



Board of Commissioners Meeting
April 28, 2015
PD Community Room
5:30 PM

- I. **COMMENCEMENT**
 - A. Call to Order
 - B. Ceremonial Opening
 - C. Adoption of Agenda

- II. **FUNDING REQUEST PRESENTATIONS**
 - A. Andrew Jackson Historical Foundation (5:30 pm)
 - B. Ava's Gift to June, Inc. (5:35 pm)
 - C. Council on Aging in Union County (5:40 pm)
 - D. Literacy Council of Union County (5:45 pm)
 - E. Turning Point, Inc. (5:50 pm)
 - F. Union County Community Arts Council (5:55 pm)
 - G. Waxhaw Community Volunteer Fire Department & Rescue (6:00 pm)
 - H. Waxhaw Entrepreneurs Business Incubator (6:05 pm)
 - I. Waxhaw Woman's Club (6:10 pm)
 - J. Waxhaw Arts Council (6:15 pm)

- III. **PUBLIC COMMENTS**

- IV. **CONSENT AGENDA**
 - A. Approval of Revised Fee Schedule for FY 2014-2015
 - B. Approval of Temporary Street Closing for Events
 - C. Approval of Budget Amendments for FY 2014-2015
 - YMCA Escrow & Due Diligence
 - Laserfiche

- V. **RECOGNITIONS & REPORTS**
 - A. Resolution of Appreciation
 - B. Mayor's Report
 - C. Commissioner's Report
 - D. Manager's Report

- VI. **OLD BUSINESS**
 - A. Discussion and Possible Approval of Contract for Renovations of Duncan McDonald House
Presenter: [Greg Mahar](#)
 - B. Discussion and Possible Approval of Waxhaw's Video Surveillance Policy
Presenter: [Chaplin Spencer](#)

- VII. **NEW BUSINESS**

- A. Discussion of Possible Steps on UDO
Presenter: [Greg Mahar](#)
- B. Discussion of Union County's Liquor Referendum
Presenter: [Chaplin Spencer](#)
- C. Discussion of Board Vacancy
Presenter: [Steve Maher](#)

VIII. **CLOSED SESSION**

- A. Personnel, contractual matters and to seek legal counsel per G. S. 143.318.11: Personnel, Contractual Matters and Real Estate

IX. **ADJOURNMENT**

To speak concerning an item on the Agenda, please print your name and address on the signup sheet on the counter prior to the meeting. Each speaker will be limited to 3 minutes.

PLEASE SILENCE YOUR CELL PHONES WHILE MEETING IS IN PROGRESS

Outside Agency Funding Request

April 28, 2015 at 5:30 pm in the PD Community Room

Presentation Schedule

Name	Time
Andrew Jackson Historical Foundation	5:30 PM
Ava's Gift to June, Inc.	5:35 PM
Council on Aging in UC	5:40 PM
Literacy Council of UC	5:45 PM
Turning Point, Inc.	5:50 PM
UC Comm. Arts Council	5:55 PM
WXW Comm. VFD & Rescue	6:00 PM
WXW Entrepreneurs Business Incubator	6:05 PM
Waxhaw Woman's Club	6:10 PM
Waxhaw Arts Council	6:15 PM

Agency	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		
	Requested	Granted	Requested	2015-2016 Manager's Recommendation	2015-2016 Board Approved Budget Amounts								
American Red Cross	6,000						1,500	1,000	1,250	1,250	-	-	-
Andrew Jackson Historical Foundation					12,700	12,500	10,500	3,500	10,000	7,500	20,000	-	-
Ava's Gift to June, Inc.							2,500	1,000	5,800	3,000	2,800	-	-
Council on Aging in UC	2,000	1,000	1,500	1,500	1,500	1,500	1,500	1,250	-	-	1,500	-	-
Literacy Council of UC									-	-	1,000	-	-
Safe Alliance							6,000	5,000	5,000	5,000	-	-	-
Turning Point, Inc.	750	500	2,500	2,500	3,000	3,000	5,000	4,000	5,000	5,000	5,000	-	-
UC Comm. Arts Council	2,500	1,000	2,000	1,500	2,500	2,500	2,500		2,500	3,500	3,500	-	-
WXW Comm. VFD & Rescue	15,000		15,000	15,000		12,700	14,926	14,926	18,046	18,500	18,546	-	-
WXW Entrepreneurs Business Incubator											1,800	-	-
Waxhaw Woman's Club	11,975	5,500	5,500	25,000	5,000	2,500	10,000	6,000	9,000	6,000	10,000	-	-
Waxhaw Arts Council								1,500	-	1,500	1,500	-	-
Hospice of Union County	2,500	1,500							2,250	2,000	-	-	-
Museum of the Waxhaw's (connected to AJHF)		10,000	7,500			2,000			-	-	-	-	-
United Family Services (Now Safe Alliance)					5,000	5,000			-	-	-	-	-
Undesignated								1,074	-	-	-	-	-
TOTAL	40,725	19,500	34,000	45,500	29,700	41,700	54,426	39,250	58,846	53,250	65,646	-	-

NOTES:

- Andrew Jackson Historical Foundation -
- Ava's Gift to June, Inc. -
- Waxhaw Arts Council -
- Waxhaw Community Volunteer Fire Dept. -
- Waxhaw Woman's Club -



Town of Waxhaw

APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: The Andrew Jackson Historical Foundation, Inc.
Director or Application Contact: Brandon Fox, Treasurer
Address: PO Box 7, Waxhaw NC 28173
Telephone: 704-843-1832
Fax: N/A
E-Mail: mwaxhaw@museumofthewaxhaws.com

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: SL003162 Or, Federal Tax ID Number: 58-1634161

Amount of Town funds requested: \$ 20,000 for (check one box below)
 Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

The Andrew Jackson Historical Foundation, Inc. (Museum of the Waxhaws) is a museum to preserve and present the history and culture of the area known as "The Land of the Waxhaws"

B. Provide the following information about your clients based on your most recent data. Information current as of (date) April 1, 2015.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw 1000

Union County (outside any town limits) 1500

Other Union municipalities: 500

Adjoining counties 750

TOTAL: 3,750

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

These requested funds will be used to repair areas of the homestead and our main museum building that are in need of extra attention soon. Additionally, we require funds to cover the basic operating expenses of the museum that are ongoing in nature but not optional. Examples of these expenses are Insurance, Electricity and general maintenance.

E. Describe the impact town funds would have on your organization. (Please limit your response using only the space provided below.)

Our current income stream is very tight and these funds will allow us to ensure that we can keep providing the service to the residents that is expected. Only a quarter of our revenue comes from Admissions and Field Trips, so the remainder must come from donations. These funds would be very helpful as we try to remain an effective cultural resource and attraction for the town of Waxhaw.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents . (Please limit your response using only the space provided below.)

Our museum strives to be a cultural resource and educational venue for Waxhaw and the surrounding area.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input type="checkbox"/> Donations (corporate or individual)	14040	22%
<input type="checkbox"/> Admissions and Field Trips	16000	26%
<input type="checkbox"/> Gift Shop Sales	4000	6%
<input type="checkbox"/> Fund Raising Events	15000	24%
<input type="checkbox"/> Grant Monies (Waxhaw and Union County)	11960	19%
<input type="checkbox"/> State of N.C.	0	
<input type="checkbox"/> Other Sources	0	

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS 20 % of Annual Budget

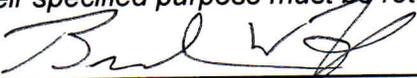
OPERATING EXPENSES 80 % of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

 4/17/2015
 Signature of Executive Date

Return completed application and all attachments to:

TOWN OF WAXHAW
ATTN: GREG MAHAR, INTERIM TOWN MANAGER OR MELODY SHULER, TOWN CLERK
P.O. Box 6
Waxhaw, NC 28173

CHECKLIST:

Application and attachments must be **received** by 5 p.m. on Monday, April 08, 2013

- Completed application**
- Attachment 1** – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2** – Current budget
- Attachment 3** – Most recent independent audit

Date Received: _____

Date Reviewed: _____

Date of Approval: _____

Waxhaw Town Manager-

MUSEUM OF THE WAXHAW BOARD OF DIRECTORS	Mar-15
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NAME	ADDRESS	EMAIL ADDRESS	PHONE NUMBER
BUTLER, SUZANNE	7718 KINGSTON DRIVE WAXHAW, NC 28173	thebutlers@carolina.rr.com	980-328-7008
DILLER, GAY M.	301 NORTH BROAD STREET WAXHAW, NC 28173	dillergay@gmail.com	704-737-5654
DUSSINGER, BOB	8505 WHITEHAWK HILL ROAD WAXHAW, NC 28173	rduss@aol.com	704-843-2140-HOME 610-322-3476-CELL
FOX, BRANDON	7501 SIMS ROAD WAXHAW, NC 28173	brandon@chronotek.net	704-577-4231-CELL
GAMBRELL, SARAH	300 CHEROKEE ROAD CHARLOTTE, NC 282017		704-375-3207-HOME
GLENN, SANDRA	3521 ROMANY DRIVE MONROE, NC 28110-7834	sisglenn@hotmail.com	704-283-6763-HOME 704-292-8133-CELL
JONES, JOHN (DR.)	1214 HUNTINGDON LANE MONROE, NC 28110	drjones2403@gmail.com	704-292-4920-CELL
KERR, DON	9614 JOE KERR ROAD WAXHAW, NC 2871		704-843-3328-HOME 704-574-0593-CELL
MOREFIELD, KRIS	8005 RACHEL COURT WAXHAW, NC 28173	krismorefield@windstream.net	704-843-1534-HOME
MOUNCE, JAMES	6704 BLACKWOOD LANE WAXHAW, NC 28173	jmounce@carolina.rr.com	704-560-4994-CELL
STEGALL, DANNY	2500 KNIGHTS COURT MONROE, NC 28110	dmstegall@carolina.rr.com	704-283-4517-OFFICE 704-283-5770-HOME 704-242-1775-MOBILE
WALL, TOMMIE T.	7061 HIGH MEADOW DRIVE MATTHEWS, NC 28104-9533	tommie-wall@carolina.rr.com	704-821-4971-HOME 704-572-8465-CELL
WILLINGER, PAT	5604 McWHORTER ROAD WAXHAW, NC 28173	pat@willinger.org	704-843-7958-HOME
WILSON, MARY ALICE	9114 PROVIDENCE ROAD SOUTH WAXHAW, NC 28173		704-843-2877-HOME 704-574-7163-CELL

Museum of the Waxhaws Budget 2014-2015

	Budget	% of Budget
Income		
Donations	\$ 26,000	41.60%
Field Trip Inc	\$ 6,000	9.60%
Gift Shop Sales	\$ 4,000	6.40%
Museum Admissions	\$ 10,000	16.00%
Rentals	\$ 1,500	2.40%
Fund Raising Events	\$ 15,000	24.00%
Total Income	\$ 62,500	100.00%
Expense		
Cleaning & Toiletry Supplies	\$ 1,100	1.66%
General Maintenance & Repairs	\$ 6,000	9.03%
Pest Control	\$ 1,873	2.82%
Security Services	\$ 203	0.31%
Advertising/Marketing	\$ 2,400	3.61%
Merchant Account	\$ 1,800	2.71%
Dues/Subscriptions and Licenses	\$ 40	0.06%
Office Supplies and Equipment	\$ 2,969	4.47%
Postage	\$ 600	0.90%
Display Supplies	\$ 600	0.90%
Field Trip Expense	\$ 600	0.90%
Fundraising Expense	\$ 6,885	10.36%
Gift Shop Merchandise	\$ 1,200	1.81%
Program Expense	\$ 5,310	7.99%
Payroll Expenses	\$ 948	1.43%
Payroll Service	\$ 600	0.90%
Wages	\$ 12,000	18.06%
Insurance	\$ 7,200	10.84%
Electric	\$ 12,000	18.06%
Telephone/Internet	\$ 1,500	2.26%
Water Sewer	\$ 600	0.90%
Total Expense	\$ 66,428	100.00%
Net Income	\$ (3,928)	



RECEIVED
4/8/15

Town of Waxhaw

APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: Ava's Gift to June

Director or Application Contact: Heather Shiflett

Address: P O Box 43 Waxhaw, N.C. 28173

Telephone: (704) 264-4582

Fax: _____

E-Mail: avasgifttojune@hotmail.com

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: _____ Or, Federal Tax ID Number: 27-4513965

Amount of Town funds requested: \$ _____ for (check one box below)

- Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

Ava's Gift to June, Inc. provides financial assistance to families with minor children battling cancer. We provide help with medical, travel and other costs associated with treatment. We offer financial assistance with mortgage payments, utilities, gas and groceries for times when both parents are missing work to be with their sick or dying child. In addition, we strive to educate the public and increase awareness about Retinoblastoma and other childhood cancers so that early detection is possible and as a result more children will survive.

B. Provide the following information about your clients based on your most recent data. Information current as of (date) 4/8/15.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw 8

Union County (outside any town limits) 1

Other Union municipalities: 1

Adjoining counties 5

TOTAL: 15

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

Ava's Gift to June, Inc. would like to receive funds to cover our small operating costs of \$2800. We would like to continue our "Take a Photo, Save a Life Campaign which will cost \$2000. and has a goal of educating 10,000 Union County community members about Retinoblastoma and early detection of this childhood cancer. If town funds are granted then they will be used towards these basic operational expenses so that we can continue to put 100% of all donations given by the community members and small businesses directly in the hands of needy, qualified and selected families as outlined in the bylaws of Ava's Gift to June, Inc.

E. Describe the impact town funds would have on your organization. (Please limit your response using only the space provided below.)

Town funds would allow us to use our other revenue to continue supporting struggling Union County families who are battling childhood cancer by alleviating the financial burden during this already stressful time so that they can focus on caring for their sick or dying child. In addition, town funds would allow us to provide life saving information to the community and eventually save a child's life.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents. (Please limit your response

When a child is diagnosed with cancer it is not only devastating for the families but for their friends, classmates, neighbors, and fellow community members. The child's life along with the lives of family & friends are interrupted for three to five years during treatment, and longer if the child does not survive. Our organization has an impact that can not be described in words by helping these families in any way that is needed be it financial support, educational materials, informational literature to assist with decision making, or aligning volunteers to provide tasks that the families need.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input checked="" type="checkbox"/> Fund raising	8995.00	35.6
<input checked="" type="checkbox"/> Business Sponsors	522.00	2.0
<input checked="" type="checkbox"/> Recycling cans	45.00	.4
<input type="checkbox"/>		
<input checked="" type="checkbox"/> Grant Monies	15,750	62.0
Lancaster-U.W; York Electric, <input type="checkbox"/> State of N.C. Town of Waxhaw		
<input type="checkbox"/> Other Sources		

25,312

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS 0 % of Annual Budget

OPERATING EXPENSES 8.4 % of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

Heather E. Shufflett 4/8/15
Signature of Executive Date



Ava's Gift To June, Inc.

Helping Families Battling Childhood Cancer

Attachment
1

Board of Directors

President/Treasurer:

Heather E. Shiflett, B.S., M.Ed., PA-C

8015 Farmbrook Dr., Waxhaw, NC, 28173

Phone (704) 843-9981

Employed by Carolina Health Care System as a Physician Assistant.

avasgifttojune@hotmail.com

Founder and original Board Member since November 2010.

Term: Three Years End Date: 11/17/16

Vice President/Secretary:

Krystal L. Flechsig

PO Box 15, Russell, MA, 01071 Phone (413) 862-8097

Employed by Noble Hospital as an Administrative Assistant in HR.

flechsig@yahoo.com

Original Board Member since November 2010.

Term: Three Years End Date: 11/17/16

Board Member:

Marilyn Kowalchuk, B.S., M.S., Ph.D

15 Forest Dr., Charlotte, NC, 28103 Phone: (704) 367-0810

Employed by Sanger Heart and Vascular Clinic as a dietician.

cantergirl@carolina.rr.com

Original Board Member since 2010.

Term: Two Years End Date: 11/17/15

PO Box 43, Waxhaw, NC 28173
avasgifttojune@hotmail.com
www.avasgifttojune.net



(704) 264-4582

A NON-PROFIT ORGANIZATION
Tax ID # 27-4513965



Ava's Gift To June, Inc.

Helping Families Battling Childhood Cancer

Board Member:

Sarah Hunt Sellhorst, B.Ed., M.Ed., PhD.

2017 Hunters Ridge Rd, Lancaster, SC 29720

Phone: (803) 313-7458

Employed by University of South Carolina- Lancaster

Works as the Director of the Gregory Health and Wellness Center at

USCL. sehunt@mailbox.sc.edu

Board Member since 2011.

Term: Two Years End Date: 11/17/15

Board Member:

Phillip Mickles, B.S., M.Ed.

5222 Quarry Dr., Lancaster, SC 29720

(803) 283-1983 (803) 416-8555

Employed by Lancaster County Public Schools

Works as Principle of A. R. Rucker Middle School

phillip.mickles@lcsdmail.net

Board Member since November 2011.

Term: Two Years End Date: 11/17/2015

PO Box 43, Waxhaw, NC 28173
avasgifttojune@hotmail.com
www.avasgifttojune.net



(704) 264-4582

A NON-PROFIT ORGANIZATION

Tax ID # 27-4513965



Ava's Gift To June, Inc.

Helping Families Battling Childhood Cancer

Board Member

Rebecca Runge
135 Indian Trail Road
Indian Trail, N.C. 28079

Phone: (704) 776-4187 (704) 219-0762

Owner of Rebecca's Pottery

www.rebeccaspottery.net

Board member since 2014

Term: Two Years End Date: 5/3/16

Board Member

Suzanne Pike, B.S.
3275 Craig Farm Road
Lancaster, S .C. 29720

Phone (803) 804-4800
(803) 286-1481

Employed by Springs Memorial Hospital Administrative Assistant

suzannepike@ymail.com

Board member since 2014

Term: Two Years End Date: 5/3/16

avasgifttojune@hotmail.com



A NON-PROFIT ORGANIZATION

Attachment 2

Ava's Gift to June, Inc. Budget

Liability Insurance	648.00
Postage	100.00
Marketing	1000.00
Annual Fund Raiser	500.00
SCAMPO membership	200.00
Company brochures	500.00
Total	2948.00

Attachment 3

We are a small operation with annual funds at about \$25,000.

so we do not do expensive audits,

The United Way of Lancaster reviews quarterly reports and annual year end financials.

All money over operating expenses goes to directly to needy families.



RECEIVED
4/7/15

Town of Waxhaw

APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: Council on Aging in Union County

Director or Application Contact: Linda Smosky

Address: PO Box 185 Monroe, NC 28111 physical address: 1401 Skyway Drive, Monroe

Telephone: 704-292-1797

Fax: 704-292-1776 E-Mail: smosky@coaunion.org

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: _____ Or, Federal Tax ID Number: 561081558

Amount of Town funds requested: \$ 1,500 for (check one box below)
 Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

Council on Aging in Union County is an independent, non-profit agency supporting people 60 and over in their efforts to remain healthy, active and in control of their own lives. The agency connects clients with the services they need to live independently for as long as possible. The following five programs are offered:

Information & Assistance (I&A) - brings people and services together.

Senior Outreach - informs older adults in their communities of services and resources available to them.

In-Home Services (IHS) - provides chore, personal care and respite to assist individuals to remain in their own home.

Family Caregiver Support (FCSP) -focuses on the needs of caregivers, those caring for a family member with a chronic illness or dementia and grandparents raising grandchildren.

Senior Community Service Employment Program (SCSEP) - is a federal training and employment program for individuals 55 and older who meet the income eligibility guidelines.

B. Provide the following information about your clients based on your most recent data. Information current as of (date) March 31, 2015.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

	In - Home Aide Services:	Family Caregiver Support Program:
Town of Waxhaw	<u>10</u>	<u>20</u>
Union County (outside any town limits)	<u>29</u>	<u>42</u>
Other Union municipalities	<u>90</u>	<u>65</u>
Adjoining counties	<u>0</u>	<u>0</u>
TOTAL:	<u>129</u>	<u>127</u>

One Senior Community Service Employment Program (SCSEP) participant is a resident of Waxhaw and is placed at the Town of Waxhaw as her host agency. Her wages are paid through the SCSEP grant and she is covered by our worker's compensation and liability. The goal of this program is to offer an opportunity to learn and enhance work skills to assist the participant to gain employment and to offer community service to expand the work of the host agency.

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

Our goal is to help seniors attain a healthy lifestyle and remain independent. As noted in item A, we offer five programs with multiple services to achieve this goal. Funds will be used to enhance services and reduce the number waiting for services.

E. Describe the impact town funds would have on your organization. (Please limit your response using only the space provided below.)

Funds would provide the ability to offer services to more individuals. This is especially important as life expectancies are longer and financial resources are stretched to cover the added years.

In 2013, Union County's population for those 60 and older was 58,350 and the 0-17 population was 59,655, a difference of only 1,305. A majority of the 100 counties in North Carolina now have larger populations of 60+ individuals than those 0-17. Keeping these growing numbers of seniors living independently is a challenge.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents. (Please limit your response using only the space provided below.)

