



Non-Profit Ad-Hoc Committee
Sumner County Administration Building
Conference Room #112
July 31, 2019
6:00 pm

MEMBERS
Deanne Dewitt, Chairman
Jerry Becker
Shellie Young Tucker
Justin Nipper
Merrol N. Hyde
Alan Driver

- I. CALL TO ORDER
 - A. Invocation
 - B. Approval of Agenda
 - C. Recognition of Public

- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN

- III. NEW BUSINESS
 - A. Discussion

- IV. ADJOURNMENT

**Sumner County, Tennessee
Non-Profit Organizations**

	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Proposed
Rural Fire Protection								
Cottontown Fire Department	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 24,000	\$ -
Gallatin Fire Department	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Highland Fire Department 1	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Highland Fire Department 2	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Highland Fire Department 3	-	-	-	-	14,000	14,000	24,000	-
Number One Fire Department	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Oak Grove Fire Department 1	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Oak Grove Fire Department 2	14,000	14,000	14,000	14,000	-	-	24,000	-
Shackle Island Fire Department	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Southeast Fire Department-Bethpage	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Southeast Fire Department-Castalian Springs	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
Westmoreland Fire Department	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
White House Fire Department 1	14,000	14,000	14,000	14,000	14,000	14,000	24,000	-
White House Fire Department 2	-	-	-	-	14,000	14,000	24,000	-
Total Fire Departments	\$ 168,000	\$ 168,000	\$ 168,000	\$ 168,000	\$ 182,000	\$ 182,000	\$ 312,000	\$ -
Senior Citizens								
Gallatin Senior Citizens	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000
Hendersonville Senior Citizens	12,000	12,000	12,000	12,000	12,000	15,000	15,000	15,000
Portland Senior Citizens	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Westmoreland Senior Citizens	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
White House Senior Citizens	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Total Senior Citizens	\$ 46,500	\$ 46,500	\$ 46,500	\$ 46,500	\$ 46,500	\$ 50,500	\$ 50,500	\$ 50,500
Vocational/TN Rehabilitation Center	\$ 141,175	\$ 141,175	\$ 141,175	\$ 141,175	\$ 141,175	\$ 158,745	\$ 158,745	\$ 158,745
Sumner County Tourism	350,000	350,000	380,000	425,000	455,000	560,000	650,000	682,500
Sumner County Tourism (Hospital Reserve)	-	-	-	-	-	-	-	57,244
Forward Sumner (Hospital Reserve)	40,000	40,000	60,000	100,000	100,000	85,000	100,000	100,000
State Forestry Division	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Sumner County Resource Authority	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Ashley's Place (Child Advocacy Center)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Cumberland Crisis Pregnancy Center	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
HomeSafe	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Mid-Cumberland HRA Dues	17,671	17,671	17,671	17,671	17,671	17,671	17,671	17,671
Salvus Center Inc	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Workforce Essentials/Adult Education Program	-	-	40,000	40,000	40,000	40,000	40,000	40,000
Portland Airport (Hospital Reserve)	-	-	-	-	50,000	50,000	50,000	50,000
Sumner County CASA	-	-	-	-	2,500	-	-	-
Sumner County Teen Center	-	-	-	-	-	2,500	2,500	2,500
Mid-Cumberland Meals on Wheels	-	-	-	-	-	2,500	2,500	2,500
TN Small Business Development Center (thru VSCF)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Regional Transportation Authority	14,500	14,500	14,500	55,597	55,597	55,597	55,597	55,597
Total Other	\$ 685,346	\$ 685,346	\$ 775,346	\$ 901,443	\$ 983,943	\$ 1,094,013	\$ 1,199,013	\$ 1,288,757
Grand Total	\$ 899,846	\$ 899,846	\$ 989,846	\$ 1,115,943	\$ 1,212,443	\$ 1,326,513	\$ 1,561,513	\$ 1,339,257

SUMNER COUNTY GOVERNMENT OUTSIDE AGENCY FUNDING REQUEST

The instructions detailed below are for any outside agency that is requesting funding assistance from Sumner County. These instructions must be complied with in order for the funding request to be considered by the Sumner County Board of County Commissioners in the upcoming fiscal year budget. Upon completing the “Outside Agency Funding Request”, a statement must be signed by the person submitting the application certifying the accuracy of the information being submitted and agreeing to allow Sumner County Government, at any time, to review the organization’s books and records upon request.

All requests, with required documentation, must be received by the Finance Department no later than 4 p.m., March 1, 2019.

