



City of Franklin

109 3rd Ave S
Franklin, TN 37064
(615)791-3217

Meeting Agenda Budget & Finance Committee

Thursday, April 12, 2018

1:00 PM

Board Room

Approval of Minutes

1. [18-0344](#) Consideration of Minutes from March 8, 2018.
2. [18-0342](#) Consideration of Amendment No. 1 to Contract 2013-0043, An Interlocal Agreement Between Williamson County, Tennessee and the City of Franklin, Tennessee for the Collection of Property Taxes. (04/12/18 Finance 4-0)

Sponsors: Eric Stuckey and Kristine Brock
Attachments: [2013-0043 Amendment A Interlocal Wms County for Property Taxes 1 \(002\) .](#)
3. [18-0343](#) *Consideration of Resolution 2018-28 Authorizing and Directing the Industrial Development Board of the City of Franklin to Prepay a Portion of its Taxable Rate Tax Increment Revenue Refunding Bonds, Series 2015A (Variable Rate) (04/12/18 Finance 4-0)

Sponsors: Eric Stuckey and Kristine Brock
Attachments: [2018-28 RES Franklin Authorizing 2015 TIF Prepayment May 2018.Law Apprc](#)
[TIF Bonds Update April 12 2018 FINAL](#)
4. [18-0318](#) FY 2019 Budget Presentation - Franklin Transit Authority

Attachments: [FY 2019 Department Budget Presentation - Transit](#)
[FY 19 Budget - Transit - B&F](#)
5. [18-0320](#) FY 2019 Budget Presentation - Marriott Cool Springs Conference Center

Attachments: [FY 2019 Budget Presentation - Cool Springs Conference Center](#)
[2018.2019 Conf Center Budget Summary Compare](#)
6. [18-0215](#) Consideration of Resolution 2018-18, A Resolution to Revise the Organizational Chart within the Law Department. (04/12/18 Finance 4-0)

Sponsors: Shauna Billingsley
Attachments: [2018-18 RES Law Dept Org. Chart. Law Approved 2.pdf](#)

7. [18-0326](#) FY 2019 Budget Presentation - Law Department

 Attachments: [FY 2019 Department Budget Presentation - Law](#)
 [FY2019 Budget - 41400 - Law - B&F](#)
8. [18-0312](#) FY 2019 Budget Presentation - Human Resources

 Attachments: [FY 2019 Budget Presentation - HR - B&F](#)
 [FY2019 Budget - 41650 - Human Resources - B&F](#)
 [FY 2019 - HR - PER Summary - B&F](#)
9. [18-0327](#) FY 2019 Budget Presentation - Communications

 Attachments: [FY 2019 Department Budget Presentation - Communications - B&F](#)
 [FY2019 Budget - 41330 - Communications - B&F](#)
 [FY 2019 - Communications - PER Summary - B&F](#)
10. [18-0325](#) FY 2019 Budget Presentations - Elected Officials and Administration

 Attachments: [FY 2019 Department Budget Presentation - Elected Officials & Administration -](#)
 [FY2019 Budget - 41110 - Elected Officials - B&F](#)
 [FY2019 Budget - 41300 - Administration - B&F](#)
 [FY 2019 - Administration - PER Summary](#)
11. [18-0315](#) FY 2019 Budget Presentation - Revenue Management & City Court

 Attachments: [FY 2019 Budget Presentation - Revenue Management & City Court - B&F](#)
 [FY2019 Budget - 41310 - Revenue Management - B&F](#)
 [FY 2019 Budget - Court - B&F](#)
 [FY 2019 - Revenue & City Court - PER Summary](#)
12. [18-0313](#) FY 2019 Budget Presentation - Information Technology

 Attachments: [FY 2019 Budget Presentation - Information Technology - B&F](#)
 [FY2019 Budget - 41350 - Information Technology - B&F](#)
 [FY 2019 - IT - PER Summary - B&F - Final](#)
13. [18-0314](#) FY 2019 Budget Presentation - Facilities Management

 Attachments: [FY 2019 - PFM - PER Summary](#)
 [FY 2019 Budget Presentation - Facilities - B&F](#)
 [FY2019 Budget - 41320 - Facilities - B&F](#)

14. [18-0311](#) FY 2019 Budget Presentation - Finance Department
- Attachments: [FY 2019 - Budget Presentation - Finance - B&F](#)
 [FY2019 Budget - 41500 - Finance - B&F - Final](#)
 [FY 2019 - Finance - PER Summary - B&F](#)
15. [18-0323](#) FY 2019 Budget Presentation - Appropriations
- Attachments: [FY 2019 Budget Presentation - Appropriations - B&F](#)
 [FY 2019 Budget - Appropriations - B&F - Final](#)
 [FY 2019 Animal Control](#)
 [FY 2019 Arc of Williamson County](#)
 [FY 2019 Boys & Girls Club](#)
 [FY 2019 Bridges](#)
 [FY 2019 Community Child Care](#)
 [FY 2019 Community Housing Partnership](#)
 [FY 2019 Franklin Housing Collaborative](#)
 [FY 2019 Franklin Tomorrow](#)
 [FY 2019 Gentry's Education Center](#)
 [FY 2019 Graceworks](#)
 [FY 2019 Health Department \(WilCo\)](#)
 [FY 2019 Williamson County Library](#)
 [FY 2019 Mid-Cumberland \(All Programs\)](#)
 [FY 2019 Second Harvest Food Bank](#)
 [FY 2019 Sister Cities](#)
 [FY 2019 TN Rehab Center](#)
 [FY 2019 Transit Alliance](#)
 [FY 2019 Waves](#)
16. [18-0324](#) FY 2019 Budget Presentation - Economic Development
- Attachments: [FY 2019 Budget Presentation - Economic Development - B&F](#)
 [FY 2019 - 45925 - Economic Development - B&F](#)
 [FY 2019 Franklin Blank Program Enhancement - Eco Devo - B&F](#)
17. [18-0321](#) FY 2019 Budget Presentations - Miscellaneous General Fund
 Departments - General Expenses and Interfund Transfers
- Attachments: [FY2019 Budget - 45930 - Transfers](#)
 [FY 2019 - Misc. GF Depts - Presentation - BF](#)
 [FY2019 Budget - 45900 - General Expenses - BF](#)

18. [18-0317](#) FY 2019 Budget Presentation - Other (Development/Growth) Funds (City Facilities Tax, County Facilities Tax Fund, Road Impact Fund, Hotel Motel Tax Fund, In Lieu of Parkland Fund)

Attachments: [FY 2019 Budget Presentation - Development Funds - B&F](#)
[FY2019 Budget - City Facilities Tax - B&F](#)
[FY2019 Budget - County Facilities Tax - B&F](#)
[FY2019 Budget - Road Impact Fund](#)
[FY2019 Budget - 150 Hotel Motel - B&F](#)
[FY2019 Budget - 155 - In Lieu of Parkland Fund - Final](#)

19. [18-0319](#) FY 2019 Budget Presentation - Debt Service Fund

Attachments: [FY 2019 Budget Presentation - Debt Service Fund - B&F](#)
[FY2019 Budget - 210 - Debt Service Fund - BF - Corrected](#)

20. [18-0339](#) Monthly Reports for April 2018

Sponsors: Eric Stuckey, Kristine Brock and Mike Lowe
Attachments: [Monthly Reports - April 2018](#)

Other Business

Adjournment

ANYONE REQUESTING ACCOMMODATIONS DUE TO DISABILITIES SHOULD CONTACT A.D.A. COORDINATOR, AT 791-3277 AT LEAST 10 DAYS PRIOR TO THE MEETING, IF POSSIBLE.

COF Contract No. 2013-0043

AMENDMENT A

**TO THE INTERLOCAL AGREEMENT BETWEEN WILLIAMSON COUNTY, TENNESSEE AND
THE CITY OF FRANKLIN, TENNESSEE FOR THE COLLECTION OF PROPERTY TAXES**

THIS AMENDMENT is made by and between WILLIAMSON COUNTY, TENNESSEE, a county governmental entity of the State of Tennessee ("County"), and the CITY OF FRANKLIN, TENNESSEE ("Franklin"), a municipal government located at 109 Third Avenue South, Franklin, Tennessee 37064, and is made a part of the original Interlocal Agreement that was executed and filed in the office of the Williamson County Mayor. In the event of any conflict in language or in purpose between this Amendment and the original Interlocal Agreement, exhibits, or any other previously executed addenda, this Amendment shall control.

WHEREAS, the original Interlocal Agreement provides the parties the ability to extend the original Interlocal Agreement by written agreement for three (3) additional terms of five (5) years each;

WHEREAS, Tennessee Code Annotated, Section 67-5-1801, et seq. authorizes a County Trustee to collect municipal property taxes on behalf of municipalities within the boundaries of the collecting county; and

WHEREAS, the parties have agreed to exercise the ability to extend the original Interlocal Agreement for an additional five (5) year term for the same rate of compensation; and

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The current term of the original Interlocal Agreement is scheduled to expire on June 30, 2018. The extended term shall begin on July 1, 2018 and terminate on June 30, 2023 unless otherwise terminated as provided for in the original Interlocal Agreement. The extended term shall be continuous without any break in the term of the original Interlocal Agreement. The original Interlocal Agreement may be extended for two (2) additional terms of five (5) years each for the same material terms dependent on the parties' legislative bodies funding the cost of the services. To be effective, any extension must be approved by the Williamson County Attorney for form, the Budgeting Director for adequate funds, and signed by the Williamson County Mayor.
2. The County's Trustee shall be responsible for administrating the joint undertaking for the County and the chief administrating officer for Franklin.
3. This Amendment shall not affect the remaining provisions of the original Interlocal Agreement and all provisions not in conflict with this Amendment shall remain in effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized representatives on this the ____ day of _____, 2018.

WILLIAMSON COUNTY, TENNESSEE:

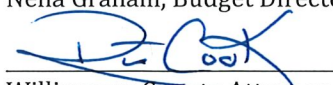
CITY OF FRANKLIN:

Rogers Anderson, Williamson County Mayor

Signature

Nena Graham, Budget Director

Title



Williamson County Attorney

RESOLUTION 2018-28

A RESOLUTION AUTHORIZING AND DIRECTING THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF FRANKLIN TO PREPAY A PORTION OF ITS TAXABLE RATE TAX INCREMENT REVENUE REFUNDING BONDS, SERIES 2015A (VARIABLE RATE).

WHEREAS, The Industrial Development Board of the City of Franklin (the "Board") has outstanding its Taxable Rate Tax Increment Revenue Refunding Bonds, Series 2015A (Variable Rate) (the "2015A Bonds") and its Taxable Rate Tax Increment Revenue Refunding Bonds, Series 2015B (Fixed Rate) (the "2015B Bonds" and collectively, the "2015 Bonds"), payable from certain tax increment and PILOT revenues (the "Revenues"); and

WHEREAS, the Revenues collected by the City for the 2017-2018 fiscal year were in excess of the debt service requirements during such year on the 2015 Bonds; and

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee (the "Municipality") has determined to apply a portion of such excess Revenues to the prepayment of the 2015 Bonds for such purpose; and

WHEREAS, the Board of Mayor and Aldermen wish to direct the Board to apply such funds to the prepayment of the 2015 Bonds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that the Board be and hereby is authorized and directed to apply the funds in the amount of \$600,000 to the prepayment of the 2015 Bonds, with the 2015 Bonds to be prepaid being the last-maturing bonds of the 2015A Bonds; and

RESOLVED FURTHER, that the officers and agents of the Board are hereby directed to take all such steps as may be necessary to accomplish the foregoing; and

REOLVED FURTHER, that the officers of the Municipality are hereby authorized and directed to take all such steps as may be necessary to accomplish the foregoing.

Adopted and approved this ____ day of _____, 2018.

Dr. Ken Moore
Mayor

ATTEST:

Eric S. Stuckey
City Administrator/Recorder

Approved as to form by:

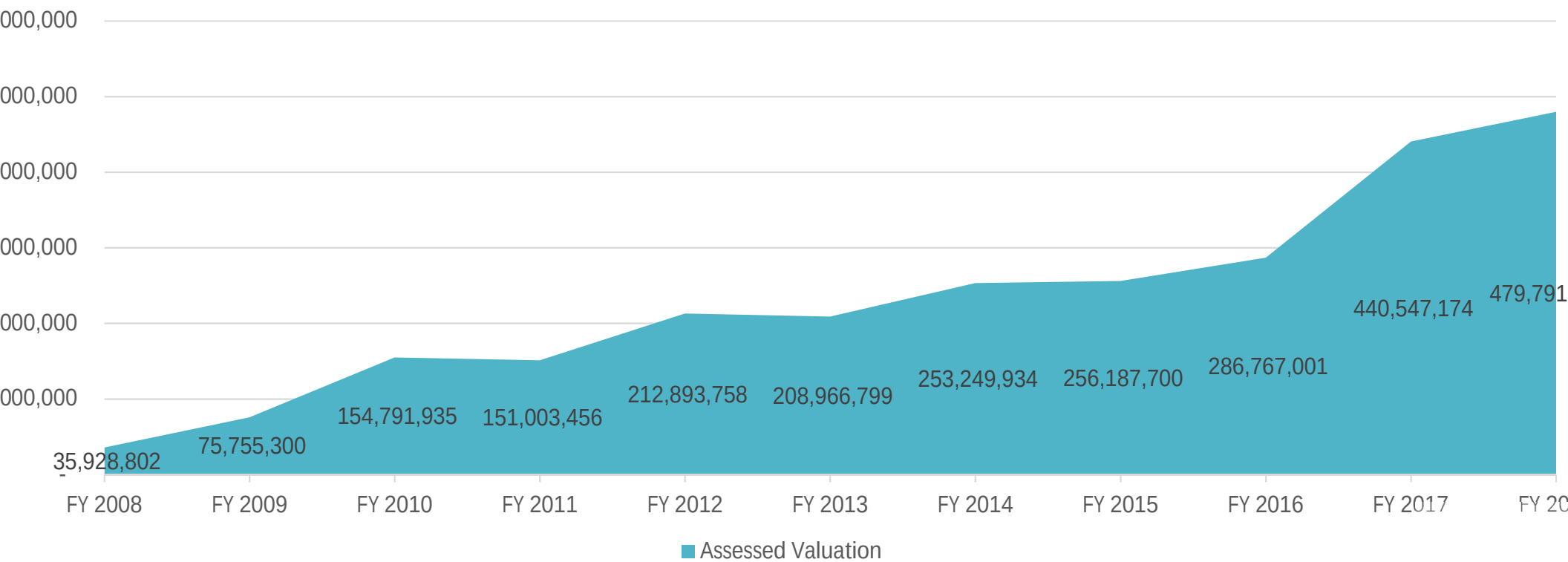
Shauna R. Billingsley
City Attorney

FY 2018 TIF District Financials (Unaudited) and Recommendation for Prepayment of 2015 Refunding Bonds

Budget & Finance Committee

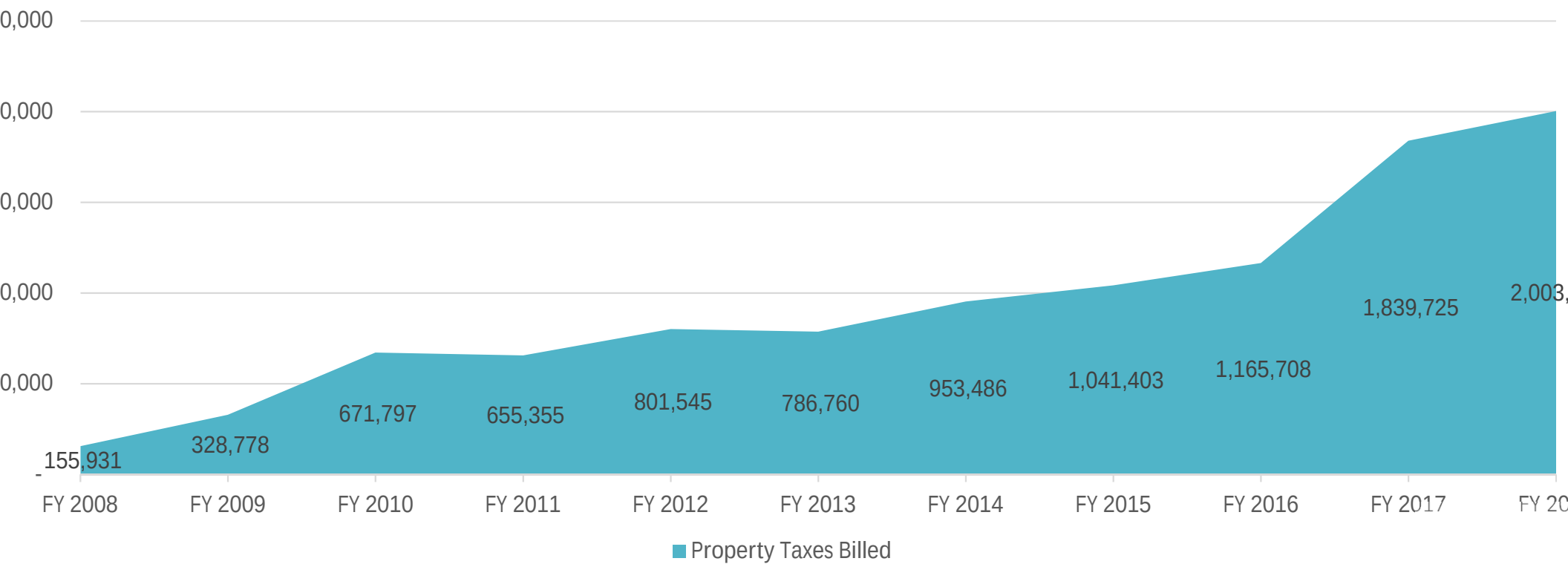
April 12, 2018

IF District Assessed Valuation FY 2008-2018



Assessed valuation within the District increased by 8.9%, or \$39.2 million, between FY 2017 and FY 2018.

IF District Billed Property Taxes FY 2008-2018



Billed Property Taxes, before estimates for late payments and appeals, increased by 8.9% from FY 2017 to FY 2018.

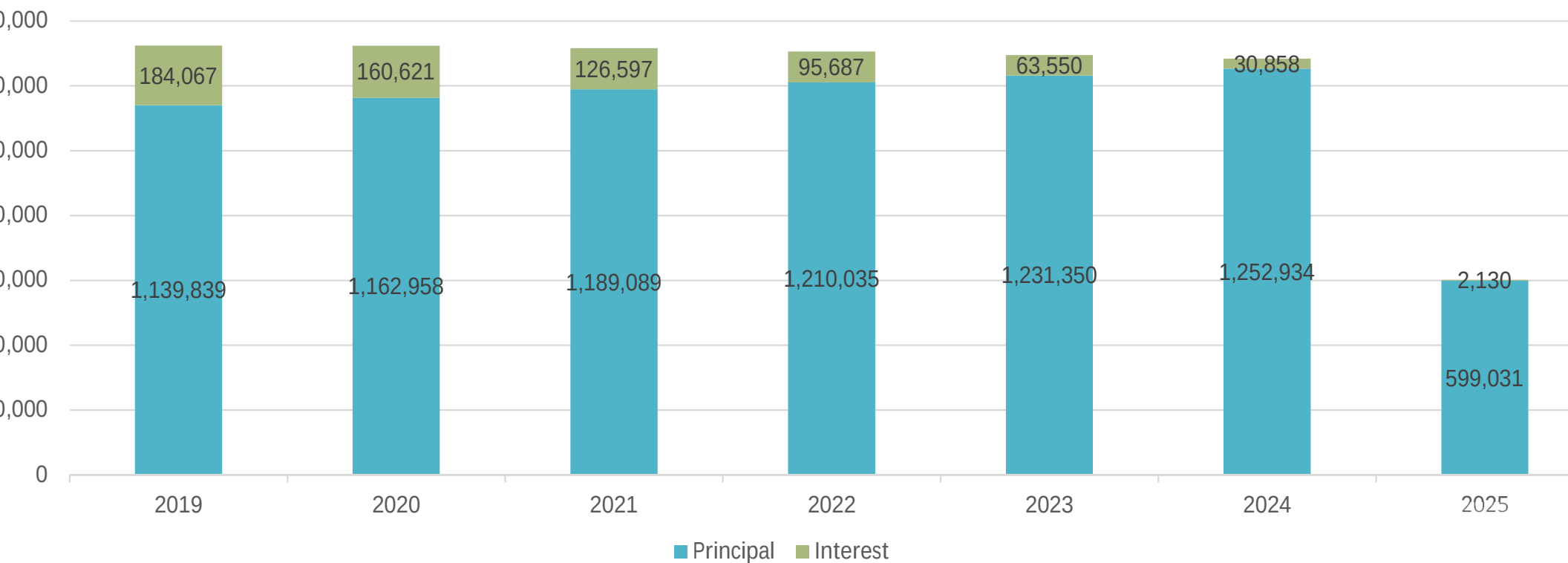
FY 2018 Summary of Financial Results

FY 2018 Billed Property Taxes	\$2,003,609
Less: Estimated Uncollected Taxes and Appeals- 3%)	<u>(60,108)</u>
Property Taxes Net of Uncollected Taxes and Appeals	\$1,943,501
FY 2018 Principal and Interest Paid of Bonds	<u>\$1,315,981</u>
Net Property Taxes Less Debt Service Expense	\$627,520

Recommendation for Allocation of FY 2018 Property Taxes After Payment of Debt Service

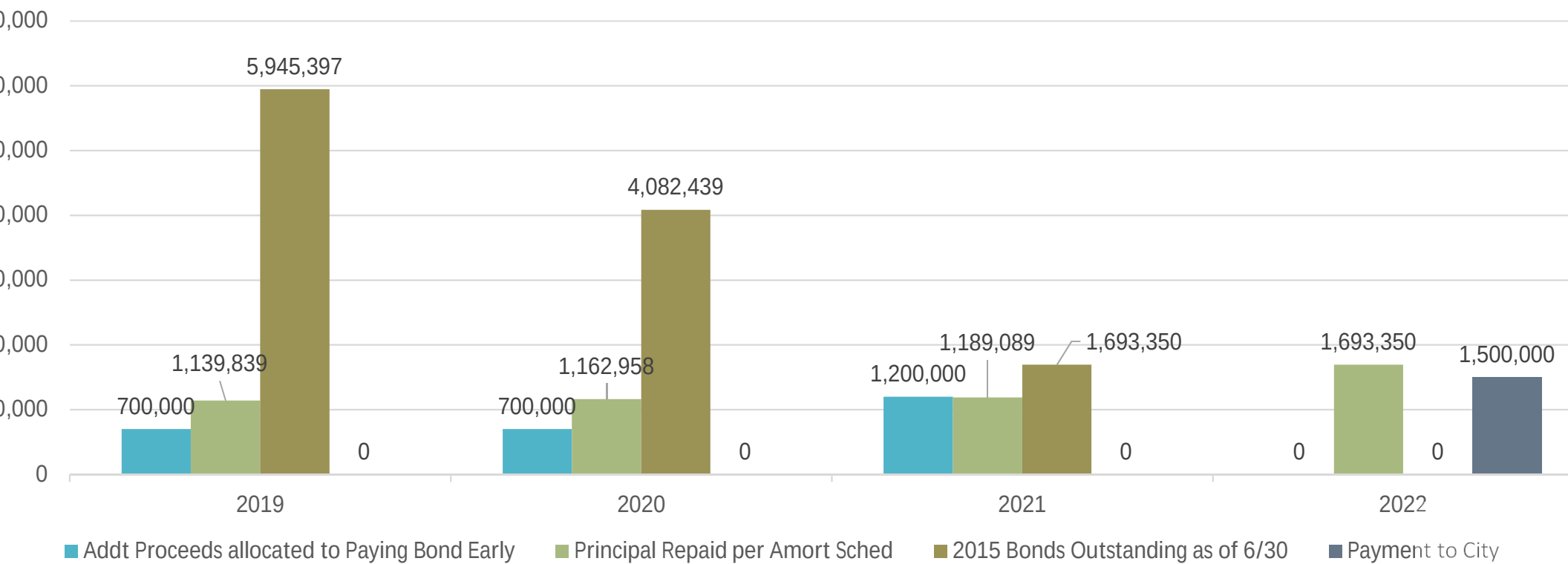
FY 2018 Property Taxes After Payment of Debt Service	\$627,520
Use of Proceeds (Part 1)	
2015 TIF Bonds Outstanding as of 4/1/2018	
Fixed Rate Bonds due FY 2019-FY 2020	\$1,935,236
Variable Rate Bonds due FY 2020-FY 2025	<u>6,450,000</u>
	<u>\$8,385,236</u>
Less: FY 2018 Additional Proceeds)	<u>(\$600,000)</u>
2015 TIF Bonds Outstanding Following Defeasance	<u>\$7,785,236</u>
Use of Proceeds (Part 2)	
Loan Amount due to City from Previous Year's Transfers	\$2,594,124
Less: FY 2018 Additional Proceeds)	<u>(27,520)</u>
Loan Amount due to City Following Allocation of Taxes	<u>\$2,566,604)</u>

Debt Service Due FY 2019-2025



Includes June 2018 Prepayment of \$600,000- Future debt service has maximum annual principal and interest expense for FY 2019 of \$1,323,906. No additional prepayment is anticipated in this scenario. Interest due on variable rate bonds is assumed at current rate of 2.63%.

Projected Funds Available for Additional Debt Repayment FY 2019-2022



Estimated additional property taxes available for early payment of debt is a total of \$2.6 million from FY 2019-2022. The TIF Bonds should be repaid in full in FY 2022. The Loan to the City should likely be paid in full in 2023, with approximately \$1.5 million of the \$2.5 million amount returned in FY 2022.

Next Steps for Allocation of Y 2018 Property Taxes

BOMA Approval of Resolution Authorizing Industrial Development Board to redeem early a portion of the 2015 Bonds

Administrative approval of Industrial Development Board

Notice Sent to Bank (BB&T) and Date of Defeasance Established for a date prior to June 30, 2018.

o prepayment penalty due to BB&T.

o Further Board Action required to reduce Loan Amount due to City



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Franklin Transit Authority

Debbie Henry – Executive Director, TMA



City of Franklin, Tennessee - FY 2019 Budget Request **Franklin Transit Authority**

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Operations**
 - Capital**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request **Franklin Transit Authority**

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 urban public transit system. Operating six days a week, featuring fixed route service as well as Transit on Demand (TODD, a pre-arranged curb to curb service within the City of Franklin.)

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.



City of Franklin, Tennessee - FY 2019 Budget Request

Franklin Transit Authority

Highlights

Restructure of Fixed Route Transit Service

Service extended to include Carothers.

Frequency increased from 60 minutes to 30 minutes on all routes.

Doubled the amount of stops.

Transfer location for routes moved to Transit Center on Columbia Ave.

90,000 passenger trips (estimate)

55% are employment trips

20% are student trips

10% are medical appointments

10% are for City events

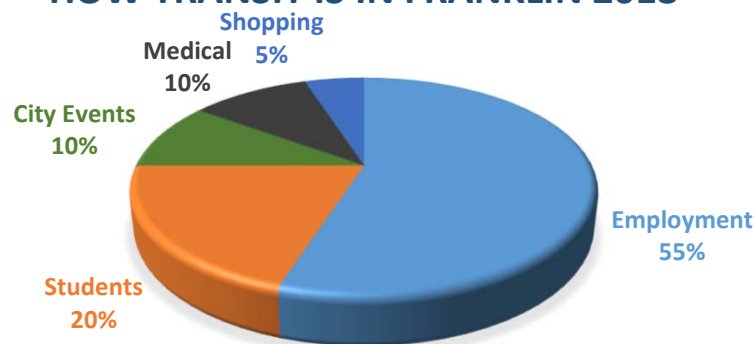
Main Street Festival

Dickens of a Christmas

Pumpkinfest

5% trips are for shopping and social activities

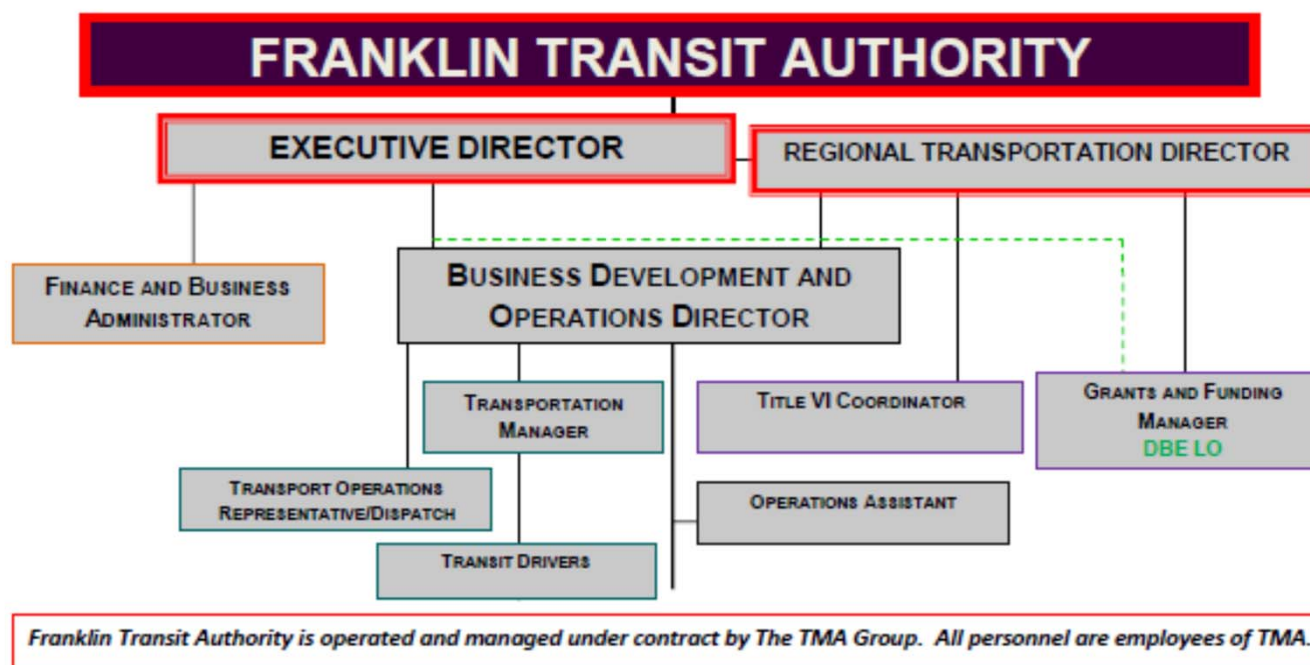
HOW TRANSIT IS IN FRANKLIN 2018





City of Franklin, Tennessee - FY 2019 Budget Request Franklin Transit Authority

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Franklin Transit Authority**

Base Budget Request: Personnel

Operational Personnel Budget \$1,218,495



City of Franklin, Tennessee - FY 2019 Budget Request **Franklin Transit Authority**

Base Budget Request: Operations

Accomplishments for current year:

Restructure of Fixed Route Transit Service.

Service Extended to include Carothers.

Frequency increased from 60 minutes to 30 minutes on all routes.

Doubled the amount of stops, updated signage and posts.

Transfer location for routes moved to Transit Center on Columbia Ave.

Operations Budget
Includes Personnel

\$2,371,385



City of Franklin, Tennessee - FY 2019 Budget Request **Franklin Transit Authority**

Base Budget Request: Capital

Planning Budget	\$137,500
City of Franklin Budget Request	\$13,750 (10% match)

Capital Equipment Budget	\$400,000
City of Franklin Budget Request	\$40,000 (10% match)



City of Franklin, Tennessee - FY 2019 Budget Request **Franklin Transit Authority**

Summary

Franklin Transit Total Budget \$2,908,885

Request from City of Franklin \$985,171 (34% of total)

The main emphasis is on the improved technology of the system, to include mobile apps for vehicle locator, trip planning software and mobile payment solutions. Efforts are ongoing, should be in place before the end of the calendar year.



City of Franklin, Tennessee

FY 2019 Operating Budget

Transit

Debbie Henry, Executive Director

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Balance	\$ 189,608	\$ 374,758	\$ 374,758	\$ 374,758	\$ 374,758		
Revenues	\$ 1,873,659	\$2,136,228	\$ 2,725,829	\$ 2,331,624	\$ 2,908,885	\$ 183,056	6.72%
Expenditures	\$ 1,688,509	\$2,136,228	\$ 2,725,829	\$ 2,331,624	\$ 2,908,885	\$ 183,056	6.72%
Ending Balance	\$ 374,758	\$ 374,758	\$ 374,758	\$ 374,758	\$ 374,758		

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 urban public transit system.
- Operating six days a week, featuring fixed route service as well as Transit On Demand (TODD), a pre-arranged curb-to-curb service, within the City of Franklin.
- 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 customizing innovative, environmentally friendly, multimodal transportation solutions for employers and communities.

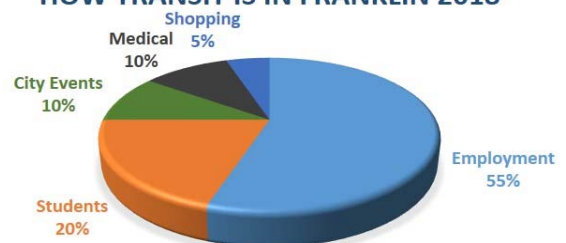
Department Accomplishments:

- *Restructure of Fixed Route Transit Service*
- *Service Extended to include Carothers.*
- *Frequency increased from 60 minutes to 30 minutes on all routes.*
- *Doubled the amount of stops.*
- *Transfer location for routes moved to Transit Center on Columbia Ave.*

Statistics:

- 90,000 passenger trips (estimate)*
- 55% are employment trips*
- 20% are student trips*
- 10% are medical appointments*

HOW TRANSIT IS IN FRANKLIN 2018





City of Franklin, Tennessee

FY 2019 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

	2015	2016	2017*	2018*	2019*
Increase the Inventory of transit hubs, park-and-ride sites, and alternative services in Franklin.					
Transit hubs, Park& Ride sites	72	74	74	136	136
Total	72	74	74	136	136
<i>Increase from Prior year?</i>	Yes	Yes	No	83.00%	0.00%
<i>Meeting Goal?</i>	Yes	Yes	Yes	Yes	Yes
Increase the number of riders using the Franklin Transit Authority.					
Ridership					
Franklin Transit Fixed Route	56,360	46,468	52,363	52,000	59,000
Transit On Demand (TODD)	25,895	26,219	33,151	30,500	31,000
Total	82,255	72,687	85,514	82,500	90,000
<i>Increase from Prior year?</i>	Yes	No	Yes	No	TBD
<i>Meeting Goal?</i>	Yes	No	Yes	No	TBD

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

*2018 and 2019 are estimated



City of Franklin, Tennessee

FY 2019 Operating Budget

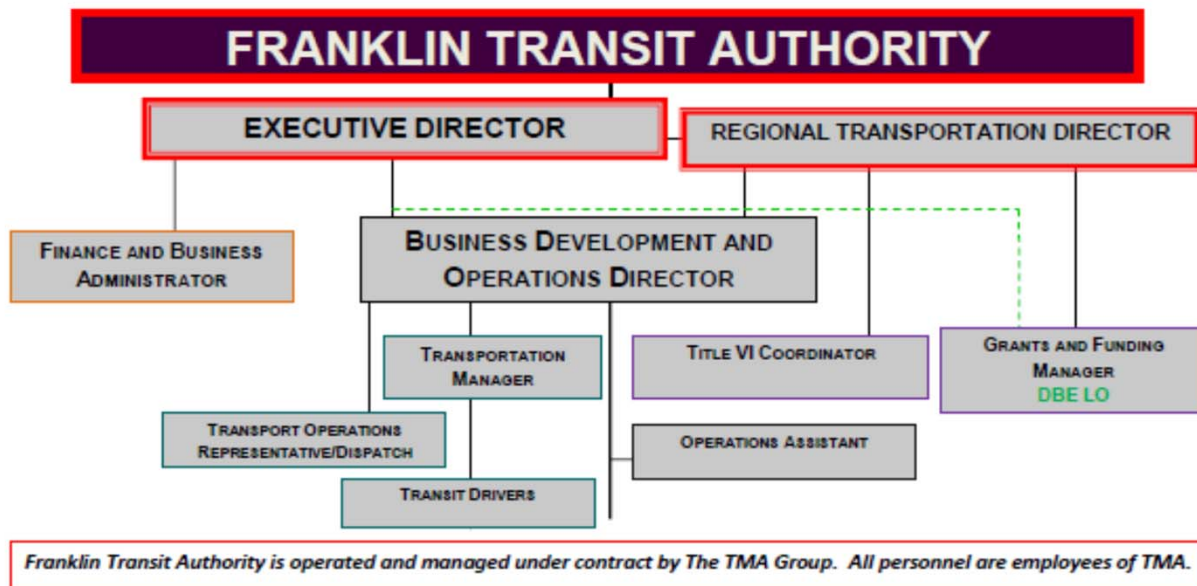
Performance Measures (con't)

Franklin Citizens Survey		(Fall 2016)			
		Excellent	Good	Fair	Poor
☒	% rating the quality of bus or transit service	14%	28%	28%	30%

How likely, if at all, would you be to use a limited mass transit route if the following improvements were made?

		Very Likely	Somewhat Likely	Somewhat Unlikely	Very Unlikely
☒	Expanded weekday schedule	16%	22%	9%	52%
☒	Additional pick-up and drop-offs	18%	25%	9%	47%
☒	Decreasing fares	14%	20%	13%	53%
☒	Enhanced Park & Ride facilities	17%	25%	10%	48%
☒	Enhanced connections via walking, cycling, etc	20%	25%	10%	45%
☒	Expanded weekend schedule	19%	26%	8%	47%

Organizational Chart





City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Annual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$ %	
Opening Balance	189,608	374,758	374,758	374,758	374,758		
Revenues							
DEPT OF TRANSPORTATION (FEDERAL)	989,505	1,163,679	1,335,264	1,107,782	1,386,664	51,400	3.8%
TDOT (STATE)	261,550	380,361	336,672	327,859	374,350	37,678	11.2%
TRANSIT FARES	88,460	104,648	132,500	118,822	132,000	(500)	-0.4%
CHARTERS	-	-	12,000	11,000	11,000	(1,000)	-8.3%
INTEREST INCOME	4,391	7,610	3,200	3,840	-	(3,200)	-100.0%
RENTAL INCOME	9,700	9,700	9,700	9,600	9,700	-	0.0%
SALE OF SURPLUS ASSETS	18,640	11,475	-	-	10,000	10,000	0.0%
TRANSFER FROM GENERAL FUND	501,413	458,755	896,493	752,721	985,171	88,678	9.9%
Total Available Funds	1,873,659	2,136,228	2,725,829	2,331,624	2,908,885	183,056	6.7%
Expenses (Operations)							
VEHICLE LICENSES & TITLES	38	-	-	-	-	-	0.0%
TRANSIT OPERATIONS	1,573,310	1,730,130	2,183,329	2,130,624	2,371,385	188,056	8.6%
TRANSIT PLANNING	1,626	160,237	177,500	36,500	137,500	(40,000)	-22.5%
MACHINERY & EQUIPMENT (>\$25,000)	113,535	245,861	365,000	164,500	400,000	35,000	9.6%
COMPUTER SOFTWARE (>\$25,000)	-	-	-	-	-	-	0.0%
Total Expenditures	1,688,509	2,136,228	2,725,829	2,331,624	2,908,885	183,056	6.7%
Ending Balance	374,758	374,758	374,758	374,758	374,758		

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.



City of Franklin, Tennessee
FY 2019 Operating Budget

Cool Springs Conference Center

Michael Bennett, General Manager
Franklin Marriott, Cool Springs



City of Franklin, Tennessee - FY 2019 Budget Request **Cool Springs Conference Center**

Outline

- Operational Summary**
- Organization Structure/Relation to City**
- Financial & Budget Overview**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request **Cool Springs Conference Center**

Operational Summary

- Connected to the Marriott Hotel; built in 1999; last major renovation in August of 2015.
- 297 guest rooms; 3 suites
- 29,000 square feet of flexible meeting space including ballroom space for up to 1,100 guests
- 2017 / 2018 producing forecasted 199,935 covers (guests) with a combined average check of \$22.07
- Occupancy: 949 events, 4,151 functions
- Overall healthy environment in the area. Definite business pacing +6% (+\$149K) over same time last year. Price increases driving this revenue increase.
- Group convention business is a key contributor towards revenue in the conference center. Group room nights are pacing flat year over year.
- There is currently a positive environment for Assoc. and short term corporate group. New supply could have significant impact on this.



City of Franklin, Tennessee - FY 2019 Budget Request **Cool Springs Conference Center**

Organizational Structure / Relation to City

- Hotel and Conference Center managed by Davidson Hotels and Resorts.
- Management of the facility began in July, 2014.
- Hotel is owned by Crow Holdings in Dallas, TX.
- Conference Center and Hotel Revenues are not shared.
- 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: expenses split as a percentage of food revenue



City of Franklin, Tennessee - FY 2019 Budget Request **Cool Springs Conference Center**

Financial & Budget Overview: See Attachment

3 Year Financial Summary

- **2016 / 2017 Actual:**
 - Revenue: \$6.9M
 - Net Profit: \$534K
- **2017 / 2018 Projected:**
 - Revenue: \$7.4M (+\$426K to current budget)
 - Net Profit: \$752K (+\$342K to current budget)
- **2018 / 2019 Budget:**
 - Revenue: \$7.6M
 - Net Profit: \$805K



City of Franklin, Tennessee - FY 2019 Budget Request **Cool Springs Conference Center**

Financial & Budget Overview: p.2

Items Impacting Current FY Revenue Budget

- No new revenue generators entering market and supply is increasing.
- Based on current pace, we anticipate slight growth due to annual price increases.
- With projected occupancy percentage, we have reached maximum capacity for group business.
- Additional hotel supply due to come online not only in the Franklin / Cool Springs area but Nashville as well (15 hotels with over 3,000 guest rooms anticipated in 2018).
- Renaissance Hotel in Nashville under major meeting space renovation in 2017 / 2018. Compression of group business was seen this year but will not repeat next year.
- Additional free standing event venues in Franklin / Williamson & Rutherford Co. continue to take local social events.



City of Franklin, Tennessee - FY 2019 Budget Request **Cool Springs Conference Center**

Financial & Budget Overview: p.3

Items Impacting Current FY Expense Budget

- Info & Telecom Expense (-\$21K): CI/TY (Marriott Sales System) fees decreased in 2018.
- A&G Payroll (+\$34K): General Manager Position open for 4 mos. in 2017 / 2018. GM bonus was forfeited due to timing of resignation.
- Available labor continues to be a struggle. The additional supply that has and will be coming online has limited available personnel and continues to drive wages higher due to demand and overtime as well as a heavy reliance on contract labor.
- Management Bonus (-\$41K): Anticipated reduction in paid management bonus.



City of Franklin, Tennessee - FY 2019 Budget Request **Cool Springs Conference Center**

Questions?



4.5.2018	16.17	17.18	18.19	\$
Description	Actual	Act / Fore	Budget	17.18/18.19
REVENUE BY DEPARTMENT				
TOTAL FOOD REVENUE	6,604,960	7,270,422	7,475,156	204,734
TOTAL BEVERAGE REVENUE	189,097	171,572	175,409	3,837
TOTAL F&B REVENUE	6,794,057	7,441,695	7,650,565	208,870
TOTAL OTHER INCOME	174,226	25,913	27,996	2,083
TOTAL OPERATIONS REVENUE	6,968,283	7,467,608	7,678,561	210,953
EXPENSES BY DEPARTMENT				
TOTAL FOOD EXPENSES	3,775,784	3,899,741	4,010,673	110,932
TOTAL BEVERAGE EXPENSES	35,835	33,508	36,162	2,654
TOTAL F&B EXPENSES	3,811,619	3,933,249	4,046,835	113,586
TOTAL OPERATIONS EXPENSES	3,811,619	3,933,249	4,046,835	113,586
TOTAL GROSS OPERATING PROFIT	3,156,664	3,534,359	3,631,726	97,367
DEDUCTIONS FROM INCOME				
TOTAL ADMIN & GENERAL EXPENSES	423,178	407,070	441,285	34,215
TOTAL INFORMATION & TELECOM EXPENSES	109,595	101,191	79,598	-21,593
TOTAL SALES & MARKETING EXPENSES	1,105,291	1,282,370	1,294,731	12,361
TOTAL UTILITIES EXPENSES	298,336	294,751	297,469	2,718
TOTAL MAINTENANCE & REPAIR EXPENSES	256,202	250,181	258,986	8,805
TOTAL MANAGEMENT FEES	198,348	204,312	211,214	6,902
TOTAL DEDUCTIONS FROM INCOME	2,390,950	2,539,875	2,583,283	43,408
TOTAL HOUSE PROFIT	765,714	994,484	1,048,443	53,959
HOUSE PROFIT %	10.99%	13.32%	13.65%	0.0034
FIXED CHARGES				
TOTAL PROPERTY TAXES	26,599	22,174	11,688	-10,486
Other Taxes and Assessments	0	10,680	13,848	3,168
TOTAL INSURANCE EXPENSE	3,889	-920	4,200	5,120
TOTAL OTHER FIXED CHARGES	198,348	207,264	213,492	6,228
TOTAL FIXED CHARGES	228,836	239,198	243,228	4,030
NET OPERATING PROFIT BEFORE DEPRECIATION	536,878	755,286	805,215	49,929
TOTAL AMORTIZATION of DEFERRED CHARGES	0	0	0	0
TOTAL DEPRECIATION	0	0	0	0
NET PROFIT OR LOSS	536,878	755,286	805,215	49,929
FF&E				
FF&E Reserve	348,414	373,380	383,928	10,548
Due To/From	188,464	381,906	421,287	39,381

RESOLUTION 2018-18

**A RESOLUTION TO BE ENTITLED: "A RESOLUTION TO AMEND THE TABLE
OF ORGANIZATION FOR THE LAW DEPARTMENT RELATIVE TO
"PARALEGAL."**

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to modify the Law Department organizational chart; and

WHEREAS, the modification to the Law Department organizational chart as requested will not require any additional expense.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen for the City of Franklin as follows:

Section 1. The position of Paralegal under the supervision of the City Attorney is reflected in the new Law Department organizational chart, as shown on the attached "Exhibit A" revised Law Department Organizational Chart.

Section 2. That no additional funds be budgeted for this purpose, with any employees assuming the position of Paralegal be funded through personnel expense currently included in the FY2017-2018 budget.

Section 3. That this Resolution shall be effective upon adoption.

IT IS SO RESOLVED AND DONE on this _____ day of _____, 2018.

ATTEST:

CITY OF FRANKLIN, TENNESSEE

BY: _____
ERIC S. STUCKEY
City Administrator

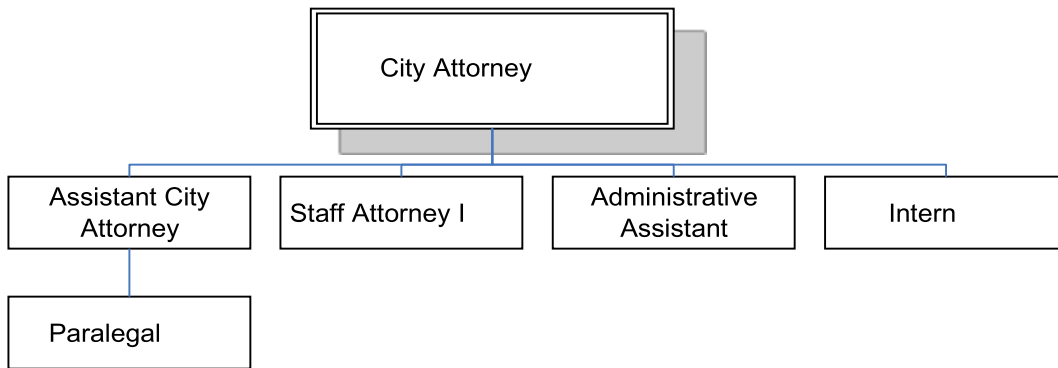
BY: _____
DR. KEN MOORE
Mayor

Approved as to Form:

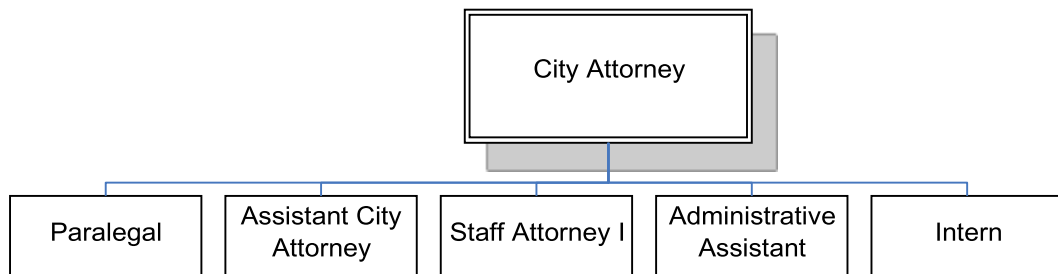
By: _____
Shauna R. Billingsley
City Attorney

Exhibit A

Existing Organizational Chart



Proposed Organizational Chart





City of Franklin, Tennessee
FY 2019 Operating Budget Request

Law Department

Shauna Billingsley



City of Franklin, Tennessee - FY 2019 Budget Request

Law Department

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request **Law Department**

Purpose of Department

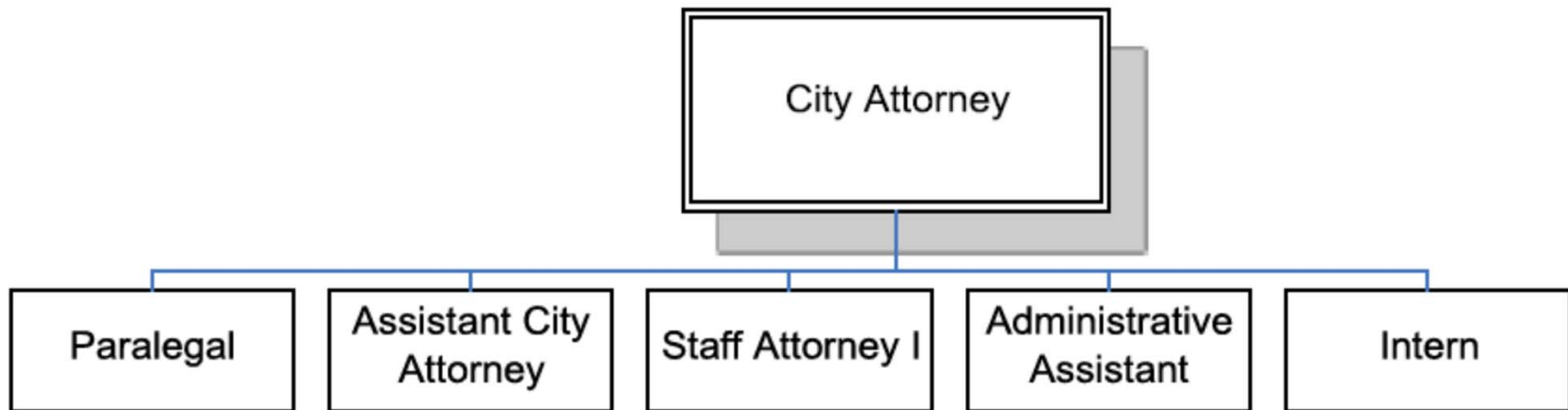
The Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other city officials.



City of Franklin, Tennessee - FY 2019 Budget Request

Law Department

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request

Law Department

Base Budget Request: Personnel

Position	Pay Grade
City Attorney	Grade N
Assistant City Attorney	Grade K
Staff Attorney	Grade J
Paralegal	Grade F
Legal Assistant	Grade E
Intern	---



City of Franklin, Tennessee - FY 2019 Budget Request **Law Department**

Base Budget Request: Operations

The Law Department's budget has remained consistent through the Department's inception in 2006.

The Law Department is tasked with providing training to elected and appointed officials and City staff.

The Attorneys are required to obtain hours of continuing education annually. Further, in order to be up to date with current law, the Attorneys attend seminars and conferences directly related to the practice of municipal law.

The Budget also contains a line item for outside counsel and for consultants.



City of Franklin, Tennessee - FY 2019 Budget Request

Law Department

Summary

The Law Department appreciates your careful consideration of this budget.



City of Franklin, Tennessee

FY 2019 Operating Budget

Law

Shauna R. Billingsley, City Attorney

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	378,088	492,367	509,448	512,504	519,484	10,036	2.0%
Operations	-44,823	5,767	58,405	52,234	74,628	16,223	27.8%
Capital	0	0	0	0	0	0	0.0%
Total	333,265	498,134	567,853	564,738	594,112	26,259	4.6%

Departmental Summary

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

- 1) to direct professional and other employees in the Law Department in the provision of legal services to the City,
- 2) to supervise preparation and review of contracts, deeds, bonds, ordinances, resolutions, real estate transactions and agreements for the City by rendering opinions relative to substance, form and propriety of such documents,
- 3) to attend and provide legal counsel to Board of Mayor and Aldermen meetings and committee meetings as may be required,
- 4) to direct the management of all litigation in which the City is a party or is interested, including the functions of prosecuting attorney in City Court appeals,
- 5) to apply in the name of the City for injunctive or other extraordinary relief as authorized by law,
- 6) to assist in development of administrative policies, rules and regulations,
- 7) to represent the City in legal issues at administrative hearings, in meetings with government officials and in professional educational organizations, and
- 8) to recommend and arrange for retention of special counsel in cases involving extensive or specialized litigation.



City of Franklin, Tennessee

FY 2019 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:

The Law Department supports all four themes of the Strategic Plan.

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		FY 2015 3/1/2014 to 3/1/2015	2016	2017	2018*	2019*
	Number of Ordinances Drafted/Reviewed	28	45	53	all	all
	Number of Resolutions Drafted/Reviewed	67	85	80	all	all
	Number of Contracts Drafted/Reviewed	259	299	360	all	all
	Legal Opinions Distributed (<i>Goal : Distribute 1 every month</i>)	12	12	9	12	12
	Total Number of Litigation Cases Opened/Closed	120/104	109/87	123/88	as many as needed	as many as needed
	Number of Other Tasks Created/Completed	665/666	1075/1037	1282/1127	as many as needed	as many as needed

Efficiency Measures

		2015	2016	2017	2018*	2019*
	TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

		2015	2016	2017	2018*	2019*
	TBD	TBD	TBD	TBD	TBD	TBD

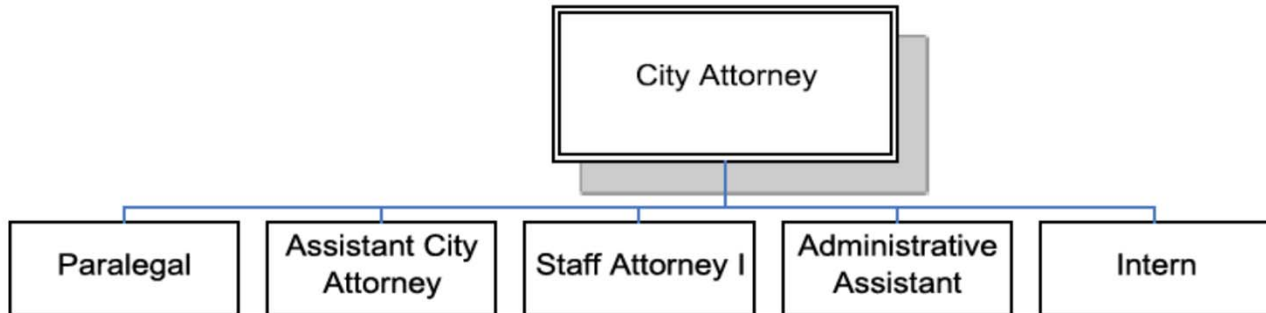
*2018 and 2019 estimated



City of Franklin, Tennessee

FY 2019 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
City Attorney	Grade N	1	0	1	0	1	0	1	0	1	0
Assistant City Attorney	Grade K	0	0	1	0	1	0	1	0	1	0
Staff Attorney I	Grade J	1	0	0	0	0	0	1	0	1	0
Paralegal	Grade F	1	0	1	0	2	0	1	0	1	0
Legal Assistant	Grade E	1	0	1	0	1	0	1	0	1	0
Intern	---	0	0	0	1	0	1	0	1	0	1
TOTALS		4	0	4	1	5	1	5	1	5	1



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$	%
Personnel							
Salaries & Wages	289,874	379,901	389,374	395,947	403,917	14,543	3.7%
Officials Fees	56	-	56	56	56	-	0.0%
Employee Benefits	88,158	112,466	120,018	116,502	115,511	(4,507)	-3.8%
Total Personnel	378,088	492,367	509,448	512,504	519,484	10,036	2.0%
Operations							
Transportation Services	798	587	1,450	1,450	1,400	(50)	-3.4%
Operating Services	6,941	3,803	10,250	11,000	12,750	2,500	24.4%
Notices, Subscriptions, etc.	15,423	17,413	20,710	20,710	23,250	2,540	12.3%
Utilities	2,689	3,862	4,250	4,250	4,770	520	12.2%
Contractual Services	9,214	55,469	101,240	101,240	111,940	10,700	10.6%
Employee programs	2,746	2,386	4,460	4,460	4,450	(10)	-0.2%
Professional Development/Travel	10,239	13,055	12,560	15,100	19,500	6,940	55.3%
Office Supplies	4,039	2,679	5,040	5,040	4,810	(230)	-4.6%
Operating Supplies	158	-	750	750	800	50	6.7%
Fuel & Mileage	-	-	420	420	420	-	0.0%
Machinery & Equipment (<\$25,000)	5,471	23,973	16,450	12,300	14,300	(2,150)	-13.1%
Repair & Maintenance Supplies	-	-	150	150	150	-	0.0%
Property & Liability Costs	2,821	2,841	3,482	3,320	3,791	309	8.9%
Financial Fees	-	529	500	700	750	250	50.0%
Permits	928	2,436	6,454	3,700	6,550	96	1.5%
Interfund Services Reimbursement	(106,289)	(123,266)	(129,761)	(132,356)	(135,003)	(5,242)	4.0%
Total Operations	(44,823)	5,767	58,405	52,234	74,628	16,223	27.8%
Capital	-	-	-				0.0%
Total Law Department	333,265	498,134	567,853	564,738	594,112	26,260	4.6%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	289,751	377,548	399,329	286,704	392,687	414,951	431,549	448,811
	81120	OVERTIME PAY	123	2,353	2,200	212	2,200	2,200	2,200	2,200
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES			1,060		1,060	1,060	1,060	1,060
	81199	VACANCY ADJUSTMENT			(13,215)			(14,294)	(15,104)	(15,708)
=	XWAGE	TOTAL WAGES	289,874	379,901	389,374	286,916	395,947	403,917	419,705	436,363
	81250	JUDICIAL COMMISSION-WARRANTS	56		56	201	56	56	56	56
=	XOFF	TOTAL OFFICIALS FEES	56		56	201	56	56	56	56
=	81410	FICA (EMPLOYER'S SHARE)	19,842	26,595	27,666	20,318	30,041	30,108	33,014	34,334
=	81420	MEDICAL PREMIUMS	57,367	70,541	78,134	45,089	67,634	65,436	71,980	79,178
=	81430	GROUP INSURANCE PREMIUMS	4,063	4,663	4,854	3,367	5,097	6,386	6,705	7,041
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(13,197)	(14,399)	(16,309)	(9,614)	(15,193)	(16,641)	(18,305)	(20,136)
!	81450	RETIREMENT CONTRIBUTIONS	13,344	18,228	18,168	15,722	20,962	21,983	24,181	26,599
	81455	DEFERRED COMP MATCH	4,272	4,262	5,048	3,896	5,500	5,775	6,064	6,367
	81470	WORKERS COMPENSATION PREMIUMS	67	176	57	110	60	65	65	65
	81475	WORKERS COMPENSATION CLAIMS								
	81482	CAR ALLOWANCE	2,400	2,400	2,400	1,754	2,400	2,400	2,400	2,400
=	XBEN	TOTAL BENEFITS	88,158	112,466	120,018	80,642	116,501	115,511	126,104	135,848
=	XPER	TOTAL PERSONNEL	378,088	492,367	509,448	367,759	512,504	519,484	545,865	572,267
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	798	587	1,450	508	1,450	1,400	1,450	1,475
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
=	XTRC	TOTAL TRANSPORTATION CHARGES	798	587	1,450	508	1,450	1,400	1,450	1,475
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	2,168	106	2,000	100	2,000	2,000	2,050	2,100
	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	1,721	1,750	1,000		1,750	2,500	2,750	3,000
!	82240	TRANSCRIPTION FEES	3,052	1,769	7,000	2,771	7,000	8,000	8,200	8,400
	82250	TESTING & PHYSICALS		178	250	257	250	250	250	250
=	XOPSV	TOTAL OPERATING SERVICES	6,941	3,803	10,250	3,128	11,000	12,750	13,250	13,750
	82310	LEGAL NOTICES		170	1,000	57	1,000	1,000	1,000	1,000
	82350	DUES FOR MEMBERSHIPS	4,489	5,878	4,430	1,607	4,430	6,000	6,200	6,400
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		8	280		280	250	250	250
	82390	PUBLICATIONS, NON-TRAINING	10,934	11,357	15,000	6,335	15,000	16,000	16,500	17,000
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	15,423	17,413	20,710	7,999	20,710	23,250	23,950	24,650
	82450	TELEPHONE SERVICE	221	222	350	152	350	370	390	400
	82455	CELLULAR TELEPHONE SERVICE	2,133	3,177	3,500	1,579	3,500	3,900	4,000	4,100
	82470	INTERNET & RELATED SERVICES	335	463	400	240	400	500	500	500
=	XUTIL	TOTAL UTILITIES	2,689	3,862	4,250	1,971	4,250	4,770	4,890	5,000
	82510	COMPUTER SERVICES			440		440	440	440	440
	82520	LEGAL SERVICES	7,114	31,851	64,000	3,767	64,000	66,000	68,000	70,000
!	82560	CONSULTANT SERVICES	2,100	23,618	31,300	3,547	31,300	40,000	40,000	40,000

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	82599	OTHER CONTRACTUAL SERVICES			5,500		5,500	5,500	5,500	5,500
=	XCTS	TOTAL CONTRACTUAL SERVICES	9,214	55,469	101,240	7,314	101,240	111,940	113,940	115,940
	82740	EMPLOYEE WELLNESS PROGRAM		33	100		100	100	100	100
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	48	94	360	27	360	350	350	350
	82780	TRAINING, OUTSIDE	2,698	2,125	3,000	(125)	3,000	3,000	3,000	3,000
	82790	TRAINING, IN-HOUSE		134	1,000	27	1,000	1,000	1,000	1,000
=	XEPG	TOTAL EMPLOYEE PROGRAMS	2,746	2,386	4,460	(71)	4,460	4,450	4,450	4,450
	82810	REGISTRATIONS	2,295	4,833	4,500	3,038	4,500	6,000	6,500	7,000
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	629	996	520	847	1,000	1,500	1,600	1,750
	82830	AIR TRAVEL	2,833	1,637	2,500	1,077	3,000	4,000	4,500	5,500
	82840	LODGING	4,035	3,984	4,000	5,103	5,500	6,500	6,500	7,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	447	1,605	1,040	293	1,100	1,500	1,600	1,700
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	10,239	13,055	12,560	10,358	15,100	19,500	20,700	22,950
	83110	OFFICE SUPPLIES	1,757	2,072	3,600	1,041	3,600	3,500	3,500	3,500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	1,282	19	500	10	500	250	250	250
	83130	EMPLOYEE BENEVOLENCE ITEMS	109	154	420	173	420	460	500	525
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	891	434	520	234	520	600	650	700
=	XOFS	TOTAL OFFICE SUPPLIES	4,039	2,679	5,040	1,458	5,040	4,810	4,900	4,975
	83210	TRAINING SUPPLIES			500		500	500	500	500
	83260	UNIFORMS PURCHASED	158		250		250	300	300	300
=	XOPS	TOTAL OPERATING SUPPLIES	158		750		750	800	800	800
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			420		420	420	420	420
=	XFUEL	TOTAL FUEL & MILEAGE			420		420	420	420	420
	83510	FURNITURE, FIXTURES (<\$25,000)	1,423	14,752	6,000		3,300	3,300	3,300	3,300
	83530	MACHINERY & EQUIPMENT (<\$25,000)	58	2,595	3,450		3,500	3,000	3,000	3,000
	83540	COMPUTER HARDWARE (<\$25,000)	3,864	5,860	6,000	2,130	4,000	6,000	6,000	6,000
	83550	COMPUTER SOFTWARE (<\$25,000)	126	766	1,000	754	1,500	2,000	2,000	2,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	5,471	23,973	16,450	2,884	12,300	14,300	14,300	14,300
	83620	EQUIPMENT PARTS & SUPPLIES			150		150	150	150	150
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES			150		150	150	150	150
	85110	PROPERTY INSURANCE	979	955	1,003	941	941	1,106	1,161	1,219
	85111	FRAUD INSURANCE				105	105	150	158	165
	85112	INLAND MARINE INSURANCE		30	32	30	30	35	37	39
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	1,044	1,519	1,595	411	500	600	630	662
	85116	E&O LIABILITY INSURANCE				889	900	1,000	1,050	1,103
	85119	UMBRELLA LIABILITY	247	287	301	344	344	400	420	441
	85120	PROPERTY DAMAGE COSTS								
	85140	SURETY/NOTARY BONDS	550	50	551		500	500	525	551
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,820	2,841	3,482	2,720	3,320	3,791	3,981	4,180

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	85320	STATE FEES	818	2,415	1,774	510	1,500	1,600	1,700	1,800
	85325	FEDERAL FEES		21	280	34	200	250	275	300
	85340	RECORDING & FILING FEES	110		4,400	354	2,000	4,700	4,800	4,900
=	XPERM	TOTAL PERMITS	928	2,436	6,454	898	3,700	6,550	6,775	7,000
	85530	E-COMMERCE FEES		29		89	200	250	300	350
	85590	BOND COMPLIANCE		500	500	500	500	500	500	500
=	XFLF	TOTAL FINANCIAL FEES		529	500	589	700	750	800	850
	85990	MISCELLANEOUS				(1,564)				
=	XOBE	TOTAL OTHER BUSINESS EXPENSES				(1,564)				
	87510	REIMB OF INTERFUND SERVICES	(106,289)	(123,266)	(129,761)	(129,761)	(132,356)	(135,003)	(137,703)	(140,457)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(106,289)	(123,266)	(129,761)	(129,761)	(132,356)	(135,003)	(137,703)	(140,457)
=	XOP	TOTAL OPERATIONS	(44,823)	5,767	58,405	(91,569)	52,234	74,628	77,053	80,433
		Capital								
=	XTOT	TOTAL EXPENDITURES	333,265	498,134	567,853	276,190	564,738	594,112	622,918	652,700
=	PTHCT	PART-TIME HEADCOUNT								
=	PRHCT	PART-TIME REGULAR HEADCOUNT								



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Human Resources

Kevin Townsel, J.D.



City of Franklin, Tennessee - FY 2019 Budget Request

Human Resources

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
- Program Enhancements**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request

Human Resources

Purpose of Department

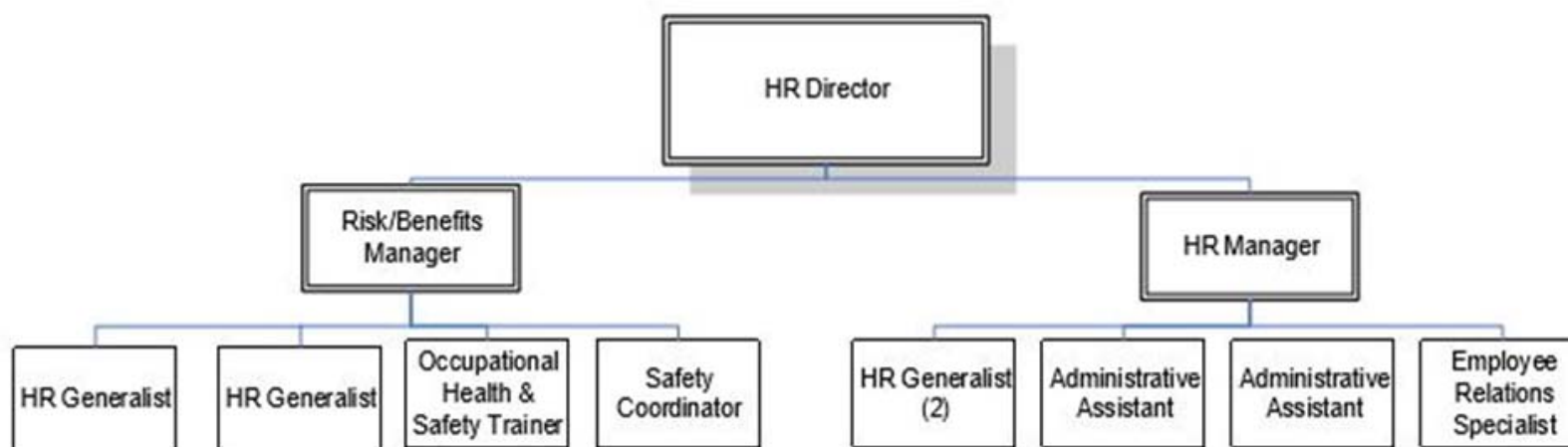
The Human Resources Department provides services to other City departments and the citizens of the City of Franklin. Those responsibilities include:

- City's recruitment, hiring and onboarding processes
- Administering the City's Defined Benefit, Defined Contribution Plan and TCRS
- Creating and implementing the personnel rules and regulations
- Managing the training of all City employees in OSHA regulations, Civil Treatment and other areas as required/needed
- Procuring and administering all Property and Casualty insurance
- Managing Safety Program for all City employees
- Managing employee benefits
- Conducting workplace investigations



City of Franklin, Tennessee - FY 2019 Budget Request Human Resources

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Human Resources**

Base Budget Request: Personnel

The Personnel Base Budget Request is for the Human Resources Department is \$986,212, which is an \$11,139 (1.1%) increase over 2017-2018 budget.

Human Resources will maintain the current number of 12 Full-Time employees.

There are two Program Enhancements pertaining to Personnel.



City of Franklin, Tennessee - FY 2019 Budget Request **Human Resources**

Base Budget Request: Operations

The Operations Base Budget Request is for the Human Resources Department is \$163,122*, which is a \$27,271 (14.3%) decrease over 2017-2018 budget. The decrease is attributable mostly to the payoff of the remaining lease payment for TrakStar – the City’s employee evaluation system.

**Total amount of budget includes interfund services reimbursements and lease/loan payments.*



City of Franklin, Tennessee - FY 2019 Budget Request **Human Resources**

Program Enhancement Requests

The Human Resources Department has six (6) program enhancement requests.



City of Franklin, Tennessee - FY 2019 Budget Request **Human Resources**

Summary

The Human Resources Department will continue the good work in FY 2018 serving our most important resource – our employees!

Highlights of the last year included:

- Reduction by 30% the number of days in the recruitment process through utilization of the online Kronos Talent Acquisition system.
- City received \$617,735 in pharmacy rebates in the past 12 months
- City received “mod” rate of 0.70 – resulting in lower worker’s compensation premiums in FY 2019.
- Continued to offer flu shots, the annual health and wellness fair, Group Fitness and Yoga classes, and a number of departmental contests such as the walking challenge and the risk assessment health challenge.
- Implemented Kronos self-service for timesheet accuracy & efficiency.
- Completed the second annual evaluation cycle through Trakstar.
- Implemented a new employee perks program called AccessPerks.



City of Franklin, Tennessee

FY 2019 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	879,839	1,024,588	975,073	1,019,878	986,212	11,139	1.1%
Operations	332,028	140,461	190,393	177,429	163,122	-27,271	-14.3%
Capital	0	0	0	0	0	-	0.0%
Total	1,211,867	1,165,049	1,165,466	1,197,307	1,149,335	-16,131	-1.4%

Departmental Summary

The goal of the Human Resources Department is to administer a comprehensive human resources program for all City of Franklin employees.

Functions include

- (1) recruitment, testing, selection and orientation of new employees,
- (2) procurement and administration of the comprehensive fringe benefit package,
- (3) review, update and implementation of the Human Resources Policies and Procedures,
- (4) classification and compensation administration,
- (5) employee and supervisory training, and
- (6) procurement and administration of all lines of risk insurance.

Assistance is provided to department heads and supervisors to assure fairness and consistency among hiring and promotional practices, disciplinary and termination practices and for day-to-day policy interpretation.

We are proud to list below the goals that substantially contribute to the economic sustainability of the City of Franklin:

- The HR Department continues to utilize Kronos Talent Acquisition to assist in job requisitions and applicant tracking. It has helped HR in reducing (by 30%) the number of days required in the recruitment process and dramatically reduces the amount of paper previously used. Kronos Talent Acquisition allows us to onboard a new employee without paper. All documents are stored within the system.
- The City has received \$617,735 in pharmacy rebates in the past 12 months which will directly reduce the total medical plan expenditures.
- We have received our experience modification rate from NCCI for the FY 2018 insurance period and it is 0.70. The “mod” rate is a factor that is developed between the insured’s actual past experience and the expected or actual experience of the WC class code. When it is applied to our manual premium, it produces a premium that is more representative of our actual loss experience. Since we are below 1.0 (which is average) we will pay less premium for FY 2019.



City of Franklin, Tennessee

FY 2019 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

Department Summary (Continued)

- The Human Resources Department believes that health and wellness is an important component of maintaining sustainable communities. This year, we offered flu shots, held the annual health and wellness fair, offered Group Fitness and Yoga classes, and offered a number of departmental contests such as the walking challenge and the risk assessment health challenge.
- We have implemented Kronos self-service. This software will eliminate entering data into numerous spreadsheets increasing efficiency and improving accuracy. We have also completed the second phase of Kronos, which is the time keeping piece, allowing employees to clock in via timeclocks, computer and/or mobile app.
- The City of Franklin has completed its second annual evaluation cycle through Trakstar. All employee evaluations have been completed in Trakstar which is a totally paperless system. 542 employees completed a self-appraisal this evaluation cycle, which engages the employee in the appraisal process. Trakstar enables supervisors and employees to record performance issues in real time allowing immediate feedback. Trakstar is also used for inputting employee goals and allows that employee to track and complete their progress of each goal. Since implementing Trakstar, we have noticed an increase in employee participation and many departments have encouraged their employees to use the system regularly.
- The Human Resources department also implemented a new employee perks program called AccessPerks. It allows employees to log on via a created username and password to have access to discounted products

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: An Effective and Fiscally Sound City Government Providing High Quality Service



The City of Franklin will have a talented, diverse, and engaged workforce.

Franklin will seek to attract and retain high quality employees whose diversity fully reflects the community.

Goal: To attract talented workers, the City of Franklin's salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace.

Baseline: 2012 average salary is 92.1% of target market index.

Goal: To actively recruit and retain a workforce representative of the community.

Baseline: 2012 demographic employment profile for City of Franklin: 21% female (City population average is 52%); 6.6% minority (15.6% for city population). City data based on 2010 U.S. Census data. Minority includes all census group classifications which was 9,774 of 62,487 population.



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures

Franklin will develop a Continuous Improvement Program using quantitative and qualitative methods to improve the effectiveness, efficiency and safety of service delivery processes and systems.

Goal: To have a safe and healthy workplace.

Baseline: 69 Franklin employees had accidents in FY 2013.

Baseline: Number of lost work days by employees in FY2013 was 158.

Goal: To have effective training and development objectives within every employee's work plan.

Baseline: Number of credit hours reimbursed

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	
	2016 Franklin Citizens Survey	

Workload (Output) Measures

		2015	2016	2017	2018*	2019*
Organization-Wide						
	Number of Budgeted Positions Full-Time	705	717	708	719	719
	Number of Budgeted Positions Part-Time	66	61	58	54	54
	Total FTEs (entire organization)	675	664	711	684	684
	Number of exempt FTEs	110	112	122	129	129
	Number of non-exempt FTEs	564	552	589	555	555
	Employee Turnover for Full-Time Positions (Not Including Retirees)	6.75%	11%	7.9%	6%	5%
	Tennessee Statewide Benchmarking Average	8.00%	8.96%	7.60%	TBD	TBD
	Number of Vacancies Advertised Externally **	80	43	94	90	90
	Number of External Applications Processed	5,835	2,037	3,197	6,100	6,100
	Average Number of Applications per Advertised External Vacancy	60	32	52	68	68
	Average Number of Days to Fill a Position Advertised Externally	83	79	75	52	50
	Number of new employees hired	138	53	84	95	100
	Number of new hires that were from within ranks (promoted)	13	0	53	30	32
	OSHA 300 log recordable injuries or illnesses	53	21	32	9	25
	Workers' compensation claims	65	62	64	35	55
Human Resources Department Statistics						
	Total number of FTEs	10.00	11.00	11.00	11.00	12.00
	Human Resources Staff per 100 Employees	0.68	1.66	1.55	1.40	1.60
	Applications processed Internal & External	6200	2037	3197	6000	6000
	Requisitions approved Internal & External	97	52	128	120	125

**includes postings with multiple vacancies



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures

Efficiency Measures

	2015	2016	2017	2018*	2019*
Benefits to Salary Ratio (All Funds)	33.21%	37.98%	38.26%	TBD	TBD
Tennessee Statewide Benchmarking Average	44.86%	45.44%	42.32%	TBD	TBD
Personnel Costs (All Funds) per FTE	\$ 68,796	\$ 69,515	TBD	TBD	TBD
Tennessee Statewide Benchmarking Average	\$ 64,637	\$ 66,178	TBD	TBD	TBD
Human Resources Cost per Total FTE (City -Wide)	\$ 2,000	\$ 2,029	\$ 2,325	TBD	TBD
Tennessee Statewide Benchmarking Average	\$ 978	\$ 850	\$ 1,070	TBD	TBD
Workers Compensation Cost per Claim	\$ 4,659	\$ 4,497	\$ 6,584	TBD	TBD
Tennessee Statewide Benchmarking Average	\$ 5,353	\$ 8,207	\$ 14,110	TBD	TBD
Annual Wellness Cost per FTE	\$ 35.00	\$ 36.00	\$ 38.00	TBD	TBD
Total benefits as a percent of total wages^	33.0%	38.0%	TBD	TBD	TBD
Tennessee Statewide Benchmarking Average	44.9%	45.4%	TBD	TBD	TBD
Retirement Contributions as a percent of total payroll^	7.2%	8.3%	10.0%	10.0%	10.0%
Tennessee Statewide Benchmarking Average	16.8%	18.1%	TBD	TBD	TBD
Benefits as a percentage of All Funds personnel costs^	24.9%	27.5%	28.2%	TBD	TBD
Tennessee Statewide Benchmarking Average	34.3%	31.1%	30.5%	TBD	TBD

Outcome (Effectiveness) Measures

	2015	2016	2017	2018*	2019*
The City of Franklin will have a talented, diverse, and engaged workforce.					
	Franklin will seek to attract and retain high quality employees whose diversity fully reflects the community.				
	City of Franklin's salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace.				
	Current Franklin	TBD	TBD	TBD	TBD
	Target	70.0%	70.0%	70.0%	70.0%
	Meets Target?	TBD	TBD	TBD	TBD
	Actively recruit and retain a workforce representative of the community.				
	% of Employees Female	22%	20%	21.0%	21.0%
	% of Franklin Female	52.2%	52.2%	52.2%	52.2%
	Meets Target?	No	No	TBD	TBD
	% of Employees Minority	7.5%	6.0%	7.0%	8.0%
	% of Franklin Minority	15.6%	15.6%	15.7%	15.7%
	Meets Target?	No	No	TBD	TBD
	Franklin will develop a Continuous Improvement Program using quantitative and qualitative methods to improve the effectiveness, efficiency and safety of service delivery processes and systems.				
	A safe and healthy workplace.				
	# of employees who had accidents	46	60	83	46
	# Number of lost work days by employees	95	34	123	28



City of Franklin, Tennessee

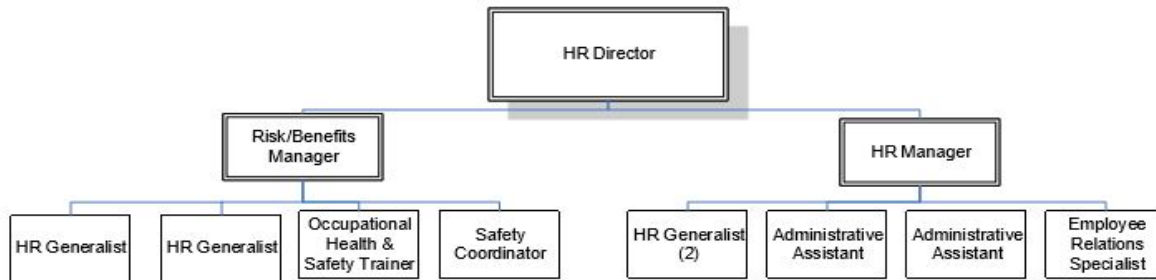
FY 2019 Operating Budget

Performance Measures

Meets Target?	TBD	TBD	TBD	TBD	TBD
# of credit hours reimbursed for employees	192	200	200	115	192

*2018 and 2019 estimated.

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Human Resources Director	Grade L	1	0	1	0	1	0	1	0	1	0
Assistant HR Director/Benefits	Grade K	1	0	0	0	0	0	0	0	0	0
Assistant HR Director	Grade K	0	0	1	0	1	0	0	0	0	0
Risk/Benefits Manager	Grade K	0	0	1	0	1	0	1	0	1	0
Risk Manager	Grade J	1	0	0	0	0	0	0	0	0	0
HR Manager	Grade J	0	0	0	0	0	0	1	0	1	0
Employee Relations Mgr II	Grade J	1	0	0	0	0	0	0	0	0	0
Employee Relations Specialist	Grade G	0	0	1	0	1	0	1	0	1	0
Occupational Health & Safety Train	Grade G	1	0	1	0	1	0	1	0	1	0
Safety Coordinator	Grade G	1	0	1	0	1	0	1	0	1	0
Human Resources Generalist	Grade G	2	0	2	0	2	0	4	0	4	0
Benefits Technician	Grade D	1	0	1	0	1	0	0	0	0	0
Human Resources Technician	Grade D	2	0	2	0	2	0	0	0	0	0
Administrative Assistant	Grade D	0	1	0	1	0	1	2	0	2	0
TOTALS		11	1	11	1	11	1	12	0	12	0



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	690,422	781,684	759,229	782,010	723,781	(35,448)	-4.7%
Employee Benefits	189,417	242,904	215,844	237,868	262,431	46,587	21.6%
Total Personnel	879,839	1,024,588	975,073	1,019,878	986,212	11,139	1.1%
Operations							
Transportation Services	3,490	3,912	8,100	8,100	5,000	(3,100)	-38.3%
Operating Services	1,637	1,982	4,130	4,130	3,120	(1,010)	-24.5%
Notices, Subscriptions, etc.	16,817	10,338	17,500	17,500	17,500	-	0.0%
Utilities	6,527	7,318	7,450	7,450	7,250	(200)	-2.7%
Contractual Services	175,123	165,882	96,500	96,968	96,968	468	0.5%
Repair & Maintenance Services	4,876	2,552	6,000	6,000	4,500	(1,500)	-25.0%
Employee Programs	201,941	160,036	274,500	274,500	274,500	-	0.0%
Professional Development/Travel	22,300	27,235	37,200	37,200	41,000	3,800	10.2%
Office Supplies	8,215	9,183	9,750	9,750	10,000	250	2.6%
Operating Supplies	1,648	1,660	4,300	4,300	3,050	(1,250)	-29.1%
Fuel & Mileage	933	1,069	1,500	1,500	1,250	(250)	-16.7%
Machinery & Equipment (<\$25,000)	21,065	53,739	23,750	23,400	23,085	(665)	-2.8%
Repair & Maintenance Supplies	644	44	550	550	560	10	1.8%
Property & Liability Costs	6,953	9,787	10,256	11,262	12,244	1,988	19.4%
Other Business Expenses	-	-	550	550	550	-	0.0%
Debt Service and Lease Payments	184,210	19,659	12,708	5,107	-	(12,708)	-100.0%
Interfund Reimbursements	(324,351)	(333,935)	(324,351)	(330,838)	(337,455)	(13,104)	4.0%
Total Operations	332,028	140,461	190,393	177,429	163,122	(27,271)	-14.3%
Machinery & Equipment (>\$25,000)	-	-	-	-	-	-	
Capital	-	-	-	-	-	-	
Total Human Resources	1,211,867	1,165,049	1,165,467	1,197,307	1,149,335	(16,132)	-1.4%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Est'd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
+	81110	REGULAR PAY	689,747	771,808	784,771	487,677	781,260	749,255	779,225	810,394
	81120	OVERTIME PAY	675	2,318	750	1,325	750	750	750	750
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		7,558						
	81199	VACANCY ADJUSTMENT			(26,292)			(26,224)	(27,273)	(28,364)
=	XWAGE	TOTAL WAGES	690,422	781,684	759,229	489,002	782,010	723,781	752,702	782,780
=	81410	FICA (EMPLOYER'S SHARE)	51,090	55,857	57,468	35,890	59,766	57,318	59,611	61,995
=	81420	MEDICAL PREMIUMS	98,231	128,640	95,246	81,265	104,771	127,704	140,474	154,522
=	81430	GROUP INSURANCE PREMIUMS	9,066	9,927	8,861	6,055	9,304	13,243	13,905	14,600
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(19,544)	(21,196)	(17,342)	(16,658)	(19,076)	(23,566)	(25,923)	(28,515)
!	81450	RETIREMENT CONTRIBUTIONS	35,584	48,608	55,899	41,924	55,899	61,489	67,638	74,402
	81455	DEFERRED COMP MATCH	11,763	18,183	15,340	18,453	24,604	25,834	27,126	28,482
	81460	UNEMPLOYMENT CLAIMS		554						
	81470	WORKERS COMPENSATION PREMIUMS	740	176	372	2,355	2,600	410	431	452
	81475	WORKERS COMPENSATION CLAIMS	2,487	2,155						
=	XBEN	TOTAL BENEFITS	189,417	242,904	215,844	169,284	237,868	262,431	283,262	305,938
=	XPER	TOTAL PERSONNEL	879,839	1,024,588	975,073	658,286	1,019,878	986,212	1,035,964	1,088,718
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	3,408	3,867	5,000	908	5,000	3,900	3,500	3,500
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	10		3,000		3,000	1,000	1,500	1,500
	82130	VEHICLE LICENSES & TITLES	72	45	100		100	100	100	100
=	XTRC	TOTAL TRANSPORTATION CHARGES	3,490	3,912	8,100	908	8,100	5,000	5,100	5,100
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	835	946	3,000	214	3,000	2,000	2,500	3,000
	82240	TRANSCRIPTION FEES			100		100	100	100	100
	82250	TESTING & PHYSICALS	675	957	515	354	515	520	525	530
	82299	OTHER OPERATING SERVICES	127	79	515		515	500	525	550
=	XOPSV	TOTAL OPERATING SERVICES	1,637	1,982	4,130	568	4,130	3,120	3,650	4,180
	82310	LEGAL NOTICES	522	2,613	2,500	1,580	2,500	2,500	2,750	3,000
	82350	DUES FOR MEMBERSHIPS	4,865	2,430	4,000	2,048	4,000	4,000	4,000	4,000
!	82355	PROFESSIONAL STANDARDS / ACCREDITATION	150	1,596	1,500	1,484	1,500	1,500	1,500	1,500
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)				110				
!	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)								
	82373	RECRUITMENT	7,982	3,227	9,000	508	9,000	9,000	10,000	11,000
	82390	PUBLICATIONS, NON-TRAINING	3,298	472	500	137	500	500	500	500
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	16,817	10,338	17,500	5,867	17,500	17,500	18,750	20,000
!	82450	TELEPHONE SERVICE	882	921	1,200	574	1,200	1,000	1,100	1,200
	82451	800 MHZ ACCESS LINE SERVICE	91	93	100	65	100	100	125	150
	82455	CELLULAR TELEPHONE SERVICE	4,548	4,914	5,000	2,968	5,000	5,000	5,250	5,500
	82470	INTERNET & RELATED SERVICES	1,006	1,390	1,150	720	1,150	1,150	1,250	1,250
=	XUTIL	TOTAL UTILITIES	6,527	7,318	7,450	4,327	7,450	7,250	7,725	8,100
+	82510	COMPUTER SERVICES	123,415	105,800		283	468	468	468	468
1		Kronos		105,800						
2		HRIS - Kronos Cloud Hosting								
3		Various	123,415			283				

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	4	Trakstar								
	5	Survey Monkey					348	348	348	348
	6	Talentwise					70	70	70	70
	7	Taleo Business Connect					50	50	50	50
	*	Amount missing from detail								
+	82560	CONSULTANT SERVICES	50,750	58,825	95,000	56,675	95,000	95,000	102,500	110,000
	1	Property Appraisals: Municipal Buildings			15,000		15,000	15,000	15,000	15,000
	2	Benefits Consultant		37,500	50,000		50,000	50,000	55,000	60,000
	3	Burris Thompson		2,750	20,000		20,000	20,000	22,500	25,000
	4	Acuff			10,000		10,000	10,000	10,000	10,000
	5	Various	50,750	18,575		56,675				
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES	958	1,257	1,500	612	1,500	1,500	1,500	1,500
=	XCTS	TOTAL CONTRACTUAL SERVICES	175,123	165,882	96,500	57,570	96,968	96,968	104,468	111,968
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	2,794	157	2,000	1,509	2,000	2,000	2,000	2,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,082	2,395	4,000	1,264	4,000	2,500	2,750	3,000
!	82660	BUILDING REPAIR & MAINTENANCE SERVICES								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	4,876	2,552	6,000	2,773	6,000	4,500	4,750	5,000
	82710	RETIREMENT SERVICES	5,500							
	82720	TUITION ASSISTANCE PROGRAM	102,658	64,228	110,000	54,894	110,000	110,000	110,000	110,000
	82730	EMPLOYEE ASSISTANCE PROGRAM	15,871	16,386	18,000	12,527	18,000	18,000	19,000	20,000
+	82740	EMPLOYEE WELLNESS PROGRAM	22,142	20,070	36,500	16,024	36,500	36,500	38,000	40,000
	1	Flu Shots		4,632	7,000		7,000	7,000	7,000	7,000
	10	Other Wellness programs/events		8,935	10,000		10,000	10,000	10,000	10,000
	2	Health Screenings			1,500		1,500	1,500	1,500	1,500
	4	Health Fair			6,000		6,000	6,000	6,000	6,000
!	5	Various	22,142	6,026	7,500	16,024	7,500	7,500	7,500	9,500
	6	Fitness Center - Comcast		77	500		500	500	500	500
	7	Fitness Center - Fitness Direct Contract		400	1,000		1,000	1,000	1,000	1,000
	8	Fitness Center - repairs			1,500		1,500	1,500	1,500	1,500
	9	Fitness Center - Equipment			1,500		1,500	1,500	3,000	3,000
	*	Amount missing from detail								
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	10,792	13,909	18,000	12,145	18,000	18,000	18,000	18,000
+	82760	SAFETY PROGRAMS	39,112	38,311	50,000	2,060	50,000	50,000	51,000	52,000
	1	Health and Safety Fair								
	2	Safety Incentive Program								
	3	Technical Training: Confined Space								
	4	Samba Drivers License Monitoring								
	5	TN Workers Comp Law Change Posting Updates								
	6	IAPro/Blueteam (internal risk reporting)								
	7	Various	39,112	38,311	50,000	2,060	50,000	50,000	51,000	52,000
	*	Amount missing from detail								
	82780	TRAINING, OUTSIDE	4,535	4,963	30,000	6,709	30,000	30,000	30,000	30,000
!	82790	TRAINING, IN-HOUSE	1,331	2,169	12,000	2,981	12,000	12,000	15,000	15,000
=	XEPG	TOTAL EMPLOYEE PROGRAMS	201,941	160,036	274,500	107,340	274,500	274,500	281,000	285,000
	82810	REGISTRATIONS	8,205	15,368	22,000	2,587	22,000	22,000	22,000	22,000
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	782	669	1,200		1,200	1,000	1,100	1,200
	82830	AIR TRAVEL	2,732	2,804	4,500		4,500	6,000	6,250	6,500
	82840	LODGING	9,149	7,502	7,500		7,500	10,000	11,000	12,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,402	892	2,000	61	2,000	2,000	2,000	2,000
	82890	OTHER TRAVEL EXPENSES	30			15				
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	22,300	27,235	37,200	2,663	37,200	41,000	42,350	43,700

2019 Budget - 11041650 HUMAN RESOURCES
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	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	83110	OFFICE SUPPLIES	6,929	6,369	7,000	4,680	7,000	7,000	7,000	7,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		263	1,000	640	1,000	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS	216	891	250		250	250	250	250
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,070	1,660	1,500	1,128	1,500	1,750	1,750	1,750
=	XOFS	TOTAL OFFICE SUPPLIES	8,215	9,183	9,750	6,448	9,750	10,000	10,000	10,000
!	83210	TRAINING SUPPLIES		261	1,250		1,250	1,000	1,250	1,500
	83250	SAFETY SUPPLIES	50							
	83260	UNIFORMS PURCHASED	120	101	550		550	550	550	550
!	83299	OTHER OPERATING SUPPLIES	1,478	1,298	2,500		2,500	1,500	1,750	2,000
=	XOPS	TOTAL OPERATING SUPPLIES	1,648	1,660	4,300		4,300	3,050	3,550	4,050
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	933	1,069	1,500	1,127	1,500	1,250	1,500	1,500
=	XFUEL	TOTAL FUEL & MILEAGE	933	1,069	1,500	1,127	1,500	1,250	1,500	1,500
!	83510	FURNITURE, FIXTURES (<\$25,000)		6,911	2,000	1,223	2,000	2,000	2,000	2,000
+	83530	MACHINERY & EQUIPMENT (<\$25,000)		3,471						
	1	2014 - Copier (\$16,000 to lease)								
	2	Line Item 2								
	*	Amount missing from detail		3,471						
	83540	COMPUTER HARDWARE (<\$25,000)	2,806	9,084	6,750	6,112	6,400	6,085	6,750	6,750
	83550	COMPUTER SOFTWARE (<\$25,000)	18,259	34,273	15,000	120	15,000	15,000	15,000	15,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	21,065	53,739	23,750	7,455	23,400	23,085	23,750	23,750
	83620	EQUIPMENT PARTS & SUPPLIES	644	44	550		550	560	570	570
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	644	44	550		550	560	570	570
	85110	PROPERTY INSURANCE	1,621	955	1,003	941	941	1,100	1,155	1,213
	85111	FRAUD INSURANCE				284	284	300	315	331
	85112	INLAND MARINE INSURANCE		669	702	659	659	738	774	813
	85113	AUTO PHYSICAL DAMAGE	52	138	145	140	140	152	160	168
!	85115	LIABILITY INSURANCE	3,318	4,573	4,802	1,113	1,113	1,500	1,575	1,654
	85116	E&O LIABILITY INSURANCE				2,408	2,408	2,500	2,625	2,756
	85117	VEHICLE LIABILITY INSURANCE	1,026	2,568	2,696	4,784	4,784	5,000	5,250	5,513
	85118	LAW ENFORCEMENT LIABILITY INSURANCE								
	85119	UMBRELLA LIABILITY	801	865	908	933	933	954	1,001	1,051
	85120	PROPERTY DAMAGE COSTS								
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		19						
	85140	SURETY/NOTARY BONDS	135			68				
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	6,953	9,787	10,256	11,330	11,262	12,244	12,855	13,499
	85580	LATE CHARGES								
	85990	MISCELLANEOUS			550	(19)	550	550	560	570
=	XOBE	TOTAL OTHER BUSINESS EXPENSES			550	(19)	550	550	560	570
!	86600	LEASE/LOAN PRINCIPAL	181,118	20,825	12,541	2,480	5,076			
	1	2014 - Vehide (\$27,000)	181,118	8,722						
	2	2014 - Copier (\$16,000)								
	3	2014- Kronos (\$392,000)								
	4	2015 - Chase - Kronos Software			2,480					
	5	2016 - Performance Management Software			10,061		5,076			
	*	Amount missing from detail		12,103	0	2,480				
+	86700	LEASE/LOAN INTEREST	3,092	(1,166)	167	13	31			

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	1	2014 - Vehicle (\$27,000)	3,092	1,439						
	2	2014 - Copier (\$16,000)								
	3	2014-Kronos (\$392,000)								
	4	2015 - Chase - Kronos Software			13					
	5	2016 - Performance Management Software			154		31			
	*	Amount missing from detail		(2,605)		13				
=	XDSV	TOTAL DEBT SERVICE	184,210	19,659	12,708	2,493	5,107			
	87510	REIMB OF INTERFUND SERVICES	(324,351)	(333,935)	(324,351)	(342,080)	(330,838)	(337,455)	(344,204)	(351,088)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(324,351)	(333,935)	(324,351)	(342,080)	(330,838)	(337,455)	(344,204)	(351,088)
=	XOP	TOTAL OPERATIONS	332,028	140,461	190,393	(131,230)	177,429	163,122	176,374	185,899
		Capital								
=	89520	VEHICLES (>\$25,000)								
+	89550	COMPUTER SOFTWARE (>\$25,000)								
	1	2012 - HRIS								
	*	Amount missing from detail								
=	XTOT	TOTAL EXPENDITURES	1,211,867	1,165,049	1,165,466	527,056	1,197,307	1,149,334	1,212,338	1,274,617
=	PRHCT	PART-TIME REGULAR HEADCOUNT								



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Human Resources						
1	Fill Risk Manager Vacancy	\$ 25,000	\$ -	\$ -	\$ 25,000	
2	Reclassify HR Generalist to Benefits Manager	\$ 25,000	\$ -	\$ -	\$ 25,000	
3	Civil Treatment	\$ -	\$ -	\$ 20,000	\$ 20,000	
4	Track Certificates of Insurance	\$ -	\$ -	\$ 22,000	\$ 22,000	
5	Office Remodel	\$ -	\$ -	\$ 60,000	\$ 60,000	
6	Office Furniture	\$ -	\$ -	\$ 10,000	\$ 10,000	
Total		\$ 50,000	\$ -	\$ 112,000	\$ 162,000	\$ -

	Compensation	Benefits	Expenses	Total	
Total G/F Requests	\$ 50,000	\$ -	\$ 112,000	\$ 162,000	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 162,000
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -

Totals \$ 162,000

Traditional Allocations

	Personnel	\$ 50,000
	Operations	\$ 52,000
	Equipment	\$ -
	Capital	\$ 60,000
Total		\$ 162,000

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **6**

Department:	41650 HUMAN RESOURCES
Division:	
FranklinForward Theme:	A Effective and Fiscally Sound City Government Providing High Quality Service
Title:	Fill Risk Manager Vacancy

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$25,000	\$25,000
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$25,000	\$25,000

PURPOSE / DESCRIPTION OF REQUEST

This request would fill the vacancy for Risk Manager. By creating a Risk Manager position in HR, it will allow for more flexibility and an opportunity to have a backup for various job duties.

The annual salary is TBD awaiting classification by our pay consultant, Steve Thompson.

SERVICE IMPLICATION

This request will greatly improve the workflow within the department and allow Human Resources to continue providing quality service to employees and citizens.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **2** of **6**

Department:

41650 HUMAN RESOURCES

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Reclassify HR Generalist to Benefits Manager

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
81110 REGULAR PAY		\$25,000	\$25,000
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$25,000	\$25,000

PURPOSE / DESCRIPTION OF REQUEST

This request would reclassify our current Human Resources Generalist (Pay Grade G) to a Benefits Manager. The Human Resources Generalist in the Risk/Benefits division has evolved over time and taken on many new responsibilities within the department. Some of those tasks include implementation of Kronos, timekeeping, FMLA/benefits administration and more. On a daily basis, the City has employees and retirees that have various insurance and/or Kronos questions and the Human Resources Generalist has taken on a role to meet the demands of their daily concerns. By creating a Benefits Manager position in HR, it will allow for more flexibility and an opportunity to have a backup for various job duties.

A reclassification to Benefits Manager is the next step up for the HR Generalist position. The annual salary is TBD awaiting classification by our pay consultant, Steve Thompson.

SERVICE IMPLICATION

This request will greatly improve the workflow within the department and allow Human Resources to continue providing quality service to employees and citizens.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **3** of **6**

Department:	41650 HUMAN RESOURCES
Division:	
FranklinForward Theme:	A Effective and Fiscally Sound City Government Providing High Quality Service
Title:	Civil Treatment

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
Expenses			
82790 TRAINING, IN-HOUSE		\$20,000	\$20,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$20,000	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

The purpose of this enhancement is to continue our training program for employees on workplace civil treatment. To teach the program, we will need to purchase new books for all city employees. The cost breakdown is below:

\$24,024 - Books for 561 non-supervisory employees (\$44 per book)

\$14,950 - Books for 130 supervisors (\$115 per book)

The proposed plan would be to purchase and train approximately 1/3 of the employees a year, with the addition of all new employees the first year in FY 2019. The \$20,000 cost will likely be reduced as time goes on and less materials are needed.

SERVICE IMPLICATION

ELI's Civil Treatment program helps organizations build professional and collaborative workplace cultures. In continuing with the program's use, we would like to foster an environment where all employees can do their best work.

Track Certificates of Insurance

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **5** of **6**

Department:	41650 HUMAN RESOURCES
Division:	
FranklinForward Theme:	A Effective and Fiscally Sound City Government Providing High Quality Service
Title:	Office Remodel

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
89230 BUILDING IMPROVEMENTS	\$60,000		\$60,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$60,000	\$0	\$60,000

PURPOSE / DESCRIPTION OF REQUEST

This request would add improvements throughout the HR Department to make it a more functional workspace. The HR office is the first point of contact for new hires, citizens and city employees. This enhancement will improve the workspace of the office and allow the space to be visually cohesive with other City Hall departments.

SERVICE IMPLICATION

This request will greatly improve the workspace within the HR Department by making it more useful for the staff while also providing a comfortable and professional environment to guests.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **6** of **6**

Department:

41650 HUMAN RESOURCES

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Office Furniture

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
83510 FURNITURE, FIXTURES (<\$25,000)	\$10,000		\$10,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$10,000	\$0	\$10,000

PURPOSE / DESCRIPTION OF REQUEST

This request would replace furniture in the lobby area that is outdated, over burdensome and obsolete. In the HR department lobby area, we currently have mixed pieces of furniture that do not match. It is our goal to make the entryway more professional as it is a well-visited department for both employees and citizens.

SERVICE IMPLICATION

This request will greatly improve the workspace within the HR Department by making it more useful for the staff while also providing a comfortable and professional environment to guests.



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Communications Division

Milissa Reiersen



City of Franklin, Tennessee - FY 2019 Budget Request **Communications**

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
- Program Enhancements**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request **Communications**

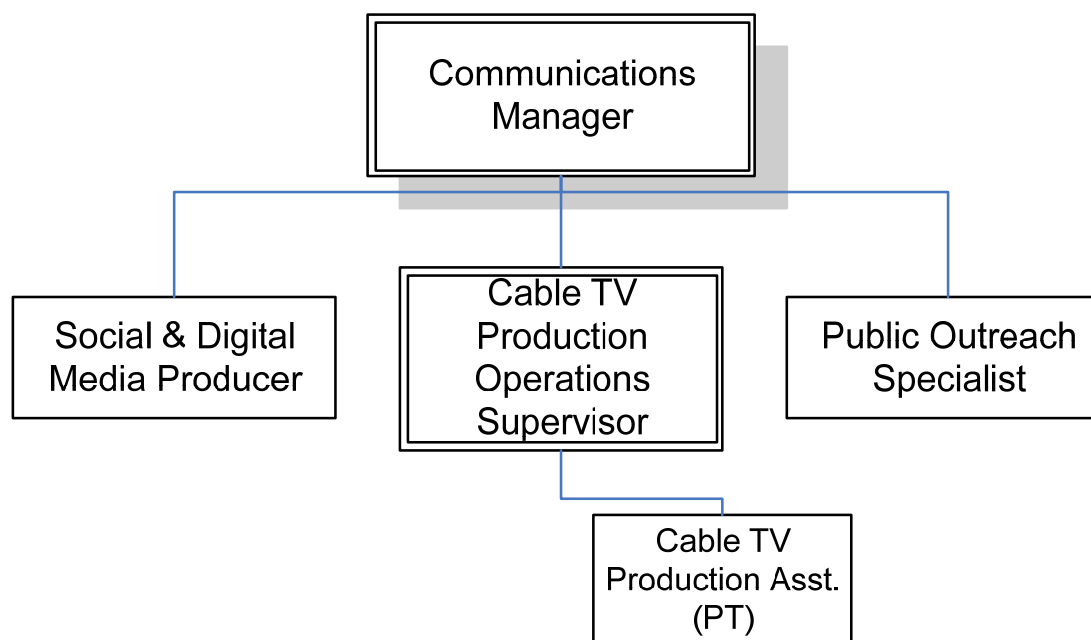
Purpose of Department

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.



City of Franklin, Tennessee - FY 2019 Budget Request **Communications**

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Communications**

Base Budget Request: Personnel

Communication Division \$398,609

Increase of \$2,684 or 0.7% over FY 2018.



City of Franklin, Tennessee - FY 2019 Budget Request **Communications**

Base Budget Request: Operations

Communication Division (\$12,620)*

**negative is due to interfund reimbursement*

Our division has a way of doing more with less. We've been able to keep equipment costs down while providing more programming, and communications services.



City of Franklin, Tennessee - FY 2019 Budget Request **Communications**

Program Enhancement Requests

1. Public Relations & Education (\$5,600)-This request would add additional dollars for public education and public relations, including social media promotion, and city sponsored events for example the annual tree lighting event attended by 8-10,000 people in 2017.



City of Franklin, Tennessee - FY 2019 Budget Request Communications

Summary:

The Communications Division accomplished many items last year. We transferred to HD and are now streaming our channel 24/7 on the Website. We air our meetings live on the Web and Social Media (Facebook & YouTube).

We went live with many special events including the Franklin Tree Lighting event which was seen by close to 40,000 people and in 7 states on Facebook. Close to 10,000 people attended the event.

Facebook followers 34,073 likes

Twitter followers 26.2 followers

Instagram increased 5,494 followers

YouTube 524,078 views



City of Franklin, Tennessee

FY 2019 Operating Budget

Communications

Milissa Reiersen, Communications Manager

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	356,559	426,722	395,926	404,473	398,609	2,684	0.7%
Operations	-4,130	63,076	-14,722	-16,930	-12,620	2,101	-14.3%
Capital	0	0	0	0	0	0	0.0%
Total	352,429	489,798	381,204	387,543	385,989	4,785	1.3%

Departmental Summary

The Communications Division was created within the City Administrator's Office 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.

We have worked continuously to promote the City, disseminate information to citizens and maintain standards for professional excellence.



FY 2019 Outlook

The Communications Division continues to work on transforming Franklin TV to a High Definition station in order to provide better quality video services with compatible equipment. This would also allow the city to stream in HD on YouTube and Roku and provide a higher quality signal to our current providers ATT and Comcast/Xfinity.

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.



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures (con't)



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

Theme: An Effective and Fiscally Sound City Government Providing High Quality Service



Franklin will have a dynamic social media presence to increase effective communication with the public.

Goal: To continue to increase the public's use of social media forms of communication with the City of Franklin.

Baseline: Current communication contacts with citizens through website hits-32,662; social media: Facebook followers- 7,462, Twitter followers - 4350, YouTube views - 38,664.

Theme: Quality Life Experiences



Franklin will promote a strong arts, cultural, and historical community to serve the citizens of Franklin as well as visitors to our community.

Goal: To increase participation by 10% annually at permitted arts and cultural events in Franklin.

Baseline: The total estimated attendance at City of Franklin events. Track annually the estimated number of attendees at BOMA permitted events.

Goal: Increase annually the number of events that satisfy all the criteria identified on the application for permit.

Baseline: To be established from those applicants that meet all criteria identified on the application for permit. (Special Events Committee applications).

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	
	2016 Franklin Citizens Survey	

Workload (Output) Measures

		2015	2016	2017	2018*	2019*
	Average Page views to City website	160,000	176,538	190,000	190,000	190,000
	Special Events Processed by City	55	47	55	55	55
	Film Permits Processed by the City	22	12	22	22	22
	Goal: Provide proactive and timely information					
	Number of Press Releases (excluding Police & Fire)	40	28	30	30	30
	Goal: Produce informative programming for Franklin TV					
	Local programming produced for Franklin TV (not including meetings)	45	33	40	40	40
	Produced programming for YouTube (Social Media Program titled Franklin Insider)	45	72	75	80	80

Efficiency Measures

		2015	2016	2017	2018*	2019*
	Social Media interaction/capita	Measure under development				
	Social Media interaction/week	Measure under development				



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures (con't)

Outcome (Effectiveness) Measures

	2015	2016	2017	2018*	2019*
Increase the public's use of social media forms of communication with the City of Franklin by at least 10 percent.					
Average visits to City's website	160,000	176,538	190,000	190,000	190,000
Target	160,000	175,000	190,000	190,000	190,000
Meets Target?	Yes	Yes	TBD	TBD	TBD
Facebook (number of followers)	18,076	27,661	30,000	35,000	35,000
Target	15,646	17,211	30,000	35,000	35,000
Meets Target?	Yes	Yes	TBD	TBD	TBD
Twitter (number of followers)	11,330	22,100	26,000	30,000	30,000
Target	11,330	12,500	26,000	30,000	30,000
Meets Target?	Yes	Yes	TBD	TBD	TBD
YouTube (upload views)	217,225	259,420	265,000	270,000	270,000
Target	217,225	240,000	265,000	270,000	270,000
Meets Target?	Yes	Yes	TBD	TBD	TBD
Franklin will promote a strong arts, cultural, and historical community to serve the citizens of Franklin as well as visitors to our community.					
Increase participation by 10% annually at permitted arts and cultural events in Franklin.					
<i>Baseline: The total estimated attendance at City of Franklin events. Track annually the estimated number of attendees at BOMA permitted events.</i>	<i>Baseline to be established</i>				
Meets Target?	TBD	TBD	TBD	TBD	TBD
Increase annually the number of events that satisfy all the criteria identified on the application for permit.					
<i>Baseline: To be established from those applicants that meet all criteria identified on the application for permit. (Special Events Committee applications).</i>	<i>Baseline to be established</i>				
Meets Target?	TBD	TBD	TBD	TBD	TBD

*2017 and 2018 estimated.

Franklin Citizens Survey

(Fall 2016)

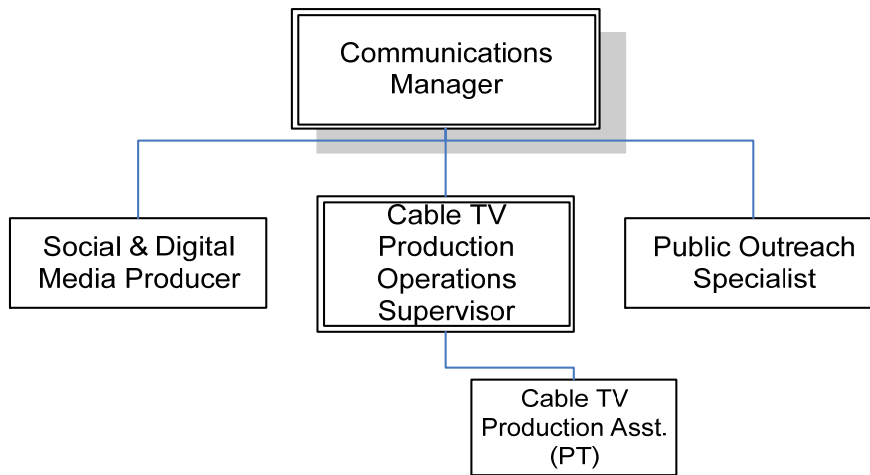
	2x/week+	2-4x/mo	Once/mo.	Not at all
☒ % of respondents attended a City-sponsored event	4%	10%	56%	30%
	Excellent	Good	Fair	Poor
☒ % rating the quality of Public information services	27%	51%	18%	3%
☒ % rating the quality of Cable television	16%	38%	28%	18%
☒ % rating the quality of City sponsored special events	39%	49%	11%	2%



City of Franklin, Tennessee

FY 2019 Operating Budget

Organizational Chart



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

Staffing History

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Communications Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Cable TV Production Operations Supervisor	Grade G	1	0	1	0	1	0	1	0	1	0
Public Outreach Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
Social & Digital Media Producer	Grade F	0	1	1	0	1	0	1	0	1	0
Video/Production Assistant	Grade C	0	1	0	1	0	1	0	1	0	1
Intern	---	0	2	0	0	0	0	0	0	0	0
TOTALS		3	4	4	1	4	1	4	1	4	1



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	271,288	323,741	287,908	297,181	288,522	614	0.2%
Employee Benefits	85,271	102,981	108,018	107,292	110,087	2,070	1.9%
Total Personnel	356,559	426,722	395,926	404,473	398,609	2,684	0.7%
Operations							
Transportation Services	-	90	655	665	680	25	3.8%
Operating Services	194	169	230	465	480	250	108.7%
Notices, Subscriptions, etc.	20,559	21,322	23,420	21,993	24,625	1,205	5.1%
Utilities	3,629	4,226	3,665	3,760	3,865	200	5.5%
Contractual Services	1,000	11,027	20,100	20,800	21,800	1,700	8.5%
Repair & Maintenance Services	1,326	2,864	3,180	3,300	3,400	220	6.9%
Employee programs	150	3,410	500	500	500	-	0.0%
Professional Development/Travel	2,623	7,081	10,710	10,900	11,240	530	4.9%
Office Supplies	3,697	3,888	3,300	3,400	3,480	180	5.5%
Operating Supplies	15,365	11,160	11,065	11,090	11,615	550	5.0%
Fuel & Mileage	238	120	370	450	460	90	24.3%
Machinery & Equipment (<\$25,000)	21,205	104,940	19,500	19,500	21,100	1,600	8.2%
Repair & Maintenance Supplies	330	3,868	300	700	710	410	136.7%
Operational Units	3,961	2,895	4,400	4,400	4,500	100	2.3%
Property & Liability Costs	4,561	4,965	5,483	5,179	5,438	(45)	-0.8%
Other Business Expenses	22	-	-	-	-	-	
Interfund Service Reimbursements	(82,990)	(118,949)	(121,600)	(124,032)	(126,513)	(4,913)	4.0%
Total Operations	(4,130)	63,076	(14,722)	(16,930)	(12,620)	2,101	-14.3%
Capital	-	-	-				0.0%
Total Communications Department	352,429	489,798	381,204	387,543	385,989	4,785	1.3%

Notes:

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	271,288	323,736	297,909	217,032	297,181	299,339	311,313	323,765
	81120	OVERTIME PAY		5						
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES								
	81199	VACANCY ADJUSTMENT			(10,001)			(10,817)	(10,896)	(11,332)
=	XWAGE	TOTAL WAGES	271,288	323,741	287,908	217,032	297,181	288,522	300,417	312,433
=	81410	FICA (EMPLOYER'S SHARE)	19,718	23,753	21,860	15,862	22,734	22,899	23,815	24,768
=	81420	MEDICAL PREMIUMS	50,874	55,184	60,121	37,754	56,271	54,467	59,914	65,905
=	81430	GROUP INSURANCE PREMIUMS	4,866	4,795	3,171	2,165	3,330	3,409	3,579	3,758
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(12,435)	(11,561)	(12,036)	(8,199)	(11,802)	(13,758)	(15,134)	(16,647)
!	81450	RETIREMENT CONTRIBUTIONS	17,792	24,304	27,950	20,963	27,950	33,819	37,201	40,921
	81455	DEFERRED COMP MATCH	4,093	6,255	6,577	6,143	8,415	8,836	9,278	9,742
	81470	WORKERS COMPENSATION PREMIUMS	363	251	375	414	394	414	414	414
	81475	WORKERS COMPENSATION CLAIMS								
=	XBEN	TOTAL BENEFITS	85,271	102,981	108,017	75,102	107,292	110,087	119,067	128,861
=	XPER	TOTAL PERSONNEL	356,559	426,722	395,925	292,134	404,473	398,609	419,484	441,294
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES		90	440	266	450	460	470	480
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS			215		215	220	225	230
	82130	VEHICLE LICENSES & TITLES								
=	XTRC	TOTAL TRANSPORTATION CHARGES		90	655	266	665	680	695	710
	82210	PRINTING & COPYING SERVICES, OUTSOURCED		9			230	235	240	245
	82250	TESTING & PHYSICALS	194	105	230		235	245	245	245
	82260	UNIFORM RENTAL & SERVICES		55						
=	XOPSV	TOTAL OPERATING SERVICES	194	169	230		465	480	485	490
	82310	LEGAL NOTICES								
!	82330	CITIZENS ACADEMIES	5,498	6,284	6,500	4,788	4,788	6,800	6,900	7,000
+	82350	DUES FOR MEMBERSHIPS	795	1,382	4,380	1,900	4,300	4,580	4,730	4,825
	1	Organization Dues			2,780		2,800	2,880	3,000	3,060
	2	Critical Mention (previously TVEyes)			1,600		1,500	1,700	1,730	1,765
	3	Various	795	1,382		1,900				
	*	Amount missing from detail								
+	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	11,166	12,147	9,400	9,206	9,685	9,975	10,000	10,200
	1	Various	11,166	12,147		9,206			10,000	10,200
	10	United Way			300		310	320		
	11	BMI license			700		720	740		
	12	ASCAP/SESAC license			900		930	960		
	2	State of the City			1,200		1,235	1,275		
	3	Tree Lighting			1,500		1,545	1,590		
	4	Promo Items			2,000		2,060	2,120		
	5	Advertising			1,000		1,030	1,060		
	6	Social Media (FB, Hootsuite, etc.)			1,500		1,545	1,590		

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	7	EMMA								
	8	Fotolia, Graphic River, etc.			300		310	320		
	*	Amount missing from detail								
+	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	2,618	1,437	2,580	498	2,660	2,700	2,750	2,800
	5	Various	2,618	1,437	2,580	498	2,660	2,700	2,750	2,800
	*	Amount missing from detail								
	82390	PUBLICATIONS, NON-TRAINING	482	72	560	99	560	570	580	590
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	20,559	21,322	23,420	16,491	21,993	24,625	24,960	25,415
	82450	TELEPHONE SERVICE	67	66	60	35	60	65	70	75
	82455	CELLULAR TELEPHONE SERVICE	3,562	4,160	3,605	1,990	3,700	3,800	3,900	4,000
+	82470	INTERNET & RELATED SERVICES								
	3	Various								
	*	Amount missing from detail								
=	XUTIL	TOTAL UTILITIES	3,629	4,226	3,665	2,025	3,760	3,865	3,970	4,075
+	82510	COMPUTER SERVICES		7,277	7,500	7,640	7,800	8,500	8,900	9,300
!	2	Visions service contract		7,277	7,500	7,640	7,800	8,500	8,900	9,300
	3	Various								
	*	Amount missing from detail								
+	82560	CONSULTANT SERVICES	800	750	10,500	5,973	10,800	11,000	11,220	12,000
	1	various projects	800	750	10,500		10,800	11,000	11,220	12,000
	*	Amount missing from detail				5,973				
+	82599	OTHER CONTRACTUAL SERVICES	200	3,000	2,100	5,325	2,200	2,300	2,350	2,400
	1	NAXOS and Killer Tracks Music Library								
	3	Various	200	3,000	2,100	5,325	2,200	2,300	2,350	2,400
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	1,000	11,027	20,100	18,938	20,800	21,800	22,470	23,700
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	825	892	980	44	1,000	1,000	1,020	1,040
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	501	1,972	2,200	110	2,300	2,400	2,450	2,500
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	1,326	2,864	3,180	154	3,300	3,400	3,470	3,540
+	82750	EMPLOYEE RECOGNITION/RECEPTIONS	150	50	500		500	500	500	500
	1	Trophies for contests, certificates, framing, etc.								
	2	Various	150	50	500		500	500	500	500
	*	Amount missing from detail								
	82780	TRAINING, OUTSIDE		1,985						
	82790	TRAINING, IN-HOUSE		1,375						
=	XEPG	TOTAL EMPLOYEE PROGRAMS	150	3,410	500		500	500	500	500
+	82810	REGISTRATIONS		3,835	3,200		3,200	3,300	3,400	3,500
	1	Various		3,835	3,200		3,200	3,300	3,400	3,500
	*	Amount missing from detail								
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	211	455	320	305	330	340	350	360
+	82830	AIR TRAVEL	903	772	2,700	1,577	2,800	2,900	3,000	3,100
	1	Various	903	772	2,700	1,577	2,800	2,900	3,000	3,100
	*	Amount missing from detail								
+	82840	LODGING	1,437	1,769	3,350	2,494	3,400	3,500	3,600	3,700
	1	Various	1,437	1,769	3,350	2,494	3,400	3,500	3,600	3,700
	*	Amount missing from detail								
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	72	250	1,140	245	1,170	1,200	1,225	1,250

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	4	Various	72	250	1,140	245	1,170	1,200	1,225	1,250
	*	Amount missing from detail								
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	2,623	7,081	10,710	4,621	10,900	11,240	11,575	11,910
	83110	OFFICE SUPPLIES	2,380	2,175	1,550	679	1,600	1,630	1,660	1,700
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			100		100	100	100	100
	83130	EMPLOYEE BENEVOLENCE ITEMS		49	100		100	100	100	100
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,317	1,664	1,550	718	1,600	1,650	1,680	1,710
=	XOFS	TOTAL OFFICE SUPPLIES	3,697	3,888	3,300	1,397	3,400	3,480	3,540	3,610
	83210	TRAINING SUPPLIES	49		240		240	245	250	260
	83260	UNIFORMS PURCHASED								
	83265	UNIFORMS, SPECIALIZED	861	1,191	825	67	850	870	890	910
+	83299	OTHER OPERATING SUPPLIES	14,455	9,969	10,000		10,000	10,500	10,700	10,800
	1	Tapes stock								
	2	various	14,455	9,969						
	4	Misc operating supplies			10,000		10,000	10,500	10,700	10,800
	5	HD Enhancements for Franklin TV								
	*	Amount missing from detail								
=	XOPS	TOTAL OPERATING SUPPLIES	15,365	11,160	11,065	67	11,090	11,615	11,840	11,970
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	238	120	370	113	450	460	470	480
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)								
=	XFUEL	TOTAL FUEL & MILEAGE	238	120	370	113	450	460	470	480
+	83510	FURNITURE, FIXTURES (<\$25,000)	740	14,895	5,000		5,000	5,100	5,200	5,300
	1	HD Enhancements for Franklin TV								
	2	Misc	740	14,895	5,000		5,000	5,100	5,200	5,300
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	16,570	80,244	8,500	2,024	8,500	8,900	9,000	9,200
	1	Misc equipment	16,570	80,244	8,500	2,024	8,500	8,900	9,000	9,200
	15	2015 equipment								
	4	2016 Equipment								
	5	2017 Equipment								
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	2,449	6,999	3,000	2,289	3,000	4,000	3,200	3,300
	10	Replacement laptop for Monique			1,290					
	13	Replacement laptop for Milissa						1,500		
	5	Replacement desktop for Ray								
	6	Replacement production computer								
	7	HD Enhancements for Franklin TV								
	8	Replacement desktops for Milissa and Monique						2,000		
	9	Various	2,449	6,999	1,710	2,289	3,000	500	3,200	3,300
	*	Amount missing from detail								
+	83550	COMPUTER SOFTWARE (<\$25,000)	1,446	2,802	3,000	2,121	3,000	3,100	3,200	3,300
	1	Various								
	3	Misc software	1,446	2,802	3,000	2,121	3,000	3,100	3,200	3,300
	4	HD Enhancements for Franklin TV								
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	21,205	104,940	19,500	6,434	19,500	21,100	20,600	21,100
	83620	EQUIPMENT PARTS & SUPPLIES	330	3,868	100	9,604	500	510	520	530

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	83660	BUILDING MAINTENANCE SUPPLIES			200		200	200	200	200
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	330	3,868	300	9,604	700	710	720	730
	84550	STUDIO PRODUCTION	3,961	2,895	4,400		4,400	4,500	4,600	4,700
=	XOPU	TOTAL OPERATIONAL UNITS	3,961	2,895	4,400		4,400	4,500	4,600	4,700
	85110	PROPERTY INSURANCE	1,064	3,110	3,266	3,096	3,096	3,251	3,413	3,584
	85111	FRAUD INSURANCE				101	101	106	111	117
	85112	INLAND MARINE INSURANCE		116	122	105	105	110	116	122
	85113	AUTO PHYSICAL DAMAGE	5	25	26	25	25	26	28	29
!	85115	LIABILITY INSURANCE	3,028	1,225	1,286	396	396	416	437	458
	85116	E&O LIABILITY INSURANCE				858	858	901	946	993
	85117	VEHICLE LIABILITY INSURANCE	257	514	540	266	266	279	293	308
	85119	UMBRELLA LIABILITY	207	232	244	332	332	349	366	384
	85120	PROPERTY DAMAGE COSTS								
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		(257)						
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	4,561	4,965	5,484	5,179	5,179	5,438	5,710	5,995
	85990	MISCELLANEOUS	22							
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	22							
	87510	REIMB OF INTERFUND SERVICES	(82,990)	(118,949)	(121,600)	(121,600)	(124,032)	(126,513)	(129,043)	(131,624)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(82,990)	(118,949)	(121,600)	(121,600)	(124,032)	(126,513)	(129,043)	(131,624)
=	XOP	TOTAL OPERATIONS	(4,130)	63,076	(14,721)	(56,311)	(16,930)	(12,620)	(13,438)	(12,699)
		Capital								
=	XTOT	TOTAL EXPENDITURES	352,429	489,798	381,204	235,823	387,543	385,989	406,046	428,595



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Communications						
1	Public Relations & Education	\$ -	\$ -	\$ 5,600	\$ 5,600	
Total		\$ -	\$ -	\$ 5,600	\$ 5,600	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ -	\$ -	\$ 5,600	\$ 5,600	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ -
	Quality Life Experiences	\$ 5,600
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 5,600

Traditional Allocations

	Personnel	\$ -
	Operations	\$ 5,600
	Equipment	\$ -
	Capital	\$ -
Total		\$ 5,600

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **1**

Department:	41300 ADMINISTRATION
Division:	Communications
FranklinForward Theme:	Quality Life Experiences
Title:	Public Relations and Education

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORE		\$5,600	\$5,600
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$5,600	\$5,600

PURPOSE / DESCRIPTION OF REQUEST

This request would add additional dollars for public education and public relations. This money will help fund the growing tree lighting event and social media advertising/promotions to grow awareness for our events and information we disseminate to citizens.