Most seniors want to remain in their home. It is also more cost effective to care for someone at home rather than in an institution. The payer source for the majority of assisted living facilities and nursing homes is Medicaid which costs all of us. With growing population numbers and static funding levels, we are challenged to meet more needs with less money. Strategies such as using volunteers to make home repairs and do yard work for seniors, distributing donated walkers, wheelchairs, canes, shower stools and other equipment and counseling Medicare recipients on choosing the most cost effective options, all help to save seniors money and promote quality of life.

Of the population 65 and over, 96.5% live in households and 3.5% live in group quarters: correctional, nursing and other facilities. (NC Division of Aging and Adult Services)

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input type="checkbox"/> Federal & State Grants	447,738	68%
<input type="checkbox"/> Union County	37,475	6%
<input type="checkbox"/> United Way of Central Carolinas	99,508	15%
<input type="checkbox"/> Donations & Fundraising	71,840	11%
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS 81% of Annual Budget

OPERATING EXPENSES 19% of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

Linda Smasky
Signature of Executive

April 7, 2015
Date

Return completed application and all attachments to:

TOWN OF WAXHAW
ATTN: GREG MAHAR, INTERIM TOWN MANAGER OR MELODY SHULER, TOWN CLERK
P.O. Box 6
Waxhaw, NC 28173

CHECKLIST:

Application and attachments must be **received** by 5 p.m. on Monday, April 08, 2013

- Completed application**
- Attachment 1** – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2** – Current budget
- Attachment 3** – Most recent independent audit

Date Received: 4/7/15

Date Reviewed: _____

Date of Approval: _____

Waxhaw Town Manager

**COUNCIL ON AGING BOARD OF DIRECTORS
2015**

BOARD MEMBER	PHONE #	TERM EXPIRES	OCCUPATION
Chris Baucom 707 Kintyre Drive Monroe, NC 28112	704-219-9814	September 2015	Pastor
Nell Bess 3236 Landsford Rd Marshville, NC 28103	704-624-5335	September 2017	Retired Business Owner
Dora Bridget 35 Cluster Box 3515 Marshville, NC 28103	704-624-5458	September 2016	Retired RN
Linda Costa 9602 Quail Cove Court Indian Trail, NC 28079	704-756-5324	September 2017 Secretary	Sales & Marketing
Richard Gardner 8301 Denholme Drive Waxhaw, NC 28173	704-243-4378 732-648-3338	September 2016	Retired School Principal
Sam Goodwin 3008 Manchester Drive Monroe, NC 28110	704-218-3901 704-221-4390	September 2017 Chairman	Pharmacist
Lynn Hamilton 5907 Morgan Mill Road Monroe, NC 28110	704-283-4235 704-225-3901	September 2015	RN
Donald G Helms 103 Keowee Circle Indian Trail, NC 28079	704-821-8137 704-604-0825	September 2016 Vice Chairman	Funeral Director
Harris High PO Box 1560 Indian Trail, NC 28079	704-821-2960 704-564-0406	September 2017	Business Owner
Sandi Ives 4512 Myers Rd Monroe, NC 28110	704-220-6634	September 2015	Retired teacher
Ben Ortiz 217 Ridgewood Drive Monroe, NC 28112	704-282-0091 704-989-5265	September 2015	Retired Rochester Gas & Electric
		September 2016	

9:54 AM

04/02/15

Accrual Basis

Council On Aging in Union County
Profit & Loss Budget Overview
 July 2014 through June 2015

	Jul '14 - Jun 15
Income	
4040 · Contributions	46,800.00
4053 · Fundraisers & Special Events	17,300.00
4060 · Governmental Agency Grants	375,569.00
4064 · Interest BB&T	640.00
4065 · Municipality	8,000.00
4087 · Title V Federal	64,479.00
4088 · Title V Match	6,445.00
4089 · Union County	37,475.00
4090 · United Way	99,853.00
Total Income	656,561.00
Gross Profit	656,561.00
Expense	
5010 · Advertising	50.00
5020 · Annual Meeting	3,900.00
5030 · Awards	200.00
5060 · Equipment Purchase/Maintenance	300.00
5160 · Insurance	54,128.00
5180 · Interest Expense	0.00
5190 · Internet Service	992.00
5210 · Maintenance	2,340.00
5270 · Outreach Services	2,000.00
5280 · Payroll Service Fee	1,782.00
5290 · Payroll Taxes	34,806.00
5300 · Postage	3,013.00
5320 · Printing-Newsletter	10,027.00
5330 · Professional Fees	5,996.00
5340 · Professional Fees-Audit	5,000.00
5360 · Publications/Subscriptions	1,050.00
5360 · Retirement	12,281.00
5370 · Salaries	447,297.00
5390 · Service Cost	27,000.00
5410 · Supplies - Office	3,749.00
5430 · Telephone	2,855.00
5450 · Training/Conference	1,200.00
5460 · Travel	31,689.00
5490 · Utilities	4,906.00
Total Expense	656,561.00
Net Income	0.00

Council On Aging In Union County
Monte, North Carolina

Council On Aging In Union County, Inc.

Audited Financial Statements

June 30, 2014

audited financial statements

June 30, 2014

and

for the period ending

June 30, 2014

Council On Aging In Union County, Inc.

Monroe, North Carolina

Audited Financial Statements

At

June 30, 2014

And

For The Year Then Ended

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Independent Auditor's Report on Internal Control over Financial Reporting
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Standards*10-11

JAMMIE L. EUBANKS, CPA, P.A.

Certified Public Accountant

118 East Jefferson Street • Monroe, NC 28112 • Phone (704) 238-1679 • Fax (704) 238-0688
www.eubanks-cpa.com

Independent Auditor's Report

To the Board of Directors
Council On Aging In Union County, Inc.

Report on the Financial Statements

I have audited the accompanying financial statements of Council On Aging In Union County, Inc. (a non-profit organization), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, 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

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Council On Aging In Union County, Inc. as of June 30, 2014, 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.

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, I have also issued my report dated January 27, 2015, on my consideration of Council on Aging in Union County, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council on Aging in Union County, Inc.'s internal control over financial reporting and compliance.

Jammie L. Eubanks, CPA, P.A.

JAMMIE L. EUBANKS, CPA, P.A.
Monroe, North Carolina
January 27, 2015

Council On Aging In Union County, Inc.
Statement of Financial Position
June 30, 2014

ASSETS

Current Assets

Cash and cash equivalents	\$	415,234
Grants receivable		104,703
Other receivables		352
Prepaid expenses		9,255

Total current assets		529,545
-----------------------------	--	---------

Property and equipment, net

Buildings and improvements		376,242
Land improvements		8,050
Property & equipment		35,926
Less: Accumulated depreciation		(87,141)

Total property and equipment		333,076
-------------------------------------	--	---------

TOTAL ASSETS	\$	862,621
---------------------	-----------	----------------

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$	4,473
Accrued vacation expense		10,081
Other accrued expenses		365

Total current liabilities		14,918
----------------------------------	--	--------

Net Assets

Unrestricted		751,795
Temporarily restricted		95,908

Total net assets		847,703
-------------------------	--	---------

TOTAL LIABILITIES AND NET ASSETS	\$	862,621
---	-----------	----------------

See Independent Auditor's Report and Accompanying Notes.

Council On Aging In Union County, Inc.
Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2014

	Unrestricted	Temporarily Restricted	Total
Support and Revenue:			
Home And Community Care Block Grant	\$ 260,640	\$ 77,189	\$ 337,829
Federal Title V	57,335	6,882	64,217
Title III-E, Caregiver	40,825	11,297	52,122
DP/Health	1,641	540	2,181
SHIIP	4,974	-	4,974
United Way	97,570	-	97,570
County of Union	37,476	-	37,476
Various municipalities	10,450	-	10,450
Special events	11,693	-	11,693
Other contributions	58,511	-	58,511
Total support and revenue	<u>581,114</u>	<u>95,908</u>	<u>677,022</u>
Revenues from exchange transactions			
Program service income	15,504	-	15,504
Federal Title V Site Agency Match	4,690	-	4,690
Interest income	638	-	638
Gain (Loss) on sale or disposal of assets	2,700	-	2,700
Other income	8,584	-	8,584
Total fees from exchange transactions	<u>32,116</u>	<u>-</u>	<u>32,116</u>
Net assets released from restrictions	<u>74,510</u>	<u>(74,510)</u>	<u>-</u>
Total revenue	<u>687,740</u>	<u>21,398</u>	<u>709,138</u>
Expenses			
Program services	560,374	-	560,374
Supporting services, management and general	105,219	-	105,219
Fundraising	-	-	-
Total expenses	<u>665,593</u>	<u>-</u>	<u>665,593</u>
Increase (decrease) in net assets	22,147	21,398	43,545
Net assets, beginning of year	729,648	74,510	804,158
Net assets, end of year	<u>\$ 751,795</u>	<u>\$ 95,908</u>	<u>\$ 847,703</u>

See Independent Auditor's Report and Accompanying Notes.

Council On Aging In Union County, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2014

	Program Services	Management and General	Fundraising Expenses	Total Expenses
Salaries	355,804	77,489	-	433,293
Employee benefits	44,138	6,464	-	50,602
Payroll taxes, etc.	29,035	6,374	-	35,409
Insurance	22,331	4,503	-	26,834
Advertising	-	-	-	-
Supplies	4,427	747	-	5,174
Postage and shipping	3,759	160	-	3,919
Equipment rental	938	228	-	1,166
Printing and publications	7,937	50	-	7,986
Travel	26,060	204	-	26,264
Conferences and meetings	4,310	590	-	4,900
Professional fees	13,022	3,559	-	16,581
Telephone	2,573	636	-	3,208
Repairs and maintenance	1,917	648	-	2,565
Licenses and permits	510	400	-	910
Dues and subscriptions	145	-	-	145
Training	1,873	-	-	1,873
Other program service costs	29,171	-	-	29,171
Utilities	4,400	1,100	-	5,499
Depreciation	7,825	1,956	-	9,781
Miscellaneous	201	111	-	311
Total expense	\$ 560,374	\$ 105,219	\$ -	\$ 665,593

See Independent Auditor's Report and Accompanying Notes.

Council On Aging In Union County, Inc.
Statement of Cash Flows
For the Year Ended June 30, 2014

Cash flows from operating activities	
Change in net assets	\$ 43,545
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	9,781
(Gain) Loss on sale or disposal of assets	(2,700)
Donated property included in contributions	(4,200)
Changes in :	
Grants receivable	(30,194)
Other receivables	1,292
Prepaid expenses	3,232
Accounts payable	(223)
Accrued vacation expense	(5,467)
Other accrued liabilities	365
	<hr/>
Net cash flows provided by (used in) operating activities	15,430
Cash flows from investing activities	
Acquisition of fixed assets	(4,101)
Proceeds from sale of assets	4,700
	<hr/>
Net cash flows provided by (used in) investing activities	599
	<hr/>
Net increase (decrease) in cash and cash equivalents	16,029
Cash and cash equivalents at beginning of year	399,205
	<hr/>
Cash and cash equivalents at end of year	\$ 415,234
	<hr/> <hr/>
Supplemental cash flow information:	
Cash paid during the year for interest	\$ -
Noncash acquisition of fixed assets (donated)	\$ 4,200

See Independent Auditor's Report and Accompanying Notes.

Council On Aging In Union County, Inc.
Notes to Financial Statements
June 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

The Council On Aging In Union County, Inc. (the “Council”) is a non-profit organization whose purpose is to promote a quality of life and supportive services for adults 60 years of age and older living on their own. The Council is supported primarily through federal grants, United Way, and donor contributions. Approximately 65% and 13.8% of the Council’s support for the year ended June 30, 2014 came from federal grants and United Way Allocations, respectively.

Basis of Accounting

The accompanying financial statements have been prepared in accordance with generally accepted accounting principles, as indicated in the industry audit guide “Audits of Voluntary Health and Welfare Organizations,” issued by the American Institute of Certified Public Accountants.

Contributions and Revenue Recognition

Contributions, including pledges, from the general public are recognized as public support when received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

Contributions that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily or permanently restricted contributions based on the nature of the restriction. If a restriction is fulfilled in the same time period in which the contribution is received, the Council reports the support as unrestricted. Otherwise, when a temporary 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.

Unconditional promises to give that are expected to be collected within one year are recorded at their net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of the amounts expected to be collected. Bequests are recognized at the time an unassailable right to the gift has been established and proceeds are measurable.

Donated Services

No amounts have been reflected in the financial statements for donated services. The Council generally pays for services requiring specific expertise.

Council On Aging In Union County, Inc.
Notes to Financial Statements
June 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

Cash includes currency on hand and demand deposits with financial institutions. The carrying amount of cash and cash equivalents approximates fair value due to the short maturity of those instruments. For the purpose of the statement of cash flow, the Council considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Property and Equipment

The Council capitalizes property and equipment over \$500. Lesser amounts are expensed. Property and equipment purchases are stated at cost with depreciation computed on a straight-line method over the estimated useful lives ranging from five to thirty-nine years. Donated property and equipment is recorded at fair market value at the date of contribution.

Allocated Expenses

The Council allocated certain of its expenses to the program and supporting services based on management's estimates of the respective services' personnel requirements, supplies/material usage and space/equipment utilization.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at June 30, 2014, and the reported amounts of revenues and expenses for the year then ended. Actual results could differ from these estimates.

NOTE B – RETIREMENT PLANS

The Council has a 403(b) retirement plan covering all eligible employees working at least 1,000 hours per year. The Council makes contributions in an amount equal to 5% of each eligible employee's compensation after two years of service. The employee is allowed to make additional contributions up to the maximum total contribution allowed by the Internal Revenue Code. During the year ended June 30, 2014, the Council made \$12,692 in contributions to the employee retirement plan.

Council On Aging In Union County, Inc.
Notes to Financial Statements
June 30, 2014

NOTE C – PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30, 2014:

Building	\$ 376,242
Land improvements	8,050
Office equipment and furniture	35,926
Accumulated depreciation	<u>(87,141)</u>
Net property and equipment	<u>\$ 333,076</u>

Depreciation expense for the year ended June 30, 2014 totaled \$9,781.

NOTE D – TAX STATUS

The Council has received a favorable determination letter from the Internal Revenue Service, which indicates that it is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

NOTE E – CONCENTRATION OF CREDIT RISK

The Council maintains its cash balances in a reputable financial institution. These cash balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2014, the Council's total cash balances exceeded FDIC insurance coverage by \$172,757.

NOTE F – TEMPORARILY RESTRICTED NET ASSETS

At June 30, 2014, temporarily restricted net assets are available for the following purposes:

Home and Community Care Block Grant Program	\$ 77,189
Federal Title	6,882
Health Promotion/Disease Prevention	540
Family Caregiver Support Program	<u>11,297</u>
Total temporarily restricted net assets	<u>\$ 95,908</u>

Council On Aging In Union County, Inc.
Notes to Financial Statements
June 30, 2014

NOTE G – ACCRUED VACATION

Council accrues annual leave and vacation for its full-time employees up to a maximum of 240 hours. As of June 30, 2014, accrued vacation was \$10,081.

NOTE H – EVALUATION OF SUBSEQUENT EVENTS

The Council has evaluated subsequent events through January 27, 2015, the date which the financial statements were available to be issued.

and other information...
...
...

SECTION 101

...
...
...

SECTION 102

...
...
...

COMPLIANCE

JAMMIE L. EUBANKS, CPA, P.A.

Certified Public Accountant

118 East Jefferson Street • Monroe, NC 28112 • Phone (704) 238-1679 • Fax (704) 238-0688
www.eubanks-cpa.com

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Board of Directors
Council on Aging in Union County, Inc.
Monroe, North Carolina

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Council on Aging in Union County, Inc. (a non-profit organization), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated January 27, 2015.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Council on Aging in Union County, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Council on Aging in Union County, Inc.'s internal control. Accordingly, I do not express an opinion on the effectiveness of the Council On Aging in Union County, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As a part of obtaining reasonable assurance about whether Council on Aging in Union County, Inc.'s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Jammi L. Eubanks, CPA, P.A.

Monroe, North Carolina

January 27, 2015



RECEIVED
4/7/15

Town of Waxhaw

APPLICATION FOR FUNDING

(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: Literacy Council of Union County

Director or Application Contact: Jamie K. Underwood

Address: 105-A East Jefferson Street, Monroe, North Carolina 28112

Telephone: 704-226-1425

Fax: 704-226-1402 E-Mail: director@literacyunion.org

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: 56-2145552 Or, Federal Tax ID Number: _____

Amount of Town funds requested: \$ 1,000 for (check one box below)
 Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

The Literacy Council of Union County's mission is to improve the quality of life in our community and expand individual potential by teaching adults and families to read, write, speak, and understand the English language. Our clients learn through multiple instruction methods, tailored to the individual and including: (1) one-on-one tutoring; (2) small group discussions; (3) self-paced study in a computer lab with language software; (4) workshops on topics such as healthcare, financial management, civics lessons, and employment; and (5) a summer series of classes offered in conjunction with Union County Public Library System for parents and their school-age children.

Instruction is provided free of charge. When an adult enrolls, trained staff uses literacy tests to assess the student's reading aptitude and then identify instructional materials that will be the foundation for tutoring. All students set life skill goals, then staff develops an individualized Student Learning Plan for each that becomes a guide for a matched tutor to develop lesson plans tailored to the student's goals. Example goals include: making a doctor's appointment without assistance, getting a better job, obtaining a driver's license, reading to children, and participating in a child's parent-teacher conference. Through our services, we have helped many students like Joe who wrote, "I thank the Literacy Program for helping me to improve my reading and for letting me use the computer. I can read better now and I am learning to pronounce words correctly. I thank them for not looking down on someone who could not read. They have been very nice to me."

B. Provide the following information about your clients based on your most recent data. Information current as of (date) June 30, 2014.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw 5

Union County (outside any town limits) We only track by zip code not town limits

Other Union municipalities: 162

Adjoining counties 7

TOTAL: 174

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

In the most recent National Assessment of Adult Literacy (2003), 11% of Union County's population scored Below Basic in prose or could not be tested due to language barriers (US Dept of Ed). Of the new English speaking students who enter our program, nearly 80% pre-test at 0-3rd grade levels. Most of our English as a Second Language (ESL) students did not complete high school in their native countries/languages. Adults at these reading levels face cultural and economic barriers that make pursuing an education challenging. More than 4,200 public school families reported they speak a language other than English at home. As a result, thousands of children have little or no help outside the classroom because their parents lack Basic English language skills. The greatest factor affecting a child's success in school is the education level of the primary care giver, usually the mother. So helping low-literate adults improve their basic skills has a direct and measurable impact on the education and quality of life of their children. Our program's aim is for the adults and families we serve to 1) achieve competency in English that will create opportunities for reliable employment, 2) attain the full benefit of the public education system for their children, 3) help them reach their potential as parents, 4) help them gain important access to health care and other services, and expand their entire family's engagement in our community.

E. Describe the impact town funds would have on your organization. (Please limit your response using only the space provided below.)

In recent years, corporate support has remained flat and federal funding is becoming unreliable. Grants for adult literacy have become increasingly difficult to acquire as funders are more apt to support family literacy programs, which led our Board of Directors' to include family literacy in our mission. In our ongoing process of gathering feedback from private donors and charitable foundations, leadership staff and board members have been told the Literacy Council needs more local government support. A stronger percent of funding from local government is an indicator of endorsement and sustainability, especially for a county where 7% of adults have less than a 9th grade education and the Latino population is steadily and significantly increasing each year. Foundations often have a mission to support organizations having broad financial support sustaining staff and operations. As we increase funding from other municipalities, it is our hope to increase our operational hours so we can best accommodate students and volunteers with access to staff and resources during the evenings. With more tutoring hours available to accommodate students' busy schedules, students will learn more rapidly and more thoroughly.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents. (Please limit your response using only the space provided below.)

