures are related to equipment and vehicles directly related to operations versus system replacement or expansion. In previous years the Water Management Department has evaluated the annual cost of replacement of operations capital items based on present day replacement value, anticipated lifecycle, and a projected annual increase in replacement cost of five percent. Due to budgeting requirements, the approach has been modified to be consistent with other City departments, however, this practice will continue to be used during rate analyses to ensure long terms costs are captured. Enhancement requests have been provided and largely related to replacement of existing equipment.

Similar to the Water Section, the City has been working through the IWRP priority projects established by the BOMA. The key project in the Wastewater Section is the continued work on the Water Reclamation Facility Upgrade and Expansion. At this time, construction continues. Costs for this project are not shown as part of this operating budget as it is a one-time capital expenditure. Future operating budgets will show detailed debt principal and interest payments to service the SRF loan generously provided by the State of Tennessee.



City of Franklin, Tennessee

FY 2024 Operating Budget

Wastewater Budget

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual	EOY	Budget	EOY	Budget	Difference '23 v. '24	
	2021	2022	2023	2023	2024	\$	%
Divisions							
Wastewater Collection	2,755,927	2,919,726	3,957,512	3,458,673	7,309,456	3,351,944	84.7%
Wastewater Plant	4,108,032	4,168,747	5,167,974	4,964,403	5,262,328	94,354	1.8%
Utility Administration	1,406,750	1,572,841	2,372,550	1,779,643	2,409,762	37,213	1.6%
Wastewater General	9,579,983	9,151,971	13,376,700	12,535,931	15,182,399	1,805,699	13.5%
Total Wastewater	17,850,692	17,813,285	24,874,736	22,738,650	30,163,946	5,289,211	21.3%
Expense by Category							
Personnel							
Salaries & Wages	3,056,116	3,219,924	4,236,692	3,929,064	4,439,964	203,272	4.8%
Employee Benefits	2,020,979	1,795,308	1,983,995	1,652,029	1,948,320	(35,675)	-1.8%
Total Personnel	5,077,095	5,015,231	6,220,687	5,581,091	6,388,283	167,597	2.7%
Operations							
Transportation Services	2,166	158	5,975	9,750	5,950	(25)	-0.4%
Operating Services	689,187	678,681	1,113,133	1,122,000	673,875	(439,258)	-39.5%
Notices, Subscriptions, etc.	45,370	14,432	18,000	14,300	14,300	(3,700)	-20.6%
Utilities	1,308,200	1,380,472	1,288,445	1,419,578	1,350,367	61,922	4.8%
Contractual Services	586,316	445,541	795,368	640,300	1,085,300	289,932	36.5%
Repair & Maintenance Services	451,337	343,196	460,370	462,510	463,500	3,130	0.7%
Employee programs	5,544	10,448	14,150	32,525	34,575	20,425	144.3%
Professional Development/Travel	2,576	6,579	28,500	18,400	22,700	(5,800)	-20.4%
Office Supplies	5,032	7,668	9,550	8,085	10,063	513	5.4%
Operating Supplies	198,249	219,580	278,700	261,250	227,200	(51,500)	-18.5%
Fuel & Mileage	62,871	111,534	102,288	133,000	140,550	38,262	37.4%
Machinery & Equipment (<\$25,000)	33,906	114,014	187,800	96,835	652,500	464,700	247.4%
Repair & Maintenance Supplies	181,676	354,176	309,425	261,911	275,230	(34,195)	-11.1%
Operational Units	1,478,867	1,511,094	1,702,040	1,702,040	1,787,142	85,102	5.0%
Property & Liability Costs	6,427,419	5,352,195	249,720	344,344	355,981	106,262	42.6%
Rentals	1,962	55,557	5,200	23,906	23,200	18,000	346.2%
Financial Fees	118,181	156,841	175,864	175,814	184,600	8,736	5.0%
Permits	7,542	25,149	7,800	7,020	6,450	(1,350)	-17.3%
Debt Service and Lease Payments	1,167,194	2,014,609	6,745,721	6,970,960	7,022,180	276,458	4.1%
Total Operations	12,773,597	12,801,922	13,498,049	13,704,531	14,335,663	837,614	6.2%
Capital							
Land	-	-	-	-	550,000	550,000	100.0%
Buildings	-	-	22,500	-	-	(22,500)	-100.0%
Improvements	-	-	4,167,500	3,108,028	8,640,000	4,472,500	107.3%
Machinery & Equipment (>\$25,000)	-	-	966,000	345,000	250,000	(716,000)	-74.1%
Capital	-	-	5,156,000	3,453,028	9,440,000	4,284,000	83.1%
Total Wastewater	17,850,692	17,817,153	24,874,736	22,738,650	30,163,946	5,289,211	21.3%

Utility Admin Detail

Acct. #	Acct. Description	A2029	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	961,818	1,033,042	971,158	1,023,649	1,360,113	840,422	1,213,943	1,360,113	1,428,119	1,499,525
81111	ARPA - PREMIUM PAY				7,107						
81112	ARPA COVID-19 LEAVE/ISOLATION				4,548						
81120	OVERTIME PAY	3,284	7,549	7,465	15,713	2,142	13,479	19,470	2,249	2,362	2,480
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES										
81199	VACANCY ADJUSTMENT					(40,297)	-		(47,604)	(49,984)	(52,483)
	TOTAL WAGES	965,102	1,040,591	978,623	1,051,017	1,321,958	853,901	1,233,413	1,314,758	1,380,496	1,449,521
81410	FICA (EMPLOYER'S SHARE)	70,538	76,034	71,590	76,449	88,242	63,260	92,867	104,049	109,251	114,714
81411	ARPA - FICA PREMIUM PAY				544		-				
81420	MEDICAL PREMIUMS	173,503	208,938	205,403	224,948	282,546	132,261	226,733	249,406	274,347	301,782
81422	NEAR-SITE CLINIC			5,983	7,895	6,420	5,199	8,913	9,804	10,784	11,863
81425	VISION INSURANCE PREMIUMS	1,067	1,279	1,154	1,174	1,472	685	1,174	1,292	1,421	1,563
81430	DENTAL INSURANCE PREMIUMS	13,652	15,104	7,961	9,323	12,033	5,187	8,892	9,337	9,803	10,294
81431	FSA ADMINISTRATION			205	221	192	173	297	326	343	360
81433	GROUP INSURANCE PREMIUMS			5,555	6,096	6,441	3,716	6,370	7,007	7,638	8,325
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(42,728)	(46,927)	(37,306)	(39,490)	(48,285)	(26,716)	(45,799)	(50,379)	(54,913)	(59,855)
81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT				1,600	1,000	600	1,029	4,000	4,000	4,000
81443	EE DENTAL INSURANCE CONTRIBUTIONS			(4,594)	(5,064)	(6,829)	(1,147)	(1,966)	(2,163)	(2,271)	(2,385)
81444	EE VISION INSURANCE CONTRIBUTIONS			(225)	(227)	(278)	(150)	(200)	(220)	(242)	(266)
81450	RETIREMENT CONTRIBUTIONS	51,525	67,783	95,305	103,563	101,682	77,020	102,693	106,766	112,104	117,710
81455	DEFERRED COMP MATCH	28,559	14,768	15,645	16,859	15,278	12,934	22,173	23,281	24,701	26,208
81456	TCRS		12,834	10,667	13,056	25,957	16,270	27,891	29,286	30,750	32,288
81457	ARPA - TCRS CONTRIBUTIONS (CITY)				84						
81460	UNEMPLOYMENT CLAIMS	-	1,632	(408)	-			-	-	-	-
81470	WORKERS COMPENSATION PREMIUMS	3,373	3,599	2,069	4,061	3,905	4,181	7,167	7,526	7,902	8,297
81475	WORKERS COMPENSATION CLAIMS	1,200	-		19,666			2,775			
	TOTAL BENEFITS	300,689	355,344	379,004	440,758	489,775	293,473	461,008	499,317	535,620	574,898
Total Personnel		1,265,791	1,395,935	1,357,627	1,491,774	1,811,733	1,147,374	1,694,421	1,814,075	1,916,117	2,024,419
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	339	48	34	15	75		25	25	25	25
82130	VEHICLE LICENSES & TITLES	63	72	81	-	100		-	50	50	50
82140	VEHICLE TOW-IN SERVICES										
	TOTAL TRANSPORTATION CHARGES	402	120	115	15	175	-	25	75	75	76
82210	PRINTING & COPYING SERVICES, OUTSOURCED	250	-	53	53	100	237	200	200	200	200
82250	TESTING & PHYSICALS	350	150	-	-	100	99	100	100	100	100
82260	UNIFORM RENTAL & SERVICES		1,668	1,051	801	1,000	623	1,100	1,155	1,213	1,273
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES										
82299	OTHER OPERATING SERVICES	246	76	-	52	100	64	100	100	100	100
	TOTAL OPERATING SERVICES	846	1,894	1,104	906	1,300	1,023	1,500	1,555	1,613	1,673

Utility Admin Detail

Acct. #	Acct. Description	A2029	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82310	LEGAL NOTICES	40	-	-	-	-		250	250	250	250
82340	LEADERSHIP RETREATS	-	-	-	-	-		-	-	-	-
82350	DUES FOR MEMBERSHIPS	2,132	2,347	5,249	2,594	3,000	923	3,000	3,000	3,000	3,000
82355	PROFESSIONAL STANDARDS / ACCREDITATION										
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	2,048	-	25	1,937	2,000	95	2,000	2,000	2,000	2,000
82371	EMERGENCY RELIEF		323	13	600						
82372	UNITED WAY CAMPAIGN										
82373	RECRUITMENT										
82390	PUBLICATIONS, NON-TRAINING	262	407	-	318	500		500	500	500	500
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		4,482	3,077	5,287	5,449	5,500	1,018	5,750	5,750	5,750	5,750
82450	TELEPHONE SERVICE	432	669	669	331	500	212	400	500	500	500
82451	800 MHZ ACCESS LINE SERVICE	2,635	41	-	-	2,600		-	-	-	-
82455	CELLULAR TELEPHONE SERVICE	8,207	7,817	7,949	8,418	7,200	5,236	7,200	7,920	8,712	9,148
82470	INTERNET & RELATED SERVICES	394	1,403	1,591	1,787	1,700	947	1,600	1,760	1,936	2,033
TOTAL UTILITIES		11,668	9,930	10,209	10,536	12,000	6,395	9,200	10,180	11,148	11,680
82510	COMPUTER SERVICES			368	304	368		300	300	300	300
82560	CONSULTANT SERVICES										
82599	OTHER CONTRACTUAL SERVICES	1,318	216				99				
TOTAL CONTRACTUAL SERVICES		1,318	216	368	304	368	99	300	300	300	300
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	1,691	3,954	3,459	14,330	5,000	3,496	5,500	6,050	6,655	6,988
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	39	16	414	24	500	32	150	200	250	300
82660	BUILDING REPAIR & MAINTENANCE SERVICES	3,605	-	2,267		25,000			-	-	-
82699	OTHER REPAIR & MAINTENANCE SERVICES	3,061	260								
TOTAL REPAIR & MAINTENANCE SERVICES		8,396	4,230	6,140	14,354	30,500	3,528	5,650	6,250	6,905	7,288
82740	EMPLOYEE WELLNESS PROGRAM										
82750	EMPLOYEE RECOGNITION/RECEPTIONS	473	177	106	447	200		575	575	575	575
82780	TRAINING, OUTSIDE		-	175	4,285	1,000	1,675	-	-	-	-
82790	TRAINING, IN-HOUSE	514	721	-		500			500	500	500
TOTAL EMPLOYEE PROGRAMS		987	898	281	4,732	1,700	1,675	575	1,075	1,075	1,075
82810	REGISTRATIONS	3,804	1,805	849	404	5,000	2,745	5,000	5,000	5,000	5,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	572	2,056	-	267	850	435	600	600	600	600
82830	AIR TRAVEL	352	719	-	541	3,500	2,395	600	1,500	1,500	1,500
82840	LODGING	1,217	4,781	-	729	5,000	3,445	4,000	5,000	5,000	5,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	302	733	-	47	2,100	411	1,000	1,500	1,500	1,500
82890	OTHER TRAVEL EXPENSES	8	-	-		-			-	-	-
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		6,255	10,094	849	1,987	16,450	9,431	11,200	13,600	13,600	13,600
83110	OFFICE SUPPLIES	524	734	405	929	1,500	801	750	1,000	1,000	1,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	-	-		48	-	85	85	100	100	100
83130	EMPLOYEE BENEVOLENCE ITEMS	403	245	75	98	300	-	300	300	300	300
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,807	1,045	691	1,155	1,500	1,110	1,500	1,650	1,815	1,906
TOTAL OFFICE SUPPLIES		2,734	2,024	1,171	2,229	3,300	1,996	2,635	3,050	3,215	3,306
83210	TRAINING SUPPLIES		598								
83220	CHEMICALS & LAB SUPPLIES	-	-			100			100	100	100

Utility Admin Detail

Acct. #	Acct. Description	A2029	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
83240	MEDICAL SUPPLIES	227	-			-	16		-	-	-
83250	SAFETY SUPPLIES	837	61	18	-	300		250	300	300	300
83260	UNIFORMS PURCHASED	1,601	92	1,594	1,365	600	445	600	1,300	1,365	1,433
83270	CONSUMABLE TOOLS	144	244	140	321	300	134	300	300	300	300
83290	SOLID WASTE CONTAINERS				-						
83299	OTHER OPERATING SUPPLIES	990	104	55	638	300	590	750	750	750	750
TOTAL OPERATING SUPPLIES		3,799	1,999	1,807	2,324	1,600	1,185	1,900	2,750	2,815	2,883
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	4,082	5,505	6,415	11,493	10,250	6,640	18,000	19,800	21,780	23,958
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)										
TOTAL FUEL & MILEAGE		4,082	12,600	6,415	11,493	10,250	6,640	18,000	19,800	21,780	23,958
83510	FURNITURE, FIXTURES (<\$25,000)	444	342	230	200	500	130	500	500	500	500
83520	VEHICLES (<\$25,000)	-	-		-	-		-	502,000	-	-
83530	MACHINERY & EQUIPMENT (<\$25,000)	38	-	-	4,666	1,500	37	1,500	1,500	15,000	1,500
83540	COMPUTER HARDWARE (<\$25,000)	5,771	9,986	5,549	8,953	8,000	16,290	10,000	10,000	10,000	10,000
83550	COMPUTER SOFTWARE (<\$25,000)	1,019	7,434	401	263	10,000	-	1,000	1,000	1,000	1,000
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		7,272	17,762	6,180	14,082	20,000	16,457	13,000	515,000	26,500	13,000
83610	VEHICLE PARTS & SUPPLIES	-	-	40	18	100		100	100	100	100
83620	EQUIPMENT PARTS & SUPPLIES	981	-	14	25	100		100	100	100	100
83652	LANDSCAPING SUPPLIES	100	-		-	-		-	-	-	-
83654	GROUPS MAINTENANCE SUPPLIES	525	-		-	-		-	-	-	-
83660	BUILDING MAINTENANCE SUPPLIES			38			86	65	100	100	100
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES										
TOTAL REPAIR & MAINTENANCE SUPPLIES		1,606	-	92	43	200	86	265	300	300	300
85110	PROPERTY INSURANCE	1,114	817	1,340	1,416	1,486	1,402	1,402	1,472	1,546	1,623
85111	FRAUD INSURANCE	1,019	1,060	1,271	2,561	2,689	4,545	4,545	4,772	5,011	5,261
85112	INLAND MARINE INSURANCE	45	45	46	49	51	54	54	57	60	63
85113	AUTO PHYSICAL DAMAGE	277	259	302	346	363	389	389	408	429	450
85115	LIABILITY INSURANCE	1,096	1,214	1,343	1,305	1,371	2,055	2,055	2,158	2,266	2,379
85116	E&O LIABILITY INSURANCE	2,399	2,427	1,385	1,680	1,764	2,536	2,536	2,663	2,796	2,936
85117	VEHICLE LIABILITY INSURANCE	2,697	2,136	2,296	2,330	2,446	2,622	2,622	2,753	2,891	3,035
85119	UMBRELLA LIABILITY	942	1,021	982	1,099	1,154	1,399	1,399	1,469	1,542	1,620
85120	PROPERTY DAMAGE COSTS		-	-				-	-		
85125	LIABILITY CLAIMS/DEDUCTIBLES			-	1,329			-	-		
85140	SURETY/NOTARY BONDS	50	-	-	50	50	50	50	50	50	50
85170	EASEMENTS ACQUIRED										
TOTAL PROPERTY & LIABILITY COSTS		9,639	8,979	8,965	12,164	11,375	15,052	15,052	15,802	16,590	17,417
85310	PERMITS	422	18								
85320	STATE FEES	236	-	140	307	50	270	170	200	200	200
85340	RECORDING & FILING FEES	117	-		140						
TOTAL PERMITS		775	18	140	447	50	270	170	200	200	200
85530	E-COMMERCE FEES	404	9		1	50		-	-	-	-
85580	LATE CHARGES										
TOTAL FINANCIAL FEES		404	9	-	1	50	-	-	-	-	-

Utility Admin Detail

Acct. #	Acct. Description	A2029	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Total Operations		64,665	68,630	49,123	81,067	114,818	64,855	85,222	595,687	111,865	102,506
Capital											
89320	DISTRIBUTION SYSTEMS		-		-		-				
TOTAL IMPROVEMENTS		-	-	-	-	-	-	-	-	-	-
89510	FURNITURE, FIXTURE (>\$25,000)										
89520	VEHICLES (>\$25,000)		-	-	-	446,000	-	-	-	-	
89550	COMPUTER SOFTWARE (>\$25,000)		-								
TOTAL MACHINERY & EQUIPMENT (>\$25,000)		-	-	-	-	446,000	-	-	-	-	-
Total Capital		-	55,034	-	-	446,000	-	-	-	-	-
TOTAL EXPENDITURES		1,330,456	1,464,565	1,406,750	1,572,841	2,372,550	1,212,229	1,779,643	2,409,762	2,027,982	2,126,925

Wastewater Collection Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	991,678	1,101,246	1,077,581	1,069,827	1,449,018	913,319	1,319,239	1,449,018	1,521,469	1,597,542
81111	ARPA - PREMIUM PAY				28,429						
81112	ARPA COVID-19 LEAVE/ISOLATION				16,112						
81120	OVERTIME PAY	50,650	55,452	55,441	75,144	32,130	70,901	102,413	33,737	35,423	37,194
81199	VACANCY ADJUSTMENT					(44,225)			(50,716)	(53,251)	(55,914)
	TOTAL WAGES	1,042,328	1,156,698	1,133,022	1,189,512	1,436,923	984,220	1,421,651	1,432,039	1,503,640	1,578,822
81410	FICA (EMPLOYER'S SHARE)	74,924	83,369	81,723	83,815	99,121	72,119	100,922	110,850	116,392	122,212
81411	ARPA - FICA PREMIUM PAY				2,175		-				
81420	MEDICAL PREMIUMS	319,901	354,589	397,948	391,464	471,899	213,609	366,187	402,806	443,086	487,395
81422	NEAR-SITE CLINIC			12,926	10,988	10,500	6,128	10,505	11,556	12,711	13,982
81425	VISION INSURANCE PREMIUM	2,147	2,286	2,397	2,257	2,734	1,258	2,157	2,372	2,609	2,870
81430	DENTAL INSURANCE PREMIUMS	22,069	23,409	16,269	16,674	19,698	8,013	13,737	14,423	15,145	15,902
81431	FSA ADMINISTRATION			19	-	38	-	-	-	-	-
81433	GROUP INSURANCE PREMIUMS			8,384	8,395	8,156	4,573	7,839	8,623	9,399	10,245
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(66,411)	(70,598)	(62,521)	(61,399)	(78,954)	(42,422)	(72,723)	(79,996)	(87,195)	(95,043)
81441	CONTRIBUTIONS TO HSA	3,600	2,000	-	3,800	3,000	1,200	2,057	4,000	4,000	4,000
81443	EE DENTAL INSURANCE CONTRIBUTIONS			(8,089)	(7,831)	(10,927)	(1,779)	(3,050)	(3,355)	(3,522)	(3,699)
81444	EE VISION INSURANCE CONTRIBUTIONS			(404)	(406)	(518)	(277)	(369)	(406)	(447)	(492)
81450	RETIREMENT CONTRIBUTIONS	147,213	150,628	179,679	189,145	203,364	147,622	196,829	213,532	224,209	235,419
81455	DEFERRED COMP MATCH	13,826	7,737	5,141	4,574	3,634	3,177	5,446	5,719	6,067	6,438
81456	TCRS		11,141	9,462	10,498	21,951	15,470	26,520	27,846	29,238	30,700
81457	ARPA - TCRS CONTRIBUTIONS (CITY)				252						
81460	UNEMPLOYMENT CLAIMS			-				-	-	-	-
81470	WORKERS COMPENSATION PREMIUMS	7,845	8,404	11,105	6,353	29,064	4,658	7,985	8,384	8,804	9,244
81475	WORKERS COMPENSATION CLAIMS	209	415		180			9			
	TOTAL BENEFITS	525,323	573,380	654,039	660,934	782,760	433,349	664,049	726,354	780,497	839,174
Total Personnel		1,567,651	1,730,078	1,787,061	1,850,447	2,219,684	1,417,569	2,085,701	2,158,392	2,284,136	2,417,996
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	296	673	1,075	60	100	337	500	500	500	500
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	-	-	-	-	200		-	-	-	-
82130	VEHICLE LICENSES & TITLES	126	108	145	-	225	21	100	100	100	100
82140	VEHICLE TOW-IN SERVICES										
	TOTAL TRANSPORTATION CHARGES	422	781	1,220	60	525	358	600	600	600	600
82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,630	85	166	187	250		250	250	250	250
82240	TRANSCRIPTION FEES	100	-	20	-	100		100	100	100	100
82250	TESTING & PHYSICALS	787	1,646	89	89	500	346	500	500	500	500
82260	UNIFORM RENTAL & SERVICES	-	4,551	7,734	5,662	6,250	4,671	8,000	4,720	4,956	5,204

Wastewater Collection Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	13,931	5,539	1,065	832	1,500	1,435	-	1,500	1,500	1,500
82299	OTHER OPERATING SERVICES	4,877	-								
	TOTAL OPERATING SERVICES	21,325	11,821	9,074	6,769	8,600	6,452	8,850	7,070	7,306	7,554
82310	LEGAL NOTICES	2,459	-	-	29	500		500	500	500	500
82350	DUES FOR MEMBERSHIPS	110	135	135	1,685	250	1,800	2,000	2,000	2,000	2,000
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	1,032	490	651	2,001	2,000	344	2,000	2,000	2,000	2,000
82371	EMERGENCY RELIEF		2,815	28,958	100	1,000					
82372	UNITED WAY CAMPAIGN										
82390	PUBLICATIONS, NON-TRAINING	-	-	-	-	200		200	200	200	200
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	3,601	3,440	29,744	3,815	3,950	2,144	4,700	4,700	4,700	4,700
82410	ELECTRIC SERVICE	134,935	129,312	126,888	132,493	111,087	80,321	111,087	116,641	122,473	128,597
82420	WATER & SEWER SERVICE	2,970	2,873	4,188	2,426	3,000	1,757	3,100	3,255	3,418	3,589
82430	STORMWATER SERVICE	681	681	681	688	800	335	700	700	700	700
82435	SOLID WASTE SERVICE	2,613	3,093	3,274	3,192	3,200	1,879	3,300	3,300	3,300	3,300
82440	NATURAL GAS SERVICE	3,028	3,328	2,496	3,871	1,600	2,250	1,100	1,155	1,213	1,273
82450	TELEPHONE SERVICE	1,016	1,063	1,106	890	1,100	595	900	945	992	1,042
82455	CELLULAR TELEPHONE SERVICE	8,639	8,697	8,706	10,411	7,500	6,487	8,300	8,715	9,151	9,608
82470	INTERNET & RELATED SERVICES	2,222	5,167	4,032	3,111	2,800	14,648	15,200	3,000	3,000	3,000
	TOTAL UTILITIES	156,104	154,214	151,371	157,082	131,087	108,272	143,687	137,711	144,247	151,109
82520	LEGAL SERVICES	597,979	743,919	189,238	53,689	200,000	25,659	50,000	100,000	100,000	100,000
82540	ENGINEERING SERVICES										
82560	CONSULTANT SERVICES	48,180	69,411	160,597	115,902	108,000	36,093	133,000	220,000	253,000	253,000
82599	OTHER CONTRACTUAL SERVICES	116,138	8,031	9,690	8,043	115,000	3,027	102,000	380,000	288,000	288,000
	TOTAL CONTRACTUAL SERVICES	762,297	821,361	359,525	177,634	423,000	64,779	285,000	700,000	641,000	641,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	39,966	26,541	20,915	32,804	50,810	35,343	50,810	51,000	51,000	51,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	18,660	10,054	26,379	13,346	10,500	25,025	25,000	11,000	11,000	11,000
82640	PAVING & REPAIR SERVICES	10,277	11,819	12,469	68,583	55,000	48,032	55,000	60,000	65,000	70,000
82646	CONCRETE CURB REPAIR										
82652	LANDSCAPING SERVICES						2,799	2,800			
82653	IRRIGATION SERVICES										
82655	TREE SERVICES										
82660	BUILDING REPAIR & MAINTENANCE SERVICES	-	-	3,332	498	32,500		1,000	50,000	10,000	10,000
	<i>\$40k for both water & sewer to close in sheds</i>										
82682	REPAIR TO LINES	1,841	8,180	6,301	27,347	20,000	11,056	20,000	20,000	20,000	20,000
82683	WATER TANK MAINTENANCE SERVICES	-	-	-	-	-	-	-	-	-	-
82684	PUMP STATION REPAIR SERVICES	40,536	16,765	36,437	38,519	50,000	18,669	50,000	50,000	50,000	50,000
82699	OTHER REPAIR & MAINTENANCE SERVICES	63	1,850	-	-	5,000		5,000	5,000	5,000	5,000
	TOTAL REPAIR & MAINTENANCE SERVICES	111,343	75,209	105,833	181,097	223,810	140,924	209,610	247,000	212,000	217,000
82740	EMPLOYEE WELLNESS PROGRAM	-	-	-	-	-	-	-	-	-	-
82750	EMPLOYEE RECOGNITION/RECEPTIONS	157	293	122	843	350	144	850	900	900	900
82760	SAFETY PROGRAMS	-									

Wastewater Collection Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82780	TRAINING, OUTSIDE	2,656	1,650	2,030	2,890	3,000	1,380	3,000	3,500	3,500	3,500
82790	TRAINING, IN-HOUSE	111	245	21	-	2,000		2,000	2,000	2,000	2,000
TOTAL EMPLOYEE PROGRAMS		2,924	2,188	2,173	3,733	5,350	1,524	5,850	6,400	6,400	6,400
82810	REGISTRATIONS	190	-	-		3,500		1,000	1,000	1,000	1,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	288	-			200		200	200	200	200
82830	AIR TRAVEL	855	372			600		600	600	600	600
82840	LODGING	243	185		294	1,200		500	1,200	1,200	1,200
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	187	11		58	1,000	54	1,000	1,000	1,000	1,000
82890	OTHER TRAVEL EXPENSES	-	-			200		-	-	-	-
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		1,763	568	-	352	6,700	54	3,300	4,000	4,000	4,000
83110	OFFICE SUPPLIES	630	376	480	1,126	1,000	256	500	1,000	1,000	1,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)										
83130	EMPLOYEE BENEVOLENCE ITEMS	-	-	258	87	200	78	200	200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,302	1,658	1,725	2,141	2,100	1,580	1,500	1,600	1,700	1,800
TOTAL OFFICE SUPPLIES		2,932	2,034	2,463	3,354	3,300	1,914	2,200	2,800	2,900	3,000
83210	TRAINING SUPPLIES	-	-	107	-	200		200	200	200	200
83220	CHEMICALS & LAB SUPPLIES	480	-	-		-		-	-	-	-
83230	IMPROVEMENTS (>\$100,000)					22,500					
83240	MEDICAL SUPPLIES	310	235	108	170	500	224	500	500	500	500
83250	SAFETY SUPPLIES	24,497	10,107	4,520	9,431	7,000	5,567	7,000	7,000	7,000	7,000
83260	UNIFORMS PURCHASED	3,481	3,078	4,675	3,633	6,000	3,955	6,000	8,600	9,030	9,482
83270	CONSUMABLE TOOLS	5,431	7,328	3,820	7,157	11,000	4,909	11,000	11,000	11,000	11,000
83299	OTHER OPERATING SUPPLIES	5,339	7,418	3,906	4,235	7,000	2,488	5,200	6,000	6,000	6,000
TOTAL OPERATING SUPPLIES		39,538	28,166	17,136	24,626	54,200	17,143	29,900	33,300	33,730	34,182
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	44,294	32,442	29,143	52,022	55,138	32,562	63,000	66,150	69,458	72,931
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)										
TOTAL FUEL & MILEAGE		44,294	32,442	29,143	52,022	55,138	32,562	63,000	66,150	69,458	72,931
83510	FURNITURE, FIXTURES (<\$25,000)	573	-		743	300	200	550	500	500	500
83520	VEHICLES (<\$25,000)	20	-			-	34,765	34,765	35,000	35,000	35,000
83530	MACHINERY & EQUIPMENT (<\$25,000)	19,031	49,295	13,300	48,767	35,000	6,063	35,000	35,000	35,000	35,000
83540	COMPUTER HARDWARE (<\$25,000)	2,722	2,579	2,436	2,282	5,000	642	650	5,000	5,000	5,000
83550	COMPUTER SOFTWARE (<\$25,000)	5,057	4,026	7,717	27,740	35,500	2,500	-	-	-	-
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		27,403	55,900	23,453	79,532	75,800	44,170	70,965	75,500	75,500	75,500
83610	VEHICLE PARTS & SUPPLIES	1,761	527	579	1,117	1,000	1,376	1,000	1,000	1,000	1,000
83620	EQUIPMENT PARTS & SUPPLIES	10,978	7,875	5,096	14,193	25,625	6,083	12,000	15,000	15,000	15,000
83630	FIRE HYDRANT SUPPLIES										
83640	PAVING REPAIR SUPPLIES	53,784	43,495	16,650	54,782	24,600	16,360	24,600	25,830	27,122	28,478
83642	STREETLIGHT PARTS & SUPPLIES										
83643	SIGN SUPPLIES										

Wastewater Collection Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
83647	SIDEWALK REPAIR SUPPLIES										
83652	LANDSCAPING SUPPLIES	-	-	1,228	-	250	122	250	250	250	250
83653	IRRIGATION SUPPLIES										
83654	GROUPS MAINTENANCE SUPPLIES	50	205	316	447	250		250	250	250	250
83660	BUILDING MAINTENANCE SUPPLIES	2,498	624	323	1,682	10,000	722	2,000	5,000	5,000	5,000
83682	UTILITY LINES REPAIR SUPPLIES	57,561	66,043	40,646	83,173	75,000	48,704	75,000	78,750	82,688	86,822
83683	WATER TANK MAINTENANCE SUPPLIES	-	-	-	-	-	-	-	-	-	-
83684	PUMP STATION REPAIR SUPPLIES	53,130	78,740	78,232	78,786	95,000	26,400	63,000	66,150	69,458	72,930
83685	OTHER INVENTORY SUPPLIES	-	-	-	-	2,500	-	-	-	-	-
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	1,899	16	-	2,744	3,000	-	-	-	-	-
TOTAL REPAIR & MAINTENANCE SUPPLIES		181,661	197,525	143,070	236,924	237,225	99,767	178,100	192,230	200,767	209,730
85110	PROPERTY INSURANCE	21,451	21,412	21,142	22,239	23,350	24,886	24,886	26,130	27,437	28,809
85111	FRAUD INSURANCE	2,228	2,509	6,822	5,868	6,161	7,923	7,923	8,319	8,735	9,172
85112	INLAND MARINE INSURANCE	3,202	1,994	2,034	2,123	2,229	4,169	4,169	4,377	4,596	4,826
85113	AUTO PHYSICAL DAMAGE	1,923	1,534	1,935	2,152	2,259	2,391	2,391	2,511	2,636	2,768
85115	LIABILITY INSURANCE	15,316	6,966	10,869	5,934	6,230	15,609	15,609	16,389	17,209	18,069
85116	E&O LIABILITY INSURANCE	5,246	5,745	7,435	3,848	4,041	4,420	4,420	4,641	4,873	5,117
85117	VEHICLE LIABILITY INSURANCE	5,283	5,074	6,503	5,861	6,429	6,195	6,195	6,505	6,830	7,171
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	2,060	2,416	5,270	2,517	2,643	2,439	2,439	2,561	2,689	2,823
85120	PROPERTY DAMAGE COSTS	18,262	(1,506)	409	(7,732)	5,000	-	-	-	-	-
85122	VEHICLE CLAIMS/DEDUCTIBLES				-	-	-	-	-	-	-
85125	LIABILITY CLAIMS/DEDUCTIBLES	642	640		7,914	500	-	-	-	-	-
85126	PUBLIC LIABILITY CLAIMS/DEDUCTIBLES				1,575	2,000	-	-	-	-	-
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		-				-	-	-	-	-
85140	SURETY/NOTARY BONDS						-	-	-	-	-
85170	EASEMENTS ACQUIRED	161,233	3,500	-	-	50,000		10,000	10,000	10,000	10,000
TOTAL PROPERTY & LIABILITY COSTS		236,846	50,284	62,419	52,298	110,843	68,032	78,032	81,434	85,005	88,756
85230	LAND USE RENTAL	803	864	1,456	944	700	100	700	700	700	700
85240	EQUIPMENT RENTAL & LEASES	9,610	4,379	506	54,613	2,500	19,235	20,000	20,000	20,000	20,000
TOTAL RENTALS		10,413	5,243	1,962	55,557	3,200	19,335	20,700	20,700	20,700	20,700
85310	PERMITS										
85320	STATE FEES	2,658	1,309	1,461	2,390	1,500	912	100	500	500	500
85340	RECORDING & FILING FEES	699	141	304	5,520	250	317	250	250	250	250
TOTAL PERMITS		3,357	1,450	1,765	7,910	1,750	1,229	350	750	750	750
85530	E-COMMERCE FEES	70	14	40	137	100	8	100	100	100	100
85540	BILLING SERVICES										
85550	CASH SHORT/OVER										
85580	LATE CHARGES										

Wastewater Collection Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
	TOTAL FINANCIAL FEES	70	14	40	137	100	8	100	100	100	100
85990	MISCELLANEOUS										
85991	MISCELLANEOUS-DONATIONS										
	TOTAL OTHER BUSINESS EXPENSES										
86300	PAYING AGENT & OTHER DEBT FEES	1,825	1,394	973	907	1,000	615	1,000	1,000	1,000	1,000
86600	LEASE/LOAN PRINCIPAL	-	-	-	-	164,000	105,063	160,000	168,100	172,303	172,304
86700	LEASE/LOAN INTEREST	39,401	32,584	27,500	25,471	30,750	17,551	30,000	31,519	32,307	32,308
	TOTAL DEBT SERVICE	41,226	33,978	28,473	26,378	195,750	123,229	191,000	200,619	205,610	205,612
Total Operations		1,647,519	1,476,618	968,864	1,069,279	1,540,328	731,896	1,295,944	1,781,064	1,714,773	1,743,623
Capital											
89120	EASEMENTS ACQUIRED	-	-	-	-	-	-	-	550,000	550,000	-
	TOTAL LAND	-	-	-	-	-	-	-	550,000	550,000	-
89220	BUILDING DESIGN & CONSTRUCTION										
89230	BUILDING IMPROVEMENTS			-		22,500					
	TOTAL BUILDINGS			-	-	22,500	-	-	-	-	-
89320	DISTRIBUTION SYSTEMS	-	-	-	-	-	77,028	77,028	2,820,000	2,020,000	3,282,000
	TOTAL IMPROVEMENTS	-	-	-	-	-	77,028	77,028	2,820,000	2,020,000	3,282,000
89520	VEHICLES (>\$25,000)	-	-			175,000					
89530	MACHINERY & EQUIPMENT (>\$25,000)										
89550	COMPUTER SOFTWARE (>\$25,000)								-	-	
	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	175,000	-	-	-	-	-
Total Capital		-	-	-	-	197,500	77,028	77,028	3,370,000	2,570,000	3,282,000
TOTAL EXPENDITURES		3,215,170	3,206,696	2,755,927	2,919,726	3,957,512	2,226,493	3,458,673	7,309,456	6,568,910	7,443,620

Wastewater Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	835,485	899,051	906,782	909,472	1,529,891	839,240	1,212,236	1,529,891	1,606,386	1,686,705
81111	ARPA - PREMIUM PAY				21,322						
81112	ARPA COVID-19 LEAVE/ISOLATION				7,498						
81120	OVERTIME PAY	33,681	36,317	37,689	41,104	26,775	42,760	61,764	28,114	29,519	30,995
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES										
81198	CAPITAL FUND CONTRIBUTION				-	(36,292)		-	(36,292)	(36,292)	(36,291)
81199	VACANCY ADJUSTMENT					(42,562)			(53,546)	(56,223)	(59,035)
TOTAL WAGES		869,166	935,368	944,471	979,396	1,477,811	882,000	1,274,000	1,468,167	1,543,388	1,622,374
81410	FICA (EMPLOYER'S SHARE)	61,991	67,030	67,757	68,885	95,076	64,810	92,736	117,037	122,888	129,033
81411	ARPA - FICA PREMIUM PAY				1,631		-				
81420	MEDICAL PREMIUMS	250,635	272,616	288,817	284,074	404,639	162,335	278,289	306,117	336,729	370,402
81422	NEAR-SITE CLINIC (URGENT TEAM)			7,846	8,680	8,640	5,380	9,223	10,145	11,160	12,276
81425	VISION INSURANCE PREMIUMS	1,573	1,671	1,763	1,609	2,273	963	1,651	1,816	1,998	2,197
81430	DENTAL INSURANCE PREMIUMS	17,517	18,033	11,918	12,712	19,141	6,458	11,071	11,624	12,206	12,816
81431	FSA ADMINISTRATION			115	147	115	144	247	272	285	299
81433	GROUP INSURANCE PREMIUMS			6,247	6,209	7,499	3,908	6,699	7,369	8,033	8,756
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(55,337)	(57,286)	(49,550)	(47,537)	(67,916)	(31,799)	(54,513)	4,000	4,000	4,000
81441	CONTRIBUTIONS TO HSA				(6,929)		-	-	-	-	-
81443	EE DENTAL INSURANCE CONTRIBUTIONS			(6,938)	(315)	(10,927)	(1,401)	(2,402)	(2,642)	(2,774)	(2,913)
81444	EE VISION INSURANCE CONTRIBUTIONS			(332)	134,158	(433)	(213)	(284)	(312)	(344)	(378)
81450	RETIREMENT CONTRIBUTIONS	95,688	97,908	134,759	2,301	139,813	112,321	149,761	146,804	154,144	161,851
81455	DEFERRED COMP MATCH	11,819	697	1,362	16,737	-	-	-	-	-	-
81456	TCRS CONTRIBUTIONS (CITY)		13,944	16,108	505	37,801	22,867	39,201	41,161	43,219	45,380
81457	ARPA - TCRS CONTRIBUTIONS (CITY)										
81460	UNEMPLOYMENT CLAIMS				-			-	-	-	-
81470	WORKERS COMPENSATION PREMIUMS	5,969	16,068	5,846	6,066	12,765	4,979	8,535	8,962	9,410	9,881
81475	WORKERS COMPENSATION CLAIMS			21,842	82,617		9,831	100			
TOTAL BENEFITS		389,855	430,681	507,560	571,550	648,485	360,583	540,314	652,353	700,953	753,599
Total Personnel		1,259,021	1,366,049	1,452,031	1,550,945	2,126,295	1,242,583	1,814,315	2,120,518	2,244,342	2,375,973
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	1,309	465	795	83	150	2,983	4,000	150	150	150
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	-	-	-	-	5,000		5,000	5,000	5,000	5,000
82130	VEHICLE LICENSES & TITLES	36	45	36	-	125		125	125	125	125
82140	VEHICLE TOW-IN SERVICES	300									
TOTAL TRANSPORTATION CHARGES		1,645	510	831	83	5,275	2,983	9,125	5,275	5,275	5,275
82210	PRINTING & COPYING SERVICES, OUTSOURCED		264	-	-	500	339	500	500	500	500
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES										
82240	TRANSCRIPTION FEES		30	-	-	100		100	100	100	100

Wastewater Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
82250	TESTING & PHYSICALS	754	1,890	240	134	500	63	500	500	500	500
82260	UNIFORM RENTAL & SERVICES		4,616	9,019	8,361	8,500	6,120	10,500	30,050	31,553	33,130
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	465,724	439,264	576,192	599,543	558,133	285,491	570,000	550,000	550,000	550,000
82280	LAB FEES	76,529	63,512	93,558	62,967	85,000	46,217	80,000	84,000	88,200	92,610
82299	OTHER OPERATING SERVICES	87	-	-	-	500	32	50	100	100	100
TOTAL OPERATING SERVICES		543,094	509,576	679,009	671,005	653,233	338,262	661,650	665,250	670,953	676,940
82310	LEGAL NOTICES	57	57	119	29	250	105	250	250	250	250
82350	DUES FOR MEMBERSHIPS	380	680	380	2,025	1,800	1,800	2,100	2,100	2,100	2,100
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	396	882	429	1,120	1,500	13	1,500	1,500	1,500	1,500
82371	EMERGENCY RELIEF		1,838	9,357	700	5,000		-	-	-	-
82372	UNITED WAY CAMPAIGN										
82373	RECRUITMENT				1,230						
82390	PUBLICATIONS, NON-TRAINING										
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		833	3,157	10,285	5,104	8,550	1,918	3,850	3,850	3,850	3,850
82410	ELECTRIC SERVICE	1,117,199	1,092,399	1,105,966	1,209,493	1,122,279	779,113	1,094,906	1,149,651	1,207,134	1,267,491
82411	SOLAR ARRAY	(26,599)	(57,460)	(12,047)	(46,370)	(20,000)	797	(20,000)	(20,000)	(20,000)	(20,000)
82420	WATER & SEWER SERVICE	18,841	32,001	25,955	8,203	20,000	2,961	5,100	5,355	5,623	5,904
82430	STORMWATER SERVICE	5,008	5,008	5,023	5,173	5,060	3,066	5,300	5,565	5,843	6,135
82435	SOLID WASTE SERVICE	6,360	6,360	6,360	6,360	6,519	3,710	6,360	6,678	7,012	7,362
82440	NATURAL GAS SERVICE	8,118	12,235	10,249	26,011	8,000	97,711	170,000	50,000	50,000	50,000
82450	TELEPHONE SERVICE	1,995	2,785	2,659	670	1,000	241	425	446	469	492
82455	CELLULAR TELEPHONE SERVICE	2,709	2,643	2,430	3,236	2,500	2,100	3,600	3,780	3,969	4,167
82470	INTERNET & RELATED SERVICES		-		-	-	-	-	-	-	-
TOTAL UTILITIES		1,133,631	1,095,971	1,146,595	1,212,776	1,145,358	889,699	1,265,691	1,201,476	1,260,049	1,321,552
82510	COMPUTER SERVICES		-			-			-	-	-
82520	LEGAL SERVICES										
82540	ENGINEERING SERVICES						2,520				
82560	CONSULTANT SERVICES	44,990	40,380	63,620	76,823	89,000	34,296	89,000	136,000	127,000	127,000
82599	OTHER CONTRACTUAL SERVICES	-	-	2,400	30,238	16,000	19,678	51,000	84,000	84,000	84,000
TOTAL CONTRACTUAL SERVICES		44,990	40,380	66,020	107,060	105,000	56,494	140,000	220,000	211,000	211,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	25,526	56,327	51,060	30,363	25,810	25,712	30,000	30,000	30,000	30,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	125,861	160,212	252,851	111,271	160,000	48,227	160,000	160,000	160,000	160,000
82654	GROUNDS MAINTENANCE SERVICES	289	-	921	-	250		250	250	250	250
82660	BUILDING REPAIR & MAINTENANCE SERVICES	49,611	24,897	14,576	6,111	10,000	6,150	12,000	10,000	10,000	10,000
82684	PUMP STATION REPAIR SERVICES	8,052	5,717			-			-	-	-
82699	OTHER REPAIR & MAINTENANCE SERVICES	-	-	19,956		10,000		10,000	10,000	10,000	10,000
TOTAL REPAIR & MAINTENANCE SERVICES		209,339	247,153	339,364	147,745	206,060	80,089	212,250	210,250	210,250	210,250
82750	EMPLOYEE RECOGNITION/RECEPTIONS	-	227	65	925	600		1,100	1,100	1,200	1,200
<i>will be adding additional employees for solids building likely in FY25, \$25 gift cards for public works week</i>											
82760	SAFETY PROGRAMS		-			-			-	-	-
82780	TRAINING, OUTSIDE	1,145	1,060	2,840	1,010	6,000	370	5,000	6,000	6,000	6,000
82790	TRAINING, IN-HOUSE	95	92	185	48	500		20,000	20,000	20,000	20,000

Wastewater Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
	<i>training for boilers & other needs</i>										
	TOTAL EMPLOYEE PROGRAMS	1,240	1,379	3,090	1,983	7,100	370	26,100	27,100	27,200	27,200
82810	REGISTRATIONS	475	670	750	1,160	1,000		1,000	1,000	1,000	1,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	199	181		88	500	171	200	250	250	250
82830	AIR TRAVEL	742	-	-	684	750		-	750	750	750
82840	LODGING	2,397	1,355	770	2,024	2,500	2,145	2,500	2,500	2,500	2,500
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	530	232	207	283	600	136	200	600	600	600
82890	OTHER TRAVEL EXPENSES										
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	4,343	2,438	1,727	4,239	5,350	2,452	3,900	5,100	5,100	5,100
83110	OFFICE SUPPLIES	1,018	517	554	1,127	1,500	939	1,600	2,500	1,600	1,600
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	72	-			-		-	-	-	-
83130	EMPLOYEE BENEVOLENCE ITEMS	-	-	-	-	200		200	200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	540	434	844	958	1,250		1,250	1,313	1,379	1,448
	TOTAL OFFICE SUPPLIES	1,630	951	1,398	2,085	2,950	939	3,050	4,013	3,179	3,248
83210	TRAINING SUPPLIES	-	94	393	-	150	-	150	150	150	150
83220	CHEMICALS & LAB SUPPLIES	154,772	146,627	164,988	112,820	150,000	67,493	100,000	105,000	110,250	115,763
83221	ODOR CONTROL CHEMICALS	1,954	1,236	1,984	41,036	50,000	19,341	50,000	52,500	55,125	57,881
83240	MEDICAL SUPPLIES	1,787	1,554	1,866	1,966	2,500	879	2,000	2,500	2,500	2,500
83250	SAFETY SUPPLIES	8,607	8,078	2,768	3,354	3,500	5,399	8,500	8,500	8,500	8,500
83260	UNIFORMS PURCHASED	5,746	3,195	3,377	2,115	5,750	2,008	4,800	7,500	7,875	8,269
83270	CONSUMABLE TOOLS	488	3,201	1,304	1,045	2,500	730	5,000	5,000	5,000	5,000
83290	SOLID WASTE CONTAINERS						3,462	3,500			
83299	OTHER OPERATING SUPPLIES	3,590	3,599	2,557	5,896	8,500	6,640	9,500	10,000	10,000	10,000
	TOTAL OPERATING SUPPLIES	176,944	167,584	179,237	168,232	222,900	105,952	183,450	191,150	199,400	208,063
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	27,543	18,501	27,313	48,019	36,900	25,878	52,000	54,600	57,330	60,197
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)										
	TOTAL FUEL & MILEAGE	27,543	18,501	27,313	48,019	36,900	25,878	52,000	54,600	57,330	60,197
83510	FURNITURE, FIXTURES (<\$25,000)	-	-	63	812	1,000	265	750	3,000	1,000	1,000
83520	VEHICLES (<\$25,000)	-	-			-		-	-	-	-
83530	MACHINERY & EQUIPMENT (<\$25,000)	-	13,184	-	876	50,000	2,267	5,000	50,000	50,000	50,000
83540	COMPUTER HARDWARE (<\$25,000)	412	3,102	4,210	18,487	6,000	6,232	6,000	8,000	8,000	8,000
83550	COMPUTER SOFTWARE (<\$25,000)	2,560	-	-	-	35,000		-	-	-	-
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	2,972	16,286	4,273	20,175	92,000	8,764	11,750	61,000	59,000	59,000
83610	VEHICLE PARTS & SUPPLIES	847	2,388	1,043	805	1,500	508	1,500	1,500	1,500	1,500
83620	EQUIPMENT PARTS & SUPPLIES	103,671	83,641	30,628	76,271	50,000	31,667	50,000	60,000	70,000	80,000
83630	FIRE HYDRANT SUPPLIES						2,600				
83640	PAVING REPAIR SUPPLIES			340			-				
83654	GROUNDS MAINTENANCE SUPPLIES	720	1,297	1,602	2,773	500	2,304	4,000	4,000	4,000	4,000
83660	BUILDING MAINTENANCE SUPPLIES	9,174	25,137	4,901	12,953	10,000	11,293	10,000	12,000	12,000	12,000
83684	PUMP STATION REPAIR SUPPLIES	586	6,061	-	-	10,000		10,000	1,000	1,000	1,000
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	146			9		281	300	300	300	300
	TOTAL REPAIR & MAINTENANCE SUPPLIES	115,144	118,524	38,514	92,811	72,000	48,653	75,800	78,800	88,800	98,800

Wastewater Plant Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
85110	PROPERTY INSURANCE	89,859	94,763	93,662	98,368	103,286	110,061	110,061	115,564	121,342	127,409
85111	FRAUD INSURANCE	3,191	2,797	3,592	6,967	7,315	10,196	10,196	10,706	11,241	11,803
85112	INLAND MARINE INSURANCE	512	584	594	620	651	657	657	690	724	761
85113	AUTO PHYSICAL DAMAGE	525	490	712	1,025	1,076	1,179	1,179	1,238	1,300	1,365
85115	LIABILITY INSURANCE	3,433	3,204	3,106	3,551	3,729	4,611	4,611	4,842	5,084	5,338
85116	E&O LIABILITY INSURANCE	7,512	6,405	3,914	4,569	4,797	5,688	5,688	5,972	6,271	6,585
85117	VEHICLE LIABILITY INSURANCE	22,744	14,919	3,187	3,083	3,512	13,941	13,941	14,638	15,370	16,138
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	2,951	2,694	2,775	2,989	3,138	3,139	3,139	3,296	3,461	3,634
85120	PROPERTY DAMAGE COSTS										
85122	VEHICLE CLAIMS/DEDUCTIBLES										
85125	LIABILITY CLAIMS/DEDUCTIBLES										
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES										
85140	SURETY/NOTARY BONDS			-	-	-	-	-	-	-	-
85184	BUILDING IMPROVEMENTS (\$100,000)			43,182							
85170	EASEMENTS ACQUIRED										
TOTAL PROPERTY & LIABILITY COSTS		130,727	125,856	154,724	121,172	127,502	149,472	149,472	156,946	164,793	173,033
85230	LAND USE RENTAL										
85240	EQUIPMENT RENTAL & LEASES	-	-	-	-	2,000		2,500	2,500	2,500	2,500
TOTAL RENTALS		-	-	-	-	2,000	-	2,500	2,500	2,500	2,500
85310	PERMITS			1,141							
85320	STATE FEES	12,463	12,463	2,480	15,317	4,500	918	4,500	4,500	4,500	4,500
85340	RECORDING & FILING FEES										
TOTAL PERMITS		12,463	12,463	3,621	15,317	4,500	918	4,500	4,500	4,500	4,500
Total Operations		2,406,538	2,360,729	2,656,001	2,617,802	2,696,679	1,712,843	2,805,088	2,891,809	2,973,178	3,070,506
Capital											
89230	BUILDING IMPROVEMENTS		-	-	-		-	-	-	-	-
TOTAL BUILDINGS		-	-	-	-	-	-	-	-	-	-
89520	VEHICLES (>\$25,000)					165,000		165,000			
89530	MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	180,000	79,184	180,000	250,000	250,000	250,000
89550	COMPUTER SOFTWARE (>\$25,000)										
TOTAL MACHINERY & EQUIPMENT (>\$25,000)		-	-	-	-	345,000	79,184	345,000	250,000	250,000	250,000
Total Capital		-	-	-	-	345,000	79,184	345,000	250,000	250,000	250,000
TOTAL EXPENDITURES		3,665,559	3,726,778	4,108,032	4,168,747	5,167,974	3,034,610	4,964,403	5,262,328	5,467,520	5,696,479

Wastewater General Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	67,777	-			-			225,000	225,000	225,000
	TOTAL WAGES	67,777	-	-	-	-	-	-	225,000	225,000	225,000
81420	MEDICAL PREMIUMS	27,397	12,600			76,650			84,315	92,747	102,021
81421	MEDICAL PREMIUMS - RETIREES		170,915	17,410	17,440	17,876	11,182	17,440	18,323	18,781	18,782
81422	NEAR-SITE CLINIC (URGENT TEAM)										
81426	RETIREE VISION			(4)							
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(13,383)	-		-	(20,827)		(20,319)	(21,348)	(21,881)	(21,880)
81442	RETIREE INSURANCE CONTRIBUTIONS		(15,268)	(10,887)	(10,464)	(10,725)	(6,709)	(10,464)	(10,994)	(11,268)	(11,267)
81443	EE DENTAL INSURANCE CONTRIBUTIONS										
81499	COMPENSATED ABSENCES (FINANCE USE ONLY- AUDIT)		139,906	105,542	115,090						
81598	OPEB		244,741	258,690							
81599	PENSION		195,564	109,625							
81444	EE VISION INSURANCE CONTRIBUTIONS										
	TOTAL BENEFITS	14,014	748,458	480,376	122,066	62,974	4,473	(13,343)	70,296	78,379	87,656
Total Personnel		81,791	748,458	480,376	122,066	62,974	4,473	(13,343)	295,296	303,379	312,656
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES										
82120	FREIGHT FOR INBOUND PURCHASED ITEMS										
	TOTAL TRANSPORTATION CHARGES	-		-	-	-	-	-	-	-	-
82280	LAB FEES	-	2,439		-	450,000	37,254	450,000	-	-	-
82210	PRINTING & COPYING SERVICES, OUTSOURCED										
	TOTAL OPERATING SERVICES	-	2,439	-	-	450,000	37,254	450,000	-	-	-
82310	LEGAL NOTICES	40	200	14	24						
82350	DUES FOR MEMBERSHIPS		40	40	40		-				
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	40	240	54	64	-	-	-	-	-	-
82435	SOLID WASTE SERVICE		136	25	78		-	-			
82455	CELLULAR TELEPHONE SERVICE						255	500	500	500	500
82470	INTERNET & RELATED SERVICES						452	500	500	500	500
	TOTAL UTILITIES	-	136	25	78	-	707	1,000	1,000	1,000	1,000
82520	LEGAL SERVICES	24,708	18,004	2,683		-			-	-	-
82530	AUDIT SERVICES	12,250	12,375	11,250	11,500	13,000	11,750	12,000	12,000	12,000	12,000
82540	ENGINEERING SERVICES	-	15,250	-	-	-	3,902	-	-	-	-
82560	CONSULTANT SERVICES	142,382	16,454	16,075	45,860	78,000	57,523	78,000	80,000	87,500	80,000
<i>hazen's SE capacity PSA, contractual services spreadsheet</i>											
82599	OTHER CONTRACTUAL SERVICES	29,205	175,675	130,395	103,183	176,000	99,268	125,000	73,000	73,000	73,000

Wastewater General Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
	TOTAL CONTRACTUAL SERVICES	208,545	237,758	160,403	160,543	267,000	172,443	215,000	165,000	172,500	165,000
82640	PAVING & REPAIR SERVICES	7,812	-				34,876	35,000			
82610	VEHICLE REPAIR & MAINTENANCE SERVICES										
	TOTAL REPAIR & MAINTENANCE SERVICES	7,812	-	-	-	-	34,876	35,000	-	-	-
82890	OTHER TRAVEL EXPENSES										
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	-		-	-	-	-	-	-	-	-
83110	OFFICE SUPPLIES						176	200	200	200	200
	TOTAL OFFICE SUPPLIES	-	-	-	-	-	176	200	200	200	200
83220	LAB CHEMICALS & SUPPLIES	75		69	24,398		23,130	46,000			
83270	CONSUMABLE TOOLS						35				
	TOTAL OPERATING SUPPLIES	75	-	69	24,398	-	23,165	46,000	-	-	-
83530	MACHINERY & EQUIPMENT (<\$50,000)						742	1,000	1,000	1,000	1,000
83540	COMPUTER HARDWARE (<\$50,000)				225		117	120			
83550	COMPUTER SOFTWARE (<\$50,000)										
	TOTAL MACHINERY & EQUIPMENT (<\$50,000)	-	-	-	225	-	859	1,120	1,000	1,000	1,000
83620	EQUIPMENT PARTS & SUPPLIES	(21,580)					186	300			
83630	FIRE HYDRANT SUPPLIES	131									
83640	PAVING & REPAIR SUPPLIES	339			20,534		-				
83654	GROUPS MAINTENANCE SUPPLIES	31						3,900	3,900	3,900	3,900
83660	BUILDING MAINTENANCE SUPPLIES						49	49			
83682	REPAIR TO LINES SUPPLIES	(7,965)	12,243				3,497	3,497			
	TOTAL REPAIR & MAINTENANCE SUPPLIES	(29,044)	12,243	-	20,534	-	3,732	7,746	3,900	3,900	3,900
84710	ADMIN SERVICES PROVIDED BY GENERAL FUND	1,273,325	1,354,553	1,478,867	1,511,094	1,702,040	1,276,434	1,702,040	1,787,142	1,876,499	1,970,324
	TOTAL OPERATIONAL UNITS	1,273,325	1,354,553	1,478,867	1,511,094	1,702,040	1,276,434	1,702,040	1,787,142	1,876,499	1,970,324
85110	PROPERTY INSURANCE								101,800	106,890	112,235
85120	PROPERTY DAMAGE COSTS										
85125	LIABILITY CLAIMS/DEDUCTIBLES	-									
85130	LEGAL SETTLEMENTS						101,788	101,788			
85170	EASEMENTS ACQUIRED	18,375	63,430	(22,400)							
85190	DEPRECIATION		5,039,558	6,223,711	5,166,560						
	TOTAL PROPERTY & LIABILITY COSTS	18,375	63,430	6,201,311	5,166,560	-	101,788	101,788	101,800	106,890	112,235
85240	EQUIPMENT RENTAL & LEASES	2,515	-				331	706			
	TOTAL RENTAL	2,515	-	-	-	-	331	706	-	-	-
85310	PERMITS	1,200	4,450	500	1,475	1,500	1,850	2,000	1,000	1,000	1,000
85320	STATE FEES	75	290	1,500							
85330	UTILITY DISTRICT FEES										

Wastewater General Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
85340	RECORDING & FILING FEES	196	1,379	16							
	TOTAL PERMITS	1,471	6,119	2,016	1,475	1,500	1,850	2,000	1,000	1,000	1,000
85530	E-COMMERCE FEES		7,869	118,141	156,703	175,714	122,364	175,714	184,500	193,725	203,411
85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	-		-		-		-	-	-	-
85575	LEAK ADJUSTMENTS	-		-		-		-	-	-	-
	TOTAL FINANCIAL FEES	-	7,869	118,141	156,703	175,714	122,364	175,714	184,500	193,725	203,411
86100	PRINCIPAL	-	-	-		-	330,000	-	-	-	-
86200	INTEREST	256,399	211,576	166,355	492,701	116,446	511,540	113,606	119,357	122,341	122,342
86300	PAYING AGENT & OTHER DEBT FEES	261	13,435	45,460	77,165	87,680	64,110	85,541	89,872	92,118	92,119
86500	AMORTIZATION OF BOND PREMIUM		(3,625)	(3,625)	(102,311)						
86600	LEASE/LOAN PRINCIPAL		-	-		4,083,437	2,121,491	4,441,750	4,376,621	4,441,750	3,932,681
86700	LEASE/LOAN INTEREST		242,092	830,532	1,420,675	2,162,408	1,150,661	2,039,063	2,135,711	2,039,063	1,945,254
88095	TRANSFER TO DEBT SERVICE FUND	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
88100	TRANSFER TO CAPITAL PROJECTS FUND		270,000								
	TOTAL DEBT SERVICE	356,660	833,478	1,138,721	1,988,231	6,549,971	4,277,802	6,779,960	6,821,561	6,795,272	6,192,396
Total Operations		1,839,774	2,518,265	9,099,607	9,029,905	9,146,225	6,053,781	9,518,274	9,067,103	9,151,986	8,650,466
Capital											
89120	EASEMENTS ACQUIRED			0					-		
	TOTAL LAND	-	-	-	-	-	-	-	-	-	-
89220	BUILDING DESIGN & CONSTRUCTION						-				
89230	BUILDING IMPROVEMENTS						-	-	0		
	TOTAL BUILDINGS	-	-	-	-	-	-	-	-	-	-
89320	DISTRIBUTION SYSTEMS	-	-	-	-	4,167,500	1,760,811	3,031,000	5,820,000	5,020,000	4,282,000
	Sewer Lateral CIPP Rehab							\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000
	Sewer Rehab On-Call Services (mains)							\$ 400,000	\$ 300,000	\$ 300,000	\$ 450,000
	Sewer Rehab On-Call Services (MH)							\$ 250,000	\$ 200,000	\$ 200,000	\$ 100,000
	Adams Street Infrastructure Improvements							\$ 1,650,000	\$ -	\$ -	\$ -
	Evans Street Sewer Improvements							\$ -	\$ -	\$ -	\$ 32,000
	Advanced Metering Infrastructure (AMI)							\$ 91,000	\$ 150,000		
	West Main Infrastructure Improvements							\$ -		\$ -	\$ 250,000
	Lewisburg Avenue Sewer Improvements							200,000	3,000,000	3,000,000	1,000,000
	South Prong Sanitary Sewer Upgrade							\$ -	\$ 550,000	\$ -	\$ -
	*Riverview #1 Wastewater Pump Station Replacement							\$ -	\$ -		\$ 1,000,000
	Forrest Crossing #1 Pump Station Replacement							\$ -	\$ -		\$ 1,000,000
	design of Carter's Creek PS								\$ 100,000	\$ -	\$ -
	Boyd Mill & 11th Ave N Sewer									\$ -	\$ 250,000
	Fieldstone Farms #2 Rehabilitation Rehabilitation							\$ 40,000	\$ -	\$ -	\$ -
	WRF Influent Pump Station Odor Control							\$ -	\$ 820,000	\$ 820,000	\$ -

Wastewater General Detail											
Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
	ARPA Projects - WRF Redundancy & Resilience								\$ 500,000	\$ 500,000	
	TOTAL IMPROVEMENTS	-	-	-	-	4,167,500	1,760,811	3,031,000	5,820,000	5,020,000	4,282,000
Total Capital		-	-	-	-	4,167,500	1,760,811	3,031,000	5,820,000	5,020,000	4,282,000
TOTAL EXPENDITURES		1,921,565	3,266,723	9,579,983	9,151,971	13,376,700	7,819,065	12,535,931	15,182,399	14,475,365	13,245,122

Reclaimed Water

Section Summary

On February 10, 2004, the City of Franklin Board of Mayor and Aldermen officially created the Reclaimed Division through adoption of Title 18, Chapter 4, of the Franklin Municipal Code. The Reclaimed Water Section produces and distributes water for commercial irrigation use within the City's water service area. There are no dedicated personnel assigned to this division. Personnel from the Service Divisions currently maintain the reclaimed water lines and personnel from the Water Reclamation Plant operate and maintain the pumps and sampling stations.



Section Goals & Strategic Initiatives

The primary goal for the Reclaimed Water Section is to distribute high quality effluent water for irrigation needs of customers. A benefit of reclaimed water, in addition to a low cost alternative for irrigation water, is that it reduces loading of effluent to the Harpeth River. While the use of reclaimed water is typically seasonal, the Department has been and will continue to evaluate other disposal concepts that would reduce effluent discharge to the river that are consistent with the permit.

Though reclaimed water is not an essential service, it is imperative that the Department be able to serve the demands for the system. The addition of a reclaimed water booster station on the southern part of town will aid in delivering adequate pressures to new development and growth of the reclaimed system in that area. The development of the reclaimed water model allows for the evaluation of additional infrastructure easily to accommodate growth.



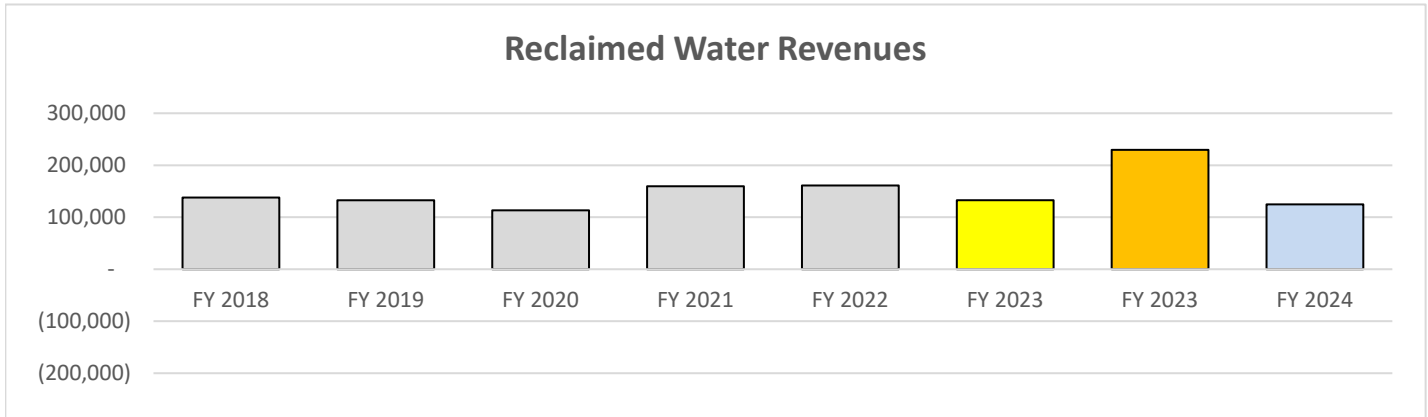
City of Franklin, Tennessee

FY 2024 Operating Budget

Reclaimed Water

Revenues

Revenues are being revised at this time. Year to date collections are stronger than anticipated. A final projection will be presented in May.



	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2023 EOY	FY 2024 Budget
Intergovernmental	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	600	1,000	-	1,000	1,000	1,000
Interest Income	691	1,958	-	-	-	-	-	-
Sale of Surplus Assets	-	-	-	-	-	-	6,198	-
Customer Service (Rates)	135,705	129,194	109,559	156,985	152,545	128,000	220,126	122,000
Inspection Fees	-	-	3,144	1,000	-	3,000	1,000	1,000
Other Service Revenue	1,500	1,500	-	600	8,552	750	1,300	750
Fund Balance Contrib.	-	-	-	-	-	-	-	-
Contributions from Develop.	-	-	-	-	-	-	-	-
Total Reclaimed Revenues	137,896	132,652	113,303	159,585	161,097	132,750	229,624	124,750



City of Franklin, Tennessee

FY 2024 Operating Budget

Reclaimed Budget

	<u>A</u>	<u>D</u>	<u>E</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual	Actual	Budget	EOY	Budget	Difference '23 v. '24	
	2021	2022	2023	2023	2024	\$	%
Personnel							
Total Personnel	-	-	-	-	-	-	0.0%
Contractual Services	14,653	7,151	9,500	2,105	9,500	-	0.0%
Repair & Maintenance Services	248	615	7,000	7,596	10,000	3,000	42.9%
Operating Supplies	53,118	55,553	81,000	126,106	225,000	144,000	177.8%
Machinery & Equipment (<\$25,000)	-	-	1,000	-	-	(1,000)	-100.0%
Repair & Maintenance Supplies	12,079	20,742	13,000	(9,660)	13,000	-	0.0%
Property & Liability Costs	129,402	129,463	-	-	-	-	0.0%
Rentals	-	-	-	7,874	-	-	0.0%
Debt Service and Lease Payments	16,687	15,478	67,624	42,379	67,624	-	0.0%
Total Operations	226,187	229,002	179,124	176,400	325,124	146,000	81.5%
Capital							
Capital	-	-	45,000	-	45,000	-	0.0%
Total Reclaimed Water	226,187	229,002	224,124	176,400	370,124	146,000	65.1%

Reclaimed Water Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES				-	-	-	-	-	-	-
82120	FREIGHT FOR INBOUND PURCHASED ITEMS				-	-	-	-	-	-	-
82130	VEHICLE LICENSES & TITLES										
82140	VEHICLE TOW-IN SERVICES										
	TOTAL TRANSPORTATION CHARGES	-		-	-	-	-	-	-	-	-
82310	LEGAL NOTICES		20	-		-			-	-	-
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	-	20	-	-	-	-	-	-	-	-
82410	ELECTRIC SERVICE										
82415	ELECTRIC SERVICE - STREETLIGHTS										
82420	WATER & SEWER SERVICE										
	TOTAL UTILITIES	-		-	-	-	-	-	-	-	-
82560	CONSULTANT SERVICES	9,410	26,092	11,038	4,200	7,500	2,105	7,500	17,500	17,500	17,500
82599	OTHER CONTRACTUAL SERVICES	1,928	2,409	3,615	2,951	2,000	-	2,000	7,000	7,000	7,000
	TOTAL CONTRACTUAL SERVICES	11,338	28,501	14,653	7,151	9,500	2,105	9,500	24,500	24,500	24,500
82610	VEHICLE REPAIR & MAINTENANCE SERVICES										
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	-	2,848	248	-	5,000	7,596	8,000	8,000	8,000	8,000
82684	PUMP STATION REPAIR SERVICES	-	-	-		-			-	-	-
82699	OTHER REPAIR & MAINTENANCE SERVICES	-	-	-	615	2,000	-	2,000	2,000	2,000	2,000
	TOTAL REPAIR & MAINTENANCE SERVICES	-	2,848	248	615	7,000	7,596	10,000	10,000	10,000	10,000
83220	CHEMICALS & LAB SUPPLIES	53,512	62,456	53,109	-	65,000	126,106	225,000	225,000	225,000	225,000
83221	ODOR CONTROL CHEMICALS				55,549	15,000	-	-	-	-	-
83240	MEDICAL SUPPLIES										
83250	SAFETY SUPPLIES										
83260	UNIFORMS PURCHASED										
83270	CONSUMABLE TOOLS	-	-	9	4	500	-	-	-	-	-
83290	SOLID WASTE CONTAINERS										
83299	OTHER OPERATING SUPPLIES	-	47	-	-	500		-	-	-	-
	TOTAL OPERATING SUPPLIES	53,512	62,503	53,118	55,553	81,000	126,106	225,000	225,000	225,000	225,000
83530	MACHINERY & EQUIPMENT (<\$25,000)	-	-	-	-	1,000		-	-	-	-
83550	COMPUTER SOFTWARE (<\$25,000)										

Reclaimed Water Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		-	-	-	-	1,000	-	-	-	-	-
83610	VEHICLE PARTS & SUPPLIES										
83620	EQUIPMENT PARTS & SUPPLIES	1,359	-	-	-	2,000		2,000	2,000	2,000	2,000
83630	FIRE HYDRANT SUPPLIES		26	-	27	2,500		2,500	2,500	2,500	2,500
83640	PAVING REPAIR SUPPLIES			214	377						
83660	BUILDING MAINTENANCE SUPPLIES	-	-	96	12,386	-		-	-	-	-
83680	METER REPAIR & REPLACEMENT SUPPLIES	-	-	-	-	2,500		2,500	2,500	2,500	2,500
83682	UTILITY LINES REPAIR SUPPLIES	1,791	(2,710)	11,769	7,952	4,000	(9,660)	4,000	4,000	4,000	4,000
83683	WATER TANK MAINTENANCE SUPPLIES		-	-		-		-	-	-	-
83684	PUMP STATION REPAIR SUPPLIES	-	-	-		2,000		2,000	2,000	2,000	2,000
83685	OTHER INVENTORY SUPPLIES										
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	-	45	-		-		-	-	-	-
TOTAL REPAIR & MAINTENANCE SUPPLIES		3,150	(2,639)	12,079	20,742	13,000	(9,660)	13,000	13,000	13,000	13,000
85125	LIABILITY CLAIMS/DEDUCTIBLES	-									
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES										
85140	SURETY/NOTARY BONDS										
85170	EASEMENTS ACQUIRED										
85184	BUILDING IMPROVEMENTS (\$100,000)			315							
85190	DEPRECIATION			129,087	129,463						
TOTAL PROPERTY & LIBABILITY COSTS		-	-	129,402	129,463	-	-	-	-	-	-
85230	LAND USE RENTAL										
85240	EQUIPMENT RENTAL & LEASES						7,874				
TOTAL RENTALS		-	-	-	-	-	7,874	-	-	-	-
85310	PERMITS										
85320	STATE FEES										
85340	RECORDING & FILING FEES										
TOTAL PERMITS		-									
85530	E-COMMERCE FEES										
85540	BILLING SERVICES										
85550	CASH SHORT/OVER										
85580	LATE CHARGES										
TOTAL FINANCIAL FEES		-									
85990	MISCELLANEOUS										
85991	MISCELLANEOUS-DONATIONS										
TOTAL OTHER BUSINESS EXPENSES		-									

Reclaimed Water Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
86600	LEASE/LOAN PRINCIPAL	-	-	-		50,490	25,245	50,490	51,753	53,047	53,048
86700	LEASE/LOAN INTEREST	19,010	17,864	16,687	15,478	17,134	17,134	17,134	17,562	18,001	18,002
	TOTAL DEBT SERVICE	19,010	17,864	16,687	15,478	67,624	42,379	67,624	69,315	71,048	71,050
Total Operations		87,010	109,097	226,187	229,002	179,124	176,400	325,124	341,815	343,548	343,550
Capital											
89230	BUILDING IMPROVEMENTS	-		-							
	TOTAL BUILDINGS	-		-	-		-	-			
89320	DISTRIBUTION SYSTEMS		-	-	-	45,000	-	45,000	322,400	1,020,000	
	TOTAL IMPROVEMENTS	-	-	-	-	45,000	-	45,000	322,400	1,020,000	-
89510	FURNITURE, FIXTURE (>\$25,000)										
89520	VEHICLES (>\$25,000)										
89530	MACHINERY & EQUIPMENT (>\$25,000)										
89540	COMPUTER HARDWARE (>\$25,000)										
89550	COMPUTER SOFTWARE (>\$25,000)										
	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	-	-	-	-	-	-
Total Capital		-	-	-	-	45,000	-	45,000	322,400	1,020,000	-
TOTAL EXPENDITURES		87,010	109,097	226,187	229,002	224,124	176,400	370,124	664,215	1,363,548	343,550

includes reclaimed and reclaimed general



City of Franklin, Tennessee
FY 2024 Operating Budget

Debt Service - Water, Wastewater & Reclaimed Funds Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2023	F 2024	F 2025	F 2026	F 2027	F 2028	Balance (2029-2037)	Total Outstanding (2024-2037)
Water Operations										
PRINCIPAL										
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	\$ 1,360,100	\$ 101,500	\$ 103,950	\$ 106,400	\$ 109,200			\$ -	\$ 319,550
ARRA Loan 2011 \$1.5M - (Reservoir Rehabilitation)	2011	\$ 1,500,000	\$ 78,310	\$ 80,546	\$ 82,848	\$ 85,215	\$ 87,648	\$ 90,153	\$ 236,805	\$ 663,215
SRF SCADA	2016	\$ 747,690	\$ 46,314	\$ 46,726	\$ 47,145	\$ 47,568	\$ 47,992	\$ 48,423	\$ 248,652	\$ 486,506
Bonds 2017 - \$12m (Water Plant)	2017	\$ 12,000,000	\$ 329,000	\$ 346,500	\$ 364,000	\$ 381,500	\$ 399,000	\$ 420,000	\$ 4,714,500	\$ 6,625,500
PRINCIPAL		\$ 15,607,790	\$ 555,124	\$ 577,722	\$ 600,393	\$ 623,483	\$ 534,640	\$ 558,576	\$ 5,199,957	\$ 8,094,771
INTEREST										
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	2.48%	\$ 10,319	\$ 7,710	\$ 5,127	\$ 2,482			\$ -	\$ 15,319
ARRA Loan 2011 \$1.5M - (Reservoir Rehabilitation)	2011	2.82%	\$ 19,904	\$ 17,668	\$ 15,366	\$ 12,999	\$ 10,566	\$ 8,061	\$ 8,721	\$ 73,381
SRF SCADA	2016		\$ 4,553	\$ 4,142	\$ 3,722	\$ 3,299	\$ 2,876	\$ 2,444	\$ 5,668	\$ 22,151
Bonds 2017 - \$12m (Water Plant)	2017	3.29%	\$ 304,990	\$ 288,540	\$ 271,215	\$ 253,015	\$ 233,940	\$ 213,990	\$ 997,010	\$ 2,257,710
INTEREST			\$ 339,766	\$ 318,059	\$ 295,431	\$ 271,796	\$ 247,381	\$ 224,496	\$ 1,011,399	\$ 2,368,562
TOTAL EXPENDITURES			\$ 894,890	\$ 895,781	\$ 895,823	\$ 895,279	\$ 782,021	\$ 783,071	\$ 6,211,356	\$ 10,575,151
Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2023	F 2024	F 2025	F 2026	F 2027	F 2028	Balance (2029-2053)	Total Outstanding (2024-2053)
Sewer Operations										
PRINCIPAL										
Bonds 2005 \$24.67M (Refund 2001 / 2002)	2001, 2002, 2005	\$ 9,868,000	\$ 622,000	\$ 580,000	\$ 580,000				\$ -	\$ 1,160,000
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	\$ 194,300	\$ 14,500	\$ 14,850	\$ 15,200	\$ 15,600			\$ -	\$ 45,650
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	\$ 868,572	\$ 46,852	\$ 48,128	\$ 49,439	\$ 50,785	\$ 52,169	\$ 53,589	\$ 249,608	\$ 503,718
SRF SCADA	2016	\$ 1,518,037	\$ 92,837	\$ 93,662	\$ 94,503	\$ 95,352	\$ 96,200	\$ 97,065	\$ 498,427	\$ 975,209
SRF Loan 2017	2017	\$ 1,275,000	\$ 35,520	\$ 36,048	\$ 36,576	\$ 37,116	\$ 37,668	\$ 38,220	\$ 956,000	\$ 1,141,628
SRF Loan 2018	2018	\$ 78,500,000	\$ 2,133,900	\$ 2,165,484	\$ 2,197,524	\$ 2,230,044	\$ 2,263,056	\$ 2,296,548	\$ 62,763,192	\$ 73,915,848
SRF Loan	2020	\$ 20,000,000	\$ 540,360	\$ 548,352	\$ 556,464	\$ 564,696	\$ 573,060	\$ 581,544	\$ 16,235,438	\$ 19,059,554
WRF Bonds	2021	\$ 10,660,000	\$ 330,000	\$ 350,000	\$ 365,000	\$ 385,000	\$ 405,000	\$ 425,000	\$ 8,400,000	\$ 10,330,000
SRF Loan	2021	\$ 19,500,000	\$ 267,468	\$ 540,096	\$ 547,044	\$ 554,088	\$ 561,228	\$ 568,452	\$ 16,461,624	\$ 19,232,532
PRINCIPAL		\$ 142,383,909	\$ 4,083,437	\$ 4,376,621	\$ 4,441,750	\$ 3,932,681	\$ 3,988,381	\$ 4,060,418	\$ 105,564,288	\$ 126,364,139
INTEREST										
Bonds 2005 \$24.67M (Refund 2001 / 2002)	2001, 2002, 2005	3.00%-5.00%	\$ 84,750	\$ 53,650	\$ 24,650				\$ -	\$ 78,300
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	2.48%	\$ 1,462	\$ 1,101	\$ 732	\$ 355			\$ -	\$ 2,188
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	2.69%	\$ 14,236	\$ 12,959	\$ 11,649	\$ 10,303	\$ 8,919	\$ 7,499	\$ 15,109	\$ 66,438
SRF SCADA	2016		\$ 9,141	\$ 8,302	\$ 7,462	\$ 6,613	\$ 5,764	\$ 4,900	\$ 11,363	\$ 44,403
SRF Loan 2017	2017		\$ 17,064	\$ 16,536	\$ 16,008	\$ 15,468	\$ 14,916	\$ 14,364	\$ 157,024	\$ 234,316
SRF Loan 2018	2018	1.47%	\$ 1,103,592	\$ 1,072,008	\$ 1,039,968	\$ 1,007,448	\$ 974,436	\$ 940,944	\$ 11,159,451	\$ 16,194,255
SRF Loan	2020		\$ 284,484	\$ 276,492	\$ 268,380	\$ 260,148	\$ 251,784	\$ 243,300	\$ 2,941,992	\$ 4,242,096
WRF Bonds	2021		\$ 468,150	\$ 451,650	\$ 434,150	\$ 415,900	\$ 396,650	\$ 376,400	\$ 2,793,650	\$ 4,868,400
SRF Loan	2021		\$ 179,530	\$ 243,012	\$ 236,064	\$ 229,020	\$ 221,880	\$ 214,656	\$ 2,724,596	\$ 3,869,228
INTEREST			\$ 2,162,408	\$ 2,135,711	\$ 2,039,063	\$ 1,945,254	\$ 1,874,349	\$ 1,802,062	\$ 19,803,185	\$ 29,599,625
TOTAL EXPENDITURES			\$ 6,245,845	\$ 6,512,332	\$ 6,480,813	\$ 5,877,935	\$ 5,862,730	\$ 5,862,480	\$ 125,367,473	\$ 155,963,764
Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2023	F 2024	F 2025	F 2026	F 2027	F 2028	Balance (2029-2037)	Total Outstanding (2024-2037)
Reclaimed Operations										
PRINCIPAL										
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	\$ 1,019,628	\$ 46,852	\$ 48,128	\$ 49,439	\$ 50,785	\$ 52,169	\$ 53,589	\$ 249,608	\$ 503,718
PRINCIPAL		\$ 1,019,628	\$ 46,852	\$ 48,128	\$ 49,439	\$ 50,785	\$ 52,169	\$ 53,589	\$ 249,608	\$ 503,718
INTEREST										
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	2.69%	\$ 14,236	\$ 12,959	\$ 11,649	\$ 10,303	\$ 8,919	\$ 7,499	\$ 15,109	\$ 66,438
INTEREST			\$ 14,236	\$ 12,959	\$ 11,649	\$ 10,303	\$ 8,919	\$ 7,499	\$ 15,109	\$ 66,438
TOTAL EXPENDITURES			\$ 61,088	\$ 61,088	\$ 61,088	\$ 61,088	\$ 61,088	\$ 61,088	\$ 264,717	\$ 570,156

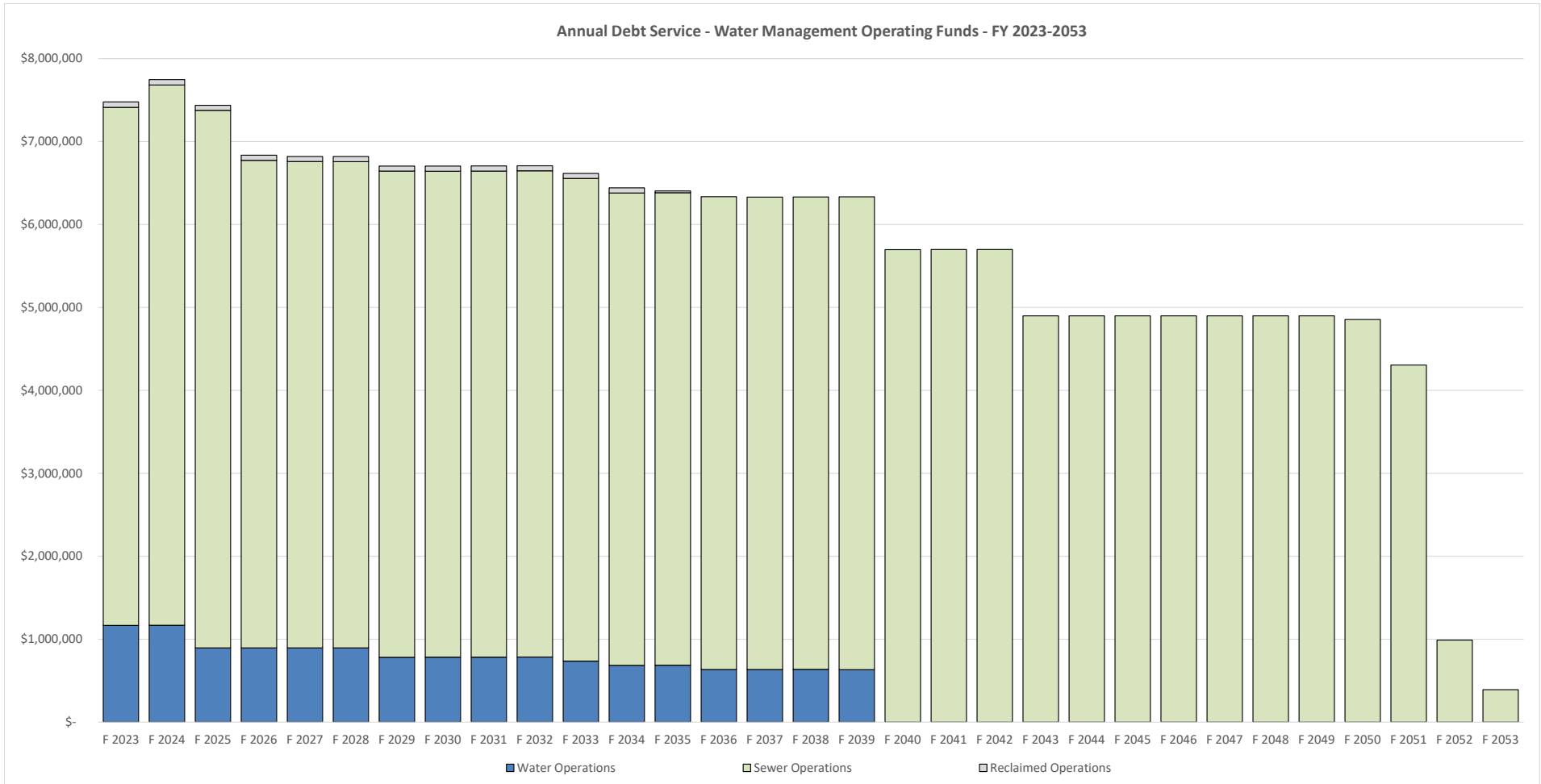
*Debt Service shown above for Proprietary Funds only shows budgeted debt service within operational accounts. Additional debt service is paid out of development accounts (Access & Taps) for all three funds - Water, Wastewater & Reclaimed.