SERVICE IMPLICATION



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Elected Officials & Administration

Dr. Ken Moore, Mayor

Eric Stuckey, City Administrator

Lanaii Benne, Assistant City Recorder



City of Franklin, Tennessee - **FY 2019 Budget Request** **Elected Officials & Administration**

Outline

- Elected Officials Division
- Administration Division
- Program Enhancement Requests
- Summary



City of Franklin, Tennessee - FY 2019 Budget Request **Elected Officials**

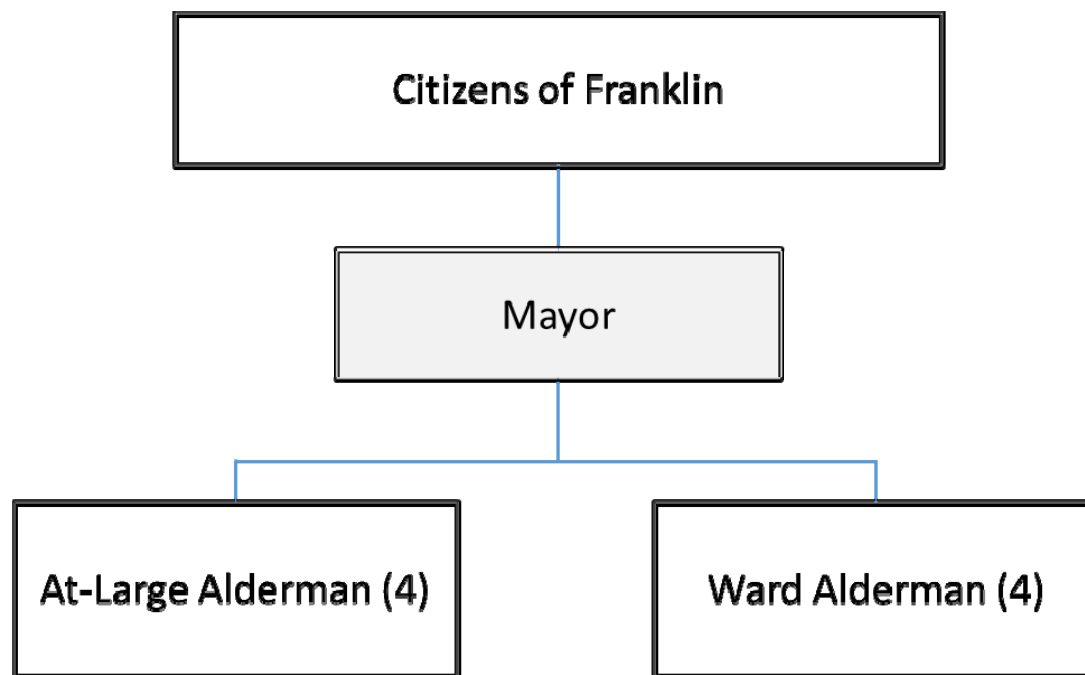
Purpose of Department

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.



City of Franklin, Tennessee - FY 2019 Budget Request **Elected Officials**

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Elected Officials**

Base Budget Request:

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	245,070	230,168	243,619	245,560	231,217	-12,402	-5.1%
Operations	98,112	51,958	137,547	141,931	77,658	-59,889	-43.5%
Capital	0	0	0	0	0	-	0.0%
Total	343,182	282,126	381,166	387,491	308,875	-72,291	-19.0%

The Board of Mayor and Aldermen includes the Mayor and eight aldermen: four serving at-large, and four serving as ward aldermen. The budget is essentially level funded; though decrease is occurring in expenses as the City held a municipal election October 24, 2017 for the offices of Ward Aldermen. The following City election for the offices of Mayor and Aldermen at Large will be in October of 2019 (FY 2020).



City of Franklin, Tennessee - FY 2019 Budget Request **Administration**

Purpose of Department

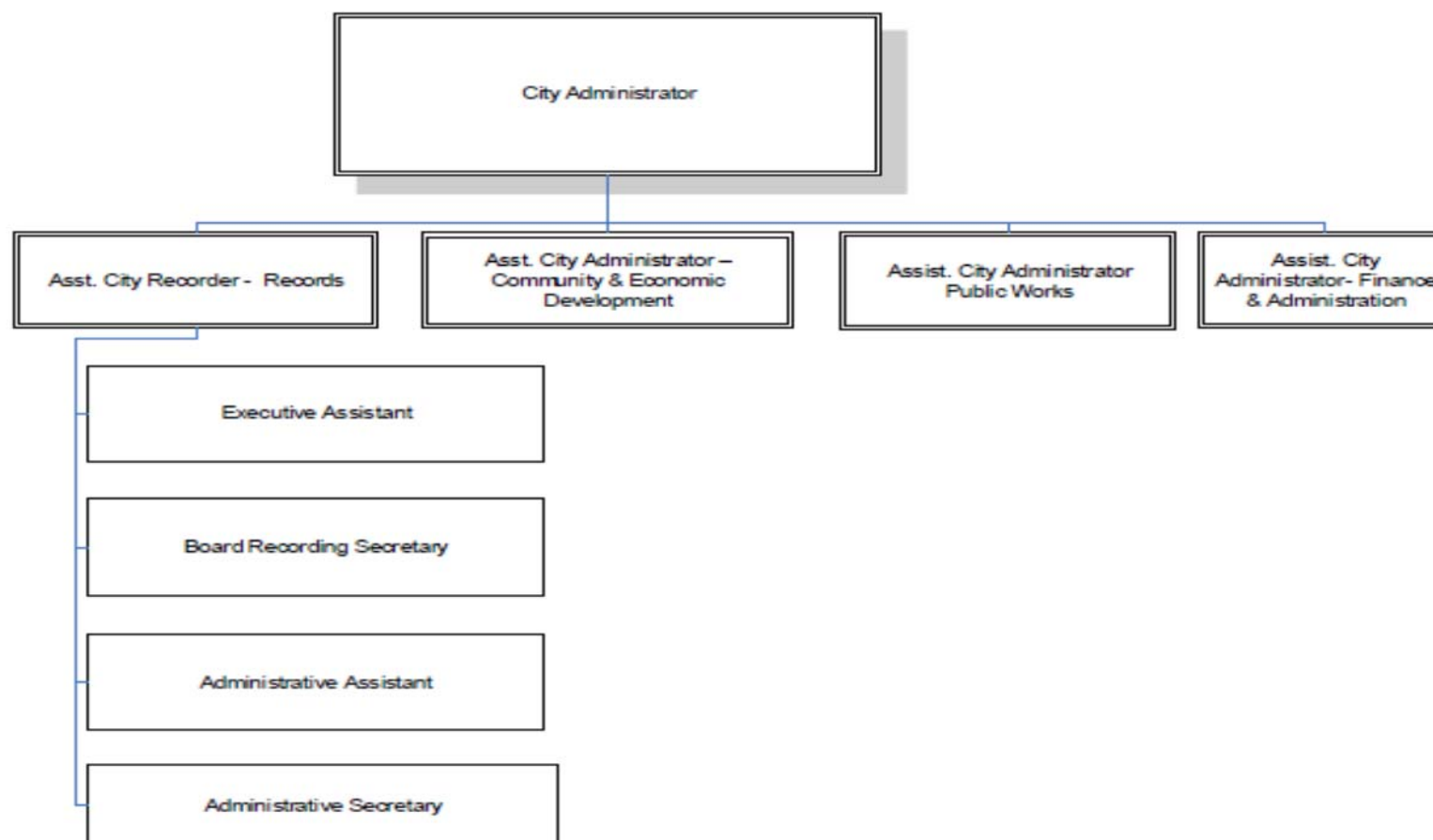
The Administration Office handles the general administration of the City and executes the policies and objectives of the Board of Mayor and Aldermen.

In addition to overseeing the day-to-day operations of the City, the City Administrator works closely with the Board and professional staff to chart the strategic direction of the City.



City of Franklin, Tennessee - FY 2019 Budget Request Administration

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Administration**

Base Budget Request: Administration

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	510,140	530,331	1,030,110	1,068,763	1,031,995	1,886	0.2%
Operations	-17,958	5,000	23,591	13,166	34,104	10,513	44.6%
Capital	0	0	0	0	0	-	0.0%
Total	492,182	535,331	1,053,700	1,081,929	1,066,099	12,400	1.2%

The Administration department currently employs 9 full time employees. A full time Administrative Analyst (Intern) position remains vacant.

The Administration Department is essentially level-funded.



City of Franklin, Tennessee - FY 2019 Budget Request **Administration**

Program Enhancement Requests

Administration

Fire Proof Lateral File Cabinets	\$10,000
Total	\$10,000



City of Franklin, Tennessee - FY 2019 Budget Request **Elected Officials & Administration**

Summary

The Administration team will continue to support the Elected Officials & the City organization in daily operations, strategic management & leadership.

Our City team will continue to operate focused on our five key principles:

Excellence - Innovation - Teamwork
Integrity - Action-oriented



City of Franklin, Tennessee

FY 2019 Operating Budget

Elected Officials

Dr. Ken Moore, Mayor

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	245,070	230,168	243,619	245,560	231,217	-12,402	-5.1%
Operations	98,112	51,958	137,547	141,931	77,658	-59,889	-43.5%
Capital	0	0	0	0	0	-	0.0%
Total	343,182	282,126	381,166	387,491	308,875	-72,291	-19.0%

Departmental Summary

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, all of which are implemented by the various City Departments.

FY 2019 Outlook

The City held a municipal election October 24, 2017 for the offices of Ward Aldermen. The following City election for the offices of Mayor and Aldermen at Large will be in October of 2019.

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:

Elected Officials support all four themes of the Strategic Plan.



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures (con't)

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	
	2016 Franklin Citizens Survey	

Workload (Output) Measures

	2015	2016	2017	2018*	2019*
Number of Resolutions Passed	111	75	82	100	100
Number of Ordinances Passed	36	59	52	30	30
Meetings Held					
- Work Sessions	22	22	24	20	20
- Regular Meetings	12	12	12	12	12
- Special Meetings	10	14	8	10	10

Outcome (Effectiveness) Measures

	2015	2016	2017	2018*	2019*
Percent of BOMA Meetings with Perfect attendance (9 of 9)	75%	61%	52%	80%	80%
Percent of BOMA Meetings with eight of nine members in attendance (8 of 9)	85%	97%	76%	85%	85%

Franklin Citizens Survey

(Fall 2016)

	2x/week+	2-4x/mo	Once/mo.	Not at all	Not at all
☒ % of respondents attended a local public meeting	1%	2%	20%	77%	77%
☒ % of respondents who watched a local public meeting	1%	4%	18%	77%	77%

	Excellent	Good	Fair	Poor	Poor
☒ % rating the value of services for the taxes paid to Franklin	23%	53%	20%	4%	4%
☒ % rating the overall direction that Franklin is taking	21%	53%	22%	5%	5%
☒ % rating the job Franklin does at welcoming citizen involvement	20%	51%	20%	9%	9%
☒ % rating overall confidence in Franklin government	21%	56%	20%	4%	4%
☒ % rating the City of Franklin generally acting in the best interest of the community	23%	51%	22%	5%	5%
☒ % rating Franklin government in being honest	23%	51%	21%	5%	5%
☒ % rating Franklin government treats all residents fairly	22%	50%	22%	7%	7%

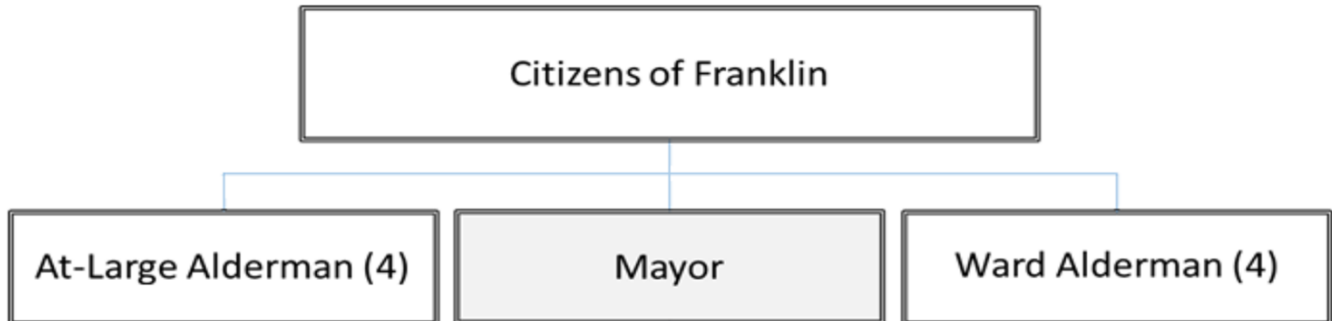
*2017 and 2018 data estimated.



City of Franklin, Tennessee

FY 2019 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Mayor		1	0	1	0	1	0	1	0	1	0
Aldermen		8	0	8	0	8	0	8	0	8	0
Totals		9	0	9	0	9	0	9	0	9	0

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Officials Fees	129,227	128,607	129,267	129,267	129,267	-	0.0%
Employee Benefits	115,843	101,561	114,352	116,293	101,950	(12,402)	-10.8%
Total Personnel	245,070	230,168	243,619	245,560	231,217	(12,402)	-5.1%
Operations							
Transportation Services	26	28	200	200	200	-	0.0%
Operating Services	-	-	630	640	660	30	4.8%
Notices, Subscriptions, etc.	75,065	23,502	82,475	85,700	36,950	(45,525)	-55.2%
Utilities	1,734	1,720	1,750	1,775	1,800	50	2.9%
Contractual Services	-	3,550	-	-	-	-	0.0%
Professional Development/Travel	10,621	9,553	21,525	21,700	22,000	475	2.2%
Office Supplies	8,402	11,355	8,250	8,400	8,600	350	4.2%
Operating Supplies	-	-	600	650	650	50	8.3%
Fuel & Mileage	1,274	74	1,000	1,000	1,000	-	0.0%
Machinery & Equipment (<\$25,000)	-	728	19,560	19,580	3,415	(16,145)	-82.5%
Property & Liability Costs	990	1,446	1,557	2,286	2,383	826	53.1%
Total Operations	98,112	51,958	137,547	141,931	77,658	(59,889)	-142%
Capital	-	-	-	-	-	-	0%
Total Elected Officials	343,182	282,126	381,166	387,491	308,875	(72,291)	-147%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81210	MAYOR & ALDERMEN	129,227	128,607	129,267	86,295	129,267	129,267	129,267	129,267
=	XOFF	TOTAL OFFICIALS FEES	129,227	128,607	129,267	86,295	129,267	129,267	129,267	129,267
=	81410	FICA (EMPLOYER'S SHARE)	7,970	8,300	9,889	5,418	9,889	9,889	9,889	9,889
=	81420	MEDICAL PREMIUMS	130,590	111,972	125,857	82,159	127,378	114,042	125,446	137,991
=	81430	GROUP INSURANCE PREMIUMS	5,869	5,127	5,888	2,991	6,182	8,276	8,690	9,124
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(28,618)	(23,923)	(27,297)	(17,745)	(27,171)	(30,272)	(33,299)	(36,629)
	81470	WORKERS COMPENSATION PREMIUMS	32	85	15	40	15	15	15	15
=	XBEN	TOTAL BENEFITS	115,843	101,561	114,352	72,863	116,293	101,950	110,741	120,390
=	XPER	TOTAL PERSONNEL	245,070	230,168	243,619	159,158	245,560	231,217	240,008	249,657
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	26	28	200	39	200	200	200	200
=	XTRC	TOTAL TRANSPORTATION CHARGES	26	28	200	39	200	200	200	200
	82210	PRINTING & COPYING SERVICES, OUTSOURCED			630		640	660	680	700
=	XOPSV	TOTAL OPERATING SERVICES			630		640	660	680	700
	82310	LEGAL NOTICES	29,987	19,546	25,000	12,593	25,000	25,000	25,500	26,000
!	82320	CITY ELECTIONS	43,342		46,000	47,862	49,000		51,000	
	82340	LEADERSHIP RETREATS		2,500	8,200		8,400	8,600	8,700	8,800
	82350	DUES FOR MEMBERSHIPS	700	525	1,000	530	1,000	1,000	1,000	1,000
!	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	711	932	2,000	500	2,000	2,000	2,000	2,000
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	325							
	82390	PUBLICATIONS, NON-TRAINING			275		300	350	350	350
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	75,065	23,503	82,475	61,485	85,700	36,950	88,550	38,150
	82455	CELLULAR TELEPHONE SERVICE	1,734	1,720	1,750	1,027	1,775	1,800	2,000	2,200
=	XUTIL	TOTAL UTILITIES	1,734	1,720	1,750	1,027	1,775	1,800	2,000	2,200
+	82560	CONSULTANT SERVICES		3,550						
	1	Strategic Plan Consultant								
	2	Various		3,550						
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES								
=	XCTS	TOTAL CONTRACTUAL SERVICES		3,550						
+	82810	REGISTRATIONS	9,600	8,010	14,100	1,583	14,100	14,100	14,600	14,600
!	2	TML conferences (approx. 6 delegates)			2,600		2,600	2,600	2,600	2,600
	3	Franklin Tomorrow Site Visits			8,500		8,500	8,500	9,000	9,000
	4	Chamber visits			3,000		3,000	3,000	3,000	3,000
	5	Various	9,600	8,010		1,583				
	*	Amount missing from detail								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	136	1,253	1,900	1,032	1,900	2,000	2,000	2,000
	1	TML Conference 2018 Knoxville			1,400		1,400	1,500	1,500	1,500
	2	various	136	1,253	500	1,009	500	500	500	500
	*	Amount missing from detail				23				
	82830	AIR TRAVEL	838	290	1,900		1,950	2,000	2,000	2,000
+	82840	LODGING			2,300	390	2,400	2,500	2,500	2,500
	1	TML Conference			2,300		2,400	2,500	2,500	2,500
	2	various								
	*	Amount missing from detail				390				
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	47		1,100		1,100	1,100	1,100	1,100
	82890	OTHER TRAVEL EXPENSES			225		250	300	325	350
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	10,621	9,553	21,525	3,005	21,700	22,000	22,525	22,550
	83110	OFFICE SUPPLIES	641	490	575	582	600	700	700	750
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	185	257	675	7	700	700	700	700
	83130	EMPLOYEE BENEVOLENCE ITEMS		144	300		300	300	300	300
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	7,576	10,465	6,700	2,371	6,800	6,900	6,925	6,950
=	XOFS	TOTAL OFFICE SUPPLIES	8,402	11,356	8,250	2,960	8,400	8,600	8,625	8,700
+	83260	UNIFORMS PURCHASED			600		650	650	650	650
	1	City Logo Shirt for each Board member @\$40 pp			600		650	650	650	650
	*	Amount missing from detail								
=	XOPS	TOTAL OPERATING SUPPLIES			600		650	650	650	650
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	1,274	74	1,000		1,000	1,000	1,000	1,000
=	XFUEL	TOTAL FUEL & MILEAGE	1,274	74	1,000		1,000	1,000	1,000	1,000
	83510	FURNITURE, FIXTURES (<\$25,000)			560		580	600	625	650
+	83540	COMPUTER HARDWARE (<\$25,000)		728	19,000		19,000	2,815	3,315	1,500
!	1	Misc		728	1,000		1,000	2,815	1,500	1,500
!	2	Replacement of Individual tablets or laptops			18,000		18,000			
	3	Mayor's laptop adminlap25							1,815	
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)		728	19,560		19,580	3,415	3,940	2,150
	85110	PROPERTY INSURANCE	37		41		43	45	47	49
	85111	FRAUD INSURANCE				69	70	70	70	70
	85112	INLAND MARINE INSURANCE		37	37	37	37	37	37	37
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	770	1,185	1,244	269	1,306	1,372	1,400	1,425
	85116	E&O LIABILITY INSURANCE				583	583	600	600	600
	85119	UMBRELLA LIABILITY	183	224	235	226	247	259	270	280
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	990	1,446	1,557	1,184	2,286	2,383	2,424	2,461

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
=	XOP	TOTAL OPERATIONS	98,112	51,958	137,547	69,700	141,931	77,658	130,594	78,761
		Capital								
=	XTOT	TOTAL EXPENDITURES	343,182	282,126	381,166	228,858	387,491	308,875	370,602	328,418



City of Franklin, Tennessee

FY 2019 Operating Budget

Administration

Eric S. Stuckey, City Administrator

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	510,140	530,331	1,030,110	1,068,763	1,031,995	1,886	0.2%
Operations	-17,958	5,000	23,591	13,166	34,104	10,513	44.6%
Capital	0	0	0	0	0	-	0.0%
Total	492,182	535,331	1,053,700	1,081,929	1,066,099	12,400	1.2%

Departmental Summary

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

The Board of Mayor and Aldermen's meeting agendas are currently available on the City's website via an agenda software management program, Granicus. This web based program replaced the paper agenda packets and provides for a centralized electronic creation approach to compiling the agenda. Board members, staff, and citizens are able to access current and past meeting agendas, supporting documents, and minutes through the software's online interaction application. Agendas remain on the City's website after the meeting, and the video clip is linked to the respective item on the agenda.

The offices of the Mayor and Administration (along with Communications and Law) were renovated in FY 2016 and began to be utilized in FY 2017. We believe this improvement has been beneficial for citizens and staff alike.

The Administration Department continues to codify the Municipal Code on the City's website. It is updated on a constant basis thru MuniCode, our contracted codifier of the code. Besides the value of making this information available to citizens 24/7, it is current and also minimizes the use and cost of paper products.

In accordance with the City's Records Retention Policy, the Administration Department continues to purge and destroy those files, records, and documents exceeding the recommended retention period. Annual "shred day" for all departments has expanded to twice a year; once in the spring and again in the fall. This continuing practice has eliminated a number of file cabinets, thereby saving departments valuable storage space.

During the remodel of 2017, the Administration Department moved historical record books (Board and Committee minutes, Ordinances and Resolutions) to fireproof cabinets at the Five Points building storage area. This brought us into compliance with records storage practices for historical records. However, current files in the Board Secretary's office remain in non-fire proof cabinets. We are proposing two fire proof cabinets be purchased for the current files held in the Board Secretary's office.



City of Franklin, Tennessee

FY 2019 Operating Budget

Administration

Eric S. Stuckey, City Administrator

FY 2019 Outlook

The Administration Department will continue to process the Board's agendas using an agenda management system. After system users monitored the Granicus product for efficiency and support, we reached out to other vendors to compare the product. We continue to seek a different vendor in FY2019 that would exceed the current program's services at a comparable price.

The preservation of historical records will also continue. The City maintains historical record books dating back to the mid 1800's. Staff is researching a more secure, safekeeping retention method such as professional scanning and storage of these records.

The city implemented a public records policy effective July 1, 2017, in accordance with State requirement. Staff is implementing a software program (JustFOIA) to process these requests for public records. We believe we will be able to process these requests for records more efficiently and expediently while maintaining the integrity of the records with the new software.

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: An Effective and Fiscally Sound City Government Providing High Quality Service



The citizens of Franklin will be benefactors of City services that reflect efficiency while preserving the personal touch and engagement they have come to expect in our community.

Franklin will develop a quality level of service expectation for its citizens.

Goal: To have 90% citizen satisfaction rated excellent/good for services as reported by community survey.

Baseline: Data to be collected in next community survey.

Theme: Quality Life Experiences



Preserving dynamic, diverse, engaged neighborhoods: Franklin will be a place that offers a high quality of life for all citizens who choose to live and work here.

Citizens will recognize and celebrate the unique sense of community and cultural diversity that is Franklin.

Goal: To have 90% or better of citizens who consider Franklin's quality of life to be excellent/good.

Baseline: 94% of citizens responding to community survey considered the overall quality of life to be excellent/good. (Source: 2012 Community Survey by ASI for Franklin Tomorrow)



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures (con't)

Theme: Quality Life Experiences



Franklin will facilitate the development and maintenance of housing options that meet the needs of people desiring to live and work in our community.

Franklin will decrease the percentage of households who are cost burdened by their housing costs in Franklin

Goal: Franklin will seek to improve housing diversity as identified through the 2013 Housing Analysis.

Baseline: Complete Housing Analysis and establish goals based on data from the analysis.

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 improve ranking as one of the 100 Best Places to live in the United States.

Baseline: Ranked of 52 (CNN Money Magazine, 2012).

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 slots, and description of alternative transportation services available in Franklin. (TMA)

Goal: To achieve the American Association of Retirement Communities Seal of approval as one of the top places for retirees in the United States.

Baseline: City of Franklin has not yet received this recognition. (American Association of Retirement Communities)

Theme: Sustainable Growth & Economic Prosperity



Franklin will strategically manage its growth and the value of its assets.

Goal: To have 80% or better of citizens reporting satisfaction with the managed growth of the community.

Baseline: Citizen Perception reported through community survey.

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	
	2016 Franklin Citizens Survey	

Workload (Output) Measures

	2015	2016	2017	2018*	2019*
Number of Agenda Packets reviewed	44	57	46	45	45
Number of Sets of Minutes Produced	88	57	46	45	45
Number of documents scanned into OnBase:					
Resolutions	111	70	82	100	100
Ordinances	36	54	52	50	50
Sets of Minutes	55	57	44	50	50



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures (con't)

Efficiency Measures

	2015	2016	2017	2018*	2019*
Distribute Agenda Packets to Board of Mayor and Aldermen on Thursday prior to the meeting date.					
Percentage of time target met	90%	90%	90%	90%	90%

Outcome (Effectiveness) Measures

	2015	2016	2017	2018*	2019*	
Preserving dynamic, diverse, engaged neighborhoods: Franklin will be a place that offers a high quality of life for all citizens who choose to live and work here.						
	Citizens will recognize and celebrate the unique sense of community and cultural diversity that is Franklin.					
	Franklin Baseline: 90% or better of citizens who consider Franklin's quality of life to be excellent/good.					
	Overall quality of life to be excellent/good	94%	97%	97%	TBD	TBD
	Target	90%	90%	90%	90%	90%
	Meets Target?	Yes	Yes	Yes	TBD	TBD

Franklin will facilitate the development and maintenance of housing options that meet the needs of people desiring to live and work in our community.						
	Franklin will decrease the percentage of households who are cost burdened by their housing costs in Franklin					
	Franklin will seek to improve housing diversity as identified through the 2013 Housing Analysis.					
	Baseline: Complete Housing Analysis and establish goals based on data from the analysis.					
	Target	TBD	TBD	TBD	TBD	TBD
	Meets Target?	TBD	TBD	TBD	TBD	TBD
Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.						
	Improve ranking as one of the 100 Best Places to live in the United States.					
	Franklin Ranking	42	42	4	TBD	TBD
	Target (Baseline 60 in 2010, Money Magazine)	42	42	42	4	4
	Meets Target?	Yes	Yes	Yes	TBD	TBD
		Improve ranking as one of the top business-friendly cities in Tennessee.				
Franklin Ranking		2	2	TBD	TBD	TBD
Target (Baseline from Beacon Center of Tennessee)		2	2	2	2	2
Meets Target?		Yes	Yes	TBD	TBD	TBD
		Achieve the American Association of Retirement Communities Seal of approval as one of the top places for retirees in the United States.				
	Franklin Designation	No	No	TBD	TBD	TBD
	Target (Baseline from: http://the-aarc.org)	Yes	Yes	Yes	Yes	Yes
	Meets Target?	No	No	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures (con't)

	Franklin will strategically manage its growth and the value of its assets.					
	80% or better of citizens reporting satisfaction with the managed growth of the community.					
	Franklin Baseline: Citizen Perception reported through community survey; survey to be developed.					
	Target	80%	84%	84%	TBD	TBD
	Meets Target?	TBD	Yes	Yes	TBD	TBD

Franklin Citizens Survey

(Fall 2016)

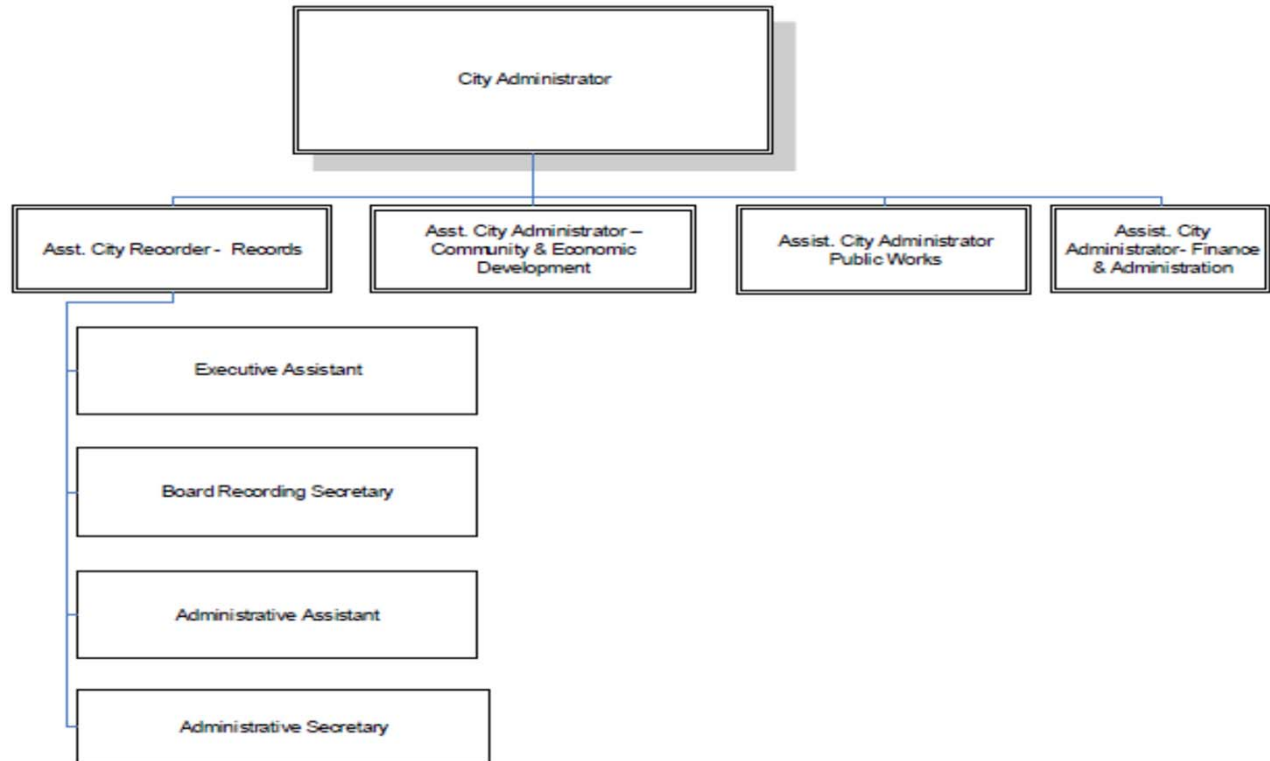
		Excellent	Good	Fair	Poor
☒	% rating Franklin as a place to raise children	72%	25%	2%	1%
☒	% rating Franklin as a place to work	57%	34%	8%	1%
☒	% rating Franklin as a place to visit	62%	31%	7%	1%
☒	% rating Franklin as a place to retire	53%	32%	11%	4%
☒	% rating the overall quality of life in Franklin	63%	34%	3%	0%
☒	% rating Overall customer service by Franklin employees	37%	53%	8%	2%
☒	% rating the quality of services provided by the City of Franklin	36%	57%	6%	1%



City of Franklin, Tennessee

FY 2019 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
City Administrator	Grade P	1	0	1	0	1	0	1	0	1	0
Asst. City Admin-Community Development	Grade N	0	0	0	0	0	0	1	0	1	0
Asst. City Admin-Finance/Admin	Grade N	0	0	0	0	0	0	1	0	1	0
Asst. City Admin-Public Works	Grade N	0	0	0	0	1	0	1	0	1	0
Asst City Recorder - Admin	Grade G	1	0	1	0	1	0	1	0	1	0
Executive Assistant	Grade E	1	0	1	0	1	0	1	0	1	0
Administrative Assistant	Grade D	0	0	0	0	0	0	1	0	1	0
Recording Secretary to BOMA	Grade C	1	0	1	0	1	0	1	0	1	0
Administrative Secretary	Grade B	1	1	1	1	1	1	1	0	1	0
Administrative Analyst(Intern)	---	1	0	1	0	0	1	0	1	0	1
TOTALS		6	1	6	1	6	2	9	1	9	1

*Note: Assistant City Administrator/Public Works only funded for six months in 2017. Fully funded in FY 2018.



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	380,494	404,916	826,481	840,015	820,394	(6,087)	-0.7%
Employee Benefits	129,646	125,415	203,629	228,748	211,601	7,973	3.9%
Total Personnel	510,140	530,331	1,030,110	1,068,763	1,031,995	1,886	0.2%
Operations							
Transportation Services	429	83	850	850	870	20	2.4%
Operating Services	3,791	7,124	17,900	12,900	19,900	2,000	11.2%
Notices, Subscriptions, etc.	15,842	28,514	7,305	7,375	7,535	230	3.1%
Utilities	10,171	12,469	12,315	15,365	16,575	4,260	34.6%
Contractual Services	32	-	11,465	11,530	11,550	85	0.7%
Repair & Maintenance Services	2,982	15,332	5,515	5,820	5,850	335	6.1%
Employee programs	5,008	4,899	26,100	26,200	26,300	200	0.8%
Professional Development/Travel	10,041	17,668	17,960	18,110	20,610	2,650	14.8%
Office Supplies	13,635	20,716	16,200	16,400	17,525	1,325	8.2%
Operating Supplies	683	1,014	2,565	2,660	2,710	145	5.7%
Fuel & Mileage	640	465	600	600	650	50	8.3%
Machinery & Equipment (<\$25,000)	43,935	33,040	44,300	36,100	47,345	3,045	6.9%
Repair & Maintenance Supplies	-	49	-	-	-	-	0.0%
Property & Liability Costs	7,200	10,241	11,055	12,894	13,483	2,428	22.0%
Permits	-	-	4,910	4,920	4,930	20	0.4%
Other Business Expenses	-	10	-	-	-	-	0.0%
Debt Service	7,640	(7,641)	-	-	-	-	0.0%
Interfund Reimbursements	(139,987)	(138,983)	(155,449)	(158,558)	(161,729)	(6,280)	4.0%
Total Operations	(17,958)	5,000	23,591	13,166	34,104	10,513	44.6%
Capital	-	-	-			-	0.0%
Total Administration	492,182	535,331	1,053,701	1,081,929	1,066,099	12,399	1.2%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	371,718	393,057	848,978	606,179	829,283	839,268	872,839	907,753
	81120	OVERTIME PAY	6,879	9,240	6,000	6,359	6,000	6,500	7,000	7,500
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	1,897	2,619		4,732	4,732	4,000	4,000	4,000
	81199	VACANCY ADJUSTMENT			(28,497)			(29,374)	(30,549)	(31,771)
=	XWAGE	TOTAL WAGES	380,494	404,916	826,481	617,270	840,015	820,394	853,290	887,482
=	81410	FICA(EMPLOYER'S SHARE)	24,732	26,566	62,286	42,498	63,440	55,987	66,772	69,443
=	81420	MEDICAL PREMIUMS	77,446	69,782	112,093	73,928	112,092	110,589	121,648	133,813
=	81430	GROUP INSURANCE PREMIUMS	5,903	5,191	8,532	5,100	7,374	10,824	11,365	11,933
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(17,628)	(14,947)	(24,198)	(7,386)	(10,428)	(28,811)	(31,692)	(34,861)
!	81450	RETIREMENT CONTRIBUTIONS	24,150	24,304	27,950	20,963	27,950	33,819	37,201	40,921
	81455	DEFERRED COMP MATCH	10,147	9,452	12,066	13,447	18,470	19,393	20,363	21,381
	81470	WORKERS COMPENSATION PREMIUMS	96	267	100	138	200	200	200	200
	81482	CAR ALLOWANCE	4,800	4,800	4,800	7,233	9,650	9,600	9,600	9,600
=	XBEN	TOTAL BENEFITS	129,646	125,415	203,629	155,921	228,748	211,601	235,457	252,430
=	XPER	TOTAL PERSONNEL	510,140	530,331	1,030,110	773,191	1,068,763	1,031,995	1,088,747	1,139,912
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	411	65	550	128	550	550	650	650
!	82120	FREIGHT FOR INBOUND PURCHASED ITEMS			280		280	300	300	300
	82130	VEHICLE LICENSES & TITLES	18	18	20		20	20	20	20
=	XTRC	TOTAL TRANSPORTATION CHARGES	429	83	850	128	850	870	970	970
	82210	PRINTING & COPYING SERVICES, OUTSOURCED			2,000		2,000	2,000	2,000	2,000
+	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	3,653	6,311	15,000	10,357	10,000	15,000	15,000	15,000
!	1	Holding	650	6,311	1,000	10,357	1,000	1,000	1,000	1,000
	2	Additional supplement to Municode published 4/2011 approximately \$6,000	3,003							
	3	Archiving - Municode updates			9,000		9,000	9,000	9,000	9,000
!	4	Archiving - digitize historical minutes books			5,000			5,000	5,000	5,000
	*	Amount missing from detail								
	82240	TRANSCRIPTION FEES		70				2,000	2,000	2,000
	82250	TESTING & PHYSICALS	138	688	900	494	900	900	900	900
!	82260	UNIFORM RENTAL & SERVICES		55						
=	XOPSV	TOTAL OPERATING SERVICES	3,791	7,124	17,900	10,851	12,900	19,900	19,900	19,900
+	82310	LEGAL NOTICES	182	2,384	200	38	200	200	200	200
1		various	182	2,384	200	38	200	200	200	200
	2	Legal notices are to be sharged to 41100, Elected officials								
	*	Amount missing from detail								
	82340	LEADERSHIP RETREATS			530		540	550	550	550
+	82350	DUES FOR MEMBERSHIPS	14,794	15,578	4,375	9,293	4,435	4,535	4,560	4,560
1		Various	14,794	15,578	625	9,293	650	650	675	675
	2	Eric's TCMA			400		400	400	400	400
	3	Eric's ICMA			1,305		1,305	1,305	1,305	1,305
	4	Lanail's TAMCAR			35		35	35	35	35
	5	Lanail's IIMC			210		210	210	210	210
	6	Lanail's ARMA			175		175	175	175	175
	7	ICMA Performance Measurement Service			1,625		1,625	1,625	1,625	1,625
	8	Maddison's TAMCAR					35	35	35	35
	9	Maddison's IIMC						100	100	100

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	*	Amount missing from detail								
+	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	128	525	1,500	554	1,500	1,500	1,500	1,500
!	1	Various	128	525	1,500	554	1,500	1,500	1,500	1,500
	3	BMI Music licensing for 2014								
	*	Amount missing from detail								
!	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	387	7,679						
!	82373	RECRUITMENT		1,965						
	82390	PUBLICATIONS, NON-TRAINING	351	383	700	1,836	700	750	750	750
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	15,842	28,514	7,305	11,721	7,375	7,535	7,560	7,560
	82410	ELECTRIC SERVICE	946	1,337	650	958	675	700	725	750
	82450	TELEPHONE SERVICE	4,700	4,759	6,425	3,283	6,450	6,475	6,500	6,525
	82451	800 MHZACCESS LINE SERVICE	144	146	140	102	140	150	150	150
!	82455	CELLULAR TELEPHONE SERVICE	1,362	2,058	2,300	2,907	5,200	5,250	5,250	5,250
	82470	INTERNET & RELATED SERVICES	3,019	4,169	2,800	2,161	2,900	4,000	4,000	4,000
=	XUTIL	TOTAL UTILITIES	10,171	12,469	12,315	9,411	15,365	16,575	16,625	16,675
!	82510	COMPUTER SERVICES	32		2,690	16,560	2,730	2,750	3,000	3,250
+	82560	CONSULTANT SERVICES			5,550		5,550	5,550	5,550	5,550
	1	Various			5,550		5,550	5,550	5,550	5,550
	4	Various								
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES			3,225		3,250	3,250	3,250	3,250
=	XCTS	TOTAL CONTRACTUAL SERVICES	32		11,465	16,560	11,530	11,550	11,800	12,050
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	370	137	1,250	51	1,500	1,500	1,500	1,500
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,612	15,195	3,180	2,326	3,220	3,250	3,250	3,500
	82660	BUILDING REPAIR & MAINTENANCE SERVICES			1,085	1,882	1,100	1,100	1,100	1,100
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	2,982	15,332	5,515	4,259	5,820	5,850	5,850	6,100
+	82750	EMPLOYEE RECOGNITION/RECEPTIONS	4,911	4,829	6,100	4,860	6,200	6,300	6,400	6,500
	1	Various	4,911	4,829	600		600	600	600	600
	2	Holiday Breakfast for COF Employees			5,500		5,600	5,700	5,800	5,900
	*	Amount missing from detail				4,860				
	82780	TRAINING, OUTSIDE	70		5,000	1,265	5,000	5,000	5,000	5,000
+	82790	TRAINING, IN-HOUSE	27	70	15,000	1,524	15,000	15,000	15,000	15,000
	1	Consultant TBD								
	2	Consultant TBD								
	3	various	27	70	15,000		15,000	15,000	15,000	15,000
	*	Amount missing from detail				1,524				
=	XEPG	TOTAL EMPLOYEE PROGRAMS	5,008	4,899	26,100	7,649	26,200	26,300	26,400	26,500
!	82810	REGISTRATIONS	4,744	11,495	4,550	3,123	4,550	4,950	4,950	4,950
	1	various	4,744	11,495	2,000	3,123	2,000	2,000	2,000	2,000
	2	Eric ICMA			330		330	330	330	330
	3	Eric TCMA			250		250	250	250	250
	4	Lanai TAMCAR			320		320	320	320	320
	5	Lanai IIMC			600		600	600	600	600
	6	TML Eric, Lanai, and Vicki			1,050		1,050	1,050	1,050	1,050
	7	Maddison - IIMC						400	400	400
	*	Amount missing from detail								
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	643	1,302	2,060	1,093	2,060	2,060	2,060	2,060
+	82830	AIR TRAVEL	644	788	3,700	1,129	3,800	4,700	4,700	4,700
	1	various	644	788	2,000	1,129	2,000	2,000	2,000	2,000
	2	Eric - ICMA			800		900	900	900	900
!	3	Lanai - IIMC			900		900	900	900	900
	4	Leadership Retreat Travel								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	5	Maddison - IIMC						900	900	900
	*	Amount missing from detail								
+	82840	LODGING	3,288	3,780	6,250	2,499	6,250	7,450	7,450	7,450
	1	various	3,288	3,780	2,500	2,499	2,500	2,500	2,500	2,500
	2	Eric - ICMA			1,500		1,500	1,500	1,500	1,500
	3	Lanaii - IIMC			1,200		1,200	1,200	1,200	1,200
	4	Eric - TML			350		350	350	350	350
	5	Lanaii - TML			350		350	350	350	350
	6	Vicki - TML			350		350	350	350	350
	7	Maddison - IIMC						1,200	1,200	1,200
	*	Amount missing from detail								
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	722	303	1,400	535	1,450	1,450	1,500	1,500
	82890	OTHER TRAVEL EXPENSES				8				
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	10,041	17,668	17,960	8,387	18,110	20,610	20,660	20,660
	83110	OFFICE SUPPLIES	2,329	5,409	5,700	3,875	5,800	5,900	5,950	5,975
!	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		3,431	1,000	520	1,000	2,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS	187	49	300	132	300	300	300	300
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	11,119	11,827	9,200	5,819	9,300	9,325	9,350	9,375
=	XOFS	TOTAL OFFICE SUPPLIES	13,635	20,716	16,200	10,346	16,400	17,525	16,600	16,650
	83210	TRAINING SUPPLIES	10	24	500		500	500	500	500
+	83240	MEDICAL SUPPLIES		325	150	201	200	250	250	250
	1	Various		325	150		200	250	250	250
	2									
	*	Amount missing from detail				201				
	83260	UNIFORMS PURCHASED	673	665	875	311	900	900	900	900
	83299	OTHER OPERATING SUPPLIES			1,040	83	1,060	1,060	1,060	1,060
=	XOPS	TOTAL OPERATING SUPPLIES	683	1,014	2,565	595	2,660	2,710	2,710	2,710
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	331	253	300	138	300	350	400	450
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	309	212	300		300	300	300	300
=	XFUEL	TOTAL FUEL & MILEAGE	640	465	600	138	600	650	700	750
!	83510	FURNITURE, FIXTURES (<\$25,000)	21,945	8,272	12,000	1,800	5,000	10,000	6,000	7,500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	2,039	344	1,200	8,168	1,300	1,300	1,300	1,300
	2	Various	2,039	344	1,200	8,168	1,300	1,300	1,300	1,300
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	3,104	7,792	6,100	4,833	4,800	11,045	12,260	3,015
	1	Various	3,104	7,792	2,000	4,833	2,000	2,000	2,000	
	10	Admin Asst Desktop (Maddison) Admin 39			1,200		1,200			1,200
	11	Vicki Parr / Boardroom Adminlap30								1,815
	12	Mark Hilty Adminlap28							1,815	
	13	Lanaii / Agenda software mgmt laptop admin29							1,815	
	14	Mark Hilty Surface Pro Admin tab02							1,500	
	15	Vernon Gerth Laptop							1,815	
	16	Vernon Gerth Surface Pro							1,500	
	17	Kristine Tallent Laptop							1,815	
	2	Linda Fulwider Desktop Admin 35						1,200		
	3	Vicki Parr Desktop Admin 33						1,200		
	4	Lanaii Benne Admin lap26						1,815		
!	5	Admin boardroom (Large conference room) Adminlap37			1,300			1,815		
	6	Angela Jackson Admin32 desktop						1,200		
	7	Eric Stuckey Adminlap24						1,815		
	8	Encoder Upgrade for Granicus and Cable Channel 10								
	9	ipad upgrades			1,600		1,600			
	*	Amount missing from detail								
Budget & Finance Committee								April 12, 2018 Page 10		

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
+	83550	COMPUTER SOFTWARE (<\$25,000)	16,847	16,632	25,000		25,000	25,000	25,000	25,000
	1	Agenda Management Software annual fee for monthly maintenance	16,847	16,632	25,000		25,000	25,000	25,000	25,000
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	43,935	33,040	44,300	14,801	36,100	47,345	44,560	36,815
	83620	EQUIPMENT PARTS & SUPPLIES		49						
	83643	SIGN SUPPLIES								
	83660	BUILDING MAINTENANCE SUPPLIES								
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES		49						
	85110	PROPERTY INSURANCE	4,806	6,596	6,926	5,878	7,272	7,636	8,018	8,419
	85111	FRAUD INSURANCE				134	134	150	158	165
	85112	INLAND MARINE INSURANCE		261	274	245	288	302	317	333
	85113	AUTO PHYSICAL DAMAGE	307	46	48	47	51	53	56	58
	85115	LIABILITY INSURANCE	1,380	2,577	2,706	525	2,841	2,983	3,132	3,289
	85116	E&O LIABILITY INSURANCE				1,137	1,137	1,150	1,208	1,268
	85117	VEHICLE LIABILITY INSURANCE	330	514	540	1,061	567	595	625	656
	85119	UMBRELLA LIABILITY	327	487	511	441	537	564	592	622
	85120	PROPERTY DAMAGE COSTS								
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		(257)						
	85140	SURETY/NOTARY BONDS	50	17	50	67	67	50	50	50
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	7,200	10,241	11,055	9,535	12,894	13,483	14,156	14,860
	85320	STATE FEES			4,790		4,800	4,810	4,820	4,830
	85340	RECORDING & FILING FEES			120		120	120	120	120
=	XPERM	TOTAL PERMITS			4,910		4,920	4,930	4,940	4,950
	85990	MISCELLANEOUS		10						
=	XOBE	TOTAL OTHER BUSINESS EXPENSES		10						
	86600	LEASE/LOAN PRINCIPAL	7,389	(7,389)						
	86700	LEASE/LOAN INTEREST	251	(252)						
=	XDSV	TOTAL DEBT SERVICE	7,640	(7,641)						
	87510	REIMB OF INTERFUND SERVICES	(139,987)	(138,983)	(155,449)	(155,449)	(158,558)	(161,729)	(164,964)	(168,263)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(139,987)	(138,983)	(155,449)	(155,449)	(158,558)	(161,729)	(164,964)	(168,263)
=	XOP	TOTAL OPERATIONS	(17,958)	5,000	23,591	(51,068)	13,166	34,104	28,467	18,887
		Capital								
=	XTOT	TOTAL EXPENDITURES	492,182	535,331	1,053,701	722,123	1,081,929	1,066,099	1,117,214	1,158,799



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Elected Officials						
	None	\$ -	\$ -	\$ -	\$ -	
Total		\$ -	\$ -	\$ -	\$ -	\$ -
Administration						
1	Fire Proof Cabinets for Board Secretary's Office	\$ -	\$ -	\$ 10,000	\$ 10,000	
Total		\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ 10,000
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ -
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 10,000

Traditional Allocations

	Personnel	\$ -
	Operations	\$ 10,000
	Equipment	\$ -
	Capital	\$ -
Total		\$ 10,000

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **1**

Department:

41300 ADMINISTRATION

Division:

FranklinForward Theme:

A Safe, Clean, Livable City

Title:

Fire Proof Cabinets for Board Secretary's Office

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$0	\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
83510 FURNITURE, FIXTURES (<\$25,000)	\$10,000		\$10,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$10,000	\$0	\$10,000

PURPOSE / DESCRIPTION OF REQUEST

This would store the current Minutes, Ordinances, and Resolutions in the Board Secretary's Office. These files are required per the City's retention policy to be stored in fire proof cabinets.

SERVICE IMPLICATION

The City would be in compliance with the Records Retention policy, by purchasing these cabinets and storing the current books and files of the Board's approved Minutes, Ordinances, and Resolutions.



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Revenue Management & City Court

Lawrence Sullivan, Revenue & Licensing Manager
Judge Deana Hood



City of Franklin, Tennessee - FY 2019 Budget Request

Revenue Management

Outline

- Revenue Management
- City Court



City of Franklin, Tennessee - FY 2019 Budget Request **Revenue Management**

Purpose of Department

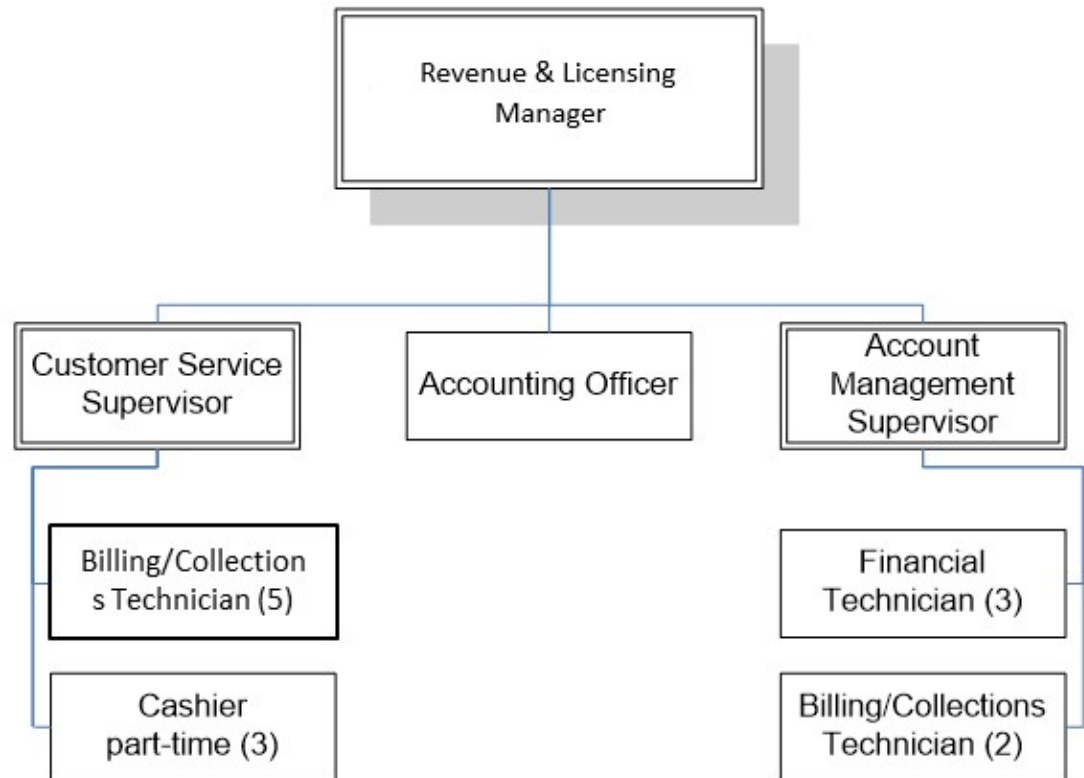
The Revenue Management Team performs the billing, collections and customer service for the City of Franklin water/wastewater/stormwater & sanitation services, business tax, alcohol taxes, state shared taxes, hotel/motel taxes, and numerous permits.



City of Franklin, Tennessee - FY 2019 Budget Request

Revenue Management

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Revenue Management**

Base Budget Request: Personnel

We will maintain the current staffing level of 14 full time positions, plus 3 full time equivalent positions staffed by part time employees.

Our team of part time staff allows us to expand and contract staffing levels as needed as well as provides a pool of candidates for future job openings. In past years we cross trained a part time staff member to support our twice weekly Court sessions, a very productive and cost effective use of existing personnel.

We will continue to seek additional opportunities in FY 2019 to increase our productivity and contribution without increased staffing expense.



City of Franklin, Tennessee - FY 2019 Budget Request **Revenue Management**

Base Budget Request: Operations

Operational costs are decreasing slightly, down \$3,722 or 0.5% from FY 2018.



City of Franklin, Tennessee - FY 2019 Budget Request **Revenue Management**

Program Enhancement Requests

Electronic Bill Presentment & Payment Program \$40,000



City of Franklin, Tennessee - FY 2019 Budget Request **Court**

City Court: Purpose of Department

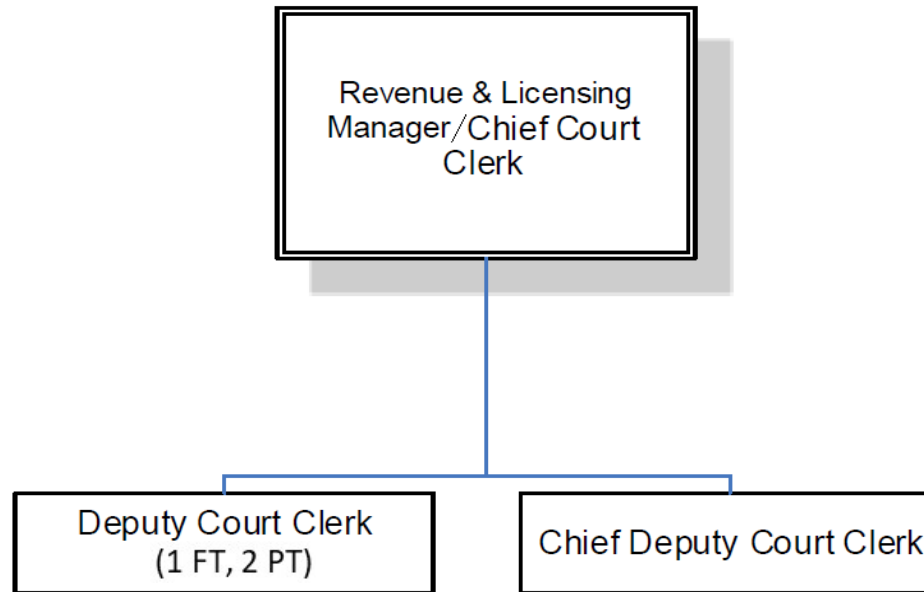
Our mission is to effectively and accurately process city ordinance violations allowing the Court to handle cases in the most efficient manner possible; to create and sustain customer oriented quality service; and, promote public confidence in our Court system.



City of Franklin, Tennessee - FY 2019 Budget Request

Court

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Court**

Base Budget Request: Personnel

FY 2018: \$212,572

FY 2019: \$224,488

Increase of \$11,916 or 5.6%

Staffing will consist of 2 full-time and 2 part-time positions in City Court.



City of Franklin, Tennessee - FY 2019 Budget Request **Court**

Base Budget Request: Operations

FY 2018: \$117,350

FY 2019: \$ 84,679

Decrease of \$32,671 or -27.8%

Decrease attributable to payoff of E-ticketing software.



City of Franklin, Tennessee - FY 2019 Budget Request **Court**

Summary

2018 was our third year settling in to new surroundings and offices after the relocation of the court offices to the Board Room. Judge Deana Hood continues to serve the City in her fourth year as Franklin City Court Judge.

We look forward to further opportunities to serve the City in 2019.



City of Franklin, Tennessee

FY 2019 Operating Budget

Revenue Management

Lawrence Sullivan, Revenue & Licensing Manager

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Personnel	908,625	994,342	1,028,410	972,969	1,035,446	7,036	0.7%
Operations	-715,667	-732,518	-719,674	-730,785	-723,396	-3,722	0.5%
Capital	0	0	0	0	0	-	0.0%
Total	192,958	261,826	308,736	242,184	312,050	3,314	1.1%

Departmental Summary

The Revenue Management group performs the billing, collections and customer service for City of Franklin water/wastewater/storm water/sanitation & environmental services bills; business tax; alcohol taxes; state shared taxes; hotel/motel taxes; and, numerous permits.

FY 2019 Outlook

While we will continue to work on providing excellent service to our customers in FY 2018, we have the expectation to improve our customer billing and payment options by implementing an Electronic Billing, Payment and Presentment (EBPP) platform in the future. We expect this to be revenue neutral where the costs of service are offset by savings in the reduction of mailing and fulfillment costs.

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.



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures



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

Theme: None Specific

Revenue Management provides general support of all four themes of FranklinForward .

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	
	2016 Franklin Citizens Survey	

Workload (Output) Measures

		2015	2016	2017	2018*	2019*
	Bills					
	Number of property tax bills issued	29,371	30,366	31,287	32,000	32,000
	Number of water & sewer bills issued	290,684	327,318	339,302	345,000	345,000
	New requests for Service (Total)	2,599	2,857	2,492	2,500	2,500
	Water (Monthly Average)	\$ 43.59	\$ 45.07	\$ 47.60	\$ 47.60	\$ 47.60
	Sewer (Monthly Average)	\$ 47.32	\$ 50.48	\$ 53.29	\$ 53.29	\$ 53.29
	Irrigation (Monthly Average)	\$ 189.76	\$ 217.57	\$ 248.55	\$ 248.55	\$ 248.55
	Delinquent Notices	37,964	36,702	36,616	36,000	36,000
	Water Shutoffs	812	866	764	750	750
	Electronic					
	Web Pay	21,434	29,778	35,337	35,930	35,930
	ACH/RPPS	69,650	81,330	82,377	83,760	83,760
	Bank Draft	65,846	76,639	81,806	83,180	83,180
	Lock Box	86,819	93,216	93,191	94,756	94,756
	Paper					
	Drop Box (2nd Avenue) / Mail	16,686	16,686	16,292	16,566	16,566
	In-Person Transactions	17,974	18,624	16,882	17,166	17,166
	Total Transactions	278,409	316,273	325,885	331,358	331,358
	% of total transactions electronic	87.6%	88.8%	89.8%	89.8%	89.8%
	% of total transactions paper	6.0%	5.3%	5.0%	5.0%	5.0%
	% of total transactions in-person	6.5%	5.9%	5.2%	5.2%	5.2%

Efficiency Measures

		2015	2016	2017	2018*	2019*
	Cost of processing bills (mailing and printing)					
	Maintain utility billing error rate at or below 5.3 errors per 10,000 billed items.	4.50	4.50	4.50	4.50	4.50



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures

Outcome (Effectiveness) Measures

		2015	2016	2017	2018*	2019*
	Collection Rate(s)					
	Property Tax Collections as a Percentage of Property Taxes Billed (first year)	98.6%	98.7%	99.4%	99.0%	99.0%
	Tennessee Statewide Benchmarking Average	96.0%	97.1%	90.0%	TBD	TBD
	Utility Collections as a Percentage of Utilities Billed (first year)	94.5%	96.7%	99.2%	97.0%	97.0%
	Tennessee Statewide Benchmarking Average	95.6%	97.0%	75.5%	TBD	TBD
	Increase Electronic Versus Manual Payments by 1% by Fiscal Year Ending	87.60%	88.60%	89.82%	89.60%	89.60%

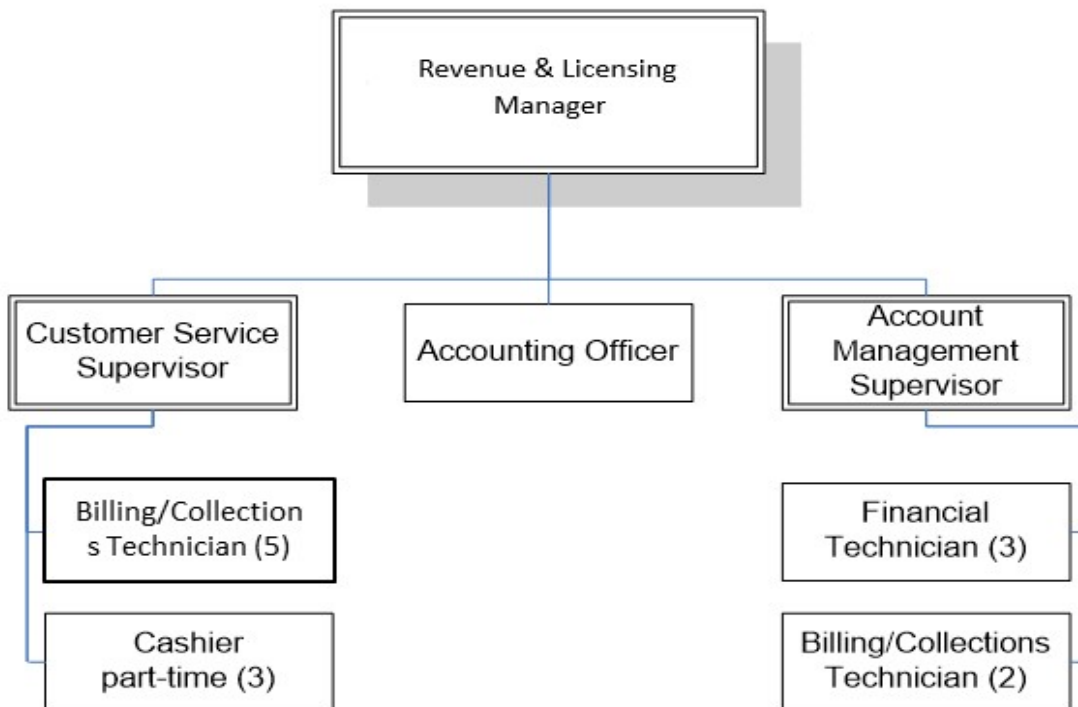
* 2017 and 2018 data estimated.

Franklin Citizens Survey

(Fall 2016)

		Excellent	Good	Fair	Poor
☒	% rating the quality of Utility billing services	29%	50%	15%	5%

Organizational Chart



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



City of Franklin, Tennessee

FY 2019 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Revenue & Licensing Manager	Grade H	0	0	0	0	0	0	1	0	1	0
Asst City Recorder - Revenue Management	Grade G	1	0	1	0	1	0	0	0	0	0
Account Mgmt Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Customer Service Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Accounting Officer	Grade E	1	0	1	0	1	0	1	0	1	0
Financial Technician I	Grade D	4	0	4	0	4	0	3	0	3	0
Billing/Collections Technician	Grade C	5	1	5	1	5	1	7	0	7	0
Cashier Part-Time	Grade B	0	5	0	5	0	5	0	3	0	3
TOTALS		13	6	13	6	13	6	14	3	14	3

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$	%
Personnel							
Salaries & Wages	695,332	738,773	755,056	718,000	757,854	2,798	0.4%
Employee Benefits	213,293	255,569	273,354	254,969	277,592	4,238	1.6%
Total Personnel	908,625	994,342	1,028,410	972,969	1,035,446	7,036	0.7%
Operations							
Transportation Services	9,870	7,435	11,750	10,000	10,000	(1,750)	-14.9%
Operating Services	722	1,230	1,100	1,379	1,300	200	18.2%
Notices, Subscriptions, etc.	882	1,376	2,525	2,500	2,500	(25)	-1.0%
Utilities	2,035	2,440	2,600	2,600	2,600	-	0.0%
Contractual Services	2,726	2,324	5,900	5,900	5,900	-	0.0%
Repair & Maintenance Services	501	899	1,200	1,200	1,200	-	0.0%
Employee programs	135	-	2,250	1,600	2,500	250	11.1%
Professional Development/Travel	1,129	711	2,720	2,540	2,540	(180)	-6.6%
Office Supplies	15,646	18,703	19,625	19,925	20,850	1,225	6.2%
Operating Supplies	1,537	1,471	3,260	2,660	2,800	(460)	-14.1%
Fuel & Mileage	-	-	-	40	-	-	0.0%
Machinery & Equipment (<\$25,000)	4,821	7,887	11,100	16,100	16,100	5,000	45.0%
Repair & Maintenance Supplies	255	-	-	-	-	-	0.0%
Property & Liability Costs	1,682	2,016	2,117	2,444	2,566	449	21.2%
Permits	31,043	20,887	36,000	24,000	24,000	(12,000)	-33.3%
Financial Fees	361,793	358,391	399,750	397,898	427,750	28,000	7.0%
Interfund Reimbursements	(1,150,444)	(1,158,288)	(1,221,571)	(1,221,571)	(1,246,002)	(24,431)	2.0%
Total Operations	(715,667)	(732,518)	(719,674)	(730,785)	(723,396)	(3,722)	0.5%
Capital						-	0.0%
Total Revenue Management	192,958	261,824	308,736	242,184	312,050	3,314	1.1%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	686,202	717,009	775,674	524,555	715,000	782,232	813,521	846,062
	81120	OVERTIME PAY	9,130	21,764	3,000	14,599	3,000	3,000	3,000	3,000
	81199	VACANCY ADJUSTMENT			(23,618)			(27,378)	(28,473)	(29,612)
=	XWAGE	TOTAL WAGES	695,332	738,773	755,056	539,154	718,000	757,854	788,048	819,450
=	81410	FICA (EMPLOYER'S SHARE)	51,380	54,200	56,821	39,190	54,698	59,841	62,234	64,724
=	81420	MEDICAL PREMIUMS	123,557	153,648	180,362	123,160	164,208	180,908	198,999	218,899
=	81430	GROUP INSURANCE PREMIUMS	10,145	10,352	10,940	8,527	11,369	14,673	15,407	16,177
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(26,069)	(32,223)	(37,518)	(28,128)	(37,500)	(46,074)	(50,681)	(55,750)
!	81450	RETIREMENT CONTRIBUTIONS	40,032	54,684	47,165	47,165	47,165	51,882	57,070	62,777
	81455	DEFERRED COMP MATCH	13,534	14,407	15,227	11,004	14,672	15,988	16,788	17,627
	81470	WORKERS COMPENSATION PREMIUMS	261	211	357	353	357	375	394	413
	81475	WORKERS COMPENSATION CLAIMS	453	290						
=	XBEN	TOTAL BENEFITS	213,293	255,569	273,354	201,271	254,969	277,592	300,211	324,867
=	XPER	TOTAL PERSONNEL	908,625	994,342	1,028,410	740,425	972,969	1,035,446	1,088,259	1,144,317
		Operations								
+	82110	MAILING & OUTBOUND SHIPPING SERVICES	9,847	7,435	11,750	3,644	10,000	10,000	10,000	10,000
	1	Mailing (followup and notices)								
	2	Utility Billing Notices (changes coming)								
	3	Various	9,847	7,435	11,750	3,644	10,000	10,000	10,000	10,000
	*	Amount missing from detail								
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	23							
=	XTRC	TOTAL TRANSPORTATION CHARGES	9,870	7,435	11,750	3,644	10,000	10,000	10,000	10,000
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	76	183	600		300	300	300	300
	82240	TRANSCRIPTION FEES								
	82250	TESTING & PHYSICALS	567	573	500	673	500	500	500	500
	82299	OTHER OPERATING SERVICES	79	474		579	579	500	500	500
=	XOPSV	TOTAL OPERATING SERVICES	722	1,230	1,100	1,252	1,379	1,300	1,300	1,300
	82310	LEGAL NOTICES		417	1,000		1,000	1,000	1,000	1,000
+	82350	DUES FOR MEMBERSHIPS	618	695	1,000	300	1,000	1,000	1,000	1,000
	1	Tn Assoc of Municipal Clerks (TAMCAR)								
	2	CMFO								
	3	Int Assoc of Municipal Clerks (IIMC)								
	4	Govt Finance Officers Assoc (GFOA)								
	5	Various	618	695	1,000	300	1,000	1,000	1,000	1,000
	*	Amount missing from detail								
	82390	PUBLICATIONS, NON-TRAINING	264	264	525	268	500	500	500	500
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	882	1,376	2,525	568	2,500	2,500	2,500	2,500
	82420	WATER & SEWER SERVICE								
	82450	TELEPHONE SERVICE	1,029	1,050	1,300	710	1,300	1,300	1,300	1,300
	82455	CELLULAR TELEPHONE SERVICE								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	82470	INTERNET & RELATED SERVICES	1,006	1,390	1,300	720	1,300	1,300	1,300	1,300
=	XUTIL	TOTAL UTILITIES	2,035	2,440	2,600	1,430	2,600	2,600	2,600	2,600
+	82510	COMPUTER SERVICES	2,568	1,929	2,650	1,160	2,650	2,650	2,650	2,650
	1	Impact Printer PM - Infoprint (IBM)								
	2	Various	2,568	1,929	2,650	1,160	2,650	2,650	2,650	2,650
	5	Programming Support for Credit Cards								
	6	Programming Support for PT import to Hansen								
	7	Programming Support for BL interface								
	*	Amount missing from detail								
	82520	LEGAL SERVICES			1,250		1,250	1,250	1,250	1,250
+	82599	OTHER CONTRACTUAL SERVICES	158	395	2,000	198	2,000	2,000	2,000	2,000
	1	Bad Debt Collections - Transworld								
	2	Bad Debt Collections - To be Determined		395	2,000	198	2,000	2,000	2,000	2,000
	4	Various	158							
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	2,726	2,324	5,900	1,358	5,900	5,900	5,900	5,900
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	126							
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	375	899	1,200	523	1,200	1,200	1,200	1,200
	1	Copy Maintenance	375	899	1,200	523	1,200	1,200	1,200	1,200
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	501	899	1,200	523	1,200	1,200	1,200	1,200
	82750	EMPLOYEE RECOGNITION/RECEPTIONS			1,000		1,000	1,000	1,000	1,000
+	82780	TRAINING, OUTSIDE			1,250		600	1,500	1,500	1,500
	1	MTAS fees (16 at \$50)			1,250		600	1,500	1,500	1,500
	*	Amount missing from detail								
	82790	TRAINING, IN-HOUSE	135							
=	XEPG	TOTAL EMPLOYEE PROGRAMS	135		2,250		1,600	2,500	2,500	2,500
+	82810	REGISTRATIONS	880	475	2,120	375	1,940	1,940	1,900	1,900
	1	MTAS fees			1,020		1,020	1,020	1,000	1,000
	2	Rotary			680		500	500	500	500
	3	TGFOA Fall Conference			400		400	400	400	400
	4	Various	880	475	20	375	20	20		
	*	Amount missing from detail								
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	249	236	200		200	200	200	200
	1	MTAS seminars/conferences								
	3	Various	249	236	200		200	200	200	200
	*	Amount missing from detail								
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)			200		200	200	200	200
	82890	OTHER TRAVEL EXPENSES			200		200	200	200	200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,129	711	2,720	375	2,540	2,540	2,500	2,500
	83110	OFFICE SUPPLIES	14,921	17,946	17,750	8,455	18,000	18,250	18,000	18,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)				119	875	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS	434	313	550	132	550	600	600	600
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	291	444	1,325	580	500	1,000	1,000	1,000
=	XOFS	TOTAL OFFICE SUPPLIES	15,646	18,703	19,625	9,266	19,925	20,850	20,600	20,600
	83250	SAFETY SUPPLIES			1,600		1,000	1,000	1,000	1,000

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	83260	UNIFORMS PURCHASED	1,537	1,471	1,660	73	1,660	1,800	1,800	1,800
=	XOPS	TOTAL OPERATING SUPPLIES	1,537	1,471	3,260	73	2,660	2,800	2,800	2,800
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)				40	40			
=	XFUEL	TOTAL FUEL & MILEAGE				40	40			
+	83510	FURNITURE, FIXTURES (<\$25,000)	300	700			5,000	5,000	5,000	5,000
	1	Chairs	300	700			5,000	5,000	5,000	5,000
	2	Lighting								
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	1,355							
	1	Cash Drawers	1,355							
	2	Copy Machine								
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	3,166	7,187	11,100	6,850	11,100	11,100	11,100	11,100
	1	Computers, monitors, keyboards								
	2	Printers								
	3	Scanners								
	4	Various	3,166	7,187	11,100	6,850	11,100	11,100	11,100	11,100
	*	Amount missing from detail								
	83550	COMPUTER SOFTWARE (<\$25,000)								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	4,821	7,887	11,100	6,850	16,100	16,100	16,100	16,100
	83620	EQUIPMENT PARTS & SUPPLIES	255							
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	255							
	85110	PROPERTY INSURANCE	1,107	955	1,003	1,623	1,623	1,704	1,789	1,879
	85111	FRAUD INSURANCE				47	47	49	52	54
	85112	INLAND MARINE INSURANCE		30	32	30	30	32	33	35
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	465	769	807	186	186	195	205	215
	85116	E&O LIABILITY INSURANCE				402	402	422	443	465
	85119	UMBRELLA LIABILITY	110	145	152	156	156	164	172	181
	85120	PROPERTY DAMAGE COSTS								
	85140	SURETY/NOTARY BONDS		117	123					
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	1,682	2,016	2,117	2,444	2,444	2,566	2,694	2,829
+	85330	UTILITY DISTRICT FEES	31,043	20,887	36,000	12,331	24,000	24,000	24,000	24,000
	1	Milcrofton - Sewer	31,043							
	2	MVUD Data Fee		20,887	36,000	12,331	24,000	24,000	24,000	24,000
	3	Milcrofton - Solid Waste								
	4	Milcrofton - Stormwater								
	*	Amount missing from detail								
=	XPERM	TOTAL PERMITS	31,043	20,887	36,000	12,331	24,000	24,000	24,000	24,000
	85510	BANKING FEES	17,616	17,265	20,000	9,914	20,000	20,000	20,000	20,000
	85530	E-COMMERCE FEES								
+	85540	BILLING SERVICES	222,353	215,333	245,000	169,647	245,000	250,000	255,000	255,000
	1	Bill Presentment	222,353							
	3	EBill								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	5	Bill Presentment - Utility bills (310,000 @ \$0.62/unit)		215,333	245,000	169,647	245,000	250,000	255,000	255,000
	6	Bill Presentment - Property Tax Notices (25,000 @ \$0.60/unit)								
	*	Amount missing from detail								
	85550	CASH SHORT/OVER								
	85555	PROPERTY TAX BILLING SERVICES	117,484	121,464	127,000	125,148	125,148	150,000	160,000	170,000
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	4,340	4,329	7,750	1,677	7,750	7,750	8,000	8,000
	85580	LATE CHARGES								
=	XFLF	TOTAL FINANCIAL FEES	361,793	358,391	399,750	306,386	397,898	427,750	443,000	453,000
	87510	REIMB OF INTERFUND SERVICES	(1,150,444)	(1,158,288)	(1,221,571)	(1,221,571)	(1,221,571)	(1,246,002)	(1,270,922)	(1,296,341)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(1,150,444)	(1,158,288)	(1,221,571)	(1,221,571)	(1,221,571)	(1,246,002)	(1,270,922)	(1,296,341)
=	XOP	TOTAL OPERATIONS	(715,667)	(732,518)	(719,674)	(875,011)	(730,785)	(723,396)	(733,228)	(748,512)
		Capital								
=	XTOT	TOTAL EXPENDITURES	192,958	261,824	308,736	(134,586)	242,184	312,050	355,031	395,805



City of Franklin, Tennessee

FY 2019 Operating Budget

Municipal Court

Lawrence Sullivan, Revenue & Licensing Manager

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	190,592	206,182	212,572	207,186	224,488	11,916	5.6%
Operations	104,215	145,351	117,350	110,186	84,679	-32,671	-27.8%
Capital	0	0	0	0	0	-	0.0%
Total	294,807	351,533	329,922	317,372	309,168	-20,754	-6.3%

Department Mission

Our 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 promotes public confidence in the court system.

Department Vision

Our vision is to provide those appearing and practicing before the court with fair, efficient and expeditious means of proceeding with their business. This is done by competent, professional employees, technology and process improvement measures.

FY 2019 Outlook

For fiscal 2019, we plan to continue with our flexible staffing model with 2 part time positions. We continue to cross utilize support staff from the office of Revenue Management as needed to maintain our service levels during Court sessions.



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures

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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: None Specific

Municipal Court provides general support of all four themes of FranklinForward .

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

	2015	2016	2017	2018*	2019*
Citations Processed per Employee (per month)	320	225	179	179	179
Total Cases Filed	11,547	7,955	6,427	8,788	8,788
Types of Cases					
- Moving Violations	2,467	1,985	2,237	2,237	2,237
- Financial Responsibility	1,123	715	743	743	743
- License and Registration	948	734	927	927	927
- Codes Enforcement	327	263	238	238	238
- Failure to Appear	497	249	281	281	281
- Seat Belt	256	179	162	162	162
- Parking Violations - Cited	442	765	1,712	1,200	1,200
- Parking Violations - Warning	5,487	3,065	127	3,000	3,000

Efficiency Measures

	2015	2016	2017	2018*	2019*
Average # of days from issuance of Citation to Resolution (Non Traffic School)	35.26	32.36	34.1	40	40

Outcome (Effectiveness) Measures

	2015	2016	2017	2018*	2019*
Municipal Court Collections as a percentage of Municipal Obligations Billed	106.8%	110.6%	82.0%	90.0%	90.0%
 Tennessee Statewide Benchmarking Average	85.8%	77.2%	70.4%	TBD	TBD



City of Franklin, Tennessee

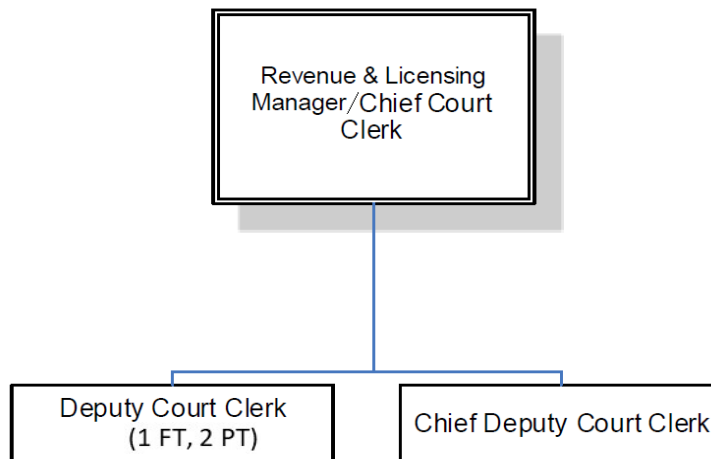
FY 2019 Operating Budget

Performance Measures

Goal: Deliver customer oriented quality service						
	Deploy tool for online payments	YES	YES	YES	YES	YES
	Customer feedback tool deployed and responding within 2 business days 100% of the time to those needing responses	100.0%	100.0%	100.0%	100.0%	100.0%
Goal: Collect the monies owed the City of Franklin by taking actions to pursue obligations in accordance with State and City requirements.						
	Actions taken due to citations not satisfied (% that Meet Follow Up Criteria)	95.0%	95.0%	95.0%	95.0%	95.0%

* 2018 and 2019 Data Estimated

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade F	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade D	1	2	2	0	2	0	1	2	1	2
Totals		2	2	3	0	3	0	2	2	2	2



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	112,845	120,357	120,071	123,874	142,437	22,366	18.6%
Officials Fees	25,750	25,000	26,056	25,000	25,108	(948)	-3.6%
Employee Benefits	51,997	60,825	66,445	58,312	56,943	(9,502)	-14.3%
Total Personnel	190,592	206,182	212,572	207,186	224,488	11,916	5.6%
Operations							
Transportation Services	5,284	5,710	7,350	7,700	8,000	650	8.8%
Operating Services	1,303	2,165	2,450	2,450	2,450	-	0.0%
Notices, Subscriptions, etc.	380	359	975	985	1,045	70	7.2%
Utilities	623	760	925	975	1,025	100	10.8%
Contractual Services	2,240	54,285	3,000	3,200	15,200	12,200	406.7%
Repair & Maintenance Services	52	1,660	3,000	1,000	3,250	250	8.3%
Professional Development/Travel	397	585	2,875	2,950	3,000	125	4.3%
Office Supplies	1,268	1,813	2,750	2,750	3,250	500	18.2%
Operating Supplies	272	178	300	300	300	-	0.0%
Fuel & Mileage	317	-	100	100	100	-	0.0%
Machinery & Equipment (<\$25,000)	-	1,727	-	2,712	1,500	1,500	0.0%
Repair & Maintenance Supplies	-	-	575	600	625	50	8.7%
Property & Liability Costs	1,762	2,481	2,605	2,273	2,387	(218)	-8.4%
Financial Fees	2,794	3,317	4,200	4,200	4,500	300	7.1%
Debt Service and Lease Payments	87,523	70,311	86,245	77,991	38,046	(48,199)	-55.9%
Total Operations	104,215	145,351	117,350	110,186	84,679	(32,671)	-27.8%
Capital	-	-	-			-	0.0%
Total Municipal Court	294,807	351,533	329,922	317,372	309,167	(20,755)	-6.3%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	112,749	119,582	123,826	86,545	123,474	147,189	153,077	159,200
	81120	OVERTIME PAY	96	775	400	210	400	400	400	400
	81199	VACANCY ADJUSTMENT			(4,155)			(5,152)	(5,358)	(5,572)
=	XWAGE	TOTAL WAGES	112,845	120,357	120,071	86,755	123,874	142,437	148,119	154,028
=	81220	CITY JUDGE	25,750	25,000	26,056	16,667	25,000	25,108	26,112	27,157
=	XOFF	TOTAL OFFICIALS FEES	25,750	25,000	26,056	16,667	25,000	25,108	26,112	27,157
=	81410	FICA (EMPLOYER'S SHARE)	9,976	10,451	10,999	7,464	11,358	12,535	10,856	11,291
=	81420	MEDICAL PREMIUMS	38,723	45,565	51,973	27,557	41,335	39,407	43,348	47,682
=	81430	GROUP INSURANCE PREMIUMS	2,119	2,312	2,390	1,264	2,390	2,560	2,816	3,098
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(8,712)	(9,306)	(10,753)	(6,317)	(8,917)	(10,591)	(11,650)	(12,815)
!	81450	RETIREMENT CONTRIBUTIONS	4,448	6,076	5,627	5,240	5,627	6,190	6,809	7,490
	81455	DEFERRED COMP MATCH	5,405	5,675	6,171	2,264	6,480	6,804	7,144	7,501
	81470	WORKERS COMPENSATION PREMIUMS	38	52	38	27	39	39	39	39
	81475	WORKERS COMPENSATION CLAIMS								
=	XBEN	TOTAL BENEFITS	51,997	60,825	66,445	37,499	58,312	56,943	59,362	64,286
=	XPER	TOTAL PERSONNEL	190,592	206,182	212,572	140,921	207,186	224,488	233,593	245,471
		Operations								
+	82110	MAILING & OUTBOUND SHIPPING SERVICES	5,284	5,710	7,350	2,009	7,700	8,000	8,000	8,000
1		Mail (followup)								
3		Various	5,284	5,710	7,350	2,009	7,700	8,000	8,000	8,000
*		Amount missing from detail								
=	XTRC	TOTAL TRANSPORTATION CHARGES	5,284	5,710	7,350	2,009	7,700	8,000	8,000	8,000
+	82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,120	1,907	2,200	428	2,200	2,200	2,200	2,200
1		Print Information Sheets for PD								
2		Print forms for court	1,120	1,907	2,200	428	2,200	2,200	2,200	2,200
*		Amount missing from detail								
	82245	FINGERPRINTING FEES								
	82250	TESTING & PHYSICALS	183	258	250	45	250	250	250	250
=	XOPSV	TOTAL OPERATING SERVICES	1,303	2,165	2,450	473	2,450	2,450	2,450	2,450
	82310	LEGAL NOTICES			125		125	125	125	125
+	82350	DUES FOR MEMBERSHIPS			150		160	170	200	200
1		Natl Assoc of Court Managers (NACM)			150		160	170	200	200
*		Amount missing from detail								
	82390	PUBLICATIONS, NON-TRAINING	380	359	700	233	700	750	500	500
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	380	359	975	233	985	1,045	825	825
	82450	TELEPHONE SERVICE	288	297	350	196	375	400	400	400
	82470	INTERNET & RELATED SERVICES	335	463	575	240	600	625	625	625
=	XUTIL	TOTAL UTILITIES	623	760	925	436	975	1,025	1,025	1,025
	82510	COMPUTER SERVICES		52,045	600		700	700	700	700

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
+	82599	OTHER CONTRACTUAL SERVICES	2,240	2,240	2,400	1,680	2,500	14,500	14,500	14,500
	2	Support for Court Software conversion (SQL)								
	3	Collections Contract Agent								
	4	SQL programming for online payments								
	5	SQL programming for PD interface								
	6	SQL programming for citation scanning interface								
	7	TBI - access to TJIS	2,240	2,240	2,400	1,680	2,500	2,500	2,500	2,500
	8	File Maintenance - General Sessions Records								
	9	Court Security						12,000	12,000	12,000
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	2,240	54,285	3,000	1,680	3,200	15,200	15,200	15,200
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	52	1,660	3,000	22	1,000	3,250	3,500	3,500
	1	Copier maintenance/repair		1,660	3,000		1,000	3,250	3,500	3,500
	2	Line Item 2	52			22				
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	52	1,660	3,000	22	1,000	3,250	3,500	3,500
	82790	TRAINING, IN-HOUSE	54						500	500
=	XEPG	TOTAL EMPLOYEE PROGRAMS	54						500	500
+	82810	REGISTRATIONS	40	58	900		900	900	900	900
	1	TIES (TAC Conference - 2/year - REQUIRED)								
	2	MTAS - continuing education			300		300	300	300	300
	3	Various	40	58	600		600	600	600	600
	4	NACM Conference								
	*	Amount missing from detail								
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	87	314	700		700	700	700	700
	1	TIES (instate travel)	87	314						
	2	MTAS (mostly in Middle Tn)			700		700	700	700	700
	*	Amount missing from detail								
+	82840	LODGING	182	182	700		750	800	800	800
	1	TIES								
	2	Various	182	182	700		750	800	800	800
	3	NACM Conference								
	*	Amount missing from detail								
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	34	31	575		600	600	600	600
	1	TIES								
	2	Various	34	31	575		600	600	600	600
	3	NACM Conference								
	*	Amount missing from detail								
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	343	585	2,875		2,950	3,000	3,000	3,000
+	83110	OFFICE SUPPLIES	1,268	1,740	2,750	945	2,000	2,500	2,250	2,250
	1	Recurring office supplies	1,268	1,740	2,750	945	2,000	2,500	2,250	2,250
	*	Amount missing from detail								
	83130	EMPLOYEE BENEVOLENCE ITEMS		73			750	750	750	750
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)				34				
=	XOFS	TOTAL OFFICE SUPPLIES	1,268	1,813	2,750	979	2,750	3,250	3,000	3,000
+	83260	UNIFORMS PURCHASED	272	178	300		300	300	300	300
	1	COF attire for staff (6 @ \$30 each)	272	178	300		300	300	300	300

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	2	Various								
	*	Amount missing from detail								
=	XOPS	TOTAL OPERATING SUPPLIES	272	178	300		300	300	300	300
+	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	317		100		100	100	200	200
	1	Mileage reimbursement for MTAS in 82820 above	317		100		100	100	200	200
	2	Line Item 2								
	*	Amount missing from detail								
=	XFUEL	TOTAL FUEL & MILEAGE	317		100		100	100	200	200
+	83510	FURNITURE, FIXTURES (<\$25,000)					1,000	1,000	1,000	1,000
	1	Chairs					1,000	1,000	1,000	1,000
	2	Line Item 2								
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)		1,727		1,712	1,712	500	1,000	1,000
	1	Desktop (computer, monitor, keyboard)							500	500
	2	Printers								
	3	Court Software Server								
	4	Cashiering Equipment								
	5	Scanner						500	500	500
	6	Copier Replacement (\$9,000 moved to lease)								
	7	Various		1,727		1,712	1,712			
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)		1,727		1,712	2,712	1,500	2,000	2,000
	83620	EQUIPMENT PARTS & SUPPLIES			575		600	625	625	625
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES			575		600	625	625	625
	85110	PROPERTY INSURANCE	1,002	955	1,003	941	941	988	1,037	1,089
	85111	FRAUD INSURANCE				67	67	70	74	78
	85112	INLAND MARINE INSURANCE		213	224	211	211	222	233	244
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	614	1,104	1,159	263	263	276	290	304
	85116	E&O LIABILITY INSURANCE				570	570	599	628	660
	85119	UMBRELLA LIABILITY	146	209	219	221	221	232	244	256
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	1,762	2,481	2,605	2,273	2,273	2,387	2,506	2,631
	85530	E-COMMERCE FEES	2,794	3,317	4,200	1,045	4,200	4,500	4,800	4,800
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)								
=	XFLF	TOTAL FINANCIAL FEES	2,794	3,317	4,200	1,045	4,200	4,500	4,800	4,800
+	86600	LEASE/LOAN PRINCIPAL	84,656	75,819	84,944	37,575	76,786	37,804		
	1	2014 - Copier Replacement	1,247							
	2	2016 - E-Ticketing	83,409	75,819	84,944	37,575	76,786	37,804		
	*	Amount missing from detail					(0)	0		
+	86700	LEASE/LOAN INTEREST	2,867	(5,508)	1,301	483	1,205	242		
	1	2014 - Copier Replacement	14							

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	2	2016 - E-Ticketing	2,853	(5,508)	1,301	483	1,205	242		
	*	Amount missing from detail					(0)	0		
=	XDSV	TOTAL DEBT SERVICE	87,523	70,311	86,245	38,058	77,991	38,047		
=	XOP	TOTAL OPERATIONS	104,215	145,351	117,350	48,920	110,186	84,679	47,931	48,056
		Capital								
=	XTOT	TOTAL EXPENDITURES	294,807	351,533	329,922	189,841	317,372	309,167	281,524	293,527
=	PTHCT	PART-TIME HEADCOUNT						1		



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Revenue Management						
1	Electronic Bill Presentment and Payment Program	\$ -	\$ -	\$ 40,000	\$ 40,000	
Total		\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 40,000
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 40,000

Traditional Allocations

	Personnel	\$ -
	Operations	\$ 40,000
	Equipment	\$ -
	Capital	\$ -
Total		\$ 40,000

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **1**

Department:

41310 REVENUE MANAGEMENT

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Electronic Bill Presentment and Payment

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82510 COMPUTER SERVICES		\$40,000	\$40,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$40,000	\$40,000

PURPOSE / DESCRIPTION OF REQUEST

Electronic bill presentment and payment (EBPP) is a process that enables bills to be delivered and paid over the Internet. Through the benefits of paperless billing, EBPP promises to be a no cost service enhancement to our current billing, payment and customer interaction options.

SERVICE IMPLICATION

Today's customers expect to conduct business online and are highly adept at transactions made through convenient self-service electronic channels. EBPP is the most frequently requested service by our customers.



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Information Technology

Dr. Jordon Shaw, Director



City of Franklin, Tennessee - FY 2019 Budget Request **Information Technology**

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget**
- Program Enhancements**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request **Information Technology**

Purpose of Department

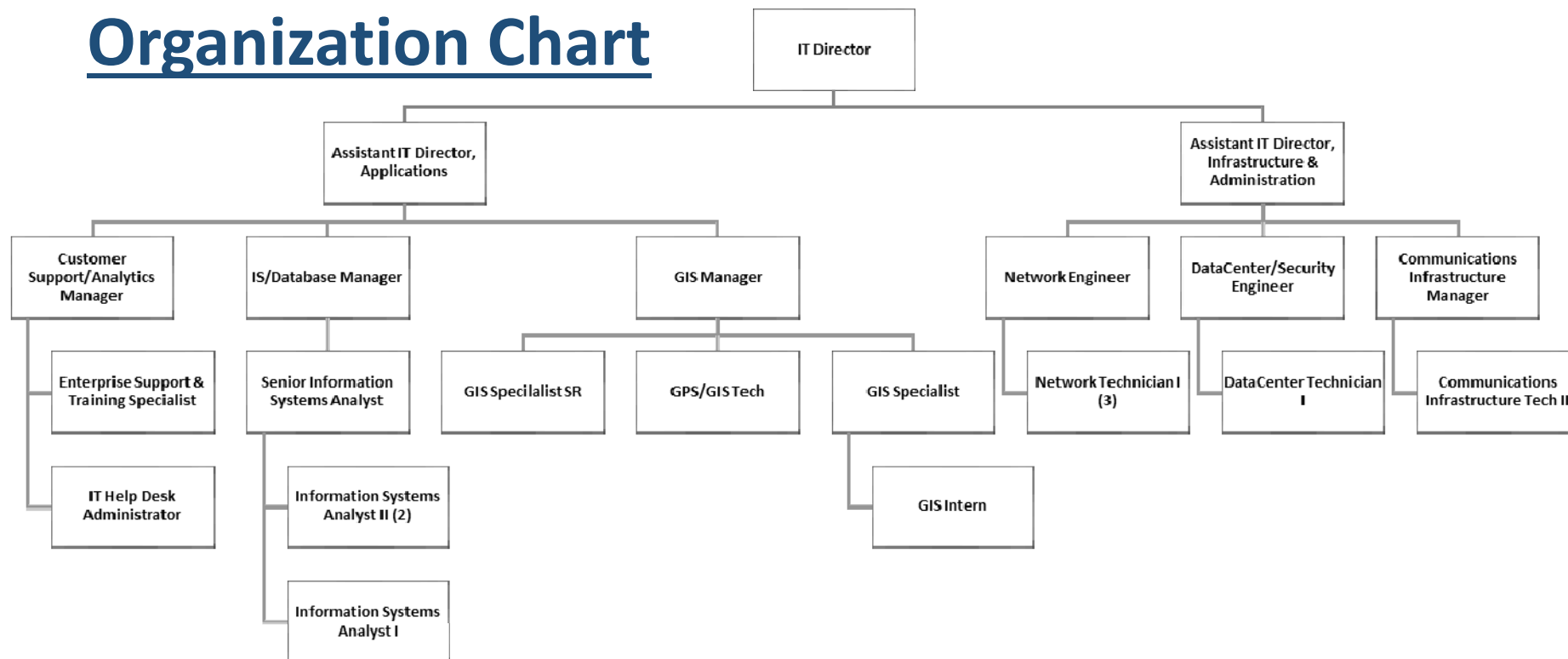
To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance city services. Information Technology (IT) is focused on providing professional and prompt service to our community by strengthening the City of Franklin's technology infrastructure, and delivering innovative solutions that meet our city's needs and goals.



City of Franklin, Tennessee - FY 2019 Budget Request

Information Technology

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request Information Technology

Budget Request:

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	1,669,042	1,834,133	1,916,840	1,970,678	2,036,959	120,119	6.3%
Operations	1,963,750	2,242,693	2,396,947	2,111,392	2,392,007	-4,940	-0.2%
Capital	27,835	-27,835	146,000	155,978	0	-146,000	0.0%
Total	3,660,627	4,048,991	4,459,787	4,238,048	4,428,967	-30,821	-0.7%

- Decrease of 0.7%
- Personnel: Same Staffing as current year; increases attributable to market adjustments & higher benefit and pension costs.
- Operations: Level-service budget; provides for maintaining information technology infrastructure and daily operations city-wide.



City of Franklin, Tennessee - FY 2019 Budget Request **Information Technology**

Program Enhancement Requests

1 Communication Technician I (part-time Upgrade)	\$ 35,198
2 Network Technician II	\$ 77,514
3 Wireless Controller (Controllers)	\$ 60,000
4 Drone Project	\$ 20,000
5 GIS/Fiber Software	\$ 30,000
6 City Wide Scanning Project	\$ 50,000
7 VSOM additional node (chassis)	\$ 75,000
8 Cisco ACS VPN hardware appliances	\$ 12,000
9 Rhythm for Civics	\$ 40,000
10 Network Technician I	\$ 68,901
11 Video Security cameras Data Center and all IT data closets	\$ 20,000
12 Exagrid Backup Appliance	\$ 69,900
13 SolarWinds additional licenses	\$ 20,000
14 Backup Internet Service	\$ 2,795
15 Cisco CPAM solution for PD (complete building)	\$ 40,000
16 Security Audit	\$ 25,000
Total	\$ 646,308



City of Franklin, Tennessee

FY 2019 Operating Budget

Information Technology

Dr. Jordon Shaw, Director

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	1,669,042	1,834,133	1,916,840	1,970,678	2,036,959	120,119	6.3%
Operations	1,963,750	2,242,693	2,396,947	2,111,392	2,392,007	-4,940	-0.2%
Capital	27,835	-27,835	146,000	155,978	0	-146,000	0.0%
Total	3,660,627	4,048,991	4,459,787	4,238,048	4,428,967	-30,821	-0.7%

Departmental Mission:

To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance City services.

Departmental Vision:

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 our City's needs and goals.

Departmental Summary

The Information Technology (IT) Department's mission is to provide innovative, reliable and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance City services. Our vision requires IT to focus on providing professional and prompt service to our community by strengthening the City's technology infrastructure and delivering useful solutions that meet Franklin's needs and goals.



City of Franklin, Tennessee

FY 2019 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: An Effective and Fiscally Sound City Government Providing High Quality Service



The citizens of Franklin will be benefactors of City services that reflect efficiency while preserving the personal touch and engagement they have come to expect in our community.

Citizens will have online access to city services.

Goal: To enhance online services for citizens.

Baseline: The City of Franklin currently has 100 services available for citizens to complete online in 2013.

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2015	2016	2017	2018*	2019*
	Number of ArcMap Licenses -GIS	75	80	109	79	TBD
	Number of 800 MHz Radios (Motorola)	725	952	1280	1010	TBD
	Number of Cell Phones (Verizon Wireless)	264	297	285	317	TBD
	Number of Cell Phones Recycled	130	139	97	113	TBD
	Number of Wireless Lines (Verizon Wireless)	510	565	540	588	TBD
	Number of Active User Extensions -Phone System (Cisco Systems)	723	763	772	800	TBD
	Number of Desktop Computers	500	374	400	420	TBD
	Number of Laptops	350	389	440	440	TBD
	Number of Servers	20(90)	13(108)	16(111)	16(99)	TBD
	Number of Servers Virtualized	90	108	111	99	TBD
	Help Desk / HelpStar Requests by Category:					
	800 MHz Radios	72	109	112	24	TBD
	Financial Applications	189	437	107	115	TBD
	FIRE -Computer Technology	132	168	113	129	TBD
	GIS	167	1394	108	34	TBD
	Hardware	321	313	294	405	TBD
	Phones	311	309	295	112	TBD
	Police - Computer Technology	366	419	318	481	TBD



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures

Printers	132	99	132	104	TBD
Software	1314	1204	1911	1156	TBD
TriTech	1	3	0	0	TBD
Web Related	159	94	63	20	TBD
Total Active Calls:	1,296,156	1,477,750	954,821	1,900,000	TBD
Duration:	4,887:37:25 (hours/minutes/seconds)	5826:38:18 (hours/minutes/seconds)	3,524:22:53 (hours/minutes/seconds)	6450:00:00 (hours/minutes/seconds)	TBD
Total Push to Talks:	2,868,220	3,221,358	1,983,457	4,500,000	TBD
Average Voice Call Duration:	0:00:14 (seconds)	0:00:14 (seconds)	0:00:13 (seconds)	0:00:14 (seconds)	TBD

Efficiency Measures

	2015	2016	2017	2018*	2019*
TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2015	2016	2017	2018*	2019*
Enhance online services for citizens (Baseline 100 in 2013)	TBD	TBD	TBD	TBD	TBD
Target	>101	>102	>103	>103	>103
Meets Target?	TBD	TBD	TBD	TBD	TBD

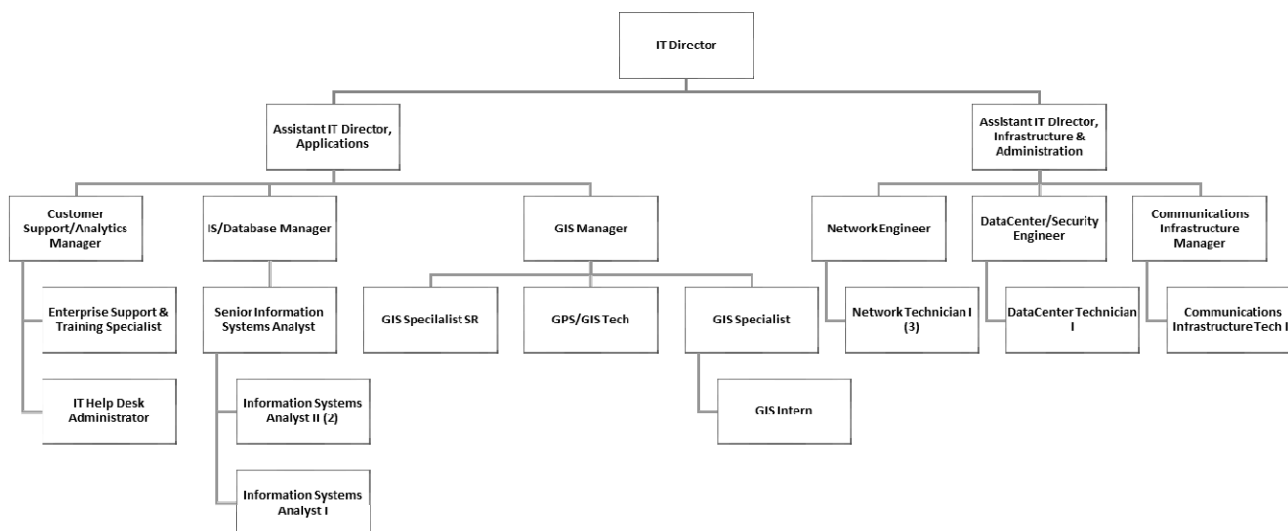
* 2018 & 2019 data estimated



City of Franklin, Tennessee

FY 2019 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade M	1	0	1	0	1	0	1	0	1	0
Assistant IT Director - Infrastructure & Administration	Grade L	1	0	1	0	1	0	1	0	1	0
Assistant IT Director - Applications	Grade L	0	0	0	0	0	0	1	0	1	0
Customer Support/Analytics Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Information Systems/Database Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Communications Infrastructure Manager	Grade J	0	0	1	0	1	0	1	0	1	0
GIS Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Network Operations Manager	Grade J	1	0	1	0	1	0	0	0	0	0
Network Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
DataCenter/Security Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Senior Information Systems Analyst	Grade I	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst II	Grade H	1	0	2	0	2	0	2	0	2	0
GIS Specialist Sr	Grade G	1	0	1	0	1	0	1	0	1	0
Enterprise Support & Training Specialist	Grade G	0	0	0	0	0	0	1	0	1	0
Information Systems Analyst I	Grade G	1	0	0	0	1	0	1	0	1	0
Information Imaging Specialist /Trainer	Grade G	1	0	1	0	0	0	0	0	0	0
Communications Infrastructure Tech II	Grade G	1	0	1	0	1	0	1	0	1	0
DataCenter Tech I	Grade F	2	0	2	0	1	0	1	0	1	0
Network Technician I	Grade F	1	1	1	1	2	1	2	1	2	1
GIS Specialist I	Grade F	1	0	1	0	1	0	1	0	1	0
GPS/GIS Technician	Grade E	0	0	0	0	1	0	1	0	1	0
ITS Specialist	Grade E	1	0	0	0	0	0	0	0	0	0
IT Help Desk Administrator	Grade E	1	0	1	0	1	0	1	0	1	0
Intern	Intern	0	1	0	1	0	1	0	1	0	1
Totals		20	2	20	2	21	2	22	2	22	2



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$	%
Personnel							
Salaries & Wages	1,302,199	1,431,504	1,480,127	1,525,719	1,574,883	94,756	6.4%
Employee Benefits	366,843	402,629	436,713	444,959	462,076	25,363	5.8%
Total Personnel	1,669,042	1,834,133	1,916,840	1,970,678	2,036,959	120,119	6.3%
Operations							
Transportation Services	1,327	277	850	850	850	-	0.0%
Operating Services	846	1,207	400	400	400	-	0.0%
Notices, Subscriptions, etc.	743	2,183	2,350	2,350	2,350	-	0.0%
Utilities	59,743	63,648	62,200	64,700	67,200	5,000	8.0%
Contractual Services	1,293,897	1,282,859	1,580,600	1,446,800	1,747,890	167,290	10.6%
Repair & Maintenance Services	12,115	5,762	13,200	13,700	14,700	1,500	11.4%
Employee programs	54	23,830	43,075	85,075	43,075	-	0.0%
Professional Development/Travel	22,319	22,176	36,200	36,200	36,700	500	1.4%
Office Supplies	4,251	6,006	8,600	8,600	8,600	-	0.0%
Operating Supplies	687	85	700	700	2,700	2,000	285.7%
Fuel & Mileage	1,886	1,758	4,200	4,200	4,200	-	0.0%
Machinery & Equipment (<\$25,000)	82,164	121,137	176,500	179,500	189,500	13,000	7.4%
Repair & Maintenance Supplies	40,588	201,942	211,300	111,300	211,300	-	0.0%
Property & Liability Costs	32,450	37,503	40,208	34,962	36,712	(3,496)	-8.7%
Rentals	1,953	955	-	587	-	-	
Permits	100	-	-	-	-	-	
Other Business Expenses	83	2,109	3,000	3,000	3,000	-	0.0%
Debt Service and Lease Payments	408,543	469,256	213,564	118,468	22,830	(190,734)	-89.3%
Total Operations	1,963,750	2,242,693	2,396,947	2,111,392	2,392,007	(4,940)	-0.2%
Machinery & Equipment (>\$25,000)	27,835	(27,835)	146,000	155,978	-	(146,000)	-100.0%
Capital	27,835	(27,835)	146,000	155,978	-	(146,000)	-100.0%
Total Information Technology	3,660,627	4,048,991	4,459,787	4,238,048	4,428,966	(30,821)	-0.7%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/9/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	1,265,346	1,383,047	1,460,151	1,040,765	1,456,719	1,560,501	1,622,921	1,687,838
	81120	OVERTIME PAY	36,853	29,457	19,000	20,422	19,000	19,000	19,000	19,000
+	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		19,000	50,000		50,000	50,000	50,000	50,000
	1	various		19,000	50,000		50,000	50,000	50,000	50,000
	2	DBA								
	3	Tech Writer								
	4	Line Item 4								
	5	Line Item 5								
	*	Amount missing from detail								
	81199	VACANCY ADJUSTMENT			(49,024)			(54,618)	(56,802)	(59,074)
=	XWAGE	TOTAL WAGES	1,302,199	1,431,504	1,480,127	1,061,187	1,525,719	1,574,883	1,635,119	1,697,764
=	81410	FICA (EMPLOYER'S SHARE)	96,098	104,153	107,731	78,136	111,439	119,858	124,153	129,120
=	81420	MEDICAL PREMIUMS	197,123	209,928	240,483	162,608	243,461	241,261	265,387	291,926
=	81430	GROUP INSURANCE PREMIUMS	18,930	19,112	18,787	13,334	20,002	25,119	26,375	27,694
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(42,228)	(45,252)	(50,963)	(34,301)	(54,332)	(59,650)	(65,615)	(72,177)
!	81450	RETIREMENT CONTRIBUTIONS	74,662	91,579	96,720	73,367	96,720	106,392	117,031	128,734
	81455	DEFERRED COMP MATCH	21,904	22,467	23,332	16,949	27,087	28,441	29,863	31,357
	81470	WORKERS COMPENSATION PREMIUMS	354	466	624	388	582	655	688	722
	81475	WORKERS COMPENSATION CLAIMS		176						
=	XBEN	TOTAL BENEFITS	366,843	402,629	436,713	310,481	444,959	462,076	497,882	537,376
=	XPER	TOTAL PERSONNEL	1,669,042	1,834,133	1,916,840	1,371,668	1,970,678	2,036,959	2,133,001	2,235,140
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	478	203	750	476	750	750	750	750
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	813		100	12	100	100	100	100
	82130	VEHICLE LICENSES & TITLES	36	74						
=	XTRC	TOTAL TRANSPORTATION CHARGES	1,327	277	850	488	850	850	850	850
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	58	165		53				
	82240	TRANSCRIPTION FEES	63							
	82245	FINGERPRINTING FEES			60	33	60	60	60	60
	82250	TESTING & PHYSICALS	725	1,042	340	474	340	340	340	340
	82299	OTHER OPERATING SERVICES								
=	XOPSV	TOTAL OPERATING SERVICES	846	1,207	400	560	400	400	400	400
	82310	LEGAL NOTICES	107	1,050	150		150	150	150	150
	82350	DUES FOR MEMBERSHIPS	586	1,078	2,000	1,437	2,000	2,000	2,000	2,000
	82390	PUBLICATIONS, NON-TRAINING	50	55	200		200	200	200	200
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	743	2,183	2,350	1,437	2,350	2,350	2,350	2,350
	82410	ELECTRIC SERVICE	37,484	38,946	42,500	19,453	45,000	47,500	47,500	47,500
	82450	TELEPHONE SERVICE	2,043	1,967	2,200	1,202	2,200	2,200	2,200	2,200
	82455	CELLULAR TELEPHONE SERVICE	13,054	14,872	15,000	8,058	15,000	15,000	15,000	15,000
	82470	INTERNET & RELATED SERVICES	6,968	7,863	500	1,856	500	500	500	500
	82483	CONNECTION CHARGES	194		2,000		2,000	2,000	2,000	2,000
=	XUTIL	TOTAL UTILITIES	59,743	63,648	62,200	30,569	64,700	67,200	67,200	67,200
+	82510	COMPUTER SERVICES	1,293,198	1,282,859	1,316,100		1,297,300	1,621,390	1,332,700	1,342,700
	01	various	740,970	1,282,859						
	02	Police & Fire (operating system software (several modules))			25,000		25,000			
	03	Motorola (800 MHz radio software)	117,113		116,000		85,000	50,000	50,000	50,000

Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/9/2018	Est'd 2018	Budget 2019	Forecast 2020	Forecast 2021
04	Infor Public Sector (asset management system)	179,192		200,000		200,000	265,000	270,000	280,000
05	Microsoft Enterprise Application (operating system software (Dell))			243,000		243,000	243,000	243,000	243,000
06	HP Tropos (Wi-Fi software support)								
07	Smartnet			85,000		90,000	90,000	90,000	90,000
08	ESRI (GIS software system)	55,550		60,000		60,000	60,000	60,000	60,000
09	Great Plains (Financial software)			48,000		48,000	48,000	48,000	48,000
10	Commvault (data backup software)								
11	OnBase (document imaging software)			35,000		35,000	35,000	35,000	35,000
12	Nearpoint (e.discovery software)								
13	LGA (Local Government current revenue management software)	25,840		25,000		5,000	25,000	5,000	5,000
14	VmWare (virtual disk operating system)			27,000		27,000	27,000	27,000	27,000
15	Ironport (firewall software)			21,000		21,000	21,000	21,000	21,000
16	Cisco (computer switches and disk system)								
17	Trend Micro (desktop and laptop anti-virus software)			7,500		7,700	7,700	7,700	7,700
18	Empower (time entry system)								
19	Infor True-up						273,690		
20	HelpStar (help desk software)			7,000		7,000	7,000	7,000	7,000
21	Xmedius (faxing software)			4,000		4,000	4,000	4,000	4,000
22	Neustar (domain network software (how we are found on the Internet))			8,000		9,000	9,000	9,000	9,000
23	Solar Winds (network management software)			3,000		3,000	3,000	3,000	3,000
24	Net Motion			20,000		25,000	15,000	15,000	15,000
25	EMC Maintenance VNX5300								
26	KACE (PC software maintenance tools)			9,000		9,000			
27	Quest Active Administrator & Security Explorer			4,000		4,000	4,000	4,000	4,000
28	SOTI			3,000		3,000	6,000	6,000	6,000
29	APC Service Agreement			36,000		36,000	36,000	36,000	36,000
30	Fluke (Magnet)			15,000		15,000	15,000	15,000	15,000
31	Trimble			2,000		2,000	2,000	2,000	2,000
32	LP360			1,400		1,400	1,400	1,400	1,400
33	ArcPad			1,000		1,000	1,000	1,000	1,000
34	Metro E Internet Service			36,000		36,000	59,000	59,000	59,000
36	PD TriTech Software	174,533		74,000		74,000	74,000	74,000	74,000
37	PD Flat Earth			2,500		2,500	2,500	2,500	2,500
38	PD Diverse			1,400		1,400	1,400	1,400	1,400
39	PD TeKlinks								
40	PD AOT Public			6,200		6,200	6,200	6,200	6,200
41	PD Citi-Call			1,100		1,100	1,100	1,100	1,100
42	PD Informer								
43	PD MCCAAT								
44	PD Arbitrator			17,000		17,000	17,000	17,000	17,000
45	PD Analyst Notebook								
46	Trimble Warranty			4,500		4,500	4,500	4,500	4,500
47	Microsoft Tru-up			4,000		5,000	5,000	5,000	5,000
48	Solar Winds (Application Monitoring)			9,000		9,000	9,000	9,000	9,000
49	Veem			3,000		3,000	3,500	3,500	3,500
50	FireEye			30,000		30,000	30,000	30,000	30,000
51	Active Admin Software								
52	EMC Maintenance VNX5400								
53	Everbridge Notification System(reimb Williamson Co)								
54	ISP Internet Circuit			15,600		15,600	15,600	15,600	15,600
55	Kronos			88,000		88,000	88,000	88,000	88,000
56	Trakstar			22,000		26,000	26,000	26,000	26,000
57	Microsoft Power BI			2,500		2,500	2,500	2,500	2,500
58	Nimble Storage Maintenance			9,400		9,400			
59	CPAM Identiv						6,000	6,000	6,000
60	GoDaddy SSL Certs						500	500	500
61	Syn-Apps						6,000	6,000	6,000
62	TreeSize Pro						1,300	1,300	1,300

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/9/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	63	Exagrid						8,000	8,000	8,000
	64	Data Domain						5,500	5,500	5,500
	*	Amount missing from detail								
	82520	LEGAL SERVICES				3,840				
+	82550	AERIAL PHOTOGRAPHY / MAPPING SERVICES			115,000					120,000
	1	Pictometry								
	2	Lidar			115,000					120,000
	*	Amount missing from detail								
+	82560	CONSULTANT SERVICES			129,000		129,000	105,000	105,000	105,000
	1	Info-Tech			19,000		19,000			
	2	Network			15,000		15,000	15,000	15,000	15,000
	3	GIS			5,000		5,000	5,000	5,000	5,000
	4	Great Plains			20,000		20,000	20,000	20,000	20,000
	5	Microsoft Technical Account Management			65,000		65,000	65,000	65,000	65,000
	6	OnBase			5,000		5,000			
	7	Various								
	*	Amount missing from detail								
+	82599	OTHER CONTRACTUAL SERVICES	700		20,500		20,500	21,500	21,500	7,500
	1	Middle Tennessee Electric WiFi pole rental			13,000		13,000	14,000	14,000	
	2	Tower Maintenance			7,500		7,500	7,500	7,500	7,500
	3	Various	700							
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	1,293,898	1,282,859	1,580,600	3,840	1,446,800	1,747,890	1,459,200	1,575,200
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	38	4,578	1,000	6,848	1,000	1,500	1,500	1,500
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	10,192	851	11,500		12,000	12,500	12,500	12,500
	1	Plotter Maintenance	10,192		2,000		2,500	3,000	3,000	3,000
	2	Konica Monthly Use		851	5,000		5,000	5,000	5,000	5,000
	3	Trimble Warranty			4,500		4,500	4,500	4,500	4,500
	*	Amount missing from detail								
	82649	FIBER OPTIC SERVICE	1,096	333						
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	189		200		200	200	200	200
	82699	OTHER REPAIR & MAINTENANCE SERVICES	600		500		500	500	500	500
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	12,115	5,762	13,200	6,848	13,700	14,700	14,700	14,700
+	82780	TRAINING, OUTSIDE		23,830	43,075		85,075	43,075	43,075	43,075
	1	ESRI Classroom Training (ELA Renewal) - GIS			9,000		9,000	9,000	9,000	9,000
	10	SANS			10,000		10,000	10,000	10,000	10,000
	11	Urba Leadership Academy - GIS Manager								
	2	Lynda.com Training Site - All IT			375		375	375	375	375
	3	VB.Net Training - System Analyst			3,000		45,000	3,000	3,000	3,000
	4	Software Testing Training and Certification - App Project Leader								
	5	Agile Testing Training - App Project Leader								
	6	Government Chief Information Officer Certification Training - Asst IT Director								
	7	Fiber Certification Training - 3 Telecom Techs			700		700	700	700	700
	8	SANS - 2 Network Techs								
	9	Network Training - Infrastructure		23,830	20,000		20,000	20,000	20,000	20,000
	*	Amount missing from detail								
	82790	TRAINING, IN-HOUSE	54							
=	XEPG	TOTAL EMPLOYEE PROGRAMS	54	23,830	43,075		85,075	43,075	43,075	43,075
+	82810	REGISTRATIONS	9,804	11,625	15,500		15,500	15,500	15,500	15,500
	1	TN GIS User Group Conference - 3 GIS Employees			1,500		1,500	1,500	1,500	1,500
	10	APCO Conference			500		500	500	500	500
	11	Various	9,804	11,625						
	2	ESRI Technical Certification training - GIS Spec I								
	3	Regional GIS Conference - Sr GIS Spec								
	4	ESRI Annual Conference - GIS Manager/GIS Spec I								
	5	FireHouse Conference - Software Analyst II			2,000		2,000	2,000	2,000	2,000

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/9/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	6	Inforum Conference - Systems/DBA Manager			2,000		2,000	2,000	2,000	2,000
	7	OnBase Annual Conference			3,000		3,000	3,000	3,000	3,000
	8	SharePoint Conference			2,500		2,500	2,500	2,500	2,500
	9	Tritech Conference			4,000		4,000	4,000	4,000	4,000
	*	Amount missing from detail								
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,337	490	1,000	1,469	1,000	1,500	1,500	1,500
	82830	AIR TRAVEL	4,873	3,520	6,500	4,532	6,500	6,500	6,500	6,500
	82840	LODGING	5,192	5,889	11,000	10,698	11,000	11,000	11,000	11,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	946	632	2,000	1,408	2,000	2,000	2,000	2,000
	82890	OTHER TRAVEL EXPENSES	167	20	200		200	200	200	200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	22,319	22,176	36,200	18,107	36,200	36,700	36,700	36,700
	83110	OFFICE SUPPLIES	3,636	5,956	7,000	3,596	7,000	7,000	7,000	7,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	68		1,000	145	1,000	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS			200		200	200	200	200
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	547	50	400	568	400	400	400	400
=	XOFS	TOTAL OFFICE SUPPLIES	4,251	6,006	8,600	4,309	8,600	8,600	8,600	8,600
	83210	TRAINING SUPPLIES			500	11	500	500	500	500
	83250	SAFETY SUPPLIES	561							
	83260	UNIFORMS PURCHASED		85		567		2,000	2,000	2,000
	83299	OTHER OPERATING SUPPLIES	126		200		200	200	200	200
=	XOPS	TOTAL OPERATING SUPPLIES	687	85	700	578	700	2,700	2,700	2,700
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,886	1,758	4,000	1,225	4,000	4,000	4,000	4,000
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			200		200	200	200	200
=	XFUEL	TOTAL FUEL & MILEAGE	1,886	1,758	4,200	1,225	4,200	4,200	4,200	4,200
	83510	FURNITURE, FIXTURES (<\$25,000)	9,187	850	2,000	1,843	2,000	4,000	2,000	2,000
+	83520	VEHICLES (<\$25,000)								
	1	Network SUV								
	2	GIS SUV								
	3	Line Item 3								
	4	Line Item 4								
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	13,042	2,283	7,000		7,000	10,000	10,000	10,000
	01	Fiber Trailer								
	02	Fiber Supplies (tools, etc.)			7,000		7,000	10,000	10,000	10,000
	03	Work Bench Equipment								
	04	Network cable supplies								
!	05	Konica MFD	11,556							
	06	Various	1,486	2,283						
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	50,913	58,985	159,000		170,000	175,000	145,000	140,000
	01	EMC Additional Storage (PD SAN Wareable Storage)								
	02	Server Replacments			30,000		30,000	30,000	30,000	30,000
	03	Desktops & Laptops			29,000		30,000	30,000	30,000	30,000
	04	KACE (PC maintenance appliance)								
	05	Radios and Radio Equipment								
	06	Cisco Switches			100,000		100,000	115,000	85,000	80,000
	07	CallManager VOIP upgrade materials								
	08	Base Station Upgrade								
	09	GPS Unit					10,000			
	10	Telephony DR								
	11	Fluke Network Tester								
	12	Various	50,913	58,985						
	*	Amount missing from detail								
+	83550	COMPUTER SOFTWARE (<\$25,000)	9,022	59,019	8,500		500	500		
	01	Mashal Sync Tod - GIS	5,789							

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/9/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	02	Xtools Extension for ArcGIS		250						
	04	OnBase License								
	05	Rockton - GP Extension								
	06	Trend (laptop thumb drive encryption)								
	07	TreeSize Pro (disk space managment software)								
	08	Visual Studio			500		500	500		
	09	OnBase Unity Platform								
	10	CallManager Voice CUWL Licensing								
	11	Various	3,233	58,769						
	12	FY 2018 PER - OnBase Add-ons			8,000					
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	82,164	121,137	176,500	1,843	179,500	189,500	157,000	152,000
	83610	VEHICLE PARTS & SUPPLIES	2,293		3,000		3,000	3,000	3,000	3,000
	83620	EQUIPMENT PARTS & SUPPLIES	3,519	2,887	3,000	2,909	3,000	3,000	3,000	3,000
+	83649	FIBER OPTIC SUPPLIES	34,601	199,055	200,000		100,000	200,000	100,000	100,000
	1	Long Lane/Lula Lighting								
	2	WWTP to Mack Hatcher/Harpeth River								
	3	Hillsboro/Mack Hatcher to Mack Hatcher/Franklin Road								
	4	Hillsboro Road/Mack Hatcher to FS4	34,601	199,055						
	5	Tower Sites			200,000					
	6	Future Growth					100,000	200,000	100,000	100,000
	*	Amount missing from detail								
	83660	BUILDING MAINTENANCE SUPPLIES	175		300		300	300	300	300
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES			5,000		5,000	5,000	5,000	5,000
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	40,588	201,942	211,300	2,909	111,300	211,300	111,300	111,300
	85110	PROPERTY INSURANCE	18,797	955	1,003	941	941	988	1,037	1,089
	85111	FRAUD INSURANCE				872	872	916	961	1,009
	85112	INLAND MARINE INSURANCE		17,919	18,815	17,991	17,991	18,891	19,835	20,827
	85113	AUTO PHYSICAL DAMAGE	68	156	164	(72)	159	167	175	184
!	85115	LIABILITY INSURANCE	9,737	13,608	14,288	3,415	3,415	3,586	3,765	3,953
	85116	E&O LIABILITY INSURANCE				7,391	7,391	7,761	8,149	8,556
	85117	VEHICLE LIABILITY INSURANCE	1,539	3,082	3,236	1,330	1,330	1,397	1,466	1,540
	85119	UMBRELLA LIABILITY	2,309	2,573	2,702	2,863	2,863	3,006	3,156	3,314
	85120	PROPERTY DAMAGE COSTS								
	85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES		(790)						
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	32,450	37,503	40,208	34,731	34,962	36,712	38,544	40,472
	85240	EQUIPMENT RENTAL & LEASES	571	114		702	702			
	85250	STORAGE RENTAL	1,382	841		(115)	(115)			
=	XRENT	TOTAL RENTALS	1,953	955		587	587			
	85310	PERMITS	100							
	85320	STATE FEES								
=	XPERM	TOTAL PERMITS	100							
	85990	MISCELLANEOUS	83	2,109	3,000	426	3,000	3,000	3,000	3,000
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	83	2,109	3,000	426	3,000	3,000	3,000	3,000
+	86600	LEASE/LOAN PRINCIPAL	402,280	432,275	210,200		117,193	22,756		
	01	Delage - Disaster Recovery Equipment								
	02	US Bank Sch 1 - \$1.0 Technology Equipment								
	03	US Bank Sch 1 - \$1.0 Technology Equipment	376,023							
	04	US Bank Sch 2 - Technology Equipment								
	05	BOA-Hardware								
	06	2015 Chase - Infor UB Software								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/9/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	07	2016 - IT Hardware (IPS/IDS Network Security Appliance & AeroFlex 3920)			38,230		19,290			
	08	2016 - IT Software			15,091		7,614			
	09	2017 - Disaster Recovery Hardware			26,214		26,555	6,693		
	10	2017 - Data Domain Hardware			22,719		23,015	5,801		
	11	2017 - Kuhl Cisco License			17,476		17,704	4,462		
	12	2017 - Fire Eye Email Security			12,233		12,393	3,123		
	13	2017 - Vehicle			10,486		10,622	2,677		
	14	Line Item 14								
	15	Line Item 15	26,257	432,275						
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST	6,263	36,981	3,364		1,275	74		
	01	Delage - Disaster Recovery Equipment								
	02	US Bank Sch 1 - \$1.0 Technology Equipment								
	03	US Bank Sch 1 - \$1.0 Technology Equipment	6,263							
	04	US Bank Sch 2 - Technology Equipment								
	05	BOA-Hardware								
	06	2015 Chase - Infor UB Software			361					
	07	2016 - IT Hardware (IPS/IDS Network Security Appliance & AeroFlex 3920)			586		118			
	08	2016 - IT Software			231		46			
	09	2017 - Disaster Recovery Hardware			643		386	22		
	10	2017 - Data Domain Hardware			557		262	19		
	11	2017 - Kuhl Cisco License			429		201	14		
	12	2017 - FireEye Email Security			300		141	10		
	13	2017 - Vehicle			257		121	9		
	14	Line Item 14		36,981						
	15	Line Item 15								
	*	Amount missing from detail								
=	XDSV	TOTAL DEBT SERVICE	408,543	469,256	213,564		118,468	22,830		
=	XOP	TOTAL OPERATIONS	1,963,750	2,242,693	2,396,947	108,457	2,111,392	2,392,007	1,949,819	2,062,747
		Capital								
+	89540	COMPUTER HARDWARE (>\$25,000)			146,000	155,978	155,978			
	1	Fiber Equipment (truck, trailer & tools)								
	2	Fiber and fiber supplies								
	3	EMC VNX Platform (replace SAN @ PD & DR)								
	4	IPS/IDS Security Appliance								
	5	FY 2018 PER - Nimble Storage			146,000	155,978	155,978			
	*	Amount missing from detail								
+	89550	COMPUTER SOFTWARE (>\$25,000)	27,835	(27,835)						
	1	Call Manager Update (City phone system)								
	2	Infor Modules								
	3	Veeam Suite (backup software)	27,835	(27,835)						
	4	Mobile Data Management Software (AirWatch)								
	*	Amount missing from detail								
=	XME0	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	27,835	(27,835)	146,000	155,978	155,978			
=	XCAP	TOTAL CAPITAL	27,835	(27,835)	146,000	155,978	155,978			
=	XTOT	TOTAL EXPENDITURES	3,660,627	4,048,991	4,459,787	1,636,103	4,238,048	4,428,966	4,082,820	4,297,887

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/9/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
=	PTHCT	PART-TIME HEADCOUNT						1		
=	PRHCT	PART-TIME REGULAR HEADCOUNT								



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Information Technology						
1	Communication Technician I (part-time Upgrade)	\$ 20,587	\$ 14,611	\$ -	\$ 35,198	
2	Network Technician II	\$ 59,626	\$ 17,888	\$ -	\$ 77,514	
3	Wireless Controller (Controllers)	\$ -	\$ -	\$ 60,000	\$ 60,000	
4	Drone Project	\$ -	\$ -	\$ 20,000	\$ 20,000	
5	GIS/Fiber Software	\$ -	\$ -	\$ 30,000	\$ 30,000	
6	City Wide Scanning Project	\$ -	\$ -	\$ 50,000	\$ 50,000	
7	VSOM additional node (chassis)	\$ -	\$ -	\$ 75,000	\$ 75,000	
8	Cisco ACS VPN hardware appliances	\$ -	\$ -	\$ 12,000	\$ 12,000	
9	Rhythm for Civics	\$ -	\$ -	\$ 40,000	\$ 40,000	
10	Network Technician I	\$ 53,001	\$ 15,900	\$ -	\$ 68,901	
11	Video Security cameras Data Center and all IT data closets - (\$2k per door)	\$ -	\$ -	\$ 20,000	\$ 20,000	
12	Exagrid Backup Appliance	\$ -	\$ -	\$ 69,900	\$ 69,900	
13	SolarWinds additional licenses	\$ -	\$ -	\$ 20,000	\$ 20,000	
14	Backup Internet Service	\$ -	\$ -	\$ 2,795	\$ 2,795	
15	Cisco CPAM solution for PD (complete building)	\$ -	\$ -	\$ 40,000	\$ 40,000	
16	Security Audit	\$ -	\$ -	\$ 25,000	\$ 25,000	
Total		\$ 133,214	\$ 48,399	\$ 464,695	\$ 646,308	\$ -
(+2.5FTE)						

	Compensation	Benefits	Expenses	Total	
Total G/F Requests	\$ 133,214	\$ 48,399	\$ 464,695	\$ 646,308	\$ -

FranklinForward Allocations



A Safe, Clean, Livable City

\$ -



A Effective and Fiscally Sound City Government
Providing High Quality Service

\$ 646,308



Quality Life Experiences

\$ -



Sustainable Growth & Economic Prosperity

\$ -

Traditional Allocations



Personnel \$ 181,613



Operations \$ 464,695



Equipment \$ -



Capital \$ -

Total \$ 646,308

Totals \$ 646,308

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **16**

Department: 41350 INFORMATION TECHNOLOGY (IT) Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Communications Technician I
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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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
81100 SALARIES & WAGES		\$20,587	\$20,587
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$14,611	\$14,611
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$35,198	\$35,198

PURPOSE / DESCRIPTION OF REQUEST

Communications Technician I (Pay Grade F)

This request would convert a part-time Network Technician I position into a full time Communication Technician I Position. This position would work in our communications infrastructure division to support with fiber, wifi, and radio system. As our fiber network continues to grow, the need to maintain, repair, and install new fiber also continues to grow. This position would allow us to continue to support the growth of the city.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 16

Department: 41350 INFORMATION TECHNOLOGY (IT) Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Network Technician II

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
81100 SALARIES & WAGES		\$59,626	\$59,626
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$17,888	\$17,888
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$77,514	\$77,514

PURPOSE / DESCRIPTION OF REQUEST

Network Technician II (Pay Grade TBD - Assumes G)

This request would add a mid level position to support the services provided from the IT (Network area) Department. The purpose of this position would be to provide assistance in the support and maintenance of the services the IT (Network team) provides to our customers and staff. As the city continues to grow, and the amount of tickets, continue to grow. Existing IT department staff are overwhelmed trying to keep up with regular IT support functions.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 16

Department: 41350 INFORMATION TECHNOLOGY (IT) Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Wireless Infrastructure

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
89540 COMPUTER HARDWARE (>\$25,000)	\$60,000		\$60,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$60,000	\$0	\$60,000

PURPOSE / DESCRIPTION OF REQUEST

Lifecycle replacement for Wireless Infrastructure

This enhancement would replace wireless infrastructure at both City Hall and PD.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **4** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Drone

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
83540 COMPUTER HARDWARE (<\$25,000)	\$15,000		\$15,000
83550 COMPUTER SOFTWARE (<\$25,000)	\$5,000		\$5,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$20,000	\$0	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

This program request is to obtain a drone in order to capture imagery of developing areas that can then be used to update older imagery in between full orthometric fly (currently on a 3 year cycle). Quote from Caron East includes a drone and flight planning software with a total of \$20,000. In addition, the drone quoted would also be able to capture data allowing us to create digital elevations models, contour lines and take volumetric calculations.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **5** of **16**

Department: **41350 INFORMATION TECHNOLOGY (IT)**
 Division:
FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **GIS Fiber Inventory Software**

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
89550 COMPUTER SOFTWARE (>\$25,000)	\$30,000		\$30,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$30,000	\$0	\$30,000

PURPOSE / DESCRIPTION OF REQUEST

ArcFM Fiber Manager is an integrated set of tools used to display, manage, and analyze the fiber optic networks within a network system. This powerful set of tools provides the ability to create and manage fiber splice connections, create and manage circuits, perform network traces, and generate reports and schematic diagrams. This would incorporate our existing GIS fiber data but then enhance it by capturing more detailed attribute information, tying the gis features together into a geometric network that would allow the ability for network traces and allow us to better track how fiber is tied together at junction boxes.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **6** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

City Wide Scanning Project

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
82560 CONSULTANT SERVICES	\$50,000		\$50,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$50,000	\$0	\$50,000

PURPOSE / DESCRIPTION OF REQUEST

IT is proposing to lead up a City Wide scanning project. This project would allow IT to work with Departments throughout the City to hire a consulting company to scan documents into an electronic format in order to archive the documents, without taking up valuable building real estate.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **7** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

VSOM additional nodes

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
89540 COMPUTER HARDWARE (>\$25,000)	\$75,000		\$75,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$75,000	\$0	\$75,000

PURPOSE / DESCRIPTION OF REQUEST

VSOM is our video security management system. This system has a max video camera capacity of 200 cameras. We currently have 190 cameras on the system. In order to continue growing our video security infrastructure we do need to add an additional VSOM node.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **8** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

VPN Software

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
89550 COMPUTER SOFTWARE (>\$25,000)	\$12,000		\$12,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$12,000	\$0	\$12,000

PURPOSE / DESCRIPTION OF REQUEST

Lifecycle replacement for VPN software that is no longer supported by the manufacturer.