We served 198 students in Union County last year, and the impact of that service expands well beyond our directly served constituency. Our students, their families, their employers, and the community all benefit from the improved independence and self-sufficiency our students gain through our programs. Businesses move to communities with an educated workforce. Children are more likely to succeed in school if their parents have the skills to help them do so. Educated and informed adults are engaged in their communities, schools and churches.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input checked="" type="checkbox"/> Federal Government	\$91,959	41.9%
<input checked="" type="checkbox"/> Local Municipalities	\$4,200	1.9%
<input checked="" type="checkbox"/> United Way of Central Carolinas	\$43,500	19.8%
<input checked="" type="checkbox"/> Fundraising	\$18,900	8.6%
<input checked="" type="checkbox"/> Grant Monies	\$35,696	16.2%
<input type="checkbox"/> State of N.C.		
<input checked="" type="checkbox"/> Other Sources (Individual and Civic)	\$25,450	11.6%

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS: 75% of Annual Budget

OPERATING EXPENSES: 25% of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

Jamie K. Underwood
Signature of Executive

4-7-2015
Date

Return completed application and all attachments to:

TOWN OF WAXHAW

ATTN: GREG MAHAR, INTERIM TOWN MANAGER OR MELODY SHULER, TOWN CLERK

P.O. Box 6

Waxhaw, NC 28173

CHECKLIST:

Application and attachments must be **received** by 5 p.m. on Wednesday, April 08, 2015

- Completed application**
- Attachment 1** – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2** – Current budget
- Attachment 3** – Most recent independent audit

Date Received: 4/7/15

Date Reviewed: _____

Date of Approval: _____

Waxhaw Town Manager-

**Board of Directors 2015**

3-17-2015

Executive Committee**Term Ends**

Chair	Helen H. Kimbrough AK Classics, LLC 8210 Wingard Road Waxhaw, NC 28173 704-243-4400 (H) 908-413-8245 (C) mkimbro693@aol.com	Dec. 2015
Vice-Chair		
Secretary	Lindsey M. Shuford Union County Public Library, Assistant Director 109 N. Hayne Street, Apt. 200 Monroe, NC 28112 828-527-9954 (C) lshuford@union.lib.us.nc	Dec. 2017
Treasurer	Pamela Montag TCG Consulting Partners, LLC 1912 Robbins Meadows Drive Waxhaw, NC 28173 704-351-5137 (C)* 704-817-2277 x803 pam.montag@tcgconsulting.net	Dec. 2017
Executive Director	Jamie K. Underwood 23383 Wyatt Road Albemarle, NC 28001 980-581-0699 (C) director@literacyunion.org	

Board Members

Julie Andreacola CB5 Consulting 1003 Hollingdale Court Indian Trail, NC 28079 704-254-5616 (C) Julie@andreacola.com	Dec. 2016
--	-----------

*denotes preferred phone number

ATTACHMENT 1

<p>Mary Billman Volunteer Tutor 1018 White Oak Circle Monroe, NC 28112 704-283-9147 (H) Mbillman2@carolina.rr.com</p>	Dec. 2016
<p>Kris Meyer 2119 Willowcrest Drive Waxhaw, NC 28173 704-843-8444 (H) 303-478-5713 (C) kris.meyer73@yahoo.com</p>	Dec. 2015
<p>David Rogers Robbins and Associates Insurance Agency 3117 Karen Lane Monroe, NC 28110 704-577-9709 (C) david@robbinsandassociates.com</p>	Dec. 2017
<p>Tina Simpson 214 East Unionville-Indian Trail Road Monroe, NC 28110 704-989-2816 (C)* 704-283-1957 (H) simpson59@carolina.rr.com</p>	Dec. 2017
<p>Suzanne Hearn Volunteer Tutor 3903 Griffith Road Monroe, NC 28112 704-292-5050 suzannehearn@carolina.rr.com</p>	Dec. 2017
<p>Carrie Jordan PO Box 1082 Wingate, NC 28174 704-320-6420 Ca.jordan@live.com</p>	Dec. 2017
<p>Dion Mapp Union Academy Charter School 10200 Cedar Circle Drive, Apt 104 Charlotte, NC 28210 704-488-6913 Dion.mapp@att.net</p>	Dec. 2017

*denotes preferred phone number

Johnny Rutledge
J.R. Wealth Management Group
1013 Chestnut Lane, Suite 130
Matthews, NC 28104
704-684-0671
johnny.rutledge@lpl.com

Dec. 2017

Brian Rubin
Bank of America
2007 Forbshire Drive
Matthews, NC 28104
704-770-8339 (C) 704-843-3906 (H)
brian.rubin@bankofamericamerchant.com

Dec. 2017

Committees

Strategic Planning

Helen Kimbrough, Chair
Kris Meyer
Carrie Jordan
Dion Mapp

Fundraising

Tina Simpson
Suzanne Hearn
Julie Andreacola

Nominating

Lindsey Shuford, Chair
Mary Billman

Finance

Pamela Montag, Chair
David Rogers
Johnny Rutledge

Executive

Helen Kimbrough
Lindsey Shuford
Pamela Montag
Chairs of Committees

Marketing – Ad hoc

Suzanne Hearn, Chair

LCUC Budget 2014-2015 (Approved by Board 9-15-2014)	2013-2014 Actual	Comments	2014-2015 Budget
Revenues			
United Way grant	\$ 43,748.19		\$ 43,500.00
NCCCS	\$ 88,632.97		\$ 91,959.00
Foundation/Other Grants	\$ 25,635.79		\$ 32,696.00
Union County	\$ 2,157.00		\$ 2,200.00
City of Monroe	\$ 1,875.00		\$ 2,000.00
Town Government	\$ 800.00		\$ -
Individual Donations	\$ 22,407.11		\$ 6,500.00
Memoriums/Honorariums	\$ 4,620.00		\$ 4,500.00
Faith Group donations	\$ 334.00		\$ 1,000.00
Corporate Donations	\$ 3,550.00		\$ 3,000.00
Civic Organizations	\$ 400.00		\$ 1,000.00
Grocery Store Programs	\$ 2,824.53		\$ 2,500.00
Spelling Bee	\$ -		\$ 8,900.00
Chocoholic Frolic/other event	\$ 5,544.00		\$ 10,000.00
Annual Appeal	\$ 6,346.00		\$ 9,000.00
Misc. Fundraising	\$ 9.00		\$ -
Book Nook Donations	\$ 457.50		\$ 500.00
Books	\$ -		\$ -
Interest Income	\$ -		\$ -
Miscellaneous Income	\$ 610.44		\$ 450.00
Total Revenues	\$ 209,951.53		\$ 219,705.00
Expenses			
<i>Staff Salaries</i>	\$ 110,912.92		\$ 123,247.88
Full Time			\$ 94,975.88
Part Time			\$ 28,272.00
<i>Staff Benefits</i>	\$ 37,215.49		\$ 40,808.87
Full Time			\$ 38,270.92
Part Time			\$ 2,537.95
Professional Development	\$ 472.33		\$ 2,000.00
Dues/Subscriptions	\$ 874.00		\$ 600.00
Travel	\$ 1,192.23		\$ 2,500.00
Meals	\$ 522.69		\$ 600.00
Office Supplies	\$ 2,380.31		\$ 2,300.00
Admin. Computer expense	\$ 420.81		\$ 1,200.00
Telephone & internet	\$ 2,866.58		\$ 2,700.00
Postage	\$ 788.15		\$ 800.00
Printing	\$ 1,245.89		\$ 1,200.00
Tutor Training, including supplies	\$ 366.82		\$ 500.00
Books/Instructional Materials	\$ 4,645.81		\$ 5,307.00
Instr Comp Software/Supplies	\$ 237.98		\$ 200.00
CASAS Assessments	\$ 177.58		\$ 100.00
TABE Assessments	\$ 100.00		\$ 100.00
License/Prof Fees/Audit	\$ 2,943.57		\$ 2,850.00
Board Development	\$ 537.50		\$ 50.00
Insurance	\$ 2,284.00		\$ 2,300.00
Advertising	\$ -		\$ 100.00
Spelling Bee Expense	\$ -		\$ -
CF/other fundraising expense	\$ 1,056.41		\$ 3,000.00
Other Fundraising Expense	\$ -		\$ -
Online donation processing	\$ 41.07		\$ 150.00
Equipment	\$ 3,731.07		\$ 800.00
Rent	\$ 18,600.00		\$ 18,600.00
Security	\$ 650.09		\$ 600.00
Utilities	\$ 3,721.92		\$ 3,000.00
Maintenance	\$ 817.63		\$ 700.00
Miscellaneous Expense	\$ 217.13		\$ 250.00
Student Transportation	\$ -		\$ 2,000.00
Staff Appreciation	\$ -		\$ 1,000.00
Total cash expenses	\$ 199,019.98		\$ 219,063.75
Surplus / (Deficit)	\$ 10,931.55		\$ 641.25

**LITERACY COUNCIL
OF UNION COUNTY**

**AUDITED FINANCIAL STATEMENTS
JUNE 30, 2014**

CONTENTS

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Statement of Cash Flows	6
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Statement of Functional Expenses	11
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Moyer, Smith & Roller, P.A.
Certified Public Accountants

2213 Commerce Drive
Monroe, NC 28110
T: 704-283-7748
F: 704-283-0510
cpamonroe@msr-cpa.com
www.msr-cpa.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Literacy Council of Union County

We have audited the accompanying statements of Literacy Council of Union County (a nonprofit Organization) which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, net assets, 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.

Auditors 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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 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 Literacy Council of Union County as of June 30, 2014, 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.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements a whole. The schedule of functional expenses on page 11 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements a whole.

Monroe, NC
October 28, 2014

Mayer, Smith + Rolfe, P.A.

LITERACY COUNCIL OF UNION COUNTY
Statement of Financial Position
For the Year Ended June 30, 2014

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 94,563
Instructional Materials	<u>36,354</u>

Total Current Assets	<u>130,917</u>
-----------------------------	----------------

Property and Equipment

Property & Equipment	41,489
Less Accumulated Depreciation	<u>(28,555)</u>

Total Property and Equipment	<u>12,934</u>
-------------------------------------	---------------

Total Assets	<u>\$ 143,851</u>
---------------------	-------------------

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts Payable	\$ 1,261
Accrued Expenses	<u>23,131</u>

Total Current Liabilities	<u>24,392</u>
----------------------------------	---------------

Unrestricted	119,459
Temporarily Restricted	-
Permanently Restricted	<u>-</u>

Total Net Assets	<u>119,459</u>
-------------------------	----------------

Total Liabilities and Net Assets	<u>\$ 143,851</u>
---	-------------------

See Independent Auditor's Report and Accompanying Notes To Financial Statements.

LITERACY COUNCIL OF UNION COUNTY
Statement of Activities and Net Assets
For the Year Ended June 30, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
REVENUES:			
Grants	\$ 63,971	\$ 99,269	\$ 163,240
Contributions	34,204	-	34,204
Fund-raising	11,898	-	11,898
In-Kind Contributions	2,403	-	2,403
Miscellaneous Income	<u>610</u>	<u>-</u>	<u>610</u>
Total Revenues	<u>113,086</u>	<u>99,269</u>	<u>212,355</u>
EXPENSES:			
Program Services	184,360	-	184,360
Supporting Services, Management & General	22,761	-	22,761
Fund-raising	<u>11,937</u>	<u>-</u>	<u>11,937</u>
Total Expenses	<u>219,058</u>	<u>-</u>	<u>219,058</u>
Increase (Decrease) in Net Assets	(105,972)	99,269	(6,703)
Net Assets, beginning of year	<u>58,328</u>	<u>67,834</u>	<u>126,162</u>
Released from restrictions	<u>67,834</u>	<u>(67,834)</u>	<u>-</u>
Net Assets, end of year	<u>\$ 20,190</u>	<u>\$ 99,269</u>	<u>\$ 119,459</u>

See Independent Auditor's Report and Accompanying Notes To Financial Statements.

LITERACY COUNCIL OF UNION COUNTY
Statement of Cash Flows
For the Year Ended June 30, 2014

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets:	\$ (6,703)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	2,726
(Increase)/Decrease in current and other assets:	6,688
Instructional materials	
Increase/(Decrease) in current and other liabilities:	
Accounts payable	1,261
Accrued expenses	<u>(1,237)</u>
Net cash provided by operating activities	<u>2,735</u>
 CASH FLOWS FROM INVESTING ACTIVITIES	
Purchases of property and equipment	<u>(8,839)</u>
Net cash used by investing activities	<u>(8,839)</u>
 Net increase (decrease) in cash and cash equivalents	 <u>(6,104)</u>
 Cash and cash equivalents - Beginning of year	 <u>100,667</u>
 Cash and cash equivalents - End of year	 <u>\$ 94,563</u>
 Supplemental Disclosure of Cash Flow Information:	
Cash Paid During the Year:	
Interest	\$ -

See Independent Auditor's Report and Accompanying Notes To Financial Statements.

LITERACY COUNCIL OF UNION COUNTY
Notes to Financial Statements
June 30, 2014

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Literacy Council of Union County ("the Council") is a non-profit organization whose purpose is to provide literacy education services to residents of Union County, North Carolina. The Council is supported primarily through donor contributions, grants and the United Way. Approximately 21% of the Council's support for the year ended June 30, 2014 came from allocations from the United Way.

Cash and Cash Equivalents

For the purpose of the statement of cash flow, the Council considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Inventory

Inventory consisting of instructional materials is stated at the lower of fair market value or historical cost.

Property and Equipment

The Council capitalizes property and equipment over \$200. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Council reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Council reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method over estimated useful lives ranging from five to ten years.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence or nature of any donor restrictions. Contributions received in the same period as the event to which it relates are treated as unrestricted.

Contributed Services

No amounts have been reflected in the financial statements for donated services. The Council generally pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Council at the council's office, but these services do not meet the criteria for recognition as contributed services. The Council receives more than 18,000 volunteer hours per year.

LITERACY COUNCIL OF UNION COUNTY
Notes to Financial Statements (continued)
June 30, 2014

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (Continued)

Donated Materials

Throughout the year, the Council received donations of new and used books and instructional materials and various items for fund-raising events. These items are recorded at fair market value based on information available at the time of donation.

Allocated Expenses

The Council allocates certain of its expenses to the program and supporting services based on management's estimates of the respective service's personnel requirements, supplies/material usage, and space/equipment utilization.

Income Tax Status

The Council is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

The Council's Form 990, *Return of Organization Exempt from Income Tax*, for the years ending 2011, 2012 and 2013 are subject to examination by the IRS, generally for three years after they are filed.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 - CASH AND CASH EQUIVALENTS

The Council maintains its cash balances in one financial institution located in Monroe, NC. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At June 30, 2014, the Council's total cash balance was insured by the FDIC.

NOTE 3 - STAFF COMPENSATION

For the year ended June 30, 2014, the Council contracted with Union County Public Schools (UCPS) to provide management services. Under this contract, the Council paid a fee to UCPS in return for the services of the Council's Executive Director, Program Facilitator, ESL Program Facilitator, and part time Data Specialist. All salary and related payroll and employee benefit expenses are incurred by UCPS. The cost of these services is reflected in the statement of functional expenses as management fees.

LITERACY COUNCIL OF UNION COUNTY
Notes to Financial Statements (continued)
June 30, 2014

NOTE 3 - STAFF COMPENSATION (Continued)

In May 2008, the Council entered into an agreement with the Council on Aging to allow placement of a Title V program participant with the Council. The Council will help the participant increase his/her skills through work experience and training and reimburse the Council on Aging for 10% of the participant's quarterly pay. For the year ended June 30, 2014 the organization reimbursed the Council on Aging \$586 for the services of the Title V participant.

NOTE 4 – FUNDING SOURCES

During the year ended June 30, 2014, the Council received grant funds from various sources. These grants are issued annually and are not permanent in nature. The following schedule summarizes grant funds received during the year ended June 30, 2014.

		<u>% of Total Contribution</u>
United Way	\$ 43,889	27%
North Carolina Community College System	88,633	54
The Merancas Foundation	10,000	6
Loved Foundation	5,000	3
Dollar General Literacy Foundation	5,000	3
Union County	2,157	1
City of Monroe	1,875	1
Other	<u>6,686</u>	<u>5</u>
	<u>\$163,240</u>	<u>100%</u>

NOTE 5 – ACCRUED VACATION

The Council accrues annual leave and vacation for its employees. As of June 30, 2014 accrued vacation was \$8,631.

NOTE 6 – COMMITMENTS

In April 2009, the organization entered into a lease to rent office space. The lease began on July 1, 2009 and ended June 30, 2011. As of July 1, 2011 no new lease contract was written, but the landlord verbally agreed to rent the space for \$1,550 per month on a month-to-month basis. Total rent expense for the year ended June 30, 2014 was \$18,600.

Estimated future lease payments:
Year ended June 30, 2015 \$18,600

LITERACY COUNCIL OF UNION COUNTY
Notes to Financial Statements (continued)
June 30, 2014

NOTE 7 -- TEMPORARILY RESTRICTED NET ASSETS

Temporary restrictions on net assets at June 30, 2014 related to grants used to hire tutors, purchase teaching materials and computers are as follows:

North Carolina Community College System	\$ 88,633
Dollar General Literacy Foundation	5,000
Pee Dee Care to Share	3,636
Foundation of the Carolinas	<u>2,000</u>
	<u>\$ 99,269</u>

NOTE 8 - SUBSEQUENT EVENTS

Management has evaluated subsequent events through October 28, 2014, the date the financial statements were available to be issued.

OTHER FINANCIAL INFORMATION

LITERACY COUNCIL OF UNION COUNTY
Statement of Functional Expenses
For the Year Ended June 30, 2014

	<u>Program Services</u>	<u>Management & General</u>	<u>Fund-raising</u>	<u>Total Expenses</u>
Management Fees	\$136,999	\$ 13,003	\$ 10,277	\$160,279
Wages	586	-	-	586
Rent	14,880	3,720	-	18,600
Instructional Materials	11,850	-	-	11,850
Office Supplies	1,641	91	91	1,823
Printing	1,122	62	62	1,246
Telephone and Internet	2,249	214	169	2,632
Postage	710	39	39	788
Dues and Subscriptions	747	71	56	874
Professional Fees	-	2,894	-	2,894
Insurance	1,953	185	146	2,284
Fund-raising	-	-	1,097	1,097
Utilities	2,803	701	-	3,504
Maintenance	606	151	-	757
Professional Development	236	236	-	472
Security	520	130	-	650
Donated Material and Prizes	2,403	-	-	2,403
Other	<u>2,874</u>	<u>719</u>	<u>-</u>	<u>3,593</u>
Total Expenses before Depreciation	182,179	22,216	11,937	216,332
Depreciation	<u>2,181</u>	<u>545</u>	<u>-</u>	<u>2,726</u>
Total Functional Expenses	<u>\$ 184,360</u>	<u>\$ 22,761</u>	<u>\$ 11,937</u>	<u>\$219,058</u>

See Independent Auditor's Report and Accompanying Notes To Financial Statements.



RECEIVED
3/24/15

Town of Waxhaw

APPLICATION FOR FUNDING

(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: Turning Point, Inc.

Director or Application Contact: Ashley P. Lantz

Address: PO Box 952 Monroe, NC 28111

Telephone: 704-283-9150

Fax: 704-225-8857 E-Mail: alantz@turntoday.net

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: _____ Or, Federal Tax ID Number: 58-1698701

Amount of Town funds requested: \$ 5,000 for (check one box below)

- Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

Turning Point exists to break the cycle of domestic abuse through safe shelter, healing, education, prevention, and social change. Turning Point is a lifeline for families in crisis, 24 hours per day, seven days a week. Our programs lay the foundation for families to create a life without violence and we are proud to say women leave Turning Point with new lives for themselves and their children. The services we offer our families include a safe place to stay, meals, children's programs, safety planning, counseling, and connecting mothers and children with other community resources. Counselors and Case Managers work with families to set goals, overcome obstacles, and develop healthy lifestyles. A Victim Advocate

from Turning Point helps clients navigate the judicial system by helping clients file restraining orders, arranging police escorts to and from court, and providing moral support to victims when facing their abuser during trial proceedings. Through participation in our HERO Program, children learn that healthy relationships are not violent and we are able to break the generational cycle of abuse. By learning how to express anger and other feelings appropriately it becomes possible for them to have a future without violent relationships.

We are proud to report that last year 93% of women who used our services reported living a violence-free life one year after having left the program.

B. Provide the following information about your clients based on your most recent data. Information current as of (date) July 1, 2013 – June 30, 2014.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw 20 or 5%

Union County (outside any town limits) 348 or 79%

Other Union municipalities: See above – Union County

Adjoining counties 71 or 16%

TOTAL: 439 or 100%

****These calculations are based solely on zip code data we have collected on our clients. It is extremely hard to determine which client's lived inside of a town's limits.****

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

Turning Point is requesting \$5,000.00 to help operate the shelter. Turning Point provides a vital safety net for families dealing with domestic violence. Our shelter is open to any individual or family 24-hours-a-day, 365-days-a-year. Our "families welcome" approach offers victims the opportunity to escape without having to choose between leaving their abuser or staying to try and protect their children. It is that safety net that opens the door for domestic violence victims to begin to break free. The requested funds will help guarantee that this safety net is always available.

The Town of Waxhaw awarded Turning Point \$5,000.00 in 2014 -2015 for shelter operations. The entire grant award has been spent.

- E. Describe the impact town funds would have on your organization.** (Please limit your response using only the space provided below.)

Town support is important in two ways: First, you help make it possible for us to provide families in crisis with a warm bed, daily meals, snacks, clothing, toiletries, and basic essentials. Secondly, you help strengthen our community by giving families the chance to build more stable, productive lives. Domestic violence often divides and isolates families, making it very difficult for them to help themselves. As Union County's only shelter for victims of domestic violence, we are often the only support system for a family trying to break free and start over.

