

FY2020 PROGRAM ENHANCEMENT REQUEST FORM



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

Department: **45925 ECONOMIC DEVELOPMENT**
 Division:
FranklinForward Theme: **Sustainable Growth & Economic Prosperity**
 Title: **Williamson Inc. Economic 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 (FY20 Only)	Ongoing Annual Cost (FY20 & Future)	TOTAL FY20 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
TOTAL	\$0	\$10,000	\$10,000

PURPOSE / DESCRIPTION OF REQUEST

Williamson Inc, is requesting a \$10,000 increase from the City for our contribution to Economic Development efforts, from \$25,000 to \$35,000. Additional materials attached.

SERVICE IMPLICATION



Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources. We receive additional funding through membership dues and corporate sponsorships from local businesses

Non-Profit Organization Request for

City of Franklin - Page Two



Organization: Williamson County Chamber of Commerce d/b/a Williamson Inc.

EXPENDITURES: Calendar Year	Actual 2017	Unaudite d2018	Requeste d 2019
Committee Costs	4,250.43	8,394.57	
Depreciation Expense	19,515.82	15,613.63	
Event Expense	183,892.64	180,868.61	
Facilities and Equipment	9,089.23	8,980.94	
Operations	278,142.74	241,247.19	
Payroll Expenses	582,244.05	718,425.70	
Programs & Meetings Expense	72,953.65	76,121.40	
Travel and Meetings	45,036.91	39,645.63	
WCC Foundation Support	15,000.00	15,000.00	
Total	1,210,125.47	1,304,297.67	

REVENUES: Calendar Year	Actual 2017	Unaudite d 2018	Requested 2019
Membership Revenue	630,519.33	641,965.67	
Non-Dues Income	646,113.89	612,529.05	
City of Franklin	25,000.00	25,000.00	35,000.00
City of Brentwood	10,000.00	10,000.00	
Total	1,311,633.22	1,291,494.72	35,000.00

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



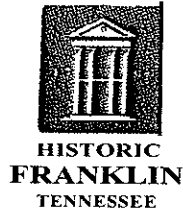
Organization: Williamson County Chamber of Commerce d/b/a Williamson Inc

Personnel & Salary Information

PERSONNEL: Calendar Year	Actual 2017	Unaudited 2018	Requested 2019
Employee Benefits	40,531.73	61,806.36	
Payroll Fees	11,594.09	12,053.00	
Payroll Taxes	31,693.89	39,472.14	
Salaries and Wages	498,424.34	605,094.20	
Total	582,244.05	718,425.70	

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, 2019 through June 30, 2020

Name of Agency: Williamson County Chamber of Commerce d/b/a Williamson Inc Date: 3/6/2019

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2019-20:

The Williamson County Chamber of Commerce will use the funds to support growth of new and existing businesses throughout the City of Franklin and greater Williamson County. The Chamber offers professional development opportunities, networking and business development-oriented programs to support small, medium and large companies.

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 Chamber of Commerce is in regular partnership with the City of Franklin. Most significantly, the Chamber has taken a large role in mobility and transportation solutions for the community. We also work to support our BOMA and school board through educating the business community on key community initiatives and the importance of advocating for leadership that have the best interests of the community at stake. In 2019, the Chamber plans to host an Education and a Transportation summit.



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.)

In 2018, we provided opportunities to connect and engage with people across our community to grow business. The impact we made in 2018 through our focus on transportation and education will be felt for years. In fact, our efforts during Mobility Week and our Transportation Summit connecting the solution to traffic to decisions we make on a daily basis were recognized as one of the top 4 regional transportation initiatives in the Nashville region in 2018. Your investment in the Chamber, allows us to continue to solve challenges that affect our entire community.