This enhancement would replace the current VPN software that enables the termination for virtual private networks to function for city staff that need to work remotely and also to support city functions in the event of after hours issues without having to physically be onsite.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **9** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Rhythm for Civics

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82560 CONSULTANT SERVICES	\$36,000		\$36,000
82510 COMPUTER SERVICES		\$31,000	\$31,000
82510 COMPUTER SERVICES		-\$27,000	-\$27,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$36,000	\$4,000	\$40,000

PURPOSE / DESCRIPTION OF REQUEST

The City currently uses an online software called Dynamic Portal for customer service request and building permit inspection request. This software is very static and does not allow us to expand the application. This is an Infor product. Infor released Rhythm for Civics as an upgrade to Dynamic Portal, which allows us to provide a custom experience to citizens logging service request or developers requesting inspection request. This program enhancement is to work with Infor to implement this new software. This program enhancement is up to \$36,000, but if the hours are not used, we will not be required to pay the full \$36,000. The \$4000 yearly maintenance is the difference between what we're paying for Dynamic Portal and the cost of Rhythm for Civics.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **10** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Network Technician I

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
81100 SALARIES & WAGES		\$53,001	\$53,001
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$15,900	\$15,900
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$68,901	\$68,901

PURPOSE / DESCRIPTION OF REQUEST

Network Technician I (Pay Grade F)

The purpose of this position would be to provide assistance in the support and maintenance of the services IT (Network team) provides to our customers and staff. As the city continues to grow, and the amount of tickets, continue to grow.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **11** of **16**

Department:
Division:

41350 INFORMATION TECHNOLOGY (IT)

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Video Cameras for Data Center & IT Closets

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
89540 COMPUTER HARDWARE (>\$25,000)	\$20,000		\$20,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$20,000	\$0	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

For an extra level of physical security, we would like to put security cameras to monitor all IT closets and data centers. This would cover 10 doors total, at a cost of \$2,000 a door.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **12** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Exagrid Backup Appliance

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
89540 COMPUTER HARDWARE (>\$25,000)	\$61,000		\$61,000
82510 COMPUTER SERVICES		\$8,900	\$8,900
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$61,000	\$8,900	\$69,900

PURPOSE / DESCRIPTION OF REQUEST

Exagrid Backup Appliance

This hardware is used for replication of backups to our DR site. This enhancement would provide a replica copy of our backup data if we had a failure at our primary data center.

This would remove the maintenance for our Data Domain backup appliance for 3 years with an annual cost of \$14k.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **13** of **16**

Department: 41350 INFORMATION TECHNOLOGY (IT) Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: SolarWinds Additional Licenses

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
83550 COMPUTER SOFTWARE (<\$25,000)	\$20,000		\$20,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$20,000	\$0	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

We currently use Solarwinds in order to monitor our network for uptime and issues. Additionally, we use Solarwinds to monitor our servers to watch for potential issues. We want to expand Solarwinds in order to monitor our database performance. The majority of all the applications we use are database driven and these additional licenses would allow us to make sure the databases and applications perform to the highest level possible.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **14** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Backup Internet Circuit

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
89540 COMPUTER HARDWARE (>\$25,000)		\$2,795	\$2,795
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$2,795	\$2,795

Backup Internet Circuit

This enhancement would provide backup internet access in the event the primary circuit becomes unavailable or goes down. This enables business continuity for city provided services that require the use of the internet. With more applications moving to the Cloud, having a solid internet connection is even more important than ever before.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **15** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

CPAM

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
89540 COMPUTER HARDWARE (>\$25,000)	\$40,000		\$40,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$40,000	\$0	\$40,000

PURPOSE / DESCRIPTION OF REQUEST

This program enhancement would provide one platform for the physical access to the Police Department facility and one system to keep maintenance up to date on and also manage from an infrastructure standpoint.

SERVICE IMPLICATION

This enhancement would provide the upgrades to the existing video security infrastructure to accommodate additional requests and needs of video security to all COF departments that have security cameras in place.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **16** of **16**

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Technology Security Audit

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
89540 COMPUTER HARDWARE (>\$25,000)	\$25,000		\$25,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$25,000	\$0	\$25,000

PURPOSE / DESCRIPTION OF REQUEST

This program enhancement would provide an in depth security audit for our computer network and identify possible areas of vulnerability that we need to address to provide a more secure operating environment for our electronic assets and technology.

SERVICE IMPLICATION

This enhancement would provide the upgrades to the existing video security infrastructure to accommodate additional requests and needs of video security to all COF departments that have security cameras in place.



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Project & Facilities Management						
1	City Hall Roof Repairs	\$ -	\$ -	\$ 30,000	\$ 30,000	
2	ADA Ramp at the North Entrance Sidewalk at Square	\$ -	\$ -	\$ 12,000	\$ 12,000	
3	Public Works Roof Structures Metal Roof Repairs	\$ -	\$ -	\$ 45,000	\$ 45,000	
4	Painting of Interior First Floor Public Works	\$ -	\$ -	\$ 8,900	\$ 8,900	
5	Remodel of Kitchen Fire Station 4	\$ -	\$ -	\$ 42,000	\$ 42,000	
6	Creation of offices for IT at current Planning storage	\$ -	\$ -	\$ 85,000	\$ 85,000	
7	St. 3 and 4 Remodel of Shower Areas	\$ -	\$ -	\$ 21,000	\$ 21,000	
8	Vehicle Replacement	\$ -	\$ -	\$ 45,000	\$ 45,000	
9	Remodel of HR Front Space and Boardroom	\$ -	\$ -	\$ 23,000	\$ 23,000	
10	St. 6 repairs to Walls and Ceilings due to water leaks	\$ -	\$ -	\$ 5,800	\$ 5,800	
11	Painting of Fire Station 5 Interior and Exterior	\$ -	\$ -	\$ 9,485	\$ 9,485	
12	Changeout of Operating Components of PD Gate Syst.	\$ -	\$ -	\$ 17,190	\$ 17,190	
Total		\$ -	\$ -	\$ -	\$ 344,375	\$ -
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
Total G/F Requests		\$ -	\$ -	\$ -	\$ 344,375	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 344,375
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -

Totals \$ 344,375

Traditional Allocations

	Personnel	\$ -
	Operations	\$ 68,000
	Equipment	\$ 42,000
	Capital	\$ 234,375
Total		\$ 344,375

City Hall Roof Repairs

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **2** of **12**

Department:

41320 PROJECT AND FACILITIES MANAGEMENT

Division:

Administration

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

ADA Ramp at the North Entrance Sidewalk at Square

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->>></i>			
	\$0	\$0	\$0
Expenses			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$12,000		\$12,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$12,000	\$0	\$12,000

PURPOSE / DESCRIPTION OF REQUEST

This is to take out the planter area that is located at the steps leading from the upper sidewalk area at City Hall down to the square. The planter would be removed and a retaining wall would have to be built up along the City Hall foundation. The ramp would traverse down along side the wall to a landing then returning back. This includes demolition of the planter, concrete areas along sidewalk, new ramp and metal rails and concrete sidewalk at the bottom of the ramp. If an approved design can be agreed upon leaving the planter and only installing the ramp based on 1 inch per foot for fall then approximately \$8,000.00 could possibly be removed.

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 12

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**
 Division: **Administration**
FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Public Works Roof Structures Metal Roof Repairs**

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$45,000		\$45,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$45,000	\$0	\$45,000

PURPOSE / DESCRIPTION OF REQUEST

When the Public Works facility was acquired and programming was completed for the remodeling it was determined at that time not to work on any of the metal roofing. Over the period of time of now owning and staff being on site we have dealt with some roofing leaks with the structure. An assessment was performed to determine what amount of work could or need to be done to help repair the current problems causing damage. Garland Roofing the COF US Communities partner performed the study and reported back. There are problems with seams coming loose, screws that have come loose or totally fallen out, metal edges along gutter lines gapping open, gutter seams opened, etc. The city would be using our NJPA partner to do the repairs and are the same organization that reroofed Station 1 in 2017.

If the amount is not approved it is asked bandaaid repairs be made at the cost of \$23,000.00

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 4 of 12

Department: Division: FranklinForward Theme: Title:	41320 PROJECT AND FACILITIES MANAGEMENT Administration A Effective and Fiscally Sound City Government Providing High Quality Service Painting of Interior First Floor Public Works
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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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
83660 BUILDING MAINTENANCE SUPPLIES	\$8,900		\$8,900
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$8,900	\$0	\$8,900

PURPOSE / DESCRIPTION OF REQUEST

The facility is going on four (4) years old and with the amount of personnel within the first floor areas regarding offices and miscellaneous walls take a beating. This is for painting 4 offices for the water department, offices and hallways on first floor building 1 along with the break room, stairwell, handrails etc..

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **5** of **12**

Department:
Division:
FranklinForward Theme:
Title:

41320 PROJECT AND FACILITIES MANAGEMENT

Administration

A Effective and Fiscally Sound City Government Providing High Quality Service

Remodel of Kitchen Fire Station 4

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->>></i>			
	\$0	\$0	\$0
Expenses			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$42,000		\$42,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$42,000	\$0	\$42,000

PURPOSE / DESCRIPTION OF REQUEST

Station 4 is an older facility with one of the smallest kitchen areas. The cabinets are a standard residential system with hinges that are falling off. The tops, cabinets, flooring and appliances are worn and have met their life expectancy. We look to go in with the same products that were installed in stations 1 and 3 approximately 3 to 4 years ago. The kitchen will also have a hood system installed per size and code regarding the cooking area.

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **6** of **12**

Department:

41300 ADMINISTRATION

Division:

Facilities

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Creation of offices for IT at current Planning storage

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$85,000		\$85,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$85,000	\$0	\$85,000

PURPOSE / DESCRIPTION OF REQUEST

This is to take the current planning storage room located at the south side of City Hall and create offices for the IT department so that all are located within the same area. This would create approximately seven offices, cubicle spaces and work stations. The buildout would be the same as in other offices with specifically the same paint, carpet and finishes. Restroom facilities would not be a part of this nor a full size kitchen space.

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **7** of **12**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**
 Division: **ADMINISTRATION**
FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **REMODEL FIRE HALL SHOWER AREAS PER FACILITY**

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$21,000		\$21,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$21,000	\$0	\$21,000

PURPOSE / DESCRIPTION OF REQUEST

Due to a terrible design of shower areas within stations 1, and 3 I am proposing to rework the shower units at each facility. The mens locker rooms currently have two fiberglass shower units that are of a corner design. They are terribly small and hard for anyone to turn around in. Stations 4 and 1 each year have to leave the water on at the showers as they freeze and will burst then access has to be made through a hall wall for repair. The thought would be to remove the two single units and develop one larger unit that would be standard and ADA accessible. Interior walls are block within the shower areas so water lines could be placed in the wall and the tile adhered to masonry walls directly helping with cost. The pricing is roughly per location and includes the plumbing and tile turn key in scope.

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 8 12

Department: 41320 PROJECT AND FACILITIES MANAGEMENT Division: Administration FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Facilities Vehicle with Utility Bed
--

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->>></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$45,000		\$45,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$45,000	\$0	\$45,000

PURPOSE / DESCRIPTION OF REQUEST

Facilities staff along with there vehicles are being called on for more and more work around the city. Three to Four years ago we were able to purchase a vehicle that currently Jim Maxwell works out of. This vehicle would be for another maintenance person that is seeing more work away from City Hall and the ability to use tools out of the vehicle that Jim currently uses. Constantly having to protect from weather, theft and not having what he/she needs for off City Hall site projects. This vehicle will replace one of our existing pickup trucks that was a hand me down as well.

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **9** of **12**

Department:

41320 PROJECT AND FACILITIES MANAGEMENT

Division:

Administration

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Remodel of HR Front Space and Boardroom

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$23,000		\$23,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$23,000	\$0	\$23,000

PURPOSE / DESCRIPTION OF REQUEST

This is for the remodeling regarding the front area of HR in regards to there lobby area, front offices and small conference room. This would include items such as paint in all areas except offices but does include the bathrooms and kitchen area, carpet in the front area and offices and in the common area hallways etc., new counter tops and fixtures in restrooms. Boardroom work would entail paint only on all walls and main podium and change out of ceiling tiles and no carpet.

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **10** of **12**

Department:

41320 PROJECT AND FACILITIES MANAGEMENT

Division:

Administration

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

St. 6 repairs to Walls and Ceilings due to water leaks

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$5,800		\$5,800
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$5,800	\$0	\$5,800

PURPOSE / DESCRIPTION OF REQUEST

Over the past few years the station has had water leaks either due to roofing issues, water penetrating the real stone on some of the exterior walls and fire sprinkler lines freezing and breaking. While the repairs have been made towards the leaks the walls and ceilings have not been repaired. There are many, many ceiling tiles that need to be replaced that possibly have mold on some and or broken apart, drywall needing to be replaced due to the water behind the walls and finally painting.

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **11** of **12**

Department:

41320 PROJECT AND FACILITIES MANAGEMENT

Division:

Administration

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Painting of Fire Station 5 Interior and Exterior

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$9,485		\$9,485
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$9,485	\$0	\$9,485

PURPOSE / DESCRIPTION OF REQUEST

For the painting of the interior and exterior of the facility. Station 5 was constructed approximately 2000 and even though not quite the oldest the exterior design leads it to be due for painting with all the metal on the structure. The entire is also in need of sprucing up.

Interior paint value: 7945.00

Exterior paint value: 3245.00

SERVICE IMPLICATION

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **12** of **12**

Department: Division: FranklinForward Theme: Title:	41320 PROJECT AND FACILITIES MANAGEMENT Administration A Effective and Fiscally Sound City Government Providing High Quality Service Changeout of Operating Components of PD Gate Syst.
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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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$17,190		\$17,190
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$17,190	\$0	\$17,190

PURPOSE / DESCRIPTION OF REQUEST

This is to replace the chain drive system regarding the operation of the gates. This will change out the chain system to a post drive trackless system and is a retrofit project. During this time the panel drive pins will be replaced which are a support mechanism within the structure of the gate along with the expansion board for the controller. Currently access control systems regarding the camera and card reader seem to be working as designed so no updating is currently required.

SERVICE IMPLICATION



City of Franklin, Tennessee
FY 2019 Operating Budget Request

PROJECT AND FACILITIES MANAGEMENT

Brad Wilson



City of Franklin, Tennessee - FY 2019 Budget Request

Project & Facilities Management

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
 - Capital**
- Program Enhancements**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request **Project & Facilities Management**

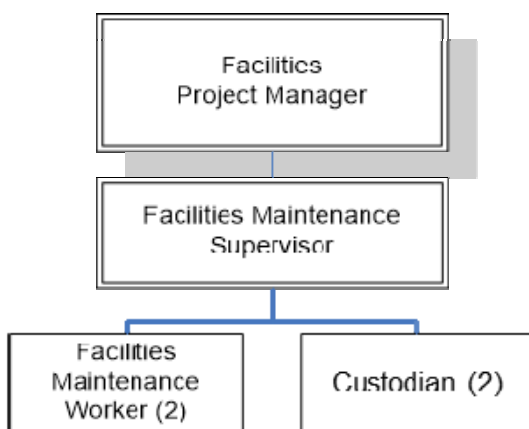
Purpose of Department

Facilities is responsible for the facilitation, design, planning, scheduling, maintenance, implementation of measures and management of city facilities and projects along with maintaining work and repair request for all managed structures. Our mission is to manage our city facilities in a sustainable and economical environment where ever possible. The department strives for a safe and healthy environment for all staff and the community within the facilities we manage and the new structures that are built within the community. Our goal is to implement a LEED format wherever possible in the construction and or remodeling of any city facility and the maintenance thereof.



City of Franklin, Tennessee - FY 2019 Budget Request Project & Facilities Management

Organization Chart



Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsnr	Grade F	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Worker	Grade C	2	0	2	0	2	0	2	0	2	0
Custodian	Grade B	3	1	3	1	2	0	2	0	2	0
Totals		7	1	7	1	6	0	6	0	6	0



City of Franklin, Tennessee - FY 2019 Budget Request **Project & Facilities Management**

Base Budget Request: Personnel

Currently there are no additional staffing needs being requested for 2019. We did replace one team member this past year due to a retirement and have been very pleased with our new worker. With the growth of departments throughout the organization we are being called upon to assist with many more maintenance request for other facilities. No longer do we just maintain City Hall we are still heavily involved with Fire Facilities, Public Works, Sanitation and Environmental Services and Parking Garages. We do at times get behind on helpstar request as the amount of work strains the department, but we feel the need can be managed within.

Facilities is still using an outside source for the cleaning for City Hall, PD and Public Works three times per week as current team members assist when requested or needed.



City of Franklin, Tennessee - FY 2019 Budget Request **Project & Facilities Management**

Base Budget Request: Operations

As discussed previously Facilities continues working with the number of departments both within City Hall and the surrounding area. As mentioned during last years budget presentation there is not a day that still something does not break down, is torn up or just basically quits especially this year with the harsh cold that we've had. This budget represents the cost for maintaining the current infrastructure in regards to operations but, looks to perform services on older facilities that are needing to be maintained and or major repairs. The budget presented also incorporates higher utility cost to some of the current facilities we operate full time. With all facilities comes the required testing requirements, revision of existing maintenance contracts, updated IT infrastructure cost. The 2019 budget for operations is proposed to be about 3% more than the 2018 budget without enhancements. This due to the carrying of additional funds regarding HVAC repairs, growing maintenance needs at other facilities, and some additional work needed around the city hall campus.



City of Franklin, Tennessee - FY 2019 Budget Request **Project & Facilities Management**

Base Budget Request: Capital

Building Design and Construction. For continued facilitation and architectural services again this year we will be seeking \$ 250,000.

As a Program Enhancement, we are requesting a new vehicle with a utility body as one of our current vehicles is past repairs with fleet. This vehicle would help us service additional facilities as our current van and staff do different projects at different facilities at different times. The vehicle that is needing replacement for one the battery terminal has to be pulled so that the battery will not die and when the driver returns to it, it has to be hooked back. We are seeking \$45,000 to replace the vehicle and include a utility body for tools and staff to utilize.



City of Franklin, Tennessee - FY 2019 Budget Request **Project & Facilities Management**

Program Enhancement Requests

Currently we are proposing 12 program enhancements that are needed within different departments of the city. Facilities is looking to carry those enhancements as the department will be handling the work. At this time we do not see any rollover of approved enhancements from 2018's budget moving into this years. One area that was not approved was some remodeling to the HR and Boardroom area. This work in only in an aspect of floor covering and painting. HVAC repairs and replacements are now being carried as a line item. As every enhancement is considered the most important it is felt are the roof repairs to city hall, ADA ramp on the north side of City Hall, Public Works metal roof repairs, reconfiguration regarding the TOC conference room along with a kitchen remodel at Station 4 and Human Resources paint and carpet.



City of Franklin, Tennessee - FY 2019 Budget Request **Project & Facilities Management**

Summary

There is always a lot going on within the Facilities department regarding request for enhancements and keeping the facilities up and functional. Current COF building infrastructures are still in good shape with the exceptions to the requested enhancements. City Hall as we continue to make it esthetically pleasing to staff and citizens is still going through age issues and some items are starting to be additional problems. At least 4 HVAC units were replaced under the current 2018 budget and it could be that many for 2019 along with multiple roof repairs and plumbing problems. As stated in the past we will continue to take the funds provided and use them in the very wisest way possible while working to save funds however possible.



City of Franklin, Tennessee

FY 2019 Operating Budget

Project & Facilities Management

Brad Wilson, Director

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	401,712	420,043	426,341	434,758	423,779	-2,562	-0.6%
Operations	709,343	649,815	581,173	750,100	596,483	15,310	2.6%
Capital	0	0	513,261	293,960	250,000	(263,261)	-51.3%
Total	1,111,055	1,069,858	1,520,775	1,478,818	1,270,263	-250,512	-16.5%

Department Goals

Facilities is responsible for the facilitation, design, planning, scheduling, maintenance, implementation of measures and management of city facilities and projects along with maintaining work and repair requests for all managed structures. These projects cover a wide spectrum ranging from major new construction and remodels to small projects designed to improve, repair, or enhance existing city facilities or systems. The group is also responsible for the maintenance of City Hall, City Parking Garages, Police Headquarters, Public Works Facility Fire Halls along with Sanitation and Environmental Services while assisting with Parks when requested.

FY 2019 Outlook

Department Goals

In the coming fiscal year, our goal remains to maintain a safe and healthy environment for City of Franklin staff and community. Facility accessibility will continue to be a priority in new and remodeling projects of municipal buildings along with maintaining a safe and surreal working environment. .

Projects

Continuing projects in fiscal year 2019 will include construction in regards to COF Station 7 off Long Lane and within the Berry Farms corridor. Repairs to a few of the municipal buildings to keep them maintained along with work regarding some of the City of Franklin Fire Halls along with the continued maintenance, restructuring along with reconfiguring of staffing layouts at existing facilities.

Proposed projects within City Hall include the aesthetic changes to the HR department along with some work within the Board Room.

Momentum regarding a developmental plan for the existing City Hall site will also continue with in house discussions and architectural assistance regarding the site, height of structures and exterior qualities for what the city may be looking for in a new facility.

Performance Measurement

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.



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measurement

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: A Safe Clean and Livable City



A Safe Clean and Livable City

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

Goal: Franklin will reduce government agency use of electricity by 20% by 2020.

Baseline: Current annual kilowatt consumption by Franklin municipal facilities and operations for 2012 was 17.9 million kWh for cost of \$2.78 million (Finance Department).

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2015	2016	2017	2018*	2019*
	Number of Buildings** Maintained	N/A	168	TBD	TBD	TBD
	Gross Square Footage of Municipal Buildings (Gen. Fund)	N/A	575,366	TBD	TBD	TBD
	Number of Hours Served					
	- Employees			Data being collected		
	- Contractors			Data being collected		
	Number of Requests taken			Data being collected		
	Average Daytime Number of People in Buildings			Data being collected		
	Utilities					
	- Gas (therms)	101,264	68,767	77,892	TBD	TBD
	- Electricity (kW)	26,912,017	27,921,913	26,790,143	TBD	TBD

Efficiency Measures

		2015	2016	2017	2018*	2019*
	G.S.F./Average daily # of people			Data being collected		
	People served/Custodian			Data being collected		
	Average time to complete a routine request			Data being collected		



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measurement

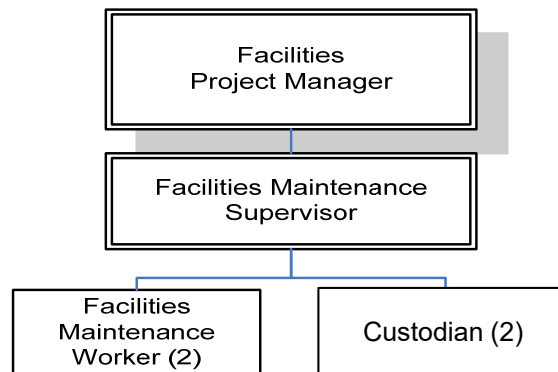
Outcome (Effectiveness) Measures

		2015	2016	2017	2018*	2019*
	Percentage of routine requests completed in 2-3 days	Data being collected				
	Reduce government agency use of electricity by 20% by 2020.					
	City of Franklin Electric Use (Annually)	26,912,017	27,921,913	26,790,143	TBD	TBD
	Target (In Kilowatt hours - Source: Finance Department)	16,557,500	16,143,563	15,729,625	15,315,688	14,932,795
	Meets Target?	No	No	No	TBD	TBD

* 2017 and 2018 data estimated.

**Buildings inclusive of all structures pertaining to general fund operations. Will be refined.

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	Grade F	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Worker	Grade C	2	0	2	0	2	0	2	0	2	0
Custodian	Grade B	3	1	3	1	2	0	2	0	2	0
Totals		7	1	7	1	6	0	6	0	6	0



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	286,011	294,826	287,688	296,499	287,024	(664)	-0.2%
Employee Benefits	115,701	125,217	138,653	138,259	136,755	(1,898)	-1.4%
Total Personnel	401,712	420,043	426,341	434,758	423,779	(2,562)	-0.6%
Operations							
Transportation Services	141	42	252	252	252	-	0.0%
Operating Services	5,139	5,020	4,190	4,190	4,690	500	11.9%
Notices, Subscriptions, etc.	45	45	45	45	45	-	0.0%
Utilities	187,114	193,106	178,930	232,370	231,220	52,290	29.2%
Contractual Services	77,919	120,900	155,585	159,974	137,925	(17,660)	-11.4%
Repair & Maintenance Services	581,115	523,232	433,955	538,980	413,280	(20,675)	-4.8%
Office Supplies	3,553	4,074	1,250	2,650	2,550	1,300	104.0%
Operating Supplies	2,533	4,715	2,050	2,800	3,100	1,050	51.2%
Fuel & Mileage	988	1,451	7,300	6,800	6,800	(500)	-6.8%
Machinery & Equipment (<\$25,000)	3,802	29,542	32,850	32,250	32,850	-	0.0%
Repair & Maintenance Supplies	86,110	64,963	39,790	47,425	47,450	7,660	19.3%
Property & Liability Costs	17,379	19,913	23,573	20,821	22,134	(1,439)	-6.1%
Rentals	-	-	1,000	1,000	1,000	-	0.0%
Permits	810	1,095	660	800	950	290	43.9%
Interfund Reimbursements	(257,305)	(318,284)	(300,257)	(300,257)	(307,763)	(7,506)	2.5%
Total Operations	709,343	649,815	581,173	750,100	596,483	15,310	2.6%
Improvements	-	-	513,261	293,960	250,000	(263,261)	-51.3%
Capital	-	-	513,261	293,960	250,000	(263,261)	-51.3%
Total Proj. & Fac. Management	1,111,055	1,069,858	1,520,775	1,478,818	1,270,262	(250,513)	-16.5%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	276,767	281,361	291,271	203,539	290,499	291,598	303,262	315,392
	81120	OVERTIME PAY	9,244	13,465	6,000	9,567	6,000	6,000	6,000	6,000
	81199	VACANCY ADJUSTMENT			(9,583)			(10,574)	(10,614)	(11,039)
=	XWAGE	TOTAL WAGES	286,011	294,826	287,688	213,106	296,499	287,024	298,648	310,353
=	81410	FICA(EMPLOYER'S SHARE)	20,914	21,610	21,368	15,609	22,223	22,307	23,200	24,128
=	81420	MEDICAL PREMIUMS	70,636	66,824	76,417	46,982	70,808	63,832	40,215	77,237
=	81430	GROUP INSURANCE PREMIUMS	5,417	4,916	4,658	3,226	4,637	5,383	5,652	5,935
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(13,462)	(13,296)	(15,308)	(9,792)	(13,056)	(15,642)	(17,206)	(18,927)
!	81450	RETIREMENT CONTRIBUTIONS	31,136	42,532	48,912	36,684	48,912	53,803	59,183	65,102
	81455	DEFERRED COMP MATCH				1,101	2,000	4,200	4,410	4,631
	81470	WORKERS COMPENSATION PREMIUMS	1,060	2,631	2,605	1,661	2,735	2,872	3,016	3,166
	81475	WORKERS COMPENSATION CLAIMS								
=	XBEN	TOTAL BENEFITS	115,701	125,217	138,653	95,471	138,259	136,755	118,470	161,272
=	XPER	TOTAL PERSONNEL	401,712	420,043	426,341	308,577	434,758	423,779	417,118	471,625
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	82	15	52	3	52	52	50	50
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	23							
	82130	VEHICLE LICENSES & TITLES	36	27	200		200	200	200	200
=	XTRC	TOTAL TRANSPORTATION CHARGES	141	42	252	3	252	252	250	250
+	82210	PRINTING & COPYING SERVICES, OUTSOURCED	11	565	500	41	500	500	500	500
	1	Plan coping and scanning for misc. projects		565	500		500	500	500	500
	2	Various	11			41				
	*	Amount missing from detail								
+	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	4,948	4,381	3,500	2,798	3,500	4,000	4,000	4,000
	1	Shredding Services		4,381	3,500		3,500	4,000	4,000	4,000
	2	Various	4,948			2,798				
	*	Amount missing from detail								
	82245	FINGERPRINTING FEES								
	82250	TESTING & PHYSICALS	180	74	190	105	190	190	190	190
	82260	UNIFORM RENTAL & SERVICES								
	82299	OTHER OPERATING SERVICES								
=	XOPSV	TOTAL OPERATING SERVICES	5,139	5,020	4,190	2,944	4,190	4,690	4,690	4,690
	82310	LEGAL NOTICES				20				
+	82350	DUES FOR MEMBERSHIPS	45	45	45	60	45	45	45	45
	1	Sams Club		45	45	60	45	45	45	45
	2	Various	45							
	*	Amount missing from detail								
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	45	45	45	80	45	45	45	45
+	82410	ELECTRIC SERVICE	133,020	135,255	133,800	77,872	164,500	161,500	161,400	161,400
	1	Various	63,100	49,716		77,872				
	2	Public Works Electric	15,794	21,131	30,000		55,800	52,800	52,800	52,800
	3	Streets Building	2,350	3,274	4,000		4,000	4,000	4,000	4,000
	4	Water Dept. (Hill Property)			300		400	400		
	5	City Hall and Fire there are 2 meters on this line item.	50,111	58,120	96,000		96,000	96,000	96,000	96,000
	6	Theatre								
	7	Street & Traffic Signals	1,665	2,010	2,500		3,500	3,500	3,500	3,800

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	8	Police Headquarters					4,800	4,800	4,800	4,800
	*	Amount missing from detail								
+	82420	WATER & SEWER SERVICE	13,579	12,976	10,000	9,822	14,000	14,670	14,670	14,670
	1	Various	4,124	7,049		9,822				
	2	Public Works Facility	1,709	803	1,500		1,100	1,100	1,100	1,100
	3	Streets Building								
	4	Water Dept.(Hill property)					1,500	1,500	1,500	1,500
	5	City Hall	7,746	5,124	8,500		8,500	9,170	9,170	9,170
	6	Theatre								
	7	Police Headquarters					2,900	2,900	2,900	2,900
	*	Amount missing from detail								
+	82430	STORMWATER SERVICE	3,196	3,196	2,500	1,864	6,720	7,050	7,050	7,050
	1	Various		1,332		1,864				
	2	Public Works Facility	1,002	585	900		3,400	3,500	3,500	3,500
	3	Streets Building					1,000	1,100	1,100	1,100
	4	Water Dept. (Hill Property)								
	5	City Hall	2,194	1,279	1,600		2,100	2,200	2,200	2,200
	6	Theatre								
	7	Police Headquarters					220	250	250	250
	*	Amount missing from detail								
+	82435	SOLID WASTE SERVICE	13,061	13,399	10,500	8,571	18,250	18,800	18,800	18,800
	1	Various	153	5,580		8,571				
	2	Public Works Facility	7,400	4,572	5,200		9,500	9,900	9,900	9,900
	3	City Hall Miscellaneous Dumpster fees for projects		202	300		500	300	300	300
	4	Streets Building								
	5	Water Dept. (Hill Property)								
	6	City Hall	5,508	3,045	5,000		5,000	5,300	5,300	5,300
	7	Theatre								
	8	Police Headquarters					3,250	3,300	3,300	3,300
	*	Amount missing from detail								
+	82440	NATURAL GAS SERVICE	16,038	18,712	14,250	14,627	22,000	22,000	21,550	21,550
	1	Various	11,031	7,931		14,627				
	2	Public Works	1,872	3,445	4,800		11,300	11,300	11,300	11,300
	3	Streets Building	1,251	2,274	3,300		1,500	1,500	1,500	1,500
	4	Water Dept. (The Hill)	185	450	450		450	450		
	5	City Hall	1,699	3,029	4,200		5,500	5,500	5,500	5,500
	6	Theatre								
	7	Propane Station 7		1,583	1,500		1,850	1,850	1,850	1,850
	8	Police Headquarters					1,400	1,400	1,400	1,400
	9	Line Item 9								
	*	Amount missing from detail								
+	82450	TELEPHONE SERVICE	2,143	2,266	1,980	1,395	1,700	2,000	2,000	2,000
	1	Various	2,143	950		1,395				
	2	Public Works		129	200		200	500	500	500
	3	Streets Building								
	4	Water Dept. (The Hill)								
	5	City Hall		1,187	1,780		1,500	1,500	1,500	1,500
	*	Amount missing from detail								
+	82455	CELLULAR TELEPHONE SERVICE	4,536	5,200	4,200	2,272	3,500	3,500	3,500	3,500
	1	Staff Phones		2,949	4,200	2,272	3,500	3,500	3,500	3,500
	2	Various	4,536	2,251						
	*	Amount missing from detail								
+	82470	INTERNET & RELATED SERVICES	1,541	2,102	1,700	1,470	1,700	1,700	1,700	1,700
	1	Comcast		625	1,700	1,470	1,700	1,700	1,700	1,700
	2	Internet		256						
	3	Various	1,541	1,221						
	*	Amount missing from detail								
=	XUTIL	TOTAL UTILITIES	187,114	193,106	178,930	117,893	232,370	231,220	230,670	230,670

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	82510	COMPUTER SERVICES	158							
	82540	ENGINEERING SERVICES								
+	82560	CONSULTANT SERVICES			500	4,934				
	1	Various								
	2	Misc. Engineering Consultants			500					
	*	Amount missing from detail				4,934				
+	82599	OTHER CONTRACTUAL SERVICES	77,761	120,900	155,085	76,177	159,974	137,925	138,025	138,025
	1	Some sub contract labor misc. outsource labor		4,944	4,000					
	10	Cintas monthly heavy cleaning Public Restrooms, PD, City Hall, PW, SES, WWP	4,500	17,770	24,000		24,000	15,500	15,500	15,500
	11	Cisco Smartnet License Requirements	3,310		2,000		3,000	3,000	3,000	3,000
	12	Cintas Floor Mat Cleaning-PW, SES, WWP	500	4,132	5,000		5,800	5,900	6,000	6,000
	13	Tyco City Hall Fire Systems Testing	2,700	5,582	11,200		6,000	1,500	1,500	1,500
	14	Police Dept Fire Systems Testing from Devices	3,400		3,300		3,514	3,600	3,600	3,600
	15	PD Clean Agent Testing	2,400		2,400		2,500	2,500	2,500	2,500
	16	PW Fire Monitoring			300		4,150	3,200	3,200	3,200
	17	PD Fire Monitoring			480		3,200	2,300	2,300	2,300
	18	Department Air Filters for CH, PW, PD, Fire Halls			4,000		4,000			
	19	Various	8,076	51,504		76,177				
	2	Pest Control Services PD, PW and CH	3,400	6,137	8,200		7,200	7,200	7,200	7,200
	20	Fire Station 8 Fire Monitoring			480		1,285			
	21	Electric Car Chargers			1,000					
	22	Testing of Fire Extinguishers			625		625	625	625	625
	25	Line Item 25								
	3	REA Maintenance/Testing AAON Units at PD	4,200	923	6,000		10,100	7,500	7,500	7,500
	34	Police Headquarters/Southeast Pky/Hill Property Turf Management	33,475	21,000	32,000		32,000	32,000	32,000	32,000
	40	Maintenance Cont. for City Generators PD, FD, CH, PW, SES, IT			38,000		39,500	39,500	39,500	39,500
	5	PD Geothermal Maintenance	1,800		1,600		1,600	1,600	1,600	1,600
	7	ADT Alarm Systems								
	8	Water Quality Maintance Agreement PD	4,800		1,000		2,000	2,500	2,500	2,500
	9	Kone/National Elev. Agreements PD, PW and Public Garages	5,200	8,908	9,500		9,500	9,500	9,500	9,500
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	77,919	120,900	155,585	81,111	159,974	137,925	138,025	138,025
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	1,376	445	230	158	230	230		
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	77,096	205,829	77,000	53,321	78,200	79,800	79,800	79,800
	1	Unforseen Mechanical HVAC Systems Replacements/Repairs			40,000		40,000	40,000	40,000	40,000
	12	Speed Gates at PD Maint. Agreement and misc repairs			4,500		4,500	4,500	4,500	4,500
	13	REA Maintenance/Testing AAON Units at PD moved to 82599								
	14	Garage Sweeper Maintenance Agreement			500		500	500	500	500
	15	Texlinks in regards to Access Contorl Systems and Licensing					3,200	4,000	4,000	4,000
	16	Police Dept clean agent testing moved to 82599								
	17	Green Roof PD Contract plus additional plantings			17,000		15,000	15,000	15,000	15,000
	18	Window Cleaning PD \$ 3500 Parking Garages \$ 2500			6,000		6,000	6,800	6,800	6,800
	19	General Parking Garage Maintenance			9,000		9,000	9,000	9,000	9,000
	2	Tyco City Hall Fire Systems Testing								
	20	Ground repair at PD Cistem Water Line Replacement								
	21	Maintenace Contract for Water Quality Unit PD to 82599								
	22	AED Maintenance Units funded by Fire								
	23	Kone Elevator Maintenance PD, 2nd & 4th Garage/Permits to 82599								
	3									
	6									
	7									
	8	Various	77,096	205,829		53,321				
	*	Amount missing from detail								
+	82640	PAVING & REPAIR SERVICES					90,000	90,000		
	1	PD Parking Deck					90,000	90,000		
	2	Various								
	*	Amount missing from detail								
	82650	PARK & FIELD MAINTENANCE SERVICES								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	82652	LANDSCAPING SERVICES	7,281	24,236	9,500	12,189	17,800	19,000	19,000	19,000
	82653	IRRIGATION SERVICES	1,280	780	1,250		1,250	1,250	1,250	1,250
+	82660	BUILDING REPAIR & MAINTENANCE SERVICES	492,046	288,732	340,975	283,672	348,000	219,500	189,500	184,500
	0	Repairs of 4th Ave Garage to replace jointing materials (partial)								
	12	Public Works Facility Cleaning Contract		23,893	41,000		41,000	41,000	41,000	41,000
	13	PD Cleaning Contract		24,838	45,000		45,000	45,000	45,000	45,000
	14	City Hall Cleaning Contract		29,126	42,000		42,000	42,000	42,000	42,000
	15	City Hall Misc. Repairs		48,388	40,000		45,000	50,000	50,000	50,000
	16	Installation of ADA openers/closures at 3 door locations.			17,500		17,500			
	17	Repairs to 2nd Ave Garage to replace jointing materials (partial)			7,000		7,000	5,000	5,000	
	19	Cleaning of Parking Garage Stairwells			3,500		6,000	6,500	6,500	6,500
	2	Partial carry over from Finance, Planning and Engineering remodel			80,000		95,000			
	20	PW FRP Board in main corridor Public Works			9,800					
	21	FY 2018 PER - Installation of Generator at 4th Avenue Garage			25,675					
	22	FY 2018 PER - Painting of Exteriors at Fire Stations 1,2,3,4,5 & 6			19,500		19,500			
	23	Line Item 23								
	3	PD, PW and CH Misc. Cleaning of CPT, Tile, Epoxy. Public RR								
	4	Various	492,046	162,487	10,000	283,672	30,000	30,000		
	5									
	6									
	7									
	8									
	9									
	*	Amount missing from detail								
	82699	OTHER REPAIR & MAINTENANCE SERVICES	2,036	3,210	5,000	1,319	3,500	3,500	3,500	3,500
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	581,115	523,232	433,955	350,659	538,980	413,280	293,050	288,050
	83110	OFFICE SUPPLIES	539	3,096	500	2,593	1,800	1,800	1,800	1,800
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	2,071							
	83130	EMPLOYEE BENEVOLENCE ITEMS								
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	943	978	750	389	850	750	750	750
=	XOFS	TOTAL OFFICE SUPPLIES	3,553	4,074	1,250	2,982	2,650	2,550	2,550	2,550
	83240	MEDICAL SUPPLIES						100	100	100
	83250	SAFETY SUPPLIES	254	310	300	368	250	250	250	250
+	83260	UNIFORMS PURCHASED	916	2,252	1,000	1,202	1,250	1,250	1,250	1,250
	1	Needed staff uniforms for facilities	916	2,252	1,000	1,202	1,250	1,250	1,250	1,250
	*	Amount missing from detail								
	83270	CONSUMABLE TOOLS	1,192	2,153	750	3,332	1,300	1,500	1,500	1,500
	83299	OTHER OPERATING SUPPLIES	171							
=	XOPS	TOTAL OPERATING SUPPLIES	2,533	4,715	2,050	4,902	2,800	3,100	3,100	3,100
+	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	988	1,451	7,300	936	6,800	6,800	6,800	6,800
	1	Diesel fuel for PD, PW, Fire Stations, Radio Towers, Water/Sewer, San.			5,500		5,000	5,000	5,000	5,000
	2	Diesel fuel for City Hall Generator in above.								
	3	Fuel for Maintenance Vehicles			1,800		1,800	1,800	1,800	1,800
	4	0								
	5	Various	988	1,451		936				
	*	Amount missing from detail								
=	XFUEL	TOTAL FUEL & MILEAGE	988	1,451	7,300	936	6,800	6,800	6,800	6,800
+	83510	FURNITURE, FIXTURES (<\$25,000)	1,120	28,170	30,000	8,399	30,000	30,000	30,000	30,000
	1	Furniture Purchases for misc. departments.			30,000		30,000	30,000	30,000	30,000
	3									
	4									
	5									
	6									

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	7	Various	1,120	28,170						
	*	Amount missing from detail				8,399				
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	2,682		750		750	750	750	750
	1									
	2									
	3	Vacuums / Blower Vac / Misc.			750		750	750	750	750
	4	Various	2,682							
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)		1,372	2,100	2,173	1,500	2,100	2,100	2,100
	1	Computers scheduled to be replaced this year			2,100		1,500	2,100	2,100	2,100
	2	Various		1,372		2,173				
	*	Amount missing from detail								
	83550	COMPUTER SOFTWARE (<\$25,000)				160				
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	3,802	29,542	32,850	10,732	32,250	32,850	32,850	32,850
+	83620	EQUIPMENT PARTS & SUPPLIES		1,715						
	1	Possible replacement of HVAC condensers and heat unit at CH								
	2	Various		1,715						
	3	Line Item 3								
	*	Amount missing from detail								
+	83654	GROUNDS MAINTENANCE SUPPLIES			240		200	200	200	200
	1	Gly 4 Chemical			240		200	200	200	200
	*	Amount missing from detail								
+	83660	BUILDING MAINTENANCE SUPPLIES	86,110	63,248	39,550	35,228	47,225	47,250	46,750	46,750
	1	PD, PW, CH Air and Water Filters					4,800	4,800	4,800	4,800
	10	PD, PW, CH Occupancy sensors and switches			250		325	350	350	350
	11	Housekeeping equipment			500		400	400	400	400
	12	Cleaning Products, Paper, Lighting, SAM's			32,000		35,000	35,000	35,000	35,000
	13	Lighting Products, City Hall, PD, PW			3,000		2,500	2,500	2,000	2,000
	14	Flags for City			1,800		1,800	1,800	1,800	1,800
	15	PD Urinal Filters special ordered			650		700	700	700	700
	16	PD Cistem Filters			650		700	700	700	700
	17	PW, CH, FIREHALLS VCT Waxing Materials			700		1,000	1,000	1,000	1,000
	2									
	3	0								
	4	0								
	500	0								
	6	0								
	8	Various	86,110	63,248		35,228				
	*	Amount missing from detail								
+	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES								
	1	Misc. Maintenance and HVAC recovery equipment								
	*	Amount missing from detail								
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	86,110	64,963	39,790	35,228	47,425	47,450	46,950	46,950
	84920	2ND AVE PARKING GARAGE OPERATIONS								
	85110	PROPERTY INSURANCE	12,156	14,875	15,619	15,602	15,602	16,382	17,201	18,061
	85111	FRAUD INSURANCE				248	248	260	273	287
	85112	INLAND MARINE INSURANCE		159	167	152	152	160	168	176
	85113	AUTO PHYSICAL DAMAGE	66	126	132	(140)	(140)	125	131	138
	85115	LIABILITY INSURANCE	2,910	3,971	4,170	973	973	1,022	1,073	1,126
	85116	E&O LIABILITY INSURANCE				2,106	2,106	2,211	2,322	2,438
	85117	VEHICLE LIABILITY INSURANCE	1,283	2,568	2,696	1,064	1,064	1,117	1,173	1,232
	85118	LAW ENFORCEMENT LIABILITY INSURANCE								
	85119	UMBRELLA LIABILITY	690	751	789	816	816	857	900	945
	85120	PROPERTY DAMAGE COSTS		(2,536)						
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	274							
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	17,379	16,814	28,573	20,821	20,821	22,134	22,411	24,403

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	85240	EQUIPMENT RENTAL & LEASES			1,000		1,000	1,000	1,000	1,000
=	XRENT	TOTAL RENTALS			1,000		1,000	1,000	1,000	1,000
+	85310	PERMITS	750	1,095	600	585	800	800	800	800
1		Elevator Permits City Parking Garages, PD, Public Works	750	1,095	600	585	800	800	800	800
*		Amount missing from detail								
	85320	STATE FEES	60		60			150		
=	XPERM	TOTAL PERMITS	810	1,095	660	585	800	950	800	800
	85580	LATE CHARGES								
	85990	MISCELLANEOUS								
	87510	REIMB OF INTERFUND SERVICES	(257,305)	(318,284)	(300,257)	(300,257)	(300,257)	(307,763)	(313,919)	(320,197)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(257,305)	(318,284)	(300,257)	(300,257)	(300,257)	(307,763)	(313,919)	(320,197)
=	XOP	TOTAL OPERATIONS	709,343	649,815	581,173	328,619	750,100	596,483	470,102	459,986
		Capital								
+	89220	BUILDING DESIGN & CONSTRUCTION			295,000		95,000	250,000	250,000	250,000
1		City Hall Architectural Services			250,000		50,000	250,000	250,000	250,000
2		FY 2018 PER - Demolition of Hill Property			45,000		45,000			
*		Amount missing from detail								
+	89230	BUILDING IMPROVEMENTS			218,261	198,960	198,960			
1		City Hall & Parking Garage Improvements								
3		Various				198,960	198,960			
4		City Hall Architectural Services								
5		Five Points Exterior Painting (to Water)								
6		4th Avenue Garage Vehicle Counting Control System								
7		Parking Garage Cameras - 2nd & 4th Avenue Garages								
8		FY 2018 PER - Fire Station #1 Reroof			80,000					
9		FY 2018 PER - PD Mechanical Controls on 2nd & 3rd Floors			138,261					
*		Amount missing from detail								
=	XBLDG	TOTAL BUILDINGS			513,261	198,960	293,960	250,000	250,000	250,000
=	89520	VEHICLES (>\$25,000)								
+	89530	MACHINERY & EQUIPMENT (>\$25,000)								
2		3/4 ton truck with Utility Bed and ramp								
3										
4										
*		Amount missing from detail								
=	XMEQ	TOTAL MACHINERY & EQUIPMENT (>\$25,000)								
=	XCAP	TOTAL CAPITAL			513,261	198,960	293,960	250,000	250,000	250,000
=	XTOT	TOTAL EXPENDITURES	1,111,055	1,069,858	1,520,775	836,156	1,478,818	1,270,262	1,137,220	1,181,611



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Finance Department

Kristine Tallent, Assistant City Administrator
for Finance and Administration

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager



City of Franklin, Tennessee - FY 2019 Budget Request

Finance Department

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request
 - Personnel**
 - Operations****
- Program Enhancements**
- Summary**



City of Franklin, Tennessee - FY 2019 Budget Request **Finance Department**

Purpose of Department

The Finance department oversees the security and management of the City's financial interests. The department helps the City Administrator prepare, implement and monitor the City's annual operating and capital budgets. The department also plans and executes the issuance of short-term and long-term borrowing.

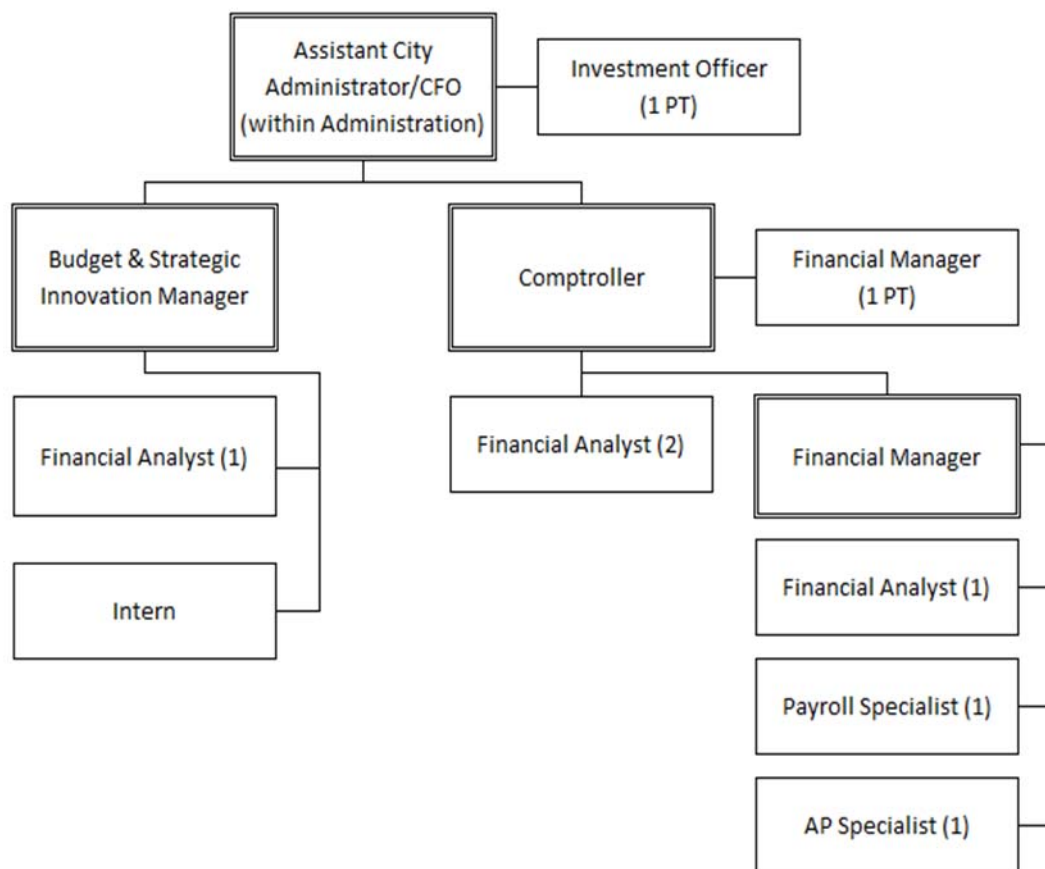
The Finance department provides a variety of financial services for the City of Franklin. These include: (1) financial accounting and reporting, (2) budgeting and analytics, (3) investment of temporarily idle funds, (4) maintaining and reconciling City bank accounts, (5) issuing employee payroll, (6)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



City of Franklin, Tennessee - FY 2019 Budget Request

Finance Department

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Finance Department**

Base Budget Request: Personnel

FY 2018: \$850,795

FY 2019: \$928,888

Increase: \$ 78,094 or 9.2%

Overall personnel costs increase in FY 2019 as a result of the budgeting for a full year of the fourth Financial Analyst position, the Investment Officer and market adjustments.



City of Franklin, Tennessee - FY 2019 Budget Request **Finance Department**

Base Budget Request: Operations

FY 2018: \$(70,664)*

FY 2019: \$(57,537)*

Increase: \$ 13,127

****(Operations Expenses a negative due to Interfund Reimbursement Offset)***

Overall, the Operations budget will increase due to the new contract rates of our financial and investment advisors, along with costs for a continuing disclosure dissemination agent to meet federal regulations.



City of Franklin, Tennessee - FY 2019 Budget Request **Finance Department**

Program Enhancement Requests

The department is requesting 3 program enhancements.

- Finance Office Continued Build-Out	\$ 10,000
- Capital Projects Reporting Tool	\$ 20,000
- Financial Analyst (Data/Analytics)	\$ 82,332
Total	\$112,332



City of Franklin, Tennessee - FY 2019 Budget Request **Finance Department**

Summary

The Finance department is poised in FY 2019 to continue its role in supporting the various boards and departments of the City deliver the high quality of services our citizens have come to expect. We are proud of our accomplishments and will look to build upon them in the upcoming year.



FY 2017
Audit
0
Audit Findings



City of Franklin, Tennessee

FY 2019 Operating Budget

Finance

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	896,890	1,009,073	850,795	859,655	928,888	78,094	9.2%
Operations	-72,786	-68,376	-70,664	-80,048	-57,537	13,127	-18.6%
Capital	0	0	0	0	0	-	0.0%
Total	824,104	940,697	780,131	779,607	871,351	91,221	11.7%

Departmental Summary

The Finance department oversees the security and management of the City's financial interests. The department helps the City Administrator prepare, implement and monitor the City's annual operating and capital budgets. The department also plans and executes the issuance of short-term and long-term borrowing.

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.

FY 2019 Outlook

In 2018, the department assisted Revenue Management and Information Technology on the implementation of the Infor Billing and Cashiering systems.

For 2019, the department is focusing on three (3) financial best practices:

- The Budget and Analytics section is streamlining and organizing of the City's capital project accounting systems,
- The Processing (including Payroll and AP) section is focusing on the pension transition to the Tennessee Consolidated Retirement System (TCRS), and
- The Accounting and Reporting section will continue to work with departments on financial policies development and updates.



City of Franklin, Tennessee

FY 2019 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: An Effective and Fiscally Sound City Government Providing High Quality Service



Franklin government will seek diversification and efficiencies of revenue sources to fund its aspirations.

Goal: Franklin will create a climate for necessary taxes and fees by assuring an equitable and balanced commercial, industrial, and residential tax base without an over-dependence on a single dominant revenue source.

Baseline: To determine the optimal proportion of revenue sources necessary to balance equitable payment for growth.

Goal: Franklin will achieve the lowest cost of debt financing possible by retaining bond ratings of AAA from 2 out of 3 services (Moody's, Fitch, and S&P).

Baseline: As of 2012, Moody's and Standard & Poor's have rated Franklin at AAA.

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2015	2016	2017	2018*	2019*
	Have City's rating affirmed by multiple rating agencies (maximum = 3)	2	2	2	2	2
	Increase use of electronic payments for payroll (percent paid by ACH)	100%	100%	100%	100%	100%
	Increase use of electronic payments for AP (percent paid by ACH/EFT)	35%	40%	50%	60%	60%
	Vendor payments issued	3,905	4,017	3,826	4,000	4,000
	Invoices processed	5,955	7,070	6,163	6,000	6,000
	Checks issued (non-payroll)	2,327	2,197	1,984	1,700	1,700



City of Franklin, Tennessee

FY 2019 Operating Budget

Performance Measures

Efficiency Measures

		2015	2016	2017	2018*	2019*
	Number of days to close fiscal year does not exceed 60	89	60	60	60	60

Outcome (Effectiveness) Measures

		2015	2016	2017	2018*	2019*
	Retain the City's Triple AAA rating (for consecutive months)	198 months since attained December 1998	210 months since attained December 1998	224 months since attained December 1998	236 months since attained December 1998	248 months since attained December 1998
	Exceed the return on investments compared to benchmark (BAML - Bank of America/Merrill Lynch)	.80% average to BAML's .01%	.90% average to BAML's .13%	1.00% average to BAML's .44%	1.30% estimated to BAML's .64%	1.50% goal to estimated BAML's .84%
	Achieve the GFOA Annual Report award for financial reporting annually	24th consecutive (for FY 2014)	25th consecutive (for FY 2015)	26th consecutive (for FY 2016)	27th consecutive (for FY 2017)	28th consecutive (for FY 2018)
	Achieve the GFOA Budget Report award annually	7th award (for FY 2015 budget)	8th award (for FY 2016 budget)	9th award (for FY 2017 budget)	10th award (for FY 2018 budget)	11th award (for FY 2019 budget)
	Goal: Franklin will create a climate for necessary taxes and fees by assuring an equitable and balanced commercial, industrial, and residential tax base without an over-dependence on a single dominant revenue source.					
	Baseline: To determine the optimal proportion of revenue sources necessary to balance equitable payment for growth.					
	Target? Measure being modified - will be ready in May 2018					
	Meets Target?	TBD	TBD	TBD	TBD	TBD
	Goal: Franklin will achieve the lowest cost of debt financing possible by retaining bond ratings of AAA from 2 out of 3 services (Moody's, Fitch, and S&P).					
	Baseline: As of 2012, Moody's and Standard & Poor's have rated Franklin at AAA.					
	Target (# of rating agencies per FY)	2	2	2	2	2
	Meets Target?	Yes	Yes	Yes	Yes	Yes

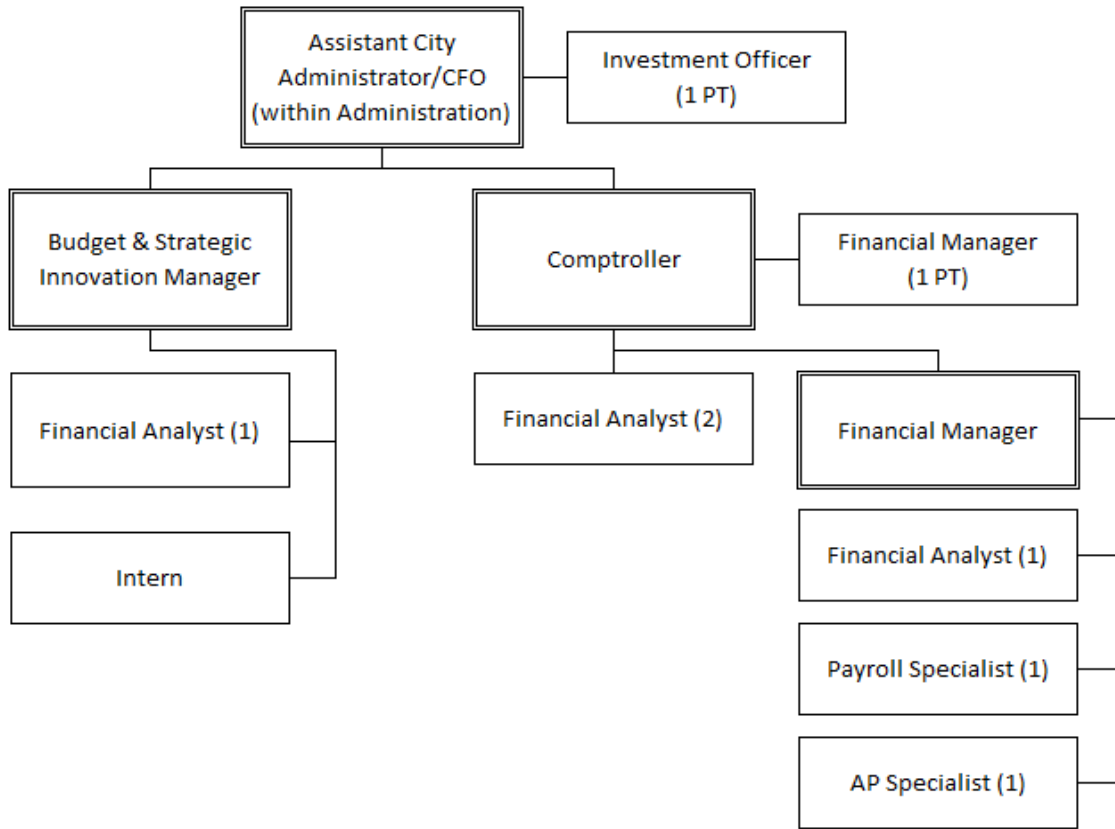
* 2018 & 2019 estimated



City of Franklin, Tennessee

FY 2019 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Asst. City Admin-Fin./Adm.	Grade N	1	0	1	0	1	0	0	0	0	0
Investment Officer	Grade M	0	0	0	0	0	1	0	1	0	1
Comptroller	Grade K	1	0	1	0	1	0	1	0	1	0
Budget & Strat. Inn. Mgr.	Grade K	0	0	1	0	1	0	1	0	1	0
Business Process Imp. Mgr.	Grade I	1	0	0	0	0	0	0	0	0	0
Financial Manager	Grade I	1	1	1	1	1	1	1	1	1	1
Financial Analyst	Grade H	3	0	3	0	3	0	4	0	4	0
Payroll Specialist	Grade F	1	0	1	0	1	0	1	0	1	0
AP Specialist	Grade E	1	0	1	0	1	0	1	0	1	0
Administrative Assistant	Grade D	1	0	1	0	1	0	0	0	0	0
Intern	Intern	0	1	0	1	0	1	0	1	0	1
Totals		10	2	10	2	10	3	9	3	9	3



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	698,356	766,730	616,700	616,409	671,098	54,398	8.8%
Employee Benefits	198,534	242,343	234,095	243,246	257,790	23,696	10.1%
Total Personnel	896,890	1,009,073	850,795	859,655	928,888	78,094	9.2%
Operations							
Transportation Services	2,038	1,730	2,300	2,000	2,300	-	0.0%
Operating Services	831	1,269	750	1,300	2,300	1,550	206.7%
Notices, Subscriptions, etc.	5,108	6,495	8,675	8,575	8,675	-	0.0%
Utilities	4,262	5,190	4,500	4,500	4,950	450	10.0%
Contractual Services	19,898	9,488	17,000	15,000	15,000	(2,000)	-11.8%
Repair & Maintenance Services	6,309	4,036	7,000	2,000	5,000	(2,000)	-28.6%
Employee programs	164	807	-	500	-	-	0.0%
Professional Development/Travel	14,060	15,939	17,100	16,520	16,520	(580)	-3.4%
Office Supplies	5,987	6,987	5,900	5,900	5,900	-	0.0%
Operating Supplies	15	16	-	-	-	-	0.0%
Fuel & Mileage	-	-	-	50	-	-	0.0%
Machinery & Equipment (<\$25,000)	5,412	16,047	11,450	11,320	11,450	-	0.0%
Repair & Maintenance Supplies	-	1,285	200	500	700	500	250.0%
Property & Liability Costs	3,435	4,394	4,664	3,990	5,138	474	10.2%
Permits	800	800	800	800	800	-	0.0%
Financial Fees	61,946	68,050	66,000	64,000	97,000	31,000	47.0%
Miscellaneous	10	1	10	10	10	-	0.0%
Interfund Reimbursements	(203,061)	(210,910)	(217,013)	(217,013)	(233,280)	(16,267)	7.5%
Total Operations	(72,786)	(68,376)	(70,664)	(80,048)	(57,537)	13,127	-18.6%
Machinery & Equipment (>\$25,000)	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-
Total Finance Department	824,104	940,697	780,131	779,607	871,351	91,221	11.7%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
=	81110	REGULAR PAY	647,653	753,309	633,945	458,349	612,409	691,823	719,496	748,276
	81120	OVERTIME PAY	2,751	3,457	3,000	4,283	4,000	4,000	4,000	4,000
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	47,952	9,964						
	81199	VACANCY ADJUSTMENT			(20,610)			(24,725)	(25,182)	(26,190)
=	XWAGE	TOTAL WAGES	698,356	766,730	616,335	462,632	616,409	671,098	698,314	726,086
=	81410	FICA (EMPLOYER'S SHARE)	46,864	50,805	45,047	32,984	46,849	52,924	55,041	59,974
=	81420	MEDICAL PREMIUMS	122,204	118,890	152,019	98,868	154,482	159,157	173,433	190,776
=	81430	GROUP INSURANCE PREMIUMS	9,692	9,133	9,329	6,850	10,209	11,314	12,451	13,073
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(24,995)	(26,543)	(32,854)	(23,979)	(34,961)	(43,429)	(46,924)	(51,616)
	81445	CONTRA-EMPLOYEE INS CONTRIBUTIONS		28,681						
!	81450	RETIREMENT CONTRIBUTIONS	31,136	42,532	48,912	36,684	48,912	59,183	65,101	71,611
	81455	DEFERRED COMP MATCH	11,080	17,345	11,312	12,868	17,409	18,279	19,193	20,153
	81460	UNEMPLOYMENT CLAIMS								
	81470	WORKERS COMPENSATION PREMIUMS	153	392	330	286	346	363	381	400
	81482	CAR ALLOWANCE	2,400	1,108						
=	XBEN	TOTAL BENEFITS	198,534	242,343	234,096	164,561	243,246	257,790	278,676	304,371
=	XPER	TOTAL PERSONNEL	896,890	1,009,073	850,431	627,193	859,655	928,888	976,990	1,030,457
		Operations								
+	82110	MAILING & OUTBOUND SHIPPING SERVICES	2,038	1,730	2,300	571	2,000	2,300	2,300	2,300
	01	UPS Store	1,802	1,516	1,950	571	1,650	2,100	2,100	2,100
	02	PO Box Renewal	200	214	250		250	100	100	100
	03	Federal Express	36		100		100	100	100	100
	04	W2/1099 Mailings								
	05	VARIOUS								
	*	Amount missing from detail								
=	XTRC	TOTAL TRANSPORTATION CHARGES	2,038	1,730	2,300	571	2,000	2,300	2,300	2,300
+	82210	PRINTING & COPYING SERVICES, OUTSOURCED	165	696	300	421	500	600	1,000	1,000
	01	Business Cards	165		100	160	200	300	300	300
	02	Novacopy		696	200	261	300	300	700	700
	03	ENVELOPES-PAYROLL								
	04	CHECKS								
	05	VARIOUS								
	*	Amount missing from detail								
+	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES						1,250		
	01	Greenshades Pay History Archival						1,250		
	*	Amount missing from detail								
+	82250	TESTING & PHYSICALS	666	573	450	778	800	450	450	450
	01	Background/Credit Screening	316	353	250	388	400	300	300	300
	02	Medical Screening	350	220	200	390	400	150	150	150
	03	VARIOUS								
	*	Amount missing from detail								
	82299	OTHER OPERATING SERVICES								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
=	XOPSV	TOTAL OPERATING SERVICES	831	1,269	750	1,199	1,300	2,300	1,450	1,450
+	82310	LEGAL NOTICES	351	340	450	87	350	450	450	450
	01	Vacancy Advertisements	351	340	450	87	350	450	450	450
	02	ADVERTISEMENT FOR FINANCIAL TECH								
	03	ADVERTISEMENT FOR FINANCIAL ANALYST								
	04	VARIOUS								
	*	Amount missing from detail								
+	82350	DUES FOR MEMBERSHIPS	2,273	3,245	5,500	3,503	5,500	5,500	5,500	5,500
	01	GFOA Memberships	895	1,445	2,500	1,606	2,500	2,500	2,500	2,500
	02	TGFOA Membership	75	135	500	160	500	500	500	500
	03	APA Memberships	40	50	500	254	500	500	500	500
	04	Sam's Club Memberships	105	105	150	45	150	150	150	150
	05	IMCA/TCMA Memberships	773	810	1,000	1,261	1,000	1,000	1,000	1,000
	06	Utility Memberships	110	110	200		200	200	200	200
	07	TN Society of CPAs	275	280	300		300	300	300	300
	08	AICPA Memberships		310	350	177	350	350	350	350
	09	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS-0119								
	10	AGA								
	11	AWWA								
	12	VARIOUS								
	*	Amount missing from detail								
+	82355	PROFESSIONAL STANDARDS / ACCREDITATION	1,229	950	1,425		1,425	1,425	1,425	1,425
	01	GFOA Budget Award	550		550		550	550	550	550
	02	GFOA CAFR Award	580	580	850		850	850	850	850
	03	APA		370	25		25	25	25	25
	04	VARIOUS	99							
	*	Amount missing from detail								
+	82390	PUBLICATIONS, NON-TRAINING	1,254	1,960	1,300	749	1,300	1,300	1,300	1,300
	01	Tennessean	207	205	250	195	250	250	250	250
	02	New York Times	195	195	200	105	200	200	200	200
	03	Wall Street Journal	348	348	350	5	350	350	350	350
	04	Barrons	99	150	150	2	150	150	150	150
	05	Harvard Business Journal	282	(59)	300		300	300	300	300
	06	Money/Fortune Magazine	33	(2)	50		50	50	50	50
	07	APA Publications				317				
	08	GFOA Publications				125				
	09	THE ECONOMIST NEWSPAPER-0205								
	10	Misc Publications	90	1,123						
	11	GASB & GFOA-0230								
	12	GFOA-0205								
	13	Daily Herald								
	14	VARIOUS								
	*	Amount missing from detail								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	5,107	6,495	8,675	4,339	8,575	8,675	8,675	8,675
+	82450	TELEPHONE SERVICE	1,349	1,301	1,500	956	1,500	1,800	1,800	1,800
	01	Local	1,106	1,111	1,200	663	1,500	1,800	1,800	1,800
	02	Long Distance	243	190	300	185				
	*	Amount missing from detail				108				
+	82455	CELLULAR TELEPHONE SERVICE	1,236	1,573	1,200	469	1,200	1,350	1,500	1,650
	01	Cell Phone Service	1,236	1,573	1,200	419	1,200	1,350	1,500	1,650

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	02	0205-REIMBURSEMENT								
	03	0119-REIMBURSEMENT								
	04	VARIOUS								
	*	Amount missing from detail				50				
+	82470	INTERNET & RELATED SERVICES	1,677	2,316	1,800	1,201	1,800	1,800	1,800	1,800
	01	Network Service	1,677	2,316	1,800	1,050	1,800	1,800	1,800	1,800
	02	VARIOUS								
	*	Amount missing from detail				151				
	82483	CONNECTION CHARGES								
=	XUTIL	TOTAL UTILITIES	4,262	5,190	4,500	2,626	4,500	4,950	5,100	5,250
+	82510	COMPUTER SERVICES	19,898	8,988	17,000	9,580	15,000	15,000	15,000	15,000
	01	Financial Software Services (GP)	16,212	6,090	13,500	6,877	11,500	11,500	11,500	11,500
	02	Payroll Reporting Services (Greenshades)	2,230	2,898	3,500	2,635	3,500	3,500	3,500	3,500
	03	Time System Services (Empower)	1,456							
	04	GREENSHADES-401K REPORTING								
	05	GPUG Membership Renewal								
	06	Greenshades Tax Form Upload								
	07	New Computer Services								
	08	New Finance Computer Services								
	09	VARIOUS								
	*	Amount missing from detail				68				
	82599	OTHER CONTRACTUAL SERVICES		500						
=	XCTS	TOTAL CONTRACTUAL SERVICES	19,898	9,488	17,000	9,580	15,000	15,000	15,000	15,000
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	6,309	4,036	7,000	749	2,000	5,000	5,000	5,000
	01	Novacopy	5,556	3,283	7,000	749	2,000	5,000	5,000	5,000
	02	Neopost	753	753						
	03	VARIOUS								
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	6,309	4,036	7,000	749	2,000	5,000	5,000	5,000
+	82780	TRAINING, OUTSIDE	110	780		500	500			
	01	Various	110	780		500	500			
	02	ECONOMIC OUTLOOK CONFERENCE-0205								
	03	NEW HORIZONS-0230								
	*	Amount missing from detail								
	82790	TRAINING, IN-HOUSE	54	27						
=	XEPG	TOTAL EMPLOYEE PROGRAMS	164	807		500	500			
+	82810	REGISTRATIONS	8,271	4,165	7,000	5,149	7,000	7,000	7,000	7,000
	01	GFOA Training	845	1,209	1,500	1,701	1,500	1,500	1,500	1,500
	02	TGFOA Training	1,610	1,600	2,000	1,215	2,000	2,000	2,000	2,000
	03	MTAS Training	2,290	500	1,000	50	1,000	1,000	1,000	1,000
	04	ICMA/TCMA Training	1,085	1,235	1,500	1,188	1,500	1,500	1,500	1,500
	05	APA Training	2,035	70	1,000		1,000	1,000	1,000	1,000
	06	Various	406	(449)		995				
	07	TGFOA								
	08	TGFOA								
	09	TGFOA								
	10	CMFO								
	11	CMFO								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	12	CMFO								
	13	ROCKHURST UNIVER								
	14	ACCTG BASICS								
	15	GPUG SUMMIT								
	16	GFOA CONFERENCE								
	17	TGFOA SPRING CONFERENCE								
	18	GFOA CONFERENCE								
	19	Prof Dev Seminar								
	*	Amount missing from detail								
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,897	2,921	2,250	1,169	2,000	2,000	2,000	2,000
	01	Car Rental/PARKING	1,897	2,921	2,250	943	2,000	2,000	2,000	2,000
	02	CMFO								
	03	MILEAGE								
	04	MILEAGE								
	05	MILEAGE								
	06	MILEAGE								
	07	MILEAGE								
	08	MILEAGE								
	09	PARKING, CAB								
	10	GFOA								
	11	MILEAGE								
	12	Prof Dev								
	13	VARIOUS								
	*	Amount missing from detail				226				
+	82830	AIR TRAVEL	2,004	1,960	2,000	1,009	2,000	2,000	2,000	2,000
	01	GFOA	2,004	1,960	2,000	1,009	2,000	2,000	2,000	2,000
	02	0211								
	03	0205								
	04	0230								
	05	Prof Dev Seminar								
	06	Various								
	*	Amount missing from detail								
+	82840	LODGING	1,550	6,022	5,350	1,680	5,000	5,000	5,000	5,000
	01	GFOA	1,550	6,022	5,350	1,680	5,000	5,000	5,000	5,000
	02	0211								
	03	0205								
	04	0230								
	05	Prof Dev Seminar								
	06	Various								
	*	Amount missing from detail								
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	333	791	500	347	500	500	500	500
	01	Travel Meals	333	791	500	327	500	500	500	500
	02	0205								
	03	JE NEEDED								
	04	0230								
	05	0211								
	06	Prof Dev Seminar								
	07	4177								
	08	Various								
	*	Amount missing from detail				20				
	82890	OTHER TRAVEL EXPENSES	5	80			20	20	20	20
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	14,060	15,939	17,100	9,354	16,520	16,520	16,520	16,520

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
+	83110	OFFICE SUPPLIES	5,462	5,534	5,200	1,920	5,200	5,200	5,200	5,200
	01	Misc Office Supplies	5,462	5,534	5,200	1,920	5,200	5,200	5,200	5,200
	02	GREENSHADES								
	03	Envelopes-Payroll								
	04	VARIOUS								
	*	Amount missing from detail								
	83130	EMPLOYEE BENEVOLENCE ITEMS	2	233						
+	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	523	1,220	700	569	700	700	700	700
	01	Business Meals	523	1,220	700	569	700	700	700	700
	02	Misc								
	03	VARIOUS								
	*	Amount missing from detail								
=	XOFS	TOTAL OFFICE SUPPLIES	5,987	6,987	5,900	2,489	5,900	5,900	5,900	5,900
	83260	UNIFORMS PURCHASED								
+	83299	OTHER OPERATING SUPPLIES	16	16						
	01	VARIOUS	16	16						
	*	Amount missing from detail								
=	XOPS	TOTAL OPERATING SUPPLIES	16	16						
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)				44	50			
=	XFUEL	TOTAL FUEL & MILEAGE				44	50			
	83510	FURNITURE, FIXTURES (<\$25,000)	209	1,784	500	152	500	500	500	500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	158	12,087	200			200	200	200
	01	COPIER		12,087						
	02	VARIOUS	158		200			200	200	200
	03	SURGE								
	04	PS40 FOLER & INSERTER								
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	4,905	2,016	10,500	9,914	10,500	10,500	10,500	10,500
	01	Computer Replacements	4,905	2,016	10,500	9,914	10,500	10,500	10,500	10,500
	02	HP LASER JET PRINTER								
	03	0218-KEYBOARD & MOUSE								
	04	MISC SUPPLIES								
	05	0205-LENOVO THINKPAD								
	06	VARIOUS								
	*	Amount missing from detail								
+	83550	COMPUTER SOFTWARE (<\$25,000)	140	160	250	320	320	250	250	250
	01	VARIOUS	140	160	250	320	320	250	250	250
	02	FORECASTER LICENSE-6								
	03	GREENSHADE REPORTING FOR 401 K								
	04	COMPUTER RESOURCES - NEGATIVE PR TRANSACTION								
	05	COMPUTER RESOURCES-INTEGRITY DATA								
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	5,412	16,047	11,450	10,386	11,320	11,450	11,450	11,450
+	83620	EQUIPMENT PARTS & SUPPLIES		1,285		309	500	500	500	500
	01	VARIOUS		1,285		309	500	500	500	500
	*	Amount missing from detail								
+	83660	BUILDING MAINTENANCE SUPPLIES			200			200	200	200
	01	SAMS (MISC SUPPLIES)								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	02	VARIOUS			200			200	200	200
	*	Amount missing from detail								
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES		1,285	200	309	500	700	700	700
	85110	PROPERTY INSURANCE	1,009	955	1,003	941	941	1,106	1,161	1,219
	85111	FRAUD INSURANCE				179	179			
	85112	INLAND MARINE INSURANCE		61	64	57	57	71	75	78
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	1,961	2,841	2,983	703	703	3,289	3,453	3,626
	85116	E&O LIABILITY INSURANCE				1,521	1,521			
	85119	UMBRELLA LIABILITY	465	537	564	589	589	622	653	686
	85120	PROPERTY DAMAGE COSTS								
	85140	SURETY/NOTARY BONDS			50			50	50	50
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	3,435	4,394	4,664	3,990	3,990	5,138	5,392	5,659
+	85320	STATE FEES	800	800	800		800	800	800	800
	01	Professional Privilege Tax (CPA)	800	800	800		800	800	800	800
	02	VARIOUS								
	*	Amount missing from detail								
=	XPERM	TOTAL PERMITS	800	800	800		800	800	800	800
	85510	BANKING FEES	17,517	17,363	20,000	10,014	18,000	20,000	20,000	20,000
+	85520	INVESTMENT FEES	32,340	33,974	30,000	18,383	30,000	51,000	51,000	51,000
	01	Investment Management (GPA/Tracker)	32,340	33,974	30,000	18,383	30,000	48,000	48,000	48,000
	02	FIFTH THIRD-MARKET VALUE FEES								
	03	PUBLIC FINANCIAL MGMT-FINANCIAL ADVISORY SERVICES								
	04	BUREAU OF PUBLIC DEBT								
	05	PORTFOLIO SERVICES								
	06	TRACKER								
	07	99FEDPCS3 53 MMA								
	08	VARIOUS								
	9	Continuing Disclosure Dissemination Agent						3,000	3,000	3,000
	*	Amount missing from detail								
+	85525	FINANCIAL ADVISOR FEES	12,089	16,694	16,000	12,000	16,000	26,000	26,000	26,000
	01	Financial Advisor Fees (PFM)	12,089	16,694	16,000	12,000	16,000	26,000	26,000	26,000
	02	ANALYSIS ON IMPACT FEES JE								
	03	VARIOUS								
	*	Amount missing from detail								
	85530	E-COMMERCE FEES		19						
=	XFLF	TOTAL FINANCIAL FEES	61,946	68,050	66,000	40,397	64,000	97,000	97,000	97,000
	85990	MISCELLANEOUS	10	1	10	(10)	10	10	10	10
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	10	1	10	(10)	10	10	10	10
	87510	REIMB OF INTERFUND SERVICES	(203,061)	(210,910)	(217,013)	(217,013)	(217,013)	(233,280)	(237,946)	(242,705)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(203,061)	(210,910)	(217,013)	(217,013)	(217,013)	(233,280)	(237,946)	(242,705)

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
=	XOP	TOTAL OPERATIONS	(72,786)	(68,376)	(70,664)	(130,490)	(80,048)	(57,537)	(62,649)	(66,991)
		Capital								
	89550	COMPUTER SOFTWARE (>\$25,000)								
=	XTOT	TOTAL EXPENDITURES	824,104	940,697	779,767	496,703	779,607	871,351	914,341	963,466
=	PRHCT	PART-TIME REGULAR HEADCOUNT								



City of Franklin, Tennessee

FY 2019 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Finance						
1	Finance Office Continued Build-Out	\$ -	\$ -	\$ 10,000	\$ 10,000	
2	Capital Projects Reporting Tool	\$ -	\$ -	\$ 20,000	\$ 20,000	
3	Financial Analyst (Data/Analytics)	\$ 61,640	\$ 18,492	\$ 2,200	\$ 82,332	
Total		\$ 61,640	\$ 18,492	\$ 32,200	\$ 112,332	\$ -
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
Total G/F Requests		\$ 61,640	\$ 18,492	\$ 32,200	\$ 112,332	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 112,332
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 112,332

Traditional Allocations

	Personnel	\$ 82,332
	Operations	\$ 30,000
	Equipment	\$ -
	Capital	\$ -
Total		\$ 112,332

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **3**

Department:

41500 FINANCE

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Finance Office - Continued Buildout

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
83540 COMPUTER HARDWARE (<\$25,000)	\$750		\$750
83530 MACHINERY & EQUIPMENT (<\$25,000)	\$2,500		\$2,500
83510 FURNITURE, FIXTURES (<\$25,000)	\$5,000		\$5,000
83000 SUPPLIES	\$1,750		\$1,750
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$10,000	\$0	\$10,000

PURPOSE / DESCRIPTION OF REQUEST

After completing the Finance Department renovations in FY 2018, several items were left incomplete due to a lack of sufficient funding. This request would allow the outfitting of technology in the shared space within the office suite, purchase of additional furnishings as needed and aid in the completion of finance department archives and outfitting of the new conference room.

SERVICE IMPLICATION

Failure to fund would not severely inhibit the departments daily operations, but leave the work begun in FY 2018 incomplete.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **2** of **3**

Department: **41500 FINANCE**
 Division: **Budget & Analytics**
 FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Capital Projects Explorer**

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
83550 COMPUTER SOFTWARE (<\$25,000)		\$20,000	\$20,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$20,000	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

While one of the major tasks given the department's new Financial Analyst is the streamlining and organizing of the City's capital project accounting systems, it has become apparent within CIP staff meetings and a desire of the City Administrator to have a transparent tool with which to demonstrate to taxpayers and board members the progress of capital projects within the community. This tool will rely upon information which comes from the analysts' efforts, but a streamlined an multi-platform transparency tool would go a long way to demonstrating to the community how we are spending their money.

\$20,000 annual is an estimate for the purchase of the Socrata Capital Projects Explorer Tool. This is an estimate - a quote is forthcoming.

SERVICE IMPLICATION

The current system of relaying updates on capital projects is cumbersome, not easily searchable and does not meet the needs of staff, politicians and taxpayers alike. Failure to fund and implement this tool would continue to provide inadequate service to our population.

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **3** of **3**

Department: Division: FranklinForward Theme: Title:	41500 FINANCE Budget & Analytics A Effective and Fiscally Sound City Government Providing High Quality Service Data Analyst
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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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$61,640	\$61,640
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$18,492
<u>Expenses</u>			
82350 DUES FOR MEMBERSHIPS		\$1,000	\$1,000
82355 PROFESSIONAL STANDARDS / ACCREDITATION		\$350	\$350
82390 PUBLICATIONS, NON-TRAINING		\$200	\$200
82800 PROFESSIONAL DEVELOPMENT/TRAVEL		\$400	\$400
82810 REGISTRATIONS		\$250	\$250
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$82,332	\$82,332

PURPOSE / DESCRIPTION OF REQUEST

This City of Franklin has begun to develop its Data Analytics Program. The creation of the Data Analytics Team between IT/Finance in 2015 has allowed the City to begin to organize its data and develop a five-year Analytics Plan to promote the broader application and usage of data within all aspects of government organization and customer service.

The next step in that evolution is the hiring of a Data Scientist/Analyst who can be the go to person to "make it happen" While we want to have the departments and individuals unlock the power of data for themselves, it is clear through our initial research that a dedicated person is needed who can "mine" complex data sources for trends and provide that feedback to department heads and City administration. This person would work with the Budget & Strategic Innovation Manager to prepare findings and reports for all departments.

This position is asked as a Grade H, however, a job description and banding would need to occur.

SERVICE IMPLICATION

Failure to hire this position would limit our continued efforts to harness the true power of data and analytics in the organization. This position, however, may not be ready to join the organization until more work is done by the Data Analytics Team during FY 2018 and FY 2019.



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Appropriations



City of Franklin, Tennessee - FY 2019 Budget Request Appropriations

Outline

- Base Budget Request
- Program Enhancement Requests



City of Franklin, Tennessee - FY 2019 Budget Request **Appropriations**

Budget Purpose & Request

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs.

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	460,021	464,936	461,056	465,223	516,301	55,245	12.0%
Capital	0	0	0	0	0	-	0.0%
Total	460,021	464,936	461,056	465,223	516,301	55,245	12.0%

- All funding requests are level-funded, except for:
 - RTA/91X Route Increase: \$48,727 (FY 19: \$104,912; FY18: \$56,185)
 - Animal Control Increase: \$19,018 (FY 19: \$110,354; FY18: \$91,336)



City of Franklin, Tennessee - FY 2019 Budget Request **Appropriations**

Program Enhancement Requests

In addition to the existing two dozen or so requests for funding under the Appropriations budget, there are seven (totaling \$30,660) which would be considered "new" or otherwise not part of the FY18 base budget.

- Sister City	\$ 2,000	(87110)
- Franklin Housing Collaborative	\$ 10,000	(81720)
- Bridges	\$ 3,460	(87130)
- Mid Cumberland Youth CAN	\$ 5,000	(87130)
- Mid Cumberland Hum Res/Ombudsman	\$ 100	(87130)
- Gentry's Education Center	\$ 10,000	(87130)
- Second Harvest / Nashville's Table	\$ 1,000	(87130)



City of Franklin, Tennessee

FY 2019 Operating Budget

Appropriations

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	460,021	464,936	461,056	465,223	516,301	55,245	12.0%
Capital	0	0	0	0	0	-	0.0%
Total	460,021	464,936	461,056	465,223	516,301	55,245	12.0%

Department Goals

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs. A select list of definitions is provided below:

ARC: A family-based organization committed to securing opportunities for persons with intellectual, developmental, or other disabilities.

Boys and Girls Club: Provides a safe place for children and teens, tracks unduplicated services, and tracks teens graduating from high school and their transition to attend college.

Bridges: In partnership with the City, responds to domestic violence calls. These efforts assist in reducing the City's costs and required manpower.

Community Child Care: Gives lower income families the opportunity to work or further education, while children receive affordable child care. Tracks test scores of children transitioning from Community Child Care to kindergarten.

Community Housing Partnership: Assists in helping to keep low income and disabled families in their homes through owner occupied rehabilitation and as an aid for emergency housing for the homeless.

Graceworks: Gives assistance with rent, utility bills, food, medications, gasoline vouchers, school supplies, and senior transportation. Graceworks also partners with the American Red Cross for disaster relief, which included the 2010 floods.

Mid-Cumberland Homemaker: Provides at-home assistance with household tasks to help clients maintain self-sufficiency.

Mid-Cumberland Ombudsman: Serves as an impartial party advocate who seeks to resolve residents' rights complaints and violations voiced by individuals residing in nursing homes, assisted care living facilities, and homes for the aged.

Mid-Cumberland Meals on Wheels: Provides nutritious home-delivered meals/senior center dining.

Second Harvest: Provides food at a very reduced cost to several agencies that are located in Williamson County.

Waves: Provides daily activities and participation in community life for individuals with disabilities; advocacy



City of Franklin, Tennessee

FY 2019 Operating Budget

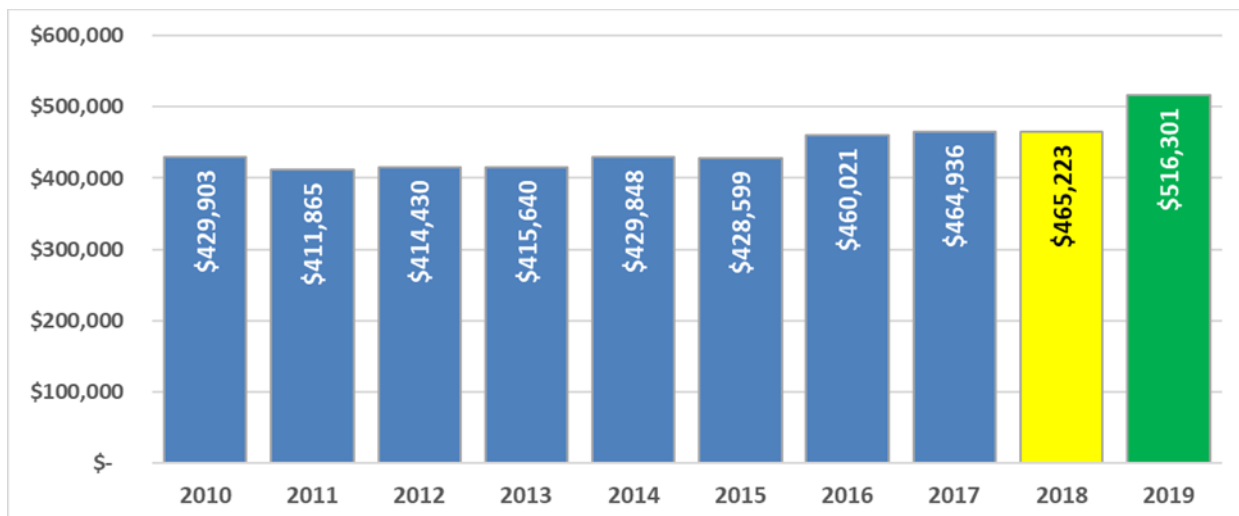
Organizational Chart

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





City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$	%
Operations							
Contracted Services							
Regional Transit Authority - 91X Bus	50,004	56,285	56,185	56,185	104,912	48,727	86.7%
Franklin Tomorrow	29,610	29,610	34,610	34,610	34,610	-	0.0%
Sister City Program	5,076	5,076	5,500	5,500	5,500	-	0.0%
Total Contracted Services	84,690	90,971	96,295	96,295	145,022	48,727	50.6%
Appropriations to Governments							
Health Department	21,150	21,150	21,150	21,150	21,150	-	0.0%
Animal Control	89,224	93,685	91,336	91,336	110,354	19,018	20.8%
Library - Books	59,220	59,220	64,220	64,220	64,220	-	0.0%
TN Reha @ Franklin	22,495	22,495	23,170	23,170	23,170	-	0.0%
Franklin Housing Authority	-	-	-	-	-	-	100.0%
IDB & Health/Education Board	-	-	750	750	750	-	0.0%
I-65 Corridor Study	-	-	12,500	16,667	-	(12,500)	-100.0%
Total Appropriations to Gov't	192,089	196,550	213,126	217,293	219,644	6,518	3.1%
Appropriations to Civic Org.							
ARC	4,230	4,230	4,230	4,230	4,230	-	0.0%
Boys & Girls Club	15,228	15,228	18,000	18,000	18,000	-	0.0%
Bridges	15,040	15,040	15,040	15,040	15,040	-	0.0%
Community Child Care	29,140	29,140	29,140	29,140	29,140	-	0.0%
Community Housing Partnership	8,460	8,460	8,460	8,460	8,460	-	0.0%
J.L. Clay Center/Senior Citizens	41,654	20,827	-	-	-	-	0.0%
Mid Cum Hum Res/Homemaker	4,700	4,700	4,700	4,700	4,700	-	0.0%
Mid-Cum Hum Res/Ombudsman	2,061	2,061	2,500	2,500	2,500	-	0.0%
Mid-Cum Meals on Wheels	10,152	10,152	10,152	10,152	10,152	-	0.0%
Second Harvest/Nashville's Table	1,269	1,269	1,500	1,500	1,500	-	0.0%
Waves	22,913	22,913	22,913	22,913	22,913	-	0.0%
Wmson Co Emergency Relief/Graceworks	13,395	13,395	15,000	15,000	15,000	-	0.0%
Gentry's Education Center	10,000	10,000	15,000	15,000	15,000	-	0.0%
Transit Alliance	5,000	5,000	5,000	5,000	5,000	-	0.0%
Masonic Hall Historic Study	-	15,000	-	-	-	-	0.0%
Total Appropriations to Civic Org's.	183,242	177,415	151,635	151,635	151,635	-	
Total Operations	460,021	464,936	461,056	465,223	516,301	55,245	12.0%
Total Appropriations	460,021	464,936	461,056	465,223	516,301	55,245	12.0%

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **1**

Department:	45920 APPROPRIATIONS
Division:	
FranklinForward Theme:	Quality Life Experiences
Title:	Various Additional 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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
87000 APPROPRIATIONS		\$30,660	\$30,660
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$30,660	\$30,660

PURPOSE / DESCRIPTION OF REQUEST

In addition to the existing two dozen or so requests for funding under the Appropriations budget, there are eleven (totaling \$30,660) which would be considered "new" or otherwise not part of the FY18 base budget.

- | | |
|--------------------------------------|-----------|
| - Sister City | \$ 2,000 |
| - Franklin Housing Collaborative | \$ 10,000 |
| - Bridges | \$ 3,460 |
| - Mid Cumberland Youth CAN | \$ 5,000 |
| - Mid Cumberland Hum Res/Ombudsman | \$ 100 |
| - Gentry's Education Center | \$ 10,000 |
| - Second Harvest / Nashville's Table | \$ 1,000 |

Details can be found online as part of the agenda item on Granicus.

SERVICE IMPLICATION



WILLIAMSON COUNTY GOVERNMENT

February 13, 2018

VIA US MAIL

Ms. Kristine Tallent, Finance Administrator
City of Franklin
103 3rd Avenue South
Franklin, TN 37064

Re: Animal Control Fee – Fiscal Year 2018-19

Dear Ms. Tallent:

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 2018-19 is **\$110,354.00**. Please sign this letter acknowledging your receipt and return it to my attention. You may e-mail it to Nenag@williamson-tn.org. The payment for animal control services is due any time between July 1, 2018 and June 30, 2019.

If you have any questions, please call me at 615-790-5703.

Sincerely,

Nena Graham
Finance Director

Received: Kristine Tallent (signature)

Printed name: Kristine Tallent

Title: Asst City Admin / CFO

Date: 2/21/18



Contribution amendment for fiscal year 2018-2019 based on contracted agreement.

**WILLIAMSON COUNTY
ANIMAL CONTROL - SHARED COSTS WITH CITIES**

	Population Totals	Population %	Contribution By Population Total Budget	Current Contribution from Cities
Franklin	70,908	33.0805%	\$ 441,416	\$ 91,336
Williamson County	45,847	21.3889%	\$ 285,406	
Brentwood	40,401	18.8481%	\$ 251,504	\$ 59,054
Spring Hill	36,530	17.0422%	\$ 227,406	\$ 53,395
Fairview	8,002	3.7331%	\$ 49,814	\$ 11,696
Nolensville	7,936	3.7024%	\$ 49,403	\$ 11,600
Thompson's Station	4,726	2.2048%	\$ 29,420	\$ 3,919
	214,350	100.0000%	\$ 1,334,369	\$ 231,000

FY 2017-18 Animal Control Budget

Salaries	\$955,126.00	doesn't include longevity of 3,650
Operating	\$379,243.00	
	\$1,334,369.00	

Most All cities have had a special census, those figures were used for this year's contribution.
Some cities are in the process of conducting special census, but for this year's calculation, the special census data are not available at this point in time so they will not be included this year. We will pick those up next year.

The operating portion of the budget is approximately 25 % of the total budget.
 Per our agreement, Cities would contribute 25% of the total budget allocated by the percentage of population from the last federal census or special census. The increases would be automatic based on the county budget guidelines.
 For Fiscal year 2017-18, Employees received a 2% pay increase. Based on the agreement, Cities contribution can not exceed 5% in a year unless based on a change in population.
 Based on population changes again this year, The 2018-2019 budgeted figures for some cities will exceed 5% contribution from previous year. Please use the second column for your cities' budgeted contribution for the 2018-2019 fiscal year.

	Contribution By Population Total Budget	25% of total budget	Current Contribution from Cities	Current Contr. "+5% 2018-19
Franklin	\$ 441,416	\$ 110,354	\$ 91,336	\$ 95,903
Williamson County	\$ 285,406		\$ -	\$ -
Brentwood	\$ 251,504	\$ 62,876	\$ 59,054	\$ 62,007
Spring Hill	\$ 227,406	\$ 56,852	\$ 53,395	\$ 56,065
Fairview	\$ 49,814	\$ 12,453	\$ 11,696	\$ 12,281
Nolensville	\$ 49,403	\$ 12,351	\$ 11,600	\$ 12,180
Thompson's Station	\$ 29,420	\$ 7,355	\$ 3,919	\$ 4,115
Total	\$ 1,334,369	\$ 262,241	\$ 231,000	\$ 242,550

Rogers C. Anderson
Williamson County Mayor



Nena Graham
Budget Director

WILLIAMSON COUNTY GOVERNMENT

February 13, 2018

VIA US MAIL

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City of Franklin
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Nena Graham
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Title: Asst City Adm / CFO
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FY 2017-18 Animal Control Budget

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calculation, the special census data are not available at this point in time so they will not
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Thompson's Station	\$ 29,420	\$ 7,355	\$ 3,919	\$ 4,115
Total	\$ 1,334,369	\$ 262,241	\$ 231,000	\$ 242,550



129 West Fowlkes St., Suite 151
Franklin, TN 37064

615-790-5815 phone
615-790-5891 fax
www.thearcwc.org

Achieve with us.

2/19/18

Kristine Tallent
Assistant City Administrator/CFO
City of Franklin
City Hall
109 Third Avenue South
Franklin, TN 37064

RE: Nonprofit Organization Request for City of Franklin Funds

Dear Kristine,

Attached is The Arc Williamson County's budget request for 2018-2019 in the amount of \$4230, the same as last year. Also attached is a copy of our most recent audit, a copy of our 501(c)3 letter, a copy of our charitable solicitations approval letter and a copy of our state license. Thank you as always for your support of The Arc. If you need any further information, please do not hesitate to contact me.

Sincerely,



Sharon Bottorff
Executive Director



**A disability resource center
For people with intellectual and developmental disabilities**

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN FUNDS
2018-19 FISCAL YEAR**

Organization Name: The Arc Williamson County **Phone:** 615-790-5815, ext. 3
Contact Person & Title: Sharon Bottorff, Executive Director
Mailing Address: 129 West Fowlkes Street, Suite 151, Franklin, TN 37064
Federal Identification # (if applicable): 62-601914700
E-mail address: sbbarc@thearcwc.org

Number of Active Participants in Organization: see attached service statistics.

Does this organization charge fees to participants? Yes _____ No X_____

If Yes, please itemize the structure utilized (use a separate sheet if necessary): _____

If No, please explain: Eligibility is determined by disability and need

Please provide the approximate number of clients served by your program on a yearly basis: 1000-
for detailed breakdown please see attached service statistics.

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County citizens. For most of our programs, participants are required to show proof of residency and so we have on file in their records a form of proof of residency usually copy of current driver's license or a recent copy of a utility bill. These are available for review at any time in our office. 99% of those served are residents of Williamson County.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities: There are no other known agencies in the county that provide advocacy specifically to individuals with disabilities and their families.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private sources. The Arc Williamson County receives contributions, sponsorships and grants from many private sources including the Sharing Change Program through Middle Tennessee Electric Membership Corporation, EML, Inc., J & J Worldwide Services, Benefits Inc., Higgins Insurance, Ajax Turner, Rehab Resources, Piedmont Natural Gas, TD Ameritrade, ChickFilA, etc, Community Foundation of Middle Tennessee and others. The Arc would be happy at any time to share our complete list of supporters, including individual supporters, to a city representative.

The Arc Williamson County Service Statistics			
	2016-2017	2017-2018	2018-2019
Advocacy Program			
Individual Advocacy	96	100	100
Information and Referral	281	285	280
System or Group Advocacy	1016	1020	1025
Student Advocacy	124	130	140
Next Chapter Book Club	55	60	50
Workshops	131	150	150
Family Support			
Active	220	209	225
Waiting	10	5	25
Independent Support Coordination	52	52	50

**Non-Profit Organization Request for
City of Franklin Funds - Page Two
Organization: The Arc Williamson County**

	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
EXPENDITURES			
Personnel Expense	\$161,878.00	\$174,148.00	\$179,981.00
Travel	\$6,781.00	\$7,000.00	\$7,500.00
Printing	\$1,689.00	\$1,750.00	\$2,000.00
Professional & Contracted Services	\$26,124.00	\$27,500.00	\$33,260.00
Supplies	\$4,030.00	\$4,000.00	\$1,000.00
Rental on Office	\$8,860.00	\$8,860.00	\$8,860.00
Telephone	\$4,656.00	\$4,600.00	\$4,600.00
Information Technology	\$2,000.00	\$2,000.00	\$2,000.00
Insurance	\$2,074.00	\$2,000.00	\$2,000.00
Miscellaneous	\$7,240.00	\$3,650.00	\$3,400.00
Membership Dues	\$3,734.00	\$3,500.00	\$3,500.00
Grants & Subsidies	\$183,913.00	\$184,000.00	\$184,000.00
Conferences & Meetings	\$1,000.00	\$1,000.00	\$1,000.00
TOTAL BUDGET	\$413,979.00	\$424,008.00	\$433,101.00
	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
REVENUES: (include any fund raising events)			
Williamson County Government	\$1,814.00	\$1,814.00	\$1,814.00
City of Franklin	\$4,230.00	\$4,230.00	\$4,230.00
Other United Way	\$1,709.00	\$2,700.00	\$3,000.00
United Way	\$21,800.00	\$21,800.00	\$25,000.00
Contributions	\$5,359.00	\$6,661.00	\$6,165.00
Family Support	\$204,987.00	\$204,987.00	\$204,987.00
Interest	\$3.00	\$5.00	\$5.00
Fund Raisers	\$24,554.00	\$20,000.00	\$22,500.00
Independent Support Coordination	\$145,400.00	\$145,400.00	\$145,400.00
Other Grants	\$15,000.00	\$10,000.00	\$20,000.00
TOTAL REVENUES	\$424,856.00	\$417,597.00	\$433,101.00

Non-Profit Organization Request for			
City of Franklin Funds - Page Three			
Organization: The Arc Williamson County			
Personnel & Salary Information			
Personnel (list by Positions)	Actual 2016-17	Projected Expended 2017-2018	Requested 2018-2019
Executive Director	\$49,000.00	\$49,000.00	\$49,000.00
Independent Support Coordinator	\$45,838.00	\$45,838.00	\$47,200.00
Independent Support Coordinator	\$38,213.00	\$41,922.00	\$43,175.00
Student Advocate by contract-25 hours per week-increase to 30 hours per week in 2018-2019	\$19,500.00	\$19,500.00	\$24,960.00
TOTAL	\$152,551.00	\$156,260.00	\$164,335.00
List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A			

City of Franklin

APPLICATION ADDENDUM

For the funding year July 1, 2018 through June 30, 2019

Name of Agency: **The Arc Williamson County**

Date: **2/19/18**

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-2019: The Arc Williamson County is requesting funding to assist with the Advocacy Program. Specifically, we will be providing PATH planning sessions for young adults with disabilities exiting school, conducting Future Planning sessions with families, maintaining four book clubs for individuals with intellectual disabilities, continuing The Arc's October Workshop Series and providing Information and Referral Services to individuals with disabilities and their families. The funds will be used towards salary and supplies.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.): The Arc frequently answers questions and gives information to City of Franklin employees when they interface with a person with a disability particularly an intellectual disability. This has ranged from giving administrative staff information on how a person who is disabled can obtain services to visiting individuals with disabilities at the request of the Police to assess situations and determine what services need to be in place.

Please answer completely the following question using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objective and results? (Include description capacity, intensity and duration of services.) *The Arc Williamson County's Advocacy Program is involved in many activities that enable the program to reach its objectives. Information and Referral Services are provided on a daily basis by telephone and office walk-in and include providing individuals with any needed information and names of resources that they might need to resolve their problem. Individual advocacy is often required and involves such things as assessing the family situation to determine what the needs are; making telephone calls and writing letters on behalf of an individual; locating and securing needed resources; and providing counseling.*

The Arc continues to host public meetings to help increase awareness in the community and to provide information. In the fall of 2017, The Arc held its annual October Workshop Series which included workshops on Conservatorship and Special Needs Trusts; High School Diploma Options; Working with Vocational Rehabilitation; College Fair Night and Basic IEP's. The Arc's Advocacy Program also continues maintain four Next Chapter Book Clubs. Next Chapter Book Clubs are for young adults with intellectual disabilities and are led by trained, volunteer facilitators.

The Arc is a member of the Williamson County Social Services Agencies Advisory Committee, the Williamson County Geriatric Council, the Tennessee Respite Care Coalition, Special Olympics, Tennessee Disability Coalition, TASC (Tennessee Alliance of Support Coordinators), and D-SPAT (Direct Support Professionals Association of Tennessee). In addition, the Executive Director is a member of NASW (National Association of Social Workers); a member of TCSW (Tennessee Conference on Social Welfare); alumni of Leadership Franklin; a member of the Patricia Hart Society, the women's initiative of United Way of Williamson County; and a member of the American Association of Persons with Intellectual Disabilities.

The objectives of the Advocacy Program are as follows:

- Provide information and referral for consumers and self-advocates to locate services and to access them.*
- Keep parents and self-advocates informed and empower them to become better advocates in their own behalf through newsletters, Facebook, website and workshops.*
- Identify, coordinate and /or secure resources to help as many families as possible.*
- Maintain communication between The Arc Williamson County and the county's two public school systems to further mutual understanding and to promote the best interest of children with disabilities serviced by the school systems.*
- Utilize social media and outreach to increase public awareness of people with disabilities and their families.*

- Promote principles of The Arc and encourage participation in The Arc from the community.*
- Provide a setting for parents of children with disabilities to find mutual support and understanding.*
- Continue to address issues identified as being important to individuals and families serviced by The Arc specifically public transportation, affordable housing options for individuals with disabilities, employment supports, after school care and respite care for families.*
- Provide a student advocate for students in special education and their families in Williamson County with the outcome of improving students' progress.*
- Maintain existing book clubs for individuals with intellectual disabilities in Williamson County.*
- Provide 6 workshop for Transition Age Young Adults on topics around independent living.*
- Provide Person Centered Planning Sessions to 24 individuals and their families.*
- Fundraising goal set at \$22,500.*

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data. *The Arc Williamson County began using a QI survey at the beginning of the 2007-2008 school year in the Student Advocacy Program. It is sent monthly to all families and school personnel involved in planning meetings with the Student Advocates and addresses such things as whether the student advocate/volunteer appeared knowledgeable regarding the law, whether services were provided in a timely manner and whether they would refer others to the program. Based on these surveys and progress reports on students, over 95% show increase in progress.*

There are procedures in place by the State of Tennessee Department of Intellectual and Developmental Disabilities to measure outcomes in the Family Support Program through a yearly fiscal review and every three years with a review by the State of Tennessee's Quality Enhancement Team. The State of Tennessee's Quality Enhancement Team reviews the Independent Support Coordination Program yearly. In addition, the Independent Support Coordination Program is reviewed based on Personal Outcomes Measures both externally and internally. The Arc has received exceptional reviews in all of the areas from the State of Tennessee and currently has a Four Star rating based on Quality Enhancement Reviews.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain. *Both the Family Support Program and the Independent Support Program receive quality reviews by the State of Tennessee Department of Intellectual and Developmental Disabilities. The Arc maintains a Four Star Rating with the State of Tennessee based on these reviews. Copies of these reviews are available as well as our annual State of Tennessee Fiscal Audit Review which has*

resulted in no findings over the last twelve years. The Arc is now required to be licensed to provide our Independent Support Coordination Program and a copy of that is attached.

4. What percent of your local agency budget is your allocation request for the City of Franklin?
1% of total budget.
5. What other fundraising activities does your agency engage in during the year? ***The Arc Williamson County partnered with The Arc Davidson County for the First Annual Festival of Trees in December of 2017 and plans to do that again in 2018. The Arc Williamson County will continue to be the beneficiary of a fundraiser by Rehab Resources done yearly in in May. The Arc has also had a yard sale in the spring for the past several years and participates in fundraising nights at local restaurants.***
6. Do you charge any fees for your services? ***There are no fees charged in the Advocacy Program.***

STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES



LICENSE

THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES GRANTS THIS FULL
LICENSE IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 33, CHAPTER 2, PART 4 TO:

THE ARC WILLIAMSON COUNTY

(Name of Licensee)

TO OPERATE A FACILITY OR SERVICE IDENTIFIED AND LOCATED AS FOLLOWS FOR THE
PROVISION OF THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES OR
PERSONAL SUPPORT SERVICES:

The ARC Williamson County Office

(Name of Facility or Service as Known to the Public)

129 West Fowlkes Street Suite 151, Franklin, TN 37064

(Street Address or Location, City or Town)

THE LICENSEE HAS DEMONSTRATED COMPLIANCE WITH T.C.A. TITLE 33, CHAPTER 2, PART 4 AND
WITH RULES OF THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES.

THIS LICENSE AUTHORIZES LIFE SAFETY OCCUPANCY CLASSIFICATIONS AND THE FOLLOWING
DISTINCT CATEGORY OF FACILITY OR SERVICES TO BE PROVIDED:

Distinct Category	Accessible to mobile, non-ambulatory individuals	Approved for persons with:			Capacity	Occupancy Classification
		Hearing Loss	Vision Impairment			
Support Coordination Agency	Y	n/a	n/a		n/a	Business

November 01, 2017

Date License Granted

October 31, 2018

Date License Expires

L000000016979

License Number

Debra L. Payne

Commissioner of Department Of Intellectual & Developmental Disabilities

16979

THIS LICENSE IS NON-TRANSFERABLE AND NON-ASSIGNABLE.
POST THIS LICENSE IN A CONSPICUOUS PLACE.



Department of the Treasury
Internal Revenue Service

Cincinnati Service Center
CINCINNATI OH 45999-0038

In reply refer to: 0752261065
Mar. 08, 2013 LTR 4168C 0
62-6019147 000000 00

00019964
BODC: TE

ARC OF WILLIAMSON COUNTY
129 W FOWLKES ST STE 151
FRANKLIN TN 37064-3562



009451

Employer Identification Number: 62-6019147
Person to Contact: Customer Service
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 27, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June, 1960.

Our records also indicate that 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. 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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Tennessee Secretary of State
Tre Hargett



Division of Charitable Solicitations, Fantasy Sports, and Gaming
312 Rosa L. Parks Avenue, 8th Floor
Nashville, Tennessee 37243-1102

Mona Hart
Director
December 19, 2017

615-741-2555
Mona.Hart@tn.gov

Sharon Bottorff
ARC of Williamson County (The)
129 West Fowlkes Street, Suite 151
Franklin, TN 37064

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
ARC of Williamson County (The) - CO1355
Registration Expiration Date: **December 31, 2018**

Dear Sharon Bottorff:

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

TAH:CO1355

JOHN R. POOLE, CPA
CERTIFIED PUBLIC ACCOUNTANT

134 NORTHLAKE DRIVE
HENDERSONVILLE, TN 37075

(615) 822-4177

Independent Auditor's Report

To the Board of Directors of
ARC of Williamson County, Inc.
Franklin, Tennessee

Report on the Financial Statements

I have audited the accompanying financial statements of ARC of Williamson County, Inc. (a nonprofit organization) which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses and cash flows for the year 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

My responsibility is to express opinions on these financial statements based on my audit. I conducted the audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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, I 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.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ARC of Williamson County, Inc. as of June 30, 2017, 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.

John R Poole, CPA

September 15, 2017

ARC of WILLIAMSON COUNTY, INC.

Statement of Functional Expenses

For the year ended June 30, 2017

		Supporting Services	
	Program Services	Management and General	Total Expenses
Salaries	\$ 140,068	0	140,068
Employee benefits	11,095	0	11,095
Payroll taxes	10,715	0	10,715
Grants and subsidies	183,913	0	183,913
Conferences	0	1,000	1,000
Postage and printing	2,068	1,000	3,068
Dues	3,734	0	3,734
Telephone	4,295	475	4,770
Professional services	27,524	1,600	29,124
Supplies	5,794	1,250	7,044
Training and travel	5,781	1,000	6,781
Rent	8,260	300	8,560
Insurance	0	2,074	2,074
Miscellaneous	1,016	1,017	2,033
Total Expenses	\$ 404,263	9,716	413,979

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Boys & Girls Clubs of Middle Tennessee (Franklin and Fairview Clubs)

Phone: 794-4800

Contact Person & Title: Denise Carothers, Director of Resource Development Williamson County

Mailing Address: PO Box 1084 Franklin, TN 37065

Federal Identification # (if applicable): 62-0540402

Number of Active Participants in Organization: 733

Does this organization charge fees to participants? Yes ☒ No ☐

If yes, please itemize the structure utilized (use a separate sheet of paper if necessary):

If no, please explain: Boys & Girls Clubs of Middle Tennessee utilizes a Need-Based Rate Scale which is based on Scholarship availability and evidence of need; however no child is denied service due to their inability to pay. Families participating in Families First or AFDC are encouraged to enroll their children. Donations from those in the community allow us to provide scholarship support to our Club members. Due to the already low program fee for our services each Club member is already receiving a subsidy of \$30 per week in scholarships for the After School Program and \$25 per week for the Summer Enrichment Program. Our weekly fee as it stands now is \$20/wk. and \$50/wk. for the summer program. Our needs based scale is as such—if the family demonstrates a need for financial assistance they are encouraged to approach the Club Director. The very first question the Club Director will ask the parent is if they qualify for DHS assistance through Family First. If they do then all fees, minus co-pay if applicable, are waived. If the parent does not qualify for Family First, then the Club Director sets up a meeting in which parents are asked to bring in financial data to include 2 most recent pay stubs, tax forms and any other extenuating circumstances. Based on this information the Club Director determines a reasonable program fee for the family.

Please provide the number of clients served by your program on a yearly basis. 733. All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used to service to Williamson County citizens: During the school year we provide transportation from two Williamson County schools and seven Franklin Special School District schools to our Clubs. To provide after school transportation we have the expense of ownership of three buses such as fuel, maintenance, drivers and bus monitors. Other expenses are snacks provided each day to our Club members, program supplies and part time staff.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed): Although the school systems and YMCA facilities offer after school programming, none of these offer the varied programs in character, education, the arts, sports, fitness and health life skills that the club offers. The Clubs are open after school and 11 hours a day in the summer months.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private sources. Specifically, our Franklin and Fairview Clubs conduct two major special events-each with their unique demographic. In the spring, the organization conducts its annual Steak & Burger Dinner. Sponsorships are sought during this event. The Steak & Burger will be held Tuesday, April 17th and features Nashville PREDATORS' President, Sean Henry. November 3rd we will hold Wine Down Main Street 18. Close to 2,000 spectators and donors will flock to the streets of Franklin to enjoy food and wine. This is the largest fundraising event for the Williamson County Clubs.

**Non-Profit Organization Request for
City of Franklin-Page Two**

Organization: Boys & Girls Clubs of Middle Tennessee (Williamson County)

EXPENDITURES	Actual 2016-17	Expended 2017-18	Requested 2018-19
Employee Salaries and Benefits	283,919	291,906	326,968
Payroll Taxes	19,822	20,201	23,327
Service Fees	15,958	15,429	17,280
Office Expenses	1,725	1,177	1,800
Information Technology	4,197	5,780	5,639
Occupancy	31,300	33,294	33,303
Travel	2,600	2,550	2,700
Conferences and Meetings	4,533	2,398	2,710
Payment to Affiliates	13,995	14,121	18,080
Depreciation	16,000	16,000	17,000
Insurance	15,613	15,301	13,334
Program Supplies, Buses and Transportation	30,539	36,384	56,807
All other	94,751	89,265	85,111
Total Budget	534,952	543,806	603,959

REVENUES: (include any fund raising events)	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	8,960	8,960	8,960
City of Franklin Government	15,228	18,000	18,000
United Way	104,635	107,554	111,950
Other Government	101,960	81,984	113,000
Fundraising	136,807	159,880	188,120
Other Contributions	42,583	40,698	67,070
Program Service Fees	69,585	88,640	87,902
Membership dues	4,875	6,300	7,300
Investment Income	151	167	0
Other Revenue	16,790	0	0
TOTAL REVENUES	501,574	512,183	602,302

Non-Profit Organization Request for City of Franklin-Page Three**Organization:** Boys & Girls Clubs of Middle Tennessee (Williamson County)**Personnel & Salary Information**

Personnel	Salary 2016-17	Salary 2017-2018	Salary 2018-2019
Director of Resource Development Williamson County	65,000	65,000	66,000
Club Director-Franklin	37,595	37,595	37,595
Club Director-Fairview	31,710	35,020	35,020
Part-time Positions/Total	\$126,560	\$126,560	\$164, 410
Youth Services Coordinator #1*			
Youth Services Coordinator #2*			
Games Room Coordinator (2)*			
Tech Lab (2)*			
Smart Moves Instructor (2)*			
Art Instructors (2) *			
Sports, Fitness and Recreation (2)*			
Bus Drivers (3)*			
		(2 vacant positions for bus driver)	
		260,865	303,025

*Denotes part time staff

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored: (use a separate sheet if necessary):

Program Description

Boys & Girls Clubs of Middle Tennessee (BGCMT) is a youth development organization that is dedicated to making a difference in the lives of the youth in our community. Our Clubs provide a safe place to learn and grow; ongoing relationships with caring, adult professionals; life-enhancing programs and character development experiences; and hope and opportunity.

The Clubs provide guidance and education in five Core Program Areas: Education & Career Development; Character & Leadership Development; Health & Life Skills; The Arts; and Sports, Fitness and Recreation. The Clubs have become a total life center for many at-risk youth offering a safe and positive place to grow, learn, play and succeed.

Boys & Girls Clubs of Middle Tennessee has been working on expanding our STEAM programming to better engage our Club kids in Science, Technology, Engineering, Arts and Mathematics. During the summer, our Clubs focus on both Science and Math, with a goal of reducing Summer Learning Loss in both programs. By implementing STEAM programming, Boys & Girls Clubs of Middle Tennessee engages local minority and underrepresented youth with STEAM education. This allows these youth to see that hard work in these areas can be beneficial to them. It will also help address the lack of diversity as it relates to gender and ethnicity in technology fields.

In addition Boys & Girls Clubs of Middle Tennessee provides age appropriate programs for youth with the focus being Academic Success, Good Character and Citizenship 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. Lets Go Learn technology is used to provide automated, individualized diagnostic testing, data, reporting, and instruction to boost an individual Club member's performance.

In the area of Good Character and Citizenship the Club engages members in Club and/or community-based service, teaches rights and responsibilities of citizenship and introduces concepts of good character, encourage civility and tolerance, and recognize 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. These programs encourage youth to resist alcohol and drug use, make healthy relationship choices, and avoid peer

pressure. The gender targeted programs (Passport to Manhood and SMART Girls) assist adolescent youth to navigate the space between childhood and adulthood. SMART Moves and Passport to Manhood run for consecutive 12 week sessions.

Use of Funds

100% of the funds will be used for program support. Funds will be used to provide afterschool transportation. In addition funds will be used to provide healthy snacks, educational resources, and technology and program supplies.

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,



2016
Financial Statements
With
Auditor's Letters

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE

FINANCIAL STATEMENTS

DECEMBER 31, 2016

WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

(With Independent Auditor's Report Thereon)

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

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PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
of the Boys & Girls Clubs of Middle Tennessee

We have audited the accompanying financial statements of the Boys & Girls Clubs of Middle Tennessee (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities, functional expenses, and cash flows for the year 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 audit. We conducted our audit 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 Boys & Girls Clubs of Middle Tennessee as of December 31, 2016, 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.