- F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents.** (Please limit your response using only the space provided below.)

During the past year we served 439 victims, received 189 crisis calls; provided 6,448 bed-nights, 650,504 meals, 421 hours of counseling, and 1,257 hours of Court Advocacy. 93% of the women completing our programs one year ago are now living in violence-free homes. In 2015 -2016 we will continue to provide the same quality and level of services and we anticipate serving approximately the same number of people.

We also expect to continue making systemic changes in three key areas: families, the judicial/legislative system and the community.

Families – Abuse is often learned behavior, passed down through generations. By providing a safe environment, counseling, and the training to establish a new type of home, that cycle is broken. Victims learn it is possible to have a violent-free home, permanently altering family systems. We have provided our Teen Dating Abuse Prevention Program to the Town of Waxhaw at the Police Department and at several local schools.

Community – Through our community education programs, we create strong collaborations that strengthen the services available to victims of domestic abuse. By teaching people the signs of abuse and appropriate intervention, we increase awareness of the problem and improve victims' chances of getting the help they need. Ending domestic abuse shifts from being a "private family matter" to a community effort.

Judicial/Legislative – The domestic violence education programs we provide to law enforcement and officers of the court increases their ability to respond appropriately to domestic violence situations, to better connect victims to community resources and hold abusers accountable for their actions.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input checked="" type="checkbox"/> United Way	95,250.00	7%
<input checked="" type="checkbox"/> Individual/Church/Corp. Donations	69,000.00	5%
<input checked="" type="checkbox"/> Second Chance Boutiques & Home Décor	554,500.00	40%
<input checked="" type="checkbox"/> Fundraisers	233,000.00	17%
<input checked="" type="checkbox"/> Grant Monies (Government)	159,369.00	12%
<input checked="" type="checkbox"/> State of N.C. (CFW-DV, MLF, DFF)	77,000.00	6%
<input checked="" type="checkbox"/> Grants (Non-Governmental & Foundations)	177,500.00	13%
<input checked="" type="checkbox"/> Other Sources	5,400	0.3%
Total	1,371,019.00	100%

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS 67 % of Annual Budget

OPERATING EXPENSES 33 % of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.



Turning Point Board of Directors

EXECUTIVE COMMITTEE

		Term Ends
President	Emma Farmer Cybertary of Charlotte Owner 9716-B Rea Road, Suite 180 Charlotte, NC 28277 (W) 704-256-4717 (C) 704-254-8652 E-Mail: emma.farmer@cybertary.com	Oct 2017 (2)
Vice President	Jim Plyler Community Volunteer 102 Dogwood Circle Monroe NC 28110 (H) 704-289-1404 (C) 704-907-8176 E-Mail: jamesplyler@aol.com	Oct 2015 (3)
Treasurer	John Crooks Data Ventures Sr. Director 9820 Loughlin Lane Charlotte, NC 28273 (W/C) 704-887-1020 (H) 704-574-0245 E-Mail: JohnCrooks43@gmail.com	Oct 2015 (3)
Secretary	Patricia Curtis Community Volunteer 422 Gladelynn Way Waxhaw, NC 28173 (H) 704-246-7923 (C) 201-686-0166 E-mail: patchat422@hotmail.com	Oct 2015 (1)
At Large	Bill Blalock The Sign Factory 9123 Monroe Rd., Suite 125 Charlotte, NC 28270 (C) 980-275-9863 (W) 704-321-0040 bill@thesignfactoryinc.com	Oct 2017 (1)

ATTACHMENT #1

Executive Director

Ashley Lantz
Turning Point, Inc.
P O Box 952
Monroe, NC 28111
(W) 704-283-9150*
E-Mail: alantz@turntoday.net

Board Members

Kenda McCoy	Town Planner Owner 1003 Woodhurst Drive Monroe, NC 28112 704-291-0117 mccoy@townplanner.com	Oct 2015 (2)
Trey Robison Ex Officio	District Attorney District Attorney's Office P.O. Box 1065 Monroe, NC 28111 (W) 704-698-3110 E-mail: pat.s.robison@nccourts.org	Oct 2017 (2)
Melissa Summitt	Bank of America Senior Vice President 200 North College Street Charlotte, NC 28255-0001 (W) 980-683-4543 (H) 704-345-7440 Email: melissa.m.summitt@baml.com	Oct 2016 (1)
Donnie Gay	Wingate Police Department Police Chief (W) 704-233-1697 Email: dgay@wingatenc.com	Oct 2017 (1)
Gayla Adams	Community Volunteer 5311 Woodridge Drive Monroe, NC 28110 (H) 704-282-4324 (C) 704-906-6920 Email: gba@carolina.rr.com	Oct 2017 (1)
Maureen E. Mulhall	Extreme Ice 533 Raintree Drive Matthews, NC 28104 (H&C) 704-661-8707 (W) 704-882-1830 Email: moe@xicenter.com	Oct 2017 (1)
Indu Vaidyanathan	Community Volunteer 3200 Lazy Branch Road Charlotte, NC 28272 (C) 704-451-3010 Email: indudesigns@gmail.com	Oct 2017 (1)
Christine Davis	Bank of America 1106 Oak Alley Indian Trail, NC 28079 (H) 704-821-3995 E-Mail: Christine.u.davis@gmail.com	Oct 2017 (2)

ATTACHMENT #1

Lorraine Hager	E-Mail: Christine.u.davis@bankofamerica.com Fifth Third Bank 201 N. Charlotte Ave. Monroe, NC 28112 (w) 704-289-9555 Lorraine.hager@53.com	Oct 2017 (1)
Cheryl Neely	Carolina Staffing Resources 117 Avaclaire Way Indian Trail, NC 28079 (C) 704-975-1137 cneely@carolinastaffingresources.com	Oct 2017 (1)
Lt. David Linto	Union County Sheriff's Office 5030 Waxhaw Crossing Drive Waxhaw, NC 28173 (C) 704-320-5862 (W) 704-283-3722 DavidLinto@co.union.nc.us	Oct 2017 (1)
Ray Breazeale	Victory Bolt & Specialty, Inc. 4812 Unionville Indian Trail Rd. Indian Trail, NC 28079 (H) 704-753-4878 (W) 704-882-8030 ray@victorybolt.com	Oct 2017 (1)

The Board of Directors meets the third Monday of every month at Turning Point at 6:00 pm

Finance/Executive Committee – meets the third Monday of the month at Turning Point at 4:00 pm

- | | |
|--------------------|--|
| 1. Emma Farmer | Board President & Board Chair |
| 2. Jim Plyler | Board Vice-President |
| 3. John Crooks | Board Treasurer & Chair of Finance Committee |
| 4. Patricia Curtis | Board Secretary |
| 5. Bill Blalock | At Large |

- None of the Board Members have a relationship with any other board members or employees
- None of the Board Members are employed at Turning Point Inc.
- None of the Board Members receive compensation for serving on the Board

TURNING POINT 2014 - 2015 CONSOLIDATED BUDGET

GL Account	Account Description	Source	
	<u>Revenue</u>		
GL#	Category		Budget Amt
4800	Cassie's Place Fee Revenue	Cassie's	
4810	Cassie's Place Rent	Cassie's	\$ 5,400.00
		Cassie's Subtotal	\$ 5,400.00
4451	Business Donations Misc	Community	\$ 23,000.00
4500	Church Donations	Community	\$ 27,000.00
4600	Unsolicited Individual Donations	Community	\$ 19,000.00
		Community Subtotal	\$ 69,000.00
4400	3rd Party Fundraisers	Fundraising	\$ 20,000.00
4403	White Party	Fundraising	\$ 30,000.00
4610	Annual Fundraiser Roast	Fundraising	\$ 58,000.00
4700	Annual Fundraiser Golf	Fundraising	\$ 25,000.00
4930	Appeal Letter 2 per year	Fundraising	\$ 15,000.00
4945	Ask Event 2013-2014	Fundraising	\$ 70,000.00
4950	Annual Gifts/Ingrid	Fundraising	\$ -
5500	Grant Services	Fundraising	\$ 15,000.00
5940	Newsletter - 2 per year	Fundraising	\$ -
		Fundraising Subtotal	\$ 233,000.00
4010	City of Monroe-Shelter	Governmental	\$ 12,000.00
4030	Council On Women DOA	Governmental	\$ 45,000.00
4056	CACFP Food Grant	Governmental	\$ 15,000.00
4070	Other Municipalities	Governmental	\$ 7,000.00
4080	Union County - Shelter	Governmental	\$ 21,375.00
4085	Divorce Filing Fee DFF	Governmental	\$ 8,000.00
4090	Marriage License Fee MLF	Governmental	\$ 24,000.00
4100	Emergency Shelter Program	Governmental	\$ 17,778.00
4120	Governors Crime Comm	Governmental	\$ 64,216.00
4159	Family Violence NCDSS	Governmental	\$ 22,000.00
		Governmental Subtotal	\$ 236,369.00
4060	Sisters Of Mercy	Grant	\$ 45,000.00
4145	Omnova	Grant	\$ 1,000.00
4150	Misc Grants/Foundations	Grant	\$ 17,000.00
4180	Grace & Hope	Grant	\$ 4,500.00
4190	Braswell Foundation	Grant	\$ 50,000.00
4200	TJX Foundation	Grant	\$ 5,000.00
4201	Merancas	Grant	\$ 25,000.00
4402	Foundation for the Carolinas	Grant	\$ 10,000.00
5000	Westport Foundation	Grant	\$ 10,000.00
5400	Higgs Foundation	Grant	\$ 10,000.00
		Grant Subtotal	\$ 177,500.00
4300	Other Income	Store	\$ -
4310	Pennies for Pounds	Store	\$ 15,000.00
4853	Donations	Store	\$ 4,500.00
4854	Credit Card Sales	Store	\$ 273,000.00
4855	Cash Sales	Store	\$ 262,000.00
		Store Subtotal	\$ 554,500.00

4040	United Way Shelter Program	United Way	\$	41,986.00
4050	United Way Non Residential	United Way	\$	11,389.00
4055	United Way Children's Program	United Way	\$	18,943.00
4601	United Way Special	United Way	\$	22,932.00
		United Way Subtotal	\$	95,250.00
Total Revenue			\$	1,371,019.00
GL Account	Account Description			
	<u>Expenses</u>			
6250	Accounting Fees	Admin	\$	8,000.00
6300	Legal Fees	Admin	\$	-
7088	Insurance Directors/Officers	Admin	\$	3,230.00
7089	Insurance Professional Liability	Admin	\$	1,700.00
		Subtotal Admin	\$	12,930.00
6310	Bank Charges	Admin- Consolidated	\$	190.00
6340	Taxes and Licenses	Admin- Consolidated	\$	580.00
6560	Computer Lease & Support	Admin- Consolidated	\$	-
6561	Gifts	Admin- Consolidated	\$	200.00
6680	Office Supplies	Admin- Consolidated	\$	3,220.00
6900	Printing	Admin- Consolidated	\$	4,300.00
7051	Membership/Dues & Subscriptions	Admin- Consolidated	\$	1,875.00
7150	Interest Expense	Admin- Consolidated	\$	6,424.00
6150	Bad Debt Expense	Admin-Consolidated	\$	2,000.00
6550	Other Office Expense	Admin-Consolidated	\$	1,500.00
6555	Computer IT Support	Admin-Consolidated	\$	20,260.00
6685	Other Expense Misc	Admin-Consolidated	\$	350.00
6700	Postage	Admin-Consolidated	\$	1,600.00
6711	Copier/printers Lease	Admin-Consolidated	\$	6,480.00
6712	Postage Meter Lease	Admin-Consolidated	\$	700.00
7000	Travel	Admin-Consolidated	\$	5,600.00
7050	Conference, Convention & Meetings Exp	Admin-Consolidated	\$	800.00
6575	Meals & Entertainment	Admin-Consolidated	\$	1,850.00
		Subtotal Admin-Concolidated	\$	57,929.00
6753	Cassie Place Fee Expense	Cassies	\$	-
6755	Cassies Place Utilities	Cassies	\$	6,100.00
6756	Cassies Place Pest Control	Cassies	\$	-
6757	Cassie Place Repairs	Cassies	\$	500.00
6758	Cassies Place Telephone	Cassies	\$	540.00
7072	Insurance Cassies Place	Cassies	\$	740.00
		Subtotal Cassies	\$	7,880.00
7036	Counselor	Contract Services	\$	10,000.00
7037	Communications Spec./Consultants	Contract Services	\$	55,000.00
		Subtotal Contract Services	\$	65,000.00
7250	Depreciation Expense Shelter	Depreciation	\$	55,000.00
6350	White Party	Fundraising	\$	6,000.00
6353	Misc. Fundraiser Expense	Fundraising	\$	1,000.00
6354	Newsletter Expense 2 per year	Fundraising	\$	7,500.00
6725	Annual Report Expense	Fundraising	\$	700.00

6760	Roast Expense	Fundraising	\$ 10,000.00
6761	Golf Expense	Fundraising	\$ 8,000.00
6762	Holiday Ask Event Expense	Fundraising	\$ 5,500.00
6763	Appeal Letter Expense 2 per year	Fundraising	\$ 6,000.00
6701	Paypal Fee expense	Fundraising	\$ 400.00
		Subtotal Fundraising	\$ 45,100.00
6000	Salaries - Shelter	Payroll	\$ 400,340.33
6010	Employee Appreciation	Payroll	\$ 2,900.00
6011	Volunteer/Customer Appreciation	Payroll	\$ 1,200.00
6040	Salaries - Management	Payroll	\$ 13,000.00
6060	Salaries-Admin	Payroll	\$ 28,483.85
6070	401(k) Expense	Payroll	\$ 11,172.76
6080	Salaries - Fundraising	Payroll	\$ 74,576.25
6090	Subcontract Labor	Payroll	\$ 1,920.00
6352	Salaries - Store	Payroll	\$ 230,584.16
6500	Health & Life Insurance	Payroll	\$ 30,612.01
6570	FICA Expense	Payroll	\$ 57,178.87
6580	SUTA & FUTA	Payroll	\$ 25,101.96
6590	Payroll Admin	Payroll	\$ 29,897.45
7100	Insurance Workman's Comp	Payroll	\$ 14,869.41
		Subtotal Payroll	\$ 921,837.05
6021	Cab/Travel/Money for Clients	Shelter	\$ 6,000.00
6091	Client Assistance	Shelter	\$ 3,000.00
6556	Volunteer Program	Shelter	\$ 220.00
6852	Lawn Maintenance-Shelter	Shelter	\$ 500.00
7070	Insurance Property	Shelter	\$ 5,415.00
7080	Insurance General Liability	Shelter	\$ 930.00
7083	Insurance Umbrella	Shelter	\$ 1,170.00
7090	Insurance Auto-SCB	Shelter	\$ 1,479.00
7300	Food Shelter	Shelter	\$ 7,000.00
7320	Supplies - Shelter	Shelter	\$ 3,000.00
		Subtotal Shelter	\$ 28,714.00
6650	Telephone & Internet	Shelter - Consolidated	\$ 14,660.00
6100	Advertising/Marketing	Shelter- Consolidated	\$ 7,320.00
7010	Utilities	Shelter- Consolidated	\$ 39,700.00
7350	Pest Control Shelter	Shelter- Consolidated	\$ 1,100.00
6600	Supplies	Shelter-Consolidated	\$ 7,500.00
6850	Maintenance & Repairs	Shelter-Consolidated	\$ 6,000.00
6855	Waste Management	Shelter-Consolidated	\$ 4,250.00
		Subtotal Shelter-Consolidated	\$ 80,530.00
6210	Rent	Store	\$ 90,000.00
6330	Credit Card Services Fee	Store	\$ 9,720.00
7073	Insurance Store	Store	\$ 1,660.00
		Subtotal Store	\$ 101,380.00
	Total Expenses & payments		\$ 1,376,300.05
7061	Interest Income (FFTC Endowment)	Community	\$ 7,000.00
	subtotal other income		\$ 7,000.00
	Total Expenses & Income		\$ 1,369,300.05

Turning Point, Inc.

Financial Statements

For the Years Ended June 30, 2014 and 2013

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Turning Point, Inc.:

We have audited the accompanying financial statements of Turning Point, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities, functional expenses and cash flows for the years 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.

Auditors' 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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 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 Turning Point, Inc. as of June 30, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Davies, Goldstein & Associates, CPA's, PLLC

Matthews, North Carolina
October 15, 2014

Turning Point, Inc.
Statements of Financial Position
As of June 30, 2014 and 2013

Assets	<u>2014</u>	<u>2013</u>
Current Assets		
Cash and Equivalents	\$ 210,571	\$ 178,135
Pledges Receivable	16,077	11,175
Grants Receivable	84,145	87,215
Inventory	26,200	22,200
Other Current Assets	4,229	5,714
Total Current Assets	<u>341,222</u>	<u>304,439</u>
Long-term Assets		
Long-term pledges receivable	5,260	11,000
Endowment Fund	197,074	176,204
Property and Equipment, net	854,795	878,225
Total Long-term Assets	<u>1,057,129</u>	<u>1,065,429</u>
Total Assets	<u>\$ 1,398,351</u>	<u>\$ 1,369,868</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable and Accrued Expenses	\$ 13,870	\$ 16,842
Deferred Revenue	26,200	22,200
Current portion of Notes Payable	13,152	12,620
Total Current Liabilities	<u>53,222</u>	<u>51,662</u>
Notes Payable, less current portion	139,754	152,926
Total Liabilities	<u>192,976</u>	<u>204,588</u>
Net Assets		
Unrestricted	962,994	924,909
Temporarily Restricted	72,563	70,553
Permanently Restricted	169,818	169,818
Total Net Assets	<u>1,205,375</u>	<u>1,165,280</u>
Total Liabilities and Net Assets	<u>\$ 1,398,351</u>	<u>\$ 1,369,868</u>

The accompanying notes are an integral part of these financial statements

Turning Point, Inc.
Statements of Activities
For the Years Ended June 30, 2014 and 2013

	June 30, 2014				June 30, 2013			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenues and Other Support								
Contributions	\$ 222,664	\$ 245	\$ -	\$ 222,909	\$ 201,552	\$ -	\$ -	\$ 201,552
Grants	418,892	-	-	418,892	375,588	-	-	375,588
United Way Support	28,307	72,318	-	100,625	23,627	70,553	-	94,180
Second Chance Boutiques	439,163	-	-	439,163	350,420	-	-	350,420
Less: Store Expenses	(346,443)	-	-	(346,443)	(256,116)	-	-	(256,116)
Net Income from Second Chance Boutiques	92,720	-	-	92,720	94,304	-	-	94,304
Fundraising Event Income	84,573	-	-	84,573	177,593	-	-	177,593
Less: Costs of Direct Benefits to Donors	(17,681)	-	-	(17,681)	(22,897)	-	-	(22,897)
Net Income from Fundraising Events	66,892	-	-	66,892	154,696	-	-	154,696
In-Kind Donations	35,000	-	-	35,000	41,600	-	-	41,600
Unrealized Gain on Endowment Fund	20,870	-	-	20,870	12,068	-	-	12,068
Distribution of Endowment Income	7,971	-	-	7,971	7,734	-	-	7,734
Other Income, net	11,244	-	-	11,244	7,735	-	-	7,735
Release from Restrictions	70,553	(70,553)	-	-	93,391	(93,391)	-	-
Total Revenues and Other Support	\$ 975,113	\$ 2,010	\$ -	\$ 977,123	\$ 1,012,295	\$ (22,838)	\$ -	\$ 989,457
Expenses								
Program Expenses	679,619	-	-	679,619	648,093	-	-	648,093
Management and General Expenses	96,171	-	-	96,171	99,300	-	-	99,300
Fundraising Expenses	161,238	-	-	161,238	162,992	-	-	162,992
Total Expenses	937,028	-	-	937,028	910,385	-	-	910,385
Change in Net Assets	\$ 38,085	\$ 2,010	\$ -	\$ 40,095	\$ 101,910	\$ (22,838)	\$ -	\$ 79,072
Net Assets, Beginning of Year	\$ 924,909	\$ 70,553	\$ 169,818	\$ 1,165,280	\$ 827,999	\$ 93,391	\$ 169,818	\$ 1,086,208
Change in Net Assets	38,085	2,010	-	40,095	101,910	(22,838)	-	79,072
Net Assets, End of Year	\$ 962,994	\$ 72,563	\$ 169,818	\$ 1,205,375	\$ 924,909	\$ 70,553	\$ 169,818	\$ 1,165,280

The accompanying notes are an integral part of these financial statements

Turning Point, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2014

	Program	Management and General	Fundraising	Total
Compensation	\$ 473,767	\$ 47,976	\$ 77,962	\$ 599,705
Professional Services	23,787	16,900	53,375	94,062
Occupancy	58,515	3,901	2,601	65,017
Depreciation	48,471	3,231	2,154	53,856
Communications and Technology	5,850	11,700	1,950	19,500
Miscellaneous Fundraising	-	-	19,513	19,513
Shelter Food and Supplies	14,668	-	-	14,668
Shelter Client Assistance	12,176	-	-	12,176
Office Expenses	2,305	7,492	1,729	11,526
Insurance	6,378	3,307	1,103	10,788
Bad Debts	10,587	-	-	10,587
Travel and Conferences	6,884	-	-	6,884
Interest Expense	4,505	901	225	5,631
Printing and Postage	4,463	558	558	26,397
Advertising	3,512	-	-	3,512
Dues and Subscriptions	1,851	-	-	1,851
Bank and Finance Fees	1,094	205	68	1,367
Other	806	-	-	806
Total Functional Expenses	\$ 679,619	\$ 96,171	\$ 161,238	\$ 937,028

The accompanying notes are an integral part of these financial statements.