City of Franklin, Tennessee
FY 2024 Operating Budget

Debt Service - Water, Wastewater & Reclaimed Funds Schedule

The chart below shows annual debt service for the operating Proprietary Funds (Water, Wastewater & Reclaimed Water) for all bonds issued from FY 2023-2053. General Obligation Bond Debt Service for the City of Franklin is budgeted within the Debt Service Fund.



*Debt Service shown above for Proprietary Funds only shows budgeted debt service within operational accounts. Additional debt service is paid out of development accounts (Access & Taps) for all three funds - Water, Wastewater & Reclaimed.



City of Franklin, Tennessee
FY 2024 Operating Budget

Debt Service - Water, Wastewater & Reclaimed Funds Schedule

Total Debt Service - Water Management Fund

Break out of Debt Total by Fund			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Balance (2029-2053)	Total Outstanding (2024-2053)
Sewer Ops (431)	**shown on previous pages**		\$ 6,245,845	\$ 6,512,332	\$ 6,480,813	\$ 5,877,935	\$ 5,862,730	\$ 5,862,480	\$ 125,367,074	\$ 155,963,365
Water Ops (421)	**shown on previous pages**		\$ 894,891	\$ 895,781	\$ 895,823	\$ 895,279	\$ 782,021	\$ 783,071	\$ 6,211,350	\$ 10,463,327
Reclaim Ops (441)	**shown on previous pages**		\$ 61,088	\$ 61,088	\$ 61,088	\$ 61,088	\$ 61,088	\$ 61,088	\$ 264,717	\$ 570,156
Sewer Impact (432)			\$ 2,178,318	\$ 2,067,075	\$ 2,022,245	\$ 1,116,825	\$ -	\$ -	\$ -	\$ 5,206,145
Water Impact (422)			\$ 527,297	\$ 527,383	\$ 527,154	\$ 527,209	\$ 271,260	\$ 271,710	\$ 2,447,790	\$ 4,572,506
Reclaim Access (442)			\$ 79,871	\$ 79,757	\$ 79,662	\$ 79,773	\$ -	\$ -	\$ -	\$ 239,192
Reclaim Taps (443)			\$ 15,974	\$ 15,951	\$ 15,932	\$ 15,955	\$ -	\$ -	\$ -	\$ 47,838
Total Debt Service			\$ 10,003,283	\$ 10,159,368	\$ 10,082,717	\$ 8,574,064	\$ 6,977,100	\$ 6,978,350	\$ 134,290,932	\$ 177,062,529
Principal			\$ 7,093,414	\$ 7,387,172	\$ 7,515,982	\$ 6,205,650	\$ 4,746,191	\$ 4,852,584	\$ 113,034,345	\$ 143,741,923
Interest			\$ 2,909,869	\$ 2,772,195	\$ 2,566,736	\$ 2,368,414	\$ 2,230,909	\$ 2,125,767	\$ 21,256,987	\$ 33,321,006
Total Debt Service			\$ 10,003,283	\$ 10,159,368	\$ 10,082,717	\$ 8,574,064	\$ 6,977,100	\$ 6,978,350	\$ 134,291,332	\$ 177,062,930



Debt Service Coverage

Debt Service Coverage	2022 Actual*
Water Management Fund Revenues	
Total Operating Revenues	\$ 36,950,009
add Investment Income	\$ (1,136,760)
add gain (loss) on sale of Assets	\$ 47,091
Total Water Management Fund Revenues	\$ 35,860,340
Water Management Fund Expenses	
Direct Operating expenses	\$ 31,394,125
less Depreciation	\$ (7,671,008)
add transfers out for Debt Service	\$ 200,000
Total Water Management Fund Expenses	\$ 23,923,117
Net Revenue Available for Debt Service	\$ 11,937,223
Net Revenue Available for Debt Service	\$ 11,937,223
divided by Debt Service (Prin. & Int.) Due	\$ 8,130,129
Debt Coverage Ratio	1.47
<i>(must exceed 1.25x)</i>	
Is there sufficient Debt Service Coverage?	Yes

**Ties to pages 40 & 133, 2022 ACFR*



Program Enhancement Summary Form

Department/Division: 52109 WATER-GENERAL

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Capital	Total
	FY2024	1	Integrator-Electrical-Communication Technician	1	\$ 13,268	\$ 18,975	\$ -	\$ -	\$ 32,243
	FY2024	2	Biosolids Dump Truck		\$ -	\$ -	\$ 25	\$ 165,000	\$ 165,025
	FY2024	3	Stand Alone Inspection Camera		\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000
	FY2024	4	Rubber Tracked Mini Excavator		\$ -	\$ -	\$ -	\$ 57,000	\$ 57,000
	FY2024	5	Administrative Secretary Reclassification		\$ 4,619	\$ 690	\$ -	\$ -	\$ 5,309
	FY2024	6	Rubber Tracked Skid Steer		\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000
Totals				1	\$ 17,887	\$ 19,665	\$ 25	\$ 417,000	\$ 454,577

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	\$ 222,025
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 137,243
	Quality Life Experiences	\$ 5,309
	Sustainable Growth & Economic Prosperity	\$ 90,000
Total Franklin Forward Allocations		\$ 454,577

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ 37,552	
	Operations	\$ 25	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ 417,000	
Total		\$ 454,577	\$ -



Program Enhancement Request Form - Personnel (PER-P)

Use this form to spell out your request for additional personnel and associated costs.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Compensation				
81110 REGULAR PAY	\$ 76,500		\$ 76,500	\$ 76,500
81110 REGULAR PAY	\$ (63,232)		\$ (63,232)	\$ (63,232)
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 1,015		\$ 1,015	\$ 1,015
Pension (Current 7.22%)	\$ 958		\$ 958	\$ 958
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -		\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)	\$ 84		\$ 84	\$ 84
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 10		\$ 10	\$ 10
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681, New Emp.6 Month \$8,454)	\$ 16,908		\$ 16,908	\$ 16,908
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 32,243	\$ 32,243

Purpose (Description) and Service Implication (if the request is not funded)

WMD is requesting funding for a new position from an existing position.

As operations continue to become more technical through upgrades and new technologies, the need for a field integrator is apparent to help diagnosis and repair instruments that help communicate operations with the SCADA system. Those instruments that communicate with the SCADA system provide real-time monitoring of pump operations, water levels of wet wells and tanks, alarms of equipment failure and potentially disastrous situations, and overall functionality of equipment. As the system continues to grow it's infeasible to have "eyes" on equipment all the time, and these communication instruments help keep a continuous eye on the system & plants.

During 2022, WMD spent nearly \$150,000 to Southern Sales and Independent Controls for field assessment of the communication instruments, and replacement of those instruments if needed. WMD believe bringing these activities in-house will be cost effective and allow for more consistent maintenance & repair to City equipment and a more-timely response to critical situations and The addition of this position devoted to Maintenance / Repair operations throughout the department will allow for greater operational flexibility and will allow for focused attention and specialization on the processes and equipment. We would like to bring this online in this fiscal year to receive the training and oversight that will be provided during start-up of the expanded facility by the vendors to create ownership and understanding of the tasks being performing.

Failure to approve this position will result in continuing to contract this work out to outside vendors and incurring the above cost, if not additional monies, based upon the increased volume of communication instruments.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82130 VEHICLE LICENSES & TITLES	\$ 25.00		\$ 25	\$ 25
VEHICLE REPAIR & MAINTENANCE		\$ 810.00	\$ -	\$ 810
& DIESEL FOR FLEET (INSIDE WILLI		\$ 4,400.00	\$ -	\$ 4,400
5117 VEHICLE LIABILITY INSURANCE		\$ 275.00	\$ -	\$ 275
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
89520 VEHICLES (>\$25,000)	\$ 165,000.00		\$ 165,000	\$ 165,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 165,025	\$ 170,510

Purpose (Description) and Service Implication (if the request is not funded)

WMD is requesting funding for a replacement dump truck for a 2009 Mack, Unit# 151. Unit# 151 has ~393,500 odometer miles and has exceeded the City's projected lifecycle for replacement. Street's Fleet Maintenance Division has performed extensive maintenance and repairs to this vehicle in recent years. This truck transports biosolids approximately 100 miles/trip, five days a week, many days making multiple trips. This replacement vehicle will continue to support the City and the Water Reclamation Facility's ability to transport biosolids for proper disposal. A replacement dump truck would enhance efficiency, lessen unscheduled down time and reduce the likelihood of continued roadside break-downs. Despite the new WRF solids process coming online in the next year, the need for biosolid disposal will continue. Replacing this vehicle would contribute to staff moral and the continued successful day-to-day operations of the Water Reclamation Facility. The Clean Water treatment process this vehicle supports requires a reliable vehicle that will allow for rapid response and seamless transport of biosolids. Failure to fund this item may subsequently hinder the Department's ability to properly perform some functions of the overall WMD operations.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
0 MACHINERY & EQUIPMENT (>\$25	\$ 90,000.00		\$ 90,000	\$ 90,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 90,000	\$ 90,000

Purpose (Description) and Service Implication (if the request is not funded)

The WMD is requesting a stand-alone CCTV camera mounted to a current vehicle that can be used to inspect sewer lines (Model: JAJ-600RWH or JAJ-600WH).

The current CCTV truck is operable, but is used for many aspect throughout the system, including inspections for third party developers for the bond list each month. This work can sometimes consume up to a weeks time of inspection of non-accepted infrastructure. Additionall, the CCTV is pulled off regular inspections to perform emergency inspection work on suspected backups or potential collapses as seen in the collection system.

The addition of this equipment would allow the current CCTV truck to remain on task with inspection of City infrastructure. Currently, the CCTV truck cannot inspect the annual EPA-recommended amount of the sewer becuase of being called off for bond list work or emergency work so frequently. An addition of a separate camera system will allow emergency work to be performed by crews or the current crew to split up and perform bond list work for development



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
MACHINERY & EQUIPMENT (>\$25,000)	\$ 57,000.00		\$ 57,000	\$ 57,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 57,000	\$ 57,000

Purpose (Description) and Service Implication (if the request is not funded)

This replacement Equipment cost could be split 50\50 between Wastewater Collections and Water Distribution. WMD is requesting funding to replace a Rubber-Tracked Excavator, Unit #65, a 2006 Bobcat 430G Mini-Excavator. This equipment is used by Service & Maintenance crews performing scheduled repairs & maintenance assignments as well as supporting emergency repairs throughout the City's service area. Fleet Maintenance Division has reported extensive damage / failure to the unit's hydraulic system due to ongoing leaks and has indicated repair costs to make this unit operational again exceed justification. Currently, Fleet had outsourced repairs but the machine was returned to Fleet still leaking fluids, and the unit remains in Fleet's area at this time.

A replacement unit will support Service Division's daily / weekly routine maintenance and repair activities throughout the City's service area.



Program Enhancement Request Form - Personnel (PER-P)

Use this form to spell out your request for additional personnel and associated costs.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Compensation				
81110 REGULAR PAY	\$ 52,854.00		\$ 52,854	\$ 52,854
81110 REGULAR PAY	\$ (48,235.00)		\$ (48,235)	\$ (48,235)
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 353.35		\$ 353	\$ 353
Pension (Current 7.22%)	\$ 333.49		\$ 333	\$ 333
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -		\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)			\$ -	\$ -
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 3.38		\$ 3	\$ 3
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681, New Emp.6 Month \$8,454)			\$ -	\$ -
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 5,309	\$ 5,309

Purpose (Description) and Service Implication (if the request is not funded)

This request is to reclassify the Administrative Secretary (PayGrade D) at the Water Treatment Facility to an Administrative Assistant (PayGrade E)

The position is currently filled and would entail a reclassification and a paygrade adjustment to the minimum paygrade of 5%.

The positions of Administrative Secretary and Administrative Assistant overlap a good deal between the two job descriptions, but they do differ in the coding and entering, and tracking of expenses for the Department. The current employee, Lynn Waller, has been performing these functions and tracks and maintains all of the WTPs receipts and documentation for purchasing, alleviating the Office Manager from needing to complete these tasks for the WTP. The duties of the Administrative Secretary position have evolved and increased to a level consistent with a Administrative Assistant position. This position at the WTP has proven valuable to staff and is necessary for continued operations and compliance organization and record-keeping activities.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
ACHINERY & EQUIPMENT (>\$25,00	\$ 105,000.00		\$ 105,000	\$ 105,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 105,000	\$ 105,000

Purpose (Description) and Service Implication (if the request is not funded)

The WMD is requesting funding to purchase a new rubber-track skid steer (101 HP) to support the Service Division's operations and maintenance activities throughout the City's service area. The addition of this equipment would be utilized for the maintenance / repair / installation of water, wastewater and reclaim infrastructure.

A rubber-tracked skid steer allows better agility when maneuvering in tight spaces. The rubber tracks are easier on grass surfaces versus a rubber-tire skid steer. Infrastructure Right of Ways and Easements continue to get tighter and the maintenance / repair of older infrastructure is increasing.

The existing rubber-tire skid steer continues to be used at many repair/maintenance sites but as ROWs continue to shrink, this machine is being mainly being used on hard surfaces or on improved surfaces to lessen the amount of after-repair clean up of ruts and torn-up yards. A replacement unit will support Service Division's daily / weekly routine maintenance and repair activities throughout the City's service area.



File #: 21-04476

DATE: March 22, 2023
TO: Budget & Finance Committee
FROM: Michael Walters Young, Budget and Analytics Manager
SUBJECT:

Budget Presentation - Appropriations To Outside Agencies

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the budget requests for Appropriations to Outside Agencies for FY 2023-2024.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February and March, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2024 Operating Budget Request

Appropriations



City of Franklin, Tennessee - FY 2024 Budget Request

Appropriations

Slide 2

Outline

- Outside Agency Funding Types
- Base Budget Request
 - Historic Funding Levels
- Program Enhancement Requests



City of Franklin, Tennessee - FY 2024 Budget Request

Appropriations

Outside Agency Funding Types

- **Internal Revenue Code Section 501c3:** a nonprofit organization that has been approved by the IRS as a tax-exempt, charitable organization (organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purpose). Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Internal Revenue Code Section 501c4 and 501c6:** a nonprofit civic organization that has been approved by the IRS as a tax-exempt organization which "...direct[s] their efforts at promoting the common economic interests of all commercial enterprises in a trade or community". Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Government:** Williamson County and its agencies and the State of Tennessee or any of its political subdivisions or instrumentalities that serve the City of Franklin.



City of Franklin, Tennessee - FY 2024 Budget Request

Appropriations

Base Budget Request

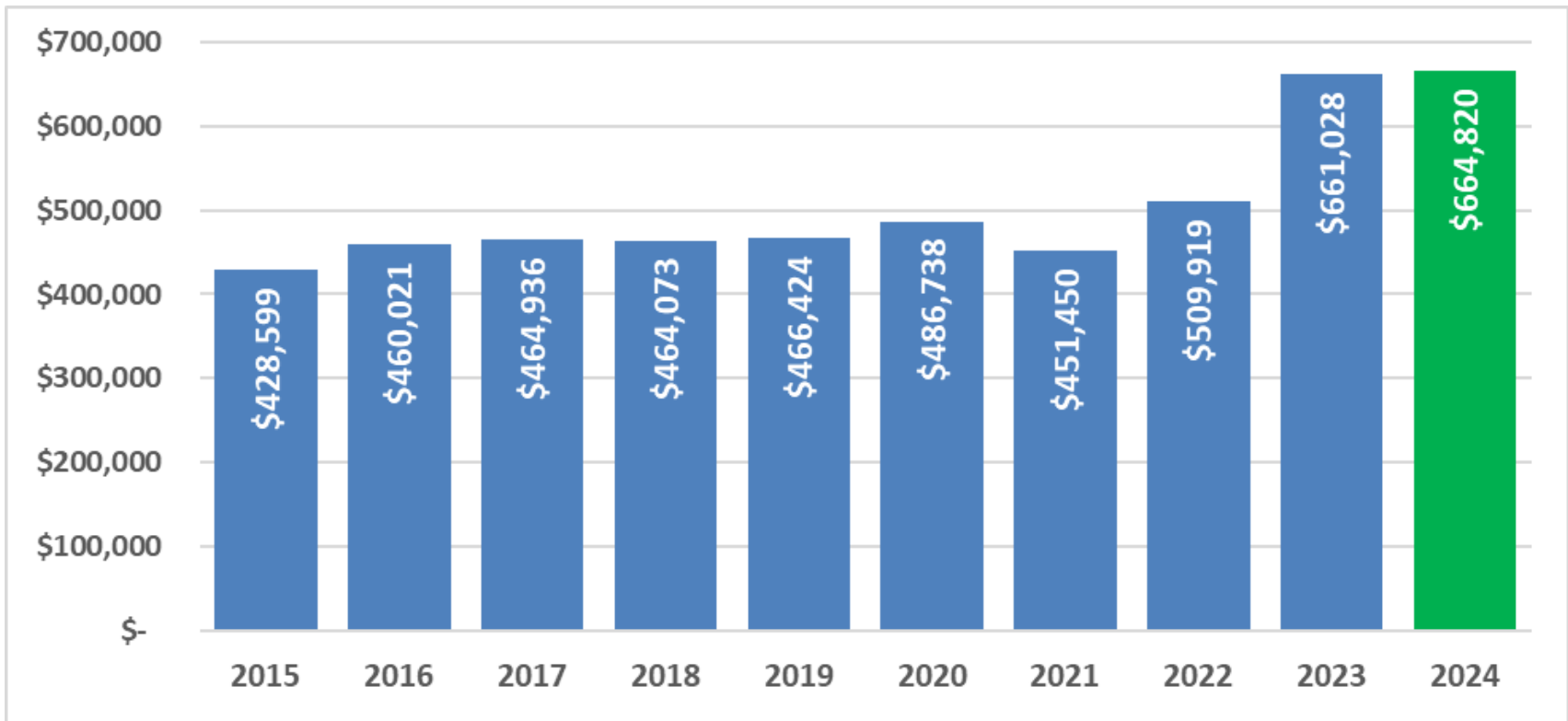
The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs that are under IRS classifications 501c3, 501c4, 501c6, and government entities.

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	446,248	509,339	661,028	661,028	664,820	3,792	0.6%
Capital	0	0	0	0	0	0	0.0%
Total	446,248	509,339	661,028	661,028	664,820	3,792	0.6%

- All funding requests are level-funded, except for two:
 - Animal Control Increase: \$9,041
 - ARC of Williamson County: (\$5,250) *(did not submit request)*

City of Franklin, Tennessee - FY 2024 Budget Request Appropriations

Base Budget Historic Funding Levels





City of Franklin, Tennessee - FY 2024 Budget Request

Appropriations

Slide 6

Program Enhancement Requests

In addition to the existing requests for funding under the Appropriations budget, there are twelve increase requests (totaling \$58,716) to address increased need in the community.

Increases:

- Boys & Girls Club	\$ 2,425
- Community Childcare	\$ 1,500
- Community Housing Part.	\$ 6,117
- Davis House	\$ 23,125
- Gentry's Education Center	\$ 7,475
- Gilda's Club Middle TN	\$ 825
- Graceworks	\$ 4,000
- Mid-Cumberland Hum. Res. Dues	\$ 9,180
- One Generation Away	\$ 2,500
- Sister Cities	\$ 1,569
Total	\$ 58,716



City of Franklin, Tennessee

FY 2024 Operating Budget

Appropriations

Budget Summary

	2021 Actual	2022 Actual	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	446,248	509,339	661,028	661,028	664,820	3,792	0.6%
Capital	0	0	0	0	0	0	0.0%
Total	446,248	509,339	661,028	661,028	664,820	3,792	0.6%

Department Goals

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs that are under IRS classifications 501c3, 501c4, 501c6, and government entities.



City of Franklin, Tennessee

FY 2024 Operating Budget

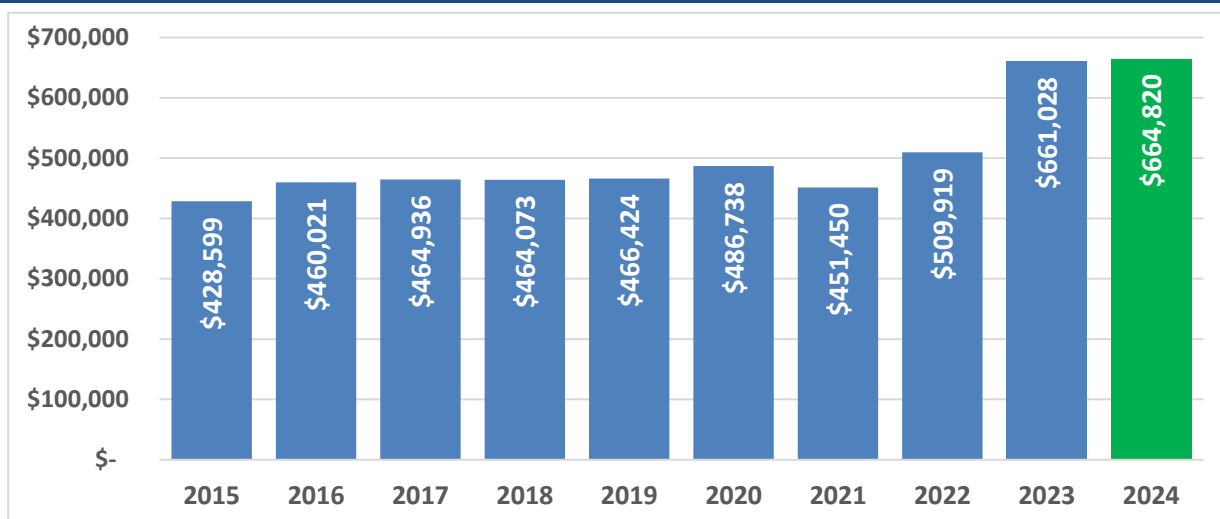
Organizational Chart

There is no organization chart associated with Appropriations. It is supervised by personnel in Administration and the Finance Department.

Staffing by Position

There are no staff formally associated with Appropriations. It is supervised by personnel in Administration and the Finance Department.

Ten-Year Appropriations History



Franklin Citizens Survey

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of services provided by Public Library Services	93%	7%	93%	7%
☒	% rating the quality of services provided by Health Services	88%	12%	88%	12%
☒	% rating the quality of services provided by Animal Control	79%	21%	84%	16%



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference	
						\$	%
Operations							
Appropriations to Governments							
Health Department	19,035	19,035	21,150	21,150	21,150	-	0.0%
Animal Control	91,394	121,976	180,828	180,828	189,869	9,041	5.0%
Library - Books	57,798	64,220	67,431	67,431	67,431	-	0.0%
Regional Transit Authority - 91X Bus	56,185	56,185	56,185	56,185	56,185	-	0.0%
TN Reha @ Franklin	10,427	20,273	21,896	21,896	21,896	-	0.0%
Total Appropriations to Gov't	234,839	281,689	347,490	347,490	356,531	9,041	2.6%
Appropriations to Charitable Organizations							
ARC	3,807	5,000	5,250	5,250	-	(5,250)	-100.0%
Boys & Girls Club	16,200	21,500	22,575	22,575	22,575	-	0.0%
Bridges	13,536	18,050	20,000	20,000	20,000	-	0.0%
Community Child Care	26,236	30,000	31,500	31,500	31,500	-	0.0%
Community Housing Partnership	7,614	8,460	8,883	8,883	8,883	-	0.0%
Franklin Tomorrow	31,149	34,610	36,341	36,341	36,341	-	0.0%
Gentry's Education Center	18,000	22,500	23,625	23,625	23,625	-	0.0%
Mid Cum Hum Res/Homemaker	4,230	4,230	4,442	4,442	4,442	-	0.0%
Mid-Cum Hum Res/Ombudsman	2,250	2,250	2,363	2,363	2,363	-	0.0%
Mid-Cum Meals on Wheels	9,137	9,137	9,594	9,594	9,594	-	0.0%
One Generation Away	-	-	5,000	5,000	5,000	-	0.0%
Second Harvest/Nashville's Table	-	-	5,000	5,000	5,000	-	0.0%
Sister City Program	4,950	5,500	32,581	32,581	32,581	-	0.0%
Waves	20,622	22,913	24,059	24,059	24,059	-	0.0%
Wmson Co Emergency Relief/Graceworks	13,500	20,000	21,000	21,000	21,000	-	0.0%
Transit Alliance	4,500	5,000	5,250	5,250	5,250	-	0.0%
Davis House	-	15,000	20,000	20,000	20,000	-	0.0%
Animal Control	30,465	-	-	-	-	-	0.0%
TN Reha @ Franklin	5,213	-	-	-	-	-	0.0%
Toussaint L'Ouverture Cemetery	-	-	32,400	32,400	32,400	-	0.0%
Gilda's Club	-	3,500	3,675	3,675	3,675	-	0.0%
Total Appropriations to Charitable Orgs.	211,409	227,650	313,538	313,538	308,289	(5,249)	-1.7%
Total Operations	446,248	509,339	661,028	661,028	664,820	3,792	0.6%
Total Appropriations	446,248	509,339	661,028	661,028	664,820	3,792	0.6%

Appropriations Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (9 mo.)	EOY2023	F2024	F2025	F2026
Operations											
87110	CONTRACTED SERVICES										
1	United Way - Community Needs Assessment	-	-								
2	Regional Transit Authority - 91X Bus	56,185	56,185	-	-	-	-	-	-	-	-
3	Franklin Tomorrow	34,610	34,610	-	-	-	-	-	-	-	-
4	Sister City Program	5,100	6,300	-	-	-	-	-	-	-	-
5	TN Reha @ Franklin	23,170	-	-	-	-	-	-	-	-	-
	CONTRACTED SERVICES	119,065	97,095	-	-	-	-	-	-	-	-
87120	APPROPRIATIONS TO GOVERNMENTS										
1	Health Department	21,150	21,150	19,035	19,035	21,150	-	21,150	21,150	21,150	21,150
2	Animal Control	-	-	91,394	121,976	180,828	135,621	180,828	189,869	189,869	189,869
3	Library - Books	64,220	64,220	57,798	64,220	67,431	50,573	67,431	67,431	67,431	67,431
4	TN Reha @ Franklin	-	28,964	10,427	20,273	21,896	16,422	21,896	21,896	21,896	21,896
5	IDB & Health/Education Board	-	-	-	-	-	-	-	-	-	-
6	Regional Transit Authority - 91X Bus	-	-	56,185	56,185	56,185	56,185	56,185	56,185	56,185	56,185
	APPROPRIATIONS TO GOVERNMENTS	85,370	114,334	234,839	281,689	347,490	258,801	347,490	356,531	356,531	356,531
87130	APPROPRIATIONS TO CHARITABLE ORGANIZATIONS										
1	ARC	4,230	4,230	3,807	5,000	5,250	3,938	5,250	-	-	-
2	Mid Cum Hum Res/Homemaker	4,700	4,700	4,230	4,230	4,442	3,332	4,442	4,442	4,442	4,442
3	Mid-Cum Hum Res/Ombudsman	2,500	2,500	2,250	2,250	2,363	1,772	2,363	2,363	2,363	2,363
4	Mid-Cum Meals on Wheels	10,152	10,152	9,137	9,137	9,594	7,196	9,594	9,594	9,594	9,594
5	Second Harvest/Nashville's Table	1,500	1,500	-	-	5,000	3,750	5,000	5,000	5,000	5,000
18	Sister City Program	-	-	4,950	5,500	32,581	24,436	32,581	32,581	32,581	32,581
6	Waves	22,913	22,913	20,622	22,913	24,059	18,044	24,059	24,059	24,059	24,059
7	Wmson Co Emergency Relief/Graceworks	15,000	15,000	13,500	20,000	21,000	15,750	21,000	21,000	21,000	21,000
8	Boys & Girls Club	18,000	18,000	16,200	21,500	22,575	16,931	22,575	22,575	22,575	22,575
9	Bridges	15,040	15,040	13,536	18,050	20,000	15,000	20,000	20,000	20,000	20,000
10	Community Child Care	29,140	29,140	26,236	30,000	31,500	23,625	31,500	31,500	31,500	31,500
11	Community Housing Partnership	8,460	8,460	7,614	8,460	8,883	6,662	8,883	8,883	8,883	8,883
17	Franklin Tomorrow	-	-	31,149	34,610	36,341	27,256	36,341	36,341	36,341	36,341
12	Gentry's Education Center	15,000	20,000	18,000	22,500	23,625	17,719	23,625	23,625	23,625	23,625
13	Transit Alliance	5,000	5,000	4,500	5,000	5,250	3,938	5,250	5,250	5,250	5,250
0	Animal Control	110,354	118,674	30,465	-	-	-	-	-	-	-
15	Gilda's Club	-	-	-	3,500	3,675	2,756	3,675	3,675	3,675	3,675
22	One Generation Away					5,000	3,750	5,000	5,000	5,000	5,000
21	Toussaint Cemetery					32,400	24,300	32,400	32,400	32,400	32,400
18	Davis House	-	-	-	15,000	20,000	15,000	20,000	20,000	20,000	20,000
*	Amount missing from detail		-	5,213							
	APPROPRIATIONS TO CHARITABLE ORGANIZATION	261,989	275,309	211,409	227,650	313,538	235,155	313,538	308,288	308,288	308,288
TOTAL APPROPRIATIONS		466,424	486,738	446,248	509,339	661,028	493,956	661,028	664,819	664,819	664,819
TOTAL OPERATIONS		466,424	486,738	446,248	509,339	661,028	493,956	661,028	664,819	664,819	664,819
TOTAL EXPENDITURES		466,424	486,738	446,248	509,339	661,028	493,956	661,028	664,819	664,819	664,819

FY 2024 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Intended Year:

2024

Department Priority: 1 of 1

Department:

45920 APPROPRIATIONS

Division:

FranklinForward Theme:

Quality Life Experiences

Title:

Additional Funding Requests

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY24 Only)	Ongoing Annual Cost (FY24 & Future)	TOTAL FY24 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation --></i>			
	\$0	\$0	\$0
Expenses			
87000 Appropriations		\$58,716	\$58,716
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$58,716	\$58,716

PURPOSE / DESCRIPTION OF REQUEST

In addition to the the recurring funding requests under the Appropriations budget, there are 10 which would be considered not part of the FY23 base budget.

- Boys & Girls Club	\$ 2,425
- Community Childcare	\$ 1,500
- Community Housing Part.	\$ 6,117
- Davis House	\$ 23,125
- Gentry's Education Center	\$ 7,475
- Gilda's Club Middle TN	\$ 825
- Graceworks	\$ 4,000
- Mid-Cumberland Hum. Res. Dues	\$ 9,180
- One Generation Away	\$ 2,500
- Sister Cities	\$ 1,569
Total	\$ 58,716

SERVICE IMPLICATION

FY2023 Appropriations Funding



Getting to Know
Our Community Partners

Outside Agency Funding Types

- **Internal Revenue Code Section 501c3:** a nonprofit organization that has been approved by the IRS as a tax-exempt, charitable organization (organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purpose). Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Internal Revenue Code Section 501c4 and 501c6:** a nonprofit civic organization that has been approved by the IRS as a tax-exempt organization which “...direct[s] their efforts at promoting the common economic interests of all commercial enterprises in a trade or community”. Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Government:** Williamson County and its agencies and the State of Tennessee or any of its political subdivisions or instrumentalities that serve the City of Franklin.

*information on the following slides were taken from applications submitted by the noted entities and “about” pages on entity websites.

501c3

“Promoting the General Welfare of Franklin Residents”



The Arc Williamson County is committed to helping individuals and families locate and access services and otherwise secure their rights guaranteed by law. The City of Franklin funds will be used toward the salary and supplies for staff who work with the Advocacy program which provides social skills training to students who attend Williamson County and Franklin Special Schools as well as young adults who reside in Franklin. Be on the lookout for the disABILITY Resource Fair! www.thearcwc.org



The Boys & Girls Clubs of Middle Tennessee are at the forefront of youth development, working with young people from disadvantaged economic, social, and family circumstances. The City of Franklin funds will be used for general operating purposes and 100% will go directly to programmatic expenses including after school transportation, proper staff coverage, purchase of educational and technology resources, field trips and outings, and the purchase of healthy snacks and meals. The funds will help provide local families access to affordable, after-school and summer opportunities at the Franklin Club. www.bgcmt.org



The Bridges Domestic Violence Center serves women, men, and their children affected by domestic violence, ensuring a safe transition to successful independent living through education, intervention, and case management. The City of Franklin funds would be used to support the crisis intervention team that responds upon request with the Franklin Police Department to the scene of domestic violence assaults. Funds will also support the shelter services; food, gas, clothing, legal assistance, rental subsidies, etc. www.bridgesdvc.org



The Community Child Care Center's mission is to provide a nurturing and safe childcare program. They help families reach levels of independence that would not be possible without an affordable, safe and nurturing care alternative for their children. The City of Franklin funds will go toward important areas of the program: assistance to families who have a financial hardship and are struggling to pay for care, pay increases to teachers who have shown resilience working everyday through the pandemic and beyond, required training for the educators, and hosting in house guest speakers and entertainment for the children. www.childcarefranklin.org



The Community Housing Partnership of Williamson County seeks to create, supply and maintain affordable housing by rehabilitation, maintenance, and restoration. The City of Franklin Funds would be used to support the Single-Family and Multi-Family Development programs with projects located within the City of Franklin. The funds will specifically be used towards administrative, operational, and project management costs to free up available funds from other sources for the project costs related to acquisition, rehabilitation, and construction of affordable housing. www.chpwc.org



The Davis House provides investigative and healing services to children who have been sexually and/or significantly physically abused and neglected. They also provide community education and outreach to public and private organizations and institutions. Services include forensic interviews, victim advocacy, therapy, and prevention training. The City of Franklin funding will go to support the general operations of Davis House CAC in Franklin. Davis House serves an average of 109 children from the City of Franklin. www.davishousecac.org

FRANKLIN
TOMORROW

Franklin Tomorrow is recognized as a community visioning and engagement partner for the City and its citizenry. The City of Franklin Funds will help continue events and help expand outreach with marketing initiatives. Events such as Breakfast with the Mayors, FrankTalks, Get Fit Franklin and Find Hope Franklin engage the community, foster collaboration, and advocate for a shared vision for the future of Franklin. www.franklintomorrow.org



Gentry's Education Center offers children in Franklin, TN the opportunity to enrich their lives through education and mentoring. Students are given needed instruction to fill gaps in learning and guidance and mentoring to realize their full potential. The City of Franklin funds will go toward providing Gentry's 2Gen Initiative (G2GI). G2GI will focus on creating opportunities for and addressing the educational needs of both children and families together. Funding will increase Gentry's teaching and counseling capacity. <https://sites.google.com/gentryeducationalfoundation.org/gentrys-educational-foundation>



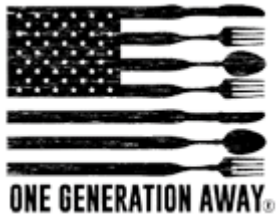
Gilda's Club Middle Tennessee is dedicated to providing support, education, and hope to all people impacted by cancer, including family members and friends of those diagnosed. The City of Franklin funding will directly support the program and operating costs for the virtual psychosocial cancer support program offered to the residents of Franklin completely free of charge and often not covered by traditional medical insurance. www.gildasclubmiddletn.org



GraceWorks offers wraparound services to many individuals and families in need. The wraparound services include food, clothing, housing support, and financial assistance. The City of Franklin funds will be used for rent and utility bill assistance. The average assistance given for rent per family is \$880 and \$163 for utility bill assistance. www.graceworksministries.net



The Mid-Cumberland Human Resource Agency was created on the belief that all Middle Tennesseans deserve to live productive, healthy, and independent lives. City of Franklin funds are requested for dues (used for the purpose of matching various federal programs of assistance), for the Homemaker and Elder Abuse Program to help provide direct support services to seniors who are neglected and no longer able to take care of themselves; keeps them home longer, for the Meals on Wheels program to directly help serve 1,827 meals, and for the Long-Term Care Ombudsman program to help provide Ombudsman services to the nursing homes and assisted care living facilities located in the City of Franklin. Ombudsman services are advocacy representatives for seniors in long term care facilities. www.mchra.com



One Generation Away rescues high-quality surplus foods from grocery stores, restaurants, caterers, and farms and distributes them to families experiencing food insecurity. The distributions take place in parking lots of partnering schools, churches, businesses and organizations, so they can take food to the areas of need to reduce the travel burden on food-insecure families. The City of Franklin funds will cover the food costs for two of the mobile food pantry distributions in Franklin. www.onegenaway.com



The Second Harvest Food Bank of Middle Tennessee's mission is to provide food to people facing hunger and work to advance hunger solutions. The City of Franklin funding will support the effort to collect donated food from retail stores in Franklin and Williamson County. This food or equal volume of a diverse mix of food items is delivered to other community partners for distribution to citizens. The program that collects the donated food for distribution is called the "Middle Tennessee's Table". The largest costs related to this program are truck operations (fuel and maintenance). www.secondharvestmidtn.org



The mission of Sister Cities of Franklin and Williamson County is to build global relationships, to share cultural and educational experiences, and to inspire economic growth for our community. The increase in funds will be used to offset the cost of hosting the Bad Soden mayoral visit and events, hosting the Humboldt Exhibit, evaluation of a fourth Sister City, support the 2022 Celebration of Nations, re-launch of student and/or adult exchanges, and toward general operating expenses (insurance, website, annual Sister City International membership fee, PO Box, etc.). www.sistercitiestn.org



The Toussaint L'Ouverture Cemetery Organization, Inc. is a new organization whose mission is to maintain and beautify the Toussaint L'Ouverture Cemetery in Franklin. In 1884, the Toussaint L'Ouverture Cemetery was created specifically for the internment of “persons of African descent” and was named in honor of Francois Toussaint Louverture, a Haitian man who had been enslaved before leading the only successful slave revolt in modern history. The revolt led to Haiti’s independence from France and Spain, and Louverture became an inspiration to slaves of African descent in the Western Hemisphere. This cemetery is now a part of the National Register of Historic Places. City funds will help offset the costs of regular maintenance.



The Transit Alliance of Middle Tennessee works with contributors, community officials and regional leaders to build support for funding regional transit in Middle Tennessee with a purpose to educate, empower, and mobilize policy to serve the entire region. The City of Franklin funds will support programs, including the Transit Citizen Leadership Academy, regional Alumni and volunteer training efforts, as well as other educational programs as opportunities arise.

www.thetransitalliance.org



Waves empowers individuals with intellectual and developmental disabilities to progress toward their full potential. The City of Franklin funds will go toward the Franklin Adult Day Program. The Franklin Adult Day Program provides meaningful daily activities for adults that will empower them to progress toward their full potential. Such support allows them to participate in, and contribute to, family and community life. Having a safe place for their family member allows their other family members to work. www.wavesinc.com

501c6 and 501c4

“Bringing About Civic Betterments and Social Improvements”



The Williamson County Chamber of Commerce provides unparalleled access to education, leadership development, relationship-building and up-to-the-minute information about doing business in one of the country's fastest growing counties. The City of Franklin funds to the Tourism division will be used to support the growth of new and existing businesses throughout the City and greater Williamson County, including professional development opportunities, networking and business development-oriented programs/events to support small, medium, and large companies. The City of Franklin funds toward the Economic Development division will be used to help support the strategic plan in the areas of career growth (existing business initiatives, business recruitment, and entrepreneurship), outreach (local and regional planning initiatives), and talent (workforce development programming). www.willamsonchamber.com



The Williamson County Convention & Visitors Bureau (Visit Franklin) is the official destination marketing organization for Williamson County, TN, including all its incorporated cities. They are responsible for developing and implementing an effective program of marketing, sales, promotion, and new market development designed to attract visitors to Williamson County. Their focus is on leisure travel, meetings/conferences/conventions, group tours, and sports marketing. The City of Franklin funds will go toward supporting the operations of Visit Franklin and their efforts to impact each market segment with advertising, digital marketing, direct sales, trade show and marketplace attendance, publications, media familiarization tours/site inspections, and new product development. www.visitfranklin.com



The Greater Nashville Regional Council assists local communities and state agencies in the development of plans and programs that guide growth and development in the most desirable, efficient, and cost-effective manner, while ensuring the continued long-term livability of the region. They convene elected leadership and local practitioners to brainstorm strategies for improving quality of life; facilitating cooperative policy-making in order to prioritize state and federal investments into area social services and public infrastructure; and provide a public forum for Middle Tennesseans to shape regional decisions. The GNRC operates as a council of governments and represents 13 counties and 52 cities in Middle Tennessee. www.gnrc.org

Government

“Working Together To Support Our Citizens”



The Williamson County Health Department addresses health issues identified in Williamson County. They implement programs that promote health and safety within our community. Health educators provide numerous events and activities for both Williamson County and Franklin Special School District schools including nutrition and physical activity events. The Health Department plans to continue its collaboration with other agencies to provide education and prevention strategies about the county's leading indicators. www.williamsoncounty-tn.gov/120/Health-Department



The Williamson County Animal Center makes Williamson County Tennessee better for animals through adoption, education, enforcement and pet population control. They have a goal of increasing the save rate, finding a good home for every adoptable pet, slowing pet population growth, ending animal neglect and abuse, and being a positive force in the community. www.adoptwcac.org



The Williamson County Library seeks to meet the recreational, educational, and information needs of county patrons through a significant collection of digital and print materials housed at a network of county wide locations headquartered in Franklin; extensive personal computer and related technology; and diverse and interesting programs targeted to various age groups. The City of Franklin funds are used exclusively for reading materials. www.wcpltn.org



The Tennessee Rehabilitation Center at Franklin provides no cost services in the form of Vocational Evaluations, Employee Development Services, Job Placement, and Pre-Employment Transition Services to eligible individuals in Franklin with significant disabilities who are interested in obtaining training and employment. www.tn.gov/humanservices/ds/community-trc.html



The Regional Transit Authority is a State Agency that provides ridesharing opportunities in order to promote the economic growth of our membership and improve the air quality of our community. RTA is led by a board of city and county mayors and community leaders. The City of Franklin funds are for the Route 95X (Franklin/Spring Hill). www.rtarelayandride.com



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Eric Higgs
Eric Higgs (Mar 15, 2023 05:49 CDT)
Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Boys and Girls Clubs of Middle Tennessee (Franklin Club)

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

See attachment

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

STATEMENT OF WORK (PROGRAM OBJECTIVES)

We are dedicated to ensuring that our community's children and teens have greater access to quality programs and services. Our goal is to ensure that our Club youth are 100% ready for their great futures--ready to read, ready for class the next day, ready to graduate, ready for their careers and ready to serve their communities.

Program objectives are to:

1. Provide academic enrichment with a focus on science, technology, engineering, the arts, math and technology to increase the abilities of lower performing students along with other academic activities.
2. To provide students a structured and safe environment that stresses responsible behavior, respect for others, and positive attitudes.
3. To provide an intense intervention program for those residing in economically and socially disadvantaged neighborhoods.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Eric Higgs	03/15/2023
-------------------	-------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Eric Higgs
[Eric Higgs \(Mar 15, 2023 05:49 CDT\)](#)

03/15/2023

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Boys and Girls Clubs of Middle Tennessee (Franklin Club)

Attachments:

- ☐ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☒ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Boys and Girls Club of Middle Tennessee

Name of Nonprofit Organization

1704 Charlotte Pike Suite 200

Nashville

Davidson

37203

Street Address

City

County

State

Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from Jan. 2022 **through** Dec. 2022

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$	
State Grants		2612351
Financial Assistance from Local Governments		67285
Donations and Gifts from Citizens		1326728
Membership Dues		13248
Fees/Charges for Services		225542
Fundraising Events		375977
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		72704
Other Receipts		332822
Total Receipts	\$	<u>5026657</u> (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	688856
Salaries and Wages		3342683
Employee Benefits		179827
Payroll Taxes		237955
Fees for Services (non-employee)		746386
Advertising and Promotion		82992
Office Expenses		88354
Leases/Rentals		75575
Maintenance and Repairs		58804
Supplies		588826
Travel		25602



STATE OF TENNESSEE
Tre Hargett, Secretary of State
Division of Business Services
William R. Snodgrass Tower
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

DARRYL GRIFFIN - AREA VICE PRESIDENT
STE 200
1704 CHARLOTTE AVE
NASHVILLE, TN 37203-2979

March 22, 2013

Request Type: Certificate of Existence/Authorization
Request #: 0092686

Issuance Date: 03/22/2013
Copies Requested: 1

Document Receipt

Receipt #: 973072 Filing Fee: \$20.00
Payment-Check/MO - BOYS & GIRLS CLUBS OF MIDDLE TN, INC, NASHVILLE, TN \$20.00

Regarding: BOYS AND GIRLS CLUBS OF MIDDLE TENNESSEE

Filing Type: Corporation Non-Profit - Domestic

Control #: 80129

Formation/Qualification Date: 03/21/1917

Date Formed: 03/21/1917

Status: Active

Formation Locale: TENNESSEE

Duration Term: Perpetual

Inactive Date:

Business County: DAVIDSON COUNTY

CERTIFICATE OF EXISTENCE

I, Tre Hargett, Secretary of State of the State of Tennessee, do hereby certify that effective as of the issuance date noted above

BOYS AND GIRLS CLUBS OF MIDDLE TENNESSEE

- * is a Corporation duly incorporated under the law of this State with a date of incorporation and duration as given above;
- * has paid all fees, taxes and penalties owed to this State (as reflected in the records of the Secretary of State and the Department of Revenue) which affect the existence/authorization of the business;
- * has filed the most recent corporation annual report required with this office;
- * has appointed a registered agent and registered office in this State;
- * has not filed Articles of Dissolution or Articles of Termination. A decree of judicial dissolution has not been filed.

Tre Hargett
Secretary of State

Processed By: Sheila Keeling

Verification #: 002712719

Internal Revenue Service

Department of the Treasury

District
Director

Delaware-Maryland District

31 Hopkins Plaza, Baltimore, MD 21201

JULY 14, 1998

BOYS AND GIRLS CLUB OF
MIDDLE TENNESSEE, INC.
PO BOX 110268
NASHVILLE, TN 37222-0268

P.O. Box 13163, Room 817
Baltimore, MD 21203

Employer Identification Number:
62-0540402

Person to Contact:
EP/EO Tax Examiner

Telephone Number:
(410) 962-6058

Dear Sir/Madam:

This is in response to your inquiry received JULY 10, 1998, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective SEPTEMBER, 1954.

We have also determined that the organization is not a private foundation because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.

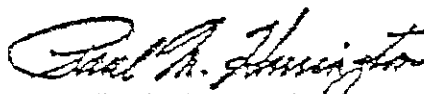
As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during the calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.

Because this letter could help resolve any questions about your exempt status, it should be kept in your permanent records.

Sincerely yours,



Paul M. Harrington
District Director

Program Description

For over 120 years, Boys & Girls Clubs of Middle Tennessee (BGCMT) has been at the forefront of youth development, working with young people experiencing disadvantaged economic, social, and family circumstances. We have actively sought to enrich the lives of girls and boys, ages 5-18 years old, which other youth agencies have had difficulty reaching. Our mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible and caring citizens.

Our Franklin Club is strategically located in within walking distance of the Franklin Housing Authority communities of Natchez, Park, and Spring Streets, the Reddick Apartments and Short Court. Parents and caregivers in these communities rely on the Club to provide a safe and supervised environment for youth (ages 5 – 18 years) after school, during school holidays, and breaks.

Because of inequities like low wages, high cost of living and food deserts, many of the youth in these families don't have access to the nutritious food they need. More than 79% of our Franklin Club youth rely on free or reduced lunch. That's why we work with community partners to provide snacks and meals to every youth who walks through our doors.

BGCMT programs are tailored to meet the needs of youth in academics, health, and character. Through our programs, youth increase engagement in school and show improvement in academics, as well as a reduction in "Summer slide", which disproportionately impacts youth from low-income communities.

Boys & Girls Clubs of Middle Tennessee provides age appropriate programs for youth with the focus being Academic Success, Good Character and Healthy Lifestyles. In the area of Academic Success, the Club supports members' school success through such efforts as homework help and school readiness, engages members in fun, hands-on activities to practice and learn reading, writing, speaking, math and scientific inquiry and provides extra help for members who have difficulty mastering academic content and skills. One program offered is Let's go Learn (LGL). LGL is an interactive literacy program designed to provide an objective, individualized assessment in eight-sub-skills of reading (high frequency words, word recognition, phonics, oral vocabulary, spelling, reading comprehension, fluency, and phonemic awareness) and a management system for the reporting and analysis of student scores. Post assessment, students are provided with up to sixty supplemental and customizable lessons tailored through LGL's Edge learning system.

In the area of Good Character, the Club engages members in Club and/or community-based service, introduces concepts of good character, encourages civility and tolerance, and recognizes good behavior. In the area of Healthy Lifestyles, the Club teaches members about basic nutrition and healthy eating, provides multiple ways for members of

all ages to engage in fitness activities, track fitness activity levels and reach out to inactive members and teaches decision-making skills. Girls ages 8 to 18 participate in SMART Girls and boys ages 11 to 14 participate in Passport to Manhood. SMART Girls is a small group health, fitness, prevention/education and self-esteem enhancement program designed to meet the developmental needs of girls in three age groups, spanning ages 8 to 18. Through dynamic sessions, participatory activities, field trips and mentoring opportunities with adult women, Club girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, getting good health care and developing positive relationships with peers and adults. Passport to Manhood represents a targeted effort to engage young boys in discussions and activities that reinforce character, leadership and positive behavior. Each participant receives a “passport” to underscore the notion that he is on a personal journey of maturation and growth. Each of the program’s 14 sessions uses interactive activities to focus on a specific aspect of character and manhood. It also includes a service project where boys learn the importance of giving back to the community.

BGCMT is requesting that the City of Franklin make a \$25,000 investment to provide programs and wrap-around services that equal the opportunity field for local youth by improving their grades, closing literacy gaps, and expanding digital/tech exposure.

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

Member	Personal Mailing Address	Corporate Mailing Address	Email Address	Telephone	Significant Other/Kids	Member Since	Committee Assignment
Andrea Hart	6212 Tall Timbers Rd. Franklin, TN 37067	Caterpillar Financial Services Global HR Director	andrea.hart@cat.com	(615) 341-1350 (work) (217) 855-8714 (home)	Matt Ethan Lauren	2017	Board Chair
RJ Stillwell	555 Church Street Penthouse 2403 Nashville, TN 37219	CEO & Founder Sound Healthcare & Financial (same as residence)	rj.stillwell@soundhealthcare.org	(615) 256-8667 (work) (615) 585-7678 (cell)	William Smithson Daughter: Chloe	2014	Immediate Past Chair
Lee W. Schaefer	722 Newbury Road Nashville, TN 37205	Maverick Properties CEO	lee@maverick-properties.com	(615) 292-7554 (w) (615) 480-7771 (cell)	Annie Schaefer Genevieve	2002	Executive, Safety & Secretary
Jerry Geraghty	312 Deer Park Circle Nashville, TN 37205	Rogers Group Retired CEO	jvgeraghty@gmail.com	(615) 477-4231 (cell)	Susan Geraghty (artist) Brian, Steven Alison	2008	Executive Treasurer Finance Committee
Mark Traylor	2328 Golf Club Lane, Nashville, TN 37215	Boyle Investments Co.	mtraylor@boyle.com	615-403-9060	Heather	2006	Co-Chair Operations

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

		Operations Director of Retail Properties			Hibbs Smith		
LaTonya 'Tonya' Sisco	PO Box 11066 Indianapolis, IN 46201	Cummins, Inc. 301 E. Market St. Indianapolis, IN 46204 Project Director, External Diversity	Latonya.sisco@cummins.com	615-440-6554 (cell)		2020	Co-Chair Operations
Jensen Gahagan Sessums	674 Good Springs Road, Brentwood, TN 37027	Camshaw Consulting 674 Good Springs Rd Brentwood, TN 37027	jensen@camshawconsulting.com jensensessums@gmail.com	(615) 945-4746 (cell)	Chris Sessums Son: Carter	2015	Chair Resource Development / Gala Event Committee
Donald Holmes	807 Turnbridge Drive Brentwood, TN 37027	Delek Holdings Retired Executive VP, HR 7102 Commerce Way Brentwood, TN 37027	donaldholmes@comcast.net	(615) 224-1179 (cell) (615) 776-7212 (home)	Deborah Anthony	2014	Chair HR/ RD Committee

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

Farzin Ferdowsi	(same as corporate address)	MRCO President & CEO 1728 General George Patton Drive, Brentwood, TN 37027	fferdowsi@mrco.net Always copy Renee Wells rwells@mrco.net	(615) 481-9070 (cell) (615) 373-4299 (fax) Renee Wells: (615) 972-9222 (cell) (615) 377-5723 (work)	Ziba Imaan (son), Hillary (DIL), Henry (grandson) Amin (son), Jamie (DIL) Bayan (son)	2003	Member at Large/ Finance Committee
Hunter West	2203 Old Hickory Blvd Nashville, TN, 37215	OnCenteive, Executive Vice President of Sales	hwest@oncentive.com	(615) 243-0566 (cell)	Jinanne West Annelise Hollis Anson	2008	Member at Large
Ward Wilson *Does not want a new photo	650 Post Oak Circle Brentwood, TN 37027	Retired from US Bank effective 07/22/22	wpwilsonfamily@gmail.com	(615)512-7248 (cell) (615) 661-9180 (home)	Paula Wilson Mary Helen Anna Sarah Andrew	2006	Member at Large/ Finance Committee
Member	Personal Mailing Address	Corporate Mailing Address	Email Address	Telephone	Significant Other/Kids	Member Since	Committee Assignment
Allen Bolden, CPA, CCIM	2038B Hutton Drive, Nashville, TN 37210	HBRE	allen@hbmre.com	(615)693-9034 (cell)	Kaila	2020	Club Alumni Leading Club Beyond

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

		2550 Meridian Blvd., Ste. 200, Franklin, TN 37067			Charlotte Rose		
Amanda Farnsworth	2010 Fransworth Drive Nashville, TN 37205	Community Volunteer Sits on board of Nashville Airport Authority	amanda.farnsworth@comcast.net	(615) 364-9549 (cell)	Bob	1997	RD Committee
Anne Keeble Frazer	1121 Crater Hill Drive Nashville, TN 37215	Community Volunteer	afrazer@comcast.net	(615) 423-3001(cell) (615) 730-7342 (home)	Jay Lilly Jack	2007	
Benjamin "BJ" Crowder	5107 Heron Hill LN Thompson Station, TN 37179	Sr. Director, Mars Petcare 2013 Ovation Pkwy, Franklin, TN 37067	BJ.Crowder@effem.com	(678)523.2873 (cell)	Wife- Carlie Crowder Son- Benjamin Crowder III Daughter-Brooke Crowder	2022	
Brian Bialek	124 Dylan Woods Drive, Nolensville, TN 37135	JP Morgan Executive Director 1201 Demonbreun St Nashville, TN 37203	brian.d.bialek@jpmorgan.com	(615) 780-4388 (work) (414) 581-1511 (cell)		2019	Golf Event Committee

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

Drew Emerson	104 Greystone Dr Franklin, TN 37069	VP, JE Dunn 29 Hermitage Ave, Nashville, TN 37210	Drew.Emerson@jedunn.com			2022	
Eric Bymaster	2515 Sunset Place, Nashville, TN 37212	Vanderbilt University Associate Vice Chancellor, Finance 2201 West End Ave Nashville, TN 37240	eric.bymaster@vanderbilt.edu	(678) 656-3997 (work) (678) 656-3997 (cell) Assistant: Rachel Hansbrough (615) 875-8807		2017	Gala Event Committee
James Crumlin	228 Ennismore Lane, Brentwood, TN 37027	Bone, McAllester, Norton PLLC, Attorney	Jcrumlin@spencerfane.com	C (615) 400-8872		2020	
John Gallagher	1410 Willowbrooke Circle, Franklin, TN 37069	Ernst & Young LLP, 222 2 nd Ave. South, Ste. 2100, Nashville, TN 37201	john.gallagher@ey.com	615-252-8251 (work) 312-218-7430 (cell)	Terri Ryan, Brendan	2020	
Jack Wallace	110 Westhampton Place Nashville, TN 37205	Willis Towers Watson, Executive Vice President PO Box 305025, Nashville, TN 37230	jbransford110@gmail.com	(615) 872-3850 (work) (615) 351-7278 (cell) (615) 872-3896 (fax)	Elizabeth Jake, Ansley, Lili & Gray	1985	

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

Julie Sebree	1112 Kirkwood Dr. Franklin, TN 37067	VP, Envision Healthcare 1A Burton Hills Blvd. Nashville, TN 37215	julie.sebree@envisionhealth.com			2022	
Katie Payne	1610 Gartland Ave Nashville, TN 37206	Senior Audit Manager, Bridgestone Americas, Inc.	PayneKatharine@bfusa.com (responds from this email) Katharine.e.appel@gmail.com	(407) 712-5797 (cell) No fax, home, or office number	Michael Payne Daughter: Elizabeth Anna	2015	Club Blue Advisory Board President & Finance Committee
Kenneth Webb	6226 Brownlee Drive Nashville, TN 37205	CapStar Bank, Market President Middle TN 1201 Demonbreun Street, Ste. 700, Nashville, TN 37203	kwebb@capstarbank.com	(615) 732-6410 (work) (615) 356-8526 (home) (615) 732-6411 (fax) (615) 347-6025 (cell) Assistant: Sheila Cameron (615) 732-6488	Christy Kathryn Clayton William	2001	Golf Event Committee
Lani Williams	902 Sutton Hill Rd, Nashville, TN 37204	Chief Human Resources Officer, Advise Health (Bloom and Advise Insurances), Headquartered Bloomington, Indiana	lwilliams@honestmedicalgroup.com	608-566-5135	Husband: Jack Slinger	2022	

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

					Children: Tyler, Brady, Cam, Annika and Ava		
Marion Ligon	9543 Dresden Square, Brentwood, TN 37027	Groups360 VP of Human Resources 1901 21 st Avenue, Nashville, TN 37212	marion.ligon@groups360.com	(615)838-7378	McKinlay Holdon	2020	
Phil Thornton	9239 Holstein Drive, Nolensville, TN 37135	Senior Vice President, Capitol Christian Music Group 101 Winners Circle N. Brentwood, TN 37027	Phil.thornton@umusic.com Always Office Assistant, Christopher Hodgin: Christopher.Hodgin@umusic.com	(347)234-9659		2020	
Rebecca Ozols Goss	924 Ireland Street, Nashville, TN 37208	Bell & Associates Construction VP of Growth & Strategy 1000 Health Park Drive Ste 150 Brentwood, TN 37027	rozols@balp.com	(615) 927-4327 (work) (615) 927-4327 (cell)		2019	

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

Stephen Wilson	2420 Durham Manor Drive, Franklin, TN 37064	United Healthcare CEO TN/AR 10 Cadillac Drive Suite 200, Brentwood, TN 37027	stephen l wilson@uhc.com	(615) 372-3488 (work) (615) 372-3640 (fax) Assistant: Suzanne Miller (615) 372-3545	Miranda Calvin Harrison	2017	
Steve Tjugum	1416 15 th Ave. South, Nashville, TN 37212	American Family Insurance Enterprise Chief Underwriting Officer 2525 Lebanon Pike, Bldg. C, Ste. 200, Nashville, TN 37214	stjugum@amfam.com	(615) 744-1461 (Abby) (262) 308-8058 (cell)	Abby Berger	2019	
Warren Brent, Jr.	9730 Amethyst Lane Brentwood, TN 37027	Brent Consulting Group President & CEO 9730 Amethyst Lane Brentwood, TN 37027	warren@brentcg.com	(888) 567-3436 (work) (615) 337-4925 (home) Assistant: Brooke Thompson (615) 944-1368 brooke@brentcg.com	Karen Will Isaac	2017	

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

Whit McCrary, IV	6035 Robin Hill Road, Nashville, TN 37205	Cushman & Wakefield SR Managing Director 1033 Demonbreun St Suite 600 Nashville, TN 37203	WWMcCrary@gmail.com	(615) 301-2908 (work) (615) 301-2958 (fax) Assistant: Natalie Sulzby (615) 301-2902	Elizabeth Mac	2009	
Derek Smith	1172 Saddle Springs Dr Thompsons Station, TN 37179	King, Turnbow, Smith & Vanzin PLLP 203 3rd Ave S, Franklin, TN 37064	dksmith@dksmithlaw.com	615-719-2354	Ginger Smith	2015	
Member	Personal Mailing Address	Corporate Mailing Address	Email Address	Telephone	Significant Other/Kids	Member Since	Committee Assignment
Phil Henry			phil@codex.academy			2023	
Cort Fontenot			cort.fontenot@usbank.com			2023	
Chase Foy			cfoy@lockton.com			2023	

2023 Board Roster, Boys & Girls Clubs of Middle Tennessee

Mary Michael Cross			marymichael@oversiteconsult.com			2023	INTERN
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Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Boys & Girls Clubs of Middle Tennessee

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

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

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

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

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

☒ Other (see instructions) ►

Non Profit

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

1704 Charlotte Avenue, Suite 200

6 City, state, and ZIP code

Nashville, TN 37203

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

____ - ____ - ____

or

Employer identification number

6 2 - 0 5 4 0 4 0 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Jennifer White

Date ►

January 29, 2020

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Digitally signed by Linda Crockett
DN: cn=Linda Crockett, o=Bridges DVC,
email=lindaj@bridgesdvc.org, c=US
Date: 2023.02.08 18:56:16 -06'00'
Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Bridges of Williamson County dba Bridges Domestic Violence Center

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Bridges Domestic Violence Center serves women, men, and their children affected by domestic violence, ensuring a safe transition to successful independent living. Bridges crisis intervention team is designed to offer immediate support at the scene of the assault. The agency is on call for the Franklin Police Department 24 hours a day, 7 days per week. The crisis intervention team will advise victims of local resources, legal options and safety plan. Also, advocacy/referrals and information about orders of protection, criminal charges and court processes.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The City of Franklin funds would be used to support the crisis intervention team that responds upon request with the Franklin Police Department to the scene of domestic violence assaults. Funds will also support the shelter services, food, gas, clothing, legal assistance, rental subsidies, etc.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Bridges of Williamson County dba Bridges Domestic Violence Center

4. What is your fiscal year (ex. July 1 to June 30)? July 1 to June 30
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? 2.05

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Linda Crockett

Printed Name of (CEO/President/Executive Director/Board Chair)

02/13/2023

Date

Linda Crockett

Signature of (CEO/President/Executive Director/Board Chair)

Digitally signed by Linda Crockett
DN: cn=Linda Crockett, o=Bridges DVC,
email=lindaj@bridgesdvc.org, c=US
Date: 2023.02.08 18:58:19 -06'00'

02/13/2023

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Bridges of Williamson County dba Bridges Domestic Violence Center

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

BRIDGES OF WILLIAMSON COUNTY

FINANCIAL STATEMENTS

JUNE 30, 2022

**JOE OSTERFELD, CPA
CERTIFIED PUBLIC ACCOUNTANT
214 WEST FIFTH STREET ~ SUITE B
PO BOX 807
COLUMBIA, TN 38402-0807**

BRIDGES OF WILLIAMSON COUNTY

JUNE 30, 2022

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Notes to Financial Statements	7

Joe Osterfeld, CPA

Certified Public Accountant

214 West Fifth Street ~ Suite B ~ PO Box 807 ~ Columbia, TN 38402-0807

Telephone: 931-388-7144 ~ E-mail: joeosterfeldcpa@att.net

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Bridges of Williamson County
Franklin, Tennessee

Opinion

We have audited the accompanying financial statements of Bridges of Williamson County (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities 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 Bridges of Williamson County as of June 30, 2022, 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bridges of Williamson County 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 Bridges of Williamson County'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 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 Bridges of Williamson County'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 Bridges of Williamson County'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.

Joe Osterfeld, CPA
Columbia, Tennessee
February 27, 2023

BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2022

<u>ASSETS</u>	
Cash	\$ 1,290,349
Grants receivable	9,945
Prepaid Expenses	6,280
Total current assets	<u>1,306,574</u>
Property and Equipment (at cost)	
Property and equipment, net of depreciation	670,670
Total assets	<u><u>\$ 1,977,244</u></u>
<u>LIABILITIES AND NET ASSETS</u>	
Accounts payable	\$ -
Total current liabilities	<u>0</u>
Net assets without donor restrictions	1,977,244
Net assets with donor restrictions	-
Total net assets	<u>1,977,244</u>
Total liabilities and net assets	<u><u>\$ 1,977,244</u></u>

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

BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

	Without Donor <u>Restrictions</u>	With Donor <u>Restrictions</u>	<u>Total</u>
<u>Support and Other Revenues</u>			
Contributions	\$ 588,999	\$ -	\$ 588,999
Government grants	-	860,508	860,508
Fundraisers	127,914		127,914
In-kind contributions	56,250		56,250
Interest income	1,223		1,223
Other	2,302		2,302
Program	83,285	-	83,285
Net assets released from restrictions	860,508	(860,508)	0
Total public support and revenue	1,720,481	-	1,720,481
 <u>EXPENSES</u>			
Program services	1,020,333	-	1,020,333
Management and general	117,876		117,876
Fundraising	51,026	-	51,026
Total expenses	1,189,235	-	1,189,235
 Increase (decrease) in net assets	531,246	-	531,246
 Net assets, beginning	1,445,998	-	1,445,998
 Net assets, end of year	\$ 1,977,244	\$ -	\$ 1,977,244

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

BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Program Services</u>	<u>Management & General</u>	<u>Fundraising</u>	<u>Total</u>
Program services	\$ 200,847	-	\$ -	\$ 200,847
Salary and wages	506,964	75,753	-	582,717
Payroll tax expense	35,597	5,319	-	40,916
Employee benefits	39,122	5,846	-	44,968
Professional fees	71,027	-	-	71,027
Insurance	-	27,058	-	27,058
Fundraiser expenses	-	-	51,026	51,026
Occupany expenses	24,874	-	-	24,874
Maintenance and repairs	10,923	-	-	10,923
Office expense and supplies	12,496	-	-	12,496
Publications and printing	1,476	-	-	1,476
Pet expense	8,280	-	-	8,280
Mileage, parking, and travel	3,485	-	-	3,485
Telephone and utilities	42,068	-	-	42,068
Conferences and meetings	1,826	1,481	-	3,307
Dues and subscriptions	8,522	-	-	8,522
Other	9,791	-	-	9,791
Depreciation	43,035	2,419	-	45,454
Total expenses	<u>\$ 1,020,333</u>	<u>\$ 117,876</u>	<u>\$ 51,026</u>	<u>\$ 1,189,235</u>

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

	CY	PY	
30-7	16.89%	18.8%	\$ -
30-1	49.00%	53.7%	\$ 75,753.21
30-2	3.44%	3.6%	\$ 5,319.08
30-2	3.78%	5.0%	\$ 5,845.84
30-3	5.97%	0.7%	\$ -
30-5	2.28%	2.3%	\$ 27,058.00
30-7	4.29%	2.1%	\$ -
30-5	2.09%	0.6%	\$ -
30-6	0.92%	2.5%	\$ -
30-4	1.05%	0.6%	\$ -
30-7	0.12%	0.3%	\$ -
30-4	0.70%	0.0%	\$ -
30-7	0.29%	0.4%	\$ -
30-5	3.54%	4.2%	\$ -
30-7	0.28%	0.3%	\$ 1,481.00
30-7	0.72%	0.9%	\$ -
30-7	0.82%	0.3%	\$ 2,419.00
30-7	3.82%	3.7%	\$ -
	100.00%	100.0%	<u>\$ 117,876.13</u>

BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES:

Increase (decrease) in net assets	\$ 531,246
Adjustments to reconcile increase in net assets to net cash provided (used) by operations:	
Depreciation	45,454
(Increase) decrease in:	
Accounts receivable	111,078
Prepaid	(351)
Increase (decrease) in:	
Accounts payable	(2,560)
Total from operations	<u>684,867</u>

CASH FLOW FROM INVESTING ACTIVITIES:

Purchase of fixed assets	<u>(107,939)</u>
Total from investing activities	(107,939)

CASH FLOW FROM FINANCING ACTIVITIES:

Total from financing activities	<u>0</u>
---------------------------------	----------

Increase (decrease) in cash	576,928
Beginning cash balance	<u>713,421</u>
Ending cash balance	<u><u>\$ 1,290,349</u></u>

The accompanying notes are an integral part of the financial statements

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

BRIDGES of Williamson County (BRIDGES) was incorporated October 1988, in accordance with the Tennessee General Corporation Act. Its primary purpose is to serve area women, men, and children affected by domestic violence ensuring a safe transition to successful independent community living through education, intervention, and case management. Supportive services include management and general expenses not directly identifiable to any program, but indispensable to these activities and to the program's existence. BRIDGES is governed by a board of directors.

Basis of Accounting

The financial statements of BRIDGES have been prepared on the accrual basis of accounting and accordingly reflect all significant accounts receivable, accounts payable, and other liabilities.

Basis of Presentation

Financial statement presentation follows US generally accepted accounting principles which require BRIDGES to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions. There were no net assets with donor restrictions at June 30, 2022.

- Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed stipulations.
- Net Assets With Donor Restrictions – Net assets subject to donor-imposed stipulations. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Accounts Receivable

Accounts receivables are stated at their net realizable value. It is the opinion of management that all accounts receivable at fiscal year-end are collectible.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, cash and cash equivalents are defined as all cash on hand and deposited in FDIC insured bank accounts with an original maturity of three months or less.

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

Donations of Property and Equipment

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as support without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as donor restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, BRIDGES reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. BRIDGES reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Donated Services

BRIDGES records donated services when they create or enhance a non-financial asset or for specialized skills provided by entities or persons possessing those skills that would be purchased if they were not donated.

Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities and in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses are allocated to their appropriate category of program services or supporting services upon recording vendor payables or direct payment of invoices based upon benefit received. For more general expenses, allocation is based upon natural classifications such as time & effort and square footage utilized.