Report on Summarized Comparative Information

We have previously audited the Boys & Girls Clubs of Middle Tennessee's 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 8, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Patterson Handley & Bellentine

March 28, 2017
(except for Note 2, as to
which the date is June 14, 2017)

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

	<u>ASSETS</u>	
	2016	2015
Current Assets:		
Cash and cash equivalents	\$ 663,198	\$ 968,872
Grants and contracts receivable	77,373	76,656
Contributions receivable, net	97,119	58,306
Prepaid expenses and deposits	41,792	24,461
Investments	328,018	132,206
Total current assets	1,207,500	1,260,501
Property and Equipment - net	1,449,741	1,216,142
Assets Held for Sale - net	29,965	29,965
Assets Whose Use is Limited:		
Cash	151,524	62,704
Grants receivable	55,058	57,614
Restricted pledges, net	78,547	-
Beneficial interest in agency endowment fund held by the Community Foundation of Middle Tennessee	28,981	26,608
Investments	938,498	927,298
Membership rights - net of amortization	7,500	37,500
Capital campaign assets:		
Cash	758,737	758,324
Total assets whose use is limited	2,018,845	1,870,048
	<u>\$ 4,706,051</u>	<u>\$ 4,378,656</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Note payable - current portion	\$ 39,229	\$ -
Accounts payable	42,245	32,928
Accrued expenses	81,047	53,537
Total current liabilities	162,521	86,465
Note payable	269,200	-
Total liabilities	431,721	86,465
Net Assets:		
Unrestricted	2,255,485	2,422,143
Restricted Net Assets:		
Temporarily restricted	1,051,366	904,942
Permanently restricted	967,479	965,106
Total restricted net assets	2,018,845	1,870,048
Total Net Assets	4,274,330	4,292,191
	<u>\$ 4,706,051</u>	<u>\$ 4,378,656</u>

See accompanying notes to financial statements.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2015

	2016			Total	Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	2016	2015
Public Support and Revenue:					
Individual gifts and contributions	\$ 701,694	\$ 178,547	\$ 1,000	\$ 881,241	\$ 752,467
Grants and contracts	746,985	19,035	-	766,020	652,957
United Way grants, allocations, and designations	21,534	103,750	-	125,284	113,656
Special events	593,821	-	-	593,821	701,462
Program service fees	520,948	-	-	520,948	414,062
Donated rent	107,267	-	-	107,267	48,790
Investment income (loss) - net	(5,499)	89,717	1,373	85,591	19,170
Other, net of \$38,118 direct expenses	58,643	-	-	58,643	18,798
Net assets released from restrictions	244,625	(244,625)	-	-	-
Total public support and revenue	2,990,018	146,424	2,373	3,138,815	2,721,362
Expenses:					
Program services:					
Comprehensive Youth Development	2,541,264	-	-	2,541,264	2,351,474
Supporting services:					
Management and general	310,457	-	-	310,457	232,062
Fundraising	304,955	-	-	304,955	281,353
Total expenses	3,156,676	-	-	3,156,676	2,864,889
Increase (decrease) in net assets	(166,658)	146,424	2,373	(17,861)	(143,527)
Net assets - beginning of year	2,422,143	904,942	965,106	4,292,191	4,435,718
Net assets - end of year	\$ 2,255,485	\$ 1,051,366	\$ 967,479	\$ 4,274,330	\$ 4,292,191

See accompanying notes to financial statements.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2015

	2016				
	Program Services	Supporting Services			
	Comprehensive Youth Development	Management and General	Fundraising	Total 2016	Total 2015
Salaries	\$ 1,367,632	\$ 149,815	\$ 91,096	\$ 1,608,543	\$ 1,368,841
Employee taxes & benefits	188,093	24,225	14,898	227,216	215,968
Total payroll & related expenses	1,555,725	174,040	105,994	1,835,759	1,584,809
Awards and grants	3,236	-	-	3,236	1,656
Communications	15,393	2,110	-	17,503	15,078
Bad debt	-	-	-	-	102,400
Increase in allowance for doubtful accounts	15,000	-	-	15,000	7,625
Depreciation & amortization	102,244	2,087	30,000	134,331	103,684
Equipment rental and maintenance	43,056	8,240	-	51,296	76,770
Field trips & other youth events	32,319	-	-	32,319	59,312
In-kind expense	107,267	-	-	107,267	48,790
Interest expense	10,043	-	-	10,043	-
Marketing	11,792	-	5,054	16,846	10,309
Membership dues	28,038	2,184	-	30,222	42,475
Miscellaneous	13,650	51,243	2,093	66,986	17,853
Postage	467	1,403	467	2,337	2,048
Professional fees	70,781	25,864	4,456	101,101	85,301
Special events	90,965	-	155,463	246,428	229,704
Supplies	168,566	10,846	173	179,585	192,261
Training and conferences	19,669	14,668	-	34,337	25,928
Transportation	57,696	-	-	57,696	54,841
Travel and mileage	7,665	1,597	1,198	10,460	10,507
Utilities and occupancy costs	187,692	16,175	57	203,924	193,538
	<u>\$ 2,541,264</u>	<u>\$ 310,457</u>	<u>\$ 304,955</u>	<u>\$ 3,156,676</u>	<u>\$ 2,864,889</u>

See accompanying notes to financial statements.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2016</u>	<u>2015</u>
Cash Flows From Operating Activities:		
Decrease in net assets	\$ (17,861)	\$ (143,527)
Adjustments to reconcile decrease in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	134,331	103,684
Realized gain (loss) on investments	12,801	(58,231)
Adjustments to allowance	(11,720)	7,625
Bad debts	39,790	102,400
Present value discount	(13,070)	(3,894)
Dividends and interest reinvested	-	(6,011)
Unrealized gains on investments	(72,756)	81,892
Noncash donation	-	(275)
Change in value of beneficial interest in agency endowment fund	(2,373)	(414)
Changes in:		
Grants and contracts receivable	(717)	(33,103)
Contributions receivable, net	(53,813)	(7,660)
Prepaid expenses and deposits	(17,331)	(10,519)
Assets whose use is limited	(171,053)	85,143
Accounts payable	9,317	(42,464)
Accrued expenses	27,510	(5,030)
Total adjustments	<u>(119,084)</u>	<u>213,143</u>
Net cash provided by (used in) operating activities	<u>(136,945)</u>	<u>69,616</u>
Cash Flows From Investing Activities:		
Proceeds from sale of investment	532,393	299,228
Purchase of investments	(673,621)	-
Purchase of property and equipment	-	(90,695)
Net cash provided by (used in) investing activities	<u>(141,228)</u>	<u>208,533</u>
Cash Flows From Financing Activities:		
Payments on long-term debt	(27,501)	-
Net cash used in financing activities	<u>(27,501)</u>	<u>-</u>
Net increase (decrease) in cash	(305,674)	278,149
Cash and cash equivalents - beginning of year	<u>968,872</u>	<u>690,723</u>
Cash and cash equivalents - end of year	<u>\$ 663,198</u>	<u>\$ 968,872</u>

Supplemental Cash Flow Information

Interest paid during the year ended December 31, 2016 and 2015, was \$10,043 and \$0, respectively.
A loan of \$335,930 was used to finance the purchase of four vehicles.

See accompanying notes to financial statements.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 1 – Summary of Significant Accounting Policies

Nature of Activities

In these notes, the terms "Organization", "we", "us" or "our" mean Boys & Girls Clubs of Middle Tennessee. We have chosen to present our name how it is recognized nationally as "Boys & Girls Clubs of Middle Tennessee," rather than our official name of "Boys and Girls Clubs of Middle Tennessee" in accordance with the Secretary of State. We are a nonprofit organization affiliated with the Boys & Girls Clubs of America. Founded in 1917, the Boys & Girls Clubs of Middle Tennessee consist of eight Club facilities throughout the region. The goal of the organization is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens. We strive to improve each child's life by instilling in them a sense of competence, usefulness, belonging, and power/influence. We focus on three priority outcomes: academic success, healthy lifestyles, good character and citizenship.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. 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:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may, or will be, met by our actions and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by us. Generally, the donors of these assets permit us to use all or part of the income earned and any related investments for general or specific purposes.

Prior Year Summarized Financial Information

While comparative information is not required under United States generally accepted accounting principles ("US GAAP"), we believe this information is useful and have included certain summarized financial information from our 2015 financial statements. Such summarized information is not intended to be a complete presentation in conformity with US GAAP. Accordingly, such information should be read in conjunction with our financial statements as of and for the year ended December 31, 2015, from which it was derived.

Reclassifications

Certain reclassifications of prior year summarized amounts have been made to conform to the current year presentation.

Revenue

We recognize revenue as it is received or promised to us in accordance with generally accepted accounting principles for non-profit organizations.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 1 – Summary of Significant Accounting Policies (continued)

Cash Equivalents

For the purposes of the Statement of Cash Flows, we consider all unrestricted cash and investment instruments purchased with an original maturity date of ninety days or less from the date of issuance to be a cash equivalent. At December 31, 2016, we had cash equivalents in the amount of \$34,837. At December 31, 2015, we had cash equivalents in the amount of \$157,641.

Contributions Receivable

Unconditional promises to give (pledges) are recognized as contribution revenue when the donor's commitment is received. Pledges with payments due to us in future periods are recorded as increases in temporarily restricted or permanently restricted net assets at the estimated present value of future cash flows, net of an allowance for estimated uncollectible promises. Allowance is made for uncollectible contributions receivable based upon our analysis of past collection experience and other judgmental factors. At December 31, 2016 and 2015, an allowance of \$25,000 and \$36,720, respectively, was considered necessary.

In contrast to unconditional promises as described above, conditional promises are not recorded until donor contingencies are substantially met.

Grant Receivable

We recognize grant revenue when the grant is awarded. At December 31, 2016 and 2015, no allowance was considered necessary for uncollectible grant receivables based upon our analysis of past collection experience with grantors.

Prepaid expenses

Prepaid expenses consist of insurance premiums paid by us in advance.

Property and Equipment

Property and equipment is recorded at cost, or, if donated, at the estimated fair market value at the date of donation. Our capitalization policy is to capitalize any expenditure over \$5,000 for property and equipment, and any expenditure over \$500 for leasehold improvements. Depreciation is provided utilizing the straight-line method over the estimated useful lives of the respective assets. Expenditures for repairs and maintenance 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 December 31, 2016 and 2015, no assets were considered to be impaired.

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.

Advertising

Advertising is expensed as incurred. Total advertising expense for the years ended December 31, 2016 and 2015, was \$16,846 and \$10,309, respectively.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 1 – Summary of Significant Accounting Policies (continued)

Donated Services and Goods

Donated services are recognized if they create or enhance non-financial assets, or the donated service requires specialized skills, was performed by a donor who possesses such skills, and would have been purchased by us if not donated. Such services are recognized at fair value as support and expense in the period the services are performed.

We received donated rent for the years ended December 31, 2016 and 2015, of \$107,267 and \$48,790, respectively. See Note 13.

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 generally accepted accounting principles requires us to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Fair Values of Financial Instruments

The carrying values of current assets and current liabilities approximate fair values due to short maturities of these instruments.

NOTE 2 – Contributions Receivable

Contributions receivable consisted of the following at December 31:

	<u>2016</u>	<u>2015</u>
Due in less than one year	\$ 132,119	\$ 68,306
Due in one or more years	<u>90,000</u>	<u>39,790</u>
	222,119	108,096
Less: discounts to net present value	(21,453)	(13,070)
Less: allowance for doubtful accounts	<u>(25,000)</u>	<u>(36,720)</u>
Net contributions receivable	<u>\$ 175,666</u>	<u>\$ 58,306</u>

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 2 – Contributions Receivable (continued)

Contributions receivable as shown on the financial statements as follows at December 31:

	<u>2016</u>	<u>2015</u>
Contributions receivable, net	\$ 97,119	\$ 58,306
Restricted pledges, net	<u>78,547</u>	<u>-</u>
Net contributions receivable	<u>\$ 175,666</u>	<u>\$ 58,306</u>

As of March 28, 2017, no capital expenditure commitments have been made.

Gross restricted pledges receivable of \$100,000 for golf membership renewal rights in 2017 have been discounted for the time value of money using a discount rate of 4.65%. The rate was determined using the interest method after an allowance had been established. The net restricted pledges for the golf membership rights at December 31, 2016 was \$78,547.

NOTE 3 – Investments

Investments consisted of the following at December 31:

	<u>2016</u>		<u>2015</u>	
	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>
LLC Ownership	\$ 127,130	\$ 133,506	\$ 132,206	\$ 133,506
Equity	786,673	658,693	656,930	616,721
Fixed Income Taxable	277,448	278,835	192,252	195,286
Real Estate	65,176	66,265	52,874	53,071
Commodities	<u>10,089</u>	<u>9,711</u>	<u>25,242</u>	<u>30,223</u>
	1,266,516	<u>\$ 1,147,010</u>	1,059,504	<u>\$ 1,028,807</u>
Less: restricted investments	<u>(938,498)</u>		<u>(927,298)</u>	
	<u>\$ 328,018</u>		<u>\$ 132,206</u>	

Investment income (loss) consisted of the following for the years ended December 31:

	<u>2016</u>	<u>2015</u>
Interest and dividend income	\$ 36,149	\$ 15,407
Realized gain (loss) - net	(12,801)	107,459
Unrealized gain (loss) - net	72,756	(88,330)
Investment fees	<u>(11,886)</u>	<u>(15,366)</u>
Investment income - net	<u>\$ 84,218</u>	<u>\$ 19,170</u>

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 3 – Investments (continued)

At December 31, 2016, our investments were held in a trust, we are the sole beneficiary of this trust.

At December 31, 2016, we owned units of ownership in a limited liability company (LLC). Our ownership is a result of a contribution made in 2010.

We have elected to report other investments that do not have a readily determinable value, at carrying value, except those for which the fair value option has been elected.

We have recognized our LLC ownership interest at fair market value in accordance with generally accepted accounting principles under the fair value option. The fair value of the ownership interest is measured annually based on the values of the underlying investment held in the LLC. As of December 31, 2016 and 2015, the fair value of this ownership interest was \$127,130 and \$132,206, respectively.

NOTE 4 – Fair Value Measurements

We use a framework for measuring fair value and disclosing fair values. We define fair value at the price which would be received to sell an asset in an orderly transaction between market participants at the measurement date. We use this framework for all assets and liabilities measured and reported on a fair value basis and enable the reader of the financial statements to assess the inputs used to develop those measurements by establishing a hierarchy for ranking the quality and reliability of the information used to determine fair values. Each asset and liability carried at fair value is classified into one of the following categories:

- Level 1 - Quoted market prices in active markets for identical assets or liabilities
- Level 2 - Observable market based inputs or unobservable inputs corroborated by market data
- Level 3 - Unobservable inputs not corroborated by market data.

The following table summarizes our financial assets measured at fair value on a recurring basis segregated by level of valuation inputs within the fair value hierarchy utilized to measure fair value as of December 31, 2016:

	Carrying Value	Fair Value	Level 1	Level 2	Level 3
Common Stocks-Public	\$ 786,673	\$ 786,673	\$ 786,673	\$ -	\$ -
LLC Ownership	127,130	127,130	-	127,130	-
Fixed Income Taxable	277,448	277,448	277,448	-	-
Real Estate	65,176	65,176	65,176	-	-
Commodities	10,089	10,089	10,089	-	-
Beneficial interest in agency endowment fund	28,981	28,981	-	-	28,981
	<u>\$ 1,295,479</u>	<u>\$ 1,295,479</u>	<u>\$ 1,139,386</u>	<u>\$ 127,130</u>	<u>\$ 28,981</u>

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 4 – Fair Value Measurements (continued)

As shown on the financial statements as follows at December 31:

	<u>2016</u>	<u>2015</u>
Unrestricted investments	\$ 328,018	\$ 132,206
Restricted investments	<u>938,498</u>	<u>927,298</u>
	1,266,516	1,059,504
Beneficial interest in agency endowment fund	<u>28,981</u>	<u>26,608</u>
	<u>\$ 1,295,479</u>	<u>\$ 1,086,112</u>

The following table summarizes our financial assets measured at fair value on a recurring basis segregated by level of valuation inputs within the fair value hierarchy utilized to measure fair value as of December 31, 2015:

	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Common Stocks-Public	\$ 656,930	\$ 656,930	\$ 656,930	\$ -	\$ -
LLC Ownership	132,206	132,206	-	132,206	-
Fixed Income Taxable	192,252	192,252	192,252	-	-
Real Estate	52,874	52,874	52,874	-	-
Commodities	25,242	25,242	25,242	-	-
Beneficial interest in agency endowment fund	<u>26,608</u>	<u>26,608</u>	<u>-</u>	<u>-</u>	<u>26,608</u>
	<u>\$ 1,086,112</u>	<u>\$ 1,086,112</u>	<u>\$ 927,298</u>	<u>\$ 132,206</u>	<u>\$ 26,608</u>

There were no transfers between Level 1, Level 2, and Level 3 investments during the years ended December 31, 2016 and 2015.

A reconciliation of changes in the amounts reported for the asset valued using Level 3 inputs is included in Note 9.

NOTE 5 – Property and Equipment

Property and equipment consisted of the following at December 31:

	<u>2016</u>	<u>2015</u>
Land	\$ 26,530	\$ 26,530
Buildings and improvements	1,962,982	1,962,982
Vehicles	652,495	316,565
Furniture, equipment and software	<u>504,890</u>	<u>504,890</u>
	3,146,897	2,810,967
Less accumulated depreciation	<u>(1,697,156)</u>	<u>(1,592,825)</u>
Net property and equipment	<u>\$ 1,449,741</u>	<u>\$ 1,218,142</u>

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 5 – Property and Equipment (continued)

Total depreciation expense for the years ended December 31, 2016 and 2015, was \$104,331 and \$73,684, respectively.

The Thompson Lane facility is not currently in use and has a net book value of \$29,965 as of December 31, 2016. This fixed asset is segregated on the face of the financials. See NOTE 18.

NOTE 6 – Membership Rights

During 2007, we entered into a membership purchase agreement with the Golf Club of Tennessee (the "Club") and paid \$300,000 for membership rights. We received a restricted contribution to finance the membership, which allows for 10 years of annual fundraising golf tournaments at the Club and the right to unlimited use of the Club's facilities for the cultivation and solicitation of donors. We have no equity or ownership or any other property interest in the Club. We are amortizing the cost of the membership rights over the term of the agreement. For the years ended December 31, 2016 and 2015, we reported amortization expense of \$30,000.

Amortization expense will be \$30,000 each year for the years 2015 and 2016, respectively, and \$7,500 for the year 2017. See Note 7 for inclusion of membership rights, net of amortization. See Note 20 for subsequent events.

NOTE 7 – Temporarily Restricted Net Assets

Temporarily restricted net assets consisted of the following at December 31:

	<u>2016</u>	<u>2015</u>
Scholarship - Youth of the Year	\$ 30,156	\$ 30,147
United Way of Williamson County	51,250	50,000
City of Franklin grant	3,808	7,615
Ray White Fund	20,360	20,350
Golf Membership Renewal	178,547	-
Membership rights - net of amortization	7,500	37,500
Scholarships	1,008	1,008
Capital Campaign	<u>758,737</u>	<u>758,322</u>
	<u>\$ 1,051,366</u>	<u>\$ 904,942</u>

NOTE 8 – Permanently Restricted Net Assets

Permanently restricted net assets consisted of the following at December 31:

	<u>2016</u>	<u>2015</u>
Beneficial interest in agency endowment fund	\$ 28,981	\$ 26,608
Endowment fund	<u>938,498</u>	<u>938,498</u>
	<u>\$ 967,479</u>	<u>\$ 965,106</u>

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 9 – Beneficial Interest in Agency Endowment Fund

In the years ended December 31, 2016 and 2015, the Community Foundation of Middle Tennessee, (the Foundation) a non-profit organization, is in control of an endowment fund for us. The endowment has been recorded as permanently restricted. The Foundation has ultimate authority and control over all property of the fund and the income derived therefrom. The endowment is considered a reciprocal transfer and is therefore recorded as an asset on our Statement of Financial Position.

The Board of Directors has interpreted the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA) as requiring the preservation of the fair value of the original gifts as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary.

Since the Foundation has control over the fund and the earnings, we have not established an investment policy for the fund nor have we established policies for expenditures from the fund. We are not aware of any deficiencies in the fair value of assets in the fund as compared to the required amounts by the donors. We recognize contribution income when the Foundation makes a distribution to us. We recognize investment earnings and fees in the Statement of Activities, as they are reported to us by the Foundation.

The following is the balance and activity reported in our financial statements for the years ended December 31:

	<u>2016</u>	<u>2015</u>
Balance - beginning of period	\$ 26,608	\$ 27,149
Change in value of beneficial interest in agency endowment fund:		
Contributions	1,000	275
Investment income	1,621	(552)
Administrative expenses	<u>(248)</u>	<u>(264)</u>
Total change in value of beneficial interest in agency endowment fund	<u>2,373</u>	<u>(541)</u>
Balance - end of period	<u>\$ 28,981</u>	<u>\$ 26,608</u>

NOTE 10 – Endowment Funds

Our endowment consists of funds established by donors to be held in perpetuity, including gifts requiring that the principal be invested and the income or specific portions thereof be used for operations. Our permanently restricted endowment funds are based on the spending policies described below which follow the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA) and the State of Tennessee's State Uniform Prudent Management of Institutional Funds Act (SUPMIFA).

Financial accounting standards provide guidance on the net asset classification of donor-restricted endowment funds for a nonprofit organization that is subject to an enacted version of UPMIFA. Financial accounting standards also require additional disclosures about our endowment funds (both donor-restricted endowment funds and board-designated endowment funds), whether or not we are subject to UPMIFA.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 10 – Endowment Funds (continued)

Interpretation of applicable law - The Board of Directors has interpreted UPMIFA as requiring the preservation of the fair value of the original gifts as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, we classify as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, and (b) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by us in a manner consistent with the standard of prudence prescribed by UPMIFA.

Spending policy - we have a policy of appropriating for distribution each year a payout equal to the total earnings from the funds. Funds released from restriction as of December 31, 2016, were \$(89,283). Funds released from restriction as of December 31, 2015, were \$(16,692).

Investment return objective, risk parameters and strategies - The objective of our endowment portfolio is a balanced approach between equities and fixed income securities. The investment horizon is long-term and balances the need for income and growth. The portfolio allows for a 30% to 70% investment in equities and a 30% to 70% investment in fixed income.

At December 31, 2016, our investments were held in a trust, we are the sole beneficiary of this trust.

A schedule of endowment net asset composition by type of fund as of December 31, 2016, is as follows:

	<u>Unrestricted (Deficit)</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment funds	\$ 235,725	\$ -	\$ 938,498	\$ 1,174,223

A schedule of endowment net asset composition by type of fund as of December 31, 2015, is as follows:

	<u>Unrestricted (Deficit)</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment funds	\$ 146,442	\$ -	\$ 938,498	\$ 1,084,940

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 11 – Changes in Endowment Fund Net Assets

The following is a schedule of changes in endowment net assets for the years ended December 31:

	Unrestricted (Deficit)	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, January 1, 2015	\$ 533,432	\$ -	\$ 938,498	\$ 1,471,930
Investment income	-	14,983	-	14,983
Administrative expenses	-	(8,979)	-	(8,979)
Net appreciation (realized and unrealized)	(4,669)	(22,696)	-	(27,365)
Amounts sold	(250,000)	-	-	(250,000)
Amounts released from restriction	(16,692)	16,692	-	-
Less: Investment earnings deposited to cash account	16,577	-	-	16,577
Less: Investments not included in endowment	(132,206)	-	-	(132,206)
Endowment net assets, December 31, 2015	<u>\$ 146,442</u>	<u>\$ -</u>	<u>\$ 938,498</u>	<u>\$ 1,084,940</u>
Investment income	-	36,149	-	36,149
Administrative expenses	-	(11,886)	-	(11,886)
Net appreciation (realized and unrealized)	-	65,020	-	65,020
Amounts released from restriction	89,283	(89,283)	-	-
Endowment net assets, December 31, 2016	<u>\$ 235,725</u>	<u>\$ -</u>	<u>\$ 938,498</u>	<u>\$ 1,174,223</u>

NOTE 12 – Joint Costs

During the year ended December 31, 2016, we had certain joint costs pertaining to special events that have been allocated between fundraising and program expense as follows:

	Program	Fundraising	Total
Special events	<u>\$ 90,965</u>	<u>\$ 155,463</u>	<u>\$ 246,428</u>

During the year ended December 31, 2015, we had certain joint costs pertaining to special events that have been allocated between fundraising and program expense as follows:

	Program	Fundraising	Total
Special events	<u>\$ 84,779</u>	<u>\$ 144,925</u>	<u>\$ 229,704</u>

All criteria required to allocate joint costs were met during the years ended December 31, 2016 and 2015.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 13 – Leases

We have an agreement with another organization to lease administrative office space and reimburse certain operating costs through June 2016. The agreement calls for a reimbursement of actual costs to operate the facility including association fees, utilities, janitorial costs, insurance, maintenance and other items. Operating costs reimbursable under the agreement include a prorata share of an office services associate, telephone and internet service, consumable supplies and other items. An accounting of the actual costs is prepared on a semi-annual basis and any adjustment from the projected cost to the actual cost is reimbursed at that time. For the years ended December 31, 2016 and 2015, expenses under this agreement totaled \$18,306 and \$21,804, respectively.

On December 1, 2007, we entered into a lease agreement for a club facility that has been extended and expires October 31, 2017. Expenses under this agreement totaled \$13,200 for the year ended December 31, 2016, and \$13,200 for the year ended December 31, 2015.

We also lease various office equipment under operating lease agreements. Equipment rental expense for the years ended December 31, 2016 and 2015, was \$7,779 and \$9,936, respectively, which is included in equipment rental and maintenance on the Statement of Functional Expenses.

Expenses incurred under operating leases for the year ended December 31, 2016, were \$46,920, not including donated rent of \$107,267 from five club locations that we do not have a lease agreement with and one with whom we do. Expenses incurred under operating leases for the year ended December 31, 2015, were \$44,950, not including donated rent of \$48,790. As of the date of this report, the lease for one of the office spaces has not been renewed but has been properly accrued for since it is expected to be renewed.

The following is a schedule of future minimum lease payments:

Year Ending December 31,

2017	\$ 17,684
2018	6,684
2019	6,239
2020	468
Thereafter	-
	<u>\$ 31,075</u>

NOTE 14 – Concentrations of Credit Risk

Financial instruments that potentially subject us to concentrations of credit risk consist of cash and cash equivalents, and various grant, contract and contributions receivables. Grant, contract and contributions receivable represent concentrations of credit risk to the extent they are receivable from concentrated sources.

Four donors represent 73% of total receivables at December 31, 2016. Four donors represent 85% of total receivables at December 31, 2015. Two vendors represent 30% of total accounts payable at December 31, 2016. One vendor represents 39% of total accounts payable at December 31, 2015.

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 this exposes us to any significant credit risk on our cash.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 14 – Concentrations of Credit Risk (continued)

Investments are subject to market risk, the risk inherent in a fluctuating market. The broker/dealer that is the custodian of the Organization'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.

NOTE 15 – Employee Benefit Plan

Substantially all of our employees are covered by a defined contribution money purchase plan known as the Boys & Girls Clubs of America Master Pension Plan and Trust (the "Plan"). We fund our share of pension expense for the year in quarterly contributions to the Plan.

The plan provides for elective employer contributions. We contribute five percent of eligible employees' annual compensation to the Plan. Employees become eligible to participate on the plan anniversary date if they are at least 21 years of age and have worked at least 1,000 hours in the immediately preceding twelve months. Employee benefits are fully vested after six years of service as a plan participant.

For the year ended December 31, 2016, we contributed \$32,910 to the plan, which is included in employee taxes and fringe benefits on the Statement of Functional Expenses. For the year ended December 31, 2015, we contributed \$27,336 to the plan, which is included in employee taxes and fringe benefits on the Statement of Functional Expenses.

NOTE 16 – Related Parties

We are a locally governed affiliate that is required to pay membership dues to the national organization. In return, we receive support from the national organization which helps fund our programs. During the year ended December 31, 2016, we remitted a total of \$9,155 respectively, in membership dues and received \$366,015 in funding. As of December 31, 2016, we were due \$33,042 from our national affiliate, which is grouped with grants and contract receivable. During the year ended December 31, 2015, we remitted a total of \$8,150 respectively, in membership dues and received \$252,019 in funding. As of December 31, 2015, we were due \$6,072 from our national affiliate, which is grouped with grants and contract receivable.

We are also part of the Tennessee Alliance which is a collective of all Boys & Girls Clubs of Tennessee which raises money to distribute to the Tennessee clubs. During the year ended December 31, 2016, we remitted \$17,796 in membership dues and received funding of \$203,047. As of December 31, 2016, we were due \$50,842 from Tennessee Alliance, which is grouped with grants and contract receivable. During the year ended December 31, 2015, we remitted \$28,689 in membership dues and received funding of \$223,775. As of December 31, 2015, we were due \$19,956 from Tennessee Alliance, which is grouped with grants and contract receivable.

NOTE 17 – Contingencies

From time to time, we may be and have been named as a defendant in lawsuit. At December 31, 2016, we do not believe that any claims have merit and intend to vigorously defend our position. At December 31, 2016, we have not accrued any legal fees.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
WITH SUMMARIZED COMPARATIVE TOTALS AS OF DECEMBER 31, 2015

NOTE 18 – Held for Sale Assets

At December 31, 2015, we included assets in property, plant, and equipment on the statement of financial position that are held for sale. As of December 31, 2016 the assets were not sold. Accounting principles generally accepted in the United States of America require that assets that are held for sale be recorded as a separate line item on the statement of financial position. The net book value of these assets at December 31, 2016, and 2015, was \$29,965.

NOTE 19 – Long Term Debt

In April 2016, we entered into an agreement to purchase four vehicles for \$335,930. The vehicles are secured by a loan which bears interest annually at 4.650% annually. Until maturity, the loan requires a minimum monthly payment of \$4,693, which will be applied to the monthly interest calculation with any excess applied to principal. The note matures in April 2023, with any unpaid principal due at that time.

<u>Year ending December 31,</u>	
2017	\$ 39,229
2018	44,917
2019	47,050
2020	49,285
2021	51,627
Thereafter	<u>76,321</u>
Total	<u>\$ 308,429</u>

NOTE 20 – Subsequent Events

We have evaluated events subsequent to the year ending December 31, 2016. As of March 28, 2017, the date that the financial statements were available to be issued, we are not aware of any material subsequent events which would require recognition or disclosure in the accompanying financial statements, except as indicated below.

In March 2017, the membership rights at Golf Club of Tennessee will expire. We plan on renewing in the fall of 2017. The renewal price for 10 years will be \$260,000. We have two donors that have pledged to contribute \$100,000 each. As of December 31, 2016, we received \$100,000 from one of the donors. The second donor will contribute the \$100,000 over the life of the membership. See Note 2.

NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN FUNDS
2018-19 FISCAL YEAR

Organization Name: Bridges Domestic Violence Center Phone: 615-591-7752
Contact Person & Title: Linda Crockett, Executive Director
Mailing Address: P.O. Box 1592, Franklin, TN 37065-1592
Federal Identification # (if applicable): 62-1753127
Email Address: lindaj@bridgesdvc.org

Number of Active Participants in Organization: 1147

Does this organization charge fees to participants? Yes X No

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

This year we expanded our program to include the Batterers Intervention Program. This program is state certified and provides a 26 week training to voluntary and court ordered abusers for prevention of further of re-occurrence of violence. The participants pay a nominal fee to attend classes.

If No, please explain: BRIDGES Domestic Violence Center is funded through Government Grants, United Way, Special Events and Corporate/Private/Foundation contributions.

Please provide the approximate number of clients served by your program on a yearly basis: 1147.

All funds provided by the City of Franklin must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County citizens: Based on last year's actual numbers 63% of our clients were from Williamson County. The funding requested is 1.7% of our total budget.

List ANY agency (or agencies in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities: Graceworks provides clothing for a minimal fee and will provide limited assistance with food and utilities in times of crisis. Victim Witness provides the victims of all crimes assistance, in court, but not specific to domestic violence.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.

For fiscal year 2016-17 our audit shows a valuation of \$42,800 in-kind donations and we raised \$118,575 through special events and \$225,752 in private/corporate donations.

Does this organization charge fees to participants? Yes No X

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

Non-Profit Organization Request for
City of Franklin Funds - Page Two
Organization: BRIDGES Domestic Violence Center

EXPENDITURES:	Actual 2016-17	Expended 2017-18	Requested 2018-19
Personnel	439,137	494,728	557,234
Employee Tax/Benefits	74,058	77,655	84,242
Professional Fees	7,797	12,150	11,960
Supplies	6,621	6,950	6,950
Communications/Postage	14,585	14,500	14,500
Occupancy	30,212	29,600	30,500
Equip. Repair & Mtce.	2,404	1,500	1,000
Printing/Publications	2,223	3,000	3,500
Travel/Mileage	4,535	4,000	4,000
Conferences/Meetings	3,451	3,500	3,500
Specific Assistance	33,972	130,585	130,584
Dues/Subscriptions	8,133	7,000	7,000
Insurance	22,026	22,500	22,500
Equipment Purchase	800	1,000	1,000
Fundraising Expense	38,932	38,000	35,000
Social Enterprise Expense	8,805	2,100	1,100
Volunteer Expense	180	500	500
Misc. Expense	1,654	1,850	1,850
Total	699,525	851,118	916,920

REVENUES: (Include any fund raising events)			
	2016-17	2017-18	2018-19
Williamson County Gov	15,701	15,701	15,701
City of Franklin	15,040	15,040	18,500
Other Gov. Funding	163,353	275,565	310,259
United Way	172,320	176,000	189,770
Foundations/Corp.	114,844	92,500	92,500
Private Contributions	110,908	107,000	117,500
Education Revenue	13,898	40,000	45,540
Special Events	118,575	127,142	125,000
Social Enterprise	2,638	2,100	2,100
Other	89	70	50
Total	727,366	851,118	916,920

**Non-Profit Organization Request for
City of Franklin - Page Three
Organization: BRIDGES Domestic Violence Center**

Personnel & Salary Information

Personnel	Salary 2016-17	Salary 2017-18	Salary 2018-19
Executive Director	76,674	78,975	81,344
Residential Mgr/Vol. Cord.	47,645	49,074	50,547
Evening Residential Mgr.	48,892	50,359	51,869
Court Advocate	39,171	40,346	45,500
Children's Advocate	30,000	35,900	38,062
Development Director	64,113	58,464	61,915
Outreach Advocate	39,168		32,000
Transitional Housing Advocate	-	40,343	45,500
*Weekend Women's Adv. (3)	21,785	22,035	22,620
Administrative Asst.	27,040	37,845	38,980
*Insurance Specialist	700	2,400	2,400
*Social Enterprise Marker			5,000
Childcare Worker	12,360	8,320	8,736
*Property Manager		12,000	12,360
BIP Director	17,122	44,200	45,500
*Therapist	14,467	14,467	14,901
Totals	439,137	494,728	557,234

* Part-time

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use separate sheet if necessary):

None

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Bridges Domestic Violence Center Date: 2/28/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

Below is an overview of Bridges operations/programs provided to residents

- Crisis Intervention Team - responds to domestic violence assaults with the Franklin Police Department and the Williamson County Sheriff's Department. This service is designed to reach a domestic violence population that is under served. This population consists of victims who do not access the Domestic Violence Shelter Program. Staff offers immediate support, education and networking with other agencies at the scene of the assault. We are on call for this service 24 hours a day, 7 days per week.
- Shelter Services - BRIDGES provides emergency shelter to victims of domestic violence and their children. While in shelter residents receive supportive counseling, case management, safety planning and referrals. With these services they are able to move forward with rebuilding their lives.
- Support Groups - Support groups are designed to identify issues that promote personal growth and independence. The groups for men, women and children meets weekly.
- Case Management - The case manager meets with the families on a regular basis to provide on-going support to victims as they transition from a life focused on survival to one that is violence free. Immediate needs are prioritized and a "life plan" is developed to achieve their goals. This approach empowers victims to become proactive rather than moving from one crisis to another.
- Court Advocacy - The Court Advocate provides support for the victim during the legal process. They explain the process of the court system, advocate with the judges and district attorney. The Court Advocate connects victims with referrals to pro bono attorney programs, other shelter services and Victims Compensation.
- Transitional Housing Case Management – The Transitional Advocate works with shelter clients to find and maintain housing when moving back into the community. This program has grant funding to provide rental and utility assistance for one year. The goal at the end of the year is that the client will be able to maintain housing on their own.
- Child Advocacy - The Children's Advocate provides weekly group play therapy for children who have experienced domestic violence. This group focuses on play and art therapy. The Children's Advocate also provides one on one counseling for children living at the shelter and is a liaison for the children and the school system.
- Childcare – In-shelter childcare provided
- CHOICES Program – Batterers Intervention Classes
- Clinic Services –Mental health and wellness care.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Crisis Intervention Team - responds to domestic violence assaults with the Franklin Police Department. This service provides the victim with the support they need to make informed choices for their safety and the safety of their children. Also, it allows us access to children, which will enhance our efforts in breaking the cycle of violence before behaviors are learned and attitudes are formed. By providing these services, officers are freed to make the arrest and leave the scene, which saves officer time and cost saving to the city.

This service is a formal collaboration between the City of Franklin Police Department and Bridges Domestic Violence Center and carries a Standard Operating Practice in the police department's policy and procedure manual.

Answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

The requested funds will be used to provide staffing 24 hours a day, 7 days per week, and 365 days per year to respond to domestic violence assault calls with the Franklin Police Department and provide continued supportive services to victims with shelter, court and child advocacy. Expenses include staff salaries, mileage reimbursement, cell phones, and specific assistance funds for victims and supplies.

Crisis Intervention Team - responds to domestic violence assaults with the Franklin Police Department. This service provides the victim with the support they need to make informed choices for their safety and the safety of their children. Also, it allows us access to children, which will enhance our efforts in breaking the cycle of violence before behaviors are learned and attitudes are formed. By providing these services, officers are freed to make the arrest and leave the scene, which saves officer time and cost saving to the city.

This service is a formal collaboration between the City of Franklin Police Department and Bridges Domestic Violence Center and carries a Standard Operating Practice in the police department's policy and procedure manual.

Objectives: To provide knowledge of options and be the catalyst to provide services to enable victim to access options. Most of the initial life decisions need to be decided and implemented within 8 hours of arrest of the batterer. This is due to the 8 hour hold law for domestic violence assault arrest. Also, to free officers to make the arrest without needing to be detained at the scene to provide counseling and other supportive services to the victim.

Capacity - We responded to 100% of the request from the Franklin Police Department within fifteen minutes of receiving a call.

Intensity - Client served through CIT are maintained cumulatively for all CIT calls (Franklin Police, all other county police departments (respond only to magistrates office), hospital and doctor's offices.

Duration of services - 24/7 365 days per year

2. Are there procedures in place for measuring the results achieved by your agency? If so provide detailed data.

We measure Outcomes through a confidential client survey which includes a 5 point scale.

The agency helped me learn how to access benefits or community resources
201 Strongly Agree, 135 Agree, 0 Disagree 2, Strongly Disagree 14 Neutral

The information and help I received helped me feel safer.
201 Strongly Agree, 138 Agree, 1 Disagree, 0 Strongly Disagree 12 Neutral

I am satisfied with the services I have received.

205 Strongly Agree, 134 Agree, 1 Disagree, 0 Strongly Disagree, 16 Neutral

Question 1 is for shelter clients only, whom we have multiple case management opportunities.

Question 2 and 3 are ask of all shelter, support group and court clients.

Hotline callers are not surveyed due to the nature of the services.

3. Does your agency receive any external quality review or accreditations? If so, provide a copy of certificate or license and please explain.

We don't have certification or licenser requirements. However, are audited by the Department of Finance and Administration, Office of Criminal Justice Programs. This audit is conducted in a lottery style where programs may or may not be monitored annually. Last year's audit had no findings.

4. What percentage of your local agency budget is your allocation request from the City of Franklin?

This request is 2% of our budget.

5. What other fundraising activities does your agency engage in during the year?

Golf Scramble at Legions, May 15, 2018

Bridges Gala at the Factory on August 4, 2018.

We have many other events hosted by the community where we are the benefactor.

6. Do you charge any fees for your services?

Yes, however only for the Choices Batter's Intervention Program. We are **NOT** requesting any funding be allocated to this program.

This year we expanded our program to include the Batterers Intervention Program. This program is state certified and provides a 26 week training to voluntary and court ordered abusers for prevention of further of re-occurrence of violence. The participants pay a nominal fee to attend classes.

If No, please explain: BRIDGES Domestic Violence Center is funded through Government Grants, United Way, Special Events and Corporate/Private/Foundation contributions.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Bridges Domestic Violence Center
Name of Nonprofit Organization

P.O. Box 1592 Franklin Wmson TN 37065
Street Address City County State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/1/16 through 6/30/17

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ <u>163,353</u>	
State Grants	<u>—</u>	
Financial Assistance from Local Governments	<u>30,741</u>	
Donations and Gifts from Citizens	<u>528,736</u>	
Membership Dues	<u>—</u>	
Fees/Charges for Services	<u>—</u>	
Fundraising Events	<u>63,362</u>	
Sale of Assets	<u>—</u>	
Loans-Borrowed Funds	<u>151,960</u>	
Investment Income	<u>100</u>	
Other Receipts	<u>23,975</u>	
Total Receipts		\$ <u>962,226 (A)</u>

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ <u>—</u>
Salaries and Wages	<u>439,164</u>
Employee Benefits	<u>41,853</u>
Payroll Taxes	<u>32,205</u>
Fees for Services (non-employee)	<u>161,403</u>
Advertising and Promotion	<u>2,760</u>
Office Expenses	<u>22,751</u>
Leases/Rentals	<u>5,025</u>
Maintenance and Repairs	<u>46,045</u>
Supplies	<u>13,751</u>
Travel	<u>4,535</u>

Utilities	<u>25,639</u>	
Insurance	<u>22,026</u>	
Conferences, Conventions and Meetings	<u>3,451</u>	
Interest	<u>—</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u>—</u>	
Purchase of capital Assets – Property and Buildings	<u>194,408</u>	
Loan Payments	<u>—</u>	
Other	<u>17,438</u>	
Total Disbursements		\$ <u>1,032,454</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ (70,228) (C)

Cash Balance - at the beginning of the fiscal year \$ 300,326 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 230,098 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ <u>—</u>
Cash in Bank – Checking	<u>48,226</u>
Cash in Bank – Savings Accounts	<u>181,872</u>
Cash in Bank – Certificates of Deposits	<u>—</u>
Other Cash	<u>—</u>
Total Cash - at the end of the fiscal year	\$ <u>230,098</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Operating funds for domestic violence shelter and it's programs.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Bridges Domestic Violence Center for the fiscal year noted above.
 Name of Nonprofit Organization

Person Preparing Report

Linda Crockett Linda Crockett
 Printed Name Signature

Phone Number 615-591-7752 **Email Address** Linda.j.bridges@dvc.org **Date** 3/1/18

INTERNAL REVENUE SERVICE
P. O. BOX 2508
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.

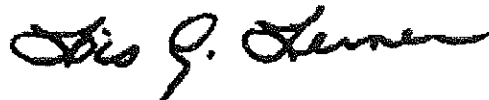
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

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

BRIDGES OF WILLIAMSON COUNTY

JUNE 30, 2017 and 2016

**Report
of
Examination**

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PARSONS AND ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
234 4th Avenue North
P. O. BOX 604
FRANKLIN, TENNESSEE 37065
TELEPHONE # 615-794-4313
FAX # 615-595-2297

DAN H. PARSONS, CPA
PATRICIA L. PARSONS, CPA

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
TENNESSEE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

January 23, 2018

Board of Directors
BRIDGES of Williamson County
Franklin, Tennessee

Report on the Financial Statements

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, 2017 and 2016, and the related statements of activities 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 audit. We conducted our audit 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 Bridges of Williamson County as of June 30, 2017 and 2016, 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.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 8 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.

Parsons and Associates

Parsons and Associates

**BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF FINANCIAL POSITION
JUNE 30**

<u>ASSETS</u>	<u>2017</u>	<u>2016</u>
<u>Current Assets</u>		
Cash	\$ 228,129	\$ 298,357
Prepaid expenses	4,881	3,397
Grants receivable	16,087	12,442
<u>Total Current Assets</u>	<u>249,097</u>	<u>314,196</u>
<u>Property and Equipment (at cost)</u>		
Property and equipment (net of depreciation)	772,498	765,367
<u>Total Assets</u>	<u>\$1,021,595</u>	<u>\$1,079,563</u>
 <u>LIABILITIES</u>		
<u>Current Liabilities</u>		
Accounts Payable	\$ 3,702	\$
Deferred revenue	10,335	6,000
<u>Total Liabilities</u>	<u>\$ 14,037</u>	<u>\$ 6,000</u>
 <u>NET ASSETS</u>		
Unrestricted Net Assets	1,007,558	1,073,563
<u>Total Liabilities and Net Assets</u>	<u>\$1,021,595</u>	<u>\$1,079,563</u>

See accompanying notes and accountant's report.

**BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30**

	<u>2017</u>	<u>2016</u>
<u>Support and Other Revenues</u>		
Contributions	\$ 387,736	\$ 460,381
Government grants	197,739	156,562
Fund raiser	112,959	144,811
In-kind contributions	42,800	35,500
Interest income	102	68
Other	23,975	17,862
Released from restrictions	<u>0</u>	<u>0</u>
<u>Total Support and Other Revenues</u>	<u>765,311</u>	<u>815,184</u>
<u>Expenses</u>		
Program services	691,052	586,716
Management and general	88,900	74,977
Fundraising	<u>51,364</u>	<u>40,524</u>
<u>Total Expenses</u>	<u>831,316</u>	<u>702,217</u>
<u>Change in Net Assets</u>	(66,005)	112,967
Net Assets – July 1	<u>1,073,563</u>	<u>960,596</u>
Net Assets – June 30	<u><u>\$1,007,558</u></u>	<u><u>\$1,073,563</u></u>

See accompanying notes and accountant's report.

**BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30**

	<u>2017</u>	<u>2016</u>
<u>Cash flows from operating activities</u>		
Contributions	\$387,736	\$477,149
Grants and reimbursements	194,094	156,562
Fund raiser	117,294	144,811
Interest income	102	68
Other receipts	27,677	1,095
Cash paid for expenses	(238,881)	(167,994)
Cash paid for payroll and benefits	<u>(513,195)</u>	<u>(466,949)</u>
Net cash provided by operating activities	<u>(25,173)</u>	<u>144,742</u>
<u>Cash flows from investing activities</u>		
Purchase of fixed assets	<u>(45,055)</u>	<u>(23,603)</u>
Increase (decrease) in cash	(70,228)	121,139
Cash – July 1	298,357	177,218
Cash – June 30	<u>\$228,129</u>	<u>\$298,357</u>

See accompanying notes and accountant's report.

**BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017 AND 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

BRIDGES of Williamson County was incorporated October 1998, 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.

Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements for Not-For Profit Organizations. Under SFAS No. 117, net assets and revenues, expenses, gains and losses are classified based on the existence or absence of imposed restrictions. Accordingly, net assets of the Organization are classified and reported as follows:

Unrestricted Net Assets

Net assets that are not subject to imposed stipulations.

Temporarily Restricted Net Assets

Net assets subject to imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets

Net assets subject to imposed stipulations that they be maintained permanently by the Organization. Generally, these assets permit the use of all or part of the income earned on any related investments for general or specific purposes. The Organization had no permanently restricted net assets at June 30, 2017 and 2016.

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of thirteen months or less to be cash equivalents.

Income Tax Status

BRIDGES of Williamson County qualifies as a tax exempt organization under Internal Revenue Code Section 501(c)(3) and, therefore, has no provisions for federal income taxes. In addition, the Organization has been classified as an organization other than a private foundation under Section 509(a)(1).

Concentration of Contribution

The Organization received approximately 25.8% of its cash contributions from various local governments in 2017 and 19.2% in 2016.

Deferred Revenue

Income from fundraising events is deferred and recognized in the period in which it relates. The Organization allocates certain annual grants on a yearly basis, deferring the revenue for months after June.

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017 AND 2016

NOTE 2 – DONATED SERVICES

Donated services are recognized as contributions in accordance with SFAS No. 116, Accounting for Contributions Received and Contributions Made, if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. Volunteers also provide services throughout the year that are not recognized as contributions in the financial statements since the criteria for SFAS No. 116 are not met.

NOTE 3 – DONATED SUPPLIES AND EQUIPMENT

Donations of supplies and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets at that time.

NOTE 4 – PROPERTY AND EQUIPMENT

Acquisitions of property and equipment in excess of \$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.

	<u>2017</u>	<u>2016</u>
Building and improvements	\$1,033,452	\$988,396
Equipment and furniture	125,549	125,549
Accumulated depreciation	<u>(386,503)</u>	<u>(348,578)</u>
	<u>\$ 772,498</u>	<u>\$765,367</u>

NOTE 5 – ESTIMATES

Management uses estimates and assumptions in preparing financial statements. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from these estimates.

NOTE 6 – INCOME TAX

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law. The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, the Organization 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 taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits identified or recorded as liabilities for the years ended June 30, 2017 and 2016.

The Organization files its forms 990 in the U.S. federal jurisdiction and the office of the Tennessee Secretary of State. The Organization is generally no longer subject to examination by the Internal Revenue Service for years before 2013.

**BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017 AND 2016**

NOTE 7 – SUBSEQUENT EVENT

The Organization purchased property in June 2017 which will be transferred to another charitable organization.

Donations received for the purchase of the property are not included as income in these financial statements.

	2017			2016		
	Program Services	Management and General	Fund-raising	Program Services	Management and General	Fund-raising
	<u>Total</u>	<u>\$</u>	<u>\$</u>	<u>Total</u>	<u>\$</u>	<u>\$</u>
Program services	\$120,131			\$72,819		\$72,819
Insurance	18,077	2,465		20,918	2,852	23,770
Fund raiser expenses			46,232			35,855
Occupancy expense	6,225			5,351		5,351
Small equipment purchases	2,838			3,020		3,020
Maintenance and repairs	6,631	991		5,479	819	6,298
Office expense and supplies	5,014	557				
Publications and printing		2,223			2,484	2,484
Mileage, parking, travel	2,268	2,267		2,216	2,216	4,432
Telephone, utilities	31,818	7,954		28,871	7,218	36,089
Conferences and meetings	483	2,968		369	2,328	2,697
Payroll and benefits	456,744	51,319	5,132	415,585	46,695	466,949
Professional fees		2,350			2,350	2,350
Dues and subscriptions	245	7,920		131	4,789	4,920
Other	5,270	5,269			834	834
Depreciation	35,308	2,617		31,957	2,392	34,349
Total	<u>\$691,052</u>	<u>\$88,900</u>	<u>\$51,364</u>	<u>\$586,716</u>	<u>\$74,977</u>	<u>\$702,217</u>

See accompanying notes and accountant's report.



Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments

Name of Nonprofit Organization _____

Street Address _____ City _____ County _____ State _____ Zip _____

Annual Financial Report of Cash Receipts, Disbursements, and Balances
For the Fiscal Year from 6/7/16 through 6/30/17

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ <u>163,353</u>
State Grants	<u>—</u>
Financial Assistance from Local Governments	<u>30,741</u>
Donations and Gifts from Citizens	<u>528,736</u>
Membership Dues	<u>—</u>
Fees/Charges for Services	<u>—</u>
Fundraising Events	<u>63,362</u>
Sale of Assets	<u>—</u>
Loans-Borrowed Funds	<u>151,960</u>
Investment Income	<u>100</u>
Other Receipts	<u>23,975</u>
Total Receipts	\$ <u>962,226 (A)</u>

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ <u>—</u>
Salaries and Wages	<u>439,164</u>
Employee Benefits	<u>41,853</u>
Payroll Taxes	<u>32,205</u>
Fees for Services (non-employee)	<u>161,403</u>
Advertising and Promotion	<u>2,760</u>
Office Expenses	<u>22,751</u>
Leases/Rentals	<u>5,025</u>
Maintenance and Repairs	<u>46,045</u>
Supplies	<u>13,751</u>
Travel	<u>4,535</u>

Utilities	<u>25,639</u>	
Insurance	<u>22,026</u>	
Conferences, Conventions and Meetings	<u>3,451</u>	
Interest	<u>—</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u>—</u>	
Purchase of capital Assets – Property and Buildings	<u>194,408</u>	
Loan Payments	<u>—</u>	
Other	<u>17,438</u>	
Total Disbursements		\$ <u>1,032,454</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ (70,228) (C)

Cash Balance - at the beginning of the fiscal year \$ 300,326 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 230,098 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ <u>—</u>	
Cash in Bank – Checking	<u>48,226</u>	
Cash in Bank – Savings Accounts	<u>181,872</u>	
Cash in Bank – Certificates of Deposits	<u>—</u>	
Other Cash	<u>—</u>	
Total Cash - at the end of the fiscal year		\$ <u>230,098</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Printed Name

Signature

Phone Number

Email Address

Date

NON- PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR

Organization Name: Phone: Community Child Care, Inc. - 615.794.8986

Contact Person & Title: Tara Blue – Executive Director

Mailing Address: 129 West Fowlkes Suite 1270 – Franklin, TN 37064

Federal Identification # 62-0852972

Email Address: communitychild@bellsouth.net

Number of Active Participants in Organization: 52 families- 12 staff persons

Does this organization charge fees to participants? Yes X No

If yes, please itemize the structure utilized (use a separate sheet if necessary):

\$175/weekly= Infants/Toddlers \$155/weekly= Toddlers/2's and's

\$135.00/weekly= Pre-school

If no, please explain:

Please provide the approximate number of clients served by your program on a yearly basis
71

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: 98% of our children live in Williamson County. Our private funds and donations are used to assist all of our children at the center. Since we are a daycare, we provide resources to all of our children not separating the activities and opportunities based on the county they live in. It is our goal to have the majority of our families live in Williamson County.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

Headstart- provides discounted childcare to families who cannot afford full tuition

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.

Please see attached letters that were distributed to organizations seeking funds

Request for funds
from other organizations

We were not
awarded
~~awarded~~ this
request

APPLICATION

raises and distributes funds to local charitable agencies devoted to children in Williamson County. We ask that selected beneficiaries by volunteering and assisting in other ways.

ted and highly dependent on community involvement from that may not receive the entire grant request.

date as provided on page one of the Beneficiary Application.

Additional pages may be used if needed. All applications will be reviewed by the AVA Beneficiary Committee and approved by the AVA Board of Directors. Selected beneficiaries will be notified by email or mail by January 1st.

If your answer requires more space than allowed, please attach an explanation to this application.

Name and Address of Organization: Community Child Care, INC. 129 West Fowlkes Street Suite 1270 Franklin, TN 37064

Phone: 615.794.8986 **Fax:** 615.595.0839 **Email:** communitychild@bellsouth.net

Website: Childcarefranklin.org

Are you a Tennessee entity? Yes If no, what state is your entity formed under: _____

Is your entity in good standing with the Tennessee Secretary of State?

If not in good standing, please explain:

Name of Director: Tara Blue

Name of Chairman of Board: Eric Larsen

Names of Board Members: Anthony Bills, Mark Blake, Pamela Bright, Mathew Cochran, Kevan Dunn, Alba Nylander, Lyn Knopf, Andy Maloney, Laura McGregor, Kathy Turner, Jason Youngman, Mary Waldron and J.J. Powell

Mission of Organization: To provide a nurturing, affordable and safe childcare program. Our qualified staff offers a solid and remarkable environment that teaches to each child's individual needs. In hopes to prepare them to be life-long learners and afford them the opportunity to achieve all of their goals.

History of Organization: Community Child Care, a not for profit organization was established in 1971 by the Church Women of Franklin. These women saw a need to assist mothers with educating and nurturing their children outside of the home. This would allow the mothers to provide love and care for their children as well as meeting the needs of the mother through teaching her career techniques, self-awareness, parenting skills and so much more. Since the birth of the center, we have stayed true to our

mission by providing an affordable childcare to low-income families and accepting full pay families when those slots are available. In doing so we rely heavily on donations and partnering with some of our local agencies.

Current sources of funding: United Way of Williamson County, City of Franklin, Williamson County, Department of Human Services, Tennessee Food Program and donations

Geographic area served by organization: Currently 98% of our children and families are Williamson County Residents.

Programs that serve women and /or children in Middle Tennessee: Our agency works closely with the following programs to assist women and children in the Middle Tennessee area

- Nurses for Newborns
- Custody, Visitation & Child Support
- Gold Sneaker Initiative
- Tennessee Breastfeeding Hotline
- Tennessee WIC
- TEIS- Tennessee Early Intervention Services
- Williamson County Schools
- Franklin Special School District

What specific project(s) will be funded by the proceeds (please try to quantify as reasonably as possible the number of children and /or women that would benefit, and amounts that would go towards each program specifically):

- Parenting workshops (twice a year)- anger management, domestic and sexual abuse, self-esteem, time management, networking, jobs, health & hygiene and many more topics- \$600.00 (52 parents)
- Off- Site Field Trips- \$375.00 (25 children only 3's and 4's can go)
- Computer Classes- annually \$3,000.00 (25 children 3's and 4's only)
- In- House Speakers - \$ 500.00 (52 children)
- Supplies- (all benefit) -\$500.00
- Mother Breastfeeding Room /Teacher's Lounge- (Families & Teacher's)- \$1,000.00
- Children's Clothing Closet (gloves, scarves, coats and hats)- \$200.00

Requested donation amount: \$6,175.00

Has this organization received funds from AVA in the past? No If so, please describe the Amount received, and what specifically the funds were used for: _____

Is the applicant and its Board of Directors willing to assist AVA in its fundraising events? Yes
If yes, please give a description of the assistance you will provide (underwriting, marketing, volunteering, etc.): We will be more than happy to volunteer for your future AVA events and publicize the event as well

Any other information that you believe may be relevant to your request: I am sure that you can select many great organizations to receive these funds. I hope I have provided enough information that will give you a true snapshot of our agency. We rely heavily on donations and allocations. Without this assistance we would not be able to fulfill our mission and serve the families of Williamson County.

- Please include a copy of your most recent Financial Report for Registered Charitable Organizations that you filed with the State of Tennessee Secretary of State.

Signature

Jack Blue

Ex. Director

Title

10/10/17

Date

Use of the funds by a beneficiary are strictly limited and may only be used for purposes that fall within A Vintage Affair's Mission Statement. Should a beneficiary desire to use funds for purposes other than those included in the application or which were approved by A Vintage Affair's Board of Directors, the Beneficiary must obtain approval from A Vintage Affair's Board of Directors prior to expending the amount.

A VINTAGE AFFAIR RESERVES THE ABSOLUTE RIGHT TO DESIGNATE FUNDS IN ANY AMOUNT AT ITS COMPLETE DISCRETION FOR EMERGENCY PURPOSES ITS BOARD OF DIRECTORS DETERMINES ARE NEEDED.



Dear Friends,

I am elated and proud to be the Executive Director of the Community Child Care Center located in the heart of Franklin, Tennessee. We serve the community with the best childcare experience to every family that walks through our doors. Our purpose is to lay a solid educational foundation for each child, as they grow into a major role in their future. We count it a privilege to provide the love and care that is a major role in their future. We have high standards and love on our children and provide them with a secure and responsible environment as educators to

Child Care Center located in the heart of Franklin, Tennessee. We serve the community with the best childcare experience to every family that walks through our doors. Our purpose is to lay a solid educational foundation for each child, as they grow into a major role in their future. We count it a privilege to provide the love and care that is a major role in their future. We have high standards and love on our children and provide them with a secure and responsible environment as educators to

Our Staff:

The numbers speak for themselves.

We have a dedicated staff of professionals who are committed to shaping the future of our community. They are committed to shaping the future of our community daily mission without their dedication.

They are committed to shaping the future of our community daily mission without their dedication.

Our Purpose:

We exist to provide an affordable childcare for all families who either work or in school. We also offer some of the most affordable childcare rates in the Williamson County area. In order to stay true to our mission we rely heavily on donations and volunteers.

Would you consider partnering with us?

Your financial support will –

- Help us maintain our 3 star rating
- Add to our kid- friendly playground
- Financially assist families with fees
- Build up our technology curriculum
- Purchase resources for each classroom
- Provide on- going training for the teachers and staff
- Provide on-site field trips, speakers, celebrations and establish a fine arts curriculum

We could not exist without the help of the community. When you get a moment, please stop by to visit our facility. Once you have entered our doors, you will see why we exist and how important it is to support an agency such as ours. Thank you for your consideration and may the remaining of your year be filled with peace and love.

Sincerely,

Tara Blue- Executive Director

129 West Fowlkes Street, Suite 1270
Franklin, TN 37064
615-794-8986

communitychild@bellsouth.net

Non- Profit Organization Request for**City of Franklin- Page Two****Organization: Community Child Care, Inc.**

Expenditures:	Actual 2016- 17	Projected Expended 2017-18	Requested 2018-19
Salaries,Benfits,Payroll & Taxes	\$ 350, 712.00	\$400, 896	\$428,000
Accounting & Audit	\$ 12, 946.00	\$16,800.00	\$17,500.00
Occupancy	\$ 1,800.00	\$1,800.00	\$1,800.00
Supplies	\$37,851.00	\$48,448.00	\$49,000.00
Conferences, Training	\$529.00	\$990.00	\$1,000.00
Utilities	\$8,766.00	\$11,354.00	\$ 11,200.00
Maintenance & Cleaning	\$ 14, 549.00	\$ 17, 860.00	\$19,000.00
Insurance	\$9,000.00	\$12,472.00	\$ 13, 000.00
Other	\$16,234.00	\$ 10,611.00	\$11,000.00
Depreciation	\$920.00	\$920.00	\$920.00
Total	\$453, 307.00	\$522,151.00	\$552,420.00

Revenues:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Govt.	\$7,508.00	\$7,508.00	\$7,508.00
City of Franklin Government	\$29,140.00	\$29,140.00	\$29,140.00
United Way	\$179,328.00	\$179,868.00	\$179,868.00
Childcare Vouchers	\$73, 062.00	\$85,134.00	\$87,000.00
CACFP (Food Service)	\$32, 763.00	\$26,452.00	\$29,000.00
Service Fees	\$138,233.00	\$189,756.00	\$194,000.00
Fundraising	\$16,233.00	\$17,750.00	\$19,000.00
Investment Income	\$1,345.00	\$2,554.00	\$1,750.00
Total	\$477,612.00	\$538,162.00	\$547,266

Non- Profit Organization Request for

City of Franklin- Page Three

Organization: Community Child Care Inc.

Personnel & Salary Information

Personnel	Actual 2016- 17	Projected Expended 2017-18	Requested 2018-19
Director's (2)	83,230.00	94,135.00	99,132.80
Food Service (1)	20,800.00	22,000.00	24,960.00
Pre-school (3)	75,756.00	75,756.00	83,720.00
Toddler (3)	45,600.00	51,604.00	79,560.00
Infant (2)	48,713.60	48,713.00	52,000.00
Floater (1)	20,616.00	21,840.00	22,880.00
Custodial (1)	12,000.00	14,400.00	14,400.00
Total	306,715.60	328,448.00	376,652.80

List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary):

We own the equipment currently in our building. The county will fix most of our equipment when we put in a work order.

City of Franklin

Application Addendum

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Community Child Care, Inc. Date: February 22, 2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

- Updated curriculum and resources
- Classroom resources (toys, books, cleaning supplies, furniture and manipulatives)
- Teacher and Director training mandated by the Department of Human Services
- Assist with tuition fees and computer classes that are not affordable for Williamson County residents
- In- house speakers and field trips
- Diapers and wipes for infants and toddlers when they arrive to the center without any

Please provide information on any interaction that your agency has with the operations of City of Franklin Departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

- We work with Bridges to assist mothers with their children's daycare needs during their time of transition

Please answer completely the following questions using additional pages if necessary:

- 1. Specifically what services did your agency provide last year for which you are Requesting funding this year? What were objectives and results? (Include description capacity, intensity and duration of services.)**

The services provided last year and the funding request for this was and is to provide daycare for children under the age of six years old. The objectives of the program is to provide a safe, nurturing and stimulating childcare experience for the children while preparing them to enter into a total structure and learning environment. We aim to give our families a stable and tenured staff in a convenient location, a well-kept facility that is in compliance and exceeding state license requirements. We provide parent workshops to enhance their parenting and budgeting skills, health tips and professional services. We also offer an excellent curriculum, diversity, strong leadership and a broad base public support system is available to our clients. We have earned a 3 star rating from the State of Tennessee which is the highest rating a childcare facility can obtain.

- Workshops - field trips/speakers - computer classes - supplies - mother's breastfeeding room - children's closet

- 2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.**

The center receives a total of six (6) reviews annually to measure the program at different times of the year. Four (4) of these reviews are unannounced and the other two (2) are scheduled by the State of Tennessee Board of Licensing.

- 3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.**

The center receives an annual total agency evaluation including health and fire inspections. Based on their findings the center is given a license to operate or a non-compliance write up.

- 4. What percent of your local agency budget is your allocation request from the City of Franklin? 5.5%**

- 5. What other fundraising activities does your agency engage in during the year?**

Texas Poker Hold'em Tournament

The Taste of Williamson
Piecentage Nights at Pieology
Annual Giving Campaign- starting this fall (2018)
Parent Fundraisers

6. Do you charge any fees for your services?

The center bases each family's fees on free and reduced income as established by the Department of Human Services

EXHIBIT A
Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments

Community Child Care, Inc.

Name of Nonprofit Organization

129 W. Fowlkes Suite 1270 Franklin, Williamson, TN 37064

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 2016 through 2017- this is the most current audit we have complete

Our fiscal year ends June 30th, 2018

Report Required by Title 5, Chapter 9, Part 1,

And Title 6, Chapter 54, Part 1, Tennessee Code Annotated

Receipts

Federal Grants	<u>0</u>
State Grants	<u>\$98,968.00</u>
Financial Assistance from Local	
Government's	<u>\$29,140.00</u>
Donations and Gifts from Citizens	
Membership Dues	<u>0</u>
Fees/Charges for Services	<u>\$138,233.00</u>
Fundraising Events	<u>\$16,283.00</u>
Sale of Assets	<u>0</u>
Loans-Borrowed Funds	<u>0</u>
Investment Income	<u>\$1,345.00</u>
Other Receipts (United Way)	<u>\$179,328.00</u>
Total Receipt	<u>\$463,297.00 (A)</u>

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	<u>0</u>
Salaries and Wages	<u>\$309,250.00</u>
Employee Benefits	<u>\$14,526.00</u>
Payroll Taxes	<u>\$23,294.00</u>
Fees for Services (non-employee)	<u>\$15,854.00</u>
Advertising and Promotion	<u>\$479.00</u>
Office Expenses	<u>\$508.00</u>
Leases/Rentals	<u>\$1,800.00</u>
Maintenance and Repairs	<u>\$14,549.00</u>
Supplies	<u>\$37,851.00</u>
Travel	<u>\$0</u>
Utilities	<u>\$13,326.00</u>
Insurance	<u>\$9,000.00</u>
Conferences, Conventions and Meetings	<u>\$529.00</u>
Interest	<u>\$0</u>
Purchase of Capital Assets-Vehicles And Equipment	<u>\$0</u>
Purchase of Capital Assets- Property and Buildings	<u>\$0</u>
Loan Payments	<u>\$0</u>
Other	<u>\$7,779.00</u>
Total Disbursements	<u>\$448,745.00(B)</u>
Cash Receipts Less Disbursements for the fiscal year (A-B=C)	<u>\$14,502.00 (C)</u>
Cash Balance-at the beginning of the fiscal year	<u>\$385,794.00(D)</u>
Cash Balance- at the end of the fiscal year (C+D=E)	<u>\$400,296.00 (E)</u>

Details of Cash Balance- at the end of the fiscal year

Cash on Hand	<u>\$0</u>
Cash in Bank – Checking	<u>\$250,296.00</u>
Cash in Bank- Savings Accounts	<u>\$0</u>
Cash in Bank- Certificates of Deposits	<u>\$150,000.00</u>
Other Cash	<u>\$0</u>
Total Cash- at the end of the fiscal year	<u>\$400,296.00 (E)</u>

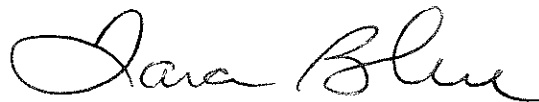
Please explain Proposed Use of the Financial Assistance from Local Governments

- Teacher Training off site - Playground Equipment/mulch/ground protector, required by DHS
- Classroom Supplies – Curriculum Resources – Computer Class fees for those families who cannot afford to pay

I certify that this report accurately presents the cash receipts, disbursements and balances of the Community Child Care for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report Tara Blue



Printed Name

Signature

Phone Number: 615.794.8986

Email Address: communitychild@bellsouth.net

Date: March 8, 2018

- Our fiscal year starts July 1st and ends June 30th – the audit and numbers used for this process were taken from the 2017 audit – per permission from Ass. City Administrator

UWWC Budget Form - Total Agency

Agency Name:

Please specify: Report is current (PLEASE CHECK ONE)

Fiscal year XXX

A. Revenue	FY 2016 or '16/'17 *	FY 2017 or '17/'18	FY 2018 or '18/'19
1. Contributions, Gifts & Grants:			
1a. United Way of Williamson County	\$179,328.00	\$179,868.00	\$179,868.00
1b. Other United Ways			
1c. Membership dues			
1d. Government Grants	\$36,648.00	\$36,648.00	\$36,648.00
1e. All Other Contributions-Fundraising	\$16,233.00	\$17,750.00	\$19,000.00
1f. TOTAL Contributions	\$232,209.00	\$234,266.00	\$235,516.00
2. Program Services	\$244,058.00	\$301,342.00	\$310,000.00
3. Investment Income (Dividends & Interest)	\$1,345.00	\$2,554.00	\$1,750.00
4. Royalties			
5. Net Rental Income			
6. Net Gain (Loss) on Sale of Assets Other than Inventory			
Special Events			
8. Net Income (Loss) from Gaming			
9. Net Income (Loss) from Sale of Inventory			
10. All other revenue (please describe on separate page)			
11. Total Revenue:	\$477,612.00	\$538,162.00	\$547,266.00
B. Functional Expenses	FY 2016 or '16/'17 **	FY 2017 or '17/'18	FY 2018 or '18/'19
12. Grants & Other Assistance:			
12a. Organizations & Governments			
12b. Individuals			
13. Employee Salaries	\$312,892.00	\$363,210.00	\$388,000.00
14. Employee Benefits	\$14,526.00	\$10,338.00	\$11,000.00
15. Payroll Taxes	\$23,294.00	\$27,348.00	\$29,000.00
16. Service Fees - payroll processing & accounting	\$12,946.00	\$16,800.00	\$17,500.00
17. Advertising & Promotion			
18. Office Expenses	\$37,851.00	\$48,448.00	\$49,000.00
19. Information Technology			
20. Royalties			
21. Occupancy/Utilities	\$10,566.00	\$13,154.00	\$13,000.00
22. Travel & Entertainment			
23. Conferences & Meetings	\$529.00	\$990.00	\$1,000.00
24. Interest			
25. Payment to Affiliates			
26. Depreciation & Amortization	\$920.00	\$920.00	\$920.00
27. Insurance	\$9,000.00	\$12,472.00	\$13,000.00
28. All other expenses (please explain on separate page)	\$30,783.00	\$28,471.00	\$30,000.00
29. Total Functional Expenses:	\$453,307.00	\$522,151.00	\$552,420.00
30. UWWC Funding % of Program functional Expense	-5%	-3%	1%
C. Surplus (Deficit)			
	\$24,305.00	\$16,011.00	(\$5,154.00)
D. # FTEs (Full-Time Equivalents)-- not including volunteers			
	10	12	13

* Figures in the revenue section should reflect the attached IRS 990/990EZ

** Figures in the functional expense section should reflect the numbers from Column A in the attached IRS 990/990EZ

Agency Director

Board Chair

* maintenance and cleaning supplies, professional services, telephone, taxes, licenses, dues & subscriptions

Tennessee Secretary of State
Tre Hargett



Division of Charitable Solicitations, Fantasy Sports, and Gaming
312 Rosa L. Parks Avenue, 8th Floor
Nashville, Tennessee 37243-1102

Mona Hart
Director

615-741-2555
Mona.Hart@tn.gov

February 7, 2018

Tara Blue
Community Child Care, Inc.
129 West Fowlkes St.
Franklin, TN 37064

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Community Child Care, Inc. - CO4568
Registration Expiration Date: **December 31, 2018**

Dear Tara Blue:

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

CFW:CO4568

COMMUNITY CHILD CARE, INC.

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2017 AND 2016

COMMUNITY CHILD CARE, INC.

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BELLENFANT

CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS

Professional Accounting & Consulting Services

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Child Care, Inc.
Franklin, Tennessee

We have audited the accompanying financial statements of Community Child Care, Inc, which comprise the statements of financial position as of June 30, 2017 and 2016, and 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 Community Child Care, Inc as of June 30, 2017 and 2016, 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.

Bellenfant, PLLC

August 18, 2017

COMMUNITY CHILD CARE, INC.
STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2017 AND 2016

ASSETS

	<u>2017</u>	<u>2016</u>
Cash	250,296	235,794
Certificates of Deposit	150,000	150,000
County Government Receivable	7,508	-
Child Care Assistance Receivable	4,505	6,215
Child Care Food Program Receivable	<u>2,352</u>	<u>3,047</u>
Total Current Assets	<u>414,661</u>	<u>395,056</u>
Furniture and Equipment	36,612	33,349
Less: Accumulated Depreciation	<u>(31,610)</u>	<u>(30,689)</u>
Net Furniture and Equipment	<u>5,002</u>	<u>2,660</u>
TOTAL ASSETS	<u><u>\$ 419,663</u></u>	<u><u>\$ 397,716</u></u>

LIABILITIES AND NET ASSETS

Accounts Payable	<u>\$ 322</u>	<u>\$ 2,680</u>
Total Current Liabilities	<u>322</u>	<u>2,680</u>
Net Assets - Unrestricted	<u>419,341</u>	<u>395,036</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 419,663</u></u>	<u><u>\$ 397,716</u></u>

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

COMMUNITY CHILD CARE, INC.

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
SUPPORT AND REVENUE:		
Tennessee Department of Human Services		
Child Care Food Program	\$ 32,763	\$ 32,847
Child Care Assistance	<u>73,062</u>	<u>117,343</u>
Total Tennessee Department of Human Services	105,825	150,190
United Way	179,328	179,000
Day Care Fees	138,233	98,402
City of Franklin	29,140	29,140
Williamson County	7,508	7,508
Contributions	16,233	22,024
Interest	<u>1,345</u>	<u>577</u>
Total Support and Revenue	<u>477,612</u>	<u>486,841</u>
EXPENSES:		
Program Services		
Community Day Care	283,575	310,854
Meals	<u>65,386</u>	<u>67,573</u>
Total Program Services	348,961	378,427
Support Services		
Management and General	<u>104,346</u>	<u>80,758</u>
Total Expenses	<u>453,307</u>	<u>459,185</u>
Change in Net Assets	24,305	27,656
Net Assets - Unrestricted, beginning of year	<u>395,036</u>	<u>367,380</u>
Net Assets - Unrestricted, end of year	<u><u>\$ 419,341</u></u>	<u><u>\$ 395,036</u></u>

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

COMMUNITY CHILD CARE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2017

	Program Services			Support Services	
	Community Day Care	Meals	Total Program Services	Management and General	Total All Funds
Salaries	\$ 209,824	\$ 27,312	\$ 237,136	\$ 75,756	\$ 312,892
Payroll Taxes	13,969	2,641	16,610	6,684	23,294
Fringe Benefits	10,386	-	10,386	4,140	14,526
Payroll Processing Fees	3,746	-	3,746	-	3,746
Supplies	5,953	29,731	35,684	2,167	37,851
Maintenance and Cleaning	14,098	-	14,098	451	14,549
Professional Services	2,908	-	2,908	9,200	12,108
Telephone	-	-	-	4,560	4,560
Utilities	3,616	5,150	8,766	-	8,766
Storage	336	-	336	-	336
Insurance	9,000	-	9,000	-	9,000
Taxes and Licenses	-	-	-	172	172
Dues and Subscriptions	-	-	-	479	479
Training and Seminars	529	-	529	-	529
Rent	1,800	-	1,800	-	1,800
Other	7,330	192	7,522	257	7,779
Total Expenses before Depreciation	283,495	65,026	348,521	103,866	452,387
Depreciation	80	360	440	480	920
Total Expenses	\$ 283,575	\$ 65,386	\$ 348,961	\$ 104,346	\$ 453,307

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

COMMUNITY CHILD CARE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2016

	Program Services			Support Services	
	Community Day Care	Meals	Total Program Services	Management and General	Total All Funds
Salaries	\$ 228,841	\$ 26,389	\$ 255,230	\$ 63,572	\$ 318,802
Payroll Taxes	17,563	1,991	19,554	4,661	24,215
Fringe Benefits	8,435	-	8,435	8,310	16,745
Payroll Processing Fees	4,291	-	4,291	-	4,291
Supplies	5,096	30,604	35,700	2,395	38,095
Maintenance and Cleaning	10,045	5,280	15,325	-	15,325
Professional Services	9,055	1,123	10,178	425	10,603
Telephone	3,315	-	3,315	327	3,642
Utilities	9,641	-	9,641	-	9,641
Storage	2,199	-	2,199	-	2,199
Insurance	6,684	-	6,684	50	6,734
Taxes and Licenses	1,169	80	1,249	-	1,249
Dues and Subscriptions	369	-	369	130	499
Training and Seminars	2,242	22	2,264	219	2,483
Advertising	1,211	-	1,211	-	1,211
Other	698	-	698	189	887
Total Expenses before Depreciation	310,854	65,489	376,343	80,278	456,621
Depreciation	-	2,084	2,084	480	2,564
Total Expenses	\$ 310,854	\$ 67,573	\$ 378,427	\$ 80,758	\$ 459,185

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

COMMUNITY CHILD CARE, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 24,305	\$ 27,656
Adjustments to reconcile net income to net cash used by operating activities		
Depreciation	920	2,564
(Increase) Decrease in assets:		
County Government Receivable	(7,508)	-
Child Care Food Program Receivable	695	59
Child Care Assistance Receivable	1,710	166
Increase (Decrease) in:		
Accounts Payable and Accrued Expenses	<u>(2,358)</u>	<u>2,486</u>
Net cash provided by operating activities	<u>17,764</u>	<u>32,931</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
(Increase) Decrease in:		
Furniture and Equipment	<u>(3,262)</u>	<u>-</u>
Net cash provided by investing activities	<u>(3,262)</u>	<u>-</u>
NET INCREASE IN CASH	14,502	32,931
Cash Balance, beginning of year	<u>235,794</u>	<u>202,863</u>
Cash Balance, end of year	<u><u>\$ 250,296</u></u>	<u><u>\$ 235,794</u></u>

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

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose:

Community Child Care, Inc. ("the Organization"), located in Franklin, Tennessee, is a nonprofit corporation organized to provide child care services to low-income families.

Basis of Presentation:

Community Child Care, Inc. prepares its financial statements and maintains its financial accounting records on the accrual basis of accounting. Revenue is generally recognized when earned. Expenses are generally recognized when incurred.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles. Financial statement presentation follows the requirements of the Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic related to Presentation of Financial Statements of Not-for-Profit Organizations. Under the FASB Accounting Standards Codification, the Organization is required to report information regarding its financial position and activities according to three classes of net assets; unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization had no temporarily restricted net assets as of June 30, 2017 and 2016.

Permanently restricted net assets - 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 permanently restricted net assets as of June 30, 2017 and 2016.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2017 AND 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions:

The Organization accounts for contributions in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Codification topic relating to Accounting for Contributions Received and Contributions Made. In accordance with the FASB Accounting Standards Codification, contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor-imposed restrictions. Under The FASB Accounting Standards Codification, certain contributions are required to be reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration or resolution of the donor restrictions. The Organization had no temporarily or permanently restricted contributions as of June 30, 2017 and June 30, 2016.

Cash and Cash Equivalents:

For purposes of the statement of cash flows, the Organization considers all certificates of deposit purchased with a maturity of three months or less to be cash equivalents. Certificates of deposit with original maturities exceeding three months are classified as investments and stated at fair value. Investments were \$150,000 as of June 30, 2017 and 2016.

Fair Values of Financial Instruments:

The following methods and assumptions were used by the Organization in estimating its fair value disclosures for financial instruments:

Cash, cash equivalents, certificates of deposit, accounts receivable, and accounts payable: The carrying amounts reported in the statement of financial position approximate fair values because of the short maturities of those instruments.

Accounts Receivable:

The Organization considers accounts receivable to be fully collectible: accordingly, no allowances for doubtful accounts is required. If accounts become uncollectible, they will be charged to operations when that determination is made.

Revenue Recognition:

Grant income is recognized over the grant period in relation to the expenditures incurred and services provided, as outlined in the grant documents. Cash received in excess of grant expenditures to date is recorded as deferred revenue, and an account receivable is recorded when allowable expenditures exceed cash received.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2017 AND 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Allocation of Expenses:

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Estimates:

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

Equipment:

Equipment is stated at cost for purchased equipment and at fair market value on the date received for contributed equipment less accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful lives of five years for equipment. Assets purchased with a cost of less than \$500 are expensed to minor equipment.

2. FEDERAL INCOME TAX STATUS

The Organization has been determined by the Internal Revenue Service to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Accordingly, the financial statements do not reflect a provision for income taxes.

The Organization files a U.S. Federal Form 990-*Return of Organization Exempt from Income Tax*. The Organization's returns for the years prior to fiscal year ended June 30, 2014 are no longer open for examination.

The Organization has evaluated its tax positions in accordance with the Codification Standard relating to Accounting for Uncertainty in Income Taxes. The Organization believes that it has taken no uncertain tax positions.

3. GRANT REVENUE RECEIVABLE

Grant revenue receivable consists of receivables of the annual budgeted amount from Williamson County, Tennessee and Child Care Food Program, and the Child Care Assistance Program funded by the Tennessee Department of Human Services.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2017 AND 2016

5. PENSION PLAN

The Organization has a defined contribution pension plan for all eligible employees. Employees are eligible to participate in the plan if they have been employed by the Organization for three years and are 21 years of age or older. The employer contributes 5% of each participants salary. Employer contributions for the years ended June 30, 2017 and 2016 were \$14,526 and \$16,625, respectively.

6. CONCENTRATIONS OF RISK

The financial condition of all depository banks, including those with balances less than the Federal Deposit Insurance Corporation's \$250,000 insured limit, is continually reviewed by the board. These deposits did not exceed the amount insured by the Federal Deposit Insurance Corporation (FDIC) as of June 30, 2017 and 2016.

7. SIGNIFICANT SOURCE OF REVENUE RISK

The Organization receives over 20% and 35% of its revenue from the State of Tennessee Department of Human Services and over 35% and 35% from United Way for child care assistance and child care food programs for the years ended June 30, 2017 and 2016, respectively. A major reduction of funds by the grantor agencies would have a significant effect on future operations.

8. CONTINGENCY

Expenditures related to government contracts are subject to adjustment based upon review by the granting agencies. The Organization does not anticipate that adjustments, if any, arising from such reviews will have a material effect on the financial statements.

9. SUBSEQUENT EVENTS

Subsequent events have been evaluated through August 18, 2017 which is the date the financial statements were available to be issued.



**community housing
partnership**
of willamson county

129 West Fowlkes Street, Ste.124
Franklin, Tennessee 37064
P: 615.790.5556, F: 615.595.1215
communityhousingpartnershipwc.org

March 5, 2018

**City of Franklin
Ms. Kristine Tallent
Assistant City Administrator/CFO
City Hall
109 Third Avenue South
Franklin, TN 37064**

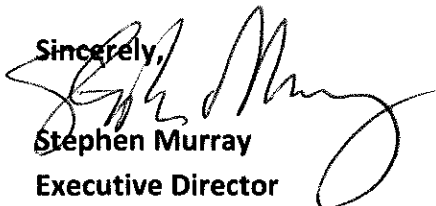
Dear Ms. Tallent,

Enclosed is our 2018-2019 application for funding. The package includes the following:

- 1. The "Request for City of Franklin Funds"**
- 2. The "Application Addendum"**
- 3. Exhibits A, B and C**
- 4. Our 501©-3 Designation letter from the IRS**
- 5. Our current audit for the fiscal year ending June 30, 2017**

We believe that this is the full package, however if we have omitted anything or if you have any questions please feel free to give me a call.

Sincerely,


**Stephen Murray
Executive Director**

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: **Community Housing Partnership of Williamson County**

Date: **February 19, 2018**

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-2019:

Community Housing Partnership of Williamson County (CHP) is requesting the same amount of funding as was received in the previous year (\$8,460). The purpose of the funding is the Owner Occupied rehabilitation program, serving low income and elderly or disable homeowners in the City of Franklin with emergency repairs to their homes. CHP has had an ongoing owner occupied repair program for twenty-five years through a number of vehicles. Activity in owner occupied repairs has occurred through volunteer rehabilitation with the partnership of area churches, businesses and community volunteers as well as the Catholic Heart Work Camp, Graceworks, Franklin Rotary at Breakfast, MFUGE, Group Workcamps, Greater Nashville Regional Council, THDA and RECONSTRUCT. There continues to be a steady number of calls for housing assistance for the elderly and low income residents within Franklin. Current funding to support the anticipated rehabilitations in 2018-2019 comes from donations, the City of Franklin, Williamson County, Greater Nashville Regional Council, THDA and United Way of Williamson County. Volunteer labor is used extensively with over 20 volunteer groups currently working with CHP. The City of Franklin funding is a small portion of the funding for this overall program (see enclosed Strategic Business Plan).

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

CHP has extensive interaction with a number of the City of Franklin Departments. As CHP is the homeless provider for the City of Franklin, we have interaction with the City of Franklin Police Department when they have located a homeless individual or family. CHP interviews the family and upon acceptance provides lodging and emergency food to the family to attempt to stabilize them for a period while working with them towards a permanent solution. CHP works extensively with the City of Franklin Building and Neighborhood Services Department to stabilize housing and with codes violation. This is done by attempting to find solutions that will address the problem and correct it within the confines of this application and outside the confines of this grant money by using volunteers and other less restrictive funding. The successes on this item are too broad to list within this document, but include many deteriorated, flood damaged and structures with serious violations. We work closely with many members of this department to insure the welfare of the family, the safety of the structure, the integrity of the house and the concerns of the City of Franklin. CHP works with the City of Franklin Planning and Sustainability Department on a variety of committees and activities related to the future of the City of Franklin particularly on housing and development issues. Within the City of Franklin government CHP has a seat on the Franklin Housing Commission and the CHP Executive Director has served as the Vice Chair in 2011-2012 and 2013-2014 and was the Chair in 2012-2013 and CHP employees participate regularly on the discussion on these vital issues in housing for the City of Franklin as well as scheduled clean up days in Franklin neighborhoods. Additional, CHP has in the past participated at the Board of Mayor and Alderman and other City of Franklin committees as needed or requested. CHP continues to maintain an open relationship with the City of Franklin staff and elected officials to insure that we are performing the tasks that are needed by the City of Franklin and its citizens.

Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (include description capacity, intensity and duration of services.)

CHP provided emergency rehabilitation services for low income elderly or disabled households in the City of Franklin with this funding in the previous year. The City of Franklin funding was leveraged with further funding from Greater Nashville Regional Council, THDA, United Way of Williamson County and Williamson County to increase the number of households we could serve with these funds. The objective of this program is to provide emergency repairs for a maximum value of \$1000 so it would serve 8 to 9 households on average with emergency repairs to Heat and Air systems, roofing, plumbing issues and electrical issues as well as other housing repairs (however many families do not need the full \$1000 in support so we serve more like 25 families with the City of Franklin funding). Approximately 130 families within the City of Franklin were served under the full program in the past fiscal year (again funding from the five sources). Disproportionately, more of the funding by Williamson County and United Way of Williamson County is spent in Franklin than the rest of the county due to the leverage of the City of Franklin funding. Funding for each project is based on the need and the capacity of the recipient to pay. The duration and scope of each project is dependent on the individual job. Additional, funding is leveraged by volunteer labor where necessary.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

CHP has evaluation programs in place so the Board of Directors can evaluate each specific program. For owner occupied rehabilitations and homeless there is an approval process by the Board on a monthly basis that includes the request and evaluation of the request by staff. A review of the finished

projects are also submitted to the Board monthly that recaps the length of time to perform the request and a cost comparison of the estimate versus the actual. This has improved the process so it is more responsive to the need and allows control of costs to insure viable funding year long. It allows better coordination with the volunteer groups performing the work and better control over the limited funding for the program. CHP has evaluations on the rental program that allow the Board to view delinquencies and turnovers on the units on a monthly basis. This has allowed better control over the units, more efficient problem solutions and better cash flow from the rental operations. In general CHP has extensive reports and evaluations of all operations and programs (including individual program accounting). The Board of Directors meets monthly (unless no business needs to be conducted) and has full reporting of all activities and evaluates programs and their performance on a monthly basis. This results in more efficient and effective services for our customers

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

CHP has external quality review on some of our rental properties and single family housing by Tennessee Housing Development Agency. This is done on an individual project basis for last year and on an annual basis and includes verification on the physical condition of the units (Housing Quality Standards inspections) and verification on regulated paperwork (income and other verifications). The Department of Housing and Urban Development reviews CHP's activity under the HUDHOMES program to insure that CHP remains in compliance on the purchase and resale of HUD homes. FEMA monitors the expenditures on the Homeless Program to insure proper use of their funds. The Federal Home Loan Bank of Atlanta reviews the Affordable Housing Program grants to insure that those grants are administered by CHP with the proper qualifying of the grantees and that future monitoring procedures for each family are in place. The City of Franklin reviews

the Community Development Block Grant program on a monthly basis. Some staff members have individual professional certificates or accreditations. No certificates or accreditations are issued.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

Of the total proposed budget of \$6,912,841 for 2017-2018, \$8,460 is proposed from the City of Franklin or .12% of Community Housing Partnership of Williamson County's budget.

5. What other fundraising activities does your agency engage in during the year?

Community Housing Partnership of Williamson County (CHP) does not actively solicit donations, although we do receive some individual donations usually connected with a particular customer we might be serving. CHP is a United Way Agency and is funded on an annual application and review basis by United Way of Williamson County for the Owner Occupied Rehabilitation Program and the Homeless program. Additionally, CHP is funded by Williamson County on an annual basis for the Owner Occupied Rehabilitation Program. FEMA additionally funds CHP for the Homeless Program. The City of Franklin CDBG programs funds some activity for owner occupied rehabilitation that is paid directly by the City of Franklin to the contractors with some administrative fees coming to CHP. Some other grant activities through Tennessee Housing Development Agency (generally capital funding for rental or single family production), Middle Tennessee Customers Care, USDA Rural Development (projects in rural sections of Williamson County) and other organizations do present opportunities on occasion. Finally, through the Single Family Housing Program, CHP does generate some net revenues that are used in other programs.

6. Do you charge any fees for your services?

CHP has no direct fees for our services. CHP provides rental units to low income tenants having HUD limited rents. About half these units are to social service causes including developmentally disabled, drug and alcohol addiction, and domestic violence. Rent and utilities cannot exceed 30% of the tenant's income. Within the development activity of CHP there is a small development fee in the reconstruction activity of the HUD HOMES program and the Federal Home Loan Bank Affordable Housing Program. The City of Franklin CDBG program provides an administrative fee to CHP for lead based paint inspections and staff activity on the program. On the owner occupied rehabilitation program that is partially funded with City of Franklin funds there are no fees charged for the services.

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN FUNDS
2018-19 FISCAL YEAR**

Organization Name: Community Housing Partnership of Williamson County **Phone:** 790-5556
Contact Person & Title: Stephen Murray, Executive Director
Mailing Address: 129 West Fowlkes Street, Suite 124, Franklin, TN 37064
Federal Identification # (if applicable): 62-1572386
Email address murray@communityhousingpartnershipwc.org
Number of Active Participants in Organization: 5 full-time, 16 board members and 450 volunteers

Does this organization charge fees to participants? Yes No X

If Yes, please itemize the structure utilized (use a separate sheet if necessary): Not Applicable

If No, please explain: CHP participates in several types of affordable housing initiatives. They include: acquisition and rehab of single family housing for resale to low income homebuyers of Williamson County; rehabilitation of low income and elderly owner occupied housing; providing temporary assistance for homeless; providing rental units for low income residents of Williamson County, especially with social service connections; These programs do not require fees, however clients can be required to pay part of the expense if it is deemed they are capable of doing so, this allows CHP to leverage the City of Franklin funding to take care of the maximum number of clients. **The City of Franklin funding goes solely to the owner occupied rehabilitation program and there are no expenses to the recipients in conjunction with that program.**

Please provide the approximate number of clients served by your program on a yearly basis. The number of persons CHP served in our 2016-2017 fiscal year (July 1, 2016-June 30, 2017) was 1043.

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County citizens. CHP is expecting to serve 1,050 in the 2018-2019 fiscal year. The number of persons served varies from year to year, and persons served by CHP programs that use any type of funding are Williamson County residents or become Williamson County residents. Sometimes CHP will advise some out of county residents but we only fund one particular program in Maury County and no Williamson County funds are used in conjunction with that program. When funds are dispensed to a customer through any program a file is established for that customer. Within that file is a copy of the government identification (i.e., drivers license) that proves the Williamson County residency of the customer. It would be too cumbersome for us to provide that documentation with this application, it is however available for compliance monitoring by the appropriate Williamson County personnel at any time.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities: We are unaware of any agency that regularly provides free repair assistance for homeowners in general, but there is Mid Cumberland Community Action and Graceworks that provide some isolated items and ARC of Williamson County that assists in mobility issues. The Franklin Rotary at Breakfast provides some assistance for rehabilitations on water issues only. Additionally, Habitat for Humanity provides some repair services but the homeowner must borrow part or all of the funds from Habitat for the project. CHP coordinates all housing activities with these agencies to insure no redundancy and maximum leverage of funding. Additionally, some churches and civic groups partner with CHP to assist in repairs from time to time. Hard Bargain Mount Hope Redevelopment and United Community Resource Foundation provide homeownership opportunities in Franklin and CHP mentors with both organizations. Generally, CHP is addressing homeownership customers that these entities cannot. Graceworks and some churches assist with the homeless and CHP coordinates with them on each family. To our knowledge there are no other agencies in Williamson County providing the other services that CHP provides.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private sources: While CHP does not solicit individual donations for our programs we take extensive efforts to leverage the funding from City of Franklin to insure that we are maximizing the funding as far as possible. We use the following agencies to increase and leverage the amount of funding from City of Franklin:

Franklin Breakfast at Rotary

Greater Nashville Regional Council (GNRC)(matching City of Franklin funds two dollars per dollar)

Graceworks

Westminster Home Connection

United Cerebral Palsy

Both Hands Foundation

Williamson County

Brentwood Baptist Church

Private Individuals

Documentation for these transactions are once again too cumbersome to provide in this document. Often times they are contracts like with GNRC and most of the time they are just agreements between the parties to match funding. Our offices are open to any representative of City of Franklin to inspect individual files to check on the level of leverage that CHP provides with the City of Franklin funding.

**Non-Profit Organization Request for
Williamson County Funds - Page Two**

Organization: Community Housing Partnership of Williamson County

NOTE: If necessary, please use a separate sheet in this format for the inclusion of additional expenditures or revenue line items.

EXPENDITURES:	Actual 2016-17 *	Expended 2017-18	Requested 2018-19
Owner Occupied Repairs/Homeless	239,166.00	153,200.00	160,000.00
Single Family Construction	0.00 *	2,207,000.00	2,120,000.00
Salaries, payroll taxes and benefits	314,071.00	321,396.00	339,630.00
Taxes, Insurance, and Depreciation	136,596.00	159,167.00	159,000.00
Administrative and Rental operating expenses	87,615.00	72,200.00	56,131.00
Rental Reserves/Repairs/Write offs	28,817.00	62,350.00	60,000.00
THDA/HOME /HTF projects**	0.00	0.00	0.00
West Main Street	0.00	3,372,500.00	0.00
TOTAL BUDGET	806,265.00	6,347,813.00	2,894,761.00

REVENUES: (include any fund raising events)	2016-17 *	2017-18	2018-19
Williamson County Government	38,131.00	38,131.00	38,131.00
Franklin CDBG/FEMA/Other Gov.	518,695.00**	564,750.00	189,409.00
United Way	55,000.00	55,000.00	55,000.00
Miscellaneous Contributions and Other Revenue	89,089.00***	45,000.00	35,000.00
Gross Rental Income	274,781.00	292,000.00	315,000.00
City of Franklin	8,460.00	8,460.00	8,460.00
Single Family Construction	65,887.00	2,237,000.00	2,307,000.00
West Main Project	0.00	3,672,500.00	0.00
TOTAL REVENUES	1,050,043.00	6,912,841.00	2,948,000.00

Please note: CHP Fiscal Year is from July 1st to June 30th. As the 2017-2018 fiscal year has not completed our figures are estimated from the Board approved budget, with estimated actual. 2018-2019 figures are from the Board approved Business and Strategic Plan.

* From the audit figures. Auditor does not add single family house price, just development fee

** THDA HOME and Housing Trust Fund funded property purchase and rehab is capitalized

*** Includes \$11,161 in donated rent from Williamson County (non cash item)

Budget Request Application 18-19 Actual

**Non-Profit Organization Request for
Williamson County Funds - Page Three**
Organization: Community Housing Partnership of Williamson County

Personnel & Salary Information

Personnel (list by Positions)	Actual Salary 2016-17	Salary 2017-18	Salary 2017-18
Executive Director	87,275.00	89,650.00	95,347.00
Senior Housing Rehabilitation Specialist	62,400.00	64,000.00	67,840.00
Director of Development	38,628.00	41,500.00	44,000.00
Housing Rehabilitation Director	37,811.00	39,100.00	41,500.00
Development Specialist	27,040.00	29,750.00	31,500.00
Benefits & Taxes	56,018.00	57,396.00	59,443.00
TOTAL PERSONNEL EXPENSE	309,172.00	321,396.00	339,630.00

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A

EXHIBIT A

STATEMENT OF WORK AND PROGRAM OBJECTIVES

The Agency 2018-2019 Annual Work Plan shall include:

1. Owner occupied emergency housing rehabilitation for low income City of Franklin homeowner residents
2. Owner occupied emergency housing rehabilitation for elderly low income City of Franklin homeowner residents
3. Owner occupied emergency housing rehabilitation for disabled low income City of Franklin homeowner residents

EXHIBIT B

WORK PLAN

1. Solicit applications for low income, low income elderly or low income elderly homeowner residents for emergency repairs to their homes through an application process that allows for the leveraging of additional funding through United Way of Williamson County, Greater Nashville Regional Council, Williamson County and Tennessee Housing Development Agency to maximize the funding from the City of Franklin.
2. Verify all documentation on the application including incomes and ownership of the structure as well additional documentation for insurance and mortgage status.
3. Conduct a work write up of the requested work to verify the condition of the structure, the legitimacy of the repair request, the emergency nature of the request and other mitigating factors. Conduct a cost estimate of the requested work.
4. Submit to the Community Housing Partnership of Williamson County Board of Directors for approval of the request.
5. Conduct bidding for the work if the size of the requested work so dictates. If the job request is smaller use approved contractors that were previously vetted through a bid process. Award contracts.
6. Inspect all finished work with the homeowner to insure the proper quality of work and all codes conditions were met prior to authorizing payment.
7. Authorize payment, insure the release of any liens if applicable.
8. Maintain records in the Community Housing Partnership of Williamson County office.

EXHIBIT C

The Community Housing Partnership of Williamson County Annual Work Plan (how the funds will be used) shall include:

1. Solicit applications for low income, low income elderly or low income elderly homeowner residents for emergency repairs to their homes through an application process that allows for the leveraging of additional funding through United Way of Williamson County, Greater Nashville Regional Council, Williamson County and Tennessee Housing Development Agency to maximize the funding from the City of Franklin.
2. Verify all documentation on the application including incomes and ownership of the structure as well additional documentation for insurance and mortgage status.
3. Conduct a work write up of the requested work to verify the condition of the structure, the legitimacy of the repair request, the emergency nature of the request and other mitigating factors. Conduct a cost estimate of the requested work.
4. Submit to the Community Housing Partnership of Williamson County Board of Directors for approval of the request.
5. Conduct bidding for the work if the size of the requested work so dictates. If the job request is smaller use approved contractors that were previously vetted through a bid process. Award contracts.
6. Inspect all finished work with the homeowner to insure the proper quality of work and all codes conditions were met prior to authorizing payment.
7. Authorize payment, insure the release of any liens if applicable.
8. Maintain records in the Community Housing Partnership of Williamson County office.

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

DEPARTMENT OF THE TREASURY

Date: MAY 6 1 2001

Employer Identification Number:
62-1572386

DLN:

17053104800031

Contact Person:

EVELYN D GRIFFITHS

ID# 31432

Contact Telephone Number:

(877) 829-5500

Our Letter Dated:

December 1994

Addendum Applies:

No

COMMUNITY HOUSING PARTNERSHIP OF
WILLIAMSON COUNTY
129 W FOWLKES ST STE 128
FRANKLIN, TN 37064

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.

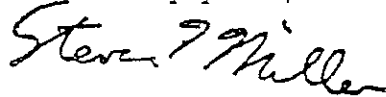
Letter 1050 (DO/CG)

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". The signature is written in dark ink and is positioned below the typed name.

Steven T. Miller
Director, Exempt Organizations

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, 1994.

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

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 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.

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 306.)

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.

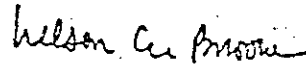
If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

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

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.

Community Housing Partnership of Williamson County

Financial Statements
June 30, 2017

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McKerley + Noonan

CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report

To the Board of Directors of
Community Housing Partnership of Williamson County, Inc.
Franklin, Tennessee

Report on the Financial Statements

We have audited the accompanying financial statements of Community Housing Partnership of Williamson County, Inc. (the Organization) which comprise the statements of financial position as of June 30, 2017, and the related statements of activities and changes in net assets, cash flows, and functional expenses for the year 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

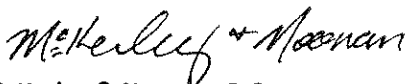
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 the Organization as of June 30, 2017, 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.



McKerley & Noonan, P.C.

February 9, 2018

-1-

Community Housing Partnership of Williamson County, Inc.
Statement of Financial Position
June 30, 2017

Assets

Current Assets

Cash in Bank	\$ 150,200
Marketable Securities	116,705
Accounts & Notes Receivable - Net	38,146
Inventory of Rehabilitation Homes	1,857,596
Contributions Receivable - United Way	55,000
Total Current Assets	<u>2,217,647</u>

Fixed Assets

Land	203,493
Buildings	2,669,485
Office Furniture and Equipment	30,066
Less: Accumulated Depreciation	(1,034,819)
Net Fixed Assets	<u>1,868,225</u>

Other Assets

Notes Receivable - Property Sales	366,832
Discount on Notes Receivable - Property Sales	(254,959)
Total Other Assets	<u>111,873</u>

Total Assets	<u><u>\$ 4,197,745</u></u>
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Liabilities and Net Assets

Current Liabilities

Accounts Payable and Accrued Expenses	\$ 64,479
Tenants' Deposits	10,500
Payroll Liabilities	3,287
Current Portion of Long-Term Debt	416,781
Total Current Liabilities	<u>495,047</u>

Long-Term Liabilities

Line of Credit	11,850
Long-Term Debt	1,308,328
Total Long-Term Liabilities	<u>1,320,178</u>

Total Liabilities	<u>1,815,225</u>
--------------------------	------------------

Net Assets

Unrestricted Net Assets	2,327,520
Temporarily Restricted Net Assets	55,000
Total Net Assets	<u>2,382,520</u>

Total Liabilities and Net Assets	<u><u>\$ 4,197,745</u></u>
---	----------------------------

Community Housing Partnership of Williamson County, Inc.
Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2017

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenues and Support:			
Grant Income	\$ -	\$ 620,287	\$ 620,287
Contributions	-	19,780	19,780
In-Kind Contributions	42,653	-	42,653
Homebuyers Counseling	14,471	-	14,471
Rental Income	274,781	-	274,781
Net Gain from Property Sales	65,887	-	65,887
Other Income	399	-	399
Interest Income	8,831	-	8,831
Unrealized Gain (Loss) on Investments	2,954	-	2,954
Net Assets Released from Restriction	640,067	(640,067)	-
Total Revenues and Support	<u>1,050,043</u>	<u>-</u>	<u>1,050,043</u>
Expenses:			
Program Services	720,845	-	720,845
General and Administrative	85,420	-	85,420
Total Expenses	<u>806,265</u>	<u>-</u>	<u>806,265</u>
Change in Net Assets	243,778	-	243,778
Net Assets - Beginning of the Year	<u>2,083,742</u>	<u>55,000</u>	<u>2,138,742</u>
Net Assets - End of the Year	<u>\$ 2,327,520</u>	<u>\$ 55,000</u>	<u>\$ 2,382,520</u>

Community Housing Partnership of Williamson County, Inc.
Statement of Cash Flows
For the Year Ended June 30, 2017

Cash Flows from Operating Activities:

Change in Net Assets	\$ 243,778
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**Adjustments to Reconcile Change in Net Assets
to Net Cash Provided by Operating Activities:**

Depreciation	95,990
Amortization of Discount on Notes Receivable	(8,622)
Unrealized Loss on Investments	(2,954)
Increase in Accounts and Notes Receivable - Other	(19,239)
Increase in Notes Receivable - Property Sales	(23,474)
Increase in Inventory of Rehabilitation Homes	(714,474)
Increase in Accounts Payable and Other Liabilities	35,068
Decrease in Tenant Deposits	(400)
Decrease in Payroll Liabilities	(5,192)

Total Adjustments	<u>(643,297)</u>
--------------------------	------------------

Net Cash Used by Operating Activities	<u>(399,519)</u>
--	------------------

Cash Flows from Investing Activities

Purchase of Marketable Securities	(62,231)
Purchase of Fixed Assets	(23,427)

Net Cash Provided by Investing Activities	<u>(85,658)</u>
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Cash Flows from Financing Activities

Principal Payments on Notes Payable	(1,337,550)
Proceeds from Notes Payable	1,910,604

Net Cash Provided by Financing Activities	<u>573,054</u>
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Net Increase in Cash	87,877
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Cash - Beginning of the Year	<u>62,323</u>
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Cash - End of Year	<u><u>\$ 150,200</u></u>
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Supplemental Cash Flow Information:

Interest Paid	<u><u>\$ 7,902</u></u>
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Community Housing Partnership of Williamson County, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2017

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Total</u>
Salaries and Benefits	\$ 254,398	\$ 59,673	\$ 314,071
Grants to Homebuyers	176,964	-	176,964
Community Rehabilitation Expenses	62,202	-	62,202
Professional Services	-	11,315	11,315
Utilities	6,741	-	6,741
Maintenance and Repairs	28,817	-	28,817
Insurance	21,384	5,434	26,818
Office Expense and Supplies	10,701	2,510	13,211
Property Taxes	13,788	-	13,788
Rent	9,040	2,121	11,161
Depreciation	94,070	1,920	95,990
Mileage	4,253	998	5,250
Training, Meetings and Dues	3,911	918	4,829
Interest	32,306	-	32,306
Other Expenses	2,270	532	2,802
Total Functional Expenses	<u><u>\$ 720,845</u></u>	<u><u>\$ 85,420</u></u>	<u><u>\$ 806,265</u></u>

Community Housing Partnership of Williamson County, Inc.

Notes to the Financial Statements

June 30, 2017

NOTE 1 - DESCRIPTION AND PURPOSE OF THE ORGANIZATION

Community Housing Partnership of Williamson County, Inc. (the Organization) is a non-profit organization in Williamson County, Tennessee. The Organization's mission is to provide affordable housing in Williamson County to low and moderate income families.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Organization have been prepared on the accrual basis of accounting which means that revenues are recognized when earned and expenses are recorded when incurred. The significant accounting policies of the Organization are described below to enhance the usefulness of the financial statements to the reader.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Financial Statement Presentation

For financial statement presentation, the Organization reports its financial information according to three classes of net assets (unrestricted net assets, temporarily restricted net assets and permanently restricted net assets) based on the existence or absence of donor-imposed restrictions.

Unrestricted Net Assets

Unrestricted net assets are donations that are not subject to donor-imposed stipulations. Monies received without restriction or released from restriction are generally used to finance the normal day-to-day operations of the Organization.

Temporarily Restricted Net Assets

Temporarily restricted net assets are donations 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. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. At June 30, 2017, there were \$55,000 of net assets temporarily restricted for community rehabilitation expenses.

Permanently Restricted Net Assets

Permanently restricted net assets are donations subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any

related investments for general or specific purposes. As of June 30, 2017, there were no permanently restricted net assets.

Fair Value Measurements

The Organization follows the guidance in ASC 820, Fair Value Measurements. This standard defines fair value, provides guidance for measuring fair value, and requires certain disclosures. The standard utilizes a fair value hierarchy which is categorized into three levels based on the inputs to the valuation techniques used to measure fair value. The standard does not require any new fair value measurements, but discusses valuation techniques, such as the market approach (comparable market prices), the income approach (present value of future income or cash flows), and the cost approach (cost to replace the service capacity of an asset or replacement cost). The Organization's investments are measured on a recurring basis at fair value at the reporting date using quoted prices in active markets for identical assets (Level 1).

Contributed Services

Donated services that require specialized skills and would be purchased if not provided by the donor are recognized as support and expenses based on the fair value of the services received.

A substantial number of unpaid volunteers have made significant contributions of their time to develop the Organization's programs. No amounts have been recognized in the accompanying financial statements because the criteria for recognition of such volunteer effort under ASC 958, Accounting for Contributions Received and Contributions Made, have not been satisfied.

Marketable Securities

The Organization has \$116,705 primarily in stock and bond mutual funds held at Morgan Stanley. The financial statements reflect an unrealized gain of \$2,954 during the fiscal year ended June 30, 2017.

Accounts Receivable

Accounts & Notes receivable represents rent income and other promissory notes owed to the Organization at June 30, 2017. Management has estimated an allowance for bad debts of \$1,830 against these receivables as of June 30, 2017.

Contributions Receivable – United Way

United Way has committed to funding \$55,000 during fiscal year 2017 for community rehabilitation expenses.

Inventory of Rehabilitation Homes and Grants to Homebuyers

The Organization purchases residential homes, rehabs the homes and then sells the homes to qualified individuals. The profit from these homes is reinvested into the mission of the Organization. At June 30, 2017, the Organization had fifteen of these homes that were still in a stage of rehabilitation.

The Organization also sells some of these homes to qualified individuals at prices below the organizations costs to purchase and rehabilitate the home. The difference is awarded as Grants to Homebuyers.

Fixed Assets

Fixed assets are recorded at cost and are depreciated using the straight-line method based on the following estimated useful lives of the assets.

Building	39 years
Vehicle	5 years
Furniture & Equipment	5 – 7 years

Significant additions and betterments are capitalized. Expenditures for maintenance, repairs and minor renewals are charged to expense as incurred. Depreciation expense for the year ended June 30, 2017 amounted to \$95,990.

In-Kind Contributions

The Organization receives office space rent for \$1 a year from Williamson County, Tennessee. The value of this free rent is estimated to be \$10,140 and has been recorded as in-kind contributions and rent expense in the statement of activities.

The Organization has recorded \$32,364 in in-kind interest expense related to the zero percent note payables (see Note 4).

Classification of Expenses

Expenses are classified functionally as a measure of service efforts and accomplishments. Direct expenses, incurred for a single function, are allocated entirely to that function. Joint expenses applicable to more than one function are allocated on the basis of objectively summarized information or management estimates.

Income Taxes

The Organization is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, and therefore, no provision for federal or state income taxes is applicable.

The Organization has adopted the guidance in ASC 740 on accounting for uncertainty in income taxes. For all tax positions taken by the Organization, management believes it is clear that the likelihood is greater than 50 percent that the full amount of the tax positions taken will be ultimately realized. The Organization incurred no interest or penalties during the year ended June 30, 2017.

NOTE 3 – CREDIT RISK

The Organization maintains its cash in bank deposit accounts that at times may exceed the federally insured limit of \$250,000. In addition, the Organization has credit risk associated with the purchase and rehab of residential homes. The Organization has risk that the homes may not sell in a timely fashion or at a desirable price.

NOTE 4 – NOTES PAYABLE

Notes payable consists of the following at June 30, 2017:

A \$71,500 note secured by property payable to Franklin Synergy Bank bearing interest at 0% maturing in 2018.	71,500
A \$40,000 note secured by property payable to Reliant Bank bearing interest at 5% maturing in 2027.	29,582
A \$42,000 note secured by property payable to Reliant Bank bearing interest at 5% maturing in 2027.	31,719
A \$38,500 note secured by property payable to Reliant Bank bearing interest at 5% maturing in 2027.	27,433
A \$76,050 note secured by property payable to Franklin Synergy Bank bearing interest at 0% maturing in 2018.	76,050
A \$148,149 mortgage note payable with Pinnacle Bank with interest at 4% below Prime and maturing August 2019.	100,302
A \$6,000 note secured by property payable to Franklin Synergy Bank bearing interest at 0% maturing in 2018.	6,000
A \$49,770 mortgage note payable with Pinnacle Bank with interest at 4% below Prime and maturing August 2019.	40,632
A \$49,770 mortgage note payable with Pinnacle Bank with interest at 4% below Prime and maturing November 2019.	40,922
A \$49,770 mortgage note payable with Pinnacle Bank with interest at 4% below Prime and maturing August 2019.	40,369
A \$4,292,855 promissory note payable with Pinnacle Bank bearing interest equal to the Prime and maturing in 2018.	792,500
A \$100,000 promissory note for a revolving line of credit with Republic Bank bearing interest at 0% maturing in 2018.	11,850
A \$166,500 promissory note secured by property with Reliant Bank with interest at 4% below Prime and maturing in 2018.	28,238
A \$150,000 promissory note secured by property with Reliant Bank with interest at 1% above Prime and maturing in 2017.	150,000

A \$117,650 promissory note secured by property payable to Republic Bank bearing interest at 0% maturing in 2017.	117,650
A \$196,000 promissory note payable with Pinnacle Bank bearing interest at 4% below Prime and maturing January 2021.	172,212
Total	<u>\$1,736,959</u>

Principal requirements of notes payable for the next five years consists of:

2018	\$ 428,631
2019	912,307
2020	194,434
2021	140,379
2022	7,788
Thereafter	<u>53,420</u>
Total	<u>\$ 1,736,959</u>

Several of the Organizations notes were offered at zero percent because of the nature of the projects and the Organizations status as a non-profit. Interest on these notes has been imputed at 5% annually and amounted to \$32,364 for the year ended June 30, 2017. Capitalized interest on projects in progress in Inventory of Rehab homes amounted to \$10,957.

Several of the notes have maturity dates after June 30, 2017 but prior to the report issuance date of February 9, 2018. These notes have either been paid off or refinanced with similar terms.

NOTE 5 – RETIREMENT PLAN

The Organization has adopted a defined contribution Simplified Employee Retirement Plan covering all eligible employees. Eligibility requirements are the employee must be at least 21 years old, performed services in at least three of the preceding five years, and whose compensation during the year was not less than \$450. The Organization made \$12,702 of contributions to the plan for the year ended June 30, 2017.

NOTE 6 – NOTES RECEIVABLE – PROPERTY SALES

In previous years, the Organization received in-kind contributions for a portion of the value of residential homes from various developers building homes in Williamson County. The Organization immediately identified buyers for the homes. In each transaction, the Organization purchased the home from the developer at the reduced price and recognized an in-kind donation for the difference between the market value of the home and the reduced price, then immediately sold the home to a buyer for the market value of the home. The buyer of the home paid the Organization the reduced price immediately and signed a long-term note

for the in-kind donation amount. These notes are interest free notes and mature beginning in 2042. These notes have been discounted at 5% and will be amortized into interest income over the life of the notes. The discount totaled \$254,959 at June 30, 2017.

The Organization sold one home during the year ended June 30, 2017 with a forgivable mortgage which is included in Notes Receivable – Property Sales. The forgivable mortgage has a face value of \$30,400, which is to be forgiven in equal increments over the next 10 years provided that the buyer does not fail any of the covenants of their mortgage. This forgivable mortgage has been discounted at 5% and will be amortized into interest income over the life of the note.

NOTE 7 – GRANTS

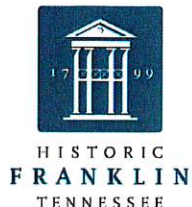
The Organization has various grants from State and Local sources. In addition, the Organization received a Federal grant which is administered through the Tennessee Housing Development Agency. The grant which falls under the U.S. Department of Housing and Urban Development allows the Organization to 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.

NOTE 8 – COMMITMENTS

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 9 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through February 9, 2018, the date that the financial statements were available to be issued.



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Franklin Housing Collaborative Phone: 615-794-1247

Contact Person & Title: Derwin Jackson

Mailing Address: 200 Spring Street, Franklin, TN 37064

Federal Identification # (if applicable): 47-0901382

Email Address: djackson@franklinhousingauthority.com

Number of Active Participants in Organization: 84

Does this organization charge fees to participants? Yes _____ No X

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: These programs are funded by grants and donations, so participants are not charged to participate.

Please provide the approximate number of clients served by your program on a yearly basis
84.

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: All assistance was provided to Franklin Housing Authority residents.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

Community Housing Partnership of Williamson County, Habitat for Humanity
Williamson-Maury, Hard Bargain Association also provide affordable housing.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources. Through networking at community events, the FHC works to develop relationships with individuals and corporate partners, which result in partnerships and donations. In addition, donations are solicited through FHC marketing and public relations efforts. See attached Annual Report.

Non-Profit Organization Request for
City of Franklin - Page Two



Organization: Franklin Housing Collaborative

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Administrative Salaries	79,626	206,542	224,784
Employee Benefits	19,887	65,620	77,234
Program Expense	32,393	26,218	37,000
Donations	2,400	1,415	4,000
Membership Dues	1,279	2,702	2,000
Project Development	69,980	1,078,851	370,500
Utilities	0	10,807	15,000
Maintenance	41,278	85,435	75,000
Total	247,293	1,477,590	805,518

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	0	0	0
City of Franklin Government	31,664	0	10,000
Management & Developer Fees	415,862	205,764	349,000
Donations	8,000	17,000	15,000
Rent	31,158	35,664	190,000
Loan	881,175	0	330,000
Total	1,367,859	258,428	894,000

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Franklin Housing Collaborative

Personnel & Salary Information

PERSONNEL:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
President/CEO	15,089	44,855	70,035
Vice President - Operations	11,235	58,370	72,380
CFO	12,750	22,378	23,139
Director of Housing Operations	0	4,080	0
Community Property Manager	42,000	48,150	48,150
Assistant Community Property Manager	0	42,800	42,800
Total	81,074	220,836	256,504

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): _____



**City of Franklin
APPLICATION ADDENDUM**

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Franklin Housing Collaborative Date: 3/16/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

See attachment.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

The Franklin Housing Authority strives to maintain a positive and productive relationship with the Franklin Police Department to ensure the safety of our residents and community. In addition, the FHC works with the City through the Housing Commission to serve in an advisory capacity for affordable housing.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

The FHC provided self-sufficiency and homeownership programs for residents in addition to providing scholarship program participants with programming, which included college visits, museum visits, conflict resolution training and mentoring among other activities. See attachment.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

Case managers for the Family Self-Sufficiency (FSS) and Resident Opportunity & Self-Sufficiency (ROSS) programs maintain client files and program data in addition to submitting to HUD annual reporting requirements.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

The Franklin Housing Authority is overseen by HUD and has received High Performer status for its Public Housing and Section 8 programs. See attachment.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

5%

5. What other fundraising activities does your agency engage in during the year?

This year, our students are building and decorating bird houses to sell to raise awareness and funds for the scholarship program.

6. Do you charge any fees for your services?

No

FHC Resident Programs

There are 32 participants currently in the homeownership program and 23 of them currently have escrow accounts through the Family Self-Sufficiency program. The escrow amounts range from \$72 to \$16,502. In the last year, we have had two participants move out of public housing. There are a total of 20 homeownership workshops held during the year. The workshops are twice a month for an hour. Each Workshop is designed to focus on a specific topic to educate and provide knowledge and awareness to the participants. Various topics are discussed from refocusing (changing your mind set), creating a support team, communication styles, understanding generational and situational poverty, understanding the pros/cons of banking, overdrafting, credit cards, budgeting, saving, and comparison shopping (financial literacy), understanding your credit report and score, process of buying a home, (roles of lender, mortgager, realtor, appraiser, and inspector, as well as each step up to closing), and how to maintain a home (green cleaners versus cleaning products on the market).

The Franklin Housing Collaborative Scholarship is to help fill the gaps that other awarded grants and scholarships may not cover toward a student's college education. The funds are available to be used during the time a student is enrolled in some form of higher education (2yr, 4yr or trade school). All students that successfully complete the program are granted a minimum of \$1000 per year of higher education and up to \$5,000 per year. All high school students living within Franklin Housing Authority are eligible and must meet the criteria of being listed on the current lease, earn minimum 295 cumulative points throughout their four years of high school, and must enroll and attend a U.S. post-secondary institution directly after high school graduation. In addition to scholarships, participants are members of the Future is Ours (FOURS) Scholarship program. Programming is geared toward preparing students for their future and last year included college visits, museum visits, conflict resolution training, and mentoring, among other activities.



U.S. Department of Housing and Urban

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 03/31/2016

PHA Code:	TN035
PHA Name:	Franklin Housing Authority
Fiscal Year End:	12/31/2014

PHAS Indicators	Score	Maximum Score
Physical	78	80
Financial	RAD	Excluded
Management	RAD	Excluded
Capital Fund	20	20
Late Penalty Points	0	
PHAS Total Score	98	100
Designation Status:	High Performer	
Published 03/31/2016	Initial published	03/31/2016

Financial Score Details	Score	Maximum Score
Audited/A-133		
1. FASS Score before deductions	N/A	N/A
2. Audit Penalties		
Total Financial Score Unrounded (FASS Score - Audit Penalties)	N/A	N/A

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	100.00	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>



2017

ANNUAL REPORT



FRANKLIN HOUSING AUTHORITY

FRANKLIN, TENNESSEE

Lighting your path to affordable housing.

Our Mission

The mission of the Franklin Housing Authority is to help low-income families move forward by providing safe, decent, affordable housing and self-sufficiency opportunities.

Message from President Derwin Jackson



As I enter my 11th year with the Franklin Housing Authority, I am humbled by the hard work of my staff, the support of the City of Franklin and Williamson County, and the desire of many to make a difference in the lives of those less fortunate. Not only do we work every day to provide safe, decent and affordable housing, but through our programming we work to assist our residents with self-sufficiency. As I tell my staff, you have to have a servant heart or this business is not for you.

I am hopeful for 2018 and the work ahead of us. I want to highlight several successes for 2017:

- Lease-up completed for the Reddick Street Apartments. This 64-unit development provided new affordable and low-income housing for a wide variety of families.
- The renovation began for our Park Street Apartments. This 22-unit site will be FHA's first site that is not public housing nor a tax credit property.

- The FHA was awarded two major funding options: a \$10 million Low Income Housing Tax Credit Award and a \$500,000 Tennessee Housing Trust Fund Grant.
- HUD approved the demolition of 13 units on Chickasaw and Shawnee in order to build home ownership units.
- More students enrolled in our FOURS Scholarship Program.

This coming year will be an exciting one. We should break ground on a new 48-unit senior building, continue our conversion from public housing to the Rental Assistance Demonstration program, lease-up our Park Street property and relocate residents from Chickasaw and Shawnee for the demolition. This is in addition to the work of our social services staff which helps our residents become self-sufficient.

As I have done since 2013, I close again with "Stay tuned, the best is yet to come!"

2017 Board of Commissioners

Scott Black, Chairman
Jen Porter Ross, Vice-Chairman
Darlene Morton
Ethel Scruggs
Donnell Lane

FHA Staff

Martece Crawford, Maintenance Mechanic
John Davis, ROSS Coordinator
Aida Donovan, Receptionist
Robert Eddy, CFO
Katherine Edwards, Finance Manager
Heather Gatlin, Assistant Community Manager
Maurice Head, Maintenance Mechanic
Lindi Mayfield Green, Executive Assistant

Marquisha Griffin, HCV Manager
Tena Hardy-Payne, Director of Housing Operations
Doug Johns, Director of Development and Maintenance
Susan Minor, Vice President-Operations
Daniel Paz, Maintenance Mechanic
Chris Ward, ROSS Coordinator
Christina Woodard, Community Manager

Message from Chairman Scott Black



Each year when I write my message for the Annual Report, I am reminded of how honored I am to be the Commission Chairman for the Franklin Housing Authority. Not only do I serve with four fellow commissioners who are passionate and committed to our mission but I get to witness firsthand the impact our housing and programming has on our neighbors.

When Derwin Jackson was hired 10 years ago, we discussed our hopes and goals for the future. At that time, he said he would need to establish a social services program, as well as hire the right staff to accomplish these goals. The social services program is well established and he has assembled a very talented and committed staff. I am proud of the progress we are making and what the future holds for the organization. Our success would not be possible without the creativity and drive for success that he and his staff show in an effort to assist our residents and improve our community.

The FHA impacts families every day. We currently assist 725 people including the elderly, disabled and other families in our public housing developments, our tax credit developments and through the Section 8 program. Many of these families are employed and working toward self-sufficiency. We help to provide the resources and tools to help them achieve that self-sufficiency.

I look forward to 2018 and beyond as we work together with our partners, both for social services and for development, to continue to improve affordable housing and opportunities for self-sufficiency. We hope you will support us in our efforts.



Resident Services

Self-sufficiency is a goal for FHA residents, and the housing authority has two staff members dedicated to assisting those residents. Participants are connected with resources and opportunities in the community so they might improve their lives and move from public housing and government assistance. Through the Resident Opportunities and Self-Sufficiency (ROSS) Program and the Family Self-Sufficiency (FSS) Program, residents are offered programming either through FHA or through one of our many community partners.

The ROSS programs help with motivating families to improve their socio-economic status with the goal of gaining greater self-sufficiency by providing a variety of activities and training sessions. ROSS participants are given an opportunity to explore their various life tasks, decision- making skills and talents.