Turning Point, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2013

	Program	Management and General	Fundraising	Total
Compensation	\$ 457,269	\$ 48,390	\$ 78,374	\$ 584,033
Professional Services	16,000	22,579	64,650	103,229
Occupancy	46,263	3,084	2,056	51,403
Depreciation	45,943	3,063	2,042	51,048
Communications and Technology	4,050	8,100	1,350	13,500
Miscellaneous Fundraising	-	-	9,984	9,984
Shelter Food and Supplies	24,589	-	-	24,589
Shelter Client Assistance	7,125	-	-	7,125
Office Expenses	1,984	6,447	1,487	9,918
Insurance	6,006	3,307	1,103	10,416
Bad Debts	2,816	-	-	2,816
Travel and Conferences	8,043	-	-	8,043
Interest Expense	7,755	1,551	388	9,694
Printing and Postage	7,582	948	948	18,027
Advertising	1,036	-	-	1,036
Dues and Subscriptions	1,465	-	-	1,465
Bank and Finance Fees	9,765	1,831	610	12,206
Other	402	-	-	402
Total Functional Expenses	\$ 648,093	\$ 99,300	\$ 162,992	\$ 910,385

The accompanying notes are an integral part of these financial statements.

Turning Point, Inc.
Statements of Cash Flows
For the Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Operating Activities		
Change in Net Assets	\$ 40,095	\$ 84,670
Depreciation expense	53,856	51,048
Unrealized gain on Endowment Fund	(20,870)	(12,068)
Adjustments to reconcile Change in Net Assets to net cash flows provided by operating activities:		
Decrease (Increase) in Pledges Receivable	838	1,475
Decrease (Increase) in Grants Receivable	3,070	(16,662)
Decrease (Increase) in Other Current Assets	1,485	(1,910)
(Decrease) Increase in Accounts Payable and Accrued Expenses	(2,972)	5,930
Net Cash Provided By Operating Activities	<u>75,502</u>	<u>112,483</u>
Investing Activities		
Purchase of Property and Equipment	<u>(30,425)</u>	<u>(30,521)</u>
Net Cash (Used In) Investing Activities	<u>(30,425)</u>	<u>(30,521)</u>
Financing Activities		
Payments on Line of Credit	-	(123,657)
Principal Payments on Notes Payable, net of proceeds	<u>(12,641)</u>	<u>165,546</u>
Net Cash (Used In) Provided By Financing Activities	<u>(12,641)</u>	<u>41,889</u>
 Net Increase in Cash and Equivalents	 32,436	 123,851
 Cash and Equivalents, beginning of period	 <u>178,135</u>	 <u>54,284</u>
Cash and Equivalents, end of period	<u>\$ 210,571</u>	<u>\$ 178,135</u>
 Supplemental Data:		
Interest Paid	<u>\$ 6,519</u>	<u>\$ 10,033</u>

The accompanying notes are an integral part of these financial statements.

Turning Point, Inc.
Notes to Financial Statements
For the Years Ended June 30, 2014 and 2013

Note 1 - The Organization

Turning Point, Inc. (hereafter referred to as the "Organization") is a nonprofit organization formed in 1986, in Monroe, North Carolina, to provide victims of domestic violence and their dependent children with safe shelter while they learn how to break free from their abuser. Professional staff and volunteers teach clients how to live an independent and violence free life through counseling, case management, victim's advocacy and a variety of other services tailored to meet the needs of each client. The Organization also educates the community about the devastation caused by violence in the home. Second Chance Boutique is a resale store operated by the Organization which sells donated items with all proceeds going to help pay for the operational costs of the shelter and currently operates 3 locations in Monroe and Waxhaw, North Carolina.

Note 2 - Summary of Significant Accounting Policies

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in conformity with generally accepted accounting principles in the United States (US GAAP).

Under US GAAP, the Organization has prepared its financial statements in accordance with Financial Accounting Standards Board Accounting Standards Codification (ASC) Topic 958, "Financial Statements for Not-for-Profit Entities". Under ASC Topic 958, the Organization 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.

Use of Estimates

The accompanying financial statements have been prepared in accordance with US GAAP, which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Equivalents

The Organization maintains cash balances at several financial institutions. All highly liquid investments available for current use with an initial maturity of three months or less are considered to be cash equivalents. Account balances were within Federal Deposit Insurance Corporation limits during the years ended June 30, 2014 and 2013.

Note 2 - Summary of Significant Accounting Policies (continued)

Contributions, Grants and Promises to Give

The Organization recognizes unconditional promises to give as support in the period the promise is received including contributions from private donors and grants. All promises to give are expected to be collected within one year except those which are classified as long-term accounts receivable in the accompanying Statement of Financial Position. Management has determined that no allowance for doubtful accounts is necessary at June 30, 2014 and 2013. There were no conditional promises to give as of June 30, 2014 and 2013.

Inventory and Deferred Revenue

The Second Chance Boutiques estimate inventory using sales turnover and average cost. All goods are donated and therefore have no associated cost. The revenue is recognized when the goods are sold and the earnings process is complete. The deferred revenue on the accompanying balance sheet relates to the inventory held at the end of the year and will be recorded into earnings once the inventory is sold.

Property and Equipment

Property and Equipment are recorded at cost if purchased and estimated fair value at the time of donation if received as a donation. During the years ended June 30, 2014 and 2013, no equipment was donated to the Organization. Depreciation is computed using the straight-line method over the estimated useful lives of the assets as follows:

Building and Building Improvements	10 - 27 years
Furniture, equipment and software	5 - 7 years
Vehicles	5 years

Maintenance and repairs of property and equipment are charged to operations, and major improvements are capitalized. Upon retirement, sale, or other disposition of property and equipment, the cost and accumulated depreciation are eliminated from the accounts, and any gain or loss is included in operations. Total depreciation expense for the years ended June 30, 2014 and 2013 was \$53,856 and \$51,048, respectively.

Net Assets

Unrestricted net assets are comprised of all resources without donor imposed restrictions. Donor restricted contributions that are received and expended in the same year are classified as unrestricted.

Temporarily restricted net assets carry restrictions that expire upon the passage of a prescribed period or upon the occurrence of a stated event as specified by the donor. When a donor restriction expires, temporarily restricted net assets are reclassified as unrestricted net assets and reported in the Statement of Activities as net assets released from restriction.

Permanently restricted net assets are contributed to be maintained permanently by the Organization. Income earned through gains on investments on permanently restricted assets is classified as determined by the donor.

Note 2 - Summary of Significant Accounting Policies (continued)

Donated Facilities and Services

The Organization rents a house, Cassie's Place, used for transitional housing, from a board member for free rent. The estimated fair value of the rent is reflected as contributions and occupancy expenses in the Statements of Activities. The related occupancy expense recorded was \$9,600 for the years ended June 30, 2014 and 2013.

Donated Facilities and Services (continued)

Contributed services for voluntary donation of services are recognized in the financial statements when those services: (1) create or enhance non-financial assets; or (2) require specialized skills provided by individuals possessing those skills and are services that would be typically purchased if not provided by donation. The Organization records those services as contributions and expenses in the Statement of Activities at their estimated value. During the years ended June 30, 2014 and 2013, donated legal and other services of \$25,400 and \$32,000 were recorded, respectively.

In addition, a substantial number of unpaid volunteers, including the Board of Directors, have made significant contributions of their time to provide services to the Organization which do not meet the criteria for recognition described above. The estimated value of their contributed time is not reflected in the financial statements; however, the Organization is heavily reliant on the continued support of volunteers in the community to maintain operations.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized and allocated on a functional basis in the accompanying Statement of Functional Expenses. These allocations are based on management's best estimate of time and funds spent across program, management and fundraising activities.

Income Taxes

The Organization is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and therefore has made no provision for income taxes in the accompanying financial statements. The Organization has analyzed tax positions taken for filing with the Internal Revenue Service and the state jurisdiction of North Carolina where it operates. The Organization believes that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse affect on the Organization's financial condition, results of operations or cash flows. Accordingly, the Organization has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions at June 30, 2014 and 2013.

The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. As of the date of this report, the Organization believes it is no longer subject to income tax examinations for years prior to fiscal 2010.

Note 3 – Property and Equipment

Property and equipment consists of the following:

	<u>June 30, 2014</u>	<u>June 30, 2013</u>
Building and Building Improvements	\$1,350,937	\$ 1,347,423
Furniture, Equipment and Software	168,677	184,577
Land	28,771	28,771
Vehicles	14,500	14,500
	<u>1,562,885</u>	<u>1,575,271</u>
Accumulated Depreciation	(708,090)	(696,925)
	<u>\$854,795</u>	<u>\$ 878,346</u>

Note 4 – Restrictions on Net Assets

There were \$72,563 and \$70,553 of temporarily restricted net assets as of June 30, 2014 and 2013, respectively. The restrictions relate to grants receivable which specify use in shelter, non-residential and children's programs. The Organization has an endowment with a principal of \$169,818 included in permanently restricted net assets in the accompanying Statement of Financial Position. The earnings on the endowment are available for use in operations and are therefore classified as unrestricted net assets in the accompanying Statement of Activities. The endowment is managed by Foundation for the Carolinas and is recorded at fair value in the accompanying Statement of Financial Position.

Note 5 – Notes Payable

In May 2013, the Organization entered into a loan with First Citizens Bank with an original face value of \$155,000 maturing May 2020 with interest of 3.7% and a balloon payment of \$94,213 due at maturity. In December 2012, the Organization purchased a truck and entered into a loan with an original face value of \$14,500 maturing November 2015 with interest of 4.2%.

Future principal maturities on the notes are as follows:

Year ending June 30,	
2015	\$13,152
2016	10,599
2017	8,810
2018	9,146
2019	9,495
Thereafter	<u>101,757</u>
	<u>\$152,906</u>

Note 6 – Lines of Credit

The Organization has various retail credit cards with a total aggregate limit of \$30,000. As of June 30, 2014 and 2013, the outstanding balances of \$7,084 and \$3,827 were included in the accompanying Statement of Position in Accounts Payable and Accrued Expenses. All accounts were current. Additionally, the Organization has a line of credit of \$100,000 with an interest rate of Prime +1% (with a floor of 4% and ceiling of 18%). There was no balance on the line of credit as of June 30, 2014 and 2013. This line is subject to renewal in 2019.

Note 7 – Retirement Plan

The Organization provides a 401(k) postretirement benefit plan covering all employees after one year of employment. The employee is allowed to make contributions up to the maximum allowed by the Internal Revenue Code each year. The Organization matches 100% of employee contributions up to 5% of the participating employee's compensation. The Organization's matching contribution to the plan was \$10,283 and \$6,416 during the years ended June 30, 2014 and 2013, respectively.

Note 8 – Second Chance Boutique

Second Chance Boutique is a thrift store that provides new and second hand clothing, home décor, furniture and more. The Boutique is supported by donations of goods from individuals, community organizations and businesses. The revenue generated by the sale of these goods is recorded at the time of sale. Clients of the shelter are allowed to shop for items needed to set up a new home free of charge.

The primary expenses for the stores are as follows:

	<u>2014</u>	<u>2013</u>
Compensation	\$207,671	\$167,572
Occupancy	110,984	68,198
Miscellaneous Expenses	17,035	8,922
Donation Pick-Up	4,960	4,330
Supplies	4,568	4,166
Communication	1,225	2,928
	<u>\$346,443</u>	<u>\$256,116</u>

The Organization leases the three retail storefronts for the Second Chance Boutique. The Monroe and Home Décor storefronts are under month-to-month leases with monthly payments of \$2,000 and \$2,500, respectively. The Waxhaw storefront is under a 5 year lease through October 2019 with monthly payments of \$4,000 which increase by \$200 a month each year beginning on November 1, 2016.

Note 9 – Fair Value Measurements

The Organization measures at fair value on a recurring basis the endowment fund using valuations provided by the Foundation for the Carolinas (FFTC). The fair value of a financial instrument is the amount that would be received to sell an asset in an orderly transaction between willing, able and knowledgeable market participants at the measurement date.

The degree of judgment used in measuring the fair value of financial instruments generally correlates with the level of pricing observability. Financial instruments with quoted prices in active markets generally have more observable pricing and less judgment in measuring fair value.

The endowment fund is measured and classified using a hierarchy for disclosure purposes as required under ASC 820, *Fair Value Measurements and Disclosures*, consisting of three levels based on the observability of inputs available in the marketplace as described below:

- *Level 1:* Fair value measurements that are quoted prices (unadjusted) in active markets that the Organization has the ability to access for identical assets.
- *Level 2:* Fair value measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset, either directly or indirectly. Level 2 inputs include quoted prices for similar assets in active markets or other observable inputs such as interest rates and yield curves.
- *Level 3:* Fair value measurements based on valuation techniques that use significant inputs that are unobservable.

The endowment fund is managed by FFTC using a customized investment strategy. The Organization has no input in the underlying investment vehicles used to manage the fund, which includes a variety of fixed income, large and small cap equities and real assets. Given that the fair value measurements use inputs that are unobservable, the Organization classifies the endowment fund as a level 3 asset.

The investment strategy for the fund is for moderate growth and the balance of the portfolio is selected based on that objective. All investments are exposed to various risks, including interest rate risk, credit risk and unexpected volatility in market conditions. Due to the level of risk associated with certain investment securities and the level of uncertainty related to changes in the value of investment securities, it is at least possible that changes in value attributed to the associated risk in the near term could materially affect the amounts reported in the endowment fund.

Note 10 – Restatement of June 30, 2013 Financial Statements

The Organization receives funds each year from United Way, a portion of which is in the form of an unconditional grant committed in June of each fiscal year with the remaining portion subject to donors fulfilling their pledges that does not meet the recognition criteria of an unconditional pledge.

Note 10 – Restatement of June 30, 2013 Financial Statements (continued)

In prior financial statements, the entire grant from United Way was treated as conditional and recorded into revenue as it was received. In the accompanying financial statements, the conditional portion of the grant is recorded as received and the unconditional portion is recorded as a receivable as of June 30, 2014 and 2013. These receivables are classified as temporarily restricted as they are designated for certain programs. The accompanying financial statements have restated fiscal 2013 by decreasing both gross and net income by \$5,598. In addition, the restatement increased grants receivable and temporarily restricted net assets by \$70,553 as of June 30, 2013.

Note 11 – Subsequent Events

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through October 15, 2014, the date the financial statements were available to be issued. The Organization has no knowledge of significant subsequent events as of this date.



RECEIVED
3/18/15

Town of Waxhaw

APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: Union County Community Arts Council

Director or Application Contact: Barbara Faulk

Address: 120 N. Main Street, PO Box 576 Monroe NC 28111

Telephone: (704) 283-2784

Fax: (704) 283-4460 E-Mail: uccac@aol.com

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: Or, Federal Tax ID Number: 58-1407004

Amount of Town funds requested: \$ 3,500for (check one box below)

Capital Costs (construction or large specific purchase)

Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

- A. Describe the overall or general purpose of your agency.** (Please limit your response using only the space provided below.) The mission of the Union County Community Arts Council is to serve the people of Union County by promoting the arts as an essential component of community life. Primary focus areas include Arts in Education, community programs and grant programs.

B. Provide the following information about your clients based on your most recent data. Information current as of (date) March 16, 2015.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw 11,295 (14.6% increase since 2013)

Union County (outside any town limits) _____

Other Union municipalities: _____

Adjoining counties _____

TOTAL: 11,295

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.) The UCCAC is requesting funding to support the continuation of the below listed services, as well as a cultural arts resource for Waxhaw's cultural events outlined for 2015-16.

The UCCAC will continue to serve the Town of Waxhaw in three major categories:

. **Arts in Education** - students in Waxhaw area schools receive cultural arts programs and services that enhance NC curriculum guidelines and include Union County Student Artist Showcase, Children's Theater of Charlotte productions in Waxhaw elementary schools, Fred Ingold Music Festival, daycare programs. Waxhaw funding supports cultural arts programs and services provided by the council that directly relate to the residents of Waxhaw.

. **Community Programs** – The UCCAC has increased participation and involvement in Waxhaw over the past six years and has made significant contributions to the cultural life in Waxhaw. Our partnerships have included the Museum of the Waxhaws, CMC-Waxhaw, Waxhaw Arts Council, Eight Legs Gallery, Autumn Treasurers, Junior Art League of Waxhaw, Artists Directory, developing Pinterest pages for interested Waxhaw artists and serving as a resource artists/arts organizations in Waxhaw.

. **Grant Opportunities** – funding source for The Storefront Theater for 6 years (\$7,000), Museum of the Waxhaws (\$1500 in 2014-15). Grant funds are available for qualified Waxhaw artists/arts organizations and area schools that apply. Waxhaw schools received over \$2500 for individual school projects in 2014-15.

E. Describe the impact town funds would have on your organization.

(Please limit your response using only the space provided below.)

The Union County Community Arts Council was founded in 1980 for the purpose of enhancing the quality of life in Union County through coordination, support and the development of cultural programs that serve the interests of all segments of Union County. An active arts organization provides a vital tool in recruiting industry and business, helps to promote downtown development and enhances the public school system. Our partnership with Waxhaw and its residents remains vital to the development of the arts throughout Union County. Without these funds, arts education and community support would be minimal and residents would be deprived of exemplary arts services that are a trademark of our 35-year history. We welcome more opportunities to be a part of Waxhaw's rich cultural and educational community

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents. (Please limit your response using only the space provided below.) The UCCAC was founded in 1980 for the purpose of enhancing the quality of life in Union County through coordination, support and the development of cultural programs that serve the interests of all segments of Union County. An active arts organization provides a vital tool in recruiting industry and business, improving test scores, promoting downtown development and enhancing the public school system. Our partnership with Waxhaw and its residents remains vital to the development of the arts. We welcome more opportunities to be a part of Waxhaw's rich cultural and educational community.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input type="checkbox"/> Hugh and Cutie Murrill Foundation	15,000	.05
<input type="checkbox"/> Wells Fargo Foundation	5,000	.02
<input type="checkbox"/> Duke Energy Foundation	6,000	.02
<input type="checkbox"/> Sponsorships	40,000	15
<input type="checkbox"/> Grant Monies UC, UCPS, municipalities	124,000	41
<input type="checkbox"/> State of N.C.	44,000	15
<input type="checkbox"/> Other Sources private	50,000	17

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS 42 % of Annual Budget

OPERATING EXPENSES 58% of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

Barbara Saulk 3-16-15
Signature of Executive Date

Return completed application and all attachments to:

TOWN OF WAXHAW ATTN: GREG MAHAR, INTERIM TOWN MANAGER OR
MELODY SHULER, TOWN CLERK PO Box 6, Waxhaw, NC 28173

CHECKLIST:

Application and attachments must be **received** by 5 p.m. on Monday, April 08, 2013

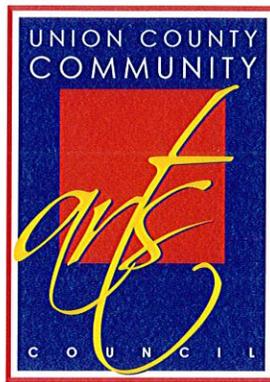
- Completed application**
- Attachment 1** – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2** – Current budget
- Attachment 3** – Most recent independent audit

Date Received: 3/18/15

Date Reviewed: _____

Date of Approval: _____

Waxhaw Town Manager-



**Union County Community Arts Council
2014-2015 Board of Directors**

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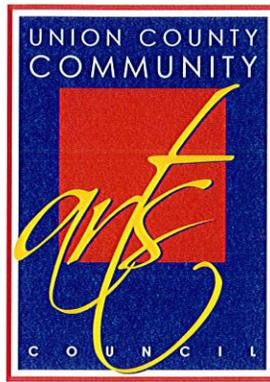
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**Union County Community Arts Council
2014 - 2015 Ex-Officio Board of Directors**

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Dr. Jerry E. McGee, President
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(704) 233-8014 (fax)
mcgee@wingate.edu