Fair Values of Financial Instruments

Financial instruments of BRIDGES include cash, short-term trade accounts receivable, and trade accounts payable. Management estimates that the fair value of all financial instruments at fiscal year-end do not differ materially from the carrying values of the financial instruments recorded in the accompanying balance sheet.

Planned Major Maintenance Activities

Costs or fair market value for donated items and services for planned major maintenance in excess of \$5,000 are treated as additions to property and equipment and depreciated over their estimated useful lives using the straight-line method. During the current fiscal year, there were no planned major maintenance activities.

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

Income Tax Status

BRIDGES of Williamson County is an organization, which is not considered a private foundation and is exempt from federal income taxes under Section 501(c) (3) of the Internal Revenue Code. BRIDGES of Williamson County's Form 990, Return of Organization Exempt from Income Tax, for the years ending June 30, 2020, 2021 and 2022 are subject to examination by the IRS, generally for 3 years after they were filed. There are no tax examinations currently in process. Management has concluded that BRIDGES has taken no uncertain tax positions as of June 30, 2022. Therefore, no provision for income taxes has been included in the BRIDGES's financial statements.

Promises to Give

Unconditional promises to give are recognized as revenue or a gain in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed on a straight-line basis over the estimated useful life of assets and is reflected as an expense in the Statement of Functional Expenses.

Revenue and Support – With and Without Donor Restrictions

Contributions received are recorded as without donor restrictions or with donor restrictions, depending on the existence and/or nature of any donor restrictions. Donor-restricted support is reported as an increase in net assets with donor restrictions.

When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.

Use of Estimates

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

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

Deferred Revenue

Income from fundraising events is deferred and recognized in the period in which it relates. BRIDGES allocates certain annual grants on a yearly basis, deferring the revenue for months after June 30.

NOTE 2 - CASH AND CREDIT RISK

All cash and certificate of deposits of BRIDGES are deposited in FDIC insured banks. BRIDGES had deposits exceeding the \$250,000 FDIC deposit insurance coverage by \$149,201 at June 30, 2022.

NOTE 3 - FINANCIAL DEPENDENCE

BRIDGES is substantially funded, 50% by grants from federal, state, and local government agencies. A significant reduction in the level of this support, if this were to occur, may have an effect in BRIDGES's programs and activities. In addition, the grants prescribe allowable expenditure guidelines with which BRIDGES must comply. The grants are received prospectively, subject to subsequent verification of the incurring of allowable expenditures or provision of qualifying services.

BRIDGES is also supported by donations from individuals, corporations, and other non-profit organizations. These donations represent 34% of current year revenues.

NOTE 4 - COMMITMENTS AND CONTINGENCIES

BRIDGES is subject to claims and lawsuits, which arise, primarily in the ordinary course of business. BRIDGES does not anticipate any material losses with respect to such existing or pending claims and lawsuits at fiscal year-end.

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 5 – PROPERTY AND EQUIPMENT

Acquisitions of property and equipment more than \$1,000 are capitalized. Property and equipment are carried at cost or, if donated, at the appropriate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful life of the asset. Property and equipment at June 30, 2022, are as follows:

Land	\$ 100,000
Building and improvements	991,850
Equipment and furniture	168,092
Accumulated depreciation	(589,272)
	<u>\$ 670,670</u>

NOTE 6 - PAYROLL PROTECTION PROGRAM LOAN

Due to the Covid-19 outbreak, the Federal government passed the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) that included the Paycheck Protection Program (PPP). The Center applied for and received on April 28, 2020, an \$88,500 loan from the PPP. Interest will accrue at a rate of 1.00% per year, beginning on April 28, 2020. To the extent the loan amount is not forgiven under the PPP (Sections 1102 and 1106) of the CARES Act, borrower must make equal monthly payments of principal and interest, on the fifth day of each month, beginning October 5, 2020, until the maturity date, which is two (2) years from the date of the note. This note may be prepaid in part or in full, at any time, without penalty. This loan was forgiven on November 21, 2022 and was reported as income in the fiscal year ended June 30, 2021.

NOTE 7 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects BRIDGES's financial assets as of the balance sheet date, reduced by amounts not available for general use because of donor-imposed restrictions within one year of the balance sheet date.

Financial assets at year-end	\$ 1,977,244
Less: Those unavailable for general expenditures within one year, due to:	
Donor restrictions or board designations	<u>0</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 1,977,244</u>

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 8 - SUBSEQUENT EVENTS

\$ Covid-19 Outbreak

On January 30, 2020, the World Health Organization (WHO) announced a global health emergency because of a new strain of corona virus originating in Wuhan, China (the Covid-19 outbreak) and the risk to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the Covid-19 outbreak as a pandemic, based on the rapid increase in exposure globally.

The full impact of the Covid-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on BRIDGES's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the Covid-19 out-break and the global responses to curb its spread, BRIDGES is not able to fully estimate the effects of the Covid-19 outbreak on its results of operations, financial condition, or liquidity for the fiscal year 2023.

NOTE 9 – IN-KIND DONATIONS AND EXPENSES

BRIDGE’S receives in-kind donations of food, clothing, and various other in-kind support throughout the year. These items are then distributed to clients that are in need of these items.

NOTE 10 - DATE OF MANAGEMENT’S REVIEW

Management has evaluated subsequent events through February 27, 2023, the date which the financial statements were available to be issued. No other material subsequent events have occurred that need to be disclosed.

INTERNAL REVENUE SERVICE
P. O. BOX 2598
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 15 2003**

BRIDGES OF WILLIAMSON COUNTY
PO BOX 1592
FRANKLIN, TN 37065

Employer Identification Number:
62-1753127

DLN:
17053221731083

Contact Person:
L. WAYNE BOTHE

ID# 31462

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated December 1998, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

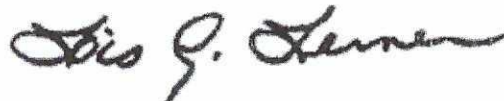
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

March 01, 2023

Ms. LINDA CROCKETT
P.O. BOX 1592
FRANKLIN, TN 37065

RE: Registration to Solicit Funds for Charitable Purposes
Organization Name: BRIDGES OF WILLIAMSON COUNTY
CO Number: CO3882
Renewal Date: 12/31/2023

Dear Ms. LINDA CROCKETT :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tre Hargett", written over a horizontal line.

Tre Hargett
Secretary of State



08499801



Tennessee Corporation Annual Report Form

File online at: <https://TNBear.TN.gov/>

Due on/Before: 10/01/2022

Reporting Year: 2022

AR Filing #: 08499801

SUBMISSION PENDING

Annual Report Filing Fee Due:

\$20 if no changes are made in block 3 to the registered agent/office, or
\$40 if any changes are made in block 3 to the registered agent/office

Return completed form and payment to:

Tennessee Secretary of State
Attn: Annual Reports
William R. Snodgrass Tower
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

SOS Control Number: 357731

Nonprofit Corporation - Domestic

Date Formed: 09/21/1998

Formation Locale: TENNESSEE

(1) Name and Mailing Address:

BRIDGES OF WILLIAMSON COUNTY
PO BOX 1592
FRANKLIN, TN 37065-1592

(2) Principal Office Address:

LINDA CROCKETT
805 W END CIR
FRANKLIN, TN 37064-3407

(3) Registered Agent (RA) and Registered Office (RO) Address:

LINDA CROCKETT
805 W END CIR
FRANKLIN, TN 37064-3407

Agent Changed: No

Agent County: WILLIAMSON COUNTY

(4) Name and business address (with zip code) of the President, Secretary and other principal officers.

Title	Name	Business Address	City, State, Zip
Secretary	Kevin Herrington	P.O. BOX 1592	FRANKLIN, TN 37065
Co-Chair	Jenn Roberts	P.O. BOX 1592	FRANKLIN, TN 37065
Treasurer	Jill Hudson	P.O. BOX 1592	FRANKLIN, TN 37065
President	Karla McCamish	P.O. BOX 1592	FRANKLIN, TN 37065

(5) Board of Directors names and business address (with zip code). None, or listed below.

Name	Business Address	City, State, Zip
Jessica Borne	P.O. BOX 1592	FRANKLIN, TN 37065
Adam Simon	P.O. BOX 1592	FRANKLIN, TN 37065
Cortney Quandt	P.O. BOX 1592	FRANKLIN, TN 37065
Ryan V Northcutt	P.O. BOX 1592	FRANKLIN, TN 37065
Rae Sanchez	P.O. BOX 1592	FRANKLIN, TN 37065
Juanita Patton	P.O. BOX 1592	FRANKLIN, TN 37065
Jen Roberts	P.O. BOX 1592	FRANKLIN, TN 37065
Hannah Shellnut	P.O. BOX 1592	FRANKLIN, TN 37065
Brenda McAfee	P.O. BOX 1592	FRANKLIN, TN 37065
Kevin Herrington	P.O. BOX 1592	FRANKLIN, TN 37065
Linda Crockett	P.O. BOX 1592	FRANKLIN, TN 37065
Mary Beth Averill	P.O. BOX 1592	FRANKLIN, TN 37065
Willie Hight	P.O. BOX 1592	FRANKLIN, TN 37065

(6) This section applies to non-profit corporations ONLY.

A. Our records reflect that your non-profit corporation is a public benefit or a mutual benefit corporation as indicated.

If blank or incorrect, please check appropriately: ☒ Public ☐ MutualB. If a Tennessee religious corporation, please check here if blank: ☐ Religious

Instructions: Legibly complete the form above. Enclose a check made payable to the Tennessee Secretary of State in the amount of \$20.00. Sign and date this form and return to the address provided above.



Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

BRIDGES OF WILLIAMSON COUNTY DBA BRIDGES DOMESTIC VIC
LINDA CROCKETT
P.O. BOX 1592
FRANKLIN, TN 37065

February 22, 2023

Request Type: Certificate of Existence/Authorization

Request #: 0517441

Issuance Date: 02/22/2023

Copies Requested: 1

Document Receipt

Receipt #: 007831927

Filing Fee: \$20.00

Payment-Credit Card - State Payment Center - CC #: 3845703308

\$20.00

Regarding: BRIDGES OF WILLIAMSON COUNTY

Filing Type: Nonprofit Corporation - Domestic

Control #: 357731

Formation/Qualification Date: 09/21/1998

Date Formed: 09/21/1998

Status: Active

Formation Locale: TENNESSEE

Duration Term: Perpetual

Inactive Date:

Business County: WILLIAMSON COUNTY

CERTIFICATE OF EXISTENCE

I, Tre Hargett, Secretary of State of the State of Tennessee, do hereby certify that effective as of the issuance date noted above

BRIDGES OF WILLIAMSON COUNTY

- * is a Corporation duly incorporated under the law of this State with a date of incorporation and duration as given above;
- * has paid all fees, interest, taxes and penalties owed to this State (as reflected in the records of the Secretary of State and the Department of Revenue) which affect the existence/authorization of the business;
- * has filed the most recent annual report required with this office;
- * has appointed a registered agent and registered office in this State;
- * has not filed Articles of Dissolution or Articles of Termination. A decree of judicial dissolution has not been filed.

Tre Hargett
Secretary of State

Processed By: Cert Web User

Verification #: 059040721

Bridges Domestic Violence Center Board of Directors Roster

Position	Name	Race	Gender	Address	City, State, Zip	Bus. Phone	Mobile Ph	E-Mail	Committee	Joined	Yrs on Board
Chair	Karla McCamish	W	F	F 7030 Marwood Dr.	College Grove, TN 37046	615-748-2539	239-825-1783	karla.mccamish@regions.com	Executive/Building	2016	7
Co-Chair	Jen Roberts	W	F	F 265 Karnes Drive	Franklin, TN 37064		818-749-7470	jenroberts96@gmail.com	Marketing	2021	2
Secretary	Kevin Herrington	W	M	M 9027 Keats St.	Franklin, TN 37064		615-308-6241	kevin.herrington@lineagebank.com	Executive/Building	2018	5
Treasurer	Jill Hudson	W	F	F 215 Heathstone Circle	Franklin, TN 37069	615-309-2319	615-293-3700	jhudson@lbmc.com	Executive/Fund Raising	2019	4
	Willie Hight	B	M	M 1097 Frank Martin Road	Shelbyville, TN 37160		615-840-3866	willie.hight@scasurgery.com	Finance	2015	8
	Marybeth Averill	W	F	F 4482 Gosey Hill Road	Franklin, TN 37064		615-418-1408	hbidenfalls1234@gmail.com	Board Develop. Chair/Mktg	2016	7
	Rae Sanchez	B	F	F 336 Dandridge Dr.	Franklin, TN 37067	615-790-5556	615-788-0604	rsanchez@chpwc.org	Fund Raising	2020	3
	Juanita Patton	B	F	F 301 Scruggs Ave.	Franklin, TN 37074	615-661-7470	615-300-3689	jepatton@firsthorizon.com	Board Development	2020	3
	Hannah Shellnut	W	F	F 7408 Flatbush Dr.	College Grove, TN 37046	615-850-9006	731-363-1220	hannahshellnut@gmail.com	Marketing	2021	2
	Brenda McAfee	W	F	F 122 Pebble View Lane	Franklin, TN 37064	615-790-6908	615-948-0894	bmcafee122@gmail.com	Finance	2021	2
	Jessica Borne	W	F	F 438 Eddy Lane	Franklin, TN 37064		615-785-5121	jborne@fhrlegal.com	Marketing	2022	1
	Cortney Quandt	W	F	F 2013 Canyon Echo Dr.	Franklin, TN 37064		615-579-6298	cortneyq@gmail.com	TBD	2022	1
	Ryan Northcutt	W	M	M 3204 Turndale Cr.	Franklin, TN 37064		512-815-7219	ryanorthcutt59@gmail.com	Marketing Communications	2022	1
	Lynn Gore*	W	F	F	Franklin, TN		615-812-9470	gore@bellsouth.net	Transitional Hsg.	2022	<1
Exec. Dir. (ex-officio)	Linda Crockett	W	F	F 805 West End Circle	Franklin, TN 37064	615-591-7752	615-714-0150	linda@bridgesdvc.org	Executive Director	1998	25

The Board of Directors meets on a monthly basis, they are responsible for all organization, program and financial decisions.
The Executive Director is responsible for implementing all direct services and reports directly to the board chair.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/2022

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 have ADDITIONAL INSURED provisions or 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 First Ins Partners 110 Mathis Dr. Suite 105 Dickson TN 37055		CONTACT NAME: Pamela Stanford PHONE (A/C, No, Ext): (615) 446-2814 E-MAIL ADDRESS: pstanford@southpointrisk.com FAX (A/C, No):	
INSURED Bridges of Williamson County PO Box 1592 Franklin TN 37065		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Companies INSURER B: PinnaclePoint Ins Co INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL22101761132

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☒ LOC ☒ OTHER: Professional Liability			PHPK2464254	10/20/2022	10/20/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Liability \$ 1,000,000
	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			PHPK2464254	10/20/2022	10/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB832417	10/20/2022	10/20/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCN7005899	08/04/2022	08/04/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers Liability Employment Practices Liability			PHSD1741438	10/20/2022	10/20/2023	D&O Liability Limit \$1,000,000 EPL Liability Limit \$1,000,000 Aggregate Limit \$1,000,000

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

Certificate Holder included as additional insured as respects to general liability coverage.

CERTIFICATE HOLDER

City of Franklin 109 3rd Avenue South Franklin TN 37064	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
--	---

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Bridges of Williamson County	
	2 Business name/disregarded entity name, if different from above dba Bridges Domestic Violence Center	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☒ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) ► Non-Profit Corporation	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. P.O. Box 1592 6 City, state, and ZIP code Franklin, TN 37065 7 List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number								
			-				-	
or								
Employer identification number								
6	2	-	1	7	5	3	1	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► **Linda Crockett**

Digitally signed by Linda Crockett
DN: cn=Linda Crockett, o=Bridges DVC,
email=linda@bridgesdvc.org, c=US
Date: 2023.02.06 19:00:55 -08'00'

Date ► **2/13/23**

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



City of Franklin
Finance Department
Attn: Non-Profit Funding
P.O. Box 295
Franklin, Tn 37065



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Community Child Care

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

For families who have experienced financial hardships, funds will be used to assist those families with paying their child's tuition.

Funds will be used to provide a pay increase to teachers who have shown resilience and dedication to the center and the children by working everyday through high volumes of sickness.

Fund will be used to pay for training for our education and hosting in house guest speakers and entertainment for our children.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Because we are a non-profit center our daycare fees are affordable- but some families fall behind on their fees causing a financial decline for us- these funds will help the families catch up on their outstanding balances.

It is no secret that educators are not paid enough- we really want to celebrate our teachers with providing a pay increase especially during these difficult times.

Our teachers are required to receive yearly trainings which come with a cost- these funds will assist us with providing our teachers with the most recent educational resources and provide fun and laughter to our children by having in- house guests to entertain and uplift our children.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Community Child Care

4. What is your fiscal year (ex. July 1 to June 30)? July 1st to June 30th
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? 26.15%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Tara Blue February 23, 2023

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Tara Blue 2/23/2023

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

2022

Financial Statements With Auditor's Letters

COMMUNITY CHILD CARE, INC.
FINANCIAL STATEMENTS
JUNE 30, 2022 WITH SUMMARIZED COMPARATIVE
TOTALS AS OF JUNE 30, 2021

(With Independent Auditor's Report Thereon)

COMMUNITY CHILD CARE, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2022 WITH SUMMARIZED COMPARATIVE
TOTALS AS OF JUNE 30, 2021

	<u>2022</u>	<u>2021</u>
<u>ASSETS</u>		
Current Assets:		
Cash and cash equivalents	\$ 375,367	\$ 543,897
Accounts receivable	9,335	17,059
Investments	223,297	-
Prepaid expenses	1,884	1,800
Total current assets	<u>609,883</u>	<u>562,756</u>
Other Assets:		
Property and equipment, net	19,847	30,932
Assets Whose Use is Limited:		
Restricted grant receivable	<u>165,000</u>	<u>-</u>
Total Assets	<u>\$ 794,730</u>	<u>\$ 593,688</u>
 <u>LIABILITIES AND NET ASSETS</u> 		
Current Liabilities:		
Accounts payable and accrued expenses	\$ 39,822	\$ 29,582
Deferred revenue	<u>109,680</u>	<u>-</u>
Total current liabilities	<u>149,502</u>	<u>29,582</u>
Total Liabilities	149,502	29,582
Net Assets:		
Without donor restrictions	480,228	564,106
With donor restrictions	<u>165,000</u>	<u>-</u>
Total Net Assets	<u>645,228</u>	<u>564,106</u>
Total Liabilities and Net Assets	<u>\$ 794,730</u>	<u>\$ 593,688</u>

See accompanying notes to financial statements.

COMMUNITY CHILD CARE, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022 WITH SUMMARIZED COMPARATIVE
TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions	With Donor Restrictions	2022 Total	2021 Total
Public Support and Revenues:				
Gross special event revenue	\$ 7,322	\$ -	\$ 7,322	\$ 1,081
Less direct costs of special events	(17,341)	-	(17,341)	(17,828)
Net special events revenue	(10,019)	-	(10,019)	(16,747)
Revenues:				
Contributions	413,976	-	413,976	260,168
Grants	91,616	165,000	256,616	259,655
Day care fees	202,292	-	202,292	48,189
Net assets released from restriction	-	-	-	-
Total revenues	707,884	165,000	872,884	568,012
Total public support and revenue	697,865	165,000	862,865	551,265
Expenses:				
Program services	592,356	-	592,356	483,929
Supporting Services:				
Management and general	110,965	-	110,965	90,578
Fundraising	46,978	-	46,978	11,811
Total expenses	750,299	-	750,299	586,318
Other Income:				
Investment income	(31,444)	-	(31,444)	122
Paycheck Protection Program "PPP" Loan Forgiveness	-	-	-	75,000
Total other income	(31,444)	-	(31,444)	75,122
Change in net assets	(83,878)	165,000	81,122	40,069
Net assets - beginning of year	564,106	-	564,106	524,037
Net assets - end of year	\$ 480,228	\$ 165,000	\$ 645,228	\$ 564,106

See accompanying notes to financial statements.

COMMUNITY CHILD CARE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022 WITH SUMMARIZED COMPARATIVE
TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	Supporting Services			2022	2021
	Total Program Services	Management and General	Fundraising	Total	Total
Salaries and wages	\$ 435,121	\$ 81,585	\$ 27,196	\$ 543,902	\$ 440,501
Payroll taxes and benefits	53,441	10,021	3,340	66,802	50,771
Advertising	220	41	14	275	865
Curriculum supplies	48,761	9,143	3,048	60,952	47,716
Depreciation	9,422	1,663	-	11,085	10,981
Dues and subscriptions	4,728	886	295	5,909	4,801
Equipment rental	319	60	20	399	3,340
Fees and charges	1,241	233	78	1,552	67
Fundraising	-	-	10,543	10,543	303
Grant expenses	7,487	1,404	468	9,359	-
Insurance	4,893	918	306	6,117	(464)
Miscellaneous	-	-	-	-	1,708
Occupancy	10,955	2,054	685	13,694	12,597
Professional development	6,142	1,152	384	7,678	2,627
Professional fees	8,004	1,501	500	10,005	9,365
Special events	-	-	17,341	17,341	17,828
Travel	1,622	304	101	2,027	1,140
Total expenses by function	\$ 592,356	\$ 110,965	\$ 64,319	\$ 767,640	\$ 604,146
Less expenses included with revenues on the statement of activities:					
Direct cost of special events	-	-	(17,341)	(17,341)	(17,828)
Total expenses included in the expense section on the statement of activities	\$ 592,356	\$ 110,965	\$ 46,978	\$ 750,299	\$ 586,318

See accompanying notes to financial statements.

COMMUNITY CHILD CARE, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022 WITH SUMMARIZED COMPARATIVE
TOTALS AS OF JUNE 30, 2021

	<u>2022</u>	<u>2021</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ 81,122	\$ 40,069
Adjustments to reconcile change in net assets to net cash provided by/(used in) operating activities:		
Depreciation	11,085	10,981
Unrealized loss from investments	31,444	-
Forgiveness of PPP loan	-	(75,000)
Changes in:		
Accounts receivable	7,724	(6,522)
Grants receivable	-	(895)
Prepaid expenses	(84)	-
Assets whose use is limited	(165,000)	-
Accounts payable and accrued payroll	10,239	29,095
Deferred revenue	109,680	-
Total adjustments	<u>5,088</u>	<u>(42,341)</u>
Net cash provided by/(used in) operating activities	<u>86,210</u>	<u>(2,272)</u>
Cash Flows from Investing Activities:		
Purchase of investments	(254,741)	-
Purchase of property and equipment	-	(3,693)
Net cash used in investing activities	<u>(254,741)</u>	<u>(3,693)</u>
Net change in cash	(168,531)	(5,965)
Cash and cash equivalents - beginning of year	<u>543,898</u>	<u>549,862</u>
Cash and cash equivalents - end of year	<u>\$ 375,367</u>	<u>\$ 543,897</u>

See accompanying notes to financial statements.



**STATE OF TENNESSEE
DEPARTMENT OF REVENUE**

COMMUNITY CHILD CARE, INC.
129 W FOWLKES ST STE 1270
FRANKLIN TN 37064-3563

Effective Date: July 1, 2019
Expiration Date: June 30, 2023
Account No: 1000119927-SLC
Exemption No: 25484288
Facility Address:
129 W FOWLKES ST
FRANKLIN TN 37064-3561

**Exempt Organizations or Institutions
Sales and Use Tax Certificate of Exemption**

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Seller's Name

Seller's Address (City & State)

I, _____ as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Authorized Representative

Signature of Authorized Representative

Date

The supplier must maintain a copy of this document as evidence of the sales tax exemption.

Internal Revenue Service

Date: August 30, 2005

COMMUNITY CHILD CARE INC
PO BOX 681205
FRANKLIN TN 37068

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Alvin Gadd 31-07339
Customer Service Representative

Toll Free Telephone Number:

8:30 a.m. to 5:30 p.m. ET
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

62-0852972

Dear Sir or Madam:

This is in response to your request of August 30, 2005, regarding your organization's tax-exempt status.

In March 1972 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

February 02, 2023

TARA LEEANN BLUE
129 WEST FOWLKES STREET, SUITE 1270
FRANKLIN, TN 37064

RE: Registration to Solicit Funds for Charitable Purposes
Organization Name: COMMUNITY CHILD CARE, INC.
CO Number: CO4568
Renewal Date: 12/31/2023

Dear TARA LEEANN BLUE :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tre Hargett", written over a horizontal line.

Tre Hargett
Secretary of State



Community Child Care
Board of Directors
2023-2024

Name	Position Held	Contact Information	Term Date
Jason Kaplan	President	615 939 1491	2024
Mary Waldron	Secretary	615 930 8883	2024
Laura McGregor	Finance	931 607 4380	2024
Pamela Bright	Advisory Board	615 973 6881	NA
Anthony Bills	HR Committee	615 775 7525	2023
Andy Maloney	Advisory Board	615 385 5944	NA
Anthony Thomas	Vice President	832 549 1813	2024
Dr. Rena Hall	Events Committee	901 359 3359	2024
Linda Kosack	HR Committee	615 317 5009	2024



COMMCH-01

8ROY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/20/2021

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 have ADDITIONAL INSURED provisions or 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
Chappell, Smith & Associates
1006 Korymber Court
PO Box 681209
Franklin, TN 37067

CONTACT Susan Roy
PHONE (AG No. Exp): (615) 435-8300 FAX (AG No.):
E-MAIL: sroy@chappellsmith.com
Address: sroy@chappellsmith.com

INSURED

Community Child Care Center
Suite 1270
120 West Foxhills Street
Franklin, TN 37064

INSURER(S) AFFORDING COVERAGE NAIC #
INSURER A: Market Insurance Co. 38870
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

CERTIFICATE NUMBER:

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	ADDITIONAL INSURED (R/S) / MOD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO TEST ☐ LOC OTHER:	X	CCP20001512-09	7/12/2021	7/12/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		CCP20001812-08	7/12/2020	7/12/2021	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in RI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property		CCP20001512-09	7/12/2021	7/12/2022	Contents 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is named as Additional Insured as respects to General Liability.

CERTIFICATE HOLDER

City of Franklin - Finance & Administration
Attn: Angelique Franzoni
109 - 3rd Avenue, South
Franklin, TN 37064

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

ACORD 25 (2016/03)

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Request for Taxpayer Identification Number and Certification

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

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

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

2 Business name/disregarded entity name, if different from above
Community Child Care

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

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

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

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

☒ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
129 West Fowlkes St., Ste 1270

6 City, state, and ZIP code
Franklin, tn. 37064

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

			-				-				
--	--	--	---	--	--	--	---	--	--	--	--

or

Employer identification number

6	2		-	0	8	5	2	9	7	2
---	---	--	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Tara Blue Date ▶ 2/23/2023

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Community Housing Partnership of Williamson County

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No

If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

CHP is requesting \$15,000. The proposed use of funds is serving the City of Franklin citizens who are the workforce, who are low-income, who are elderly and /or have disabilities by creating affordable homes through new construction or rehabilitation. The funds would be used by both our Single-Family and Multi-Family Development Programs, specifically with projects located within the City of Franklin. CHP has had an ongoing Development Program for over fifteen years through various avenues.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

CHP anticipates using the City of Franklin funds for administrative, operational and project management costs incurred by the Single-Family and Multi-Family Development Programs. Examples would include overhead expenses as mileage, office supplies, IT management and software, pre-development costs and carrying costs. The City of Franklin funds would be essential for the feasibility of development projects this fiscal year. Other grant revenue sources received by CHP are designed to project costs related to the acquisition, rehabilitation and construction of affordable housing.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

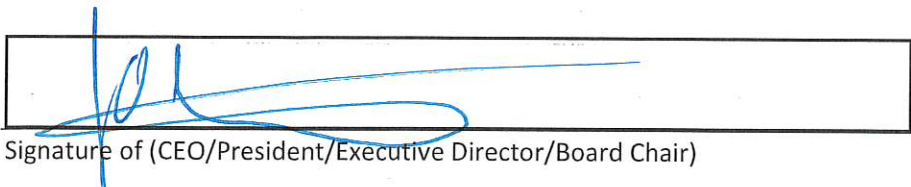
Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Wayne Weaver	12/01/2022
---------------------	-------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

	12/01/2022
--	-------------------

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Community Housing Partnership of Williamson County

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☒ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

Community Housing Partnership of Williamson County

Financial Statements
For the Year Ended June 30, 2022

Community Housing Partnership of Williamson County
Financial Statements
For the Year Ended June 30, 2022

Contents

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Statement of Functional Expenses	5
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Independent Auditor's Report

Board of Directors
Community Housing Partnership of Williamson County

Opinion

We have audited the financial statements of Community Housing Partnership of Williamson County (the Organization), which comprise the statement of financial position as of June 30, 2022, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2022, 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 (GAAS). 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 the Organization 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 the Organization's ability to continue as a going concern within one year after the date that the financial statements are issued or 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 GAAS 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 GAAS, 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 the Organization'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 the Organization'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.

Blankenship CPA Group, PLLC

Blankenship CPA Group, PLLC
Brentwood, Tennessee
October 25, 2022

Community Housing Partnership of Williamson County
Statement of Financial Position
June 30, 2022

Assets

Cash	\$ 254,728
Accounts receivable, net	5,639
Investments	247,165
Prepaid expenses	1,031
Inventories	6,051,157
Escrow deposits	28,176
Property and equipment, net	3,880,688
Loans receivable, net	66,125
Total assets	\$ 10,534,709

Liabilities and Net Assets

Liabilities

Accounts payable	\$ 11,365
Accrued expenses	5,415
Tenant deposits	43,081
Promises to give obligation, net	23,307
Lines of credit	542,434
Refundable advances	822,120
Long-term debt	6,156,871
Total liabilities	7,604,593

Net assets

Without donor restrictions	2,914,403
With donor restrictions	15,713
Total net assets	2,930,116
Total liabilities and net assets	\$ 10,534,709

Community Housing Partnership of Williamson County

Statement of Activities

For the Year Ended June 30, 2022

	Without donor restrictions	With donor restrictions	Total
Revenues and Support			
Grants	\$ 583,266	\$ 213,744	\$ 797,010
Contributions of financial assets	81	15,500	15,581
Contributions of nonfinancial assets	10,140	-	10,140
Rental income	495,351	-	495,351
Home sales	1,945,422	-	1,945,422
Other income	18,754	-	18,754
Interest income	5,930	-	5,930
Unrealized gain (loss) on investment	(57,289)	-	(57,289)
Realized gain (loss) on investment	2,682	-	2,682
Net assets released from restriction	213,531	(213,531)	-
Total revenues and support	3,217,868	15,713	3,233,581
Expenses			
Program services	3,002,811	-	3,002,811
Management and general	182,204	-	182,204
Total expenses	3,185,015	-	3,185,015
Change in net assets	32,853	15,713	48,566
Net assets, beginning of year	2,881,550	-	2,881,550
Net assets, end of year	\$ 2,914,403	\$ 15,713	\$ 2,930,116

Community Housing Partnership of Williamson County

Statement of Functional Expenses

For the Year Ended June 30, 2022

	Program services	Management and general	Total
Salaries and benefits	\$ 393,571	\$ 98,393	\$ 491,964
Payroll taxes	26,910	6,727	33,637
Total wage costs	420,481	105,120	525,601
Community rehabilitation	133,916	-	133,916
Cost of homes sold	1,859,466	-	1,859,466
Depreciation	170,388	4,988	175,376
Donations	1,503	-	1,503
Insurance	31,152	7,788	38,940
Interest	36,827	-	36,827
Maintenance and repairs	62,589	-	62,589
Mileage	1,382	346	1,728
Office and supplies	42,562	10,640	53,202
Professional services	160,855	40,214	201,069
Property taxes	29,261	-	29,261
Rent	13,442	3,361	16,803
Training, meetings, and dues	8,168	2,042	10,210
Other	30,819	7,705	38,524
	\$ 3,002,811	\$ 182,204	\$ 3,185,015

Community Housing Partnership of Williamson County

Statement of Cash Flows For the Year Ended June 30, 2022

Cash, beginning of year	\$ 463,499
Cash flows from operating activities	
Change in net assets	48,566
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:	
Depreciation	175,376
Forgiveness of PPP loan	(69,745)
Forgiveness of refundable advances	(28,818)
Unrealized (gain) loss on investment	57,289
Change in:	
Accounts receivable, net	3,847
Grants receivable	7,500
Prepaid expenses	(1,031)
Inventories	(714,781)
Loans receivable, net	9,705
Accounts payable	(27,914)
Accrued expenses	2,000
Tenant deposits	26,550
Promises to give obligation, net	(7,890)
Net cash provided (used) by operating activities	(519,346)
Cash flows from investing activities	
Purchase of investments	(7,685)
Proceeds from the sale of investments	44,428
Purchase of property	(62,247)
Net cash provided (used) by investing activities	(25,504)
Cash flows from financing activities	
Principal payments on notes payable	(368,239)
Proceeds from notes payable	704,318
Net cash provided (used) by financing activities	336,079
Net change in cash	(208,771)
Cash, end of year	\$ 254,728

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 1. Summary of Significant Accounting Policies

Nature of Activities

Community Housing Partnership of Williamson County (the Organization) is a not-for-profit organization in Williamson County, Tennessee. The Organization's mission is to provide affordable housing in Williamson County to low- and moderate-income families.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (US GAAP).

Use of Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Financial Statement Presentation

Financial statement presentation is reported in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) for *Presentation of Financial Statements, Not-for-Profit Entities*. Under these provisions, net assets and revenues, gains, and losses are classified based on the absence or existence and nature of donor-imposed restrictions as follows:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the Board of Directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Cash and Cash Equivalents

The Organization defines its cash and cash equivalents to include only cash on hand, demand deposits, and all highly liquid investments with original maturities of three months or less from the date of acquisition. Certain cash may be reported as restricted because it is maintained in separate bank accounts and is restricted for use in community development. There are no cash equivalents.

Accounts Receivable and Allowance for Credit Losses

Accounts receivable results primarily from tenant rent owed to the Organization. An allowance for credit losses is established based on review of outstanding receivables, management's historical experience, and economic conditions. Receivables are written off when a balance is determined to be uncollectible. The allowance is \$5,614 at year-end.

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 1. Summary of Significant Accounting Policies

Inventories and Cost of Homes Sold

The Organization's inventories are made up of finished homes and lots under construction, which are recorded at cost. Accordingly, inventory costs include land acquisition, land development, and home construction costs. Construction overhead, interest, and closing costs are expensed as incurred, as the Organization does not believe that such costs generate or enhance resources that will be used in satisfying the performance obligations in the future. Homes held-for-sale are classified as inventories until delivered.

Cost of home sales includes the construction cost, which is the amounts paid through the closing date of the home, plus an accrual for costs incurred, but not yet paid.

Property and Equipment

The Organization's policy is to capitalize property and equipment over \$1,000. Purchased property and equipment is recorded at cost or estimated fair value, if donated. Depreciation is provided using the straight-line method over the estimated useful lives of the assets ranging from 3 to 30 years. Repairs and maintenance are expensed as incurred.

Loans Receivable and Promises to Give Obligation

As part of its mission, the Organization sells homes at a price below market to individuals within the Williamson County community. As part of the sale of these homes, the Organization often issues a second mortgage on each home that is based on the difference between the appraised value of the home and the first mortgage selling price of the home. The loans are recorded at present value.

The Organization has promised to forgive certain HOME Program loans over a period of five years, which is recorded as a promises to give obligation at fair value at the date of award.

SBA PPP Loan

On January 30, 2020, the World Health Organization declared the COVID-19 outbreak a "Public Health Emergency of International Concern" and on March 11, 2020, declared it to be a pandemic. The Organization received a loan in accordance with the Paycheck Protection Program (PPP) section of the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act). US GAAP provides organizations with two alternatives for reporting the loan and any future forgiveness: 1) proceeds can be treated as *debt* and future forgiveness recognized as income when the loan or any portion thereof is formally discharged; or 2) proceeds can be treated as a *conditional contribution* where they recognize a refundable advance and derecognize the liability, and recognize income, as the conditions for forgiveness are substantially met or explicitly waived. The Organization elected to treat the PPP loan as *debt*, which was forgiven in November 2021. PPP forgiveness in the amount \$69,745 has been included in grants on the statement of activities.

Grant Notes

The Organization has received several grants through the Tennessee Housing Development Agency's Tennessee Housing Trust Fund Competitive Grants Program for the acquisition and rehabilitation of rental housing to serve as transitional housing for low-income individuals. These grants include grant notes that specify a 15-year forgiveness period. As such, proceeds are treated as a conditional contribution where they recognize a refundable advance and derecognize the liability, and recognize income, as conditions for forgiveness are substantially met or explicitly waived.

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 1. Summary of Significant Accounting Policies

Fair Value Measurement

The Organization has adopted the *Fair Value Measurements and Disclosures* topic of the FASB ASC for determining fair value of financial assets and liabilities that are required to be carried at such amounts. Fair value is required to be evaluated and adjusted according to the following valuation techniques:

Level 1 – Fair value is determined using quoted market prices in active markets for identical assets and liabilities.

Level 2 – Fair value is determined using quoted market prices in active markets for similar assets and liabilities.

Level 3 – Fair value is determined using unobservable market prices in a market that is typically inactive.

Revenues and Support

The Organization recognizes revenues from all home building activities at the closing of the sale. During construction, all direct material and labor costs and those indirect costs related to acquisition and construction are capitalized, which are charged to earnings upon closing. Costs incurred in connection with completed homes and selling, general, and administrative costs are charged to expenses as incurred.

Contributions and grants are received and recorded as with or without donor restrictions depending on the existence and/or nature of any donor restrictions. Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. Contributions with donor restrictions are presented as net assets with donor restrictions in the statement of activities. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Donated Supplies and Services

Donated goods and assets are recorded at estimated fair market value at the date of donation. If donors stipulate how long the assets must be used, the donations are recorded as with donor restrictions. In the absence of such stipulations, donations of property and equipment are recorded as without donor restrictions.

Donated services are reflected in the financial statements at the estimated fair value of the services received only when those services either (a) create or enhance nonfinancial assets, or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

Program and Supporting Services

The following program and supporting services are included in the accompanying financial statements:

Program services – includes activities carried out to fulfill the Organization's mission.

Management and general – relates to the overall direction of the Organization. These expenses are not identifiable with a particular program, event, or fundraising but are indispensable to the conduct of those activities and are essential to the Organization.

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 1. Summary of Significant Accounting Policies

Functional Allocation of Expenses

The costs of providing program services and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code except on net income derived from unrelated business activities. Accordingly, no provision for income tax has been made. US GAAP requires the Organization's management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) if the Organization has taken an uncertain position that more likely than not would not be sustained upon examinations by the Internal Revenue Services. Management has analyzed the tax positions of the Organization and has concluded that as of year-end, no uncertain positions have been taken or are expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions, however, there are currently no audits for any tax periods in progress. The Organization is no longer subject to routine audits by taxing jurisdictions for any tax periods before 2018.

Advertising

Advertising costs are expensed when incurred.

Note 2. Liquidity and Availability

The following represents the Organization's financial assets:

Financial assets	
Cash	\$ 254,728
Accounts receivable, net	5,639
Investments	<u>247,165</u>
Total financial assets at year-end	<u>\$ 507,532</u>

As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations become due.

Note 3. Concentration and Credit Risk

The Organization maintains its cash in bank accounts, which, at times, may exceed federally insured limits. Accounts are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of year-end, the Organization had no deposits in excess of FDIC limits.

In addition, the Organization has credit risk associated with the purchase and rehabilitation of residential homes, with the risk of the housing market supporting the desired price and timeframe of the sale.

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 4. Investments

Investments are as follows:

	Level 1	Level 2	Level 3	Total
Cash	\$ 3,435	\$ -	\$ -	\$ 3,435
Exchange traded funds	171,070	-	-	171,070
Mutual funds	<u>72,660</u>	<u>-</u>	<u>-</u>	<u>72,660</u>
	\$ 247,165	\$ -	\$ -	\$ 247,165

Note 5. Inventories

Inventories include costs of eight properties that are in various stages of construction. Lots in inventories totaled \$6,051,157.

In April 2022, the Organization accepted an offer for the sale of one of its properties for \$7,000,000 for which it received \$25,000 of earnest money before year-end. The sale was finalized in September 2022.

Note 6. Property and Equipment

Property and equipment consist of the following:

	Affordable rental housing	Other	Total
Land	\$ 533,924	\$ -	\$ 533,924
Buildings	4,397,313	-	4,397,313
Construction in progress	570,768	-	570,768
Furniture and equipment	<u>-</u>	<u>84,528</u>	<u>84,528</u>
	5,502,005	84,528	5,586,533
Less: accumulated depreciation	<u>(1,662,968)</u>	<u>(42,877)</u>	<u>(1,705,845)</u>
Property and equipment, net	\$ 3,839,037	\$ 41,651	\$ 3,880,688

Total depreciation expense for the year is \$175,376.

Note 7. Loans Receivable and Promises to Give Obligation

During the year, the Organization sold six homes and there are six loans receivable totaling \$131,525 at year-end. The Organization has promised to forgive three HOME Program loans and one Community Development Block Grant loan over a period of five years. The remaining notes are for a period of 40 years, at which time the Organization may decide to forgive some or all of the value of the loan at its sole discretion. Loans receivable have maturity dates between 2022 and 2047. These mortgages have been discounted at 5%, to be amortized into interest income over the life of the loans. The aggregate discount is \$65,400 at year-end. The promises to give obligation related to forgiveness of the HOME Program loans were recorded at fair value as of the date of the promises and reflect the present value at a discount rate of 5%.

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 8. Lines of Credit

The Organization has a \$200,000 line of credit with a bank bearing interest at prime, less 4.00%, with a floor of 1.25% (1.25% at June 30, 2022), which must be renewed annually. The line matures in December 2022 and has an outstanding balance of \$198,617.

The Organization has a \$100,000 line of credit with a bank bearing interest at prime (4.75% at June 30, 2022), which must be renewed annually. The line matures in July 2022 and has an outstanding balance of \$89,799.

In addition, the Organization has a \$255,000 line of credit with a bank bearing interest at prime, plus 0.95%, with a floor of 3.00% (5.70% at June 30, 2022), which is secured by a deed of trust and an assignment of rents on properties held for rent by the Organization. The line matures in September 2022 and has an outstanding balance of \$254,018.

In September 2022, the Organization paid off these lines of credit with the sale of the property described in note 5.

Note 9. Refundable Advances

On September 27, 2019, the Organization entered into a \$460,000 grant note through the 2019 spring round of the Tennessee Housing Trust Fund Competitive Grants Program (the Program), which is secured by a deed of trust. In addition, on June 7, 2021, the Organization entered into a \$496,169 grant note through the 2021 winter round of the Program. Each of these grant notes are to be forgiven through annual reductions, each in the amount of 6.67% of the original principal sum over a period of 15 years, beginning one year from the date the secured property is first available for occupancy.

Refundable advances consist of the following:

Property	Occupancy date	Final forgiveness date	Original advance amount	Balance at year end
126 W Fowlkes St	06/08/2020	06/08/2035	\$ 432,277	\$ 374,641
2242 S. Berry's Chapel	06/30/2022	06/30/2037	447,479	<u>447,479</u>
				\$ 822,120

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 10. Long-term Debt

Long-term debt consists of the following notes payable:

Property	Origination date	Maturity date	Interest rate description	Interest rate	Principal balance outstanding
<i>Secured mortgage debt</i>					
<u>Lender A</u>					
Walker Pl Development (1st)	11/22/2019	05/02/2023	WSJ Prime - 4.00%	0.75%	\$ 3,275,000
<u>Lender B</u>					
Walker Pl Development (2nd)	11/22/2019	12/31/2022	WSJ Prime + 1.00%	5.75%	1,000,000
Walker Pl Pre-Development (1)	12/13/2019	12/31/2022	WSJ Prime + 2.00%	6.75%	249,302
<u>Lender C</u>					
Mt. Hope St & 11th Ave N re-fi (2)	12/12/2019	12/12/2030	Fixed	1.25%	339,296
<u>Lender D</u>					
7944 Horn Tavern et al (3)	04/09/2020	04/09/2025	WSJ Prime, 4.00% floor	4.00%	160,328
<u>Lender E</u>					
7209 Rye Ct (4)	03/03/2020	03/03/2025	WSJ Prime - 4.00%	0.00%	558,759
126 W Fowlkes St (5)	10/01/2019	10/02/2024	Fixed	1.00%	67,488
<u>Lender F</u>					
Walker Pl Development (6)	08/28/2019	09/27/2022	WSJ Prime, 4.00% floor	4.00%	320,432
254 Natchez St (7)	06/16/2021	06/16/2026	WSJ Prime - 4.00%	0.00%	186,266
					\$ 6,156,871

(1) Secured by Pleasant Hill Estates lots 6 and 7

(2) Included re-fi of loans on 2505 Penny Ln, 4007 Kelsey Way, 628 Westminster, 160 Cadet, 7344 Hidden Lake, and 7222 Blue Ridge. Loan is subordinate to THDA Deed of Trust (Working Agreement HM-09-17, as amended).

(3) Loan is re-fi of original loan dated October 9, 2018

(4) Loan is for purchase of 1100 W Main St D4 and D6, 2271 Dewey Dr #G-2, and 7209 Rye Ct

(5) Including THDA Housing Trust Fund Grant financing of \$215,586

(6) Secured by 248 and 264 Chestnut Ln real property and related rents. Loan modified on September 27, 2021 extending maturity date from August 25, 2021 to September 27, 2022.

(7) Loan is a re-fi of original loan dated January 1, 2016

Community Housing Partnership of Williamson County
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 10. Long-term Debt

Future maturities of long-term debt are as follows:

Year ended June 30,	
2023	\$ 4,895,791
2024	51,751
2025	715,730
2026	154,303
2027	-
Thereafter	<u>339,296</u>
Total	\$ 6,156,871

In September 2022, the Organization paid off approximately \$5,259,000 of its debt with the sale of property described in note 5.

Note 11. Retirement Plan

The Organization has adopted a Simplified Employee Retirement Plan covering all eligible employees who are age 21 or older and who have completed a successful 90-day probationary period. The Organization contributes 5% of an employee's salary to the Plan each year. The Organization contributed \$16,400 to the retirement plan during the year.

Note 12. Grants

The Organization has various grants from state and local sources. In addition, the Organization received a federal grant, which is administered through the Tennessee Housing Development Agency. The grant, which falls under the US Department of Housing and Urban Development, allows the Organization to purchase and redevelop foreclosed properties that might otherwise become sources of abandonment and blight. Once redeveloped, the properties are then rented or sold to qualified residents at reduced prices.

Amounts received from grantors are subject to restrictions and are open to audits. Any disallowed claims including amounts already collected, could become a liability to the Organization.

Note 13. Subsequent Events

Management has evaluated subsequent events through October 25, 2022, the date on which the financial statements were available for issuance.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Community Housing Partnership of Williamson County

Name of Nonprofit Organization

129W Fowlkes St, Ste. 124	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 1, 2021 **through** June 30, 2022

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 432,657.63	
State Grants	125,582.54	
Financial Assistance from Local Governments	137,547.98	
Donations and Gifts from Citizens	25,721.01	
Membership Dues	0.00	
Fees/Charges for Services	0.00	
Fundraising Events	0.00	
Sale of Assets	1,945,422.00	
Loans-Borrowed Funds		
Investment Income	-50,553.53	
Other Receipts	621,256.27	
Total Receipts		\$ 3,237,633.90 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 117,712.94
Salaries and Wages	437,089.92
Employee Benefits	52,610.20
Payroll Taxes	33,636.68
Fees for Services (non-employee)	0.00
Advertising and Promotion	2,260.80
Office Expenses	270,765.24
Leases/Rentals	96,690.34
Maintenance and Repairs	62,588.77
Supplies	6,987.86
Travel	0.00

Utilities		
Insurance	<u>38,939.76</u>	
Conferences, Conventions and Meetings	<u>955.58</u>	
Interest	<u>1,956.19</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u>0.00</u>	
Purchase of capital Assets – Property and Buildings	<u>1,859,466.12</u>	
Loan Payments	<u>0.00</u>	
Other	<u>207,404.94</u>	
Total Disbursements		\$ <u>3,189,065.34</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 48,568.56 (C)

Cash Balance - at the beginning of the fiscal year \$ 453,341.88 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 501,910.44 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	<u>\$0.00</u>	
Cash in Bank – Checking	<u>254,745.04</u>	
Cash in Bank – Savings Accounts	<u>0.00</u>	
Cash in Bank – Certificates of Deposits	<u>0.00</u>	
Other Cash	<u>247,165.40</u>	
Total Cash - at the end of the fiscal year		\$ <u>501,910.44</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

All funds requested from the City of Franklin will be used to promote the general welfare of Franklin residents and to maintain and increase affordable housing opportunities in the municipality.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Community Housing Partnership of Williamson County for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Carmen Oprea

Printed Name


Signature

Phone Number 615.905.8957

Email Address coprea@chpwc.org

Date 12/01/2022

Proof of nonprofit
status
(IRS Tax Exempt Letter
of Determination).

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

DEPARTMENT OF THE TREASURY

Date: MAY 6 1 2001

COMMUNITY HOUSING PARTNERSHIP OF
WILLIAMSON COUNTY
129 W FOWLKES ST STE 128
FRANKLIN, TN 37064

Employer Identification Number:
62-1572386

DLN:

17053104800031

Contact Person:

EVELYN D GRIFFITHS

ID# 31432

Contact Telephone Number:

(677) 829-5500

Our Letter Dated:

December 1994

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

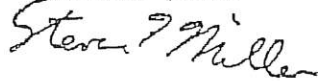
Letter 1050 (DO/CG)

COMMUNITY HOUSING PARTNERSHIP OF

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in cursive script that reads "Steven T. Miller".

Steven T. Miller
Director, Exempt Organizations

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
401 W. PEACHTREE ST. NW
ATLANTA, GA 30365

DEPARTMENT OF THE TREASURY

Date: **DEC 05 1994**

COMMUNITY HOUSING PARTNERSHIP OF
WILLIAMSON COUNTY
1320 W. MAIN ST., SUITE 421
FRANKLIN, TN 37064

Employer Identification Number:
62-1572386
Case Number:
584215009
Contact Person:
DENNIS PHILLIPS
Contact Telephone Number:
(404) 331-0172
Accounting Period Ending:
June 30
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
July 21, 1994
Advance Ruling Period Ends:
June 30, 1999
Addendum Applies:
Yes

--
Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (00/CG)

COMMUNITY HOUSING PARTNERSHIP OF

will no longer treat you as a publicly supported organization; grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

Contributions to you are deductible by donors beginning July 21, 1974.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided; check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less; and sign the return.

If you are required to file a return you must file it by the 15th day of

Letter 1045 (00/06)

COMMUNITY HOUSING PARTNERSHIP OF

the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number has not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 304.)

You indicate that you will not finance your activities with tax-exempt bonds or certificates of participation. Therefore, this determination letter is based on the understanding that you will not raise funds through such financing. If in the future you wish to raise funds by either of these methods, you should request a ruling from the Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224, Attn: CP:E:EO:R, according to Revenue Procedure 90-4, 1990-2 I.R.B. 10.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

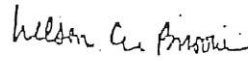
Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

Letter 1045 (DO/CG)

COMMUNITY HOUSING PARTNERSHIP OF

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Nelson A. Brooke".

Nelson A. Brooke
District Director

Letter 1045 (00/CG)

COMMUNITY HOUSING PARTNERSHIP OF

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, and supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$10 per day for each day there is failure to comply (up to a maximum of \$5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, for additional information.

If your organization conducts fund-raising events such as benefit dinners, auctions, membership drives, etc., where something of value is received in return for contributions, you can help your donors avoid difficulties with their income tax returns by assisting them in determining the proper tax treatment of their contributions. To do this you should, in advance of the event, determine the fair market value of the benefit received and state it in your fund-raising materials such as solicitations, tickets, and receipts in such a way that your donors can determine how much is deductible and how much is not. To assist you in this, the Service has issued Publication 1391, *Deductibility of Payments Made to Charities Conducting Fund-Raising Events*. You may obtain copies of Publication 1391 from your local IRS Office. Guidelines for deductible amounts are also set forth in Revenue Ruling 67-246, 1967-2 C.B. 104 and Revenue Procedure 90-12, 1990-1 C.B. 471 and Revenue Procedure 92-49, 1992-26 I.R.B. 18.

Board of Directors List

Board Members										
First	Last	Position	Yes	No	Proxy?	Email	Phone	Cell	Induction Date	Expiration Date
Clay	Barnes	Director				gclaybarnes@gmail.com	615-591-2430	615-533-9806	2013	2018/2023
Lori	Clemons	Vice Chair				loriclemons@gmail.com	615-936-3312	443-878-0300	2018	2023
Michael	Haarbauer	Director				earthsearchllc@gmail.com	615-210-5523	615-210-5523	2017	2022
Lance	Jordan	Director				ljordan@wavesinc.com	615-794-7955	615-997-9415	2017	2022
Duple	Travillion	Director				dtravillion@fedex.com	901-491-5238	901-491-5238	2021	2026
Gavin	Baxter	Director				gavingbaxter10@gmail.com	615-516-0969	615-516-0969	2022	2027
Rae	Sanchez	Director				rsanchez@chpwc.org	n/a	615-788-0604	2022	2027
Bob	Waegelein	Treasurer				robert.waegelein@gmail.com	845-214-8283	845-214-8283	2020	2025

*Quorum = 35% of the directors (5) for meeting (66% of the directors (8) to remove a Board member)

Certificate of
Insurance
for professional
liability (if applicable),
general liability, and
workers'
compensation (if
required by TN law).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/23/2022

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 have **ADDITIONAL INSURED** provisions or 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 State Farm 	Ed Underwood 115 5th Ave North Franklin, TN 37064	CONTACT NAME: Ed Underwood PHONE (A/C, No, Ext): 615-771-0700 E-MAIL ADDRESS: ed@edunderwood.net FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Fire and Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC # 25143
INSURED	Community Housing Partnership of Williamson County 129 W Fowlkes St, STE 124 Franklin, TN 37064		

COVERAGES**CERTIFICATE NUMBER:****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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			92-EB-F740-4	08/26/2022	08/26/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
X	Fidelity Bond			92-ED-Y420-1	03/04/2021	03/04/2022	\$100,000

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

CERTIFICATE HOLDER**CANCELLATION**The City of Franklin
109 3rd Ave South
Franklin, TN 37064

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

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

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City of Franklin

Vendor Information Form

Vendor Name

Community Housing Partnership of Williamson County

Vendor ID (For
Office Use)

Contact Name

Wayne Weaver

Contact Email Address

ww Weaver@chpwc.org

Physical Street Address

129W Fowlkest St, Ste. 124

Remittance Address, if different

City, State ZIP

Franklin, TN 37064

City, State ZIP

Phone Number

615.905.5959

Email Address for ACH Remittance

admin@chpwc.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

FirstBank

Routing Number

064109329

Account Number

2007409

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

12/01/2022

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklinton.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Community Housing Partnership of Williamson County

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

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

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

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

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

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

5 Address (number, street, and apt. or suite no.) See instructions.
129 West Fowlkes St, Ste. 124

6 City, state, and ZIP code
Franklin, TN 37064

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number								
				-				

or

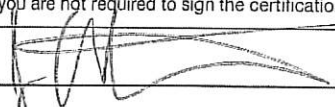
Employer identification number								
6	2		-	1	5	7	2	3 8 6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ►  Date ► 8/22/11

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Williamson County Child Advocacy Center

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Davis House CAC provides investigative and healing services to children who have been sexually and/or significantly physically abused and neglected. DHCAC also provides community education and outreach to public and private organizations and institutions. All services are provided free of charge to the child and their non-offending family. Davis House serves an average of 115 new children per year from the City of Franklin at a cost of \$1,500/child. Our request of \$43,125 will cover 25% of the costs incurred by Davis House to serve Franklin child residents each year.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

City of Franklin funds will support general operations of our Franklin-based administrative and clinical center. Nearly 70% of all Davis House's annual expenses come from the Franklin office (we also operate in Centerville and Hohenwald). These funds would help us pay for all our programs and our physical space in Williamson County. The request accounts for only 4.7% of our total agency budgeted expenses for this year. We will ensure these funds are spent in Williamson County.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Brent D. Hutchinson	03/09/2023
----------------------------	-------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

	03/15/2023
--	-------------------

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

**WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
DBA DAVIS HOUSE CHILD ADVOCACY CENTER**

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2022 AND 2021

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

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JUNE 30, 2022 AND 2021

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BELLENFANT

CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS

Professional Accounting & Consulting Services

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Williamson County Child Advocacy Center, Inc.
dba Davis House Child Advocacy Center
Franklin, Tennessee

Opinion

We have audited the accompanying financial statements of Williamson County Child Advocacy Center, Inc. (dba Davis House Child Advocacy Center) (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, 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 Williamson County Child Advocacy Center, Inc. (dba Davis House Child Advocacy Center) as of June 30, 2022 and 2021, 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Williamson County Child Advocacy Center, Inc. (dba Davis House Child Advocacy Center) 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 Williamson County Child Advocacy Center, Inc.'s (dba Davis House Child Advocacy Center) 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 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, including omissions, 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 Williamson County Child Advocacy Center, Inc.'s (dba Davis House Child Advocacy Center) 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 Williamson County Child Advocacy Center, Inc.'s (dba Davis House Child Advocacy Center) 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.

Bellenfant, PLLC

Nashville, Tennessee
February 24, 2023

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2022 AND 2021

	<u>ASSETS</u>	
	<u>2022</u>	<u>2021</u>
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 10,830	\$ 72,194
Prepaid Expenses	7,444	50,958
Grants Receivable	63,580	18,549
Total Current Assets	<u>81,854</u>	<u>141,701</u>
PROPERTY AND EQUIPMENT		
Furniture and Equipment	236,210	208,093
Leasehold Improvements	45,069	45,069
Less: Accumulated Depreciation	(113,471)	(94,383)
Total Property and Equipment	<u>167,808</u>	<u>158,779</u>
OTHER ASSETS		
Deposits	<u>10,000</u>	<u>10,000</u>
Total Other Assets	<u>10,000</u>	<u>10,000</u>
Total Assets	<u>\$ 259,662</u>	<u>\$ 310,480</u>
	<u>LIABILITIES AND NET ASSETS</u>	
LIABILITIES		
Current Liabilities		
Accounts Payable and Accrued Expenses	\$ 32,810	\$ 57,557
Line of Credit	-	49,416
Deferred Revenue: Button Ball	10,000	47,021
Total Current Liabilities	<u>42,810</u>	<u>153,994</u>
Non-Current Liabilities		
SBA EIDL Loan Payable	<u>154,531</u>	<u>149,900</u>
Total Non-Current Liabilities	<u>154,531</u>	<u>149,900</u>
Total Liabilities	<u>197,341</u>	<u>303,894</u>
NET ASSETS		
Net Assets Without Donor Restrictions	<u>62,321</u>	<u>6,586</u>
Total Net Assets	<u>62,321</u>	<u>6,586</u>
Total Liabilities and Net Assets	<u>\$ 259,662</u>	<u>\$ 310,480</u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NET ASSETS WITHOUT DONOR RESTRICTIONS

PUBLIC SUPPORT AND REVENUE

	<u>2022</u>	<u>2021</u>
Public Support		
Government Grants	\$ 272,592	\$ 251,573
Corporate Grants	545,271	192,917
Court Ordered Donations	1,450	2,700
Contributions	239,637	140,251
	<u>1,058,950</u>	<u>587,441</u>
Special Event Revenue		
Revenue	311,302	183,089
Less: Direct Costs	(242,881)	(46,878)
Net Revenue from Special Events	<u>68,421</u>	<u>136,211</u>
Donated Services and Facilities (In-Kind)	<u>9,959</u>	<u>29,884</u>
Total Public Support	<u>1,137,330</u>	<u>753,536</u>
Other Revenue		
SBA PPP Loan Forgiveness	<u>-</u>	<u>98,187</u>
Total Other Revenue	<u>-</u>	<u>98,187</u>
Total Public Support and Revenue	<u><u>\$ 1,137,330</u></u>	<u><u>\$ 851,723</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENTS OF ACTIVITIES (CONTINUED)
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

EXPENSES	<u>2022</u>	<u>2021</u>
Program Services		
Counseling	\$ 148,420	\$ 73,516
Education and Outreach	112,937	133,509
Forensic Interviewing	96,058	111,794
Victim Services	235,309	258,167
Total Program Services	<u>592,724</u>	<u>576,986</u>
Support Services		
Management and General	488,468	271,177
Fundraising	403	59,522
Total Supporting Services	<u>488,871</u>	<u>330,699</u>
Total Expenses	<u>1,081,595</u>	<u>907,685</u>
Change in Net Assets	55,735	(55,962)
Net Assets Without Donor Restrictions, Beginning of Year	<u>6,586</u>	<u>62,548</u>
Net Assets Without Donor Restrictions, End of Year	<u><u>\$ 62,321</u></u>	<u><u>\$ 6,586</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	Program Services					Supporting Services			
	Counseling	Education and Outreach	Forensic Interviewing	Victim Services	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
Salaries	\$ 104,245	\$ 83,619	\$ 74,198	\$ 121,221	\$ 383,283	\$ 129,279	\$ -	\$ 129,279	\$ 512,562
Employee benefits	11,672	12,119	11,362	11,561	46,714	49,219	-	49,219	95,933
Payroll taxes	9,795	8,140	6,598	11,744	36,277	16,295	-	16,295	52,572
Total compensation	125,712	103,878	92,158	144,526	466,274	194,793	-	194,793	661,067
Professional development and training	17,337	825	-	-	18,162	50,246	-	50,246	68,408
Professional fees	660	2,500	-	-	3,160	38,313	-	38,313	41,473
Supplies	-	64	-	171	235	13,299	-	13,299	13,534
Occupancy	-	-	-	89,328	89,328	21,921	-	21,921	111,249
Insurance	-	-	-	-	-	15,176	-	15,176	15,176
Travel	4,641	126	-	49	4,816	35,947	-	35,947	40,763
Business fees and expenses	70	5,544	3,000	1,235	9,849	85,203	403	85,606	95,455
Depreciation	-	-	-	-	-	19,088	-	19,088	19,088
Direct expenses of special events	-	-	-	-	-	-	242,881	242,881	242,881
Equipment	-	-	900	-	900	4,523	-	4,523	5,423
In-Kind	-	-	-	-	-	9,959	-	9,959	9,959
Total expenses	148,420	112,937	96,058	235,309	592,724	488,468	243,284	731,752	1,324,476
Less: expenses netted with revenue on statement of activities	-	-	-	-	-	-	(242,881)	(242,881)	(242,881)
Direct expenses of special events	-	-	-	-	-	-	(242,881)	(242,881)	(242,881)
Total expenses by function	\$ 148,420	\$ 112,937	\$ 96,058	\$ 235,309	\$ 592,724	\$ 488,468	\$ 403	\$ 488,871	\$ 1,081,595
Current year's percentages	13.7%	10.3%	8.9%	21.8%	54.8%	45.2%	0.0%	45.2%	100.0%

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021

	Program Services					Supporting Services			
	Counseling	Education and Outreach	Forensic Interviewing	Victim Services	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
Salaries	\$ 47,934	\$ 95,799	\$ 76,590	\$ 135,225	\$ 355,548	\$ 58,015	\$ 53,000	\$ 111,015	\$ 466,563
Employee benefits	10,868	13,001	29,653	28,958	82,480	4,589	-	4,589	87,069
Payroll taxes	1,423	3,279	2,597	5,810	13,109	19,455	249	19,704	32,813
Total compensation	60,225	112,079	108,840	169,993	451,137	82,059	53,249	135,308	586,445
Professional development and training	7,256	6,607	1,390	20	15,273	3,052	267	3,319	18,592
Professional fees	3,845	-	-	3,236	7,081	76,342	-	76,342	83,423
Supplies	283	923	38	1,464	2,708	7,811	131	7,942	10,650
Occupancy	-	-	-	79,074	79,074	9,837	-	9,837	88,911
Insurance	796	-	-	-	796	15,426	-	15,426	16,222
Travel	246	739	-	424	1,409	1,115	-	1,115	2,524
Business fees and expenses	865	13,161	626	3,956	18,608	23,285	5,875	29,160	47,768
Depreciation	-	-	-	-	-	19,167	-	19,167	19,167
Direct expenses of special events	-	-	-	-	-	-	46,878	46,878	46,878
Equipment	-	-	900	-	900	3,199	-	3,199	4,099
In-Kind	-	-	-	-	-	29,884	-	29,884	29,884
Total expenses	73,516	133,509	111,794	258,167	576,986	271,177	106,400	377,577	954,563
Less: expenses netted with revenue on statement of activities									
Direct expenses of special events	-	-	-	-	-	-	(46,878)	(46,878)	(46,878)
Total expenses by function	\$ 73,516	\$ 133,509	\$ 111,794	\$ 258,167	\$ 576,986	\$ 271,177	\$ 59,522	\$ 330,699	\$ 907,685
Current year's percentages	8.1%	14.6%	12.3%	28.4%	63.6%	29.9%	6.6%	36.4%	100.0%

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

CASH FLOWS FROM OPERATING ACTIVITIES	<u>2022</u>	<u>2021</u>
Change in Net Assets	\$ 55,735	\$ (55,962)
Adjustments to reconcile increase in net assets to net cash provided (used) by operations:		
Depreciation	19,088	19,167
(Increase) Decrease in:		
Grants Receivable	(45,031)	2,859
Prepaid Expenses	43,514	(46,384)
Deposits	-	(7,120)
Increase (Decrease) in:		
Deferred Revenue	(37,021)	47,021
Accounts Payable and Accrued Expenses	(24,747)	23,588
Net Cash Provided (Used) by Operating Activities	<u>11,538</u>	<u>(16,831)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Fixed Assets	<u>(28,117)</u>	<u>(159,866)</u>
Net Cash Provided (Used) by Investing Activities	<u>(28,117)</u>	<u>(159,866)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Draws on Line of Credit	-	49,416
Payments on Line of Credit	(49,416)	-
Forgiveness of SBA PPP Loan Payable	-	(98,187)
Issuance of SBA EIDL Payable	-	149,900
Interest on SBA EIDL Payable	4,631	-
Net Cash Provided (Used) by Financing Activities	<u>(44,785)</u>	<u>101,129</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(61,364)	(75,568)
Cash and Cash Equivalents, Beginning of Year	<u>72,194</u>	<u>147,762</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 10,830</u></u>	<u><u>\$ 72,194</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Williamson County Child Advocacy Center (dba Davis House Child Advocacy Center), the "Organization", is a nonprofit organization chartered in the State of Tennessee in 1999 to combat child abuse by providing and coordinating services to children and their families in crisis and providing community education focused on prevention and early intervention. The Organization serves the 21st Judicial District which includes Williamson, Hickman, Lewis and Perry Counties. The Organization is supported primarily through government grants, individual and business contributions, and special events.

Basis of Presentation

The Organization prepares its financial statements and maintains its financial and accounting records on the accrual basis of accounting. Revenue is generally recognized when earned. Expenses are generally recognized when incurred.

Net Assets without Donor Restrictions

These are net assets that are not subject to donor-imposed stipulations. The organization had \$62,321 and \$6,586 of net assets without donor imposed restrictions as of June 30, 2022 and 2021 respectively.

Net Assets With Donor Restrictions

These are net assets that are subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. This classification also includes net assets subject to donor-imposed stipulations that may be maintained permanently by the Organization. Generally, donors of these assets permit the Organization to use all or part of the income earned for general or specific purposes. The Organization had no net assets with donor restrictions as of June 30, 2022 and 2021.

Cash and Cash Equivalents

The Organization considers all certificates of deposit purchased with maturity of 90 days or less to be cash equivalents. Certificates of deposit with original maturities exceeding 90 days are classified as investments and stated at fair value. As of June 30, 2022 and 2021 there were no cash equivalents.

Grants Receivable

The Organization considers grants receivable to be fully collectible at year-end. Accordingly, no allowance for doubtful accounts has been recorded.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022 AND 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property and Equipment

Property and equipment are recorded at cost to the Organization, or if donated, at the estimated fair market value at the date of donation. All depreciation is computed using the straight-line method based on the estimated useful life of the asset. Estimated useful lives are 3-10 years for office furniture and equipment. Leasehold improvements consist of renovations and are recorded at cost and computed using the straight-line method over the estimated useful life.

Expenditures for repairs and maintenance are charged to operations when incurred.

Prepaid Expenses

Prepaid expenses consist of rent paid in advance.

Contributions

Contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as increases in assets with donor restrictions and assets without donor restrictions depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Donated Services and Facilities (In-Kind)

The Organization receives various forms of in-kind donations including office and venue space, storage space, and in-kind services. In-kind donations are reported as contributions at their estimated fair value on the date of receipt and reported as expense when utilized. In-kind donations are valued based upon estimates of the fair market rent for the related office, venue, and storage space, and the fair market value of the services provided.

Revenue and Revenue Recognition

The Organization recognizes revenue from revenues related to Corporate Grants Receivable, Court Order Donations, and Contributions. These revenues are all recognized at the point in time, for which the transaction occurs or the service and associated benefits are provided.

Government Grants Receivable are recognized when earned. A receivable is booked for any unpaid amounts at year end.

Special Events Revenue is booked when earned. Any revenue that is received but not earned at year end is accrued as a liability under deferred revenue.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022 AND 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

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

Functional Allocation of Expenses

Expenses that can be directly attributed to a particular function are charged to that function. Accordingly, certain costs have been categorized based on specific identification of costs incurred or allocated as determined by management.

<u>Expense</u>	<u>Method of Allocation</u>
Payroll and related expenses	Time and Effort
Depreciation	Square Footage
Administrative Expenses	Time and Effort
Rent and Leases	Square Footage
Insurance	Square Footage

Accounting Policies for Future Pronouncements

In February 2016, FASB issued ASU 2016-02, Leases. The standard requires all leases with lease terms over 12 months to be capitalized as a right of use asset and lease liability on the balance sheet at the date of lease commencement. Leases will be classified as either finance or operating. This distinction will be relevant for the pattern of expense recognition in the income statement. This standard will be effective for the fiscal year ending June 30, 2023. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Adopted Accounting Pronouncement

For the year ended June 30, 2022, the Organization adopted Accounting Standards Update (ASU) 2020-07, *Presentation and Disclosures by Not-For-Profit Entities for Contributed Nonfinancial Assets*. The standard requires that all gifts-in-kind must be disclosed as a separate line item on the Statement of Activities as well as a disclosure in the notes to the financial statements segregating and disclosing each category of gifts-in-kind received during the fiscal year. This distinction provides more transparency on non-monetary revenues received by the Organization. Adoption of this standard did not have a significant impact on the financial statements, with the exception of increased disclosure.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022 AND 2021

2. AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of June 30, 2022 and 2021, reduced by amounts not available for general use:

	<u>2022</u>	<u>2021</u>
Cash and Cash Equivalents	\$ 10,830	\$ 72,194
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 10,830</u>	<u>\$ 72,194</u>

There is not an adequate amount of financial assets available as of June 30, 2022 and 2021. The Organization does not effectively manages its liquid available resources to meet cash needs for general expenditures within one year of the statement of financial position date. Management needs to implement a regular cash flow analysis to ensure the Organization has enough liquidity to support ongoing operations.

3. CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of grant funds from the State of Tennessee, From the Office of Criminal Justice Programs and the Department of Children's Services. The grants represented 24% and 29% of the total revenue for the years ending June 30, 2022 and 2021, respectively. A significant reduction in the level of this support, if this were to occur, could have an adverse impact on the Organization's programs and activities.

4. GRANTS RECEIVABLE

Grants receivable consisted of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Department of Children's Services	\$ 40,000	\$ 7,250
Office of Criminal Justice Program	23,580	4,716
Other Corporate	-	6,583
	<u>\$ 63,580</u>	<u>\$ 18,549</u>

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022 AND 2021

5. PROPERTY AND EQUIPMENT

The following changes to property and equipment occurred during the year ended June 30, 2022:

	Beginning Balance	Additions	Disposals	Ending Balance
Furniture and Equipment	\$ 208,093	\$ 28,117	\$ -	\$ 236,210
Leasehold Improvements	45,069	-	-	45,069
Less: Accumulated Depreciation	(94,383)	(19,088)	-	(113,471)
Total Property and Equipment	<u>\$ 158,779</u>	<u>\$ 9,029</u>	<u>\$ -</u>	<u>\$ 167,808</u>

The following changes to property and equipment occurred during the year ended June 30, 2021:

	Beginning Balance	Additions	Disposals	Ending Balance
Furniture and Equipment	\$ 93,296	\$ 114,797	\$ -	\$ 208,093
Leasehold Improvements	-	45,069	-	45,069
Less: Accumulated Depreciation	(75,216)	(19,167)	-	(94,383)
Total Property and Equipment	<u>\$ 18,080</u>	<u>\$ 140,699</u>	<u>\$ -</u>	<u>\$ 158,779</u>

6. DONATED SERVICES AND FACILITIES (IN-KIND)

Donated services and facilities for the years ended June 30, 2022 and 2021 included the following:

	<u>2022</u>	<u>2021</u>
Office Space and Facilities	\$ 6,600	\$ 27,125
Storage Space	2,759	2,759
Venue	500	-
Other Services	100	-
	<u>\$ 9,959</u>	<u>\$ 29,884</u>

Certain contributions of nonfinancial assets may be subject to donor restrictions or stipulations. During the years ended June 30, 2022 and 2021, there were no significant restrictions or stipulations placed on the donated services or facilities received.

7. LEASE COMMITMENT

The Organization leases office facilities under an operating lease which expires April 30, 2024. Rent expenses totaled \$111,249 and \$88,911 for the years ended June 30, 2022 and 2021 respectively.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022 AND 2021

7. LEASE COMMITMENT (CONTINUED)

Future minimum rental payments under the noncancellable operating lease are as follows:

For the years ended,	June 30, 2023	\$ 72,789
	June 30, 2024	<u>62,020</u>
	Total	<u>\$ 134,809</u>

8. INCOME TAXES

The Organization is a nonprofit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and the Organization is classified as an organization that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Therefore, no provision for federal income taxes is included in the accompanying financial statements.

The Organization accounts for the effect of any uncertain tax positions based on a more likely than not threshold to the recognition of the tax positions being sustained based on the technical merits of the position under examination by the applicable taxing authority. If a tax position or positions are deemed to result in uncertainties of these positions, the unrecognized tax benefit is estimated based on a cumulative probability assessment that aggregates the estimated tax liabilities for all uncertain tax positions. Tax positions for the Organization include, but are not limited to, the tax exempt status and determination of whether income is subject to unrelated business income tax; however, the Organization has determined that such tax positions do not result in an uncertainty requiring recognition. Tax years that remain open to examination include years ended June 30, 2020 through 2022.

9. UNCERTAINTIES

In March 2020, the World Health Organization made the assessment that the outbreak of a novel coronavirus (COVID-19) can be characterized as a pandemic. As a result, the Organization has temporarily not been able to continue a portion of its activities. The extent to which these events will affect the amounts reported in future financial statements remains uncertain.

10. PAYCHECK PROTECTION PROGRAM LOAN PAYABLE

In response to the COVID-19 pandemic, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and it was signed into law on March 27, 2020. The CARES Act implemented the Payroll Protection Program (PPP), which provides loans to small businesses and charitable organizations to keep their employees on payroll. The Organization obtained a PPP loan for \$98,187 on April 30, 2020. The portion of loan proceeds that was spent on qualified payroll costs and operational expenses was forgiven on March 4, 2021, which was the full amount of the loan.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022 AND 2021

11. ECONOMIC INJURY DISASTER LOAN PAYABLE

In response to the COVID-19 pandemic, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and it was signed into law on March 27, 2020. The CARES Act implemented the Economic Impact Disaster Loan (EIDL), which provides loans to small businesses and charitable organizations. The Organization obtained a EIDL loan for \$150,000 on June 12, 2021. This loan is repaid in monthly payments of \$657.00 with an annual interest rate of 2.75% beginning December 12, 2022. Future maturities are as follows:

For the years ended,	June 30, 2023	\$	6,739
	June 30, 2024		3,868
	June 30, 2025		3,676
	June 30, 2026		4,087
	Thereafter		<u>136,161</u>
	Total	\$	<u><u>154,531</u></u>

12. SUBSEQUENT EVENTS

Subsequent to the statement of financial position date, in December 2022, the Organization received a loan of \$3,000,000 from an anonymous donor for the purchase of a new office building. Of that, \$100,000 was designated as an Earnest Money Deposit and restricted for purposes of negotiating the purchase of the property. Payments of interest only are due on the first day of each month beginning January 1, 2023. Interest is accrued on the unpaid principal balance at the annual rate equal to zero percent (0%) in excess of the highest Prime Lending Rate. The entirety of the \$3,000,000 principal and any accrued interest and fees is due on November 30, 2027.

The Organization has evaluated the impact of this subsequent event on the financial statements and determined that it is material. As of June 30, 2022, the statement of financial position date, the loan was not recognized in the financial statements.

The Organization will recognize the loan in the financial statements on the date it was received. The Organization will also evaluate the impact of the loan on the financial statements and update the related disclosures accordingly. The servicing (principal and interest) of this loan could cause financial hardship to the Organization and affect its ability to continue as a going concern.

Additionally, the Organization received new grant contracts from the State of Tennessee totaling \$205,000 per year for the fiscal years ended June 30, 2023 - 2025. These grants differ from the grants that were disclosed in the financial statements for the years ended June 30, 2022 and 2021. The Organization will recognize the grants in the financial statements in the period that they are earned, which is expected to be during the fiscal years ended June 30, 2023 - 2025.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Williamson County Child Advocacy Center

Name of Nonprofit Organization

1810 Columbia Ave Ste 28	Franklin	Williamson		37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 2021 **through** June 2022

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 116887	
State Grants	100000	
Financial Assistance from Local Governments	73990	
Donations and Gifts from Citizens	386650	
Membership Dues		
Fees/Charges for Services		
Fundraising Events	208411	
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		
Other Receipts	31963	
Total Receipts		\$ 917901 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages	674551	
Employee Benefits	89177	
Payroll Taxes	54067	
Fees for Services (non-employee)		
Advertising and Promotion		
Office Expenses		
Leases/Rentals	60485	
Maintenance and Repairs		
Supplies	6905	
Travel	7399	

Utilities	_____	
Insurance	12274	
Conferences, Conventions and Meetings	5517	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ 910375 (B)
 Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		 \$ 7526 (C)
 Cash Balance - at the beginning of the fiscal year		 \$ _____ (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 7526 (E)
 Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ _____	
Cash in Bank – Checking	10830	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ 10830 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Local government support will go to close the gap on operating expenses Davis House does not obtain through other governmental grant sources. All revenues raised because of local government disbursements will only be spent on services utilized within that particular municipality (i.e., all Franklin income will be spent on Franklin-related services).