Once the annual budget is approved by the Sumner County Board of County Commissioners, a notice of all approved nonprofit appropriations will be placed in the county newspaper. Thirty days after publication, a request for one half (1/2) of the annual appropriation amount may be submitted to the finance department. The second half of the appropriation may be requested after January 1; all appropriations must be requested no later than June 15 of the fiscal year for which it was approved. Before any payments can be made, as required by state statute, someone within the organization must “file with the county clerk a copy of an annual report of its business affairs and transactions, which includes, but is not limited to, a copy of an annual audit, a description of the program that serves the residents of the county, and the proposed use of county assistance...Any non-profit organization that desires such financial assistance may file, in lieu of the annual audit, an annual report detailing all receipts and expenditures...Such report shall be prepared and certified by the chief financial officer of such nonprofit organization.”

AUTHORIZED ORGANIZATIONS

Sumner County Government is authorized, by state statute, to provide funds to two types of outside agencies: nonprofit charitable organizations and nonprofit civic organizations.

“A nonprofit charitable organization is one in which no part of the net earnings inures or may lawfully inure to the benefit of any private shareholder or individual and that provides services benefiting the general welfare of the residents of the county.” The county’s legislative body has determined that any such services must be provided year-round for an organization to qualify for an appropriation.

A nonprofit civic organization is defined as a civic organization exempt from taxation pursuant to Section 501(c)(4) of the IRS code. A nonprofit civic organization must operate “primarily in the county for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the county by promoting industry, trade, commerce, tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational and agricultural enterprises to locate in or remain in the county.”

If the organization does not fit into one of these two category types, the organization is not statutorily eligible to receive county funds.

THE FOLLOWING ITEMS MUST BE SUBMITTED BY NONPROFIT CHARITABLE ORGANIZATIONS OR NONPROFIT CIVIC ORGANIZATIONS

1. A completed application (pages 3-7 of this document)
2. A copy of the organization’s most recent financial statement(s), including a balance sheet, a summary of operations, and an audit if available (indicate basis of accounting). If audited financial statements are not available, the un-audited financial statements must be certified by the organization’s chief financial officer.
3. A copy of the IRS letter recognizing the organization as a nonprofit organization, or a copy of the state solicitation letter for the organization
4. The organization’s budgeted and actual financial information in the format requested below
5. Any additional explanations for which there is not sufficient space on the “Outside Agency Funding Request Application”

If the organization serves a multi-county area, the submitted records should reflect Sumner County revenues and expenses separately from other counties.

The records that are submitted to Sumner County Government to provide information regarding the organization’s funding request will be open for public inspection.

FINANCIAL INFORMATION REQUESTED FROM CALENDAR YEAR AGENCIES

1. The following items must be provided:
 - A. Budgeted revenues and expenses for the prior calendar year
 - B. Actual revenues and expenses for the prior calendar year
 - C. Budgeted revenues and expenses for the current yearExample: A request due to Sumner County on March 1, 2019 will need:
 - a) 2018 budgeted amounts, b) 2018 actual amounts, and c) 2019 budgeted amounts
2. When listing sources of funds, a detailed breakdown must be given. Categorize funding separately for city, county, grants, program fees, private donations, etc.
3. When listing uses of funds, a detailed breakdown must be given. Item descriptions must provide adequate information to demonstrate the intended use of funds.
4. If the organization pays salaries, a salary schedule must be included that details job titles, names, and amounts paid. This information is to be presented for the periods as listed above.
5. Beginning cash balances should be disclosed for both years identified in item 1 above.

FINANCIAL INFORMATION REQUESTED FROM FISCAL YEAR AGENCIES

1. The following items must be provided:
 - A. Budgeted revenues and expenses for the current fiscal year
 - B. Actual revenues and expenses for the current fiscal year (estimate, if possible, for incomplete months)
 - C. Budgeted revenues and expenses for the upcoming fiscal yearExample: A request due to Sumner County on March 1, 2019 from an organization with a fiscal year-end of June 30, 2019 will need: a) budgeted amounts from 7/1/2018 through 6/30/2019; b) actual amounts from 7/1/2017 through 6/30/2018, and c) budgeted amounts for 7/1/2019 through 6/30/2020.
2. The information requested in items 2 through 5 under calendar year agencies is also needed for fiscal year agencies.