**Union County Community Arts Council
2014-2015**

REVENUES

	2014-2015	2013-2014	Dollar Difference	Percentage Difference
Resource Development	\$	\$	\$	
Individual	\$4,000.00	\$3,500.00	500	14.29%
Corporate	\$40,000.00	\$57,000.00	(17,000)	-29.82%
Foundation Grants	\$32,000.00	\$15,000.00	17,000	113.33%
Breakfast for the Arts	\$15,000.00	\$15,000.00	0	0.00%
Signature Event	\$30,000.00	\$30,000.00	0	0.00%
Other	\$28,000.00	\$25,000.00	3,000	12.00%
Total Resource Development	\$149,000.00	\$145,500.00	3,500	2.41%
Government Grants				
City of Monroe	\$32,500.00	\$32,500.00	0	0.00%
Union County	\$48,383.00	\$47,434.00	949	2.00%
Union County Public Schools	\$42,000.00	\$42,000.00	0	0.00%
Local Towns Grants	\$5,000.00	\$1,500.00	3,500	233.33%
NC Dept. Cultural Resources	\$43,933.00	\$44,460.00	(527)	-1.19%
Technology Grant	\$1,781.50	\$1,650.00	132	7.97%
Total Government Grants	\$173,597.50	\$169,544.00	4,054	2.39%
Program Income				
Community Programs	\$8,000.00	\$16,000.00	(8,000)	-50.00%
Total Program Income	\$8,000.00	\$16,000.00	(8,000)	-50.00%
Administrative Income				
Interest Income	\$3,000.00	\$500.00	2,500	500.00%
Total Administrative Income	\$3,000.00	\$500.00	2,500	500.00%
TOTAL REVENUES	\$ \$333,597.50	\$ \$331,544.00	\$ 2,054	0.62%

EXPENSES

Program Expense

Grassroots Art Program Grants	\$25,000.00	\$25,000.00	0	0.00%
Arts in the Schools Grants	\$8,000.00	\$6,000.00	2,000	33.33%
Regional Artist Project Grant	\$600.00	\$600.00	0	0.00%
Arts in Education	\$32,000.00	\$35,000.00	(3,000)	-8.57%
Technology	\$1,500.00	\$1,500.00	0	0.00%
Community Programs	\$16,000.00	\$16,000.00	0	0.00%
Breakfast for the Arts	\$2,500.00	\$3,500.00	(1,000)	-6.25%
Signature Event	\$45,000.00	\$45,000.00	0	0.00%
Miscellaneous	\$2,000.00	\$2,000.00	0	0.00%
Contingency & Special Funds	\$3,000.00	\$3,000.00	0	0.00%
Marketing	\$11,800.00	\$7,000.00	4,800	68.57%
Total Program Expense	\$ \$147,400.00	\$ \$144,600.00	\$ 2,800	1.94%

Administrative Expenses

Executive Director	\$ \$72,847.81	\$70,726.03	\$ 2,122	3.00%
Administrative Assistant	\$36,143.61	\$35,090.88	1,053	3.00%
Health Insurance	\$13,662.48	\$22,357.56	(8,695)	-38.89%
FICA	\$8,754.74	\$9,000.00	(245)	-2.73%
Retirement	\$5,449.57	\$5,290.86	159	3.00%
Business Owners Ins.	\$300.00	\$300.00	0	0.00%
D & O Insurance	\$1,518.00	\$1,294.00	224	17.31%
Workers Compensation	\$575.00	\$550.00	25	8.33%
Bank Charges	\$500.00	\$500.00	0	0.00%
Bookkeeping & Audit	\$5,300.00	\$5,300.00	0	0.00%
Systems Development	\$3,000.00	\$3,000.00	0	0.00%
Equipment Lease	\$6,600.00	\$6,600.00	0	0.00%
Office Supplies	\$1,200.00	\$1,200.00	0	0.00%
Postage	\$2,500.00	\$2,500.00	0	0.00%
Telephone	\$3,200.00	\$3,200.00	0	0.00%
Printing	\$2,000.00	\$2,000.00	0	0.00%
Dues & Subscriptions	\$2,000.00	\$2,000.00	0	0.00%
Travel	\$1,500.00	\$1,500.00	0	0.00%
Business Relations	\$600.00	\$400.00	200	50.00%
Workshops & Conferences	\$500.00	\$500.00	0	0.00%
Director's Meeting	\$750.00	\$1,200.00	(450)	-37.50%
Contingency	\$2,000.00	\$2,000.00	0	0.00%
Board Discretionary Funds	\$10,000.00	\$8,000.00	2,000	25.00%
Total Administrative Expense	\$180,901.21	\$184,509.33	(3,608)	-1.96%

TOTAL EXPENSES	\$ \$328,301.21	\$ \$329,109.33	\$ (808)	-0.25%
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Surplus (Deficit)	\$5,296.29	\$2,434.67	\$2,861.62	na
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**UNION COUNTY COMMUNITY
ARTS COUNCIL, INC.**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

Year Ended June 30, 2013

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.

Monroe, North Carolina

Audited

Financial Statements

At

June 30, 2013

And

For The Year Then Ended

*** * * * ***

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POTTER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To The Board of Directors
Union County Community Arts Council, Inc.
Monroe, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of Union County Community Arts Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2013, and the related statements of activities, functional expenses 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 audits. We conducted our audits 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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 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 Union County Community Arts Council, Inc. as of June 30, 2013, and the results of their operations and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental information on pages 12 through 13 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

September 19, 2013
Monroe, North Carolina

Pette & Company, P.A.

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013

ASSETS	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Totals</u>
CURRENT ASSETS				
Cash	\$ 120,637	-	-	\$ 120,637
Certificates of deposit	159,648	-	-	159,648
Unconditional promises to give	-	170,113	-	170,113
	<u>280,285</u>	<u>170,113</u>	<u>-</u>	<u>450,398</u>
FIXED ASSETS				
Leasehold improvements	17,369	-	-	17,369
Office equipment	19,878	-	-	19,878
	<u>37,247</u>	<u>-</u>	<u>-</u>	<u>37,247</u>
Less: Accumulated depreciation	<u>(30,058)</u>	<u>-</u>	<u>-</u>	<u>(30,058)</u>
	<u>7,189</u>	<u>-</u>	<u>-</u>	<u>7,189</u>
OTHER ASSETS				
Investments	19,164	-	9,584	28,748
	<u>19,164</u>	<u>-</u>	<u>9,584</u>	<u>28,748</u>
TOTAL ASSETS	<u><u>\$ 306,638</u></u>	<u><u>\$ 170,113</u></u>	<u><u>\$ 9,584</u></u>	<u><u>\$ 486,335</u></u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accrued sick leave	\$ 52,908	\$ -	\$ -	\$ 52,908
Accrued salaries	4,409	-	-	4,409
Accounts payable	939	-	-	939
Payroll taxes	4,239	-	-	4,239
	<u>62,495</u>	<u>-</u>	<u>-</u>	<u>62,495</u>
NET ASSETS				
Unrestricted	180,707	-	-	180,707
Designated by the board	63,436	-	-	63,436
Permanently restricted	-	-	9,584	9,584
Temporarily restricted	-	170,113	-	170,113
	<u>244,143</u>	<u>170,113</u>	<u>9,584</u>	<u>423,840</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 306,638</u></u>	<u><u>\$ 170,113</u></u>	<u><u>\$ 9,584</u></u>	<u><u>\$ 486,335</u></u>

See Accompanying Notes To Financial Statements.

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Totals</u>
SUPPORT AND REVENUE				
Contributions	\$ 85,909	\$ -	\$ -	\$ 85,909
Foundation grants	6,000	-	-	6,000
Local government grants	-	82,025	-	82,025
School grants	-	42,000	-	42,000
State grants	-	44,460	-	44,460
Community programs	2,446	-	-	2,446
Signature event	28,700	-	-	28,700
Breakfast for the Arts	14,310	-	-	14,310
Technology grants	1,657	-	-	1,657
Donated facilities	6,000	-	-	6,000
Investment income	1,460	-	-	1,460
	<u>146,482</u>	<u>168,485</u>	<u>-</u>	<u>314,967</u>
Net assets released from restrictions:				
Expiration of time restrictions	170,192	(170,192)	-	-
	<u>170,192</u>	<u>(170,192)</u>	<u>-</u>	<u>-</u>
Total Support and Revenue	<u>316,674</u>	<u>(1,707)</u>	<u>-</u>	<u>314,967</u>
EXPENSES				
Program	262,423	-	-	262,423
Supporting services				
Management and general	29,492	-	-	29,492
Fundraising	54,877	-	-	54,877
	<u>29,492</u>	<u>-</u>	<u>-</u>	<u>29,492</u>
Total Expenses	<u>346,792</u>	<u>-</u>	<u>-</u>	<u>346,792</u>
OTHER INCOME				
Realized gains on investments	128	-	-	128
Unrealized gains on investments	2,365	-	-	2,365
	<u>128</u>	<u>-</u>	<u>-</u>	<u>128</u>
Total Other Income (Losses)	<u>2,493</u>	<u>-</u>	<u>-</u>	<u>2,493</u>
Change in net assets	(27,625)	(1,707)	-	(29,332)
Net Assets - Beginning	<u>271,768</u>	<u>171,820</u>	<u>9,584</u>	<u>453,172</u>
Net Assets - Ending	<u>\$ 244,143</u>	<u>\$ 170,113</u>	<u>\$ 9,584</u>	<u>\$ 423,840</u>

See Accompanying Notes to Financial Statements.

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2013

	Programs	Management and General	Fund Raising	Totals
Personnel				
Salaries	\$ 65,361	\$ 14,450	\$ 29,124	\$ 108,935
Payroll taxes	8,718	1,889	3,923	14,530
Health insurance	15,236	3,301	6,857	25,394
Retirement expense	3,097	685	1,380	5,162
Total personnel	92,412	20,325	41,284	154,021
Other				
Community	17,741	-	-	17,741
Signature event	45,862	-	-	45,862
In school programs	24,144	-	-	24,144
Grassroots art program	31,475	-	-	31,475
Breakfast for the Arts	3,568	-	-	3,568
Technology grants	1,007	-	-	1,007
Marketing	-	-	5,974	5,974
Management and general				
Business insurance	282	-	-	282
Directors/Officers insurance	1,294	-	-	1,294
Workers compensation insurance	549	-	-	549
Bank charges and fees	-	793	-	793
Professional fees	2,947	2,947	-	5,894
Equipment rental	4,925	547	-	5,472
Systems development	12,710	-	-	12,710
Office rent(in kind)	3,600	1,200	1,200	6,000
Office supplies	514	514	-	1,028
Contingency	2,994	-	-	2,994
Postage	581	581	1,164	2,326
Telephone	1,373	686	1,373	3,432
Printing	1,207	-	-	1,207
Dues and subscriptions	1,978	-	-	1,978
Travel expenses	756	-	756	1,512
Public relations	-	-	426	426
Directors meetings	600	599	-	1,199
Board discretionary expense	6,000	1,300	2,700	10,000
Regional Artist Project Grant	600	-	-	600
Workshops and conferences	273	-	-	273
Miscellaneous expenses	1,096	-	-	1,096
Depreciation expense	1,935	-	-	1,935
Total expenses	\$ 262,423	\$ 29,492	\$ 54,877	\$ 346,792

See Accompanying Notes To Financial Statements.

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
STATEMENT OF CASH FLOWS
For The Year Ended June 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ (29,332)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	1,935
Unrealized gain on investments	(2,365)
Realized gain on investments	(128)
Decrease in unconditional promises to give	1,707
Increase in accrued sick leave	1,290
Increase in accrued salaries	4,409
Increase in accounts payable	409
Increase in payroll tax liabilities	<u>1,274</u>
Net cash provided by operating activities	<u>(20,801)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Cash reinvested for certificates of deposit and investments	<u>(1,106)</u>
Net cash used by investing activities	<u>(1,106)</u>
Net increase in cash	(21,907)
Cash - beginning	<u>142,544</u>
Cash - ending	<u><u>\$ 120,637</u></u>

See Accompanying Notes To Financial Statements

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization – Union County Community Arts, Inc. is a North Carolina nonprofit corporation chartered on July 7, 1980. Its purpose is to promote, sponsor, and encourage broad based cultural and educational activities in Union County, and to encourage participation in and appreciation of the arts and sciences by all citizens of the area.

Financial Statement Presentation – In accordance with FASB Accounting Standards Codification, the Organization 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. In addition, the Organization is required to present a statement of cash flows.

Contributions – All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted for specific purposes, as prescribed by the donor, are recognized as revenue in the year received in the restricted net assets as permitted by professional standards.

Promises to Give – Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions and grants that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions or grants are received. All other donor restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Promises to give are stated at the amount the Organization expects to collect from balances outstanding at year end. Based on the Organization's relationship with contributors, it has concluded that any losses on promises to give will be immaterial.

Fair Values of Financial Instruments – Certain financial instruments are required to be recorded at fair value. Changes in assumptions or estimation methods could affect the fair value of estimates; however, the Organization does not believe any such changes would have material impact on the Organization's financial condition, results of operations or cash flows. Other financial instruments, including cash equivalents, and certificates of deposit, are recorded at cost, which approximates fair value.

Functional Expenses – The Organization allocated certain of its expenses to the program and supporting services based on management's estimates of the respective services' personnel requirements, supplies/material usage and space/equipment utilization.

Property and Equipment – Purchased fixed assets are stated at cost; donated fixed assets are recorded at estimated fair value. All fixed assets are depreciated using the straight line method over the estimated useful lives of the assets. Donated fixed assets are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

restricted assets must be maintained, the Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Office equipment	5 – 8 years
Leasehold improvements	10 – 20 years

Depreciation expense for the year ended June 30, 2013 was \$1,935.

Income Taxes – The Organization is exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code as a not-for-profit corporation and, accordingly, the financial statements do not reflect a provision for income taxes. In addition, the Organization qualifies for the charitable contribution deduction and has been classified as an organization that is not a private foundation by the Internal Revenue Service. Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) if the Organization has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. The Organization’s management has analyzed the tax positions taken by the Organization, and has concluded that as of June 30, 2013, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes it is no longer subject to income tax examinations for years prior to 2010.

Use of Estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents – For the purpose of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Subsequent Events – Management has evaluated subsequent events through September 19, 2013, the date the financial statements were available to be issued.

NOTE 2 - CASH BALANCES AND FDIC COVERAGE

The Organization maintains cash balances with several financial institutions with branches located in Monroe, North Carolina. The Federal Deposit Insurance Corporation (FDIC) increased coverage to \$250,000 for substantially all depository accounts and temporarily provides unlimited coverage for certain qualifying and participating non-interest bearing transaction accounts. The Organization's deposits with banks were not in excess of the FDIC limits in effect at June 30, 2013.

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2013

NOTE 2 - CASH BALANCES AND FDIC COVERAGE - Continued

Certificates of deposit consist of certificates with two financial institutions totaling \$159,648 at June 30, 2013. One certificate at Park Sterling Bank of \$109,299 has a maturity date of December 17, 2013 earning interest at an annual rate of 1.15%. The second certificate at BB&T of \$50,349 has a maturity date of August 30, 2013 earning interest at an annual rate of .55%.

NOTE 3 - FAIR VALUE MEASUREMENTS

Fair Value of assets measured on a recurring basis at June 30, 2011, are as follows:

<u>Investments at Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Appreciation</u>
Foundation For The Carolinas	\$ 9,584	\$ 28,748	\$ 19,164

SFAS No. 157, Fair Value Measurements, establishes a fair value hierarchy that prioritizes the inputs to valuation techniques use to measure fair value. This hierarchy consists of three broad levels; Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority. The Organization uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value.

Level 1 Fair Value Measurements - The fair value of investments is based on quoted net asset values of the shares held by the Organization at year-end. These funds represent amounts set aside in prior years for the purpose of providing an income stream for annual operations.

NOTE 4 - SICK LEAVE POLICY

The Organization has adopted a sick leave policy and, under the policy, sick leave may be accrued and carried forward past the fiscal year end. Employees may accrue up to a maximum of 180 days of sick leave. The value of the accumulated sick leave totaled \$52,908 at June 30, 2013.

NOTE 5 - CONTRIBUTED SERVICES

During the year ended June 30, 2013, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. However, a substantial number of volunteers have donated significant amounts of their time to the Organization.

NOTE 6 - DONATED OFFICE FACILITIES

The value of donated office facilities included in the financial statements and the corresponding expenditures for the year ended June 30, 2013 are as follows:

Revenue (Contributions):	
Donated Office Facilities	\$ <u>6,000</u>
Expense:	
Rent	\$ <u>6,000</u>

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2013

NOTE 6 - DONATED OFFICE FACILITIES - continued

The Organization has a lease agreement for the donated office facilities that expires September 30, 2015.

NOTE 7 - UNCONDITIONAL PROMISES TO GIVE

The Organization has received the following unconditional promises to give at June 30, 2013:

City of Monroe	\$ 32,500
Union County	47,025
Union County Schools	42,000
Local Municipalities	2,500
NC Department of Cultural Resources	44,460
Technology Grant	<u>1,628</u>
Net unconditional promises to give	<u>\$ 170,113</u>
Amounts due in:	
Less than one year	<u>\$ 170,113</u>

NOTE 8 - DESIGNATED FUND BALANCE

Union County Community Arts Council, Inc. received unrestricted grants from the State of North Carolina in the amounts of \$ 20,000 and \$ 60,000 during the years ended June 30, 1997 and 1996, respectively. The board designated the grants to be spent on expenditures other than salaries and related benefits. The total amount of unspent funds at June 30, 2013 was \$ 64,436.

NOTE 9 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, 2013 consist of the grant allocations and pledges for operations and are available for the period after June 30, 2013:

Unconditional promises to give	<u>\$ 170,113</u>
--------------------------------	-------------------

NOTE 10 - PERMANENTLY RESTRICTED ASSETS

The permanently restricted assets represent the principal amount of gifts and bequests accepted with the donor stipulation that the principal be maintained intact in perpetuity with only the income to be utilized. The Arts Council established an endowment in March, 1990 with a contribution to the Foundation for the Carolinas. Income earned on endowment investments is allocated to unrestricted funds at the designation of the donor. Investment income for the year ended June 30, 2013 was \$2,999.

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
SCHEDULE OF ACTIVITY
COMPARATIVE ANALYSIS - BUDGET TO ACTUAL - CASH BASIS
For The Year Ended June 30, 2013

	Actual	Annual Budget	Variance
SUPPORT AND REVENUE			
Contributions - individual	\$ 3,041	\$ 7,000	\$ (3,959)
Contributions - corporate	55,379	32,500	22,879
Foundation grants	6,000	21,000	(15,000)
Government grants	171,848	171,820	28
Community programs	2,446	6,000	(3,554)
Breakfast for the Arts	14,310	14,000	310
Signature event	28,700	20,000	8,700
Other	27,508	28,000	(492)
Investment income	1,460	500	960
Total	<u>310,692</u>	<u>300,820</u>	<u>9,872</u>
ADMINISTRATIVE EXPENSES			
Executive director salary	69,001	69,001	-
Administrative assistant salary	34,235	34,235	-
Health insurance	25,394	23,317	2,077
Payroll taxes	14,530	8,292	6,238
Retirement	5,162	5,162	(0)
Business owners insurance	282	340	(58)
Directors and officers liability insurance	1,294	1,294	-
Workers compensation insurance	549	531	18
Bank charges	438	1,100	(662)
Bookkeeping and audit	5,219	5,200	19
Systems Development	12,710	10,000	2,710
Equipment rental and maintenance	5,472	6,600	(1,128)
Office supplies	1,028	1,000	28
Postage	2,326	2,500	(174)
Telephone	3,432	3,200	232
Printing	1,207	2,000	(793)
Dues and subscriptions	1,978	2,000	(22)
Travel expenses	1,512	1,500	12
Public relations	356	300	56
Workshops and conferences	273	500	(227)
Director's meetings	1,137	1,200	(63)
Contingency	2,994	2,000	994
Board discretionary funds	10,000	8,000	2,000
Total	<u>200,529</u>	<u>189,272</u>	<u>11,257</u>

- Continued -

UNION COUNTY COMMUNITY ARTS COUNCIL, INC.
SCHEDULE OF ACTIVITY
COMPARATIVE ANALYSIS - BUDGET TO ACTUAL - CASH BASIS
For The Year Ended June 30, 2013

	<u>Actual</u>	<u>Annual Budget</u>	<u>Variance</u>
PROGRAM EXPENSES			
Grassroots art program	31,475	\$ 22,000	\$ 9,475
Arts in the Schools Grant	2,158	6,000	(3,842)
Regional Artist Project Grant	600	600	-
Arts in education	21,985	25,000	(3,015)
Technology grants	1,007	1,500	(493)
Signature Event	45,862	30,000	15,862
Breakfast for the Arts	3,568	3,500	68
Community Program Expense	17,741	13,700	4,041
Miscellaneous expenses	593	2,000	(1,407)
Marketing	5,974	8,500	(2,526)
Contingency	-	3,000	(3,000)
	<u>130,964</u>	<u>115,800</u>	<u>15,164</u>
Total	<u>130,964</u>	<u>115,800</u>	<u>15,164</u>
Total Expenses	<u>331,493</u>	<u>305,072</u>	<u>26,421</u>
CHANGE IN NET ASSETS - CASH BASIS	(20,801)	<u>\$ (4,252)</u>	<u>\$ (16,549)</u>
RECONCILIATION TO ACCRUAL BASIS			
Decreases:			
Changes in unconditional promises to give	(1,707)		
Changes in accounts payable	(409)		
Changes in accrued salaries	(4,409)		
Changes in payroll tax liabilities	(1,274)		
Changes in accrued sick leave	(1,290)		
Depreciation	(1,935)		
Increases:			
Unrealized and realized losses on investments	<u>2,493</u>		
CHANGE IN NET ASSETS - ACCRUAL BASIS		<u>\$ (29,332)</u>	

SUPPLEMENTARY INFORMATION



RECEIVED
4/8/15

Town of Waxhaw

APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: Waxhaw Community Volunteer Fire Dept & Rescue Squad, Inc
 Director or Application Contact: Robert C. Fitzgerald
 Address: 70 Box 1258 Waxhaw NC 28173
 Telephone: 704-843-4001 / 704-651-1390 cell
 Fax: 704-843-4362 E-Mail: chief@waxhawvfd.org

Legal Status: Private non-profit Community Association Other
 (Please explain in the space below)

Agency 501 C-3 Number: _____ Or, Federal Tax ID Number: 56-1360319

Amount of Town funds requested: \$ 18,546.16 for (check one box below)
 Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

To provide fire and rescue services to the citizens of Union County who live within the Waxhaw Volunteer Fire Department service district.