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Williamson County Child Advocacy Center _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Brent D. Hutchinson, PhD

Printed Name

Signature

Phone Number 615-790-5900 ext 101

Email Address brent@davishousecac.org

Date 03/09/2023

CHARTER
OF

FILED
1999-08-04
11:00 AM
CLERK OF COURT

Williamson County Child Advocacy Center, Inc.

The undersigned person(s) under the Tennessee Nonprofit Corporation Act adopt(s) the following charter for the above listed corporation:

1. The name of the corporation is Williamson County Child Advocacy Center, Inc.

2. The corporation is a public benefit corporation.

~~This corporation is a mutual benefit corporation.~~
[NOTE: Please strike the sentence which does not apply to the corporation.]

3. ~~This corporation is a religious corporation.~~

This corporation is not a religious corporation.
[NOTE: Please strike the sentence which does not apply to the corporation.]

4. (a) The complete address of the corporation's initial registered office in Tennessee is

Williamson Co. Courthouse Suite G-6 Franklin TN 37065.
Street Address City State, Zip Code
County of Williamson.

[NOTE: A street address and a zip code are both required by Tennessee Code Annotated Section 48-52-102(a)(4).]

(b) The name of the initial registered agent, to be located at the address listed in 4(a), is

Ronald L. Davis

5. The name and complete address of each incorporator is:

Ronald L. Davis Williamson County Courthouse G-6 Franklin, TN 37065
Name Address Zip Code

Name Address Zip Code

Name Address Zip Code

[NOTE: An address and zip code are both required by Tennessee Code Annotated Section 48-52-102(a)(5).]

6. The complete address of the corporation's principal office is:

Williamson Co. Courthouse G-6 Franklin TN/USA 37065
Street Address City State/Country Zip Code

[NOTE: A street address and a zip code are both required by Tennessee Code Annotated Section 48-52-102(a)(6).]

7. This corporation is a nonprofit corporation.

8. ~~This corporation will have members.~~

This corporation will have no members.
[NOTE: Please strike the sentence which does not apply to the corporation.]

9. Insert here the provisions regarding the distribution of assets upon dissolution.

See attached-page 9

10. Other provisions:

[NOTE: Insert here any provision(s) desired and permitted by law. Examples: names and addresses of persons serving as the initial board of directors, purpose(s) of the corporation, management or regulation of affairs of the corporation, provision limiting the personal liability of directors for monetary damages for breach of fiduciary duty, etc. See Tennessee Code Annotated Section 48-52-102(b).]

August 4, 1999
Signature Date

Ronald L. Davis
Incorporator's Signature

Ronald L. Davis
Incorporator's Name (typed or printed)



SS-4418

RDA 1678

C H A R T E R
O F

RECEIVED
OFFICE OF THE
99 JUL 20 PM 8:32
CLERK OF THE
SECRETARY OF STATE

Williamson County Child Advocacy Center, Inc.

The undersigned person(s) under the Tennessee Nonprofit Corporation Act adopt(s) the following charter for the above listed corporation:

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2. The corporation is a public benefit corporation.

~~This corporation is a mutual benefit corporation.~~

[NOTE: Please strike the sentence which does not apply to the corporation.]

3. ~~This corporation is a religious corporation.~~

This corporation is not a religious corporation.

[NOTE: Please strike the sentence which does not apply to the corporation.]

4. (a) The complete address of the corporation's initial registered office in Tennessee is

<u>P.O. Box 1571</u>	<u>Franklin</u>	<u>TN 37065</u>
Street Address	City	State, Zip Code
County of <u>Williamson</u>		

[NOTE: A street address and a zip code are both required by Tennessee Code Annotated Section 48-52-102(a)(4).]

(b) The name of the initial registered agent, to be located at the address listed in 4(a), is

Ronald L. Davis

5. The name and complete address of each incorporator is:

<u>Amy J. Emerson</u>	<u>P.O. Box 1571</u>	<u>Franklin, TN</u>	<u>37065</u>
Name	Address		Zip Code

Name	Address	Zip Code
------	---------	----------

Name	Address	Zip Code
------	---------	----------

[NOTE: An address and zip code are both required by Tennessee Code Annotated Section 48-52-102(a)(5).]

6. The complete address of the corporation's principal office is:

<u>P.O. Box 1571</u>	<u>Franklin</u>	<u>TN/USA</u>	<u>37065</u>
Street Address	City	State/Country	Zip Code

[NOTE: A street address and a zip code are both required by Tennessee Code Annotated Section 48-52-102(a)(6).]

7. This corporation is a nonprofit corporation.

8. ~~This corporation will have members.~~

This corporation will have no members.

[NOTE: Please strike the sentence which does not apply to the corporation.]

9. Insert here the provisions regarding the distribution of assets upon dissolution.
See attached-page 9

10. Other provisions:

[NOTE: Insert here any provision(s) desired and permitted by law. **Examples:** names and addresses of persons serving as the initial board of directors, purpose(s) of the corporation, management or regulation of affairs of the corporation, provision limiting the personal liability of directors for monetary damages for breach of fiduciary duty, etc. See Tennessee Code Annotated Section 48-52-102(b).]

See attached

Signature Date

7/16/99

Incorporator's Signature

Ronald L. Davis

Incorporator's Name (typed or printed)



SS-4418

RDA 1678

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

DEPARTMENT OF THE TREASURY

Date: NOV - 3 2PM

WILLIAMSON COUNTY CHILD ADVOCACY
CENTER TASK FORCE
PO BOX 1571
FRANKLIN, TN 37065-0000

Employer Identification Number:

62-1772353

DLN:

17053276775014

Contact Person:

DAN W BERRY

ID# 31122

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b) (1) (A) (vi)

Dear Applicant:

Our letter dated NOVEMBER 1999, stated you would be exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

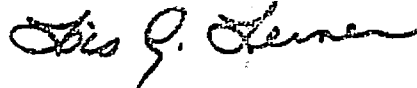
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c) (3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

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

DEPARTMENT OF THE TREASURY

Date: NOV 30 1999

WILLIAMSON COUNTY CHILD ADVOCACY
CENTER INC
C/O RONALD L DAVIS
PO BOX 1571
FRANKLIN, TN 37065

Employer Identification Number:
62-1772353

DLN:

17053257024049

Contact Person:

ROBERTA VAN METER

ID# 52624

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Foundation Status Classification:

509(a)(1)

Advance Ruling Period Begins:

August 5, 1999

Advance Ruling Period Ends:

June 30, 2004

Addendum Applies:

No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the

Letter 1045 (DO/CG)

WILLIAMSON COUNTY CHILD ADVOCACY

act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for

Letter 1045 (DO/CG)

WILLIAMSON COUNTY CHILD ADVOCACY

the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection, (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

-4-

WILLIAMSON COUNTY CHILD ADVOCACY

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Steven T. Miller

Steven T. Miller
Director, Exempt Organizations

Enclosure(s):
Form 872-C

Letter 1045 (DO/CG)

Board of Directors 2022-2023

Last Name	First Name	Mobile #	Email	Officer
Voyles	Andy	<u>615-584-1057</u>	<u>a_voyles@msn.com</u>	Chair
Ledbetter	Jaclyn	<u>949-266-2992</u>	<u>jaclyn.barnard@roundtable-software.com</u>	First Vice Chair
Myers	Katie	<u>615-627-7611</u>	<u>katie.elizabeth.myers@gmail.com</u>	Second Vice Chair
Borne	Jessica	<u>615-785-5121</u>	<u>jlnorthcutt5@gmail.com</u>	Secretary
Wick	Nicole	<u>586-219-5215</u>	<u>nicolenwick@me.com</u>	Treasurer
Adcox	David	<u>931-628-0737</u>	<u>david@highlandcorp.com</u>	
Burris	Paul	<u>615-717-7313</u>	<u>pburris@lbmc.com</u>	
Harris	Jennifer	<u>931-494-1565</u>	<u>jennifer.harris3@ascension.org</u>	
Kelly	Maureen	<u>615-243-8886</u>	<u>mkelly42@hotmail.com</u>	
Killoren	Melissa	<u>773-744-8732</u>	<u>mgkilloren@gmail.com</u>	
Moorhead	Sean	<u>720-641-6324</u>	<u>sean.moorhead@jackson.com</u>	
Olin	Jim	<u>850-699-1828</u>	<u>jim@olinrealty.com</u>	
Rayfield	Lena Graham		<u>lenagrahamrayfield@gmail.com</u>	
Richards	Mary Beth	<u>301-758-4562</u>	<u>m.e.richards@verizon.net</u>	
Schenck	Mike	<u>615-651-4606</u>	<u>mschenck87@gmail.com</u>	
Sura	Luis	<u>615-424-0045</u>	<u>betteroptionstn@gmail.com</u>	
Van Voris	Bishaka	<u>615-496-9893</u>	<u>pbvanvoris@gmail.com</u>	
Vild	Dan	<u>615-533-2372</u>	<u>dan@advancedsafetysupply.com</u>	
Wilschetz	Keith	<u>615-483-8820</u>	<u>kwilschetz@gmail.com</u>	
Gough	Marquis		<u>mgough220@outlook.com</u>	Intern
Hamilton	Forest	<u>615-585-7740</u>	<u>forest@foresthiltonlaw.com</u>	Attorney
Hutchinson	Brent	<u>615-282-1141</u>	<u>brent@davishousecac.org</u>	CEO, Ex-Officio

Working Group	Affiliation	Term Ends	Term Start
Exec team	Bank of England Mortgage, Senior Manager	2024	2018
Exec team	Roundtable Software, Partner	2024	2021
Exec team	Pharmacist	2025	2019
Exec team	Attorney / City of Franklin Municipal Judge	2025	2022
Exec team	Southern Vet Partners, VP	2024	2021
32nd District - team lead - Lewis Co.	Highland Oil, Chairman	2023	2020
Former treasurer	LBMC	2023	2020
32nd district advocate, Hickman Co.	St. Thomas Ascension--Hickman Co.	2025	2022
Operations	HCA	2025	2022
Fundraising - team lead	Commercial RE	2025	2022
Golf chair	Jackson Life	2022	2019
Fundraising	Olin Realty, Owner	2024	2018
32nd district advocate, Perry Co.	H&R Hardware Owner (Hohenwald)	2024	2021
Board governance	Attorney, retired	2025	2022
Board past president	Elements Massage	2024	2015
	Better Options TN	2025	2022
	State of TN Dept. of Human Services	2025	2016
Board past president	Advanced Safety & Industrial Supply, Owner	2023	2014
Capital / fundraising	BNA development exec	2025	2022
	YLC Intern	2025	2022
Legal consultant	Hamilton Law, Owner	NA	2021
	Davis House	NA	2020



WILLCOU-01

JCOGDILL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/15/2023

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 have ADDITIONAL INSURED provisions or 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 GLS Insurance Group, PLLC 626 Creekfront Dr. Mount Juliet, TN 37122	CONTACT NAME: PHONE (A/C, No, Ext): (913) 645-9399 FAX (A/C, No): (417) 520-0823 E-MAIL ADDRESS: tyler.miles@glsinsurancegroup.com
	INSURER(S) AFFORDING COVERAGE INSURER A : GuideOne Insurance INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Williamson County Child Advocacy Center 1810 Columbia Ave. STE 28 Franklin, TN 37064	NAIC # 15032

COVERAGES

CERTIFICATE NUMBER:

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			01-0027-907	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			01-0027-908	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 2,500			01-0027-911	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	01-0027-909	7/1/2022	7/1/2023	☒ PER STATUTE ☐ 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)

CERTIFICATE HOLDER

CANCELLATION

City of Franklin
109 3rd Avenue South
Franklin, TN 37064

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

Request for Taxpayer Identification Number and Certification

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

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

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

2 Business name/disregarded entity name, if different from above
Davis House / Davis House Child Advocacy Center

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

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

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

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

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

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

5 Address (number, street, and apt. or suite no.) See instructions.
1810 Columbia Ave., Ste. 28

6 City, state, and ZIP code
Franklin, TN 37064

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

			-			-					
--	--	--	---	--	--	---	--	--	--	--	--

or

Employer identification number

6	2	-	1	7	7	2	3	5	3
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person Brent D. Hutchinson

Date 08/23/2021

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Franklin Tomorrow Inc.

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

For the past 23 years, Franklin Tomorrow has served the City of Franklin and its residents as a community visioning and engagement organization. City of Franklin funds go into our general fund to assist in staging our educational programs and events which accomplish our mission to engage the community, foster collaboration, and advocated for a shared vision for the future of Franklin. Events include the quarterly Breakfast With the Mayors, with an average in-person attendance of 300 people at each event, plus those who watch online or through streaming technology. Our monthly, in-person FrankTalks lecture, held at locations across the City, averages 80-100 people and has helped to engage individuals through timely topics, including the "City Hall on Wheels" programming. We also focus on the health of our community in collaboration with Mayor Ken Moore for the Get Fit Franklin program, plus participation in Find Hope Franklin. Franklin Tomorrow has coordinated Question Persuade Refer suicide prevention training for the past two years as part of the Find Hope Franklin initiative.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

1. Continued presentation of Breakfast With the Mayors, FrankTalks, Get Fit Franklin/Find Hope Franklin programs
2. Expand focused outreach to newcomers to our community through mailings, online and virtual programming, plus in-person socials
3. Further development of Franklin Tomorrow Civic Engagement series to be held multiple times per year
4. Other requests for collaboration from City leadership



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☐ Yes ☒ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Mindy Tate /CEO	3/16/2023
------------------------	------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

	3/16/2023
--	------------------

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Attachments:

- ☐ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☒ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Franklin Tomorrow Inc.

Name of Nonprofit Organization

198 E. Main St., Suite 202	Franklin	Williamson TN	37065
Street Address	City	County	State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 1/1/2022 through 12/31/2022

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 0	
State Grants	0	
Financial Assistance from Local Governments	34610	
Donations and Gifts from Citizens	9901	
Membership Dues	0	
Fees/Charges for Services	0	
Fundraising Events	353330	
Sale of Assets	0	
Loans-Borrowed Funds	0	
Investment Income	0	
Other Receipts	16866	
Total Receipts		\$ 414707 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 729
Salaries and Wages	137349
Employee Benefits	13075
Payroll Taxes	9975
Fees for Services (non-employee)	9109
Advertising and Promotion	4048
Office Expenses	15225
Leases/Rentals	366
Maintenance and Repairs	1479
Supplies	4276
Travel	3871

Utilities	3066	
Insurance	1541	
Conferences, Conventions and Meetings	45383	
Interest	183	
Purchase of Capital Assets – Vehicles and Equipment	0	
Purchase of capital Assets – Property and Buildings	0	
Loan Payments	0	
Other	139390	
Total Disbursements		\$ 389065 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 25642 (C)

Cash Balance - at the beginning of the fiscal year \$ 194512 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 220154 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$0	
Cash in Bank – Checking	66382	
Cash in Bank – Savings Accounts	24625	
Cash in Bank – Certificates of Deposits	140045	
Other Cash	0	
Total Cash - at the end of the fiscal year		\$ 231052 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Continuation and expansion of existing Franklin Tomorrow programs, such as Breakfast With the Mayors, FrankTalks, Get Fit Franklin/Find Hope Franklin, and Engage Franklin

Identification of new methods for citizen engagement and education, such as Civic Index, Newcomers' outreach and additional programming

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Franklin Tomorrow Inc. for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Mindy Tate

Printed Name

Signature

Phone Number 615-794-0998

Email Address mindy@franklintomorrow.org

Date 03/16/2023

Tennessee Secretary of State
Tre Hargett



Division of Business Services
Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Thomas H. Riley, III
Director
July 12, 2022

615-741-2555
Tom.Riley@tn.gov

Mindy Tate
Franklin Tomorrow Inc.
P.O. Box 383
Franklin, TN 37065

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Franklin Tomorrow Inc. - CO16742
Registration Expiration Date: **June 30, 2023**

Dear Mindy Tate:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS *Form 990*, *Form 990EZ*, or *990N* for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

BH:CO16742



Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Filing Information

Name: **FRANKLIN TOMORROW, INC.**

General Information

SOS Control #	000386553	Formation Locale:	TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed:	03/20/2000
	03/20/2000 3:18 PM	Fiscal Year Close	3
Status:	Active		
Duration Term:	Perpetual		
Public/Mutual Benefit:	Public		

Registered Agent Address

KURT J WINSTEAD
2010 21ST AVE S
NASHVILLE, TN 37212

Principal Address

MINDY TATE
STE 205
198 E MAIN ST
FRANKLIN, TN 37064-2569

The following document(s) was/were filed in this office on the date(s) indicated below:

Date Filed	Filing Description	Image #
09/28/2022	2022 Annual Report	B1283-2541
	Registered Agent First Name Changed From: J. To: KURT	
	Registered Agent Middle Name Changed From: BRYAN To: J	
	Registered Agent Last Name Changed From: ECHOLS To: WINSTEAD	
	Registered Agent Physical Address 1 Changed From: 6100 TOWER CIR To: 2010 21ST AVE S	
	Registered Agent Physical Address 2 Changed From: STE 200 To: No Value	
	Registered Agent Physical City Changed From: FRANKLIN To: NASHVILLE	
	Registered Agent Physical County Changed From: WILLIAMSON COUNTY To: DAVIDSON COUNTY	
	Registered Agent Physical Postal Code Changed From: 37067-1465 To: 37212	
09/02/2022	Notice of Determination	B1263-8001
06/22/2021	2021 Annual Report	B1060-4576
	Principal Address 2 Changed From: STE 4 To: STE 205	
	Principal Postal Code Changed From: 37064-2571 To: 37064-2569	
06/11/2020	2020 Annual Report	B0877-7033
06/24/2019	2019 Annual Report	B0726-2708
06/26/2018	2018 Annual Report	B0566-4545

Filing Information

Name: **FRANKLIN TOMORROW, INC.**

Registered Agent Physical Address 1 Changed From: 511 UNION ST To: 6100 TOWER CIR

Registered Agent Physical Address 2 Changed From: STE 2700 To: STE 200

Registered Agent Physical City Changed From: NASHVILLE To: FRANKLIN

Registered Agent Physical County Changed From: DAVIDSON COUNTY To: WILLIAMSON COUNTY

Registered Agent Physical Postal Code Changed From: 37219-1791 To: 37067-1465

06/21/2017 2017 Annual Report B0410-6146

06/27/2016 2016 Annual Report B0271-1914

06/16/2015 2015 Annual Report B0112-8104

Principal Address 2 Changed From: STE 3 To: STE 4

Principal Postal Code Changed From: 37064-2574 To: 37064-2571

Registered Agent Organization Name Changed From: DW SERVICES OF TENNESSEE, LLC To: No Value

Registered Agent First Name Changed From: No Value To: J

Registered Agent Middle Name Changed From: No Value To: BRYAN

Registered Agent Last Name Changed From: No Value To: ECHOLS

Registered Agent Physical Address 1 Changed From: 424 CHURCH ST To: 511 UNION ST

Registered Agent Physical Address 2 Changed From: STE 1401 To: STE 2700

Registered Agent Physical Postal Code Changed From: 37219-2392 To: 37219-1791

06/17/2014 2014 Annual Report A0251-2661

03/19/2013 2013 Annual Report A0163-0684

Registered Agent Organization Name Changed From: No Value To: DW SERVICES OF TENNESSEE, LLC

Registered Agent First Name Changed From: J. To: No Value

Registered Agent Middle Name Changed From: BRYAN To: No Value

Registered Agent Last Name Changed From: ECHOLS To: No Value

06/20/2012 2012 Annual Report 7065-3099

Principal Address 1 Changed From: 1406 CANNON STREET To: 198 E MAIN ST

Principal Address 2 Changed From: No value To: STE 3

Principal Address 3 Changed From: No value To: MINDY TATE

Principal Postal Code Changed From: 37064 To: 37064-2574

Principal County Changed From: No value To: WILLIAMSON COUNTY

04/11/2011 2011 Annual Report 6877-1308

Registered Agent First Name Changed From: J To: J.

Registered Agent Physical Address 1 Changed From: 401 COMMERCE ST To: 424 Church Street

Registered Agent Physical Address 2 Changed From: STE 800 To: Suite 1401

09/08/2010 2010 Annual Report A0046-2505

09/01/2010 Notice of Determination A0046-1564

06/09/2009 2009 Annual Report 6551-0201

04/22/2008 2008 Annual Report 6303-0219

Filing Information

Name: **FRANKLIN TOMORROW, INC.**

Registered Agent Physical Address Changed

05/11/2007 2007 Annual Report 6056-1584

10/12/2006 2006 Annual Report 5876-1492

Registered Agent Changed

Mail Address Changed

08/31/2006 Notice of Determination ROLL 5854

09/20/2005 2005 Annual Report 5559-1172

08/31/2005 Notice of Determination ROLL 5549

06/28/2004 Amended and Restated Formation Documents 5172-0009

Registered Agent Physical Address Changed

04/07/2004 2004 Annual Report 5104-3413

04/15/2003 2003 Annual Report 4792-0221

Principal Address Changed

Mail Address Changed

04/22/2002 2002 Annual Report 4487-0123

03/26/2001 2001 Annual Report 4158-0156

Principal Address Changed

03/20/2000 Initial Filing 3851-0900

Active Assumed Names (if any)

Date

Expires

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

DEPARTMENT OF THE TREASURY

Date: OCT 25 2005

FRANKLIN TOMORROW INC
C/O PATRICE MAYO-LIGON
1406 CANNON ST.
FRANKLIN, TN 37064-0000

Employer Identification Number:
62-1821869
DLN:
17053039094045
Contact Person:
MRS T FARR ID# 52404
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 4, 2005
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2009

Dear Applicant:

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

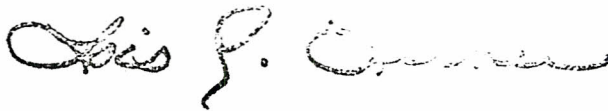
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance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

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

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

Letter 1045 (DO/CG)

Sincerely,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner", written in a cursive style.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 1045 (DO/CG)

FRANKLIN TOMORROW

Engage • Collaborate • Advocate

Board of Directors 2023



Christine Bradley

Vice Chair of Programs, Executive Committee

Director, Office of Government and Community Affairs
Vanderbilt University Medical Center

Email	Christine.bradley@vumc.org
Cell	615.715.7961
Work	615.936.5898
Address (work)	2147 Belcourt Ave, Suite 200 Nashville, TN 37212



Marianne DeMeyers

Owner- The Tin Cottage

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Address (work)	334 Main Street, Suite 100 Franklin, TN



Travis Dumke

SVP, Commercial Relationship Banker, Fourth Capital

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Work	(615) 780-6021
Address (work)	10 Lea Avenue, Suite 900 Nashville, TN 37210



Paula Harris

Principal, Thrivence, LLC

Email	Paula.harris@thrivence.com
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Work	615-252-4312
Address (work)	615 3 rd Avenue South, Suite 700 Nashville, TN 37201



Teresa Ashworth Harris

Training Consultant

Email	Teharris@comcast.net
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Work	
Address (Home)	1541 Bedford Common Franklin, TN 37064



Russ Haynes

Treasurer, Executive Committee

Partner, Director of Finance-Hamilton Young, LLC

Email	russ@hamiltonyoung.com
Cell	251.767.9877
Work	615.472.1471
Address	198 E Main St., Suite 103, Franklin, TN 37064



Adam Hicks

Vice President - Preconstruction, Skanska

Email	adaghick@outlook.com
Cell	615.714.3930
Work	615.714.3930
Address (work)	5000 Meridian, Suite 100 Franklin, TN 37067



Cassie Jones - Secretary

Vice Chair of Marketing, Executive Committee

Owner/Publisher - Southern Exposure

Email	cassie@southernexposuremagazine.com
Cell	615.804.2829
Work	
Address	1117 Columbia Avenue Franklin, TN 37064



Peggy Kidd

Vice Chair of Outreach, Executive Committee

Career and Life Coach

Email	peggykidd14@gmail.com
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Diane LeBlanc

Senior Vice President, Renasant Bank

Email	dleblanc@renasant.com
Cell	615.456.6418
Work	615.764.4114
Address (work)	815 Columbia Ave. Franklin, TN 37064



Travis Lester

Director of Diversity, Equity & Inclusion- Mars Petcare

Email	travis.lester@effem.com
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Work	
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Jessica Lucyshyn

Market Vice President, Gresham Smith

Email	jessica.lucyshyn@greshamsmith.com
Cell	407.312.0763
Work	615.770.8559
Address (work)	222 Second Avenue South, Suite 1400 Nashville, TN 37201



Kathleen McClellan

Attorney- Hale and Hale, PLC

Email	kathleen@haleandhale.com
Cell	615-456-2462
Work	615-794-1613
Address (work)	3020 Stansberry Lane, Suite 100 Franklin, TN 37069



Eric McElroy

Executive Committee

Assistant Vice President at WSP

Email	eric.mcelroy@wsp.com
Cell	615.339.7464
Work	615.981.8363
Address (work)	2100 West End Ave, Suite 630 Nashville, TN 37203



Doris McMillan

Executive Committee

Director of Admissions & Enrollment Management, New Hope Academy

Owner – Doris McMillan Custom Apparel & Millinery

Email	doris.mcmillan@yahoo.com
Cell	615.881.3403
Work	
Address	303 Bel Aire Drive Franklin, TN 37064



Cathy Clark Perry

Community Volunteer

Email	perryc6116@gmail.com
Cell	615-812-1611
Work	
Address	



Renee Shafer

Director of Membership, Williamson Inc.

Email	renee@williamsonchamber.com
Cell	770.853.9393
Work	
Address	4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067



Brian Shun

Principal at Thinkify Advisors

Email	brian@brianshun.com
Cell	615-497-4166
Work	615-497-4166
Address	1247 Hillview Lane Franklin, TN 37064



Candy Sullivan

Director of Community Relations for Advancement - BGA

Email	candy.sullivan@mybga.org
Cell	615.480.1001
Work	615.567.8313
Address	336 Ernest Rice Lane, Franklin 37069



Elaine Whitney

Founder/Director of Development, One Generation Away

Email	elaine@onegenaway.com
Cell	615-522-4969
Work	615-538-7413
Address (Work)	320 Premier Court, Suite 218 Franklin, TN 37064

EX-OFFICIO BOARD MEMBERS



Rogers Anderson

Williamson County Mayor

Email	countymayor@williamson-tn.org
Cell	615.519.9208
Work	615.790.5700
Address (work)	1320 W. Main St., Suite 125 Franklin, TN 37064



Brandy Blanton

Alderman, at Large

Email	brandybblanton@gmail.com
Cell	615.300.5251
Work	
Address	406 Vienna Court Franklin, TN 37067



Nancy Conway

Senior Vice President of Community Relations – Williamson Inc.

Email	Nancy@williamsonchamber.com
Cell	615.423.0545
Work	
Address	4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067



Ken Moore

Mayor, City of Franklin

Email	Ken.moore@franklintn.gov
Cell	615.791.3217
Work	615.550.6605
Address (work)	109 Third Avenue South Franklin, TN 37064



Patrick Baggett – Past President

Agency Principal, Boxwood Insurance

Email	patrick@boxwoodins.com
Cell	615.955.0411
Work	
Address (work)	3020 Stansberry Ln Suite 202, Franklin, TN 37069

FRANKLIN TOMORROW TEAM

	Mindy Tate Chief Executive Officer <table border="1"> <tr> <td>Email</td><td>mindy@franklintomorrow.org</td></tr> <tr> <td>Cell</td><td>615.210.9401</td></tr> <tr> <td>Work</td><td>615.794.0998</td></tr> <tr> <td>Address (work)</td><td>198 East Main Street, Suite 205 Franklin, TN 37064</td></tr> </table>	Email	mindy@franklintomorrow.org	Cell	615.210.9401	Work	615.794.0998	Address (work)	198 East Main Street, Suite 205 Franklin, TN 37064
Email	mindy@franklintomorrow.org								
Cell	615.210.9401								
Work	615.794.0998								
Address (work)	198 East Main Street, Suite 205 Franklin, TN 37064								
	Emily Grayson Operations & Programs Administrator <table border="1"> <tr> <td>Email</td><td>emily@franklintomorrow.org</td></tr> <tr> <td>Cell</td><td>615.630.3007</td></tr> <tr> <td>Work</td><td>615.794.0998</td></tr> <tr> <td>Address</td><td>198 East Main Street, Suite 205 Franklin, TN 37064</td></tr> </table>	Email	emily@franklintomorrow.org	Cell	615.630.3007	Work	615.794.0998	Address	198 East Main Street, Suite 205 Franklin, TN 37064
Email	emily@franklintomorrow.org								
Cell	615.630.3007								
Work	615.794.0998								
Address	198 East Main Street, Suite 205 Franklin, TN 37064								

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

09/02/2022

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 have **ADDITIONAL INSURED** provisions or 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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 2502 N Rocky Point Dr. Suite 400 Tampa, FL 33607	CONTACT NAME: Reyna Romero PHONE (A/C, No, Ext): 813-522-4108 FAX (A/C, No): 610-537-2243 E-MAIL ADDRESS: reyna.romero@usi.com																					
INSURED Franklin Tomorrow, Inc. PO Box 383 Franklin, TN 37065	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> </thead> <tbody> <tr> <td colspan="2">INSURER A : The Cincinnati Insurance Company</td><td>10677</td></tr> <tr> <td colspan="2">INSURER B : Mount Vernon Fire Insurance Company</td><td>26522</td></tr> <tr> <td colspan="2">INSURER C : Accident Fund National Insurance Compan</td><td>12305</td></tr> <tr> <td colspan="2">INSURER D :</td><td></td></tr> <tr> <td colspan="2">INSURER E :</td><td></td></tr> <tr> <td colspan="2">INSURER F :</td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : The Cincinnati Insurance Company		10677	INSURER B : Mount Vernon Fire Insurance Company		26522	INSURER C : Accident Fund National Insurance Compan		12305	INSURER D :			INSURER E :			INSURER F :		
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INSURER C : Accident Fund National Insurance Compan		12305																				
INSURER D :																						
INSURER E :																						
INSURER F :																						

COVERAGES**CERTIFICATE NUMBER:****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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			ENP0094467	08/20/2020	08/20/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			ENP0094467	08/20/2020	08/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			CUP2552118E	08/20/2022	08/20/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	AFWCP100045669	08/20/2022	08/20/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

The City of Franklin
109 3rd Ave South
Franklin, TN 37065

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

B. M. Cant

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Franklin Tomorrow Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 198 E. Main St., Suite 202	Requester's name and address (optional) Mindy Tate PO Box 383 Franklin TN 37065
6 City, state, and ZIP code Franklin TN 37064		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number									
				-			-		
or									
Employer identification number									
6	2		-	1	8	2	1	8	6
									9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► **3/16/2023**

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Gentry's Education Center at the Store Front, Inc

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Gentry's Education Center at the Store Front is requesting \$30,000.00 to be leveraged with additional funds to provide Gentry's 2Gen Initiative (G2GI). G2GI will focus on creating opportunities for and addressing the educational and social emotional needs of both children and their families together. This family-centered approach helps us to immediately identify children's and families' needs and goals and informs integrations and alignments to programs that serve them, which maximizes long-term impact for Franklin families and community in which they live. Please see attachment for additional information.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

1. By June 30, 2024, 80% of parents will indicate that access to no-cost, low-cost quality childcare/tutoring options were Helpful or Very Helpful in accelerating their children's learning and stabilizing their households.
2. By June 30, 2024, seventy percent (20%) of parents will participate in parental education activities in the following areas: parental resilience, social connections, child development, concrete support, and social emotional competence.
3. By June 30, 2024, eighty percent (80%) of parents surveyed will identify at minimum three resilience/coping strategies and three community resources for assistance (i.e., financial/budgeting coaching, employment skills development, housing assistance, counseling, food subsidies, etc.)
4. 80% of children participating in Gentry's program will demonstrate grade-level growth/gains in reading and math by the final benchmark assessment in May 2024.
5. 90% of children participating in Gentry's program will attend programming 90+ days by the final benchmark in May 2024. Please see attachment for additional information.

FY2023-2024 Franklin Nonprofit Organization Funding Request

July 1, 2023 – June 30, 2024

*Additional Information

Use of Funds: All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The future prosperity of our community depends on the investments we make in our children and their families today.

For the past 12 years, Gentry's Education Center at the Store Front (Gentry's), a community-based 501c3, has worked in partnership with parents and the school communities of Williamson County and the Franklin Special School District (FSSD) to provide quality after school programming to address some of the most pressing academic and social needs of our students.

Gentry's mission is to assist and prepare young people in our community for school, work, and life. Our vision is that every child in the Gentry community will realize their own potential and have tools for a lifetime of success. We carry out our mission through tutoring, academic enrichment, social development, and family engagement.

Gentry's Education Center at the Store Front is requesting \$30,000.00 to be leveraged with additional funds to provide Gentry's 2Gen Initiative (G2GI). G2GI will focus on creating opportunities for and addressing the educational and social emotional needs of both children and their families together. This family-centered approach helps us to immediately identify children's and families' needs and goals and informs integrations and alignments to programs that serve them, which maximizes long-term impact for Franklin families and community in which they live.

Surveys are performed throughout the year to assist with continuous program improvement from our teachers, students, and families regarding activities that make learning fun. In addition, Gentry's teachers use formative and summative assessments to implement learning strategies to increase reading and math skill mastery for our students.

As we have passed the two-year mark of the initial wave of pandemic-induced school shutdowns, academic "normalcy" remains out of reach for many students, educators, and parents. Students continue to struggle with mental health challenges, higher rates of misbehavior, and learning loss due to lost instructional time. Gentry's programs are housed in Johnson Elementary School and Freedom Intermediate School. The chart below shows the percentage of students proficient in reading and math. There was no data to report during the 2020 school year, but the decline was noted in 2021. Gains have been made, but the percentage of students proficient in reading and math **are not** at the pre-pandemic levels.

<https://tdepublicschools.ondemand.sas.com>.

	2019	2020	2021	2022
JES - ELA & Math Achievement	56.5	no data	29.2	43.2
FIS - ELA & Math Achievement	66.8	no data	52.5	58.7

This chart provides a breakdown of the percentage of students by student groups or race/ethnicity (White, Black/Hispanic/Native American, Economically Disadvantaged, English Language Learners, and Students with Disabilities) that are proficient in reading and math. Significant gaps in achievement still exist and are more pronounced with students who are economically disadvantaged and with disabilities. <https://tdepublicschools.ondemand.sas.com>.

	W	B/H/N	ED	ELL	SWD
JES					
ELA/Math	54.2	35	21.9	-----	5.6
FIS					
ELA/Math	71.4	37.8	23.6	33.3	17

In addition to continuous program improvement, surveys and focus groups with community partners and educators revealed more information about the continuing needs our families are facing. COVID began as a health crisis but quickly turned into an economic crisis - especially for families in poverty in central Franklin. Families we serve from this area reflect a greater diversity in race and ethnicity than Franklin does overall and represents a greater proportion of individuals in poverty. The median income for central Franklin is \$36,513.00 compared to overall Franklin at \$102,000.00. The poverty rate is 12.5% (compared with the city of Franklin at 6.4%). 16.5% of these households are female headed households. 14.9% do not have health insurance. 12.2% of those in poverty in central Franklin are school-age children 5-17, but 73.1% of early learners (children under five) who may eventually move through our school district are living in poverty. Less than 15% of families have a college level or professional degree. 13.3% of households reported being unemployed. <https://data.census.gov/>. With inflation at 9% and the average rent for apartments between \$1,936 and \$2,871, families are still trying to recover economically, socially, and mentally. Parents living at or below the poverty level reported difficulties meeting basic economic needs for their families. Even as the community is returning to its pre-COVID state, the risks of health disparities, food and housing insecurity, unemployment due to lack of education or affordable childcare are still evident. Living in poverty often means having limited access to health care, food and housing, greater risk of school drop-out for children, homelessness, unemployment, and, unfortunately, not reaching one's full potential. As a result, Gentry's assessed that a two-generation approach was seen as an effective intervention strategy to address the holistic needs of the entire family.

Work Plan (Performance Objectives): Describe, in detail, how the City of Franklin's funds will be used to support the program described in question.

1. By June 30, 2024, 80% of parents will indicate that access to no-cost, low-cost quality childcare options were Helpful or Very Helpful in accelerating their children's learning and stabilizing their households.
2. By June 30, 2024, seventy percent (70%) of parents will participate in parental education activities in the following areas: parental resilience, social connections, child development, concrete support, and social emotional competence.
3. By June 30, 2024, eighty percent (80%) of parents surveyed will identify at minimum three resilience/coping strategies and three community resources for assistance (i.e., financial/budgeting coaching, employment skills development, housing assistance, food subsidies, etc.)
4. 80% of children participating in Gentry's program will demonstrate grade-level growth/gains in reading and math by the final benchmark assessment in May 2024.
5. 90% of children participating in Gentry's program will attend programming 90+ days by the final benchmark in May 2024.

Many programs focus solely on the child or the parent(s), but 2Gen approaches do not focus exclusively on either a child's development or isolate an adult's needs because their well-being is interconnected and interdependent. Gentry's 2Gen Initiative (G2GI) aims to integrate services and supports to move the whole family forward, benefiting both the child and the adult(s) in their lives. Funding for G2GI will be leveraged to serve 300 at-risk students with intense academic supports and up to 20% of their adult family members with core educational and counseling interventions.

G2GI will provide no-cost, low-cost childcare programming encompassing after school and summer extended learning targeting K-6TH grade students who are economically disadvantaged and/or at risk of academic failure.

In addition, Gentry's will provide no-cost parental education programming using workshops, individual coaching, and access to stabilizing resources through community and social networks.

Gentry's will use evidence-based approaches to accelerate learning that support reading and math mastery and social emotional learning (SEL). Students will experience 45 minutes of homework assistance and 1-2 hours of intensive, targeted high dose tutoring in reading and math, academic enrichment via STEM, art, and music, leveraged technology to provide assessment and differentiated instruction, and interventions to respond to their social, emotional, mental health. The Summer Academy will be held from 8:00 am to 3:00 pm Monday-Friday, June 2024. Certified teachers will facilitate learning through combined reading and math tutoring with project-based activities. The Summer Academy builds on student success by continuing to use project-based learning driven by student interests while incorporating necessary instruction in reading and math. Students will be assessed throughout the year using STAR Renaissance Math and Reading to determine progress and expected performance on the annual state standardized assessment.

Parents will participate in monthly education workshops/classes adapted from the Strengthening Families Protective Factors Framework. The Strengthening Families framework is a research-informed approach to increase family strengths and enhance child development. The educational content will be facilitated by SEL facilitators and will include:

- Parental resilience
- Social connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children

Each two-hour workshop will be a setting for parents to learn new skills in a format that emphasizes action in "real" situations. Parents will gain new skills, tools, and resources to help their children and themselves succeed in school, work, and life - today and into the future. Programming will educate, empower, and inspire families to take an active role in their child's education while building community, developing peer-to-peer networks, and accessing resources for employment, education, and basic needs. Workshops will be offered one Saturday/month with free childcare. Parents will have access to free family or individual counseling services during the school year and in the summer by appointment. The parents experience will be evaluated through surveys, interviews, and reported improvements based on individual goals.

Gentry's is requesting \$30,000.00 to leverage with additional resources to secure additional tutors, SEL facilitators, and equipment for the G2GI program. The itemized request is below.

G2GI Request	# positions	hours per day	# days	# weeks	hourly rate	final cost	
Instructors							
SEL facilitators (for families)	2	4	4	12	\$ 20.00	\$7,680.00	
Tutors/Teachers (for students)	3	2	4	36	\$ 25.00	\$21,600.00	
							\$29,280.00
Equipment							
Computer (1 x \$720.00)						\$720.00	\$720.00
Total							\$30,000.00

Gentry's projected revenue budget for the 2023-2024 year is \$940,000.00. The request of \$30,000.00 represents 3% of this budget. Adding additional tutors will allow for increased one-on-one intensive tutoring for students significantly below grade level (2 or more grades behind in reading) or not performing at proficient reading levels based on TN Department of Education Common Core standards. One-on-one tutoring will allow for increased focus on specific learning needs and produce quicker learning and mastery of skills in standards-aligned reading and math goals.

After school centers with staffed with SEL facilitators are often helpful in identifying the emotional health care needs of children, partly because most children spend much of their time in after school activities, and partly because these centers are accessible to students and families in low-income and under-served racial and ethnic minority groups. This environment serves as a community hub that integrates social and health services, extended learning opportunities, family and community engagement, and collaborative leadership to effectively provide services to family members and students.

While various types of risk factors exist for impoverished households, the best protection against further generational poverty is holistic intervention to support students and families.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Gentry's Education Center at the Store Front, Inc

4. What is your fiscal year (ex. July 1 to June 30)? January 1 to December 31

5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually

6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No

7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? 3%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Evelyn Hickerson

Printed Name of (CEO/President/Executive Director/Board Chair)

03/16/2023

Date

Evelyn Hickerson, Executive Director

Signature of (CEO/President/Executive Director/Board Chair)

03/16/2023

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Gentry's Education Center at the Store Front, Inc

Attachments:

- ☐ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☒ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☒ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklintn.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Gentry's Education Center at the Store Front, Inc.

Name of Nonprofit Organization

4221 Warren Road	Franklin	Williamson	TN	37067
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from January 1 **through** December 31

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 411,785.09	
State Grants		
Financial Assistance from Local Governments		
Donations and Gifts from Citizens	372,819.62	
Membership Dues		
Fees/Charges for Services	56,540.31	
Fundraising Events		
Sale of Assets		
Loans-Borrowed Funds	105,000.00	
Investment Income	18.09	
Other Receipts		
Total Receipts		\$ 946,163.11 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 13,000.00
Salaries and Wages	410,268.91
Employee Benefits	
Payroll Taxes	24,310.75
Fees for Services (non-employee)	425,326.76
Advertising and Promotion	
Office Expenses	5,552.19
Leases/Rentals	
Maintenance and Repairs	
Supplies	56,586.93
Travel	

Utilities	_____	
Insurance	1,862.00	
Conferences, Conventions and Meetings	_____	
Interest	18.00	
Purchase of Capital Assets – Vehicles	4,659.96	
and Equipment	_____	
Purchase of capital Assets – Property	_____	
and Buildings	_____	
Loan Payments	150.00	
Other	_____	
Total Disbursements		\$ 941,735.50 (B)
 Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		 \$ 4,427.61 (C)
 Cash Balance - at the beginning of the fiscal year		 \$ 181,160.32 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		 \$ 185,587.93 (E)
 Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ 185,588.11	
Cash in Bank – Checking	_____	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ 185,588.11 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Gentry's is requesting \$30,000.00 to leverage with additional resources to secure additional tutors, SEL facilitators, and equipment for the G2GI program-Gentry's 2Gen Initiative. G2GI will focus on creating opportunities for and addressing the educational and social emotional needs of both children and their families together. This family-centered approach helps us to immediately identify children's and families' needs and goals and informs integrations and alignments to programs that serve them, which maximizes long-term impact for Franklin families and community in which they live.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Gentry's Education Center at the Store Front, Inc. **for the fiscal year noted above.**
 Name of Nonprofit Organization

Person Preparing Report

Evelyn Hickerson

Printed Name

Evelyn Hickerson
Signature

Phone Number 615-925-1033

Email Address hickersoneve@fssd.org

Date 03/16/2023

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

DEPARTMENT OF THE TREASURY

Date: APR 12 2011

GENTRYS EDUCATION CENTER AT THE
STORE FRONT INC
2226 HENPECK LN
FRANKLIN, TN 37064

Employer Identification Number:
27-1202003
DLN:
401080085
Contact Person:
JEFFERY A CULLEN ID# 31215
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
December 30, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

EVELYN HICKERSON
4221 WARREN ROAD
FRANKLIN, TN 37067

March 16, 2023

Request Type: Certificate of Existence/Authorization
Request #: 0521137

Issuance Date: 03/16/2023
Copies Requested: 1

Document Receipt

Receipt #: 007914450

Filing Fee: \$20.00

Payment-Credit Card - State Payment Center - CC #: 3847179734

\$20.00

Regarding: Gentry's Education Center @ the Store Front, Inc.

Filing Type: Nonprofit Corporation - Domestic

Control #: 619467

Formation/Qualification Date: 12/10/2009

Date Formed: 12/10/2009

Status: Active

Formation Locale: TENNESSEE

Duration Term: Perpetual

Inactive Date:

Business County: WILLIAMSON COUNTY

CERTIFICATE OF EXISTENCE

I, Tre Hargett, Secretary of State of the State of Tennessee, do hereby certify that effective as of the issuance date noted above

Gentry's Education Center @ the Store Front, Inc.

- * is a Corporation duly incorporated under the law of this State with a date of incorporation and duration as given above;
- * has paid all fees, interest, taxes and penalties owed to this State (as reflected in the records of the Secretary of State and the Department of Revenue) which affect the existence/authorization of the business;
- * has filed the most recent annual report required with this office;
- * has appointed a registered agent and registered office in this State;
- * has not filed Articles of Dissolution or Articles of Termination. A decree of judicial dissolution has not been filed.

Tre Hargett
Secretary of State

Processed By: Cert Web User

Verification #: 059486029

Tennessee Secretary of State
Tre Hargett



Division of Business Services
Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Thomas H. Riley, III
Director
May 19, 2022

615-741-2555
Tom.Riley@tn.gov

Evelyn Hickerson
Gentry's Education Center @ the Store Front, Inc.
4221 Warren Road
Franklin, TN 37067

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Gentry's Education Center @ the Store Front, Inc. - CO20587
Registration Expiration Date: **June 30, 2023**

Dear Evelyn Hickerson:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS *Form 990*, *Form 990EZ*, or *990N* for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

NNS:CO20587

**Gentry's Education Center at the Store Front, Inc.
Board of Directors 2023**

Name: Evelyn Hickerson * Executive Director (Non-Voting)
Employer: Retired-Franklin Special School District Email: hickersoneve@fssd.org
Telephone: (615) 925-1033
Term: N/A

Name: Melissa Kee * Board Chair
Employer: Community Volunteer
Telephone: (865) 603-3499
Term: August 2025

Name: Connie McKee * Co-Chair
Grant Connections Email: Connie@grantconnections.org
Telephone: (615) 289-0814
Term: August 2025

Name: Alexandria Adams
Employer: WSMV
Telephone: (615) 353-4444
Term: August 2025

Name: Ralph Thompson
Employer: Business Owner – Thompson's Lawncare
Telephone: (615) 791-1758
Term: August 2025

Name: Victoria Carter
Project for Neighborhood Aftercare Email: victoria@pnatn.org
Telephone: (615) 906-7460
Term: August 2025

Advisory Board Members

- Mr. Benjamin Sohr, Pencil & Paper Creative Development Co. Email: benjamin@pencilandpaperco.com
- Mr. Robert Blair, FSSD Board of Education Chairman, Franklin Special School District, mediablair@gmail.com
- Mrs. Erin Lefkovitz, Community Volunteer, erinlefkovitz@gmail.com
- Louis Upkins, Speaker and Entrepreneur, lupkins@louisupkins.com

*Honorary Board Members
Scott and Tracie Hamilton, CARES Foundation



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/29/2022

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 have **ADDITIONAL INSURED** provisions or 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 Commercial Insurance Associates, LLC 103 Powell Court, Ste 200 Brentwood TN 37027	CONTACT NAME: Kattie Wilson	
	PHONE (A/C, No, Ext): 615-515-6054	FAX (A/C, No): 615-515-6000
E-MAIL ADDRESS: kwilson@com-ins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Markel Insurance Company		38970
INSURER B: Property and Casualty Insurance Company of Hartford		34690
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1055987713

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		CCP332304	4/25/2022	4/25/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		CCP332304	4/25/2022	4/25/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	20WECAH8BXT 20WECAH8BXT	9/23/2021 9/23/2021	9/23/2022 9/23/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property		CCP332304	4/25/2022	4/25/2023	BPP 25,000

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

Educators' Liability Coverage Endorsement - Policy No. CCP3323-04 - \$1,000,000 Each Act/\$2,000,000 Aggregate - Retroactive Date: 4/15/2017

Abuse or Molestation Endorsement - Policy No. CCP3323-04 - \$1,000,000 Each Person/\$2,000,000 Aggregate

CERTIFICATE HOLDER

CANCELLATION

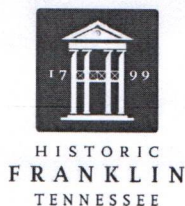
City of Franklin
109 3rd Ave. South
Franklin TN 37064

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

Craig W. Meier

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City of Franklin

Vendor Information Form

Vendor Name

Gentry's Education Center at the Store Front, Inc.

Vendor ID (For
Office Use)

Contact Name

Evelyn Hickerson

Contact Email Address

hickersoneve@fssd.org

Physical Street Address

4221 Warren Road

Remittance Address, if different

4221 Warren Road

City, State ZIP

Franklin, Tennessee 37067

City, State ZIP

Franklin, Tennessee 37067

Phone Number

615-925-1033

Email Address for ACH Remittance

hickersoneve@fssd.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

First Horizon

Routing Number

064101398

Account Number

181048183

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Evelyn Hickerson

Date

3/16/2023

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Gentry's Education Center at the Store Front, Inc.

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

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

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

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

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

☒ Other (see instructions) ► 501c3

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

4221 Warren Road

Requester's name and address (optional)

6 City, state, and ZIP code

Franklin, Tennessee 37067

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

____ - ____ - _____

or

Employer identification number

27 - 1202003

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Eubeyna Hickerson

Date ► 3/16/23

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:

Name

Email

Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No

If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Please see addendum.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Please see addendum.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

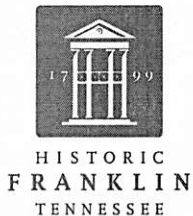
Agency Name: Gilda's Club Middle Tennessee

Attachments:

- ☐ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☒ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklintn.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



City of Franklin

Vendor Information Form

Vendor Name

Gilda's Club Middle Tennessee

Vendor ID (For
Office Use)

Contact Name

Michele Rahmani

Contact Email Address

michele@gildasclubmiddletn.org

Physical Street Address

1707 Division Street

Remittance Address, if different

City, State ZIP

Nashville, TN 37203

City, State ZIP

Phone Number

615-329-1124

Email Address for ACH Remittance

michele@gildasclubmiddletn.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

Pinnacle Financial Partners

Routing Number

064008637

Account Number

800107759318

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

3/16/2023

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Gilda's Club Middle Tennessee

Name of Nonprofit Organization

1707 Division Street	Nashville	Davidson	TN	37203
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/1/21 through 6/30/22

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 0.00	
State Grants	0.00	
Financial Assistance from Local Governments	0.00	
Donations and Gifts from Citizens	314,357.85	
Membership Dues	0.00	
Fees/Charges for Services	0.00	
Fundraising Events	469,239.95	
Sale of Assets	0.00	
Loans-Borrowed Funds	0.00	
Investment Income	30,184.38	
Other Receipts	402,200.00	
Total Receipts		\$ <u>1,215,982.18</u> (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 0.00
Salaries and Wages	645,130.94
Employee Benefits	80,813.19
Payroll Taxes	46,877.58
Fees for Services (non-employee)	22,587.50
Advertising and Promotion	18,541.73
Office Expenses	11,073.11
Leases/Rentals	0.00
Maintenance and Repairs	94,309.13
Supplies	0.00
Travel	0.00

Utilities	<u>23,728.94</u>	
Insurance	<u>30,071.54</u>	
Conferences, Conventions and Meetings	<u>0.00</u>	
Interest	<u>0.00</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u>0.00</u>	
Purchase of capital Assets – Property and Buildings	<u>0.00</u>	
Loan Payments	<u>14,518.45</u>	
Other	<u>146,878.30</u>	
Total Disbursements		\$ <u>1,134,530.41</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 81,451.77 (C)

Cash Balance - at the beginning of the fiscal year \$ 340,853.68 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 422,305.45 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	<u>\$ 1,483,183.91</u>	
Cash in Bank – Checking	<u>24,604.00</u>	
Cash in Bank – Savings Accounts	<u>14,996.87</u>	
Cash in Bank – Certificates of Deposits	<u>150,528.52</u>	
Other Cash	<u>150,638.74</u>	
Total Cash - at the end of the fiscal year		\$ <u>1,823,952.04</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Gilda's Club Middle Tennessee (GMCTN) offers free evidence-based psychosocial cancer support program to individuals facing cancer of all ages, genders, stages, cancer types, backgrounds, and financial situations, as well as for the loved ones of the diagnosed person.

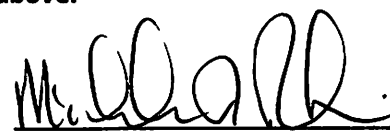
I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Gilda's Club Middle Tennessee **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Michele Rahmani

Printed Name



Signature

Phone Number 615.329.1124

Email Address michele@gildasclubmiddletn.org

Date 03/16/2023

Gilda's Club Middle Tennessee: City of Franklin Application Addendum

2.

Use of Funds

All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

For 25 years, Gilda's Club has uniquely served as Middle Tennessee's expert in psychosocial cancer support with a mission to ensure all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community.

Gilda's Club Middle Tennessee (GMCTN) offers an evidence-based psychosocial cancer support program to individuals facing cancer of all ages, genders, stages, cancer types, backgrounds, and financial situations, as well as for the loved ones of the diagnosed person.

GMCTN is the only organization in Middle Tennessee that offers a complete support plan for individuals with cancer, for their family members, friends and caregivers offered by licensed mental health professionals. We are proud to serve as an extension of quality medical care for the growing number of individuals and families impacted by cancer. Our 4,600+ members benefit from our comprehensive approach to wrap-around services.

GMCTN's cancer support program promotes health equity for Williamson County residents by offering essential mental health cancer support at no cost, thus increasing support availability, and removing financial barriers. With the rising costs of healthcare, specifically cancer care, and the increasing cost of living in Tennessee, many of our members living in the City of Franklin cannot afford additional costs for mental health support (not covered by insurance) or health resources they might need.

Thanks to the City of Franklin's previous funding, we've continued to offer all programs virtually, in-person, or a combination hybrid as best meets Williamson County member's needs. We anticipate even higher participation rates in 2023, as we are experiencing a consistent increase in people reaching out for cancer support services. With the rising costs of healthcare, specifically cancer care, and the increasing cost of living in Tennessee, many of our members cannot afford additional costs for mental health support (not covered by insurance) or health resources they might need.

Our virtual cancer support programs have allowed Gilda's Club to better serve more people, for a longer duration in their cancer experience, from many of the 15 counties in our catchment areas, including those residing in Williamson County. We've continued to see full participation rates in our hybrid Support/Networking Groups, as well as the

return and re-engagement of participants who had not attended in person recently due to compromised immune systems, lack of transportation, or doctor's orders not to drive after a procedure. We have also received new requests for emotional support services and have been onboarding new participants virtually, conducting one-on-one sessions, and creating Customized Support Plans (CSPs) over Zoom.

Gilda's Club Middle Tennessee (GCMTN) is seeking \$4,500.00 in operational funding from the City of Franklin to continue providing essential psychosocial support to all those impacted by cancer. We are so grateful for your organization's past generous support. While we continue to operate in a fiscally responsible manner, we are experiencing increased costs in all areas of operation. In 2022, the City of Franklin's contribution allowed us to meet the needs of families in more creative and impactful ways. Last year, Gilda's Club Middle Tennessee's total attendance exceeded over 7,700 with members participating in support groups, workshops, socials, one-on-ones, and resource referrals. Our program team has innovated many novel ways to "meet members where they are" including doorstep deliveries, parking lot parties, and making many of our classes and workshops available virtually.

Last year's outcomes included;

- **Facilitated 520 virtual support groups.**
- **Onboarded new online support groups, such as our new Life After Loss for Young Adults group, offering community and clinical support for those who have lost a parent to cancer.**
- **Facilitated 300 virtual healthy lifestyle classes.**
- **Offered socially distanced in-person opportunities for connection.**
- **Administered 216 cancer distress screeners (Cancer Support Source™) to new individuals impacted by cancer, both members living with a diagnosis and their supporting caregivers.**
- **Welcomed 244 new members through Virtual Orientation Sessions.**
- **Responded to and fulfilled 1,612 Resource Requests.**
- **Hosted 24 outdoor in person support groups and parking lot socials to promote relationships and social connectivity.**
- **Delivered 123 Birthday Boxes to those impacted by cancer.**

Total attendance resulted in 7,734 interactions in our cancer support programs.

Our goal for 2023-2024 is to continue to offer virtual, hybrid, and in-person groups, workshops, and classes so that members in Williamson County can choose the approach that works best for them at any given time.

Your impactful funding will be directly supporting the program and operating costs for our virtual psychosocial cancer support program offered to the residents of the City of Franklin at no cost. Thanks to your generosity we can be a lifeline, mentally and emotionally, to anyone facing a cancer diagnosis in Middle Tennessee.

3.

Work Plan (Performance Objectives)

Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Creating community is at the heart of everything we do to support individuals and families facing cancer. As we continue to navigate how to safely operate for an immunocompromised at-risk group for contagious viruses, we remain focused on expanding our virtual cancer support program while creating opportunities for members to safely return to in-person programs. Technology has enabled us to offer our program virtually and we will continue to implement a hybrid model for programming, allowing for both virtual and in-person components for our members from the City of Franklin.

As the only cancer support agency in Middle Tennessee, about 53% of our members have a diagnosis, and 47% are friends and family. A few of our programs include Life After Loss Support Group, Family Support Group, Young Adults Facing Cancer Support Group, Kid's One Day Fun Day, Kid's Grief Group, Early-Stage Cancer Support Group, and Living in Limbo.

Gilda's Club's evidence-based cancer support program includes five components: support groups, education, healthy lifestyle and movement classes, social connectivity, and resource referrals to outside agencies when needed. Members can access Gilda's Club team of psychosocial experts, programs, groups, and workshops from fifteen counties, from the comfort of home, from a hospital bed, or from our beautiful midtown Clubhouse.

Based on analytics from our Cancer Support Community (CSC), top concerns for patients include: 57% worry about the future; 47% concern about disruption in work/school/home; 47% how to get adequate exercise; 45% feeling too tired to do things; and 43% sleep problems. Caregiver concerns are similar: 64% worry about the future; 52% experience depression; 52% concerns about loved one's pain; 48% being

physically active; and 47% disruption in work/school/home. That is why there is GCMTN.

GCMTN's participants acquire new skills, tools, and information on how to live well with cancer which improves outcomes and quality of life. The psychosocial support and social connectivity offered through GCMTN's support/networking groups and the healthy lifestyle workshops lead by experts (focusing on wellness, food, nutrition, and self-care related to a cancer diagnosis) address the growing need for mental health and emotional support, and health needs for cancer patients and their caregivers in Middle Tennessee.

As Middle Tennessee continues to attract growth and residents, additional stressors like traffic, parking, and construction are creating barriers for our older community. We have found that a virtual attendance component addresses these concerns and makes our cancer support programming available for more attendees.

Anyone can access cancer support at Gilda's Club, no referral is needed, though many members are referred by oncology healthcare providers. It can begin with a phone call from a person looking for a wig after chemotherapy, assistance for an overwhelmed caregiver managing treatment side effects, or parents seeking guidance on how to talk about cancer with their children. It can begin with a request form on the website from a recently diagnosed young adult who lives far from her family and friends seeking support during treatment, or woman who has finished her breast cancer treatments and feels exhausted, frightened, worried, and alone.

In the words of one of our members: "This journey felt so isolating, until I found Gilda's. Now I know I'm not alone. I didn't expect to support my husband through a life-threatening illness in our 30's, but here I am. And I wouldn't be able to get through it without my [support] group. They all understand. I feel supported and rejuvenated after meeting with them each week."

-Family and Friend, Support Group Member

The requested funds will be used for general operating support for GCMTN's cancer support program. Funding from the City of Franklin will help us provide this essential psychosocial support to the growing number of people impacted by cancer, both in-person and virtually, in our Williamson County community.

Gilda's Club Middle Tennessee

Financial Statements
For the Years Ended June 30, 2021 and 2020

Gilda's Club Middle Tennessee
Financial Statements
For the Years Ended June 30, 2021 and 2020

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Independent Auditor's Report

Board of Directors
Gilda's Club Middle Tennessee

Report on the Financial Statements

We have audited the accompanying financial statements of Gilda's Club Middle Tennessee, which comprise the statements of financial position as of June 30, 2021 and 2020, the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Gilda's Club Middle Tennessee as of June 30, 2021 and 2020, 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.

Blankenship CPA Group, PLLC
Nashville, Tennessee
March 18, 2022

Gilda's Club Middle Tennessee
Statements of Financial Position
June 30, 2021 and 2020

	2021	2020
Assets		
Cash	\$ 351,545	\$ 78,427
Pledges receivable	-	2,813
Investments	1,483,184	1,221,294
Prepaid expenses	20,338	10,329
Purchased membership rights	28,000	56,000
Property and equipment, net	2,413,044	2,046,246
Beneficial interest in funds held by Community Foundation of Middle Tennessee	<u>22,334</u>	<u>19,037</u>
Total assets	\$ 4,318,445	\$ 3,434,146
Liabilities and Net Assets		
Liabilities		
Accounts payable	\$ 1,764	\$ 468
Accrued expenses	25,783	55,382
Deferred special event income	46,020	46,484
Accrued membership rights fees	10,000	20,000
Line of credit	-	50,000
PPP loan	149,764	149,765
Note payable	<u>377,121</u>	<u>-</u>
Total liabilities	610,452	322,099
Net assets		
Without donor restrictions	3,608,467	3,045,197
With donor restrictions	<u>99,526</u>	<u>66,850</u>
Total net assets	<u>3,707,993</u>	<u>3,112,047</u>
Total liabilities and net assets	\$ 4,318,445	\$ 3,434,146

Gilda's Club Middle Tennessee
Statement of Activities
For the Year Ended June 30, 2021

	Without donor restrictions	With donor restrictions	Total
Support and Revenues			
Individual, corporate gifts and grants	\$ 920,185	\$ -	\$ 920,185
Donated goods and services	48,121	-	48,121
Special events (net of direct benefits to donors of \$44,281)	348,746	-	348,746
Investment income	261,890	-	261,890
Other income	11	-	11
Grants	-	77,192	77,192
Change in value of beneficial interest in assets held by Community Foundation of Middle Tennessee	-	3,297	3,297
Net assets released from restrictions	<u>47,813</u>	<u>(47,813)</u>	<u>-</u>
Total support and revenues	1,626,766	32,676	1,659,442
Expenses			
Program services	820,894	-	820,894
Supporting services			
Management and general	110,537	-	110,537
Fundraising	<u>132,065</u>	<u>-</u>	<u>132,065</u>
Total expenses	1,063,496	-	1,063,496
Change in net assets	563,270	32,676	595,946
Net assets, beginning of year	<u>3,045,197</u>	<u>66,850</u>	<u>3,112,047</u>
Net assets, end of year	\$ 3,608,467	\$ 99,526	\$ 3,707,993

Gilda's Club Middle Tennessee
Statement of Activities
For the Year Ended June 30, 2020

	Without donor restrictions	With donor restrictions	Total
Support and Revenues			
Individual, corporate gifts and grants	\$ 618,174	\$ -	\$ 618,174
Donated goods and services	93,947	-	93,947
Special events (net of direct benefits to donors of \$142,097)	281,185	-	281,185
Investment income	56,867	-	56,867
Other income	3,052	-	3,052
Grants	-	45,000	45,000
Change in value of beneficial interest in assets held by Community Foundation of Middle Tennessee	-	(364)	(364)
Net assets released from restrictions	<u>124,996</u>	<u>(124,996)</u>	<u>-</u>
Total support and revenues	1,178,221	(80,360)	1,097,861
Expenses			
Program services	1,016,781	-	1,016,781
Supporting services			
Management and general	121,508	-	121,508
Fundraising	<u>151,327</u>	<u>-</u>	<u>151,327</u>
Total expenses	1,289,616	-	1,289,616
Change in net assets	(111,395)	(80,360)	(191,755)
Net assets, beginning of year	<u>3,156,592</u>	<u>147,210</u>	<u>3,303,802</u>
Net assets, end of year	\$ 3,045,197	\$ 66,850	\$ 3,112,047

Gilda's Club Middle Tennessee
Statement of Functional Expenses
For the Year Ended June 30, 2021

		Supporting services		
	Program services	Management and general	Fundraising	Total
Compensation and related costs				
Compensation	\$ 501,995	\$ 77,484	\$ 77,943	\$ 657,422
Benefits	68,622	10,592	10,655	89,869
Contract labor	18,868	-	-	18,868
Total compensation and related costs	589,485	88,076	88,598	766,159
Amortization of golf club membership rights	7,000	-	21,000	28,000
Depreciation	51,123	1,614	1,076	53,813
Donated goods and services	48,121	-	-	48,121
Dues and memberships	14,736	465	310	15,511
Insurance	21,189	669	446	22,304
Interest	4,248	134	89	4,471
Meetings and workshops	1,042	-	-	1,042
Outreach and marketing	12,463	2,410	5,296	20,169
Printing	6,206	2,069	-	8,275
Professional development	2,381	75	50	2,506
Professional services	-	7,500	-	7,500
Rent	-	-	-	-
Repairs and maintenance	23,066	728	486	24,280
Special events expense	12,934	-	38,801	51,735
Supplies and materials	6,556	3,161	3,158	12,875
Telephone	11,653	368	245	12,266
Utilities	19,761	624	416	20,801
Banking and credit card fees	-	2,644	5,305	7,949
	831,964	110,537	165,276	1,107,777
Less: direct benefits to donors	(11,070)	-	(33,211)	(44,281)
Total expenses	\$ 820,894	\$ 110,537	\$ 132,065	\$ 1,063,496

Gilda's Club Middle Tennessee
Statement of Functional Expenses
For the Year Ended June 30, 2020

		Supporting services		
	Program services	Management and general	Fundraising	Total
Compensation and related costs				
Compensation	\$ 599,692	\$ 83,449	\$ 85,534	\$ 768,675
Benefits	58,337	8,118	8,321	74,776
Contract labor	33,640	-	-	33,640
Total compensation and related costs	691,669	91,567	93,855	877,091
Amortization of golf club membership rights	7,000	-	21,000	28,000
Depreciation	52,046	1,644	1,096	54,786
Donated goods and services	93,947	-	-	93,947
Dues and memberships	12,007	379	253	12,639
Insurance	25,191	796	530	26,517
Interest	3,165	-	-	3,165
Meetings and workshops	2,761	-	-	2,761
Outreach and marketing	19,292	2,883	9,629	31,804
Printing	8,111	2,704	-	10,815
Professional development	3,314	105	70	3,489
Professional services	-	12,725	-	12,725
Rent	15,748	497	332	16,577
Repairs and maintenance	33,373	1,054	703	35,130
Special events expense	40,178	-	120,535	160,713
Supplies and materials	8,907	1,970	2,168	13,045
Telephone	16,121	509	339	16,969
Utilities	19,475	615	410	20,500
Banking and credit card fees	-	4,060	6,980	11,040
	1,052,305	121,508	257,900	1,431,713
Less: direct benefits to donors	(35,524)	-	(106,573)	(142,097)
Total expenses	\$ 1,016,781	\$ 121,508	\$ 151,327	\$ 1,289,616

Gilda's Club Middle Tennessee
Statements of Cash Flows
For the Years Ended June 30, 2021 and 2020

	2021	2020
Cash, beginning of year	\$ 78,427	\$ 48,904
Cash flows from operating activities		
Change in net assets	595,946	(191,755)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Amortization of golf membership rights	28,000	28,000
Depreciation	53,813	54,786
Loss on disposal of property and equipment	-	196
Investment income	(261,890)	(56,867)
Change in value of beneficial interest in assets held by Community Foundation of Middle Tennessee	(3,297)	364
PPP loan forgiveness	(149,765)	-
Change in:		
Pledges receivable	2,813	16,406
Prepaid expenses	(10,009)	975
Accounts payable	1,296	(2,446)
Accrued expenses	(29,599)	27,715
Deferred special event income	(464)	(5,116)
Accrued membership rights fees	(10,000)	(10,000)
Net cash provided (used) by operating activities	216,844	(137,742)
Cash flows from investing activities		
Proceeds from sale of investments	-	7,500
Purchases of property and equipment	(420,611)	-
Net cash provided (used) by investing activities	(420,611)	7,500
Cash flows from financing activities		
Change in line of credit	(50,000)	10,000
Proceeds from note payable	377,121	-
Proceeds from PPP loan	149,764	149,765
Net cash provided (used) by financing activities	476,885	159,765
Net change in cash	273,118	29,523
Cash, end of year	\$ 351,545	\$ 78,427
Supplemental disclosures of cash flow information		
Interest paid during the period	\$ 4,471	\$ 3,165

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 1. Organization and Nature of Activities

Gilda's Club Middle Tennessee (the Organization) was organized in 1995 as a Tennessee not-for-profit corporation and became an affiliate of Cancer Support Community in 2009. The Organization provides evidence-based psychosocial emotional support for people living with cancer, their families, and friends. Always free of charge, the program includes diagnostic distress screening, support groups, healthy living workshops and lectures, creative arts, children and teen programs, and social events. The clinical program director ensures that all activities help members build essential emotional and social support as a necessary complement to medical care.

Individual gifts, corporate and foundation contributions, special events, and estate gifts are the major sources of support for the Organization.

Note 2. Summary of Significant Accounting Policies

Basis of Presentation

The financial statements of the Organization have been prepared in accordance with accounting principles generally accepted in the United States of America (US GAAP), which requires the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Use of Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Investments

Investments are held by a broker and consist of money market accounts, certificates of deposit, bonds, equities, and equity mutual funds. The money market accounts and certificates of deposit are carried at cash value plus accrued interest. Bonds, equities, and equity mutual funds are reported at quoted fair market value based on the last reported sale of the year on a national security exchange. Interest and dividends, as well as changes in unrealized gains and losses, are recognized in the statement of activities for the period.

Membership Rights

Purchased membership rights have been capitalized at acquisition cost and are being amortized by the straight-line method over the life of the agreement, which is five years.

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 2. Summary of Significant Accounting Policies

Property and Equipment

The Organization's policy is to capitalize all property and equipment over \$1,000. Property and equipment acquisitions are recorded at cost. Donations of property and equipment are recorded as revenues at their estimated fair value. Such donations are reported as unrestricted revenues unless the donor has restricted the donated asset to a specific purpose. When depreciable assets are disposed of, the cost and related accumulated depreciation are removed from the accounts, and any gain (except on trade-in) or loss is included in the statement of activities for the period. A gain on trade-in is applied to reduce the cost of the new acquisition. Depreciation is provided over the estimated useful lives of the assets, ranging from 5 to 50 years, and computed on the straight-line method.

Beneficial Interest in Funds Held by Others

The Organization's beneficial interest in an agency endowment fund is recognized as an asset. Changes in the value of the fund are recognized in the statement of activities and distributions received from the fund are recorded as decreases in the beneficial interest and investment income.

Deferred Special Event Income

Amounts received in advance for the sponsorships of special fundraising events are recorded as deferred special event income until the year of the event.

Income Taxes

The Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501(c)(3) and the tax laws of the state of Tennessee.

Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor-restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), 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 Goods and Services

Donated goods are recorded at estimated fair value in the period the gift is received. Donated services are recognized if they create or enhance nonfinancial assets or the donated service requires specialized skills, was performed by the donor who possesses such skills, and would have been purchased by the Organization if not provided by the donor. Such services are recognized at fair value as support and expense in the period the services are performed.

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 2. Summary of Significant Accounting Policies

PPP Loan

The Organization received a loan in accordance with the Paycheck Protection Program (PPP) section of the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act). US GAAP provides organizations with two alternatives for reporting the loan and any future forgiveness: 1) proceeds can be treated as debt and future forgiveness recognized as income when the loan or any portion thereof is formally discharged; or 2) proceeds can be treated as a conditional contribution where they recognize a refundable advance and derecognize the liability, and recognize income, as the conditions for forgiveness are substantially met or explicitly waived. The Organization has elected to treat the PPP loan as debt.

Functional Allocation of Expenses

The following program and supporting services classifications are included in the accompanying financial statements.

Program services consist of activities relating to support and networking groups, lectures, workshops, and social events in a non-residential, home-like setting (clubhouse facility), provided free of charge to adults and children living with cancer and to their families and friends.

Management and general relates to the overall direction of the Organization. These expenses are not identifiable with a particular program or with fundraising but are indispensable to the conduct of those activities and are essential to the Organization. Specific activities include oversight, business management, budgeting, recordkeeping, financing, and other administrative activities.

Fundraising includes costs of activities directed toward appeals for financial support including special events. Other activities include the cost of solicitation and creation and distribution of fundraising materials.

Expenses that can be directly attributed to a particular function are charged to that function. Certain costs have been allocated among more than one program or supporting service based on objectively evaluated financial and nonfinancial data or subjective methods determined by management.

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 2. Summary of Significant Accounting Policies

Functional Allocation of Expenses

The costs of providing program services and supporting service have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among program services and supporting services benefited. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include the following:

	Method of allocation
Compensation	Time and effort
Depreciation	Facility square footage
Repairs and maintenance	Facility square footage
Insurance	Facility square footage
Utilities	Facility square footage
Printing	Estimated usage
Dues and memberships	Estimated usage
Supplies and materials	Estimated usage
Telephone	Estimated usage
Banking and credit card fees	Estimated usage
Outreach and marketing	Estimated usage
Professional development	Estimated usage

Note 3. Availability and Liquidity

The following represents the Organization's financial assets at June 30:

	2021	2020
Financial assets		
Cash	\$ 351,545	\$ 78,427
Pledges receivable	-	2,813
Investments	1,483,184	1,221,294
Beneficial interest in assets held by		
Community Foundation of Middle Tennessee	<u>22,334</u>	<u>19,037</u>
Total financial assets	1,857,063	1,321,571
Less amounts not available to be used within one year		
Investments designated for long-term stability	269,892	269,892
Investments designated for repairs and maintenance	127,700	127,700
Beneficial interest in funds	<u>22,334</u>	<u>19,037</u>
	419,926	416,629
Financial assets available to meet general expenditures over the next 12 months	\$ 1,437,137	\$ 904,942

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 3. Availability and Liquidity

As part of its liquidity plan, the Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Organization receives year-round donations from individuals and the Organization makes specific appeals at strategic times of the year for specific projects.

Note 4. Joint Costs

During the year ended June 30, 2021 the Organization incurred joint costs of \$51,735 for special events that included both program services and fundraising appeals. The Organization allocated \$12,934 and \$38,801 to program services and fundraising, respectively. After deducting the direct benefit to donors, these amounts netted to a total of \$7,454 with net allocations of \$1,864 and \$5,590, respectively.

During the year ended June 30, 2020, the Organization incurred joint costs of \$160,713 for special events that included both program services and fundraising appeals. The Organization allocated \$40,178 and \$120,535 to program services and fundraising, respectively. After deducting the direct benefit to donors, these amounts netted to a total of \$18,616 with net allocations of \$4,654 and \$13,962, respectively.

Note 5. Pledges Receivable

All of the pledges are classified as current since they are expected to be collected within the next year. Management has determined that no allowance for doubtful accounts is necessary for these assets.

Note 6. Investments

The Organization's investments consist of the following as of June 30:

	2021	2020
Cash equivalents	\$ 33,886	\$ 19,795
Certificates of deposit	51,180	122,949
Corporate bonds	498,976	433,397
Equities and equity funds	<u>899,142</u>	<u>645,153</u>
Total investments	\$ 1,483,184	\$ 1,221,294

Investment includes the following for the years ended June 30:

	2021	2020
Dividends and interest	\$ 32,112	\$ 31,641
Net gain on investments	247,033	40,202
Investment expenses	<u>(17,255)</u>	<u>(14,976)</u>
	\$ 261,890	\$ 56,867

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 6. Investments

US GAAP requires the Organization to disclose the basis for considering market participant assumptions in fair value measurements. Fair value accounting standards establish a fair value hierarchy that distinguishes between market participant assumptions based on market data obtained from sources independent of the reporting entity including quoted market prices in active markets for identical assets (Level 1), or significant other observable inputs (Level 2) and the reporting entity's own assumptions about market participant assumptions (Level 3).

The following table sets forth the Organization's major categories of investments measured at fair value on a recurring basis, by level within the fair value hierarchy as of June 30, 2021.

	Level 1	Level 2	Level 3	Total
Corporate bonds	\$ -	\$ 498,976	\$ -	\$ 498,976
Equities and equity funds	<u>899,142</u>	<u>-</u>	<u>-</u>	<u>899,142</u>
	\$ 899,142	\$ 498,976	\$ -	\$ 1,398,118

The following table sets forth the Organization's major categories of investments measured at fair value on a recurring basis, by level within the fair value hierarchy as of June 30, 2020.

	Level 1	Level 2	Level 3	Total
Corporate bonds	\$ -	\$ 433,397	\$ -	\$ 433,397
Equities and equity funds	<u>645,153</u>	<u>-</u>	<u>-</u>	<u>645,153</u>
	\$ 645,153	\$ 433,397	\$ -	\$ 1,078,550

Note 7. Membership Rights

During 2017, the Organization entered into a five-year agreement with the Golf Club of Tennessee (the Club) for \$140,000 for certain membership rights. Of this amount, \$100,000 was paid at the time of signing the agreement and an additional \$10,000 will be paid over each of the next four years. These rights allow for five years of annual fundraising golf tournaments at the Club and the right to limited use of the Club's facilities for the cultivation and solicitation of donors. The Organization has no equity or ownership or any other property interest in the Club. The Organization is amortizing the cost of the membership rights over the term of the agreement. For the years ended June 30, 2021 and 2020, the Organization reported amortization expense of \$28,000.