SUMNER COUNTY GOVERNMENT OUTSIDE AGENCY FUNDING REQUEST APPLICATION

Fiscal Year 2020

GENERAL INFORMATION

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Executive Director: _____ E-mail address: _____

Primary Contact	Alternate Contact
Name: _____	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Address *(principal administrative office)*: _____

City/State/Zip: _____

Phone number: _____ Fax number: _____
(include area code) (include area code)

Number of Paid Staff Members: Full-Time _____ Part-Time: _____

List of current Board of Directors and Officers:

List any previous support from Sumner County in the last three years:

Summary of Program, Project, or Service <i>(Attach additional information if necessary)</i>		
Summary of Objectives Achieved	Number of Community Members Impacted	Measured Outcomes of Program/Project/Service

How many people are served by the organization? _____

Geographic Area Served: _____

County Resident Percentage: _____ City Resident Percentage: _____

BUDGET INFORMATION

Current Annual Operating Budget: \$ _____ Amount Requested: \$ _____

If this request reflects an increase in support amount from the previous year, please explain

Does organization operate on a calendar year or fiscal year (if fiscal year, give the beginning/ending months) _____

Does the organization’s volunteer board approve the annual budget and review regular financial reports? Yes No

If no, explain.

Purpose for funds requested: Project General Budget

A. Expenses: Include the total amount for each of the following budget categories.

	Amount Requested From County	Total Projected Expenses
Salaries	\$	\$
Consultants/Professional Fees	\$	\$
Insurance	\$	\$
Supplies	\$	\$
Equipment	\$	\$
Rent	\$	\$
Utilities	\$	\$
Maintenance	\$	\$
Marketing	\$	\$
Other (specify)	\$	\$
	<i>Total Amount Requested:</i> \$	<i>Total Projected Expenses:</i> \$

Additional Income Sources: List amount of funds requested and received from other income sources below. List all income sources, amounts requested, and amounts received. If needed, please attach a separate sheet of paper.

Additional Income Sources			
Income Sources	Amount Received	Percentage of Total Project Budget	Percentage of Total Organizational Budget
City Government Grants			
State Government Grants			
Federal Government Grants			
Foundation Grants			
Corporate Grants			
United Way			
Individual Contributions			
Earned Income			
Interest Income			
In-Kind Support			
Other Income			
Other Grants			

Audit Information: Is your organization audited annually? Yes No

If yes, please attach the organization’s audit reports from the preceding two (2) years to this application.

PROJECT INFORMATION

If applicable, fill in program or project objectives below

<p>Program/Project Name:</p> <hr/>	<p>Program/Project Time Frame:</p> <hr/>	
<p>Projected Outcomes <i>(What is the program or project's effect on community during or after the program or project?)</i></p> <hr/>	<p>Short-Term Outcomes</p> <hr/>	<p>Long-Term Outcomes</p> <hr/>

Other comments:

I hereby certify, to the best of my knowledge and belief, that the information submitted with this request is accurate and that the attached budget was approved by our governing board on _____. The board also agrees to allow Sumner County officials to review the books and records of this agency should they so desire. The undersigned is authorized to sign and bind the organization.

Date

Signature

Title

Please contact Jessica Allison (615) 451-6033 if you have questions related to this application. **Return this form, with required documentation, to the Finance Department no later than 4:00 p.m., March 1, 2019.**

SUMNER COUNTY FINANCE DEPARTMENT
ATTN: JESSICA ALLISON
355 NORTH BELVEDERE DRIVE
ROOM 302
GALLATIN, TN 37066

NON-PROFIT ORGANIZATION

	Total FY 2017/2018	% to Total	Projected FY 2018/2019	% to Total	Budget FY 2018/2019	% to Total	Budget FY 2019/2020	% to Total	\$ Variance of 2018/2019 Budget from Total FY 2017/2018	\$ Variance of 2018/2019 Budget from Projected FY 2018/2019
Full-time Employees									-	-
Part-time Employees									-	-
Full-time Equivalents									-	-
Number of Sumner Co Residents Served									-	-

REVENUE

Sales										
Contributions/Fundraising		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	\$ -	\$ -
Federal/State Grants		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Local Grants		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
County Funding		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Endowment		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Corporate/Board Funding		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Service Fees		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Other Revenue		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
TOTAL REVENUE	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -

Revenue per Full-time Equivalent

#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		
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EXPENDITURES

Salaries and Wages		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	\$ -	\$ -
Employee Benefits and Taxes		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Professional Fees and Contract Services		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Occupancy (rent, utilities, maintenance)		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Legal and Accounting		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Materials and Supplies		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Transportation		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Marketing and Advertising		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Insurance		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Communications		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Printing and Copying		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Staff training and Development		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Conferences, Meetings, and Travel		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Specific Assistance to Individuals		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Miscellaneous Expenses		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
Other Expenses		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	-
TOTAL EXPENDITURES	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -

Cost per Full-time Equivalent

#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		
#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		

Cost per Resident

BALANCES

Cash on Hand										
Cash in Bank										
Investments										
Other										
TOTAL	\$0.00		\$0.00		\$0.00		\$0.00			