B. Provide the following information about your clients based on your most recent data. Information current as of (date) April 2015.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw 20,000 +

Union County (outside any town limits) Jackson 3,407; Springs 13,094; Wesley Chapel 36,000

Other Union municipalities: _____

Adjoining counties _____

TOTAL: 72,501

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

Organizational Goals: Safety. 1. The department wishes to purchase additional 800 MHz portable radios. In 2011 the county switched from the total VHF system to a combination VHF and 800 MHz system. Due to the cost of the 800 MHz radios the department was only given a limited number of radios by the county. The burden is now on the department to purchase additional radios to meet our goals. The goal of the department is to have one 800 MHz radio per air pack plus one radio for each officer. With our current radio cache the possibility exists that firefighters may have to enter hazardous environments without a portable radio. 2. Quick Response Vehicle (retired police car). Improve response capabilities.

E. Describe the impact town funds would have on your organization. (Please limit your response using only the space provided below.)

The funds received from the Town of Waxhaw to purchase four (4) 800 MHz radios will increase safety for our members by allowing additional firefighters to take a radio with them when they enter hazardous environments. Currently we need 8 additional radios. 2. A Quick Response Vehicle will allow the department to respond more efficiently to calls for service. We would like to receive a decommissioned police car to use as a Quick Response Vehicle.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents. (Please limit your response using only the space provided below.)

Our primary purpose is to preserve life and property. We do this by providing fire protection, emergency medical care, initial hazardous materials mitigation, rescue, public education, and other services as the need arises. On average we handle three (3) emergencies per day that involve the citizens of the Waxhaw Volunteer Fire Department service district.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input checked="" type="checkbox"/> Union County FY15	\$945,491	97.37
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/> Grant Monies N/A		
<input checked="" type="checkbox"/> State of N.C. Rescue Grant	\$24,000	2.48%
<input checked="" type="checkbox"/> Other Sources Walmart	\$ 1,500	0.15%

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS 24.2 % of Annual Budget

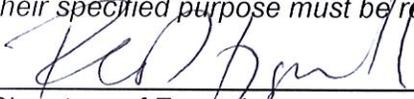
OPERATING EXPENSES 75.8 % of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

 4/8/2015
 Signature of Executive Date



Waxhaw Community Volunteer Fire Department and Rescue Squad, Inc.

PO Box 1258
3500 Waxhaw Parkway
Waxhaw, North Carolina 28173
Business: 704-843-4001 FAX: 704-843-4362

Town of Waxhaw
Application for Funding
Attachment 1

2014 Board of Directors

Position	Name	Address	Appointed	Term
President	Michael Starnes	815 Ethal St, Waxhaw	1/1/2014	2 years
Vice President	Winston Haney		1/1/2013	2 years
Treasurer	John Kovack	7702 Antique Cir, Waxhaw	1/1/2014	2 years
Secretary	James Mengel	5037 Unaka Ave, Charlotte, NC 28205	1/1/2014	2 years
Auxiliary Rep	Hannah Speck	301 Anne Ave, Waxhaw	1/1/2014	2 years
Member-at-Large	Chris Cangemi	5105 Garden Gate Dr, Monroe, NC 28173	1/1/2014	2 years
Member-at-Large	Wes Fredheim	815 Ethal St, Waxhaw	1/1/2014	2 years
Community Rep	Kerri Fredheim	1101 Periwinkle Dr, Waxhaw	1/1/2014	2 years
Community Rep	Karen Carpentier		1/1/2015	2 years

Waxhaw Community Volunteer Fire Department
and Rescue Inc.

Department Analysis Worksheet

	Actual FY 2013	Adopted FY 2014	Requested FY 2015	Adopted FY 2015	Notes
Fire Fee History	0.039	\$ 0.04	\$ 0.0386	0.0386	
Funding Sources					
Fire Tax	687,828	\$ 713,627	\$ 732,485	787,788	
Sales Tax	92,689	109,800	137,613	137,613	
Fire Fee	-	-	-	-	
Base County Subsidy	-	-	-	-	
General Fund Subsidy	-	-	-	-	
Municipal Subsidy	-	-	-	-	
Grants (Federal and State)	-	-	-	-	
Contracts for Services	-	-	-	-	
Debt Proceeds	-	-	-	-	
Interest Income	-	469	207	207	
Sale of Surplus Equipment	-	-	2,000	2,000	
Donations & Gifts	-	3,630	-	-	
Fund Raising	-	7,265	9,723	9,723	
Rent/ Lease Income	-	4,875	8,160	8,160	
Miscellaneous Income	-	-	-	-	
Tax Refunds	-	-	-	-	
Fire Department Reserve	-	-	-	-	
Fund Balance - VFD	-	-	-	-	
Fund Balance - County	-	142,175	-	-	
Total	780,517	\$ 981,841	\$ 890,188	945,491	
Uses					
Salaries and Wages	150,000	\$ 150,000	\$ 234,750	234,750	
Uniforms	6,000	8,000	10,000	10,000	Continue to properly outfit members
Medical Supplies - 1st Responder	14,600	16,945	14,600	14,600	Return to previous years funding
Office Equipment/Supplies	8,000	8,000	22,160	22,160	SBT Partners hired to manage all IT issues
Fire Fighting Supplies	15,465	15,465	15,465	15,465	
Small Equipment	22,962	22,962	22,962	22,962	
Misc. Expense	1,500	1,500	1,500	1,500	
Travel and Training	9,500	9,500	9,500	9,500	
Telephone/Pagers	7,200	10,800	7,200	7,200	Decrease due to policy change - compliance with IRS regulations.
Utilities	24,500	24,500	24,500	24,500	
Maintenance - Buildings & Grounds	14,000	14,000	20,000	20,000	Building is 5 years old, Interior tile replacement. Driveway repair.
Maintenance - Small Equipment	10,228	10,228	-	10,228	**Additional Request During Document Production/Oversight by VFD
Fuel	16,137	24,204	24,000	24,000	
Radio Service/Repairs	24,125	24,125	24,125	24,125	
Maintenance - Vehicles	24,300	30,000	30,000	30,000	
Advertising	500	1,000	1,000	1,000	
Legal & Professional Fees	5,000	5,000	10,000	10,000	Currently \$6,565.72. Estimated \$10,000-\$11,000.
Fundraiser Expenses & Supplies	2,500	2,500	2,500	2,500	
Insurance	46,000	46,000	46,000	46,000	
Dues & Subscriptions	3,000	3,000	3,000	3,000	
Cost of Tax Collections	-	8,696	-	6,926	**UCCM Funding for tax collection. Not Spendable by VFD.
Taxes	-	-	-	-	
PPE	46,000	46,000	46,000	46,000	
Capital Reserve	15,000	-	30,000	45,075	Land acquisition for future stations. **UCCM New Station not in Horizon Analysis. /// Updated 5-05-2014 - the excess of \$45,075 that would have fallen to fund balance and applicable to FY 2016 Budget, has been added to capital reserve for FY 2015.
Building Payment	192,000	192,000	192,000	192,000	
Truck Payment	122,000	122,000	122,000	122,000	
Miscellaneous Loan Payments	-	-	-	-	
Budget Adjustments	-	185,416	-	-	
Total	780,517	\$ 981,841	\$ 913,262	945,491	
Sources Over/(Under) Uses	-	\$ -	\$ (23,074)	-	**UCCM Fund Balance, following audit will be applied in FY 2016. /// Updated 5-05-2014 - the excess of \$45,075 that would have fallen to fund balance and applicable to FY 2016 Budget, has been added to capital reserve for FY 2015.

WAXHAW VOLUNTEER FIRE DEPARTMENT, INC.

Waxhaw, North Carolina

Audited

Financial Statement

For the Year Ended

June 30, 2010

*** * * * ***

CONTENTS

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Statement of Cash Receipts and Disbursements.....		3
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POTTER & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Waxhaw Volunteer Fire Department, Inc.
Waxhaw, North Carolina

We have audited the accompanying statement of cash receipts and disbursements of **Waxhaw Volunteer Fire Department, Inc.** (a nonprofit organization) for the year ended June 30, 2010. This financial statement is the responsibility of the Organization's management. Our responsibility is to express an opinion on this financial statement 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 statement of cash receipts and disbursements is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement of cash receipts and disbursements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the statement of cash receipts and disbursements. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement has been prepared on the cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of **Waxhaw Volunteer Fire Department, Inc.** for the year ended June 30, 2010, on the basis of accounting described in Note 1.

November 19, 2010
Monroe, North Carolina

Potter & Company

WAXHAW VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENT
For the Year Ended June 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

The accompanying financial statement has been prepared on the cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The audited statement of cash receipts and disbursements represents activity in the operating account of Waxhaw Volunteer Fire Department, Inc. from July 1, 2009 through June 30, 2010. Under the cash receipts and disbursements basis of accounting, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements, and noncash transactions are not recognized. The cash basis differs from generally accepted accounting principles primarily because the effects of outstanding revenues and obligations for various expenses unpaid at the date of the financial statement are not included in the financial statement. Also, fixed assets are not capitalized and long-term debt is not recorded.

B. Nature of Operations

Waxhaw Volunteer Fire Department, Inc. is a nonprofit organization serving a population of over 10,000 citizens living in 45 square miles within Union County, North Carolina. Approximately 70 volunteer members supplemented by 15 paid staff members operate and maintain one fire station and one sub-station with an array of response apparatus and specialized equipment. The Organization responds to approximately 900 emergencies annually.

The operations of the Organization are financed primarily by support received from Union County, North Carolina.

C. Contributed Services

During the year ended June 30, 2010, the value of contributed services have not been recorded in the financial statements since they do not represent a cash receipt or disbursement. However, many individuals do volunteer their time and perform a variety of tasks that assist the Organization.

D. Accounting for Uncertainty in Income Taxes

The Organization has adopted ASC 740-10 as it relates to uncertain tax positions for the year ended June 30, 2010 and has evaluated its tax positions taken for all open tax years. Currently, the 2007, 2008 and 2009 tax years are open and subject to examination by the Internal Revenue Service and North Carolina Department of Revenue. However, the Organization is not currently under audit nor has the Organization been contacted by any of these jurisdictions.

Based on the evaluation of the Organization's tax positions, Management believes all positions taken would be upheld under an examination. Therefore, no provision for the effects of uncertain tax positions has been recorded for the year ended June 30, 2010.

E. Subsequent Events

Management has evaluated subsequent events through November 19, 2010, the date the financial statements were available to be issued.

WAXHAW VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENT
For the Year Ended June 30, 2010

NOTE 2 - CONCENTRATIONS OF CASH RECEIPTS

The Organization maintains its cash balances in one financial institution. The Federal Deposit Insurance Corporation (FDIC) temporarily increased coverage to \$250,000 for substantially all depository accounts and temporarily provides unlimited coverage for certain qualifying and participating non-interest bearing transaction accounts through 2012. At June 30, 2010, the Organization had \$254,400 which exceeded insured limits.

The Organization had the following cash receipt concentrations from on-going funding sources for the year ended June 30, 2010.

	Cash Receipts	
	Amount	% of Receipts
Union County, NC Support	\$ 614,506	93.20

NOTE 3 - CASH, INCLUDING INTEREST-BEARING DEPOSITS

Cash, including interest-bearing deposits includes the following at June 30, 2010:

	Operating Fund
Checking accounts	\$ 112,244
Money market accounts	500,128
Petty cash	1,357
Total Cash	\$ <u>613,729</u>

NOTE 4 - INCOME TAXES

The Organization is a not-for-profit organization that is exempt from federal income taxes under the Internal Revenue Code Section 501(c)(4).

NOTE 5 - LONG-TERM DEBT

The Organization is obligated to banks for the following at June 30, 2010:

Note payable to a bank for the purchase of a fire truck, payable in monthly payments of \$5,041 including interest at 4.68%. Note matures in September 2012. Secured by vehicle.	\$ 128,939
Note payable to a bank for the purchase of building, payable in annual payments in August of each year of \$185,624 including interest at 4.57%. Note matures in August 2028. Secured by building.	<u>2,324,056</u>
Total Long-Term Debt	\$ <u>2,452,995</u>

WVFD Executive Board

President

Erie Eller
4814 Sandtyne Ct
Waxhaw NC, 28173

Vice President

Vacant

Treasurer

Larry Karp
7700 Antique Cir
Waxhaw NC, 28173

Secretary

Kristen Bright
1636 Ridge Haven Dr
Waxhaw NC, 28173



RECEIVED
4/14/15

**Town of Waxhaw
APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)**

PART I: AGENCY INFORMATION

Agency Name: Waxhaw Entrepreneurs Business Incubator

Director or Application Contact: Karen Johnson

Address: 216 W North Main Street, Waxhaw, NC 28173

Telephone: 704-219-8765

Fax: 704-225-3871 E-Mail: WVBorn86@earthlink.net

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Waxhaw Entrepreneurs is a program of Waxhaw Business Association

Agency 501 C-3 Number: 501(C -6) Waxhaw Business Association 38-3741430 Or,
Federal Tax ID Number: _____

Amount of Town funds requested: \$150 per month-\$1800.00 for (check one box below)
 Capital Costs (construction or large specific
purchase)

Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2)
separate applications for each amount.)

PART II: PROGRAM INFORMATION

- A. Describe the overall or general purpose of your agency.** (Please limit your response using only the space provided below.) The goals of the Waxhaw Entrepreneurs Business Incubator are to develop a business community that works together to build a strong economic environment in Waxhaw, to establish a group of mentors willing to give back to the business community, and share their experiences while providing advice and services to help new business startups and struggling businesses achieve success as a profitable operation.

B. Provide the following information about your clients based on your most recent data. Information current as of April 2, 2015.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw 200 (WBA membership and incubators clients)

Union County (outside any town limits) 50 & growing

Other Union municipalities: Weddington, Wesley Chapel, Monroe, Matthews, Indian Trail

Adjoining counties: Mecklenburg, Lancaster SC

TOTAL: 250 +

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

We are seeking funding to create a more professional office with secure internet and phone service. As we continue to partner with SCORE and new startups, it is imperative that we provide this service. Office is also used as teaching space that requires secure internet as well as being used by WBA for client meetings and town committees such as Economic Development Corporation.

E. Describe the impact town funds would have on your organization.

(Please limit your response using only the space provided below.)

The funding would attract more mentors, clients and volunteers. By having an established professional office it becomes possible to apply for grants and funding from other outside sources.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents. (Please limit your response using only the space provided below.)

Waxhaw Entrepreneurs Business Incubator was established to help the citizens of Waxhaw and surrounding areas to start and grow their business and establish themselves in Waxhaw. It will grow and diversify Waxhaw, improve the quality of life and increase tax revenue in town.

Waxhaw Kid Coders is one of the current success stories of WE, Waxhaw Entrepreneurs Business Incubator. Ken Adelglass teaches programming skills to youth and adults. Summer camps provide an educational activity for our youth and bring their parents to the downtown and Waxhaw to shop. Ken has

partnered with the Waxhaw Police Department. and local schools to give back his talents to the community. Ken recently became successful enough to rent his own space from the Town of Waxhaw and chose to build his business in Waxhaw instead of in the town in which he lives.

Created in the Carolinas, a new Artisan Cooperative is another new start in the small business incubator. Presently there are 37 artisans developing working studios and teaching classes to provide leisure activities for the citizens of Waxhaw. This could attract craft and supply type stores to Waxhaw. This Cooperative could reside in any town in NC or SC, but WE is driving this startup to stay in Waxhaw. Union Power Cooperative has reviewed the project and has become a sponsor and Created in the Carolinas is striving to build and maintain the sponsorship as well as seeking additional funding for growth.

ART III: FINANCIAL INFORMATION A. List your agency’s principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input type="checkbox"/> WBA	\$3600 (rent)	100%
<input type="checkbox"/> Volunteer out of pocket expenses for office supply & NC Incubator Association Dues	?	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/> Grant Monies	NONE	
<input type="checkbox"/> State of N.C.	NONE	
<input type="checkbox"/> Other Sources	NONE	

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS _____0_____ % of Annual Budget

OPERATING EXPENSES _____ % of Annual Budget

C. Include a copy of your agency’s budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency’s most recent independent audit report as ATTACHMENT 3. NA

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

Karen Johnson *4/6/2015*
Signature of Executive Date

Return completed application and all attachments to:

**TOWN OF WAXHAW
ATTN: GREG MAHAR, INTERIM TOWN MANAGER OR MELODY SHULER, TOWN CLERK
P.O. Box 6
Waxhaw, NC 28173**

CHECKLIST:

Application and attachments must be **received** by 5 p.m. on Monday, April 08, 2013

- Completed application**
- Attachment 1** – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2** – Current budget
- Attachment 3** – Most recent independent audit *NA*

Date Received: 4/6/15

Date Reviewed: _____

Date of Approval: _____

Waxhaw Town Manager-

ATTACHMENT I

Earl Cook-Advisor/Mentor-Retired
8115 Deholme Dr., Waxhaw, NC 28173

Don Fisher-Advisor/Mentor/SCORE-Retired
7018 McCaslan Ln, Waxhaw, NC 28173

Shane Fraser-Advisor/Mentor-Social Networking Assistance, SNA Today
4307 New Town Road, Waxhaw, NC 28173

Karen Johnson-Director-Home Spun - Costuming & Vintage Retail
4518 Rockwood Dr., Waxhaw, NC 28173

Carol Robbins-Advisor/Mentor-Legal Shield
200 Arbor Dr., Waxhaw, NC 28173

Attachment II

We are presently operating on a budget of rent only which is paid for by Waxhaw Business Association. Waxhaw Business Association did provide funding for the sandwich board for the front of the building. Flyers, paper, ink, furniture, office supplies and other miscellaneous expenses have been out of pocket by board members on as need basis.



RECEIVED
3/23/15

Town of Waxhaw

APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: WAXHAW WOMAN'S CLUB

Director or Application Contact: LESLIE STEWART

Address: 200 EAST SOUTH MAIN ST. WAXHAW

Telephone: 704 843-0585

Fax: 704 843-0585

E-Mail: LESFNS@AOL.COM

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: _____ Or, Federal Tax ID Number: 23-7368518

Amount of Town funds requested: \$ 10,000. for (check one box below)

- Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

The Waxhaw Woman's Club, founded in 1911, is dedicated to historical preservation of the 1895 Belk building and the charming town of Waxhaw. We are dedicated to supporting local charities and providing scholarships to local students. We provide fellowship and service opportunities to our members. We look forward to partnering with the Town of Waxhaw to help provide a bright future for the Town we love.

B. Provide the following information about your clients based on your most recent data. Information current as of (date) 3-23-15.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw WE SERVE THE TOWN
Union County (outside any town limits) OF WAXHAW AND
Other Union municipalities: SURROUNDING AREAS
Adjoining counties NO OF UNION COUNTY.
TOTAL: _____

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

The Waxhaw Woman's Club proposes to use the requested funds to make improvements to our historic building. These improvements will help make our building more attractive and user friendly for the community. They will also enhance the rental potential of the building, which is a major funding source for the Club. Our original wood floor has termite and water damaged areas. It also has areas where very poor repairs were made years ago. We would like to repair all of these areas, refinish the floor and restore the floor to it's original appearance. This project may cost as much as \$15,000.

E. Describe the impact town funds would have on your organization. (Please limit your response using only the space provided below.)

We need to cover our ongoing operational expenses in order for us to continue our long standing charitable efforts in the community. The funds we are requesting will offset the cost of the improvements to our building without causing the Waxhaw Woman's Club financial distress.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents . (Please limit your response using only the space provided below.)

