

CITY OF CROSSVILLE, TENNESSEE
SOLICITATION PERMIT APPLICATION

For Department Use Only:

Date Received: 8/21/14

Date Issued: _____

Permit #: _____

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

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

President	<u>Edward DeVries</u>	Address	<u>122 Pineridge Loop 38518</u>
Vice-Pres.	<u>Don Chrobot</u>	Address	<u>146 Northridge Dr. 38558</u>
Secretary	<u>Sallie Guly</u>	Address	<u>34 Heatherhurst Cir. 38558</u>
Manager	<u>-</u>	Address	<u>_____</u>
Directors:	<u>Joan Raker</u>	Address	<u>34 Stonewood Cir. 38518</u>
	<u>Fred Wong</u>	Address	<u>136 Hickory Ridge Ln 38558</u>
	<u>Paul Forsythe</u>	Address	<u>108 Lakewood Dr. 38558</u>
Other:	(Name)		
<u>Exec. Dir.</u>	<u>Carol Donaldson</u>	Address	<u>140 Lynhurst Dr. 30558</u>
		Address	<u>_____</u>

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: \$15,000

6. The receipts from the solitation 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% costs. Churches, United Fund and grants cover around 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. Raker; 34 Stonewood 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; fundraising events such as the Ruby Tuesday Giveback program, concerts, shows or golf tournaments

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

Beginning Date 10/1/2014 Ending Date 9/30/2015

13. The estimated total cost of the entire solicitation campaign is \$⁴3,000.

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

8/20/14
Date

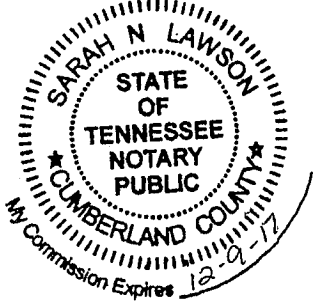
Joan T. Raker; 34 Stonecroft Circle; Treasurer
Typed or written name, address, and title

Sworn and subscribed to before me, this 20th day of August, 2014.

Sarah N. Lawson
Notary Public

My Commission Expires: 12-9-2017

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



Christian Counseling Center of Cumberland County
Income and Expense
 January through December 2013

01/27/14
 Accrual Basis

	Jan - Dec 13
Income	
41000 · Program Income	
41100 · Fees for Counseling Services	26,837.96
41200 · Workshops and Seminars	165.00
41990 · Misc Income	20.00
	27,022.96
Total 41000 · Program Income	
42000 · Sponsoring Organization Gifts	
42010 · Christ Lutheran Church	2,500.00
42020 · FFG Community Church	750.00
42030 · FFG United Methodist Church	3,500.00
42040 · First United Methodist Church	600.00
42050 · St. Francis Catholic Church	2,000.00
42060 · Westminster Presbyterian Church	400.00
	9,750.00
Total 42000 · Sponsoring Organization Gifts	
42900 · Indirect Public Support	
42910 · United Fund	10,000.00
	10,000.00
Total 42900 · Indirect Public Support	
43000 · Grants	
43100 · Corporate and Business Grants	
43190 · VEC	1,000.00
	1,000.00
Total 43100 · Corporate and Business Grants	
43400 · Foundation and Trust Grants	
43410 · Baptist Healing Trust	5,650.00
43420 · Comm. Foundation of Middle TN	250.00
43430 · MR Foundation	1,850.00
	7,750.00
Total 43400 · Foundation and Trust Grants	
Total 43000 · Grants	8,750.00
44000 · Fundraising	
44100 · Special Events	4,931.96
44200 · Letter Campaign	3,650.00
	8,581.96
Total 44000 · Fundraising	
45000 · Direct Public Support	
45100 · Organization Contributions	4,139.00
45300 · Individual Contributions	4,738.88
	8,877.88
Total 45000 · Direct Public Support	
49000 · Gifts in Kind	
49200 · Gifts in Kind - Services	2,861.24
	2,861.24
Total 49000 · Gifts in Kind	
Total Income	75,844.04
Expense	
51000 · Program Services	
51110 · Salaries & Wages	18,625.00
51120 · Contract Services	20,870.00
51130 · Program Supplies & Furnishings	293.20
51190 · Payroll Taxes	1,424.80
51200 · Workshops and Seminars	162.44
	41,375.44
Total 51000 · Program Services	
52000 · Marketing	
52100 · Directory Advertising	614.70
52200 · Website	430.08
52300 · Graphics, Printing	40.00
52400 · Events	127.38
52500 · Professional Services	110.00
	1,322.16
Total 52000 · Marketing	

Christian Counseling Center of Cumberland County
Income and Expense
 January through December 2013

01/27/14
 Accrual Basis

	Jan - Dec 13
54000 - Fundraising Expense	
54100 - Special Events Expense	746.13
54200 - Letter Campaign	246.79
54900 - Electronic Donation Fees	9.40
Total 54000 - Fundraising Expense	1,002.32
59000 - Training	
59100 - Staff Development	659.95
Total 59000 - Training	659.95
61000 - Administrative Services	
61100 - Administrative Salaries & Wages	7,737.50
61900 - Payroll Taxes	591.92
Total 61000 - Administrative Services	8,329.42
62000 - In Kind - Expenses	
62100 - In Kind - Bookkeeping Services	2,861.24
Total 62000 - In Kind - Expenses	2,861.24
63000 - Facilities and Equipment	
63100 - Rent, Parking, Utilities	5,166.00
63200 - Equipment and Furnishings	55.00
Total 63000 - Facilities and Equipment	5,221.00
65000 - Operations	
65020 - Postage, Mailing Service	79.69
65040 - Supplies	365.04
65050 - Telephone, Telecommunications	638.40
Total 65000 - Operations	1,083.13
66000 - Travel and Meetings	
66100 - Mileage	114.94
66200 - Meetings	30.50
Total 66000 - Travel and Meetings	145.44
68000 - Dues and Subscriptions	
68100 - CNM Dues	85.00
Total 68000 - Dues and Subscriptions	85.00
68500 - Insurance	
68510 - General Liability	262.00
Total 68500 - Insurance	262.00
69000 - Business Registration Fees	170.00
69900 - Other Costs	0.00
Total Expense	62,517.10
Net Income	13,326.94