Note 8. Property and Equipment

Property and equipment consist of the following as of June 30:

	2021	2020
Land	\$ 732,161	\$ 350,000
Building and improvements	2,296,032	2,296,032
Furniture and equipment	<u>112,144</u>	<u>73,694</u>
	3,140,337	2,719,726
Less: accumulated depreciation	<u>(727,293)</u>	<u>(673,480)</u>
Property and equipment, net	\$ 2,413,044	\$ 2,046,246

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 9. Beneficial Interest in Funds Held by Others

The Organization has a beneficial interest in an endowment fund (the Fund) held by Community Foundation of Middle Tennessee (CFMT) that resulted from contributions from various individuals. The Organization has granted variance power to CFMT, and CFMT has the ultimate authority and control over the Fund and the income derived there from. The fund is charged a 0.4% administrative fee annually. Upon request by the Organization, income from the fund representing a 5.0% annual return may be distributed to the Organization or to another suggested beneficiary.

A schedule of changes in the Organization's beneficial interest in this fund follows for the years ended June 30:

	2021	2020
Balance, beginning of period	\$ 19,037	\$ 19,401
Change in value of beneficial interest		
Investment earnings	4,425	661
Grants paid out to the Organization	(1,000)	(900)
Administrative expenses	(128)	(125)
Net change	<u>3,297</u>	<u>(364)</u>
Balance, end of period	\$ 22,334	\$ 19,037

Note 10. Line of Credit

The Organization had a \$300,000 line of credit with a local bank with an outstanding balance of \$0 and \$50,000 at June 30, 2021 and 2020, respectively. The line called for an interest rate at the Wall Street Journal prime rate with a floor of 4.00% and was collateralized by the Organization's investment securities. The line of credit expired August 22, 2021 and is currently in the process of renewal.

Note 11. PPP Loan

On April 17, 2020, the Organization received a loan in the amount of \$149,765 in accordance with the PPP section of the CARES Act. On August 18, 2021, the Organization was notified that the full amount of the loan had been forgiven. Accordingly, the Organization has recognized the forgiveness as a contribution on the date of forgiveness during the year ended June 30, 2021.

On March 3, 2021, the Organization received a second draw on the PPP loan for \$149,764. On October 5, 2021, the Organization was notified that the full amount of the loan had been forgiven. The Organization will recognize this forgiveness as a contribution during the year ended June 30, 2022.

Note 12. Note Payable

On March 3, 2021, the Organization entered into a note payable with a local bank to finance the purchase of a parcel of land adjacent to its existing property. The note is interest only at the Wall Street Journal prime rate with a floor of 4.00% (4.00% at June 30, 2021) and a maturity date of March 9, 2022. The note is currently in the process of negotiation for renewal and extension. The note is collateralized by the Organization's investment securities.

Gilda's Club Middle Tennessee
Notes to Financial Statements
For the Years Ended June 30, 2021 and 2020

Note 13. Net Assets

Net assets with donor restrictions consist of the following at June 30:

	2021	2020
Grants for subsequent year programs	\$ 77,192	\$ 45,000
Endowment fund	22,334	19,037
Pledges receivable	-	2,813
	<u>\$ 99,526</u>	<u>\$ 66,850</u>

Note 14. Donated Goods and Services

The following in-kind contributions of goods and services have been included in unrestricted revenues and expenses/assets in the financial statements for the years ended June 30:

	2021	2020
Included in support/expenses		
Services		
Group counseling	\$ 20,130	\$ 26,565
Movement and fitness instruction	9,100	15,190
Cooking and nutrition	3,870	4,080
Healthcare providers	3,220	2,100
Art instruction	368	4,725
Individual counseling	-	17,655
Computer technology support	-	1,200
	<u>36,688</u>	<u>71,515</u>
Goods		
Food, supplies, tickets, and gifts	<u>11,433</u>	<u>22,432</u>
	48,121	93,947
Included in special events/expenses		
Food, prizes, fees, and materials	<u>7,469</u>	<u>74,917</u>
	<u>\$ 55,590</u>	<u>\$ 168,864</u>

Note 15. Subsequent Events

Management has evaluated subsequent events through March 18, 2022, the date on which the financial statements were available for issuance.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752251763
Aug. 23, 2018 LTR 4168C 0
62-1614190 000000 00

00031428
BODC: TE

GILDAS CLUB MIDDLE TENNESSEE
% SANDY OBODZINKSKI
1707 DIVISION ST
NASHVILLE TN 37203-2701



012566

Employer ID number: 62-1614190
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Aug. 14, 2018, about your tax-exempt status.

We issued you a determination letter in December 1995, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0752251763
Aug. 23, 2018 LTR 4168C 0
62-1614190 000000 00
00031429

GILDAS CLUB MIDDLE TENNESSEE
% SANDY OBODZINKSKI
1707 DIVISION ST
NASHVILLE TN 37203-2701

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson
Operations Manager, AM Ops. 3

Tracking Number
2022109426



Tre Hargett
Secretary of State

Extension Request
Division of Business and Charitable Organizations
Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

CO2706
Filed: 12/12/2022 03:18 PM
Tre Hargett
Secretary of State

Extension Information

Organization Name: GILDA'S CLUB MIDDLE TENNESSEE

CO Number: CO2706

Renewal Date: 3/31/2023

Extended Renewal Date: 5/30/2023

This is the second extension request which extends the renewal date by 60 days. No further extensions will be granted.



**GILDA'S
CLUB
MIDDLE
TENNESSEE**

An Affiliate of the
CANCER SUPPORT COMMUNITY

2022-2023 BOARD OF DIRECTORS

Updated 3-15-2023

Alicia Hudson Wilson

Associate Board Chair

aliciahudsonwilson@gmail.com

associateboard@gildasclubmiddletn.org

Term Ends June 2023

Anthony Barton

Realtor

Berkshire Hathaway HomeServices - Woodmont Realty

anthonybarton25@gmail.com

Term Ends June 2023

Ken Bryant (Development Chair)

Burr & Forman LLP

Managing Partner

kbryant@burr.com

Term Ends June 2025

Jim Corum (Immediate Past Board Chair)

Diana Health

Co-Founder and COO

corum.jim@gmail.com

jim.corum@diana.health

Term Ends June 2023

Andy Gill

PhyNet Dermatology, LLC

Vice President, Supply Chain Operations

agill@Phynet.com

Term Ends June 2029

Randy Goldstein (Treasurer)

Community Leader

rmgold@gmail.com

Term Ends June 2024

Rachel Goodrich

HCA Healthcare

Corporate Counsel

rachel.goodrich@hcahealthcare.com

Term Ends June 2024

Stuart Hall

Consultant

Stuarthall4163@hotmail.com

Term Ends June 2027

Rae Hirsch

Community Leader

callmeraeh@aol.com

Term Ends June 2027

Dr. Steve Hecklin, DMD

Dr. Hecklin: Family & Cosmetic Dentistry

Owner

drshecklin@gmail.com

Term Ends June 2025

Allen Huggins (Property Committee Co-Chair)

WH Properties

Owner/Broker

allen@whnashville.com

private.huggins@gmail.com

Term Ends June 2025

Janet Kurtz

NFocus Magazine

Editor-in-Chief

jkurtz@nfocusmagazine.com

janetdkurtz@gmail.com

Term Ends June 2026

Keith Kraft (Program Committee Chair)

Regency Company

Principal Broker

MKKraft@aol.com

Term Ends June 2023

Helen H. Lane (Board Chair)

Community Leader

helen@helenhlane.com

Board Chair until June 2023

Immediate Past Chair June 2024

David Lewis

Zander Insurance
Chief Legal Officer
dlewis@zanderins.com

Term Ends June 2026

Drew Mallory

Truxton Trust Wealth Management Services
Chief Fiduciary Officer
drew.mallory@truxtontrust.com

Term Ends June 2026

Jennifer McGugin

Office of Legal Affairs VUMC
Division Counsel
jennifer.mcgugin@vumc.org

Term Ends June 2026

Michael Moschel

Littler
Shareholder/Attorney
moschel@gmail.com

Term Ends June 2024

Jannis Muscato

Lynn HR Consulting
Owner/Founder
jannis@lynnhrconsulting.com

Term Ends June 2027

Samantha Saturn

SESAC
Chief Marketing Officer
saturnsamantha@gmail.com
ssaturn@sesac.com

Term Ends June 2025

Carolyn Schneider

CHRO Ardent Health
schneiderch@bellsouth.net
Carolyn.schneider01@ardenthealth.com

Term Ends June 2024

Lisa Taylor (Secretary)

HCA Healthcare
CFO, HR Group
lisa.taylor5@hcahealthcare.com

Term Ends June 2024

Flynn Tracy (Marketing Chair)

Amazon
Senior Strategic Communications Manager
flynnktracy@hotmail.com

Term Ends June 2023

Sharon Turner-Friley

Community Leader
turnerfriley@yahoo.com

Term Ends June 2024

Kathy Winn

Compassus
SVP, Chief Marketing Officer
Kathleen.Winn@compassus.com
kathleenwinns@gmail.com

Term Ends June 2026



GILDCLU-01

LHESS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2022

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.

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	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Philadelphia Indemnity Insurance Company	18058
	INSURER B : Allied Eastern Indemnity Company	11242
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED

Gilda's Club Middle Tennessee
1707 Division Street
Nashville, TN 37203-2701

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK2430931	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
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A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB820536	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	03000055487608	7/1/2022	7/1/2023	☒ PER STATUTE ☐ 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)
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CERTIFICATE HOLDER

CANCELLATION

City of Franklin

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



GILDCLU-01

LHESS

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	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Allied Eastern Indemnity Company INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Gilda's Club Middle Tennessee 1707 Division Street Nashville, TN 37203-2701	NAIC # 18058 11242

COVERAGES

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CANCELLATION

Fat Bottom Brewery
800 44th Ave N.

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



GILDCLU-01

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	PHONE (A/C, No, Ext): (615) 986-6123	FAX (A/C, No):
	E-MAIL ADDRESS: lisa.hess@hubinternational.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Company	
	INSURER B: Allied Eastern Indemnity Company	
INSURED Gilda's Club Middle Tennessee 1707 Division Street Nashville, TN 37203-2701	NAIC #	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

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A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB820536	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	03000055487608	7/1/2022	7/1/2023	☒ PER STATUTE ☐ 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)
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CERTIFICATE HOLDER

CANCELLATION

For Information Only

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AUTHORIZED REPRESENTATIVE



GILDCLU-01

LHESS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2022

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INSURED Gilda's Club Middle Tennessee 1707 Division Street Nashville, TN 37203-2701	NAIC # 18058 11242

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s). Loc# 1 - 1707-B Division Street; Hermitage, TN Building # 1 building

CERTIFICATE HOLDER

CANCELLATION

Mail Finance Inc.
P.O. Box 3547
Bellevue, WA 98009-3547

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



GILDCLU-01

LHESS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2022

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PRODUCER License # 1298 Hub International Mid-South 3011 Armory Drive Suite 250 Nashville, TN 37204	CONTACT NAME: Lisa Hess PHONE (A/C, No, Ext): (615) 986-6123 FAX (A/C, No): E-MAIL ADDRESS: lisa.hess@hubinternational.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Allied Eastern Indemnity Company INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Gilda's Club Middle Tennessee 1707 Division Street Nashville, TN 37203-2701	NAIC # 18058 11242

COVERAGES

CERTIFICATE NUMBER:

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.

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A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			PHPK2430931	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			PHPK2430931	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB820536	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	03000055487608	7/1/2022	7/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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CERTIFICATE HOLDER

CANCELLATION

Mail Finance Inc.
P.O. Box 3547
Bellevue, WA 98009-3547

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AUTHORIZED REPRESENTATIVE



GILDCLU-01

LHESS

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	INSURER C :	
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INSURED

Gilda's Club Middle Tennessee
1707 Division Street
Nashville, TN 37203-2701

COVERAGES

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A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB820536	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	03000055487608	7/1/2022	7/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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CERTIFICATE HOLDER

CANCELLATION

Metro Parks Nashville
Shelby Ave & S 20th St.
Nashville, TN 37206

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AUTHORIZED REPRESENTATIVE



GILDCLU-01

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	INSURER D :	
	INSURER E :	
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INSURED

Gilda's Club Middle Tennessee
1707 Division Street
Nashville, TN 37203-2701

COVERAGES

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CERTIFICATE HOLDER

CANCELLATION

Nashville Bank & Trust
4525 Harding Road Ste 300
Nashville, TN 37205-2190

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AUTHORIZED REPRESENTATIVE



GILDCLU-01

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INSURED

Gilda's Club Middle Tennessee
1707 Division Street
Nashville, TN 37203-2701

COVERAGES

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s). Complete Certificate Holder: Pilgrimage Operations, LLC Pilgrimage Presents, LLC Pilgrimage Foundation, LLC Pilgrimage Foundation, Inc. 230 Franklin Rd., Suite 11HH-Studio 3 Franklin, TN37064 Re: Pilgrimage Music & Cultural Festival September 21 & 22, 2019 at The Park at Harlinsdale Farm Pilgrimage Operations, LLC, Pilgrimage Presents LLC, Pilgrimage Foundation, LLC, Pilgrimage Foundation, Inc. and their members, agents, attorneys, employees, representatives, officers and directors are included as Additional Insured with respect to General Liability when required by contract. The insurance shall be primary and non-contributory.

CERTIFICATE HOLDER

CANCELLATION

Pilgrimage Operations, LLC Full Certificate Holder Below
230 Franklin Rd., Suite
11HH-Studio 3
Franklin, TN 37064

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AUTHORIZED REPRESENTATIVE



GILDCLU-01

LHESS

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Gilda's Club Middle Tennessee
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Nashville, TN 37203-2701

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CERTIFICATE HOLDER

CANCELLATION

Quadient Leasing USA, Inc.
Dept 3682
P.O Box 123682
Dallas, TX 75312

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



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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK2430931	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			PHPK2430931	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB820536	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	03000055487608	7/1/2022	7/1/2023	☒ PER STATUTE ☐ 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)
Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s).

CERTIFICATE HOLDER

CANCELLATION

The City of Franklin
109 3rd Ave South
Franklin, TN 37064

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



GILDCLU-01

LHESS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2022

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 have ADDITIONAL INSURED provisions or 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 License # 1298 Hub International Mid-South 3011 Armory Drive Suite 250 Nashville, TN 37204	CONTACT NAME: Lisa Hess PHONE (A/C, No, Ext): (615) 986-6123 FAX (A/C, No): E-MAIL ADDRESS: lisa.hess@hubinternational.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Philadelphia Indemnity Insurance Company	18058
	INSURER B : Allied Eastern Indemnity Company	11242
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED

Gilda's Club Middle Tennessee
1707 Division Street
Nashville, TN 37203-2701

COVERAGES

CERTIFICATE NUMBER:

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			PHPK2430931	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			PHPK2430931	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB820536	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	03000055487608	7/1/2022	7/1/2023	☒ PER STATUTE ☐ 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)
Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s). Loc# 1 - 1707-B Division Street; Hermitage, TN Building # 1 building

CERTIFICATE HOLDER

CANCELLATION

Truxton Trust
4525 Harding Road
Nashville, TN 37205

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

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Gilda's Club Middle Tennessee

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

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

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

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see Instructions) ►

501C3 Non Profit

4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

1707 Division Street

6 City, state, and ZIP code

Nashville, TN 37203

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

____ - ____ - ____

or

Employer identification number

6 2 - 1 6 1 4 1 9 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Harriet Schifano

Date ► 11/21/2022

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: GraceWorks Ministries

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

We are open year-round except from Christmas Day through New Year 's Day. Staff are on call during that time for emergencies.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Please see attached additional sheet.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Funding from the City of Franklin would be used to provide rent and utility assistance to Neighbors in need. A grant of \$25,000 would provide rent support to 25 Franklin families or utility bill assistance to 153 families.

Williamson County residents who exhibit one of two financial situations qualify for GraceWorks Shelter services: 1. Household incomes at or below 250% of the federal poverty guideline (FPG). 100 % of the 2023 FPG is \$30,000 for a family of four. 2.

Experiencing situational poverty – a condition caused by a sudden event such as death, divorce, loss of employment, or illness and is often temporary.

Each family must verify their need(s) to receive financial assistance. Verification includes documentation of their home address and documentation of financial standing and overdue bill status.

Each family seeking assistance has one-on-one compassionate conversations with staff or volunteers supervised by staff to identify their needs and GraceWorks ' ability to help.

Neighbors can choose either phone or in-person discussions to determine the many ways GraceWorks can support them through a crisis.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☒ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Valencia A. Breckenridge	03/15/2023
---------------------------------	-------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

	03/17/2023
--	-------------------

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

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

DEPARTMENT OF THE TREASURY

Date: MAY 20 1998

GRACEWORKS MINISTRIES INC
C/O CHERYL A KING
PO BOX 438
FRANKLIN, TN 37065-0438

Employer Identification Number:
62-1584204

DLN:

17053093815039

Contact Person:

THOMAS E O'BRIEN

ID# 31187

Contact Telephone Number:

(877) 829-5500

Our Letter Dated:

August 1995

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

March 10, 2023

DENNIS GARDNER SR
104 SOUTHEAST PARKWAY
FRANKLIN, TN 37064

RE: Registration to Solicit Funds for Charitable Purposes
Organization Name: GRACEWORKS MINISTRIES, INC.
CO Number: CO3055
Renewal Date: 12/31/2023

Dear DENNIS GARDNER SR:

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

March 17, 2023

Dear Board of Mayor and Aldermen,

GraceWorks Ministries has worked for 28 years to build up Franklin Neighbors during their hardest moments as we fulfill our mission of “Neighbor serving Neighbor, by the power of God’s grace.” I am sincerely grateful for the investment the Board of Mayor and Alderman has made to advance the mission of GraceWorks over our 28-year history. I have felt your sincere and deep investment in our recent history as GraceWorks has been struggling to stabilize our own location while meeting record demands for our services. In 2023, demand for our services continues to swell and we are fiercely working to continue being the beacon of hope for our Neighbors in need.

Daily, GraceWorks is a place of relief for Franklin residents who find themselves in hard times - on the verge of eviction, with no utilities, a bare pantry, and hungry children. This past year, GraceWorks served 3,042 Franklin residents, which is 127% more Franklin residents than we did last fiscal year. Each resident received an average of 6 resources from GraceWorks’ Food, Shelter and Support Programs.

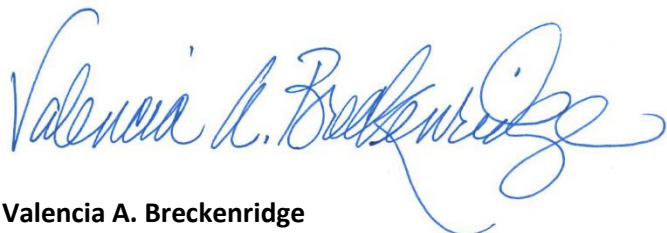
Of the Franklin residents served, 1,110 of them received rent or utility assistance from our Shelter Program. This is a 140% increase over the 460 Franklin residents we served with this Shelter Program last year. While GraceWorks helps our Neighbors each year with many types of needs, we are asking the City of Franklin for \$25,000 to assist residents with one basic human need – shelter. These funds will pay rent, utilities, heating and cooling for Franklin residents in crisis and work to prevent homelessness. Help is particularly critical with current rising local rent costs. Average rent in Franklin increased 28% -- an average \$400 per month for a two-bedroom apartment – since March 2021, according to Zumper.com.

Additionally, GraceWorks is personally facing a shelter crisis. While we are incredibly grateful for the blessing of a new lease at our home on Southeast Parkway, it comes at a significant cost increase. GraceWorks needs more financial support to stay in our current location and meet the rising demand for our services.

GraceWorks is proud to serve our City in such powerful ways, and with your help, we can continue to meet these needs.

Attached you will find the required paperwork. Please let me know if you have further questions or need more information. Thank you for the opportunity to apply for funding from the City of Franklin and your consideration of this request.

Sincerely,



Valencia A. Breckenridge

CEO/President, GraceWorks Ministries, Inc.

(615) 794-9055 x 138 office (630) 699-0979 cell

valencia@graceworksministries.net



GRACEWORKS ADDITIONAL SHEET QUESTION 2

2. Use of Funds: All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Funds awarded would be used for rent and utility bill assistance.

While GraceWorks has served thousands of residents annually in the City of Franklin for 28 years with many types of needs, we are asking the City of Franklin for \$25,000 to assist residents with one basic need – shelter. This amount would bring in \$2,083 a month and would help with our Shelter Fund, which provides rent and utility bill assistance for our Neighbors in Franklin.

In fiscal year 2021-2022 GraceWorks served 3,042 unduplicated Franklin Neighbors with our Food, Shelter, and Support programs – a 127% increase over the previous year. Franklin residents were 22% of the total 13,517 unduplicated people served. The previous year, Franklin residents were 12% of the total 11,033 unduplicated Neighbors. Of the Franklin residents served, 1,110 were given rent and/or utility assistance – a 140% increase over 2020-21, when 460 received.

Although dramatic, these numbers still do not reveal the entire scope of GraceWorks' service to Franklin residents, as Neighbors can receive rent assistance once a year and utility bill help up to three times a year. The average assistance given for rent per family is \$880, and the average assistance for utility bills is \$163. Rising food and rent costs are putting Franklin residents in dire situations. Average rent in Franklin rose 28% -- an average \$400 per month – since March 2021, according to Zumper.com.

Our Neighbors are not required to, but some provide a portion of the bill when they can without causing further economic distress.

GRACEWORKS MINISTRIES BOARD OF DIRECTORS 2023-2024

Valencia A. Breckenridge, CEO (non-voting member); valencia@graceworksministries.net; expiration date N/A

Tony Dunning, Chairman; tonydunning6@gmail.com; June 2027

Rodney Chester, Vice Chair; rodney.chester@grishamsmith.com; June 2025

Alison Watts, Treasurer; marstonal@msn.com; June 2027

Laura McWhorter, Secretary; laura.mcwhorter@hcahealthcare.com, June 2026

Carol Lloyd, Director; carol.lloyd@vumc.org; June 2025

Chastity Fox, Director; chastitybfox@gmail.com; June 2026

Courtney Keenan, Director; courtney.keenan@bofa.com; June 2026

DarKenya Waller, Director; dwaller@las.org; June 2027

Gina Drummonds, Director; ginadrummonds@comcast.net; June 2024

Jaime Settles, Director; slsettles@aol.com; June 2025

Jeff Crawford, Director; jeff@themcrawfords.com; June 2027

Lauren Strickland, Director; lauren.strickland; June 2026

Marvin Young, Director; myoungjr2@aol.com; June 2025

Michael Holley, Director; michael.holley@hstpathways.com; June 2025

Sarah Pierce, Director; sarah.pierce@hcahealthcare.com; June 2024

Sharmila Patel , Director; spatel@tmagroup.org; June 2025

Sten Morgan, Director; smorgan@investlegacy.com; June 2026

Tim Cochran, Director; timcochran4110@gmail.com; June 2026

Tom Matyas, Director; tom.matyas@mglobal.com; June 2026

William Wright, Director; william.wright2@hcahealthcare.com; June 2026



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/15/2023

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 have ADDITIONAL INSURED provisions or 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 Shellnut Insurance and Associates LLC 130 Seaboard Lane A-5 Franklin TN 37067	CONTACT NAME: Gavin Shellnut PHONE (A/C, No, Ext): (615) 850-9006 E-MAIL: gavinshellnut@gmail.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : CINCINNATI INS CO INSURER B : CINCINNATI CAS CO INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 10677 28665
INSURED Graceworks Ministries INC 104 SE Parkway Ste 100 Franklin TN 37064-3970	

COVERAGES**CERTIFICATE NUMBER:****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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			ETD 0541356	01/01/2023	06/11/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ETD 0541356	01/01/2023	06/11/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			ETD 0541356	01/01/2023	06/11/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		EWC 0672733	01/01/2023	06/11/2023	PER STATUTE ☐ 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)

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin

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

Gavin Shellnut

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Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

GraceWorks Ministries, Inc.

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

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

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

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

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

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

104 Southeast Parkway

6 City, state, and ZIP code

Franklin, TN 37064

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

____ - ____ - ____

or

Employer identification number

6 2 - 1 5 8 4 2 0 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

8/23/22

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



MIDCUMBERLAND

Human Resource Agency

February 24, 2023

City of Franklin, Finance Department
ATTN: Nonprofit Funding
P.O. Box 295
Franklin, TN 37065

Dear Finance,

The services offered by Mid-Cumberland Human Resource Agency have proven to impact lives, maintain dignity, and allow many to live at home longer. With your support, we are able to provide and improve the quality of life within your community.

Please consider and approve the following FY'24 funding request:

<u>Service:</u>	<u>Requested Amount:</u>
Dues	\$ 9,179.94
Homemaker	\$ 4,230.00
Meals-on-Wheels	\$ 9,137.00
Ombudsman	\$ 2,250.00
Total	\$ 24,796.94

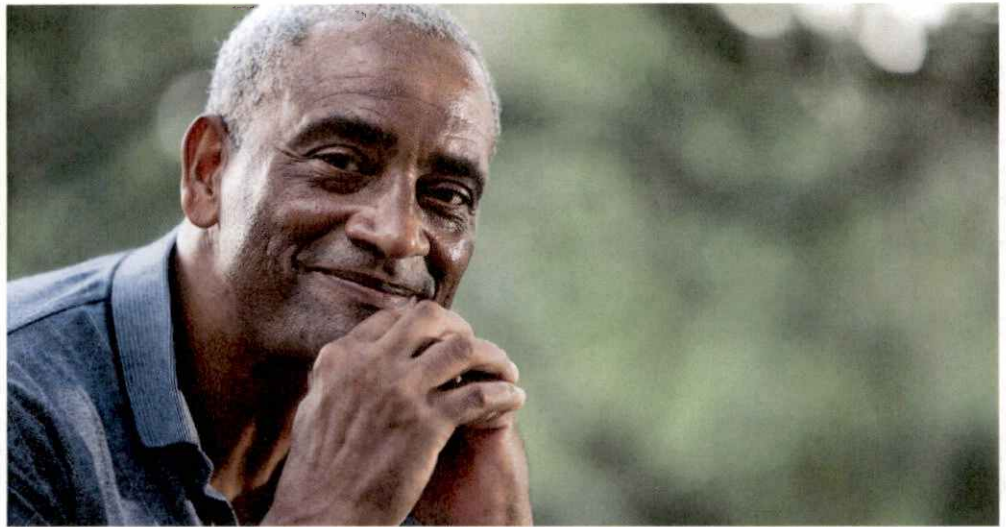
Should you have any questions, feel free to contact me. As always, we sincerely appreciate your support.

Best regards,

Jane Hamrick
Executive Director

Enclosures





2023 Dues Request for | City of Franklin

Agency Dues Request of \$9,179.94

Pursuant to the **"Human Resource Agency Act of 1973"** The Mid-Cumberland Human Resource Agency was created forty-eight years ago on the fundamental belief that all Middle Tennesseans deserve to live productive, healthy, and independent lives. We use this principle as a measurement tool in our ability to make a difference. And do we?



YES, our dedicated team makes a difference EVERY day!

13-26-102 Creation authorized... *"with the intent that the agencies so created may be the delivery system for human resources..."*

13-26-107 (c) Appropriations-Local contributions... *"It is the intent of the state to assist financially with the delivery of human resources for residents. After the creation.... and when the local governments have indicated a willingness to contribute financially by adopting a budget requiring a certain **per capita** assessment, the state is authorized to match the local contributions according to the....schedule..."*



The request for Dues hereby made by the Mid-Cumberland Human Resource Agency is eleven cents per capita, the minimum on this schedule.

(d) ...such funds may be used for purposes of matching various federal programs of assistance... Cities and counties are specifically authorized to appropriate and expend funds for carrying out the purposes of this chapter."

Calculation:

2020 census population of 83,454 x \$.11 per capita = **\$9,179.94**





Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name: Mid-Cumberland Human Resource Agency/ In Home Services (Homemaker)
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact: Jane Hamrick jane.hamrick@mchra.com 615-850-3912
Name Email Phone

Mailing Address: 1101 Kermit Dr. Suite 300 Nashville, TN 37217

Headquarters' Address (if different from mailing): 1101 Kermit Dr. Suite 300 Nashville, TN 37217

Total amount of City of Franklin funds being requested for FY2023-2024 \$ 4,230.00

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Jane Hamrick, Executive Director
Printed Name of (CEO/President/Executive Director/Board Chair)

02/17/2023
Date

Jane Hamrick
Signature of (CEO/President/Executive Director/Board Chair)

02/17/2023
Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: **Mid-Cumberland Human Resource Agency/ In Home Services (Homemaker)**

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Funds were used to help provide direct support services to seniors who are neglected and no longer able to take care of themselves. Funding helps seniors live independently longer at home before placement in a long-term care facility

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

By providing direct support service such as routine household tasks, grocery shopping, personal care tasks, seniors are able to live longer at home. It is much more cost effective for seniors to age in place, and most seniors want to be at home rather than in a long term care facility.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: **Mid-Cumberland Human Resource Agency/ In Home Services (Homemaker)**

4. What is your fiscal year (ex. July 1 to June 30)? **July 1** to **June 30**
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? **2.66**

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Jane Hamrick, Executive Director **02/17/2023**

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Jane Hamrick

02/17/2023

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: **Mid-Cumberland Human Resource Agency/ In Home Services (Homemaker)**

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (If you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklintn.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

Homemaker | a Mid-Cumberland Service

A Homemaker and Elder Abuse Program



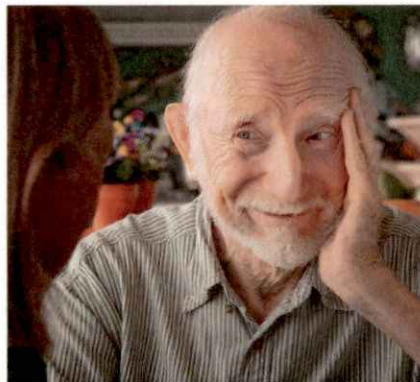
Request:

The Homemaker Program is requesting \$4,230 from Franklin.

About Us:

Trained Homemakers provide basic, in-home assistance to elderly, disabled, and handi-capped persons. Many elderly residents live alone and are in danger of being neglected, exploited, or abused. With the broad range of services the program offers, we are able to address most of the services needed to allow the client to remain SAFELY independent in their own home. Without these services many residents would be forced into institution care prematurely or worse, remain victims of abuse, neglect, and exploitation. The Homemaker is often the only advocate our vulnerable clients have. The Homemaker performs the essential tasks which the client is no longer able to do for him or herself. These include:

- Routine Household Tasks
- Meal Preparation
- Monitoring
- Grocery Shopping
- Household Budgeting/Bill Paying
- Emotional Support
- Resource Assistance
- Transportation
- Others as Needed
- Personal Care



Did You Know?

- Every 5 seconds an elderly person is abused
- 1 in 9 elderly individuals report they have been a victim of abuse
- There are as many as 3,074 victims of elder abuse in Williamson County
- Only 1 out of 23 victims report abuse, neglect, exploitation, or self-neglect to authorities
- In 90% of cases reported, the abuse was imposed by a family member

Our Service Statistics

FY22	Number of Clients	Number of Units	
Williamson County	25	3,293.75	



We help clients gain or maintain self-sufficiency and independence

Prevent or reduce the need for institutional care

Prevent or remedy neglect, abuse or exploitation

Maintain safe, intact family units



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Mid-Cumberland Human Resource Agency/ Meals-on-Wheels

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Funds will be used to help serve 1,827 meals to homebound senior citizens.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The funds help provide meals. By providing meals seniors are able to live independently longer. Seniors overwhelming prefer to age in place. The program annually keeps 70-80% of the seniors it serves living at home independently.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Mid-Cumberland Human Resource Agency/ Meals-on-Wheels

4. What is your fiscal year (ex. July 1 to June 30)? July 1 to June 30
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? 2.45%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Jane Hamrick, Executive Director 02/17/2023

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Jane Hamrick 02/17/2023

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Mid-Cumberland Human Resource Agency/ Meals-on-Wheels

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .

It's More than Just a Meal!



Request:

Meals-on-Wheels is requesting a community investment from City of Franklin of \$9,137 to be used as a match for state and federal dollars. This would help serve 1,828 meals to residents of Franklin.

About Us:

Many homebound seniors live alone and do not eat well because of a lack of mobility, money, and knowledge of healthy eating. Meals-On-Wheels aims to assist individuals 60 years and older in maintaining their health and independence. We do this by providing a nutritious meal and a much needed volunteer visit. Our meals meet 1/3 of the daily recommended nutritional value and are packed at local meal sites and delivered to vulnerable seniors by caring, dedicated volunteers. Homebound individuals age 60 and over may qualify for services as funding is available.



Did You Know?

- 1 in 10 Tennessee seniors is hungry
 - 3,344 seniors at risk in Williamson County
- 63% of at risk seniors choose between food and medicine
- Seniors with pets have 21% fewer doctor visits

Mid-Cumberland delivers 15,000 pounds of donated pet food annually



Our Volunteers:

Seniors who are lonely have a 45% greater chance of death. Our caring and dedicated volunteers are a vital part of the Meals-On-Wheels experience. They help pack and deliver meals. Without volunteers the program would serve approximately 20% less meals. Most importantly, volunteers offer vulnerable home bound seniors increased opportunities for socialization and a very important check on their well being. Many home bound seniors live alone and the volunteer may be the only person the senior sees that day.



Williamson County 2022

340
Clients

38,761 Meals Served

4,464 Volunteer Hours

92% of recipients say
Meals-On-Wheels
enables them to
continue living at home.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: **Mid-Cumberland Human Resource Agency/ Ombudsman**

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The Long-Term Care Ombudsman Program is requesting a community investment from the City of Franklin of \$2,250 to help provide Ombudsman services to the nursing homes and assisted care living facilities located in the City of Franklin. Ombudsman is an advocate for seniors in long term care facilities, and many do not have family to advocate for them. Imagine being a resident of a long term facility and your call light has been out for weeks, and nobody will listen to you about having it repaired. Ombudsman can help advocate for the seniors to have quality emotional and physical care.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

When Ombudsman receives a complaint from a resident or the family of a resident, they work to resolve the complaint. Many times these are training issues so when a complaint is resolved for one resident, it often helps the remaining residents in the facility.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Mid-Cumberland Human Resource Agency/ Ombudsman

4. What is your fiscal year (ex. July 1 to June 30)? July 1 to June 30
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin? 1%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Jane Hamrick, Executive Director 02/17/2023

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Jane Hamrick

02/17/2023

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Mid-Cumberland Human Resource Agency/ Ombudsman

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



MIDCUMBERLAND

Long-Term Care Ombudsman

Long-Term Care Ombudsman | a Mid-Cumberland Service

Advocates for the Elderly

Request:

The Long-Term Care Ombudsman Program is requesting a community investment from the City of Franklin of \$2,250 to be used as a match for federal dollars. This would help provide Ombudsman services to nursing homes and assisted care living facilities serving the City of Franklin and Williamson County.

About Us:

Many elderly residents of long-term care facilities have no one to advocate for them. The Ombudsman Program provides paid staff and trained volunteers to assist residents in resolving complaints about sub-standard care, poor quality of life and violations of their rights. We educate facility residents, their loved ones and citizens on the rights of long-term care residents and how to access Ombudsman services. The program also provides consultations to facility staff on improving care and information and referral services to citizens trying to navigate the long-term care system.

Did You Know?

- 44% of nursing home residents have been abused
- 50% of nursing home staff admitted to mistreating residents
- 30% of Tennessee nursing homes receive the lowest possible rating from the Centers for Medicare and Medicaid Services
- The Families for Better Care Report Card gives Tennessee an overall rating of D for nursing home quality
- There are over 500 veterans residing in long-term care facilities in the service area

Our Volunteers:

Many residents of long-term care facilities have outlived their loved ones or their loved ones live far away or seldom visit. They have no one to monitor conditions in the facility or advocate for better care for them. Our Volunteer Ombudsman Representatives visit each facility assigned to them at least once a month to monitor conditions in the facility and help residents resolve complaints. Volunteers are the heart and soul of this program. For information on volunteering and upcoming volunteer training events call 615-850-3918.



15,329

Bed Count
Service Area

1,187 Complaints Investigated

96% Resolved Satisfactorily

2,295

Bed Count
Williamson
County

Mid-Cumberland HRA | 1101 Kermit Drive, Suite 300 | Nashville, TN 37217
Tel: 615.331.6033 | <http://www.mchra.com/ombudsman>



**Request for Taxpayer
Identification Number and Certification**

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

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

Print or type.
See Specific Instructions on page 3.

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

Mid-Cumberland Human Resource Agency

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

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

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

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

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

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any) **C**

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

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

1101 Kermit Drive Suite 300

6 City, state, and ZIP code

Nashville TN 37217

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

- -

or

Employer identification number

6 2 - 0 9 2 3 4 8 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ►

Jerry Dixon

Date ►

2/22/23

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

MCHRA GOVERNING BOARD (Please indicate principal officers with *)				
	NAME	CONTACT	ADDRESS	Yr Came onto Board
1	Kerry McCarver, County Mayor* Cheatham County Mayor	615.792.4316 office kerry.mccarver@cheathamcountyttn.gov	350 Frey Street Ashland City, TN 37015	2017
2	Robert Rial, County Mayor* Dickson County Mayor	615.789.7000 x 2 bobrial@dicksoncounty.net	4 Country Square Charlotte, TN 37026	2012
3	Joey Brake, County Mayor Houston County Mayor	931.289.3633 office hcexecutive@peoplestel.net	P.O. Box 366 Erin, TN 37061	2022
4	Mike Pogreba, County Executive Humphreys County Executive	931.296.7795 office	102 Thompson Street Waverly, TN 37185	2012
5	Wes Golden, County Mayor Montgomery County Mayor	931.648.5787 office mayorgolden@mcgtn.net	1 Millennium Plaza Clarksville, TN 37043	2022
6	Billy Vogle, County Mayor Robertson County Mayor	615.384.0617 office bvogle@robcofn.org	501 S. Mainstreet, Rm 108 Springfield, TN 37172	2019
7	Joe Carr, County Mayor Rutherford County Mayor	615.898.7745 office countymayor@rutherfordcountyttn.gov	Ruth Co. Crthouse Rm 101 Murfreesboro, TN 37130	2022
8	Robert Beecham, County Mayor Stewart County Mayor	931.232.5371 office rbrandon@stewartcogov.com	226 Lakeview Drive Dover, TN 37058	2022
9	John Isbell, County Mayor Sumner County Mayor	615.452.3604 office johncisbell@sumnercountyttn.gov	355N. Belvedere Drive Gallatin, TN 37066	2022
10	Jack McCall, County Mayor Trousdale County Mayor	615.374.2461 office JMcCall@trousdalecountyttn.gov	210 Broadway Hagrtsville, TN 37074	2022
11	Rogers Anderson, County Mayor* Williamson County Mayor	615.790.5700 office rogers.anderson@williamsoncounty-tn.gov	1320 W. Main St., Suite 125 Franklin, TN 37064	2007
12	Randall Hutto, County Mayor* Wilson County Mayor	615.444.1383 office huttor@wilsoncountyttn.gov	228 E. Main St., Room 104 Lebanon, TN 37087	2012
13	Becca Werner, Mayor of Coopertown Robertson County	615.382.4470 x 216 office mayor@coopertowntn.org	2525 Burgess Gower Road Springfield, TN 37172	2021
14	Mike Callis, Mayor of Portland Sumner County	615.325.6776 x 242 office mikecallis@cityofportlandtn.gov	100 S. Broadway Portland, TN 37148	2021
15	Ken Moore, Mayor of Franklin Williamson County	615.550.6605 office ken.moore@franklintn.gov	109 3rd Avenue South Franklin, TN 37064	2021
16	Bill Powers, State Senator State of Tennessee	615.741.2374 office sen.bill.powers@capitol.tn.gov	425 Rep. John Lewis Way Suite 772 Cordell Hull Bldg Nashville, TN 37243	2021
17	Jay Reddy, State Representative State of Tennessee	615.741.7098 office rep.jay.reedy@capitol.tn.gov	425 Rep. Hohn Lewis Way Suite 402 Cordell Hull Bldg. Nashville, TN 37243	2021

* Principal Officers

Updated: 10.2021



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248206044
Dec. 12, 2016 LTR 4168C 0
62-0923487 000000 00
00018082
BODC: TE

MID-CUMBERLAND HUMAN RESOURCE
AGENCY
1101 KERMIT DR STE 300
NASHVILLE TN 37217

21601

Employer ID Number: 62-0923487
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Dec. 01, 2016, regarding your tax-exempt status.

We issued you a determination letter in November 1975, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

021601.718667.51635.7260 1 AT 0.399 530



MID-CUMBERLAND HUMAN RESOURCE
AGENCY
1101 KERMIT DR STE 300
NASHVILLE TN 37217

21601

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.



The IRS address must appear in the window.

0248206044

BODCD-TE

Use for payments

Letter Number: LTR4168C

Letter Date : 2016-12-12

Tax Period : 000000

INTERNAL REVENUE SERVICE

P.O. Box 2508

Cincinnati OH 45201



620923487

MID-CUMBERLAND HUMAN RESOURCE
AGENCY

1101 KERMIT DR STE 300

NASHVILLE TN 37217

620923487 XB MID- 00 2 000000 670 000000000000

Mary Downs

From: Mary Downs
Sent: Thursday, February 9, 2023 9:50 AM
To: Mary Downs
Subject: FW: Tennessee Charitable Organization Extension Request Approved

From: TNCaB <tncab.donotreply@tn.gov>
Sent: Monday, December 5, 2022 3:47 PM
To: Terry Dixon <Terry.Dixon@mchra.com>
Subject: Tennessee Charitable Organization Extension Request Approved

Organization Name: MID-CUMBERLAND HUMAN RESOURCES AGENCY
Tracking Number: 2022108709
CO Number: CO3451
Filing Type: Extension Request

This email serves as notification that your recent 90-day extension request has been granted. Your renewal date is 3/31/2023. However, if you need additional time to prepare your renewal registration, and have been granted additional time by the IRS to file your Form 990, you can request a second, 60-day extension. To do so, please submit a second extension request, attaching the required IRS Form 8868. This second extension request can be made at no cost.

If you have any questions, please feel free to contact the Division of Charitable Solicitations, Fantasy Sports, and Gaming at (615) 741-2555.

Please login to your [Tennessee Secretary of State filing account](#) to review and print your documents.

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this e-mail and are not the intended recipient(s), please contact the sender by reply e-mail and destroy all copies of the original message.

**MID-CUMBERLAND HUMAN RESOURCE
AGENCY**

Nashville, Tennessee

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

Year Ended June 30, 2021

JOHNSON, HICKEY & MURCHISON, P.C.
Certified Public Accountants
Chattanooga, Tennessee

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INDEPENDENT AUDITORS' REPORT

**To the Board of Directors of
Mid-Cumberland Human Resource Agency**

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Mid-Cumberland Human Resource Agency, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Mid-Cumberland Human Resource Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Mid-Cumberland Human Resource Agency, as of June 30, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Mid-Cumberland Human Resource Agency's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedules of expenditures of federal and state awards are presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the State of Tennessee, and are also not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and the schedules of expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedules of expenditures of federal and state awards are fairly stated in all material respects in relation to the basic 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 March 30, 2022, on our consideration of Mid-Cumberland Human Resource Agency'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 Mid-Cumberland Human Resource Agency'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 Mid-Cumberland Human Resource Agency's internal control over financial reporting and compliance.

Johnson, Wiley & Menckem, P.C.

Chattanooga, Tennessee
March 30, 2022

**Mid-Cumberland Human Resource Agency
Management's Discussion and Analysis
For the Year Ended June 30, 2021**

Mid-Cumberland Human Resource Agency (the Agency) Management's Discussion and Analysis (MD&A) section provides a financial analysis for the year ended June 30, 2021. Please read this section in conjunction with the Agency's financial statements.

FINANCIAL HIGHLIGHTS

- The Agency's net position increased by \$1,793,095 (15%) from \$11,627,898 in 2020 to \$13,420,993 for 2021. The increase was mostly attributed to additional CARES Act funding in the Transportation and Nutrition programs.
- The Agency's cash balance increased by \$2,863,567 (37%) from \$7,661,677 in 2020 to \$10,525,244 for 2021. Accounts Receivable decreased by \$1,096,835 (20%) from \$5,387,607 in 2020 to \$4,290,772 for 2021. The increase in cash and decrease in accounts receivable is attributed to increased payment performance by grantors and reduced expenditures in Workforce grants due to the pandemic.
- Total Current Assets increased by \$1,770,197 (14%) from \$13,066,625 in 2020 to \$14,836,822 in 2021. This increase is mostly attributed to increases in cash balances.
- The Agency's Governmental funds income before financing sources/uses decreased for 2021 compared to 2020, with revenues over expenditures reporting an excess of \$1,842,003. The excess of revenue over expenditures was attributed to increases in CARES Act funding in the Transportation and Nutrition programs.
- The unrestricted net position for the Agency increased by \$1,954,075 (20%) from \$9,669,398 in 2020 to \$11,623,473 for 2021.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Agency's annual report consists of a series of financial statements. These statements include government-wide financial statements, fund financial statements, and the related notes to these statements. The report also includes additional supplementary information for these statements. Government-wide statements present the Agency's overall financial activities as a whole. Fund financial statements provide more detailed information about specific Agency funds. The remaining statements provide financial information about activities for which the Agency acts solely as a trustee.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The Agency's annual report contains two government-wide financial statements: the Statement of Net Position and the Statement of Activities. These statements report, on an accrual basis, all assets and liabilities and the changes in them. This reporting provides a way to measure and assess the Agency's overall financial health. Increases or decreases in the Agency's net position provide good insight about whether the Agency's financial condition is improving or deteriorating. Other non-financial information should also be considered in this assessment.

The Statement of Net Position and the Statement of Activities have only one type of activity:

- Governmental Activities – The Agency’s services are reported in this activity group, including Rural Transportation services, Meals on Wheels and Senior Dining, Homemaker/Companion services, Community Corrections, Workforce Services, Misdemeanor services, Ombudsman services, WIC assistance and Representative Payee services. The general fund is also reported in this group. Federal and state grants, local governments, United Way agencies, local contributions and program income fund these activities.

FUND FINANCIAL STATEMENTS

The Agency establishes and maintains funds to manage and control monies for specific services and functions. Within the basic financial statements, fund financial statements focus on the Agency’s funds rather than the Agency as a whole. They also help assure compliance with financial laws and regulations. The Agency’s two significant fund types are as follows:

- Governmental funds - Most of the Agency’s services (see Governmental Activities above) are reported in the governmental funds. They are reported on the modified accrual accounting basis. These funds focus on the inflows and outflows of monies and the year-end balances, providing a view of available financial resources.
- Proprietary fund – The Agency’s internal service fund is reported as a proprietary fund. This fund is used to provide supplies and services for the Agency’s other programs and activities. They report activities equivalent to the reporting of the Statement of Net Position and the Statement of Activities.

THE AGENCY AS TRUSTEE

The Agency’s fiduciary activities are reported on the Statement of Changes in Fiduciary Assets and Liabilities – Custodial Fund. These activities are excluded from the Agency’s other financial statements since these assets cannot be used to finance its operations.

NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Our analysis below focuses on net position and changes in net position of the Agency's governmental activities:

	<u>Net Position (in thousands)</u>		
	<u>2021</u>	<u>2020</u>	<u>Change Increase (Decrease)</u>
Current assets	\$ 14,837	\$ 13,067	14%
Capital assets	<u>1,797</u>	<u>1,958</u>	<u>(8)%</u>
Total Assets	<u>16,634</u>	<u>15,025</u>	<u>11%</u>
Current/Total Liabilities	<u>3,213</u>	<u>3,397</u>	<u>(5)%</u>
Net Position:			
Investment in capital assets	1,798	1,958	(8)%
Unrestricted	<u>11,623</u>	<u>9,670</u>	<u>20%</u>
Total Net Position	\$ <u>13,421</u>	\$ <u>11,628</u>	<u>15%</u>
	<u>Changes in Net Position (in thousands)</u>		
	<u>2021</u>	<u>2020</u>	<u>Change Increase (Decrease)</u>
Program Revenues:			
Charges for services	\$ 4,390	\$ 4,869	(10)%
Federal grants	24,005	23,614	2%
State grants and contributions	3,337	4,802	(31)%
Other revenues	<u>108</u>	<u>58</u>	<u>86%</u>
	<u>31,840</u>	<u>33,343</u>	<u>(5)%</u>
Program expenses:			
Agency operations and administration	988	1,178	(16)%
Transportation programs	6,281	6,541	(4)%
Nutrition programs	3,810	2,866	33%
Workforce Services programs	16,211	19,532	(17)%
Other programs	<u>2,757</u>	<u>2,575</u>	<u>7%</u>
Total Expenses	<u>30,047</u>	<u>32,692</u>	<u>(8)%</u>
Increase in Net Position	\$ <u>1,793</u>	\$ <u>651</u>	<u>175%</u>

The Agency's net position increased by \$1,793,095 (15%) in 2021 to \$13,420,993. This amount included the net increase in fund balances for all governmental funds of \$1,925,125. Depreciation expense exceeded capital outlays by \$108,758.

The Agency's total revenues (before interest income, gain (loss) on disposal of assets, and miscellaneous items) decreased by \$1,552,536 (5%) from \$33,284,701 in 2020 to \$31,732,165 in 2021. Total expenses decreased by \$2,644,381 (8%), from \$32,692,000 in 2020 to \$30,047,619 in 2021. These decreases are attributed to the reduction in Workforce Services' Grants.

Total Current Assets increased by \$1,770,197 (14%) from \$13,066,625 in 2020 to \$14,836,822 for 2021. Total Current Liabilities decreased by \$183,878 (5%) from \$3,397,227 in 2020 to \$3,213,349 in 2021.

The Agency's cash balances increased by \$2,863,567 (37%), from \$7,661,677 in 2020 to \$10,525,244 in 2021. Agency receivables (excluding internal balances) decreased by \$1,096,835 (20%) from \$5,387,607 in 2020 to \$4,290,772 for 2021. The increase in cash and decrease in accounts receivable is attributed to increased payment performance by grantors and reduced expenditures in Workforce grants due to pandemic.

The Agency's funding continues to be derived predominately from federal and state grants, and program service income from managed care organizations. The Agency is continually seeking cost controls and pursuing other funding sources to continue the agency's growth in delivery of services.

AGENCY FUND ANALYSIS

The Agency's operations report in one significant fund. The analysis for this fund is below:

Governmental funds – The governmental funds' financial performance increased in 2021. The fund reported a gain of \$1,842,003 primarily due to CARES Act funding in the Transportation and Nutrition programs. The unassigned fund balance was \$12,012,380 and non-spendable fund balances related to prepaid items was \$12,398 for 2021.

CAPITAL ASSETS AND DEBT ADMINISTRATION

The Agency's capital outlay for 2021 was \$610,944 mostly represented by additional vans replaced in MCHRA's fleet. See note 3 for additional capital asset details.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Agency contracts primarily with other Agencies with the State of Tennessee and managed care organizations; therefore, they are not directly affected by macroeconomic factors. However, the state, federal and local governments and managed care organizations are affected by these factors, indirectly affecting the Agency's grant and operating budgets. These effects can be positive or negative due to the economic environment. Transportation revenues continued to experience downward pressure due to the pandemic. The Agency expects to have some decreases in the Workforce Services' programs as areas re-procure their service contracts. The Agency also continues to streamline personnel to reduce costs and implement strict cost control oversight to assure the Agency remains within its budgetary spending limits on a grant by grant basis.

BOARD OF DIRECTORS & SENIOR MANAGEMENT

Senior Management

Jane Hamrick, Executive Director
Kevin Rye, CFO/Director of Operations

BOARD OF DIRECTORS

(As of June 30, 2021)

Board Officers

Mayor Anthony Holt, Sumner County, Board Chair
Mayor Robert Rial, Dickson County, Vice-Chair
Mayor Randall Hutto, Wilson County, Secretary
Mayor Kerry McCarver, Cheatham County, Treasurer

Governing Board

Mayor James Bridges, Houston County
County Executive Jessie Wallace, Humphreys County
Mayor Jim Durrett, Montgomery County
Mayor Billy Vogle, Robertson County
Mayor Bill Ketron Jr., Rutherford County
Mayor Robin Brandon, Stewart County
Mayor Stephen Chambers, Trousdale County
Mayor Rogers Anderson, Williamson County

CONTACTING THE AGENCY'S FINANCIAL MANAGEMENT

This report is designed to provide a general overview of the Agency's finances, comply with finance-related laws and regulations, and demonstrate the Agency's commitment to public accountability. If you have any questions or would like additional information please contact the Agency's Executive Director at 1101 Kermit Drive, Suite 300, Nashville, TN 37217.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF NET POSITION
JUNE 30, 2021

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 10,525,244
Receivables	
Grants (Federal)	3,582,869
Grants (State)	221,005
Participants and other (net)	486,898
Prepaid items	12,398
Deposits	8,408
Capital assets	
Nondepreciable	150,000
Depreciable, net	<u>1,647,520</u>
 Total assets	 <u>16,634,342</u>
 LIABILITIES AND NET POSITION	
Liabilities	
Accounts payable	222,271
Accrued payroll costs	991,596
Accrued payroll taxes and withholding	69,010
Accrued paid time off	508,376
Due to grantor (Federal)	22,596
Paycheck Protection Program loan	<u>1,399,500</u>
 Total liabilities	 <u>3,213,349</u>
 Net position	
Investment in capital assets	1,797,520
Unrestricted	<u>11,623,473</u>
 Total net position	 <u>\$ 13,420,993</u>

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2021

						Net (Expenses)
						Revenues and
						Changes in
						Net Position
PROGRAM REVENUES						
FUNCTION/PROGRAMS	Expenses	Indirect Expense Allocation	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities						
Agency operations and administration	\$ 2,084,054	\$ (1,096,129)	\$ 1,211,773	\$ 620,156	\$ -	\$ 844,004
Transportation programs	5,981,355	299,804	2,022,025	4,759,715	580,930	1,081,511
Nutrition programs	3,605,324	204,387	255,303	3,960,907	-	406,499
Workforce services programs	15,762,215	449,101	827,688	14,911,700	-	(471,928)
Other community services programs	<u>2,614,671</u>	<u>142,837</u>	<u>73,514</u>	<u>2,478,440</u>	<u>30,014</u>	<u>(175,540)</u>
Total governmental activities	<u>\$ 30,047,619</u>	<u>\$ -</u>	<u>\$ 4,390,303</u>	<u>\$ 26,730,918</u>	<u>\$ 610,944</u>	<u>1,684,546</u>
GENERAL REVENUES						
Gain on disposal of capital assets						59,850
Miscellaneous						<u>48,699</u>
Total general revenues						<u>108,549</u>
Change in net position						1,793,095
NET POSITION						
Beginning						<u>11,627,898</u>
Ending						\$ 13,420,993

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2021

	General Fund	Transportation Programs	Nutrition Programs	Workforce Services Programs	Other Governmental Funds	Total Governmental Funds
ASSETS						
Cash	\$ 10,525,244	\$ -	\$ -	\$ -	\$ -	\$ 10,525,244
Receivables						
Grants (Federal)	-	355,625	461,939	2,616,668	148,637	3,582,869
Grants (State)	-	8,290	10,924	-	201,791	221,005
Participants and other (net)	86,535	184,639	39,802	175,922	-	486,898
Prepaid items	12,398	-	-	-	-	12,398
Due from other funds	4,129,067	-	-	-	-	4,129,067
Deposits	8,408	-	-	-	-	8,408
 Total assets	<u>\$ 14,761,652</u>	<u>\$ 548,554</u>	<u>\$ 512,665</u>	<u>\$ 2,792,590</u>	<u>\$ 350,428</u>	<u>\$ 18,965,889</u>
 LIABILITIES						
Accounts payable	\$ 169,192	\$ 5,238	\$ 41,036	\$ -	\$ 6,300	\$ 221,766
Accrued payroll costs	991,596	-	-	-	-	991,596
Accrued payroll taxes and withholding	69,010	-	-	-	-	69,010
Due to other funds	107,576	543,316	471,629	2,769,994	344,128	4,236,643
Due to grantor (Federal)	-	-	-	22,596	-	22,596
Paycheck Protection Program loan	1,399,500	-	-	-	-	1,399,500
 Total liabilities	<u>2,736,874</u>	<u>548,554</u>	<u>512,665</u>	<u>2,792,590</u>	<u>350,428</u>	<u>6,941,111</u>
 FUND BALANCES						
Nonspendable						
Prepaid items	12,398	-	-	-	-	12,398
Unassigned	12,012,380	-	-	-	-	12,012,380
 Total fund balances	<u>12,024,778</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,024,778</u>
 Total liabilities and fund balances	<u>\$ 14,761,652</u>	<u>\$ 548,554</u>	<u>\$ 512,665</u>	<u>\$ 2,792,590</u>	<u>\$ 350,428</u>	<u>\$ 18,965,889</u>

(The accompanying notes are an integral part of these statements.)

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL
FUNDS TO THE STATEMENT OF NET POSITION
JUNE 30, 2021**

Total governmental fund balances	\$ 12,024,778
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Amounts reported for governmental activities in the statement of net position
are different because:

Capital assets used in governmental activities are not financial resources and therefore not reported in the funds. However, in the statement of net position the cost of these assets are capitalized and expensed over their estimated lives through annual depreciation expense.	1,797,520
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Internal service fund liabilities	<u>(401,305)</u>
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Net position of governmental activities	<u>\$ 13,420,993</u>
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(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2021

	General Fund	Transportation Programs	Nutrition Programs	Workforce Services Programs	Other Governmental Funds	Total Governmental Funds
REVENUES						
Federal grants	\$ -	\$ 5,113,827	\$ 2,709,150	\$ 14,911,700	\$ 1,270,487	\$ 24,005,164
State grants	85,000	72,982	65,543	-	1,204,669	1,428,194
Local program	535,156	153,836	1,186,214	-	33,298	1,908,504
Program income	1,193,936	2,022,025	255,303	827,688	73,514	4,372,466
Miscellaneous	-	-	-	-	48,699	48,699
Total revenues	<u>1,814,092</u>	<u>7,362,670</u>	<u>4,216,210</u>	<u>15,739,388</u>	<u>2,630,667</u>	<u>31,763,027</u>
EXPENDITURES						
Salaries	1,279,808	2,390,827	607,027	5,131,868	1,395,897	10,805,427
Fringe benefits	305,089	1,022,586	155,462	1,764,018	465,272	3,712,427
Participant wages	-	-	-	895,597	-	895,597
Participant fringe benefits	-	-	-	91,477	-	91,477
Travel	31,207	14,378	19,800	982,800	73,155	1,121,340
Rent	54,115	124,223	23,657	122,198	128,059	452,252
Communications	39,031	92,761	57,706	100,603	62,286	352,387
Utilities	9,827	24,403	2,971	4,995	17,578	59,774
Printing and supplies	28,450	70,183	44,221	41,619	60,754	245,227
Equipment	-	580,930	-	-	30,014	610,944
Equipment - non capital	14,792	29,199	14,507	-	44,872	103,370
Maintenance and repairs	2,631	306,430	221	1,327	1,945	312,554
Professional and contracted services	55,929	222,577	80,636	130,586	89,610	579,338
Insurance, bonding and licensing	9,618	355,530	14,577	22,230	34,086	436,041
Food	-	-	2,373,566	-	-	2,373,566
Gasoline	-	333,393	-	-	-	333,393
Training and seminars	631	-	300	6,102	-	7,033
Specific assistance to participants	59,908	-	-	6,007,956	22,421	6,090,285
Other	-	-	-	-	10,161	10,161
Indirect costs	112,934	299,804	204,387	449,101	142,837	1,209,063
Miscellaneous	<u>33,286</u>	<u>11,782</u>	<u>12,842</u>	<u>9,738</u>	<u>51,720</u>	<u>119,368</u>
Total expenditures	<u>2,037,256</u>	<u>5,879,006</u>	<u>3,611,880</u>	<u>15,762,215</u>	<u>2,630,667</u>	<u>29,921,024</u>
Excess (deficit) of revenue over expenditures	<u>(223,164)</u>	<u>1,483,664</u>	<u>604,330</u>	<u>(22,827)</u>	<u>-</u>	<u>1,842,003</u>
OTHER FINANCING SOURCES (USES)						
Transfers in (out)	2,148,289	(1,566,786)	(604,330)	22,827	-	-
Gain on disposal of capital assets	-	83,122	-	-	-	83,122
Total other financing sources (uses)	<u>2,148,289</u>	<u>(1,483,664)</u>	<u>(604,330)</u>	<u>22,827</u>	<u>-</u>	<u>83,122</u>
Excess of revenue over expenditures and other financing sources (uses)	1,925,125	-	-	-	-	1,925,125
FUND BALANCES						
Beginning	<u>10,099,653</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,099,653</u>
Ending	<u>\$ 12,024,778</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,024,778</u>

(The accompanying notes are an integral part of these statements.)

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2021**

Net change in fund balances - total governmental funds	\$ 1,925,125
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense exceeded capital outlay in the current period.

Depreciation expense	(719,702)	
Capital outlay	<u>610,944</u>	(108,758)

The net effect of various transactions involving the sale of capital assets	<u>(23,272)</u>
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Change in net position of governmental activities	<u>\$ 1,793,095</u>
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(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF NET POSITION - PROPRIETARY FUND
JUNE 30, 2021

	Governmental Activities - Internal Service Fund
ASSETS	
Capital assets	
Nondepreciable	\$ 150,000
Depreciable, net	251,305
Internal balances	<u>107,576</u>
 Total assets	 <u>508,881</u>
 LIABILITIES	
Accounts payable	505
Accrued paid time off	<u>508,376</u>
 Total liabilities	 <u>508,881</u>
 NET POSITION	
Net investment in capital assets	-
Unrestricted	<u>-</u>
 Total net position	 <u><u>\$ -</u></u>

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET
POSITION - PROPRIETARY FUND
YEAR ENDED JUNE 30, 2021

	Governmental Activities - Internal Service Fund
OPERATING REVENUES	
Fees for services	\$ 59,737
Total operating revenues	<u>59,737</u>
OPERATING EXPENSES	
Contracted services	8,258
Rent	7,805
Printing	1,774
Depreciation	<u>41,900</u>
Total operating expenses	<u>59,737</u>
NET OPERATING INCOME	<u>-</u>
CHANGE IN NET POSITION	-
NET POSITION	
Beginning	<u>-</u>
Ending	<u>\$ -</u>

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF CASH FLOWS - PROPRIETARY FUND
YEAR ENDED JUNE 30, 2021

	Governmental Activities - Internal Service Fund
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from users	\$ 59,737
Cash paid related to employees	(58,771)
Cash paid to suppliers for goods and services	<u>(17,832)</u>
Net cash used by operating activities	<u>(16,866)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Transfer to general fund	<u>29,816</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Purchase of capital assets	<u>(12,950)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	<u>-</u>
NET CHANGE IN CASH	-
CASH	
Beginning	<u>-</u>
Ending	<u><u>\$ -</u></u>
RECONCILIATION OF OPERATING INCOME TO NET CASH USED BY OPERATING ACTIVITIES	
Operating income	\$ -
Adjustments to reconcile net operating income to net cash used by operating activities	
Depreciation	41,900
Increase (decrease) in	
Accounts payable	5
Accrued paid time off	<u>(58,771)</u>
Net cash used by operating activities	<u><u>\$ (16,866)</u></u>

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF NET POSITION - FIDUCIARY FUND
JUNE 30, 2021

	<u>Custodial Fund</u>
ASSETS	
Cash	\$ <u>613,823</u>
 LIABILITIES	
Amounts held in custody for others	\$ <u>613,823</u>

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity

The Mid-Cumberland Human Resource Agency (the Agency) was established in 1974 in accordance with the Title 13, Chapter 26, as amended, of the Tennessee Code Annotated. This legislation provides a regional system to deliver human resource programs in the state's counties and cities. The Agency is governed by a Board that consists of the county mayor of each county within the Agency's service district, the mayor of each municipality within the district, a state representative and senator within the district and a local representative appointed by the county judge of each service district. The Agency is also governed by a policy council that consists of two representatives from each county served and two legislators. For financial reporting purposes, the Mid-Cumberland Human Resource Agency includes all fund types and account groups over which the Board of Directors exercises primary financial accountability.

Basis of Presentation

Government-Wide Statements

The statement of net position and the statement of activities display information about the primary government (the Agency). These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are funded through federal and state grants, county and local government contributions, charitable contributions, intergovernmental revenues, and contract and program fees.

The statement of activities presents a comparison between the direct expenses and program revenues (charges for services, operating grants and contributions, and capital grants and contributions) for each function of the Agency's governmental activities. Direct expenses are those that are specifically associated with a function and therefore clearly identifiable to that particular function. Indirect expenses have been allocated to major functions in order to present a more accurate and complete picture of the cost of services.

This government-wide focus is more on the sustainability of the Agency as an entity and the changes in the Agency's net position resulting from the current year's activities.

Governmental Fund Financial Statements

The fund financial statements provide information about the Agency's funds. The emphasis of fund financial statements is on the major funds in the governmental funds. All remaining governmental funds are aggregated and reported as nonmajor funds.

The Agency reports the following major funds:

General Fund

The general fund is used to account for all resources not specifically accounted for in another fund.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation (continued)

Governmental Fund Financial Statements (continued)

Special Revenue Funds

Transportation Programs

This fund accounts for revenues and expenditures of the Agency's various transportation operations (i.e., Public Transportation, New Freedoms and DOT Capital Grants). The fund utilizes Section 5311 of the Urban Mass Transit Act, Title III-B of the Older Americans Act and other funds available through the Tennessee Department of Transportation as its three major revenue sources. Revenues are also received through contracts with TennCare and other agencies within the region.

Nutrition Programs

This fund accounts for revenues and expenditures of the Agency's various nutritional operations (i.e., Meals-On-Wheels and congregate meals). The fund receives revenue from the Older Americans Act through the Area Agency on Aging and Disability at the Greater Nashville Regional Council. Financial support is also received from the Tennessee Commission on Aging and Disability, the State of Tennessee, United Way, United States Department of Health and Human Services, sponsors, foundations and memorials.

Workforce Services Programs

This fund accounts for revenues and expenditures of the Agency's activities of the Agency's various adult and youth workforce programs. The fund receives revenue from the U.S. Department of Labor, various Tennessee Department of Labor, and Workforce Areas along with United Way, local Chambers of Commerce, local governments, and other various local sources.

Measurement Focus, Basis of Accounting

The accounts of the Agency are organized on the basis of funds. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Government-Wide Financial Statements

Government-wide financial statements include a statement of net position and statement of activities. These statements present a summary of governmental activities for the Agency. Fiduciary activities of the Agency are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all the Agency's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying statement of net position. The statement of activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The types of transactions reported as program revenues for the Agency are reported in three categories: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions.

Certain eliminations have been made as prescribed by GASB Statement No. 34 in regard to interfund activities, payables, and receivables. All internal balances in the statement of net position have been eliminated. In the statement of activities, internal services fund transactions have been eliminated.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement Focus, Basis of Accounting (continued)

Governmental Fund Financial Statements

Governmental fund financial statements include a balance sheet and a statement of revenues, expenditures and changes in fund balances for all major governmental funds and non-major funds aggregated. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the government-wide financial statements. The Agency has presented all major funds that met those qualifications.

All governmental funds are accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheets. The statement of revenue, expenditures, and changes in fund balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balances. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (normally 90 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the Agency, are federal grants, state grants, local programs, and program income. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

Proprietary Fund Financial Statements

Proprietary fund financial statements include a statement of net position, a statement of revenues, expenses, and changes in fund net position, and a statement of cash flows. The only proprietary fund is the internal service fund. The internal service balances and activities have been combined with the governmental activities in the government-wide financial statements. The cost of these services is allocated to the appropriate function/program in the statement of activities.

Custodial Fund

Custodial fund is used to account for amounts held in trust for others. These amounts are incidental and held for a short period of time. The Agency collects monies from the Social Security Administration to be given to recipients of the Social Security Program.

Cash and Cash Equivalents

The Agency considers currency on hand and demand deposits with financial institutions to be cash. The Agency considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. State statutes authorize the Agency to invest in obligations of the U.S. Treasury, bank certificates of deposit, state approved repurchase agreements and pooled investment funds, and state or local bonds rated A or higher by a nationally recognized rating service. At June 30, 2021, the Agency had no cash equivalents.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Prepaid Items

Payments made to vendors for services that will benefit periods beyond June 30, 2021, are recorded as prepaid items using the consumption method by recording an asset for the prepaid amount and reflecting the expenditure/expense in the year in which services are consumed. At the fund reporting level, an equal amount of fund balance is reserved as this amount is not available for general appropriation.

Use of 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 the amounts reported in the financial statements and accompanying notes. Actual results could differ from the estimates.

Capital Assets

The Agency's capital assets, which include land, building and improvements, furniture and fixtures, computers, software and peripherals, and vehicles, are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Agency as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend the assets' lives are not capitalized.

Capital assets of the Agency are being depreciated using the straight-line method over the following estimated useful lives:

Building and improvements	7-25 years
Furniture and fixtures	5 years
Computers, software and peripherals	3-5 years
Vehicles	5 years

Equipment acquired with grant funds, and recorded in these financial statements, may require that the grantor retain an equity interest in the asset. Grantor agencies may also maintain the right to determine the use of the proceeds from the sale of these assets.

Compensated Absences

The Agency provides paid time off (PTO) benefits to regular full-time employees. PTO is earned at the following rates:

<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Maximum Accumulations</u>
0-5	1 day per month	30 days
5-10	1.5 days per month	36 days
10-20	1.75 days per month	39 days
20+	2 days per month	42 days

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Compensated Absences (continued)

Effective May 1, 2016, the Agency's PTO benefits are provided to regular full time and part-time employees, excluding Community Corrections employees who remained under the existing PTO policy. This policy provides time off at the following rates:

<u>Years of Service</u>	<u>Monthly Accrual Rate Based on Regular Hours Paid (Up To)</u>	<u>Maximum PTO Accrued Annually</u>	<u>Maximum PTO Accumulations</u>
0-5	12 hours	144.00	240.00
5-10	16 hours	192.00	288.00
10-20	18 hours	216.00	312.00
20+	20 hours	240.00	336.00

Regular part-time employees' maximum PTO accumulation cannot exceed 80 hours.

Income Taxes

The Agency is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes on related income pursuant to Section 501(a) of the Code.

The Agency accounts for uncertain tax positions with provisions of FASB ASC 740-10 "*Accounting for Uncertainty in Income Taxes*" which provides a framework for how companies should recognize, measure, present and disclose uncertain tax positions within the financial statements. The Agency may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by the taxing authorities, based on the technical merits of the position. The Agency does not have any uncertain tax positions as of June 30, 2021. As of June 30, 2021, the Agency did not record any penalties or interest associated with uncertain tax positions.

The Agency files information returns in the U.S. federal jurisdictions. With a few exceptions, the Agency is no longer subject to U.S. federal examinations by tax authorities for the years before 2018.

Interfund Transactions

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after nonoperating revenues/expenses in enterprise funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements.

Budgetary Process

The Agency does not have an annual appropriated budget. The grant documents serve as the financial plans for budgetary purposes.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Deferred Outflows/Inflows of Resources

In addition to assets, the financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to future period(s) and will not be recognized as an inflow of resources (revenue) until that time.

As of June 30, 2021, the Agency did not have any deferred outflows or inflows of resources.

Change in Accounting Principle

The Agency adopted Governmental Accounting Standards Board (GASB) Statement No. 84 “Fiduciary Activities” for the year ended June 30, 2021. The primary objective of this statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The adoption of this GASB resulted in no restatement of prior year balances.

(2) CASH DEPOSITS

Cash includes amounts in demand deposits with financial institutions. For deposits, custodial risk is the risk that, in the event of a bank failure, the Agency’s deposits may not be returned to it. Collateral is required for demand deposits at 105% of all amounts not covered by a federal depository insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of the State of Tennessee and its subdivisions.

All the Agency’s bank balances held in demand deposits are either insured or collateralized by the Federal Deposit Insurance Corporation or the State of Tennessee Bank Collateral Pool and are not subject to custodial credit risk.

The Agency currently has no formal policy addressing custodial risk, except to comply with State statutes.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(3) CAPITAL ASSETS

Capital asset activity for the fiscal year ending June 30, 2021, was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
Governmental Activities				
Nondepreciable capital assets:				
Land	\$ 150,000	\$ -	\$ -	\$ 150,000
Capital assets being depreciated				
Building and improvements	631,018	12,950	-	643,968
Furniture and fixtures	157,061	-	(4,139)	152,922
Computers, software, and peripherals	1,607,153	-	(7,109)	1,600,044
Vehicles	<u>5,257,110</u>	<u>610,944</u>	<u>(472,166)</u>	<u>5,395,888</u>
Total capital assets being depreciated	<u>7,652,342</u>	<u>623,894</u>	<u>(483,414)</u>	<u>7,792,822</u>
Less accumulated depreciation for				
Building and improvements	(374,966)	(28,052)	-	(403,018)
Furniture and fixtures	(148,781)	(4,029)	4,065	(148,745)
Computers, software, and peripherals	(1,578,559)	(17,707)	6,892	(1,589,374)
Vehicles	<u>(3,741,536)</u>	<u>(711,814)</u>	<u>449,185</u>	<u>(4,004,165)</u>
Total accumulated depreciation	<u>(5,843,842)</u>	<u>(761,602)</u>	<u>460,142</u>	<u>(6,145,302)</u>
Governmental activity capital assets, net	<u>\$ 1,958,500</u>	<u>\$ (137,708)</u>	<u>\$ (23,272)</u>	<u>\$ 1,797,520</u>

Governmental activities depreciation expense was as follows:

Agency operations and administration	\$ 12,939
Transportation programs	717,893
Nutrition programs	6,556
Other community service programs	<u>24,214</u>
	<u>\$ 761,602</u>

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(4) INTERFUND ACTIVITY

Amounts due to/from other funds as of June 30, 2021, are as follows:

<u>Due to</u>	<u>Due from</u>	
General Fund	Transportation Programs	\$ 543,316
General Fund	Nutrition Programs	471,629
General Fund	Workforce Services Programs	2,769,994
General Fund	Nonmajor Governmental Funds	344,128
Internal Service Fund	General Fund	107,576

Interfund balances between governmental funds are created mainly from the general fund's payment of expenditures on behalf of other governmental funds.

Amounts transferred to/from other funds as of June 30, 2021, are as follows:

	<u>General Fund</u>	<u>Transportation Programs</u>	<u>Nutrition Programs</u>	<u>Workforce Services Programs</u>
Transfers in	\$ 2,148,289	\$ -	\$ -	\$ 22,827
Transfers out	-	1,566,786	604,330	-

(5) PAYCHECK PROTECTION PROGRAM LOAN

On May 8, 2020, the Agency was granted a loan from a bank in the amount of \$1,399,500, pursuant to the Paycheck Protection Program (PPP) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was enacted March 27, 2020.

Funds from the loan may only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other obligations incurred before February 15, 2020. The Agency has used the entire loan amount for qualifying expenses. Under the terms of the PPP, certain amounts of the loan may be forgiven if they are used to qualifying expenses as described in the CARES Act. The Agency expects to have the balance of this loan forgiven. However, forgiveness for this loan is under dispute with the Small Business Administration due to the number of eligible employees the Agency employed at time it applied for the loan. The Agency still believes that they were eligible and will receive forgiveness. Until then, the Agency has subsequently started in January 2022, making monthly principal and interest payments on the loan of \$78,760 until they receive forgiveness.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(6) FUND EQUITY

Fund equity at the governmental fund reporting level is classified as “fund balance.” Fund equity for all other reporting is classified as “net position.”

Fund Balance

Generally, fund balance represents the difference between the current assets and the current liabilities. In the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the Agency is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

Nonspendable - Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.

Restricted - Fund balances are reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Committed - Fund balances classification includes amounts that can be used only for the specific purposes determined by a majority vote of the Board of Directors (the Agency’s highest level of decision-making authority). The Board of Directors also may modify or rescind the commitment.

Assigned - Fund balances are reported as assigned when amounts are constrained by the Agency’s intent to be used for specific purposes but are neither restricted nor committed. Intent can be expressed by the Board of Directors or by an employee or body to which the Board of Directors delegates the authority.

Unassigned - Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The Agency reports positive unassigned fund balance only in the general fund. Negative unassigned fund balances may be reported in all other funds.

Flow Assumptions

When both restricted and unrestricted amounts of the fund balance are available for use for expenditures incurred, it is the Agency’s policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the Agency’s policy to used fund balance in the following order:

Committed
Assigned
Unassigned

Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used (i.e., the amount that the Agency has not spent) for the acquisition, construction or improvement of those assets. Net position reported as restricted is as described in the fund balance section above. All other net position is reported as unrestricted.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(7) PENSION PLANS

Defined Benefit Pension Plan

Plan description

On July 1, 2020, all full-time employees of the Agency are required to participate in a defined benefit pension plan through the Public Employee Retirement Plan, an agent multiple-employer pension plan administered by the Tennessee Consolidated Retirement System (TCRS). The TCRS was created by state statute under Tennessee Code Annotated, Title 8, Chapters 34-37. The TCRS Board of Trustees is responsible for the proper operation and administration of the TCRS. The Tennessee Treasury Department, an agency in the legislative branch of state government, administers the plans of the TCRS. The TCRS issues a publicly available financial report that can be obtained at <https://treasury.tn.gov/Retirement/Boards-and-Governance/Reporting-and-Investment-Policies>.

Benefits provided

Tennessee Code Annotated, Title 8 Chapters 34-37, establishes the benefit terms and can be amended only by the Tennessee General Assembly. The chief legislative body may adopt the benefit terms permitted by statute. Members are eligible to retire with an unreduced benefit at age 60 with 5 years of service credit or after 30 years of service credit regardless of age. Benefits are determined by a formula using the member's highest five consecutive year average compensation and the member's years of service credit. Reduced benefits for early retirement are available at age 55 and vested. Members vest with five years of service credit. Service related disability benefits are provided regardless of length of service. Five years of service is required for non-service related disability eligibility. The service related and non-service related disability benefits are determined in the same manner as a service retirement benefit but are reduced 10 percent and include projected service credits. A variety of death benefits are available under various eligibility criteria.