In addition to bringing a solutions-oriented approach to addressing our biggest challenges, we provided over 150 opportunities to connect, including meetings and events featuring dynamic speakers, sold-out crowds and relevant content. The Young Professionals and Women in Business programs brought a wealth of information for those looking to enhance their career path or seek mentorship. The Outlook Williamson economic development forum provided insights and business trends on the future of our economy. The Annual Celebration featured Mike Cairnes, COO of Kirklands. We partnered with County Mayor Rogers Anderson for the third annual Transportation Summit, Williamson County Schools and Franklin Special School District to recruit companies to the World of Possibilities Career Fair, to expose students to careers through summer internships, job fairs and our second annual Manufacturing Day featuring 200+ high school students.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.
Yes, we do an annual membership survey as well as collect monthly data relating to membership, attendance and local business data.
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. What other fundraising activities does your agency engage in during the year?
Corporate sponsorship of meetings and events
6. Do you charge any fees for your services?
We charge fees for events that include meals.



Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments

Williamson County Chamber of Commerce is on an accrual basis.

Name of Nonprofit Organization

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	_____	
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		\$ _____ (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.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Williamson County Chamber of Commerce for the fiscal year noted above.

Name of Nonprofit Organization of Commerce

Person Preparing Report Bryan Doleshel
Printed Name


Signature

Phone Number 615.771.1912 Email Address: bryan@willamsonchamber.com Date 3/6/19

WILLIAMSON COUNTY CHAMBER OF COMMERCE

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

DECEMBER 31, 2017

WILLIAMSON COUNTY CHAMBER OF COMMERCE

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BELLENFANT

CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Williamson County Chamber of Commerce
5005 Meridian Boulevard, Suite 150
Franklin, Tennessee 37067

We have audited the accompanying financial statements of Williamson County Chamber of Commerce, which comprise the statement of financial position as of December 31, 2017 and 2016, and the related statements of activities 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 of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amount 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 the 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 Williamson County Chamber of Commerce as of December 31, 2017 and 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.

Bellenfant PLLC

March 9, 2018

WILLIAMSON COUNTY CHAMBER OF COMMERCE

STATEMENTS OF FINANCIAL POSITION

DECEMBER 31, 2017 AND 2016

	<u>ASSETS</u>	<u>2017</u>	<u>2016</u>
Current Assets			
Cash		\$ 867,157	\$ 827,572
Accounts Receivable		200,386	135,710
Other Assets		2,487	-
Prepaid Expenses		26,115	-
Government Allocation Receivable		<u>73,750</u>	<u>73,750</u>
Total Current Assets		<u>1,169,895</u>	<u>1,037,032</u>
Furniture, Technology, and Improvements			
Furniture		75,029	64,711
Technology		19,533	12,377
Improvements		<u>26,601</u>	<u>26,601</u>
		121,163	103,689
Less: Accumulated Depreciation		<u>(94,347)</u>	<u>(73,186)</u>
Furniture, Technology, and			
Improvements - Net		<u>26,816</u>	<u>30,503</u>
Total Assets		<u>\$ 1,196,711</u>	<u>\$ 1,067,535</u>
<u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts Payable		\$ 45,177	\$ 25,555
Other Current Liabilities		<u>89,417</u>	<u>5,014</u>
Total Current Liabilities		134,594	30,569
Unrestricted Net Assets		<u>1,062,117</u>	<u>1,036,966</u>
Total Liabilities and Net Assets		<u>\$ 1,196,711</u>	<u>\$ 1,067,535</u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHAMBER OF COMMERCE

STATEMENTS OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2016

REVENUE	<u>2017</u>	<u>2016</u>
Membership Dues	\$ 630,519	\$ 573,963
Advertising	33,594	42,471
Member Events	367,933	166,595
Affinity Programs	25,338	14,331
Sponsorships	35,000	60,000
Member Services	28,800	21,975
Programs and Meetings	189,662	161,417
Government Allocation	315,000	295,000
Capital Campaign	608,200	631,333
Other	<u>4,104</u>	<u>2,185</u>
Total Revenue	<u>2,238,150</u>	<u>1,969,270</u>
EXPENSES		
Personnel		
Salaries	1,052,453	968,493
Employee Benefits	63,926	42,548
Payroll Taxes	73,124	68,022
Payroll Fees	<u>16,598</u>	<u>933</u>
Total Personnel	<u>1,206,101</u>	<u>1,079,996</u>
Member Relations and Initiatives		
Member Events	183,893	48,927
Programs and Meetings	72,954	91,386
Business Initiatives	227,055	240,103
Boards and Committees	<u>4,250</u>	<u>5,009</u>
Total Member Relations and Initiatives	<u>\$ 488,152</u>	<u>\$ 385,425</u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHAMBER OF COMMERCE

