

# City of Hendersonville



101 Maple Drive North

Hendersonville, TN 37075

Telephone (615) 822-1000

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February 14, 2017

To Whom It May Concern,

The City of Hendersonville is preparing its operating budget for the fiscal year ending June 30, 2018. If your organization wishes to request funding from the City, the enclosed forms must be completed and returned by **March 21, 2017**, for the Non-Profit Contributions Committee to consider your request. **No substitution forms will be accepted.** Any requests submitted after March 21, 2017, or without the enclosed forms will not be considered during the budget process. I am requesting your cooperation by keeping your funding request for fiscal year 2018 to an absolute minimum.

Please be advised that if funding is approved for your organization by the Board of Mayor and Alderman, said funding cannot be disbursed until I have received your organization's latest audited annual financial report, and fiscal year 2018 detailed operating budget. A cover letter from your organization's Chief Executive Officer should also be included attesting to the completeness and accuracy of these reports.

The City desires to inform all non-profit agencies of our budget process and is placing the attached ad in the local newspaper.

Your cooperation is appreciated. If you have any questions, please call me at 615-590-4615.

Sincerely,

A handwritten signature in cursive script that reads "Ron Minnick".

Ron Minnicks  
Finance Director

<b>Mayor</b> Jamie Clary <b>Vice Mayor</b> Hamilton Frost, Jr.	<b>Ward One</b> Mark A. Skidmore Peg Petrelli	<b>Ward Two</b> Scott Sprouse Pat Campbell	<b>Ward Three</b> Arlene Cunningham Angie Hedberg	<b>Ward Four</b> Andy Gilley Steve Brown	<b>Ward Five</b> Darrell Woodcock Hamilton Frost, Jr.	<b>Ward Six</b> Jim Waters Matthew Stamper
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**PUBLIC NOTICE**

The City of Hendersonville has started the fiscal year 2018 budget process, including consideration of requests for non-profit contributions. Agencies should contact Ron Minnicks, Finance Director, at 615-590-4615, for more information.

All applications for non-profit funding consideration must be received by the City of Hendersonville by March 21, 2017.

AGENCY NAME \_\_\_\_\_

PROJECTED BUDGET AND FUND BALANCE

FOR THE YEAR ENDING JUNE 30, 2018

PROJECTED CASH ON HAND 6/30/17 \$ \_\_\_\_\_

PLUS FY17 REVENUE NOT RECEIVED AS OF 6/30/17 \$ \_\_\_\_\_

LESS FY17 EXPENSES NOT PAID AS OF 6/30/17 \$ \_\_\_\_\_

PROJECTED FUND BALANCE ON 6/30/17 \$ \_\_\_\_\_

PLUS ESTIMATED REVENUE FOR FY2018

City of Hendersonville \$ \_\_\_\_\_

City of Gallatin \_\_\_\_\_

Sumner County \_\_\_\_\_

State of Tennessee \_\_\_\_\_

U. S. Government \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL ESTIMATED REVENUE FOR FY2018 \$ \_\_\_\_\_

TOTAL FUNDS AVAILABLE FOR FY2018 \$ \_\_\_\_\_

LESS ESTIMATED EXPENSES FOR FY2018

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL ESTIMATED EXPENSES FOR FY2018 \$ \_\_\_\_\_

PROJECTED FUND BALANCE ON 6/30/2018 \$ \_\_\_\_\_

Your Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax \_\_\_\_\_

**AGENCY GENERAL INFORMATION FORM**

*Please provide the following information requested by the Non-Profit Contributions Committee for their review of your funding request.*

Number of unduplicated Hendersonville residents served by this agency last year \_\_\_\_\_  
*(An individual is counted only once regardless of the times served by the agency)*

Total number of unduplicated individuals served by this agency last year \_\_\_\_\_

Total annual dollars spent in Hendersonville by this agency, excluding salaries \_\_\_\_\_

Total annual salaries paid by this agency \_\_\_\_\_

Total number of employees working for this agency \_\_\_\_\_

Please explain who governs this agency \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please explain how the governing body is appointed to this agency \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please attach a current list of names, addresses and telephone numbers of the board members for this agency.

Please attach a copy of proof of your non-profit tax exempt status.

**ALL INFORMATION DUE MARCH 21, 2017**