Member and beneficiary annuities are entitled to automatic cost of living adjustments (COLAs) after retirement. A COLA is granted each July for annuitants retired prior to the 2nd of July of the previous year. The COLA is based on the change in the consumer price index (CPI) during the prior calendar year, capped at 3 percent, and applied to the current benefit. No COLA is granted if the change in the CPI is less than one-half percent. A one percent COLA is granted if the CPI change is between one-half percent and one percent. A member who leaves employment may withdraw their employee contributions, plus any accumulated interest.

Contributions

Contributions for employees are established in the statutes governing the TCRS and may only be changed by the Tennessee General Assembly. Employees contribute 5 percent of their salary. The Agency makes employer contributions at the rate set by the Board of Trustees. For the year ended June 30, 2021, the employer contributions of the Agency were \$294,511 based on a rate of 6.5 percent of covered payroll. By law, employer contributions are required to be paid. The employer's actuarially determined contribution and member contributions are expected to finance the costs of benefits earned by members during the year, the cost of administration, as well as amortized portion of any unfunded liability.

Payable to the pension plan

At June 30, 2021, the Agency reported \$21,574 for the outstanding amount of contributions to this pension plan required at the year ended June 30, 2021.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(7) PENSION PLANS (continued)

Defined Contribution Plan

In addition to the TCRS plan, the Agency continues to provide pension benefits for full-time and permanent part-time employees who work at least 1,000 hours annually through a defined contribution plan administered by the State of Tennessee. In a defined contribution plan, benefits depend on amounts contributed to the plan plus investment earnings. Employees are eligible to make contributions immediately; and employees can start receiving the employer match immediately upon being hired to work at least 1,000 hours annually and are not full-time.

Any amendments to the defined contribution plan have been approved by the Board of Directors of the Agency. According to the Agency's personnel policies approved by the Board of Directors, the Agency contributes 6.5% of the employee's base salary each month. However, employees that are also participants in the TCRS plan do not receive the agency match. The employee is allowed to contribute up to federally defined limits. All contributions by the employee are fully vested upon participation in the retirement plan. Employer contributions are vested at 50% after one year of service and 100% after two years of service.

The Agency's total contribution for the defined contribution plan was \$414,845 with no forfeitures reducing this amount for the year ended June 30, 2021. Total contributions made by plan members for year ended June 30, 2021, was \$110,608. As of June 30, 2021, the Agency had accrued pension expense for this plan of \$22,776, included in accrued payroll costs.

(8) COMMITMENTS AND CONTINGENCIES

Operating Lease Agreements

The Agency currently leases office space for the central administrative office in Nashville, Tennessee. The Agency also entered into short-term leases for other space as needed by the individual programs throughout the geographic area served. This space includes program offices, storage space, and program training sites. Total rental payments for these properties and miscellaneous office equipment, for the year ended June 30, 2021, was \$544,036.

Future minimum lease payments with initial or remaining periods of one year or more (including renewal options) at June 30, 2021, are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Property</u>	<u>Equipment</u>
2022	\$ 284,348	\$ 38,280
2023	275,983	35,678
2024	250,688	23,441
2025	-	8,586
	<u>\$ 811,019</u>	<u>\$ 105,985</u>

Risk Management

The Mid-Cumberland Human Resource Agency is exposed to various risks of loss related to general liability; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Agency carries commercial insurance for general liability, loss of assets, employee dishonesty, and injuries to employees. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

(8) COMMITMENTS AND CONTINGENCIES (continued)

Risk Management (continued)

The Agency elected to provide basic health, dental and vision insurance coverage for its employees through several commercial group insurance plans. The Agency's obligation under these insurance plans is limited to a maximum \$679 per month per employee for individual coverage, \$958 per month per employee for individual plus child(ren) coverage, \$1,257 per month per employee for individual plus spouse coverage and \$1,544 per month per employee for family coverage, based on the plan selected by the employee.

Litigation

The Agency is subject to claims and suits arising principally in the normal course of operations. In the opinion of management, the ultimate resolution of such pending legal proceedings has been adequately provided for in the basic financial statements.

Grant Programs

The Agency participates in numerous federal and state grant programs which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Agency has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at June 30, 2021, may be impaired. In the opinion of the Agency, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying basic financial statements for such contingencies.

(9) RISKS AND UNCERTAINTIES

During March 2020, a pandemic was declared related to the rapidly growing outbreak of a novel strain of coronavirus (COVID-19). The pandemic has significantly impacted the economic conditions across the nation as federal, state, and local governments react to the public health crisis, creating significant uncertainties in the economy. This situation is rapidly changing, and additional impacts may arise. While the disruption is currently expected to be temporary, there is uncertainty around its duration. The ultimate future impact, if any, of the pandemic on results of operations, financial position, liquidity or capital resources cannot be reasonably estimated at this time.

(10) SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 30, 2022, the date which this financial statement was available for issue.

SUPPLEMENTARY INFORMATION

MID-CUMBERLAND HUMAN RESOURCE AGENCY
COMBINING BALANCE SHEET -
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2021

	SPECIAL REVENUE				Total Nonmajor Funds
	Community Corrections	VOCA	Homemaker	Ombudsman	
ASSETS					
Receivables					
Grants (Federal)	\$ -	\$ 22,055	\$ 94,212	\$ 32,370	\$ 148,637
Grants (State)	<u>201,791</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>201,791</u>
Total assets	<u>\$ 201,791</u>	<u>\$ 22,055</u>	<u>\$ 94,212</u>	<u>\$ 32,370</u>	<u>\$ 350,428</u>
LIABILITIES					
Accounts payable	\$ 6,237	\$ -	\$ -	\$ 63	\$ 6,300
Due to other funds	<u>195,554</u>	<u>22,055</u>	<u>94,212</u>	<u>32,307</u>	<u>344,128</u>
Total liabilities	<u>201,791</u>	<u>22,055</u>	<u>94,212</u>	<u>32,370</u>	<u>350,428</u>
FUND BALANCES					
Restricted	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total fund balances	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 201,791</u>	<u>\$ 22,055</u>	<u>\$ 94,212</u>	<u>\$ 32,370</u>	<u>\$ 350,428</u>

MID-CUMBERLAND HUMAN RESOURCE AGENCY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES -
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2021

	SPECIAL REVENUE				Total Nonmajor Funds
	Community Corrections	VOCA	Homemaker	Ombudsman	
REVENUES					
Federal grants	\$ 70,144	\$ 151,119	\$ 908,123	\$ 141,101	\$ 1,270,487
State grants	1,168,829	-	-	35,840	1,204,669
Local program	6,644	3,098	-	23,556	33,298
Program income	73,514	-	-	-	73,514
Miscellaneous	-	48,699	-	-	48,699
Total revenues	<u>1,319,131</u>	<u>202,916</u>	<u>908,123</u>	<u>200,497</u>	<u>2,630,667</u>
EXPENDITURES					
Salaries	645,802	93,229	523,301	133,565	1,395,897
Fringe benefits	203,330	22,362	199,474	40,106	465,272
Travel	3,172	1,645	67,552	786	73,155
Rent	93,437	3,414	28,598	2,610	128,059
Communications	43,871	2,813	11,637	3,965	62,286
Utilities	15,318	360	1,900	-	17,578
Printing and supplies	51,287	1,815	6,556	1,096	60,754
Equipment	30,014	-	-	-	30,014
Equipment - non capital	41,381	458	2,325	708	44,872
Maintenance and repairs	1,610	132	203	-	1,945
Professional and contracted services	74,154	2,233	7,699	5,524	89,610
Insurance, bonding and licensing	30,194	408	2,728	756	34,086
Specific assistance to participants	-	17,231	5,190	-	22,421
Other	10,161	-	-	-	10,161
Indirect costs	72,947	7,730	50,815	11,345	142,837
Miscellaneous	2,453	49,086	145	36	51,720
Total expenditures	<u>1,319,131</u>	<u>202,916</u>	<u>908,123</u>	<u>200,497</u>	<u>2,630,667</u>
Deficit of revenue under expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES					
Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF CHANGES IN FIDUCIARY ASSETS AND
LIABILITIES - CUSTODIAL FUND
YEAR ENDED JUNE 30, 2021**

	<u>Balance</u> <u>June 30, 2020</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 2021</u>
<u>SSI RECIPIENT TRUST FUND</u>				
ASSETS				
Cash	\$ 590,415	\$ 3,267,497	\$ 3,244,089	\$ 613,823
LIABILITIES				
Amounts held in custody for others	\$ 590,415	\$ 3,267,497	\$ 3,244,089	\$ 613,823

COMPLIANCE

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2021**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Agency or Pass-Through Number
U.S. Department of Labor		
WIOA Cluster		
Passed through Upper Cumberland Local Workforce Development Board		
WIOA - Adult Program (06/18)	17.258	18-07-999-600-18-01
WIOA - Adult Program (06/19)	17.258	18-07-999-600-18-01
WIOA - Adult Program (06/20)	17.258	19-UC-OSOCSP-101
WIOA - Adult Program (06/21)	17.258	20-UC-OSOCSP-101
WIOA - Dislocated Worker (06/18)	17.278	18-07-999-600-18-01
WIOA - Dislocated Worker (06/20)	17.278	19-UC-OSOCSP-101
WIOA - Dislocated Worker (06/21)	17.278	20-UC-OSOCSP-101
WIOA - Youth Activities (06/18)	17.259	18-07-999-600-18-01
WIOA - Youth Activities (06/20)	17.259	19-UC-OSOCSP-101
WIOA - Youth Activities (06/21)	17.259	20-UC-OSOCSP-101
Passed through Southwest Tennessee Local Workforce Development Board		
WIOA - Youth Activities (Area 11) (06/17)	17.259	16-11-000-001-20-82
WIOA - Youth Activities (Area 11) (PWE) (06/17)	17.259	16-11-000-001-20-82
WIOA - Out of School Youth Activities (07/19-06/20) (06/20)	17.259	South West - 2020
WIOA - Out of School Youth Activities (07/20-06/21) (06/21)	17.259	South West - 2021
WIOA - In School Youth Activities (07/19-06/20) (06/20)	17.259	South West - 2020
WIOA - In School Youth Activities (07/20-06/21) (06/21)	17.259	South West - 2021
WIOA - Summer Youth (05/21-06/21) (06/21)	17.259	South West - 2021
WIOA - Rural Initiative - Henderson County Jail Project (07/20-09/21) (06/21)	17.259	South West - 2021
WIOA - Adult Program (07/19-06/20) (06/20)	17.258	South West - 2020
WIOA - Adult Program (07/20-06/21) (06/21)	17.258	South West - 2021
WIOA - Adult Program OJT Adient (07/20-06/21) (06/21)	17.258	South West - 2021
WIOA - Incumbent Worker/CBG (07/19-06/20) (06/20)	17.258	South West - 2020
COVID-19 WIOA Coronavirus, Aid, Relief, and Economic Security Act (07/20-06/21) (06/21)	17.258	South West - 2021
WIOA - Dislocated Worker (07/19-06/20) (06/20)	17.278	South West - 2020
WIOA - Dislocated Worker (07/20-06/21) (06/21)	17.278	South West - 2021
Passed through Southeast Tennessee Local Workforce Development Board		
WIOA - Out of School Youth Activities (07/19-06/20) (06/20)	17.259	South East - 2020
WIOA - Out of School Youth Activities (07/20-06/21) (06/21)	17.259	South East - 2021
WIOA - In School Youth Activities (07/19-06/20) (06/20)	17.259	South East - 2020
WIOA - In School Youth Activities (07/20-06/21) (06/21)	17.259	South East - 2021
WIOA - Adult Program (07/19-06/20) (06/20)	17.258	South East - 2020
WIOA - Adult Program (07/20-06/21) (06/21)	17.258	South East - 2021
WIOA - Rural Initiative (07/19-06/20) (06/20)	17.258	LWSEF201RDSWA20
WIOA - Summer Youth (05/21-08/21) (06/21)	17.258	South East - 2021
WIOA - Dislocated Worker (07/19-06/20) (06/20)	17.278	South East - 2020
WIOA - Dislocated Worker (07/20-06/21) (06/21)	17.278	South East - 2021
Passed through East Tennessee Local Workforce Development Board		
WIOA - Out of School Youth Activities (06/20)	17.259	East - 2020
WIOA - Out of School Youth Activities (06/21)	17.259	East - 2021
WIOA - In School Youth Activities (07/19-06/20) (06/20)	17.259	East - 2020
WIOA - In School Youth Activities (07/20-06/21) (06/21)	17.259	East - 2021
WIOA - Youth Demonstration Grant (07/19-06/21) (06/21)	17.259	East - 2020
WIOA - Adult Program (07/19-06/20) (06/20)	17.258	East - 2020
WIOA - Adult Program (07/20-06/21) (06/21)	17.258	East - 2021
WIOA - Rural Initiative (07/19-06/20) (06/20)	17.258	LWETF201RDSWA
WIOA - Dislocated Worker (07/19-06/20) (06/20)	17.278	East - 2020
WIOA - Dislocated Worker (07/20-06/21) (06/21)	17.278	East - 2021
WIOA - Summer Youth (06/21)	17.278	East - 2021
Passed through Northern Middle Tennessee Local Workforce Development Board		
WIOA - Out of School Youth Activities (04/19-06/20) (06/20)	17.259	North Middle - 2020
WIOA - Out of School Youth Activities (07/20-06/21) (06/21)	17.259	NM-01-CSP-MCHRA
WIOA - In School Youth Activities (04/19-06/20) (06/20)	17.259	North Middle - 2020
WIOA - In School Youth Activities (04/20-06/20) (06/20)	17.259	NM-01-CSP-MCHRA
WIOA - Youth Follow-up (01/21-06/21) (06/21)	17.259	NM-01-FWUP-MCHRA
WIOA - Adult Program (04/19-06/20) (06/20)	17.258	North Middle - 2020
WIOA - Adult Program (07/20-06/21) (06/21)	17.258	NM-01-CSP-MCHRA
WIOA - Adult Follow-up (01/21-06/21) (06/21)	17.258	NM-01-FWUP-MCHRA
WIOA - Dislocated Worker (04/19-06/20) (06/20)	17.278	North Middle - 2020
WIOA - Dislocated Worker (07/20-06/21) (06/21)	17.278	NM-01-CSP-MCHRA
WIOA - Dislocated Worker Follow-up (01/21-06/21) (06/21)	17.278	NM-01-FWUP-MCHRA
Total WIOA Cluster		

(See accompanying notes to schedules of expenditures of federal and state awards.)

(Deferred) Accrued Revenue June 30, 2020	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2021
\$ (10,687)	\$ -	\$ -	\$ 10,687	\$ -
(1,109)	-	-	1,109	-
228,588	228,588	-	-	-
-	184,200	184,200	-	-
(1,459)	-	-	1,459	-
86,613	86,613	-	-	-
-	88,671	88,671	-	-
(747)	-	-	747	-
88,705	88,705	-	-	-
-	109,308	109,308	-	-
(8,669)	-	-	8,669	-
(1,849)	-	-	1,849	-
29,908	29,908	-	-	-
-	247,415	312,516	-	65,101
436	436	-	-	-
-	1,382	1,476	-	94
-	-	1,885	-	1,885
-	-	25,000	-	25,000
80,175	80,175	-	-	-
-	484,213	593,558	-	109,345
-	2,320	11,240	-	8,920
76,823	76,823	-	-	-
-	316,067	316,067	-	-
44,629	44,629	-	-	-
-	198,533	233,297	-	34,764
103,298	103,298	-	-	-
-	606,067	710,424	-	104,357
21,178	21,178	-	-	-
-	159,107	184,345	-	25,238
257,808	257,808	-	-	-
-	814,653	1,055,656	-	241,003
9,150	104,898	217,274	-	121,526
-	-	65,181	-	65,181
120,048	120,048	-	-	-
-	965,224	1,011,740	-	46,516
338,191	338,191	-	-	-
-	1,136,196	1,591,560	-	455,364
35,735	35,735	-	-	-
-	95,207	151,561	-	56,354
74,494	103,591	29,097	-	-
516,606	516,606	-	-	-
-	1,993,542	2,752,318	-	758,776
21,098	35,280	15,862	-	1,680
159,200	159,200	-	-	-
-	499,439	655,639	-	156,200
-	-	74,116	-	74,116
327,807	327,807	-	-	-
-	1,106,152	1,099,704	-	(6,448)
1	1	-	-	-
-	107,811	106,526	-	(1,285)
-	8,015	13,111	-	5,096
513,467	513,467	-	-	-
-	1,364,906	1,356,378	-	(8,528)
-	20,975	28,805	-	7,830
338,434	338,434	-	-	-
-	1,181,856	1,176,261	-	(5,595)
-	12,732	17,682	-	4,950
3,447,872	15,315,410	14,190,458	24,520	2,347,440

(See accompanying notes to schedules of expenditures of federal and state awards.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
YEAR ENDED JUNE 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Agency or Pass-Through Number
U.S. Department of Labor (continued)		
Passed through Upper Cumberland Local Workforce Development Board		
Reemployment Services and Eligibility Assessment (06/20)	17.225	18-07-999-600-18-01
Reemployment Services and Eligibility Assessment (06/21)	17.225	20-UC-OSOCSP-101
Senior Community Service Employment (06/18)	17.235	18-07-999-600-18-01
Senior Community Service Employment (06/20)	17.235	19-UC-OSOCSP-101
Senior Community Service Employment (06/21)	17.235	20-UC-OSOCSP-101
Passed through Southwest Tennessee Local Workforce Development Board		
Reemployment Services and Eligibility Assessment (07/19-06/20) (06/20)	17.225	South West - 2020
Reemployment Services and Eligibility Assessment (07/20-06/21) (06/21)	17.225	South West - 2021
Senior Community Service Employment (07/19-06/20) (06/20)	17.235	South West - 2020
Senior Community Service Employment (07/20-06/21) (06/21)	17.235	South West - 2021
National Dislocated Workers Program (07/20-06/22) (06/21)	17.277	South West - 2021
Apprenticeship (07/19-06/20) (06/20)	17.285	South West - 2020
Passed through Southeast Tennessee Local Workforce Development Board		
Reemployment Services and Eligibility Assessment (07/19-06/20) (06/20)	17.225	South East - 2020
Reemployment Services and Eligibility Assessment (07/20-06/21) (06/21)	17.225	South East - 2021
National Dislocated Workers Program	17.277	South East - 2021
Passed through East Tennessee Local Workforce Development Board		
Reemployment Services and Eligibility Assessment (07/19-06/20) (06/20)	17.225	East - 2020
Reemployment Services and Eligibility Assessment (07/20-06/21) (06/21)	17.225	East - 2021
Senior Community Service Employment (07/19-06/20) (06/20)	17.235	East - 2020
Senior Community Service Employment (07/20-06/21) (06/21)	17.235	East - 2021
National Dislocated Workers Program (01/21-06/22) (06/21)	17.277	East - 2021
Passed through Northern Middle Tennessee Local Workforce Development Board		
Reemployment Services and Eligibility Assessment (04/19-06/20) (06/20)	17.225	North Middle - 2020
Reemployment Services and Eligibility Assessment (07/20-06/21) (06/21)	17.225	NM-01-CSP-MCHRA
Total U.S. Department of Labor		
U.S. Department of Transportation		
Passed through Tennessee Department of Transportation		
Transit Services Programs Cluster		
Public Transportation (5317) (01/19-12/20) (06/20)	20.521	GG-19-63108
Public Transportation (5317) (01/19-12/20) (06/21)	20.521	Z-21-5317-01
Total Transit Services Programs Cluster		
Highway Planning and Construction Cluster		
Public Transportation (RPO) (06/20)	20.205	GG-17-50658
Public Transportation (RPO) (06/21)	20.205	61906-Z20RPO-003
Total Highway Planning and Construction Cluster		
Federal Transit Cluster		
Public Transportation (5310 Capital Grant) (06/21)	20.526	Z-19-EMSP-21-01
Public Transportation (Section 5311) (07/19-06/20) (06/20)	20.509	Z-20-5311-03-00
COVID-19 Public Transportation (Section 5311) (07/20-06/21) (06/21)	20.509	Z-20-CARE-05
Total U.S. Department of Transportation		

(See accompanying notes to schedules of expenditures of federal and state awards.)

(Deferred) Accrued Revenue June 30, 2020	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2021
20,231	20,231	-	-	-
-	15,507	15,507	-	-
(5,073)	-	-	5,073	-
29,104	29,104	-	-	-
-	19,983	19,983	-	-
4,248	4,248	-	-	-
-	25,946	30,435	-	4,489
7,781	7,781	-	-	-
-	81,096	102,356	-	21,260
-	26,794	35,180	-	8,386
10,674	11,268	594	-	-
(763)	-	-	763	-
-	13,926	15,796	-	1,870
-	36,211	66,578	-	30,367
6,797	6,797	-	-	-
-	55,948	67,740	-	11,792
48,461	48,461	-	-	-
-	110,771	149,212	-	38,441
-	25,559	156,326	-	130,767
21,236	21,236	-	-	-
-	62,275	61,535	-	(740)
3,590,568	15,938,552	14,911,700	30,356	2,594,072
2,154	6,562	4,408	-	-
-	1,753	6,377	-	4,624
2,154	8,315	10,785	-	4,624
30,689	30,689	-	-	-
-	28,148	70,968	-	42,820
30,689	58,837	70,968	-	42,820
-	464,744	464,744	-	-
317,335	317,335	-	-	-
-	4,005,236	4,290,922	-	285,686
350,178	4,854,467	4,837,419	-	333,130

(See accompanying notes to schedules of expenditures of federal and state awards.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
YEAR ENDED JUNE 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Agency or Pass-Through Number
U.S. Department of Justice		
Passed through Tennessee Commission of Aging and Disability		
VOCA CREVAA (06/20)	16.575	57734
VOCA CREVAA (06/21)	16.575	67242
Passed through Tennessee Department of Finance and Administration, Office of Criminal Justice Programs		
VOCA OCJP (06/20)	16.575	35503
Total U.S. Department of Justice		
U.S. Department of Health & Human Services		
Passed through Greater Nashville Regional Council		
Aging Cluster		
Nutrition Program for the Elderly (06/20)	93.053	2020-40
Special Programs for the Aging		
Title III-C Nutrition Services (06/20)	93.045	2020-40
Title III-C Nutrition Services (06/21)	93.045	2019-40
Families First Meals on Wheels (06/21)	93.045	2020-A1
COVID-19 Coronavirus, Aid, Relief, and Economic Security Act	93.045	2021-C04
Title III-B Transportation Services (06/20)	93.044	2020-40
Title III-B Transportation Services (06/21)	93.044	2019-40
Title III-B Ombudsman (06/20)	93.044	2020-40
Title III-B Ombudsman (06/21)	93.044	2019-40
Title III-B Supportive Services (06/21)	93.044	2019-40
COVID-19 Coronavirus, Aid, Relief, and Economic Security Act (06/21)	93.044	2021-C40
Total Aging Cluster		
Special Programs for the Aging		
Title VII Ombudsman Funds (06/20)	93.042	2020-40
Title VII Ombudsman Funds (06/21)	93.042	2019-40
Title III-E Nutrition Services (06/21)	93.052	2021-C04
Passed through Tennessee Department Human Services		
Social Services Block Grant		
Homemaker SSBG (10/19-09/20) (06/20)	93.667	Z-20-49313
Homemaker SSBG (10/20-09/21) (06/21)	93.667	Z-21-49313
Total U.S. Department of Health & Human Services		
U.S. Department of Housing and Urban Development		
CDBG - Entitlement Grants - Cluster		
Passed through the City of Franklin		
Meals on Wheels CDBG (06/21)	14.218	2020-0301

(See accompanying notes to schedules of expenditures of federal and state awards.)

(Deferred) Accrued Revenue June 30, 2020	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2021
15,406	15,406	-	-	-
-	129,064	151,119	-	22,055
(1,541)	-	-	1,541	-
13,865	144,470	151,119	1,541	22,055
30,352	30,352	-	-	-
179,655	179,655	-	-	-
-	914,403	1,097,284	-	182,881
-	261,966	261,966	-	-
-	352,120	472,383	-	120,263
34,842	34,842	-	-	-
-	227,705	250,200	-	22,495
10,933	10,933	-	-	-
-	41,667	50,000	-	8,333
-	100,000	100,000	-	-
-	11,146	24,000	-	12,854
255,782	2,164,789	2,255,833	-	346,826
10,517	10,517	-	-	-
-	55,918	67,101	-	11,183
-	135,138	200,000	-	64,862
91,670	314,736	223,066	-	-
-	590,845	685,057	-	94,212
357,969	3,271,943	3,431,057	-	517,083
-	40,000	40,000	-	-

(See accompanying notes to schedules of expenditures of federal and state awards.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
YEAR ENDED JUNE 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Agency or Pass-Through Number
Federal Emergency Management Agency		
Passed through Local Emergency Food and Shelter Boards		
Emergency Food and Shelter (06/20)	97.024	
COVID-19 Emergency Food and Shelter Montgomery County (06/21)	97.024	7748-00-002
Emergency Food and Shelter Montgomery County Phase 37 (06/21)	97.024	7748-00-002
Emergency Food and Shelter Montgomery County Phase 38 (06/21)	97.024	7748-00-002
COVID-19 Emergency Food and Shelter Cheatham County (06/21)	97.024	7636-00-002
Emergency Food and Shelter Cheatham County Phase 37 (06/21)	97.024	7636-00-002
Emergency Food and Shelter Cheatham County Phase 38 (06/21)	97.024	7636-00-002
COVID-19 Emergency Food and Shelter Rutherford County (06/21)	97.024	7774-00-004
Emergency Food and Shelter Rutherford County Phase 37 (06/21)	97.024	7774-00-004
Emergency Food and Shelter Rutherford County Phase 38 (06/21)	97.024	7774-00-004
Emergency Food and Shelter Williamson County Phase 37 (06/21)	97.024	7814-00-005
Emergency Food and Shelter Williamson County Phase 38 (06/21)	97.024	7814-00-005
COVID-19 Emergency Food and Shelter Wilson County (06/21)	97.024	7816-00-001
Emergency Food and Shelter Wilson County Phase 37 (06/21)	97.024	7816-00-001
Emergency Food and Shelter Wilson County Phase 38 (06/21)	97.024	7816-00-001
COVID-19 Emergency Food and Shelter Robertson County (06/21)	97.024	7772-00-010
Emergency Food and Shelter Robertson County Phase 37 (06/21)	97.024	7772-00-010
COVID-19 Emergency Food and Shelter Dickson County (06/21)	97.024	7660-00-003
Emergency Food and Shelter Dickson County Phase 38 (06/21)	97.024	7816-00-001
Total Federal Emergency Management Agency		
Department of the Treasury		
Passed through United Way of Greater Nashville		
Coronavirus Aid, Relief, and Economic Security Act -		
COVID-19 Meals on Wheels	21.019	MCHRA 2021
COVID-19 Transportation	21.019	MCHRA 2021
COVID-19 Community Corrections/Misdemeanor	21.019	MCHRA 2021
Total Department of the Treasury		
United States Department of Agriculture Child and Adult Care Food Program		
Passed through Greater Nashville Regional Council		
Nutrition Program for the Elderly (06/21)	10.558	2021-40
Total federal awards		

(See accompanying notes to schedules of expenditures of federal and state awards.)

(Deferred) Accrued Revenue June 30, 2020	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2021
28,844	28,844	-	-	-
-	20,566	33,566	-	13,000
-	7,006	7,006	-	-
-	-	5,000	-	5,000
-	13,764	13,764	-	-
-	5,823	5,823	-	-
-	2,362	4,725	-	2,363
-	8,420	8,420	-	-
-	2,580	2,580	-	-
-	12,000	12,000	-	-
-	1,349	1,349	-	-
-	2,000	4,000	-	2,000
-	10,304	10,304	-	-
-	7,528	7,528	-	-
-	6,679	13,357	-	6,678
-	9,030	9,030	-	-
-	4,650	4,650	-	-
-	-	13,834	-	13,834
-	-	15,153	-	15,153
28,844	142,905	172,089	-	58,028
-	150,000	150,000	-	-
-	26,208	26,208	-	-
-	70,144	70,144	-	-
-	246,352	246,352	-	-
-	179,523	215,428	-	35,905
\$ 4,341,424	\$ 24,818,212	\$ 24,005,164	\$ 31,897	\$ 3,560,273

(See accompanying notes to schedules of expenditures of federal and state awards.)

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF EXPENDITURES OF STATE AWARDS
YEAR ENDED JUNE 30, 2021**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Agency or Pass-Through Number
Tennessee Department of Transportation	
Public Transportation (Section 5311) (07/19-06/20) (06/20)	Z-20-5311-11-00
Public Transportation (Section 5310) (07/20-12/20) (06/21)	Z-19-EMSP-21-01
Public Transportation (RPO) (06/20)	GG-17-50658
Public Transportation (RPO) (06/21)	GG-17-50658
Public Transportation (5317) (01/19-12/20) (06/20)	GG-19-63108
Public Transportation (5317) (07/20-12/20) (06/21)	GG-19-63108
Public Transportation (5317) (03/21-08/21) (06/21)	Z-21-5317-01
Tennessee Department of Corrections	
Community Corrections (06/20)	41760
Community Corrections (06/21)	41760
Tennessee Commission of Aging and Disability through Greater Nashville Regional Council	
Title III-C Nutrition Services (06/20)	2020-40
Title III-C Nutrition Services (06/21)	2021-C04
Total state awards	

Note - Governors' appropriation to human resource agencies was \$120,840 for this period. The appropriation is not shown on this schedule and is reported as state grant revenue.

(Deferred) Accrued Revenue June 30, 2020	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2021
\$ 331,941	\$ 331,941	\$ -	\$ -	\$ -
-	58,093	58,093	-	-
3,836	3,836	-	-	-
-	3,518	9,496	-	5,978
1,077	1,077	-	-	-
-	2,204	2,204	-	-
-	877	3,189	-	2,312
166,121	166,121	-	-	-
-	967,038	1,168,829	-	201,791
10,924	10,924	-	-	-
-	54,619	65,543	-	10,924
<u>\$ 513,899</u>	<u>\$ 1,600,248</u>	<u>\$ 1,307,354</u>	<u>\$ -</u>	<u>\$ 221,005</u>

(See accompanying notes to schedules of expenditures of federal and state awards.)

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO SCHEDULES OF EXPENDITURES
OF FEDERAL AND STATE AWARDS
YEAR ENDED JUNE 30, 2021**

(1) BASIS OF PRESENTATION

The accompanying schedules of expenditures of federal and state awards (schedules) include the federal and state activity of Mid-Cumberland Human Resource Agency (the Agency) for the year ended June 30, 2021. The information in these schedules is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* (Uniform Guidance) and the State of Tennessee. Because the schedules present only a selected portion of the operations of the Agency, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedules are reported using the modified accrual basis of accounting. 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 reimbursement.

The Agency has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

(3) SUBRECIPIENTS

The Agency did not provide federal or state assistance to any subrecipients.



**INDEPENDENT AUDITORS' 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***

**To the Board of Directors of
Mid-Cumberland Human Resource Agency**

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 the governmental activities, each major fund, and the aggregate remaining fund information of Mid-Cumberland Human Resource Agency, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Mid-Cumberland Human Resource Agency's basic financial statements, and have issued our report thereon dated March 30, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Mid-Cumberland Human Resource Agency'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Mid-Cumberland Human Resource Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Mid-Cumberland Human Resource Agency'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 may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Mid-Cumberland Human Resource Agency'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 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Johnson, Nicky & Meucham, P.C.

Chattanooga, Tennessee
March 30, 2022



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Mid-Cumberland Human Resource Agency

Report on Compliance for Each Major Federal Program

We have audited Mid-Cumberland Human Resource Agency's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Mid-Cumberland Human Resource Agency's major federal programs for the year ended June 30, 2021. Mid-Cumberland Human Resource Agency's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Mid-Cumberland Human Resource Agency's major federal programs based on our audit of the types of compliance requirements referred to above. 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Mid-Cumberland Human Resource Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Mid-Cumberland Human Resource Agency's compliance.

Opinion on Each Major Federal Program

In our opinion, Mid-Cumberland Human Resource Agency, 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, 2021.

Report on Internal Control over Compliance

Management of Mid-Cumberland Human Resource Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Mid-Cumberland Human Resource Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Mid-Cumberland Human Resource Agency's 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 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.

Johnson, Wiley & Meacham, P.C.

Chattanooga, Tennessee
March 30, 2022

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021**

FINANCIAL STATEMENT FINDINGS

<u>Prior Year Finding Number</u>	<u>Finding Title</u>	<u>Status/Current Year Finding Number</u>
2020-001	Employee Accepting Cash and Improper Reconciliation Procedures	Corrected

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No prior audit findings.

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021**

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:		Unmodified
Internal control over financial reporting:		
Material weakness(es) identified?	___ Yes	___X___ No
Significant deficiency(ies) identified?	___ Yes	___X___ None reported
Noncompliance material to financial statements noted?	___ Yes	___X___ No

Federal Awards

Internal control over major federal programs:		
Material weakness(es) identified?	___ Yes	___X___ No
Significant deficiency(ies) identified?	___ Yes	___X___ None reported
Type of auditors' report issued on compliance for major federal programs:		Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?	___ Yes	___X___ No

Identification of major federal programs:

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
20.509	Formula Grants for Other Than Urbanized Areas
93.667	Social Services Block Grant

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

None

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Signature of (CEO/President/Executive Director/Board Chair)

Date

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: One Generation Away

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Davis House CAC provides investigative and healing services to children who have been sexually and/or significantly physically abused and neglected. DHOAC also provides community education and outreach to public and private organizations and institutions. All services are provided free of charge to the child and their non-offending family. Davis House serves an average of 115 new children per year from the City of Franklin at a cost of \$1,500/child. In Franklin, while there are not any areas classified by the USDA as a food desert, there are areas – primarily from downtown Franklin to Downs Boulevard as well as the Liberty Creek and Royal Oaks areas – in which 5% to 10% of residents live without a grocery store and live more than a half mile from a grocery store, which makes these areas of struggle. Additionally, about 40% of FSSD students receive free and reduced lunches.

This \$7,500 grant would provide the funding necessary to cover three of our food distributions in Franklin this year.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

City of Franklin funds will support general operations of our Franklin-based administrative and clinical center. Nearly 70% of all Davis House's annual expenses come from the Franklin office (we also operate in Centerville and Hohenwald). These funds would help us pay for all our programs and our physical space in Williamson County. The request accounts for only 4.7% of our total agency budgeted expenses for this year. We will ensure these funds are spent in Williamson County.

Our distributions take place in parking lots of partnering schools, churches, businesses and organizations, so we are able to take food from two areas of need to reduce the travel burden on food insecure families. With the price of gas, groceries, and other necessities continuing to rise, it is more important than ever to provide nutritious food to families throughout the week, but we also partner with organizations, such as Second Harvest of Middle Tennessee, to purchase food for our distributions. Second Harvest trucks cost \$2,500 each and provide 20,000 to 30,000 pounds of food, which means that every dollar buys about 8 meals. We use one truck per distribution, so this \$7,500 grant would cover food costs for three of our Franklin distributions on June 10th, September 23rd, and November 18th.

At those distributions, our staff and many local volunteers will meet us onsite to unload, organize, and distribute the food to the individuals and families who come to receive. We believe that everyone should have access to nutritious food, and even in a generally affluent community like Franklin, there is a need for support.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

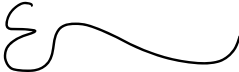
Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Elaine Whitney	3/22/23
---	--------------------------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

	3/22/23
---	--------------------------------------

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



City of Franklin

Vendor Information Form

Vendor Name

One Generation Away

Vendor ID (For
Office Use)

Contact Name

Elaine Whitney

Contact Email Address

elaine@onegenaway

Physical Street Address

320 Premier Court suite 218

Remittance Address, if different

9045 Carothers Parkway

City, State ZIP

Franklin, TN 37067

City, State ZIP

Franklin, TN 37067

Phone Number

615-538-7413

Email Address for ACH Remittance

hheaden@firstcnb.com

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

First Citizens National Bank

Routing Number

084301042

Account Number

2533782

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

3/22/23

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. One Generation Away	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) ► 501c3 non-profit	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 320 Premier Ct. suite 218	Requester's name and address (optional)
	6 City, state, and ZIP code Franklin, TN 37067	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number								
			-			-		
or								
Employer identification number								
4	6	-	2	7	4	1	2	1

Part II Certification

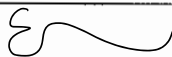
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►



Date ► **3/22/23**

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

One Generation Away

Name of Nonprofit Organization

320 Premier Ct. suite 218

Franklin

Williamson

Street Address

City

County

State

Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from _____ through _____

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants \$ _____

State Grants _____

Financial Assistance from Local
Governments _____

Donations and Gifts from Citizens _____

Membership Dues _____

Fees/Charges for Services _____

Fundraising Events _____

Sale of Assets _____

Loans-Borrowed Funds _____

Investment Income _____

Other Receipts _____

Total Receipts \$ _____ 0 (A)

Disbursements

Grants and Other Assistance Paid to
Other Organizations and Individuals \$ _____

Salaries and Wages _____

Employee Benefits _____

Payroll Taxes _____

Fees for Services (non-employee) _____

Advertising and Promotion _____

Office Expenses _____

Leases/Rentals _____

Maintenance and Repairs _____

Supplies _____

Travel _____

Utilities	_____	
Insurance	_____	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ <u>0</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 0 (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 0 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	_____	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ <u>0</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Awaiting our 990 and audit.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the One Generation Away _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Elaine Whitney

Printed Name



Signature

Phone Number 6155387413

Email Address elaine@onegenaway

Date 3/22/23

March 15, 2023

A Service of RTA

430 Myatt Drive
Nashville, TN 37115
WeGoTransit.com
615-862-5969

Randall Hutto, Chair
Mayor Wilson County

Paige Brown, Vice Chair
Mayor City of Gallatin

Edward Cole, Secretary
Governor Appointee
Davidson County

Stephen G. Bland
Chief Executive Officer

Andy Burke
Chief Operating Officer

Renuka Christoph
Chief Communications Officer

Vince Malone
Chief of Staff & Administration

Nick Oldham
Chief Safety & Security Officer

Edward W. Oliphant
Chief Financial Officer

Trey Walker
Chief Development Officer

Mayor Moore —

RTA's primary goal is to reduce the amount of weekday traffic along heavily populated Middle TN corridors. In doing so, this can benefit the local population with improvements in the air quality. Because of your continuing support of the Regional Transportation Services (RTA) in Middle Tennessee, we can continue growing our transportation services that will help us make a difference long term.

That being said, the time has come to renew the R&R Regional Bus Service annual contract for the **95X Franklin-Spring Hill Express** service for FY24 (July 1, 2023 to June 30, 2024).

I have attached the following documents for your review:

- Cover letter
- The proposed FY24 service contract
- The proposed FY24 service budget
- The invoice for your FY24 subsidy support of \$56,185
- The route schedule with map

Once you have approved the service contract, please sign and return it to me by email. An electronic copy of the fully executed contract will be returned to you by email once our CEO signs it.

Feel free to contact me if you have any questions.

Regards,

Jeff Burysek | RTA Grants & Special Projects Administrator
WeGo Public Transit | RTA of Middle Tennessee
430 Myatt Drive | Nashville, TN | 37115
Tel: 615-862-8869 | Fax: 615-862-4127
jeffery.burysek@nashville.gov

**CONTRACT NO. 2011274-C
BETWEEN
REGIONAL TRANSPORTATION AUTHORITY
AND
CITY OF FRANKLIN**

This Contract, entered into on the 1st Day of July, 2023 by and between the Regional Transportation Authority, located at 430 Myatt Drive, Nashville TN 37115, (hereinafter "RTA"), and the City of Franklin, located at 109 3rd Avenue South, Franklin, TN 37064, (hereinafter "the City"). This contract is for the provision of Regional Bus Service (hereinafter "the Service") between Nashville/Davidson County and the City of Franklin.

The RTA was established pursuant to statutory law enacted by the Tennessee General Assembly, T.C.A. 64-8-101 et seq.

A. SCOPE OF SERVICES

The RTA shall provide regional bus service between Nashville/Davidson County, and City of Franklin, Tennessee. The City shall have no obligation for services rendered by the RTA which are not performed within the specified period or between the specified route terminus.

B. TERM

The Contract term start date shall be July 1, 2023; the Contract end date shall be June 30, 2024.

C. PAYMENT

In consideration for RTA's provision of regional bus services, the City shall provide RTA the amount of fifty-six thousand one hundred eighty-five dollars (\$56,185.00).

The RTA shall invoice the City for its route subsidy share as stated above and shown in Attachment 1 & 2. RTA will send the City a lump sum invoice in the amount of \$56,185.00 to be paid directly to RTA. The amount represents the full amount owed to RTA by the City.

The City shall send payment to RTA, 430 Myatt Drive, Nashville, TN 37115, ATTN: Accounting Department.

D. STANDARD TERMS AND CONDITIONS

1. Neither RTA nor the City are bound by this Contract until it is executed by the parties.
2. This Contract may be modified only by a written amendment executed by all parties hereto.
3. The RTA may terminate this Contract and the Service obligations if adequate Grant Funds are not available to continue the Service. In the event of termination, the City shall receive a share of any of their route subsidy that remains. The reimbursement will be determined by dividing \$56,185.00 by 12 and multiplying that amount by the number of months the City did not receive Service.
4. The RTA warrants that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the RTA on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The RTA shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
5. The RTA warrants that no part of the Contract amount shall be paid directly or indirectly to an employee or official of City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, or consultant to the RTA in connection with any work contemplated or performed relative to this Contract.
6. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee.
7. As part of the RTA yearly audit, a full audit of this project will be conducted by an outside auditing firm and made available to the City. All financial records will be consistent with internal accounting procedures.

IN WITNESS WHEREOF, as of the date written above, the parties have caused this Contract to be signed by their duly authorized representatives.

Regional Transportation Authority

City of Franklin

Stephen G. Bland, CEO

Date

Date



Relax & Ride

FRANKLIN/SPRING HILL (95X) Relax & Ride Budget FY2022 Budget with Comparative FY2023 Forecast Budget

	FY2023	FY2024
Days of Service [365 days - 104 days in weekends - 7 weekday holidays]	254	253
Number of Daily Trips	8	8
Ridership (estimate)	9,844	10,828
Operating Hours per Day (including deadhead)	25.00	25.00
Cost per hour of Service	\$116.98	\$120.49
TOTAL Daily Cost of Service	\$2,925	\$3,012
Cost of Service		
Cost of Runs [hrs/day X Cost/hr X 254 days]	742,823	762,099
Board-Initiated R&R RESERVE	213,185	196,148
<i>Total Costs</i>	956,008	958,247
Estimated Revenues		
Estimated Cash Fares/Pass Sales	21,854	13,668
One Time Contribution from Other Op Revenues (or Reserves)		
CARES ACT Funding to "Keep Service Whole"	233,294	271,021
ADD: RTA \$5307 Operating Funding		
Federal (50%)		
Local Match (50%)		
ADD: CMAQ Funding		
Federal	316,989	310,317
TDOT Match on CMAQ	39,624	38,790
TDOT Operating Subsidy	89,745	69,949
<i>Total Estimated Revenues</i>	701,506	703,745
<i>Estimated Net Cost</i>	254,502	254,502
Regional Subsidies		
Spring Hill	42,237	42,237
Franklin	56,185	56,185
Williamson County	78,040	78,040
Davidson County	78,040	78,040
<i>Total Subsidy (100%)</i>	254,502	254,502
Balance	0	0

H:\Grants Activity\1-RTA\4-R&R Subsidy Partner Contracts\2023 - 2024 R&R Partner Contracts\FY2024 Budgets\FY2024 Consol R&R Bdgts.xlsx~ 95X



INVOICE

TO: CITY OF FRANKLIN

FROM: Regional Transportation Authority

Description of Charges	Amount	Due Date
Room and Board	\$1,200.00	09/15/2023
Tuition	\$800.00	09/15/2023
Books and Supplies	\$150.00	09/15/2023
Health Insurance	\$50.00	09/15/2023
Student Activity Fee	\$25.00	09/15/2023
Financial Aid	\$1,000.00	09/15/2023
Refund	\$100.00	09/15/2023
Total	\$1,025.00	

Weekdays to Nashville					
Spring Hill Kroger on Port Royal	Williamson County Ag Expo Park	21st & Children's Way	20th & West End	Central Bay 11	7th & Harrison
6	5	4	3	2	1
5:45	6:05	6:40	6:48	7:08	7:13
5:51	6:11	-	-	6:55	7:00
6:21	6:41	-	-	7:25	7:30
6:37	6:57	7:32	7:40	8:00	8:05

Bold times denote p.m. hours.

Weekdays from Nashville					
7th & Harrison	Central Bay 11	21st & West End	21st & Children's Way	Williamson County Ag Expo Park	Spring Hill Kroger on Port Royal
1	2	3	4	5	6
3:30	3:40	-	-	4:24	4:44
3:50	4:00	4:16	4:20	5:14	5:34
4:00	4:10	-	-	5:02	5:22
4:48	4:58	5:14	5:18	6:12	6:32

 The bus may leave this stop early.

No service Saturdays, Sundays, or holidays.

Title VI of the Civil Rights Act of 1964 states that "No Person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." For more information on Title VI, visit WeGoTransit.com.

Title VI

WeGo Public Transit makes reasonable accommodations in order for individuals with disabilities to fully use transit services. All requests should be made in advance by filling out and submitting a Reasonable Accommodation Request form. For more information on Reasonable Accommodations, visit WeGoTransit.com.

ADA

Regional Fares & Passes

- Reloadable QuickTicket\$3.00
- 1-Ride Regional Bus\$4.25
- 1-Ride Regional Bus Discounted* ...\$2.00
- 20-Ride Regional Bus\$73.50
- Star Shuttles (Routes 64 & 93)Free

Children age 4 and younger ride free.

* Youth, seniors, persons with disabilities, and Medicare cardholders may be eligible for discounted fares and passes. Apply at WeGo Central.

All bus and train fares are sold through QuickTicket, WeGo's seamless fare payment system. Through QuickTicket, you can pay for your fare using a reloadable card, a smartphone app, or non-reloadable ticket on all WeGo routes, services, and vehicles.

For more information on QuickTicket, visit QuickTicketTN.com.

For More Information

Customer Care
615-862-5950
6:30 a.m. to 8:00 p.m. – Monday-Friday
8:00 a.m. to 5:00 p.m. – Saturday
10:30 a.m. to 2:30 p.m. – Sunday

Central
400 Dr. Martin L. King Jr. Blvd.
4:45 a.m. to 12:15 a.m. – Monday-Saturday
5:45 a.m. to 11:15 p.m. – Sundays and holidays

Administrative Offices
615-862-5969
430 Myatt Drive
8:00 a.m. to 4:30 p.m. – Monday-Friday
Closed weekends and holidays
8:00 a.m. to 4:30 p.m. – Monday-Friday
Closed weekends and holidays

Stay Connected

[f](#) WeGoTransit [globe](#) WeGoTransit.com
[t](#) @WeGoTransit [WeGoTransit.com/ride/alerts](#)
[@WeGoTransit](#) [customer.comments@nashville.gov](#)

95

Spring Hill/Franklin

October 2, 2022

95

Spring Hill/ Franklin



Map Key

- Non-stop service
- Timepoint



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Second Harvest Food Bank of Middle Tennessee

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The City of Franklin ' s investment of funds will support our Grocery Rescue Program. Through our Grocery Rescue Program, the Food Bank rescues, sorts, and distributes frozen meat, dairy, produce, and dry groceries from 314 grocery stores and food donors throughout our 46 county service area. In Fiscal Year 2022, Second Harvest rescued more than eleven million pounds of food through this program alone. The food rescued from The City of Franklin ' s donation will be invested directly back into the Franklin community as we will make the rescued grocery products available to our ten nonprofit Partner Agencies in Williamson County.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Second Harvest works directly with the City of Franklin ' s food-insecure neighbors in partnership with ten Partner Agencies. Stores engaged in our grocery rescue efforts include Target, Publix, Kroger, Whole Foods, and Dollar General. Major costs associated with the initiative are vehicle operation costs including fuel and vehicle maintenance. Massive quantities of food get dumped into landfills, yet one in eight Middle Tennesseans is at risk of hunger (one in seven children). This is partially a logistics problem. Thanks to our donors and volunteers, Second Harvest has the space and manpower to manage large shipments, break them into smaller units, and send them at the right time and in the right quantity to our network of approximately 450 Partner Agencies. In Fiscal Year 2022 we successfully saved more than eleven million pounds of food from the landfill. In the coming year, we plan to provide over 9.1 million meals using this rescued produce to feed hungry children, families, and seniors throughout our 46 county service area. Our overall vehicle budget for transportation is \$6,055,309. This number does not include Personnel costs. We estimate that in FY23 our fleet will deliver combined donated and low-cost purchased food to Williamson County Agencies totaling 2.3 million pounds, enough for 1.9 million meals.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

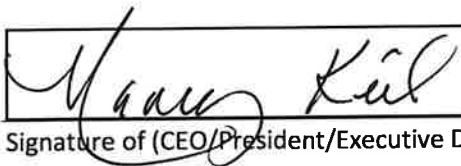
Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Nancy Keil, CEO	03/02/2023
------------------------	-------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

	03/02/2023
---	-------------------

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Second Harvest Food Bank of Middle Tennessee

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklintn.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Second Harvest Food Bank of Middle Tennessee

Name of Nonprofit Organization

331 Great Circle Road	Nashville	Davidson, TN	37228
Street Address	City	County	State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 07/01/2021 through 06/30/2022

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 2,031,825	
State Grants	\$350,000	
Financial Assistance from Local Governments	\$0	
Donations and Gifts from Citizens	\$17,595,658	
Membership Dues	\$0	
Fees/Charges for Services	\$226,379	
Fundraising Events	\$345,772	
Sale of Assets	\$0	
Loans-Borrowed Funds	\$0	
Investment Income	\$(3,638,004)	
Other Receipts	\$45,908,177	\$62,819,807
Total Receipts		\$ 0.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$0
Salaries and Wages	\$7,569,153
Employee Benefits	\$1,603,282
Payroll Taxes	\$496,512
Fees for Services (non-employee)	\$503,605
Advertising and Promotion	\$978,304
Office Expenses	\$1,294,819
Leases/Rentals	\$549,315
Maintenance and Repairs	\$737,478
Supplies	\$135,892
Travel	\$47,560

Utilities	\$392,830	
Insurance	\$418,889	
Conferences, Conventions and Meetings	\$11,668	
Interest	\$93,832	
Purchase of Capital Assets – Vehicles and Equipment	\$342,748	
Purchase of capital Assets – Property and Buildings	\$7,734	
Loan Payments	\$138,156	
Other	\$57,411,243	\$72,733,020
Total Disbursements		\$ 0.00 (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$(9,913,213) \$ 0.00 (C)
Cash Balance - at the beginning of the fiscal year		\$ 16,945,632 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 7,032,419 \$ 0.00 (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ 0	
Cash in Bank – Checking	\$6,892,419	
Cash in Bank – Savings Accounts	\$140,000	
Cash in Bank – Certificates of Deposits	\$0	
Other Cash	\$0	\$7,032,419
Total Cash - at the end of the fiscal year		\$ 0.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

To provide food to people facing hunger and work to advanced hunger solutions.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Second Harvest Food Bank of Middle Tennessee for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report Alli Farrell *Allison Farrell*
Printed Name **Signature**
Phone Number 615-627-1576 **Email Address** alli.farrell@secondharvestmidtn.org **Date** 3/21/2023

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

FINANCIAL STATEMENTS,
ADDITIONAL INFORMATION
AND
INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022 AND 2021

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

FINANCIAL STATEMENTS,
ADDITIONAL INFORMATION
AND
INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022 AND 2021

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**Second Harvest Food Bank of Middle Tennessee, Inc.
Board of Directors 2021-2022**

Jeff Aiken	Dennis Georgatos
Dave Alperson	Sonya Hostetler
Drew Berg	Dr. Shanna Jackson
Michelle Bonnett	Michael Johnson
Scott Bowers	Jerome Katz
Jamaal Boykin	Nancy Keil <i>President & CEO</i>
David Bradley	Brad Marks
Suzanne Buchanan	Jennifer Peters <i>Board Vice Chair</i>
Gerard Bullock	Sharon W. Reynolds
Lee Cunningham	Derek Schraw
Troy Edwards <i>Board Secretary</i>	Ute Strand
Bruce Esworthy <i>Board Treasurer</i>	Laquita Stribling
Andy Flatt	Ryan Tabor
Lucia Folk	Carman Wenkoff
Lisa Gardi	Shawn Williams <i>Board Chair</i>
Dennis Georgatos	Nancy Youssef
Lisa Gardi	

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Second Harvest Food Bank of Middle Tennessee, Inc.
Nashville, Tennessee

REPORT ON THE AUDITS OF THE FINANCIAL STATEMENTS

OPINION

We have audited the financial statements of Second Harvest Food Bank of Middle Tennessee, Inc. (the "Food Bank"), a Tennessee not-for-profit corporation, which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, cash flows and functional expenses for the years then ended and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Food Bank as of June 30, 2022 and 2021, 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 (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). 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 the Food Bank 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 these 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 aggregate, that raise substantial doubt about the Food Bank'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 GAAS 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, internal omissions, misrepresentations, or the override of internal controls. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement 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 the Food Bank'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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Food Bank'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.

REPORT ON SUPPLEMENTARY INFORMATION

Our audit was conducted for the purpose of forming an opinion on the financial statements of the Food Bank taken as a whole. The schedule of expenditures of federal awards on page 29-30, as required by Title 2 U.S. *Code of Federal Regulation* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance), and the schedule of expenditures of state financial assistance on page 31, as required by the *Audit Manual* issued by the Comptroller of the Treasury of the State of Tennessee, are presented for purposes of additional analysis and are 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 on pages 29-31 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 and schedule of expenditures of state financial assistance are fairly stated, in all material respects, in relation to the financial statements as a whole.

OTHER INFORMATION

Management is responsible for the other information included in the financial statements. The other information comprises the board of directors listing on page i but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated January 16, 2023, on our consideration of the Food Bank'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 the Food Bank'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 the Food Bank's internal control over financial reporting and compliance.



Nashville, Tennessee
January 16, 2023

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
ASSETS		
Cash	\$ 6,892,419	\$ 16,805,632
Cash - restricted debt reserve	140,000	140,000
Accounts receivable, net	3,002,454	2,455,446
Grants receivable	1,062,016	867,690
Pledges receivable, net	846,141	762,703
Inventories	6,441,535	10,213,625
Prepaid expenses and other current assets	513,537	129,064
Investments	27,352,130	13,038,172
Property and equipment, net	<u>17,295,384</u>	<u>18,198,248</u>
TOTAL ASSETS	<u>\$ 63,545,616</u>	<u>\$ 62,610,580</u>
LIABILITIES		
Accounts payable and accrued expenses	\$ 4,133,224	\$ 3,946,608
Deferred revenue	961,838	2,713,436
Long-term debt	<u>2,654,057</u>	<u>2,698,300</u>
TOTAL LIABILITIES	<u>7,749,119</u>	<u>9,358,344</u>
NET ASSETS		
Without donor restrictions:		
Designated:		
Donated food inventory	1,783,434	2,121,819
Property and equipment, less related debt	14,641,327	15,499,948
Board designated for endowment	13,098,672	-
Board designated for long-term purposes	-	6,811,366
Board designated for repairs and maintenance	6,036,537	2,047,888
Undesignated	<u>17,940,796</u>	<u>25,223,964</u>
Total without donor restrictions	53,500,766	51,704,985
With donor restrictions	<u>2,295,731</u>	<u>1,547,251</u>
TOTAL NET ASSETS	<u>55,796,497</u>	<u>53,252,236</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 63,545,616</u>	<u>\$ 62,610,580</u>

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2022

	<u>Without Donor</u>	<u>With Donor</u>	<u>Totals</u>
	<u>Restrictions</u>	<u>Restrictions</u>	
PUBLIC SUPPORT AND REVENUE			
Donated food	\$ 52,191,656	\$ -	\$ 52,191,656
Contributions of cash and financial assets	14,862,617	2,733,041	17,595,658
Contributions of non-financial assets	79,049	-	79,049
Government grants - cash	2,387,125	-	2,387,125
Government grants - commodities	14,517,558	-	14,517,558
Special events and activities	413,680	-	413,680
Less: direct benefits to donors	(67,908)	-	(67,908)
Investment income (loss), net	(3,695,919)	-	(3,695,919)
Agency transportation reimbursement and other income	226,379	-	226,379
Net assets released in satisfaction of program restrictions	<u>1,984,561</u>	<u>(1,984,561)</u>	<u>-</u>
TOTAL PUBLIC SUPPORT AND REVENUE	<u>82,898,798</u>	<u>748,480</u>	<u>83,647,278</u>
REVENUE - PROJECT PRESERVE® PROGRAM			
Sales to out of area network agencies, net of discount	43,241,309	-	43,241,309
Sales to local agencies	2,719,483	-	2,719,483
Donated food	<u>167,466</u>	<u>-</u>	<u>167,466</u>
TOTAL REVENUE - PROJECT PRESERVE® PROGRAM	46,128,258	-	46,128,258
LESS DIRECT COSTS AND EXPENSES - PROJECT PRESERVE® PROGRAM	<u>(41,181,152)</u>	<u>-</u>	<u>(41,181,152)</u>
GROSS PROFIT FROM PROJECT PRESERVE® PROGRAM	<u>4,947,106</u>	<u>-</u>	<u>4,947,106</u>
TOTAL SUPPORT AND REVENUE	<u>87,845,904</u>	<u>748,480</u>	<u>88,594,384</u>
EXPENSES			
Program services:			
Emergency Food Box	2,576,345	-	2,576,345
Community Food Partners	62,224,710	-	62,224,710
Children's Programs	2,092,384	-	2,092,384
Mobile Pantry	<u>14,449,633</u>	<u>-</u>	<u>14,449,633</u>
Total Program Services	<u>81,343,072</u>	<u>-</u>	<u>81,343,072</u>
Supporting services:			
Management and general	1,292,115	-	1,292,115
Fundraising	<u>3,414,936</u>	<u>-</u>	<u>3,414,936</u>
Total Supporting Services	<u>4,707,051</u>	<u>-</u>	<u>4,707,051</u>
TOTAL EXPENSES	<u>86,050,123</u>	<u>-</u>	<u>86,050,123</u>
CHANGE IN NET ASSETS	1,795,781	748,480	2,544,261
NET ASSETS - BEGINNING OF YEAR	<u>51,704,985</u>	<u>1,547,251</u>	<u>53,252,236</u>
NET ASSETS - END OF YEAR	<u>\$ 53,500,766</u>	<u>\$ 2,295,731</u>	<u>\$ 55,796,497</u>

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2021

	<u>Without Donor</u>	<u>With Donor</u>	<u>Totals</u>
	<u>Restrictions</u>	<u>Restrictions</u>	
PUBLIC SUPPORT AND REVENUE			
Donated food	\$ 37,032,696	\$ -	\$ 37,032,696
Contributions of cash and financial assets	18,107,440	2,207,031	20,314,471
Contributions of non-financial assets	285,442	-	285,442
Government grants - cash	6,059,509	-	6,059,509
Government grants - commodities	34,741,178	-	34,741,178
Special events and activities	441,103	-	441,103
Less: direct benefits to donors	(45,708)	-	(45,708)
Investment income, net	844,463	-	844,463
Agency transportation reimbursement	220,788	-	220,788
Forgiveness of Paycheck Protection Program loan	1,572,100	-	1,572,100
Other income	474,222	-	474,222
Net assets released in satisfaction of program restrictions	<u>3,146,091</u>	<u>(3,146,091)</u>	<u>-</u>
TOTAL PUBLIC SUPPORT AND REVENUE	<u>102,879,324</u>	<u>(939,060)</u>	<u>101,940,264</u>
REVENUE - PROJECT PRESERVE® PROGRAM			
Sales to out of area network agencies, net of discount	49,211,393	-	49,211,393
Sales to local agencies	2,300,192	-	2,300,192
Donated food	<u>210,980</u>	<u>-</u>	<u>210,980</u>
TOTAL REVENUE - PROJECT PRESERVE® PROGRAM	51,722,565	-	51,722,565
LESS DIRECT COSTS AND EXPENSES - PROJECT PRESERVE® PROGRAM	<u>(44,284,062)</u>	<u>-</u>	<u>(44,284,062)</u>
GROSS PROFIT FROM PROJECT PRESERVE® PROGRAM	<u>7,438,503</u>	<u>-</u>	<u>7,438,503</u>
TOTAL SUPPORT AND REVENUE	<u>110,317,827</u>	<u>(939,060)</u>	<u>109,378,767</u>
EXPENSES			
Program services:			
Emergency Food Box	3,640,779	-	3,640,779
Community Food Partners	68,296,341	-	68,296,341
Children's Programs	2,273,531	-	2,273,531
Mobile Pantry	<u>12,986,935</u>	<u>-</u>	<u>12,986,935</u>
Total Program Services	<u>87,197,586</u>	<u>-</u>	<u>87,197,586</u>
Supporting services:			
Management and general	1,429,000	-	1,429,000
Fundraising	<u>3,185,330</u>	<u>-</u>	<u>3,185,330</u>
Total Supporting Services	<u>4,614,330</u>	<u>-</u>	<u>4,614,330</u>
TOTAL EXPENSES	<u>91,811,916</u>	<u>-</u>	<u>91,811,916</u>
CHANGE IN NET ASSETS	18,505,911	(939,060)	17,566,851
NET ASSETS - BEGINNING OF YEAR	<u>33,199,074</u>	<u>2,486,311</u>	<u>35,685,385</u>
NET ASSETS - END OF YEAR	<u>\$ 51,704,985</u>	<u>\$ 1,547,251</u>	<u>\$ 53,252,236</u>

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 2,544,261	\$ 17,566,851
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,253,343	1,289,730
Loss on sale of equipment	-	2,249
Forgiveness of Paycheck Protection Program loan	-	(1,572,100)
Noncash contribution of investments	-	(250,224)
Realized and unrealized (gains) losses on investments	4,185,124	(830,516)
(Increase) decrease in:		
Accounts receivable	(547,008)	1,309,590
Grants receivable	(194,326)	221,792
Pledges receivable	(83,438)	1,881,290
Inventories	2,020,492	(957,883)
Prepaid expenses and other current assets	(384,473)	(40,440)
Increase (decrease) in:		
Accounts payable and accrued expenses	<u>186,616</u>	<u>(1,710,061)</u>
TOTAL ADJUSTMENTS	<u>6,436,330</u>	<u>(656,573)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>8,980,591</u>	<u>16,910,278</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sales and maturities of investments	4,203,405	269,741
Purchases of investments	(22,702,487)	(10,003,592)
Proceeds from sale of equipment	-	30,946
Additions to property and equipment	<u>(350,479)</u>	<u>(662,243)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(18,849,561)</u>	<u>(10,365,148)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on long-term debt	<u>(44,243)</u>	<u>(44,004)</u>
NET CASH USED IN FINANCING ACTIVITIES	<u>(44,243)</u>	<u>(44,004)</u>
NET CHANGE IN CASH	(9,913,213)	6,501,126
CASH - BEGINNING OF YEAR	<u>16,945,632</u>	<u>10,444,506</u>
CASH - END OF YEAR	<u>\$ 7,032,419</u>	<u>\$ 16,945,632</u>
Operating cash	\$ 6,892,419	\$ 16,805,632
Restricted cash - debt reserve	<u>140,000</u>	<u>140,000</u>
TOTAL CASH	<u>\$ 7,032,419</u>	<u>\$ 16,945,632</u>
OTHER CASH FLOW DISCLOSURES:		
Cash paid for interest	<u>\$ 93,897</u>	<u>\$ 94,153</u>

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2022

	PROGRAM SERVICES					SUPPORTING SERVICES		
	PROJECT PRESERVE®	EMERGENCY FOOD BOX	COMMUNITY FOOD PARTNERS	CHILDREN'S PROGRAMS	MOBILE PANTRY	MANAGEMENT AND GENERAL	FUND RAISING	TOTALS
Salaries	\$ 1,174,843	\$ 211,303	\$ 2,896,255	\$ 352,170	\$ 507,127	\$ 493,040	\$ 1,408,685	\$ 7,043,423
Contract labor	125,972	9,199	262,901	9,632	44,165	69,806	4,055	525,730
Payroll taxes and benefits	364,309	65,597	914,195	109,490	157,491	154,826	437,628	2,203,536
TOTAL SALARIES AND RELATED EXPENSES	1,665,124	286,099	4,073,351	471,292	708,783	717,672	1,850,368	9,772,689
Food supplies and distribution	39,213,955	86,050	126,177	69,819	-	16,774	4,921	39,517,696
Donated food distributed in programs	167,466	845,643	39,031,066	120,343	12,532,990	-	-	52,697,508
Non-cash food commodities distributed in programs	-	344,619	14,172,939	-	-	-	-	14,517,558
Internal food purchases and/or reimbursement	(3,573,591)	388,342	1,535,250	1,129,873	520,126	-	-	-
Product transportation	2,757,217	162,553	1,204,344	81,275	225,779	8,953	3,871	4,443,992
Office and administration	84,895	14,720	220,665	18,557	76,451	297,672	581,859	1,294,819
Occupancy	511,527	126,202	911,376	69,550	180,990	48,483	167,007	2,015,135
Depreciation	148,756	256,719	588,683	72,985	110,465	35,424	40,311	1,253,343
Communication expense	24,257	14,347	23,427	21,323	4,049	(5,406)	629,058	711,055
Travel and conferences	40,425	-	4,500	-	844	5,083	8,376	59,228
National network dues	-	-	-	-	-	26,256	-	26,256
Professional fees	57,346	9,163	138,950	16,423	52,756	120,248	82,463	477,349
Other special event costs	-	-	-	-	-	-	93,666	93,666
Insurance	83,775	41,888	193,982	20,944	36,400	20,956	20,944	418,889
TOTAL EXPENSES	41,181,152	2,576,345	62,224,710	2,092,384	14,449,633	1,292,115	3,482,844	127,299,183
Less expenses included with revenues on the statement of activities:								
Direct benefits to donors	-	-	-	-	-	-	(67,908)	(67,908)
Direct costs and expenses of Project Preserve® program	(41,181,152)	-	-	-	-	-	-	(41,181,152)
TOTAL EXPENSES INCLUDED IN EXPENSE SECTION OF STATEMENT OF ACTIVITIES	<u>\$ -</u>	<u>\$ 2,576,345</u>	<u>\$ 62,224,710</u>	<u>\$ 2,092,384</u>	<u>\$14,449,633</u>	<u>\$ 1,292,115</u>	<u>\$ 3,414,936</u>	<u>\$ 86,050,123</u>

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2021

	PROGRAM SERVICES					SUPPORTING SERVICES		
	PROJECT PRESERVE®	EMERGENCY FOOD BOX	COMMUNITY FOOD PARTNERS	CHILDREN'S PROGRAMS	MOBILE PANTRY	MANAGEMENT AND GENERAL	FUND RAISING	TOTALS
Salaries	\$ 1,113,249	\$ 333,708	\$ 2,472,107	\$ 467,198	\$ 485,874	\$ 467,192	\$ 1,334,831	\$ 6,674,159
Contract labor	84,133	16,382	447,984	12,776	73,355	44,224	-	678,854
Payroll taxes and benefits	345,649	102,663	775,853	143,930	150,856	146,891	417,155	2,082,997
 TOTAL SALARIES AND RELATED EXPENSES	 1,543,031	 452,753	 3,695,944	 623,904	 710,085	 658,307	 1,751,986	 9,436,010
 Food supplies and distribution	 42,233,075	 85,193	 1,783,314	 12,755	 -	 6,718	 1,237	 44,122,292
Donated food distributed in programs	210,980	746,936	28,668,668	145,638	7,863,910	-	-	37,636,132
Noncash food commodities distributed in programs	-	1,468,870	29,860,870	89,201	3,322,237	-	-	34,741,178
Internal food purchases and/or reimbursement	(3,312,234)	316,835	1,324,829	1,132,652	537,918	-	-	-
Product transportation	2,730,636	129,993	837,968	64,997	160,802	-	2,531	3,926,927
Office and administration	103,860	15,243	245,784	17,900	44,751	344,603	569,231	1,341,372
Occupancy	497,687	115,281	1,076,027	72,252	193,572	37,343	151,140	2,143,302
Depreciation	160,948	261,028	602,937	75,185	115,701	34,241	39,690	1,289,730
Communication expense	21,709	12,955	19,972	20,129	3,833	9,343	630,659	718,600
Travel and conferences	13,528	-	1,394	75	267	506	1,120	16,890
Professional fees	11,309	926	18,205	1,460	3,073	320,556	18,166	373,695
Other special event costs	-	-	-	-	-	-	47,895	47,895
Insurance	69,533	34,766	160,429	17,383	30,786	17,383	17,383	347,663
 TOTAL EXPENSES	 44,284,062	 3,640,779	 68,296,341	 2,273,531	 12,986,935	 1,429,000	 3,231,038	 136,141,686
 Less expenses included with revenues on the statement of activities:								
Direct benefits to donors	-	-	-	-	-	-	(45,708)	(45,708)
 Direct costs and expenses of Project Preserve® program	 (44,284,062)	 -	 -	 -	 -	 -	 -	 (44,284,062)
 TOTAL EXPENSES INCLUDED IN EXPENSE SECTION OF STATEMENT OF ACTIVITIES	 \$ -	 \$ 3,640,779	 \$ 68,296,341	 \$ 2,273,531	 \$ 12,986,935	 \$ 1,429,000	 \$ 3,185,330	 \$ 91,811,916

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022 AND 2021

NOTE 1 - GENERAL

Second Harvest Food Bank of Middle Tennessee, Inc. (the “Food Bank” or “Second Harvest”) was founded in 1978. Its mission is to provide food to people facing hunger and work to advance hunger solutions. The Food Bank is one of over 200 certified members of Feeding America®, the Nation’s Food Bank Network (the “Network”).

The Food Bank also operates the Project Preserve® program which distributes purchased products and internally manufactured food items to local agencies and other Feeding America® affiliates throughout the country. The gross profit from these sales is used to supplement the Food Bank’s efforts within its own local service area. During 2022 and 2021, the program contributed approximately \$5.1 million and \$7.4 million, respectively, to the Food Bank’s mission to feed hungry people.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Food Bank have been prepared in accordance with accounting principles generally accepted in the United States of America (“GAAP”), which require the Food Bank to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Food Bank’s management and the Board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Food Bank or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. The Food Bank did not have any net assets with donor restrictions that are perpetual in nature as of June 30, 2022 or 2021.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statements of Activities.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions and Grants

Contributions are recognized when cash, other financial assets or unconditional promises to give are received. A contribution is conditional if an agreement includes a barrier that must be overcome and either a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets exists. The presence of both a barrier and a right of return or right of release indicates that a recipient is not entitled to the contribution until it has overcome the barrier(s) in the agreement. Conditional promises to give are not recognized until the barrier(s) in the agreement are overcome.

Grants awarded by various federal, state and local agencies are generally considered nonreciprocal transactions restricted by sponsors for certain purposes. Grant revenue is recognized when the conditions upon which it depends are substantially met, which primarily is when qualifying expenses occur. Payments received in advance of conditions being met and the value of undistributed food commodities are recorded as deferred revenue on the Statements of Financial Position.

Contributions of Non-Financial Assets

Any gifts of equipment, facilities or materials are reported as net assets without donor restrictions unless explicit donor restrictions specify how the assets must be used. Gifts of long-lived assets with explicit restrictions as to how the assets are to be used or funds restricted for the acquisition of long-lived assets are reported as net assets with donor restrictions. Expirations of donor restrictions are recognized when the donated or acquired long-lived assets are placed in service.

The Food Bank receives significant contributions of donated food products, both in the form of unrestricted contributions and conditional commodities grant distribution programs. These items are utilized in the Food Bank's programs. Valuation of these items are discussed in the inventories note below.

Donated services are recognized if the services (a) create or enhance non-financial assets; or (b) require specialized skills, are performed by people with those skills, and would have otherwise been purchased by the Food Bank and are valued at fair market value of similar items if purchased. These non-financial assets are utilized in the Food Bank's programs or as part of fundraising activities.

A substantial number of unpaid volunteers have contributed their time to the Food Bank's program and supporting services. The value of this contributed time is not reflected in these statements since it does not meet the criteria noted above.

Project Preserve[®] Revenue Recognition

Revenues are recognized when control of the product is transferred to customers, in an amount that reflects the consideration the Food Bank expects to be entitled to for those products. The nature of the Food Bank's business does not give rise to variable consideration.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Project Preserve[®] Revenue Recognition (Continued)

Project Preserve[®] sales are reported net of allowances for discounts and returns. Project Preserve[®] sells products primarily to out-of-area agencies in the Feeding America[®] Network, but also sells to partner agencies within the Food Bank's local area. In addition to selling purchased product, the program also operates a cook/chill operation, which is a method of food manufacturing that involves heating food, pumping the product into form-fill plastic bags that are heat sealed, then super cooled for approximately 45 minutes prior to freezing the product. It has utilized large amounts of donated ingredients that would have otherwise been wasted. Additionally, this operation produces tray pack meals for children's feeding, senior nutrition and partner agencies that do direct home distribution to clients in need.

Another component of Project Preserve is to provide pre-assembled boxes to the Network for regular distributions as well as disaster relief. In 2022, Project Preserve was able to respond to the needs of Network food banks by providing 345 trailer loads, or 690,000 boxes, for a total of \$12 million in sales (1.4 million boxes for nearly \$22 million in 2021 in response to the COVID-19 pandemic).

Cash

Cash consists principally of checking and deposit account balances.

Promises to Give

Unconditional promises to give that are expected to be collected within one year are recorded as contributions receivable at their net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of estimated future cash flows. The discount on those amounts is computed using a risk-free interest rate applicable to the month in which the promise is received (3.0% as of June 30, 2022 and 2021). Amortization of the discount, if any, is recognized on the interest method over the term of the gift and included in contribution revenue.

An allowance for uncollectible contributions is provided based on management's estimate of uncollectible pledges and historical trends. Pledges deemed to be uncollectible are charged off against the allowance in the period of determination.

Accounts Receivable

The Food Bank sells purchased food and supplies to other not-for-profit agencies under the Project Preserve[®] program. Accounts receivable are reported at gross sales price less any applicable payments or adjustments. The Food Bank extends trade credit based on evaluation of those agencies' financial condition and, generally, does not require collateral. The Food Bank does not charge interest on past due accounts.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accounts Receivable (continued)

The Food Bank estimates an allowance for doubtful accounts on trade accounts receivable, which may not be fully collectible, based on its knowledge of customers' individual credit circumstances, the Food Bank's historical loss experience and current economic conditions. Accounts determined to be uncollectible are charged off against the allowance in the period of determination. Subsequent recoveries of previously charged off accounts are credited to the allowance in the period received. Management estimated the allowance for doubtful accounts to be approximately \$13,100 at June 30, 2022 and \$10,700 at June 30, 2021.

Inventories

Food inventories include donated food, purchased inventory, manufactured product and undistributed commodities (United States Department of Agriculture ("USDA") and Tennessee Emergency Management Agency ("TEMA")). Donated food received from food drives, food companies, grocery stores and Feeding America® is valued at the estimated average market value at the date of gift for all noncash donations, based on a study commissioned by Feeding America®, which amounted to \$1.92 per pound in 2022 (\$1.79 per pound in 2021). Commodity inventory (USDA and TEMA) is valued at the Feeding America® rate for food-only donations of \$1.53 in 2022 (\$1.70 per pound in 2021) and is recognized as both grant revenue and program service expense when distributed. Purchased inventory is reported at average cost, which approximates the lower of cost or net realizable value.

Investments

Investments consist of money market accounts, certificates of deposit, equities, mutual funds (including equity funds, fixed income and other funds). Money market accounts and certificates of deposit are carried at cash value plus accrued interest. Equities and mutual funds are carried at their quoted market value on the last business day of the reporting period. Interest and dividends, as well as changes in unrealized gains and losses, are recognized currently in the Statements of Activities.

Property and Equipment

Property and equipment are reported at cost at the date of purchase or at estimated fair value at the date of gift to the Food Bank. The Food Bank's policy is to capitalize purchases with a cost of \$5,000 or more and an estimated useful life greater than one year. Depreciation is calculated by the straight-line method over the estimated useful lives of the assets as follows: five to thirty-nine years for building and improvements, two to fifteen years for equipment, three to five years for furniture and three to seven years for transportation equipment.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fair Value Measurements

The Food Bank classifies its assets and liabilities measured at fair value based on a hierarchy consisting of: Level 1 (valued using quoted prices from active markets for identical assets), Level 2 (not traded on an active market but for which observable market inputs are readily available) and Level 3 (valued based on significant unobservable inputs).

An asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis:

Investments - Equities and mutual funds are classified within Level 1 where quoted market prices are available in an active market for identical assets. If quoted market prices are unavailable, fair value is estimated using quoted prices of investments with similar characteristics, and the investments are classified within Level 2.

Donated inventory - The value of donated food is based on poundage times a standard rate. The donated food rate is updated annually based on a study commissioned by Feeding America®, which is classified as Level 2. The inputs used in the valuation include twenty-nine product types calculating a weighted-average value for the year based on actual donated pounds by type on a national level.

Commodities - The value of federal and state commodities is based on the poundage times the standard rate determined by Feeding America® noted above. For all commodities, the Food Bank utilizes the 'food only' rate determined in the calculation.

There have been no significant changes in the valuation methodologies since the prior year.

The method 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 Food Bank believes its valuation method is appropriate and consistent with that of other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in different fair value measurements at the reporting date.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Program and Supporting Services

The following program and supporting services are included in the accompanying financial statements:

Program Services - include activities carried out to fulfill the Food Bank's mission, resulting in services provided to feed those facing hunger in Middle and West Tennessee. Program services are the major purpose of the organization. The Food Bank distributes food to people in need in 46 Middle and West Tennessee counties through the following programs:

Community Food Partners - Our work includes activities conducted to fulfill Second Harvest's mission, resulting in services that provide food to people facing hunger in Middle and West Tennessee and activities that work to advance hunger solutions. Second Harvest works in 46 counties throughout Middle and West Tennessee. Specific programs within this category include:

Partner Agencies - Second Harvest provided more than 42 million pounds of food during the year ended June 30, 2022 (or nearly 35 million meals) to approximately 450 not-for-profit agencies, including food pantries, congregate meal sites, and emergency food programs. Nearly 32 million pounds of food was distributed in 2021 (or 27 million meals). These partners work throughout their respective communities to assist food insecure families.