STATEMENTS OF ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2016

EXPENSES - Continued

	<u>2017</u>	<u>2016</u>
Operations		
Advertising and Promotion	\$ 19,827	\$ 32,945
Licenses and Taxes	22,036	10,491
Facilities	11,362	17,489
Office Rent	164,063	136,167
Credit Card Fees	11,694	12,466
Depreciation	21,161	18,115
Equipment Leases	8,478	12,845
Dues and Subscriptions	4,218	8,116
Contracted Services	62,072	25,841
Insurance	8,487	10,491
Supplies	12,962	12,543
Postage and Printing	16,629	18,391
Telephone	21,376	23,531
Technology	53,627	46,362
Miscellaneous	6,020	1,148
Staff Travel, Meetings, and Education	59,734	38,322
Contribution to Foundation	<u>15,000</u>	<u>12,500</u>
Total Operations	<u>518,746</u>	<u>437,763</u>
Total Expenses	<u>2,212,999</u>	<u>1,903,184</u>
Change in Unrestricted Assets	25,151	66,086
Unrestricted Net Assets, beginning of year	<u>1,036,966</u>	<u>970,880</u>
Unrestricted Net Assets, end of year	<u><u>\$ 1,062,117</u></u>	<u><u>\$ 1,036,966</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHAMBER OF COMMERCE

STATEMENTS OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2016

CASH FLOWS FROM OPERATING ACTIVITIES	<u>2017</u>	<u>2016</u>
Change in Net Assets	\$ 25,151	\$ 66,086
Adjustments to reconcile change in net assets to net cash provided by operations:		
Depreciation	21,161	18,115
(Increase) Decrease in:		
Accounts Receivable	(64,676)	9,016
Other Assets	(2,487)	-
Prepaid Expenses	(26,115)	-
Increase (Decrease) in:		
Accounts Payable	19,622	29,774
Other Current Liabilities	<u>84,403</u>	<u>-</u>
Net Cash Provided (Used) by Operating Activities	<u>57,059</u>	<u>122,991</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Fixed Assets	<u>(17,474)</u>	<u>-</u>
Net Cash Provided (Used) by Investing Activities	<u>(17,474)</u>	<u>-</u>
Net Increase in Cash	39,585	122,991
Cash balance, beginning of year	<u>827,572</u>	<u>704,581</u>
Cash balance, end of year	<u><u>\$ 867,157</u></u>	<u><u>\$ 827,572</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHAMBER OF COMMERCE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

Organization and Purpose:

The Williamson County Chamber of Commerce (the "Chamber") is a nonprofit organization created December 16, 2011 under the laws of the State of Tennessee. The Chamber serves the geographic area of Williamson County as a result of the consolidation of the Williamson County and Franklin Chamber of Commerce, Brentwood and Cool Springs Chamber of Commerce, and Cool Springs Chamber of Commerce. The Chamber promotes and protects the county's business climate through a wide variety of efforts.

Basis of Presentation:

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 Chamber 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 Chamber 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 Chamber had no temporarily restricted net assets as of December 31, 2017.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that may be maintained permanently by the Chamber. Generally donors of these assets permit the Chamber to use all or part of the income earned for general or specific purposes. The Chamber had no permanently restricted net assets as of December 31, 2017.

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 amounts could differ from those estimates.

WILLIAMSON COUNTY CHAMBER OF COMMERCE

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES - Continued

Cash and Cash Equivalents:

The Chamber considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude restricted cash and cash equivalents. The Chamber has no cash equivalents as of December 31, 2017.

Accounts Receivable:

Management periodically reviews these accounts to determine whether such amounts will be collectible in future periods.