Some of the ROSS programming in 2017 included:

- Hosting the 3rd Annual “Coats with Love” Event
- Participating in the “Get Real About Drugs” program, hosted by Leadership Franklin. This program also assisted residents in becoming more health conscious, by offering a Franklin Housing Authority Smoke Cessation meeting.
- Partnering with the American Jobs Center in efforts to provide basic computer skills classes to the residents in our community. These computer literacy courses are an ongoing opportunity for participants to gain expertise in utilizing technology, to improve their probabilities of achieving economic independence moving forward.
- ROSS joined in the First Missionary Baptist “The People of Franklin Buying into the Franklin Community” Block Party event.
- ROSS also teamed with Franklin Tomorrow, and participated in the series of “Walk MOORE with The Mayor” events over the course of the year.
- Teamed with Williamson County Health Department in a 5K run for the community, at the Walk Across Williamson Celebration Event.



The FSS program is structured to enable participating families the opportunity to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency. This is done through one-on-one meetings with residents, as well as structured programming.

Highlights of the FSS program in 2017 were:

- Two residents moved from public housing into the private sector
- Residents and participants had the opportunity to engage in a College and Career Fair, which gave them the opportunity to explore higher education and employment opportunities.
- Partnered with Against the Grain to educate participants on refocusing and identifying negative behaviors that can prevent success and make them want to give up. Positive reinforcement skills were identified and provided to assist the participant in being successful on the journey of self-sufficiency. Budgeting and saving were also focuses of the program.
- Partnered with GraceWorks regarding understanding Generational vs. Situational poverty. By understanding the difference between the two poverties, a person can identify their situation and make the best choices to get out of the poverty cycle.
- Partnered with Mortgage Solutions, BancorpSouth, US Bank, Benchmark, and Good Neighborhood Foundation to provide programming to educate the FSS participants on building credit, saving, budgeting and understanding how realtors, mortgagers, underwriters, inspectors and the home buying process works.
- The FSS participants enjoyed the Tennessee Nutrition and Consumer Education Program (TNCEP) Safer Going Green presentation and the natural product gifts.



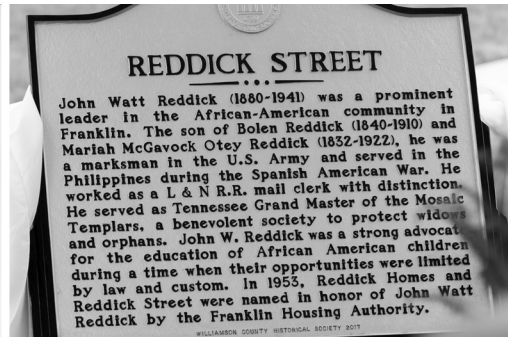
Redevelopment

Progress was made in 2017 on implementation of the Redevelopment Plan. Leasing was completed on the new 65-unit Reddick Street Apartments, and there continues to be a waiting list for units. Residents of the Reddick Street Apartments include families, senior citizens, and single parents.

The \$1.8 million renovation of the Park Street site began and will be completed in early 2018. This 22-unit site contains 1, 2, and 3 bedroom units with the rehab being financed by a Community Investment Tax Credit loan, a \$500,000 Tennessee Housing Trust Fund grant, a \$220,000 Federal Home Loan Bank grant, and a \$93,000 energy grant from the Tennessee Department of Environment and Conservation.

The FHA received a \$10 million Low Income Housing Tax Credit allocation that will provide funding for the construction of another 48-unit senior housing facility on vacant land near the Chickasaw site, adjacent to Jim Warren Park. Construction is expected to begin in late 2018.

One area of the redevelopment plan includes the construction of homeownership units. In 2017, the FHA was approved for demolition of 13 units in the Chickasaw/Shawnee area. The current plan is to build homeownership units on this site. All current residents on this site are being relocated and no family will be left without a residence.





Franklin Housing Collaborative



Franklin Housing
Collaborative

A community resource for
empowering families.

The FOURS Scholarship Program entered the third year of working with FHA high school students to ensure they have a path after they complete high school. Monthly programming is provided and is open to all FHA high school residents.

- Participants had the opportunity to engage in a College and Career Fair, which provided information regarding higher education and employment opportunities.
- Participants became CPR certified through Hands to Heart.
- Participants toured two universities, Austin Peay State University and Western Kentucky University.
- One of the FOURS participants graduated and was able to enter into the workforce.
- Participants attended “Love is Not Abuse,” a Teen Dating Violence Awareness program hosted by Mercy Community Healthcare.
- Participants attended the Fisk Jubilee Singers concert hosted by Battle Ground Academy at Franklin First United Methodist Church.
- FHA Board members Darlene Morton and Scott Black shared their stories and gave encouraging words to the participants on being responsible and being true to you.
- BancorpSouth presented information to the participants regarding checking accounts, credit cards, credit scores (how credit scores may affect you in your life now and in the future), along with other financial topics.
- \$14,000 was raised for the scholarship program.

If you would like to get involved with this nonprofit or make a contribution to the FOURS Scholarship Fund, contact Susan Minor, Vice President-Operations at sminor@franklinhousingauthority.com



Elevating Lives

Sometimes when tragedy strikes, an unexpected opportunity presents itself.

Christa Mackrell and her young son, Noah, were displaced by an apartment fire in 2016. Knowing there was a shortage of affordable rental housing, she wasn't sure what she was going to do. When she found out about the new Reddick Street Apartments, she applied immediately and was one of the first residents to move in.

Christa grew up in Franklin, loves it here, and wants her son to be raised in her hometown. She is a single working mom with a love for playing the violin. She has been a dental assistant for several years, but would love to someday play the violin full-time. Coming from a musical family, music has always been part of her life and this has rubbed off on Noah. He is also interested in music and is learning to play the drums. At his age, he doesn't realize he is learning an instrument as, to him, he is just getting to bang on something that makes noise. Christa loves to accompany Noah on the piano, while he plays the drums.

Christa and Noah were featured in the holiday video sent out from the FHA in December. In the video, Christa says she considers it a blessing to be able to live at Reddick Street Apartments. In her words, she is thankful to have a safe, nice and awesome place to live.

This is just one story of the impact the Franklin Housing Authority is having on the residents of our community and allowing families to raise their children in a caring, safe environment. There will be many more of these types of stories as we continue to reshape the face of affordable housing in Franklin.



Resource Partners

As the FHA works to provide opportunities for residents to become self-sufficient, our partnerships and community support are vital. We rely on existing programs, when possible, in an effort to maximize resources. We also rely on the generosity of other supporters for financial and in-kind support. Thank you to those that support our residents and our mission.

Adult Learning Center
Against the Grain
BancorpSouth
Barefoot Republic
Bridges Domestic Violence Center
City of Franklin
Columbia State Community College
Community Counseling Services, Inc. (CCSI)
Community Housing Partnership of Williamson County
Crosspoint Church
Dolly Parton Imagination Library
Fifty Forward
First Missionary Baptist Church
Fisk University

Franklin Church of Christ
Franklin Housing Authority Residents' Council
Franklin Police Department
Franklin Special School District
Franklin Synergy Bank
Franktown Open Hearts
GAP Community Development Resources, Inc.
Good Neighbor Foundation
Goodwill Career Solutions
Graceworks Ministries, Inc.
Habitat for Humanity of Williamson County
Hard Bargain Association
Hodges & Fooshee
Image Builders
Leadership Franklin

Limestone Baptist Church
Mercy Community Healthcare
Mid-Cumberland Community Action Agency
Mortgage Solutions
Nashville Food Project
New Hope Academy
OneGenAway
Phi Beta Sigma Fraternity, Inc
ProHealth Medical Center
Psi Phi Zeta Chapter of Williamson County
Redemption City Church
Regions Bank
Rolling Hills Community Church
Strong Tower Bible Church
SunTrust Bank

Tennessee State University
The Guidance Center
Tennessee Nutrition and Consumer Education Program (TNCEP)
United Way of Williamson County
U.S. Bank
Williamson County Adult Education
Williamson County Family Resource Center
Williamson County Health Department
Williamson County Public Library
Williamson County School System
Workforce Essentials/Williamson County American Jobs Center
YMCA - YCAP

Community Events and Programming 2017

Children:

Conflict Resolution Program
Elks Lodge Christmas Party
FOURS Scholarship Program
High School Tutoring
Ice Cream Social
On-site computer lab
On-site library with free books for families
Parent and student meetings with WCS
Superintendent and Centennial High School

Partnership for Drug-Free Kids
Summer Meal Program for children
TNCEP Tasty Days
FOURS Scholarship Program:
College Tours
Fisk Jubilee Concert
Girls to the Moon
Hands to Heart CPR Certification
"Love is Not Abuse" Teen Dating Violence Awareness Program

Adults:

American Jobs Center Basic Computer Skills Class
Basic Financial Training
Cherokee/Chickasaw Redevelopment Meetings
Computer Classes
Escrow Accounts for FSS participants
First Missionary Baptist "The People of Franklin
Buying into the Franklin Community Block Party"
Franklin Tomorrow's "Walk MOORE with the Mayor" Events

Housekeeping Classes
Job Fair
Living Well with Chronic Conditions Workshop
Neighborhood Watch program
OneGenAway Food Giveaways
Nashville Food Project Food Giveaways
Parenting Classes
Park Street Relocation Meetings
ROSS/FSS Clothes Closet
Spring Street / Johnson Circle Relocation Meetings

In addition to the events conducted through the ROSS program, several churches and community organizations also held events to assist and interact with residents.

Franklin Housing Authority Annual Report Data	CY2016	CY2017
FHA Housing Units	231	231
People in FHA Housing	512	506
Minor Children	206	219
Elderly (62+), Disabled, Handicapped Head of Households	107	69
Female Heads of Household	184	181
Male Heads of Household	43	43
Households Receiving Public Assistance (Includes AFDC & SSI, but not SS, Railroad Retirement or Private Pension Funds)	85	83
Income Consisting of Both Public Assistance & Earned Income/Child Support/Other Source	120	144
Families on "0" (Zero) Income	22	19
Average Monthly Rent	\$288	\$393
Average Family Income (Annual)	\$13,517	\$13,340
FHA's Fiscal Year End Rental Income (Includes Rents, Utilities, and Other Charges)	\$829,200	\$819,756
Operating Subsidy from HUD	\$853,075	\$908,547
Grants	\$479,000	\$557,000
Amount Owed to City of Franklin in Lieu of Taxes	\$23,239	\$25,695
Approximate Number of Applicants on File	99	106
Homeless Units	4	3
Vouchers Administered Including PBV	95	95

Section 8 Information	CY2016	CY2017
Vouchers leased as of 12/31	25	34
Avg. rent paid by tenant	\$280	\$298
Avg. HAP payment (to landlord)	\$559	\$382
Number of landlords participating	19	19

Tax Credit Information - CY2017			
	Elderly	Family	Total
Number of Units	48	65	113
Number of Residents	51	168	219
Average Family Income	\$13,483	\$22,636	\$18,060
Average Monthly Rent	\$617	\$729	\$673
Number of Applicants	130	137	267



Franklin Housing Authority

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Franklin, Tennessee 37064
PH: 615-794-1247

 facebook.com/FranklinHousingAuthority

 twitter.com/FranklinHsgAuth



FRANKLIN HOUSING AUTHORITY

FRANKLIN, TENNESSEE

Lighting your path to affordable housing.

FRANKLIN HOUSING AUTHORITY

**FINANCIAL STATEMENTS
&
SUPPLEMENTAL INFORMATION
YEAR ENDED DECEMBER 31, 2016**

FRANKLIN HOUSING AUTHORITY
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YEAR ENDED DECEMBER 31, 2016

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FRANKLIN HOUSING AUTHORITY
ROSTER OF OFFICIALS
YEAR ENDED DECEMBER 31, 2016

Name of Member	Title
Derwin Jackson	Executive Director
Scott Black	Chairperson
Jen Porter Ross	Vice-Chairperson
Ethel Scruggs	Commissioner
Darlene Morton	Commissioner
Donell Lane	Commissioner



HENDERSON & DEJOHN, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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PHONE : (205) 982-0992

BIRMINGHAM, AL 35244
WWW.HENDERSONCPA.COM

FAX: (205) 982-0997

Independent Auditor's Report

To the Board of Commissioners
Franklin Housing Authority

Report on the Financial Statements

We have audited the financial statements of the Franklin Housing Authority (the "Authority"), as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Authority'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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of Senior Residence at Reddick Street, L.P. and Reddick Street Associates I, L.P., which represent one-hundred percent of the assets, net position, and revenues of the aggregate discretely presented component units. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for Senior Residence at Reddick Street, L.P. and Reddick Street Associates I, L.P., is based solely on the report of the other auditors. 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 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 opinions.

Opinions

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority, as of December 31, 2016, 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 management's discussion and analysis on pages 4-8 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 comprise the Authority's basic financial statements. The accompanying supplemental data including the roster of officials and the financial data schedule are presented for purposes of additional analysis as required by the U.S. Department of Housing and Urban Development and are not a required part of the basic financial statements. The schedule of expenditures of federal awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The roster of officials, the financial data schedule and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relates 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 roster of officials, the financial data schedule and the schedule of expenditures of federal 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 June 29, 2017 on our consideration of the Authority'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 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 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 Authority's internal control over financial reporting and compliance.

Henderson & DeJohn, LLC

Birmingham, AL
June 29, 2017

FRANKLIN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION & ANALYSIS
DECEMBER 31, 2016

Management's Discussion and Analysis

Franklin Housing Authority's (the "Authority") Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Authority's financial activity, (c) identify changes in the Authority's financial position, and (d) identify issues or concerns. U.S. generally accepted accounting principles (GAAP) requires the inclusion of this MD&A section as required supplementary information.

Since the MD&A is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the Authority's financial statements.

Financial Highlights

- Net position at December 31, 2016, increased to \$8,687,188. Since the Authority engages only in business-type activities, the increase is all in the category of business-type net position. Net position was \$7,746,949 for 2015.
- The business-type activities operating revenue at December 31, 2016, increased to \$3,737,162. Total operating revenue was \$2,747,557 for 2015.
- The total operating expenses of all programs for December 31, 2016, increased to \$3,071,384. Total operating expenses were \$2,994,713 for 2015.
- Total capital contributions at December 31, 2016, increased to \$182,136. Total capital contributions were \$120,631 for 2015.

Overview of the Financial Statements

For accounting purposes, the Authority is classified as an enterprise fund. Enterprise funds use the full accrual basis of accounting. The enterprise method of accounting is similar to accounting by the private sector.

This MD&A is intended to serve as an introduction to the Authority's basic financial statements.

The following statements are included:

- Statement of Net Position – This statement reports all financial and capital resources for the Authority. The statement is presented in the format where assets plus deferred outflows of resources minus liabilities and deferred inflows of resources equal "Net Position", formerly known as Net Assets or Equity. Assets and Liabilities are presented in order of liquidity, and are classified as "Current" (convertible into cash within one year), and "Non-Current".
 1. Net Investment in Capital Assets – This component of Net Position consists of all capital assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings, that are attributable to the acquisition, construction, or improvement of those assets.
 2. Restricted Net Position – This component of Net Position consists of restricted assets when constraints are placed on the assets by the creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.
 3. Unrestricted Net Position – This component of Net Position consists of assets that do not meet the definition of "Net Investment in Capital Assets" or "Restricted Net Position".
- Statement of Revenues, Expenses, and Changes in Fund Position – This statement includes operating revenues, such as rental income, net and federal grants, operating expenses, such as administrative, utilities, maintenance, and depreciation. This statement also includes non-operating revenues and expenses, such as capital grant revenue, investment income, and interest expense.
- Statement of Cash Flows – This statement discloses net cash provided by, or used for, operating activities, non-capital financing activities and from capital and related financing and investing activities.

Programs

Conventional Public Housing – Under the Conventional Public Housing Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides operating subsidy and capital grant funding to enable the Authority to provide the housing at a rent that is based upon 30% of household income (as defined in the HUD regulations).

Capital Fund Grants – The Authority’s capital funds are received from the federal government through a formula driven computation. These funds are used to upgrade our facilities at various developments to give our residents the decent and safe living environment they need. Each year’s grant funds must be entirely obligated within two years of inception of the grant, and entirely expended within four years.

Housing Choice Voucher Program - Under the Housing Choice Voucher Program, the Authority contracts with independent landlords that own the property. The Authority subsidizes the family’s rent through a Housing Assistance Payment (HAP) made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions funding to enable the Authority to structure a lease that sets the participant’s rent at 30% or up 40% of household income.

Community Services Grants – Community Services Grants include the Resident Opportunities and Self-Sufficiency (ROSS) Grants and Family Self-Sufficiency (FSS) Program Coordinator Grants, which are structured to encourage resident economic self-sufficiency through educational, training, and employment opportunities, with an emphasis on early years and school readiness in order to afford an opportunity for the best start possible.

Rental Assistance Demonstration (RAD) Program – The Authority was awarded, through a competitive process, the ability to convert a portion of its current and prior public housing units to Section 8 project based vouchers. This new initiative from HUD is known as the Rental Assistance Demonstration program or RAD.

RAD offers a long-term, cost effective solution to preserve and enhance the country’s public and affordable housing stock—including leveraging public and private funding to make much-needed improvements—by allowing Public Housing Authorities (PHA) to convert their current assistance to long-term project-based Section 8 contracts.

To date, the Authority has converted 62 units of public housing to limited partnership ownership with project based Section 8 rental subsidy. The Authority is currently in the process of converting additional public housing units via RAD which are in various stages of the conversion process.

Component Units:

Franklin Housing Collaborative – Blended component unit of the Authority. It has been blended with the Authority and shares its management and Board members. The component unit is included in the consolidated financial statements of the primary government and transactions have been eliminated between the Authority and Franklin Housing Collaborative. There are no separate financial statements available.

Senior Residence at Reddick Street, L.P. and Reddick Street Associates I, L.P. – Discretely presented component units of the Authority. No transactions have been eliminated between the Authority and these discretely presented component units. Separate audited financial statements are available upon request to the Authority. Also, while the Authority’s financial statements include these discretely presented component units in separate columns, the following financial overview focuses on the primary government and does not address the effects of these discretely presented component units on the Authority’s operations.

FINANCIAL ANALYSIS

The following table reflects the condensed Statement of Net Position as of December 31, 2016 and 2015.

TABLE 1 – STATEMENT OF NET POSITION

	<u>2016</u>	<u>2015</u>	<u>Variance</u>	<u>% Change</u>
Current Assets	\$ 1,629,055	\$ 1,475,122	\$ 153,933	10.44%
Capital Assets, Net	5,303,942	5,270,127	33,815	0.64%
Other Noncurrent Assets	<u>2,593,416</u>	<u>1,654,625</u>	<u>938,791</u>	56.74%
Total Assets	<u>9,526,413</u>	<u>8,399,874</u>	<u>1,126,539</u>	13.41%
Current Liabilities	519,923	422,006	97,917	23.20%
Noncurrent Liabilities	<u>319,302</u>	<u>230,919</u>	<u>88,383</u>	38.27%
Total Liabilities	<u>839,225</u>	<u>652,925</u>	<u>186,300</u>	28.53%
Net Position				
Net Investment in Capital Assets	5,303,942	5,270,127	33,815	0.64%
Restricted	175,508	77,862	97,646	125.41%
Unrestricted	<u>3,207,738</u>	<u>2,398,960</u>	<u>808,778</u>	33.71%
Total Net Position	<u>\$ 8,687,188</u>	<u>\$ 7,746,949</u>	<u>\$ 940,239</u>	12.14%

MAJOR FACTORS AFFECTING THE STATEMENT OF NET POSITION

Current assets increased by \$153,933 due, in majority, to an increase in accounts receivable for developer fees earned but not yet received, partially offset by a decrease in investments and inventories, net.

Capital assets, net increased by \$33,815 due to current year capital assets purchases exceeding current year depreciation expense.

Other noncurrent assets increased by \$938,791 primarily due to an increase in noncurrent notes receivables for loans provided by the Authority to their discretely presented component units. See Note 11 to the Financial Statements for further details. Additionally, this category increased due to a \$100,000 deferred developer fee being recorded.

Current liabilities increased \$97,917 due to an increase in unearned revenues, accrued liabilities and the current portion of loans liability, partially offset by a decrease in vendor payables, accrued wage/payroll taxes payable and PILOT liabilities.

Noncurrent liabilities increased \$88,383 due to an increase in the noncurrent portion of FSS escrowed liabilities and the noncurrent portion of loans liability.

TABLE 2 – STATEMENTS OF REVENUE, EXPENSES, AND CHANGES IN FUND NET POSITION

The following table reflects the revenues and expenses as of December 31, 2016 and 2015.

	<u>2016</u>	<u>2015</u>	<u>Variance</u>	<u>% Change</u>
Operating Revenues				
Rental Income, Net	\$ 925,511	\$ 843,785	\$ 81,726	9.69%
Federal & Other Government Grants	2,290,049	1,691,227	598,822	35.41%
Other	521,602	212,545	309,057	145.41%
Total Operating Revenues	<u>3,737,162</u>	<u>2,747,557</u>	<u>989,605</u>	36.02%
Operating Expenses				
Administration	1,071,424	905,247	166,177	18.36%
Tenant Services	113,337	135,648	(22,311)	-16.45%
Utilities	541,388	547,268	(5,880)	-1.07%
Maintenance	538,724	524,192	14,532	2.77%
General	180,476	148,925	31,551	21.19%
Housing Assistance Payments	212,390	298,344	(85,954)	-28.81%
Depreciation	413,645	435,089	(21,444)	-4.93%
Total Operating Expenses	<u>3,071,384</u>	<u>2,994,713</u>	<u>76,671</u>	2.56%
Operating Income (loss)	<u>665,778</u>	<u>(247,156)</u>	<u>912,934</u>	-369.38%
Nonoperating revenues (expenses)				
Interest Revenue	92,325	78,407	13,918	17.75%
Capital Contributions	182,136	120,631	61,505	50.99%
Total Nonoperating Activity	<u>274,461</u>	<u>199,038</u>	<u>75,423</u>	37.89%
Change in Net Position	940,239	(48,118)	988,357	-2054.03%
Beginning Net Position	<u>7,746,949</u>	<u>7,795,067</u>	<u>(48,118)</u>	-0.62%
Ending Net Position	<u>\$ 8,687,188</u>	<u>\$ 7,746,949</u>	<u>\$ 940,239</u>	12.14%

MAJOR FACTORS AFFECTING THE STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN FUND NET POSITION

The Authority had an increase in net position of \$940,239 this year versus a decrease in net position of \$48,118 in the prior year. This increase in net position this year was primarily due to an increase in operating and nonoperating revenues in excess of the increase in operating expenses.

The Authority had an operating income of \$665,778 including non-cash depreciation expense of \$413,645 versus an operating loss of \$247,156 and depreciation expense of \$435,089 in the prior year.

Total operating revenue increased by \$989,605 to \$3,737,162 due to an increase in rental income net of bad debt expense, an increase in HUD PHA operating grant revenue in the Low Rent, CFP, and HCV Programs, an increase in the Housing Trust Fund loan liability forgiven this year, and an increase in other revenue related to the recognition of developer fees from the development of affordable housing.

Total operating expenses increased by \$76,671 to \$3,071,384 due to an increase in administration expense resulting from an increase in administrative salaries and benefits, as well as small increases in maintenance and other general expenses, partially offset by a decrease in tenant services expenses resulting from a decrease in tenant services salaries and benefits, as well as a decrease in HCV Program Housing Assistance Payments and depreciation expenses.

Capital contributions increased by \$61,505 to \$182,136 due to an increase in ongoing construction and modernization projects.

CAPITAL ASSETS

As of December 31, 2016, capital assets for its business-type activities were \$5,303,942, net of accumulated depreciation. Capital assets include land, buildings, improvements, equipment and construction in progress.

Major capital asset purchases during the current fiscal year included the following:

- Predevelopment costs associated with the Spring Johnson RAD conversion
- Site design on Cherokee Redevelopment
- 2016 Nissan Rogue
- Furniture for community center
- Viewsonic projector

There were no major capital asset disposals during the current fiscal year.

DEBT OUTSTANDING

As of year-end, the Authority had \$550,000 in loan liability outstanding compared to \$400,000 last year, an increase of \$150,000. This loan liability is in the form of Housing Trust Fund loans received from the Tennessee Housing Development Agency that the Authority turned around and loaned to Senior Residence at Reddick Street, L.P. and Reddick Street Associates I, L.P. for the redevelopment and conversion of a portion of the Authority's public housing inventory to tax credit Rental Assistance Demonstration projects.

ECONOMIC FACTORS

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development.
- Local labor supply and demand, which can affect salary and wage rates.
- Local inflation, recession and employment trends, which can affect resident incomes and therefore the amount of rental income.
- Inflationary pressure on utility rates, supplies and other costs.

FINANCIAL CONTACT

This financial report is designed to provide a general overview of the finances for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or request for additional information should be addressed to Robert Eddy, CPA, Chief Financial Officer, Franklin Housing Authority, (615) 794-1247.

FRANKLIN HOUSING AUTHORITY
STATEMENT OF NET POSITION
DECEMBER 31, 2016

	Primary Government	Senior Residence at Reddick Street Associates I, LP	Reddick Street Associates I, LP
ASSETS			
Current assets:			
Unrestricted cash and cash equivalents	\$ 364,980	\$ 6,780	\$ 23,757
Restricted cash and cash equivalents	256,631	1,142,910	472,814
Investments	647,871	-	-
Due from HUD	37,018	-	-
Miscellaneous receivable	215,436	-	47,100
Tenants receivable, net of allowance of \$4,846, \$0, & \$0, respectively	45,357	31	6,645
Accrued interest receivable	8,329	-	-
Fraud recovery receivable, net of allowance of \$9,886, \$0, & \$0, respectively	-	-	-
Prepaid expenses and other assets	12,367	6,756	-
Inventories, net of allowance of \$4,563, \$0, & \$0, respectively	41,066	-	-
Total current assets	<u>1,629,055</u>	<u>1,156,477</u>	<u>550,316</u>
Noncurrent assets:			
Capital assets:			
Land and construction in progress	881,094	50,000	-
Buildings and equipment, net of depreciation	<u>4,422,848</u>	<u>5,631,075</u>	<u>13,437,770</u>
Total capital assets	5,303,942	5,681,075	13,437,770
Notes receivable, net of current portion	2,493,416	-	-
Other noncurrent assets	<u>100,000</u>	<u>43,051</u>	<u>90,895</u>
Total noncurrent assets	<u>7,897,358</u>	<u>5,724,126</u>	<u>13,528,665</u>
Total assets	<u><u>\$ 9,526,413</u></u>	<u><u>\$ 6,880,603</u></u>	<u><u>\$ 14,078,981</u></u>

The accompanying notes are an integral part of these financial statements

FRANKLIN HOUSING AUTHORITY
STATEMENT OF NET POSITION
DECEMBER 31, 2016

	Primary Government	Senior Residence at Reddick Street Associates I, LP	Reddick Street Associates I, LP
LIABILITIES			
Current liabilities:			
Accounts payable	\$ 37,925	\$ 61,486	\$ 1,328,696
Accrued liabilities	55,367	273,578	27,577
Intergovernmental payables	30,840	41,272	-
Tenant security deposits	23,635	10,529	11,875
Unearned revenue	31,337	2,976	819
FSS escrowed liabilities, current portion	25,028	-	1,385,432
Compensated absences, current portion	15,791	-	-
Loan liabilities, current portion	300,000	-	-
Notes payable, current portion	-	-	8,418,244
Total current liabilities	<u>519,923</u>	<u>389,841</u>	<u>11,172,643</u>
Noncurrent liabilities:			
FSS escrowed liabilities, net of current portion	36,842	-	-
Compensated absences, net of current portion	32,460	-	-
Noncurrent liabilities - other	-	-	410,305
Loan liabilities, net of current portion	250,000	-	-
Notes payable, net of current portion	-	1,250,000	955,800
Total noncurrent liabilities	<u>319,302</u>	<u>1,250,000</u>	<u>1,366,105</u>
Total liabilities	<u>839,225</u>	<u>1,639,841</u>	<u>12,538,748</u>
NET POSITION			
Investment in capital assets	5,303,942	4,431,075	4,063,726
Restricted	175,508	1,132,381	460,939
Unrestricted	3,207,738	(322,694)	(2,984,432)
Total net position	<u>\$ 8,687,188</u>	<u>\$ 5,240,762</u>	<u>\$ 1,540,233</u>

The accompanying notes are an integral part of these financial statements

FRANKLIN HOUSING AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
FOR YEAR ENDED DECEMBER 31, 2016

	Primary Government	Senior Residence at Reddick Street Associates I, LP	Reddick Street Associates I, LP
OPERATING REVENUES			
Rental income, net of bad debts of \$26,823, \$728, & \$0, respectively	\$ 925,511	\$ 172,850	\$ 22,864
Federal & other government grants	2,290,049	105,979	-
Other	<u>521,602</u>	<u>2,361</u>	<u>750</u>
Total operating revenues	<u>3,737,162</u>	<u>281,190</u>	<u>23,614</u>
OPERATING EXPENSES			
Administration	1,071,424	124,969	44,052
Tenant services	113,337	701	-
Utilities	541,388	60,717	-
Maintenance	538,724	56,881	-
General	180,476	125,309	135,066
Housing assistance payments	212,390	-	-
Depreciation	<u>413,645</u>	<u>317,575</u>	<u>80,834</u>
Total operating expenses	<u>3,071,384</u>	<u>686,152</u>	<u>259,952</u>
Operating income (loss)	665,778	(404,962)	(236,338)
NONOPERATING REVENUES (EXPENSES)			
Interest revenue	92,325	564	-
Interest expense	<u>-</u>	<u>(70,476)</u>	<u>(1,066)</u>
Income (loss) before contributions	758,103	(474,874)	(237,404)
Capital contributions	<u>182,136</u>	<u>-</u>	<u>-</u>
Change in net position	<u>940,239</u>	<u>(474,874)</u>	<u>(237,404)</u>
Total net position - beginning of the year	7,746,949	7,563,295	1,777,637
Prior period adjustments	<u>-</u>	<u>(1,847,659)</u>	<u>-</u>
Total net position - beginning of the year, as restated	<u>7,746,949</u>	<u>5,715,636</u>	<u>1,777,637</u>
Total net position - end of the year	<u>\$ 8,687,188</u>	<u>\$ 5,240,762</u>	<u>\$ 1,540,233</u>

The accompanying notes are an integral part of these financial statements

FRANKLIN HOUSING AUTHORITY
STATEMENT OF CASH FLOWS
FOR YEAR ENDED DECEMBER 31, 2016

	Primary Government	Senior Residence at Reddick Street Asssociates I, LP	Reddick Street Associates I, LP
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from tenants	\$ 911,801	\$ 173,675	\$ 28,913
Federal grants & Other Government Grants	2,305,668	105,979	-
Other receipts	309,542	2,554	750
Payments to suppliers and Section 8 landlords	(1,843,706)	(323,402)	(190,852)
Payments to or on behalf of employees	(1,191,446)	(61,999)	-
Net cash provided (used) by operating activities	<u>491,859</u>	<u>(103,193)</u>	<u>(161,189)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(447,464)	-	(8,079,163)
Capital contributions	179,458	-	-
Proceeds from capital debt	450,000	-	8,678,434
Interest payments on capital debt	<u>-</u>	<u>(5,968)</u>	<u>-</u>
Net cash provided (used) by capital financing activities	<u>181,994</u>	<u>(5,968)</u>	<u>599,271</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest revenue	681	564	-
Proceeds from sale of investments	143,818	-	-
Issuance of note receivable	<u>(754,569)</u>	<u>-</u>	<u>-</u>
Net cash provided (used) by investing activities	<u>(610,070)</u>	<u>564</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	63,783	(108,597)	438,082
Balances - beginning of the year	<u>557,828</u>	<u>1,258,287</u>	<u>58,489</u>
Balances - end of the year	<u><u>\$ 621,611</u></u>	<u><u>\$ 1,149,690</u></u>	<u><u>\$ 496,571</u></u>

The accompanying notes are an integral part of these financial statements

FRANKLIN HOUSING AUTHORITY
STATEMENT OF CASH FLOWS
FOR YEAR ENDED DECEMBER 31, 2016

	Primary Government	Senior Residence at Reddick Street Associates I, LP	Reddick Street Associates I, LP
RECONCILIATION OF INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating income (loss)	\$ 665,778	(404,962)	(236,338)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:			
Depreciation expense	413,645	317,575	80,834
Change in assets and liabilities:			
Receivables, net	(235,879)	1,602	(6,645)
Inventories, net	21,620	-	-
Prepays and other assets	1,882	21	-
Assets held for resale	-	-	-
Other assets	(100,000)	49,731	(64,895)
Accounts payable	(31,891)	(78,084)	41,348
Intergovernmental payables	(21,854)	11,446	-
Unearned revenue	27,926	(17)	819
Other liabilities	(278,455)	62	11,813
Accrued liabilities	20,143	-	-
Compensated absences	8,464	-	-
Tenant security deposits	480	(567)	11,875
Net cash provided (used) by operating activities	<u>\$ 491,859</u>	<u>\$ (103,193)</u>	<u>\$ (161,189)</u>

The accompanying notes are an integral part of these financial statements

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Franklin Housing Authority (the “Authority”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority has previously implemented GASB Statement 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Certain significant changes in the statements are as follows: The financial statements will include a Management’s Discussion and Analysis (MD&A) section providing an analysis of the Authority’s overall financial position and results of operations.

The Authority is a special-purpose government engaged only in business-type activities and therefore, presents only the financial statements required for enterprise funds, in accordance with GASB Statement 34, paragraph 138. For these governments, basic financial statements and required supplemental information consist of:

- Management Discussion and Analysis (MD&A)
- Enterprise fund financial statements consisting of –
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Fund Net Position
 - Statement of Cash Flows
- Notes to financial statements
- Required supplemental information other than MD&A

The Authority has multiple programs which are accounted for in one enterprise fund, which is presented as the “enterprise fund” in the basic financial statements. Significant Authority policies are described below.

A. The Reporting Entity

The Authority was established as a tax-exempt quasi-governmental entity under the United States Housing Act of 1937 for the purpose of providing affordable housing to low and moderate income families in Williamson County, Tennessee. The governing body of the Authority is composed of a 5 member appointed Board of Commissioners (the “Board”). The Mayor appoints the Board, who in turn hires the Executive Director. The Authority is governed by its charter and by-laws, state and local laws, and federal regulations. The Board is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Authority’s management.

For financial reporting purposes, the financial reporting entity consists of (1) the primary government (the “Authority”), (2) organizations for which the primary government is financially accountable and (3) other organizations for which the nature and significance of their relationships with the primary government are such that exclusion would cause the primary government’s financial statements to be misleading or incomplete. The Authority is financially accountable if it appoints a voting majority of an organization’s governing body and (a) it is able to impose its will on the organization or, (b) there is potential for that organization to provide specific financial benefits to, or impose specific financial burdens on the Authority. The Authority may be financially accountable if an organization is fiscally dependent on the Authority. Based on these criteria; the following entities have been identified as component units of the Authority.

Franklin Housing Collaborative

Franklin Housing Collaborative (FHC) is a 501(c)(3) tax exempt not for profit organization, whose mission is to promote decent, safe and sanitary housing for persons of low-income or the elderly or infirmed in the State of Tennessee. It can also form partnerships and currently acts as a partner in each of the following partnerships.

- Senior Residence at Reddick Street, L.P. – FHC acts as a Class B Limited Partner. FHC has a .005% ownership interest in Senior Residence at Reddick Street, L.P.
- Reddick Street Associates I, L.P. – FHC, through FHC Reddick, Inc., a for profit corporation in which FHC is the sole shareholder, indirectly acts as a General Partner in Reddick Street Associates I, L.P. FHC has a .009% ownership interest in Reddick Street Associates I, L.P.
- Spring Johnson, L.P. – FHC, through FHC Spring Johnson, Inc., a for profit corporation in which FHC is the sole shareholder, indirectly acts as a General Partner in Spring Johnson, L.P. FHC has a .01% ownership interest in Spring Johnson, L.P.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

A. The Reporting Entity (Continued)

The Authority both directly and indirectly controls the operations of FHC, and the Authority's Board also acts as the governing body for the organization. Therefore, FHC is presented as a blended component unit included in the balances of the primary government, thus all significant inter-program balances and transactions between FHC and the Authority have been eliminated. No separate financial statements are issued for FHC. However, condensed financial statements have been included in Note 10- Blended Component Unit in accordance with GASB Statement No. 61.

Senior Residence at Reddick Street, L.P.

Senior Residence at Reddick Street, L.P. (Senior Residence at Reddick) is a 9% tax credit Rental Assistance Demonstration (RAD) limited partnership project organized for the purpose of engaging in the business of affordable housing, and in such other related business as agreed upon by the partners. The partnership operates a 49-unit facility, of which 40 units receive Project Based Voucher assistance from HUD.

The relationship between the Authority and Senior Residence at Reddick is supportive in nature as Senior Residence at Reddick often carries out its stated purpose of providing decent, safe and affordable housing by supporting the operational goals and objectives of the Authority. However, the Authority is not financially accountable for Senior Residence at Reddick and does not have the ability influence control or impose its will over Senior Residence at Reddick as the Authority does not own a majority ownership interest in Senior Residence at Reddick. Therefore, Senior Residence at Reddick is discretely presented in the current year financial statements as its own "component unit" column with separate "component unit" disclosures in the notes to the financial statements. All inter-program balances and transactions between the primary government and the discretely presented component unit will be disclosed in the notes to the financial statements (*see Note 11 – Transactions with Discretely Presented Component Units*). Separately issued financial statements of Senior Residence at Reddick Street, L.P. may be obtained by contacting Robert Eddy, Chief Financial Officer, Franklin Housing Authority, 200 Spring Street, Franklin, TN 37065.

Reddick Street Associates I, L.P.

Reddick Street Associates I, L.P. (Reddick Street) is a 9% tax credit Rental Assistance Demonstration (RAD) limited partnership project organized for the purpose of engaging in the business of affordable housing, and in such other related business as agreed upon by the partners. The partnership operates a 22-unit project, all of which receive Project Based Voucher assistance from HUD.

The relationship between the Authority and Reddick Street is supportive in nature as Reddick Street often carries out its stated purpose of providing decent, safe and affordable housing by supporting the operational goals and objectives of the Authority. However, the Authority is not financially accountable for Reddick Street and does not have the ability influence control or impose its will over Reddick Street as the Authority does not own a majority ownership interest in Reddick Street. Therefore, Reddick Street is discretely presented in the current year financial statements as its own "component unit" column with separate "component unit" disclosures in the notes to the financial statements. All inter-program balances and transactions between the primary government and the discretely presented component unit will be disclosed in the notes to the financial statements (*see Note 11 – Transactions with Discretely Presented Component Units*). Separately issued financial statements of Reddick Street Associates I, L.P. may be obtained by contacting Robert Eddy, Chief Financial Officer, Franklin Housing Authority, 200 Spring Street, Franklin, TN 37065.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Authority's financial statements are accounted for on the flow of economic resources management focus using the accrual basis of accounting. The accounting objectives are a determination of net income, financial position, and changes in cash flow.

All assets and liabilities associated with a proprietary fund's activities are included on the Statement of Net Position. Proprietary fund net position is segregated into Net Investment in Capital Assets, Restricted Net Position, and Unrestricted Net Position. Revenues are recognized when they are earned and expenses are recognized when incurred. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds are rental charges to tenants and operating subsidy grants from HUD. Operating expenses for proprietary funds include the cost of administrative expenses, maintenance expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The Authority applies restricted resources to fund restricted costs and unrestricted resources to fund unrestricted costs. All material inter-program accounts and transactions are eliminated in the preparation of the basic financial statements.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

The Authority has previously adopted GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. In accordance with this statement, the Authority accounted for all grants that qualify as non-exchange transactions, recognizing receivables and revenues when all applicable eligibility requirements are met. In addition, capital contributions are recorded on the Statement of Revenues, Expenses and Changes in Fund Net Position after income before contributions and before changes in net position.

Generally accepted accounting principles for state and local governments requires that resources be classified for accounting and reporting purposes into the following three net position categories:

- *Net investment in capital assets* – Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.
- The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.
- The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component on net position.

C. Cash, Cash Equivalents, and Investments

Cash and cash equivalents include cash on hand, demand deposits, and money market accounts. For purposes of the statement of cash flows, the Authority considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. The carrying amounts reported on the balance sheet approximate fair values because of the short maturities of those investments.

D. Accounts Receivables

All receivables are current and due within one year. Receivables are reported net of an allowance for uncollectible accounts. Allowances are reported when accounts are proven to be uncollectible. The allowance method is used to determine allowances for uncollectible accounts. Allowances are based upon historical trends and periodic aging of accounts receivable.

E. Notes, Loans & Mortgages Receivables

Notes receivable relate to affordable housing construction activities where the Authority has loaned funds to its discretely presented component units to be used in the development of tax credit RAD affordable housing projects. The notes receivable are collectable as defined in the various loan agreements. Any portions of the notes receivable that are deemed due and collectable within the next twelve months are reported as current assets. The remaining notes receivables that are deemed collectable beyond the next twelve months are reported as non-current assets. All of the notes receivables are considered non-current assets as of December 31, 2016 as none of the notes receivable are currently due within the next twelve months. No allowance account has been set up as the Authority has determined that the notes are fully collectable as of December 31, 2016.

F. Restricted Assets and Liabilities

Debt covenants, HUD regulations, and inter-local agreements restrict the use of certain assets. Restricted assets are offset by related liabilities in accordance with their liquidity.

G. Inventories

Inventories are accounted for using the first-in/first-out (FIFO) method and recorded at the lower of cost or market, net of allowance. Materials and supplies are recorded as inventories when purchased and as expenditures when used. Allowances are reported when materials and supplies are deemed obsolete.

H. Prepaid Items

Prepaid items consist of payments made to vendors for services that will benefit future periods.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. Capital Assets

Capital assets include property, furniture, equipment, and machinery. Capital assets with initial, individual costs that equal or exceed \$1,000 and estimated useful lives of over one year are recorded as capital assets. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed. Construction in progress consists of capital improvements funded by modernization grant programs. Capital assets are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings & Improvements	20-27.5
Furniture, equipment, and machinery	3-10

J. Compensated Absences

The Authority's policy allows each employee to accumulate up to 240 vacation hours and be paid for them upon separation. Employees can accrue unlimited sick leave hours, but cannot be paid for any accumulated hours upon separation. The majority of employees utilize their annual accrual of vacation and sick leave during the year accrued. The Authority records compensated absences in the period they are earned and use a systematic allocation process to allocate between short-term and long-term liability classification.

K. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, the statement of financial position will sometimes report separate sections for deferred outflows/inflows of resources. These separate financial statement elements represent a consumption or acquisition of net position that apply to future period(s) and so will not be recognized as an outflow of resources (expenses/expenditure) or an inflow of resources (revenue) until then. The Authority has no items that meet this criteria.

L. Unearned Revenue

The Authority recognizes revenues as earned. An amount received in advance of the period in which it is earned is recorded as a liability under unearned revenue.

M. 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.

N. Income Taxes

The Authority is not subject to federal or state income taxes.

O. Recent Accounting Pronouncements

The Authority has adopted GASB Statement No. 77, *Tax Abatement Disclosures*. This statement requires state and local governments, for the first time, to disclose information about tax abatement agreements. It also requires governments to disclose information about their own tax abatements separately from information about tax abatements that are entered into by other governments and reduce the reporting government's tax revenues. The adoption of GASB Statement No. 77 had no material effect on the Authority's December 31, 2016 financial statements.

The Authority has adopted GASB Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*. This statement amends the scope and applicability of GASB 68 to exclude pensions provided to employees of state or local governmental employers through a cost-sharing multiple-employer defined benefit pension plan that: (1) is not a state or local governmental pension plan; (2) is used to provide defined benefit pensions both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers; and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). This statement also establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and required supplementary information for pensions that have the characteristics described above. The adoption of GASB Statement No. 78 had no material effect on the Authority's December 31, 2016 financial statements.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 2 – CASH DEPOSITS AND INVESTMENTS

Cash and investments may be invested in the following HUD and Tennessee State approved vehicles:

- Direct obligations of the federal government backed by the full faith and credit of the United States;
- Obligations of government agencies;
- Securities of government sponsored agencies;
- Demand and savings deposits; and,
- Time deposits and repurchase agreements.

At December 31, 2016, cash was in bank deposits or money market accounts, and investments were in certificates of deposit, all of which were insured or collateralized with securities held by the Authority or by its agent in the Authority's name. The investments were in certificates of deposit. Cash and investments balances at December 31, 2016, totaled \$621,611 and \$647,871, respectively.

Interest Rate Risk – The Authority's formal investment policy does not specifically address the exposure to this risk.

Credit Risk – The Authority's formal investment policy does not specifically address credit risk. Credit risk is generally evaluated based on the credit ratings issued by nationally recognized statistical rating organizations.

Custodial Credit Risk – The Authority's policy is to limit credit risk by adherence to the list of HUD permitted investments, which are backed by the full faith and credit of or a guarantee of principal and interest by the U.S. Government.

Concentration of Credit Risk – The Authority's investment policy does not restrict the amount that the Authority may invest in any one issuer.

Custodial Credit Risk as it applies to Tennessee State Law – The Authority's policies limit deposits and investments to those instruments allowed by applicable state laws. State statutes require that all deposits with financial institutions must be collateralized by securities whose market value is equal to 105% of the value of uninsured deposits. The deposits must be insured by federal depository insurance or the Tennessee Bank Collateral Pool, or collateralized by collateral held by the Authority's agent in the Authority's name, or by the Federal Reserve Banks acting as third party agents. State statutes also authorize the Authority to invest in bonds, notes or treasury bills of the United States or any of its agencies, certificates of deposit at Tennessee state chartered banks and savings and loan associations and federally chartered banks and savings and loan associations, repurchase agreements utilizing obligations of the United States or its agencies as the underlying securities and the state pooled investment fund. Statutes also require that securities underlying repurchase agreements must have a market value of at least equal to the amount of funds invested in the repurchase transaction. As of December 31, 2016, all deposits and investments were fully collateralized or insured.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 3 – CAPITAL ASSETS

A. Changes in Capital Assets

Capital asset activity for the year ended December 31, 2016, was as follows:

	Beginning Balance	Additions	Retirements	Reclassifications	Ending Balance
Capital assets not being depreciated					
Land	\$ 569,084	\$ -	\$ -	\$ -	\$ 569,084
Construction in progress	232,364	257,719	-	(178,073)	312,010
Total capital assets not being depreciated	<u>801,448</u>	<u>257,719</u>	<u>-</u>	<u>(178,073)</u>	<u>881,094</u>
Capital assets being depreciated					
Buildings and improvements	12,525,239	163,474	-	161,787	12,850,500
Equipment	528,453	26,271	-	16,286	571,010
Total capital assets being depreciated	<u>13,053,692</u>	<u>189,745</u>	<u>-</u>	<u>178,073</u>	<u>13,421,510</u>
Less accumulated depreciation for:					
Buildings and improvements	(8,153,156)	(374,955)	-	-	(8,528,111)
Equipment	(431,861)	(38,690)	-	-	(470,551)
Total accumulated depreciation	<u>(8,585,017)</u>	<u>(413,645)</u>	<u>-</u>	<u>-</u>	<u>(8,998,662)</u>
Capital assets, net	<u>\$ 5,270,123</u>	<u>\$ 33,819</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,303,942</u>

B. Capital Contributions

The Authority receives capital grants from HUD. The Authority recognized \$182,136 in capital contributions for the fiscal year ended December 31, 2016.

C. Commitments

At December 31, 2016, the Authority had one uncompleted construction contract with SDT Contractors, Inc. in the amount of \$35,602. This construction commitment was for the concrete parking and sidewalk replacement project.

NOTE 4 – LOAN LIABILITIES

On August 30, 2012, the Authority entered into an agreement (Grant Note) with the Tennessee Housing Development Agency (THDA) for a \$1,000,000 grant from the Housing Trust Fund. The agreement terms describe in the Grant Note state that the loan bears a zero percent interest rate per annum. Additionally, a 20 percent reduction of the original principal sum due will occur annually, as long as the conditions in the Grant Note are met. As of December 31, 2016 there was \$200,000 outstanding on the note. The Authority expects for all \$200,000 of the remaining outstanding note payable to be forgiven and reduced within the next fiscal year.

On August 5, 2015, the Authority entered into an agreement (Grant Note) with the Tennessee Housing Development Agency (THDA) for a \$500,000 grant from the Housing Trust Fund. The agreement terms describe in the Grant Note state that the loan bears a zero percent interest rate per annum. Additionally, a 20 percent reduction of the original principal sum due will occur annually, as long as the conditions in the Grant Note are met. As of December 31, 2016 there was \$350,000 outstanding on the note. The Authority expects for \$100,000 of the outstanding note payable to be forgiven and reduced within the next fiscal year.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 5 – NONCURRENT LIABILITIES

Noncurrent liabilities at December 31, 2016 consisted of the following:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
FSS escrowed liabilities	\$ 24,393	\$ 45,434	\$ 12,339	\$ 57,488	\$ 25,028
Accrued compensated absences	44,170	8,463	-	52,633	15,791
Loan liabilities	400,000	450,000	300,000	550,000	300,000
Total noncurrent liabilities	<u>\$ 468,563</u>	<u>\$ 503,897</u>	<u>\$ 312,339</u>	<u>\$ 660,121</u>	<u>\$ 340,819</u>

NOTE 6 – PENSION PLAN (DEFINED CONTRIBUTION)

The Authority provides pension benefits for its eligible full-time employees through the Housing Renewal & Local Agency Retirement Plan (HRLARP), a defined contribution plan administered by *Housing Agency Retirement Trust (HART)*. The plan was adopted by the Board of Commissioners and only the Board has the authority to approve any amendments to the plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. All employees are eligible for the plan on the first of the month following the employee's one-year employment anniversary date. Employees contribute 1.5% and the Authority contributes 13% of the employees' base salary each month. The Authority's contributions for each employee (and interest allocated to the employee's account) are vested 20% annually for each year of participation. An employee is fully vested after five years of participation or immediately in the event of an employee's death or disability prior to retirement. Contributions to the Plan for the year ended December 31, 2016 were \$83,189 and \$12,717 by the Authority and the employees, respectively.

NOTE 7 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority has mitigated this risk by obtaining insurance coverage from commercial insurance companies. Premiums paid for insurance coverage are recorded as expenses of the funds affected. The various insurance policies are subject to deductible amounts and maximum coverages. If the deductibles and maximums are exceeded, this could cause the Authority to suffer losses if a loss is incurred from any such incidents. The ultimate outcome of uninsured losses cannot presently be determined, and no provision for any liability that may result, if any, has been made in the financial statements. During the current year and the prior three years, settled claims have not exceeded coverage levels, and insurance coverage, by major categories of risk, is consistent with prior year.

NOTE 8 – CONCENTRATION OF RISK

The Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on availability of funding.

NOTE 9 – COMMITMENTS AND CONTINGENCIES

Grants

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 10 – BLENDED COMPONENT UNIT

Condensed combining information for the Authority's blended component unit, Franklin Housing Collaborative, for the year ended December 31, 2016 is presented as follows:

CONDENSED STATEMENT OF NET POSITION
December 31, 2016

ASSETS

Current assets	\$ 517,573
Noncurrent assets	<u>252,283</u>
 Total assets	 <u>769,856</u>

LIABILITIES

Current liabilities	<u>16,222</u>
 Total liabilities	 <u>16,222</u>

NET POSITION

Net investment in capital assets	152,283
Restricted	21,943
Unrestricted	<u>579,408</u>
 Total net position	 <u><u>\$ 753,634</u></u>

CONDENSED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
For Year Ended December 31, 2016

OPERATING REVENUES (EXPENSES)

Operating revenues	\$ 606,862
Operating expenses	<u>(314,513)</u>
 Operating income (loss)	 <u>292,349</u>
 Change in net position	 292,349
 Total net position - beginning of the year	 <u>461,285</u>
 Total net position - end of the year	 <u><u>\$ 753,634</u></u>

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 10 – BLENDED COMPONENT UNIT (Continued)

CONDENSED STATEMENT OF CASH FLOW
For Year Ended December 31, 2016

NET CASH PROVIDED (USED) BY:

Operating activities	\$ (43,260)
Capital and related financing activities	<u>(94,375)</u>
Net increase (decrease) in cash and cash equivalents	(137,635)
Cash balances - beginning of the year	<u>441,274</u>
Cash balances - end of the year	<u><u>\$ 303,639</u></u>

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 11 – TRANSACTIONS WITH DISCRETELY PRESENTED COMPONENT UNITS

Notes Receivable. The Authority's notes receivable consist solely of amounts loaned to and due from the discretely presented component units. As of December 31, 2016, notes receivable, which include accrued interest receivable, were composed of the following:

The Authority loaned \$1,000,000 to Senior Residence at Reddick Street, LP as evidenced by a Promissory Note issued to the Authority dated August 30, 2012. The loan is comprised of Housing Trust Fund (HTF) Competitive Grant Program funds originally borrowed by the Authority from the Tennessee Housing Development Agency (THDA) and then in turn loaned by the Authority to Senior Residence at Reddick Street, LP for the development of the Senior Residence Project, all of which is agreed to in detail in the Subordination Agreement, the HTF Working Agreement, and the Promissory Note. The Note has an interest rate of 5.00% per annum, compounded annually, with a maturity of 40 years from the date of the promissory note. Payment of principal and accrued interest are payable to the Authority from Senior Residence at Reddick Street, LP's surplus cash in the priority of distributions of net cash flows as outlined in the Partnership Agreement. The Authority does not expect to receive any repayment on the Notes Receivables within the next fiscal year.

\$ 1,204,621

The Authority loaned \$500,000 to Senior Residence at Reddick Street, LP as evidenced by a Promissory Note issued to the Authority dated August 30, 2012. The loan is comprised of HUD Operating Fund Financing Program funds originally borrowed by the Authority from Suntrust Bank and then in turn loaned by the Authority to Senior Residence at Reddick Street, LP for the development of the Senior Residence Project, all of which is agreed to in detail in the Authority Public Housing Loan Agreement and the Promissory Note. The Note has an interest rate of 5.00% per annum until the date of repayment in full of this Note, with a maturity of 40 years from the date of the promissory note. Payment of principal and accrued interest are payable to the Authority from Senior Residence at Reddick Street, LP's surplus cash in the priority of distributions of net cash flows as outlined in the Partnership Agreement. The Authority does not expect to receive any repayment on the Notes Receivables within the next fiscal year.

322,697

The Authority loaned \$562,000 to Reddick Street Associates I, LP as evidenced by 2 Promissory Notes issued to the Authority dated August 5, 2015. Note A is a promissory note in the amount of \$512,000 comprised of Capital Funds that have been defederalized pursuant to the RAD Requirements. Note B is a promissory note in the amount of \$50,000 comprised of CDBG Funds made available through a CDBG Contract for use in accordance with the CDBG Contract. Both Notes have an interest rate of 1.00% per annum, with a maturity of 40 years from the date of the promissory notes. Payment of principal and accrued interest are payable to the Authority from Reddick Street Associates I, LP's surplus cash in the priority of distributions of net cash flows as outlined in the Partnership Agreement. The Authority does not expect to receive any repayment on the Notes Receivables within the next fiscal year.

510,017

The Authority loaned \$500,000 to Reddick Street Associates I, LP as evidenced by a Promissory Note issued to the Authority dated August 5, 2015. The loan is comprised of Housing Trust Fund (HTF) Competitive Grant Program funds originally borrowed by the Authority from the Tennessee Housing Development Agency (THDA) and then in turn loaned by the Authority to Reddick Street Associates I, LP for the development of the Reddick Street Project, all of which is agreed to in detail in the Subordination Agreement, the HTF Working Agreement, and the Promissory Note. The Note has an interest rate of 5.00% per annum, compounded annually, with a maturity of 40 years from the date of the promissory note. Payment of principal and accrued interest are payable to the Authority from Reddick Street Associates I, LP's surplus cash in the priority of distributions of net cash flows as outlined in the Partnership Agreement. The Authority does not expect to receive any repayment on the Notes Receivables within the next fiscal year.

456,081

Total noncurrent notes receivable (principal and interest) \$ 2,493,416

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 11 – TRANSACTIONS WITH DISCRETELY PRESENTED COMPONENT UNITS (Continued)

Ground Lease.

The Authority and Senior Residence at Reddick Street, L.P entered into a ground lease for land which the apartment complex is located. The cost of the ground lease is \$1 per year, paid in advance. The lease commenced on August 30, 2012 and expires August 30, 2111.

The Authority and Reddick Street Associates I, L.P. entered into a 99 year ground lease for land which the apartment complex is located. The cost of the ground lease is \$1 per year, paid in advance. The lease commenced on August 5, 2015 and expires August 30, 2114

NOTE 12 – INTER-PROGRAM BALANCES

Inter-program balances at December 31, 2016 consisted of the following:

	Interprogram Due From	Interprogram Due To
Low Rent Public Housing Program	\$ 9,508	\$ -
FSS Program Coordinator	-	(9,508)
Total	<u>\$ 9,508</u>	<u>\$ (9,508)</u>

These inter-program balances exist because in the normal course of operations, certain programs may pay for common costs or advance funds to meet the operational needs of other programs which create inter-program receivables or payables. These balances are expected to be repaid within one year from the balance sheet date. In addition, these inter-program balances have been eliminated in the preparation of the basic financial statements.

NOTE 13 – RESTRICTED NET POSITION

Restricted net position consist of excess Housing Assistance Payment (HAP) funds available to the Authority under the Section 8 Housing Choice Vouchers program, funds available under the Low Rent Public Housing Program that represent unused Operating Fund reserves released by HUD to the Authority and restricted for future financing of constructing affordable housing units, and restricted scholarship funds that are available under Franklin Housing Collaborative, the Authority's blended component unit. Total restricted net position related to excess HAP was \$59,605 as of the end of the fiscal year. Total restricted net position related to program income funds restricted for future financing of constructing affordable housing units was \$93,960 as of the end of the fiscal year. Lastly, restricted net position related to the donated funds restricted for future scholarships was \$21,943.

NOTE 14 – SUBSEQUENT EVENTS

Events that occur after the balance sheet date, but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about the conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the balance sheet date require disclosure in the accompanying notes. Management evaluated the activity of the Authority through June 29, 2017, (the date the financial statements were available to be issued) and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

FRANKLIN HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

NOTE 15 – FINANCIAL DATA SCHEDULE

The Authority prepares its financial data schedule in accordance with HUD requirements in a prescribed format. The schedule's format excludes depreciation expense from operating activities, and includes investment revenue and capital grant revenue in operating activities, and reflects tenant revenue and bad debt expense separately, which differs from the presentation of the basic financial statements. Additionally, the schedule shows two prior period adjustments for the discretely presented component unit; however, one of these related to Reddick Street Associates I, L.P. in the amount of \$1,777,637, is shown on the face of the financial statements as beginning equity for the newly included Reddick Street Associates I, L.P. financial statements. The other prior period adjustment amounting to (\$1,847,659) relates to a correction of errors to Senior Residence at Reddick Street, L.P.'s beginning capital assets, net of depreciation balance. These events had no effect on current year income.

FRANKLIN HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE – BALANCE SHEET
DECEMBER 31, 2016

	Project Total	14.870 Resident Opportunity and Supportive Services	14.871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	6.2 Component Unit - Blended	14.896 PIH Family Self- Sufficiency Program	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$30,897		\$57,059	\$30,537	\$277,024		\$395,517		\$395,517
112 Cash - Restricted - Modernization and Development									
113 Cash - Other Restricted	\$126,420		\$59,605	\$1,593,320	\$26,515		\$1,805,860		\$1,805,860
114 Cash - Tenant Security Deposits	\$23,535			\$22,404	\$100		\$46,039		\$46,039
115 Cash - Restricted for Payment of Current Liabilities	\$20,456						\$20,456		\$20,456
100 Total Cash	\$201,308	\$0	\$116,664	\$1,646,261	\$303,639	\$0	\$2,267,872	\$0	\$2,267,872
121 Accounts Receivable - PHA Projects									
122 Accounts Receivable - HUD Other Projects	\$27,510	\$0				\$9,508	\$37,018		\$37,018
124 Accounts Receivable - Other Government									
125 Accounts Receivable - Miscellaneous	\$3,259			\$47,100	\$212,177		\$262,536		\$262,536
126 Accounts Receivable - Tenants	\$48,445			\$6,676	\$1,758		\$56,879		\$56,879
126.1 Allowance for Doubtful Accounts - Tenants	(\$4,845)			\$0	(\$1)		(\$4,846)		(\$4,846)
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current									
128 Fraud Recovery			\$9,886				\$9,886		\$9,886
128.1 Allowance for Doubtful Accounts - Fraud			(\$9,886)				(\$9,886)		(\$9,886)
129 Accrued Interest Receivable	\$8,329						\$8,329		\$8,329
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$82,698	\$0	\$0	\$53,776	\$213,934	\$9,508	\$359,916	\$0	\$359,916
131 Investments - Unrestricted	\$647,871						\$647,871		\$647,871
132 Investments - Restricted									
135 Investments - Restricted for Payment of Current Liability									
142 Prepaid Expenses and Other Assets	\$12,367			\$6,756			\$19,123		\$19,123
143 Inventories	\$45,629			\$0			\$45,629		\$45,629
143.1 Allowance for Obsolete Inventories	(\$4,563)			\$0			(\$4,563)		(\$4,563)
144 Inter Program Due From	\$9,508						\$9,508	(\$9,508)	\$0
145 Assets Held for Sale									
150 Total Current Assets	\$994,818	\$0	\$116,664	\$1,706,793	\$517,573	\$9,508	\$3,345,356	(\$9,508)	\$3,335,848
161 Land	\$543,475			\$50,000	\$25,609		\$619,084		\$619,084
162 Buildings	\$12,550,451			\$20,317,057	\$300,049		\$33,167,557		\$33,167,557
163 Furniture, Equipment & Machinery - Dwellings									
164 Furniture, Equipment & Machinery - Administration	\$480,131				\$90,879		\$571,010		\$571,010
165 Leasehold Improvements									
166 Accumulated Depreciation	(\$8,664,428)			(\$1,248,212)	(\$334,234)		(\$10,246,874)		(\$10,246,874)
167 Construction in Progress	\$242,030				\$69,980		\$312,010		\$312,010
168 Infrastructure									
160 Total Capital Assets, Net of Accumulated Depreciation	\$5,151,659	\$0	\$0	\$19,118,845	\$152,283	\$0	\$24,422,787	\$0	\$24,422,787
171 Notes, Loans and Mortgages Receivable - Non-Current	\$2,493,416						\$2,493,416		\$2,493,416
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due									
173 Grants Receivable - Non Current									
174 Other Assets				\$133,946	\$100,000		\$233,946		\$233,946
176 Investments in Joint Ventures									
180 Total Non-Current Assets	\$7,645,075	\$0	\$0	\$19,252,791	\$252,283	\$0	\$27,150,149	\$0	\$27,150,149
200 Deferred Outflow of Resources									

FRANKLIN HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE – BALANCE SHEET
DECEMBER 31, 2016

	Project Total	14.870 Resident Opportunity and Supportive Services	14.871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	6.2 Component Unit - Blended	14.896 PIH Family Self-Sufficiency Program	Subtotal	ELIM	Total
290 Total Assets and Deferred Outflow of Resources	\$8,639,893	\$0	\$116,664	\$20,959,584	\$769,856	\$9,508	\$30,495,505	(\$9,508)	\$30,485,997
311 Bank Overdraft									
312 Accounts Payable <= 90 Days	\$32,151			\$1,390,182	\$5,774		\$1,428,107		\$1,428,107
313 Accounts Payable >90 Days Past Due									
321 Accrued Wage/Payroll Taxes Payable	\$2,012				\$885		\$2,897		\$2,897
322 Accrued Compensated Absences - Current Portion	\$15,791						\$15,791		\$15,791
324 Accrued Contingency Liability									
325 Accrued Interest Payable				\$296,299			\$296,299		\$296,299
331 Accounts Payable - HUD PHA Programs									
332 Account Payable - PHA Projects									
333 Accounts Payable - Other Government	\$30,840			\$41,272			\$72,112		\$72,112
341 Tenant Security Deposits	\$23,535			\$22,404	\$100		\$46,039		\$46,039
342 Unearned Revenue	\$3,532		\$27,805	\$3,795			\$35,132		\$35,132
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	\$0			\$8,418,244			\$8,418,244		\$8,418,244
344 Current Portion of Long-term Debt - Operating Borrowings									
345 Other Current Liabilities	\$20,456			\$1,385,432	\$4,572		\$1,410,460		\$1,410,460
346 Accrued Liabilities - Other	\$47,579			\$4,856	\$4,891		\$57,326		\$57,326
347 Inter Program - Due To						\$9,508	\$9,508	(\$9,508)	\$0
348 Loan Liability - Current	\$300,000						\$300,000		\$300,000
310 Total Current Liabilities	\$475,896	\$0	\$27,805	\$11,562,484	\$16,222	\$9,508	\$12,091,915	(\$9,508)	\$12,082,407
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$0			\$2,205,800			\$2,205,800		\$2,205,800
352 Long-term Debt, Net of Current - Operating Borrowings									
353 Non-current Liabilities - Other	\$32,460			\$410,305			\$442,765		\$442,765
354 Accrued Compensated Absences - Non Current	\$36,842						\$36,842		\$36,842
355 Loan Liability - Non Current	\$250,000						\$250,000		\$250,000
356 FASB 5 Liabilities									
357 Accrued Pension and OPEB Liabilities									
350 Total Non-Current Liabilities	\$319,302	\$0	\$0	\$2,616,105	\$0	\$0	\$2,935,407	\$0	\$2,935,407
300 Total Liabilities	\$795,198	\$0	\$27,805	\$14,178,589	\$16,222	\$9,508	\$15,027,322	(\$9,508)	\$15,017,814
400 Deferred Inflow of Resources									
508.4 Net Investment in Capital Assets	\$5,151,659	\$0	\$0	\$8,494,801	\$152,283		\$13,798,743		\$13,798,743
511.4 Restricted Net Position	\$93,960	\$0	\$59,605	\$1,593,320	\$21,943		\$1,768,828		\$1,768,828
512.4 Unrestricted Net Position	\$2,599,076	\$0	\$29,254	(\$3,307,126)	\$579,408	\$0	(\$99,388)		(\$99,388)
513 Total Equity - Net Assets / Position	\$7,844,695	\$0	\$88,859	\$6,780,995	\$753,634	\$0	\$15,468,183	\$0	\$15,468,183
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$8,639,893	\$0	\$116,664	\$20,959,584	\$769,856	\$9,508	\$30,495,505	(\$9,508)	\$30,485,997

FRANKLIN HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE – INCOME STATEMENT
FOR YEAR ENDED DECEMBER 31, 2016

	Project Total	14.870 Resident Opportunity and Supportive Services	14.871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	6.2 Component Unit - Blended	14.896 PIH Family Self- Sufficiency Program	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$749,190			\$196,442	\$143,438		\$1,089,070		\$1,089,070
70400 Tenant Revenue - Other	\$59,706						\$59,706		\$59,706
70500 Total Tenant Revenue	\$808,896	\$0	\$0	\$196,442	\$143,438	\$0	\$1,148,776	\$0	\$1,148,776
70600 HUD PHA Operating Grants	\$1,445,678	\$29,043	\$405,973			\$59,355	\$1,940,049		\$1,940,049
70610 Capital Grants	\$182,136						\$182,136		\$182,136
70710 Management Fee									
70720 Asset Management Fee									
70730 Book Keeping Fee									
70740 Front Line Service Fee									
70750 Other Fees									
70700 Total Fee Revenue							\$0	\$0	\$0
70800 Other Government Grants	\$350,000			\$105,979			\$455,979		\$455,979
71100 Investment Income - Unrestricted	\$8,103			\$564	\$0		\$8,667		\$8,667
71200 Mortgage Interest Income	\$84,222						\$84,222		\$84,222
71300 Proceeds from Disposition of Assets Held for Sale									
71310 Cost of Sale of Assets									
71400 Fraud Recovery			\$2,692		\$50		\$2,742		\$2,742
71500 Other Revenue	\$221,299			\$3,111	\$463,374		\$687,784	(\$165,813)	\$521,971
71600 Gain or Loss on Sale of Capital Assets									
72000 Investment Income - Restricted									
70000 Total Revenue	\$3,100,334	\$29,043	\$408,665	\$306,096	\$606,862	\$59,355	\$4,510,355	(\$165,813)	\$4,344,542
91100 Administrative Salaries	\$511,810		\$22,060	\$50,677	\$113,635		\$698,182		\$698,182
91200 Auditing Fees	\$10,925			\$7,500	\$950		\$19,375		\$19,375
91300 Management Fee				\$8,462			\$8,462		\$8,462
91310 Book-keeping Fee									
91400 Advertising and Marketing				\$1,749			\$1,749		\$1,749
91500 Employee Benefit contributions - Administrative	\$184,553		\$9,050	\$9,832	\$31,806		\$235,241		\$235,241
91600 Office Expenses	\$109,199			\$21,342	\$25,791		\$156,332	(\$13,200)	\$143,132
91700 Legal Expense	\$14,412				\$495		\$14,907		\$14,907
91800 Travel	\$36,117			\$1,490	\$448		\$38,055		\$38,055
91810 Allocated Overhead									
91900 Other	\$13,200			\$67,969	\$173		\$81,342		\$81,342
91000 Total Operating - Administrative	\$880,216	\$0	\$31,110	\$169,021	\$173,298	\$0	\$1,253,645	(\$13,200)	\$1,240,445
92000 Asset Management Fee									
92100 Tenant Services - Salaries		\$23,234				\$47,484	\$70,718		\$70,718
92200 Relocation Costs									
92300 Employee Benefit Contributions - Tenant Services		\$5,809				\$11,871	\$17,680		\$17,680
92400 Tenant Services - Other	\$3,754			\$701	\$21,185		\$25,640		\$25,640
92500 Total Tenant Services	\$3,754	\$29,043	\$0	\$701	\$21,185	\$59,355	\$114,038	\$0	\$114,038
93100 Water	\$69,149			\$7,261	\$5,469		\$81,879		\$81,879
93200 Electricity	\$286,275			\$36,492	\$28,753		\$351,520		\$351,520
93300 Gas	\$50,623			\$13,191			\$63,814		\$63,814
93400 Fuel									

FRANKLIN HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE – INCOME STATEMENT
FOR YEAR ENDED DECEMBER 31, 2016

	Project Total	14.870 Resident Opportunity and Supportive Services	14.871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	6.2 Component Unit - Blended	14.896 PIH Family Self- Sufficiency Program	Subtotal	ELIM	Total
93500 Labor									
93600 Sewer	\$93,423			\$3,773	\$7,696		\$104,892		\$104,892
93700 Employee Benefit Contributions - Utilities									
93800 Other Utilities Expense									
93000 Total Utilities	\$499,470	\$0	\$0	\$60,717	\$41,918	\$0	\$602,105	\$0	\$602,105
94100 Ordinary Maintenance and Operations - Labor	\$95,976				\$26,174		\$122,150		\$122,150
94200 Ordinary Maintenance and Operations - Materials and Other	\$84,923			\$159	\$1,091		\$86,173		\$86,173
94300 Ordinary Maintenance and Operations Contracts	\$260,176		\$2,915	\$56,722	\$28,442		\$348,255		\$348,255
94500 Employee Benefit Contributions - Ordinary Maintenance	\$39,027						\$39,027		\$39,027
94000 Total Maintenance	\$480,102	\$0	\$2,915	\$56,881	\$55,707	\$0	\$595,605	\$0	\$595,605
95100 Protective Services - Labor									
95200 Protective Services - Other Contract Costs									
95300 Protective Services - Other									
95500 Employee Benefit Contributions - Protective Services									
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance	\$21,015			\$35,334			\$56,349		\$56,349
96120 Liability Insurance	\$8,389						\$8,389		\$8,389
96130 Workmen's Compensation	\$12,371			\$656			\$13,027		\$13,027
96140 All Other Insurance	\$9,795						\$9,795		\$9,795
96100 Total Insurance Premiums	\$51,570	\$0	\$0	\$35,990	\$0	\$0	\$87,560	\$0	\$87,560
96200 Other General Expenses	\$151,392			\$212,939	\$6,673		\$371,004	(\$60,851)	\$310,153
96210 Compensated Absences	\$8,466						\$8,466		\$8,466
96300 Payments in Lieu of Taxes	\$23,226			\$11,446			\$34,672		\$34,672
96400 Bad debt - Tenant Rents	\$26,823			\$728			\$27,551		\$27,551
96500 Bad debt - Mortgages									
96600 Bad debt - Other									
96800 Severance Expense									
96000 Total Other General Expenses	\$209,907	\$0	\$0	\$225,113	\$6,673	\$0	\$441,693	(\$60,851)	\$380,842
96710 Interest of Mortgage (or Bonds) Payable				\$71,542			\$71,542		\$71,542
96720 Interest on Notes Payable (Short and Long Term)									
96730 Amortization of Bond Issue Costs									
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$71,542	\$0	\$0	\$71,542	\$0	\$71,542
96900 Total Operating Expenses	\$2,125,019	\$29,043	\$34,025	\$619,965	\$298,781	\$59,355	\$3,166,188	(\$74,051)	\$3,092,137
97000 Excess of Operating Revenue over Operating Expenses	\$975,315	\$0	\$374,640	(\$313,869)	\$308,081	\$0	\$1,344,167	(\$91,762)	\$1,252,405
97100 Extraordinary Maintenance									
97200 Casualty Losses - Non-capitalized									
97300 Housing Assistance Payments			\$304,152				\$304,152	(\$91,762)	\$212,390
97350 HAP Portability-In									
97400 Depreciation Expense	\$397,913			\$398,409	\$15,732		\$812,054		\$812,054
97500 Fraud Losses									

FRANKLIN HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE – INCOME STATEMENT
FOR YEAR ENDED DECEMBER 31, 2016

	Project Total	14.870 Resident Opportunity and Supportive Services	14.871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	6.2 Component Unit - Blended	14.896 PIH Family Self- Sufficiency Program	Subtotal	ELIM	Total
97600 Capital Outlays - Governmental Funds									
97700 Debt Principal Payment - Governmental Funds									
97800 Dwelling Units Rent Expense									
90000 Total Expenses	\$2,522,932	\$29,043	\$338,177	\$1,018,374	\$314,513	\$59,355	\$4,282,394	(\$165,813)	\$4,116,581
10010 Operating Transfer In	\$457,599						\$457,599	(\$457,599)	\$0
10020 Operating transfer Out	(\$457,599)						(\$457,599)	\$457,599	\$0
10030 Operating Transfers from/to Primary Government									
10040 Operating Transfers from/to Component Unit									
10050 Proceeds from Notes, Loans, and Bonds									
10060 Proceeds from Property Sales									
10070 Extraordinary Items, Net Gain/Loss									
10080 Special Items (Net Gain/Loss)									
10091 Inter Project Excess Cash Transfer In									
10092 Inter Project Excess Cash Transfer Out									
10093 Transfers between Program and Project - In									
10094 Transfers between Project and Program - Out									
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$577,402	\$0	\$70,488	(\$712,278)	\$292,349	\$0	\$227,961	\$0	\$227,961
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$7,267,293	\$0	\$18,371	\$7,563,295	\$461,285	\$0	\$15,310,244		\$15,310,244
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0			(\$70,022)			(\$70,022)		(\$70,022)
11050 Changes in Compensated Absence Balance									
11060 Changes in Contingent Liability Balance									
11070 Changes in Unrecognized Pension Transition Liability									
11080 Changes in Special Term/Severance Benefits Liability									
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents									
11100 Changes in Allowance for Doubtful Accounts - Other									
11170 Administrative Fee Equity			\$29,254				\$29,254		\$29,254
11180 Housing Assistance Payments Equity			\$59,605				\$59,605		\$59,605
11190 Unit Months Available	2712	0	756	0	0		3468		3468
11210 Number of Unit Months Leased	2704	0	661	0	0		3365		3365
11270 Excess Cash	\$163,594						\$163,594		\$163,594
11610 Land Purchases	\$0						\$0		\$0
11620 Building Purchases	\$351,213						\$351,213		\$351,213
11630 Furniture & Equipment - Dwelling Purchases	\$0						\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$1,876						\$1,876		\$1,876
11650 Leasehold Improvements Purchases	\$0						\$0		\$0
11660 Infrastructure Purchases	\$0						\$0		\$0
13510 CFFP Debt Service Payments	\$0						\$0		\$0
13901 Replacement Housing Factor Funds	\$0						\$0		\$0

FRANKLIN HOUSING AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR YEAR ENDED DECEMBER 31, 2016

Federal Grantor	CFDA Number	Contract Number	Expenditures
<u>Federal Awards</u>			
<u>US Department of Housing and Urban Development (HUD):</u>			
Low Rent Public Housing	14.850	TN035-00000116D	\$ 968,767
Total Low Rent Public Housing Program			968,767
Resident Opportunity and Self Sufficiency	14.870	TN035RPS055A012	29,043
Total Resident Opportunity and Self Sufficiency			29,043
Housing Choice Voucher Program	14.871		405,973
Total Housing Choice Voucher Program			405,973
Capital Fund Program	14.872	TN043P035501-13	138,799
Capital Fund Program	14.872	TN043P035501-14	131,227
Capital Fund Program	14.872	TN043P035501-15	206,858
Capital Fund Program	14.872	TN043P035501-16	182,163
Total Capital Fund Program			659,047
FSS Program Coordinator	14.896	TN035FSH377A015	59,355
Total Resident Opportunity and Self Sufficiency			59,355
TOTAL FEDERAL AWARDS EXPENDED			\$ 2,122,185

Note 1 – Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of the Authority under programs of the federal government for the year ended December 31, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

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. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The Authority has elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.



HENDERSON & DEJOHN, LLC

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

Independent Auditor's Report

To the Board of Commissioners
Franklin Housing Authority

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 basic financial statements of the Franklin Housing Authority (the "Authority"), as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated June 29, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine 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 Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority'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 over financial reporting 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 the Authority'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 determination of financial statement amounts. 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 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.

Henderson & DeJohn, LLC

Birmingham, AL
June 29, 2017



HENDERSON & DEJOHN, LLC

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Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

Independent Auditor's Report

To the Board of Commissioners
Franklin Housing Authority

Report on Compliance for Each Major Federal Program

We have audited the Franklin Housing Authority's (the "Authority") compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended December 31, 2016. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority'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 U.S. Code of Federal Regulations (CFR) 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 the Authority'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 the Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Authority 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 December 31, 2016.

Report on Internal Control over Compliance

Management of the Authority 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 the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program as a basis for designing 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 the Authority'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.

Henderson & DeJohn, LLC

Birmingham, AL
June 29, 2017

FRANKLIN HOUSING AUTHORITY
SCHEDULE OF DISPOSITION OF PRIOR YEAR FINDINGS
FOR YEAR ENDED DECEMBER 31, 2016

Financial Statement Findings

None

Major Program Audit Findings

None

FRANKLIN HOUSING AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR YEAR ENDED DECEMBER 31, 2016

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Are any material weaknesses identified? Yes x No

Are any significant deficiencies identified? Yes x None Reported

Is any noncompliance material to financial statements noted? Yes x No

Federal Awards

Internal control over major federal programs:

Are any material weaknesses identified? Yes x No

Are any significant deficiencies identified? Yes x None Reported

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

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes x No

Identification of major federal programs:
CFDA #14.850 - Low Rent Public Housing Program

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

None



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To the Board of Commissioners
Franklin Housing Authority

Independent Accountant's Report on Applying Agreed-Upon Procedure

We have performed the procedure described in the second paragraph, which was agreed to by the Franklin Housing Authority (the Housing Authority) and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with related hard copy documents included within the Single Audit reporting package. The Housing Authority is responsible for the accuracy and completeness of the electronic submission. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit in accordance with 2 CFR 200 Subpart F, Audit Requirements, for the Housing Authority as of and for the year ended December 31, 2016, and have issued our reports thereon dated June 29, 2017. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Housing Authority's Financial Data Schedule (FDS) dated June 29, 2017, was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the reporting package required by OMB, which includes the auditor's reports, is available in its entirety from the Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Housing Authority and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

Procedure	UFRS Rule Information	Hard Copy Documents	Agrees	Does Not Agree
1	Balance Sheet and Revenue and Expense	Financial Data Schedule, all CFDA's, If applicable	X	
2	Footnotes	Footnotes to audited basic financial statements	X	
3	Type of opinion on FDS	Auditor's supplemental report on FDS	X	
4	Audit findings narrative	Schedule of Findings and Questioned Costs	X	
5	General Information	OMB Data Collection Form	X	
6	Financial Statement report information	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	X	
7	Federal program report information	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	X	
8	Type of Compliance Requirement	OMB Data Collection Form	X	
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	X	

Henderson & DeJohn, LLC

Birmingham, AL
June 29, 2017

OGDEN UT 84201-0029

In reply refer to: 4077550286
Apr. 30, 2014 LTR 4168C 0
47-0901382 000000 00
00035610
BODC: TE

FRANKLIN HOUSING COLLABORATIVE
% FRANKLIN HOUSING AUTHORITY
100 SPRING ST
FRANKLIN TN 37064-3311

018534

Employer Identification Number: 47-0901382
Person to Contact: Ms Singleton
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 21, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 2004.

Our records also indicate that 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. 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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248514008
May 22, 2009 LTR 4168C E0
47-0901382 000000 00 000
00015996
BODC: TE

FRANKLIN HOUSING SERVICES
CORPORATION (NP)
% PEGGY DUGHMAN
PO BOX 304
FRANKLIN TN 37065-0304



005256

Employer Identification Number: 47-0901382
Person to Contact: MRS. LUTES
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your request of May 13, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in AUGUST 2004, 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. 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 you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

FRANKLIN
TOMORROW
Engage • Collaborate • Advocate

March 23, 2018

Kristine Tallent
Assistant City Administrator/CFO
City of Franklin
109 Third Avenue South
Franklin, TN 37064

Re: Nonprofit Allocation from the City Budget

Dear Kristine;

Franklin Tomorrow would once again like to seek the support of the City of Franklin in its nonprofit allocations in the 2018-19 fiscal year budget. While we have received the letter regarding the process and are complying with it, our funding is actually under the Contracted Services section of Allocations in the City budget.

The relationship between the City of Franklin and Franklin Tomorrow has existed since our organization's founding more than 15 years ago and is based on a working partnership to accomplish our organization's mission of engaging the community to foster collaboration and in turn, advocate for a shared vision for the future of Franklin. I believe City Administrator Eric Stuckey summed it up best when he called us a "community connector" with the City of Franklin. We view this partnership as key to the success of our organization.

Thank you for being a visible and active participant in Franklin Tomorrow's FrankTalks, a monthly program at various locations across the City. Through the FrankTalks initiative, we have fostered conversations on civility, learned about the candidates seeking political office, and heard from City officials through the "City Hall on Wheels" component.

Breakfast With the Mayors, held quarterly, has allowed hundreds of people to interact with local government officials and discuss high-interest topics in our community, with a specific focus on City initiatives.

Through our Get Fit Franklin project, run in coordination with the Governor's Foundation for a Healthier Tennessee, we led the effort to have Franklin named a pilot community in 2016. Get Fit Franklin continues to work with Mayor Ken Moore and other local health leaders on a variety of topics.

Additionally in 2017, we organized and coordinated our fourth annual Vision City Visit to the Alpharetta, Ga., area, with heavy involvement by City officials, as well as business and community leaders, with a specific focus on transportation funding, connectivity and greenway development, and the benefits of public/private partnerships in downtown redevelopment.

In 2018, we plan to launch a new citizen engagement event, On The Table, which will allow us to bring those who live, work, and play in the City of Franklin together to discuss what is great about life in Franklin and possible ideas to making it an even better place to live.

Finally, in 2017, we formed a group to discuss and determine the feasibility of construction of an inclusive/accessible playground in the City of Franklin. In 2018, we will determine the structure of a

FRANKLIN TOMORROW

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possible public/private partnership to see this facility constructed as part of development of the City's proposed Southeast Park.

These programs and projects of Franklin Tomorrow's would be difficult and costly for the City to operate in-house. Franklin Tomorrow's autonomy as an independent nonprofit allows it to partner with the City to amplify the City's message on important topics and to different audiences. We accomplish this by including a quarterly "City Hall on Wheels" in our FrankTalks lineup, as well as dedicated staffing for Get Fit Franklin / Healthier Tennessee.

Given these strong efforts in the past and our hope for continued and increased partnerships in 2018-19, Franklin Tomorrow is asking to maintain its 2017-18 funding level of \$34,610 in sustaining funds for the upcoming fiscal year, which starts July 1, 2018. Franklin Tomorrow has diversified our funding base and we continue to look for additional corporate and individual partners, as well as exploring grants and other opportunities, so our reliance on City funding is still in balance with other funders and our desire to maintain autonomy.

Please feel free to contact me at mindy@franklintomorrow.org or at my office at (615) 794-0998. If necessary, I would be happy for myself and our Board President and Treasurer to meet with you to discuss specifics of the nonprofit allocation process.

Sincerely,

A handwritten signature in black ink that reads "Mindy G. Tate". The signature is written in a cursive, flowing style. The letters are dark and the background is a light, textured grey.

Mindy G. Tate

Executive Director

Franklin Tomorrow Inc.

Cc: Mayor Ken Moore, City Administrator Eric Stuckey



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Franklin Tomorrow Inc. Phone: (615) 794-0998

Contact Person & Title: Mindy Tate, Executive Director

Mailing Address: P.O. Box 383, Franklin TN 37065

Federal Identification # (if applicable): 62-1821869

Email Address: mindy@franklintomorrow.org

Number of Active Participants in Organization: 1,500

Does this organization charge fees to participants? Yes _____ No X

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: We only charge for ticketed events, such as our Volunteer Awards, held at the Franklin Theatre or our Vision City Visit, which is fee-based on the cost of the trip and staff time associated with the program.

Please provide the approximate number of clients served by your program on a yearly basis
70,000

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: No funds are received from Williamson County government.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

Franklin Tomorrow is the only community visioning organization in Franklin, but as our mission in part is to foster collaboration, we work closely with Williamson Inc., Williamson County Government, Friends of Franklin Parks, Franklin Special School District, and other organizations.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.
We rely heavily on private funding sources since less than 15% of our annual revenue is provided by the City of Franklin's allocation.

**Non-Profit Organization Request for
City of Franklin - Page Two**



Organization: Franklin Tomorrow Inc.

	2016	2017	2018
EXPENDITURES:			
Represents Calendar Fiscal Years	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Event Expense	161,326	104,441	73,000
Employee expense	91,794	124,968	123,380
Rent/Office operation	17,301	18,932	19,320
Professional services	9,159	10,614	9,300
Meals/Travel	1,193	3,851	3,500
Dues/Registrations	1,028	1,091	1,000
Marketing	1,709	5,932	5,000
Board & Volunteers	1,052	0	0
Total	284,562	269,829	234,500

	2016	2017	2018
REVENUES:			
Represent Calendar Fiscal Years	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	0	0	0
City of Franklin Government	29,610	33,360	34,610
Personal donations	1,500	15,525	10,700
Historic Franklin license plate revenue	21,837	24,762	25,000
Events	190,155	208,392	175,000
Total	259,504	282,039	245,310

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Franklin Tomorrow Inc.

Personnel & Salary Information

	2016	2017	2018
PERSONNEL:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Executive Director	71,240	72,953	72,953
Operations Administrator	10,937	39,980	42,000
Total	82,177	112,933	114,953

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): None



HISTORIC
FRANKLIN
TENNESSEE

City of Franklin APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Franklin Tomorrow Inc. Date: March 22, 2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

Franklin Tomorrow is recognized as a community visioning partner for the City of Franklin as well as its citizenry. City of Franklin funds go into our general fund to assist us in staging programs and events which will accomplish our mission to engage the community, foster collaboration, and advocate for a shared vision for the future of Franklin. Such events include the quarterly Breakfast With the Mayors, with average attendance of 350-400 people. Our monthly FrankTalks lecture series averages 80-100 people and has helped to engage individuals in timely topics. Additionally, our Get Fit Franklin project continues to represent the City in the Healthier Tennessee program and stage quarterly "Walk MOORE With the Mayor" events. In 2018, we are not holding our annual Vision City Visit at the request of the City, but we do plan to explore the possibility of a new public/private partnership to assist in funding & development of an inclusive/accessible playground at the new Southeast park. We also are looking at new citizen engagement initiative called "On The Table" in the fall. Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Franklin Tomorrow and its Board of Directors and Executive Director interact with City of Franklin staff and elected officials on an almost daily basis. Executive Director Mindy Tate meets monthly with City Administrator Eric Stuckey to review projects, pending legislation before the Board of Mayor and Aldermen, and to identify opportunities for collaboration between the organization and the City of Franklin. In her role as Executive Director, Mindy works with various department heads and elected officials to gain an understanding of projects and plans underway in the City in the event that Franklin Tomorrow can play some role in the discussion. She and Board members represent Franklin Tomorrow at meetings where community input is needed. In 2017, she served on the Parking Study Committee and worked with the Parks Department to explore the feasibility of construction of an inclusive/accessible playground in Franklin, organizing a task force of community leaders to visit a similar facility in Murfreesboro and to serve as the grassroots for support of such a project.

We organized our fourth annual Vision City Visit in April to Alpharetta, Ga., to broaden the horizons of local leaders by creating interaction with their peers and others in cities which have experienced and dealt with rapid growth and accompanying challenges.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

Franklin Tomorrow intends to continue its programs like Breakfast With the Mayors, FrankTalks, and Get Fit Franklin.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

We continually monitor the attendance of our programs, such as Breakfast With the Mayors, FrankTalks, and Get Fit Franklin. Our social media presence continues to grow and we have a highly successful open rate on our electronic communications with more than 4,000 people on our email list.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

No

4. What percent of your local agency budget is your allocation request from the City of Franklin?

Less than 15%

5. What other fundraising activities does your agency engage in during the year?

We receive half of the revenue generated by sales of the Historic Franklin license plate. We work with corporate and individual partners for event sponsorship and general support of our organization. We have hosted other events and programs which have generated income, such as the Exemplary Community Volunteer Awards and Get Fit Franklin.

6. Do you charge any fees for your services?

Some of our activities require a fee for food or beverage, but we try to keep most events free or charge only a nominal entry fee, thanks to the generosity of our partners, including the City of Franklin.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Franklin Tomorrow Inc.

Name of Nonprofit Organization

198 E. Main St., Suite 4	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from Jan. 1, 2017 **through** Dec. 31, 2017

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		33,360
Donations and Gifts from Citizens		15,525
Membership Dues		0
Fees/Charges for Services		0
Fundraising Events		
Sale of Assets		208,392
Loans-Borrowed Funds		0
Investment Income		0
Other Receipts		24,762
Total Receipts	\$	282,039 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	6,350
Salaries and Wages		111,934
Employee Benefits		1,500
Payroll Taxes		8,563
Fees for Services (non-employee)		10,614
Advertising and Promotion		5,932
Office Expenses		18,932
Leases/Rentals		11,262
Maintenance and Repairs		215
Supplies		3,076
Travel		3,851

Utilities	2,579	
Insurance	4,685	
Conferences, Conventions and Meetings	885	
Interest		
Purchase of Capital Assets – Vehicles and Equipment	0	
Purchase of capital Assets – Property and Buildings	0	
Loan Payments	0	
Other	79,451	
Total Disbursements		\$ 269,829 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 12,210 (C)

Cash Balance - at the beginning of the fiscal year \$ 87,394 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 99,425 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ 99,425	
Cash in Bank – Checking	99,425	
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		\$ 99,425 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

City of Franklin funds go into our general fund to assist us in staging programs and events which will accomplish our mission to engage the community, foster collaboration, and advocate for a shared vision for the future of Franklin. Such events include the quarterly Breakfast With the Mayors, with average attendance of 350-400 people. Our monthly FrankTalks lecture series averages 80-100 people and has helped to engage individuals in timely topics. Additionally, our Get Fit Franklin project continues to represent the City in the Healthier Tennessee program and stage quarterly "Walk MOORE With the Mayor" events. In 2018, we do plan to explore the possibility of a new public/private partnership to assist in funding & development of an inclusive/accessible playground at the new Southeast park. We also are looking at new citizen engagement initiative called "On The Table" in the fall.

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 G. Tate

Printed Name

Mindy Tate

Signature

Phone Number (615) 794-0998

Email Address mindy@franklintomorrow.org

Date 3/23/18

Digitally signed by Mindy Tate
DN: cn=Mindy Tate, o=Franklin Tomorrow Inc., /c=US
Date: 2018.03.23 11:06:09 -0500



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248132325
Jan. 12, 2012 LTR 4168C E0
62-1821869 000000 00
00017065
BODC: TE

FRANKLIN TOMORROW INC
1406 CANNON ST
FRANKLIN TN 37064-3542



007061

Employer Identification Number: 62-1821869
Person to Contact: Paul M Perry
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 03, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 2005.

Our records also indicate that 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. 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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

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.

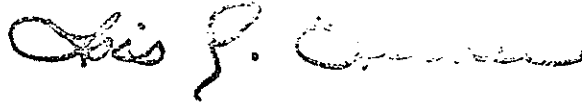
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance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

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Gentry's Education Center **Phone:** 615-925-1033

Contact Person & Title: Evelyn Hickerson, Executive Director

Mailing Address: 4221 Warren Road, Franklin, TN 37067

Federal Identification # (if applicable): EIN: 27-1202003

E-mail address: hickersoneve@fssd.org

Number of Active Participants in Organization: 55.

If necessary, use a separate sheet to provide requested information.

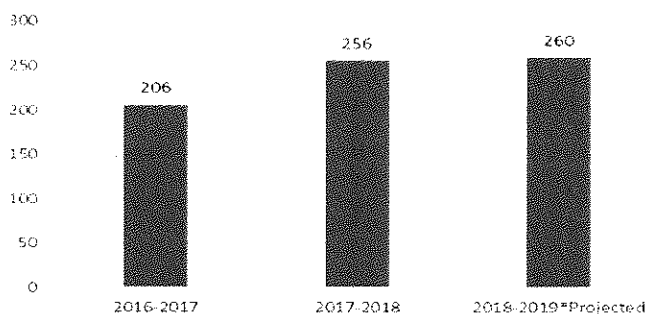
Does this organization charge fees to participants? Yes √ No

Yes: Registration fees are \$30.00 per student. Pre-Kindergarten program fee is \$60.00/week. After school tutoring program fee is \$20.00/week. Enrichment courses are \$60.00 for nine weeks of services. Gentry's can receive vouchers from the Family First program to assist with fee payments. To ensure no child is excluded, scholarships are available to students from very-low income households.

If No, please explain:

Please provide the approximate number of clients served by your program on a yearly basis: 200+.
All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County citizens:

Williamson County Students Enrolled at
Gentry's Education Center



For FY2017-18, Gentry's has provided after school programming to 256 students to date from Williamson County, a 14% increase from initial projections of 225. This year's enrollment is expected to be similar. Current programs are housed at Johnson Elementary School and Freedom Intermediate School. **(100% from Williamson County)** Currently, Gentry's does not receive any direct funding from Williamson County.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheets, if needed):

The Boys and Girls Club and the Franklin Special School District's (FSSD) Morning and After School Care program (MAC) also provide students with child care and academic support during the school year and summer. FSSD also offers Young Scholars Institute, an interest-based summer enrichment program. Students may attend for one or two weeks. Gentry's services are data-driven, yet holistic. Our program is evaluated based on academic and behavioral performance indicators; therefore, our program focus is to reduce achievement gaps and address the emotional health of students through ACEs services (adverse childhood

experiences). We also provide more opportunities for student participation when families are unable to pay for programming.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donation from private sources.

Gentry's Education Center at the Storefront (Gentry's) engages in a multi-faceted, long-term focused fundraising program with diverse revenue sources. We have a balanced revenue stream of grants, fees, and donations. Gentry's uses program fees from participants whose families can pay as a revenue source to support tutoring and enrichment activities during the school year and summer. Gentry's requires the Board of Directors to adhere to a Give/Get Policy in which a specific amount of financial support is received from each Board member either from a personal contribution or in obtaining a specific amount of money from a funding source. Gentry's engages the staff and Board of Directors in the United Way's Taste of Williamson campaign in which each participant solicits at least five ticket purchases or sales to raise money in the spring. The Executive Director and the Board Chair continue to build relationships with local industries and corporations that contribute to Gentry's mission and services either through monetary or in-kind support. Gentry's encourages online donations through a "Donate Now" tab on Giving Matters and on its web site. Gentry's utilizes a grant proposal writer to prospect research, write, and submit grant applications in focus areas that are deemed a suitable match for both the funder and Gentry's. Gentry's plans to include information about Giving Matters in its literature to direct donors to the "Donate Now" tab of our profile for those interested in donating online. Current plans include pursuing Facebook or Twitter social media tools as an element in fundraising. Gentry's has a systematic acknowledgement process, and we will continue that with the following schedule: Within 48 hours: Thank you call made by Executive director/staff; Within 1 week: Personal handwritten note sent; Monthly: Board Chair and Executive Director send thank you letter to donors at the \$500+ level.

Non-Profit Organization Request
for City of Franklin – Page Two

Organization: Gentry's Education Center

Expenditures:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Grants & Other Assistance:			
Individuals	\$1,241.00	\$2,800.00	\$2,500.00
Employee Salaries (Personnel and Tutors)	\$296,445.00	\$314,705.00	\$356,695.00
Employee Benefits	-	-	-
Payroll Taxes	\$9,700.00	\$11,644.00	\$12,000.00
Service Fees	\$29,804.00	\$33,820.00	\$35,000.00
Advertising & Promotion	-	\$1,525.00	\$1,500.00
Office Expenses	\$1,042.00	\$201.00	\$500.00
Information Technology	-	\$149.00	\$150.00
Travel & Entertainment	\$2,104.00	\$2,157.00	\$1,500.00
Conferences & Meetings	\$1,902.00	\$1,423.00	\$1,000.00
Interest	\$54.00	-	-
Depreciation & Amortization	\$4,726.00	\$4,495.00	\$5,000.00
Insurance	\$704.00	\$3,946.00	\$3,946.00
All other expenses	\$13,717.00	\$7,805.00	-
Total	\$361,439.00	\$384,670.00	\$419,791.00

Revenues:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	\$ -	\$ -	\$ -
City of Franklin Government	\$10,000.00	\$15,000.00	\$25,000.00
1. Contributions, Gifts & Grants:			
1a. United Way of Williamson County	\$2,500.00	\$5,170.00	\$32,400.00
1b. Other United Ways			
1c. Membership dues			
1d. Government Grants	\$159,671.00	\$200,425.00	\$227,813.00
1e. All Other Contributions	\$113,310.00	\$139,999.00	\$108,022.00
1f. TOTAL Contributions	\$285,481.00	\$360,594.00	\$393,235.00
Program Services	\$58,440.00	\$50,558.00	\$50,000.00
Investment Income (Dividends & Interest)	\$31.00	\$47.00	
All other revenue	\$20,942.00	\$16,968.00	\$20,000.00
Total	\$364,894.00	\$428,167.00	\$463,235.00

Non-Profit Organization Request for
City of Franklin – Page Three

Organization: Gentry's Education Center

Personnel & Salary Information

Personnel:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Employee Salaries (Represents personnel and tutors for programming)	\$296,445.00	\$314,705.00	\$356,695.00
Payroll Taxes	\$9,700.00	\$11,644.00	\$12,000.00
Total	\$306,145.00	\$326,349.00	\$368,695.00

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary):

Gentry's does not possess any equipment funded by Williamson County. However, previous funding from the City of Franklin FY2017-2018 allocation allowed Gentry's to leverage funds to purchase a Promethean board. This equipment is used for tutoring and enrichment activities with the students as well as workshops for parent, student, and teacher engagement. The board is located and maintained at Johnson Elementary School, 815 Glass Lane, Franklin, TN.

**City of Franklin
APPLICATION ADDENDUM**

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: **Gentry's Education Center at the Store Front** Date: 03/5/2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-2019:

History and Services:

For the past eight 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 to provide quality after school programming to address some of the most pressing academic and social needs of our students.

Services are holistic, addressing academics and emotional health, targeting PreK-6th grade students, 12-15 hours per week, who are economically disadvantaged, at risk of academic failure, or present emotional/behavioral issues. Programming is aligned with the framework recommended by the Afterschool Alliance, 21st Century Community Learning Centers, the Tennessee Department of Education Common Core Standards, and ACEs (adverse childhood experiences) best practices. Certified staff execute program activities using instructional and counseling strategies that are engaging and student-centered to maximize participation and attendance. STEM-based enrichment activities provide another path to proficiency during the school year and in the Summer Academy (June) to enhance reading and math and encourage critical thinking and problem solving.

Students are assessed throughout the year using STAR Renaissance Math and Reading to determine progress and expected performance on the annual state standardized assessment. Students receiving ACEs services are assessed using the Strengths and Difficulties Questionnaire (SDQ) to determine need for services and gauge progress during program participation. Gentry's also utilizes parent participation to enhance students' academic and social development through day to day interactions and planned activities.

Program evaluation is essential for success; therefore, formative and summative data is collected regarding academic achievement, attendance, and behavior to share with stakeholders and guide program improvement.

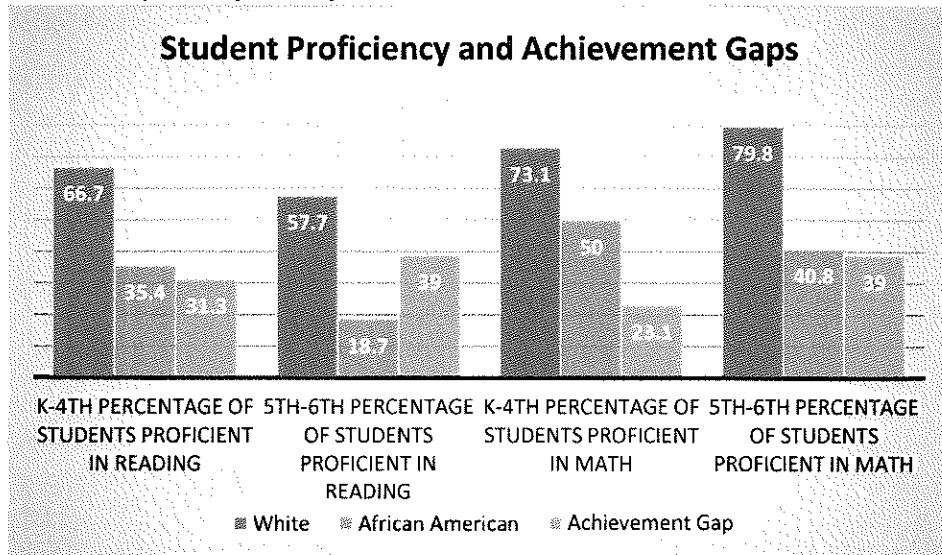
Need and Funding Request:

Gentry's Tutoring and Enrichment Program.

Gentry's students attend schools in the Franklin Special School District and live in inner city Franklin, where the poverty rate is a staggering 51.1% (American Census Bureau, 2010). Nearly all its students are eligible for the free and reduced lunch program; most are ethnic minorities; and currently nine students are families who are homeless. Gentry's serves a high proportion of students who have significant academic needs. These needs were further identified in students from New Hope Academy who have participated in past summer programming upon the recommendation of their school day teachers due to academic challenges. Teachers and families were surveyed on needs they identified and programming they felt would be beneficial.

Gentry's Community Board and Board members discussed how to incorporate these needs and interventions in program expansion. To that end, Gentry's Education Center at the Store Front is requesting \$25,000 to be leveraged with additional funds to increase Gentry's capacity to serve students at New Hope Academy – a new site for programming in addition to services offered at Johnson Elementary and Freedom Intermediate School. We project serving 260 students through tutoring, academic enrichment, and counseling during the 2018/2019 academic year. 64.8% of students served by Gentry's last year came from homes at or below the Federal Poverty Level.

The schools we project to serve this year have large gaps in academic proficiency between White Students (W) and African American Students (AA) both in Math and Reading/Language Arts.



Programming will go from September 4, 2018 to June 30, 2019, encompassing after school and summer extended learning. Gentry's will provide extended learning time during the school year Monday-Friday from 3:00-6:00 pm. Certified teachers will tutor students to ensure grade level mastery of reading and math curriculum. Students will receive 45 minutes of homework assistance and up to two hours of intensive, targeted tutoring in reading and math. During the school year, the program will analyze students' initial abilities and needs based on standardized testing along with information from current teachers. Tutors will work with students individually and in small groups of up to five for 12-15 hours per week. They will provide homework assistance and teach students skills through engaging project-based activities designed to meet students' academic needs while unlocking new opportunities. The Summer Academy will be held from 8:00 am to 3:00 pm June 2019. Certified teachers will facilitate learning through combined reading and math tutoring with project-based STEM activities. They will study academics in new ways, such as reading carefully to engineer spectacular cupcakes, understand sports movements, and analyze and replicate design in the arts. Doing so, they will discover the value of reading nonfiction based on their own interests and real-life math applications. 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. For the school year and summer programs, students' progress will be gauged through formative and summative assessments and survey data to guide program improvement.

Funding from the City of Franklin will provide leverage to increase Gentry's capacity by providing three (3) additional reading tutors for the school year program and three (3) additional tutors for the Summer academy in June 2019. Funding will also provide access to professional

development courses for three (3) teachers in research-based reading remediation techniques. Adding additional reading 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. This also allows for increased focus on specific learning needs and produces quicker learning and mastery of skills in standards-aligned reading goals.

City of Franklin Requested Items for FY2017-2018	Price Per Item/Service	Number of Items/Services	Total
One Reading Tutor @ \$20.00/hour x 2 hours/day x 155 days (School Year)	\$6,200.00	3	\$18,600.00
One Reading Tutor @ \$20.00/hour x 4 hours/day x 20 days (Summer 2019)	\$1,600.00	3	\$4,800.00
Professional Development (For 3 teachers)	\$1,600.00	NA	\$1,600.00
Total:			\$25,000.00

Proposed Program Objectives/Expected Outcomes:

- 90% of students will attend 60 days or more in program activities.
- 70% of students will demonstrate a .6 grade level growth/gain in reading and math by the final benchmark in May 2019.
- At least 85% of teachers surveyed will indicate that students benefitted from Gentry's interventions.
- At least 85% of parents surveyed will rate services provided by Gentry's as Helpful or Very Helpful and can name at least one academic strategy they plan to implement at home to improve reading/math abilities.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Gentry's has not had any formal interactions with the City of Franklin departments as described above.

Please answer completely the following questions using additional pages if necessary

1) Specifically, what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity, and duration of services.)

Last year the City of Franklin provided funding to Gentry's Tutoring and Enrichment Program. This investment allowed additional reading tutoring, ACEs programming (Adverse Childhood Experiences), and education supplies for our program. ACEs was a year-round program for students and families and served as an important addition to the before and after school program. Gentry's served 256 students with a staff of 35 teachers Monday – Friday for at least 2.5-3.0 hours in the afterschool program. Students were evaluated through STAR Renaissance Math and Reading to determine academic gains. Gentry's served 52 students/families (12 more than the 40 students projected) and trained 62 teachers in ACEs programming. Group and individual counseling sessions were scheduled up to 4x per week and weekend workshops were held to increase awareness of ACEs and interventions. Students receiving ACEs services were assessed using the Strengths and Difficulties Questionnaire (SDQ) to determine need for services and gauge progress during program participation. Students at Johnson Elementary School and Freedom Intermediate School were eligible with preference given to those with the greatest need, based on academic risks, behavior problems, and family income.

Proposed Objectives	Outcomes
90% of students will attend 60 days or more in program activities.	Objective met. 90% of students attended at least 60 days or more of programming
70% of students will demonstrate a .4 grade level growth/gain in reading and math by the final benchmark in May 2018.	Objective met. Final benchmark is scheduled for May 2018; however, at mid-year, 70% of students were demonstrating at least a .6 grade level gain
By May 2018, 70% of the students identified for counseling services will recognize their own individual strengths and challenges and can name at least two.	Objective met. Final benchmark is scheduled for May 2018; however, results from February 2018 indicated that 78% of students in ACEs programming showed at least a 10% improvement in symptoms per the SDQ scores and could identify a strength and challenge personal to them.
By May 2018, 70% of students who participated in counseling will rate their emotional well-being higher than they did in their first session as measured by a self-assessment of feelings.	Objective met. Final benchmark is scheduled for May 2018; however, results from February 2018 indicated the 78% of ACEs participants identified positive feelings about their emotions and self-worth.
At least 85% of parents will rate services provided by Gentry's as Helpful or Very Helpful and can name at least one idea – academic and/or emotional improvement – they plan to implement.	Objective met. 85% of parents consider Gentry's Very Helpful and 80% could identify at least one strategy to use at home with their children.

2) Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

A systematic procedure is in place to monitor student progress throughout the program and to assess the program's impact annually. Evaluation is conducted in conjunction with Franklin Special School District to ensure Gentry's program aligns with school district goals. Gentry's

programming is data-driven, yet holistic. We aim to see children succeed academically and emotionally as behavior can influence a child's success level in school.

Attendance is recorded each program day to identify students who attend on a regular basis. Consistent attendance is necessary for students to receive a true benefit of supplemental instruction. Data is analyzed weekly to track absences and develop communication plans to parents/classroom teachers to encourage attendance.

Achievement is measured through formative and summative assessments.

- Formative assessment monitors student learning to provide ongoing feedback that is used to modify learning intervention strategies for students who are not making expected progress. This data is analyzed to ensure students are meeting requirements for proficiency in math, reading, science, and social studies and identifies students that are not proficient. Information is used to improve test-taking skills and modify interventions. Gentry's primarily uses STAR Reading and Math research-based assessments to collect formative data throughout the year. They are student-centered as the student can see his/her strengths and weaknesses and target areas that need work.
- Summative assessments are the final measure of achievement designed to evaluate student learning at the end of the academic year and compare it to a standard. The Tennessee Comprehensive Assessment Program (TCAP), the state standardized achievement test, is the summative assessment for Gentry's participants. Results are used to measure individual gains in performance as well as the entire group and scores of subgroups for economically disadvantaged and for minorities.

ACEs Services are assessed using the Strengths and Difficulties Questionnaire (SDQ) to determine need for services and document progress during program participation. ACEs also analyzes behavior by the number of referrals made to the principal, detention, and suspension. Gentry's goal is to identify students with behavioral intervention needs and connect them with appropriate services, thus reducing behavior problems that interfere with learning. Data collected on behavior problems allows Gentry's to assess effective interventions in the afterschool program, the regular classroom, and with families.

3) Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

The Tennessee Department of Human Services licenses after school programs along with child care centers to determine the quality of service they provide. Under Tennessee's Child Care Report Card System, every licensed child care agency must undergo an annual evaluation and post a report card of the results. Agencies are required to post their report card with their renewal license where parents can clearly see them. The Report Card system is mandatory for all licensed providers providing 15 or more hours of services per week. Gentry's meets the standards for Child Care Centers and School Age Programs per TN State Board of Education Chapter 0520-12-01.

4) What percent of your local agency budget is your allocation request from the City of Franklin?

Our request of \$25,000.00 represents 5.9% of our total agency budget of \$419,791.00.

5) What other fundraising activities does your agency engage in during the year?

Gentry's Education Center at the Storefront (Gentry's) engages in a multi-faceted, long-term focused fundraising program with diverse revenue sources. We have a balanced revenue stream of grants, fees, and donations. Gentry's uses program fees from participants whose families can pay as a revenue source to support tutoring and enrichment activities during the school year and summer. Gentry's requires the Board of Directors to adhere to a Give/Get Policy in which a specific amount of financial support is received from each Board member either from a personal contribution or in obtaining a specific amount of money from a funding source. Gentry's engages the staff and Board of Directors in the United Way's Taste of Williamson campaign in which each participant solicits at least five ticket purchases or sales to raise money in the spring. The Executive Director and the Board Chair continue to build relationships with local industries and corporations that contribute to Gentry's mission and services either through monetary or in-kind support. Gentry's encourages online donations through a "Donate Now" tab on Giving Matters and on its web site. Gentry's utilizes a grant proposal writer to prospect research, write, and submit grant applications in focus areas that are deemed a suitable match for both the funder and Gentry's. Gentry's plans to include information about Giving Matters in its literature to direct donors to the "Donate Now" tab of our profile for those interested in donating online. Current plans include pursuing Facebook or Twitter social media tools as an element in fundraising. Gentry's has a systematic acknowledgement process, and we will continue that with the following schedule: Within 48 hours: Thank you call made by Executive director/staff; Within 1 week: Personal handwritten note sent; Monthly: Board Chair and Executive Director send thank you letter to donors at the \$500+ level.

6) Do you charge any fees for your services?

Registration fees are \$30.00 per student. Pre-Kindergarten program fee is \$60.00/week. The afterschool tutoring program fee is \$20.00/week. Enrichment courses are \$60.00 for nine weeks of services. Gentry's can receive vouchers from the Family First program to assist with fee payments. To ensure no child is excluded, scholarships are available to students from very-low income households

***GENTRY'S EDUCATION CENTER
@ THE STORE FRONT, INC.
(A Nonprofit Organization)***

**Financial Statements
With Independent Accountants' Review
Report Thereon
For The Years Ended December 31, 2016 and 2015**

**H A Beasley & Company, PLLC
Certified Public Accountants
Murfreesboro, Tennessee**

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.

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**H A Beasley
& Company, PLLC**

Certified Public Accountants

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
Gentry's Education Center @ the Store Front, Inc.

We have reviewed the accompanying financial statements of Gentry's Education Center @ the Store Front, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads 'H A Beasley & Company, PLLC'.

H A Beasley & Company, PLLC
February 13, 2017

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GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
CURRENT ASSETS		
Cash and equivalents	\$ 79,502	\$ 65,261
Grants and accounts receivable	<u>13,698</u>	<u>16,716</u>
Total current assets	93,200	81,977
 PROPERTY AND EQUIPMENT, NET	 <u>8,198</u>	 <u>12,397</u>
 TOTAL ASSETS	 <u><u>\$ 101,398</u></u>	 <u><u>\$ 94,374</u></u>
 CURRENT LIABILITIES		
Accounts payable	\$ 10,002	\$ 12,289
Accrued liabilities	<u>17,028</u>	<u>10,697</u>
Total current liabilities	27,030	22,986
 NET ASSETS		
Temporarily Restricted	1,500	-
Unrestricted	<u>72,868</u>	<u>71,388</u>
Total net assets	<u>74,368</u>	<u>71,388</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 101,398</u></u>	<u><u>\$ 94,374</u></u>

See accompanying notes to financial statements and independent accountants' review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

	2016		2015	
	Unrestricted	Temporarily Restricted	Totals	
PUBLIC SUPPORT AND REVENUE				
Public support				
Grant income	\$ 201,671	\$ -	\$ 201,671	\$ 205,848
Contributions	82,237	1,500	83,737	94,474
Total public support	283,908	1,500	285,408	300,322
Revenue				
Program fees	58,440	-	58,440	89,044
Miscellaneous income	21,890	-	21,890	5,846
Total revenue	80,330	-	80,330	94,890
Released from restrictions	-	-	-	-
Total public support and revenue	364,238	1,500	365,738	395,212
EXPENSES				
Program services	303,720	-	303,720	307,545
Management and general	30,165	-	30,165	27,662
Fundraising	28,873	-	28,873	17,870
Total expenses	362,758	-	362,758	353,077
Increase in net assets	1,480	1,500	2,980	42,135
Net assets at beginning of year	71,388	-	71,388	29,253
Net assets at end of year	\$ 72,868	\$ 1,500	\$ 74,368	\$ 71,388

See accompanying notes to financial statements and independent accountants' review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

	2016				2015			
	Program Services	Management and General	Fund- raising	Total Expenses	Program Services	Management and General	Fund- raising	Total Expenses
Payroll and tutors	\$ 273,480	\$ 19,365	\$ 3,600	\$ 296,445	\$ 263,523	\$ 17,200	\$ 3,600	\$ 284,323
Payroll taxes	7,934	1,489	277	9,700	7,038	1,338	280	8,656
Total compensation	281,414	20,854	3,877	306,145	270,561	18,538	3,880	292,979
Contract services	950	-	18,103	19,053	5,575	375	7,465	13,415
Professional fees	-	5,376	5,375	10,751	-	5,283	5,282	10,565
Depreciation	5,198	-	-	5,198	3,770	-	-	3,770
Class materials and supplies	2,858	-	-	2,858	7,137	-	-	7,137
Special events	2,489	-	-	2,489	-	-	-	-
Food and nutrition	2,421	-	-	2,421	2,895	-	-	2,895
Travel	2,104	-	-	2,104	1,291	-	-	1,291
Staff and volunteer	674	675	674	2,023	817	817	816	2,450
Conferences & meetings	1,902	-	-	1,902	3,362	-	-	3,362
Enrichment and educational	1,327	-	-	1,327	3,625	-	-	3,625
Grants made - individuals	1,241	-	-	1,241	-	-	-	-
Meals and entertainment	-	1,141	-	1,141	-	280	-	280
Office supplies	-	913	-	913	-	1,151	-	1,151
Fundraising	-	-	844	844	-	-	427	427
Insurance	352	352	-	704	363	363	-	726
Seed program	690	-	-	690	2,200	-	-	2,200
Licenses and permits	-	292	-	292	-	242	-	242
Postage and delivery	-	129	-	129	-	211	-	211
Incentives and rewards	100	-	-	100	93	-	-	93
Bank fees	-	93	-	93	-	208	-	208
Interest	-	54	-	54	-	53	-	53
Field trips	-	-	-	-	5,856	-	-	5,856
Miscellaneous	-	286	-	286	-	141	-	141
Total Expenses	\$ 303,720	\$ 30,165	\$ 28,873	\$ 362,758	\$ 307,545	\$ 27,662	\$ 17,870	\$ 353,077

See accompanying notes to financial statements and independent accountants' review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

CASH FLOWS FROM OPERATING ACTIVITIES	2016	2015
Change in net assets	\$ 2,980	\$ 42,135
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	5,198	3,770
Decrease (increase) in operating assets:		
Grants and accounts receivable	3,018	(3,140)
Increase (decrease) in operating liabilities:		
Accounts payable	(2,287)	4,030
Accrued liabilities	6,331	(28)
NET CASH PROVIDED BY OPERATING ACTIVITIES	15,240	46,767
CASH FLOWS USED FOR INVESTING ACTIVITIES		
Purchases of property and equipment	(999)	(6,236)
NET INCREASE IN CASH AND EQUIVALENTS	14,241	40,531
CASH AND EQUIVALENTS AT BEGINNING OF YEAR	65,261	24,730
CASH AND EQUIVALENTS AT END OF YEAR	\$ 79,502	\$ 65,261

See accompanying notes to financial statements and independent accountants' review report.

***GENTRY'S EDUCATION CENTER
@ THE STORE FRONT, INC.
(A Nonprofit Organization)***

**Financial Statements
With Independent Accountants' Review
Report Thereon
For The Years Ended December 31, 2016 and 2015**

**H A Beasley & Company, PLLC
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GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.

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& Company, PLLC**

Certified Public Accountants

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
Gentry's Education Center (@ the Store Front, Inc.

We have reviewed the accompanying financial statements of Gentry's Education Center (@ the Store Front, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in black ink that reads "H A Beasley & Company, PLLC". The signature is written in a cursive, flowing style.

H A Beasley & Company, PLLC
February 13, 2017

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GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
CURRENT ASSETS		
Cash and equivalents	\$ 79,502	\$ 65,261
Grants and accounts receivable	<u>13,698</u>	<u>16,716</u>
Total current assets	93,200	81,977
 PROPERTY AND EQUIPMENT, NET	 <u>8,198</u>	 <u>12,397</u>
 TOTAL ASSETS	 <u><u>\$ 101,398</u></u>	 <u><u>\$ 94,374</u></u>
 CURRENT LIABILITIES		
Accounts payable	\$ 10,002	\$ 12,289
Accrued liabilities	<u>17,028</u>	<u>10,697</u>
Total current liabilities	27,030	22,986
 NET ASSETS		
Temporarily Restricted	1,500	-
Unrestricted	<u>72,868</u>	<u>71,388</u>
Total net assets	<u>74,368</u>	<u>71,388</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 101,398</u></u>	<u><u>\$ 94,374</u></u>

See accompanying notes to financial statements and independent accountants' review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

	2016		2015	
	Unrestricted	Temporarily Restricted	Unrestricted	Temporarily Restricted
PUBLIC SUPPORT AND REVENUE				
Public support				
Grant income	\$ 201,671	\$ -	\$ 205,848	\$ -
Contributions	82,237	1,500	94,474	-
Total public support	283,908	1,500	300,322	-
Revenue				
Program fees	58,440	-	89,044	-
Miscellaneous income	21,890	-	5,846	-
Total revenue	80,330	-	94,890	-
Released from restrictions	-	-	-	-
Total public support and revenue	364,238	1,500	395,212	-
EXPENSES				
Program services	303,720	-	307,545	-
Management and general	30,165	-	27,662	-
Fundraising	28,873	-	17,870	-
Total expenses	362,758	-	353,077	-
Increase in net assets	1,480	1,500	42,135	-
Net assets at beginning of year	71,388	-	29,253	-
Net assets at end of year	\$ 72,868	\$ 1,500	\$ 71,388	\$ -

See accompanying notes to financial statements and independent accountants' review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

	2016			2015				
	Program Services	Management and General	Fund- raising	Total Expenses	Program Services	Management and General	Fund- raising	Total Expenses
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Depreciation	5,198	-	-	5,198	3,770	-	-	3,770
Class materials and supplies	2,858	-	-	2,858	7,137	-	-	7,137
Special events	2,489	-	-	2,489	-	-	-	-
Food and nutrition	2,421	-	-	2,421	2,895	-	-	2,895
Travel	2,104	-	-	2,104	1,291	-	-	1,291
Staff and volunteer	674	675	674	2,023	817	817	816	2,450
Conferences & meetings	1,902	-	-	1,902	3,362	-	-	3,362
Enrichment and educational	1,327	-	-	1,327	3,625	-	-	3,625
Grants made - individuals	1,241	-	-	1,241	-	-	-	-
Meals and entertainment	-	1,141	-	1,141	-	280	-	280
Office supplies	-	913	-	913	-	1,151	-	1,151
Fundraising	-	-	844	844	-	-	427	427
Insurance	352	352	-	704	363	363	-	726
Seed program	690	-	-	690	2,200	-	-	2,200
Licenses and permits	-	292	-	292	-	242	-	242
Postage and delivery	-	129	-	129	-	211	-	211
Incentives and rewards	100	-	-	100	93	-	-	93
Bank fees	-	93	-	93	-	208	-	208
Interest	-	54	-	54	-	53	-	53
Field trips	-	-	-	-	5,856	-	-	5,856
Miscellaneous	-	286	-	286	-	141	-	141
Total Expenses	\$ 303,720	\$ 30,165	\$ 28,873	\$ 362,758	\$ 307,545	\$ 27,662	\$ 17,870	\$ 353,077

See accompanying notes to financial statements and independent accountants' review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

CASH FLOWS FROM OPERATING ACTIVITIES	2016	2015
Change in net assets	\$ 2,980	\$ 42,135
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
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Accounts payable	(2,287)	4,030
Accrued liabilities	6,331	(28)
NET CASH PROVIDED BY OPERATING ACTIVITIES	15,240	46,767
CASH FLOWS USED FOR INVESTING ACTIVITIES		
Purchases of property and equipment	(999)	(6,236)
NET INCREASE IN CASH AND EQUIVALENTS	14,241	40,531
CASH AND EQUIVALENTS AT BEGINNING OF YEAR	65,261	24,730
CASH AND EQUIVALENTS AT END OF YEAR	\$ 79,502	\$ 65,261

See accompanying notes to financial statements and independent accountants' review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016 AND 2015

NOTE A—NATURE OF ACTIVITIES, BASIS OF ACCOUNTING AND SIGNIFICANT ACCOUNTING PRINCIPLES

Nature of Operations

Gentry's Education Center @ the Store Front, Inc. (the "Organization") is a nonprofit tutoring and enrichment afterschool and summer camp program serving students in the Franklin Special School District in Williamson County, Tennessee. Services are provided to students for an affordable registration fee. Enrichment classes are provided for an additional nominal fee.

Basis of Accounting

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

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 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 revenue and other support and expenses during the reporting period. Actual results could differ from those estimates.

Financial Statement Presentation

The Organization presents its financial statements in accordance with Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") 958, *Financial Statements for Not-for-Profit Organizations*. Accordingly, the Organization reports information regarding its financial position and activities according to the three classes of net assets: unrestricted, temporarily restricted and permanently restricted.

Unrestricted Net Assets

Unrestricted net assets include unrestricted resources which represent the portion of funds that are available for the operating objectives of the Organization.

Temporarily Restricted Net Assets

Temporarily restricted net assets consist of donor restricted contributions and grants. Amounts restricted by donors for a specific purpose are deemed to be earned and reported as temporarily restricted revenue, when received, and such unexpended amounts are reported as temporarily restricted net assets at year-end. When the donor restriction expires, that is, when a stipulated time or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as "net assets released from restrictions".

Permanently Restricted Net Assets

Permanently restricted net assets consist of donor restricted contributions, which are required to be held in perpetuity. Income from the assets held is available for either general operations or specific purposes, in accordance with donor stipulations. The Organization had no permanently restricted net assets as of December 31, 2016 and 2015.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016 AND 2015

NOTE A—NATURE OF ACTIVITIES, BASIS OF ACCOUNTING AND SIGNIFICANT ACCOUNTING PRINCIPLES (CONTINUED)

Contributions

Contributions are recognized as revenues when received or unconditionally pledged. All contributions are available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted contributions are reported as an increase in temporarily restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Cash and Equivalents

Cash and equivalents include cash on hand and any short-term investments with original maturities of three months or less.

Grants and Accountants Receivable

Grants and accounts receivable consist of accounts and grants due in less than one year, recorded at their realizable value upon receipt. An allowance for doubtful collectability is provided based on management's evaluation of potential uncollectible grants and accounts receivable at year-end. As of December 31, 2016 and 2015, management has estimated the allowance for doubtful collectability to be \$-0-.

Property and Equipment

The Organization capitalizes all property and equipment expenditures with a cost of \$500 or more and having estimated useful lives of more than one year. Property and equipment are recorded at cost or, for donated items, at fair value as of the date received. Expenditures for major additions and improvements are capitalized and minor replacements, maintenance and repairs are charged to expense when incurred.

When property and equipment are retired or otherwise disposed of, the cost and accumulated depreciation are removed from the accounts and any resulting gain or loss is included in the statement of activities for the respective period. Depreciation is computed using the straight-line method over the estimated useful lives of 5 years.

Functional Expenses

Presentation of operating expenses includes production costs directly incurred for program activities and supporting expense activity classifications of management and general as well as fundraising.