Grocery Rescue - This program collects perishable and non-perishable food from over 280 retail partners for distribution to Partner Agencies and program sites. Products rescued and distributed include meat, produce, dairy, bread, bakery items, and dry products. During the year ended June 30, 2022, Second Harvest collected over 11 million pounds of food (equivalent to more than 9.1 million meals) and collected 7.3 million pounds of food in 2021.

SNAP Outreach - Second Harvest offers SNAP Outreach through our Emergency Food Box Sites, Mobile Pantry distributions, and Partner Agencies. SNAP, previously known as Food Stamps, assists low-income individuals & families by providing monthly assistance to purchase food. Second Harvest's Client Outreach staff shares information about the nutrition benefits of SNAP, pre-screens participants, and helps individuals complete the SNAP Application. Counselors assisted in completing approximately 1,500 applications during the year ended June 30, 2022 (1,300 applications in 2021).

Commodity Supplemental Food Program (CSFP) - Second Harvest operates CSFP which works to improve the health of low-income persons at least 60 years of age by supplementing their diets with nutritious USDA foods. In during the year ended June 30, 2022, more than 22,000 boxes were distributed to qualified seniors in Davidson County (more than 24,000 boxes in 2021).

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Program and Supporting Services (Continued)

Emergency Food Box - The longest-operating program of Second Harvest provided just over one million meals during the year ended June 30, 2022 (1.3 million meals in 2021). Emergency staples, as well as produce, meat, and dairy, is provided to families in need through its eleven satellite centers in Davidson County.

Children's Feeding Programs - Second Harvest's children's feeding programs includes Kids Café®, At Risk After School Program, Summer Food Service Program, School Pantry program, and Backpack program. Kids Café®, At Risk After School Program, and Summer Food Service Program operates a weekly feeding program for children at risk of hunger in several area community centers and provided over 78,000 nutritious meals to children during 2022 (138,000 meals in 2021). The Backpack program meets the needs of hungry children by providing them with nutritious and easy to prepare food to take home on weekends when other resources are not available. During the year ended June 30, 2022, Second Harvest distributed over 216,000 backpacks to hungry children (200,000 backpacks in 2021). The School Pantry program is designed to increase food access for families in need. Fifty sites were operated during each of the 2022 and 2021 fiscal years, providing more than 300,000 meals.

Mobile Pantry - The Mobile Pantry program reaches nearly all of Second Harvest's 46 counties and is a large-scale, one-day distribution of perishable and non-perishable food to families in need. During the year ended June 30, 2022, more than 6.1 million pounds of food was distributed through this program's 239 events (6 million pounds at 261 events in 2021).

Supporting Services

Management and General - relates to the overall direction of the organization. These expenses are not identifiable with a particular program or with fundraising but are indispensable to the conduct of those activities and are essential to the organization. Specific activities include organization oversight, business management, recordkeeping, budgeting, financing and other administrative activities

Fundraising - includes costs of activities directed toward appeals for financial support, including special events. Other activities include the cost of solicitations and creation and distribution of fundraising materials.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Allocation of Functional Expenses

Expenses that can be directly attributed to a particular function are charged to that function. Certain costs have been allocated among more than one program or activity based on objectively evaluated financial and non-financial data or reasonable subjective methods determined by management. Some expenses, such as contract labor and office and administration are allocated based on time and effort of the people working in the program and other expenses are allocated based on the number of pounds of food distributed by the program or square footage, including depreciation, occupancy and insurance.

Shipping and Handling

Shipping and handling charges billed to customers through the Project Preserve[®] program are included in sales to out of area network agencies. Associated costs are included in product transportation expense in the Statements of Functional Expenses, which is reported as a direct cost and expense of the Project Preserve[®] program in the Statements of Activities.

Income Taxes

The Food Bank qualifies as a not-for-profit organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code ("IRC"). Accordingly, income taxes are not provided.

The Food Bank files a U.S. Federal Form 990 for organizations exempt from income tax.

Management performs an evaluation of all income tax positions taken or expected to be taken in the course of preparing the Food Bank's income tax returns to determine whether the income tax positions meet a "more likely than not" standard of being sustained under examination by the applicable taxing authorities. Management has performed its evaluation of all income tax positions taken on all open income tax returns and has determined that there were no positions taken that do not meet the "more likely than not" standard. Accordingly, there are no provisions for income taxes, penalties or interest receivable or payable relating to uncertain income tax positions in the accompanying financial statements.

Use of Estimates in the Preparation of Financial Statements

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and 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.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

New Accounting Pronouncements

In September 2020, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which requires a not-for-profit entity to present contributed nonfinancial assets in the statement of activities as a line item that is separate from contributions of cash or other financial assets. ASU 2020-07 also requires additional qualitative and quantitative disclosures about contributed nonfinancial assets received, disaggregated by category. This ASU was effective for the Food Bank beginning on July 1, 2021 and did not result in a significant change to the financial statements.

Reclassifications

In connection with the adoption of the ASU above, the Food Bank reclassified certain items in the prior year financial statements to conform with current year presentation. Those reclassifications did not have an effect on the net assets or changes in net assets as previously presented.

Recent Accounting Pronouncements

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in Topic 840, *Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the balance sheet for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the income statement. In July 2018, the FASB issued ASU 2018-10, *Codification Improvements to Topic 842, Leases*, which makes narrow scope improvements to the standard for specific issues. In July 2018, the FASB also issued ASU 2018-11, *Leases (Topic 842): Targeted Improvements*, which provides an optional transition method allowing the standard to be applied at the adoption date. In March 2019, the FASB issued ASU 2019-01, *Leases (Topic 842) Codification Improvements*, which exempts entities from having to provide the interim disclosures required by Accounting Standards Codification (“ASC”) 250-10-50-3 in the fiscal year in which an organization adopts the new leases standard.

A modified retrospective transition approach is required. An entity may adopt the guidance either (1) retrospectively to each prior reporting period presented in the financial statements with a cumulative-effect adjustment recognized at the beginning of the earliest comparative period presented or (2) retrospectively at the beginning of the period of adoption through a cumulative-effect adjustment. The new standard, which will be effective for the Food Bank July 1, 2022, provides a number of practical expedients. Upon adoption, the Food Bank expects to elect all the practical expedients available. Depending on modifications or extensions of existing leases, the adoption of the new standard could have a material impact on the financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Events Occurring after Reporting Date

The Food Bank has evaluated events and transactions that occurred between June 30, 2022 and January 16, 2023, the date the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

NOTE 3 - AVAILABILITY AND LIQUIDITY

Financial assets available for general expenditure, that is, without donor and other restrictions limiting their use, within one year of June 30, comprise the following:

	<u>2022</u>	<u>2021</u>
Cash	\$ 6,892,419	\$ 16,805,632
Accounts receivable, net	3,002,454	2,455,446
Grants receivable	1,062,016	867,690
Pledges receivable, net	846,141	762,703
Investments	<u>27,352,130</u>	<u>13,038,172</u>
Total financial assets	<u>39,155,160</u>	<u>33,929,643</u>
Less amounts not available to be used within one year:		
Net assets with donor imposed restrictions	2,295,731	1,547,251
Board designated for long-term purposes	13,098,672	6,811,366
Board designated for repairs and maintenance	6,036,537	2,047,888
Unrestricted pledge amounts to be collected in greater than one year	<u>76,038</u>	<u>117,538</u>
	<u>21,506,978</u>	<u>10,524,043</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 17,648,182</u>	<u>\$ 23,405,600</u>

As part of the liquidity management plan, the Food Bank invests cash in excess of normal requirements in short-term investments, certificates of deposit and money market funds. Additionally, the Food Bank has an operating line of credit in the amount of \$2,500,000 that can be used if needed. At June 30, 2022 and 2021, the line had a \$0 balance.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 4 - PLEDGES RECEIVABLE

During 2014, the Food Bank began soliciting donations for a capital campaign *Setting the Table for the Future*, for expansion and improvements to more effectively distribute food to the 46-county service area. During 2019, the Food Bank broke ground on a 25,800 square foot western branch in Benton County, made renovations and additions to the Nashville facility and expanded into Rutherford County by leasing 86,000 square feet of warehouse space that houses the Project Preserve Program and serves as the operations facility for a 15-county area. Both the Benton and Rutherford County facilities opened for business during the 2019 fiscal year and the final improvements to the main Nashville facility were completed in July 2019. Collections on outstanding pledges will be utilized to pay down the related debt.

In addition to the capital campaign pledges, the Food Bank has pledges receivable for general operations.

Pledges receivable for both operations and the capital campaign consisted for the following as of June 30, 2022:

	<u>Operating</u>	<u>Capital Campaign</u>	<u>Total</u>
Due in less than one year	\$ 722,936	\$ 48,133	\$ 771,069
Due in one to five years	53,375	66,038	119,413
Due in greater than five years	<u>-</u>	<u>10,000</u>	<u>10,000</u>
	776,311	124,171	900,482
Less: Allowance for uncollectible pledges	(45,409)	-	(45,409)
Less: Discount to present value	<u>(5,239)</u>	<u>(3,693)</u>	<u>(8,932)</u>
	<u>\$ 725,663</u>	<u>\$ 120,478</u>	<u>\$ 846,141</u>

Pledges receivable for both operations and the capital campaign consisted for the following as of June 30, 2021:

	<u>Operating</u>	<u>Capital Campaign</u>	<u>Total</u>
Due in less than one year	\$ 492,829	\$ 207,618	\$ 700,447
Due in one to five years	2,785	107,538	110,323
Due in greater than five years	<u>-</u>	<u>10,000</u>	<u>10,000</u>
	495,614	325,156	820,770
Less: Allowance for uncollectible pledges	(45,409)	-	(45,409)
Less: Discount to present value	<u>(4,496)</u>	<u>(8,162)</u>	<u>(12,658)</u>
	<u>\$ 445,709</u>	<u>\$ 316,994</u>	<u>\$ 762,703</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 5 - INVENTORIES

Inventories consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Donated food	\$ 1,783,434	\$ 2,121,819
USDA commodities inventory	915,237	1,577,341
TEMA commodities inventory	46,601	1,136,095
Cook/chill manufactured inventory	106,910	144,591
Purchased inventory	<u>3,589,353</u>	<u>5,233,779</u>
	<u>\$ 6,441,535</u>	<u>\$ 10,213,625</u>

NOTE 6 - INVESTMENTS

Investments consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Liquid money market funds	\$ 8,169,153	\$ 5,024,917
Certificates of deposit	122,310	122,230
Equities	5,521,030	1,568,456
Mutual funds		
Equity funds	5,394,581	4,120,141
Fixed income funds	6,976,326	2,202,428
Other funds	<u>1,168,730</u>	<u>-</u>
	<u>\$ 27,352,130</u>	<u>\$ 13,038,172</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 7 - FAIR VALUE MEASUREMENTS

The following table sets forth the Food Bank's major categories of assets measured at fair value on a recurring basis, by level within the fair value hierarchy, as of June 30:

	2022			
	Fair Value	Level 1	Level 2	Level 3
Investments:				
Equities:				
U.S. equities	\$ 5,521,030	\$ 5,521,030	\$ -	\$ -
Mutual funds:				
Equity funds	5,394,581	5,394,581	-	-
Fixed income funds	6,976,326	6,976,326	-	-
Other funds	1,168,730	1,168,730	-	-
	<u>13,539,637</u>	<u>13,539,637</u>	<u>-</u>	<u>-</u>
Total investments at fair value	19,060,667	19,060,667	-	-
Inventories:				
Commodities	961,838	-	961,838	-
Donated inventory	1,783,434	-	1,783,434	-
	<u>2,745,272</u>	<u>-</u>	<u>2,745,272</u>	<u>-</u>
Total	<u>\$ 21,805,939</u>	<u>\$ 19,060,667</u>	<u>\$ 2,745,272</u>	<u>\$ -</u>
	2021			
	Fair Value	Level 1	Level 2	Level 3
Investments:				
Equities:				
U.S. equities	\$ 1,568,456	\$ 1,568,456	\$ -	\$ -
Mutual funds:				
Equity funds	4,120,141	4,120,141	-	-
Fixed income funds	2,202,428	2,202,428	-	-
	<u>6,322,569</u>	<u>6,322,569</u>	<u>-</u>	<u>-</u>
Total investments at fair value	7,891,025	7,891,025	-	-
Inventories:				
Commodities	2,713,436	-	2,713,436	-
Donated inventory	2,121,819	-	2,121,819	-
	<u>4,835,255</u>	<u>-</u>	<u>4,835,255</u>	<u>-</u>
Total	<u>\$ 12,726,280</u>	<u>\$ 7,891,025</u>	<u>\$ 4,835,255</u>	<u>\$ -</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 8 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Land	\$ 1,414,586	\$ 1,414,586
Building and improvements	18,953,613	18,945,879
Office and warehouse furniture and equipment	4,538,429	4,339,035
Transportation equipment	2,170,729	2,027,375
Cook/chill equipment	<u>721,974</u>	<u>721,974</u>
	27,799,331	27,448,849
Less accumulated depreciation	<u>10,503,947</u>	<u>9,250,601</u>
	<u>\$ 17,295,384</u>	<u>\$ 18,198,248</u>

NOTE 9 - LINE OF CREDIT

The Food Bank has a \$2,500,000 line of credit to a financial institution, subject to a borrowing base calculated on eligible accounts and inventory. The line has been extended through May 2024. Interest is payable monthly at a rate of one-month LIBOR plus 2.6% (2.62673% at June 30, 2022) and had no outstanding balance at June 30, 2022 or 2021.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 10 - LONG TERM DEBT

Notes payable consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
\$2,200,000 USDA Rural Development Loan requiring principal and interest payments (at 3.5%) of \$8,734. The loan matures on June 11, 2058.	\$ 1,974,375 ⁽¹⁾	\$ 2,007,294
\$700,000 USDA Rural Development Loan requiring principal and interest payments (at 3.5%) of \$2,779. The loan matures on June 11, 2058.	<u>679,682 ⁽¹⁾</u>	<u>691,006</u>
Total long-term debt	<u>\$ 2,654,057</u>	<u>\$ 2,698,300</u>

(1) The USDA loans are collectively secured by property in Camden, Tennessee and Nashville, Tennessee with carrying values totaling \$6,364,851 (building only) at June 30, 2022. Additionally, the loans require a debt service reserve which is listed on the Statements of Financial Position as restricted cash.

Total interest expense incurred by the Food Bank amounted to \$93,816 and \$93,507 during years ended June 30, 2022 and 2021, respectively. Interest expense is included in office and administration expense in the Statements of Functional Expenses.

Maturities on the notes payable at June 30, 2022 are as follows:

For the year ending June 30:

2023	\$ 45,497
2024	47,115
2025	48,790
2026	50,526
2027	52,323
Thereafter	<u>2,409,806</u>
	<u>\$ 2,654,057</u>

During the year ended June 30, 2021, the Food Bank received formal forgiveness of its Paycheck Protection Program Loan in the amount of \$1,572,100 which was recorded as revenue at that time.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 11 - LEASE

The Food Bank leases 86,000 square feet of warehouse space that houses its Rutherford County operations facility under a seventy-five-month non-cancelable lease which expires in June 2024. Rent expense is recognized on a straight-line basis over the term of the lease.

Future minimum lease payments required under the lease is as follows at June 30, 2022:

For year ended June 30:

2023	\$ 553,498
2024	<u>564,749</u>
Total	<u>\$ 1,118,247</u>

Lease expense under this agreement and other cancellable or short-term property leases amounted to \$549,635 and \$553,625 during years ended June 30, 2022 and 2021, respectively.

NOTE 12 - BOARD DESIGNATED ENDOWMENT

In connection with the March 2022 investment policy adoption, the Board of Directors designated its long-term investment portfolio as a general endowment fund to support the long-term goals of the Food Bank. Since that amount resulted from an internal designation and is not donor-restricted, it is classified and reported as net assets without donor restrictions.

The portfolio's goal is to generate long-term growth to support the current and future spending needs of the Food Bank. While no near-term cash outflows are expected from this portfolio, the Food Bank may initiate annual distributions at any time. If distributions are made, the Food Bank intends to withdraw up to 4% of the long-term investment portfolio based on the rolling average of the fund's year-end market values over the past three years. The Board may modify the spending policy in response to extraordinary changes in the Food Bank's financial condition or in the economic and investment environments. Disbursements require Board approval. Accordingly, over the long term, the Food Bank expects the current spending policy to allow its general endowment fund to grow at an average of 4% annually. This is consistent with the objective to maintain the purchasing power of the endowment assets as well as to provide additional real growth through investment return.

To achieve that objective, the Food Bank has adopted an investment policy that attempts to maximize total return consistent with an acceptable level of risk. The objective of this portfolio is to balance the goals of maximizing total return (capital appreciation and income) while limiting the probability of a significant decline in principal. Over rolling 5-year periods, this portfolio seeks to earn a total net return that exceeds inflation (CPI) by 4%. The Food Bank recognizes that short-term market fluctuations may result in loss of capital, but the asset value of the portfolio (without any contributions or withdrawals) should grow over time if it avoids excessive risk. Actual returns in any given year may vary from this amount.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 12 - BOARD DESIGNATED ENDOWMENT (CONTINUED)

Included in the opening balance below is amounts formerly designated for long-term purposes in the Statement of Financial Position at June 30, 2021. Changes in the board designated endowment net assets for the year ended June 30, 2022 were as follows:

Board designated for long-term purposes at June 30, 2021	\$ 6,811,366
Contributions	8,991,032
Investment income	304,265
Net appreciation (depreciation) in value	<u>(3,007,991)</u>
Board designated endowment at June 30, 2022	<u>\$ 13,098,672</u>

NOTE 13 - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consisted of the following as of June 30:

	<u>2022</u>	<u>2021</u>
<u>Net Assets with Time Restrictions</u>		
United Way of Middle Tennessee - contribution pledge for the following period for program grants	\$ 3,000	\$ 5,000
Other pledges for future years' operations	310,699	235,250
<u>Net assets with Purpose Restrictions</u>		
Donations for Children's programs (backpacks and summer feeding programs)	507,861	253,992
Donations for mobile pantries and agency equipment	432,879	687,268
Donations for emergency food box program	282,394	67,655
Donations for equipment purchases and other operational projects	<u>758,898</u>	<u>298,086</u>
	<u>\$ 2,295,731</u>	<u>\$ 1,547,251</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 14 - CONTRIBUTIONS OF NON-FINANCIAL ASSETS

Excluding donated food and commodity items broken out separately in the Statement of Activities and Statement of Functional Expenses, other in-kind donations of goods and services recognized by the Food Bank as contributions revenue and related expenses for the years ended June 30 consisted of the following:

	<u>2022</u>	<u>2021</u>
Special events goods and services	\$ -	\$ 5,222
Food supplies and distribution	60,906	11,373
Equipment and warehouse supplies	-	210
Office and administration:		
Marketing and promotional	3,500	8,950
Consulting services	-	212,555
Truck parking	10,500	-
Office supplies	243	37,266
Other	3,900	9,865
	<u>\$ 79,049</u>	<u>\$ 285,441</u>

NOTE 15 - EMPLOYEE BENEFIT PLAN

The Food Bank sponsors a Section 403(b) defined contribution pension plan for the benefit of eligible employees. The plan provides for discretionary employee deferral contributions, as allowed under the Internal Revenue Code ("IRC"). In addition, the plan requires the Food Bank to contribute 5% of each participant's compensation, and to match 100% of employee deferral contributions up to 3% of their compensation. Total Food Bank contributions to the plan for the year ended June 30, 2022 amounted to \$448,283 (\$469,227 for 2021).

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2022 AND 2021

NOTE 16 - CONCENTRATIONS OF CREDIT RISK

The Food Bank maintains cash balances at financial institutions whose accounts are insured by the Federal Deposit Insurance Corporation ("FDIC") up to statutory limits. The Food Bank's cash balance, from time to time, may exceed statutory limits. The Food Bank has not experienced any losses in such accounts and considers this to be a normal business risk.

Investments are subject to market risk, the risk inherent in a fluctuating market. The broker/dealer that is the custodian of the Food Bank's securities is covered by the Securities Investor Protection Corporation ("SIPC"), which provides protection to investors in certain circumstances such as fraud or failure of the institution. Coverage is limited to \$500,000, including up to \$250,000 in cash. The SIPC does not insure against market risk.

At June 30, 2022, pledges receivable from four donors amounted to \$488,482 or approximately 48% of total pledges receivable. At June 30, 2021, pledges receivable from two donors amounted to \$325,000, or approximately 38% of total pledges receivable.

ADDITIONAL INFORMATION

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2022

EXPENDITURES OF FEDERAL AWARDS	FEDERAL ALN NUMBER	GRANTOR'S NUMBER	GRANT PERIOD	GRANT AMOUNT	(ACCRUED) DEFERRED REVENUE 7/1/2021	7/1/21- 6/30/22		(ACCRUED) DEFERRED REVENUE 6/30/2022	PASSED THROUGH TO SUBRECIPIENTS
						RECEIPTS	EXPENDITURES		
U.S. DEPARTMENT OF AGRICULTURE									
Passed Through Tennessee Department of Human Services									
Child and Adult Care Food Program (CACFP)	10.558	N/A	*	*	\$ -	\$ 125,388	\$ 134,764	\$ (9,376)	\$ -
Summer Food Service Program (SFSP)	10.559	N/A	5/1/21 - 9/30/21	*	(49,066)	85,932	36,866	-	-
Summer Food Service Program (SFSP)	10.559	N/A	5/1/22 - 9/30/22	*	-	-	13,058	(13,058)	-
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	N/A	10/1/20 - 6/30/21	\$ 29,860	(9,647)	9,647	-	-	-
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	N/A	7/1/21 - 9/30/21	\$ 9,953	-	9,140	9,140	-	-
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	N/A	10/1/21 - 12/31/21	\$ 8,986	-	8,986	8,986	-	-
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	N/A	1/1/22 - 6/30/22	\$ 17,971	-	7,537	15,549	(8,012)	-
Total - Tennessee Department of Human Services					(58,713)	246,630	218,363	(30,446)	-
Passed Through Tennessee Department of Agriculture									
Emergency Food Assistance Program - Administrative Costs	10.568	GR-32501-00	10/01/20 - 9/30/21	\$ 1,341,000	(750,850)	1,091,850	341,000	-	-
Emergency Food Assistance Program - Administrative Costs	10.568	GR-32501-00	10/01/21 - 9/30/22	\$ 1,440,000	-	318,660	1,090,000	(771,340)	-
Emergency Food Assistance Program - Commodities	10.569	GR-32501-00	10/01/20 - 9/30/21	*	1,247,230	2,716,427	3,963,657	-	3,963,657
Emergency Food Assistance Program - Commodities	10.569	GR-32501-00	10/01/21 - 9/30/22	*	-	8,113,567	7,426,178	687,389	7,426,178
Total - Tennessee Department of Agriculture					496,380	12,240,504	12,820,835	(83,951)	11,389,835
Passed Through Tennessee Department of Health									
Commodity Supplemental Food Program (CSFP) Administrative Costs	10.565	GR-19-60182	10/01/20 - 9/30/21	\$ 161,153	(21,152)	21,371	219	-	-
Commodity Supplemental Food Program (CSFP) Administrative Costs	10.565	GR-22-72126	10/01/21 - 9/30/22	\$ 168,590	-	122,014	157,950	(35,936)	-
Commodity Supplemental Food Program (CSFP) Commodities	10.565	GR-19-60182	10/01/20 - 9/30/21	*	330,111	261,852	591,963	-	-
Commodity Supplemental Food Program (CSFP) Commodities	10.565	GR-22-72126	10/01/21 - 9/30/22	*	-	621,561	393,713	227,848	-
Total - Tennessee Department of Health					308,959	1,026,798	1,143,845	191,912	-
Passed Through USDA Rural Healthcare:									
Emergency Rural Healthcare Track One: Recovery Grant	10.766		3/31/20 - 9/30/23	\$ 346,200	-	-	112,380	(112,380)	-
Total - USDA Rural Healthcare					-	-	112,380	(112,380)	-
TOTAL U.S. DEPARTMENT OF AGRICULTURE					746,626	13,513,932	14,295,423	(34,865)	11,389,835

(Continued on following page)

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2022

	FEDERAL ALN NUMBER	GRANTOR'S NUMBER	GRANT PERIOD	GRANT AMOUNT	(ACCRUED) DEFERRED REVENUE 7/1/2021	7/1/21 - 6/30/22		(ACCRUED) DEFERRED REVENUE 6/30/2022	PASSED THROUGH TO SUBRECIPIENTS
						RECEIPTS	EXPENDITURES		
U.S. DEPARTMENT OF AGRICULTURE (CONTINUED)									
CENTERS FOR DISEASE CONTROL									
Passed Through the Tennessee Department of Health									
National Institutes to Address COVID-19 Health Disparities Among Populations at High Risk and Underserved	93.391		6/1/21 - 5/31/23	\$ 113,482	\$ -	\$ -	\$ 111,913	\$ (111,913)	\$ -
TOTAL U.S. CENTERS FOR DISEASE CONTROL					-	-	111,913	(111,913)	-
DEPARTMENT OF HOMELAND SECURITY									
Passed Through United Way of Middle Tennessee:									
Emergency Management Food and Shelter Program	97.024	765200-002	1/1/21 - 10/31/21	\$ 73,950	(36,975)	36,975	-	-	-
TOTAL DEPARTMENT OF HOMELAND SECURITY					(36,975)	36,975	-	-	-
TOTAL EXPENDITURES OF FEDERAL AWARDS					<u>\$ 709,651</u>	<u>\$ 13,550,907</u>	<u>\$ 14,407,336</u>	<u>\$ (146,778)</u>	<u>\$ 11,389,835</u>

* Not specified.

(1) Denotes a major program

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Second Harvest Food Bank of Middle Tennessee, Inc. (the "Food Bank") under programs of the federal government for the year ended June 30, 2022. 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) and the State of Tennessee *Audit Manual*. Because the Schedule presents only a selected portion of the operations of the Food Bank, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Food Bank.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. 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 reimbursement. The Food Bank has elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE 3 - LOAN BALANCES

The outstanding balance on the Community Facilities Rural Development Loans at June 30, 2022 are as follows:

97-01	\$ 1,974,375
97-02	<u>679,682</u>
	<u>\$ 2,654,057</u>

Total Expenditures by ALN Number (Cluster):

10.558	134,764
10.559	49,924
10.561	33,675
10.565, 10.568 & 10.569	13,964,680
10.766	\$ 112,380
93.391	111,913
97.024	-
	<u>\$ 14,407,336</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

FOR THE YEAR ENDED JUNE 30, 2022

	GRANTOR'S NUMBER	GRANT PERIOD	GRANT AMOUNT	(ACCRUED) DEFERRED REVENUE 7/1/2021	<u>7/1/21 - 6/30/22</u>		(ACCRUED) DEFERRED REVENUE 6/30/2022	PASSED THROUGH TO SUBRECIPIENTS
					RECEIPTS	EXPENDITURES		
EXPENDITURES OF STATE FINANCIAL ASSISTANCE								
TENNESSEE DEPARTMENT OF ENVIRONMENT & CONSERVATION								
Division of Solid Waste Management Organics Management Grant	2018-3681	1/5/2018 - 1/4/2023	\$ 1,098,091	\$ (26,985)	\$ 26,985	\$ -	\$ -	\$ -
TOTAL TENNESSEE DEPARTMENT OF ENVIRONMENT & CONSERVATION				(26,985)	26,985	-	-	-
TENNESSEE DEPARTMENT OF EMERGENCY MANAGEMENT								
Tennessee Emergency Management Agency (TEMA) Commodities	*	4/14/2020 - 09/30/2021	*	1,136,095	1,044,022	2,133,516	46,601	2,133,516
TOTAL TENNESSEE DEPARTMENT OF EMERGENCY MANAGEMENT				1,136,095	1,044,022	2,133,516	46,601	2,133,516
TOTAL EXPENDITURES OF STATE FINANCIAL ASSISTANCE				\$ 1,109,110	\$ 1,071,007	\$ 2,133,516	\$ 46,601	\$ 2,133,516

* Not specified.

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of state financial assistance (the "Schedule") includes the state award activity of Second Harvest Food Bank of Middle Tennessee, Inc. (the "Food Bank") under programs of the State of Tennessee for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of the State of Tennessee *Audit Manual*. Because the Schedule presents only a selected portion of the operations of the Food Bank, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Food Bank.

OTHER REPORTS

INDEPENDENT AUDITOR'S 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

Board of Directors
Second Harvest Food Bank of Middle Tennessee, Inc.
Nashville, Tennessee

We have audited, 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, the financial statements of Second Harvest Food Bank of Middle Tennessee, Inc. (the "Food Bank"), a Tennessee not-for-profit corporation, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 16, 2023.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Food Bank's internal control over financial reporting (internal control) as a basis for designing the 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 the Food Bank's internal control. Accordingly, we do not express an opinion on the effectiveness of the Food Bank'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 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.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Food Bank's financial statements are free of 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 Food Bank'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Kraft CPAs PLLC". The signature is written in a cursive, flowing style.

Nashville, Tennessee
January 16, 2023

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
AS REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Second Harvest Food Bank of Middle Tennessee, Inc.
Nashville, Tennessee

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

OPINION ON EACH MAJOR FEDERAL PROGRAM

We have audited Second Harvest Food Bank of Middle Tennessee, Inc.'s (the "Food Bank") 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 the Food Bank's major federal programs for the year ended June 30, 2022. The Food Bank'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, the Food Bank complied, in all material respects, with the 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, 2022.

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 (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulation Part 200, *Uniform Administrative Requirement, Cost Principles, and Audit Requirement 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 the Food Bank 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 the Food Bank'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 the Food Bank'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 the Food Bank'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 GAAS, *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 the Food Bank's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *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 the Food Bank'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 the Food Bank'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 the Food Bank'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 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.

Handwritten signature of Knapf CPAs PLLC in black ink.

Nashville, Tennessee
January 16, 2023

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2022

Section I - Summary of Auditors' Results

Financial Statements

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

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Noncompliance material to financial statements noted?

_____ yes X no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Type of auditors' report issued on compliance for major 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 programs:

CFDA Number(s)	Name of Federal Program or Cluster
----------------	------------------------------------

10.565, 10.568 and 10.569	Food Distribution Cluster
---------------------------	---------------------------

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

 X yes _____ no

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2022

Part II - Financial Statement Findings

There were no audit findings in the prior year or current year.

Part III - Federal Award Findings and Questioned Costs

There were no current or prior year findings.

Internal Revenue Service

Date: July 31, 2006

SECOND HARVEST FOOD BANK OF
MIDDLE TENNESSEE INC
% ANGELA BONOVICH
331 GREAT CIRCLE RD
NASHVILLE TN 37228-1703 313

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Cheryl Skaggs 31-04010
Correspondence Specialist/Screeners

Toll Free Telephone Number:

877-829-5500

Federal Identification Number:

62-1049447

Dear Sir or Madam:

This is in response to your request of July 31, 2006, regarding your organization's tax-exempt status.

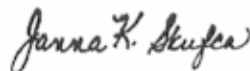
In May 1979 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

March 08, 2023

NANCY KEIL
331 GREAT CIRCLE ROAD
NASHVILLE, TN 37228

RE: Registration to Solicit Funds for Charitable Purposes

Organization Name: SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

CO Number: CO287

Renewal Date: 12/31/2023

Dear NANCY KEIL :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

Tracking Number
2023103518

Application to Renew Registration of a Charitable Organization



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

CO Number: CO287
Filed: 03/08/2023 12:03 PM
Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

Legal entity type of the Organization: Corporation

Business Services Control Number: 000048768

FEIN: 62-1049447

Initial Registration Date: 11/26/2008

Renewal Date: 03/31/2023

Has your fiscal year ending month changed since your last renewal?

☐ Yes ☒ No

Fiscal Year Ending Month: June

When and where was the organization legally established

Date: 02/28/1978

Country: USA

City/State: NASHVILLE, TN

County: Davidson

Has your Principal Office address changed since your last renewal?

☐ Yes ☒ No

Principal Office Address

331 GREAT CIRCLE ROAD
USA, NASHVILLE, TN 37228

Has your Mailing address changed since your last renewal?

☐ Yes ☒ No

Mailing Office Address

331 GREAT CIRCLE ROAD
USA, NASHVILLE, TN 37228

Contact Information for the Charitable Organization

Contact Name: NANCY KEIL

Telephone Number: (615) 329-3491

Fax Number: (615) 329-3988

Email: nancy.keil@secondharvestmidtn.org

Website: www.secondharvestmidtn.org

Current names used by the charity organization

Do you need to modify other names that the charity solicits under?

☐ Yes ☒ No

Has the organization registered in any other state(s)?

☐ Yes ☒ No

Does the charity have other offices, chapters, branches, affiliates or a parent?

☐ Yes ☒ No

The category that best describes your organization

P - Human Services

The charitable purpose of the organization

Second Harvest's mission is to provide food to people facing hunger and work to advance hunger solutions.

Tax & Financial Information

Has your tax exempt status changed since your last renewal?☐ Yes ☒ No**Last Fiscal Year Start:** July 2021**Last Fiscal Year End:** June 2022**Type of 990 Tax Form Filed:** 990 (Long Form)**Gross Revenue**

Direct and Indirect Public Contributions	\$ 70,339,064.00
Government Grants	\$ 16,904,683.00
Program Service Revenue	\$ 46,183,171.00
Special Events and Activities	\$ 94,445.00
Gross Sales of Inventory	\$ 0.00
Other Revenue	\$ 530,791.00
Total Revenue	\$ 134,052,154.00

Expenses

Total Program Expenses	\$ 122,513,724.00
Direct Expenses from Special Events	\$ 73,527.00
Cost of Goods Sold	\$ 0.00
Management and General Expenses	\$ 1,366,429.00
Fundraising Expenses	\$ 3,409,318.00
Other Expenses	\$ 0.00
Total Expenses	\$ 127,362,998.00

Excess/Deficit For the Year (Total Revenue - Total Expenses)	\$ 6,689,156.00
---	------------------------

Changes in Net Assets/Fund Balances

Net Assets/Fund Balances at Beginning of Year	\$ 53,252,236.00
Other Changes in Net Assets or Fund Balances	(\$ 4,144,895.00)
Net Assets/Fund Balances	\$ 55,796,497.00
Total Liabilities at End of Year	\$ 7,749,119.00
Net Assets/Fund Balances at End of Year	\$ 55,796,497.00

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

☐ Yes ☒ No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a "professional fund-raiser," "paid solicitor," "fund raising counsel," or "commercial co-venturer")?

☒ Yes ☐ No

Officer Information

Do you need to modify the current officers?

☒ Yes ☐ No

List each officer, director, and trustee (at least 2 officers are required, and you must list officers who have or share the following titles: "Chief Financial Officer", "Custodian of Contributions", "Custodian of Final Distributions")

Allison Parsons
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Director

Andy Flatt
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Brad Marks
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Bruce Esworthy
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Treasurer

Carman Wenkoff
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Dave Alperson
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

David Bradley
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Dennis Georgatos
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Derek Schraw
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Dr. Laquita Stribling

331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Drew Berg
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Heather Verble
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Director

Jamaal Boykin
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Jennifer Peters
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Vice Chairman

Jerome Katz
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Karyn Thompson
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Director

Kimberly Molnar
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Director

Lee Cunningham
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Lisa Gardi
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Michael Johnson
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Michelle Bonnett
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Nancy Keil
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Custodian of Contributions, Custodian of Final Distributions, President

Nancy Youssef

331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Ryan Tabor
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Scott Bowers
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Sharon Reynolds
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Shawn Williams
123 Hidden Valley Road
Arrington, TN 37014, USA
Title(s): Chairman

Sonya Hostetler
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Suzanne Buchanan
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Troy Edwards
One Hermitage Plaza P.O. Box 305137
Nashville, TN 37209, USA
Title(s): Secretary

Ute Strand
331 Great Circle Road
Nashville, TN 37228, USA
Title(s): Board Member

Dr. SHANNA JACKSON
331 GREAT CIRCLE ROAD
USA, NASHVILLE, TN 37228
Title(s): Board Member

JEFF AIKEN
331 GREAT CIRCLE ROAD
USA, NASHVILLE, TN 37228
Title(s): Board Member

GERARD BULLOCK
331 GREAT CIRCLE ROAD
USA, NASHVILLE, TN 37228
Title(s): Board Member

LUCIA FOLK
331 GREAT CIRCLE ROAD
USA, NASHVILLE, TN 37228
Title(s): Board Member

Has any officer, director, manager, operator, or principal of the organization been the subject of an injunction, judgement, or administrative order or been convicted of a felony?

☐ Yes ☒ No

Signature

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Heather Verble

Date: 03/08/2023

Title: Chief Fiscal Officer

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Nancy Keil

Date: 03/08/2023

Title: Chief Executive Officer



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

Date: 03/08/2023

Invoice: 2023-01786

Customer Information

NANCY KEIL
SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.
331 GREAT CIRCLE ROAD
NASHVILLE, 37228

Tracking Number	Description	Amount Paid
2023103518	CH Charitable Renewal	\$ 10.00
Payment Details		
Fee Total:		\$ 10.00
Payment Total:		\$ 10.00
Amount Due:		\$ 0.00
Payment Method		
Payment Type: Credit Card		
Check/Confirmation Number: 3846626566		



SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE

BOARD OF DIRECTORS: JULY 1, 2022 – JUNE 30, 2023

OFFICERS

Shawn Williams

Board Chair

Director of Aftersales Marketing &
Data Analytics
Nissan North America, Inc.

Jennifer Peters

Board Vice Chair

Executive VP & General Counsel
LifePoint Health

Troy Edwards

Board Secretary

Area President East
FreshPoint Nashville

Bruce Esworthy

*Treasurer and Chair, Finance &
Investments Committee*
SVP & CFO, BMI

Drew Berg

Chair, Audit Committee

Principal
Diversified Trust Company

Jamaal Boykin

*Chair, Board Management
Committee*

Employee Relations Consultant
Asurion

Gerard Bullock

Chair, Operational Effectiveness

Principal Broker, Wiechert
Realtors – The Andrews Group

Lisa Gardi

Chair, External Affairs Committee

Vice President of Marketing
HCA Tri-Star Health

Sonya Hostetler

*Chair, Executive Compensation
Committee*

Divisional President
The Kroger Company

Jerome Katz

Chair, Project Preserve Committee
Senior Manager, Health Industries
Advisory
PwC, PricewaterhouseCoopers

Dave Alperson

Vice President, Amazon Logistics
Amazon

Michelle Bonnett

Assistant News Director
NewsChannel5 Network

Suzanne Buchanan

Community Volunteer

Juliana Ospina Cano

Community Volunteer

Lee Cunningham

Veteran Education Specialist
TN Higher Education Commission

Andy Flatt

SVP & Chief Information Officer
National HealthCare Corporation

Dennis Georgatos

EVP, General Manager
Skanska USA

Dr. Shanna Jackson

President
Nashville State Community
College

Michael Johnson

Regional President & Head of
Corporate Banking
PNC Bank

Brad Marks

Director of Global Operations
Firestone Industrial Products

Sharon W. Reynolds

President & CEO
DevMar Products, LLC

Tuwisha Rogers-Simpson

Principal and Owner
Wish Factor Consulting

Derek Schraw

Office Tax Managing Partner
Deloitte Tax LLP

Cathy Spencer

Head of Human Capital &
Administrative Services
AllianceBernstein

Katelyn Spivey

Marketing Director
Carroll Bank & Trust

Ute Strand

President & CEO
United Healthcare Tennessee

Dr. Laquita Stribling

Regional Vice President
Randstad USA

Ryan Tabor

Senior Managing Director
Ankura Consulting Group

Carman Wenkoff

EVP & Chief Information Officer
Dollar General

Nancy Youssef

Chief Business & Development
Officer
Soles4Souls

Patrick Kraushaar, Intern

Owen Board Fellow
Vanderbilt University

Ferrell Anthony, Intern

Young Leaders Council
Audit Manager
KPMG, LLP

Nancy Keil

President & CEO
Second Harvest Food Bank of
Middle Tennessee



SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE
BOARD OF DIRECTORS: JULY 1, 2022 – JUNE 30, 2023



SECOHAR-03

CCOURTEAUX

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/4/2022

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 have ADDITIONAL INSURED provisions or 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 License # 1298 Hub International Mid-South 3011 Armory Drive Suite 250 Nashville, TN 37204	CONTACT NAME: Rachael Austin	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
	E-MAIL ADDRESS: rachael.austin@hubinternational.com	
INSURED Second Harvest Food Bank of Middle TN Inc. 331 Great Circle Road Nashville, TN 37228-1703	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Harleysville Preferred Insurance Company	35696
	INSURER B : Harleysville Insurance Company	23582
	INSURER C : Key Risk Insurance Company	10885
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			MPA0000007176AV	6/16/2022	6/16/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BA0000007178AV	6/16/2022	6/16/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			CMB0000007177AV	6/16/2022	6/16/2023	EACH OCCURRENCE \$ 5,000,000
							AGGREGATE \$ 5,000,000
							Annual Aggreg \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	KEY0145344	6/16/2022	6/16/2023	☒ PER STATUTE ☐ OTH-ER \$ 500,000
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liab.			MPA0000007176AV	6/16/2022	6/16/2023	\$1,000,000 Per Occ.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s).

Certificate Holder is listed as Additional Insured as respects General Liability evidenced herein where required by written contract. Waiver of Subrogation in favor of certificate holder applies to General Liability where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Franklin
109 3rd Avenue South
Franklin, TN 37064

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

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Second Harvest Food Bank of Middle Tennessee, Inc.

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

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

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

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

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

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

331 Great Circle Road

6 City, state, and ZIP code

Nashville, TN 37228

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

____ - ____ - ____

or

Employer identification number

6 2 - 1 0 4 9 4 4 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Heather Verbeke

Date ►

3/9/2022

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

We organize and hold the annual Celebration of Nations which is designed to highlight our arts and communities in Williamson County and Middle Tennessee. We regularly liase with Franklin's/Williamson County's Sister Cities in Carlton Place, Ontario, Canada; County Laois, Ireland; and Bad Soden am Taunus, Hesse, Germany. In fiscal 2023 we hosted and/or visited dignitaries and members of each of our Sister Cities. We arrange/provide Great Pumpkin for Pumpkinfest. Our robust student exchange program has been relaunched.

The planned fiscal 2023 Humboldt Exhibit has been rescheduled to fiscal 2024 (October to December 2023). The funds allotted (\$13,000) in the prior budget request have not been spent and will be spent beginning late summer 2023. Mayor Moore and Chief Administrator Stuckey have been advised.

For our annual, recurring request we request \$7,250, an increase of 10% over the prior year reflecting increases in operating costs due to inflation.

Included in our 2023/2024 budget submission, is a new request, We have operated since inception without the assistance of an Executive Director. We would like to request funding of \$27,000 to enable us to hire a part-time Executive Director. This will allow us to better understand our capabilities, to regrow our membership and to facilitate our City requested preliminary search for a fourth Sister Citer, likely in the Southern Hemisphere,

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

1. Assist with hosting of the Humboldt Exhibit coming from Bad Soden (planning, coordination, marketing, school contacts, arranging events for the Community).
2. Support of the 2023 Celebration of Nations expected to highlight our relationship with Carlton Place, Ontario, Canada.
3. Plan and execute the revived student and/or adult exchanges.
4. Begin the formal evaluation of adding a fourth Sister City.
5. Evaluate the potential relaunch of the historic Passport Services.
6. Use our expanded visibility to attract new Board Members and fill our open seats.
7. Hire an appropriate part-time Executive Director to help drive the initiatives listed above and help us re-establish our membership post COVID,
8. Support our general operating expenses (insurance, website, annual Sister Cities International membership fee, PO Box, etc.)



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☐ Yes ☒ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Sister Cities of Franklin and Williamson County, Tennessee, Inc

Name of Nonprofit Organization

309 Haddon Ct	Franklin	Williamson		37067
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/01/2021 **through** 6/30/2022

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$	
State Grants		
Financial Assistance from Local Governments		5,500.00
Donations and Gifts from Citizens		10,750.00
Membership Dues		1,115.00
Fees/Charges for Services		
Fundraising Events		5,450.00
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		
Other Receipts		
Total Receipts	\$	22,815.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages		
Employee Benefits		
Payroll Taxes		
Fees for Services (non-employee)		2,337.00
Advertising and Promotion		
Office Expenses		
Leases/Rentals		1,120.00
Maintenance and Repairs		
Supplies		188.00
Travel		

Utilities	_____	
Insurance	1,672.00	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	5,038.00	
Total Disbursements		\$ 10,355.00 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 12,460.00 (C)

Cash Balance - at the beginning of the fiscal year \$ 20,054.00 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 32,514.00 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	32,514.00	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ 32,514.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Please see the response to Question 3 (Work Plan) above.

When I joined the Board during March 2019 and was asked to be the Treasurer, we had approximately \$5,000 in the bank. Our 2019 Celebration of Nations would have bankrupted the organization had not board members stepped up to cover a \$20,000 plus shortfall. Since then we have scaled back our Celebration of Nations, sought grants (Tennessee Arts Commission, Franklin Noon Rotary) to cover its costs and have spent frugally. I do not believe we have excess cash.

Frank David Haas, CPA
Treasurer
Sister Cities of Franklin and Williamson County, Tennessee, Inc.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Sister Cities of Franklin and Williamson County, Tennessee, Inc. **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Frank David Haas

Printed Name

Frank David Haas

Signature

Phone Number 614-313-7103

Email Address fhaas48102@aol.com

Date 02/09/2023

SC of Franklin and WC (CASH BASIS)

Statement of Financial Position
June 30, 2022

Description	General	Comment	Student
Cash	32514.42		803.01
Due to (from)	0.00		0.00
Net Assets Available	<u>32514.42</u>		<u>803.01</u>

Statement of Activity
Month of June 2022

Description	General	Comment	Student
CoF Quarterly Payment	0.00		0.00
Donations	20.35		0.00
Board Fees	200.00	Two received	0.00
Membership Fees	50.00	Two received	0.00
Sponsorships Received	0.00		0.00
Other	0.00		0.00
Student Exchange Deposits	0.00		0.00
Total Inflows	<u>270.35</u>		<u>0.00</u>
CON	0.00		0.00
Kindful Expense	401.25	Increased. Previously \$375 per quarter	0.00
Insurance	0.00		0.00
Website Hosting Fee	19.47		0.00
Website Maintenance Fee	0.00		0.00
SCI Membership Fee	1030.00	Increased. Previously \$810. Undercharged since 2009.	0.00
Other	0.00		0.00
Student Exchange Airfare	0.00		0.00
Total Outflows	<u>1450.72</u>		<u>0.00</u>
Net Additions (Deductions)	-1180.37		0.00
Cash, End of Prior Month	<u>33694.79</u>		<u>803.01</u>
Cash, End of Month	<u>32514.42</u>		<u>803.01</u>

Statement of Activity
Fiscal Year 2022

Description	General	Comment	Student
CoF Quarterly Payment	5500.00		0.00
Donations	10749.79		0.00
Board Fees	896.80		0.00
Membership Fees	218.90		0.00
Sponsorships Received	3300.00		0.00
Other	2150.00		787.50
Student Exchange Deposits	0.00		0.00
Total Inflows	<u>22815.49</u>		<u>787.50</u>
CON	3457.00		787.50
Post Office Box	188.00		0.00
Kindful Expense	1526.25		0.00
Printing	175.08		0.00
TN Secretary of State Fees	30.46		0.00
Tennesseeans for the Arts	50.00		0.00
Website Maintenance	300.00		0.00
Website Hosting Fees	252.36		0.00
Insurance	1672.00		0.00
Student Art Competition	0.00		0.00
SCI Membership Fee	1030.00		0.00
Great Pumpkin Transportation	1674.22		0.00
Student Exchange Airfare	0.00		0.00
Total Outflows	<u>10355.37</u>		<u>787.50</u>
Net Additions (Deductions)	<u>12460.12</u>		<u>0.00</u>



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

Attachments:

- ☐ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☒ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded **AND** the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



08622130



Tennessee Corporation Annual Report Form

File online at: <https://TNBear.TN.gov/>

Due on/Before: 04/01/2023

Reporting Year: 2022

AR Filing #: 08622130

FILED: Jan 24, 2023 12:45PM

Annual Report Filing Fee Due:

\$20 if no changes are made in block 3 to the registered agent/office, or

\$40 if any changes are made in block 3 to the registered agent/office

This Annual Report has been successfully paid for and filed. Please keep this report for your records.

Payment-Credit Card - State Payment Center - CC #: 3843923542**SOS Control Number:** 423163

Nonprofit Corporation - Domestic

Date Formed: 03/08/2002

Formation Locale: TENNESSEE

(1) Name and Mailing Address:SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY,
309 HADDON CT
FRANKLIN, TN 37067-6242**(2) Principal Office Address:**309 HADDON CT
FRANKLIN, TN 37067-6242**(3) Registered Agent (RA) and Registered Office (RO) Address:**FRANK DAVID HAAS
309 HADDON CT
FRANKLIN, TN 37067-6242Agent Changed: No

Agent County: WILLIAMSON COUNTY

(4) Name and business address (with zip code) of the President, Secretary and other principal officers.

Title	Name	Business Address	City, State, Zip
Secretary	Kim Cannon	7129 TULLAMORE LANE	FRANKLIN, TN 37067
President	Gabrielle Hanson	5085 DONOVAN ST	FRANKLIN, TN 37064
Vice President	Patricia Kriebel	104 POTEAT PLACE	FRANKLIN, TN 37064
Treasurer	Frank D Haas	309 HADDON CT	FRANKLIN, TENNESSEE 37067

(5) Board of Directors names and business address (with zip code). None, or listed below.

Name	Business Address	City, State, Zip
Stephen Price	109 3RD AVENUE SOUTH	FRANKLIN, TN 37064
Jairo Estrada	27 TRADITION LANE	BRENTWOOD, TN 37027
Matt Brown	821 WALDEN DRIVE	FRANKLIN, TN 37064
Roger Walters	119 LEWISBURG AVE	FRANKLIN, TN 37064
Jason Collins	3112 WINBERRY DR	FRANKLIN, TN 37064
Gabrielle Hanson	5085 DONOVAN ST	FRANKLIN, TN 37064
Patricia Kriebel	104 POTEAT PL	FRANKLIN, TN 37064
Frank D Haas	309 HADDON CT	FRANKLIN, TN 37067
Cheryl Wilson	5175 MURFREESBORO RD	COLLEGE GROVE, TN 37046
Doug Sharp	306 ADDISON AVENUE	FRANKLIN, TN 37064
Summer Sheldon	1404 SKYE VALLEY LANE	FRANKLIN, TENNESSEE (TN) 37064
Kim Cannon	7129 TULLAMORE LANE	FRANKLIN, TN 37067

(6) This section applies to non-profit corporations ONLY.

A. Our records reflect that your non-profit corporation is a public benefit or a mutual benefit corporation as indicated.

If blank or incorrect, please check appropriately: ☒ Public ☐ MutualB. If a Tennessee religious corporation, please check here if blank: ☐ Religious



Tennessee Corporation Annual Report Form

File online at: <https://TNBear.TN.gov/>

Due on/Before: 04/01/2023

Reporting Year: 2022

AR Filing #: 08622130
FILED: Jan 24, 2023 12:45PM

Annual Report Filing Fee Due:

\$20 if no changes are made in block 3 to the registered agent/office, or

\$40 if any changes are made in block 3 to the registered agent/office

This Annual Report has been successfully paid for and filed. Please keep this report for your records.

Payment-Credit Card - State Payment Center - CC #: 3843923542

(7) Signature: Electronic

(8) Date: 01/24/2023

(9) Type/Print Name: Frank D Haas

(10) Title: Treasurer



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

SISTER CITIES OF FRANKLIN AND
WILLIAMSON COUNTY TENNESSEE INC
% SHARON BOTTORFF
PO BOX 977
FRANKLIN, TN 37065

Date:
January 19, 2022
Employer ID number:
94-3425537
Form 990 required:
990, YES
Person to contact:
Name: J. SHERMAN
ID number: 0195277

Dear Sir or Madam:

We're responding to your request dated March 11, 2021, about your tax-exempt status.

We issued you a determination letter in September 2002, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- ▼ Form 990, Return of Organization Exempt From Income Tax
- ▼ Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- ▼ Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- ▼ Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248164862
May 29, 2009 LTR 4168C E0
94-3425537 000000 00 000
00016695
BODC: TE

SISTER CITIES OF FRANKLIN TENNESSEE
INC
109 THIRD AVE S
FRANKLIN TN 37064-2519

2442

Employer Identification Number: 94-3425537
Person to Contact: Miss Campbell
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 19, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in September 2002, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Sister Cities of Franklin and Williamson County, Tennessee, Inc
Board of Directors
As of January 17, 2023

Name	Occupation	Address	Phone Number	Email Address	Years on Board	Length of Terms
Gabrielle Hanson, President	Real Estate Broker	5085 Donovan St, Franklin TN 37064	615-946-4200	g@williamsoncountylestate.com	3	2
Patricia Kriebel, Vice President	Professional Volunteer	104 Poteat Pl, Franklin TN 37064	615-202-7431	pkkriebel@gmail.com	5	2
Frank David Haas, Treasurer	Retired CPA	309 Haddon Ct, Franklin TN 37067	614-313-7103	fhaas48102@aol.com	5	2
Kim Cannon, Secretary	Yoga Instructor	7129 Tullamore Ln, Franklin TN 37067	630-248-3887	kbhcan@gmail.com	5	2
Matthew Brown (BOMA)	BOMA - Alderman	821 Walden Drive, Franklin TN 37064	614-403-4258	Matt.Brown@franklinton.gov	2	2
Jason Collins	Small Business Owner	3112 Winberry Dr, Franklin TN 37064	615-887-1216	jason12780@yahoo.com	3	2
Jairo Estrada	Real Estate Developer	27 Tradition Lane, Brentwood TN 37027	787-550-5076	jae@padleinc.com	New	2
Stephen Price (City Liaison)	Social & Digital Media Producer/COF	109 3rd Avenue South, Franklin TN 37064	615-806-1856	stephen.price@franklinton.gov	2	2
Doug Sharp	Landscape Architect	306 Addison Ave, Franklin TN 37064	615-969-2833	doug@sharurbanplanning.com	20	2
Summer Sheldon	Event Industry/Event Consultant	1404 Skye Valley Ln, Franklin TN 37064	615-390-3998	sturyy@hotmail.com	10	2
Roger Walters	Talent Management Advisor	119 Lewisburg Ave, Franklin TN 37064	281-536-2411	murford@msn.com	3	2
Cheryl Wilson (County Representative)	Retired	5175 Murfreesboro Rd, College Grove TN 37046	615-347-5476	cwilson@wilsonpc.com	15	2

We have three open seats we are seeking to fill. We are scheduled to interview a candidate near-term and will be meeting in one week with Franklin's Board of Alderman to identify other candidates.

From: tncab.donotreply@tn.gov,
To: fhaas48102@aol.com,
Subject: Tennessee Charity Renewal Registration Approved
Date: Tue, Jan 3, 2023 10:37 am

Organization Name: SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY, TENNESSEE, INC.
Tracking Number: 2022111000
RegistrationNumber: CO9926
Filing Type: Charity Renewal Registration

The above-referenced filing has been **approved** by the Tennessee Secretary of State.

Please login to your [Tennessee Secretary of State filing account](#) to review and print your documents.

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

January 31, 2023

Mr. FRANK DAVID HAAS
309 HADDON CT
FRANKLIN, TN 37067

RE: Registration to Solicit Funds for Charitable Purposes

Organization Name: SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY, TENNESSEE, INC.
CO Number: CO9926
Renewal Date: 12/31/2023

Dear Mr. FRANK DAVID HAAS :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tre Hargett", written in a cursive style.

Tre Hargett
Secretary of State

Tracking Number
2022111000

Application to Renew Registration of a Charitable Organization

Division of Business and Charitable Organizations

Department of State

State of Tennessee

312 Rosa L. Parks Avenue, 6th Floor

Nashville, Tennessee 37243

Phone: 615-741-2555

Fax: 615-253-5173

sos.tn.gov/charities

CO Number: CO9926

Filed: 12/29/2022 06:14 PM

Tre Hargett

Secretary of State



Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY, TENNESSEE, INC.

Legal entity type of the Organization: Corporation

Business Services Control Number: 000423163

FEIN: 94-3425537

Initial Registration Date: 11/21/2007

Renewal Date: 12/31/2022

Has your fiscal year ending month changed since your last renewal?

☐ Yes ☒ No

Fiscal Year Ending Month: June

When and where was the organization legally established

Date: 03/08/2002

Country: USA

City/State: FRANKLIN, TN

Has your Principal Office address changed since your last renewal?

☐ Yes ☒ No

Principal Office Address

309 HADDON CT

USA, FRANKLIN, TN 37067

Has your Mailing address changed since your last renewal?

☐ Yes ☒ No

Mailing Office Address

309 HADDON CT

USA, FRANKLIN, TN 37067

Contact Information for the Charitable Organization

Contact Name: Mr. FRANK DAVID HAAS

Telephone Number: (614) 313-7103

Fax Number: (615) 614-3440

Email: fhaas48102@aol.com

Website: <http://www.sistercitiesn.org>

Current names used by the charity organization

Do you need to modify other names that the charity solicits under?

☐ Yes ☒ No

Has the organization registered in any other state(s)?

☐ Yes ☒ No

Does the charity have other offices, chapters, branches, affiliates or a parent?

☐ Yes ☒ No

The category that best describes your organization

A - Arts, Culture, Humanities

The charitable purpose of the organization

Committed to creating a network designed to encourage partnering between the City of Franklin and Williamson County and the international community to To BUILD global relationships, to SHARE cultural and educational experiences, and to INSPIRE economic growth for our community.

Tax & Financial Information

Has your tax exempt status changed since your last renewal?

☐ Yes ☒ No

Last Fiscal Year Start: July 2021

Last Fiscal Year End: June 2022

Type of 990 Tax Form Filed: 990-N (ePostcard)

Gross Revenue

Direct and Indirect Public Contributions	\$ 10,750.00
Government Grants	\$ 5,500.00
Special Events and Activities	\$ 5,450.00
Membership Dues	\$ 1,115.00
Other Revenue	\$ 0.00
Total Revenue	\$ 22,815.00

Expenses

Total Program Expenses	\$ 3,507.00
Management and General Expenses	\$ 3,423.00
Fundraising Expenses	\$ 1,751.00
Other Expenses	\$ 1,674.00
Total Expenses	\$ 10,355.00

Excess/Deficit For the Year (Total Revenue - Total Expenses)	\$ 12,460.00
---	---------------------

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

☐ Yes ☒ No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a "professional fund-raiser," "paid solicitor," "fund raising counsel," or "commercial co-venturer")?

☐ Yes ☒ No

Officer Information

Do you need to modify the current officers?

☒ Yes ☐ No

List each officer, director, and trustee (at least 2 officers are required, and you must list officers who have or share the following titles: "Chief Financial Officer", "Custodian of Contributions", "Custodian of Final Distributions")

Cheryl Wilson
5175 MURFREESBORO RD
COLLEGE GROVE, TN 37046, USA
Title(s): Board Member

Doug Sharp
306 Addison Ave
Franklin, TN 37064, USA
Title(s): Board Member

Mr. F. David Haas
309 Haddon Ct
Franklin, TN 37067, USA
Title(s): Treasurer

Frank David Haas
309 Haddon Ct
Franklin, TN 37067, USA
Title(s): Custodian of Contributions, Custodian of Final Distributions, Treasurer

Gabrielle Hanson
5085 Donovan St
Franklin, TN 37064, USA
Title(s): President

Jason Collins
3112 WINBERRY DR
FRANKLIN, TN 37064, USA
Title(s): Board Member

Kim Cannon
7129 Tullamore Ln
Franklin, TN 37067, USA
Title(s): Secretary

Matt Brown
821 Walden Drive
Franklin, TN 37064, USA
Title(s): Board Member

Patricia Kriebel
104 Poteat Pl
Franklin, TN 37064, USA
Title(s): Vice President

Mr. Roger Walters
119 Lewisburg Ave.
Franklin, TN 37064, USA
Title(s): Secretary

STEPHEN PRICE
109 3RD AVENUE SOUTH
FRANKLIN, TN 37064, USA
Title(s): Board Member

Victor Pausin
305 Foxborough Sq W
Brentwood, TN 37027, USA
Title(s): Board Member

Has any officer, director, manager, operator, or principal of the organization been the subject of an injunction, judgement, or administrative order or been convicted of a felony?

☐ Yes ☒ No

Signature

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Frank David Haas

Date: 12/29/2022

Title: Treasurer

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Gabrielle Hanson

Date: 12/29/2022

Title: President



SISTCIT-03

NWALSH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2022

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 have **ADDITIONAL INSURED** provisions or 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 Cincinnati Insurance Company Cincinnati Customer Care Center P.O. Box 145496 Cincinnati, OH 45250-5496	CONTACT NAME: Natalie Walsh	
	PHONE (A/C, No, Ext): (877) 687-1291 FAX (A/C, No): (513) 881-8114	
	E-MAIL ADDRESS: CincinnatiCerts@cinfin.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Cincinnati Insurance Company	10677
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED

SISTER CITIES OF FRANKLIN INC
PO BOX 977
FRANKLIN, TN 37065-0977

COVERAGES

CERTIFICATE NUMBER:

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, CONDITIONS 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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☒ LOC ☐ OTHER:			ENP 0570177	3/12/2021	3/12/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

To be updated upon renewal
FBH

CERTIFICATE HOLDER

City of Franklin
City Hall
109 Third Ave S
Franklin, TN 37064

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



SISTCIT-03

KRILEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/20/2023

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 have ADDITIONAL INSURED provisions or 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 Cincinnati Insurance Company Cincinnati Customer Care Center P.O. Box 145496 Cincinnati, OH 45260-5496	CONTACT NAME: Karen Riley		
	PHONE (A/C, No, Ext): (877) 687-1291	FAX (A/C, No): (513) 881-8114	
	E-MAIL ADDRESS: CincinnatiCerts@cinfin.com		
INSURED SISTER CITIES OF FRANKLIN INC PO BOX 977 FRANKLIN, TN 37065-0977	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Cincinnati Insurance Company		10677
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

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	☒ COMMERCIAL GENERAL LIABILITY			ENP 0670177	3/12/2023	3/12/2024	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☒ PRO-JECT ☒ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
	☐ UMBRELLA LIAB	☐ OCCUR					EACH OCCURRENCE \$
	☐ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$
	☐ DED	☐ RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

CANCELLATION

City of Franklin
City Hall
109 Third Ave S
Franklin, TN 37064

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



City of Franklin Vendor Information Form

No changes

Vendor Name

Vendor ID (For
Office Use)

Contact Name

Contact Email Address

Physical Street Address

Remittance Address, if different

City, State ZIP

City, State ZIP

Phone Number

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

- ☐ ACH
☐ Check

Name of Financial Institution

Routing Number

Account Number

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklinton.gov or mailed to P O Box 295, Franklin, TN 37065.

**Request for Taxpayer
Identification Number and Certification**

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Sister Cities of Franklin and Williamson County, Tennessee, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>501c3</u> Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 977	Requester's name and address (optional)
6 City, state, and ZIP code Franklin, TN 37065	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number								
			-				-	
or								
Employer identification number								
9	4		-	3	4	2	5	5 3 7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ► Frank David Haco

Date ► 2/9/20

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Government Funding Request Form – Fiscal Year 2023-2024

Application for Government Programs Operating within the City of Franklin
Submission Deadline: March 17, 2023

Agency Name:

(List agency name as it appears on the Secretary of State website)

Physical Address:

Payment Address:

Tax ID:

Application Contact: Petra Wade	petra.wade@tn.gov	615-595-2073
Name	Email	Phone

Total amount of City of Franklin funds being requested for FY2023-2024 \$

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

- ☒ Annual Audit for the last fiscal year you have concluded
- ☐ City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ Signed statement on entity letterhead providing a brief description of the program that serves the City of Franklin residents and the proposed use of the funding being requested.



Government Funding Request Form – Fiscal Year 2023-2024, cont.

Agency: Tennessee Rehabilitation Center at Franklin (TEN076)

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklintn.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



City of Franklin

Vendor Information Form

Vendor Name

TRC at Franklin

**Vendor ID (For
Office Use)**

Contact Name

Petra D. Wade

Contact Email Address

petra.wade@tn.gov

Physical Street Address

203 Beasley Dr. B

Remittance Address, if different

City, State ZIP

Franklin, TN 37064

City, State ZIP

Phone Number

615-595-2073

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

- ☐ ACH
☒ Check

Name of Financial Institution

Routing Number

Account Number

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Petra Wade

Date

Petra Wade

02/27/2023

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Funds from the city of Franklin will be used to support our Transit Citizen Leadership Academy. Our Transit Citizen Leadership Academy is an 8-week program that gives participants the knowledge and tools to lead conversations about the value of multi-modal transit across the region. The participants hear from subject matter experts and once they graduate they receive all the presentations and materials from the class in order for them to be able to share it with their networks. This program is free of charge and available to residents of the City of Franklin.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

These funds will be used to ensure that we can continue our Transit Citizen Leadership Academy (TCLA). These funds will be used to procure study materials for participants, compensate experts for their time, and secure an accessible location for the TCLA.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☐ Yes ☒ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

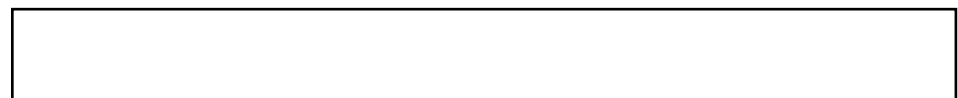
Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Jessica Dauphin	03/14/2023
------------------------	-------------------

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

	03/14/2023
--	-------------------

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Attachments:

- ☐ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☒ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Transit Alliance of Middle Tennessee

Name of Nonprofit Organization

500 11th Ave North, Suite 200	Nashville	Davidson		37203
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 01/01/22 through 12/31/22

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$0	
State Grants	0	
Financial Assistance from Local Governments	16376	
Donations and Gifts from Citizens	75330.67	
Membership Dues	0	
Fees/Charges for Services	0	
Fundraising Events	0	
Sale of Assets	0	
Loans-Borrowed Funds	0	
Investment Income	0	
Other Receipts	0	
Total Receipts		\$ 91706.67 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$0
Salaries and Wages	75249.99
Employee Benefits	0
Payroll Taxes	6902.5
Fees for Services (non-employee)	26338.13
Advertising and Promotion	5814.63
Office Expenses	12685.88
Leases/Rentals	0
Maintenance and Repairs	0
Supplies	44.24
Travel	

Utilities		
Insurance	444	
Conferences, Conventions and Meetings	2366.52	
Interest	0	
Purchase of Capital Assets – Vehicles and Equipment	0	
Purchase of capital Assets – Property and Buildings	0	
Loan Payments	0	
Other		
Total Disbursements		\$ 129845.89 (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ -38139.22 (C)
Cash Balance - at the beginning of the fiscal year		\$ 223414.57 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 185275.35 (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$	
Cash in Bank – Checking	184304.74	
Cash in Bank – Savings Accounts	0	
Cash in Bank – Certificates of Deposits	0	
Other Cash	0	
Total Cash - at the end of the fiscal year		\$ 184304.74 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Transit Alliance uses funds from local governments in order to support its educational efforts across the Middle Tennessee region. This includes the Transit Citizen Leadership Academy and presentations to conferences as well as other outside groups. The TCLA is a 6 to 8 week academy that gives participants the tools and confidence to lead conversations about multi-modal transit and its dedicated funding. This gives us a creative avenue to engage a broader array of Middle TN residents around transit.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Transit Alliance of Middle Tennessee _____ **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Maxine Spencer

Printed Name

Signature

Phone Number 901-653-5395

Email Address maxine.spencer@thetransitalliance.org

Date _____

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

DEPARTMENT OF THE TREASURY

Date: **MAY 23 2011**

TRANSIT ALLIANCE OF MIDDLE
TENNESSEE INC
511 UNION STREET STE 1850
NASHVILLE, TN 37219

Employer Identification Number:
27-1568117
DLN:
401033060
Contact Person:
JACOB A MCDONALD ID# 31649
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 2, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

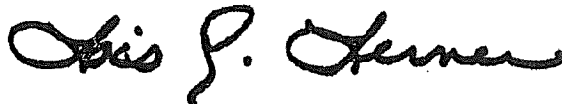
Dear Applicant:

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

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

December 07, 2022

JESSICA DAUPHIN
500 11TH AVE. NORTH, STE. 200
NASHVILLE, TN 37203

RE: Registration to Solicit Funds for Charitable Purposes
Organization Name: TRANSIT ALLIANCE OF MIDDLE TENNESSEE, INC.
CO Number: CO22305
Renewal Date: 06/30/2023

Dear JESSICA DAUPHIN :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

Tracking Number
2022103159

Application to Renew Registration of a Charitable Organization

Division of Business and Charitable Organizations

Department of State

State of Tennessee

312 Rosa L. Parks Avenue, 6th Floor

Nashville, Tennessee 37243

Phone: 615-741-2555

Fax: 615-253-5173

sos.tn.gov/charities



Tre Hargett
Secretary of State

CO Number: CO22305
Filed: 09/28/2022 07:31 PM
Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: TRANSIT ALLIANCE OF MIDDLE TENNESSEE, INC.

Legal entity type of the Organization: Corporation

Business Services Control Number: 000616733

FEIN: 27-1568117

Initial Registration Date: 10/02/2014

Renewal Date: 09/28/2022

Has your fiscal year ending month changed since your last renewal?

☐ Yes ☒ No

Fiscal Year Ending Month: December

When and where was the organization legally established

Date: 11/02/2009

Country: USA

City/State: NASHVILLE, TN

Has your Principal Office address changed since your last renewal?

☐ Yes ☒ No

Principal Office Address

500 11TH AVE N
USA, SUITE 200, TN 37203

Has your Mailing address changed since your last renewal?

☐ Yes ☒ No

Mailing Office Address

500 11TH AVE. NORTH, STE. 200
USA, NASHVILLE, TN 37203

Contact Information for the Charitable Organization

Contact Name: JESSICA DAUPHIN

Telephone Number: (615) 743-3051

Fax Number: (615) 743-3009

Email: jessica.dauphin@thetransitalliance.org

Website: thetransitalliance.org

Current names used by the charity organization

Do you need to modify other names that the charity solicits under?

☐ Yes ☒ No

Has the organization registered in any other state(s)?

☐ Yes ☒ No

Does the charity have other offices, chapters, branches, affiliates or a parent?

☐ Yes ☒ No

The category that best describes your organization

W - Public Affairs, Society Benefit

The charitable purpose of the organization

The mission of the Transit Alliance of Middle Tennessee is to encourage both private and public sector support for new investments in mass transit in the ten county region of middle Tennessee. The Transit Alliance is committed to communicating the value of regional mass transportation needs and options. The Alliance fosters education across the region about the economic value of mass transit investments. Through these communication and education efforts, the Alliance will actively participate in the steps necessary to secure dedicated revenues for mass transit investments in the months and years ahead.

Tax & Financial Information

Has your tax exempt status changed since your last renewal?☐ Yes ☒ No**Last Fiscal Year Start:** January 2021**Last Fiscal Year End:** December 2021**Type of 990 Tax Form Filed:** 990-EZ**Gross Revenue**

Direct and Indirect Public Contributions	\$ 101,373.00
Government Grants	\$ 0.00
Program Service Revenue	\$ 0.00
Special Events and Activities	\$ 0.00
Gross Sales of Inventory	\$ 0.00
Other Revenue	\$ 0.00
Total Revenue	\$ 101,373.00

Expenses

Total Program Expenses	\$ 33,247.00
Direct Expenses from Special Events	\$ 0.00
Cost of Goods Sold	\$ 0.00
Management and General Expenses	\$ 86,602.00
Fundraising Expenses	\$ 0.00
Other Expenses	\$ 442.00
Total Expenses	\$ 120,291.00

Excess/Deficit For the Year (Total Revenue - Total Expenses)	(\$ 18,918.00)
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Changes in Net Assets/Fund Balances

Net Assets/Fund Balances at Beginning of Year	\$ 242,333.00
Other Changes in Net Assets or Fund Balances	\$ 0.00
Net Assets/Fund Balances	\$ 242,333.00
Total Liabilities at End of Year	\$ 0.00
Net Assets/Fund Balances at End of Year	\$ 223,415.00

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

☐ Yes ☒ No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a “professional fund-raiser,” “paid solicitor,” “fund raising counsel,” or “commercial co-venturer”)?

☐ Yes ☒ No

Officer Information

Do you need to modify the current officers?

☒ Yes ☐ No

List each officer, director, and trustee (at least 2 officers are required, and you must list officers who have or share the following titles: "Chief Financial Officer", "Custodian of Contributions", "Custodian of Final Distributions")

Charles Sueing
201 Thompson Ln., Suite 105
Nashville, TN 37211, USA
Title(s): Board Member, Secretary

Jamie Dunham
500 11th Ave N, Suite 200
Nashville, TN 37203, USA
Title(s): Board Member

Jessica Dauphin
7144 Riverfront Drive
Nashville, TN 37221, USA
Title(s): President

Jim Schmitz
500 11th Ave N, Suite 200
Nashville, TN 37203, USA
Title(s): Chairman

Dr. Ken Moore
198 E. Main St.
Franklin, TN 37064, USA
Title(s): Board Member

Mrs. Kimmi Hayes
500 11th Avenue N, Suite 200
Nashville, TN 37203, USA
Title(s): Custodian of Contributions, Custodian of Final Distributions, Vice President

Lewis Agnew
500 11th Ave N, Suite 200
Nashville, TN 37203, USA
Title(s): Treasurer

Pete Wooten
500 11th Ave N, Suite 200
Nashville, TN 37203, USA
Title(s): Board Member

Randall Hutto
500 11th Ave N, Suite 200
Nashville, TN 37203, USA
Title(s): Board Member

Richard Warren
500 11th Ave N, Suite 200
Nashville, TN 37203, USA
Title(s): Board Member

Ryan Stanton-Wyman
500 11TH AVE N
USA, SUITE 200, TN 37203
Title(s): Vice Chairman

CHASE HARPER
500 11TH AVE N
USA, SUITE 200, TN 37203
Title(s): Director

Has any officer, director, manager, operator, or principal of the organization been the subject of an injunction, judgement, or administrative order or been convicted of a felony?

☐ Yes ☒ No

Signature

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Kimmi P. Hayes

Date: 09/28/2022

Title: Chief Fiscal Officer

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Lewis Samuel Agnew

Date: 09/28/2022

Title: Treasurer



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

Date: 09/28/2022

Invoice: 2022-00897

Customer Information

JESSICA DAUPHIN
TRANSIT ALLIANCE OF MIDDLE TENNESSEE, INC.
500 11TH AVE. NORTH, STE. 200
NASHVILLE, 37203

Tracking Number	Description	Amount Paid
2022103159	CH Charitable Renewal	\$ 10.00
Payment Details		
Fee Total:		\$ 10.00
Payment Total:		\$ 10.00
Amount Due:		\$ 0.00
Payment Method		
Payment Type: Credit Card		
Check/Confirmation Number: 3836875730		

Transit Alliance Board of Directors November 2021-December 2022

First Name	Last Name	Position	Company	Term Ends	County	Email	Office Phone	Cell Phone
Jim	Schmitz	Chair	Elliott Davis	2024	Davidson	james.schmitz@comcast.net	550-6600	319-7005
Ken	Moore		City of Franklin	n/a	Williamson	ken.moore@franklintn.gov		934-1124
Randall	Hutto		Wilson County	n/a	Wilson	hutto@wilsoncountyttn.com		615-405-1611
Ryan	Stanton	Vice Chair	TVA	2023	Davidson	ryan.stantonwyman@gmail.com	615-366-0523	214-563-4371
Charles	Sueing	Secretary	Sueing Insurance Group	2023	Williamson	csueing1@comcast.net		615-739-1133
Jamie	Dunham		Brandwise	2023	Davidson	jamie@jamiedunham.com		
Richard	Warren		Bradley	2024	Davidson	rwarren@bradley		615-252-2337
Chase	Harper		TMA Group	2025	Williamson	charper@tmagroup.org		
David	DeVaul		Pinnacle Financial Partners	2025		david.devaul@pnfp.com		
Dale	Hall		Regions Bank	2025	Wilson			
Shane	McFarland		City of Murfreesboro	2025	Rutherford			

Advisors and Ex Oficio

Charles	Bone	Bone McAllister Norton
Ralph	Shulz	Nashville Area Chamber of Commerce



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/28/2022

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 have ADDITIONAL INSURED provisions or 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 First Ins Partners 110 Mathis Dr. Suite 105 Dickson TN 37055	CONTACT NAME: Pamela Stanford PHONE (A/C, No, Ext): (615) 446-2814 E-MAIL ADDRESS: pstanford@southpointrisk.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Selective Insurance Co of South Carolina INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 19259
INSURED THE TRANSIT ALLIANCE OF MIDDLE TENNESSEE 500 11th Ave N SUITE 200 NASHVILLE TN 37203		

COVERAGES**CERTIFICATE NUMBER:** CL2272859041**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			S 2257171	04/26/2022	04/26/2023	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
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			S 2257171	04/26/2022	04/26/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

The City of Franklin
City Hall
109 3rd Avenue South
Franklin TN 37064

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Transit Alliance of Middle Tennessee, Inc	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	
☐ Exempt payee	
Address (number, street, and apt. or suite no.) 500 11th Ave N., Suite 200	Requester's name and address (optional)
City, state, and ZIP code Nashville, TN 37203	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

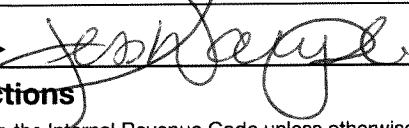
Social security number								
			-					
Employer identification number								
2	7	-	1	5	6	8	1	7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 10/24/22
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Franklin Nonprofit Funding Request – Fiscal Year 2023-2024

Application for Charitable and Civic Organizations

Submission Deadline: March 17, 2023

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Total amount of City of Franklin funds being requested for FY2023-2024 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name: Waves, Inc.

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The funds will be used to support the operation of one component of Waves, the Franklin Adult Day Program. This program for adults with intellectual and developmental disabilities has been operating in Williamson County for 50 years. The program is housed in space located at 1405B Brookwood Avenue and is leased from Williamson County government.