Furniture, Technology, and Improvements:

Furniture, technology, and improvements are capitalized at cost in excess of \$1,500 and are depreciated over their estimated useful lives ranging from three to five years using the straight-line method. Leasehold improvements are depreciated over ten years using the straight-line method.

Revenue Recognition:

Membership in the Chamber is on a voluntary basis. The Chamber generally recognizes dues upon receipt and pledges on an accrual basis.

Donated Services:

The Board of Directors and other members of the Chamber have assisted the Chamber in the accomplishment of its goals and objectives by the donation of their time and services. No amounts have been reflected in the accompanying statement of activities because the criteria for recognition of such volunteer efforts under the FASB Codification have not been satisfied.

Income Taxes:

The Chamber has tax-exempt status under Section 501(c)(6) of the Internal Revenue Code. Accordingly, the Chamber is only subject to pay federal taxes on certain income determined to be unrelated to the Chamber's exempt activities and on excess lobbying expenses.

The Chamber has evaluated its tax positions in accordance with the Codification Standard relating to Accounting for Uncertainty in Income Taxes. The Chamber believes that it has taken no uncertain tax positions.

The Chamber files a U.S. Federal Form 990-Return of Organization Exempt from Income Tax. The Chamber's returns for the years prior to calendar year 2014 are no longer open for examination.

WILLIAMSON COUNTY CHAMBER OF COMMERCE

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES - Continued

Advertising Costs:

All costs of public relations, advertising and promotion are expensed as incurred. Public relations, advertising and promotion expenses totaled \$19,827 and \$32,945 for 2017 and 2016, respectively.

2. PENSION PLAN

The Chamber maintains a SIMPLE IRA (Savings Incentive Match Plan for Employees) with LBMC Employment Partners, LLC. The Chamber matches employee contributions up to 3% of the employee's salary. Employees are eligible to participate if they have been employed by the Chamber for at least one year. The Chamber's pension cost was \$21,628 and \$19,214 during 2017 and 2016, respectively.

3. FAIR VALUES OF FINANCIAL INSTRUMENTS

The following methods and assumptions were used by the Chamber in estimating its fair value disclosures for financial instruments.

Cash, cash equivalents, receivables, and payables: The carrying amounts reported in the statement of financial position approximate fair values because of the short maturities of those instruments.

4. LEASE COMMITMENTS

The Chamber leases office space under an operating lease that expires June 30, 2019. The lease provides for annual increases in the monthly rent. The office equipment lease expires June 18, 2018.

Future minimum rental payments required are as follows:

<u>Year ending December 31</u>	<u>Office Space</u>	<u>Office Equipment</u>	<u>Total</u>
2018	127,500	3,858	131,358
2019	<u>64,538</u>	<u>-</u>	<u>64,538</u>
Total	<u>\$ 192,038</u>	<u>\$ 3,858</u>	<u>\$ 195,896</u>

Rent expenses for office and equipment was \$172,541 and \$149,012 for the years ended December 31, 2017 and 2016, respectively.

WILLIAMSON COUNTY CHAMBER OF COMMERCE

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2017

5. GOVERNMENT ALLOCATION

The Chamber receives a quarterly allocation from the Williamson County government. The total received from the county was \$315,000 and \$295,000 for 2017 and 2016, respectively.

6. RELATED PARTY

The Chamber provides support to the Williamson County Chamber Foundation, Inc. related to overhead for the Foundation activities at no cost. The Chamber contributed \$15,000 and \$12,500 to the Foundation in 2017 and 2016, respectively.

7. RESTATEMENT

The Chamber has restated its previous financial statements due to an overstatement of accounts receivable and corresponding revenue.

8. SUBSEQUENT EVENTS

Subsequent events have been evaluated through March 9, 2018 which is the date the financial statements were available to be issued.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 12 2014**

WILLIAMSON COUNTY CHAMBER OF
COMMERCE
128 FRANKLIN RD
BRENTWOOD, TN 37027

Employer Identification Number:
36-4720381
DLN:
17053100397033
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
October 1, 2012
Contribution Deductibility:
No
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)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations