

CITY OF CROSSVILLE, TENNESSEE
SOLICITATION PERMIT APPLICATION

For Department Use Only:

Date Received: 10/9/13

Date Issued: _____

Permit #: _____

1. Name of person or organization Christian Counseling Center of Cumberland
Address of headquarters of application: 348 Taylor St.; Ste 105
Crossville, TN 38555 Co.

2. Name of applicant's principal officers and managers (if any):

President Edward DeVries Address 122 Pineridge Loop 38558

Vice-Pres. Don Chrobot Address 446 Northridge Dr. 38558

Secretary Patty Smith Address 43 Brummet Lane 38558

Manager _____ Address _____

Directors: Jean Raker Address 3d Stonewood Cir. 38558

Fred Wong Address 136 Hickory Ridge Ln 38558

Ron Patterson Address 572 Sugar Drive 38558

Other: (Name)

Exec. Dir. Carol Donaldson Address 140 Lyhurst Dr. 38558

Address _____

3. Have you attached to this application a true and correct copy of the resolution (if any) authorizing the applicant to undertake the proposed solicitation covered by the application? Yes No

4. The purpose for which the solicitation is to be made is the following: to raise funds to help make up the difference between the cost to provide counseling and the fees clients can afford to pay

(Attach a statement if more space is needed.)

5. The total amount of funds to be raised is estimated to be: \$ 8,000

6. The receipts from the solicitation will be used or disposed of as follows: (Attach a statement if more space is needed.)

To help pay costs of operating the agency which include payment to Counselors, rent for space where counseling takes place, insurance, directory advertising and administrative costs

7. The need for the contributions to be solicited is as follows: (This statement must be specific, supported by reasons, and if available, figures---an attached statement can be used.) On average, fees received

pay only 45% of costs. Churches, United Fund and grants cover another 40%. The remaining 15% must be raised from events and direct solicitation of individuals in the community

8. The following person(s) will disburse the receipts of this solicitation. (Give name, address, and title)

Joan T. Fiker ; 34 Stonecreek Circle; Crossville, TN 38558

TREASURER

9. The following person(s) will be in direct charge of conducting the solicitation: (Give name, address, and title)

Edward Devries; 122 Pineridge Loop; Crossville 38558,

President

10. The following promoters are connected, or will be connected with the solicitations: (Give name, address, and title) - None -

11. The method or methods to be used in conducting the solicitations are as follows: (Explain on attached sheet, if necessary)

Letters sent to potential donors and fundraising events such as the Turkey Tuesday Give Back Program, Concerts or golf tournaments

12. The proposed dates for the beginning and ending of the solicitations are:

Beginning Date 10/1/2013

Ending Date 9/30/2014

13. The estimated total cost of the entire solicitation campaign is ¹800

14. The wages, fees, commissions, expenses or emoluments to be expended or paid to any person in connection with such solicitation, and the name and addresses of all such persons are the following: -NONE-

15. A full statement of the character and extent of the charitable work being done by the applicant with the City of Crossville is as follows: (explain on attached sheet if more space is needed.)

Christian Counseling Center provides professional counseling services with fees based on a client's income and ability to pay.

16. Will the actual cost of the solicitation exceed 25% of the total amount to be raised? Yes No

17. Does applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement of the City of Crossville or by any department or officer thereof? Yes No

18. The following is additional information believed by applicant to be useful to the Board in determining the kind and character of the proposed solicitation: _____

19. Is applicant a non-profit exempt organization under 501(c)(3) of the Internal Revenue Code (26 U.S.C. §501(c))? Yes No

REQUIRED ATTACHMENTS:

A statement giving the terms and contents of all agreements, both oral and written, with all agents, solicitors, promoters, managers, or conductors in connection with the proposed solicitation covered in this applications. Not Applicable

A financial statement for the last preceding fiscal year of all funds collected for charitable purposes by the applicant, giving the amount of money raised, together with the cost of raising it and the final distribution thereof.

THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. (This application must be signed by the individual/owner, or by a partner, or by an officer of the corporation.)

BY: *Joan T. Raker*
Signature of representative

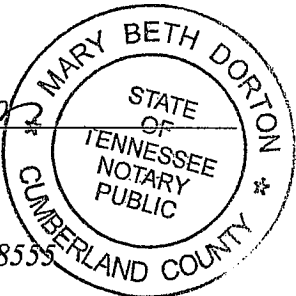
10/9/13
Date

Joan T. Raker ; 34 Stonewood Circle ; Crossville 38558 ; Treasurer
Typed or written name, address, and title

Sworn and subscribed to before me, this 9th day of October, 2013.

My Commission Expires: 01-03-2017

Mary Beth Dorton
Notary Public



Mail/deliver to: Sally Oglesby, City Clerk, City of Crossville, 392 N. Main, Crossville, TN 38555

**Christian Counseling Center of Cumberland County
Balance Sheet**

As of December 31, 2012

ASSETS

Current Assets

Checking/Savings

11100 · Checking Accounts
11010 · CCB Chcecking Account
Total 11100 · Checking Accounts

3,135.45
3,135.45

Total Checking/Savings

3,135.45

Accounts Receivable

11300 · Accounts Receivable

535.75

Total Accounts Receivable

535.75

Other Current Assets

11600 · Prepaid Expenses
11610 · Prepaid Rent
11650 · Prepaid - Other
Total 11600 · Prepaid Expenses

430.50
85.00
515.50

Total Other Current Assets

515.50

Total Current Assets

4,186.70

TOTAL ASSETS

4,186.70

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

21200 · Accounts Payable

224.25

Total Accounts Payable

224.25

Other Current Liabilities

21300 · Accrued Expenses
21400 · Salary and Wages Payable
21500 · Payroll Taxes Payable
21550 · FICA - Employer Taxes Payable
Total 21500 · Payroll Taxes Payable

630.00
1,462.50
111.89
111.89

Total Other Current Liabilities

2,204.39

Total Current Liabilities

2,428.64

Total Liabilities

2,428.64

Equity

32000 · Unrestricted Net Assets

2,699.04

Net Income

-940.98

Total Equity

1,758.06

TOTAL LIABILITIES & EQUITY

4,186.70

Christian Counseling Center of Cumberland County
Income and Expense
January through December 2012

Income

41000 · Program Income	
41100 · Fees for Counseling Services	26,497.00
41990 · Misc Income	20.00
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Total 41000 · Program Income	26,517.00
42000 · Sponsoring Organization Gifts	
42010 · Christ Lutheran Church	5,000.00
42020 · FFG Community Church	1,000.00
42030 · FFG United Methodist Church	3,500.00
42040 · First United Methodist Church	550.00
42050 · St. Francis Catholic Church	1,700.00
42060 · Westminster Presbyterian Church	740.00
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Total 42000 · Sponsoring Organization Gifts	12,490.00
42900 · Indirect Public Support	
42910 · United Fund	8,000.00
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Total 42900 · Indirect Public Support	8,000.00
43000 · Grants	
43100 · Corporate and Business Grants	
43110 · Project Hometown Help	1,200.00
43190 · VEC	500.00
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Total 43100 · Corporate and Business Grants	1,700.00
43400 · Foundation and Trust Grants	
43410 · Baptist Healing Trust	1,950.00
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Total 43400 · Foundation and Trust Grants	1,950.00
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Total 43000 · Grants	3,650.00
44000 · Fundraising	
44100 · Special Events	467.47
44200 · Letter Campaign	3,000.00
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Total 44000 · Fundraising	3,467.47
45000 · Direct Public Support	
45100 · Organization Contributions	40.00
45300 · Individual Contributions	1,550.00
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Total 45000 · Direct Public Support	1,590.00
49000 · Gifts in Kind	
49200 · Gifts in Kind - Services	1,741.25
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Total 49000 · Gifts in Kind	1,741.25
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Total Income	57,455.72

Expense

51000 · Program Services	
51110 · Salaries & Wages	18,175.00
51120 · Contract Services	21,295.00
51190 · Payroll Taxes	1,390.41
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Total 51000 · Program Services	40,860.41

Christian Counseling Center of Cumberland County
Income and Expense
January through December 2012

52000 · Marketing	
52100 · Directory Advertising	559.00
52200 · Website	536.93
52300 · Graphics, Printing	332.30
Total 52000 · Marketing	<u>1,428.23</u>
54000 · Fundraising Expense	
54200 · Letter Campaign	297.91
54900 · Electronic Donation Fees	1.40
Total 54000 · Fundraising Expense	<u>299.31</u>
59000 · Training	
59100 · Staff Development	500.00
59200 · Board Development	45.00
Total 59000 · Training	<u>545.00</u>
61000 · Administrative Services	
61100 · Administrative Salaries & Wages	6,187.50
61900 · Payroll Taxes	473.35
61000 · Administrative Services - Other	0.00
Total 61000 · Administrative Services	<u>6,660.85</u>
62000 · In Kind - Expenses	
62100 · In Kind - Bookkeeping Services	1,741.25
Total 62000 · In Kind - Expenses	<u>1,741.25</u>
63000 · Facilities and Equipment	
63100 · Rent, Parking, Utilities	5,166.00
Total 63000 · Facilities and Equipment	<u>5,166.00</u>
65000 · Operations	
65020 · Postage, Mailing Service	112.25
65030 · Printing and Copying	25.00
65040 · Supplies	187.35
65050 · Telephone, Telecommunications	921.47
Total 65000 · Operations	<u>1,246.07</u>
66000 · Travel and Meetings	
66100 · Mileage	102.08
Total 66000 · Travel and Meetings	<u>102.08</u>
68000 · Dues and Subscriptions	
68100 · CNM Dues	67.50
Total 68000 · Dues and Subscriptions	<u>67.50</u>
69000 · Business Registration Fees	280.00
69900 · Other Costs	0.00
Total Expense	<u>58,396.70</u>
Net Income	<u><u>-940.98</u></u>