Income Taxes

The Organization is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, the Organization has made no provision for federal income taxes in the accompanying financial statements. The Organization has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509 (a) (2) of the Internal Revenue Code.

The Organization has evaluated its tax positions for all open tax years. Currently, the tax years open and subject to examination by the Internal Revenue Service are the 2015, 2014 and 2013. However, the Organization is not currently under audit nor has the Organization been contacted by any jurisdiction. Based on the evaluation of the Organization's tax positions, management believes all tax positions taken would be upheld under an examination. Therefore, no provision for the effects of uncertain tax positions has been recorded for the years ended December 31, 2016 and 2015.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016 AND 2015

NOTE B—GRANTS AND ACCOUNTS RECEIVABLE

For the years ended December 31, 2016 and 2015, grants and accounts receivable consisted of funds due from separate grants from the Tennessee Department of Education totaling \$13,698 and \$16,716.

NOTE C—PROPERTY AND EQUIPMENT, NET

As of December 31, 2016 and 2015 property and equipment consist of computers and video equipment with a total cost of \$22,217 and \$21,218, respectively, and the related accumulated depreciation totaling \$14,019 and \$8,821, respectively.

During the years ended December 31, 2015 and 2014 depreciation expense totaled \$5,198 and \$3,770 respectively.

NOTE D—FUNCTIONAL EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

For the years ended December 31, 2016 and 2015 the Organization incurred program service expenses of \$303,720 and \$307,545, respectively, management and general expenses of \$30,165 and \$27,662, respectively, and fundraising expenses of \$28,873 and \$17,870, respectively.

NOTE E—TEMPORARILY RESTRICTED NET ASSETS

As of December 31, 2016 the temporarily restricted net assets was \$1,500 and included contributions received for a specific purpose. As of December 31, 2015 there were no temporarily restricted net assets.

NOTE F—RISK CONCENTRATION

At times throughout the year, the Organization may maintain cash balances in certain accounts in excess of Federal Deposit Insurance Corporation ("FDIC") limits which have been established to be \$250,000 for substantially all depository accounts. The Organization as of December 31, 2016 and 2015 had no cash balances in excess of the FDIC limit.

For the years ended December 31, 2016 and 2015, approximately 44% and 43%, respectively, of the Organization's revenues came from the 21st Century Community Learning Centers Grant Program with the Tennessee Department of Education.

NOTE G—CASH FLOW INFORMATION

During the years ended December 31, 2016 and 2015 net cash provided by operating activities includes cash payments of interest of \$31 and \$53, respectively.

NOTE H—SUBSEQUENT EVENTS

Subsequent events have been evaluated through February 13, 2017 which is the date the financial statements were available to be issued. There have been no adjustments to the financial statements to include any subsequent transactions or events.

Evelyn Hickerson
Gentry's Education Center @ the Store Front, Inc.
4221 Warren Road
Franklin, TN 37067

Tennessee Secretary of State
Tre Hargett



Division of Charitable Solicitations, Fantasy Sports, and Gaming
312 Rosa L. Parks Avenue, 8th Floor
Nashville, Tennessee 37243-1102

Jonathan Rummel
Interim Director
May 12, 2017

615-741-2555
Jonathan.Rummel@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, 2018**

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

CE:CO20587

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

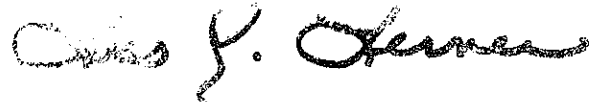
Dear Applicant:

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)



TENNESSEE DEPARTMENT OF EDUCATION

CERTIFICATION OF APPROVAL
Gentry's Education Foundation at
Johnson Elementary

This agency has met the minimum standards for child care program approval
pursuant to TCA 49-1-302(l) et seq. for fiscal year 2017-2018.

Maximum number of children enrolled: 125 Expiration date: September 30, 2018

Location: 815 Glass Lane County: Williamson

Commissioner

Candice McQueen

Director, School-based Support Services

Issue date:

Missy McNeely
10/18/17



104 Southeast Parkway
Franklin, TN 37064
615.794.9055
info@graceworksministries.net

2382 Fairview Boulevard
Fairview, TN 37062
615.799.0006
fairview@graceworksministries.net

March 14, 2018

Dear Board of Mayor and Aldermen,

Thank you for the opportunity to submit an application for funding from the City of Franklin.

GraceWorks helps thousands of Franklin residents each year with many types of needs such as food, shelter, clothing and other basic needs. We are asking the city for \$15,000 to assist residents with one basic human need - shelter. These funds will pay rent, utilities, heating and cooling for city residents in crisis.

Your support at this time is particularly important to ensure Franklin residents receive the housing assistance they desperately need. GraceWorks, with your help, can continue to meet these needs. You can meet more than a need; you can help the people of Franklin!

Attached you will find the required paperwork. We believe all questions have been answered sufficiently. However, GraceWorks is vitally interested in complete compliance with your process. Please let me know if you have further questions or need more information.

Thank you for the opportunity to apply for funding from City of Franklin and your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Alicia Bell".

Alicia Bell
Director of Development
GraceWorks Ministries, Inc.
794-9055 x 161
abell@graceworksministries.net





**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: GraceWorks Phone: 615 794-9055

Contact Person & Title: Alicia Bell, Director of Development

Mailing Address: 104 Southeast Pkwy, Franklin, TN 37064

Federal Identification # (if applicable): 62-1584204

Email Address: abell@graceworksministries.net

Number of Active Participants in Organization: 38 full-and-part-time; 207 volunteers/week

Does this organization charge fees to participants? Yes _____ No X

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: GraceWorks provides services free of charge

Please provide the approximate number of clients served by your program on a yearly basis
8500

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: _____

GraceWorks serves only Williamson County residents. In the 2016-17 fiscal year, a total of \$4,143,855 was spent on services, as shown on page 3 of the attached audit.

One hundred percent of those expenses served Williamson County residents.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

Please see additional sheet.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources. Our donations are confidential, but in 2017, GraceWorks used a mailing campaign, wrote grants, held fundraising events and received donations from churches, businesses, civic groups and individuals.

**Non-Profit Organization Request for
City of Franklin - Page Two**



Organization: GraceWorks (please see additional sheet)

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Total			

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government			
City of Franklin Government			
Total			

Budget Form - Total Agency

Agency Name: **GraceWorks Ministries**

Please specify: **Report is current (PLEASE CHECK ONE)**

X Fiscal Year

Calendar Year

A. Revenue	FY 2016 or '16/'17 *	FY 2017 or '17/'18	FY 2018 or '18/'19
1. Contributions, Gifts & Grants:			
1a. United Way of Williamson County	52,000.00	52,000.00	72,000.00
1b. Other United Ways	6,865.00	6,865.00	6,865.00
1c. Membership dues			
1d. City of Franklin	13,395.00		
1d. Williamson County	17,617.00	31,012.00	31,012.00
1e. All Other Contributions	3,546,872.00	3,616,809.00	3,689,145.18
1f. TOTAL Contributions	3,636,749.00	3,707,686.00	3,781,839.72
2. Program Services			0.00
3. Investment Income (Dividends & Interest)	2,843.00	2,890.00	2,947.80
4. Royalties			0.00
5. Net Rental Income			0.00
6. Net Gain (Loss) on Sale of Assets Other than Inventory			0.00
Special Events	112,197.00	114,440.00	116,728.80
8. Net Income (Loss) from Gaming			0.00
9. Net Income (Loss) from Sale of Inventory	936,618.00	955,350.00	974,457.00
10. All other revenue (please describe on separate page)			
11. Total Revenue:	4,688,407.00	4,782,175.00	4,875,973.32
B. Functional Expenses	FY 2016 or '16/'17 **	FY 2017 or '17/'18	FY 2018 or '18/'19
12. Grants & Other Assistance:			
12a. Organizations & Governments			
12b. Individuals			
13. Employee Salaries	778,848.00	794,425.00	810,313.50
14. Employee Benefits	38,049.00	38,810.00	39,586.20
15. Payroll Taxes	72,076.00	73,518.00	74,988.36
16. Service Fees	10,926.00	11,145.00	11,367.90
17. Advertising & Promotion	4,245.00	4,330.00	4,416.60
18. Office Expenses	30,938.00	31,557.00	32,188.14
19. Information Technology	40,252.00	41,057.00	41,878.14
20. Royalties			0.00
21. Occupancy	263,918.00	269,196.00	274,579.92
22. Travel & Entertainment	22,867.00	23,324.00	23,790.48
23. Conferences & Meetings			0.00
24. Interest			0.00
25. Payment to Affiliates			0.00
26. Depreciation & Amortization	21,481.00	21,911.00	22,349.22
27. Insurance	57,098.00	58,240.00	59,404.80
28. All other expenses (please explain on separate page)	3,301,065.00	3,367,086.30	3,434,428.03
29. Total Functional Expenses:	4,641,763.00	4,734,599.30	4,829,291.29
30. UWWC Funding % of Program functional Expense			
C. Surplus (Deficit)	46,644.00	47,575.70	46,682.03
D. # FTEs (Full-Time Equivalents)-- not including volunteers	27.00	27.00	27.00

* Figures in the revenue section should reflect the attached IRS 990/990EZ

** Figures in the functional expense section should reflect the numbers from Column A in the attached IRS 990/990EZ

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: GraceWorks

Personnel & Salary Information

PERSONNEL: Please see additional sheet	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Total			

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A

Agency Salary Data

(MUST include Agency Director/President, CEO, COO, CFO [all executives and upper management]
plus Williamson County-specific staff only)

NOTE: All salary information will remain confidential

Agency Name: GraceWorks

Program: Shelter

(Salaries only - do not include benefits)

Title or Position	PT or FT	2016-17	2017-18	Projected 2018-19
President (CEO)	FT	\$105,000.00	\$105,000.00	\$108,150.00
Director of Development	FT	\$60,000.00	\$60,000.00	\$61,800.00
Director of Operations	FT	\$58,000.00	\$58,750.00	\$60,512.50
Director of Neighbor Resources	FT	\$56,650.00	\$56,650.00	\$58,349.50
Program Admin Assistant	FT	\$32,572.00	\$32,575.00	\$33,552.25
Neighbor Resources Worker	FT	\$29,046.00	\$29,050.00	\$29,921.50
Manager Food Pantry	FT	\$32,136.00	\$32,100.00	\$33,063.00
Senior Manager GraceWorks West	FT	\$45,320.00	\$45,320.00	\$46,679.60
Assistant Manager GraceWorks West	FT	\$25,085.00	\$25,000.00	\$25,750.00
GraceWorks West Retail Assistant	FT	\$10,452.00	\$10,500.00	\$10,815.00
Donor and Relations Manager	FT	\$30,900.00	\$30,900.00	\$31,827.00
Church Relations and Outreach Manager	FT	\$35,020.00	\$35,000.00	\$36,050.00
Communications Manager	FT	\$33,990.00	\$34,000.00	\$35,020.00
Retail Manager	FT	\$44,279.00	\$38,000.00	\$39,140.00
Executive Administrator	FT	\$24,102.00	\$35,000.00	\$36,050.00
HR/Bookkeeper	FT	\$42,619.00	\$42,000.00	\$43,260.00
Development Administrative Coordinator	FT	\$0.00	\$26,100.00	\$26,883.00
Store Employees (8.14FTE; 7.87 FTE)	FT and PT	\$179,883.00	\$174,557.00	\$17,979,371.00
Transportation Employees (4 FTE)	FT and PT	\$103,784.00	\$95,112.00	\$9,796,549.00
Facilities Manager	FT	\$	\$35,000.00	\$36,050.00
TOTALS			\$1,000,614.00	\$28,468,280.85



City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: GraceWorks Date: _____

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

While GraceWorks helps thousands of residents in the city of Franklin each year with many types of needs, we are asking the City of Franklin for \$15,000 to assist residents with one basic human need - shelter. This would be \$1250 per month and would help with our Shelter Fund: rent assistance, utilities, heating and cooling for our neighbors in need in the city of Franklin. The average assistance given for rent per family is \$522, and the average assistance for utility bills is \$140. Each person we serve is 250% or below federal poverty guidelines or in situational poverty, in which they are facing temporary setbacks from an illness, accident, death or other circumstances. They are not required to, but some clients provide a portion of the bill when they can without causing further economic distress.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

GraceWorks and the City of Franklin have been strong partners for many years. We collaborate with police officers to provide meals, transportation and temporary lodging for homeless, transients and travelers. The city police respond to our security concerns when needed. From serving members of our community through new air conditioners or with school supplies, we have enjoyed and appreciated the partnership. Officers have participated in our Poverty Simulation where our volunteers and staff go through a day-long workshop to better understand the guests we serve. The mayor and several aldermen have supported and spoken at our backpack event and our annual fundraising dinner. GraceWorks hires Franklin Police in various events during the year, including the Big Backpack Giveaway in August and the Turkey Trot 5K in November.

Additionally, GraceWorks is the Williamson County and City of Franklin Red Cross Disaster Relief Partner. We are responsible in collecting and distributing physical items such as food, clothing, furniture, household items, water, personal hygiene items and clean supplies to residents of the city of Franklin, Williamson County and Middle Tennessee in times of disaster. During these difficult times, our strong collaboration with the city of Franklin staff, aldermen and mayor continues as we all care for the community we live in.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)
GraceWorks' Shelter Fund assists residents in paying rent, utilities, heating and cooling with resources to move past a point of financial and emotional crisis. In 2017, GraceWorks assisted 3261 residents with \$454,277 in rent and utility payments. All were stabilized in a time of crisis.
2. Are there procedures in place for measuring the results achieved by your agency?
If so, provide detailed data.
Our procedure is to track each request and response in the Charity Tracker database. Requests and assistance are tracked and compared with previous months, quarters and years. Each program and activity is evaluated during the year and analyzed to see what areas of need are increasing. Referrals, collaborations, recommendations, special requests are also noted.
3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.
GraceWorks is approved by the Tennessee Department of State as a charitable organization, as well as receiving annual external independent audits. We have a four-star rating from Charity Navigator and the 2017 Seal of Transparency from GuideStar. GraceWorks is listed on Giving Matters as a registered nonprofit.
4. What percent of your local agency budget is your allocation request from the City of Franklin?
GraceWorks is requesting \$15,000 which is .6% of a \$2,408,729 monetary budget. GraceWorks' resources are provided by in-kind donations.
5. What other fundraising activities does your agency engage in during the year?
GraceWorks' annual events are a fundraising dinner, Golf For GraceWorks challenge and the Turkey Trot 5K. Other fundraising monies come from grants, the Combined Federal Campaign, mail campaigns, business partners, sponsorships, small events and online giving.
6. Do you charge any fees for your services?
GraceWorks does not charge a fee for services. Although not a requirement, The neighbors we serve are sometimes able to contribute a portion of a bill when it doesn't increase their economic distress.

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

DEPARTMENT OF THE TREASURY

Date: MAY 26 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)



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

GraceWorks Ministries

Name of Nonprofit Organization

104 Southeast Parkway	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

**Annual Financial Report of Cash Receipts, Disbursements, and Balances
For the Fiscal Year from 2016 through 2017**

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ <u>0</u>	
State Grants	<u>0</u>	
Financial Assistance from Local Governments	<u>31,012</u>	
Donations and Gifts from Citizens	<u>707,851</u>	
Membership Dues	<u>0</u>	
Fees/Charges for Services	<u>0</u>	
Fundraising Events	<u>480,125</u>	
Sale of Assets	<u>0</u>	
Loans-Borrowed Funds	<u>0</u>	
Investment Income	<u>2,843</u>	
Other Receipts	<u>920,040</u>	
Total Receipts		\$ <u>2,141,871</u> (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ <u>601,119</u>
Salaries and Wages	<u>794,296</u>
Employee Benefits	<u>38,349</u>
Payroll Taxes	<u>72,076</u>
Fees for Services (non-employee)	<u>0</u>
Advertising and Promotion	<u>4,245</u>
Office Expenses	<u>140,174</u>
Leases/Rentals	<u>189,747</u>
Maintenance and Repairs	<u>40,252</u>
Supplies	<u>8,165</u>
Travel	<u>0</u>

Utilities	<u>65,684</u>	
Insurance	<u>47,621</u>	
Conferences, Conventions and Meetings	<u>3,009</u>	
Interest	<u>0</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u>8,357</u>	
Purchase of capital Assets – Property and Buildings	<u>0</u>	
Loan Payments	<u>0</u>	
Other	<u>124,800</u>	
Total Disbursements		\$ <u>2,137,894</u> (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ <u>3,977</u> (C)
Cash Balance - at the beginning of the fiscal year		\$ <u>691,119</u> (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ <u>993,758</u> (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	<u>\$4,862</u>	
Cash in Bank – Checking	<u>219,885</u>	
Cash in Bank – Savings Accounts	<u>769,011</u>	
Cash in Bank – Certificates of Deposits	<u>0</u>	
Other Cash	<u>0</u>	
Total Cash - at the end of the fiscal year		\$ <u>993,758</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

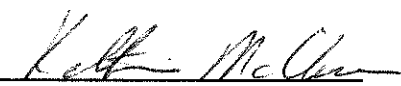
GraceWorks Ministries will use the funds for our Shelter Fund, which provides help for rent and utility payments.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the GraceWorks Ministries for the fiscal year noted above.
Name of Nonprofit Organization

Person Preparing Report

Kathi McClure

Printed Name


Signature

Phone Number 615 794-9055

Email Address kmcclure@graceworksministries.net

Date 3/12/2018



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
WILLIAMSON COUNTY HEALTH DEPARTMENT
1324 WEST MAIN STREET
FRANKLIN, TN 37064
(615) 794-1542
FAX (615) 790-5967

March 12, 2018

Kristine Tallent, Assistant City Administrator/CFO
City of Franklin
109 Third Avenue South
Franklin, TN 37064

Dear Ms. Tallent:

On behalf of the Tennessee Department of Health and the Williamson County Health Department, thank you for the continued support we receive each year from the City of Franklin. 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) 2017. Once again, the health department is requesting annual appropriations for FY 2018-2019 in the amount of \$21,150 from the City of Franklin. This amount does not reflect an increase for the new fiscal year.

We are excited to report that the health department completed an application and received a Level 2 Commitment Award from the Tennessee Centers for Performance Excellence. This is due largely in part to our outstanding team of employees who have worked tirelessly to review data and dive into our internal processes in an effort to make them more efficient and effective as well as improve customer satisfaction. Their ideas were innovative, and they took initiatives that led to successful outcomes!

In addition, our employees have been conducting outreach in the Franklin community, offering education and incentives to prevent both chronic and communicable diseases. As a result, there was an increase in the number of Franklin residents who obtained services from the health department compared to 2016. Financial assistance from the City of Franklin helps support the programs targeting health promotion and safety in the community.

The health department is preparing to transition to Electronic Medical Records (EMR) in September 2018. The state health department has implemented EMR in health departments across the northeast region including (2) metro health departments in Hamilton and Sullivan counties, and they are already reporting efficiencies since the transition.

We look forward to continuing our partnership, and keeping Williamson County healthy. If you have questions, please feel free to email (Catherine.montgomery@tn.gov) or call me (615.595.1258).

Best regards,

A handwritten signature in black ink, appearing to read "Cathy Montgomery", written in a cursive style.

Cathy Montgomery, County Director
Williamson County Health Department

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-2019 FISCAL YEAR**

ORGANIZATION NAME: Williamson County Health Department

PHONE: (615) 794-1542

CONTACT PERSON & TITLE: Cathy Montgomery, County Health Director

MAILING ADDRESS: 1324 W. Main Street, Franklin, TN 37064

FEDERAL IDENTIFICATION #: 62—6001445

EMAIL ADDRESS: Catherine.montgomery@tn.gov

NUMBER OF ACTIVE PARTICIPANTS IN ORGANIZATION: 43

Does this organization charge fees to participate?

Yes, fees for primary care services are based on family size and income using the Tennessee Department of Health's Sliding Fee Scale (see attached). While there is no charge for children accessing dental services, there is a \$5.00 minimum administration fee for adults.

Please provide the approximate number of clients served by your program on a yearly basis.
20,000

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County citizens, and an estimate of how many are Williamson County citizens.

In 2017, the health department provided a total of 27,984 services for 17,477 duplicated patients (those patients who received more than one service from the health department) in Williamson County and surrounding counties.

In Williamson County, 21,782 services were provided for 12,776 duplicated patients. These numbers reflect services provided at both Franklin and Fairview clinics (see attachment).

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities.

Mercy Community Healthcare and ProHealth are both federally-qualified health centers that provide care – including but not limited to – primary care for adults and children and dental (ProHealth only) for uninsured and underinsured Williamson County residents. While the health department (HD) provides primary care and dental services, the HD also offers family planning services, WIC (Women, Infant & Children), vital records, and environmental health services in addition to programs (Children's Special Services; health education) that other agencies do not provide.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.

The Department of Health is not permitted to solicit funds from private donors.

Non-Profit Organization Request for City of Franklin – Page Two**Organization: Williamson County Health Department**

REVENUES	ACTUAL 2017-2018	REQUESTED 2018-2019
Williamson County Government	\$405,664*	\$467,703
City of Franklin Government	\$21,150	\$21,150
City of Brentwood Government	\$15,000	\$15,000
TOTAL	\$441,814	\$503,853

*Includes salaries for 6 FTEs & 1 PTE.

EXPENDITURES	ACTUAL 2016-2017	PROJECTED EXPENDED 2017-2018
Williamson County Government	\$380,862	\$259,148.24
City of Franklin Government	\$21,150	\$21,150
City of Brentwood Government	\$15,000	\$15,000
TOTAL	\$417,012	\$295,298*

*Expended as of 2/28/2017.

PERSONNEL	ACTUAL 2016-2017	PROJECTED EXPENDED 2017-2018	REQUESTED 2018-2019
City of Franklin Government	\$21,150	\$21,150	\$21,150*
TOTAL	\$21,150	\$21,150	\$21,150

*Funds received by the City of Franklin supplements the county health director's salary and supports outreach activities in Williamson County.

List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Please indicate what it is used for, how it is maintained, and where it is stored.
The organization does not use or own any equipment purchased by the City of Franklin.

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2016 through June 30, 2017

Name of Agency: Williamson County Health Department

Date: March 12, 2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2016-2017:

Each year, the City of Franklin has subsidized the health department budget by \$21,150 which supplements the county health director's salary and supports outreach activities targeting primary prevention of chronic conditions and obesity in Williamson County.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g. response to calls from police after domestic incidents, provision of meals or lodging to displaced persons, etc.)

Schools

Williamson County Schools

The health department (HD) continues to maintain relationships with the WCS district. In 2017, physicians, nurses, educators and dental teams provided information and data to high schools throughout the county. Presentations provided for schools in Franklin include:

STD Presentations	Tobacco/Substance Use Presentations	Red Ribbon Week
Centennial High School	Centennial High School	Franklin High School
Franklin High School	Franklin High School	
	St. Matthew's Catholic School	

Franklin Special School District

For the past seven (7) years, the health department has partnered with Franklin Special School District (FSSD) to provide school-based flu vaccinations for students. Health Department nurses, interpreters and care coordinators provided **409 flu vaccinations** in October 2017.

Health educators work collaboratively with the FSSD Morning and Afternoon Care (MAC) summer camp and afterschool programs to provide activities that engage children in physical activity and healthy nutrition. Examples of activities include Tasty Days (nutrition taste-testing), relay races, Olympic games, obstacles courses, and walking clubs.

Walk Across Williamson

Both Williamson County and Franklin Special School Districts participate in the planning and implementation of *Walk Across Williamson*. The program is an awareness campaign about the importance of getting enough physical activity. Students, teachers, parents and community members log the number of minutes of activity during the month of March.

A celebration event – including a 5K trail run, 1 mile kid’s fun run, and 1 mile walk – was held at Harlinsdale Farm in April 2017 with over 1,000 people participating.

Community Partnership & Activities

A. The health department partnered with Franklin Tomorrow to participate in Family Day at Harlinsdale Farm in an effort to provide information about the importance of physical activity and immunizations.

B. As a member of the Williamson County Anti-Drug Coalition, health department (HD) employees participate with other local agencies on planning, implementation and evaluation of activities to combat alcohol, tobacco and prescription drug use – especially among youth – throughout the county. In 2017, the HD participated in (1) drug take-back event at Walgreen’s on Murfreesboro Road, Franklin.

C. Representatives from the Franklin Police Department provided tremendous support to the health department in 2017:

- Conducted a building assessment and provided recommendations for security measures in the event of active shooter or other violence;
- Provided a presentation on de-escalation techniques to prevent conflict and avoid a potential crisis; and
- Offered a presentation on Human Trafficking, providing local data and potential indicators clinicians might observe.

D. Each year, the health department partners with numerous non-profit agencies (e.g. GraceWorks) during backpack and food supply giveaways for the community. This year was no exception as several employees participated in the annual backpack giveaway at Liberty Elementary School (August 2017) where more than 1,000 backpacks were distributed to children in the Williamson County area. Employees also participated in food giveaways coordinated by One Generation Away in October 2017 and March 2018.

Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

(Please see attached PowerPoint with documented services for City of Franklin residents during calendar year 2017.)

Below are results of indicators from 2017 compared to results in 2016:

Program Type	2017 Patient Encounters	2016 Patient Encounters	Percentage (%) Increase or Decrease
AIDS Prevention (testing and/or treatment)	280	262	6% ↑
Birth Certificate / Vital Records	1,193	867	27% ↑
Child Health (includes immunizations, physicals, CSS, & HUGS)	1,937	1,717	11% ↑
Dental	791	755	5% ↑

Family Planning	692	615	11% ↑
Men's Health (includes immunizations)	614	618	1% ↓
STD (testing and/or treatment)	508	409	19% ↑
TB (testing and/or treatment)	494	344	30% ↑
Women's Health (includes immunizations)	1,368	1,401	2% ↓
WIC (includes Nutrition Counseling & Breastfeeding)	2,097	2,118	1% ↓
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling)	2,810	3,077	8% ↓
TOTAL	12,784	12,183	5% ↑

*Numbers are representative of services provided to Franklin residents in zip codes 37064, 37067, & 37069.

The health department established goals and objectives for both Franklin and Fairview Clinics in 2017 (see Exhibits A and B).

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

Yes. One of the successes for the health department in 2017 was applying for and receiving a Level 2 Commitment Award from the Tennessee Centers for Performance Excellence (TNCPE). The teams in both clinics have focused the past two years on process improvements, customer satisfaction and workforce engagement – implementing activities and evaluating outcomes. TNCPE is Tennessee's only statewide quality program and is patterned on the Baldrige Performance Excellence Program, the national standard for recognizing role model performance through innovation, improvement, and visionary leadership.

In addition to a review of productivity reports for the physicians, ARNP, and dentist, the health department also tracks and monitors data for the following measures monthly:

- Program services provided monthly (e.g. WIC; women's & men's health; family planning; vital records);
- No-show reports;
- Customer satisfaction including wait times, referral sources, and overall satisfaction;
- Charges & collections;
- Bad debt write-offs; and
- Employee satisfaction ratings (annually).

The health department also keeps a pulse on the general population health in the community. Reports specific to Williamson County are reviewed annually to determine leading causes of morbidity and mortality; leading health risks and behaviors; health rankings; rates (e.g. immunization; teen pregnancies); number of uninsured; population changes; graduation rates; and commuting patterns.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

Yes, quality improvement audits are completed bi-annually including – but not limited to – review of medical records; facilities review; expired medications and supplies; coding; current

licensure and required certifications; safety and security; and mandatory training. In 2017, quality improvement audits were conducted in February and December for both Franklin and Fairview Clinics. There were no significant findings in either clinic.

In addition, a fiscal review was completed in October 2017 by the Tennessee Department of Health's Finance Division. The Franklin Clinic achieved a score of 100% with no findings while the Fairview Clinic achieved 95% with only one finding. The finding was addressed, and the clinic has achieved 100% since October.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

Approximately 1% (\$21,150)

5. What other fundraising activities does your agency engage in during the year?

Not applicable

6. Do you charge any fees for your services?

Yes, fees for primary care services are based on family size and income and, using the 2017 Federal Poverty Guidelines, a sliding fee is determined (see attached). While there is no charge for children accessing dental services, there is a \$5.00 minimum administration fee for adults.

EXHIBITS A and B
STATEMENT OF WORK AND PROGRAM OBJECTIVES
WORK PLAN

2017-2018 Williamson County Health Department Programs & Services: City of Franklin

2017-2018 County Performance Plan

2017-2018 Central Office Audit Report

2017 Federal Poverty Guidelines

Fiscal Inspection, Review Monitoring Fiscal Review

County: **Williamson - Franklin**

Cosite: **941**

Region: **Mid Cumberland**

Date: **10/24/17** Reviewer: **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	100%
2. Receipts from bank	100%
3. Cash Drawer Reports/Production Runs	100%
4. Cash Drawer Reports/Receipt Pages	100%
5. ICL report, if required	100%
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. The patient's information was NOT uploaded into Edison?	91%
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. The patient's information was NOT uploaded into Edison?	100%
3. Cash and Deposits	
Secure the change funds and obtain a test cash drawer report	
a. Count fund in the presence 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, 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: **10/24/17** Reviewer: **Teresa Settles**

	% Met
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?)	100%
7. Investigate any cash overage/shortage and determine how long the condition has existed.	
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 and refund policy 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.	NA
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 copies of any adjustments. Compare with the Audit Void documentation form.	100%
2. Review the check logs (for 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: **10/24/17** Reviewer:

Teresa Settles

Cosite: **941**

Y

C. Voids / Audit Documentation

% Met

1. Mark this standard NA if there are no voided receipts indicated on the CDs for 20 CD sample.
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.
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?
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 samole at the health department.
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 patient is still on the premises ? If so, was the refund done in accordance with policy?
 - b. Were there any other overpayment dollars refunded? If so, was the refund done in accordance with policy?

NA

NA

100%

100%

NA

NA

D. Manual Receipts

1. Are Manual Receipts stored in a locked location, when not in use?
2. Review manual receipts to insure that they are properly completed when used.
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.

100%

100%

100%

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?
 - 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

NA

Fiscal Inspection, Review Monitoring
Fiscal Review

County: **Williamson - Franklin**
Region: **Mid Cumberland**
Date: **10/24/17** Reviewer:

Cosite: **941**

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 than 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 unusual balances, credits, or large balances. If anything is unusual or 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.
- b. Review write-off reports in the regional office, to determine if write-offs were written off at least semi annually.

NA

NA

COMMENTS

- A.1.j. Patient information was included in the upload for the deposits.
Dates: 8/18 and 8/22

Fiscal Inspection, Review Monitoring
Fiscal Review

County: **Williamson - Fairview**

Cosite: **943**

Region: **Mid Cumberland**

Date: **10/25/17** Reviewer: **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	100%
2. Receipts from bank	100%
3. Cash Drawer Reports/Production Runs	100%
4. Cash Drawer Reports/Receipt Pages	100%
5. ICL report, if required	100%
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. The patient's information was NOT uploaded into Edison?	100%
2. Credit Cards:	
a. Were the required documentation uploaded into PeopleSoft?	
1. Cred Sum Reports	95%
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. The patient's information was NOT 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, 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 ?	NA
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 - Fairview

Cosite: 943

Region: Mid Cumberland

Date: 10/25/17 **Reviewer:** Teresa Settles

	% Met
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?)	100%
7. Investigate any cash overage/shortage and determine how long the condition has existed.	
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 and refund policy 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.	NA
c. Is the change fund counted and verified by two people, where the change funds is transferred to another cashier?	NA
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.	NA
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 copies of any adjustments. Compare with the Audit Void documentation form.	100%
2. Review the check logs (for 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 - Fairview**
Region: **Mid Cumberland**
Date: **10/25/17** Reviewer:

Cosite: **943**

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.
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.
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?
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 samole at the health department.
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 patient is still on the premises ? If so, was the refund done in accordance with policy?
 - b. Were there any other overpayment dollars refunded? If so, was the refund done in accordance with policy?

NA

NA

100%

100%

NA

NA

D. Manual Receipts

1. Are Manual Receipts stored in a locked location, when not in use?
2. Review manual receipts to insure that they are properly completed when used.
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 of 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.

100%

NA

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?
 - 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

NA

Fiscal Inspection, Review Monitoring
Fiscal Review

County: **Williamson - Fairview**
Region: **Mid Cumberland**
Date: **10/25/17** Reviewer:

Cosite: **943**

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 than 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 unusual balances, credits, or large balances. If anything is unusual or 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.
- b. Review write-off reports in the regional office, to determine if write-offs were written off at least semi annually.

NA

NA



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Williamson County Library Phone: 616-595-1240

Contact Person & Title: Dolores Greenwald

Mailing Address: 1314 Columbia Avenue

Federal Identification # (if applicable): _____

Email Address: dgreenwald@williamson-tn.org

Number of Active Participants in Organization: 64

Does this organization charge fees to participants? Yes _____ No x

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: The Library is owned by Williamson County and does not charge fees.

Please provide the approximate number of clients served by your program on a yearly basis
34,000

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: No fee for service

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

N/A

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.

**Non-Profit Organization Request for
City of Franklin - Page Two**



Organization: Williamson County Library

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Total			

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government			
City of Franklin Government			\$64,220
Total			\$64,220

HISTORIC
FRANKLIN
TENNESSEE

Personnel & Salary Information

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): No personnel is requested from the Williamson County Public Library.

.....



City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Williamson County Public Library Date: 2/26/2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

The funds requested from the City of Franklin will assist the Library in providing circulating materials to the citizens of Franklin.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

The Williamson County Library is requesting \$64,220 from the City of Franklin for the 2018-2019 fiscal year. The Williamson County, Tennessee and is audited annually by the State of Tennessee Comptroller's Office. FY 2017 audited expenses (GAAP Basis) for the Library were \$2,281,217 per page 46 of the County's FY 2017 Annual Financial Report. The complete audit may be accessed online at

<http://comptroller.tn.gov/repository/CA/2017/FY17WilliamsonAFR.pdf>.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

The Library purchased books and other materials and made available for checkout for Williamson County and City of Franklin residents.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

Yes. The Library provides reports for circulating items.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

Yes from the State of Tennessee Comptroller's office

4. What percent of your local agency budget is your allocation request from the City of Franklin?

2.82

5. What other fundraising activities does your agency engage in during the year?

6. Do you charge any fees for your services?

No



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Williamson County Public Library

Name of Nonprofit Organization

1314 Columbia Avenue Franklin TN 37064
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	2,281,217	
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		\$ 2,281,217 (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		\$ _____ (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ _____ (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ _____ (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		\$ _____ (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Williamson County Library is requesting \$64,220 from the City of Franklin for the 2018-2019 fiscal year. The Williamson County, Tennessee and is audited annually by the State of Tennessee Comptrollers Office. FY 2017 audited expenses (GAAP Basis) for the Library were \$2,281.217 per page 46 of the County's FY 2017 Annual Financial Report. The complete audit may be accessed online at <http://comptroller.tn.gov/repository/CA/2017/FY17WilliamsonAFR.pdf>.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 _____ **for the fiscal year noted above.**
 Williamson County Public Library
 Name of Nonprofit Organization

Person Preparing Report	Dolores Greenwald	<i>Dolores Greenwald</i>
	Printed Name	Signature

Phone Number 615-595-1240 **Email Address** dgreenwald@williamson-tn.org **Date** 2/20/2018



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Mid-Cumberland Human Resource Agency-Homemaker Phone: 615-850-3912

Contact Person & Title: Jane Hamrick, Executive Director
Mailing Address: 1101 Kermit Dr., Suite 300, Nashville, TN 37217
Federal Identification # (if applicable): 62-0923487
Email Address: jhamrick@mchra.com

Number of Active Participants in Organization: 100 (Williamson County)

Does this organization charge fees to participants? Yes _____ No X
If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: We do not charge fees to participants. The clients we serve are generally below the poverty level. We use funding received through contracts and grants as well as funds solicited from cities, counties, foundations, and United Way to enable services to be provided based upon need rather than ability to pay. We do, however, encourage and accept donations.

Please provide the approximate number of clients served by your program on a yearly basis
100 (Williamson)

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: In 2017 we served 826 unduplicated clients throughout the Program, 100 were residents of Williamson County.

We anticipate serving approximately 100 Williamson County residents this year. All funds are receipted with copies of receipts submitted to Program and fiscal staff to ensure funds are receipted to the appropriate County and budgeted for use in that County. Expenses are tracked and charged against particular County budgets to ensure funds received from a particular area are used for service to individuals in that particular area.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

Mid-Cumberland is the only Homemaker Program contracted with the Department of Human Services to provide services to the most frail, neglected, and needy citizens of Williamson County, those referred as a result of abuse, neglect, or exploitation. MCHRA is the only program empowered to provide Homemaker services to this vulnerable population, referred by Adult Protective Services. The Homemaker Program is licensed as a

Personal Support Service Agency and provides services at no cost to the client. MCHRA works with other funding agencies to make necessary referrals when appropriate. This is done to ensure that community funds from donations, Cities, Counties, and United Way are not used to duplicate services that are available elsewhere.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.

The Homemaker Program is limited in its ability to complete fundraising efforts due to contractual and licensure limitations and in protecting vulnerable individuals from further exploitation; however, requests are made to each city, county, and United Way where services are provided. The Program also accepts and encourages donations.

Non-Profit Organization Request for City of Franklin - Page Two



Organization: Mid-Cumberland Human Resource Agency
Homemaker

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Salaries	177,367	169,947	175,046
Employee Benefits	50,485	47,585	49,013
Professional Fees	2,541	1,779	1,790
Communication	3,449	3,035	3,050
Occupancy	5,596	5,101	5,125
Travel	20,629	19,200	18,250
Insurance	1,361	911	925
Postage, Printing, Publication	1,259	850	850
Supplies	1,184	971	975
Other: Depreciation, Trainings, Admin Cost, Other	16,915	17,646	18,751
Total	280,786	267,025	273,775

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	36,000	36,000	36,000
City of Franklin Government	4,700	4,700	4,700
United Way	132,500	132,500	132,500
Government Grants	49,617	46,825	48,825
Program Service Revenue	55,513	45,000	49,750
Other Revenue	2,458	2,000	2,000
Total	280,788	267,025	273,775

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Mid-Cumberland Human Resource Agency- Homemaker

Personnel & Salary Information

PERSONNEL:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Director of HCBS (portion allocated)	5,544	5,010	5,160
Program Manager (portion allocated)	5,746	6,040	6,222
Regional Coordinator (portion allocated)	16,992	15,452	15,915
Service Coordinator (portion allocated)	4,538	3,893	4,010
Program Specialist (portion allocated)	4,632	4,638	4,777
Program Specialist (portion allocated)	3,233	3,373	4,474
Program Assistant (portion allocated)	3,991	3,663	3,773
Technician (portion allocated)	2,605	2,594	2,672
Floater	4,002	2,400	2,571
Floater	3,635	2,515	2,592
Total	177,367	169,947	175,046

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A

Homemaker	23,257	22,568	23,245
Homemaker	23,184	22,693	23,374
Homemaker	20,179	20,197	20,803
Homemaker	19,009	20,176	20,781
Homemaker	4,853	3,535	3,541
Companion	10,893	13,000	13,390
Companion	21,074	18,200	18,746



City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Mid-Cumberland Human Resource Agency-Homemaker Date: 03/09/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

The requested funding would be spent in direct services to residents of Franklin. City contributions are used to
serve one of the most vulnerable populations; Individuals who have been or are at imminent risk of becoming
victims of abuse, neglect, or exploitation. The Homemaker Program is careful not to use any City, County, or
United Way funds to provide services that an individual is eligible for through other funding sources.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

The Homemaker Program does not have any official collaborative relationships with City Departments; however,
referrals are received from multiple sources including housing authorities, schools, senior centers, Dr. Offices, and
other community organizations to name just a few. The Program then provides unique in-home services as well as
assistance accessing other community resources to enable the client to remain safely within their own home.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

See attached

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

See attached

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

See attached

4. What percent of your local agency budget is your allocation request from the City of Franklin?

See attached

5. What other fundraising activities does your agency engage in during the year?

See attached

6. Do you charge any fees for your services?

See attached

Pease answer the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

The Homemaker Program's objective is to safely enable elderly and/or disabled persons to remain in the home for as long as possible; free of abuse, neglect, or exploitation. We do this by assisting clients with a unique plan of care that addresses their needs. Service might include routine household tasks, budgeting and bill paying, meal preparation, shopping, transportation to appointments, assistance with resources, and personal care. The Homemaker also provides emotional support to clients who are suffering from depression or loneliness. The Homemaker Program stays in the home of the elderly and/or disabled person as long as the services are needed which can be until the client has passed away, or until they must enter an Assisted Living Facility or Nursing Home. However, the Program also serves clients with urgent but short term needs.

The amount of services provided is based upon an assessment of the client's needs, risk factors, other available services and community support. Services are generally provided once a week but can be as frequent as 2-3 times per week when there is an immediate need or as little as once a month once a client has stabilized and is in need of monitoring only. The Regional Coordinator reassesses cases as situations change to assure that the appropriate level of service is received and to assure that the Program is not providing services with funds from United Way, Cities or County, or donations to individuals who are eligible for other paid services.

Without the help of the Homemaker Program, elderly and disabled residents of Williamson County would not be able to maintain their independence and might be forced to enter a nursing home prematurely. Clients are more content in their own home and the cost of in-home service is minimal compared to a nursing facility. Additionally, the MCHRA Homemaker Program is the only provider charged with caring for adults that have been identified as victims of abuse, neglect, or exploitation. Without the Homemaker Program's efforts for these individuals the results can be much worse.

2. Are there procedures in place for measuring the results achieved by your agency?
If so, provide detailed data.

Yes. Service plans are developed for each client and reassessed at least once every six months by supervisory staff at which time any adjustments to services can be made to assure the appropriate and highest quality of service is provided. Random phone calls and satisfaction surveys are also

completed. In addition, the Program is monitored annually by the Department of Finance and Administration, Department of Mental Health's Licensure Office, and Area Agency on Aging and Disability to assure compliance with contract and licensure requirements, goals, and objectives. The Program also measures its success based upon its outcome measures reported to the United Way. The Program is pleased to report that 92% of its clients were able to remain safely independent within their own home in FY 17.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of the certificate or license and please explain.

Yes. The Finance and Administration Department and Department of Mental Health Licensure Office monitor the Homemaker Program on an annual basis. We also have regular monitoring visits by the Area Agency on Aging and Disability, Tennessee Commission on Aging and Disability, and Department of Human Services. In addition, the Agency is audited annually by an independent auditor. The Homemaker Program is licensed as a Personal Support Service Agency through the Department of Mental Health. License is Attached.

4. What percentage of your local agency budget is your allocation request from the City of Franklin?

The Homemaker Program is requesting \$4,700 from the City of Franklin which would equal 1.72% of the projected county budget.

5. What other fundraising activities does your agency engage in during the year?

The Homemaker Program is not designed to complete one time fundraisers. However, the Program does apply for grants and awards that it may be eligible and accepts donations at all times. Additionally the Homemaker Program is unable to utilize volunteers in the provision of service due to abuse, neglect, or exploitation identified in these vulnerable residents.

6. Do you charge any fees for your services?

The Homemaker Program does not charge fees to participants. The clients we serve are generally below the poverty level. We do; however, accept and encourage donations from participants.

STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES



LICENSE

THE DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES GRANTS THIS FULL
LICENSE IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 33, CHAPTER 2, PART 4 TO:

MID-CUMBERLAND HUMAN RESOURCE AGENCY (THE)

(Name of Licensee)

TO OPERATE A FACILITY OR SERVICE IDENTIFIED AND LOCATED AS FOLLOWS FOR THE
PROVISION OF MENTAL HEALTH, PERSONAL SUPPORT,
OR ALCOHOL AND DRUG ABUSE SERVICES:

Mid-Cumberland Human Resource Agency

(Name of Facility or Service as Known to the Public)

1101 Kermit Drive Suite 300, Nashville, TN 37217

(Street Address or Location, City or Town)

THE LICENSEE HAS DEMONSTRATED COMPLIANCE WITH T.C.A. TITLE 33, CHAPTER 2, PART 4 AND
WITH RULES OF THE DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

THIS LICENSE AUTHORIZES LIFE SAFETY OCCUPANCY CLASSIFICATIONS AND THE FOLLOWING
DISTINCT CATEGORY OF FACILITY OR SERVICES TO BE PROVIDED.

License Category	Accessible to mobile, non- ambulatory individuals	Approved for persons w		Capacity
		hearing loss	vision loss	
Alcohol & Drug DUI School Services	n/a	n/a	n/a	n/a
Personal Support Services Agency	n/a	n/a	n/a	n/a

February 01, 2018

Effective Date

January 31, 2019

Date License Expires

L000000021487

License Number

A handwritten signature in black ink, appearing to read "Marie Walker".

Commissioner of Mental Health and Substance Abuse Services

THIS LICENSE IS NON-TRANSFERABLE AND NON-ASSIGNABLE.
POST THIS LICENSE IN A CONSPICUOUS PLACE.

21487

Site ID: 1786

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Mid-Cumberland Human Resource Agency–Meals-On-Wheels **Phone:** (615) 850-3912

Contact Person & Title: Jane Hamrick, Executive Director

Mailing Address: 1101 Kermit Drive, Nashville, TN 37217

Federal Identification # (if applicable): 62-0923487

E-mail address: jhamrick@mchra.com

Number of Active Participants in Organization: 292 Williamson County

If necessary, use separate sheet to provide requested information.

Does this organization charge fees to participants? Yes _____ No X

If Yes, please itemize the structure utilized (use a separate sheet if necessary): _____

If No, please explain: All participants are given the opportunity to make voluntary contributions but no fees are charged unless there is a wait list for services at which time eligible participants who would normally be added to waitlist may elect to pay for meals until a funded slot is available.

Please provide the approximate number of clients served by your program on a yearly basis:
2,529 with 292 residing in Williamson County.

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County citizens:

In FY 2017 we served 2,529 unduplicated clients throughout the Program, 292 were residents of Williamson County. All funds received are receipted with copies of receipts submitted to Program management and fiscal staff to ensure funds are receipted to the appropriate County and budgeted for use in that County. Expenses are tracked and charged against the appropriate County budget to ensure funds received from a particular area are used exclusively for service to individuals in that particular area.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed): A group of churches provide meals on Monday, Wednesday, and Fridays inside Franklin city limits. Mid-Cumberland Meals-On-Wheels works with these churches to provide meals on Tuesday and Thursday within Franklin city limits. Mid-Cumberland is unaware of any other resource throughout the county providing similar services and provides meals in Fairview area Monday-Friday. Meals are delivered from Triune site on Monday, Wednesday, and Friday with 5 meals provided each week.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private sources. Meals-On-Wheels has traditionally been heavily dependent on a Federal grant. However, the amount of funding needed outside of government grants

continues to increase every year. Considering these factors, the agency dedicated a staff person solely to the purpose of community engagement which includes increases awareness, volunteerism, and most importantly looking for new avenues of funding including new grant sources and online giving. We continue to receive funding from traditional avenues including: Federal government grants; State government grants; City/County governments; United Way. However, we have also expanded applications for Foundation and Corporate grants. Additionally donations are received from the public as well as clients. Meals-On-Wheels also participates in Program Service Revenue funding streams that are fee for service with no local funding required. In recent years the program started a direct mail campaign and sale of t-shirts to raise additional funds. Meals-On-Wheels is happy to report the Program also began using social media platforms for awareness and fundraising. We will continue to investigate new avenues of funding and will pursue those that could assist the program.

Non-Profit Organization Request for City of Franklin - Page Two

Organization: Mid-Cumberland Human Resource Agency– Meals-On-Wheels

EXPENDITURES:	Actual 2016-17	Expended 2017-18	Requested 2018-19
Salaries	73,192	81,891	84,345
Employee Benefits	16,879	18,884	19,652
Professional Fees	4,371	3,600	3,600
Supplies	5,364	3,050	3,050
Communications	4,717	6,725	6,725
Postage, Printing, Publication	1,615	1,310	1,400
Occupancy	2,350	2,775	2,885
Insurance	1,745	1,850	1,875
Travel	2,336	2,715	2,770
Conferences/Meetings	389	470	500
Food	147,245	147,500	148,500
Other: Administrative Costs, other	22,440	24,980	25,448
TOTAL BUDGET	\$282,643	\$295,750	\$300,750

REVENUES: (include any fund raising events)	2016-17	2017-18	2018-19
Williamson County Government	14,622	14,622	14,622
United Way	79,000	79,000	80,000
Franklin	10,152	10,152	10,152
Government Grants	83,215	86,000	86,500
Contributions (Foundations, Fundraisers, Donations)	76,448	80,226	82,726
Program Service Revenue	17,103	22,500	23,500
Other	3,102	3,250	3,250
TOTAL REVENUES	\$283,642	\$295,750	\$300,750

**Non-Profit Organization Request for
City of Franklin - Page Three**

Organization: Mid-Cumberland Human Resource Agency – Meals-On-Wheels

Personnel & Salary Information

Personnel (list by Positions)	Salary 2016-17	Salary 2017-18	Salary 2018-19
Director of Home & Community Based Services (Portion allocated to Williamson County)	4,321	4,570	4,707
Program Manager (Portion allocated to Williamson County)	1,960	5,370	5,531
Program Coordinator (Portion allocated to Williamson County)	5,012		
Project Coordinator (Portion allocated to Williamson County)		4,953	5,101
Community Engagement Manager (Portion allocated to Williamson County)	5,317	4,448	4,581
Systems Specialist (Portion allocated to Williamson County)	1,602	3,934	4,052
Program Specialist (Portion allocated to Williamson County)	3,622	3,134	3,228
Program Specialist (Portion allocated to Williamson County)	3,589	3,116	3,209
Site Manager	16,110	16,170	16,655
Site Manager	13,094	14,000	14,500
Site Manager	8,162	10,858	11,183
Site Aide	5,114	5,398	5,560
Site Aide	5,129	5,760	5,932
Back-Up Site Manager	160	180	106
TOTAL	\$73,192	\$81,891	\$84,345

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A

City of Franklin APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Mid-Cumberland Human Resource Agency – Meals-On-Wheels Date: 03/09/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-2019:

Over 1 in 5 Tennessee Seniors is hungry which ranks TN as the 4th worst state in the country for senior hunger. Thirty percent of seniors are choosing between food and medicine, and 35% are choosing between food and heat/utilities. The funding from City of Franklin will be used to help serve 2,297 meals to residents of Franklin. These nutritious meals provide 1/3 of the Required Daily Intake. By having a nutritious meal, the health of the seniors is maintained or increased helping seniors be able to stay at home longer and independent without institutionalization. Furthermore, by having Meals-on-Wheels, they should be able to take money they were using for food and use it for medicine and utilities, also assisting to maintain or improve their health.

The meals are delivered by caring, dedicated volunteers who often foster a sense of family for a lonely senior. On average, 45-50% of the seniors served by the program live alone so the volunteer visit is extremely important. In a 2012 study by the University of California, it was determined that seniors have a 45% greater chance of death and a 59% greater chance of some type of decline if they reported themselves as lonely. The impact of the volunteer visit is a catalyst in helping seniors feel less lonely which can improve both their emotional and physical health.

Please provide information on any interaction that your agency has with the operations of City Of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

In the event a health emergency occurs or is discovered during the process of meal delivery, emergency responders would be called. As needed, clients who live alone are referred to the Citizen's Assurance Program (CAP) if they are in need of additional monitoring.

Please answer completely the following questions using additional pages if Necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

Last year over 15,399 meals were served by the Franklin Meals-On-Wheels site to vulnerable senior citizens. By having a nutritious meal, the health of seniors should be improved or at least maintained allowing them to remain independent and at home.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

Daily, the number of meals served to each client is tracked and reported to the central administrative office. Site managers record comments regarding the look, taste, and overall quality of meals each day in an Access database providing immediate feedback to the food vendor and administrative staff so that adjustments can be made timely as needed. Customer satisfaction surveys are also completed.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

The Franklin meal site is permitted by the Department of Health and is inspected by the health department. Additionally, the program is audited by the Area Agency on Aging & Disability Greater Nashville Regional Council to ensure program and eligibility requirements are met and policies and procedures are in place to ensure the safety of clients. This includes an on-site review at meal sites as well as administrative review of documentation and financials. The Agency also receives an external audit each year.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

Meals-On-Wheels is requesting \$10,152 from the City of Franklin which would equal 3.38% of the projected county budget.

5. What other fundraising activities does your agency engage in during the year?

The Meals-On-Wheels program has traditionally been heavily dependent on a Federal grant. The amount of funding needed outside of the government grant has continued to increase every year. As a result the agency dedicated a staff person solely to the purpose of community engagement which includes increases awareness, volunteerism, and most importantly looking for new avenues of funding including new grant sources and online giving.

We continue to receive funding from traditional avenues including: Federal government grants; State government grants; City/County governments; United Way. We have also expanded applications for Foundation and Corporate grants. Additionally, donations are received from the public as well as clients. Meals-On-Wheels also participates in Program Service Revenue funding streams that are fee for service with no local funding required. In the past few year the program completed its first direct mail campaign and sale of t-shirts to raise additional funds. Additionally, Meals-On-Wheels has hosted a songwriter's night at the BlueBird as well as a private House Party with Justin Moore to raise additional funds. We will continue to investigate new avenues of funding and will pursue those that could assist the program.

6. Do you charge any fees for your services?

There is no charge to clients, however, they are able to make voluntary donations to help defray costs. Additionally, individuals who are eligible for services but for whom funding is not available, may choose to pay the reduced meal costs to begin services immediately while they are waiting for funding to become available. Once funding is available they will no longer pay the cost of the meals.



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Mid-Cumberland Human Resource Agency-Ombudsman Phone: 615-850-3912

Contact Person & Title: Jane Hamrick, Executive Director
Mailing Address: 1101 Kermit Dr., Suite 300, Nashville, TN 37217
Federal Identification # (if applicable): 62-0923487
Email Address: jhamrick@mchra.com

Number of Active Participants in Organization: 667 in Williamson Co.

Does this organization charge fees to participants? Yes _____ No X
If Yes, please itemize the structure utilized (use a separate sheet if necessary):
N/A

If No, please explain: Ombudsman services are offered to all free of charge.

Please provide the approximate number of clients served by your program on a yearly basis
3,955

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: Any funds provided by the City of Franklin will be used to fund services to long-term care facility residents and citizens in the City of Franklin. We are not funded by Williamson County government. 13.6% of our service recipients live in Williamson County and 61% of those are in facilities located in the City of Franklin.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):
We are the only program in Williamson County providing advocacy services for the residents of long-term care facilities and providing quarterly monitoring of facility conditions.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.
We receive funding from Williamson County United Way. We have unsuccessfully applied for funding from Murfreesboro, and Smyrna. Williamson County Commission is not accepting new funding requests.

Non-Profit Organization Request for City of Franklin - Page Two



HISTORIC
FRANKLIN
TENNESSEE

Organization: Mid-Cumberland Human Resource Agency
Ombudsman Program Williamson Co. Share

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Personnel/Fringe	11,546	13,409	14,850
Travel	637	816	816
Conferences/Seminars	304	307	307
Occupancy	302	360	360
Communication	219	312	312
Supplies/Printing/Postage	228	260	260
Insurance	79	82	82
Professional/Contract Services	391	336	336
Indirect/Agency Overhead	794	864	864
Total	\$14,501	\$16,744	\$18,187

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	\$0	\$0	\$0
City of Franklin Government	\$2,061	\$2,600	\$2,600
Federal Revenue	\$7,176	\$6,244	\$7,187
United Way Contributions	\$5,250	\$5,500	\$6,000
Local/Foundation Contributions	\$14	\$2,400	\$2,400
Total	\$14,501	\$16,744	\$18,187

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Mid-Cumberland Human Resource Agency

Personnel & Salary Information

PERSONNEL:	The Williamson County share of personnel salaries below is 9.6% per our cost allocation plan. This does not include fringe benefits.		
	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Program Director/District Ombudsman	43,763	43,763	45,076
Volunteer Coordinator/District Ombudsman	33,301	30,181	31,086
Associate District Ombudsman	N/A	24,851	34,128
Administrative Assistant	10,650	11,180	11,515
Total	87,714	109,975	121,805

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): None



HISTORIC
FRANKLIN
TENNESSEE

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Mid-Cumberland Human Resource Agency: Ombudsman Program Date: 3/6/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

City of Franklin funding will be used to help us provide the following services:

1. Investigate and resolve 25 resident complaints about substandard care, poor quality of life and violations of resident rights.
2. Conduct monitoring visits four times a year to all 11 long-term care facilities (44 visits) to monitor conditions.
3. Educate 300 residents on their rights and how to access ombudsman services.
4. Provide 30 information & referral consultations to citizens on navigating the long-term care system.
5. Provide 15 consultations to facility staff on improving resident care, safety and quality of life.
6. Provide 4 volunteer recruitment and training events a year and 12 monthly volunteer enrichment and in-service events a year.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Although we have no direct interaction with the operations of City of Franklin departments we work closely with the TN Department of Health, the TN Bureau of Investigation, The District Attorney's office, the TN Department of Human Services Adult Protective Services unit, the TN Justice Center, Disability Rights of TN, and Legal Aid of TN in protecting residents of long-term care facilities in improving their level of care, safety, quality of life and respect for their rights.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)
The lives of residents in nursing homes and assisted care living facilities were made safer and healthier emotionally and physically due to our advocacy in resolving their complaints, monitoring their facilities to ensure compliance with state and federal regs, and providing information and referral services and consultations to staff to improve care.
2. Are there procedures in place for measuring the results achieved by your agency?
If so, provide detailed data.
Yes. Our program measures achieved results by soliciting immediate feedback from residents, facility staff and community members to whom we provide services to determine the effectiveness of provided services.
The State Long-Term Care Ombudsman at TCAD also regularly monitors our program for effectiveness.
3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.
Yes. Although there is no certification required to operate, the Tennessee Commission on Aging and Disability and the Area Agency on Aging and Disability complete annual monitoring of our program. Both require monthly and quarterly reports of all program activities to ensure compliance with submitted annual goals as part of our contract.
4. What percent of your local agency budget is your allocation request from the City of Franklin?
Our \$2,600 request from the City of Franklin is 14.4% of the Williamson County Ombudsman budget and 1.4% of the total Ombudsman Program Budget.
5. What other fundraising activities does your agency engage in during the year?
Our program does not participate in fundraising activities. Grant applications are submitted to city and county governments and to United Way agencies in the counties where the ombudsman program provides services.
6. Do you charge any fees for your services?
There is no charge for ombudsman services to facility staff or residents or to citizens needing information and referral services.

EXHIBIT A – OMBUDSMAN

STATEMENT OF WORK AND PROGRAM OBJECTIVES

The Agency 2018-2019 Annual Work Plan shall include:

1. Recruiting, training, and retaining certified Volunteer Ombudsman Representatives.
2. Investigation of Resident complaints and providing information to residents, facility staff, and community members regarding the Ombudsman Program and its services.
3. Increasing the accessibility of program services to long term care residents by visiting each facility in Franklin at least four times per year. (once per quarter)
4. Educating facility resident and city/county citizens on the Ombudsman Program and how to access Ombudsman services.

EXHIBIT B – OMBUDSMAN

Work Plan

1. Investigate and help resolve long term care resident complaints to improve the quality of life, generate respect for resident rights and improve levels of care.
2. Increase knowledge of, and accessibility to, program services by long term care residents and citizens by increasing exposure to the Ombudsman Program through education initiatives.
3. Visits will be made to each Franklin facility at least quarterly to provide information regarding Ombudsman services to facility staff, residents and community members and to monitor conditions in the facility.
4. Recruit, train and retain certified Volunteer Ombudsman Representatives for long term care facilities in Franklin to assist in the provision of Ombudsman services. Trainings will be held quarterly and volunteer support meetings will be held monthly.

EXHIBIT C – OMBUDSMAN

STATEMENT OF WORK AND PROGRAM OBJECTIVES

The Agency 2018-2019 Annual Work Plan shall include:

1. Recruiting, training, and retaining certified Volunteer Ombudsman Representatives. Volunteer training is offered quarterly.
2. Investigation and resolution of resident complaints and providing information to residents, facility staff, and community members regarding the Ombudsman Program and its services and how to navigate the long-term care system.
3. Improving the health, safety and quality of life of long term care residents by visiting each facility in Franklin at least four times per year (once per quarter) and identifying and addressing complaints, care issues and safety and quality of life issues.
4. Educating facility residents and city/county citizens on the Ombudsman Program and how to access Ombudsman services and how to navigate the long-term care system.

EXHIBIT D
Budget for Current Year

The \$2,600 grant will fund 114 hours of staff time which will be devoted to the following direct client services to long-term care facility residents and citizens of the City of Franklin:

- Recruiting and training Volunteers to assist with resident complaint investigation and resolution in long-term care facilities.
- Providing monthly in-service training for volunteers serving City of Franklin facilities.
- Staff visitation to each long-term care facility at least four times a year to monitor conditions, investigate and resolve resident complaints, and address care and safety issues affecting resident health, safety and quality of life.
- Providing information and referral services to the citizens of the City of Franklin on navigating the long-term care system.
- Educating long-term care facility residents and City of Franklin citizens on the Ombudsman Program and how to access Ombudsman services.



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Mid-Cumberland Human Resource Agency-Youth CAN Phone: 615-850-3912

Contact Person & Title: Jane Hamrick, Executive Director
Mailing Address: 1101 Kermit Dr., Suite 300, Nashville, TN 37217
Federal Identification # (if applicable): 62-0923487
Email Address: jhamrick@mchra.com

Number of Active Participants in Organization: 102-Williamson County

Does this organization charge fees to participants? Yes _____ No X
If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: All of our services are free to participants, many of which are low-income.

Please provide the approximate number of clients served by your program on a yearly basis
450.

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: Our organization model has county-specific service procedures built in. All the money received from the city of Franklin will be used for direct services to individual participants residing in Williamson County.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):
We are the only Workforce Innovation and Opportunity Act youth provider in all of Williamson County.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.
Mid-Cumberland accepts private donations year-round via our website and organizational social media pages.
Additionally, we participate in an annual United Way giving campaign and receive funding through these partnerships.

Non-Profit Organization Request for City of Franklin - Page Two



Organization: Mid-Cumberland Human Resource Agency
Youth CAN

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Supportive Services	\$21,577	\$21,020	\$22,551
Staff	\$48,130	\$26,980	\$33,828
Total	\$69,707	\$48,000	\$56,379

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government			
City of Franklin Government	0	0	\$5,000
Department of Labor	\$69,707	\$48,000	\$51,379
Total	\$69,707	\$48,000	\$56,379

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Mid-Cumberland Human Resource Agency

Personnel & Salary Information

PERSONNEL:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Case Manager	\$48,130	\$26,980	\$33,828
Total	\$48,130	\$26,980	\$33,828

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A



HISTORIC
FRANKLIN
TENNESSEE

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Mid-Cumberland Human Resource Agency Youth CAN Date: 02/26/2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

Please see attached.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

N/A



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

See Attached

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

See Attached.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

See Attached.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

8.8%

5. What other fundraising activities does your agency engage in during the year?

We apply for numerous city/county, United Way, and private grants to supplement the federal funding we receive.

We also accept private donations via our website and social media.

6. Do you charge any fees for your services?

All of Youth CAN's services are free.

City of Franklin

Application Addendum

- Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

Service	Amount
Financial support (books/materials/uniforms for class, childcare assistance, transportation costs, etc.) for participants pursuing academic and employment goals	\$5,000

1. Specifically, what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description, capacity, intensity, and duration of services.)

One hundred percent of provided funding will be used for direct-to-participant supportive services. This includes books and materials for class, transportation assistance, tuition and fees for training programs, and other small costs incurred while pursuing educational and employment opportunities. This financial barrier-removal component of the Youth CAN program is essential to our operation, because by eliminating this small costs, our participants are able to pursue their goals with a support system they wouldn't have otherwise.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

As a long-time recipient of federal funding, Youth CAN staff has been operating with the intent of generating measurable outcomes since its inception. The measurable outcomes of Youth CAN services mirror the federally mandated performance standards under the legislation from which our program was structured, the Workforce Innovation and Opportunity Act of 2014. Youth CAN has consistently met federal performance standards well above expectation with this population.

As a result, Youth CAN has seen an increase in referrals and enrollments under the new WIOA target age range and qualifications. It is important to note that our federal funding is contingent upon meeting the following WIOA standards:

- Placement – percentage of program participants who are in education or training activities, or in subsidized employment, during the second quarter after exit
- Retention - The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit
- Earnings - The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program

- Attainment - The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation or within one year after exit from the program
- Employer Satisfaction - An indicator of effectiveness in serving employers that will be established under final regulations

Each of our case managers are trained in the various ways we measure these standards. During their orientation, they are trained in writing case notes that help us to document contact and track personal development for each of participants, entering activities that serve as a record for achieving performance targets, and maintaining our internal databases of participant information.

In order to secure and maintain funding, including United Way dollars in other counties, Youth CAN has been required to measure and provide information regarding our participants' development before, during, and after their time in our program for many years. Because our WIOA performance standards are set, we have considerable experience in recording and demonstrating successes and progress. This has allowed us to eliminate weakness and constantly increase the value of our program by employing data-based solutions.

90% of City of Franklin participants exit with a) a verified credential and/or b) placement in unsubsidized employment or a program of post-secondary study.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

The Agency is audited annually in accordance with generally accepted government auditing standards and the provisions of OMB Circular A-133. The Agency adheres to allowable cost principles set forth in Office of Management and Budget (OMB) Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," currently located in Title 2 in the Code of Federal Regulations (2 CFR), Subtitle A, Chapter II, part 225.

Youth CAN is subject to state and federal monitors as a recipient of Workforce Innovation and Opportunity Act funding. Our program is held accountable in partnership with Nashville Career Advancement Center to ensure that all program goals and performance standards are met. Program staff are continually evaluated through weekly staff meetings and quarterly individual staff reviews that enable a continuous level of accountability regarding enrollments, performance standards, and program expectation with guidance from NCAC.

Address any reply to:

3131 Democrat Road, Memphis, Tennessee 38110

FEB 23 1977
RECD

Department of the Treasury

**Internal Revenue
Service Center
Southeast Region**

Date:

FEB 18 1977

In reply refer to:

49220438:1s



▷ Mid-Cumberland Human Resource Agency
Attn: Mr. James Adams
501 Union St.
Nashville, TN 37219

Gentlemen:

Pursuant to our telephone conversations and letters you submitted, we are accepting the ruling given you by the Wage Excise and Administrative Provisions Branch set forth in their letter of September 7, 1976, stating your organization is not a political subdivision.

Your organization has an exemption from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954. You also have an accepted Form SS-15 effective April 1, 1974.

Therefore, you should continue to file Form 941, employer's quarterly tax return, to report both Federal income tax and Social Security tax withheld from your employees' wages.

If you have any questions and wish to call us at 901-365-5664, Eva Williams will be able to help you. The telephone number is not toll-free.

We are closing our case file at this time.

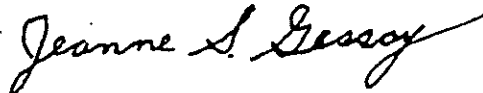
Sincerely yours,

B. J. Fant, Chief
Correspondence Section

Mid-Cumberland Human Resource Agency

We are informing your key District Director of this action. Please keep this ruling letter in your permanent records.

Sincerely yours,

A handwritten signature in cursive script, reading "Jeanne S. Gessay". The signature is written in dark ink and is positioned above the typed name and title.

Jeanne S. Gessay
Chief, Rulings Section 1
Exempt Organizations
Technical Branch

Mid-Cumberland Human Resource Agency

from the definition of "employment." Accordingly, if your organization is a wholly owned instrumentality, remuneration for services performed for you is not subject to the taxes imposed by the FICA or FUTA. When social security coverage is desired for employees of a wholly owned instrumentality of a state or political subdivision the coverage may be obtained only by means of an agreement between the state and the Secretary of Health, Education, and Welfare, entered into pursuant to a section 218 agreement of the Social Security Act, as amended.

The waiver procedure in section 3121(k) of the FICA is not applicable to a wholly owned instrumentality of a state or political subdivision even though the particular instrumentality also qualifies for exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt From Income Tax. If the Yes box is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$5,000. 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. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the 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.

Mid-Cumberland Human Resource Agency

future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. In addition, if you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization..

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.

Organizations that are not private foundations 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 your sources of support, or your purposes, character, or method of operation is changed, you must let your key District Director know so he can consider the effect of the change on your status. Also, you must inform him of all changes in your name or address.

Section 3121(b)(7) of the Federal Insurance Contributions Act (FICA) and section 3306(c)(7) of the Federal Unemployment Tax Act (FUTA) provide that services performed in the employ of an instrumentality wholly owned by a state or political subdivision of a state are excepted

NOV 13 1975

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

Person to Contact:

Phone Contact: J. Fillmore

Mid-Cumberland Human Resource
Agency

Telephone Number: 202-964-4757

501 Union Street

Suite 601

Refer Reply to:

E:EO:T:R:1:3

Nashville, Tennessee 37219

Date: NOV 11 1975

Key District: Atlanta

Accounting Period Ending: June 30

Form 990 Required: ☒ Yes ☐ No

Foundation Status Classification: 509(a)(1)

Advance Ruling Period Ends: June 30, 1977

Gentlemen:

Based on the 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.

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 be expected to be a publicly supported organization of the type described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date referred to above.

Within 90 days after the end of your advance ruling period, you must submit to your key district director 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, you will be classified as a section 509(a)(1) or 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for

**MID-CUMBERLAND HUMAN RESOURCE
AGENCY**

Nashville, Tennessee

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

Year Ended June 30, 2017

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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, 2017, 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, 2017, 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 11 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 February 13, 2018, 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 & Menchum, P.C.

Chattanooga, Tennessee
February 13, 2018

**Mid-Cumberland Human Resource Agency
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Mid-Cumberland Management's Discussion and Analysis (MD&A) section provides a financial analysis for the year ended June 30, 2017. Please read this section in conjunction with the Agency's financial statements.

FINANCIAL HIGHLIGHTS

- The Agency's net position increased by \$88,889 (1%) from \$11,057,238 in 2016 to \$11,146,136 for 2017. The moderate increase was attributed to continued performance in Governmental activities and capital outlays.
- The Agency's cash balance increased by \$1,282,571 (19%) from \$6,665,260 in 2016 to \$7,947,831 for 2017. Accounts Receivable decreased by \$1,465,361 (41%) from \$3,581,385 in 2016 to \$2,116,024 for 2017. The increase in cash and decrease in accounts receivable is attributed to better performance in federal and state grantor payments.
- Total Current Assets decreased by (1%) from \$10,246,645 in 2016 to \$10,112,626 in 2017. This decrease is mostly attributed to decreases in accounts receivable and accounts payable.
- The Agency's Governmental funds income before financing sources/uses decreased for 2017 compared to 2016, reporting a decrease of \$237,309 due to reductions in TennCare revenue.
- The unrestricted net position for the Agency increased by \$132,436 (2%) from \$8,584,253 in 2016 to \$8,716,689 for 2017.

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, Youth CAN, 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 – Agency 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:

	Net Position (in thousands)		Change Increase (Decrease)
	2017	2016	
Current assets	\$ 10,113	\$ 10,247	(1)%
Capital assets	2,429	2,473	(2)%
Total Assets	12,542	12,720	(1)%
Current/Total Liabilities	1,396	1,663	(16)%
Net Position:			
Net investment in capital assets	2,429	2,473	(2)%
Unrestricted	8,717	8,584	2%
Restricted	-	-	-
Total Net Position	\$ 11,146	\$ 11,057	1%
	Changes in Net Position (in thousands)		Change Increase (Decrease)
	2017	2016	
Program Revenues:			
Charges for services	\$ 5,819	\$ 5,895	(1)%
Federal grants	7,112	6,412	11%
State grants and contributions	4,568	4,455	3%
Other revenues	36	9	300%
	17,535	16,771	5%
Program expenses:			
Agency operations and administration	2,006	2,201	(9)%
Transportation programs	8,435	8,571	(2)%
Nutrition programs	2,644	2,371	12%
Youth Programs	2,012	-	100%
Other programs	2,349	3,334	(30)%
Total Expenses	17,446	16,477	6%
Increase in Net Position	\$ 89	\$ 294	(70)%

The Agency's net position increased by \$88,889 (1%) in 2017 to \$11,146,136. This amount included the net increase in fund balances for all governmental funds of \$46,447 the net effect on disposition of assets (\$3,124), and the amount by which capital outlays exceeded depreciation \$45,575.

The Agency's total revenues (before interest income, gain (loss) on disposal of assets, and miscellaneous items) increased by \$737,298 (4%) from \$16,761,423 in 2016 to \$17,498,721 in 2017. Total expenses increased by \$969,530 (6%), from \$16,476,874 in 2016 to \$17,446,404 in 2017. These increases are attributed to the increases in Youth Can revenues related to expansion of service areas.

Total Current Assets decreased by \$134,019 (1%) from \$10,246,645 in 2016 to \$10,112,626 for 2017. Total Current Liabilities decreased by \$266,455 (16%) from \$1,662,392 in 2016 to \$1,395,937 in 2017.

The Agency's cash balances increased by \$1,282,571 (19%), from \$6,665,260 in 2016 to \$7,947,831 in 2017. Agency receivables (excluding internal balances) decreased by \$1,465,361 (41%) from \$3,581,385 in 2016 to \$2,116,024 for 2017. The increase in cash and decrease in accounts receivable is attributed to better performance in federal and state grantor payments.

Mid-Cumberland'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 decreased in 2017. The fund reported a decrease in revenues over expenditures of \$237,309 (97%) in 2017, from \$244,051 in 2016 to \$6,742 in 2017. The unassigned fund balance for 2017 was \$9,436,114.

CAPITAL ASSETS AND DEBT ADMINISTRATION

The Agency's capital outlay for 2017 was \$720,056. These additions were mostly attributed to vans for the transportation program. See note 3 for additional capital asset details.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Mid-Cumberland contracts primarily with 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 Mid-Cumberland's grant and operating budgets. These effects can be positive or negative due to the economic environment. The Agency expects continued downward pressure on transportation revenues as new MCO contracts were awarded to brokers in January 2016. 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, 2017)

Board Officers

County Mayor Jessie Wallace, Humphreys County,
Board Chair
County Mayor Howard Bradley, Robertson
County, Vice-Chair
County Mayor Rogers Anderson, Williamson
County, Secretary
County Mayor Anthony Holt, Sumner County,
Treasurer

Executive Committee Members

County Mayor George Clark, Houston County
County Mayor Robert Rial, Dickson County
County Mayor Rick Joiner, Stewart County
County Mayor Jim Durrett, Montgomery County
County Mayor Ernest Burgess, Rutherford County
County Executive Randall Hutto, Wilson County
County Mayor Carroll Carman, Trousdale County

Cheatham County

Ms. Amber Locke, Consumer Representative
Mayor Rick Johnson, Ashland City
Mayor Tony Gross, Kingston Springs
Mayor Charles Morehead, Pegram
Mayor Perry Keenan, Pleasant View
Interim Mayor Donnie Jordan, Cheatham County

Dickson County

Ms. Renee Boehm, Agency Representative
Mayor Landon Mathis, Burns
Mayor William R. Davis, Charlotte
Mayor Donnie Weiss, Jr., City of Dickson
Mayor Gary Hodges, Slayden
Mayor Jason Weaver, Vanleer
Mayor Linda Hayes, White Bluff
Mayor Robert Rial, Dickson County

Houston County

Ms. Lisa Pulley, Agency Representative
Ms. Mary Bowyer, Consumer Representative
Mayor Paul Bailey, Erin
Mayor Stony Odom, Tennessee Ridge
Mayor George Clark, Houston County

Humphreys County

Mayor James C. Ross, McEwen
Mayor Lance Loveless, New Johnsonville
Mayor Buddy Frazier, Waverly
Mayor Jessie Wallace, Humphreys County

Montgomery County

Mr. Jeff Taylor, Agency Representative
Mr. Jeff Truitt, Consumer Representative
Mayor Kim McMillan, Clarksville
Mayor Jim Durrett, Montgomery County

Robertson County

Ms. Margot Fosnes, Agency Representative
Mr. James Brown Jr., Consumer Representative
Mayor Mary Mantooth, Adams
Mayor David Rainwater, Cedar Hill
Mayor Sam Childs, Coopertown
Mayor Barry Faulkner, Cross Plains
Mayor Bonnette Dawson, Greenbrier
Mayor Darrell Denton, Ridgeway
Mayor Ann Schneider, Springfield
Mayor Ricky Stark, Orlinda
Mayor Mike Arnold, White House
Mayor Howard Bradley, Robertson County

Rutherford County

Mr. Jeff Davidson, Agency Representative
Mayor Travis Brown, Eagleville
Mayor Dennis Waldron, LaVergne
Mayor Shane McFarland, Murfreesboro
Mayor Mary Ester Reed, Smyrna
Mayor Ernest Burgess, Rutherford County

Stewart County

Mr. James T. Luffman, Consumer Representative
Mayor Gary Vaughn, Cumberland City
Mayor Lesa Fitzhugh, Dover
Mayor Rick Joiner, Stewart County

Sumner County

Mr. Steve Brown, Agency Representative
Ms. Stephanie Harville, Consumer Representative
Mayor Paige Brown, Gallatin
Mayor John Combs, Goodlettsville
Mayor Jamie Clary, Hendersonville
Mayor Timothy Lassiter, Millersville
Mayor Bobby Worman, Mitchellville
Mayor Kenneth Wilber, Portland
Mayor Jerry Kirkman, Westmoreland
County Executive Anthony Holt, Sumner County

Trousdale/Hartsville County

Ms. Debbie Jenkins, Agency Representative
Mr. Craig Moreland, Consumer Representative
Mayor Carroll Carman, Trousdale County

Williamson County

Mr. Clyde Barnhill, Agency Representative
Ms. Diane Giddens, Consumer Representative
Mayor Regina Smithson, Brentwood
Mayor Patty Carroll, Fairview
Mayor Ken Moore, Franklin
Mayor Rick Graham, Spring Hill
Mayor Corey Napier, Thompson Station
Mayor Jimmy Alexander, Nolensville
Mayor Rogers Anderson, Williamson County

Wilson County

Ms. Julie Hadlock, Agency Representative
Mayor Bernie Ash, Lebanon
Mayor Ed Hagerty, Mt. Juliet
Mayor Michael Jennings, Watertown
Mayor Randall Hutto, Wilson County

CONTACTING THE AGENCY'S FINANCIAL MANAGEMENT

This report is designed to provide a general overview of Mid-Cumberland'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, 2017

	<u>Governmental</u> <u>Activities</u>
ASSETS:	
Cash	\$ 7,947,831
Receivables:	
Grants (Federal)	767,974
Grants (State)	441,536
Participants and other (net)	906,514
Prepaid items	48,771
Capital assets:	
Nondepreciable	150,000
Depreciable, net	<u>2,279,447</u>
 Total assets	 <u>12,542,073</u>
 LIABILITIES AND NET POSITION:	
Liabilities -	
Accounts payable	309,466
Accrued payroll costs	641,599
Accrued payroll taxes and withholding	55,049
Accrued paid time off	<u>389,823</u>
 Total liabilities	 <u>1,395,937</u>
 Net position -	
Net investment in capital assets	2,429,447
Unrestricted	<u>8,716,689</u>
 Total net position	 <u>\$ 11,146,136</u>

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2017

FUNCTION/PROGRAMS	PROGRAM REVENUES					Net (Expenses) Revenues
	Expenses	Indirect Expense Allocation	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:						
Agency operations and administration	\$ 2,759,678	\$ (753,818)	\$ 2,300,012	\$ 577,781	\$ -	\$ 871,933
Transportation programs	8,027,768	407,003	3,079,525	4,109,658	601,103	(644,485)
Nutrition programs	2,508,103	136,449	357,424	2,306,419	-	19,291
Youth Can programs	1,924,859	87,625	-	1,924,859	-	(87,625)
Other community services programs	2,225,996	122,741	81,773	2,160,167	-	(106,797)
Total governmental activities	\$ 17,446,404	\$ -	\$ 5,818,734	\$ 11,078,884	\$ 601,103	\$ 52,317

CHANGES IN NET POSITION:

Net Revenue	Governmental Activities
Gain on disposal of capital assets	
Change in net position	
Net Position:	
Beginning	
Ending	

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2017

	General Fund	Transportation Programs	Nutrition Programs	Youth Can	Other Governmental Funds	Total Governmental Funds
ASSETS:						
Cash	\$ 7,947,831	\$ -	\$ -	\$ -	\$ -	\$ 7,947,831
Receivables -						
Grants (Federal)	-	243,873	102,076	327,796	94,229	767,974
Grants (State)	-	247,791	5,443	-	188,302	441,536
Participants and other (net)	374,661	382,456	148,397	-	1,000	906,514
Prepaid items	48,771	-	-	-	-	48,771
Due from other funds	2,038,895	-	-	-	-	2,038,895
 Total assets	 <u>\$ 10,410,158</u>	 <u>\$ 874,120</u>	 <u>\$ 255,916</u>	 <u>\$ 327,796</u>	 <u>\$ 283,531</u>	 <u>\$ 12,151,521</u>
 LIABILITIES:						
Accounts payable	\$ 228,625	\$ 38,937	\$ 9,270	\$ 24	\$ 11,197	\$ 288,053
Accrued payroll costs	641,599	-	-	-	-	641,599
Accrued payroll taxes and withholding	55,049	-	-	-	-	55,049
Due to other funds	-	835,183	246,646	327,772	272,334	1,681,935
 Total liabilities	 <u>925,273</u>	 <u>874,120</u>	 <u>255,916</u>	 <u>327,796</u>	 <u>283,531</u>	 <u>2,666,636</u>
 FUND BALANCES:						
Nonspendable -						
Prepaid items	48,771	-	-	-	-	48,771
Unassigned	9,436,114	-	-	-	-	9,436,114
 Total fund balances	 <u>9,484,885</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>9,484,885</u>
 Total liabilities and fund balances	 <u>\$ 10,410,158</u>	 <u>\$ 874,120</u>	 <u>\$ 255,916</u>	 <u>\$ 327,796</u>	 <u>\$ 283,531</u>	 <u>\$ 12,151,521</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, 2017**

Total governmental fund balances	\$ 9,484,885
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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.	2,429,447
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Internal service fund liabilities	<u>(768,196)</u>
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Net position of governmental activities	<u>\$ 11,146,136</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, 2017

	General Fund	Transportation Programs	Nutrition Programs	Youth Can	Other Governmental Funds	Total Governmental Funds
REVENUES:						
Federal grants	\$ -	\$ 3,363,666	\$ 1,028,772	\$ 1,914,540	\$ 805,100	\$ 7,112,078
State grants	36,840	1,311,749	93,315	-	1,183,655	2,625,559
Local program	540,941	35,346	1,184,332	10,319	171,412	1,942,350
Program income	<u>2,275,338</u>	<u>3,079,525</u>	<u>357,424</u>	<u>-</u>	<u>81,773</u>	<u>5,794,060</u>
Total revenues	<u>2,853,119</u>	<u>7,790,286</u>	<u>2,663,843</u>	<u>1,924,859</u>	<u>2,241,940</u>	<u>17,474,047</u>
EXPENDITURES:						
Salaries	1,495,864	3,589,241	623,101	1,028,009	1,250,629	7,986,844
Fringe benefits	434,524	1,496,260	130,135	280,877	392,255	2,734,051
Participant wages	43,673	-	-	231,629	-	275,302
Participant fringe benefits	4,114	-	-	27,559	-	31,673
Travel	89,544	31,307	22,849	82,544	113,895	340,139
Rent	48,735	101,849	18,908	35,114	93,468	298,074
Communications	40,591	110,529	45,691	20,850	40,477	258,138
Utilities	5,399	31,200	2,304	2,546	18,195	59,644
Printing and supplies	34,680	82,306	51,457	18,009	31,820	218,272
Equipment	-	665,792	-	-	-	665,792
Equipment - non capital	92,996	65,186	9,753	-	45,134	213,069
Maintenance and repairs	35,806	542,525	-	-	1,113	579,444
Professional and contracted services	62,522	231,521	91,896	32,318	81,687	499,944
Insurance, bonding and licensing	27,161	216,129	15,748	7,530	21,312	287,880
Food	-	-	1,328,931	-	-	1,328,931
Gasoline	44,597	514,425	-	-	-	559,022
Training and seminars	1,489	3,106	1,746	3,774	16,462	26,577
Specific assistance to participants	74,357	-	-	65,157	-	139,514
Other	-	-	-	-	12,149	12,149
Indirect costs	140,679	407,003	136,449	87,625	122,741	894,497
Miscellaneous	<u>15,226</u>	<u>11,584</u>	<u>29,618</u>	<u>1,318</u>	<u>603</u>	<u>58,349</u>
Total expenditures	<u>2,691,957</u>	<u>8,099,963</u>	<u>2,508,586</u>	<u>1,924,859</u>	<u>2,241,940</u>	<u>17,467,305</u>
Excess (deficit) of revenue over (under) expenditures	<u>161,162</u>	<u>(309,677)</u>	<u>155,257</u>	<u>-</u>	<u>-</u>	<u>6,742</u>
OTHER FINANCING SOURCES (USES):						
Transfers in (out)	(114,715)	269,972	(155,257)	-	-	-
Disposal of capital assets	<u>-</u>	<u>39,705</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,705</u>
Total other financing sources (uses)	<u>(114,715)</u>	<u>309,677</u>	<u>(155,257)</u>	<u>-</u>	<u>-</u>	<u>39,705</u>
Excess of revenue over expenditures and other financing sources (uses)	46,447	-	-	-	-	46,447
FUND BALANCES:						
Beginning	<u>9,438,438</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,438,438</u>
Ending	<u>\$ 9,484,885</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,484,885</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, 2017**

Net change in fund balances - total governmental funds	\$ 46,447
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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 is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period.

Depreciation expense	(620,217)	
Capital outlay	<u>665,792</u>	45,575

The net effect of various transactions involving the sale of capital assets	<u>(3,124)</u>
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Change in net position of governmental activities	<u>\$ 88,898</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, 2017

	Governmental Activities - Internal Service Fund
ASSETS:	
Capital assets:	
Nondepreciable	\$ 150,000
Depreciable, net	<u>618,196</u>
Total assets	<u>768,196</u>
LIABILITIES:	
Accounts payable	21,413
Accrued paid time off	389,823
Internal balances	<u>356,960</u>
Total liabilities	<u>768,196</u>
NET POSITION:	
Net investment in capital assets	-
Net position - unrestricted	<u>-</u>
Total net position	<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, 2017

	Governmental Activities - Internal Service Fund
OPERATING REVENUES:	
Fees for services	\$ 164,936
Total operating revenues	<u>164,936</u>
OPERATING EXPENSES:	
Contracted services	12,995
Rent	8,214
Printing	3,465
Depreciation	<u>140,262</u>
Total operating expenses	<u>164,936</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, 2017

	Governmental Activities - Internal Service Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash received from users	\$ 164,936
Cash received related to employees	41,169
Cash paid to suppliers for goods and services	<u>(3,280)</u>
Net cash provided by operating activities	<u>202,825</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Transfer from general fund	<u>(148,561)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Purchase of capital assets	<u>(54,264)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	<u>-</u>
NET CHANGE IN CASH	<u>-</u>
CASH:	
Beginning	<u>-</u>
Ending	<u>\$ -</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH USED BY OPERATING ACTIVITIES:	
Operating income	\$ -
Adjustments to reconcile net operating income to net cash provided by operating activities:	
Depreciation	140,262
Increase in:	
Accounts payable	21,394
Accrued paid time off	<u>41,169</u>
Net cash provided by operating activities	<u>\$ 202,825</u>

(The accompanying notes are an integral part of these statements.)

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF NET POSITION - FIDUCIARY FUND
JUNE 30, 2017**

	<u>Agency Fund</u>
ASSETS:	
Cash	\$ <u>430,518</u>
 LIABILITIES:	
Amounts held in custody for others	\$ <u>430,518</u>

(The accompanying notes are an integral part of these statements.)

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(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, 2017

(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.

Youth Can Programs -

This fund accounts for revenues and expenditures of the Agency's activities of the Agency's various youth programs (i.e., Youth Can). 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.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Measurement Focus, Basis of Accounting (continued) -

Government-Wide Financial Statements (continued):

Certain eliminations have been made as prescribed by GASB Statement No. 34 in regards 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.

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.

Agency Fund:

Agency 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.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

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, 2017, the Agency had no cash equivalents.

Prepaid Items -

Payments made to vendors for services that will benefit periods beyond June 30, 2017, 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.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

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

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, 2017. As of June 30, 2017, 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 2014.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

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.

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, 2017, the Agency did not have any deferred outflows or inflows of resources.

(2) CASH:

Cash includes amounts in demand deposits with financial institutions.

The 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's bank balances are categorized to give an indication of the level of risk assumed by the Agency. The categories are described as follows:

Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name.

Category 2 - Collateralized with securities held by pledging financial institution's trust department or agent in the entity's name.

Category 3 - Uncollateralized.

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(2) CASH (Continued):

Deposits categorized by level of risk for the year ended June 30, 2017, are as follows:

	<u>Bank Balance</u>	<u>Carrying Amount</u>
Category 1 - Insured or collateralized by the Federal Deposit Insurance Corporation or the State of Tennessee Bank Collateral Pool	<u>\$ 8,615,508</u>	<u>\$ 7,947,831</u>

(3) CAPITAL ASSETS:

Capital asset activity for the fiscal year ending June 30, 2017, 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	631,017	-	-	631,017
Furniture and fixtures	162,145	5,169	(4,490)	162,824
Computers, software, and peripherals	1,618,446	52,895	(12,860)	1,658,481
Vehicles	<u>5,215,615</u>	<u>661,992</u>	<u>(588,397)</u>	<u>5,289,210</u>
Total capital assets being depreciated	<u>7,627,223</u>	<u>720,056</u>	<u>(605,747)</u>	<u>7,741,532</u>
Less accumulated depreciation for:				
Building and improvements	(202,423)	(52,503)	-	(254,926)
Furniture and fixtures	(137,002)	(5,354)	4,490	(137,866)
Computers, software, and peripherals	(1,379,392)	(72,442)	12,423	(1,439,411)
Vehicles	<u>(3,585,412)</u>	<u>(630,180)</u>	<u>585,710</u>	<u>(3,629,882)</u>
Total accumulated depreciation	<u>(5,304,229)</u>	<u>(760,479)</u>	<u>602,623</u>	<u>(5,462,085)</u>
Governmental activity capital assets, net	<u>\$ 2,472,994</u>	<u>\$ (40,423)</u>	<u>\$ (3,124)</u>	<u>\$ 2,429,447</u>

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(3) CAPITAL ASSETS (Continued):

Governmental activities depreciation expense was as follows:

Agency operations and administration	\$ 97,215
Transportation programs	644,309
Nutrition programs	483
Other community service programs	<u>18,472</u>
	<u>\$ 760,479</u>

(4) INTERFUND ACTIVITY:

Amounts due to/from other funds as of June 30, 2017, are as follows:

Due to	Due from	
General Fund	Transportation Programs	\$ 835,183
General Fund	Nutrition Programs	246,646
General Fund	Youth Can Programs	327,772
General Fund	Nonmajor Governmental Funds	272,334
General Fund	Internal Service Fund	356,960

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, 2017, are as follows:

	General Fund	Transportation Programs	Nutrition Programs
Transfers in	\$ -	\$ 269,972	\$ -
Transfers out	114,715	-	155,257

(5) 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:

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(5) FUND EQUITY (Continued):

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 are reported as unrestricted.

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017**

(6) PENSION PLANS:

The Mid-Cumberland Human Resource Agency Profit Sharing Plan (the Plan) provides pension benefits for all its eligible employees through a defined contribution plan administered by Wells Fargo, N.A. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate after 12 months and 1,000 hours of employment. Under the Plan, the Agency currently contributes 6.5% of each employee's eligible compensation. The Plan does not permit employee contributions. A participant is 100% vested after two years of credited service in the Agency's contribution to their account. Contributions are forfeited upon termination of employment and such forfeitures are used to reduce the Agency's contribution. The Plan provisions and contribution requirements are established and may be amended by the Agency's Board. The Agency's total contribution was \$385,772 with no forfeitures reducing this amount for the year ended June 30, 2017. As of June 30, 2017 the Agency had accrued pension expense of \$26,309, included in accrued payroll costs.

The Agency also has Mid-Cumberland Human Resource Agency 457 Retirement Savings Plan that allows employees to defer a portion of their annual compensation pursuant to Section 457 of the Internal Revenue Code. This plan is administered by John Hancock. Employees are immediately vested for all their contributions.

(7) 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, 2017, was \$352,315.

Future minimum lease payments with initial or remaining periods of one year or more (including renewal options) at June 30, 2017, are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Property</u>	<u>Equipment</u>
2018	\$ 208,774	\$ 11,800
2019	37,480	7,805
2020	958	7,805
2021	-	7,805
2022	-	5,203
	<u>\$ 247,212</u>	<u>\$ 40,418</u>

MID-CUMBERLAND HUMAN RESOURCE AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

(7) COMMITMENTS AND CONTINGENCIES (Continued):

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.

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 \$651 per month per employee for individual coverage, \$900 per month per employee for individual plus child(ren) coverage, \$1,199 per month per employee for individual plus spouse coverage and \$1,456 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, 2017, 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.

(8) SUBSEQUENT EVENTS:

Management has evaluated subsequent events through February 13, 2018, 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, 2017

	SPECIAL REVENUE			Total Nonmajor Funds
	Community Corrections	Homemaker	Ombudsman	
ASSETS:				
Receivables:				
Grants (Federal)	\$ -	\$ 85,471	\$ 8,758	\$ 94,229
Grants (State)	188,302	-	-	188,302
Participants and other (net)	-	-	1,000	1,000
Total assets	<u>\$ 188,302</u>	<u>\$ 85,471</u>	<u>\$ 9,758</u>	<u>\$ 283,531</u>
LIABILITIES:				
Accounts payable	\$ 10,253	\$ -	\$ 944	\$ 11,197
Due to other funds	<u>178,049</u>	<u>85,471</u>	<u>8,814</u>	<u>272,334</u>
Total liabilities	<u>188,302</u>	<u>85,471</u>	<u>9,758</u>	<u>283,531</u>
FUND BALANCES:				
Restricted	-	-	-	-
Total fund balances	-	-	-	-
Total liabilities and fund balances	<u>\$ 188,302</u>	<u>\$ 85,471</u>	<u>\$ 9,758</u>	<u>\$ 283,531</u>

MID-CUMBERLAND HUMAN RESOURCE AGENCY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES -
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2017

	SPECIAL REVENUE			Total Nonmajor Funds
	Community Corrections	Homemaker	Ombudsman	
REVENUES:				
Federal grants	\$ -	\$ 700,000	\$ 105,100	\$ 805,100
State grants	1,127,655	40,000	16,000	1,183,655
Local program	3,758	137,703	29,951	171,412
Program income	81,773	-	-	81,773
 Total revenues	 1,213,186	 877,703	 151,051	 2,241,940
 EXPENDITURES:				
Salaries	634,002	523,112	93,515	1,250,629
Fringe benefits	194,349	171,145	26,761	392,255
Travel	15,763	89,265	8,867	113,895
Rent	75,663	14,660	3,145	93,468
Communications	28,492	9,501	2,484	40,477
Utilities	16,820	1,375	-	18,195
Printing and supplies	23,929	5,720	2,171	31,820
Equipment - non capital	44,186	948	-	45,134
Maintenance and repairs	1,069	44	-	1,113
Professional and contracted services	68,882	8,722	4,083	81,687
Insurance, bonding and licensing	16,280	4,208	824	21,312
Training and seminars	14,668	863	931	16,462
Other	12,149	-	-	12,149
Indirect costs	66,419	48,052	8,270	122,741
Miscellaneous	515	88	-	603
 Total expenditures	 1,213,186	 877,703	 151,051	 2,241,940
 Deficit of revenue under expenditures	 -	 -	 -	 -
 FUND BALANCES:				
Beginning	-	-	-	-
 Ending	 \$ -	 \$ -	 \$ -	 \$ -

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
STATEMENT OF CHANGES IN FIDUCIARY ASSETS AND
LIABILITIES - AGENCY FUND
YEAR ENDED JUNE 30, 2017**

	<u>Balance</u> <u>June 30, 2016</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 2017</u>
<u>SSI RECIPIENT TRUST FUND</u>				
ASSETS:				
Cash	\$ <u>407,107</u>	\$ <u>2,519,560</u>	\$ <u>2,496,149</u>	\$ <u>430,518</u>
LIABILITIES:				
Amounts held in custody for others	\$ <u>407,107</u>	\$ <u>2,519,560</u>	\$ <u>2,496,149</u>	\$ <u>430,518</u>

COMPLIANCE



**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, 2017, 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 February 13, 2018.

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) to determine the 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 determination of financial statement amounts. 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 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, Wiley & Menckem, P.C.

Chattanooga, Tennessee
February 13, 2018



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, 2017. 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, 2017.

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 & Menckem, P.C.

Chattanooga, Tennessee
February 13, 2018

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2017**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Agency or Pass-Through Number
U.S. Department of Labor		
Passed through Nashville Career Advancement Center:		
WIA - Youth Activities (Area 9) (04/13-06/16) (06/16)	17.259	320458
WIA - Youth Activities (Area 9) (04/13-06/16) (06/17)	17.259	320458
WIA - Youth Activities (07/14-06/16) (06/16)	17.259	344112
WIA - Youth Activities (Area 9) (07/16-06/17) (06/17)	17.259	388574
WIA - Youth Activities (Area 9) (PWE) (07/16-07/17) (06/17)	17.259	388574
WIA - Youth Activities (Area 8) (06/17)	17.259	WIOA-16-08-Youth
WIA - Youth Activities (Area 8) (PWE) (06/17)	17.259	WIOA-16-08-Youth
WIA - Youth Activities (Area 7) (06/17)	17.259	17-07-999-010-9010
WIA - Youth Activities (Area 7) (PWE) (06/17)	17.259	17-07-999-010-9010
WIA - Youth Activities (Area 11) (06/17)	17.259	16-11-000-001-20-82
WIA - Youth Activities (Area 11) (PWE) (06/17)	17.259	16-11-000-001-20-82

Total U.S. Department of Labor

U.S. Department of Transportation

Passed through Tennessee Department of Transportation:

Transit Services Programs Cluster

Public Transportation (Section 5316) (07/12-06/17) (06/17)	20.516	GG-15-43107-00
Public Transportation (5317) (03/12-02/17) (06/17)	20.521	Z-12-NF008-00
Public Transportation (5317) (03/12-02/17) (06/17)	20.521	Z-14-41483-00

Total Transit Services Programs Cluster

Public Transportation (Section 5311) (07/15-12/16) (06/16)	20.509	Z-16-RT006-00
Public Transportation (Section 5311) (07/15-12/16) (06/16)	20.509	Z-16-RT0017-00
Public Transportation (Section 5311) (07/16-06/17) (06/17)	20.509	Z-17-RT0006-00
Public Transportation (Section 5310) (08/15-07/18) (06/17)	20.509	Z-16-EMSP09-00
Public Transportation (Section 5309) (08/12-07/17) (06/17)	20.509	GG-13-32958-02
Public Transportation (Section 5309) (01/14-12/18) (06/17)	20.509	GG-14-41902-00
Public Transportation (Section 5309) (07/13-12/16) (06/17)	20.509	GG-14-42125-01
Public Transportation (RPO) (06/16)	20.205	47337
Public Transportation (RPO) (06/17)	20.205	GG-17-50658
Public Transportation (Section 5339) (07/16-12/17) (06/17)	20.526	GG-17-52646

Total U.S. Department of Transportation
(See accompanying notes to schedules of expenditures of federal and state awards.)

(Deferred) Accrued Revenue June 30, 2016	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2017
\$ 153,489	\$ 153,489	\$ -	\$ -	\$ -
-	12,803	14,250	-	1,447
49,489	49,489	-	-	-
-	393,201	478,993	-	85,792
-	216,238	247,970	-	31,732
58,148	343,069	335,464	-	50,543
-	170,069	192,448	-	22,379
-	81,571	114,843	-	33,272
-	48,443	69,659	-	21,216
-	234,650	270,126	-	35,476
-	136,367	176,787	-	40,420
<u>261,126</u>	<u>1,839,389</u>	<u>1,900,540</u>	<u>-</u>	<u>322,277</u>
-	-	88,949	-	88,949
8,963	30,208	21,245	-	-
-	-	12,721	-	12,721
<u>8,963</u>	<u>30,208</u>	<u>122,915</u>	<u>-</u>	<u>101,670</u>
227,556	227,556	-	-	-
1,020,749	1,020,749	-	-	-
-	2,404,897	2,441,861	-	36,964
-	246,400	246,400	-	-
-	13,470	13,470	-	-
-	15,370	70,611	-	55,241
319,550	485,242	165,692	-	-
14,466	14,466	-	-	-
-	41,078	43,906	-	2,828
-	-	30,611	-	30,611
<u>1,591,284</u>	<u>4,499,436</u>	<u>3,135,466</u>	<u>-</u>	<u>227,314</u>

(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, 2017

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Agency or Pass-Through Number
U.S. Department of Homeland Security		
Passed through Local Emergency Food and Shelter Boards:		
Emergency Food and Shelter (Phase 33) (06/17)	97.024	Various
U.S. Department of Health & Human Services		
Passed through Greater Nashville Regional Council:		
Aging Cluster		
Nutrition Program for the Elderly (06/16)	93.053	2016-40
Nutrition Program for the Elderly (06/17)	93.053	2017-40
Special Programs for the Aging -		
Title III-C Nutrition Services (06/16)	93.045	2016-40
Title III-C Nutrition Services (06/17)	93.045	2017-40
Title III-B Transportation Services (06/16)	93.044	2016-40
Title III-B Transportation Services (06/17)	93.044	2017-40
Title III-B Ombudsman (06/16)	93.044	2016-40
Title III-B Ombudsman (06/17)	93.044	2017-40
 Total Aging Cluster		
 Special Programs for the Aging -		
Title VII Ombudsman Funds (06/16)	93.042	2016-40
Title VII Ombudsman Funds (06/17)	93.042	2017-40
 Passed through Tennessee Department Human Services:		
Social Services Block Grant -		
Homemaker SSBG (06/16)	93.667	Z-16-C9
Homemaker SSBG (06/17)	93.667	Z-17-49313
 Total U.S. Department of Health & Human Services		
U.S. Department of Housing and Urban Development		
Passed through Tennessee Department Human Services:		
Youth Can Services (06/16)	14.228	
Youth Can Services (06/17)	14.228	
 Total U.S. Department of Housing and Urban Development		
 Total federal awards		

(See accompanying notes to schedules of expenditures of federal and state awards.)

(Deferred) Accrued Revenue June 30, 2016	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2017
-	15,000	34,195	-	19,195
29,212	29,212	-	-	-
-	145,530	158,760	-	13,230
136,923	136,923	-	-	-
-	766,166	835,817	-	69,651
41,927	41,927	-	-	-
-	211,641	228,200	-	16,559
7,917	7,917	-	-	-
-	43,542	47,500	-	3,958
215,979	1,382,858	1,270,277	-	103,398
9,600	9,600	-	-	-
-	52,800	57,600	-	4,800
77,548	77,548	-	-	-
-	614,529	700,000	-	85,471
303,127	2,137,335	2,027,877	-	193,669
8,781	8,781	-	-	-
-	8,481	14,000	-	5,519
8,781	17,262	14,000	-	5,519
<u>\$ 2,164,318</u>	<u>\$ 8,508,422</u>	<u>\$ 7,112,078</u>	<u>\$ -</u>	<u>\$ 767,974</u>

(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, 2017**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Agency or Pass-Through Number
Tennessee Department of Transportation	
Public Transportation (Section 5311) (07/15-12/16) (06/16)	Z-16-RT006-00
Public Transportation (Section 5311) (07/15-12/16) (06/16)	Z-16-RT0017-00
Public Transportation (Section 5311) (07/16-06/17) (06/17)	Z-17-RT0006-00
Public Transportation (Section 5310) (08/15-07/18) (06/17)	Z-16-EMSP09-00
Public Transportation (Section 5339) (07/16-12/17) (06/17)	GG-17-52646
Public Transportation (Section 5309) (08/12-07/17) (06/17)	GG-13-32958-02
Public Transportation (Section 5309) (01/14-12/18) (06/17)	GG-14-41902-00
Public Transportation (Section 5309) (07/13-12/16) (06/17)	GG-14-42125-01
Public Transportation (RPO) (06/16)	47337
Public Transportation (RPO) (06/17)	GG-17-50658
Public Transportation (5317) (03/12-02/17) (06/17)	Z-12-NF008-00
Public Transportation (5317) (07/13-12/17) (06/17)	Z-14-41483-00
Public Transportation (5316) (07/12-06/17) (06/17)	GG-15-43107-00
Tennessee Department of Corrections	
Community Corrections (06/16)	41760
Community Corrections (06/17)	41760
Title III-C Nutrition Services (06/16)	2016-40
Title III-C Nutrition Services (06/17)	2017-40

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.

(See accompanying notes to schedules of expenditures of federal and state awards.)

(Deferred) Accrued Revenue June 30, 2016	Receipts or Revenues Recognized	Disbursements/ Expenditures	Adjustments	(Deferred) Accrued Revenue June 30, 2017
\$ 28,278	\$ 28,278	\$ -	\$ -	\$ -
510,375	510,375	-	-	-
-	996,331	1,219,939	-	223,608
-	30,800	30,800	-	-
-	-	2,701	-	2,701
-	1,684	1,684	-	-
-	1,921	7,578	-	5,657
32,725	50,203	17,478	-	-
1,808	1,808	-	-	-
-	5,134	5,488	-	354
4,474	15,084	10,610	-	-
-	-	6,361	-	6,361
-	-	9,110	-	9,110
169,580	169,580	-	-	-
-	939,353	1,127,655	-	188,302
10,886	10,886	-	-	-
-	59,872	65,315	-	5,443
<u>\$ 758,126</u>	<u>\$ 2,821,309</u>	<u>\$ 2,504,719</u>	<u>\$ -</u>	<u>\$ 441,536</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, 2017**

(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, 2017. 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.

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017**

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:		Unmodified
Internal control over financial reporting:		
Material weakness(es) identified?	☐ Yes	☒ No
Significant deficiency(ies) identified?	☐ Yes	☒ None reported
Noncompliance material to financial statements noted?	☐ Yes	☒ No

Federal Awards

Internal control over major federal programs:		
Material weakness(es) identified?	☐ Yes	☒ No
Significant deficiency(ies) identified?	☐ Yes	☒ 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	☒ No

Identification of major federal programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
17.267	Incentive Grants - WIA Section 503
17.259	WIA Youth Activities

Dollar threshold used to distinguish between type A and type B programs:	\$750,000
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Auditee qualified as low-risk auditee?	☒ Yes	☐ No
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SECTION II - FINANCIAL STATEMENT FINDINGS

None

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

**MID-CUMBERLAND HUMAN RESOURCE AGENCY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017**

FINANCIAL STATEMENT FINDINGS

No prior audit findings.

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No prior audit findings.

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Second Harvest Food Bank of Middle Tennessee **Phone:** 615-329-3491

Contact Person & Title: Brandon Shaw, Grants Manager

Mailing Address: 331 Great Circle Road, Nashville, TN 37228

Federal Identification #: 62-1049447

Email Address: brandon.shaw@secondharvestmidtn.org

Number of Active Participants in Organization: 107 staff & 35,000 volunteers/year

Does this organization charge fees to participants? Yes ☐ No ☒

If yes, please itemize the structure utilized (use separate sheet if necessary)

If no, please explain: While hungry people receiving food through partner agencies are never charged, agencies pay a small shared maintenance fee to offset the operational cost of obtaining and providing food (avg. of \$0.06/lb. of food). If they want their order delivered, we charge a shipping fee of around \$35, depending on distance.

Please provide the approximate number of clients served by your program on a yearly basis. 379,860

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many Williamson County Citizens: Second Harvest does not have access to the distribution records of the partner agencies in Williamson County that we provide food to. We do maintain records of how many agencies we distributed to, mobile pantries offered in Williamson County, and how much food we distribute each year. In fiscal year 2016-2017, we distributed 1,105,584 lbs. of food in Williamson County. Using our standard calculation of 1.2 lbs. per meal, we estimate food insecure Williamson County residents received 921,320 meals. Please see the attached list of sites that we partner with in Williamson County to distribute food.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed): We provide quantity and variety of foods to agencies that other organizations cannot. Our unique grocery rescue program brings in 9 million pounds a year of produce, canned goods, dairy, breads, and frozen meats. We have the capacity to source, store, and distribute perishable and shelf stable goods on a scale not currently matched by any other organization in Middle Tennessee. This makes us able to provide food to 490 partner agencies in 46 counties, including thirteen in Williamson. Our capacity also positions us for large-scale response to natural disasters.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources. Second Harvest receives food donations from local grocers, manufacturers, local growers and farmers as well as food drives. We also receive monetary donations from individuals and private/corporate foundations. Please see the attached Statement of Activities page from our FYE 2017 audited financial statement.

Non-Profit Organization Request for**City of Franklin – Page Two****Organization:** Second Harvest Food Bank of Middle Tennessee

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Employee Salaries & Benefits	\$7,281,991	\$7,877,626	\$7,923,163
Payroll Taxes	\$371,644	\$425,395	\$438,157
Fees	\$169,260	\$442,747	\$404,029
National network dues	\$25,480	\$25,493	\$26,258
Communication Expense	\$553,355	\$666,930	\$686,938
Office Expenses	\$924,202	\$1,051,896	\$1,083,453
Occupancy	\$1,392,241	\$1,288,600	\$1,327,258
Other special event costs	\$180,749	\$272,700	\$280,881
Travel	\$93,685	\$81,246	\$83,683
Depreciation	\$665,797	\$628,733	\$647,595
Insurance	\$208,982	\$240,000	\$247,200
Other Expenses <i>(includes the cost of food supplies, donated food, transportation costs, USDA commodities and the Project Preserve Cost of Goods Sold)</i>	\$74,678,950	\$74,216,221	\$75,797,819
Total	\$86,546,336	\$87,217,587	\$88,946,434

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
City of Franklin Government	\$1,269	\$1,500	\$2,500
Donated Food	\$39,829,092	\$40,388,000	\$40,954,751
Grants	\$4,051,791	\$2,207,483	\$2,275,252
All Other Contributions	\$9,015,394	\$7,993,032	\$8,232,823
Shared Maintenance Fees	\$559,799	\$568,000	\$585,040
Culinary Arts Center	\$215,988	\$100,000	--
Special Events & Activities	\$733,606	\$775,000	\$798,250
Less: Direct benefits to donors	(\$149,464)	--	--
Investment Income	\$198,718	--	--
Agency Transportation Reimbursement	\$226,704	\$227,200	\$234,016
Project Preserve	\$32,580,443	\$34,941,191	\$35,989,427
Less: Cost/Expenses -Project Preserve	(\$30,905,703)	(\$31,548,449)	(\$32,494,902)
Other Income	\$41,149	\$13,084	\$13,477
Total	\$56,398,786	\$55,666,041	\$56,590,634

**Non-Profit Organization Request for
City of Franklin – Page Three**

Organization: Second Harvest Food Bank of Middle Tennessee

Personnel & Salary Information

PERSONNEL:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
CEO	\$282,679	\$258,780	--
CFO	\$109,719	\$125,664	--
COO	\$122,836	\$141,372	--
Senior Vice President	\$151,834	\$156,389	--
Average of all Vice Presidents	\$116,133	\$92,222	--
Average of all Directors	\$76,288	\$83,370	--
Average of all Managers	\$48,274	\$51,849	--
Average of all Drivers	\$32,955	\$32,630	--
Total	\$940,717	\$942,276	--

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): None.

City of Franklin
APPLICATION ADDENDUM
For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Second Harvest Food Bank of Middle Tennessee **Date:** March 13, 2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

A gift of \$2,500 from the City of Franklin will provide food insecure Williamson County residents with 10,000 meals through the Middle Tennessee's Table program. Middle Tennessee's Table (MTT) is a grocery rescue program operating in Williamson and surrounding counties in partnership with 220 grocery stores. Funds will help cover the cost of picking up and distributing rescued food, including frozen meats, bread, dairy, canned goods, and produce. Goods are brought into our Nashville facility to be inspected, sorted, packed, and redistributed to partner agencies feeding the hungry in Franklin and surrounding areas. With every dollar received, we can provide four meals to Williamson County residents in need.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Second Harvest does not directly interact with City of Franklin departments, though our partner agencies in Franklin (see question 2) include many that regularly partner with public services, social programs, and law enforcement both on a local and state level.

City of Franklin
For the funding year, July 1, 2018 through June 30, 2019

Please answer completely the following questions using additional pages if necessary:

- 1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description of capacity, intensity, and duration of services.)**

Second Harvest operates a grocery rescue program called Middle Tennessee's Table (MTT). Through a partnership with over 220 grocery stores, we rescue food that we then redistribute to partner agencies feeding the hungry. In fiscal year 2016-2017, we met our goal by distributing 9 million pounds of MTT food, the equivalent of 7.5 million meals. This food included shelf stable canned and boxed goods, and perishable foods such as fresh produce, dairy, and meats.

We operate year-round, and distribute MTT food to over 490 partner agencies in a 46-county service area. Last fiscal year, we sent 1,105,584 pounds of purchased and donated food to 13 partner agencies in Williamson County. At 1.2 lbs. per meal, this amounted to 921,320 meals for food insecure Williamson County residents.

- 2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.**

We measure results by tracking pounds of food distributed as well as the number of partner agencies served. In fiscal year 2016-2017, Second Harvest distributed 1,105,584 pounds of food to 13 agencies in Williamson County. Feeding America, our parent organization, calculates meals using the formula of total pounds of food distributed divided by 1.2. Using this amount, we estimate that we provided 921,320 meals to those in need.

Our logistics process ensures that food poundage is properly recorded as it is picked up, stored, and delivered. MTT food is rescued from a network of over 220 grocery stores. Second Harvest's Food Resource Specialist manages relationships with each store and works to add more stores to the program whenever possible. Our drivers bring rescued product to our distribution center where it is weighed, inspected, sorted, and stored. Rescued food is weighed again as it leaves the warehouse via Mobile Pantry distributions, perishable routes, and when ordered by an agency. Much of the food that we receive via MTT is perishable, and includes meat and dairy as well as fruits and vegetables. These much-needed items help to enrich the diets of those struggling with hunger. We track how much of what we collect is perishable, and our goal is to increase this portion of our food distribution so individuals have healthy and protein-rich foods to sustain a balanced diet.

Serving hungry people in Williamson County is made possible because of our partnership with the City of Franklin and local agencies which include:

<u>Agency Name</u>	<u>Agency Type</u>
*Boys & Girls Club of Fairview	Youth Program
*Bridges Domestic Violence Shelter	Shelter
*Camp Marymount	Youth Program
*Center for Living and Learning	Group Home
*Church at Fairview	Food Box/Youth Program/Mobile Pantry
*Graceworks Ministries	Food Box/Mobile Pantry
*Graceworks West (formerly Helping Hands of Fairview)	Food Box/Mobile Pantry
*Limestone Baptist Church	Food Box/Senior Program
*One Gen Away	Mobile Pantry Only
*Pro Health Community Health Center	Senior Program
*Spring Meadows Church of Christ	Food Box
*St. Matthews Catholic Church	Mobile Pantry Only
*Women of St. Phillips Catholic Church	Community Backpack

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate of license and please explain.

Yes. Among external review and accreditations:

- Inspection by AIB International occurs every two years to certify us under the requirements of the AIB International Consolidated Standards for Food Distribution Centers. This covers areas of food storage, waste, distribution, finances, standard operating procedures, health hazards, and safety. See attached certification as of our most recent AIB inspection in 2016.
- The national organization with which we are affiliated, Feeding America, requires reports and monitors our compliance with financial and operational standards.
- Our manufacturing operation, Project Preserve, is under continual USDA inspection.
- We undergo an annual independent financial audit. See attached for FYE 2017 audit.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

A request of \$2,500 represents less than 1% of our total agency budget, and less than 1% of the total program budget.

5. What other fundraising activities does your agency engage in during the year?

Our fundraising team works diligently to secure the funds needed to meet our goal of 29 million meals per year. Funding sources include individual donors, corporate partners, foundations grants, municipal and state government grants and reimbursements, and United Way. We also hold special fundraisers throughout the year, with some of our signature events including: Generous Helpings (May), Stars for Second Harvest (June), and Harvest Moon (November).

6. Do you charge any fees for your services?

Food insecure individuals are never charged in any way for receipt of food from a Second Harvest program. Partner agencies pay a small shared maintenance fee to offset the cost of soliciting, collecting, storing, repacking, and distributing donated food (an average of \$0.06/pound of food). If the agency wants their food order delivered to their site, we assess a shipping fee of around \$35. If a certain county is struggling to provide its citizens with enough food, Second Harvest works to allocate grant funding to that county specifically.

ATTACHMENTS

501(c)3 Letter

List of Sites Served in Williamson County

Statement of Activities Page Showing All Donations

Photo of Inspection

FY 2016-2017 Audited Financial Statement

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.

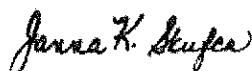
In May 1979 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

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

Williamson County Partner Agencies

2016-2017

AGENCY NAME	CITY	COUNTY	ARM	TYPE
Korean United Methodist Church	Brentwood	Williamson	Katie	Soup Kitchen
Boys & Girls/Fairview	Fairview	Williamson	Courtney	Youth Program
Camp Marymount	Fairview	Williamson	Courtney	Youth Program
Church at Fairview	Fairview	Williamson	Courtney	Food Box / Youth Program / Mobile Pantry
Graceworks West	Fairview	Williamson	Courtney	Food Box / Mobile Pantry
Bridges Domestic Violence Center	Franklin	Williamson	Courtney	Shelter - domestic abuse; no referrals
Center For Living & Learning	Franklin	Williamson	Courtney	Group Home
Graceworks Ministries	Franklin	Williamson	Courtney	Food Box / Mobile Pantry
Limestone Baptist Church	Franklin	Williamson	Courtney	Food Box / Senior Program
Mid-Cumberland Community Action Agency/Williamson	Franklin	Williamson	Courtney	Food Box
One Gen Away	Franklin	Williamson	Courtney	Mobile Pantry Only
St. Matthews Catholic Church	Franklin	Williamson	Courtney	Mobile Pantry Only
Pro Health Community Health Center	Franklin	Williamson	Courtney	Senior Program

Mobile Pantries Provided	16
Pounds distributed to Williamson Co	1,105,584
Meals Equivalency	921,320

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	2017		
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Totals</u>
PUBLIC SUPPORT AND REVENUE			
Donated food	\$ 39,829,092	\$ -	\$ 39,829,092
Contributions	8,262,121	753,273	9,015,394
Government grants	4,053,060	-	4,053,060
Shared maintenance fees	559,799	-	559,799
Culinary arts center	215,988	-	215,988
Special events and activities	733,606	-	733,606
Less: direct benefits to donors	(149,464)	-	(149,464)
Investment income	198,718	-	198,718
Agency transportation reimbursement	226,704	-	226,704
Other income	41,149	-	41,149
Net assets released in satisfaction of program restrictions	<u>1,224,776</u>	<u>(1,224,776)</u>	<u>-</u>
TOTAL PUBLIC SUPPORT AND REVENUE	<u>55,195,549</u>	<u>(471,503)</u>	<u>54,724,046</u>
REVENUE - PROJECT PRESERVE® PROGRAM			
Sales to out of area network agencies, net of discount	29,884,551	-	29,884,551
Sales to local agencies	2,465,948	-	2,465,948
Donated food and services	<u>229,944</u>	<u>-</u>	<u>229,944</u>
TOTAL REVENUE - PROJECT PRESERVE® PROGRAM	32,580,443	-	32,580,443
LESS DIRECT COSTS AND EXPENSES - PROJECT PRESERVE® PROGRAM	<u>(30,905,703)</u>	<u>-</u>	<u>(30,905,703)</u>
GROSS PROFIT FROM PROJECT PRESERVE® PROGRAM	<u>1,674,740</u>	<u>-</u>	<u>1,674,740</u>
TOTAL SUPPORT AND REVENUE	<u>56,870,289</u>	<u>(471,503)</u>	<u>56,398,786</u>
EXPENSES			
Program services:			
Emergency Food Box	4,903,817	-	4,903,817
Community Food Partners	44,650,808	-	44,650,808
Children's Programs	1,953,561	-	1,953,561
Culinary Arts Center	<u>578,987</u>	<u>-</u>	<u>578,987</u>
Total Program Services	<u>52,087,173</u>	<u>-</u>	<u>52,087,173</u>
Supporting services:			
Management and General	936,158	-	936,158
Fundraising	<u>2,467,838</u>	<u>-</u>	<u>2,467,838</u>
Total Supporting Services	<u>3,403,996</u>	<u>-</u>	<u>3,403,996</u>
TOTAL EXPENSES	<u>55,491,169</u>	<u>-</u>	<u>55,491,169</u>
CHANGE IN NET ASSETS	1,379,120	(471,503)	907,617
NET ASSETS - BEGINNING OF YEAR	<u>11,302,144</u>	<u>6,928,415</u>	<u>18,230,559</u>
NET ASSETS - END OF YEAR	<u>\$ 12,681,264</u>	<u>\$ 6,456,912</u>	<u>\$ 19,138,176</u>

See accompanying notes to financial statements.

26248-FA

AIB INTERNATIONAL

Announced
940/1000

Second Harvest Food Bank of Middle Tennessee

Nashville, Tennessee

was inspected by a qualified AIB International Inspector on

March 4, 2016

under the requirements of the AIB International
Consolidated Standards for Food Distribution Centers.

Don Duffley
Chairman of the Board

Andie B. Bane
President and CEO



Muhammad C. Oluwalan
Senior Vice President, Food Safety Services

TO VERIFY AUTHENTICITY OF THIS DOCUMENT, CALL AIB INTERNATIONAL AT +1-785-537-4750

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

FINANCIAL STATEMENTS,
ADDITIONAL INFORMATION
AND
INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2017 AND 2016

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

FINANCIAL STATEMENTS,
ADDITIONAL INFORMATION
AND
INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2017 AND 2016

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**Second Harvest Food Bank of Middle Tennessee, Inc.
Board of Directors 2016 - 2017**

Greg Allen	Ann Pruitt <i>Board Secretary</i>
Drew Berg, Ad Hoc	John G. (Gabe) Roberts
Scott Bowers	Sylvia Roberts, Ad Hoc
Brian Bowman	Paul Robinson <i>Chair, External Affairs Committee</i>
David Bradley <i>Chair, Audit Committee</i>	Heather Rohan
Jim Burton	Tony Rose
Jaynee Day <i>President & CEO</i>	Laquita Stribling
Melissa Eads	David Taylor
Jonathan Flack <i>Board Vice Chair</i>	Scott Turner <i>Past Board Chair</i> <i>Chair, Project Preserve Committee</i>
Andy Flatt	Mimi Vaughn <i>Chair, Executive Compensation Committee</i>
Lucia Folk <i>Chair, Board Management Committee</i>	Jeffrey D. Warne <i>Board Chair</i>
Fletcher Foster	Ken Watkins <i>Chair, Operational Effectiveness Committee</i>
David Fox	John West <i>Board Treasurer</i> <i>Chair, Finance/Investment Committee</i>
Bill Krueger	Shawn Williams
Amy Johnston-Little	
Gabriela Lira	
Phil Pacci	
Lyn Plantinga	

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Second Harvest Food Bank of Middle Tennessee, Inc.
Nashville, Tennessee

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying 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, 2017 and 2016, and the related statements of activities, cash flows and functional expenses 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 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 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 the Food Bank as of June 30, 2017 and 2016, 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.

OTHER MATTERS

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 24-25, 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), is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2017, 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 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 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.

Kraft CPAs PLLC

Nashville, Tennessee
November 30, 2017

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
ASSETS		
Cash	\$ 57,349	\$ 48,450
Accounts receivable, net	1,426,910	1,349,340
Grants receivable	560,186	377,214
Pledges receivable, net	986,763	980,082
Inventories	3,733,293	3,949,344
Prepaid expenses	192,465	155,484
Investments	1,823,416	1,618,035
Capital campaign:		
Cash	3,533,220	2,699,612
Pledges receivable, net	2,190,247	3,268,856
Property and equipment, net	<u>7,354,381</u>	<u>7,214,488</u>
TOTAL ASSETS	<u>\$ 21,858,230</u>	<u>\$ 21,660,905</u>
LIABILITIES		
Accounts payable and accrued expenses	\$ 1,487,261	\$ 2,540,642
Deferred revenue	284,504	448,812
Line of credit	937,583	370,450
Long-term debt	<u>10,706</u>	<u>70,442</u>
TOTAL LIABILITIES	<u>2,720,054</u>	<u>3,430,346</u>
NET ASSETS		
Unrestricted:		
Designated:		
Donated food inventory	1,776,783	1,867,291
Property and equipment, less related debt	7,343,675	7,144,046
Board designated	300,000	300,000
Undesignated	<u>3,260,806</u>	<u>1,990,807</u>
Total unrestricted	12,681,264	11,302,144
Temporarily restricted	<u>6,456,912</u>	<u>6,928,415</u>
TOTAL NET ASSETS	<u>19,138,176</u>	<u>18,230,559</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 21,858,230</u>	<u>\$ 21,660,905</u>

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	2017		
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Totals</u>
PUBLIC SUPPORT AND REVENUE			
Donated food	\$ 39,829,092	\$ -	\$ 39,829,092
Contributions	8,262,121	753,273	9,015,394
Government grants	4,053,060	-	4,053,060
Shared maintenance fees	559,799	-	559,799
Culinary arts center	215,988	-	215,988
Special events and activities	733,606	-	733,606
Less: direct benefits to donors	(149,464)	-	(149,464)
Investment income	198,718	-	198,718
Agency transportation reimbursement	226,704	-	226,704
Other income	41,149	-	41,149
Net assets released in satisfaction of program restrictions	1,224,776	(1,224,776)	-
TOTAL PUBLIC SUPPORT AND REVENUE	<u>55,195,549</u>	<u>(471,503)</u>	<u>54,724,046</u>
REVENUE - PROJECT PRESERVE® PROGRAM			
Sales to out of area network agencies, net of discount	29,884,551	-	29,884,551
Sales to local agencies	2,465,948	-	2,465,948
Donated food and services	229,944	-	229,944
TOTAL REVENUE - PROJECT PRESERVE® PROGRAM	<u>32,580,443</u>	<u>-</u>	<u>32,580,443</u>
LESS DIRECT COSTS AND EXPENSES - PROJECT PRESERVE® PROGRAM	<u>(30,905,703)</u>	<u>-</u>	<u>(30,905,703)</u>
GROSS PROFIT FROM PROJECT PRESERVE® PROGRAM	<u>1,674,740</u>	<u>-</u>	<u>1,674,740</u>
TOTAL SUPPORT AND REVENUE	<u>56,870,289</u>	<u>(471,503)</u>	<u>56,398,786</u>
EXPENSES			
Program services:			
Emergency Food Box	4,903,817	-	4,903,817
Community Food Partners	44,650,808	-	44,650,808
Children's Programs	1,953,561	-	1,953,561
Culinary Arts Center	578,987	-	578,987
Total Program Services	<u>52,087,173</u>	<u>-</u>	<u>52,087,173</u>
Supporting services:			
Management and General	936,158	-	936,158
Fundraising	2,467,838	-	2,467,838
Total Supporting Services	<u>3,403,996</u>	<u>-</u>	<u>3,403,996</u>
TOTAL EXPENSES	<u>55,491,169</u>	<u>-</u>	<u>55,491,169</u>
CHANGE IN NET ASSETS	1,379,120	(471,503)	907,617
NET ASSETS - BEGINNING OF YEAR	<u>11,302,144</u>	<u>6,928,415</u>	<u>18,230,559</u>
NET ASSETS - END OF YEAR	<u>\$ 12,681,264</u>	<u>\$ 6,456,912</u>	<u>\$ 19,138,176</u>

See accompanying notes to financial statements.