The cost for operating this program unit is \$465,867. The requested funding from the City of Franklin is 4.9% of the direct cost. The City's investment is met with funding from the state Department of Intellectual and Developmental Disabilities; United Way of Greater Nashville; Williamson County Government; private pay fees; and contributions.

Funding is also received from the TennCare Choices Waiver which is managed through MCO's, Amerigroup, United Health Care and Blue Care Network.

Funding received from the City of Franklin will continue Waves efforts to provide meaningful daily activities for 29 adults that will empower them to progress toward their full potential. Such support allows them to participate in, and contribute to, family and community life. Having a safe place for their family member to receive care, training, and socialization allows their family members to work.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The primary services provided by the Franklin Adult Day Services Program are meaningful daily activities and participation in community life; vocational training; recreation therapy; advocacy; social services; transportation; monitoring of health conditions such as diabetes, high blood pressure and seizures; public education about intellectual and developmental disabilities; and referral and information services.

Waves Franklin Adult Day Program provided training and therapeutic recreation activities to 29 adults with intellectual disabilities ranging from 22 to 76 years in age. 10 of the 29 participants also have physical disabilities which require use of wheelchairs and/or assistive devices.

The objective of the Adult Day Program is to support the acquisition, retention, or improvement in daily living, social, communication, self-help, and other adaptive skills. Most services are provided by a Direct Support Professional to a small group of three to six people and are individualized to the greatest extent possible. Some individuals who have significant physical disabilities require one on one staff support. In addition to the training provided in Waves sites, learning activities take place in community settings, such as a local church or community center. "Life Skills" classes structured on themes related to safety and health, basic academic skills, and life activities such as money handling and using the trolley. Waves' staff coordinate opportunities for physical activities such as walking club and swimming class at the Williamson County Recreation Center and attendance at special events such the Williamson County Fair.

Individuals are encouraged to consider community-based employment or are linked to volunteer opportunities. Examples of volunteer opportunities that occur on a regular basis are: organizing items at GraceWorks; visiting residents at Morning Pointe, assisting at Williamson County Animal Center. Volunteer activities that occur on a periodic basis are assisting with mailings for nonprofit organizations and churches and collecting donations of food or other supplies for other local organizations such as OneGenAway.

The Adult Day Program is open Monday - Friday from 8:00 AM to 4:00 PM on a year-round basis. Round trip transportation is provided to most participants.



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency revenue budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Lance Jordan, Executive Director	3/11/2023
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Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2023-2024 Nonprofit Organization Funding Request, continued.
July 1, 2023 – June 30, 2024

Agency Name:

Attachments:

- ☒ Option 1: Annual Audit for the last fiscal year you have concluded **OR**
- ☐ Option 2: A completed State of Tennessee annual reporting form for the last fiscal year you have concluded AND the auditor's opinion and compliance notes for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Proof of business registration with the State of TN, proof of registration with the TN Office of Charitable Solicitors, and any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability(if applicable), general liability, and workers' compensation with the City of Franklin listed as a Certificate Holder.
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065 .



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Waves, Inc.

Name of Nonprofit Organization

1325 West Main St. Ste. 104	Franklin	Williamson		37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 2021 **through** June 2022

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$	
State Grants		930551
Financial Assistance from Local Governments		
Donations and Gifts from Citizens		285226
Membership Dues		
Fees/Charges for Services		1784105
Fundraising Events		6246
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		
Other Receipts		563187
Total Receipts	\$	3569315 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages		2138182
Employee Benefits		135118
Payroll Taxes		221327
Fees for Services (non-employee)		293814
Advertising and Promotion		3684
Office Expenses		40127
Leases/Rentals		149722
Maintenance and Repairs		17863
Supplies		64940
Travel		17741

Utilities	_____	
Insurance	198870	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	34767	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ 3316155 (B)
 Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		 \$ 253160 (C)
 Cash Balance - at the beginning of the fiscal year		 \$ 788033 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 1041193 (E)
 Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ _____	
Cash in Bank – Checking	1041193	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ 1041193 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Funding received from the City of Franklin will continue Waves efforts to provide meaningful daily activities for 29 adults that will empower them to progress toward their full potential. Such support allows them to participate in, and contribute to, family and community life. Having a safe place for their family member to receive care, training, and socialization allows their family members to work.

Note- The end of fiscal year total cash is larger than normal due to Employee Retention Supplements. These additional funds were used for bonuses for employee retained throughout the COVID-19 pandemic.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Waves, Inc. _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Karen Fite

Printed Name

Signature

Phone Number 615-794-7955

Email Address KFite@wavesinc.com

Date 3/11/2023

2022

Financial Statements

With Supplementary
Information

WAVES, INC.
FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION
JUNE 30, 2022
(With Independent Auditor's Report Thereon)

WAVES, INC.
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JUNE 30, 2022

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WAVES, INC.
ROSTER OF BOARD OF DIRECTORS
JUNE 30, 2022

Jim Gilchriest, President

Danielle Williams - Treasurer

Tom Stearns, Honorary Board Chair

Hailey Blank

Denice Demers

John Lynch

Embry Nichols

Roberto Ramirez

Debbie Millhouse Sokol

Marcie Stephens

Trish Stiles

Rebekah Zeitlin

Ellen Lundy



PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Waves, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Waves, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year 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 Waves, Inc. as of June 30, 2022 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 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 the Waves, 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 opinions.

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 Waves, 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 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 the Waves, 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 the Waves, 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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Expenditures of Federal Awards and State Financial Assistance and Schedule of Prior Year Findings 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 information 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 November 29, 2022 on our consideration of Waves, Inc.'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 Waves, Inc.'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 Waves, Inc.'s internal control over financial reporting and compliance.

Other Information

Management is responsible for the other information included within this report. The other information comprises the Roster of Board of Directors but it does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance on it.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Patterson Handley & Bellentine

November 29, 2022

WAVES, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2022

ASSETS

Current Assets:

Cash	\$ 788,033	
Accounts receivable	335,074	
Prepaid expenses	<u>18,144</u>	
Total current assets		\$ 1,141,251

Property and equipment:

Land and Buildings	412,778	
Vehicles	439,365	
Furniture and equipment	67,722	
Less: accumulated depreciation	<u>(666,113)</u>	
Net property and equipment		253,752

Assets Whose Use Is Limited:

Contributions receivable	<u>97,268</u>	
Total assets whose use is limited		<u>97,268</u>

Total Assets		<u><u>\$ 1,492,271</u></u>
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LIABILITIES AND NET ASSETS

Current Liabilities:

Accounts payable	\$ 11,598	
Accrued expenses	<u>103,712</u>	
Total current liabilities		<u>\$ 115,310</u>

Total Liabilities		115,310
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Net Assets:

Without donor restrictions	1,279,693	
With donor restrictions	<u>97,268</u>	
Total net assets		<u>1,376,961</u>

Total Liabilities and Net Assets		<u><u>\$ 1,492,271</u></u>
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See accompanying notes to financial statements.

WAVES, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Public Support and Revenue:			
Gross special event revenue	\$ 22,565	\$ -	\$ 22,565
Less direct costs of special events	-	-	-
Net special events revenue	22,565	-	22,565
Revenues:			
Tennessee DIDD	1,323,213	-	1,323,213
Grants	930,551	-	930,551
Private pay	19,703	-	19,703
TEIS	292,485	-	292,485
Room and board	10,386	-	10,386
Contributions	285,226	97,268	382,494
In-kind facilities	24,660	-	24,660
Miscellaneous income	71	-	71
Net assets released from restriction	97,089	(97,089)	-
Total revenues	2,983,384	179	2,983,563
Total public support and revenue	3,005,949	179	3,006,128
Expenses:			
Program services	2,509,772	-	2,509,772
Management and general	726,871	-	726,871
Fundraising	79,512	-	79,512
Total functional expenses	3,316,155	-	3,316,155
Other gain/(loss):			
Other Income	58,989	-	58,989
Employee Retention Credit (ERC)	504,198	-	504,198
Total other gain/(loss)	563,187	-	563,187
Change in net assets	252,981	179	253,160
Net Assets - beginning of year	1,026,712	97,089	1,123,801
Net Assets - end of year	\$ 1,279,693	\$ 97,268	\$ 1,376,961

See accompanying notes to financial statements.

WAVES, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	Program Services				Supporting Services			
	Residential Services	Day Services	Employment Services	Early Learning Services	Total Program Services	Management and general	Fundraising	Total
Salaries	\$ 1,507,312	\$ 129,386	\$ 67,529	\$ 226,636	\$ 1,930,863	\$ 166,057	\$ 41,262	\$ 2,138,182
Payroll taxes	175,199	9,495	4,686	16,808	206,188	12,110	3,029	221,327
Employee benefits	12,532	-	-	3,044	15,576	119,040	502	135,118
Insurance	44,863	-	-	-	44,863	154,007	-	198,870
Occupancy	61,598	26,157	-	757	88,512	61,210	-	149,722
Professional services	18,937	976	27	4,880	24,820	87,738	11,652	124,210
Information technology	5,879	2,326	453	6,067	14,725	68,662	8,790	92,177
Supplies	35,585	3,917	119	1,516	41,137	21,903	1,900	64,940
Office expenses	7,194	4,063	481	554	12,292	23,769	4,066	40,127
Fees and subscriptions	29,787	-	-	-	29,787	3,262	-	33,049
Miscellaneous	8,726	322	-	-	9,048	731	-	9,779
Transportation	16,666	4,414	1,893	-	22,973	5,380	-	28,353
Repairs and maintenance	6,056	8,920	626	-	15,602	2,261	-	17,863
Travel and vehicle expense	3,023	425	7,827	5,723	16,998	643	100	17,741
Fundraising	50	-	-	-	50	-	6,196	6,246
Advertising and promotion	1,571	-	-	-	1,571	98	2,015	3,684
Depreciation	34,767	-	-	-	34,767	-	-	34,767
Total expenses by function	1,969,745	190,401	83,641	265,985	2,509,772	726,871	79,512	3,316,155
Less expenses included with revenues on the Statement of Activities:								
Direct cost of special events	-	-	-	-	-	-	-	-
Total expenses included in the expense section on the Statement of Activities	\$ 1,969,745	\$ 190,401	\$ 83,641	\$ 265,985	\$ 2,509,772	\$ 726,871	\$ 79,512	\$ 3,316,155

See accompanying notes to financial statements.

WAVES, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022

Cash Flows From Operating Activities:	
Change in net assets	\$ 253,160
Adjustments to reconcile change in net assets to net cash used in operating activities:	
Depreciation	\$ 34,767
Changes in:	
Accounts receivable	(242,045)
Prepaid expenses	13,797
Assets whose use is limited	(179)
Accounts payable	2,812
Accrued expenses	(70,885)
	(261,733)
Net cash used in operating activities	(8,573)
Cash Flows from Investing Activities:	
Purchases of property and equipment	(83,263)
Net cash used in investing activities	(83,263)
Cash Flows from Financing Activities:	
Payments on installment note payable	(14,810)
Net cash used in financing activities	(14,810)
Net change in cash	(106,646)
Cash - beginning of year	894,679
Cash - end of year	\$ 788,033

See accompanying notes to financial statements.

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - Summary of Significant Accounting Policies

Description of Business and Program Services

In these notes, the terms "Organization", "we", "us" or "our" mean Waves, Inc. We are a community organization committed to empowering individuals with intellectual and developmental disabilities to progress toward their full potential. We accomplish this through securing all indicated resources and ensuring their effective use for the individuals we serve. We are further committed to serving as a vehicle for communicating the desires and needs of the persons we serve and to enhance the image of those persons in the community.

Basis of Accounting

The accompanying financial statements have been prepared on an accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, our net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors. Restrictions fulfilled in the same accounting period in which the contributions are received are reported in the Statement of Activities as net assets without donor restrictions.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Receivables

Accounts receivable consist of noninterest-bearing amounts due for our program services. We determine the allowance for uncollectible accounts receivable based on historical experience, an assessment of economic conditions, and a review of subsequent collections. There was no balance allowed for doubtful accounts at June 30, 2022. Receivables from contracts with customers are reported as accounts receivable and contract liabilities are reported as deferred revenue in the accompanying financial statements. Contributions receivable are expected to be received within one year at net realizable value.

Revenue Concentration

We receive approximately 51% of our total support and revenue from the Tennessee Department of Finance and Administration – Division of Intellectual Disabilities Services and Bureau of TennCare (TN DIDD). In the event of a significant reduction in the level of this support, our programs and activities could be affected.

Revenue and Revenue Recognition

The Organization recognizes contributions 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 met. There were no conditional promises to give at June 30, 2022.

A portion of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position. There were no such balances at June 30, 2022.

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - Summary of Significant Accounting Policies (continued)

Revenue and Revenue Recognition (continued)

We recognize revenue from our program services when the performance obligations of providing the services detailed in the contracts with the customer are performed. These services include providing assistance and oversight of individuals with disabilities for programs of the Organization as detailed on the statement of functional expenses. The performance obligations are considered met at a point in time for each of these services. Additionally, there were no balances received prior to the completion of performance obligations for the year ending June 30, 2022.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include occupancy and utilities which are allocated on a square footage basis. Salaries and wages, benefits, payroll taxes, and professional services are allocated on the basis of time utilization. Office expenses, supplies and information technology as well as insurance is allocated based on usage.

Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, we consider all investment instruments without donor restrictions with an original maturity date of three months or less to be cash equivalents. At June 30, 2022, we had no cash equivalents.

Property and Equipment

Property and equipment are stated at cost, or if contributed, at fair market value at the date of the gift. Assets with a cost in excess of \$500 are capitalized. Depreciable assets are being depreciated using the straight-line method over the estimated useful lives of the assets, which range from two to thirty years. Maintenance and repairs are charged to expense as incurred.

Long-lived assets to be held and used are reviewed for impairment whenever events or changes in circumstances indicate the related carrying amount may not be recoverable. At June 30, 2022, no assets were considered to be impaired.

Income Taxes

We are a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and are classified as an organization that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Therefore, no provision for federal income taxes is included in the accompanying financial statements. We do not believe there are any uncertain tax positions. Further, we do not believe that we have any unrelated business income, which would be subject to federal taxes.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires us to make estimates and assumptions affecting certain reported amounts and disclosures. Actual results could differ from those estimates.

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - Summary of Significant Accounting Policies (continued)

Advertising Costs

Advertising is expensed when incurred. This amount is presented on the statement of functional expenses.

NOTE 2 - Availability and Liquidity

Financial assets available for general expenditure within one year of the Statement of Financial Position, consist of the following:

Financial assets for the year ended June 30, 2022:

Cash	\$ 788,033
Accounts receivable	<u>335,074</u>
	<u>\$ 1,123,107</u>

The Organization has certain donor-restricted assets limited to use which are only available for restricted programs. Accordingly, these assets have been excluded in the qualitative information above.

In the next fiscal year, we plan to receive the same level of contributions, and consider contributions for programs which are ongoing, major, and central to our annual operations to be available to meet cash needs for general expenditures. The Organization has minimal amounts of liabilities in order to maintain most of its financial assets to be readily available. We consider cash to be readily available. We manage our liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged. If our analysis of liquid assets reveals inadequate funds for near-term operating needs, we will immediately reduce spending of program and management and general expenditures.

NOTE 3 - Accounts Receivable

Amounts represent a request for payment for services rendered under state contracts and various insurance providers. Bad debts are recognized using the allowance method based on our evaluation of outstanding accounts. At June 30, 2022, no allowance was considered necessary.

At June 30, 2022, 61% of our accounts receivable were due from TN DIDD, and 100% of accounts receivable with donor restrictions was due from the United Way.

NOTE 4 - Other Payables

The following is a summary of other payables at June 30, 2022:

Salaries payable	\$ 20,390
Accrued leave payable	<u>83,322</u>
	<u>\$ 103,712</u>

NOTE 5 - Net Assets With Donor Restrictions

The following is a summary of net assets with donor restrictions at June 30, 2022:

United Way receivable – time restricted for fiscal year 2023	<u>\$ 97,268</u>
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WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 6 - Leases

We lease various office equipment and real property under lease arrangements classified as operating leases. We have one operating lease for a copier with monthly payments of \$968 that expires on November 7, 2024. One lease agreement is for our main office in Franklin, Tennessee, which expires in January 2026, with monthly payments varying between \$4,323 and 4,865. We also have an operating lease for another office location in Franklin, Tennessee, which expires June 2023, with monthly payments of \$986. Finally, we have a lease agreement for our location in Fairview, Tennessee location with lease payments for one dollar a month. We have estimated the fair value of this donated rent and recorded in-kind revenue and expense for this lease, see NOTE 9.

The following is a schedule of future minimum lease payments under the non-cancellable operating lease (copier) and the lease for our Franklin location as of June 30, 2022:

<u>Year Ending June 30</u>	
2023	\$ 77,542
2024	67,333
2025	62,226
2026	<u>34,055</u>
	<u>\$ 241,156</u>

NOTE 7 - Employee Benefit Plan

We have a 403(b)-retirement plan through Mutual of America that covers all employees who are regularly scheduled to work 1,000 hours or more per year and have worked for one year. We contribute an amount equal to each participating employee's contribution, up to 2% of the employee's compensation for the year. Employees may make contributions to the Plan up to the maximum amount allowed by the Internal Revenue Code if they wish. The amount contributed by us for the year ended June 30, 2022, was \$99,120.

NOTE 8 - Concentration of Credit Risk

We maintain our cash in bank accounts which, at times, may exceed federally insured limits. We have not experienced any losses in such accounts and do not believe that we are exposed to any significant credit risk on our cash.

NOTE 9 - Donated Facilities

We receive the use of a facility free of charge and record the donated use of that facility based on local rates for similar facilities in the region. The following amount was recorded for donated facilities for the year ended June 30, 2022 and is included with occupancy on the statement of functional expenses:

Fairview facility rent	<u>\$ 24,660</u>
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NOTE 10 - Other Income

We received funding from the Employee Retention Credit (ERC) during the year, which is not a regularly recurring item of our financial statements and has been shown separately from other revenues on the statement of activities to demonstrate the segregation of our operating revenues and other income.

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 11 - New Pronouncements

In February 2016, FASB issued Accounting Standards Update 2016-02, *Leases (Topic 842)*. The Update provides guidance about recording lease transactions on an organization's statements of financial position and activities. The amendments in this Update are effective for annual periods beginning after December 15, 2021, and for annual periods and interim periods thereafter with early adoption permitted. We are currently evaluating the impact of adopting this statement.

NOTE 12 - Subsequent Events

We have evaluated events subsequent to June 30, 2022. As of November 29, 2022, the date that the financial statements were available to be issued, no other events subsequent to the Statement of Financial Position date are considered necessary to be included in the financial statements for the year ended June 30, 2022.

WAVES, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND
STATE FINANCIAL ASSISTANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Federal Grantor/ Pass Through Grantor	Program/Cluster Name	CFDA Number	Contract Number	Passed Through to Subrecipients	Expenditures
<u>Federal Awards</u> Pass-through Funding: U.S. Department of Education through the TN Department of Education Total Program 84.181A	Special Education - Grants for Infants and Families	84.181A	69640	\$ -	\$ 48,848
					48,848
TOTAL FEDERAL AWARDS				\$ -	\$ 48,848
<u>State Financial Assistance</u> TN Department of Education TOTAL STATE AWARDS	Special Education - Grants for Infants and Families	N/A	69640	\$ -	\$ 132,070
TOTAL FEDERAL AND STATE AWARDS				\$ -	\$ 180,918

Note 1 - Basis of Presentation: This schedule was prepared on an accrual basis. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements. These grants are 100% through to Waves, Inc., whom assume full audit responsibility.

Note 2 - Indirect Cost Rate: Waves, Inc. allocates indirect costs using the Restricted Indirect Cost Rate (RICR) for its contracts. The RICR is calculated using the following, (General Management Costs + Fixed Costs) / Other Expenditures. The RICR applied for the DOE grant only, during the year was 9%.



PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

INDEPENDENT AUDITOR'S 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

To the Board of Directors of
Waves, Inc.

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 Waves, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022 and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 29, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Waves, Inc.'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 Waves, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Waves, Inc.'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 Waves, Inc.'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.

Patterson Hardee & Ballentine

November 29, 2022

WAVES, INC.
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDING JUNE 30, 2022

Financial Statement Finding

Prior Year Finding Number	Finding Title	Status/Current Year Finding Number
2021-001	Amounts recorded in the general ledger for accounts receivable and accruals are not being reconciled to supporting documentation.	Corrected



PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

November 29, 2022

To the Board of Directors
Waves, Inc.

We have audited the financial statements of Waves, Inc. for the year ended June 30, 2022, and we will issue our report thereon dated November 29, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 8, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Waves, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no particularly sensitive estimates affecting the financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of functional expense allocation in Note 1 to the financial statements describing the allocation of expenses into their appropriate functional category.

The financial statement disclosures are neutral, consistent, and clear.

During 2022, the Organization received revenue from the IRS via the Employee Retention Credit (ERC). This other income is separately identified in the Organization's 2022 Statement of Activities. A description of the transaction is included in Note 11 to the Organization's financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit. The following material misstatements detected as a result of audit procedures were corrected by management: cash, accounts and grants receivable, prepaid insurance, accounts payable and accrued payroll and related revenues and expenses.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 29, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Waves, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Patterson Handley & Bellentine

WAVES, INC.
SCHEDULE OF UNCORRECTED MISSTATEMENTS
JUNE 30, 2022

Description (Nature) of Audit Difference (AD)	Factual (F), Judgmental (J), or Projected (P)	Cause	W/P Reference	Financial Statement Effect—Amount of Over (Under) Statement of:						
				Total Assets	Total Liabilities	Net Assets	Revenues	Expenses	Change in Net Assets	Working Capital
Extrapolated difference from testing of DIDD notes	P	Units billed and paid by State did not agree to units performed per the client notes.	S-1	\$0	-\$11,218		\$11,218		\$11,218	\$11,218
Total				\$0	-\$11,218	\$0	\$11,218	\$0	\$11,218	\$11,218
Less Audit Adjustments Subsequently Booked										
Unadjusted AD—Current Year (Iron Curtain Method)				\$0	-\$11,218	\$0	\$11,218	\$0	\$11,218	\$11,218
Effect of Unadjusted AD—Prior Years									\$0	
Combined Current and Prior Year AD (Rollover Method)				\$0	-\$11,218	\$0	\$11,218	\$0	\$11,218	\$11,218
Financial Statement Caption Totals				\$1,492,271	\$115,310	\$1,376,961	\$3,569,315	\$3,312,025	\$257,290	
Current Year AD as % of FS Captions (Iron Curtain Method)				0.00%	-9.73%	0.00%	0.31%	0.00%	4.36%	0.00%
Current and Prior Year AD as % of FS Captions (Rollover Method)				0.00%	-9.73%	0.00%	0.31%	0.00%	4.36%	0.00%

Qualitative Factors: Describe qualitative factors that entered into your evaluation of whether uncorrected accumulated misstatements of amounts in the table are material, individually or in the aggregate, in relation to specific accounts and disclosures and to the financial statements as a whole, and the reasons why.

Misstatements of Disclosures: Accumulate and describe any misstatements of disclosures, including qualitative and quantitative disclosures, that entered into your evaluation of whether uncorrected accumulated misstatements are material, individually or in the aggregate, in relation to specific accounts and disclosures and to the financial statements as a whole.

Conclusion: Based on the results of the evaluation performed above, as well as the consideration of qualitative factors and misstatements by nature or circumstances, uncorrected audit differences, individually and in the aggregate, do not cause the financial statements taken as a whole to be materially misstated.



PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

To the Board of Directors of
Waves, Inc.

In planning and performing our audit of the financial statements of the Waves, Inc. ("the Organization") as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered Waves, Inc.'s internal control over financial reporting (internal control) as a basis for designing auditing 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 the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

This letter does not affect our report dated November 29, 2022, on the financial statements of Waves, Inc. We will review the status of these comments during our next engagement. Our comments and recommendations are intended to improve your current accounting policies, operating effectiveness and internal controls. We will be pleased to discuss these comments in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations.

Financial Statement Accruals

During our audit, we noted instances of misstatement for year ending financial statement accruals. Specifically, prepaid expenses and accrued wages were not properly adjusted during the year or at year end, therefore requiring adjustment as a result of audit procedures. The prior year balance was not reversed during the year, resulting in an overstatement in the current year. This balance should be evaluated, at least annually, to ensure all assets paid for in advance, including those for service periods spanning fiscal years, such as insurance policies, are recorded accurately. Accrued wages and vacation balances were also not properly recorded at year end. These entries can be calculated relatively easily using the pay period that crosses fiscal years and determining the amount of wages to be accrued and expensed during the current and future fiscal year and recorded accordingly. Given management's applied actions to the prior year management corrective action plan, this control matter has not been assessed as a material weakness or significant deficiency, however, if these matters continue to persist there are risks for continued misstated financial statements that would result in a significant deficiency or material weakness in controls over financial reporting in future periods.

Financial Close

During the process of the audit, we noted misstatements for ending account balances when comparing the trial balance to the supporting subledgers. These were caused by instances, such as those noted in the Financial Statement Accruals section above and due to improperly stated cash and receivable balances as of June 30, 2022. A material adjustment was required to properly state accounts receivable for a missing months' worth of Department of Education income performed during the 2022 fiscal year but paid in the 2023 fiscal year. A material adjustment was also needed for a duplicated deposit to the operating cash account that was created after the bank reconciliation date.

These misstatements could have been prevented or mitigated if an effective, concise year end close occurred for all major balance sheet accounts. This includes ensuring a hard close date to prevent any transactions from being modified after the period has been closed. We recommend implementing a checklist or set of policies that would assist in a timely and accurate close of the financial statements on an accrual basis and be more meaningful for the financial statement users, such as the Board of Directors. Given management's applied actions to the prior year management corrective action plan, this control matter has not been assessed as a material weakness or significant deficiency, however, if these matters continue to persist there are risks for continued misstated financial statements that would result in a significant deficiency or material weakness in controls over financial reporting in future periods.

New Accounting Pronouncements

We also wanted to make you aware of some new accounting standards that will be effective for your organization in the near future. It is imperative that you understand and begin planning for implementation.

Leases

We recommend that management begin reviewing all leases engaged in by the Organization (as a lessor or lessee) to start preparing for reporting changes and disclosure requirements included in ASU 2016-02 *Leases (Topic 842)*, that will be effective for annual periods beginning after December 15, 2021. Under this new accounting standard, most leases will need to be recorded as a liability on your financial statements. You will also record an asset for the right to use the leased property.

For leases in the financial statements of lessors, at the lease commencement date, the lessor shall derecognize the underlying asset and recognize a net investment in the lease. At this time any selling profit or loss arising from the lease will be recognized and an initial direct cost as an expense if the fair value of the underlying asset is different from the carrying amount.

We will review the status of these comments during our next audit engagement. We have already discussed them with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, Board of Directors, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Patterson Harder & Bellentone

November 29, 2022

Address any reply to: P. O. Box 737, Atlanta, Georgia 30301

Department of the Treasury

District Director

Internal Revenue Service

Date:

FEB 18 1975

In reply refer to:

711-3:GF:5096

▷ Waves, Inc.
Route 1, Adams Drive
Fairview, Tennessee 37062

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section ~~170(b)(1)(A)(vi)~~ and 509(a)(1).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,



Exempt Organization Specialist

404-526-4516

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

February 07, 2023

KAREN R FITE
1325 WEST MAIN ST. STE 104
FRANKLIN, TN 37064

RE: Registration to Solicit Funds for Charitable Purposes

Organization Name: WAVES, INC.

CO Number: CO4527

Renewal Date: 12/31/2023

Dear KAREN R FITE :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

Tracking Number
2023102709

Application to Renew Registration of a Charitable Organization



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

CO Number: CO4527
Filed: 02/06/2023 04:17 PM
Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: WAVES, INC.

Legal entity type of the Organization: Corporation

Business Services Control Number: 000087140

FEIN: 62-0920595

Initial Registration Date: 10/18/2001

Renewal Date: 12/31/2022

Has your fiscal year ending month changed since your last renewal?

☐ Yes ☒ No

Fiscal Year Ending Month: June

When and where was the organization legally established

Date: 09/28/1973

Country: USA

City/State: FRANKLIN, TN

County: Williamson

Has your Principal Office address changed since your last renewal?

☐ Yes ☒ No

Principal Office Address

1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064

Has your Mailing address changed since your last renewal?

☐ Yes ☒ No

Mailing Office Address

1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064

Contact Information for the Charitable Organization

Contact Name: KAREN R FITE

Telephone Number: (615) 794-7955

Fax Number: (615) 794-6019

Email: kfite@wavesinc.com

Website: wavesinc.com

Current names used by the charity organization

Do you need to modify other names that the charity solicits under?

☐ Yes ☒ No

Has the organization registered in any other state(s)?

☐ Yes ☒ No

Does the charity have other offices, chapters, branches, affiliates or a parent?

☐ Yes ☒ No

The category that best describes your organization

P - Human Services

The charitable purpose of the organization

To empower individuals with intellectual and developmental disabilities to progress toward their full potential.

Tax & Financial Information

Has your tax exempt status changed since your last renewal?☐ Yes ☒ No**Last Fiscal Year Start:** July 2021**Last Fiscal Year End:** June 2022**Type of 990 Tax Form Filed:** 990 (Long Form)**Gross Revenue**

Direct and Indirect Public Contributions	\$ 382,494.00
Government Grants	\$ 1,223,036.00
Program Service Revenue	\$ 1,412,291.00
Special Events and Activities	\$ 22,565.00
Gross Sales of Inventory	\$ 0.00
Other Revenue	\$ 504,655.00
Total Revenue	\$ 3,545,041.00

Expenses

Total Program Expenses	\$ 2,509,772.00
Direct Expenses from Special Events	\$ 0.00
Cost of Goods Sold	\$ 0.00
Management and General Expenses	\$ 702,211.00
Fundraising Expenses	\$ 79,512.00
Other Expenses	\$ 0.00
Total Expenses	\$ 3,291,495.00

Excess/Deficit For the Year (Total Revenue - Total Expenses)	\$ 253,546.00
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Changes in Net Assets/Fund Balances

Net Assets/Fund Balances at Beginning of Year	\$ 1,123,801.00
Other Changes in Net Assets or Fund Balances	\$ 0.00
Net Assets/Fund Balances	\$ 1,376,961.00
Total Liabilities at End of Year	\$ 115,312.00
Net Assets/Fund Balances at End of Year	\$ 1,376,961.00

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

☐ Yes ☒ No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a "professional fund-raiser," "paid solicitor," "fund raising counsel," or "commercial co-venturer")?

☐ Yes ☒ No

Officer Information

Do you need to modify the current officers?

☒ Yes ☐ No

List each officer, director, and trustee (at least 2 officers are required, and you must list officers who have or share the following titles: "Chief Financial Officer", "Custodian of Contributions", "Custodian of Final Distributions")

Danielle Williams
720 Cool Springs Blvd
Franklin, TN 37064, USA
Title(s): Board Member

Denice Demers
7082 Bakers Bridge Rd
Franklin, TN 37067, USA
Title(s): Board Member

Karen Fite
6848 Bizzell Howell Lane
College Grove, TN 37046, USA
Title(s): Chief Financial Officer, Custodian of Contributions

Lance Jordan
145 Southeast Parkway S-100
Franklin, TN 37064, USA
Title(s): Custodian of Final Distributions, Director

Rebekah Zeitlin
8119 Isabella Lane
Brentwood, TN 37027, USA
Title(s): Board Member

Tom Stearns
331 Nolensville Road
Nolensville, TN 37135, USA
Title(s): Chairman

EMBRY NICHOLS
1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

DEBBIE SOKOL
1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

TRISH STILES
1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

ELLEN LUNDY

1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

HAILEY BLANK
1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

JOHN LYNCH
1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

ROBERTO RAMIREZ
1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

MARCIE STEPHENS
1325 WEST MAIN ST. STE 104
USA, FRANKLIN, TN 37064
Title(s): Board Member

Has any officer, director, manager, operator, or principal of the organization been the subject of an injunction, judgement, or administrative order or been convicted of a felony?

☐ Yes ☒ No

Signature

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Karen R Fite

Date: 02/06/2023

Title: Accountant

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Lance Jordan

Date: 02/06/2023

Title: Director



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

Date: 02/06/2023

Invoice: 2023-01116

Customer Information

KAREN R FITE
WAVES, INC.
1325 WEST MAIN ST. STE 104
FRANKLIN, 37064

Tracking Number	Description	Amount Paid
2023102709	CH Filing Late Fee	\$ 20.00
2023102709	CH Charitable Renewal	\$ 10.00
Payment Details		
Fee Total:		\$ 30.00
Payment Total:		\$ 30.00
Amount Due:		\$ 0.00
Payment Method		
Payment Type: Credit Card		
Check/Confirmation Number: 3844789656		



STATE OF TENNESSEE DEPARTMENT OF REVENUE

JOHN HAYS
WAVES, INC.
145 SE PARKWAY STE 100
FRANKLIN TN 37064-3998

Effective Date: July 1, 2019
Expiration Date: June 30, 2023
Account No: 1000014402-SLC
Exemption No: 858422272
Facility Address:
145 SE PARKWAY
STE 100
FRANKLIN TN 37064-3998

Exempt Organizations or Institutions Sales and Use Tax Certificate of Exemption

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Seller's Name

Seller's Address (City & State)

I, Shelley Johnson, as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Shelley Johnson
Print Name of Authorized Representative

Shelley Johnson
Signature of Authorized Representative

7-1-19
Date

**WAVES 2022-2023 BOARD MEMBER
BIOGRAPHICAL INFORMATION**

1	Name: Rebekah Zeitlin, President	Street: 8119 Isabella Lane, Ste. 105	City: Brentwood	Zip: 37027
	Employer: Zeitlin-Sotherby	Email: rebekahzeitlin@gmail.com	Telephone: 615.574.7340	Expiration: June 2025
2	Name: Danielle Williams, Treasurer	Street: 720 Cool Springs Blvd. Ste. 600	City: Franklin	Zip: 37067
	Employer: Crowe, LLP	Email: Danielle.williams@crowe.com	Telephone: 615.515.5960	Expiration: June 2025
3	Name: Tom Stearns, Honorary Board Chair	Street: 7331 Nolensville Road	City: Nolensville	Zip: 37135-9463
	Employer: retired/community volunteer	Email: thomashstearns@comcast.net	Telephone: 615.776.2814	Expiration: June 2024
4	Name: Hailey Blank	Street: 3140 Brimstead Dr.	City: Frankin	Zip: 37064
	Employer: Marketing Consultant	Email: haileymarieblank@gmail.com	Telephone:	Expiration: June 2026
5	Name: Denice Demers	Street: 198 E Main St.	City: Franklin	Zip: 37064
	Employer: Simmons Bank	Email: denice.demers@simmonsbank.com	Telephone: 615.790.5130	Expiration: June 2024
6	Name: John Lynch	Street:	City: Spring Hill	Zip:
	Employer: community volunteer	Email:	Telephone:	Expiration: June 2028
7	Name: Embry Nichols	Street: 1608 Indian Creek	City: Franklin	Zip: 37067
	Employer: Guy Carpenter	Email: embrynichols@gmail.com	Telephone: 267.254.5049	Expiration: June 2026
8	Name: Roberto Ramirez	Street: 3000 Isleworth Dr. Apt. 3103	City: Franklin	Zip: 37064
	Employer: Ascend Federal Credit Union	Email: rramirez@ascend.org	Telephone: 615.630.3295	Expiration: June 2027
9	Name: Debbie Millhouse Sokol	Street: 1504 Beaumont Terrace	City: Spring Hill	Zip: 37174
	Employer: CBL Properties	Email: debbie.sokol@cblproperties.com	Telephone:	Expiration: June 2027
10	Name: Marcie Stephens	Street: 1079 Auldrige Drive	City: Spring Hill	Zip: 37174
	Employer: Community Health Systems	Email: Marcie@marciestephens.com	Telephone: 931.206.1317	Expiration: June 2028
11	Name: Trish Stiles	Street: 309 Mercury Drive	City: Franklin	Zip: 37064
	Employer: Enviro-Masters Services	Email: trishstiles@gmail.com	Telephone: 615.975.7071	Expiration: June 2027
12	Name: Ellen Lundy, Intern	Street: 3605-B Doge Place	City: Nashville	Zip: 37204
	Employer: HCA- Healthcare	Email: ellenalundy@gmail.com	Telephone:	Expiration: June 2023



WAVEINC-02

ESCARBROUGH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/7/2023

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 have ADDITIONAL INSURED provisions or 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 License # 1298 Hub International Mid-South 3011 Armory Drive Suite 250 Nashville, TN 37204	CONTACT NAME: PHONE (A/C, No, Ext): (615) 383-9761 FAX (A/C, No): (615) 383-4628 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Carolina Casualty Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 18058 10510

COVERAGES

CERTIFICATE NUMBER:

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			PHPK2433560	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			PHPK2433560	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB821669	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Annual Aggreg \$
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below N		N / A	KEY0136775	4/9/2022	4/9/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liab,			PHPK2433560	7/1/2022	7/1/2023	1,000,000 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Please refer to the following page(s) for additional information.

CERTIFICATE HOLDER

CANCELLATION

City of Franklin 109 3rd Avenue South Franklin, TN 37064	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
---	---

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Waves, Inc.

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

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

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

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

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

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

1325 West Main St. Ste. 104

6 City, state, and ZIP code

Franklin, TN 37064

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

- - - - -

or

Employer identification number

6 2 - 0 9 2 0 5 9 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Lana Jordan for Waves, Inc.

Date ► 03/08/2021

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Government Funding Request Form – Fiscal Year 2023-2024

Application for Government Programs Operating within the City of Franklin

Submission Deadline: March 17, 2023

Agency Name: Williamson County Accounting (WIL013)

(List agency name as it appears on the Secretary of State website)

Physical Address: Animal Control, 1006 Grigsby Hayes Court, Franklin, TN 37064

Payment Address: Williamson County Accounting, Animal Control, 1320 W Main Street, Suite 130, Franklin, TN 37064

Tax ID: 62-6000913

Application Contact: Phoebe Reilly

Name

phoebe.reilly@williamsoncounty-tn.gov

Email

615-790-5703

Phone

Total amount of City of Franklin funds being requested for FY2023-2024 \$189,869.00

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

NA Annual Audit for the last fiscal year you have concluded

☐

City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).

NA Signed statement on entity letterhead providing a brief description of the program that serves the City of Franklin residents and the proposed use of the funding being requested. [Interlocal 2015-0074](#)



Government Funding Request Form – Fiscal Year 2023-2024, cont.

Agency: Williamson County Accounting (WIL013)

Phoebe Reilly

03/16/2023

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Phoebe M Reilly

3/16/23

Signature of (CEO/President/Executive Director/Board Chair)

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065.



WILLIAMSON COUNTY GOVERNMENT

February 22, 2023

VIA US MAIL

Ms. Kristine Brock, ACA Finance & Administration/ CFO
City of Franklin
103 3rd Avenue South
Franklin, TN 37064

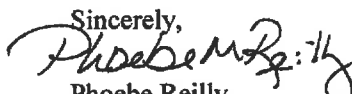
Re: Animal Control Fee – Fiscal Year 2023-24

Dear Ms. Brock:

As you may recall, the City of Franklin and Williamson County executed an interlocal agreement for the provision of animal control services. The agreement automatically renews for an additional year unless either party provides 90 days' notice to the other party. In addition, the agreement provides that Williamson County shall recalculate the fee each year based on the costs for the operation portion of the current total fiscal year animal control budget and provide the new fee prior to March 1 of the current year. The recalculation cannot exceed an increase of five percent (5%) from the previous year fee except in years in which a special census was completed.

Based on my calculations, the City of Franklin's contribution for fiscal year 2023-24 is \$189,869.00. Please sign this letter acknowledging your receipt and return it to my attention. You may e-mail it to Phoebe.Reilly@williamsoncounty-tn.gov. The payment for animal control services is due any time between July 1, 2023 and June 30, 2024.

If you have any questions, please call me at 615-790-5703.

Sincerely,

Phoebe Reilly
Finance Director

Received: Kristine Brock (signature)

Printed name: Kristine Brock

Title: ACA/CFO

Date: 3/2/2023





STATE OF TENNESSEE
DEPARTMENT OF HEALTH
WILLIAMSON COUNTY HEALTH DEPARTMENT

FRANKLIN CLINIC
1324 WEST MAIN STREET
FRANKLIN, TN 37064
(615) 794-1542

FAIRVIEW CLINIC
2629 FAIRVIEW BOULEVARD
FAIRVIEW, TN 37062
(615) 799-2389

March 13, 2023

Michael Walters Young, Finance Department
City of Franklin
109 Third Avenue, South
Franklin, TN 37064

Dear Mr. Young:

Thank you for continuing to support programs, services and initiatives offered by the Williamson County Health Department. Enclosed is the Health Services Report indicating the number of services provided for Franklin residents residing in zip codes 37064, 37067 and 37069 during calendar year (CY) 2022 (see Appendix A). The health department is requesting annual appropriations in the amount of \$21,150 from the City of Franklin for fiscal year 2023-2024.

COLLABORATION AND PARTNERSHIPS

The Williamson County Health Department continued partnerships with the Suicide Prevention Task Force initiated by Franklin Mayor Ken Moore. A health department representative participated in meetings to continue task force initiatives including obtaining **\$25,000** in (CARES) grant funds from the Tennessee Department of Health. Funds will be used to 1) provide additional Question, Persuade and Refer (QPR) suicide prevention certification training; 2) conduct indoor advertising targeting suicide prevention messaging through Graffiti Advertising; and 3) complete an online social media campaign targeting populations where suicide ideations and rates are greatest.

COMMUNITY IMPROVEMENT PLAN (CHIP)

The Williamson County Health Department in collaboration with St. Thomas Ascension and Vanderbilt University Medical Center completed a Community Health Needs Assessment to review the community's current health status and needs. Individuals representing agencies, organizations, businesses, subject matter experts and local community members selected

priorities based on CHNA data. Priorities identified for the 2023-2025 plan include 1) affordable housing; 2) substance misuse; 3) access to mental healthcare (including suicide prevention); and 4) health promotion and prevention as well as developed goals and strategies in the county's Community Health Improvement Plan (CHIP).

COMMUNICABLE DISEASE

While COVID testing sharply declined in 2022, the health department continued to provide vaccines and boosters for adults and children ages 5 & up and approval of vaccines for children 6 months – 4 years.

A Monkeypox outbreak hit middle Tennessee during summer of 2022. In August, Williamson County Health Department nurses issued 216 Monkeypox vaccines, more than any county in the mid-Cumberland region (excluding Davidson).

SUBSTANCE MISUSE

The Williamson County Anti-Drug Coalition, Health Department, WC-TV and other non-profit organizations are partnering to create short videos that provide information about substance misuse, available resources, and messages of hope to assist those who have addiction and loved ones who provide support. Interviews have been conducted among mental health and addiction subject matter experts; individuals with personal addiction experiences; families impacted by addiction; legal experts and others. Mayor Ken Moore and Chief Deb Faulkner are among those who have been interviewed.

The first series of videos is scheduled to be released in April 2023. At that time, videos will be shared with local media outlets, partner agencies and others for distribution.

If you have any questions, please feel free to email (Catherine.montgomery@tn.gov) or call (615.595.1258) me. We look forward to continuing our partnership to keep Williamson County safe and healthy.

Best regards,



Cathy Montgomery, County Director
Williamson County Health Department



Government Funding Request Form – Fiscal Year 2023-2024

Application for Government Programs Operating within the City of Franklin
Submission Deadline: March 17, 2023

Agency Name:

(List agency name as it appears on the Secretary of State website)

Physical Address:

Payment Address:

Tax ID:

Application Contact:	Catherine Montgomery	catherine.montgomery@tn.gov	615-794-1542
	Name	Email	Phone

Total amount of City of Franklin funds being requested for FY2023-2024 \$

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

- ☒ Annual Audit for the last fiscal year you have concluded
- ☐ City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ Signed statement on entity letterhead providing a brief description of the program that serves the City of Franklin residents and the proposed use of the funding being requested.



Government Funding Request Form – Fiscal Year 2023-2024, cont.

Agency: Williamson County Health Department (WIL022)

Catherine A. Montgomery, County Health Director

03/13/2023

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

A handwritten signature in blue ink, reading "C.A. Montgomery", is written over a horizontal line.

3.13.2023

Signature of (CEO/President/Executive Director/Board Chair)

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065.

**Fiscal Inspection, Review Monitoring
Fiscal Review**

County: **Williamson - Franklin**
Region: **Mid Cumberland**
Date: **05/10/22** Reviewer:

Cosite: **941**
Teresa Settles

	% Met
A. Cash Deposit (CD) :	
1. a. Were the cash deposits made in a timely manner?	100%
b. Did the CD, production run and bank receipt all agree?	100%
c. Was the bank receipt the same day or later than production run?	100%
d. Were the required documentation included in the PeopleSoft upload ?	
1. Copy of Cds	96%
2. Receipts from bank	96%
3. Cash Drawer Reports/Production Runs	96%
4. Cash Drawer Reports/Receipt Pages	96%
5. Complete ICL report, if required	96%
e. Was the Naming Conventions Correct?	100%
f. Were CDs used in sequence?	100%
g. If there were any CDs voided, did they follow procedures?	NA
h. Were the batches approved and balanced by separate people?	100%
i. Were the batches processed in a timely manner?	100%
j. No patient's information was uploaded into Edison?	100%
2. Credit Cards:	
a. Were the required documentation uploaded into PeopleSoft?	
1. Cred Sum Reports	100%
b. Were the deposits made in a timely manner?	100%
c. Were the Naming Conventions Correct?	100%
d. Were the batches approved and balanced by separate people?	100%
e. Were the batches processed in a timely manner?	100%
f. No patient's information was uploaded into Edison?	100%
3. Cash and Deposits	
Secure the change funds and obtain a test cash drawer report	
a. Count fund <u>in the presence</u> of the fund custodian or count along as custodian counts the change fund, noting any exceptions.	100%
b. Compare a list of state and county employees to checks, I.O.U.'s; etc. found in the cash counts.	100%
c. Secure a copy of the last C.D. Deposited, verifying the receipts numbers are corresponding.	100%
d. Verify all receipt numbers are corresponding to test drawer report.	100%
e. Does the health dept have and use the counterfeit detector pen?	100%
4. Obtain a copy of the county plan to segregate incompatible duties to the greatest extent possible.	
a. Was the latest plan submitted (to cover new employees and any employee changes) to and approved by the Regional Director?	100%
1) In the plan the duties shall be defined such that the same employee does <u>not</u> perform all of the following on the same transaction.	
a) Initiate and authorize the transaction such as a payment, an adjustment that affects a patient's account balance or a voided encounter.	100%
b) Have custody of any asset(s) involved in the applicable transaction.	100%
b. When proper segregation of duties is not possible due to staff shortages, were compensating controls implemented ?	100%
5. Obtain a copy of the cash fund list. Be sure all employees are listed that have access to cash. Also make sure the list is kept updated.	100%

Fiscal Inspection, Review Monitoring
Fiscal Review

County: **Williamson - Franklin**

Cosite: **941**

Region: **Mid Cumberland**

Date: **05/10/22** Reviewer: **Teresa Settles**

6	Determine by questioning and observing where the cash funds are kept during the day and after hours. (Note in the work papers the locations and comment as to the security of the funds, i.e., are they left unattended at any time?)	% Met
		100%
7.	Investigate any cash overage/shortage and determine, if they are addressed according to policy:	
a.	Are over/shortages recorded on the CDs for the 20 CD sampled ?	NA
b.	Run the Cash/Over Report from iNovah and compare.	NA
c.	Were any change fund shortages reported to the regional accountant?	NA
1	If so, verify with the Regional Accountant that the shortage is maintained on the shortage log, maintained in the regional office.	NA
8.	Through questioning and observation determine whether good stewardship of the change fund is followed:	
a.	Is the change fund amount reconciled with the test cash drawer report daily, and signed or initialed by two people?	100%
b.	Were any differences noted during the reconciliation? If so, were they documented on the cash drawer report, dated, signed, and reported to the Regional Accounting Manager? Reconciliations should be maintained for a minimum of 30 days.	100%
c.	Is the change fund counted and verified by two people, where the change funds is transferred to another cashier?	100%
9.	Review security procedures in use for storing checks for the Check 21 procedure:	
a.	Are processed checks stored in a secure area?	100%
b.	Are processed checks retained at least 30 days and no more than 60 days, prior to destruction?	100%
c.	Are the destruction of checks documented on the check log?	100%
d.	Are the checks in the storage box stamped "For Deposit Only"?	100%
e.	Compare the checks in the box to the check log, do those checks agree with check log?	100%
f.	Does the storage method include the batch number and date ?	100%
B	Cash Receipts	
1.	Prepare a Deposit Reconciliation schedule to reconcile any variances noted in the pre-field work.	
	Specifically;	
a.	Investigate all discrepancies noted in the pre-field work.	Na
b.	Note any drawer corrections or adjustments and ensure there is proper supervisory approval, with signature and date, for adequate audit documentation.	100%
c.	Note any manual receipts used for deposits. If applicable, verify a computer receipt was generated to replace the manual receipt used for the deposit.	NA
d.	Note any hand-adjustments made to the cash drawer, that have an effect on the cash drawer. Make sure the adjustments are necessary, appropriate and agree with the Audit Void Documentation Form.	NA
2.	Review the check logs for the segregation of duties and compare check logs to the deposits, to be sure all checks were logged.	100%

**Fiscal Inspection, Review Monitoring
Fiscal Review**

County: **Williamson - Franklin**
Region: **Mid Cumberland**
Date: **05/10/22** Reviewer:

Cosite: **941**

Teresa Settles

C. Voids / Audit Documentation	% Met
1. Mark this standard NA if there are no voided receipts indicated on the CDs for 20 CD sample.	NA
2. Review any voided receipts for the period above, to verify that all copies of the voided receipts are accounted for with explanation for voiding and approval by a superior.	NA
3. Obtain a copy from the regional office an adjustment report to compare to the local health department's files. Should be run for 83 (Credit Memos), 93 (Debit Memos), 70 (Payment Corrections), and 72 (Refunds). Did the reports agree?	100%
4. Review debit and credit memos and payment corrections for CDs sample selected. If at a local health department; ensure there is a superior approval on audit documentation with an explanation. If there are adjustments made by the regional office, make a copy and test those when conducting the regional office's review. Do not count then in the sample at the health department.	100%
5. Review any refunds given to patients for the period above:	
a. Were there any patient overcharged or did not receive a prepaid service and the deposit has not been completed and <u>patient is still on the</u> premises ? If so, was the refund done in accordance with policy?	NA
b. Were there any other overpayment dollars refunded? If so, was the refund done in accordance with policy?	NA
D. Manual Receipts	
1. Are Manual Receipts stored in a locked location, when not is use?	100%
2. Review manual receipts to insure that they are properly completed when used.	NA
3. Review the time period of the 20 CDs sample for all manual receipts and confirm the manual and PTBMIS receipts are both filed with to the CD for the time period if the 20 CDs . Reconcile the Manual receipts with PTBMIS generated receipts and both copies are retained when monies are for services posted in PTBMIS. Record the numbers of manual receipts reviewed and indicate the number met and not met.	NA
E. Returned Check	
1. Mark this NA if there are no returned checks since the last fiscal review. Review the documentation to assure collection attempts have been documented.	NA
F. Returning Checks	
1. Were any checks received in the 20 CD sample period, error from a 3rd party payor?	
a. Has a check been received that has been determined that the payment does not belong to the Dept. of Health? If so, was it returned according to policy?	NA
b. Has a check been received that has been determined that the belongs to another region or multiple regions? If so, was it returned according to policy?	NA

Fiscal Inspection, Review Monitoring Fiscal Review

County: **Williamson - Franklin** Cosite: **941**
 Region: **Mid Cumberland**
 Date: **05/10/22** Reviewer: **Teresa Settles**

G. Accounts Receivable Reviewed in Regional Office **% Met**

1. Sample to be drawn from the electronic form "Distribution Entries List" form from the treasury. Pull a sample not to exceed 25 patients. We will not differentiate from private insurance and TennCare. Check to see if the total on the "Distribution Entries List" page agrees with the total/s on the "Summary EFT Payment Received", this shows we have accepted a payment and posted payments to the PTBMIS ledger. (There may be more that one "Summary of EFT Payment received that makes up the total on the Distribution Entries List.) NA

H. Write-off of uncollectable debts -

1. Ask for an Aged Accounts Receivable (latest one) & Bad Debt Write off Report that has been worked with notations of corrections , write offs...
 - a. Perform a cursory review of the aged trial balance; scan to see if there are any usual balances, credits, or large balances. If anything is unusual of does not make sense, find out their explanation, if it is reasonable proceed. We are looking to make sure the regional office is writing off uncollectible debts as required by policy. NA
 - b. Review write-off reports in the regional office, to determine if write-offs were written off at least semi annually. NA

COMMENTS

- A.1.d.1-4 The upload into Edison for CD# 931006 on March 23, was the supporting documentation for 3/15/22. The standard was met at 96%. No plan of action will be required.



Williamson County Health Department Programs & Services

City of Franklin Annual Report
January 1 – December 31, 2022

Overall Health: Williamson County



Kids Walk to School Day

Ranked #1 as healthiest county in Tennessee every year since 2010

Adult smoking rate: 13% (2022)
(less than state rate of 21%)

Adult obesity increased from 23% to 29%
from 2021 to 2022
(less than state rate of 37%)

Higher rates for excessive drinking (18%)
than the state rate (17%)

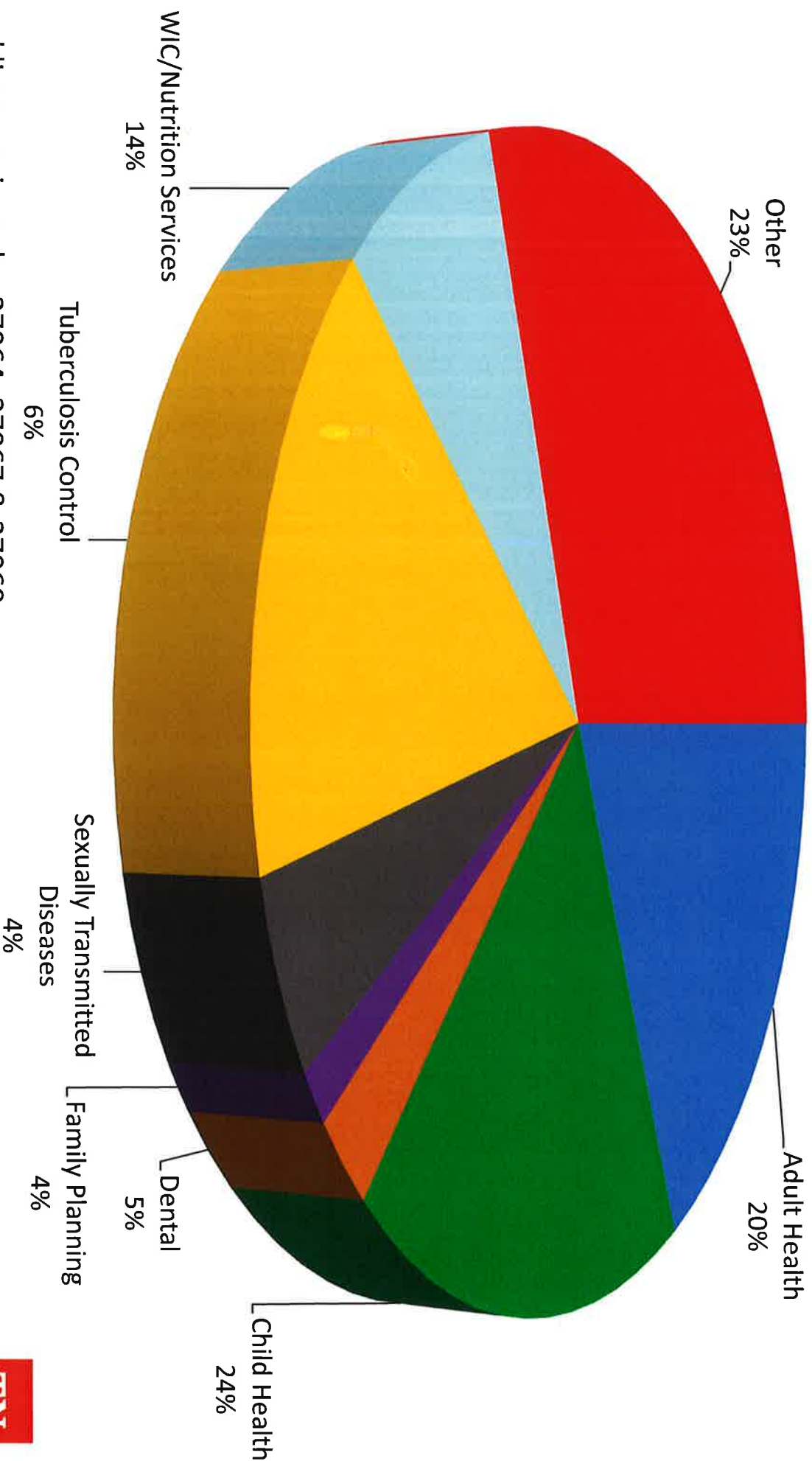
Programs & Services: Williamson County Residents in 2022

PROGRAM SERVICES PROVIDED	PATIENTS SERVED	PATIENT VISITS
Adult Health (includes AIDS Prevention, Men's Health, Women's Health)	1,603	2,778
Child Health (includes Child Health, CSS, HUGS)	1,459	2,592
Dental	378	588
Family Planning	307	490
Sexually Transmitted Diseases	405	492
Tuberculosis Control	172	774
WIC/Nutrition Services (includes breastfeeding)	1,186	2,433
Other (includes Voter Registration, TennCare advocacy, Birth Certificates, Death Certificates, Employee Health)	2,136	2,793
Totals (Individuals may receive services from more than one program)	8,005	12,552

Programs & Services: Franklin Residents in 2022

PROGRAM SERVICES PROVIDED	PATIENTS SERVED	PATIENT VISITS
Adult Health (includes AIDS Prevention, Men's Health, Women's Health)	949	1,553
Child Health (includes Child Health, CSS, HUGS)	998	1,860
Dental	266	425
Family Planning	197	307
Sexually Transmitted Diseases	238	294
Tuberculosis Control	111	506
WIC/Nutrition Services (includes breastfeeding)	538	1,078
Other (includes Voter Registration, TennCare advocacy, Birth Certificates, Death Certificates, Employee Health)	1,199	1,782
Totals (Individuals may receive services from more than one program)	4,496	7,805

Patient Encounters for Franklin Residents



Franklin area zip codes 37064, 37067 & 37069
January – December 2022



TOTAL Programs & Services: 2022

	FRANKLIN CLINIC	FAIRVIEW CLINIC	2022 TOTAL
SERVICES PROVIDED IN 2022	14,468	2,402	22,891
PATIENTS SERVED IN 2022	9,434	1,517	14,920

*Includes Williamson County residents and non-residents

Community Health Improvement Planning

Gathered data

- Primary & secondary data
- Community listening sessions
- Surveys (electronic)
- Key informant interviews

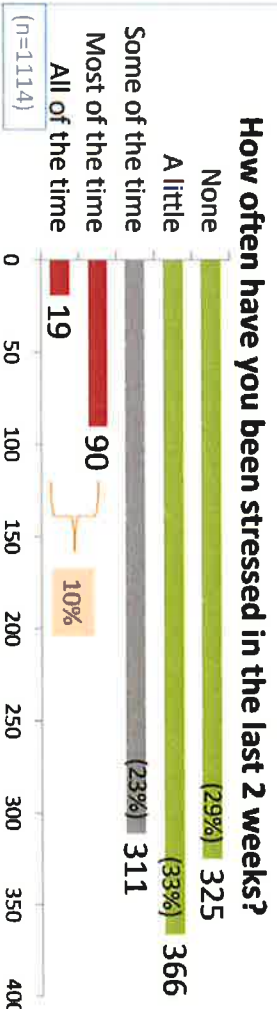
Reviewed information with stakeholders

Identified priorities

Developed goals & objectives

Self-Reported Health Status

Williamson Co
2019 CHNA / CHIP



Community Health Improvement Planning: 2023-2025



- Developed a plan to improve around identified priorities
 - Accessible housing
 - Mental health/suicide prevention
 - Substance use & misuse
 - Health promotion/built environment
- Utilized partners & community agencies to implement

Accessible Housing: Strategies

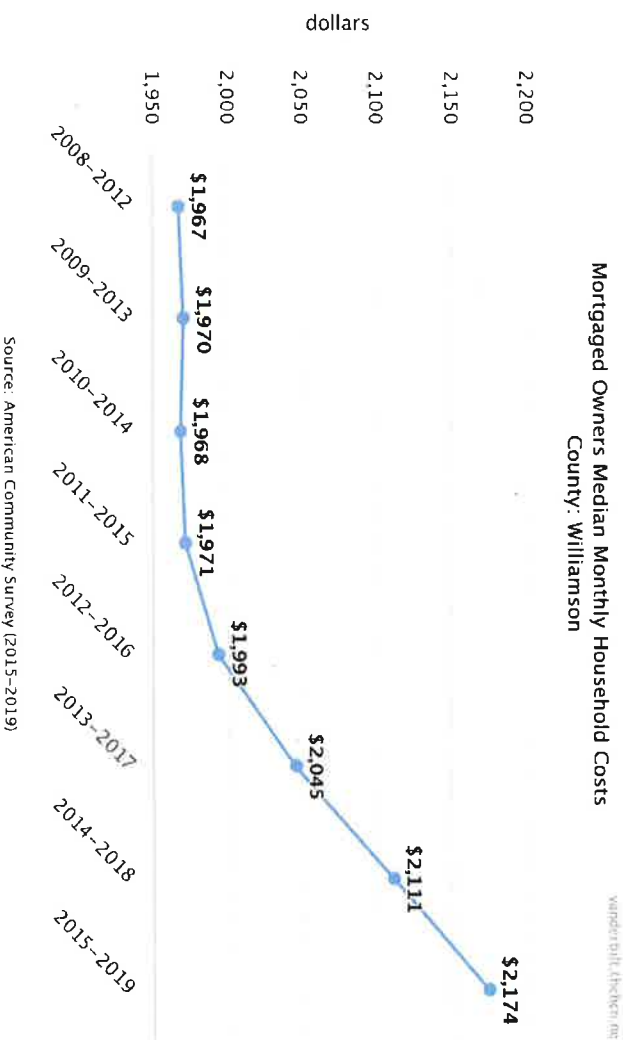
Support organizations that assist older homeowners, persons with disabilities and underserved populations to make critical repairs and modifications to existing homes

Promote fundraising events for local housing associations and non-profits

Create understanding of the homeless issue in Williamson County and need for affordable housing

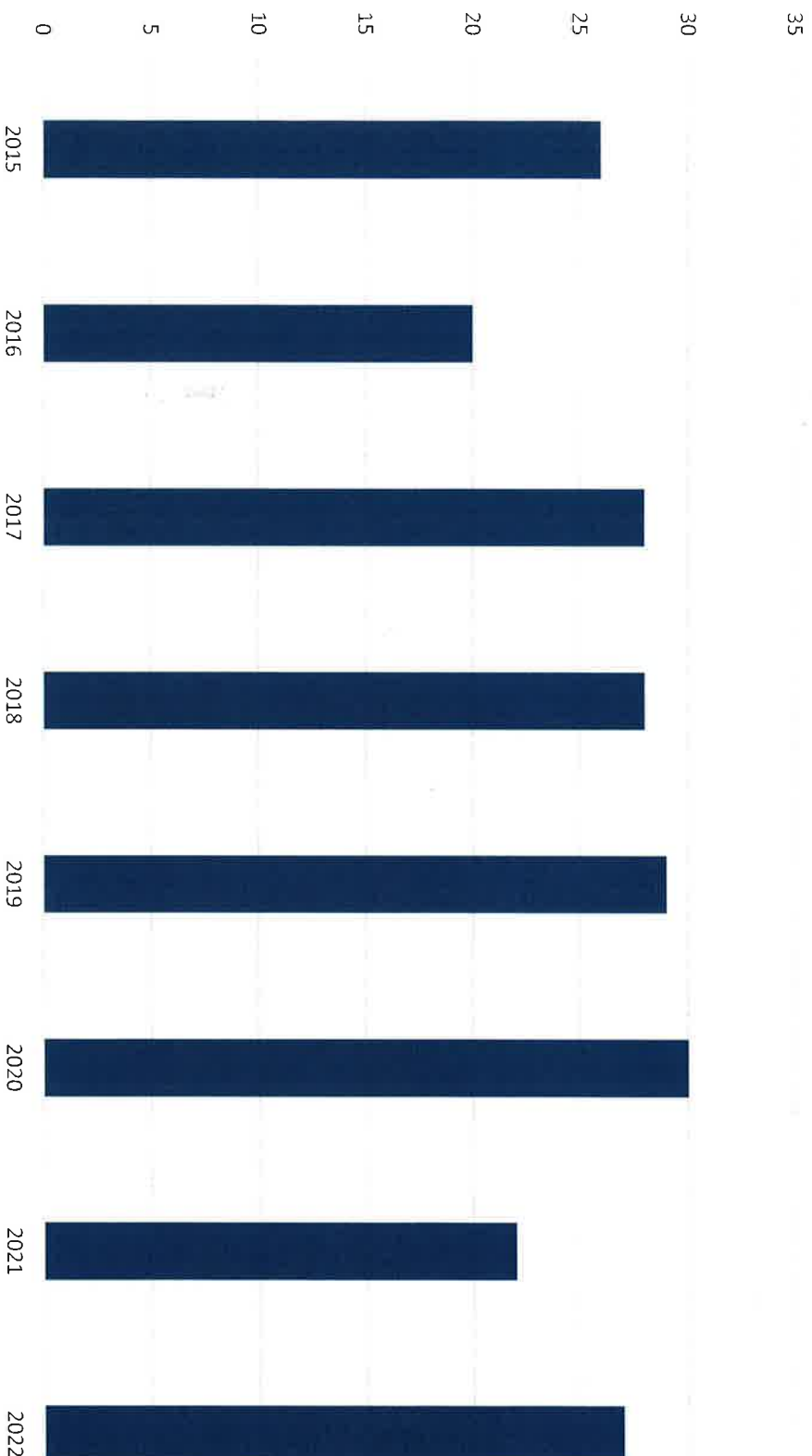
Support efforts by organizations that offer transitional housing including access to effective economic opportunities, education, and health services

Severe Housing Cost Burden/Mortgage Owners Median Monthly Household Costs



Suicide Completions in Williamson County

Annual Deaths by Suicide



Suicide Prevention: Strategies



HD wrote and was awarded \$25K grant:

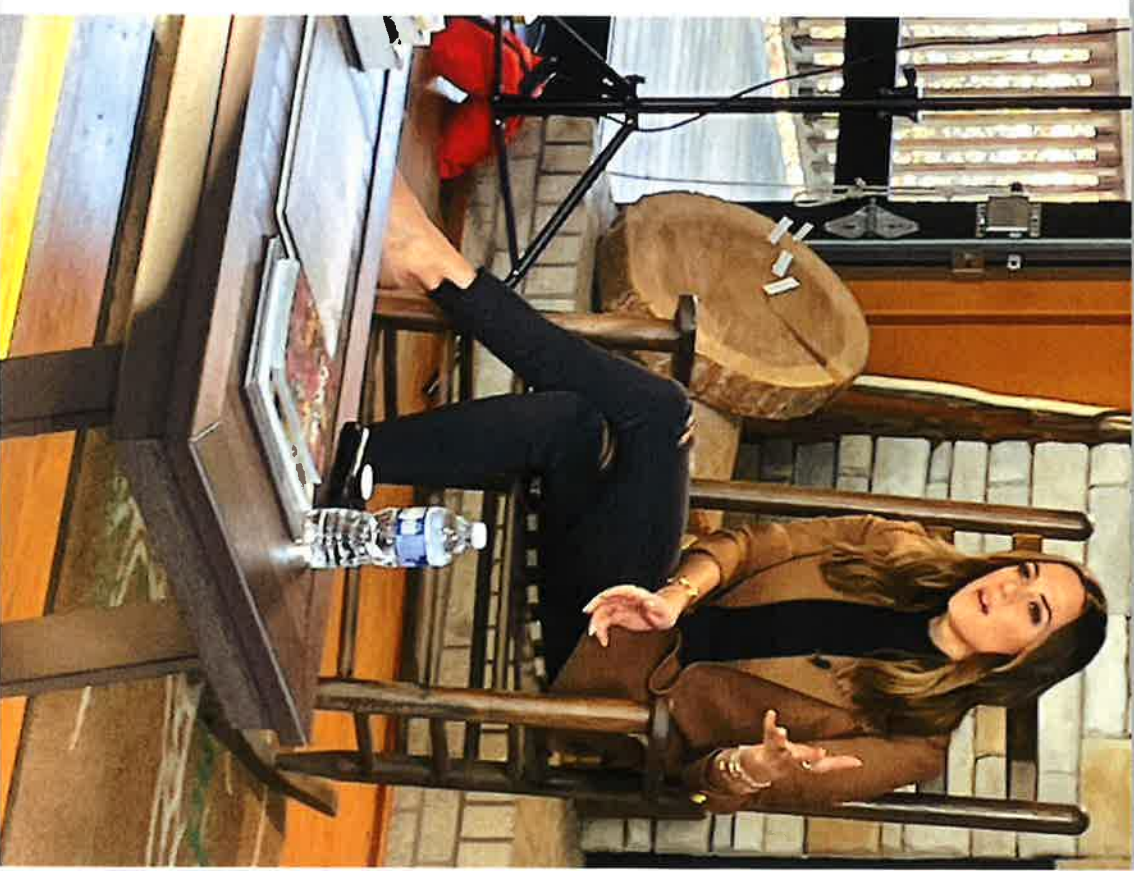
- Certify additional instructors for Q-P-R training
- Conduct social media campaigns

Continue to participate on Williamson County suicide prevention task force

Obtaining certification in Mental Health First Aid training

Substance Use & Misuse: Project

- Partnering with WC Anti-Drug Coalition, WC-TV & other agencies
 - Conducting interviews to answer questions about addiction & impacts on our community; provide resources; offer messages of hope
- Short videos will be created based on interview content (e.g., tips for talking with children about drugs/alcohol; signs & symptoms of addiction)
- Videos will be posted to YouTube on designated site



Health Promotion: Actions

Wrote & submitted
application for playground in
Franklin Estates trailer park

Vaping & tobacco
presentations @ middle &
high schools

Child passenger safety seats
distributed

STD presentations provided



Communicable Disease Outreach

Flu PODs in Fairview, Franklin & Spring Hill – 167 vaccinations completed (November 2022)

COVID

- Testing – 1,322 (2022)
- Vaccinations – 1,675 (2022)

Monkeypox

- Vaccinations – 571 (July – December 2022)





Government Funding Request Form – Fiscal Year 2023-2024

Application for Government Programs Operating within the City of Franklin

Submission Deadline: March 17, 2023

Agency Name: Williamson County Library (WIL063)

(List agency name as it appears on the Secretary of State website)

Physical Address: 1314 Columbia Ave., Franklin, TN 37064

Payment Address: ACH Payment notice to donna.ryan@williamsoncounty-tn.gov

Tax ID: 62-6000913

Application Contact: Amanda Jones

Name

amanda.jones@williamsoncounty-tn.gov

Email

615-224-6086

Phone

Total amount of City of Franklin funds being requested for FY2023-2024 \$70,000.00

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

- ☒ Annual Audit for the last fiscal year you have concluded
- ☐ City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ Signed statement on entity letterhead providing a brief description of the program that serves the City of Franklin residents and the proposed use of the funding being requested.



Government Funding Request Form – Fiscal Year 2023-2024, cont.

Agency: Williamson County Library (WIL063)

Jessica Jeffers, Director of Libraries

02/23/2023

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Jessica Jeffers

Signature of (CEO/President/Executive Director/Board Chair)

2/23/2023

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.

Emailed applications are preferred.

Completed applications and required attachments may be sent to nonprofitfunding@franklinton.gov or mailed to City of Franklin, Finance Department, Attn: Nonprofit Funding, PO Box 295, Franklin, TN 37065.



February 23, 2023

Kristine Brock, CFO
Assistant City Administrator/CFO
City of Franklin
109 Third Avenue South
Franklin, TN 37064

Dear Ms. Brock:

The library would like to request \$70,000 from the City of Franklin to purchase print, audio, and digital format books for the Williamson County Public Library. Unlike the allocated Williamson County funds, which help provide for staffing and operating costs, the City of Franklin's contribution is used exclusively for reading materials.

As the library's service population continues to quickly expand, Franklin residents are relying on us to diversify our offerings to suit their evolving needs. The library will use the City of Franklin funds to continue to enhance both our physical and digital collections in order provide the most recent and relevant resources to City and county residents alike.

We hope to continue to foster this partnership with the City of Franklin. Please take this request into consideration, as it benefits the City's taxpayers.

I am happy to discuss it further at your convenience and can be reached at 615-595-1240.

Sincerely,

A handwritten signature in black ink that reads "Jessica Jeffers". The signature is fluid and cursive, with the first name "Jessica" being more prominent than the last name "Jeffers".

Jessica Jeffers, Director of Libraries

ANNUAL AUDIT –

The Williamson County Public Library is an entity of Williamson County Tennessee Government, and is audited by the State of Tennessee Comptroller's office. FY 22 audited expenses for the Library were \$2,571,431 per page 46 of the State's FY 2022 report on Williamson County (please find attached pages 46 and 232). The complete audit may be accessed online at:

<https://comptroller.tn.gov/content/dam/cot/la/documents/county/2022/FY22WilliamsonAFR.pdf>

Exhibit C-5

Williamson County, Tennessee
Statement of Revenues, Expenditures, and Changes
in Fund Balance - Actual (Budgetary Basis) and Budget
General Fund (Cont.)

	Actual (GAAP Basis)	Less: Encumbrances 7/1/2021	Add: Encumbrances 6/30/2022	Actual Revenues/ Expenditures (Budgetary Basis)	Budgeted Amounts Original	Final	Variance with Final Budget - Positive (Negative)
Expenditures (Cont.)							
Public Health and Welfare	\$ 1,176,849	\$ (35,304)	\$ 14,515	\$ 1,156,060	\$ 1,830,972	\$ 1,660,382	\$ 505,322
Local Health Center	1,658,170	(47,577)	27,014	1,637,607	2,191,142	2,224,688	587,081
Rabies and Animal Control	1,943,624	0	0	1,943,624	1,943,624	1,943,624	0
Ambulance/Emergency Medical Services	0	0	0	0	9,576	9,576	9,576
Other Local Health Services	19,000	0	0	19,000	19,000	19,000	0
Regional Mental Health Center	103,816	0	0	103,816	103,816	103,816	0
Appropriation to State	17,617	0	0	17,617	17,617	17,617	0
General Welfare Assistance	8,310	0	2,500	10,810	11,000	11,000	190
Aid to Dependent Children	0	0	0	0	3,000	3,000	3,000
Other Local Welfare Services	59,016	(6,467)	2,792	55,341	78,410	78,410	23,069
Other Public Health and Welfare							
Social, Cultural, and Recreational Services							
Adult Activities	34,098	0	0	34,098	45,464	45,464	11,366
Senior Citizens Assistance	48,271	0	0	48,271	50,521	50,521	2,250
Libraries	2,571,431	(20,161)	74,356	2,625,626	2,642,321	3,007,574	381,948
Parks and Fair Boards	14,573,070	(178,510)	253,041	14,647,601	15,328,173	16,838,854	2,191,253
Other Social, Cultural, and Recreational	1,203,047	(139,017)	54,579	1,118,609	1,509,298	1,541,455	422,846
Agriculture and Natural Resources							
Agricultural Extension Service	486,258	(6,837)	7,234	486,655	612,522	612,522	125,867
Soil Conservation	59,105	0	0	59,105	63,806	65,886	6,781
Other Operations							
Other Economic and Community Development	400,000	0	0	400,000	400,000	400,000	0
Public Transportation	562,587	0	0	562,587	807,367	807,367	244,780
Veterans' Services	22,384	0	0	22,384	48,492	51,214	28,830
Other Charges	4,608,910	(59,794)	139,106	4,688,222	4,155,654	4,995,864	307,142
Employee Benefits	18,205,072	0	0	18,205,072	19,278,520	19,478,971	1,273,899
Miscellaneous	964,567	0	0	964,567	1,219,530	1,219,530	254,963
Total Expenditures	\$ 106,959,862	\$ (2,096,643)	\$ 2,197,615	\$ 107,060,834	\$ 117,381,778	\$ 124,421,142	\$ 17,360,308

(Continued)

Exhibit K-8

Williamson County, Tennessee
Schedule of Detailed Expenditures -
All Governmental Fund Types (Cont.)

General Fund (Cont.)Public Health and Welfare (Cont.)Other Public Health and Welfare (Cont.)

Uniforms	\$	2,501	
Other Supplies and Materials		2,759	
Premiums on Corporate Surety Bonds		120	
In Service/Staff Development		<u>1,286</u>	
Total Other Public Health and Welfare			\$ 59,016

Social, Cultural, and Recreational ServicesAdult Activities

Contributions	\$	<u>34,098</u>	
Total Adult Activities			34,098

Senior Citizens Assistance

Contributions	\$	<u>48,271</u>	
Total Senior Citizens Assistance			48,271

Libraries

County Official/Administrative Officer	\$	58,174	
Librarians		1,496,002	
Temporary Personnel		15,053	
Part-time Personnel		300,286	
Longevity Pay		13,750	
Communication		26,305	
Contributions		98,115	
Data Processing Services		6,300	
Dues and Memberships		684	
Lease Payments		5,054	
Maintenance and Repair Services - Office Equipment		4,780	
Postal Charges		2,539	
Printing, Stationery, and Forms		1,122	
Other Contracted Services		22,941	
Data Processing Supplies		87,474	
Library Books/Media		263,296	
Office Supplies		9,127	
Periodicals		7,718	
Utilities		89,605	
Other Supplies and Materials		38,637	
In Service/Staff Development		2,645	
Other Charges		<u>21,824</u>	
Total Libraries			2,571,431

Parks and Fair Boards

County Official/Administrative Officer	\$	119,759	
Assistant(s)		2,823,099	
Supervisor/Director		581,355	
Mechanic(s)		49,039	
Clerical Personnel		294,331	
Custodial Personnel		179,089	

(Continued)