2016		
Unrestricted	Temporarily Restricted	Totals
\$ 38,110,438	\$ -	\$ 38,110,438
7,258,289	4,467,171	11,725,460
3,811,535	-	3,811,535
605,765	-	605,765
209,058	-	209,058
705,006	-	705,006
(234,945)	-	(234,945)
29,368	-	29,368
224,965	-	224,965
51,648	-	51,648
<u>1,301,045</u>	<u>(1,301,045)</u>	<u>-</u>
<u>52,072,172</u>	<u>3,166,126</u>	<u>55,238,298</u>
28,002,773	-	28,002,773
2,088,748	-	2,088,748
<u>303,121</u>	<u>-</u>	<u>303,121</u>
30,394,642	-	30,394,642
<u>(28,933,292)</u>	<u>-</u>	<u>(28,933,292)</u>
<u>1,461,350</u>	<u>-</u>	<u>1,461,350</u>
<u>53,533,522</u>	<u>3,166,126</u>	<u>56,699,648</u>
4,969,097	-	4,969,097
42,279,803	-	42,279,803
1,977,640	-	1,977,640
<u>534,109</u>	<u>-</u>	<u>534,109</u>
<u>49,760,649</u>	<u>-</u>	<u>49,760,649</u>
1,026,766	-	1,026,766
<u>2,099,896</u>	<u>-</u>	<u>2,099,896</u>
<u>3,126,662</u>	<u>-</u>	<u>3,126,662</u>
<u>52,887,311</u>	<u>-</u>	<u>52,887,311</u>
646,211	3,166,126	3,812,337
<u>10,655,933</u>	<u>3,762,289</u>	<u>14,418,222</u>
<u>\$ 11,302,144</u>	<u>\$ 6,928,415</u>	<u>\$ 18,230,559</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 907,617	\$ 3,812,337
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	665,797	562,061
Gain on sale of equipment	(30,286)	(33,148)
Capital campaign contributions	(232,179)	(3,868,612)
Noncash contribution of property and equipment	-	(60,000)
Noncash contribution of investments	(98,623)	(173,362)
Realized and unrealized gains on investments	(172,981)	(8,724)
(Increase) decrease in:		
Accounts receivable	(77,570)	175,890
Grants receivable	(182,972)	(218,798)
Pledges receivable	(6,681)	(23,969)
Inventories	216,051	(110,678)
Prepaid expenses	(36,981)	6,861
Increase (decrease) in:		
Accounts payable and accrued expenses	(1,053,381)	615,526
Deferred revenue	(164,308)	239,176
TOTAL ADJUSTMENTS	<u>(1,174,114)</u>	<u>(2,897,777)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>(266,497)</u>	<u>914,560</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sales and maturities of investments	97,555	304,458
Purchases of investments	(31,332)	(107,345)
Proceeds from sale of equipment	33,748	59,939
Additions to property and equipment	<u>(797,152)</u>	<u>(609,828)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(697,181)</u>	<u>(352,776)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital campaign collections	1,310,788	2,347,635
Net draws (repayments) on line of credit	567,133	(1,273,850)
Payments on long-term debt	<u>(71,736)</u>	<u>(189,668)</u>
NET CASH PROVIDED BY FINANCING ACTIVITIES	<u>1,806,185</u>	<u>884,117</u>
NET INCREASE IN CASH	842,507	1,445,901
CASH - BEGINNING OF YEAR	<u>2,748,062</u>	<u>1,302,161</u>
CASH - END OF YEAR	<u>\$ 3,590,569</u>	<u>\$ 2,748,062</u>
 Operating cash	\$ 57,349	\$ 48,450
Capital campaign cash	<u>3,533,220</u>	<u>2,699,612</u>
TOTAL CASH	<u>\$ 3,590,569</u>	<u>\$ 2,748,062</u>
 OTHER CASH FLOW DISCLOSURES:		
Cash paid for interest	<u>\$ 16,265</u>	<u>\$ 28,982</u>
Property and equipment financed with long-term debt	<u>\$ 12,000</u>	<u>\$ 300,000</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, 2017

	PROGRAM SERVICES				SUPPORTING SERVICES		
	PROJECT PRESERVE®	EMERGENCY FOOD BOX	COMMUNITY FOOD PARTNERS	CHILDREN'S PROGRAMS	CULINARY ARTS CENTER	MANAGEMENT AND GENERAL	
						FUND RAISING	TOTALS
Salaries	\$ 1,017,854	\$ 490,214	\$ 1,725,373	\$ 485,492	\$ 216,960	\$ 376,542	\$ 5,391,526
Contract labor	67,659	53,626	179,908	31,280	57,541	18,276	504,455
Payroll taxes and benefits	306,845	199,980	606,458	149,723	78,019	91,109	1,757,654
TOTAL SALARIES AND RELATED EXPENSES	1,392,358	743,820	2,511,739	666,495	352,520	485,927	7,653,635
Food supplies and distribution	29,255,517	59,701	36,823	12,768	77,733	7,401	29,458,090
Donated food	229,944	3,026,244	36,685,345	207,996	-	-	40,149,529
USDA commodities distributed	-	317,023	2,520,912	-	-	-	2,837,935
Internal food purchases and/or reimbursement	(1,882,356)	203,935	851,797	828,991	(9,992)	6,746	-
Product transportation	1,268,560	120,753	781,772	50,238	7,844	-	2,233,396
Office and administration	61,314	41,936	212,073	21,150	30,849	230,437	924,202
Occupancy	331,695	211,669	573,508	101,765	56,472	28,027	1,392,241
Depreciation	84,742	135,486	331,506	35,569	34,750	24,016	665,797
Communication expense	25,475	13,238	32,279	12,266	5,667	11,327	553,355
Travel and conferences	33,366	165	7,747	1,381	-	34,740	93,685
National network dues	-	-	-	-	-	25,480	25,480
Professional fees	63,291	8,949	11,265	4,493	2,246	71,608	169,260
Other special event costs	-	-	-	-	-	180,749	180,749
Insurance	41,797	20,898	94,042	10,449	20,898	10,449	208,982
TOTAL EXPENSES	30,905,703	4,903,817	44,650,808	1,953,561	578,987	936,158	86,546,336
Less expenses included with revenues on the statement of activities:							
Direct benefits to donors	-	-	-	-	-	(149,464)	(149,464)
Direct costs and expenses of Project Preserve® program	(30,905,703)	-	-	-	-	-	(30,905,703)
TOTAL EXPENSES INCLUDED IN EXPENSE SECTION OF STATEMENT OF ACTIVITIES	\$ -	\$ 4,903,817	\$ 44,650,808	\$ 1,953,561	\$ 578,987	\$ 936,158	\$ 55,491,169

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2016

	PROGRAM SERVICES				SUPPORTING SERVICES		
	PROJECT PRESERVE®	EMERGENCY FOOD BOX	COMMUNITY FOOD PARTNERS	CHILDREN'S PROGRAMS	CULINARY ARTS CENTER	MANAGEMENT AND GENERAL	
						FUND RAISING	TOTALS
Salaries	\$ 934,202	\$ 518,646	\$ 1,526,551	\$ 465,824	\$ 232,412	\$ 348,510	\$ 4,975,524
Contract labor	272,386	70,253	218,737	62,592	29,924	4,501	770,064
Payroll taxes and benefits	266,564	191,396	567,609	135,463	65,068	74,110	1,578,694
TOTAL SALARIES AND RELATED EXPENSES	1,473,152	780,295	2,312,897	663,879	327,404	427,121	7,324,282
Food supplies and distribution	27,203,988	59,659	34,280	10,194	79,293	16,154	27,415,833
Donated food	303,121	3,157,028	34,666,865	159,806	-	-	38,286,820
USDA commodities distribution	-	122,303	2,519,438	-	-	-	2,641,741
Internal food purchases and/or reimbursement	(1,815,881)	326,546	620,577	872,243	(9,423)	4,720	-
Product transportation	1,165,039	127,462	798,639	69,061	7,202	32	2,171,271
Office and administration	27,096	13,818	244,400	11,569	6,272	217,233	803,744
Occupancy	296,042	193,453	574,168	109,135	50,844	(103,593)	1,292,647
Depreciation	74,999	112,596	275,851	30,110	31,334	19,711	562,061
Communication expense	11,676	18,087	44,172	16,790	6,986	21,070	554,055
Travel and conferences	35,602	105	7,280	966	-	32,925	86,541
National network dues	-	-	-	-	-	25,719	25,719
Professional fees	117,357	37,194	88,759	23,611	13,646	79,207	420,757
Other special event costs	-	-	-	-	-	-	264,571
Insurance	41,101	20,551	92,477	10,276	20,551	10,276	205,506
TOTAL EXPENSES	28,933,292	4,969,097	42,279,803	1,977,640	534,109	1,026,766	82,055,548
Less expenses included with revenues on the statement of activities:							
Direct benefits to donors	-	-	-	-	-	(234,945)	(234,945)
Direct costs and expenses of Project Preserve® program	(28,933,292)	-	-	-	-	-	(28,933,292)
TOTAL EXPENSES INCLUDED IN EXPENSE SECTION OF STATEMENT OF ACTIVITIES	\$ -	\$ 4,969,097	\$ 42,279,803	\$ 1,977,640	\$ 534,109	\$ 1,026,766	\$ 52,887,311

See accompanying notes to financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 1 - GENERAL

Second Harvest Food Bank of Middle Tennessee, Inc. (the "Food Bank") was founded in 1978. Its mission is to feed hungry people and to work to solve hunger issues in the community. The Food Bank is one of over 200 certified members of Feeding America® (previously known as America's Second Harvest), the Nation's Food Bank 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 2017 and 2016, the program contributed approximately \$1.9 million and \$1.5 million, respectively, to the Food Bank's mission to feed hungry people.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements present the financial position and changes in net assets of the Food Bank on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("GAAP").

Resources are classified as unrestricted, temporarily restricted or permanently restricted net assets, based on the existence or absence of donor-imposed restrictions, as follows:

- *Unrestricted net assets* are free of donor-imposed restrictions. All revenues, gains and losses that are not temporarily or permanently restricted by donors are included in this classification. All expenditures are reported in the unrestricted class of net assets, since the use of restricted contributions in accordance with the donors' stipulations results in the release of the restriction.
- *Temporarily restricted net assets* are limited as to use by donor-imposed restrictions that expire with the passage of time or that can be satisfied by use for the specific purpose.
- *Permanently restricted net assets* are amounts required by donors to be held in perpetuity, including gifts requiring that the principal be invested and the income or specific portions thereof be used for operations. The Food Bank had no permanently restricted net assets as of June 30, 2017 or 2016.

Contributions and Support

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions and Support (Continued)

Contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily or permanently restricted support that increases those net asset classes. When a restriction is fulfilled (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted and reported in the Statement of Activities as net assets released from restrictions.

The Food Bank also receives grant revenue from various federal, state and local agencies. Grant revenue is recognized in the period a liability is incurred for eligible expenditures under the terms of the grant. Grant funds received prior to expenditure are recorded initially as deferred revenue.

The Food Bank reports any gifts of equipment or materials as unrestricted support 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 restricted support. Expirations of donor restrictions are recognized when the donated or acquired long-lived assets are placed in service.

Donated Services

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.

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

Project Preserve® sales are reported net of allowances for discounts and returns. Revenue is recognized when the product is shipped to the customer. 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 program and produces custom product assembly products, such as backpacks and emergency food boxes, for national distribution. During 2017, this production assembled over 900,000 backpacks (1,100,000 backpacks in 2016) and nearly 105,000 disaster relief food boxes for Feeding America® affiliates (over 130,000 boxes in 2016). Additionally, Project Preserve shipped to 123 Feeding America® network food banks nearly 44 million pounds of quality, first-line purchased food items.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash

Cash consists principally of checking 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 year in which the promise is received (1.89% for the year ended June 30, 2017 and 1.01% for the year ended June 30, 2016). Amortization of the discount, if any, is recognized on the interest method over the term of the gift and included in contribution revenue. Conditional promises to give are not included as support until such time as the conditions are substantially met.

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.

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 \$35,500 at June 30, 2017 (\$24,614 at June 30, 2016).

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Inventories

Food inventories include donated food, purchased inventory, manufactured product and undistributed USDA commodities. Donated food received from food drives, food companies, grocery stores and Feeding America® is valued at \$1.73 per pound in 2017 (\$1.67 per pound in 2016), the estimated average market value at the date of gift, based on a study commissioned by Feeding America®. Purchased inventory is reported at average cost. USDA inventory is valued at the most recent USDA established market value per pound amount, and is recognized as program services expense when distributed.

Investments

Investments consist of money market accounts, certificates of deposit, equity funds and taxable bond funds. Money market accounts and certificates of deposit are carried at cash value plus accrued interest. Equity funds and taxable bond 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 Statement of Activities.

Property and Equipment and Depreciation

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.

Designated Unrestricted Net Assets

The Board of Directors has designated \$300,000 of unrestricted net assets to be invested, with the income used to support current operations of the Food Bank. Designations may be reversed at the discretion of the Board of Directors.

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.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fair Value Measurements (Continued)

Following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis:

Investments - Equity funds and taxable bond 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 3. 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.

There have been no 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.

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 the hungry in Middle and West Tennessee. Program services are the major purpose of the organization. The Food Bank distributes food to needy persons in forty-six Middle and West Tennessee counties through the following programs:

Emergency Food Box - provided approximately 2,600,000 pounds of food during 2017, as well as in 2016, in emergency staples to families in need through its sixteen satellite centers in Davidson County.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Program and Supporting Services (Continued)

Community Food Partners - provided over 23,000,000 pounds of food during 2017 (21,000,000 pounds in 2016) to nearly 500 not-for-profit agencies, including soup kitchens, daycare centers and emergency food programs.

Middle Tennessee's Table - collects perishable and non-perishable food from more than 230 food donors, such as grocery stores, retailers, wholesalers and bakeries, and is then distributed to community food partners and programs. These products include meats, produce, dairy, bread, bakery items and dry products. During 2017, the Food Bank distributed over 12,300,000 pounds of food (equivalent to more than 10.2 million meals) under this program. (The Food Bank distributed 11,600,000 pounds equivalent to more than 9.7 million meals in 2016).

Mobile Pantry - Mobile Pantry travels to the forty-six county service area and delivers large boxes of perishable and non-perishable food and supplies that are distributed to people in need. During both 2017 and 2016, nearly 5,400,000 pounds of food were distributed through this program.

SNAP Outreach - The Food Bank offers SNAP Outreach through our Emergency Food Box Sites, Mobile Pantry Distributions, and partner agencies. SNAP, also known as Food Stamps, is for people and families with low incomes, including working people, households with children, seniors, unemployed people, immigrant families, and people with disabilities. SNAP helps them buy the food they need for good health. Second Harvest's Benefits Outreach Counselor shares information about the nutrition benefits of SNAP, pre-screens potential participants, and helps people fill out the SNAP Application. Counselors assisted in completing approximately 1,580 applications during fiscal year 2017 (assisted in completing approximately 1,340 applications in 2016).

Children's Programs - includes Kids Café®, At Risk After School Program and the Backpack Program. Kids Café® and At Risk After School Program operates a weekly feeding program for children at risk of hunger at several area community centers and provided over 207,000 meals during 2017 (205,000 meals in 2016). The mission of the Backpack Program is to meet 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 2017, the Food Bank distributed over 240,000 backpacks to hungry children (210,000 backpacks in 2016).

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Program and Supporting Services (Continued)

Children's Programs (Continued)

The School Food Pantry program is designed to increase food access for families in need and may have a permanent residence within a school or may operate through a mobile pantry distribution where food is brought to the school campus and distributed once a month. Twenty-eight sites were operated during 2017, providing over 201,000 pounds of food for families in need (twenty-six sites were operated during 2016, providing over 186,000 pounds of food).

Culinary Arts Center - operates a state-of-the-art food preparation facility located at the Food Bank. The purpose of the Center is to educate the public on issues related to nutrition and food preparation. The Center is used for food handling safety classes, food product testing and demonstrations, nutrition training and catering for the Food Bank's partner agencies, supporters and clients. The Culinary Arts Center also offers a lunch opportunity every Wednesday and Friday that is open to the public called First Harvest Café. First Harvest Café uses only purchased product and the revenue generated through customer sales goes to support the Food Bank's mission.

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.

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.

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 Statement of Functional Expenses, which is reported as a direct cost and expense of the Project Preserve® program in the Statement of Activities.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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.

Recent Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") 2014-09, *Revenue from Contracts with Customers*, requiring an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The updated standard will replace most existing revenue recognition guidance in GAAP when it becomes effective and permits the use of either a full retrospective or retrospective with cumulative effect transition method. In August 2015, the FASB issued ASU 2015-14 which defers the effective date of ASU 2014-09 one year making it effective for annual reporting periods beginning after December 15, 2018. The Food Bank is currently evaluating the effect that the updated standard will have on the financial statements.

In July 2015, the FASB issued guidance that requires entities that measure inventory using the first-in, first-out or average cost methods to measure inventory at the lower of cost or net realizable value. Net realizable value is defined as estimated selling price in the ordinary course of business less reasonably predictable costs of completion, disposal and transportation. This ASU will be effective for fiscal years beginning after December 15, 2016. Early adoption of the ASU is permitted. The Food Bank does not expect the adoption of the ASU to have a material effect on its financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Recent Accounting Pronouncements (Continued)

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. The new standard is effective for fiscal years beginning after December 15, 2019, including interim periods within those financial years. The Food Bank is currently evaluating the impact of the pending adoption of the new standard on the financial statements.

In August 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities* (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities*, which simplifies and improves how a not-for-profit organization classifies its net assets, as well as the information it presents in financial statements and notes about its liquidity, financial performance, and cash flows. Among other changes, the ASU replaces the three current classes of net assets with two new classes, “net assets with donor restrictions” and “net assets without donor restrictions”, and expands disclosures about the nature and amount of any donor restrictions. ASU 2016-14 is effective for annual periods beginning after December 15, 2017 and interim periods within fiscal years beginning after December 15, 2018, with early adoption permitted. The Food Bank is currently evaluating the impact the adoption of this guidance will have on its financial statements.

Reclassifications

Certain prior year amounts have been reclassified to conform to current year presentation. These reclassifications have no effect on the change in net assets as previously presented.

Events Occurring after Reporting Date

The Food Bank has evaluated events and transactions that occurred between June 30, 2017 and November 30, 2017, the date the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 3 - PLEDGES RECEIVABLE

Pledges receivable for operations consisted of the following at June 30:

	<u>2017</u>	<u>2016</u>
Due in less than one year	\$ 945,338	\$ 950,491
Due in one to five years	<u>46,834</u>	<u>35,000</u>
	992,172	985,491
Less: Allowance for uncollectible pledges	<u>(5,409)</u>	<u>(5,409)</u>
	<u>\$ 986,763</u>	<u>\$ 980,082</u>

NOTE 4 - INVENTORIES

Inventories consisted of the following at June 30:

	<u>2017</u>	<u>2016</u>
Donated food	\$ 1,776,783	\$ 1,867,291
USDA inventory	283,754	441,804
Cook/chill manufactured inventory	102,647	100,335
Purchased inventory	<u>1,570,109</u>	<u>1,539,914</u>
	<u>\$ 3,733,293</u>	<u>\$ 3,949,344</u>

NOTE 5 - INVESTMENTS

Investments consisted of the following at June 30:

	<u>2017</u>	<u>2016</u>
Liquid money market funds	\$ 108,178	\$ 95,504
Certificates of deposit	119,556	118,697
Equity funds	1,184,491	993,625
Taxable bond funds	<u>411,191</u>	<u>410,209</u>
	<u>\$ 1,823,416</u>	<u>\$ 1,618,035</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 5 - INVESTMENTS (CONTINUED)

Investment income consisted of the following for the years ended June 30:

	<u>2017</u>	<u>2016</u>
Realized and unrealized gains - net	\$ 172,953	\$ 8,724
Dividend and interest income	<u>25,765</u>	<u>20,644</u>
	<u>\$ 198,718</u>	<u>\$ 29,368</u>

NOTE 6 - 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:

	<u>2017</u>			
	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments:				
Equity funds:				
Large value	\$ 920,900	\$ 920,900	\$ -	\$ -
International	<u>263,591</u>	<u>263,591</u>	<u>-</u>	<u>-</u>
Total equity funds	1,184,491	1,184,491	-	-
Taxable bond funds:				
Intermediate term	<u>411,191</u>	<u>411,191</u>	<u>-</u>	<u>-</u>
Total investments at fair value	1,595,682	1,595,682	-	-
Donated inventory	<u>1,776,783</u>	<u>-</u>	<u>-</u>	<u>1,776,783</u>
Total	<u>\$ 3,372,465</u>	<u>\$ 1,595,682</u>	<u>\$ -</u>	<u>\$ 1,776,783</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 6 - FAIR VALUE MEASUREMENTS (CONTINUED)

	2016			
	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments:				
Equity funds:				
Large value	\$ 853,352	\$ 853,352	\$ -	\$ -
International	<u>140,273</u>	<u>140,273</u>	<u>-</u>	<u>-</u>
Total equity funds	993,625	993,625	-	-
Taxable bond funds:				
Intermediate term	<u>410,209</u>	<u>410,209</u>	<u>-</u>	<u>-</u>
Total investments at fair value	1,403,834	1,403,834	-	-
Donated inventory	<u>1,867,291</u>	<u>-</u>	<u>-</u>	<u>1,867,291</u>
Total	<u>\$ 3,271,125</u>	<u>\$ 1,403,834</u>	<u>\$ -</u>	<u>\$ 1,867,291</u>

The following is a reconciliation of the beginning and ending balances for assets measured at fair value on a recurring basis using significant unobservable inputs (Level 3) for the years ended June 30:

	<u>2017</u>	<u>2016</u>
Beginning of year	\$ 1,867,291	\$ 1,740,617
Donated food received	40,059,021	38,413,494
Donated food distributed	<u>(40,149,529)</u>	<u>(38,286,820)</u>
End of year	<u>\$ 1,776,783</u>	<u>\$ 1,867,291</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 7 - CAPITAL CAMPAIGN

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. Plans are for a phased approach which includes a 25,800 square foot Western Branch in Benton County and a 13,000 square foot freezer addition to the Nashville facility, both to be completed in 2018. The second phase will include developing a volunteer engagement center, reconfigured open shopping, and other aesthetic improvements to the Nashville facility, as well as expansion into Rutherford County. At June 30, pledges receivable for this campaign are expected to be received as follows:

	<u>2017</u>	<u>2016</u>
Due in less than one year	\$ 926,793	\$ 1,199,326
Due in one to five years	1,281,924	2,114,088
Due in greater than five years	<u>34,000</u>	<u>30,000</u>
	2,242,717	3,343,414
Less: Discount to present value	<u>(52,470)</u>	<u>(74,558)</u>
	<u><u>\$ 2,190,247</u></u>	<u><u>\$ 3,268,856</u></u>

NOTE 8 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2017</u>	<u>2016</u>
Land	\$ 1,334,586	\$ 1,334,586
Construction in progress	156,241	414,279
Building and improvements	7,103,807	7,059,584
Office and warehouse furniture and equipment	2,430,407	2,035,317
Transportation equipment	1,832,980	1,807,874
Cook/chill equipment	782,979	624,360
Culinary arts center equipment	<u>139,415</u>	<u>139,415</u>
	13,780,415	13,415,415
Less accumulated depreciation	<u>6,426,034</u>	<u>6,200,927</u>
	<u><u>\$ 7,354,381</u></u>	<u><u>\$ 7,214,488</u></u>

Construction in progress at June 30, 2017 includes development of design documents for the renovation of the main warehouse, which has been funded by the capital campaign. Also included is development costs for the new eCommerce website for Project Preserve and eHarvest.

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 9 - LONG-TERM DEBT

Long-term debt consisted of the following at June 30:

	<u>2017</u>	<u>2016</u>
<u>Line of Credit</u>		
\$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 2018. It is management's intent to extend or renew the line of credit upon maturity. Interest is payable monthly at a rate of one-month LIBOR plus 2.25% (3.47% at June 30, 2017).	\$ 937,583	\$ 370,450
<u>Note Payable</u>		
\$300,000 note payable to a financial institution to finance the purchase of four trucks. The note matures in 36 monthly principal and interest payments of \$8,764, with interest at a fixed rate of 3.3%. Due to advance repayments, the note was repaid in 2017.	-	70,442
<u>Lease Obligation</u>		
\$12,000 lease obligation to a financial institution to finance the purchase of forklift machinery. Lease is payable in monthly principal and interest payments of \$345, with interest at a fixed rate of 2.246%. Lease matures March 1, 2020 with a \$1 purchase option at maturity.	10,706	-
	<u>\$ 948,289</u>	<u>\$ 440,892</u>

Total interest expense incurred by the Food Bank was \$16,265 in 2017 and \$28,982 in 2016. Interest expense is included in office and administration expense in the Statements of Functional Expenses.

Maturities on the lease obligation at June 30, 2017 are as follows:

June 30, 2018	\$ 4,140
June 30, 2019	4,140
June 30, 2020	<u>3,105</u>
	11,385
Less: amount representing interest	<u>(679)</u>
	<u>\$ 10,706</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 10 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consisted of specific restrictions within the following programs as of June 30:

	<u>2017</u>	<u>2016</u>
United Way of Middle Tennessee - contribution pledge for the following period for program grants	\$ 109,154	\$ 114,637
Donations for Children's programs (backpacks and summer feeding programs)	42,604	42,906
Donations for <i>Setting the Table for the Future</i> capital campaign	5,723,467	5,968,468
Donations for mobile pantries and agency equipment	434,930	548,507
Donations for emergency food box program	52,964	29,700
Donation for out of area food bank purchases	-	8,726
Donations for Culinary Arts Program scholarships	3,050	6,500
Donations for other equipment purchases	90,743	208,971
	<u>\$ 6,456,912</u>	<u>\$ 6,928,415</u>

NOTE 11 - IN-KIND DONATIONS

Excluding donated food inventory items, other in-kind donations of goods and services recognized by the Food Bank as contributions revenue for the years ended June 30 are as follows:

	<u>2017</u>	<u>2016</u>
Special events goods and services	\$ 23,061	\$ 54,335
Food supplies and distribution	4,905	6,181
Equipment	2,000	565
Computer equipment and software	180	-
Office and administration:		
Marketing	11,356	12,811
Other consulting	-	1,500
Furniture	-	60,000
Other	29,175	4,998
	<u>\$ 70,677</u>	<u>\$ 140,390</u>

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017 AND 2016

NOTE 12 - 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, 2017, pledges receivable from two donors amounted to \$900,000, or approximately 28% of total pledges receivable. At June 30, 2016, pledges receivable from two donors amounted to \$1,700,000, or approximately 40% of total pledges receivable. In 2016, one donor contributed \$1,500,000, or approximately 13% of total contribution revenue.

NOTE 13 - 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, 2017, amounted to \$280,013 (\$290,838 for 2016).

NOTE 14 - LEASES

The Food Bank leases warehouse space under two non-cancelable warehouse leases expiring May 2018.

Lease expense under these agreements and other cancellable or short-term leases amounted to \$222,628 and \$223,242 during years ended June 30, 2017 and 2016, respectively.

Future minimum lease payment required under the non-cancelable leases is \$152,420 for the year ended June 30, 2018.

ADDITIONAL INFORMATION

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2017

	FEDERAL CFDA NUMBER	GRANTOR'S NUMBER	GRANT PERIOD	GRANT AMOUNT	(ACCRUED) DEFERRED REVENUE 7/1/2016	7/1/16 - 6/30/17		(ACCRUED) DEFERRED REVENUE 6/30/2017
						RECEIPTS	EXPENDITURES	
EXPENDITURES OF FEDERAL AWARDS								
U.S. DEPARTMENT OF AGRICULTURE								
Passed Through Tennessee Department of Human Services								
	10.558	N/A	*	\$	-	\$	166,737	\$ 181,131 (14,394)
Child and Adult Care Food Program (CACFP)								
Summer Food Service Program (SFSP)	10.559	N/A	5/1/16 - 9/30/16	*	(25,804)		67,042	41,238 -
Summer Food Service Program (SFSP)	10.559	N/A	5/1/17 - 9/30/17	*	-		20,000	47,979 (27,979)
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	N/A	10/1/15 - 6/30/16	\$	(4,716)		4,716	-
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	N/A	7/1/16 - 9/30/16	\$	-		10,209	10,209 -
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	N/A	10/1/16 - 6/30/17	\$	-		23,069	29,313 (6,244)
Total - Tennessee Department of Human Services					(30,520)		291,773	309,870 (48,617)
Passed Through Tennessee Department of Agriculture								
Emergency Food Assistance Program - Administrative Costs	10.568	(1)	10/01/15 - 8/31/16	\$	(176,409)		208,921	32,512 -
Emergency Food Assistance Program - Administrative Costs	10.568	(1)	09/01/16 - 9/30/16	\$	-		48,000	48,000 -
Emergency Food Assistance Program - Administrative Costs	10.568	(1)	10/01/16 - 9/30/17	\$	-		174,499	319,558 (145,059)
Emergency Food Assistance Program - Commodities	10.569	(1)	10/01/15 - 9/30/16	*	441,803		460,232	902,035 -
Emergency Food Assistance Program - Commodities	10.569	(1)	10/01/16 - 9/30/17	*	-		2,219,654	1,935,900 283,754
Total - Tennessee Department of Agriculture					265,394		3,111,306	3,238,005 138,695
TOTAL U.S. DEPT OF AGRICULTURE								
					234,874		3,403,079	3,547,875 90,078

(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, 2017

FEDERAL CFDA NUMBER	GRANTOR'S NUMBER	GRANT PERIOD	GRANT AMOUNT	(ACCRUED)	7/1/16 - 6/30/17		(ACCRUED)
				DEFERRED REVENUE 7/1/2016	RECEIPTS	EXPENDITURES	DEFERRED REVENUE 6/30/2017
DEPARTMENT OF HOMELAND SECURITY (CONTINUED)							
Passed Through United Way of Middle Tennessee (Continued):							
97 024	781800-002	12/1/15 - 6/30/17	\$ 13,287	\$ -	\$ 6,644	\$ 13,287	\$ (6,643)
Emergency Management Food and Shelter Program							
				-	63,844	70,487	(6,643)
TOTAL DEPARTMENT OF HOMELAND SECURITY							
TOTAL EXPENDITURES OF FEDERAL AWARDS							
				\$ 234,874	\$ 3,466,923	\$ 3,618,362	\$ 83,435

Total Expenditures by CFDA Number:

10,558	\$ 181,131
10,559	89,217
10,561	39,522
10,568 & 10,569	3,238,005
97,024	70,487
	<u>\$ 3,618,362</u>

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, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of 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 not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

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, 2017, 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 November 30, 2017.

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) to determine 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 may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether Second Harvest Food Bank of Middle Tennessee, Inc.'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 determination of financial statement amounts. 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.

Kraft CPAs PLLC

Nashville, Tennessee
November 30, 2017

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Board of Directors
Second Harvest Food Bank of Middle Tennessee, Inc.
Nashville, Tennessee

REPORT ON COMPLIANCE FOR 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 described 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, 2017. 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.

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.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on compliance for each of the Food Bank'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 Regulation* 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 the Food Bank'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 Second Harvest Food Bank of Middle Tennessee, Inc.'s compliance.

OPINION ON EACH MAJOR FEDERAL PROGRAM

In our opinion, Second Harvest Food Bank of Middle Tennessee, Inc. 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, 2017.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Management of the Food Bank 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 the Food Bank'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 the Food Bank'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.

Kraft CPAs PLLC

Nashville, Tennessee
November 30, 2017

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2017

Section I - Summary of Auditors' Results

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ 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 that are not considered to be material weaknesses? _____ 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

10.568 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?

_____ yes X no

SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2017

Part II - Financial Statement Findings

There were no audit findings in the prior year or current year.



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Sister Cities of Franklin and Wm. Co. Phone: 615-794-5371

Contact Person & Title: Janice Litvack - Board Treasurer

Mailing Address: P.O. Box 977, Franklin TN 37065

Federal Identification # (if applicable): 94-3425537

Email Address: litvack.janice@gmail.com

Number of Active Participants in Organization: 12 board members

Does this organization charge fees to participants? Yes _____ No x

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: Being a non-profit organization our events are free to the community

Please provide the approximate number of clients served by your program on a yearly basis
3500

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: Our quarterly Passport to the World series draws an average of 75 guests per program. Celebrations of Nations draws an attendance of approximately 3500.

Student exchanges to 12-15 students per year.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

N/A

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.
Our website provides an option to donate \$25 for a family membership. Sponsorship are available to businesses and organizations at various levels. A copy of the Sponsorship letter is attached.

**Non-Profit Organization Request for
City of Franklin - Page Two**



Organization: Sister Cities of Franklin

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Insurance	\$1,750	\$1,500	\$1,500
SisterCities Intl Membership	750	800	800
State Lic and Fees	150	150	150
Communication and Printing	130	175	175
Entertainment for exchange students	1,300	1,845	1,900
Passport to the World	500	500	500
General Office	512	550	550
Celebration of Nations	11,500	13,461	14,000
Pumpkin Fest	100	100	100
Total	\$16,692	\$19,081	19,675

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	903	0	0
City of Franklin Government	5,000	5,000	7,500
Tennessee Arts Commission **	1,800	3,800	3,000
Middle Tennessee Electric	2,100	1,800	2,000
Pumpkin Fest and CON	1,135	1,212	1,500
Sponsorships and Memberships	8,000	7,500	8,000
Total	18,938	19,312	22,500

** These funds can only be used for CON performers. We have been notified that grants will be reduced this year.

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Sister Cities of Franklin and Wm. County

Personnel & Salary Information

PERSONNEL:	Actual 2015-16	Projected Expended 2016-17	Requested 2017-18
n/a			
Total			

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): None



City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Sister Cities of Franklin and WM Co Date: 3/1/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

Funds will be used to cover recurring expenses including insurance, Sister Cities Intl. dues, general office expenses and meals and entertainment for exchange students. Also included will be covering some costs for Celebration of Nations and Passport to the World.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Police services are used at Celebration of Nations.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)
Celebration of Nations recognized and celebrates the diversity of Williamson County, see attached page for details. Passport to the World highlights the foods, culture and history of countries throughout the world. Our exchange programs to Bad Soden, Germany and Carlton Place, Canada is increasing in popularity continues to be a success.
2. Are there procedures in place for measuring the results achieved by your agency?
If so, provide detailed data.
Performers and vendors participating in CON are interviewed post event for TN Arts Commission. Parental meetings are held after the exchanges to make sure the visits met the students' expectations.
3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.
No
4. What percent of your local agency budget is your allocation request from the City of Franklin?
Approximately 35%
5. What other fundraising activities does your agency engage in during the year?
Concert co-sponsored with the Masonic Temple, a Songwriters Night at Kimbro's, guess the pumpkin's weight at Pumpkinfest, membership fees and other sponsorships.
6. Do you charge any fees for your services?
No.



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

SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY,
TENNESSEE, INC.
184 LONDON LN
FRANKLIN, TN 37067-4460

January 1, 2018

Annual Report Now Due For:
SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY, TENNESSEE, INC.

File Annual Reports Online at: <http://TNBear.TN.gov/AR>

Control Number: **423163**
Nonprofit Corporation
Formation Locale: **TENNESSEE**

Due on or Before: **04/01/2018**
Date Formed: **03/08/2002**
Fiscal Year Closing Month: **12**

Dear Business Entity:

Your Annual Report is now due and must be filed by the close of business on the due date shown above. Failure to file the Annual Report by the due date will result in the administrative dissolution/revocation of your business as well as the revocation of all assumed names and workers' compensation exemption registrations associated with your business, if any.

For your convenience, you can file your Annual Report electronically through our website at <http://TNBear.TN.gov/AR>. In order to file your Annual Report online you need the following information: Control Number, credit/debit card, name and business address of principal officers, governors, directors, or managers. If you prefer to send in a paper form, visit the same website and fill out and print your Annual Report form using the control number shown above and mail to our office along with the filing fee.

If you are no longer transacting business, you must file dissolution and termination (or withdrawal) documents along with the required fees to terminate your business with the Secretary of State's Office no later than 07/30/2018 or your entity will be administratively dissolved and additional filing fees apply in order to terminate your business.

If we can be of assistance, please call the Division of Business Services at the number below.

Sincerely,

Tre Hargett
Secretary of State

SISTER CITIES OF FRANKLIN TENNESSEE
INC
109 THIRD AVE S
FRANKLIN TN 37064-2519

22442

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.

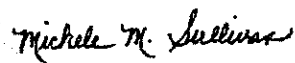
Our records indicate that a determination letter was issued in September 2002, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

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. 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 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

Management Report

Sister Cities of Franklin and Williamson Co. TN Inc
For the period ended June 30, 2017

Prepared on

March 6, 2018

For management use only

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Balance Sheet.....4

Profit and Loss

July 2016 - June 2017

	Total
INCOME	
City of Franklin Grant	5,076.00
Mid Tenn Elec Grant	3,700.00
Sales	6,454.35
Sponsorships	3,291.85
TAC Grant	2,990.00
Uncategorized Income	1,024.10
Total Income	22,536.30
GROSS PROFIT	22,536.30
EXPENSES	
CON Entertainment	11,250.00
Dues & Subscriptions	1,545.00
Insurance	1,459.00
Meals and Entertainment	0.00
Entertainment	731.44
Total Meals and Entertainment	731.44
Office Expenses	110.00
Other General and Admin Expenses	142.00
Passport to the World	146.55
Total Other General and Admin Expenses	288.55
Program Fees - PP to the W	61.49
Shipping and delivery expense	422.33
Stationery & Printing	123.38
Uncategorized Expense	2,691.06
Total Expenses	18,682.25
NET OPERATING INCOME	3,854.05
OTHER EXPENSES	
Reconciliation Discrepancies	25.00
Total Other Expenses	25.00
NET OTHER INCOME	-25.00
NET INCOME	\$3,829.05

Balance Sheet

As of June 30, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking-0221 (X 0221)	5,164.24
Exchange Deposit	1,616.13
Trust Account Germany Visit	-1,557.53
Total Bank Accounts	5,222.84
Total Current Assets	5,222.84
TOTAL ASSETS	\$5,222.84
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	8,748.88
Retained Earnings	-7,355.09
Net Income	3,829.05
Total Equity	5,222.84
TOTAL LIABILITIES AND EQUITY	\$5,222.84



SISTER CITIES
of Franklin and Williamson County
T E N N E S S E E

BUILD SHARE INSPIRE

2018 Sponsorship Levels

Sponsorships will be for the calendar year

2018 and include exposure at all Sister Cities events:

SISTER CITIES AMBASSADOR \$4,000

- Your banner will appear at the entrance to our Celebration of Nations festival recognizing you as the presenting sponsor.
- Your logo will be included on all media advertisements recognizing you as the presenting sponsor for all Sister Cities events and will be included in social media.
- Announcements will be made during events recognizing your sponsorship.
- You will receive one 10 x 10 tent/booth space with premium location at the Celebration of Nations event if culturally relevant.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

SISTER CITIES CONSUL \$2,0000

- Your banner will appear on the stage at the festival recognizing you as the stage sponsor for the Celebration of Nations event.
- Your logo will be included on all media advertisements recognizing you as a sponsor for all Sister Cities events and will be included in social media.
- You will receive one 10 x 10 tent/booth space at the Celebration of Nations event if culturally relevant.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

SISTER CITIES DIPLOMAT \$1,000

- Your banner will be prominently displayed at Celebration of Nations.
- Your logo and/or name will be included for all events on all media advertisements including social media.
- You will receive a discounted rate for a 10 x 10 tent/booth space at the Celebration of Nations event.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

EMISSARY \$500

- Your logo and/or name will be included for all events on all media advertisements including social media.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

ASSOCIATE \$250

- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

SISTER CITIES MEMBER \$25 for families and individuals

- You will receive a quarterly e-newsletter; be invited to an annual membership reception; receive priority notice for educational, professional and cultural exchanges as well as special events; and have volunteer opportunities with the Celebration of Nations Festival and other Sister Cities events.

Should you have any questions, please contact:

Janice Litvack

615-794-5371

or

litvack.janice@gmail.com

YES! I want to support Sister Cities of Franklin and Williamson County, Tennessee, Inc.



SISTER★CITIES
of Franklin and Williamson County
TENNESSEE

In order to be included in 2017 events, we need your commitment as soon as possible.

BUILD SHARE INSPIRE

SPONSOR LEVELS

- ☐ **\$4,000 Ambassador**
- ☐ **\$2,000 Consul**
- ☐ **\$1,000 Diplomat**
- ☐ **\$500 Emissary**
- ☐ **\$250 Associate**
- ☐ **\$25 Member**

SPONSOR INFORMATION

organization/business name *(as it will appear in all acknowledgments)*

address city/state/zip

phone fax web address

contact title

email phone *(if different from above)*

PAYMENT INFORMATION

Please make checks payable to Sister Cities of Franklin and Williamson County, Inc.
Mail payment to: ***Sister Cities of Franklin, PO Box 977, Franklin, TN 37065***

☐ Check enclosed Check # _____ Amount _____

AUTHORIZED SIGNATURE — SPONSORING INSTITUTION

signature date

print name

Should you have any questions, please contact:

Janice Litvack

615-794-5371

or

litvack.janice@gmail.com



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

TN REHABILITATION SERVICES
1405-A Brookwood Avenue
FRANKLIN, TENNESSEE 37064

TELEPHONE: 615-595-2071 FAX: 615-790-5972

www.state.tn.us/humanserv/

BILL HASLAM
GOVERNOR

Danielle Barnes
COMMISSIONER

March 13, 2018

Ms. Kristine Tallent
Assistant City Administrator/CFO
109 Third Avenue South
Franklin, TN 37064

Dear Ms. Tallent:

The Tennessee Rehabilitation Center at Franklin is requesting \$23,170.00 for the 2018-2019 fiscal year which is the same amount approved for the 2017-2018 fiscal year.

Enclosed with this request is the application from the City of Franklin, a copy of the most recent audit report, and other required documentation required by the state Comptroller's office.

We greatly appreciate the support and assistance the City of Franklin has provided in the past. We hope the City of Franklin will be able to continue their assistance by funding this request for fiscal year 2018-2019. If you should have any questions, or need further assistance, please call our center at (615)790-5509.

Sincerely,

Selina Kirkland
Tennessee Rehabilitation Center at Franklin, Manager
1405-A Brookwood Avenue
Franklin, TN 37064
615-595-2071

reud 1:27pm
3.16.18

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN FUNDS
2018-19 FISCAL YEAR**

Organization Name: Tennessee Rehabilitation Center at Franklin Phone: 615-790-5509

Contact Person & Title: Selina Kirkland, Manager

Mailing Address: 1405-A Brookwood Avenue, Franklin, TN 37064

Federal Identification # (if applicable): N/A

E-mail address: Selina.Kirkland@tn.gov

Number of Active Participants in Organization: 116

If necessary, use separate sheet to provide requested information.

Does this organization charge fees to participants? Yes _____ No X

If yes, please itemize the structure utilized:

If no, please explain: Funding received from Williamson County and the City of Franklin is matched with federal monies to provide services to individuals with significant disabilities living in Williamson County. No fees are charges to the client.

Please provide the approximate number of clients served by your program on a yearly basis: 130. All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County citizens:

All clients served by the Tennessee Rehabilitation Center at Franklin are Williamson County residents. During FY 16-17 129 individuals with disabilities were served.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

Waves, Inc. is a residential day program providing services to individuals with severe cognitive disabilities. They are a fee for service agency and require participants to be recipients of Social Security Disability benefits.

Center for Living and Learning is a residential facility providing services to individuals with severe and emotional disabilities. The center is a fee-for-service agency.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private sources. The Tennessee Rehabilitation Center at Franklin receives local funding that is matched with federal dollars and is administered by the State of Tennessee. The State of Tennessee does not permit fundraising.

Non-Profit Organization Request for City of Franklin
Funds - Page Two
Organization: Tennessee Rehabilitation Center at Franklin

EXPENDITURES:	Actual 2016-17	Expended 2017-18	Requested 2018-19
Salaries	\$69,012	\$65,261	\$126,989
Benefits	\$31,239	\$30,871	\$50,000
TOTAL:	\$100,251	\$96,132	\$176,989
OTHER EXPENDITURES:			
Travel	\$5,627	\$2,622	\$5,200
Utilities & Fuel	\$6,752	\$7,470	\$7,500
Maintenance & Repairs	\$9,198	\$5,479	\$7,400
Communications		\$8	\$200
Professional Services-Non-State	\$418	\$2,346	\$2,600
Supplies and Materials	\$251	\$1,398	\$3,000
Rentals and Insurance	\$84,641	\$88,814	\$90,000
Grants and Subsidies	\$733	\$337	\$3,000
Training	\$60	\$55	\$200
Data Processing	\$768	\$479	\$800
Inventory	\$2,036		
Equipment	\$902		
Printing and Duplicating			\$100
Professional Services From Other State Agencies	\$9,285	\$12,708	\$10,000
Total Other	120,671	121,716	130,000
TOTAL BUDGET	\$220,922	\$217,848	\$306,989

Non-Profit Organization Request for City of Franklin
Funds - Page Three
Organization: Tennessee Rehabilitation Center at Franklin

REVENUES:	Actual 2016-17	Expended 2017-2018	Requested 2018-19
Williamson County Government	\$67,816	\$67,816	\$67,816
City of Franklin	\$22,495	\$23,169	\$23,169
Federal Government	\$278,972	\$280,944	\$280,944
TOTAL REVENUES	\$326,494	\$371,929	\$371,929

Personnel & Salary Information

Personnel (list by Positions)	Salary 2016-17	Salary 2017-18	Salary 2018-19
Manager	\$42,108	\$43,368	\$43,224
Evaluator	\$32,585	\$32,585	\$32,585
Secretary	\$27,960	\$28,800	\$29,952
Rehabilitation Assistant	\$24,174	\$24,174	\$21,228
Placement Counselor	\$32,585	\$32,585	\$32,585
Total	\$159,412	\$161,512	\$159,574

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A

City of Franklin APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Tennessee Rehabilitation Center at Franklin
Date: March 13, 2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018:

Funds allocated by the City of Franklin to the Tennessee Rehabilitation Center at Franklin will be used to cover the administrative operational cost associated with providing no cost services in the form of Vocational Evaluations, Employee Development Services, and Job Placement assistance to eligible individuals with significant disabilities who are interested in obtaining employment.

Please provide information on any interaction that your agency has with the operations of City Of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

During the past fiscal year, the Tennessee Rehabilitation Center at Franklin had no interaction with the departments of the City of Franklin.

Please answer completely the following questions using additional pages if necessary:

- 1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)**

The Tennessee Rehabilitation Center at Franklin provided the following services last year:

1. Comprehensive Vocational Evaluation Services
 - a) Assists in discovery of vocational interests, strengths, and weaknesses as well as the type of jobs or training in which the client can best perform.
 - b) Determines employment aptitudes, interests and abilities.
 - c) Involves career exploration and planning.
 - d) Observation of work habits and behaviors.

2. Employee Development Services

- a) Assists with building physical work tolerance.
- b) Teaches valuable employment skills and allows client to gain actual work experience.
- d) Education through classes on various life skill topics such as budgeting, interviewing, independent living skills and application of basic computer skills.

3. Job Readiness, Job Development, and Community Employment Placement Assistance

- a) Job Readiness instruction, resume creation, job development, interview skills practice, online job searching/applications, and assistance with completing applications.
- b) Job Coaching services.
- c) Job Retention services.
- d) Supported Employment Services.

2. **Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.**

The state of Tennessee requires the Tennessee Rehabilitation Center at Franklin to provide monthly statistical information documenting program utilizations and successful outcomes.

3. **Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.**

The Counsel on Accreditation of Rehabilitation Facilities (CARF) has accredited this agency through 2019.

4. **What percent of your local agency budget is your allocation request from the City of Franklin?**

The allocation request of \$23,169.85 from the City of Franklin represents 25% of the administrative budget of the Tennessee Rehabilitation Center at Franklin.

5. **What other fundraising activities does your agency engage in during the year?**

The Tennessee Rehabilitation Center at Franklin does not participate in any fundraising.

6. **Do you charge any fees for your services?**

The Tennessee Rehabilitation Center does not charge for services.

March 13, 2018

Ladies and Gentlemen:

The Tennessee Rehabilitation Center of Franklin is one facility within a network of 17 TRCs that operate statewide under the auspices of the Tennessee Department of Human Services (DHS), Division of Rehabilitation Services. Franklin TRC and the other 17 TRC's are classified as "state entities" under the umbrella of state government. The state's role is primarily administration and oversight. The state Division of Rehabilitation Services within the Department of Human Services works closely with the TRC Advisory Board of Directors and staff on policy, planning, and service provision. Also, the State Finance & Administration Department serves as the custodian of all the TRC's funding.

It is vitally important that you all understand the following:

- a) The TRC of Franklin is totally dependent on local funds that are generated from the city and county sources, and federal matching dollars,
- b) The amount of local funding generated determines how much we receive in federal matching dollars,
- c) The TRC of Franklin receives absolutely no state funding!

The TRC of Franklin is considered a charitable and tax-exempt entity, and operates in a similar fashion to a non-profit agency; however, **the TRC's are not a non-profit.**

The TRC's tax-exemption status was established by law. **Unlike non-profits, the TRC is not a 501(C)(3).** the TRC is not required to file a 990 financial report to the IRS, the TRC does not have to file an Annual Report with the Tennessee Secretary of State each year, the TRC is not chartered through the Tennessee Secretary of State's Office, and the TRC is not incorporated as other non-profit organizations in Franklin/Williamson County, and throughout the State of Tennessee.

The TRC's across the State of Tennessee are prohibited from soliciting funds from anyone other than city and county governments. This puts the TRC at a distinct disadvantage. And again, the TRC's federal matching dollars are solely dependent on how much is received in local funding from city and county government. In fact, the state's plan by legislative act in 1965 was for the Tennessee Rehabilitation Centers across the state to be supported by "local government units" by design. As documented in T.C.A. 49-11-709 part (2) "The commissioner, through the division, is authorized to accept local tax funds for the purposes of this part by direct transfer from local governmental units and to use such funds to match such federal funds as may be available under current federal legislation to finance the purposes of this part. When such local and federal funds are received, they shall be used for financing the training centers authorized by this part, and funds shall be transferred to the division by the local governmental units supporting such centers."

Important: The General Assembly authorized this legislation with the objective in mind that "local governmental units" such as the City of Franklin, should support the Tennessee

Rehabilitation Centers by establishing them as a separate line item within the City's budget as a special appropriation.

This is because the TRCs cannot legally compete with non-profits who can freely solicit funding from the local community, and who can and do raise thousands and thousands of dollars each year by conducting multiple fundraisers and annual events.

TRC Franklin staff and members of the Advisory Board are free to speak to civic groups such as the Rotary and Kiwanis clubs. We may share with them all that the TRC does in terms of programs and service. We can describe to them the benefits that our Center provides and the difference we make in peoples' lives, but we cannot ask them for a dime. We cannot solicit any contributions from them.

If anyone goes to the Department of Human Services website, you will be able to review the wrap around support services and programs that Vocational Rehabilitation Services can provide. This website presents an overview and other information about Vocational Rehabilitation Services, not the Tennessee Rehabilitation Center of Franklin. Vocational Rehabilitation Services and the Tennessee Rehabilitation Center of Franklin work together in collaboration, but they are separate entities, with separate revenue streams (funding sources) and separate budgets.

Referrals are forwarded to the TRC by community agencies and service providers, healthcare professionals and practitioners, schools, VR counselors, and others. After determination of eligibility and a thorough evaluation, clients are assigned a counselor and a plan is outlined. The plan may include additional testing, assistive technology, visual and audio aids for those who are blind and deaf, prosthetics and orthotics, occupational therapy, physical therapy, speech therapy and so on. These services and accommodations are provided and funded by Vocational Rehabilitation Services. The Tennessee Rehabilitation Center of Franklin is located at 1405-A Brookwood Avenue.

The focus of the TRC is to help disabled clients achieve independent living and long-term gainful employment. The TRC provides direct services such as occupational skill building, self-advocacy, computer training, tutorial training, job placement and much more. The TRC Franklin houses a Manager of the Center, TRC Secretary/Timekeeper, Evaluator, Rehabilitation Assistant, two Rehabilitation Counselors and a VR Secretary.

The Tennessee Rehabilitation Center of Franklin uses local funding to provide direct services and training to clients so that they may become employed as participating members of our community. The Tennessee Rehabilitation Center utilizes federal matching dollars for overhead expenses and mandated staff training, as well as staff salaries and benefits.

TRC Franklin is tied in with the Rehabilitation Act of 1973 (which replaced the Vocational Rehabilitation Act) and the Rehabilitation Services Administration in Washington D.C. under the direction of the U.S. Department of Education, Office of Special Education & Rehabilitative Services.

To cut the Tennessee Rehabilitation Center of Franklin's budget by any amount would be devastating. And this is why: for every \$3.00 dollars that we generate from our local government, the federal government will provide us with a \$7.00 dollar match (a 30% to 70% ratio).

Based upon the 2010 Census, 56.7 million people in the United States are living with disabilities. **Research has found,**

- A. Individuals with disability represent a large source of qualified workers with a wide range of skills and educational levels**
- B. 19.3% of the population have a disability**
- C. 1 in 5 people you know will have a disability during his or her lifetime – another study states that 70% of us will be disabled in our lifetime**
- D. Individuals with a disability remain in their jobs longer than the general workforce and have an average or better attendance record**
- E. Individuals with a disability have a positive impact on co-workers, including improved morale and productivity**

In 2004, a survey completed in the United States found that only 35% of working-age persons with disabilities are in fact working compared to 78% of those without disabilities.

Discriminatory practices continue to deny persons with disabilities employment. Two-thirds of the unemployed respondents with disabilities said they would like to work, but they could not find jobs and employers who would hire them. Sadly, the disabled are more disenfranchised than any other demographic. The State of Tennessee, the DHS Division of Rehabilitation Services, and the Tennessee Rehabilitation Centers want to change these statistics; it is our mission.

Statistics and subjective observations by scholars in the field have indicated a recent explosion in the number of students documented with learning disabilities. And, of course, that does not even begin to factor in those who are not yet identified.

We are experiencing a large increase of referrals from the Franklin City School system. Overall, referrals from October 2017 to date are eighty-four with a caseload of 129.

Again, either I or Diana Hague, VR Regional Supervisor, would be happy to provide you with additional information and address any questions you may have.

With sincere regards,

Selina Kirkland, TRC Manager
Tennessee Rehabilitation Center at Franklin



STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DEPARTMENT OF AUDIT
DIVISION OF STATE AUDIT

SUITE 1500, JAMES K. POLK STATE OFFICE BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402

PHONE (615) 401-7897
FAX (615) 532-2765

March 22, 2017

The Honorable Bill Haslam, Governor
Members of the General Assembly

Ladies and Gentlemen:

We are pleased to submit the thirty-third *Single Audit Report* for the State of Tennessee. This report covers the year ended June 30, 2016. The audit was conducted in accordance with the requirements of the Single Audit Act Amendments of 1996 and the provisions of Title 2, *Code of Federal Regulations*, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

This *Single Audit Report* reflects federal expenditures of over \$14.4 billion. We noted instances of noncompliance that resulted in qualified opinions on compliance for 5 of the state's 19 major federal programs. In addition, we noted other instances of noncompliance that meet the reporting criteria contained in the Uniform Guidance. We also noted material weaknesses and significant deficiencies in internal control over compliance with requirements related to federal programs. The instances of noncompliance, material weaknesses, and significant deficiencies related to federal programs are described in Section III of the Schedule of Findings and Questioned Costs.

The *Comprehensive Annual Financial Report* of the State of Tennessee for the year ended June 30, 2016, has been issued under a separate cover. In accordance with the standards applicable to financial audits contained in generally accepted government auditing standards, we are issuing our report on our consideration of the State of Tennessee's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants and other matters. We noted two internal control deficiencies that we considered to be significant deficiencies in internal control over financial reporting. We noted no instances of noncompliance that we considered to be material to the state's basic financial statements. The significant deficiencies in internal control over financial reporting are described in Section II of the Schedule of Findings and Questioned Costs.

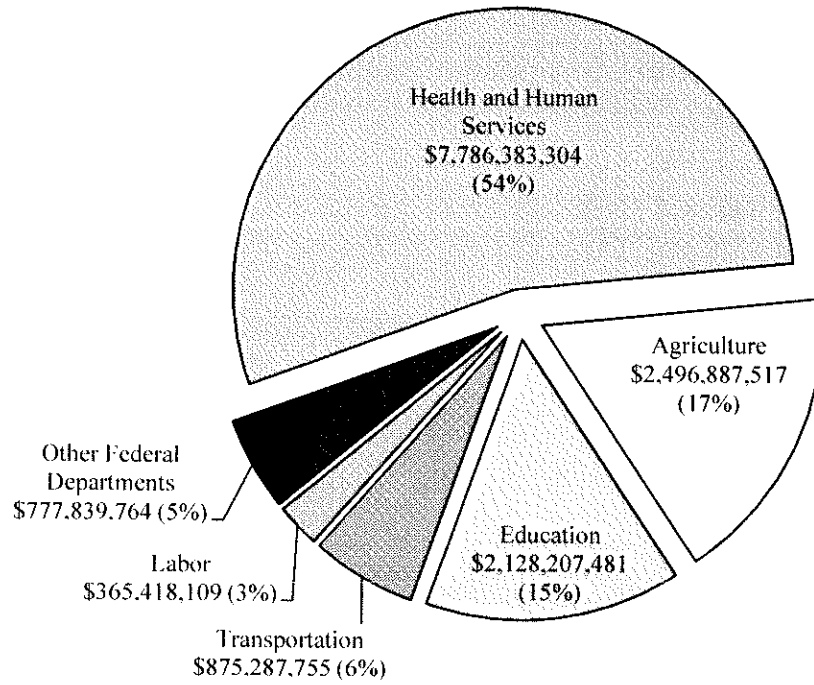
We would like to express our appreciation to the Department of Finance and Administration and other state agencies, universities, and community colleges, for their assistance and cooperation in the single audit process.

Sincerely,

A handwritten signature in black ink, reading "Deborah V. Loveless". The signature is written in a cursive style with a large, stylized 'D' and 'L'.

Deborah V. Loveless, CPA, Director
Division of State Audit

Expenditures by Awarding Agency
July 1, 2015, through June 30, 2016





**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Transit Alliance of Middle Tennessee Phone: 615-743-3051

Contact Person & Title: Jessica Dauphin

Mailing Address: 211 Commerce Street, Suite 100, Nashville, TN 37201

Federal Identification # (if applicable): 27-1568117

Email Address: jessica.dauphin@thetransitalliance.org

Number of Active Participants in Organization: 4,500

Does this organization charge fees to participants? Yes _____ No X

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: We provide educational programming to all residents in the 10-county Middle Tennessee region FREE of CHARGE.

Please provide the approximate number of clients served by your program on a yearly basis
1.9 Million today; >3 Million by 2040 -- we serve all residents of the Middle TN region.

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: \$5,000 will be used toward outreach and education in Williamson county (we visit civic clubs and other groups in partnership with the RTA to update and answer questions) and for our TCLAs (Williamson County residents are always represented in each class.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):
N/A

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.
In 2017, we received over \$140,000 in private funds in support of our regional work.

**Non-Profit Organization Request for
City of Franklin - Page Two**



Organization: Transit Alliance of Middle Tennessee

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
*See attached budget			
Total			

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
*See attached Expected Revenue			
Williamson County Government	\$5,000	\$5,000	\$5,000
City of Franklin Government	\$5,000	\$5,000	\$5,000
Town of Thompson's Station	\$500	\$500	\$500
City of Spring Hill	\$1,500	\$1,500	\$1,500
Total			

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Transit Alliance of Middle Tennessee

Personnel & Salary Information

PERSONNEL: <i>*see attached budget</i>	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Jo Ann Graves, CEO			
Jessica Dauphin, Associate Director			
Total			

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A



**City of Franklin
APPLICATION ADDENDUM**

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Transit Alliance of Middle Tennessee Date: 2/22/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

1. Plan and complete 3 Transit Citizen Leadership Academies for the purpose of educating and building support for a regional transit system.
2. Work with the Regional Transportation Authority and others to facilitate community meetings in Franklin and Williamson County regarding the need for regional transit in Middle Tennessee.
3. Work with community leaders and legislators to support legislation which enhances regional transit and supports a dedicated funding source.
4. Continue to educate our members through email and social media as needed.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

N/A



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)
Last year, we held three Transit Citizen Leadership Academies (TCLA). Classes are free and open to Williamson County residents. We strive to accommodate our regional participants for the TCLA. TCLA is six-week, six-session academy that gives participants the knowledge and tools to lead conversations about the value of multi-modal transit across the region. They receive a Powerpoint upon graduation.
2. Are there procedures in place for measuring the results achieved by your agency?
If so, provide detailed data.
We collect sureys from the TCLA participants on the last class. They consistently rate the TCLA as very valuable overall, giving our speakers and topics high marks for relevancy and efficacy. We also work with them to create a Personal Action Plan--a plan/goal of taking what they've learned back to the community.
3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.
N/A
4. What percent of your local agency budget is your allocation request from the City of Franklin?
2.5%
5. What other fundraising activities does your agency engage in during the year?
We ask each of our contributors once a year to maintain their partnership with the Transit Alliance.
6. Do you charge any fees for your services?
No.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Transit Alliance of Middle Tennessee

Name of Nonprofit Organization

<u>211 Commerce St, Suite 100</u>	<u>Nashville</u>	<u>Davidson</u>	<u>TN</u>	<u>37201</u>
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 1/1/17 through 12/31/17

**Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated***

Receipts

Federal Grants	\$ <u>0</u>	
State Grants	<u>50,000--RTA</u>	
Financial Assistance from Local Governments	<u>39,500</u>	
Donations and Gifts from Citizens	<u>171,500</u>	
Membership Dues	<u>0</u>	
Fees/Charges for Services	<u>0</u>	
Fundraising Events		
Sale of Assets	<u>0</u>	
Loans-Borrowed Funds	<u>0</u>	
Investment Income	<u>0</u>	
Other Receipts	<u>0</u>	
Total Receipts		\$ <u>261,000</u> (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ <u></u>
Salaries and Wages	<u>43,789</u>
Employee Benefits	<u></u>
Payroll Taxes	<u>3,475</u>
Fees for Services (non-employee)	<u>101,399</u>
Advertising and Promotion	<u>160</u>
Office Expenses	<u>2,685</u>
Leases/Rentals	<u></u>
Maintenance and Repairs	<u></u>
Supplies	<u>1,634</u>
Travel	<u></u>

Utilities	
Insurance	<u>357</u>
Conferences, Conventions and Meetings	
Interest	
Purchase of Capital Assets – Vehicles and Equipment	
Purchase of capital Assets – Property and Buildings	
Loan Payments	
Other	<u>37,647</u>
Total Disbursements	\$ <u>191,146</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) **\$ 69,854 (C)**

Cash Balance - at the beginning of the fiscal year **\$ 191,419 (D)**

Cash Balance - at the end of the fiscal year (C+D=E) **\$ 261,273 (E)**

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ <u> </u>
Cash in Bank – Checking	<u>261,273</u>
Cash in Bank – Savings Accounts	<u>16,143</u>
Cash in Bank – Certificates of Deposits	
Other Cash	
Total Cash - at the end of the fiscal year	\$ <u>277,417</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Transit Alliance uses financial assistance from local governments to support the Middle Tennessee educational efforts. These include the Transit Citizen Leadership Academy (TCLA), County mini-summits, and civic club presentations. The TCLA is a six-week, six-session academy that is free to attend and gives class participants the tools and confidence to lead conversations about multi-modal transit and its dedicated funding. Our county mini-summits bring together elected officials and county residents to share information and updates on transit and transportation options, what projects are current, and what could be coming their way. Presentations to civic clubs are an extension of our mini-summits and cover roughly the same information—these are a way for us to really connect with as many residents in local counties as possible.

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

Jessica Dauphin
 Printed Name

Jessica Dauphin
 Signature

Phone Number 615/743-3051

Email Address jessica.dauphin@

Date 2/22/18

the transit alliance.org

TRANSIT ALLIANCE

OF MIDDLE TENNESSEE

BUDGET 2017

Wages/Benefits	\$48,500
Parking Expense	
Employee	3,200
Validations	550
Supplies, Printing, Postage	3,000
Meals and Entertainment	2,200
Conferences	6,000
Interest	770
Depreciation	3,000
Professional Fees	101,000
TCLA	20,000
TGLC	3,500
In Area Expense	2,000
Database Tools/Subscriptions	1,400
Miscellaneous	2,000
TOTAL	\$197,120

TRANSIT ALLIANCE

OF MIDDLE TENNESSEE

2017 Expected Revenue

Private Sector \$158,500

- Market Street Enterprises
- Bank of Tennessee
- Belmont University
- Boyle Nashville, LLC
- Bradley Arant Boult Cummings
- Core Civic
- Drees Homes
- Fifth Third Bank
- First Tennessee Bank
- Goodall Homes
- Greater Nashville Realtors
- Gresham, Smith & Partners
- Hardaway Construction
- Hawkins Partners
- HDR | ICA
- Ingram Industries, Inc.
- Kimley-Horn and Associates Inc.
- Lifepoint Health
- Lipscomb University
- Memorial Foundation
- JP Morgan Chase & Co.
- Nashville International Airport
- Nissan USA
- Ole South Properties
- Pinnacle Financial
- Ragan Smith
- Regions Bank
- Renasant Bank
- Rogers Group Inc.
- Schneider Electric
- Rutherford County Chamber of Commerce
- Skanska USA
- Tennessee Bank & Trust
- Tennessee Titans Foundation

TRANSIT ALLIANCE

OF MIDDLE TENNESSEE

- Messer Construction
- TriStar Hendersonville
- Tuck Hinton Architects
- Volkert, Inc.
- Wilson Bank & Trust
- WSP | Parsons Brinckerhoff

Public Sector \$42,750

- Robertson County
- Rutherford County
- Forward Sumner
- Town of Thompson's Station
- Williamson County
- Cheatham County
- City of Charlotte
- City of Clarksville
- City of Forest Hills
- City of Franklin
- City of Hendersonville
- City of Lebanon
- City of Murfreesboro
- City of Spring Hill
- City of Springfield
- City of White House
- Wilson County

Contracts \$50,000

Members: \$1,740

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 Charitable Solicitations, Fantasy Sports, and Gaming
312 Rosa L. Parks Avenue, 8th Floor
Nashville, Tennessee 37243-1102

Mona Hart
Director
August 8, 2017

615-741-2555
Mona.Hart@tn.gov

Ken Zipperian
Transit Alliance of Middle Tennessee, Inc.
211 Commerce Street, Suite 100
Nashville, TN 37201

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Transit Alliance of Middle Tennessee, Inc. - CO22305
Registration Expiration Date: **June 30, 2018**

Dear Ken Zipperian:

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

CE:CO22305



March 15, 2018

Kristine Tallent
Assistant City Administrator/CFO
City of Franklin
109 Third Avenue South
Franklin, TN 37064

Dear Ms. Tallent,

Enclosed please find Waves' request for funding for FY 18-19 in the amount of \$22,913.

I am also enclosing a copy of our license to operate the Franklin Adult Day Program, the most recent financial audit, and proof of our nonprofit status.

Thank you for the long-standing partnership that we have from the City of Franklin.

Sincerely,

Lance Jordan
Executive Director

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed): Waves serves children from 0-3 years of age who are experiencing delays in development; adults 21 years old and above with intellectual and developmental disabilities. The only other similar service is the Tennessee Vocational Training Center which provides services to individuals with a wide range

of disabilities. A private organization, Brightstone, provides day services to a limited number of adults with intellectual disabilities who are able to pay a monthly tuition.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources. Waves has hosted an annual fundraising breakfast as well as a Dueling Pianos fundraiser for several years. Waves also added another fundraising event in the summer of 2017. Through these events, we request sponsorship of local businesses and contributions or ticket sales from the community.

We also participate in Belk Charity Sale events, The Big Payback, and an end of year mailing campaign to solicit donations. Waves has also achieved a 100% giving board of directors for the past four years.

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary). Waves leases our two day program centers from Williamson County at a discounted rate. One facility is located at 2714 Fairview Blvd. in Fairview and the other is located at 1405B Brookwood Ave. in Franklin. Copies of the two lease agreements are attached. These locations are used for our center-based adult day services where adults with disabilities come to receive support in the acquisition, retention, or improvement in daily living, social, communication, self-help, and other adaptive skills.

**Non-Profit Organization Request for
City of Franklin Funds**

Organization: WAVES INC.

Note: If necessary, please use a separate sheet in this format for the inclusion of additional expenditures or revenue line items)

EXPENDITURES	Actual 2016-17	Expended 2017-18	Requested 2018-19
Employee Salaries	\$2,064,634.00	\$1,257,709	\$2,166,324.00
Employee Benefits	\$226,753.00	\$90,292	\$237,921.63
Payroll Taxes	\$157,631.00	\$136,571	\$165,394.48
Service Fees	\$2,500.00	\$41,189	\$63,215.00
Office Expenses	\$79,266.00	\$20,582	\$85,727
Information Technology	\$100,374.00	\$34,644	\$108,555
Occupancy	\$150,100.00	\$120,483	\$158,469
Travel & Entertainment	\$141,653.00	\$102,570	\$150,565
Interest	\$4,562.00	\$2,487	\$4,502
Depreciation & Amortization	\$38,013.00	\$12,891	\$26,294
Insurance	\$53,992.00	\$14,262	\$59,783
All other expenses	\$116,874.00	\$18,060	\$52,975
TOTAL BUDGET	\$3,136,352	\$1,851,740	\$3,279,725
Revenues: (include any Fund Raising events)	2016-17	2017-18	2018-19
City of Franklin	\$22,913	\$11,457	\$22,913
United Way	\$85,000	\$50,167	\$94,000
Other Government Grants	\$45,464	\$23,232	\$45,464
All Other Contributions	\$387,494	\$170,337	\$186,761
2. Program Services	\$2,541,417	\$1,608,473	\$2,836,357
Investment Income (Dividends & Interest)	\$472	\$101	\$250
Special Events	\$82,723	\$39,226	\$95,000
Total Revenues:	\$3,165,483	\$1,902,993	\$3,280,745

Agency Salary Data

(MUST include Agency Director/President, CEO, COO, CFO [all executives and upper management]
plus Williamson County-specific staff only)

NOTE: All salary information will remain confidential

Agency Name: **Waves, Inc.**

Program:

aries only - do not include ben

Title or Position	PT or FT	(Current) TOTAL Salary 2017 or '17/'18	(Projected) TOTAL Salary 2018 or '18/'19
Executive Director	FT	\$81,250	\$76,313
Adult Services Director	FT	\$52,545	\$53,465
Business Manager	FT	\$46,777	\$47,596
Early Learning Program Manager	FT	\$48,760	\$49,613
Human Resouces Manager	FT	43769	\$44,535
Development & Community Relations Manager	FT	\$41,017	\$41,735
Program Managers + QA (6 positions)	FT	\$215,146	\$218,911
Accountant	FT	\$27,090	\$27,564
Consultant	PT	\$4,323	\$4,399
Human Resouces Assistant	FT	\$29,131	\$29,641
Early Interventionists (5 positions)	FT	\$129,177	\$131,438
Early Interventionists (1 position, adding 1 position at January)	PT	\$40,998	\$41,715
Support Coordinators (3 positions)	FT	\$78,723	\$80,101
Recycling Drivers (2 positions)	FT	\$39,385	\$40,074
Material Handlers (2 positions, adding 1 position in January)	PT	\$23,132	\$23,537
House Managers and Day Supervisors (9 positions)	FT	\$304,936	\$310,272
Direct Support Professionals and Coaches (39 positions)	FT	\$685,270	\$697,262
Route Drivers (2 positions)	PT	\$11,097	\$11,291
Case Managers ECF and Franklin Day and Semi-Independent (6 positions)	FT	\$99,311	\$101,049
DSPs PT and PT subs (16 positions)	PT	\$133,478	\$135,814
	TOTALS	\$2,135,315	\$2,166,324

City of Franklin
APPLICATION ADDENDUM

For the funding year July 1, 2018 through June 30, 2019

Name of Agency: **Waves, Inc.**

Date: February 23, 2018

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-2019.

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 45 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 \$422,652. The requested funding from the City of Franklin is 5.4% of the direct cost. The City's investment is met with funding from the state Department of Intellectual and Developmental Disabilities; United Way of Williamson County; 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 30 adults that will empower them to progress toward their 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.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.)

Waves has interaction with the following City of Franklin departments:

- Fire Marshal's office for annual building inspections
- Codes Administration for any changes in facilities
- City Parks for recreation activities as well as volunteer work
- Member- Live Green Business Partnership
- Solid Waste Department for collection of trash in four residences managed by Waves
- Use of the Community Room at the Police Department

Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description, capacity, intensity and duration of services.)

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 30 adults with intellectual disabilities ranging from 22 to 75 years in age. 10 of the 30 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 as Belcourt Theater events and 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: packaging lunches for Meals on Wheels; assisting with delivery of meals; cleaning trails at Edwin Warner Park. Other volunteer sites are Bowie Nature Park. 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 GraceWorks.

One example of employment services is Waves office recycling pick up service. Two men are employed as Materials Processors. They, along with the Driver/Coordinator, picked up recyclable office materials from over 100 business locations in Franklin and Brentwood.

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.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

Monthly progress reports on annual Individual Support Plans are the central measure of results. Other measures include a quarterly analysis of trends regarding falls, medication variances, and incidents, such as hospitalizations.

We send out satisfaction surveys to our service recipients and their families annually. In our 2017 survey, 94% of the service recipients who returned the surveys felt that their daily life had improved through Waves' services.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

The agency receives an annual program evaluation by representatives from the Tennessee Division of Intellectual and Developmental Disabilities. The most recent survey score was 46 out of 54. The 2017 Amerigroup Community Care Audit, which included 20 standards, reflected a score of 100% compliance. The United Health and Blue Care also passed at 100%.

Program facilities are licensed by a separate division of the same state department. A copy of the current licenses for the Franklin Adult Service Program is attached.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

The allocation request of \$22,913 for our Franklin Adult Day Services program is 5.4% of Waves local operating budget.

5. What other fund raising activities does your agency engage in during the year?

Waves' annual fundraising breakfast will be held on March, 6, 2018. We will also host the fourth annual installment of our Dueling Pianos for Waves event in the fall. Plans are also underway for a second installment of our newest fundraising event, Lip Sync Battle. Waves participates in the Big Payback event every year. Waves sends an end-of-year appeal letter in November. Waves also submitted and received grants from the First Tennessee Foundation, Community Foundation, and Middle Tennessee Electric's Sharing Change. We also receive grants for vehicles from the Tennessee Department of Transportation.

Waves consistently seeks funding for individuals through the Tennessee Department of Intellectual and Developmental Disabilities and the Department of Education. Funding is also achieved through the TennCare Choices Program and the TennCare Employment and Community First Program.

Funding request are also submitted from Williamson County Government and United Way of Williamson County.

Application for additional funding is made as additional information is received about state, local, or foundation grants that are appropriate for Waves' mission.

6. Do you charge any fees for your services?

Historically, fees were not charged for participation in the Adult Services Program as most individuals desiring services were eligible for sponsorship through the state Medicaid Waiver program, but for the last several years there has been an extremely long state waiting list of individuals needing services through the Medicaid Waiver program. TennCare has expanded the Choices program to provide funding for individuals with intellectual disabilities who need day employment or community services. Services are available for people who can pay privately. Fees for services are \$12 to \$20 per hour based on the amount of support needed.

Department of Intellectual and Developmental Disabilities
Annual Quality Assurance Survey Report
Waves, Inc.
April 13, 2017

Region:

Domain	Score
Domain 1. Access and Eligibility	NA
Domain 2. Individual Planning and Implementation	4
Domain 3: Safety and Security	6
Domain 4. Rights, Respect and Dignity	6
Domain 5. Health	4
Domain 6. Choice and Decision Making	6
Domain 7. Relationships and Community Membership	6
Domain 8. Opportunities for Work	6
Domain 9. Provider Capabilities and Qualifications	4
Domain 10: Administrative Authority and Financial Accountability	4

Final Provider Score	46
Provider Performance Rating	Fair

Scoring Key

Compliance Category	Numerical Assignment
Noncompliance	0
Minimal Compliance	2
Partial Compliance	4
Substantial Compliance	6

Agency Performance Rating Key

Performance Rating Category	Numerical Range				
# Domains applicable	9	8	7	6	5
Exceptional Performance A score of SC is required in Domains 2, 3, 5 and 9, if applicable	52 – 54	46 - 48	40 - 42	34 - 36	28 - 30
Proficient For each applicable domain, the performance score must be at least PC	48 – 50	42 - 44	38	32	26
Fair For each applicable domain, the performance score must be at least MC	38 – 46	34 - 40	30 - 36	26 - 30	22 - 24
Significant Concerns	28 – 36	26 - 32	22 - 28	20 - 24	16 - 20
Serious Deficiencies	0 - 26	0 to 24	0 to 20	0 – 18	0 - 14



Community Plan

8 Cadillac Drive

Suite 100

Brentwood TN 37027

June 30, 2017

Waves Inc.

Attn: Shannon Nehus

145 Southeast Pkwy, Ste 100

Franklin, TN 37064

We are pleased to inform you that *Waves Inc.* has been accepted as a participating provider with United Healthcare Plan of the River Valley, Inc., **UnitedHealthcare Community Plan TennCare EMPLOYMENT and COMMUNITY FIRST CHOICES (ECF CHOICES)** program effective **July 1, 2017** for the following service(s):

- Exploration
- Discovery
- Situational Observation and Assessment
- Job Development Plan or Self Employment Plan
- Job Development Start Up
- Self Employment Start Up
- Job Coaching Integrated Comp Employment
- Job Coaching Self Employment
- Co-Worker Supports
- Sub Employment- Small Group Enclave
- Career Advancement
- Supported Employment Small Group Mobile Work Crew
- Integrated Employment Path Services
- Community Integrated Support Services
- Community Transportation
- Independent Living Skills Training
- Personal Assistance
- Community Living Supports
- Community Living Supports – Family Model
- Supportive Home Care
- Respite

Your provider identification number assigned for use in submitting either paper or electronic claims is listed below:

EMPLOYMENT and COMMUNITY FIRST CHOICES (ECF CHOICES) PIN: A37064

When sending the Provider Identification Number (PIN) on your UB04 claim to UnitedHealthcare Community Plan via Office Ally form, please enter the PIN in FL57 and the Payer ID (95378) in FL51. If you are submitting claims using another software vendor, but using Office Ally as the clearing house to send your claim, please map the PIN to 2010AA REF segment with a qualifier G2. The payer ID will then go in FL 50 with the UnitedHealthcare Community Plan name. Please be sure to use the correct bill type for the service you are performing. A list of those bill types are as follows for ECF CHOICES:

ECF HCBS	Frequency	Status Codes*
891	Admit	01, 02, 20
892	Initial or first-time billing	30
893	Intermediate ongoing/continuing	30
894	Final billing (discharge or death)	01, 02, 20
897	Corrected claim	30
898	Voided claim	30

* Status Codes: 01-discharge home, 02-discharge hospital, 20-expired, 30-still patient/current

ECF CHOICES Claim Submission

Services Using Electronic Visit Verification (EVV): Please submit claims for these ECF services through HealthStar, UnitedHealthcare's EVV vendor.

- Personal Assistance
- Exploration
- Job Development Start Up
- Supportive Home Care
- Discovery
- Situational Observation and Assessment
- Self-Employment Start Up
- Career Advancement
- Respite
- Job Development
- Self-Development

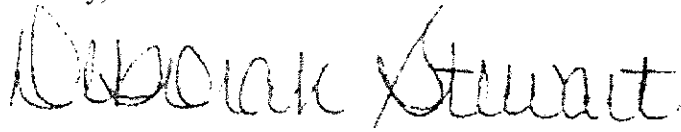
In accordance with your Provider Agreement, please make yourself familiar with the UnitedHealthcare Community Plan Provider Manual found on the health plan's Web site: www.UHCCCommunityPlan.com.

Also, we would like to remind you that in accordance with your Provider Agreement, any material change in the application information on file with us must be promptly reported to the Health Plan.

We welcome you as a participating provider. If you have any questions, please feel free to contact the following Employment and Community First Provider Relations Team;

Roslyn Richmond, ECF CHOICES Provider Advocate, West Region / 662-874-7579
Jessica Peters, ECF CHOICES Provider Advocate, Middle Region / 615-714-5985
Buffy Bass, Manager, Provider Services / 615-785-4282
Deborah Stewart, Director Network Programs / 615-542-5467

Sincerely,

A handwritten signature in black ink that reads "Deborah Stewart". The signature is written in a cursive, flowing style.

Deborah Stewart
Director Network Programs

**STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES**



LICENSE

THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES GRANTS THIS FULL
LICENSE IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 33, CHAPTER 2, PART 4 TO:

WAVES, INC.

(Name of Licensee)

TO OPERATE A FACILITY OR SERVICE IDENTIFIED AND LOCATED AS FOLLOWS FOR THE
PROVISION OF THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES OR
PERSONAL SUPPORT SERVICES:

Waves - Administrative & Support Services Office

(Name of Facility or Service as Known to the Public)

145 Southeast Parkway, Suite 100, Franklin, TN 37064

(Street Address or Location, City or Town)

THE LICENSEE HAS DEMONSTRATED COMPLIANCE WITH T.C.A. TITLE 33, CHAPTER 2, PART 4 AND
WITH RULES OF THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES.

THIS LICENSE AUTHORIZES LIFE SAFETY OCCUPANCY CLASSIFICATIONS AND THE FOLLOWING
DISTINCT CATEGORY OF FACILITY OR SERVICES TO BE PROVIDED:

Distinct Category	Accessible to mobile, non-ambulatory individuals	Approved for persons with:			Occupancy Classification
		Hearing Loss	Vision Impairment	Capacity	
DD Preschool Facility/Services – Community Based	Y	n/a	n/a	n/a	Business
ID & DD Placement Services	Y	n/a	n/a	n/a	Business
ID & DD Respite Care Services	Y	n/a	n/a	n/a	Business
ID & DD Supported Living Services	Y	n/a	n/a	n/a	Business
ID Adult Habilitation Day Facility/Services – Community Based	N	n/a	n/a	n/a	Business

September 01, 2017

Date License Granted

August 31, 2018

Date License Expires

L000000016824

License Number

Debra K. Payne

Commissioner of Department Of Intellectual & Developmental Disabilities

THIS LICENSE IS NON-TRANSFERABLE AND NON-ASSIGNABLE.
POST THIS LICENSE IN A CONSPICUOUS PLACE.

16824

Page 1 of 3

WAVES, INC.
FINANCIAL STATEMENTS
JUNE 30, 2017

WAVES, INC.

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FINANCIAL SECTION

JOHN R. POOLE, CPA
CERTIFIED PUBLIC ACCOUNTANT

134 NORTHLAKE DRIVE
HENDERSONVILLE, TN 37075

(615) 822-4177

Independent Auditor's Report

To the Board of Directors of
WAVES, Inc.
Franklin, Tennessee

Report on the Financial Statements

I have audited the accompanying financial statements of WAVES (a nonprofit organization) which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses and cash flows for the year 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

My responsibility is to express opinions on these financial statements based on my audit. I conducted the 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 of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for the qualified audit opinion.

Basis for Qualified Opinion

Due to employee turnover in a key accounting position, accounting procedures were not properly performed in the areas of accounts receivable and related revenues. I was unable to obtain sufficient appropriate audit evidence about the amounts recognized for accounts receivable and revenue collected by the Organization for the year ended June 30, 2017, because of the lack of accounting procedures in these significant areas. As such, I was unable to determine whether any adjustments to those amounts were necessary.

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of WAVES as of June 30, 2017, 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.

Other Matters - Other Information

The audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the WAVES' basic financial statements. The Supplementary Information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such Supplementary Information is the responsibility of management and was derived from and relates 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 and 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 my opinion, the Supplementary Information is 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*, I have also issued my report dated December 15, 2017 on the consideration of WAVES' internal control over financial reporting and the tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of the testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the 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 entity's internal control over financial reporting and compliance.

December 15, 2017

FINANCIAL STATEMENTS

WAVES, INC.

Statement of Financial Position

June 30, 2017

Assets

Current assets:	
Cash	\$ 178,433
Accounts receivable	110,715
Unconditional promises receivable-	100,550
Unconditional promises receivable- United Way	85,000
Prepaid assets	28,000
Total current assets	<u>502,698</u>
Property and equipment at cost:	
Land and building	414,574
Vehicles	642,755
Furniture and equipment	84,703
Less: accumulated depreciation	<u>(815,296)</u>
Net property and equipment	<u>326,736</u>
Security deposit	<u>6,265</u>
Total assets	\$ <u>835,699</u>

Liabilities and Net Assets

Current liabilities:	
Accounts payable	\$ 40,671
Accrued expenses	102,654
Deferred revenue	11,000
Current portion of long-term debt	30,217
Total current liabilities	<u>184,542</u>
Long -term debt	<u>75,199</u>
Total liabilities	<u>259,741</u>
Net assets:	
Temporarily restricted	85,000
Unrestricted	490,958
Total net assets	<u>575,958</u>
Total liabilities and net assets	\$ <u>835,699</u>

The accompanying notes are an integral part of these statements.

WAVES, INC.

Statement of Activities

For the year ended June 30, 2017

	Unrestricted	Temporarily Restricted	Total
Revenues			
Public support:			
State of Tennessee funding	\$ 2,413,314	-	2,413,314
Grants	211,188	-	211,188
Private pay	72,776	-	72,776
United Way	-	85,000	85,000
City and County	74,045	-	74,045
In-kind	24,660	-	24,660
Recycle fees	55,327	-	55,327
Contributions	151,646	-	151,646
Interest	472	-	472
Fundraising	82,723	-	82,723
Net assets released from restrictions:			
United Way funding for the year 2016-2017	85,000	(85,000)	0
Total public support and revenues	3,171,151	0	3,171,151
Expenses:			
Program services	2,528,705	-	2,528,705
Management and general	532,909	-	532,909
Fundraising	74,738	-	74,738
Total functional expenses	3,136,352	0	3,136,352
Increase (decrease) in net assets	34,799	0	34,799
Beginning of year net assets	456,159	85,000	541,159
End of year net assets	\$ 490,958	85,000	575,958

WAVES, INC.

Statement of Functional Expenses

For the year ended June 30, 2017

	Program Services	Management and General	Fundraising	Total Expenses
Salaries	\$ 1,696,253	328,454	39,927	2,064,634
Employee benefits	218,216	7,469	1,068	226,753
Payroll taxes	124,307	31,147	2,177	157,631
Travel and vehicle expense	146,630	15,132	451	162,213
Supplies	58,811	16,876	3,579	79,266
Professional services	15,352	40,913	10,650	66,915
Occupancy	142,474	27,911	13,147	183,532
Training		27,658	-	27,658
Information Technology	62,507	34,870	2,997	100,374
Miscellaneous	21,738	2,479	584	24,801
Interest	4,562	-	-	4,562
Depreciation	37,855	-	158	38,013
Total Expenses	\$ <u>2,528,705</u>	<u>532,909</u>	<u>74,738</u>	<u>3,136,352</u>

The accompanying notes are an integral part of these statements.

WAVES, INC.

Statement of Cash Flows

For the year ended June 30, 2017

Cash flows from operating activities:	
Support and revenue received	\$ 3,136,214
Cash paid for:	
Salaries and related expenses	(2,449,018)
Program and support services	(649,004)
Net cash provided by operating activities	<u>38,192</u>
Cash flows used by financing activities:	
Payments of principal on loans	(26,942)
Net cash used by financing activities	<u>(26,942)</u>
Cash flows used by investing activities:	
Acquisition of property and equipment	(132,955)
Net cash used by investing activities	<u>(132,955)</u>
Net increase in cash	(121,705)
Cash and cash equivalents at beginning of year	300,138
Cash and cash equivalents at end of year	<u>\$ 178,433</u>
Reconciliation of Increase in Net Assets to Net Cash Provided by Operating Activities	
Increase (decrease) in net assets	\$ 34,799
Adjustments to reconcile decrease in net assets to net cash provided by operating activities:	
Depreciation	38,013
Changes in assets (increase) decrease:	
Accounts receivable	65,613
Unconditional promises to give	(100,550)
Prepaid assets	(25,019)
Changes in liabilities increase (decrease)	
Accounts payable	14,252
Accrued expenses	84
Deferred revenue	11,000
Net cash provided by operating activities	<u>\$ 38,192</u>

The accompanying notes are an integral part of these statements.

NOTES TO THE FINANCIAL STATEMENTS

WAVES, INC.

Notes to the Financial Statements

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

WAVES, Inc. is a non-profit organization in Williamson County, Tennessee. The Organization's mission is to enable persons with disabilities to achieve their highest level of functioning and progress toward their full potential.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles and recommendations of the American Institute of Certified Public Accountants in its industry audit and accounting guide, Not-for-Profit Organizations.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Standards (SAS) No. 117, *Financial Statements of Not -For-Profit Organizations*. Under SAS No. 117, the Organization is required to report information regarding its financial position and activities according to the three classes of net assets. In addition, the Organization is required to present a statement of cash flows. As permitted by the statement, the Organization has discontinued its use of fund accounting.

Contributions

In accordance with SAS 116, *Accounting for Contributions Received and Contributions Made*, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

WAVES, INC.

Notes to the Financial Statements

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Donated Services

WAVES, Inc. receives many hours of donated time from various citizens. It is impractical to estimate a value for these services, as such no such value has been placed on these services in the WAVES, Inc.'s financial statements.

Donated Rent

WAVES, Inc. receives office space rent free. These amounts are recorded at their fair value as in-kind revenue and as rental expense in the financial statements.

Donor -Imposed Restrictions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted for future periods or donor-restricted for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor- stipulated time restriction is accomplished, then the restricted net assets are reclassified to unrestricted net assets. If a restriction is fulfilled in the same time period in which the contribution is received, the contribution is reported as unrestricted.

Depreciation

Depreciation is provided for over the estimated useful lives of the assets. Assets are depreciated using the straight-line method of depreciation.

Promises to Give/Pledges

Unconditional promises to give that are expected to be collected within one year are recorded 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. Conditional promises to give are not included as support until such time as the conditions are substantially met.

Functional Allocation of Expenses

The costs of providing the WAVES, Inc's various programs and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs may have been allocated among the programs and supporting services benefited.

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.

WAVES, INC.

Notes to the Financial Statements

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Deferred Revenue

Deferred revenue is recorded when a potential revenue does not meet the measurable and available criteria for recognition in the current period. In subsequent periods, when both of these criteria are met, revenue is recognized.

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.

Economic Dependence

Approximately 76% of WAVES, Inc.'s revenues (see Qualified opinion of pages 1-2) for the year ended June 30, 2017, was from contracts with various Governmental agencies. These agencies may, at its discretion, request reimbursement of expenses or return of funds, or both as a result of non-compliance by the WAVES, Inc. with the terms of the programs.

2. PROPERTY AND EQUIPMENT

A summary of property and equipment activity is noted below:

	Balance <u>6/30/16</u>	<u>Addition</u>	<u>Retirement</u>	Balance <u>6/30/17</u>
Land and buildings	\$ 414,574	-	-	414,574
Vehicles	545,679	127,670	30,594	642,755
Furniture and equipment	<u>79,418</u>	<u>5,285</u>	<u>-</u>	<u>84,703</u>
Total	1,039,671	132,955	30,594	1,142,032
Less: Accumulated depreciation	<u>(807,877)</u>			<u>(815,296)</u>
Net assets	\$ <u>231,794</u>			<u>326,736</u>

Depreciation expense for the year ended June 30, 2017 was \$38,013.

WAVES, INC.

Notes to the Financial Statements

June 30, 2017

3. LONG-TERM DEBT

Long-term debt at June 30, 2017 consists of the following:

Note payable in monthly payments, collateralized by Land and Buildings of the Organization.	<u>105,416</u>
Less amount classified as current	<u>30,217</u>
Total long-term debt excluding current portion	<u>75,199</u>

Principal requirements of long-term debt in the next five years consists of:

2018	30,217
2019	31,728
2020	32,614
2021	<u>10,857</u>
Total	105,416



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX CERTIFICATE OF EXEMPTION

WAVES, INC.
ATTN: JOHN HAYS
145 SE PARKWAY STE 100
FRANKLIN TN 37064-3998

RECEIVED
JUN 2 2015

Effective Date: July 1, 2015

Exemption Number: 100172001

Expiration Date: June 30, 2019

125 5TH AVE S
FRANKLIN TN 37064-2627

The Tennessee Department of Revenue has issued a tax-exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-6-322) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This 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 above named 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 above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name _____

Address _____

City _____ State _____ Zip _____

I, Shannon Nehus, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization WAVES INC

Print Name of Purchaser _____

Signature of Purchaser _____

Date _____



City of Franklin, Tennessee
FY 2019 Operating Budget

Economic Development

Eric Stuckey, City Administrator



City of Franklin, Tennessee - **FY 2019 Budget Request** **Economic Development**

Outline

- Purpose of Fund**
- Budget & Enhancements**



City of Franklin, Tennessee - FY 2019 Budget Request **Economic Development**

Purpose of Department

This department is used to identify payments specifically related to economic development. An allocation is made for economic development of \$25,000 plus an additional amount for the Greater Nashville Regional Council of \$23,081. Membership to the Nashville Area Chamber of Commerce is \$3,000 and the Metropolitan Planning Organization is budgeted at \$9,000. \$20,000 is included for continued funding of the business retention program being conducted by Williamson, Inc.

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



City of Franklin, Tennessee - FY 2019 Budget Request

Economic Development

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Economic Development / Chamber Support	25,000	25,000	25,000	25,000	25,000	-	0.0%
Greater Nashville Regional Council	14,466	-	22,518	22,518	23,081	563	2.5%
Nashville Area Chamber of Commerce	-	-	3,000	3,000	3,000	-	0.0%
Nashville Area MPO	7,811	8,592	9,000	9,000	9,000	-	0.0%
Williamson Chamber - Business Retention / Development	20,000	20,000	20,000	20,000	20,000	-	0.0%
						-	
Total Expenditures	67,277	53,592	79,518	79,518	80,081	563	0.7%

Note: Budget may be modified slightly moving forward.

Program Enhancements

Williamson Inc. - Business Retention/Development - \$10,000



City of Franklin, Tennessee

FY 2019 Operating Budget

Economic Development

Eric Stuckey, City Administrator

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Expenditures	67,277	53,592	79,518	79,518	80,081	563	0.7%
Economic Development	67,277	53,592	79,518	79,518	80,081	563	0.7%

Department Summary

This department is used to identify payments specifically related to economic development. An allocation is made for economic development of \$25,000 plus an additional amount for the Greater Nashville Regional Council of \$23,081. Membership to the Nashville Area Chamber of Commerce is \$3,000 and the Metropolitan Planning Organization is budgeted at \$9,000. \$30,000 is included for continued funding of the business retention program being conducted by Williamson, Inc.

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



City of Franklin, Tennessee **FY 2019 Operating Budget**

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 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Economic Development / Chamber Support	25,000	25,000	25,000	25,000	25,000	-	0.0%
Greater Nashville Regional Council	14,466	-	22,518	22,518	23,081	563	2.5%
Nashville Area Chamber of Commerce	-	-	3,000	3,000	3,000	-	0.0%
Nashville Area MPO	7,811	8,592	9,000	9,000	9,000	-	0.0%
Williamson Chamber - Business Retention / Development	20,000	20,000	20,000	20,000	20,000	-	0.0%
Total Expenditures	67,277	53,592	79,518	79,518	80,081	563	0.7%
Ending Fund Balance	67,277	53,592	79,518	79,518	80,081	563	0.7%

Notes & Objectives

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **1**

Department: **45925 ECONOMIC DEVELOPMENT**
 Division:
FranklinForward Theme: **Sustainable Growth & Economic Prosperity**
 Title: **Williamson Inc. Business Development**

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
87110 CONTRACTED SERVICES		\$10,000	\$10,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$10,000	\$10,000

PURPOSE / DESCRIPTION OF REQUEST

Williamson Inc, is requesting a 50% increase from the City for our contribution to Business Retention & Development Efforts, from \$20,000 to \$30,000. Additional materials attached.

SERVICE IMPLICATION



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: **Williamson County Economic Development**

Phone: **615-690-2977**

Contact Person & Title:

Elizabeth McCreary, Chief Economic Development Officer

Mailing Address: **5005 Meridian Blvd, Ste 150, Franklin, TN 37067**

Federal Identification # (if applicable): **36-4720381**

Email Address: **elizabeth@williamsonchamber.com**

Number of Active Participants in Organization: **8**

Does this organization charge fees to participants? Yes ☐ No ☒

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: **We do not charge fees to take advantage of our services. We offer many events and services free of charge for all businesses and individuals in Williamson County. We offer enhanced services and events for organizations that invest in our economic development partnership.**

Please provide the approximate number of clients served by your program on a yearly basis :
5,000+ companies.

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens:

See attached Strategic Plan

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

NA

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources.

Please see attached Strategic Plan. This is our economic development strategic plan that we used for our fundraising campaign to raise private funds for our economic development partnership.

**Non-Profit Organization Request for
City of Franklin - Page Two**



Organization: Williamson, Inc. Economic Development

*copies of financials – attached.

EXPENDITURES: (we are on a calendar year)	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Operations	\$355,220	\$400,725	
Payroll	\$386,972	\$483,885	
Strategic Initiatives	\$228,466	\$209,716	
Total	\$970,658	\$1,094,326	

REVENUES: (we are on a calendar year)	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	295,000		\$400,000
City of Franklin Government	\$20,000		\$30,000
Interest Earned	\$3,317.01		\$24,000
Capital Campaign	\$608,200		\$543,150
Total	\$926,517.01		\$997,150

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Williamson, Inc. Economic Development

Personnel & Salary Information

PERSONNEL:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Payroll Expenses			
Employee Benefits	\$21,801	\$28,800.00	
Payroll Fees	\$4140	\$6,000.00	
Payroll Taxes	\$25829	\$26,657.00	
Salaries and Wages	\$304,310	\$366,000.00	
Workers Comp	\$1042	\$1,200.00	
Total	\$357,122	\$428,657	

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A



**City of Franklin
APPLICATION ADDENDUM**

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Williamson, Inc. Economic Development Date: 3/8/17

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

Please see attached Strategic Plan

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

The Williamson County Economic Development team works closely with the City of Franklin on several of our strategic initiatives. On a regular basis, the mayor and city manager are brought into projects for existing and new industry. All city mayors, city managers, and county leadership are brought together quarterly to meet as the Economic Development Council, where Williamson, Inc. provides economic development updates and municipalities brief the group on current projects. Franklin's planning and codes department are also brought regularly into projects.



Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)
See attached Case Statement
2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.
Yes. We track growth of existing businesses regularly through our existing business meetings, and we track projects new to the region as won or lost. We are actively working 36 projects. In 2017 we successfully closed on 8 projects. For existing companies, our business retention and expansion meetings touched over 100 different companies.
3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.
N/A
4. What percent of your local agency budget is your allocation request from the City of Franklin?
2% - this is the number from last year?
5. What other fundraising activities does your agency engage in during the year?
There were no fundraising efforts in 2017. Our investors commit funds over a period of 5 years in the economic partnership. This began in 2014, so our next 5 year campaign will take place again 2018-2019.
6. Do you charge any fees for your services?
No



Where Strategic Growth Is The Point.

2018 Strategic Plan

1. Talent

Promote educational opportunities to develop the pipeline needed for growth.

Education is the number one priority of Williamson County. It provides the foundation of our economic success through attracting corporate decision makers, their families, and their employees and providing the highly skilled, well-educated workforce necessary to fill jobs from existing industry and relocating companies. There is a direct link between the quality of education in an area and the workforce available for new and existing companies.

Goals

- Promote strong schools and highlight educational strengths in recruiting efforts
- Build connections between local companies and educational programs in the region
- Retain high school and college graduates in Williamson County
- Work with other departments within the Chamber of Commerce to develop K-12 educational programs to address the long-term pipeline of talent
- Develop a recruitment strategy for talent
- Identify workforce trends and projections to ensure current programming aligns with future workforce needs
- Promote Tennessee Reconnect to increase skilled labor force in Williamson County.
- Collaborate with local employers to organize regional university recruitment activities focused on recruitment of young professionals

Lead community diversity awareness efforts and cultivate an environment of active inclusion

A diverse and inclusive community is one that can attribute success to culture, composition, and infrastructure. Regions that are more equal and integrated have better economic performance than those regions that are homogeneous. Diversity drives innovation, inspires creativity, and encourages collaboration. Inclusion is the foundation that enables communities and organizations to realize the benefits of diversity. Williamson, Inc. Economic Development will play an integral role in bridging traditional divides to increase awareness of diversity in our community and cultivate a culture of inclusion.

Goals:

- Support the notion that diversity and inclusion are essential to the economic development of Williamson County
- Promote diversity and inclusion awareness through educational opportunities focused on sensitivity and bias training
- Engage existing community partners and leaders to develop a committee dedicated to the growth of diversity and inclusion efforts in Williamson County
- Increase awareness of diversity and inclusion efforts in Williamson County through marketing and communications

Engage in the development of intentional housing initiatives in Williamson County

Access to intentional housing has become an economic necessity throughout the nation. Williamson, Inc. recognizes the need to provide housing for all residents regardless of income, age, or life stage.

Goals:

- Research intentional housing initiatives in peer communities

- Engage in regional intentional housing conversation by partnering with regional economic development partners and affordable housing agencies
- Identify possible public – private sector partnerships that may support intentional housing opportunities in the region
- Develop possible intentional housing strategies for Williamson County

2. Collaborate

Continue to improve regional cooperation

The success of the Williamson County economy is directly tied to the continued success of the region and of middle Tennessee. Companies looking to relocate are first determining states, then regions within a state, before deciding on specific sites. Working with our regional partners allows Williamson County to better utilize its valuable resources and put middle Tennessee on the map at national and global level, which would be costly and difficult to achieve as one county alone. A regional approach fills the “funnel” of prospects for the region from the top, while Williamson County’s continued commitment to education, low cost of doing business and high quality of life make it stand out from the rest of the region.

Goals

- Promote a defined economic development vision to countywide partner organizations, business leaders and local officials
- Continue developing positive relationships with regional and state economic development organizations to market Williamson County and middle Tennessee at a national and global level
- Assist in the revitalization of Franklin’s Sustainability Commission

Support regional transportation planning efforts

Middle Tennessee regional has and continues to experience great economic growth. In looking at the future of economic development in the region, access to mass transit will play a significant role in regional economic vitality.

Goals

- Serve as regional partner in transportation efforts
- Develop quarterly transportation days dedicated to highlighting different forms of transportation available in Williamson County
- Engage in regional transportation conversation by partnering with regional economic development partners and transportation agencies

3. Retain

Continue to develop and implement a strong existing business program

A strong, targeted business retention and expansion strategy is an important element to a growing economy. We know that 80-90% of new job growth comes from existing businesses adding new jobs. It is also significantly less expensive and time-consuming to help a company grow than to recruit a new company into an area. The purpose of the Business Retention and Expansion program is to engage the leadership of Williamson County businesses to uncover barriers to company growth and

develop solutions to those issues. The Existing Business Program should be widely recognized throughout the county.

Goals

- Develop positive working relationships with targeted companies in Williamson County
- Be responsive to needs of existing companies
- Consider incentives for existing companies that are expanding and meet guidelines
- Study other successful Existing Business programs in the US
- Be the business concierge as it relates to city and county for existing businesses looking to expand
- Increase public awareness of the Existing Business Program

Promote a culture of entrepreneurship

Promoting and supporting a culture of entrepreneurship provides long-term stability for an economy. The entrepreneurs of today will be the large, sustainable employers of tomorrow. Engaging them early and providing support and resources to keep them in Williamson County will be critical to the long-term success of the area. It is necessary to promote an entrepreneurial culture to attract and retain highly skilled, highly educated, and young professionals within Williamson County.

Goals

- Promote Williamson County as a top location for entrepreneurs to start a business
- Position Williamson County as best place for entrepreneurs to develop their business
- Retain successful startups in Williamson County

4. Recruit

Recruit targeted business sectors

Recruiting companies in targeted business sectors adds economic, civic, and social value to Williamson County. We have experienced first-hand how the right kind of company has the potential to change the economy of our county. New companies add value to a community by bringing with them new jobs, increasing the diversity of the economy, adding additional tax revenue, and bringing new sources of corporate philanthropy. Developing targets does not mean ignoring other opportunities. A strong business climate will attract and create opportunities for growth in many business sectors. Economic diversity is also very important to the success of a community. In a fast-moving global marketplace, it is dangerous to rely too heavily on one sector or a few large employers.

This plan proposes the following target sectors for Williamson County:

- Corporate Operations
- Health Care
- Technology
- Research & Development (R&D)

Goals

- Grow the number of jobs in the county by attracting companies within targeted business sectors
- Remain competitive in the economic landscape against national baseline cities
- Increase site consultants' awareness of industry clusters within the county and recent relocations, along with the competitive advantages of locating in Williamson County

- Examine and prepare possible manufacturing sites within Fairview to enable national exposure and a marketing plan
 - Develop an international recruitment plan that leverages access to new international flights from BNA
 - Amenity Driven Retail Recruitment
-

Promote a culture of entrepreneurship

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Goals

- Promote Williamson County as a top location for entrepreneurs to start a business
- Position Williamson County as best place for entrepreneurs to develop their business
- Retain successful startups in Williamson County

5. Communicate

To increase awareness of Williamson, Inc. Economic Development's role in growing Williamson County's economy and improving the quality of life for its residents, we will regularly communicate our story to all investor and the public. Communications and marketing efforts are designed to increase awareness of the benefits of working, living, and visiting Williamson County.

Goals

- Communicate progress of the final five-year plan, our successes, and our accountability
- Encourage industry collaboration through quarterly round tables
- Publicly promote economic partners and business community partners
- Launch new website by July 2019
- Implement new round tables that allow industry leaders to engage in peer-to-peer networking such as a CFO round table



City of Franklin, Tennessee

FY 2019 Operating Budget

Interfund Transfers

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	3,501,413	4,680,781	1,142,993	1,142,993	1,235,171	92,178	8.1%
Capital	0	0	0	0	0	-	0.0%
Total	3,501,413	4,680,781	1,142,993	1,142,993	1,235,171	92,178	8.1%

Department Summary

Interfund Transfers reflects those funds transferred from the General Fund to be accounted for in other funds of the City. For fiscal year 2019, the only transfers are to the Sanitation & Environmental Services Fund and the Transit Fund.

There are no transfers planned for the Capital Projects Fund, Debt Service Fund, In Lieu of Parkland Fund, Road Impact Fund or Street Aid Fund in 2019. This may change as the fiscal year unfolds.



City of Franklin, Tennessee **FY 2019 Operating Budget**

Interfund Transfers

There is no organization chart associated with Interfund Transfers. It is supervised by personnel in the Finance Departments.

Staffing by Position

There are no staff formally associated with Interfund Transfers. It is supervised by personnel in the Finance Departments.



City of Franklin, Tennessee

FY 2019 Operating Budget

Interfund Transfers

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	-	-	-	-	-	-	
Employee Benefits	-	-	-	-	-	-	0.0%
Total Personnel	-	-	-	-	-	-	0.0%
Operations							
TRANSFER TO STREET AID & TRANSPORTATION	-	332,840	-	-	-	-	
TRANSFER TO SANITATION	500,000	750,000	250,000	250,000	250,000	-	0.0%
TRANSFER TO ROAD IMPACT	-	-	-	-	-	-	
TRANSFER TO IN LIEU OF PARKLAND FUND	-	-	-	-	-	-	
TRANSFER TO TRANSIT FUND	501,413	1,138,956	892,993	892,993	985,171	92,178	10.3%
TRANSFER TO DEBT SERVICE FUND	-	792,914	-	-	-	-	
TRANSFER TO CAPITAL IMPROVEMENT BOND	2,500,000	1,666,071	-	-	-	-	
Total Operations	3,501,413	4,680,781	1,142,993	1,142,993	1,235,171	92,178	8.1%
Capital							
	-	-				-	
Total Interfund Transfers	3,501,413	4,680,781	1,142,993	1,142,993	1,235,171	92,178	8.1%

Interfund Transfers - Historic Detail

Account	A2013	A2014	A2015	A2016	A2017	B2018	EST2018	B2019
88020 TRANSFER TO STREET AID & TRANSPORTATION	573,132	739,965	-		332,840		-	
88030 TRANSFER TO SANITATION	728,483	1,208,148	500,000	500,000	750,000	250,000		250,000
88040 TRANSFER TO ROAD IMPACT	-	60,933	-					
88085 TRANSFER TO IN LIEU OF PARKLAND FUND	-	-	2,280,119					
88090 TRANSFER TO TRANSIT FUND	414,350	843,182	683,110	501,413	1,138,956	892,993	892,993	985,171
88095 TRANSFER TO DEBT SERVICE FUND					792,914		-	
88100 TRANSFER TO CAPITAL IMPROVEMENT BONDS				2,500,000	1,666,071			
TOTAL TRANSFERS	1,715,965	2,852,228	3,463,229	3,501,413	4,680,781	1,142,993	892,993	1,235,171



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Miscellaneous General Fund Departments

General Expenses
Interfund Transfers



City of Franklin, Tennessee - FY 2019 Budget Request

General Expenses

Outline

- General Expenses**
- Interfund Transfers**



City of Franklin, Tennessee - FY 2019 Budget Request **General Expenses**

Purpose of Fund

The General Expenses budget includes all expenditures which are not attributable to one particular department.

Among these expenses include general wage increases/merit pay, the City's appropriations for Medical and Dental expenses, the City's dues for the Tennessee Municipal League, the annual audit, fuel hedging, the Citizen's Survey and other "shared" software services - such as Socrata and the Tennessee Municipal Benchmarking Project.

\$100,000 set aside for City support of Housing Initiatives in FY 2018 has been maintained in FY 2019.



City of Franklin, Tennessee - FY 2019 Budget Request

General Expenses

Budget Request:

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Personnel	443,006	786,185	690,610	599,552	2,441,927	1,751,317	253.6%
Operations	1,858,237	84,769	271,000	118,103	276,500	5,500	2.0%
Capital	0	0	0	0	0	-	0.0%
Total	2,301,243	870,954	961,610	717,655	2,718,427	1,756,817	182.7%

This budget will be revised with final estimates for wage increases and medical, dental and ancillary insurance amounts City-wide for presentation to the BOMA in May.



City of Franklin, Tennessee - FY 2019 Budget Request **General Expenses**

Program Enhancement Request:

Wage Progression - G/F Employees

\$186,207



City of Franklin, Tennessee - FY 2019 Budget Request

Interfund Transfers

Budget Request:

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	3,501,413	4,680,781	1,142,993	1,142,993	1,235,171	92,178	8.1%
Capital	0	0	0	0	0	-	0.0%
Total	3,501,413	4,680,781	1,142,993	1,142,993	1,235,171	92,178	8.1%

Interfund Transfers reflects those funds transferred from the General Fund to be accounted for in other funds of the City. For fiscal year 2019, the only transfers are to the Sanitation & Environmental Services and Transit Funds.



City of Franklin, Tennessee

FY 2019 Operating Budget

General Expenses

Budget Summary

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Department Summary

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\$100,000 set aside for City support of Housing Initiatives in FY 2018 has been maintained for FY 2019.



City of Franklin, Tennessee **FY 2019 Operating Budget**

Organizational Chart

There is no organization chart associated with General Expenses. It is supervised by personnel in the Administration, Finance and Human Resources Departments.

Staffing by Position

There are no staff formally associated with General Expenses. It is supervised by personnel in the Administration, Finance and Human Resources Departments.



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Personnel							
Salaries & Wages	-	-	137,184	-	1,850,000	1,712,816	1248.6%
Employee Benefits	443,006	786,185	553,426	599,552	591,927	38,501	7.0%
Total Personnel	443,006	786,185	690,610	599,552	2,441,927	1,751,317	253.6%
Operations							
Notices, Subscriptions, etc.	14,652	85,697	43,500	46,488	45,000	1,500	3.4%
Utilities	691	821	550	550	550	-	0.0%
Contractual Services	123,696	55,721	222,000	87,250	226,000	4,000	1.8%
Repair & Maintenance Services	-	-	1,000	1,000	1,000	-	0.0%
Fuel & Mileage	241,845	(58,195)	-	(21,149)	-	-	
Machinery & Equipment (<\$25,000)	-	-	2,000	2,000	2,000	-	0.0%
Professional Development/Travel	-	133	-	-	-	-	
Operational Units	1,402,797	-	-	-	-	-	
Rentals	-	-	100	100	100	-	0.0%
Permits	74,556	82	350	350	350	-	0.0%
Financial Fees	-	2	-	14	-	-	
Other Business Expenses	-	508	1,500	1,500	1,500	-	0.0%
Total Operations	1,858,237	84,769	271,000	118,103	276,500	5,500	2.0%
Capital	-	-	-	-	-	-	
Total General Expenses	2,301,243	870,954	961,610	717,655	2,718,427	1,756,817	182.7%

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Personnel								
+=	81110	REGULAR PAY			137,184			1,850,000	1,875,000	1,900,000
	01	General salary increase (full-year)						1,500,000	1,525,000	1,550,000
	02	Merit pay program						175,000	175,000	175,000
	03	Additional Classification / Compensation			17,184			150,000	150,000	150,000
	04	Classification and Compensation plan								
	05	Phase 2, Stormwater								
	06	Phase 2, Water & Sewer								
	07	Temporary Assistance Work			20,000			25,000	25,000	25,000
	8	Leave Balance Reserve			100,000					
	9	Double Christmas Bonus								
	*	Amount missing from detail								
=	XWAGE	TOTAL WAGES			137,184			1,850,000	1,875,000	1,900,000
+=	81420	MEDICAL PREMIUMS	523,965	920,373	650,426	(2,430,321)	696,552	688,777	758,432	834,053
	01	Medical Claims	9,243,008	5,741,817	10,727,418	(167,127)	10,727,418	10,727,418	11,800,160	12,980,176
	02	Admin Fees-Claims (BCBS)	220,409	153,304	345,000	(111,415)	345,000	345,000	379,500	417,450
	03	Admin Fees-Reinsurance (SunLife Financial)	319,108	248,031	440,000		440,000	440,000	484,000	532,400
	04	Refunds		(97,702)	(50,000)		(50,000)	(50,000)	(55,000)	(60,500)
	05	Departmental Allocations	(9,037,866)	(5,172,327)	(10,865,866)	(2,151,779)	(10,865,866)	(10,865,866)	(11,952,453)	(13,147,698)
	06	2015 - Health Insurance Tax	3,274	47,250	3,874		50,000	50,000	60,000	70,000
	07	Rebates - Admin (BCBS)	(55,546)							
	08	Rebates (misc)	(57,919)							
	09	Cowan Consultant Fee			50,000		50,000	50,000	50,000	50,000
	10	Various Credits	(432,203)							
	11	Various	321,700							
	12	HDHP HSA Plan Assistance						75,000	75,000	75,000
	13	HDHP Savings (assumes only 10 indiv & 7 family)						(82,775)	(82,775)	(82,775)
	*	Amount missing from detail						(0)		
+=	81430	GROUP INSURANCE PREMIUMS	22,145	79,104	3,000	46,110	3,000	3,150	3,308	3,473
	1	Dental Claims	22,145	79,104	373,000	35,229	373,000	391,650	411,233	431,794
	2	Admin Fees-Claims			30,000	10,881	30,000	31,500	33,075	34,729
	3	Refunds								
	4	Departmental Allocations			(400,000)		(400,000)	(420,000)	(441,000)	(463,050)
	5	Line Item 5								
	*	Amount missing from detail								
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(103,104)	(213,366)	(100,000)	(123,936)	(100,000)	(100,000)	(110,000)	(121,000)
	81455	DEFERRED COMP MATCH		74		112				
=	XBEN	TOTAL BENEFITS	443,006	786,185	553,426	(2,508,035)	599,552	591,927	651,740	716,526
=	XPER	TOTAL PERSONNEL	443,006	786,185	690,610	(2,508,035)	599,552	2,441,927	2,526,740	2,616,526
		Operations								
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
	82350	DUES FOR MEMBERSHIPS	9,152	28,981	30,000	32,988	32,988	30,000	30,000	30,000
+	82355	PROFESSIONAL STANDARDS / ACCREDITATION	3,500	3,500	3,500	3,500	3,500	5,000	5,000	5,000
	1	Tennessee Municipal Benchmarking Project	3,500	3,500	3,500	3,500	3,500	5,000	5,000	5,000
	*	Amount missing from detail								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	2,000	10,000	10,000		10,000	10,000	10,000	10,000
	82385	SPECIAL CENSUS		43,216						
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	14,652	85,697	43,500	36,488	46,488	45,000	45,000	45,000
	82410	ELECTRIC SERVICE		130						
	82415	ELECTRIC SERVICE - STREETLIGHTS								
	82420	WATER & SEWER SERVICE								
	82430	STORMWATER SERVICE	296	296	250	173	250	250	250	250
	82435	SOLID WASTE SERVICE	395	395	300	231	300	300	300	300
	82440	NATURAL GAS SERVICE								
=	XUTIL	TOTAL UTILITIES	691	821	550	404	550	550	550	550
	82510	COMPUTER SERVICES	44,989	26,496	40,000		40,000	45,000	45,000	45,000
	1	Socrata (performance.franklintrn.gov)			25,000		25,000	30,000	30,000	30,000
	2	IDT Enhancements			15,000		15,000	15,000	15,000	15,000
	3	Various	44,989	26,496						
	*	Amount missing from detail								
	82520	LEGAL SERVICES	1,106	910		703				
	82530	AUDIT SERVICES	23,750	24,000	50,000	24,250	24,250	49,000	49,500	55,000
+	82560	CONSULTANT SERVICES	18,851	4,315	32,000		23,000	32,000	23,000	32,000
	1	various	18,851	4,315	15,000		15,000	15,000	15,000	15,000
	2	legislative support								
	3	Citizens Survey			17,000		8,000	17,000	8,000	17,000
	4	Innovation Team								
	*	Amount missing from detail								
+	82599	OTHER CONTRACTUAL SERVICES	35,000		100,000	35,000		100,000	100,000	100,000
	1	Special Census								
	2	Various	35,000			35,000				
	3	FY 2018 PER - Housing Initiatives			100,000			100,000	100,000	100,000
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	123,696	55,721	222,000	59,953	87,250	226,000	217,500	232,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES								
	82652	LANDSCAPING SERVICES								
	82654	GROUNDS MAINTENANCE SERVICES								
	82660	BUILDING REPAIR & MAINTENANCE SERVICES			1,000		1,000	1,000	1,000	1,000
	82699	OTHER REPAIR & MAINTENANCE SERVICES								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES			1,000		1,000	1,000	1,000	1,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)		133						
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		133						
	83315	FUEL HEDGING COSTS	241,845	(58,195)		(21,149)	(21,149)			
=	XFUEL	TOTAL FUEL & MILEAGE	241,845	(58,195)		(21,149)	(21,149)			
	83510	FURNITURE, FIXTURES (<\$25,000)								
	83530	MACHINERY & EQUIPMENT (<\$25,000)			2,000		2,000	2,000	2,000	2,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)			2,000		2,000	2,000	2,000	2,000
	83660	BUILDING MAINTENANCE SUPPLIES								
	84950	GRANT PROGRAMS	1,402,797							

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
=	XOPU	TOTAL OPERATIONAL UNITS	1,402,797							
	85220	PROPERTY TAX-RENTAL PROPERTY			100		100	100	100	100
=	XRENT	TOTAL RENTALS			100		100	100	100	100
	85310	PERMITS			250		250	250	250	250
	85320	STATE FEES	20	20						
	85325	FEDERAL FEES	74,536							
	85340	RECORDING & FILING FEES		62	100		100	100	100	100
=	XPERM	TOTAL PERMITS	74,556	82	350		350	350	350	350
	85510	BANKING FEES				14	14			
	85530	E-COMMERCE FEES		2						
	85560	PRIOR YEAR TAX WRITE-OFFS								
=	XFLF	TOTAL FINANCIAL FEES		2		14	14			
	85990	MISCELLANEOUS		508	1,500		1,500	1,500	1,500	1,500
=	XOBE	TOTAL OTHER BUSINESS EXPENSES		508	1,500		1,500	1,500	1,500	1,500
+	86600	LEASE/LOAN PRINCIPAL		2,634		3,552				
	1	MIT projects/server relocation, etc.								
	2	2015 - Conversion of Capital to Lease								
	*	Amount missing from detail		2,634		3,552				
+	86700	LEASE/LOAN INTEREST		95		87				
	1	MIT projects/server relocation, etc.								
	2	2015 - Conversion of Capital to Lease								
	*	Amount missing from detail		95		87				
=	XDSV	TOTAL DEBT SERVICE		2,729		3,639				
	87120	APPROPRIATIONS TO GOVERNMENTS								
=	XOP	TOTAL OPERATIONS	1,858,237	87,498	271,000	79,349	118,103	276,500	268,000	282,500
		Capital								
	89230	BUILDING IMPROVEMENTS								
=	XTOT	TOTAL EXPENDITURES	2,301,243	873,683	961,610	(2,428,686)	717,655	2,718,427	2,794,740	2,899,026

FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **1**

Department:

45900 GENERAL EXPENSES

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Wage Progression - G/F Employees

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 (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$186,207	\$186,207
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$186,207	\$186,207

PURPOSE / DESCRIPTION OF REQUEST

This request is to fund the Market/progression increases to fully implement the recommendations of the 2017 Pay Study. The request breaks down as follows:

Administration	\$ 3,111
Communications	\$ 2,607
Facilities	\$ 1,279
BNS	\$ 49,005
Engineering	\$ 17,243
TOC	\$ 9,767
Finance	\$ 18,970
Purchasing	\$ 3,401
Human Resources	\$ 11,847
Information Technology	\$ 28,904
Law	\$ 6,391
Planning	\$ 17,071
Revenue Management	\$ 8,679
Court	\$ 7,933
Total:	\$ 186,207

SERVICE IMPLICATION

This achieves equity sooner for all Town employees across all departments, rather than having to wait until FY 2020.



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Other (Development /Growth) Funds

City Facilities Tax Fund
County Facilities Tax Fund
Road Impact Fund
Hotel Motel Tax Fund
In Lieu of Parkland Fund



City of Franklin, Tennessee - FY 2019 Budget Request **Development/Growth Funds**

Outline

- City Facilities Tax**
- County Facilities Tax**
- Road Impact Fund**
- Hotel/Motel Tax Fund**
- In Lieu of Parkland Fund**



City of Franklin, Tennessee - FY 2019 Budget Request **City Facilities Tax Fund**

Purpose of Department

The Facilities Tax Fund is a special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only upon police, fire, sanitation, and parks and recreation expenditures. Such expenses can only be spent on public expenditures related to growth; thus new equipment and infrastructure can be funded out of the Facilities Tax fund, but replacement of existing equipment cannot.



City of Franklin, Tennessee - FY 2019 Budget Request

City Facilities Tax Fund

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Beginning Fund Balance	6,717,764	6,976,276	10,441,436	10,441,436	11,467,223		
Revenues	4,886,088	3,850,553	3,852,692	4,507,568	2,449,305	-1,403,387	-36.4%
Expenditures	4,627,576	385,393	5,239,100	3,481,780	5,370,000	130,900	2.5%
Ending Balance	6,976,276	10,441,436	9,055,028	11,467,223	8,546,529		

Revenues: \$2,449,305 forecast; highly dependent upon what is built and when.

Expenses: \$5,370,000 forecast; only costs pertaining to Station 7 programmed. More to be added from Program Enhancements.



City of Franklin, Tennessee - FY 2019 Budget Request **County Facilities Tax Fund**

Purpose of Department

The County Facilities Tax Fund is a new special revenue fund used to account for the City's share of the County's Adequate School Facilities Tax. 30% of the proceeds are distributed to incorporated cities within the county, and another 30% is divided pro rata among the incorporated cities based on population in the last decennial census. The City began collecting a share of the County Facilities Tax in FY 2012.

Prior to FY 2017, monies collected had been deposited within the Capital Projects Fund. Funds are to be used for the purpose of providing public facilities.



City of Franklin, Tennessee - FY 2019 Budget Request

County Facilities Tax Fund

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Fund Balance	-	-	3,488,072	3,488,072	4,483,146		
Revenues	-	3,488,072	1,250,000	1,895,074	1,250,000	0	100.0%
Expenditures	-	-	900,000	900,000	-	-900,000	100.0%
Ending Balance	-	3,488,072	3,838,072	4,483,146	5,733,146		

Revenues: \$1,250,000 forecast; highly dependent upon what is built and when.

Expenses: Nothing forecast; will be amended once BOMA considered Tier II Capital Improvement Projects later in 2018.



City of Franklin, Tennessee - FY 2019 Budget Request **Road Impact Fund**

Purpose of Fund

The Road Impact Fund is the special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects.



City of Franklin, Tennessee - FY 2019 Budget Request

Road Impact Fund

Budget Request:

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Beginning Fund Balance	397,976	5,019,848	5,889,789	5,889,789	6,167,240		
Revenues	7,595,878	7,217,613	8,508,560	7,733,747	8,034,276	-474,284	-5.6%
Expenditures	2,974,006	6,347,672	7,793,080	7,456,296	5,208,651	-2,584,429	-33.2%
Ending Balance	5,019,848	5,889,789	6,605,269	6,167,240	8,992,865		

Revenues include estimates for Road Impact Fees collected from Arterial and Collector Roads for the first time.

The expenditures budget anticipates \$5.2 million, part in the form of a transfer to the debt service fund and part in the form of Road Impact Offset agreement payments. Additional funds may be transferred to Fund 310 to close out remaining road project capital deficits, but that decision will be made during FY 2019.



City of Franklin, Tennessee - FY 2019 Budget Request **Hotel Motel Tax Fund**

Purpose of Fund

A special revenue fund used to account for the locally administered tax levied on the occupancy of hotel and motel rooms, in addition to sales tax. The City of Franklin Hotel /Motel Tax is 4%. The fund is used to pay debt service on the Cool Springs Conference Center and the Harlinsdale and Battlefield parks. Also, the funds are used for tourism. The budget includes 1% of the 4% tax (based on collections in calendar year 2013) to support the Williamson County Convention and Visitors Bureau.



City of Franklin, Tennessee - FY 2019 Budget Request

Hotel Motel Tax Fund

Base Budget Request:

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Beginning Fund Balance	2,749,596	2,634,109	3,827,284	3,827,284	5,033,168		
Revenues	3,564,721	3,721,055	3,598,227	3,811,911	3,744,327	146,100	4.1%
Expenditures	3,680,208	2,527,880	2,787,655	2,606,027	2,332,059	-455,596	-16.3%
Ending Balance	2,634,109	3,827,284	4,637,856	5,033,168	6,445,436		

The Hotel-Motel Fund is forecast to continue its healthy growth over the next several fiscal years as revenues on the whole are forecast to continue growing and expenses are steady.

Expenses include 1% for Williamson Co. CVB & Fixed Debt Service payments.

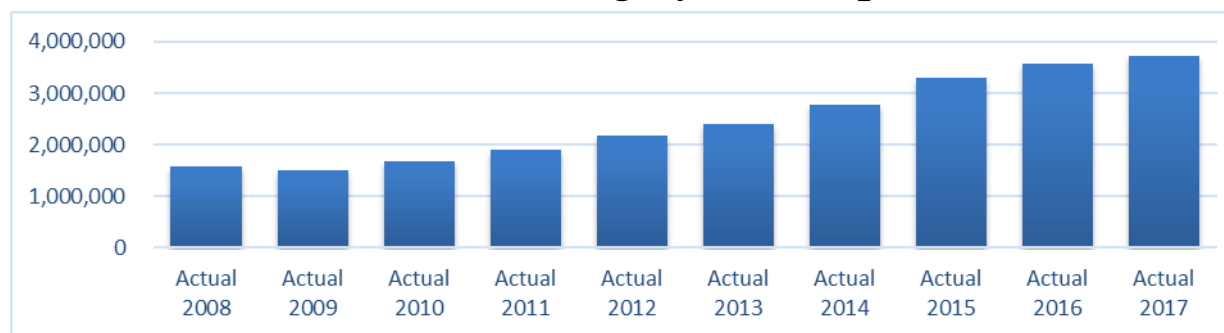


City of Franklin, Tennessee - FY 2019 Budget Request

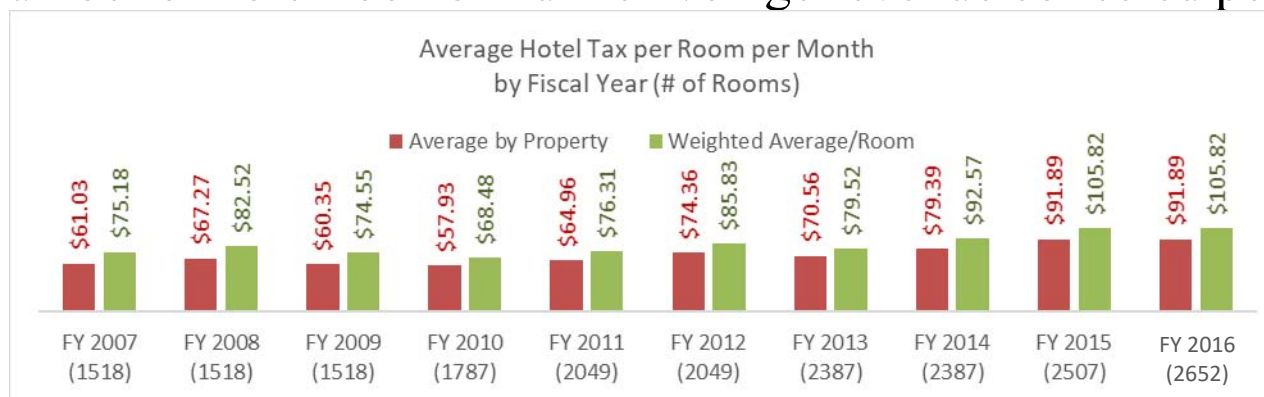
Hotel Motel Tax Fund

Forecast:

Revenues in the hotel/motel fund have largely met expectations.



One of the main reasons for this stability in budgeting is the continued growth in both the number of hotel rooms and the average revenue collected per room (Rev PAR).



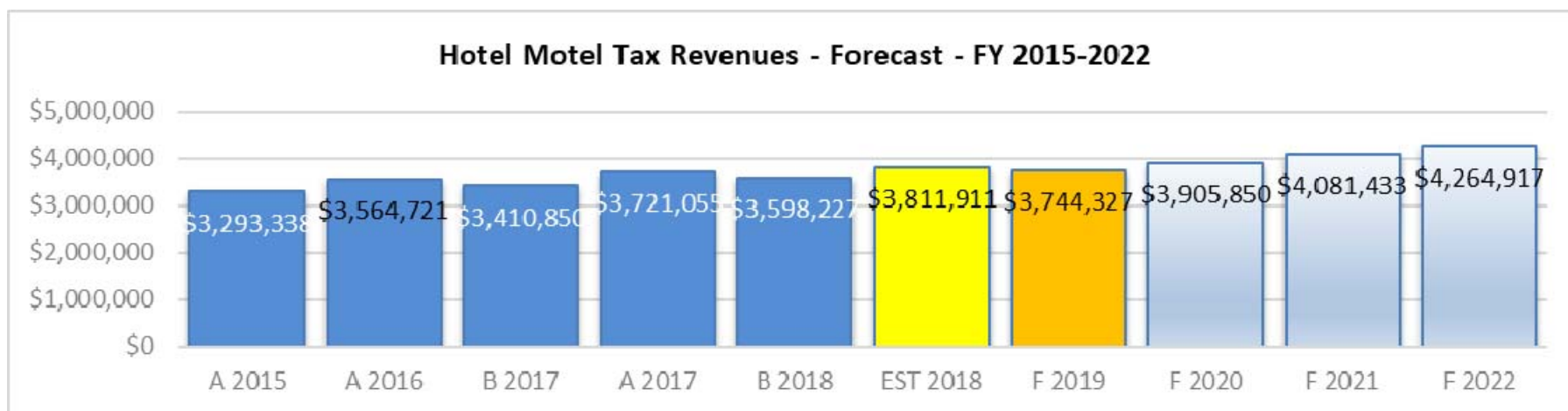


City of Franklin, Tennessee - FY 2019 Budget Request

Hotel Motel Tax Fund

Forecast:

We believe that this trend will continue as the overall revenue per room continues to grow, hotels continue to be built, occupancy rates remain low and the region, driven by the high room rates within Nashville show no signs of abating. The chart below shows estimated revenues FY 2015-FY 2022.



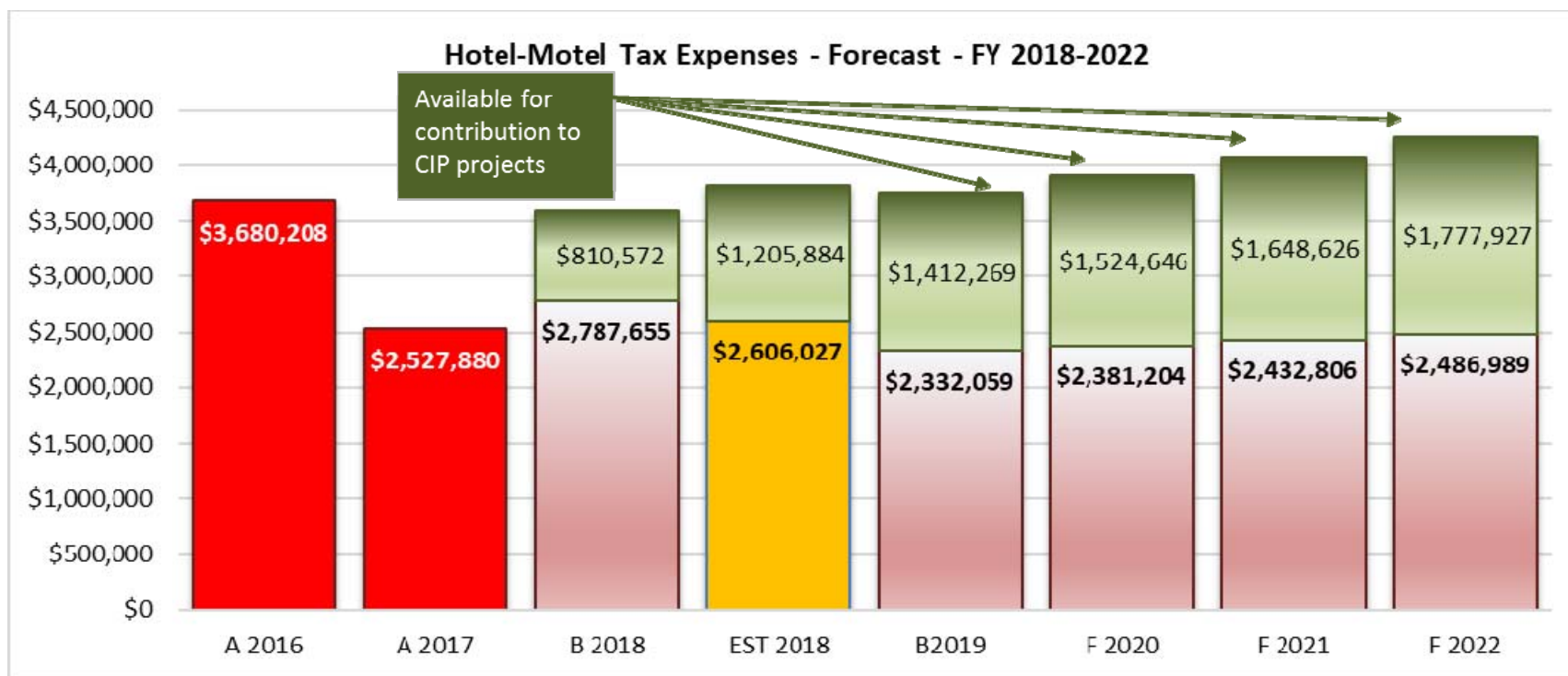


City of Franklin, Tennessee - FY 201- Budget Request

Hotel Motel Tax Fund

Forecast:

On the expense side, known (fixed cost) expenses in the next five years include debt service and the 1% contribution to the Williamson County CVB.





City of Franklin, Tennessee - FY 2019 Budget Request **In Lieu of Parkland Fund**

Purpose of Fund

The In Lieu of Parkland Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance.

Funds can be used only for the acquisition or development of public parks, greenways/blueways, open space sites, and related facilities.



City of Franklin, Tennessee - FY 2019 Budget Request In Lieu of Parkland Fund

Base Budget Request:

Budget Summary

	2016 Actual	2017 Actual	2018 Budget Estimated		2019 Budget	2018 v. 2019 \$ %	
Beginning Fund Balance	2,494,076	4,425,966	4,584,138	4,584,138	4,747,851		
Revenues	1,931,890	158,172	2,407,178	669,115	1,440,000	-967,178	-40.2%
Expenditures	-		505,402	505,402	-	-505,402	100.00%
Ending Balance	4,425,966	4,584,138	6,485,914	4,747,851	6,187,851		

Estimates are based upon analysis of projects currently within the development process in the City which are eligible to pay In Lieu of Parkland Fees. This fund is available for capital projects pertaining to public parks, greenways/blueways and open space. Aside from the Robinson Lake purchase in FY 2018, funds have been reserved for future use and will be recommended as a funding source for parks projects contained within Tier II of the CIP.



City of Franklin, Tennessee - FY 2019 Budget Request **Development/Growth Funds**

Summary:

Forecasts for our Development /Growth related funds show a very healthy and robust local economy today and into the near term. This economy should continue to deliver ample revenues into these funds.



City of Franklin, Tennessee

FY 2019 Operating Budget

City Facilities Tax Fund

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Fund Balance	6,717,764	6,976,276	10,441,436	10,441,436	11,467,223		
Revenues	4,886,088	3,850,553	3,852,692	4,507,568	2,449,305	-1,403,387	-36.4%
Expenditures	4,627,576	385,393	5,239,100	3,481,780	5,370,000	130,900	2.5%
Ending Balance	6,976,276	10,441,436	9,055,028	11,467,223	8,546,529		

Fund Summary

The Facilities Tax Fund is a special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only upon police, fire, sanitation, and parks and recreation expenditures. Such expenses can only be spent on public expenditures related to growth; thus new equipment and infrastructure can be funded out of the Facilities Tax fund, but replacement of existing equipment cannot.



City of Franklin, Tennessee **FY 2019 Operating Budget**

Organizational Chart

There is no organization chart associated with the Facilities Tax Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Facilities Tax Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Beginning Fund Balance	6,717,764	6,976,276	10,441,436	10,441,436	11,467,223	1,025,788	9.8%
Revenues							
FACILITIES TAXES	4,827,968	3,864,453	3,833,871	4,461,645	2,430,484	(1,403,387)	-36.6%
INTEREST INCOME	58,120	(13,900)	18,821	45,923	18,821	-	0.0%
Total Available Funds	4,886,088	3,850,553	3,852,692	4,507,568	2,449,305	(1,403,387)	-36.4%
Expenses							
Total Police	-	-	195,000	198,780	-	(195,000)	-100.0%
Total Fire	3,964,529	214,121	4,422,100	2,693,000	5,370,000	947,900	21.4%
Total Parks	-	44,579	622,000	590,000	-	(622,000)	-100.0%
Total SW Collection	317,447	-	-	-	-	-	-
Total SW Disposal	345,600	126,693	-	-	-	-	-
Total Expenditures	4,627,576	385,393	5,239,100	3,481,780	5,370,000	130,900	2.5%
Ending Fund Balance	6,976,276	10,441,436	9,055,028	11,467,223	8,546,529	(508,499)	-5.6%

Notes & Objectives

The forecast for FY 2019 revenues is an estimate based upon historic averages and a careful, conservative analysis of anticipated new building projects both within the City's Development Services pipeline or anticipated to be within the upcoming 12 month period. It is heavily dependent upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.

Regardless of the level of building activity, there is ample fund balance to fund the completion of Fire Station 7 (the majority of cost is now being programmed into FY 2019) as well as additional capital requests. These have been made throughout the FY 2019 budget process and will be integrated into the final budget in May. Capacity will also be reserved for future Tier II CIP needs.



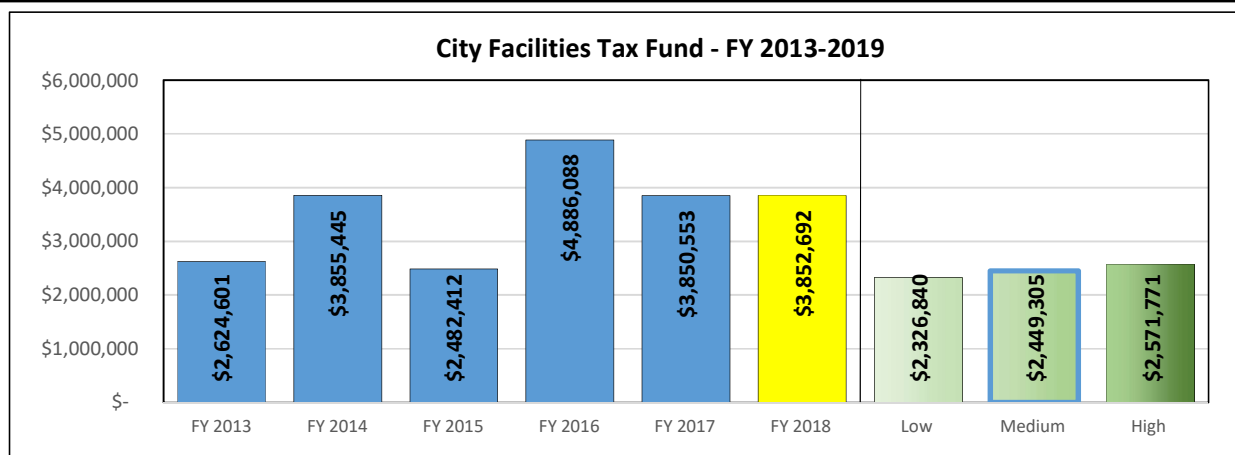
City of Franklin

Revenue Model

Fund:	City Facilities Tax Fund	Percent of All Revenues	1.7%
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City Facilities Tax: A special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only on police, fire, sanitation, and parks and recreation.

The forecast for FY 2019 is an estimate based upon historic averages and year-to-date activity. It is heavily dependent upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.



	Actual					Budget	Forecasts (FY 2019)			Averages
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Low	Medium	High	
July	129,034	188,335	174,169	460,763	221,540	269,353	153,761	161,854	169,947	3-yr Average
August	156,599	282,956	128,599	138,739	299,262	200,233	131,796	138,733	145,669	\$ 3,739,684
September	171,951	172,873	155,707	405,920	242,795	287,720	150,540	158,463	166,386	1.0%
October	158,433	1,182,887	211,229	693,869	663,512	586,081	381,171	401,233	421,295	5-Yr Average
November	282,226	234,251	160,556	561,169	176,544	380,276	185,317	195,071	204,824	\$ 3,539,820
December	263,070	188,891	168,587	235,832	432,916	230,852	168,885	177,773	186,662	1.8%
January	154,265	189,243	186,851	227,208	180,975	204,276	122,939	129,410	135,880	10-Yr Average
February	124,139	70,242	130,798	575,877	575,155	257,463	193,369	203,546	213,723	\$ 2,745,320
March	192,990	216,615	227,269	302,406	372,318	256,795	171,806	180,848	189,891	4.0%
April	192,337	160,708	383,594	336,678	140,530	299,099	159,002	167,370	175,739	
May	313,792	309,052	256,477	325,313	119,466	344,420	173,444	182,572	191,701	
June	478,503	652,730	284,637	564,194	439,440	517,304	316,930	333,611	350,292	
Interest Income	7,262	6,662	13,939	58,120	(13,900)	18,821	17,880	18,821	19,762	
Totals	\$ 2,624,601	\$ 3,855,445	\$ 2,482,412	\$ 4,886,088	\$ 3,850,553	\$ 3,852,692	\$ 2,326,840	\$ 2,449,305	\$ 2,571,771	

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2017 & Estimates from Finance & Revenue Management Departments.

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Operations								
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	201							
	82250	TESTING & PHYSICALS								
	82310	LEGAL NOTICES								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	201							
	82410	ELECTRIC SERVICE		2,820						
	82420	WATER & SEWER SERVICE	1,597	146						
	82430	STORMWATER SERVICE	8	5						
	82435	SOLID WASTE SERVICE	50	95						
	82540	ENGINEERING SERVICES	8,210							
	82599	OTHER CONTRACTUAL SERVICES	28,680	1,865						
=	XCTS	TOTAL CONTRACTUAL SERVICES	38,545	4,931						
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		17,000	10,000					
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	8,308							
	82699	OTHER REPAIR & MAINTENANCE SERVICES	3,890	18,140	10,000					
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	12,198	35,140	20,000					
	83240	MEDICAL SUPPLIES	4,951	929						
+	83260	UNIFORMS PURCHASED	130		13,600					
	1	Personnel Clothing (12) Station 7			13,600					
	2	Personnel Clothing (12) Station 8								
	3	Fire Inspector								
	4	EMS Captain								
	5	Fire Instructor								
	*	Amount missing from detail	130							
+	83265	UNIFORMS, SPECIALIZED								
	1	Fire Suppression Clothing for Station 8								
	2	Fire Suppression Clothing for Station 7								
	3	Fire Suppression Clothing for Fire Inspector								
	4	Fire Suppression Clothing for EMS Captain								
	5	Fire Suppression Clothing for Fire Instructor								
	6	Line Item 6								
	*	Amount missing from detail								
=	XOPS	TOTAL OPERATING SUPPLIES	5,081	929	13,600					
+	83510	FURNITURE, FIXTURES (<\$25,000)		868						
	1	Station 7								
	2	Station 8		868						
	*	Amount missing from detail								
+	83520	VEHICLES (<\$25,000)	296							
	1	Fire Inspector's Vehicle								
	2	Fire Instructor								
	3	EMS Captain								
	4	Various	296							
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	246,435	76,984	138,000			250,000		
	01	Stretchers								
	02	Stair Chair								
	03	State Required Equipment								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	04	Narcotic Control Boxes								
	05	Spine Boards								
	06	Engine 7 Equipment								
	07	Ladder 8 Equipment								
	08	EMS Captain Equipment								
	09	Fire Instructor Equipment								
	10	Fire Inspector Equipment								
	11	Equipment for Ladder 4								
	12	Technical Rescue Equipment		74,007						
	13	Various	218,435	2,977				250,000		
!	14	SCBA Equipment for Stations 7 & 8			110,000					
!	15	1 Lifepak (Defibrillator) Station 7			28,000					
!	16	1 Lifepak (Defibrillator) Station 8	28,000							
!	17	1 Washer/Extractor for Station 8								
*		Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	25,696	550						
	1	Fire Inspector								
	2	EMS Captain								
	3	EMS MDT Solution	2,398							
	4	Various	23,298	550						
*		Amount missing from detail								
+	83550	COMPUTER SOFTWARE (<\$25,000)	73,614							
	1	EMS Software Firehouse Medic	73,614							
	2	EMS Inventory Control System								
	3	EMS Quality Control System								
*		Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	346,041	78,402	138,000			250,000		
	83610	VEHICLE PARTS & SUPPLIES	1,605							
	83620	EQUIPMENT PARTS & SUPPLIES	2,716	274						
	83652	LANDSCAPING SUPPLIES								
	83660	BUILDING MAINTENANCE SUPPLIES	769	2,080						
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	3,485	2,354						
	85310	PERMITS	437	796	5,000					
	85330	UTILITY DISTRICT FEES								
	85340	RECORDING & FILING FEES								
=	XPERM	TOTAL PERMITS	437	796	5,000					
=	XOP	TOTAL OPERATIONS	405,988	122,552	176,600			250,000		
		Capital								
+	89220	BUILDING DESIGN & CONSTRUCTION	2,881,114	91,568	2,052,500	71,849	500,000	4,750,000		
	1	Station 7 Construction			2,052,500	71,849	500,000	4,750,000		
	2	Station 8 Construction	2,881,114	91,568						
*		Amount missing from detail								
=	XBLDG	TOTAL BUILDINGS	2,881,114	91,568	2,052,500	71,849	500,000	4,750,000		
+=	89520	VEHICLES (>\$25,000)	591,056		2,193,000		2,193,000			
	1	Ladder 4 15 yrs old in 2012 (10% downpayment in 2012)								

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	10	Line Item 10								
	11	FY 2018 PER - Wildland Pumper			424,000		424,000			
	12	FY 2018 PER - Engine 7			569,000		569,000			
	2	Engine 7								
	3	Ladder 8								
	4	Various	591,056							
	5	EMS Captain								
	7	Technical Rescue Vehicle			400,000		400,000			
	8	Hazmat Response Vehicle			400,000		400,000			
	9	Heavy Rescue (Rescue 3)			400,000		400,000			
	*	Amount missing from detail								
+	89530	MACHINERY & EQUIPMENT (>\$25,000)	52,267					370,000		
	1	Tomado Siren								
	2	EMS Lifepak 15								
	3	Engine 7 Equipment	52,267					80,000		
	4	Wildland Pumper Equipment						50,000		
	5	Technical Rescue Vehicle						80,000		
	6	Hazmat Response Vehicle						80,000		
	7	Heavy Rescue Vehicle						80,000		
	*	Amount missing from detail								
	89550	COMPUTER SOFTWARE (>\$25,000)	32,500							
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	675,823		2,193,000		2,193,000	370,000		
=	XCAP	TOTAL CAPITAL	3,556,937	91,568	4,245,500	71,849	2,693,000	5,120,000		
=	XTOT	TOTAL EXPENDITURES	3,962,925	214,120	4,422,100	71,849	2,693,000	5,370,000		



City of Franklin, Tennessee

FY 2019 Operating Budget

County Facilities Tax Fund

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Fund Balance	-	-	3,488,072	3,488,072	4,483,146		
Revenues	-	3,488,072	1,250,000	1,895,074	1,250,000	0	100.0%
Expenditures	-	-	900,000	900,000	-	-900,000	100.0%
Ending Balance	-	3,488,072	3,838,072	4,483,146	5,733,146		

Fund Summary

The County Facilities Tax Fund is a new special revenue fund used to account for the City's share of the County's Adequate School Facilities Tax. 30% of the proceeds are distributed to incorporated cities within the county, and another 30% is divided pro rata among the incorporated cities based on population in the last decennial census. The City began collecting a share of the County Facilities Tax in FY 2012.

Prior to FY 2017, monies collected had been deposited within the Capital Projects Fund. Funds are to be used for the purpose of providing public facilities.



City of Franklin, Tennessee **FY 2019 Operating Budget**

Organizational Chart

There is no organization chart associated with the County Facilities Tax Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the County Facilities Tax Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$	%
Beginning Fund Balance	-	-	3,488,072	3,488,072	4,483,146	995,074	28.5%
Revenues							
COUNTY FACILITY TAX	-	-	1,250,000	1,250,000	1,250,000	-	0.0%
TRANSFER FROM CAPITAL PROJECTS		3,487,056	-	635,074	-	-	0.0%
INTEREST INCOME	-	1,016	-	10,000	-	-	0.0%
Total Available Funds	-	3,488,072	1,250,000	1,895,074	1,250,000	-	0.0%
Expenses							
CAPITAL		-	900,000	900,000	-	(900,000)	-100.0%
Total Expenditures	-	-	900,000	900,000	-	(900,000)	-100.0%
Ending Fund Balance	-	3,488,072	3,838,072	4,483,146	5,733,146	1,895,074	49.4%

Notes & Objectives

The County Facilities Tax Fund has been used to support capital projects within the City of Franklin which are related to or assist in the completion of County-owned facilities. In FY 2018, the \$900,000 appropriated from the fund went to support:

- \$100,000 Redesign of Long Lane/Goose Creek Interchange (Benefits access to/from Williamson County Ag Center)
- \$300,000 Henpeck Lane Sewer Extension (Benefits new Williamson County Schools Site)
- \$500,000 Hillsboro Road Phase II (Benefits pedestrian access & traffic management to/from Franklin High)

No appropriation is proposed for FY 2019 at this time, but will be amended in the future as Tier II capital projects are discussed/decided upon.



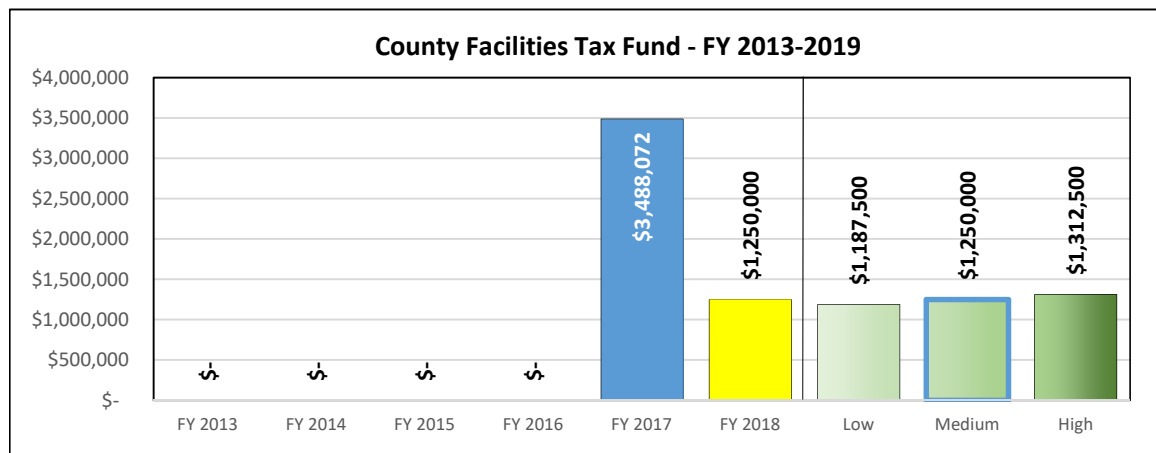
City of Franklin

Revenue Model

Fund:	County Facilities Tax Fund	Percent of All Revenues	0.9%
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County Facilities Tax: The County Facilities Tax Fund is a brand new special revenue fund used to account for the City's share of the County's Adequate School Facilities Tax. 30% of the proceeds are distributed to incorporated cities within the county, and another 30% is divided pro rata among the incorporated cities based on population in the last decennial census. The City began collecting a share of the County Facilities Tax in FY 2012. Prior to now monies collected had been deposited within the Capital Projects Fund. Funds are to be used for the purpose of providing public facilities.

The forecast is *heavily dependent* upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.



	Actual					Budget	Forecasts (FY 2019)			Averages
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Low	Medium	High	
Tax Collections	-	-	-	-	-	1,250,000	1,187,500	1,250,000	1,312,500	n/a
Transfer from Capital Fund	-	-	-	-	3,487,056	-	-	-	-	
Interest Income	-	-	-	-	1,016	-	-	-	-	
Totals	\$ -	\$ -	\$ -	\$ -	\$ 3,488,072	\$ 1,250,000	\$ 1,187,500	\$ 1,250,000	\$ 1,312,500	

Source: City of Franklin, Comprehensive Annual Financial Report - 2017 & Estimates from Finance & Revenue Management Departments.



City of Franklin, Tennessee

FY 2019 Operating Budget

Road Impact Fund

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Fund Balance	397,976	5,019,848	5,889,789	5,889,789	6,167,240		
Revenues	7,595,878	7,217,613	8,508,560	7,733,747	8,034,276	-474,284	-5.6%
Expenditures	2,974,006	6,347,672	7,793,080	7,456,296	5,208,651	-2,584,429	-33.2%
Ending Balance	5,019,848	5,889,789	6,605,269	6,167,240	8,992,865		

Fund Summary

The Road Impact Fund is the special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects.

The budget anticipates \$5.2 million in expenditures, part in the form of a transfer to the debt service fund and part in the form of Road Impact Offset agreement payments. Additional funds may be transferred to Fund 310 to close out remaining road project capital deficits, but that decision will be made during FY 2019.



City of Franklin, Tennessee **FY 2019 Operating Budget**

Organizational Chart

There is no organization chart associated with the Road Impact Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Road Impact Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Beginning Fund Balance	397,976	5,019,848	5,889,789	5,889,789	6,167,240		
Revenues							
ROAD IMPACT FEES - ARTERIAL	7,854,118	7,180,150	8,800,000	7,618,616	4,829,296	(3,970,704)	-45.1%
ROAD IMPACT FEES - COLLECTOR	-	-	-	15,131	3,154,980	3,154,980	100.0%
ROAD IMPACT CREDITS	(267,394)	-	(301,440)	-	-	301,440	-100.0%
INTEREST INCOME	9,154	27,363	10,000	100,000	50,000	40,000	400.0%
OTHER	-	10,100	-	-	-	-	0.0%
Total Available Funds	7,595,878	7,217,613	8,508,560	7,733,747	8,034,276	(474,284)	-5.6%
Expenses (Operations)							
TRANSFER TO DEBT SERVICE FUND	2,674,006	2,689,493	2,709,552	2,709,552	2,708,651	(901)	0.0%
TRANSFER TO CAPITAL FUND		2,000,000	-	1,500,000	-	-	0.0%
CAPITAL PROJECTS		27,000	1,500,000	1,500,000	-	(1,500,000)	-100.0%
ROAD IMPACT OFFSET AGREEMENTS	300,000	1,631,179	3,583,528	1,746,744	2,500,000	(1,083,528)	-30.2%
Total Expenditures	2,974,006	6,347,672	7,793,080	7,456,296	5,208,651	(2,584,429)	-33.2%
Ending Fund Balance	5,019,848	5,889,789	6,605,269	6,167,240	8,992,865		

Notes & Objectives

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Available Funds								
+	32800	ROAD IMPACT FEES	7,854,118	7,180,150	8,800,000	7,618,616	7,618,616	4,829,296	3,000,000	3,000,000
	32802	ROAD IMPACT FEES-COLL AREA 2				11,791	11,791	3,154,980	1,500,000	1,500,000
	32803	ROAD IMPACT FEES-COLL AREA 3				3,340	3,340			
+	32810	ROAD IMPACT CREDITS	(267,394)	10,100	(301,440)					
=	XLP	TOTAL LICENSES & PERMITS	7,586,724	7,190,250	8,498,560	7,633,747	7,633,747	7,984,276	4,500,000	4,500,000
	36100	INTEREST INCOME	9,154	27,363	10,000	64,300	100,000	50,000	50,000	50,000
=	XUMP	TOTAL USE OF MONEY & PROPERTY	9,154	27,363	10,000	64,300	100,000	50,000	50,000	50,000
	37100	TRANSFER FROM GENERAL FUND								
	25100	BEGINNING FUND BALANCE								
	39200	CONTRIBUTIONS FROM DEVELOPER								
=	XREV	Total Available Funds	7,595,878	7,217,613	8,508,560	7,698,047	7,733,747	8,034,276	4,550,000	4,550,000

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Operations								
	82520	LEGAL SERVICES								
+	82570	OTHER CONSULTANT / PASS THROUGH	300,000	1,658,179	3,583,528	546,744	1,746,744	2,500,000	2,500,000	2,500,000
	01	Berry Farms			200,573	198,505	198,505			
	02	Carothers Development Partnership		784,754						
	03	Crescent Development, LLC	300,000	517,448						
	04	SouthStar		39,182	867,424	39,500	39,500			
	05	Miscellaneous/Various		16,900	400,000		1,200,000	2,500,000	2,500,000	2,500,000
	06	Jones Company (McKay's Mill)								
	07	Trillium		210,909						
	08	NSH Corporation		88,986						
	09	Harpeth Square			474,665	308,739	308,739			
	10	The Standard at Cool Springs			588,168					
	11	McEwen Place			1,052,698					
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	300,000	1,658,179	3,583,528	546,744	1,746,744	2,500,000	2,500,000	2,500,000
+	88095	TRANSFER TO DEBT SERVICE FUND	692,305	2,689,493	2,709,552	686,220	2,709,552	2,708,651	2,710,869	2,710,476
	1	Calculated Debt Service Transfer	692,305	2,689,493	2,709,552	686,220	2,709,552	2,708,651	2,710,869	2,710,476
	*	Amount missing from detail								
+	88100	TRANSFER TO CAPITAL IMPROVEMENT BONDS		2,000,000	1,500,000	1,500,000	3,000,000			
	1	Fund 310 Reconciliation (FY 2017 - S. Carothers)		2,000,000			1,500,000			
	2	Phase I CIP - Mallory / Royal Oaks / Liberty Improvements			1,500,000	1,500,000	1,500,000			
	*	Amount missing from detail								
=	XOP	TOTAL OPERATIONS	692,305	4,689,493	4,209,552	2,186,220	5,709,552	2,708,651	2,710,869	2,710,476
=	XTOT	TOTAL EXPENDITURES	992,305	6,347,672	7,793,080	2,732,964	7,456,296	5,208,651	5,210,869	5,210,476



City of Franklin, Tennessee

FY 2019 Operating Budget

Hotel/Motel Tax Fund

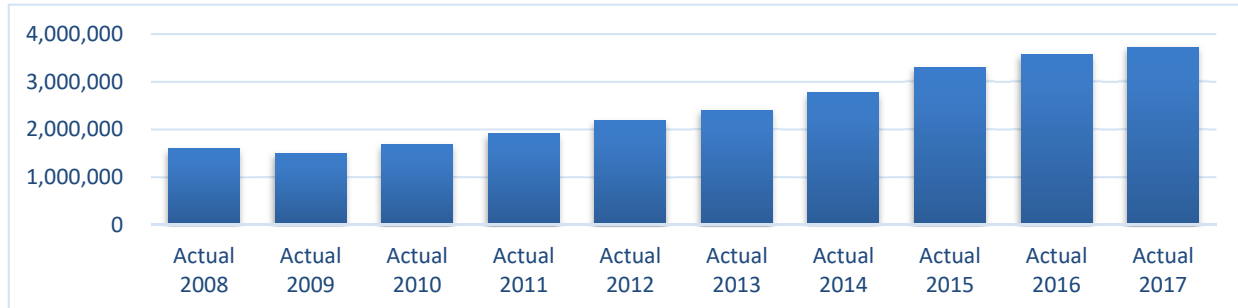
Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
Beginning Fund Balance	2,749,596	2,634,109	3,827,284	3,827,284	5,033,168		
Revenues	3,564,721	3,721,055	3,598,227	3,811,911	3,744,327	146,100	4.1%
Expenditures	3,680,208	2,527,880	2,787,655	2,606,027	2,332,059	-455,596	-16.3%
Ending Balance	2,634,109	3,827,284	4,637,856	5,033,168	6,445,436		

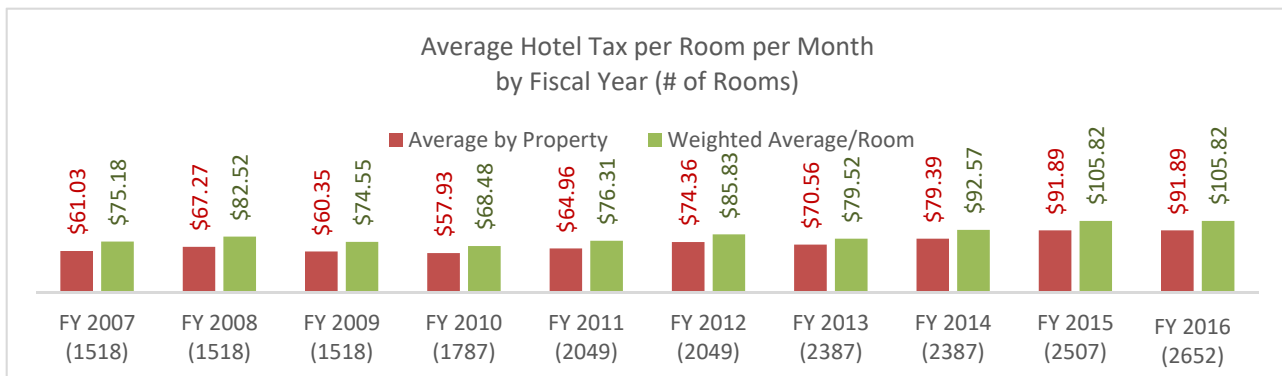
Fund Summary

A special revenue fund used to account for the locally administered tax levied on the occupancy of hotel and motel rooms, in addition to sales tax. The City of Franklin Hotel /Motel Tax is 4%. The fund is used to pay debt service (previously on the Cool Springs Conference Center and now the Harlinsdale and Battlefield parks). Also, the funds are used for tourism. The budget includes 1% of the 4% tax (based on collections in calendar year 2017) to support the Williamson County Convention and Visitors Bureau.

Even during the recession, receipts in the hotel/motel fund largely met expectations as the chart below demonstrates.



One of the main reasons for this stability in budgeting is the continued growth in both the number of hotel rooms and the average revenue collected per room (Rev PAR), as demonstrated below.





City of Franklin, Tennessee **FY 2019 Operating Budget**

Organizational Chart

There is no organization chart associated with the Hotel/Motel Tax Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Hotel/Motel Tax Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

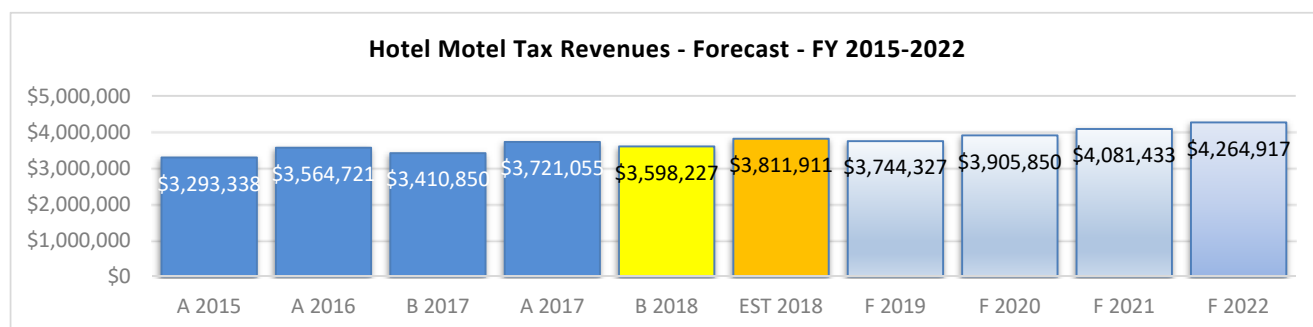
FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$	%
Beginning Fund Balance	2,749,596	2,634,109	3,827,284	4,637,856	4,637,856		
Revenues							
HOTEL/MOTEL TAXES	3,557,971	3,710,589	3,594,227	3,791,911	3,733,827	139,600	3.9%
INTEREST INCOME	6,750	10,466	4,000	20,000	10,500	6,500	162.5%
CONTRIBUTIONS-OTHERS	-	-	-	-	-	-	
Total Available Funds	3,564,721	3,721,055	3,598,227	3,811,911	3,744,327	146,100	4.1%
Expenses							
WATER & SEWER SERVICE	-	-	-	-	-	-	
CONTRACTUAL SERVICES	180,172	40,994	140,000	143,750	25,000	(115,000)	-82.1%
REPAIR & MAINT. SERVICES	17,600	1,551	-	-	-	-	0.0%
OPERATING SUPPLIES	162,574	93,015	-	-	-	-	0.0%
COOL SPRINGS CONF. CENT.	(123,453)	(92,792)	-	(151,423)	-	-	0.0%
CONTRACTED SERVICES	767,131	849,271	895,557	926,602	979,813	84,256	9.4%
TRANSFER TO DEBT SERV. FUND	1,121,213	1,119,916	1,112,812	1,112,812	1,112,960	148	0.0%
TRANSFER TO CAPITAL PROJECTS	1,207,565	195,000	-	-	-	-	0.0%
LAND ACQUISITION	214,286	214,285	214,286	214,286	214,286	-	0.0%
BUILDING IMPROVEMENTS	45,128	-	195,000	195,000	-	(195,000)	-100.0%
PARKS & RECREATION FACILITIES	87,992	106,640	80,000	80,000	-	(80,000)	-100.0%
INFRASTRUCTURE	-	-	150,000	85,000	-	(150,000)	-100.0%
Total Expenditures	3,680,208	2,527,880	2,787,655	2,606,027	2,332,059	(455,596)	-16.3%
Ending Fund Balance	2,634,109	3,827,284	4,637,856	5,843,740	6,050,124		

Notes & Objectives

The Hotel-Motel Fund is forecast to grow significantly over the next several fiscal years as revenues on the whole are forecast to continue growing and expenses are steady. We believe that this trend will continue as the overall revenue per room continues to grow, hotels continue to be built, occupancy rates remain low and the region, driven by the high room rates within Nashville show no signs of abating. The chart below shows estimated revenues FY 2015-FY 2022.

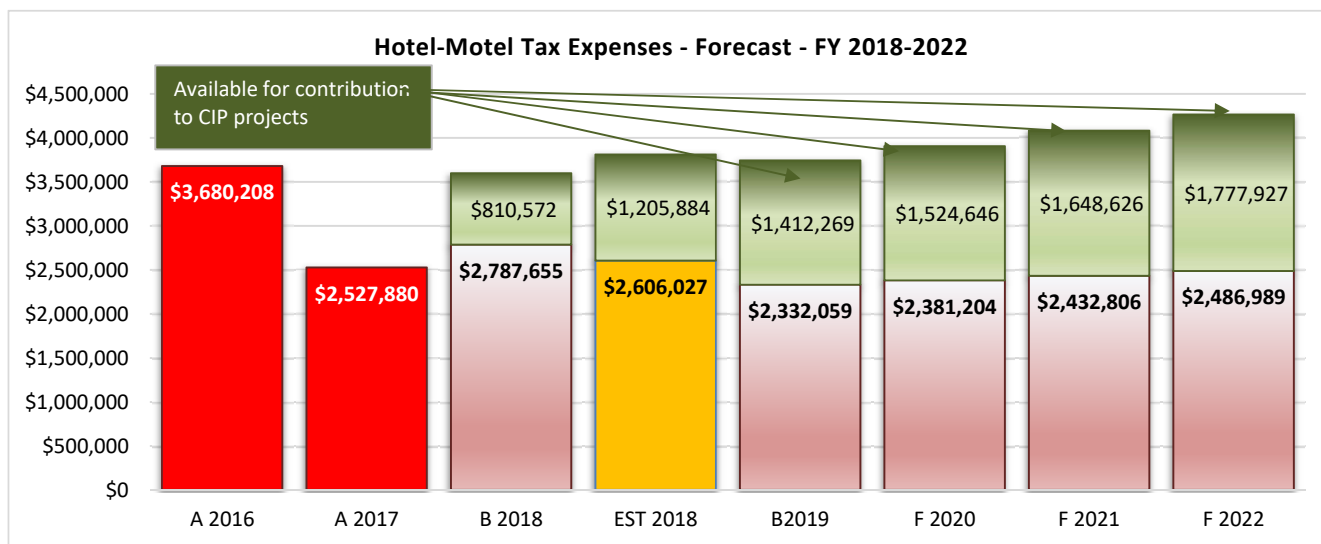




City of Franklin, Tennessee FY 2019 Operating Budget

Budget

On the expense side, known (fixed cost) expenses in the next five years include debt service and the 1% contribution to the Williamson County Convention & Visitor's Bureau.



Given this forecast, there should be sufficient recurring revenues to continue paying for some but not necessarily all recreation and tourist capital projects proposed within the City of Franklin.



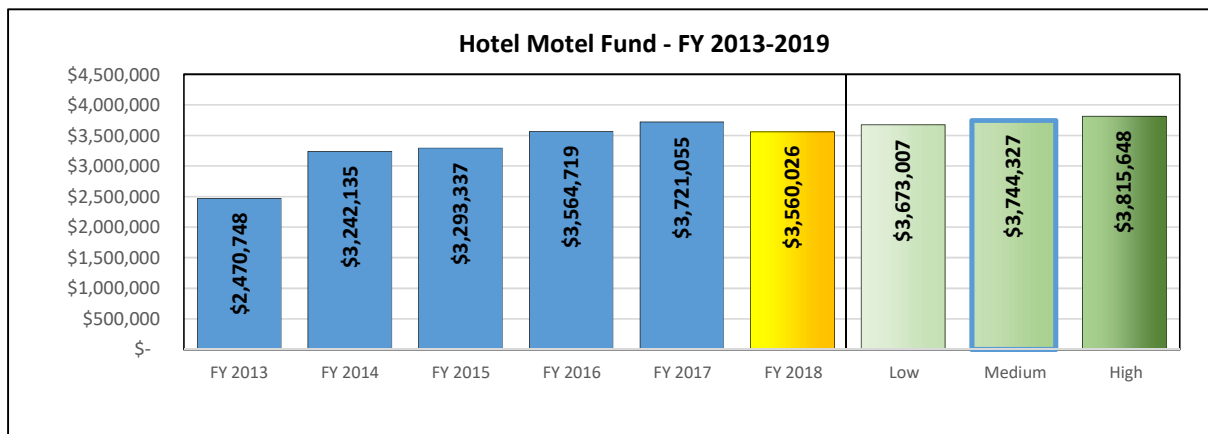
City of Franklin

Revenue Model

Fund:	Hotel Motel Fund	Percent of All Revenues	2.4%
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Hotel Motel Fund: The Hotel/Motel Fund is a special revenue fund used to account for the locally administered tax levied on the occupancy of hotel and motel rooms, in addition to sales tax. The City of Franklin Hotel/Motel Tax is 4%. The fund is used to pay debt service on the Cool Springs Conference Center and the Harlinsdale and Battlefield parks. Also, the funds can be used to support projects and operations related to tourism.

Rev/PAR, Occupancy Rates and the Average Daily Rate continue to be exceedingly strong in Franklin and greater Nashville. The FY 2019 Forecast is an increase of 5%.



	Actual					Budget	Forecasts (FY 2019)			Averages
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Low	Medium	High	
July	211,075	220,564	262,528	321,484	359,016	362,095	372,958	380,200	387,442	3-yr Average
August	175,021	202,941	273,788	255,448	299,477	305,417	314,580	320,688	326,796	\$ 3,526,370
September	195,057	219,382	310,183	306,676	335,101	340,487	350,702	357,511	364,321	0.3%
October	223,821	242,061	294,166	323,020	357,048	366,387	377,379	384,706	392,034	5-Yr Average
November	165,524	223,360	228,683	247,283	276,090	286,653	295,253	300,986	306,719	\$ 3,258,399
December	153,893	175,183	207,948	205,388	214,176	222,170	228,835	233,279	237,722	1.9%
January	152,698	184,875	213,640	235,170	222,664	219,274	225,852	230,238	234,623	10-Yr Average
February	185,118	214,823	231,263	266,011	255,252	241,899	249,156	253,994	258,832	\$ 2,528,516
March	244,633	274,024	321,936	348,031	341,392	310,283	319,591	325,797	332,003	4.1%
April	222,217	260,989	311,958	350,962	331,685	289,862	298,558	304,355	310,152	20-Yr Average
May	225,392	249,496	288,118	340,943	353,139	285,235	293,792	299,497	305,201	\$ 1,574,298
June	249,326	297,104	346,808	357,555	365,549	326,264	336,052	342,577	349,102	6.3%
JIM WARREN PARK TREE GRANT	60,000	-	-	-	-	-	-	-	-	
EASTERN FLANK LOOP GRANT	-	476,000	-	-	-	-	-	-	-	
INTEREST INCOME	6,973	1,333	2,318	6,750	10,466	4,000	10,300	10,500	10,700	
Totals	\$ 2,470,748	\$ 3,242,135	\$ 3,293,337	\$ 3,564,719	\$ 3,721,055	\$ 3,560,026	\$ 3,673,007	\$ 3,744,327	\$ 3,815,648	

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2017 & Estimates from Finance & Revenue Management Departments.

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		Operations								
	82310	LEGAL NOTICES								
	82415	ELECTRIC SERVICE - STREETLIGHTS								
	82530	AUDIT SERVICES			15,000	18,750	18,750			
	82540	ENGINEERING SERVICES	44,639	814						
+	82560	CONSULTANT SERVICES	47,748	27,735	25,000		25,000	25,000	25,000	25,000
	1	FSSD - Design for shared facilities & land								
	10	FY 2018 - Bike-Sharing Program			25,000		25,000	25,000	25,000	25,000
	2	New Development Master Planning for Parkland Dedication								
	3	Historic Hayes Home (MP&E's)								
	4	Franklin Road Turning Lane Entrance Design for North Entrance of HF								
	5	Harlinsdale Restroom Redesign								
	6	Comprehensive Park Master Plan & Needs Assessment	47,748							
	7	Harpeth River Walk from Pinkerton to Lewisburg Pike Area								
	8	Friends of Franklin, LLC								
	9	Line Item 9		27,735						
	*	Amount missing from detail								
!	82599	OTHER CONTRACTUAL SERVICES	87,785	12,445	100,000	10,542	100,000			
=	XCTS	TOTAL CONTRACTUAL SERVICES	180,172	40,994	140,000	29,292	143,750	25,000	25,000	25,000
	82643	SIGN MAINTENANCE SERVICES								
	82650	PARK & FIELD MAINTENANCE SERVICES	17,600	1,496						
	82660	BUILDING REPAIR & MAINTENANCE SERVICES		55						
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	17,600	1,551						
	83230	PARKS SUPPLIES	162,574	39,450						
	83290	SOLID WASTE CONTAINERS		46,364						
=	XOPS	TOTAL OPERATING SUPPLIES	162,574	85,814						
	83650	PARK & FIELD MAINTENANCE SUPPLIES		7,200						
	84910	COOL SPRINGS CONFERENCE CENTER OPERATIONS	(123,453)	(92,792)		(113,567)	(151,423)			
=	XOPU	TOTAL OPERATIONAL UNITS	(123,453)	(85,592)		(113,567)	(151,423)			
	85340	RECORDING & FILING FEES								
!	87110	CONTRACTED SERVICES	767,131	849,271	895,557	694,952	926,602	979,813	1,028,804	1,080,244
+	87130	APPROPRIATIONS TO CIVIC ORGANIZATIONS								
	1	Civil War Trust								
	*	Amount missing from detail								
=	XAPP	TOTAL APPROPRIATIONS	767,131	849,271	895,557	694,952	926,602	979,813	1,028,804	1,080,244
	88095	TRANSFER TO DEBT SERVICE FUND	1,121,213	1,119,916	1,112,812	361,107	1,112,812	1,112,960	1,113,114	1,113,276
	88100	TRANSFER TO CAPITAL IMPROVEMENT BONDS	1,207,565	195,000						
=	XTRAN	TOTAL TRANSFERS	2,328,778	1,314,916	1,112,812	361,107	1,112,812	1,112,960	1,113,114	1,113,276
=	XOP	TOTAL OPERATIONS	3,332,802	2,206,954	2,148,369	971,784	2,031,741	2,117,773	2,166,918	2,218,520
		Capital								
	89110	LAND ACQUIRED	214,286	428,571	214,286	214,286	214,286	214,286	214,286	214,286
	89120	EASEMENTS ACQUIRED		(214,286)						
=	XLAND	TOTAL LAND	214,286	214,285	214,286	214,286	214,286	214,286	214,286	214,286
+	89230	BUILDING IMPROVEMENTS	45,128		195,000		195,000			
	01	Historic Hayes Home MP&E's Construction								

2019 Budget - 15047100 HOTEL/MOTEL TAX
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	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@3/29/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	02	Harlinsdale Farm Barn Restoration (Offices '15 & Restrooms '16)	45,128							
	03	Historic Hayes Home Exterior Restoration								
	04	Bicentennial Park Pavilion Structure								
	05	EFBP Facility - Kitchen Renovation Project								
	06	Concession Stand - Pavilion at Jim Warren Park								
	07	Enclosed Pavilion at Jim Warren Park								
	08	Harlinsdale Farm Restroom Construction								
	09	Various								
	10	Friends of Franklin, LLC								
	11	3rd Avenue Bicentennial Walkway								
	12	4th Ave Garage Vehicle Counting Control System								
	13	Parking Garage Cameras 2nd and 4th avenues								
	14	Hillsboro Road Phase II Contributions			195,000		195,000			
	*	Amount missing from detail								
=	XBLDG	TOTAL BUILDINGS	45,128		195,000		195,000			
+	89310	PARKS & RECREATION FACILITIES	87,992	106,640	80,000		80,000			
	02	Various								
	03	EFBP Fencing Project Along Lewisburg Pike								
	04	New Scoreboards for Fieldstone Park								
	05	Fort Granger New Entrance: Fencing, Signage & Gravel Parking								
	06	Fort Granger Boardwalk & Bridge								
	07	Harlinsdale Farm Park Main Entrance Road Resurfacing Project								
	08	Eastern Flank Battlefield Trail Removal & Installation								
	09	Eastern Flank Battlefield Outdoor Event Area								
	10	Harlinsdale Farm Park North Entrance Road Paving Project								
	11	Placement of Civil War Artillery Carriages								
	12	Eastern Flank Battlefield Access Improvements								
	13	2016 - Carter Hill Park Improvements		5,252						
	14	3 Plank Fencing for HF along Franklin Rd & Main Entrance								
!	15	2016 - Eastern Flank Rock Wall Completion	7,189							
	16	2016 - Bicentennial Park Pavilion & Environmental (\$638,200 over 3 years)	80,803	101,388						
	17	2016 - Carter's Hill Park Acquisition (\$1.5M Over 7 years)								
	18	Fleming Parking Lot Lighting								
	19	Tennis Courts			80,000		80,000			
	*	Amount missing from detail								
=	XIMPR	TOTAL IMPROVEMENTS	87,992	106,640	80,000		80,000			
!	89420	STREETS			150,000		85,000			
	89440	GATEWAY ENHANCEMENT & STREETSCAPE								
=	XINFR	TOTAL INFRASTRUCTURE			150,000		85,000			
	89530	MACHINERY & EQUIPMENT (>\$25,000)				9,210				
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$10,000)				9,210				
=	XCAP	TOTAL CAPITAL	347,406	320,925	639,286	223,496	574,286	214,286	214,286	214,286
=	XTOT	TOTAL EXPENDITURES	3,680,208	2,527,879	2,787,655	1,195,280	2,606,027	2,332,059	2,381,204	2,432,806



City of Franklin, Tennessee

FY 2019 Operating Budget

In Lieu of Parkland Fund

Budget Summary

	2016	2017	2018		2019	2018 v. 2019	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Fund Balance	2,494,076	4,425,966	4,584,138	4,584,138	4,747,851		
Revenues	1,931,890	158,172	2,407,178	669,115	1,440,000	-967,178	-40.2%
Expenditures	-		505,402	505,402	-	-505,402	100.00%
Ending Balance	4,425,966	4,584,138	6,485,914	4,747,851	6,187,851		

Fund Summary

The In Lieu of Parkland Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance.

Funds can be used only for the acquisition or development of public parks, greenways/blueways, open space sites, and related facilities.



City of Franklin, Tennessee **FY 2019 Operating Budget**

Organizational Chart

There is no organization chart associated with the In Lieu of Parkland Fund. It is supervised by personnel in the Parks and Finance Departments.

Staffing by Position

There are no staff formally associated with the In Lieu of Parkland Fund. It is supervised by personnel in the Parks and Finance Departments.



City of Franklin, Tennessee

FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Beginning Fund Balance	2,494,076	4,425,966	4,584,138	4,584,138	4,747,851		
Revenues							
In Lieu of Parkland Receipts	1,923,145	137,454	2,387,178	654,352	1,430,000	(957,178)	-40.1%
Interest Income	8,745	20,718	20,000	14,763	10,000	(10,000)	-50.0%
Total Available Funds	1,931,890	158,172	2,407,178	669,115	1,440,000	(967,178)	-40.2%
Expenses (Operations)							
Land Acquisition	-		505,402	505,402	-	(505,402)	100.0%
Total Expenditures	-	-	505,402	505,402	-	(505,402)	100.0%
Ending Fund Balance	4,425,966	4,584,138	6,485,914	4,747,851	6,187,851		

Notes & Objectives

The first receipts into the fund were recorded in FY 2015. There is no additional history before this fiscal year. Estimates are based upon analysis of projects currently within the development process in the City which are eligible to pay In Lieu of Parkland Fees.

This fund is available for capital projects pertaining to public parks, greenways/blue ways and open space. Funds have been reserved for future use and will be recommended as a funding source for parks projects contained within Tier II of the Capital Improvements Plan.

The \$505,402 shown above in expenditures in 2018 was used for Land Acquisition at the new Southeast Park/Complex.



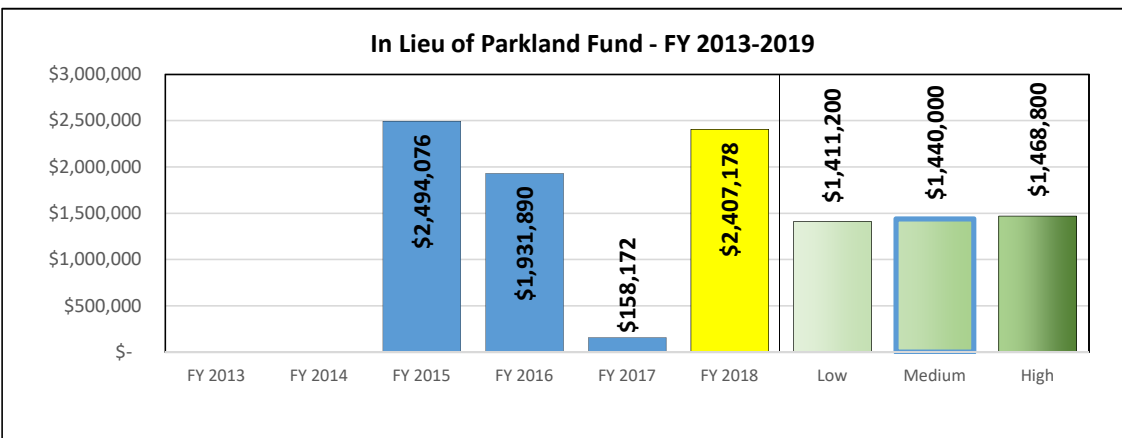
City of Franklin

Revenue Model

Fund:	In Lieu of Parkland Fund	Percent of All Revenues	1.0%
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In Lieu of Parkland Fund: The In Lieu of Parkland Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance for developers seeking alternatives to the development of greenspace within developments. Funds can be used only for the acquisition or development of public parks, greenways/blue ways, open space sites, and related facilities.

The forecast for FY 2019 is an estimate based upon historic averages and year-to-date activity. It is *heavily dependent* upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.



	Actual			Budget			Forecast (FY 2019)			Averages
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Low	Medium	High	
In Lieu of Parkland Receipts	-	-	211,848	1,923,145	137,454	2,387,178	1,401,400	1,430,000	1,458,600	3-yr Average
Interest Income	-	-	2,109	8,745	20,718	20,000	9,800	10,000	10,200	\$ -
Transfers from General Fund	-	-	2,280,119	-	-	-	-	-	-	0.0%
										5-Yr Average
										\$ -
										0.0%
Totals	\$ -	\$ -	\$ 2,494,076	\$ 1,931,890	\$ 158,172	\$ 2,407,178	\$ 1,411,200	\$ 1,440,000	\$ 1,468,800	

Source: City of Franklin, Comprehensive Annual Financial Reports - 2015-2017 & Estimates from Finance & Revenue Management Departments.



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Debt Service Fund



City of Franklin, Tennessee - FY 2019 Budget Request **Debt Service Fund**

Outline

- Purpose of Department**
- Debt Service Schedule – All G.O. Bonds**
- Debt Service for FY 2019**



City of Franklin, Tennessee - FY 2019 Budget Request **Debt Service Fund**

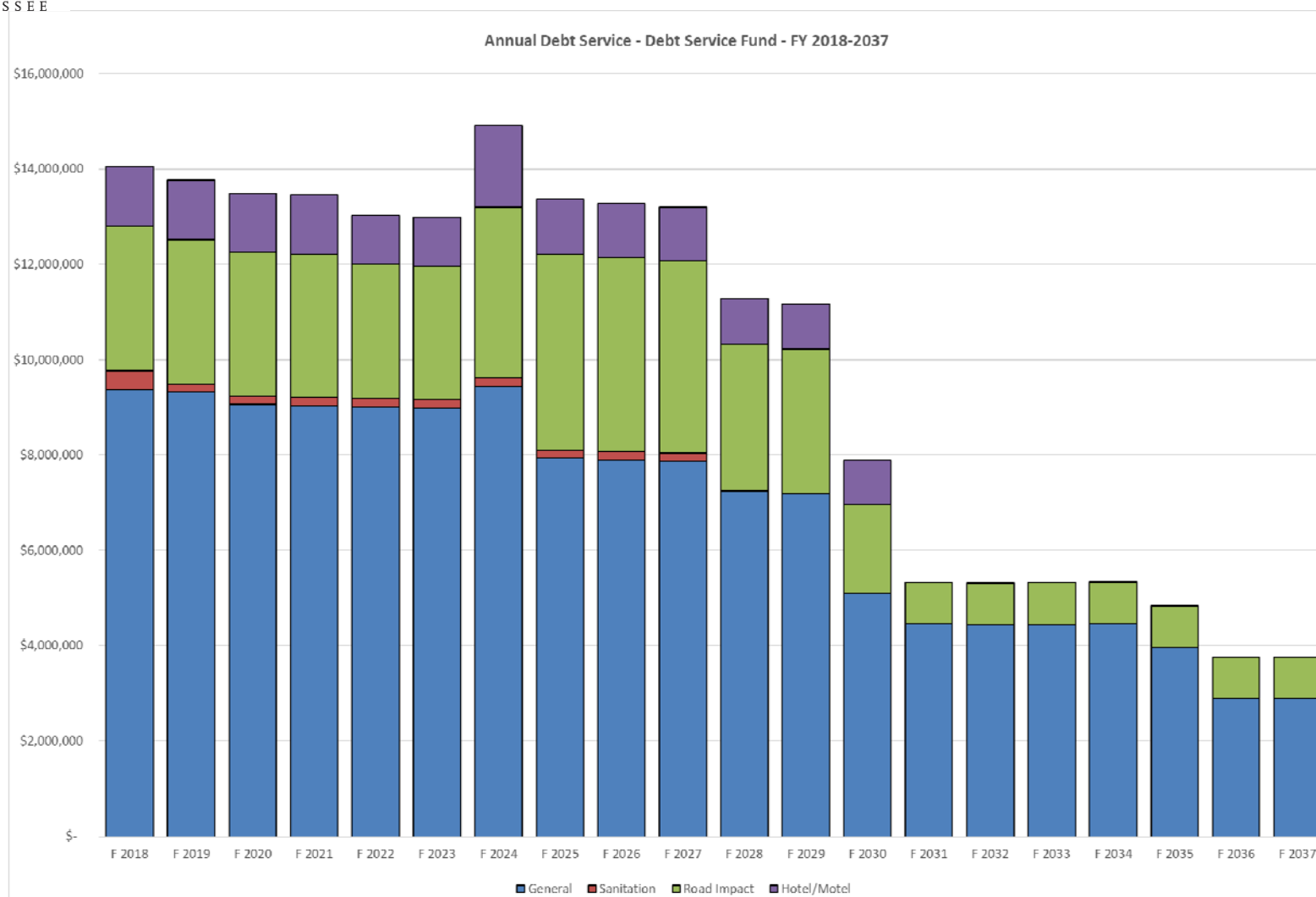
Purpose of Fund

In the FY 2010 budget, annual debt service previously paid by the General Fund was moved to this consolidated Debt Service Fund. While a portion of property tax is allocated directly to this fund to pay for General Fund's portion of debt service, transfers are made from the Sanitation & Environmental Services, Road Impact, and Hotel/Motel Tax funds to pay their respective shares of the debt service in accordance with policies and intentions delineated by the Board of Mayor & Aldermen.



City of Franklin, Tennessee - FY 2019 Budget Request

Debt Service Fund





City of Franklin, Tennessee - FY 2019 Budget Request

Debt Service Fund

Budget Request:

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference \$	%
Beginning Fund Balance	709	5,000	90,197	90,197	336,506		
Revenues							
TOTAL LOCAL TAXES	7,338,632	7,503,769	8,733,490	8,491,346	8,705,102	(28,388)	-0.3%
TOTAL INTERGOVERNMENTAL	840,316	846,359	904,051	904,051	870,720	(33,331)	-3.7%
TOTAL USE OF MONEY & PROP	3,296	4,355	5,000	5,000	5,000	-	0.0%
TOTAL OTHER REVENUE	4,594,991	4,627,463	4,418,712	4,418,712	4,188,795	(229,917)	-5.2%
Total Available Funds	12,777,235	12,981,946	14,061,253	13,819,109	13,769,617	(291,636)	-2.1%
Expenses (Debt Service by Fund)							
General	7,950,715	8,157,643	9,377,892	9,135,748	9,327,839	(50,053)	-0.5%
Sanitation	599,772	524,767	396,057	167,184	167,184	(228,873)	-57.8%
Road Impact	2,982,724	3,000,344	3,041,690	3,029,255	3,029,255	(12,435)	-0.4%
Hotel Motel	1,239,732	1,213,994	1,240,614	1,240,614	1,239,785	(829)	-0.1%
Total Expenditures	12,772,944	12,896,749	14,056,253	13,572,801	13,764,063	(292,190)	-2.1%
Ending Fund Balance	5,000	90,197	95,197	336,506	342,060		

The Debt Service Fund for FY 2019 assumes no new principal or interest costs in FY 2019. Staff is working to build the next bond issuance which should occur in FY 2019 but not need to be serviced until FY 2020 and beyond. \$250,000 is included within the Paying Agent & Fees line of the General Fund to afford this issuance in the Spring of 2019. This issuance will likely fund Tier I and II CIP projects and any major capital equipment replacement approved as part of the FY 2019 Operating Budget



City of Franklin, Tennessee

FY 2019 Operating Budget

Debt Service Fund

Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v 2019	
			Budget	Estimated		\$	%
Beginning Fund Balance	709	5,000	90,197	90,197	336,506		
Revenues	12,777,235	12,981,946	14,061,253	13,819,109	13,769,617	-291,636	-2.07%
Expenditures	12,772,944	12,896,749	14,056,253	13,572,801	13,764,063	-292,190	-2.08%
Ending Balance	5,000	90,197	95,197	336,506	342,060		

Fund Summary

In the FY2010 budget, annual debt service previously paid by the General Fund was moved to this consolidated Debt Service Fund. While a portion of property tax is allocated directly to this fund to pay for General Fund's portion of debt service, transfers are made from the Sanitation & Environmental Services, Road Impact, and Hotel/Motel Tax funds to pay their respective shares of the debt service in accordance with policies and intentions delineated by the Board of Mayor & Aldermen.

Debt Management Policy Ratios

Appendix E of this document provides the City's adopted Debt Management Policy. The City of Franklin has had an adopted debt management policy since June 2009. Over the ensuing eight years, this policy has been revised and amended to keep pace with changing economic and fiscal conditions. The policy was last reviewed and revised by the Board of Mayor and Alderman in December 2017.

Section V of this policy covers Debt Affordability. There are three ratios the City strives to balance in its overall execution and management of debt:

1) Direct Debt as a % of Full Value less than or equal to 1.75 %	2) Direct Debt of Operating Revenues of less than or equal to 3x	3) Total Governmental Funds Debt Service as a % of expenditures less than or equal to 25%
Full Value of Franklin: (FY 2017) \$ 14,912,932,243	FY 2018 Operating Revenues \$ 150,175,465	Total Governmental Funds Debt Service:
1.75% of Full Value: \$ 260,976,314	3x FY 2018 Operating Revenues \$ 450,526,395	\$ 13,894,390
Current Bonded Debt (all funds) \$ 187,598,322	Current Bonded Debt (all funds) \$ 187,598,322	Total Governmental Funds Expenditures (All Funds Expenditures LESS Water & Wastewater Funds)
As % of Full Value: 1.26%	Direct Debt as x of Operating Revenues 1.2	\$ 119,520,723
Measure: Favorable	Measure: Favorable	Gov. Funds Debt Service as % of Gov. Funds Expenditures 11.6%
		Measure: Favorable



City of Franklin, Tennessee **FY 2019 Operating Budget**

Organizational Chart

There is no organization chart associated with the Debt Service Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Debt Service Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

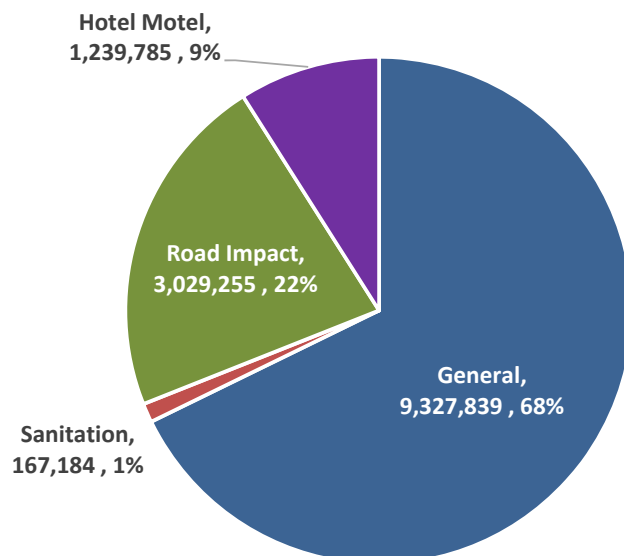
FY 2019 Operating Budget

Budget

	Actual 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
Beginning Fund Balance	709	5,000	90,197	90,197	336,506		
Revenues							
TOTAL LOCAL TAXES	7,338,632	7,503,769	8,733,490	8,491,346	8,705,102	(28,388)	-0.3%
TOTAL INTERGOVERNMENTAL	840,316	846,359	904,051	904,051	870,720	(33,331)	-3.7%
TOTAL USE OF MONEY & PROPE	3,296	4,355	5,000	5,000	5,000	-	0.0%
TOTAL OTHER REVENUE	4,594,991	4,627,463	4,418,712	4,418,712	4,188,795	(229,917)	-5.2%
Total Available Funds	12,777,235	12,981,946	14,061,253	13,819,109	13,769,617	(291,636)	-2.1%
Expenses (Debt Service by Fund)							
General	7,950,715	8,157,643	9,377,892	9,135,748	9,327,839	(50,053)	-0.5%
Sanitation	599,772	524,767	396,057	167,184	167,184	(228,873)	-57.8%
Road Impact	2,982,724	3,000,344	3,041,690	3,029,255	3,029,255	(12,435)	-0.4%
Hotel Motel	1,239,732	1,213,994	1,240,614	1,240,614	1,239,785	(829)	-0.1%
Total Expenditures	12,772,944	12,896,749	14,056,253	13,572,801	13,764,063	(292,190)	-2.1%
Ending Fund Balance	5,000	90,197	95,197	336,506	342,060		

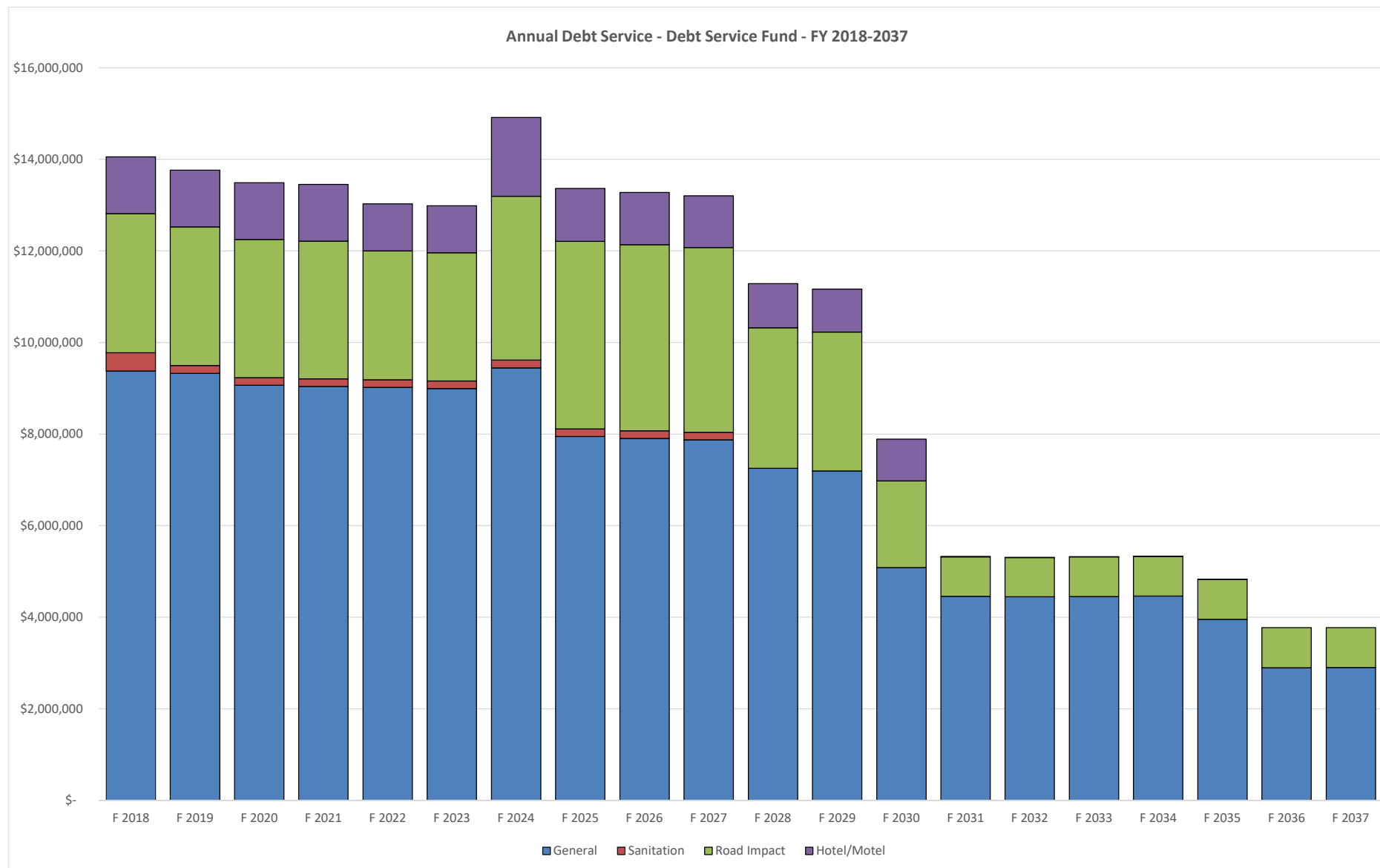
Notes & Objectives

The Debt Service Fund for FY 2019 assumes no new principal or interest costs in FY 2019. Staff is working to build the next bond issuance which should occur in FY 2019 but not need to be serviced until FY 2020 and beyond. \$250,000 is included within the Paying Agent & Fees line of the General Fund to afford this issuance in the Spring of 2019. This issuance will likely fund Tier I and II CIP projects and any major capital equipment replacement approved as part of the FY 2019 Operating Budget.



Debt Service Fund - General Obligation / Governmental Funds Debt Schedule

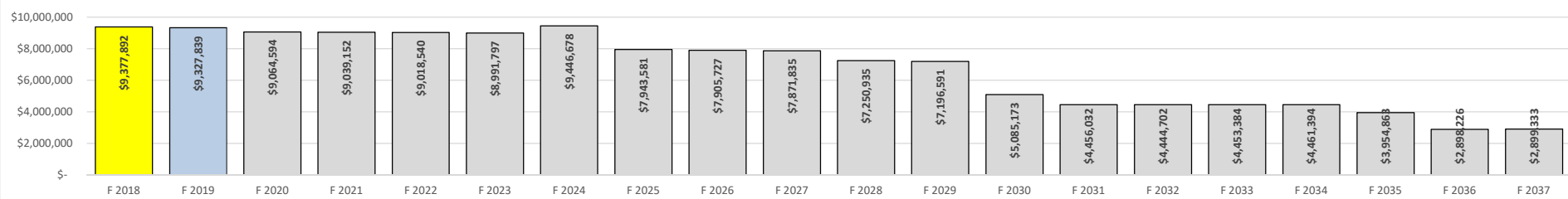
The chart below shows annual debt service for General Obligation Bonds for the City of Franklin, FY 2018-2037. Four funds - General, Sanitation, Road Impact and Hotel/Motel provide funding to service debt. Water & Wastewater Debt service is budgeted within the Water & Wastewater Fund.



Debt Service Fund - General Fund Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2018	F 2019	F 2020	F 2021	F 2022	F 2023	Balance (2024-2037)	Total Outstanding (2020-2037)
PRINCIPAL										
Bonds 2007 - \$20m (Various)	2007	\$ 11,400,000							\$ 11,400,000	\$ 11,400,000
Bonds 2009 - \$44m (Various, including Police HQ)	2009A / 2009B	\$ 28,600,000	\$ 1,391,000	\$ 1,433,250	\$ 1,475,500	\$ 1,521,000	\$ 1,566,500	\$ 1,618,500	\$ 10,900,500	\$ 17,082,000
Bonds 2010 - \$16.59 (Refund 2004 Bonds & Harlinsdale)	2010	\$ 10,451,700	\$ 781,200	\$ 806,400	\$ 828,450	\$ 856,800	\$ 888,300	\$ 926,100	\$ 963,900	\$ 4,463,550
Bonds 2010 - \$15.725 (Hillsboro, 3rd Ave Ext, Columbia Stscoe)	2010	\$ 3,931,250							\$ 3,931,250	\$ 3,931,250
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	\$ 9,225,000	\$ 600,650	\$ 612,950	\$ 627,300	\$ 639,600	\$ 653,950	\$ 668,300	\$ 2,816,700	\$ 5,405,850
Bonds 2013 - \$10m (Pension Bonds)	2013	\$ 10,000,000	\$ 955,000	\$ 970,000	\$ 1,000,000	\$ 1,030,000	\$ 1,060,000	\$ 1,090,000	\$ 1,125,000	\$ 5,305,000
Bonds 2013 - \$7.405m (Public Works Bldg, Carlisle)	2013	\$ 7,405,000	\$ 315,000	\$ 320,000	\$ 325,000	\$ 330,000	\$ 340,000	\$ 350,000	\$ 4,565,000	\$ 5,910,000
Bonds 2015 - \$15m (Various)	2015	\$ 14,925,000	\$ 532,325	\$ 562,175	\$ 582,075	\$ 601,975	\$ 631,825	\$ 661,675	\$ 10,352,975	\$ 12,830,525
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sanit.)	2017	\$ 21,848,400	\$ 868,660	\$ 644,062	\$ 673,516	\$ 707,691	\$ 746,576	\$ 780,155	\$ 17,408,132	\$ 20,316,070
PRINCIPAL		\$ 117,786,350	\$ 5,443,835	\$ 5,348,837	\$ 5,511,841	\$ 5,687,066	\$ 5,887,151	\$ 6,094,730	\$ 63,463,457	\$ 86,644,245
INTEREST										
Bonds 2007 - \$20m (Various)	2007	Variable	\$ 454,860	\$ 454,860	\$ 454,860	\$ 454,860	\$ 454,860	\$ 454,860	\$ 3,904,016	\$ 5,723,456
Bonds 2009 - \$44m (Various, including Police HQ)	2009A / 2009B	2009 A - 2.5% / 2009 B 4.45% - 5.7%	\$ 1,013,951	\$ 952,052	\$ 886,839	\$ 818,228	\$ 745,220	\$ 667,678	\$ 2,163,583	\$ 5,281,548
Bonds 2010 - \$16.59 (Refund 2004 Bonds & Harlinsdale)	2010	2.0% - 4.0%	\$ 208,247	\$ 184,811	\$ 160,619	\$ 135,765	\$ 101,493	\$ 65,961	\$ 28,917	\$ 492,755
Bonds 2010 - \$15.725 (Hillsboro, 3rd Ave Ext, Columbia Stscoe)	2010	4.625% - 5.375%	\$ 198,932	\$ 198,932	\$ 198,932	\$ 198,932	\$ 198,932	\$ 198,932	\$ 842,322	\$ 1,638,051
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	2.13%	\$ 140,995	\$ 128,200	\$ 115,145	\$ 101,783	\$ 88,159	\$ 74,231	\$ 151,517	\$ 530,835
Bonds 2013 - \$10m (Pension Bonds)	2013	1.0% - 3.5%	\$ 208,313	\$ 183,510	\$ 164,410	\$ 134,410	\$ 106,600	\$ 74,800	\$ 39,375	\$ 519,595
Bonds 2013 - \$7.405m (Public Works Bldg, Carlisle)	2013	2.0% - 4.0%	\$ 192,618	\$ 192,619	\$ 192,620	\$ 179,918	\$ 173,418	\$ 166,818	\$ 996,054	\$ 1,708,828
Bonds 2015 - \$15m (Various)	2015	3.0% - 5.0%	\$ 528,037	\$ 501,420	\$ 478,933	\$ 461,471	\$ 431,372	\$ 399,781	\$ 2,376,991	\$ 4,148,548
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sanit.)	2017	2.73%	\$ 733,016	\$ 919,654	\$ 887,451	\$ 853,775	\$ 818,391	\$ 781,062	\$ 6,126,686	\$ 9,467,365
INTEREST			\$ 3,678,969	\$ 3,716,058	\$ 3,539,809	\$ 3,339,142	\$ 3,118,445	\$ 2,884,123	\$ 16,629,461	\$ 29,510,981
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 255,088	\$ 262,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 175,536	\$ 227,312
PAYING AGENT & OTHER DEBT FEES			\$ 255,088	\$ 262,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 175,536	\$ 227,312
			\$ 9,377,892	\$ 9,327,839	\$ 9,064,594	\$ 9,039,152	\$ 9,018,540	\$ 8,991,797	\$ 80,268,454	\$ 116,382,538
TOTAL EXPENDITURES			\$ 9,377,892	\$ 9,327,839	\$ 9,064,594	\$ 9,039,152	\$ 9,018,540	\$ 8,991,797	\$ 80,268,454	\$ 116,382,538

Annual Debt Service - General Fund - FY 2018-2037





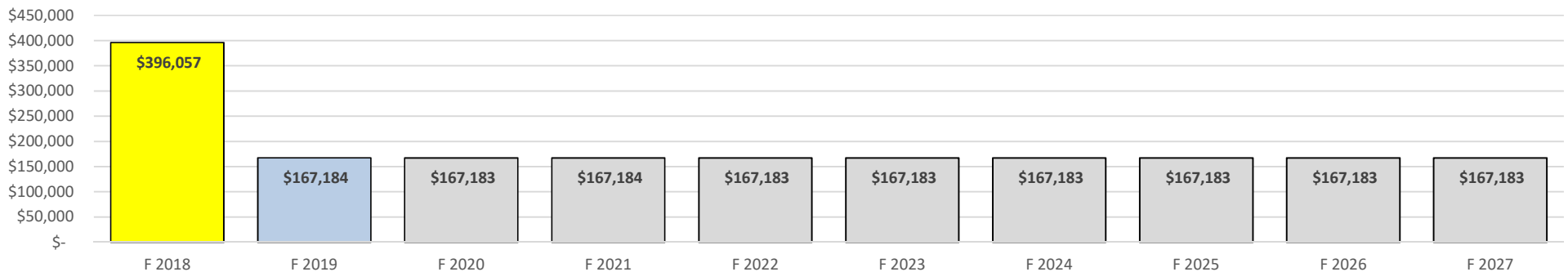
City of Franklin, Tennessee

FY 2019 Operating Budget

Debt Service Fund - Sanitation Fund Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2018	F 2019	F 2020	F 2021	F 2022	F 2023	Balance (2024-2027)	Total Outstanding (2020-2027)
PRINCIPAL										
Bonds 2001 - \$2m (Century Court 2)	2003	\$ 2,000,000	\$ 173,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds 2017 - \$23.12M (Hillsboro/Roads)	2017	\$ 1,271,600	\$ 81,340	\$ 110,938	\$ 116,484	\$ 122,309	\$ 128,424	\$ 134,845	\$ 478,155	\$ 980,217
PRINCIPAL		\$ 3,271,600	\$ 254,340	\$ 110,938	\$ 116,484	\$ 122,309	\$ 128,424	\$ 134,845	\$ 478,155	\$ 980,217
INTEREST										
Bonds 2001 - \$2m (Century Court 2)	2003	Variable	\$ 467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds 2017 - \$23.12M (Hillsboro/Roads)	2017	2.73%	\$ 45,905	\$ 56,246	\$ 50,699	\$ 44,875	\$ 38,759	\$ 32,338	\$ 190,579	\$ 357,250
INTEREST			\$ 46,372	\$ 56,246	\$ 50,699	\$ 44,875	\$ 38,759	\$ 32,338	\$ 190,579	\$ 357,250
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 95,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PAYING AGENT & OTHER DEBT FEES			\$ 95,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES			\$ 396,057	\$ 167,184	\$ 167,183	\$ 167,184	\$ 167,183	\$ 167,183	\$ 668,734	\$ 1,337,467

Annual Debt Service - Sanitation Fund - FY 2018-2027



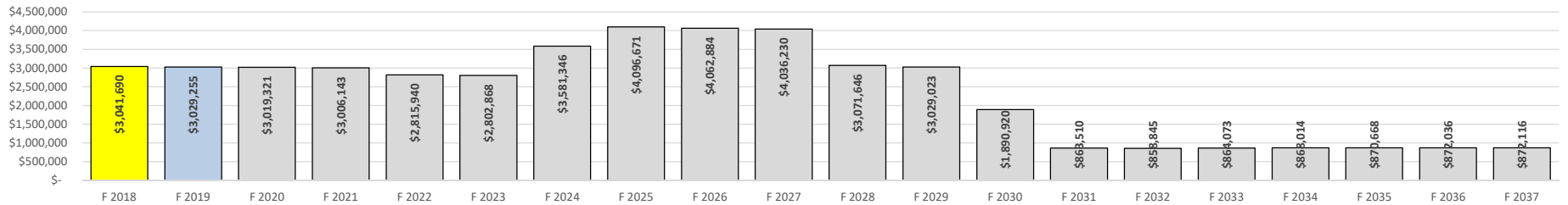


City of Franklin, Tennessee
FY 2019 Operating Budget

Debt Service Fund - Road Impact Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2018	F 2019	F 2020	F 2021	F 2022	F 2023	Balance (2024-2037)	Total Outstanding (2020-2037)
PRINCIPAL										
Bonds 2005 - \$4.5m (McEwen ROW) - 45%	2005	\$ 2,025,000	\$ 155,250	\$ 159,750	\$ 166,500	\$ 173,250			\$ -	\$ 339,750
Bonds 2007 - \$20m (Various) - 43%	2007	\$ 8,600,000							\$ 8,600,000	\$ 8,600,000
Bonds 2009 - \$44m (Various) - 34.6%	2009A / 2009B	\$ 15,224,000	\$ 740,440	\$ 762,930	\$ 785,420	\$ 809,640	\$ 833,860	\$ 861,540	\$ 5,802,420	\$ 9,092,880
Bonds 2010 - \$15.725m (3rd Ave, Hillsboro) - 50%	2010	\$ 6,290,000							\$ 6,290,000	\$ 6,290,000
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	\$ 11,475,000	\$ 747,150	\$ 762,450	\$ 780,300	\$ 795,600	\$ 813,450	\$ 831,300	\$ 3,503,700	\$ 6,724,350
PRINCIPAL		\$ 43,614,000	\$ 1,642,840	\$ 1,685,130	\$ 1,732,220	\$ 1,778,490	\$ 1,647,310	\$ 1,692,840	\$ 24,196,120	\$ 31,046,980
INTEREST										
Bonds 2005 - \$4.5m (McEwen ROW) - 45%	2005	Variable	\$ 21,451	\$ 15,590	\$ 9,519	\$ 3,214				\$ 12,733
Bonds 2007 - \$20m (Various) - 43%	2007	Variable	\$ 343,140	\$ 343,140	\$ 343,140	\$ 343,140	\$ 343,140	\$ 343,140	\$ 2,944,999	\$ 4,317,559
Bonds 2009 - \$44m (Various) - 34.6%	2009A / 2009B	2009 A - 2.5% / 2009 B 4.45% - 5.7%	\$ 539,734	\$ 506,784	\$ 472,071	\$ 435,549	\$ 396,686	\$ 355,410	\$ 1,151,691	\$ 2,811,407
Bonds 2010 - \$15.725m (3rd Ave, Hillsboro) - 50%	2010	4.625% - 5.375%	\$ 318,292	\$ 318,292	\$ 318,292	\$ 318,292	\$ 318,292	\$ 318,292	\$ 1,347,718	\$ 2,620,886
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	2.13%	\$ 175,383	\$ 159,469	\$ 143,229	\$ 126,608	\$ 109,662	\$ 92,336	\$ 188,474	\$ 660,309
INTEREST			\$ 1,398,000	\$ 1,343,275	\$ 1,286,251	\$ 1,226,803	\$ 1,167,780	\$ 1,109,178	\$ 5,632,882	\$ 10,422,894
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 8,980	\$ 12,380
PAYING AGENT & OTHER DEBT FEES			\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 8,980	\$ 12,380
TOTAL EXPENDITURES			\$ 3,041,690	\$ 3,029,255	\$ 3,019,321	\$ 3,006,143	\$ 2,815,940	\$ 2,802,868	\$ 29,837,982	\$ 41,482,254

Annual Debt Service - Road Impact Fund - FY 2018-2037



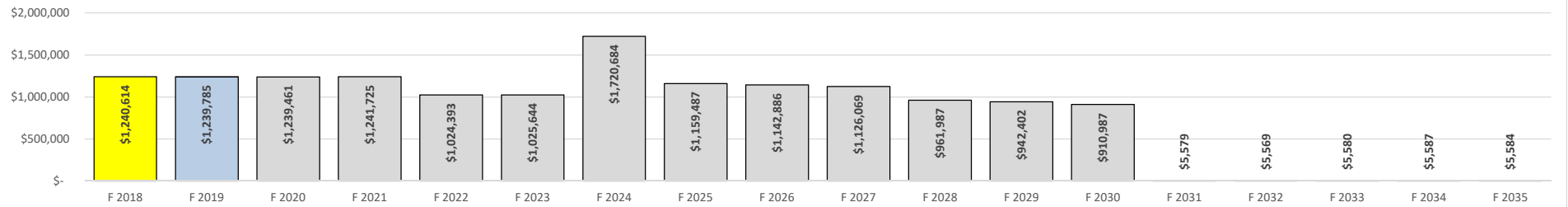


City of Franklin, Tennessee
FY 2019 Operating Budget

Debt Service Fund - Hotel / Motel Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2018	F 2019	F 2020	F 2021	F 2022	F 2023	Balance (2024-2035)	Total Outstanding (2020-2035)
PRINCIPAL										
Bonds 2005 - \$4.5m (Country Club) - 55%	2005	\$ 2,475,000	\$ 189,750	\$ 195,250	\$ 203,500	\$ 211,750			\$ -	\$ 415,250
Bonds 2009 - \$44m (Harlinsdale, Battlefield) - .4%	2009A / 2009B	\$ 176,000	\$ 8,560	\$ 8,820	\$ 9,080	\$ 9,360	\$ 9,640	\$ 9,960	\$ 67,080	\$ 105,120
Bonds 2010 - \$15.725m (Streetscape) - 50%	2010	\$ 5,503,750							\$ 5,503,750	\$ 5,503,750
Bonds 2010 - \$16.59m (Refund Harlinsdale) - 37.0%	2010 (Refund)	\$ 6,138,300	\$ 458,800	\$ 473,600	\$ 486,550	\$ 503,200	\$ 521,700	\$ 543,900	\$ 566,100	\$ 2,621,450
Bonds 2012 - \$22.5m Refunding	2009 / 2012 (Refund)	\$ 1,800,000	\$ 117,200	\$ 119,600	\$ 122,400	\$ 124,800	\$ 127,600	\$ 130,400	\$ 549,600	\$ 1,054,800
Bonds 2015 - \$15m (Hillsboro & 3rd Ave Only)	2015	\$ 75,000	\$ 2,675	\$ 2,825	\$ 2,925	\$ 3,025	\$ 3,175	\$ 3,325	\$ 52,025	\$ 64,475
PRINCIPAL		\$ 16,168,050	\$ 776,985	\$ 800,095	\$ 824,455	\$ 852,135	\$ 662,115	\$ 687,585	\$ 6,738,555	\$ 9,764,845
INTEREST										
Bonds 2005 - \$4.5m (Country Club) - 55%	2005	Variable	\$ 26,218	\$ 19,054	\$ 11,634	\$ 3,929			\$ -	\$ 15,563
Bonds 2009 - \$44m (Harlinsdale, Battlefield) - .4%	2009A / 2009B	2009 A - 2.5% / 2009 B 4.45% - 5.7%	\$ 6,240	\$ 5,859	\$ 5,457	\$ 5,035	\$ 4,586	\$ 4,109	\$ 13,314	\$ 32,502
Bonds 2010 - \$15.725m (Streetscape) - 50%	2010	4.625% - 5.375%	\$ 278,505	\$ 278,505	\$ 278,505	\$ 278,505	\$ 278,505	\$ 278,505	\$ 1,179,251	\$ 2,293,271
Bonds 2010 - \$16.59m (Refund Harlinsdale) - 37.0%	2010 (Refund)	2.0% - 4.0%	\$ 122,304	\$ 108,540	\$ 94,332	\$ 79,735	\$ 59,607	\$ 38,739	\$ 16,983	\$ 289,396
Bonds 2012 - \$22.5m Refunding	2009 / 2012 (Refund)	2.13%	\$ 27,511	\$ 25,015	\$ 22,467	\$ 19,860	\$ 17,202	\$ 14,484	\$ 29,564	\$ 103,578
Bonds 2015 - \$15m (Hillsboro & 3rd Ave Only)	2015	3.0% - 5.0%	\$ 2,653	\$ 2,520	\$ 2,407	\$ 2,319	\$ 2,168	\$ 2,009	\$ 11,945	\$ 20,847
INTEREST			\$ 463,431	\$ 439,492	\$ 414,802	\$ 389,383	\$ 362,068	\$ 337,846	\$ 1,251,058	\$ 2,755,156
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 198	\$ 198	\$ 204	\$ 207	\$ 210	\$ 213	\$ 2,790	\$ 3,624
PAYING AGENT & OTHER DEBT FEES			\$ 198	\$ 198	\$ 204	\$ 207	\$ 210	\$ 213	\$ 2,790	\$ 3,624
TOTAL EXPENDITURES			\$ 1,240,614	\$ 1,239,785	\$ 1,239,461	\$ 1,241,725	\$ 1,024,393	\$ 1,025,644	\$ 7,992,403	\$ 12,523,625

Annual Debt Service - Hotel/Motel Tax Fund - FY 2018-2035





City of Franklin
Monthly Reports for April 2018
EXECUTIVE SUMMARY

Schedule 1: Local Sales Tax

The local sales tax remittance from the State of Tennessee for January 2018 sales (received by the City in March 2018) was \$2,503,594 compared to \$2,338,925 for the same month in 2017, an increase of \$164,669 or 7.0%. During the same period, the State of Tennessee sales tax collections were up 4.0% year-to-date from the prior year.

For budget comparisons, the City anticipated collections of \$2,444,176 for January 2018, a difference of \$59,418 more, or 2.4%.

Schedule 2: Building Permits

2018 year-to-date is exceeding 2017 by 1.1%, and compared to 2018 budget is higher by 20.3%.

Schedule 3: Road Impact Fees *

2018 year-to-date compared to 2017 is 75.8% higher, and compared to 2018 budget is higher by 30.2%.

Schedule 4: Facilities Tax (City) *

2018 year-to-date compared to 2017 is 23.7% higher, and compared to 2018 budget is higher by 43.0%.

Schedule 5: Facilities Tax (County) *

2018 year-to-date compared to 2017 is 2.8% less, and compared to 2018 budget is 13.7% less.

Schedule 6: Gasoline Taxes (State Street Aid Fund)

The gasoline tax remittance from the State of Tennessee for January 2018 sales (received by the City in March 2018) was \$183,474 compared to \$146,529 for the same month in 2017, an increase of \$36,945 or 25.2%.

For budget comparisons, the City anticipated collections of \$199,655 for January 2018, a difference of \$16,181 less, or -8.1%.

Schedule 7: Conference Center

The City's ½ share of the income for February was \$88,228. In February 2017, the City's ½ share of the income was \$14,645.

*** Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.**



City of Franklin

Finance Department - Monthly Reports

Schedule 1:

Local Sales Tax

Fund

General

Account:

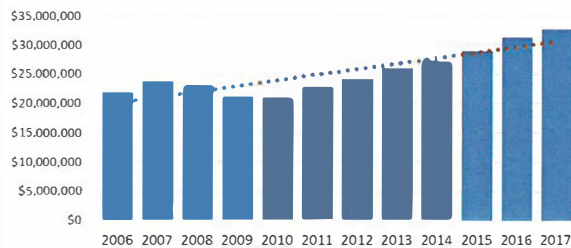
110-31300-00000

Summary: Tennessee Code Annotated 67-6-702 authorizes the levy of a local sales tax. The maximum rate authorized is 2.75%. The current rate is 2.25%. The tax is applied only to the first \$1,600 of any single article of personal property. The City receives 1/2 of the 2.25% rate collected within the City. Williamson County receives the other 1/2, plus an administrative fee of 1% of the City's 1/2 of the tax.

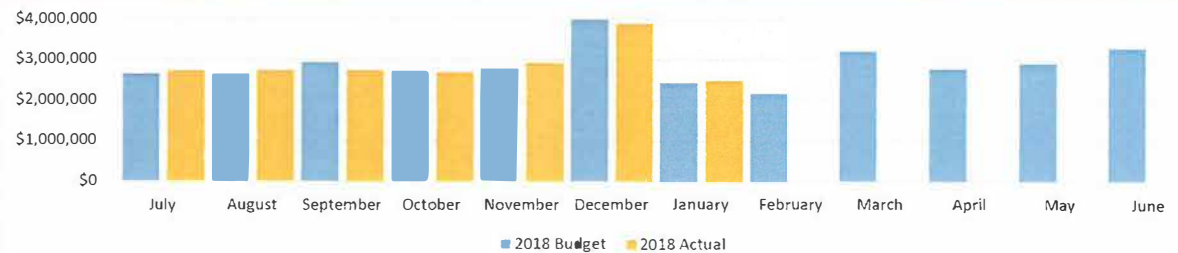
Monthly Report for April 2018: The local sales tax remittance from the State of Tennessee for January 2018 sales (received by the City in March 2018) was \$2,503,594 compared to \$2,338,925 for the same month in 2017, an increase of \$164,669 or 7.0%. During the same period, the State of Tennessee sales tax collections were up 4.0% year-to-date from the prior year.

For budget comparisons, the City anticipated collections of \$2,444,176 for January 2018, a difference of \$59,418 more, or 2.4%.

Yearly Summary



FY18 Month by Month Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2006	\$22,005,703	\$2,219,473	11.2%
2007	\$23,885,264	\$1,879,561	8.5%
2008	\$23,185,434	(\$699,830)	-2.9%
2009	\$21,152,554	(\$2,032,880)	-8.8%
2010	\$20,969,821	(\$182,733)	-0.9%
2011	\$22,720,666	\$1,750,845	8.3%
2012	\$24,197,413	\$1,476,747	6.5%
2013	\$25,995,733	\$1,798,320	7.4%
2014	\$27,254,742	\$1,259,009	4.8%
2015	\$28,943,994	\$1,689,252	6.2%
2016	\$31,309,366	\$2,365,372	8.2%
2017	\$32,694,268	\$1,384,902	4.4%
Average Increase (Decrease)		\$ 1,075,670	4.4%

Month	2017 Actual	2018 Budget	2018 Actual	\$ Inc./ (Dec.) from 2017 Actual	% Inc./ (Dec.) from 2017 Actual	\$ Inc./ (Dec.) from 2018 Budget	% Inc./ (Dec.) from 2018 Budget
July	\$2,546,087	\$2,660,661	\$2,735,435	\$189,348	7.4%	\$74,774	2.8%
August	\$2,547,776	\$2,662,426	\$2,739,864	\$192,088	7.5%	\$77,438	2.9%
September	\$2,817,429	\$2,944,109	\$2,748,694	(\$68,735)	-2.4%	(\$195,415)	-6.6%
October	\$2,616,784	\$2,734,539	\$2,699,862	\$83,078	3.2%	(\$34,677)	-1.3%
November	\$2,666,949	\$2,786,962	\$2,934,718	\$267,769	10.0%	\$147,756	5.3%
December	\$3,870,492	\$4,044,664	\$3,902,304	\$31,812	0.8%	(\$142,360)	-3.5%
January	\$2,338,925	\$2,444,176	\$2,503,594	\$164,669	7.0%	\$59,418	2.4%
February	\$2,186,682	\$2,180,041					
March	\$2,812,649	\$3,232,309					
April	\$2,798,951	\$2,799,152					
May	\$2,651,183	\$2,934,465					
June	\$2,840,361	\$3,298,976					
Total	\$32,694,268	\$34,722,480	\$20,264,471	\$122,861	4.4%	(\$1,867)	-0.1%
				Average	Average	Average	Average
				\$860,029		(\$13,066)	
				Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 2:

Building Permits

Fund

General Fund

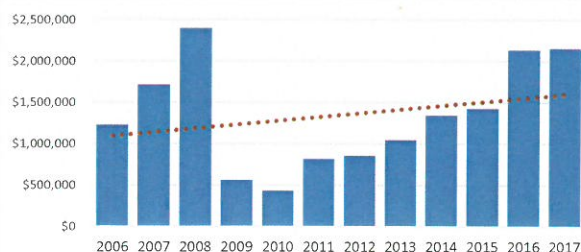
Account:

110-32120-00000

Summary: A part of General Fund Revenues, these fees are paid to the City to offset and pay for the staffing costs borne by the City to extend services due to construction growth. There has been growth in both residential and commercial sides of development. This revenue has been difficult to predict by month because permits are often obtained and fees paid in advance of construction.

Monthly Report for April 2018: 2018 year-to-date is exceeding 2017 by 1.1%, and compared to 2018 budget is higher by 20.3%.

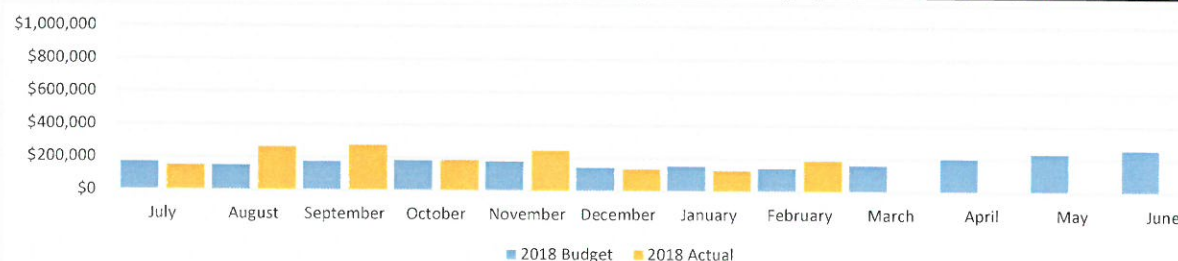
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2006	\$1,228,209	\$163,948	15.4%
2007	\$1,710,865	\$482,656	39.3%
2008	\$2,395,129	\$684,264	40.0%
2009	\$559,112	(\$1,836,017)	-76.7%
2010	\$430,901	(\$128,211)	-22.9%
2011	\$820,111	\$389,210	90.3%
2012	\$855,409	\$35,298	4.3%
2013	\$1,046,947	\$191,538	22.4%
2014	\$1,343,978	\$297,031	28.4%
2015	\$1,426,188	\$82,210	6.1%
2016	\$2,136,322	\$710,134	49.8%
2017	\$2,153,262	\$16,940	0.8%

Average Increase (Decrease) \$ 90,750 16.4%

FY18 Month by Month Summary



Month	2017 Actual	2018 Budget	2018 Actual	\$ Inc./ (Dec.) from 2017 Actual	% Inc./ (Dec.) from 2017 Actual	\$ Inc./ (Dec.) from 2018 Budget	% Inc./ (Dec.) from 2018 Budget
July	\$121,004	\$171,447	\$151,308	\$30,304	25.0%	(\$20,139)	-11.7%
August	\$210,112	\$152,281	\$263,053	\$52,941	25.2%	\$110,772	72.7%
September	\$180,020	\$176,735	\$272,790	\$92,770	51.5%	\$96,055	54.3%
October	\$262,602	\$183,206	\$184,369	(\$78,233)	-29.8%	\$1,163	0.6%
November	\$135,926	\$179,432	\$245,485	\$109,559	80.6%	\$66,053	36.8%
December	\$210,630	\$144,199	\$135,762	(\$74,868)	-35.5%	(\$8,437)	-5.9%
January	\$123,906	\$154,086	\$127,933	\$4,027	3.3%	(\$26,153)	-17.0%
February	\$307,583	\$143,068	\$188,322	(\$119,261)	-38.8%	\$45,254	31.6%
March	\$204,555	\$163,297					
April	\$115,135	\$202,449					
May	\$102,657	\$235,037					
June	\$179,132	\$259,559					
	\$2,153,262 Total	\$2,164,796 Total	\$1,569,022 Total	\$2,155 Average	1.1% Average	\$33,071 Average	20.3% Average
				\$17,239 Total		\$264,568 Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3:

Road Impact Fees

Fund

Road Impact

Account:

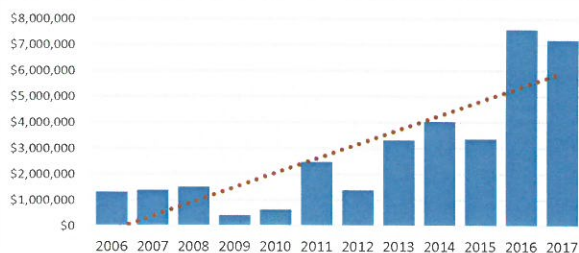
128-(32800-32804)-00000

Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. Effective 7/1/2017, collections pertaining to collector roads within the 4 quadrants of Franklin may begin. This report will be updated to show those collections when they occur.

Monthly Report for April 2018: 2018 year-to-date compared to 2017 is 75.8% higher, and compared to 2018 budget is higher by 30.2%.

Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

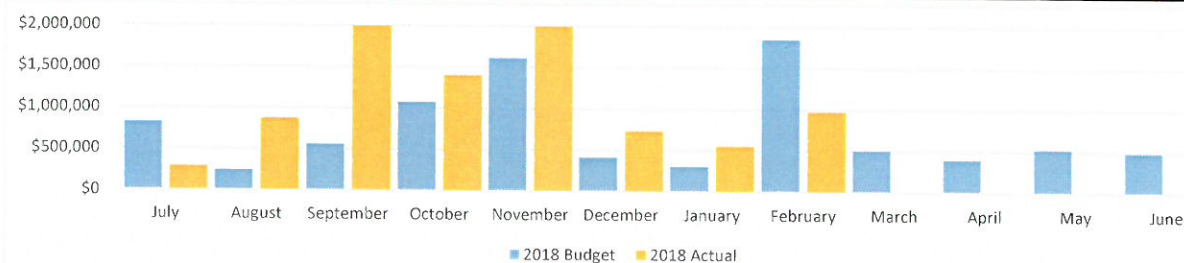
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2006	\$1,309,544	\$9,259	0.7%
2007	\$1,381,660	\$72,116	5.5%
2008	\$1,509,963	\$128,303	9.3%
2009	\$426,916	(\$1,083,047)	-71.7%
2010	\$629,194	\$202,278	47.4%
2011	\$2,466,846	\$1,837,652	292.1%
2012	\$1,391,645	(\$1,075,201)	-43.6%
2013	\$3,306,075	\$1,914,430	137.6%
2014	\$4,021,752	\$715,677	21.6%
2015	\$3,358,431	(\$663,321)	-16.5%
2016	\$7,586,724	\$4,228,293	125.9%
2017	\$7,180,150	(\$406,574)	-5.4%

Average Increase (Decrease) \$ 489,989 41.9%

FY18 Month by Month Summary



Month	2017 Actual	2018 Budget	2018 Actual	\$ Inc./ (Dec.) from 2017 Actual	% Inc./ (Dec.) from 2017 Actual	\$ Inc./ (Dec.) from 2018 Budget	% Inc./ (Dec.) from 2018 Budget
July	\$243,473	\$822,112	\$286,769	\$43,296	17.8%	(\$535,343)	-65.1%
August	\$555,634	\$241,405	\$875,735	\$320,101	57.6%	\$634,330	262.8%
September	\$296,383	\$560,570	\$2,088,489	\$1,792,106	604.7%	\$1,527,919	272.6%
October	\$1,292,910	\$1,071,561	\$1,402,083	\$109,173	8.4%	\$330,522	30.8%
November	\$235,324	\$1,611,763	\$2,038,926	\$1,803,602	766.4%	\$427,163	26.5%
December	\$1,031,651	\$412,251	\$733,067	(\$298,584)	-28.9%	\$320,816	77.8%
January	\$327,710	\$305,947	\$554,671	\$226,961	69.3%	\$248,724	81.3%
February	\$1,112,247	\$1,851,036	\$975,568	(\$136,679)	-12.3%	(\$875,468)	-47.3%
March	\$526,916	\$508,696					
April	\$189,294	\$400,389					
May	\$169,647	\$526,492					
June	\$1,198,961	\$487,778					
	\$7,180,150 Total	\$8,800,000 Total	\$8,955,308 Total	\$482,497 Average	75.8% Average	\$259,833 Average	30.2% Average
				\$3,859,976 Total		\$2,078,663 Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 4:

Facilities Tax (City)

Fund

Facilities Tax

Account:

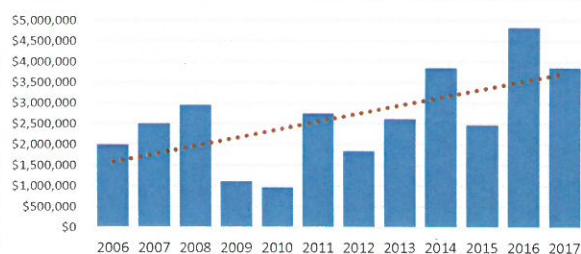
130-31600-00000

Summary: A special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only on police, fire, sanitation, and parks and recreation.

Monthly Report for April 2018: 2018 year-to-date compared to 2017 is 23.7% higher, and compared to 2018 budget is higher by 43.0%.

Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

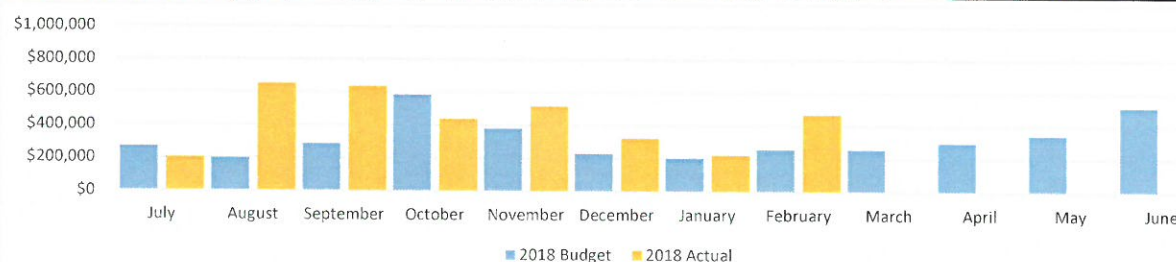
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2006	\$2,000,000	\$145,836	7.9%
2007	\$2,500,000	\$500,000	25.0%
2008	\$2,956,284	\$456,284	18.3%
2009	\$1,115,914	(\$1,840,370)	-62.3%
2010	\$963,748	(\$152,166)	-13.6%
2011	\$2,748,927	\$1,785,179	185.2%
2012	\$1,845,690	(\$903,237)	-32.9%
2013	\$2,617,339	\$771,649	41.8%
2014	\$3,848,783	\$1,231,444	47.0%
2015	\$2,468,473	(\$1,380,310)	-35.9%
2016	\$4,827,968	\$2,359,495	95.6%
2017	\$3,864,453	(\$963,515)	-20.0%

Average Increase (Decrease) **\$167,524** **21.4%**

FY18 Month by Month Summary



Month	2017 Actual	2018 Budget	2018 Actual	\$ Inc./ (Dec.) from 2017 Actual	% Inc./ (Dec.) from 2017 Actual	\$ Inc./ (Dec.) from 2018 Budget	% Inc./ (Dec.) from 2018 Budget
July	\$221,540	\$269,353	\$202,536	(\$19,004)	-8.6%	(\$66,817)	-24.8%
August	\$299,262	\$200,233	\$649,402	\$350,140	117.0%	\$449,169	224.3%
September	\$242,795	\$287,720	\$635,277	\$392,482	161.7%	\$347,557	120.8%
October	\$663,512	\$586,081	\$437,274	(\$226,238)	-34.1%	(\$148,807)	-25.4%
November	\$176,544	\$380,276	\$516,609	\$340,065	192.6%	\$136,333	35.9%
December	\$432,916	\$230,852	\$321,669	(\$111,247)	-25.7%	\$90,817	39.3%
January	\$180,975	\$204,276	\$222,051	\$41,076	22.7%	\$17,775	8.7%
February	\$575,155	\$257,463	\$469,868	(\$105,287)	-18.3%	\$212,405	82.5%
March	\$372,318	\$256,795					
April	\$140,530	\$299,099					
May	\$119,466	\$344,420					
June	\$439,440	\$517,303					
	\$3,864,453 Total	\$3,833,871 Total	\$3,454,686 Total	\$82,748 Average	23.7% Average	\$129,804 Average	43.0% Average
				\$661,987 Total		\$1,038,432 Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 5:

Facilities Tax (County)

Fund

Facilities Tax (County)

Account:

132-31600-00000

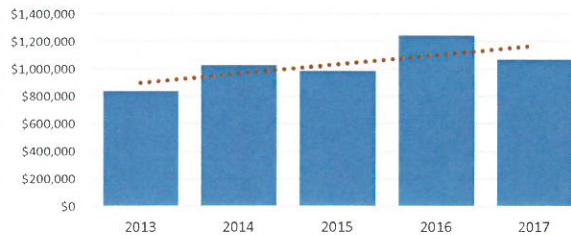
Summary: City's share of Williamson county's Adequate School Facilities Tax. 30% of the proceeds are distributed to the incorporated cities within the county, and an additional 30% is divided pro rata among the incorporated cities based on population in the last decennia census. All funds are to be used for the purpose of providing public facilities, the need for which is reasonably related to new development. The County uses 100% of its amount for public school purposes.

Monthly Report for April 2018: 2018 year-to-date compared to 2017 is 2.8% less, and compared to 2018 budget is 13.7% less.

Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Note: Recorded in Capital Projects Fund beginning in FY 2011 (as per Resolution 2010-69). In June 2017, the County Facilities Tax Fund was created. Funds remaining in the Capital Projects Fund were transferred to the new fund.

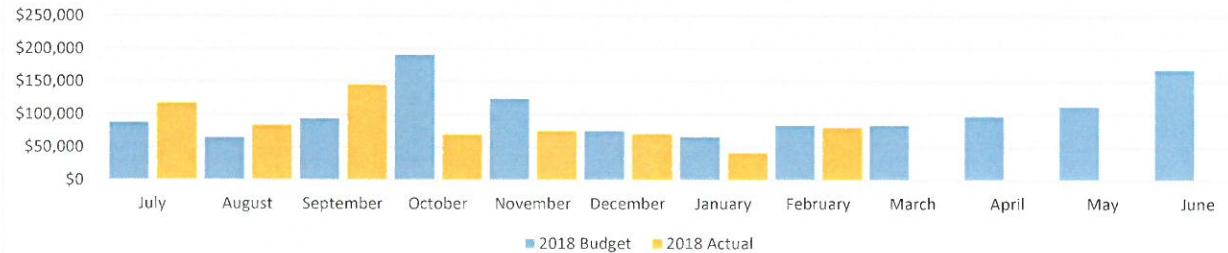
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2006	County Facilities Tax receipts began in FY 2012.		
2007			
2008			
2009			
2010			
2011			
2012	\$672,961	\$672,961	100.0%
2013	\$838,523	\$165,562	24.6%
2014	\$1,026,933	\$188,410	22.5%
2015	\$982,605	(\$44,328)	-4.3%
2016	\$1,241,241	\$258,636	26.3%
2017	\$1,068,030	(\$173,211)	-14.0%

Average Increase (Decrease) \$ 178,005 11.0%

FY18 Month by Month Summary



Month	2017 Actual	2018 Budget	2018 Actual	\$ Inc./ (Dec.) from 2017 Actual	% Inc./ (Dec.) from 2017 Actual	\$ Inc./ (Dec.) from 2018 Budget	% Inc./ (Dec.) from 2018 Budget
July	\$105,603	\$87,820	\$116,590	\$10,987	10.4%	\$28,770	32.8%
August	\$81,772	\$65,284	\$83,476	\$1,704	2.1%	\$18,192	27.9%
September	\$99,841	\$93,809	\$144,825	\$44,984	45.1%	\$51,016	54.4%
October	\$86,075	\$191,087	\$68,704	(\$17,371)	-20.2%	(\$122,383)	-64.0%
November	\$72,223	\$123,985	\$74,568	\$2,345	3.2%	(\$49,417)	-39.9%
December	\$84,727	\$75,267	\$70,293	(\$14,434)	-17.0%	(\$4,974)	-6.6%
January	\$103,741	\$66,602	\$41,526	(\$62,215)	-60.0%	(\$25,076)	-37.7%
February	\$65,668	\$83,944	\$80,051	\$14,383	21.9%	(\$3,893)	-4.6%
March	\$172,230	\$83,726					
April	\$61,077	\$97,519					
May	\$62,194	\$112,295					
June	\$72,879	\$168,662					
	\$1,068,030	\$1,250,000	\$680,033	(\$2,452)	-2.8%	(\$13,471)	-13.7%
	Total	Total	Total	Average (\$19,617) Total	Average	Average (\$107,765) Total	Average



City of Franklin

Finance Department - Monthly Reports

Schedule 6:

Gasoline Tax

Fund

Street Aid

Account:

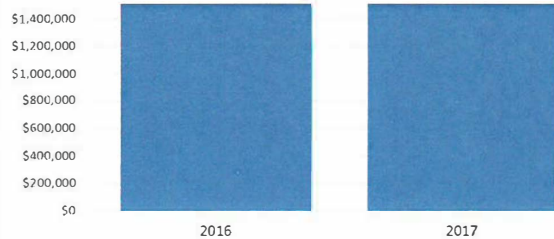
121-33220-00000

Summary: As part of Street Aid Fund Revenues, the City receives a share of the state shared gasoline tax. Gas taxes increased effective July 1, 2017 as part of the IMPROVE Act to help fund state road projects. The tax increased by 4 cents on July 1, and will increase by 1 cent for each of the next two years. The tax on diesel will increase a total of 10 cents over the next 3 years.

Monthly Report for April 2018: The gasoline tax remittance from the State of Tennessee for January 2018 sales (received by the City in March 2018) was \$183,474 compared to \$146,529 for the same month in 2017, an increase of \$36,945 or 25.2%.

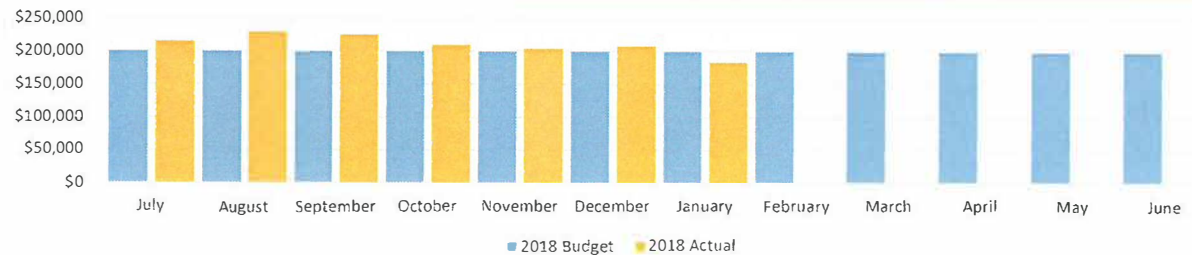
For budget comparisons, the City anticipated collections of \$199,655 for January 2018, a difference of \$16,181 less, or -8.1%.

Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
	Increase in Gas Tax began July 2017.		
2016	\$1,959,796		
2017	\$1,971,070	\$11,274	0.6%

FY18 Month by Month Summary



Month	2017 Actual	2018 Budget	2018 Actual	\$ Inc./ (Dec.) from 2017 Actual	% Inc./ (Dec.) from 2017 Actual	\$ Inc./ (Dec.) from 2018 Budget	% Inc./ (Dec.) from 2018 Budget
July	\$163,558	\$199,655	\$214,667	\$51,109	31.2%	\$15,012	7.5%
August	\$172,793	\$199,655	\$229,773	\$56,980	33.0%	\$30,118	15.1%
September	\$153,463	\$199,655	\$224,891	\$71,428	46.5%	\$25,236	12.6%
October	\$181,330	\$199,655	\$209,165	\$27,835	15.4%	\$9,510	4.8%
November	\$155,662	\$199,655	\$204,013	\$48,351	31.1%	\$4,358	2.2%
December	\$173,742	\$199,655	\$207,853	\$34,111	19.6%	\$8,198	4.1%
January	\$146,529	\$199,655	\$183,474	\$36,945	25.2%	(\$16,181)	-8.1%
February	\$143,550	\$199,655					
March	\$165,657	\$199,655					
April	\$173,105	\$199,655					
May	\$165,185	\$199,655					
June	\$176,496	\$199,655					
	\$1,971,070 Total	\$2,395,855 Total	\$1,473,836 Total	\$46,680 Average	28.5% Average	\$10,893 Average	5.5% Average

March 15, 2018

Kristine Tallent ACA/CFO
City of Franklin, Tennessee
109 Third Avenue South
Franklin, TN 37064

Dear Ms. Tallent:

Please find enclosed the Consolidated Profit and Loss Statement for the Cool Springs Conference Center for period end February 28, 2018.

A summary of the financial and distribution date is as follows:

COOL SPRINGS CONFERENCE CENTER
February, 2018

	CURRENT MONTH			YEAR-TO-DATE		
	ACTUAL	BUDGET	LAST YR	ACTUAL	BUDGET	LAST YR
GROSS REVENUE	829,338	624,768	621,088	4,831,953	4,475,362	4,487,572
HOUSE PROFIT	234,043	80,721	72,333	630,380	343,576	386,037
Less: FIXED EXPENSES	16,121	18,174	17,658	161,648	153,069	144,797
NET INCOME	217,922	62,547	54,675	468,732	190,507	241,240
Less: FF&E RESERVE 5%	41,467	31,238	25,385	241,598	223,768	218,709
NET CASH FLOW	176,455	31,309	29,290	227,134	(33,262)	22,531

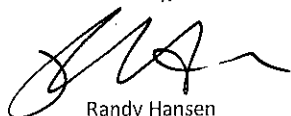
TOTAL CURRENT BALANCE DUE TO OWNERS \$176,455

TOTAL DUE TO/(FROM) CITY OF FRANKLIN \$88,228

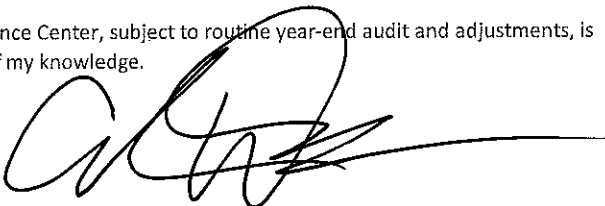
TOTAL DUE TO/(FROM) WILLIAMSON COUNTY \$88,228

The financial statements for the Cool Springs Conference Center, subject to routine year-end audit and adjustments, is true and correct in all material respects to the best of my knowledge.

Sincerely,



Randy Hansen
Controller



Andy Duncan
General Manager