The Waxhaw Woman's Club is dedicated to the betterment of our community. Our projects include historical preservation, donations to local charities, scholarships to local high school and university students, support to White Oak Manor residents without family support, the donation of our meeting facilities to local groups and participation in Town events such as First Fridays and parades.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget:

Funding Source	Amount	% of Annual Budget
<input type="checkbox"/> RENTAL OF BUILDING	\$ 11,600.	34%
<input type="checkbox"/> FUND RAISING	\$ 13,100.	38%
<input type="checkbox"/> MEMBERSHIP DUES	\$ 1,000.	3%
<input type="checkbox"/> GRANTS, DONATIONS	\$ 6,000.	18%
<input type="checkbox"/> Grant Monies		
<input type="checkbox"/> State of N.C.	0	
<input type="checkbox"/> Other Sources MISC.	\$ 2,500.	7%

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS 0 % of Annual Budget

OPERATING EXPENSES 77 % of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

Jessie M Stewart 3-23-15
 Signature of Executive Date

Return completed application and all attachments to:

TOWN OF WAXHAW
ATTN: GREG MAHAR, INTERIM TOWN MANAGER OR MELODY SHULER, TOWN CLERK
P.O. Box 6
Waxhaw, NC 28173

CHECKLIST:

Application and attachments must be **received** by 5 p.m. on Monday, April 08, 2013

- Completed application**
- Attachment 1** – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2** – Current budget
- Attachment 3** – Most recent independent audit — *OUR MOST RECENT AUDIT WAS DONE BY THE TOWN OF WAXHAW IN 2011 BY MICHAEL M^CLAURIN.*

Date Received: 3/23/15

Date Reviewed: _____

Date of Approval: _____

Waxhaw Town Manager-

WAXHAW WOMAN'S CLUB

BOARD OF DIRECTORS 2014 – 2015

President: Ida Brtalik 2230 Duxbak Ln Waxhaw Term 2013-2015

First Vice President: Jane McNeely-Sowell 425 Rehobeth Rd Waxhaw Term 2014-2015

Second Vice President: Melva Lea Stewart 4002 Herms Ln Waxhaw Term 2014-2016

Secretary: Leslie Stewart 7510 Waxhaw Creek Rd Waxhaw Term 2013-2015

Treasurer: Jan Whitlock 800 Penman Springs Dr Waxhaw Term 2014-2016

Parliamentarian: Dawn Simpson 7706 Waxhaw Creek Rd Waxhaw Term 2014-2015

Ex-officio: Joan Eargle 4613 Ferguson Cir Waxhaw Term 2013-2015

Board Member: Gayle Kallenbach 8107 Waxhaw Hwy Waxhaw Term 2014-2015

Board Member: Dorothy Moloney 1201 Brionne Ct Waxhaw Term 2014-2015

Board Member: Tina Schoen 6924 Nesbit Rd Waxhaw Term 2014-2015

WAXHAW WOMAN'S CLUB	
FISCAL YEAR SEPTEMBER 1, 2014 - AUGUST 31, 2015	
BUDGET	
Duke Energy	3,000.00
Water and Sewer	600.00
Natural Gas	840.00
Website	240.00
Printing (Yearbooks/Club Brochures)	400.00
Property Taxes	4,000.00
Insurance	3,000.00
Carolina Pest Management	300.00
P. O. Box Rental/Stamps	100.00
Cleaning/Supplies/Paper Products	1,200.00
Dumpster	720.00
Scholarships	2,100.00
Contingency/Emergency/Maintentance/ Repairs	4,000.00
Donations	2,000.00
Fund Raising Expenses	4,000.00
Speakers/Expenses	200.00
Memorials	200.00
Grounds/Landscaping	500.00
Miscellaneous	2,800.00
TOTAL	\$ 30,200.00

Internal Revenue Service

Date: February 21, 2006

WAXHAW WOMANS CLUB INC
PO BOX 457
WAXHAW NC 28173

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Linda A. Hill 31-08391
Customer Service Representative
Toll Free Telephone Number:
877-629-5500
Federal Identification Number:
23-7368518

Dear Sir or Madam:

This is in response to your telephone request regarding your organization's tax-exempt status.

In February 1975, we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



RECEIVED
4/6/15

Town of Waxhaw

APPLICATION FOR FUNDING
(FUNDING PERIOD: JULY 1, 2015 – JUNE 30, 2016)

PART I: AGENCY INFORMATION

Agency Name: WAXHAW ARTS COUNCIL

Director or Application Contact: BONNIE RUSINKO

Address: 700 Old Providence Rd WAXHAW, NC

Telephone: 704 843-0525 / 704 971 8672 - cell

Fax: _____

E-Mail: BONNIE4EVER39@aol.com

Legal Status: Private non-profit Community Association Other
(Please explain in the space below)

Agency 501 C-3 Number: 35-2365575 3032 Or, Federal Tax ID Number: _____

Amount of Town funds requested: \$ 1,500.00 for (check one box below)

- Capital Costs (construction or large specific purchase)
 Operating Costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

PART II: PROGRAM INFORMATION

A. Describe the overall or general purpose of your agency. (Please limit your response using only the space provided below.)

SEE PURPOSE

B. Provide the following information about your clients based on your most recent data. Information current as of (date) _____.

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

Town of Waxhaw

Union County (outside any town limits)

Other Union municipalities: MARVIN, WESLEY CHAPEL, WEDDINGTON
MINERAL SPRINGS

Adjoining counties S. MECKLENBURG

TOTAL: _____

C. Provide a name and address listing of your agency's *Board of Directors* with their dates of appointment and length of term to be served as ATTACHMENT 1.

SEE ATTACHMENT

D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizational goals. (Please limit your response using only the space provided below.)

1. LIGHTING FOR DISPLAYS (E MAXWELL'S WINDOW)
2. STUDIO TOUR, PREVIEW BENEFIT
3. ADVERTISING FOR " "
4. TO HELP WITH SUPPLIES + FREE TEACHING IN THE JUNIOR ARTS LEAGUE

E. Describe the impact town funds would have on your organization. (Please limit your response using only the space provided below.)

HELP WITH THE OPERATION EXPENSES OF THE COUNCIL AS WITH THE JR. ARTS LEAGUE + THE WAXHAW AREA ARTISTS STUDIO TOUR + THE WAXHAW ARTS COUNCIL PREVIEW NIGHT + OTHER ART PROJECTS IN THE TOWN OF WAXHAW.

F. Describe the impact your organization has on the quality of life for citizens of the Town of Waxhaw and local Union County residents. (Please limit your response using only the space provided below.)

WAC HAS HELPED WAXHAW BECOME "THE NEW ARTS CENTER" OF SOUTH CHARLOTTE INSTEAD OF JUST AN ANTIQUE TOWN.

PART III: FINANCIAL INFORMATION

A. List your agency's principal sources of funding including corresponding percentages of Budget: SEE ATTACHED

Funding Source	Amount	% of Annual Budget
<input type="checkbox"/>		
<input type="checkbox"/> Grant Monies		
<input type="checkbox"/> State of N.C.		
<input type="checkbox"/> Other Sources		

B. Provide the following budget expense information in percentages for the current year:

SALARIES and FRINGE BENEFITS NONE % of Annual Budget

OPERATING EXPENSES 95 % of Annual Budget

C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.

D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3. IN PROCESS WITH ACCOUNTANT

PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the donee organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the Town of Waxhaw, NC.*

Lambert W Marshall 4/6/2015
 Signature of Executive Date

Return completed application and all attachments to:

TOWN OF WAXHAW
ATTN: GREG MAHAR, INTERIM TOWN MANAGER OR MELODY SHULER, TOWN CLERK
P.O. Box 6
Waxhaw, NC 28173

CHECKLIST:

Application and attachments must be received by 5 p.m. on Monday, April 08, 2013

- Completed application
- Attachment 1 – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2 – Current budget
- Attachment 3 – Most recent independent ~~audit~~ ^{REVIEW} FINANCIAL SHEET O.K. d By OFFICERS FEB. 15 + BEING REVIEWED BY POTTER + CO. ACCOUNTING

Date Received: 4/4/15

Date Reviewed: _____

Date of Approval: _____

Waxhaw Town Manager-

Attachment I

WAC Board of Directors: As of Jan. 2014

Voted in January 11, 2014 for a three year term.

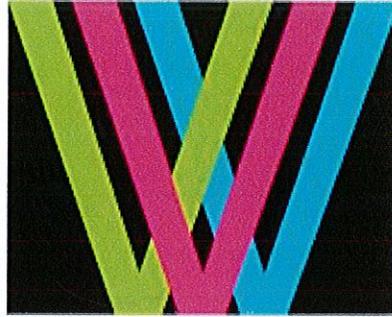
Lambeth Marshall	2307 Waxhaw Marvin Rd. Waxhaw NC
Melisa Rose	507 Kings St., Waxhaw NC
Ann Tanzy	4532 Rockwood Dr., Waxhaw NC
Verna Witt	9903 Heritage Oak Dr., Waxhaw NC
Baxter Starnes	4903 Parkwood School Rd., Waxhaw NC

Advantages for the members of the Waxhaw Arts Council:

- To exhibit work in the Maxwell's window
- To be listed in the new Website with information about the artist's work, contact information etc. and to have the link to the artist's website.
- To be able to attend free demonstrations by other artists and talks by professionals about the business of being an artist...IE: Accountants, Photographers, framers, advertising, printers. However, these meetings are also open to the public in Union County for free.

Benefits to the Town of Waxhaw:

- Free monthly meetings on the first Tuesday of the Month at the CMC Emergency Hospital on Providence Rd. available to the public.
- To assist the Town of Waxhaw in art projects. IE: Story Tellers, Artists demonstrating their art on the streets during First Fridays. Doing art projects for the town as art on the trash can and future ones on the green. Demonstrations in the Kaliedoscope Festival. *JUNIOR ARTS LEAGUE.*
- To possibly come up with a once/year project of ART CHALK DAY with kids and adults using colored chalk to paint on the sidewalks going down the green near the tracks. I saw this done in Anna Maria Island, Florida 2 years ago and gave Natalie and Lisa a copy of the newspaper article about it. People came from all over to see it. Our artists and others could oversee this and also do some of the sidewalks. We would mark off spaces with numbers like a 4'x10' space. This is a good summer time project for the future.
- To continue to help Waxhaw become the new "ART SPOT OF SOUTH CHARLOTTE". We have already made a huge impact on the art scene in Waxhaw in the last two years. Waxhaw has more fun, art and life in it than it did 5 years ago when it was just an "Antique Town". It is good for a town of this size to have more diversity and different things to appeal to visitors.



Waxhaw Arts Council

Igniting Passion For The Arts

waxhawarts@gmail.com

web: www.waxhawarts.wordpress.com

2307 Waxhaw Marvin Rd.

Waxhaw NC 28173

The Waxhaw Arts Council was formed in 2009 and has grown to 75 members. It is a 501-C3 Non Profit organization.

The Waxhaw Arts Council's mission is to promote and ignite passion for the arts through both adult and children's programs and classes in the Waxhaw and Western Union County areas.

The council is working closely with the town of Waxhaw to create viable art programs and events for the community, projecting that with the Council's monthly events in both the visual and performing arts that Waxhaw will become the ARTS CENTER OF SOUTH CHARLOTTE much like the small towns outside of Asheville, NC.

The Purpose according to their Bi-Laws is to encourage artistic passion and talents by being both a window and voice for the arts in Waxhaw and surrounding area, by enhancing and promoting the viability of our community's art talents through strong support and encouragement of the arts, igniting artistic passion in all types and levels of artists, strengthening and expanding art organizations in our community, enabling area artists to display their craft and skills locally, to bring enthusiasm to our town for artistic enjoyment, to increase arts education opportunities and to serve as a conduit for introducing art into our area from other regions.

In the last year, they put together a group of teenagers from local schools, called the Junior Art League. They meet once/month for classes, projects, etc. that are given by the members of the Waxhaw Arts Council. In the last year, with the help of the Waxhaw Arts Council members, they have been involved in six art projects or more and community service for the town of Waxhaw. The purpose of this group is to expose the students to different art mediums and to become involved in community service and to encourage them to continue this into adulthood.

The Waxhaw Arts Council is working with Waxhaw to create “an art walk” area near the railroad tracks, along the green; to help select and display art objects throughout the town and municipal buildings and to be an advisory to the town in its quest for art and art projects. They are working with 30 artists in the Waxhaw area to have a “Studio Tour” twice/year, the third weekend in May and the third weekend in November, open to the public.

They meet the first Tuesday night of the month at Waxhaw Carolinas Medical Emergency Hospital, Providence Rd., Community Room, at 6:30 PM. The meetings and demonstrations are open to the public.

Waxhaw Arts Council's Web: www.waxhawarts.wordpress.com
Email: waxhawartscouncil@yahoo.com or contact Lambeth Marshall at: 704-843-5060

Junior Arts League's Web:
www.juniorartsleagueofwaxhaw.shutterfly.com

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

DEPARTMENT OF THE TREASURY

Date: **APR 24 2013**

WAXHAW ARTS COUNCIL INC
2307 WAXHAW MARVIN RD
WAXHAW, NC 28173

Employer Identification Number:
35-2365575
DLN:
17053093353032
Contact Person:
VERONICA PERRY ID# 52119
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
March 8, 2013
Contribution Deductibility:
Yes
Addendum Applies:
Yes

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)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

WAXHAW ARTS COUNCIL INC

Sincerely,

A handwritten signature in black ink that reads "Holly O. Paz". The signature is written in a cursive, slightly slanted style.

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

ATTACHMENT 2

WAC PROPOSED BUDGET FOR 2015

Balance as of 12/30/2014 : \$9,347.23

With -\$22.50 out (Rusinko check)

Projected Income:	Keffer donation for Brochure	\$2,000	
	Membership fees	\$1,250-\$1,400	
	Silent Auction/donations/grants	\$1,000	
	Grant from Town of Waxhaw	\$1,500	
	Total Income		\$6,000.00

Expenses:	Banking/safe deposit/checks	\$ 200	
	Accountant	\$ 450	
	Business Cards	\$ 100	
	Paper, ink, postage, mailing, copies	\$ 350	
	Community arts projects for Waxhaw	\$ 300	
	Junior Arts League for supplies	\$ 400	
	Booth fee for shows	\$ 100	
	Maxwell's Window display supplies	\$ 150	
	New Display Grids for shows	\$ 200	
	New Lighting for window display	\$ 200	
	Web Design	\$2,000	
	Web Master	\$ 300	
	Hospitality stuff	\$ 100	

Brochure Costs

Printing for 2,500 copies	\$1,300.00
Printing for 5,000 copies, \$2,600	
Posters	\$ 60
Food/beverages, plates, etc.	\$ 450
Rent of Women's Club	\$ 250
Cleaning lady "	\$ 100
Paint for extra signs, lettering	\$ 200
Advertising	\$1,400
Total Brochure costs	\$3,760

Total Expenses Projected **\$8,410**

Expected income & bank balance: \$15,324.73

Expected Expenses: - \$ 8,410.00

Expected Balance at end of yr. \$6,914.73

WAC 2014 FINANCIAL

2014					\$ 7,905.01
1/5/2014			Carolyn Carroll, reimbursement for magnets	\$12.00	\$ 7,893.01
			Bsuppliesonnie Rusinko reimbursement	\$38.45	\$ 7,854.56
1/15/2014	Keffer donation	\$2,000.00	staples ink	\$54.04	\$ 9,800.52
1/17/2014	Membership renewals, Groome, Turnpol,				\$ 9,800.52
	Gray, Dyer, Tanzy, Steinwyk, Benjel, Lagase,				\$ 9,800.52
	Marshall	\$225.00			\$ 10,025.52
			Lambeth Marshall, printing Post Net	\$17.00	\$ 10,008.52
1/17/2014	Proceeds from silent auction	\$910.00			\$ 10,918.52
1/30/2014			BB&T service charge	\$3.00	\$ 10,915.52
					\$ 10,915.52
2/14/2014	Member renewals, saylor, moeller, witt,				\$ 10,915.52
	meyer, Wallace, Hunts, Geer, Rusinko,				\$ 10,915.52
	Linda Goodman, Dom Migone	\$260.00			\$ 11,175.52
2/22/2014			Jane Hunt, deposit for Woman's Club Rental	\$250.00	\$ 10,925.52
2/24/2014			Lambeth Marshall Staples Ink	\$54.04	\$ 10,871.48
2/26/2014	Member renewal Karpathas	\$25.00			\$ 10,896.48
2/26/2014	Member renewal, Carolyn Carroll, M. Rose	\$50.00			\$ 10,946.48
2/26/2014	sponsor donations, Noma Hair, \$150,				\$ 10,946.48
	Tangles Knitting 4150, 8 Legs \$50, Stewarts				\$ 10,946.48
	\$ 150, Bella Furniture \$50, Jack Baker \$100	\$650.00			\$ 11,596.48
2/20/2014	Membership renew, Sharpe, Selleck, Leg, CC	\$100.00			\$ 11,696.48
2/20/2014	Membership paypa, Cohen, Faut	\$47.94			\$ 11,744.42
					\$ 11,744.42
3/1/2014			BB&T service charge	\$3.00	\$ 11,741.42
3/14/2014	Member Palatta	\$25.00	Postnet Printing Brochure	\$858.00	\$ 10,908.42
3/31/2014			Postnet Posters Preview Party	\$86.34	\$ 10,822.08
3/31/2014			Jane Hunt, remainder of rental fee Woman's Club	\$200.00	\$ 10,622.08
3/31/2014			BB&T service charge	\$3.00	\$ 10,619.08
3/10/2014			postnet printting	\$19.14	\$ 10,599.94
3/10/2014			Donna Frasca signs reimburse	\$251.93	\$ 10,348.01
4/2/2014			US Postmaster, stamps, shipping press releases	\$54.60	\$ 10,293.41
4/28/2014	New Member, Mitchell, Motte dep. 2/26/14	\$50.00			\$ 10,343.41
4/28/2014			Cash for auction	\$50.00	\$ 10,293.41

4/30/2014			BB&T Service charge	\$3.00	\$ 10,290.41
4/28/2014	Membership dues VanAuken, Eliz Walsh	\$50.00			\$ 10,340.41
					\$ 10,340.41
					\$ 10,340.41
5/2/2014			Ms. Taylor, cleaning service Woman's Club	\$75.00	\$ 10,265.41
5/2/2014	Missy Rose square card donation	\$1.94			\$ 10,267.35
	same	\$0.49			\$ 10,267.84
5/8/2014			Carolyn Carroll reimburse wine preview party	\$104.98	\$ 10,162.86
			square service charge	\$0.49	\$ 10,162.37
5/8/2014			Lambeth Marshall, reimburse wine preview party	\$110.12	\$ 10,052.25
			(wine 41.82, staples ink 18.22		\$ 10,052.25
					\$ 10,052.25
5/8/2014	deposit square card auction	\$549.00			\$ 10,601.25
	deposit from cash donations & new member	\$184.00			\$ 10,785.25
	Syble Isbister (25.00)				\$ 10,785.25
5/10/2014			Maxwell's Restaurant, donation gift certificate		\$ 10,785.25
			for food for Tanzy family	\$130.00	\$ 10,655.25
					\$ 10,655.25
5/10/2014			Kohls gift certificate, donation Tanzy family	\$200.00	\$ 10,455.25
5/10/2014	donation, Dyer \$50.00, Frasca \$25				\$ 10,455.25
	membership, L. Steele, \$25.00	\$105.00			\$ 10,560.25
5/10/2014			Donation Union County Community Arts Council	\$50.00	\$ 10,510.25
5/10/2014	Mike McLaurin donation auction	\$20.00	Mamie Groome Reimburse for paper products	\$49.28	\$ 10,480.97
5/13/2014	David Francis, donation. Auction	\$75.00	Charlotte Observer advertisement	\$188.00	\$ 10,367.97
					\$ 10,367.97
5/29/2014	Members Noto, Halstead, Loma(75.00)				\$ 10,367.97
	donation from R. Gray for Tanzys (50.00)	\$125.00			\$ 10,492.97
					\$ 10,492.97
5/29/2014	Return of deposit check from Womens club	\$250.00	BB&T service charge	\$3.00	\$ 10,739.97
					\$ 10,739.97
6/15/2014	Members Jackson, Gomez (50.00)				\$ 10,739.97
	donatation by Tarnpoll (20.00)	\$70.00	BB&T service charge	\$3.00	\$ 10,806.97
					\$ 10,806.97
7/7/2014	Members Ellingwood, Davin,Rubino,Phillip	\$100.00	Potter & Co. accountant	\$300.00	\$ 10,606.97

7/7/2014	Member Kaplan,	\$25.00	Ann Tanzy family donation	\$70.00	\$ 10,561.97
	Member Carlton	\$25.00			\$ 10,586.97
7/31/2014			BB&T service charge	\$3.00	\$ 10,583.97
			BB&T safe deposit box	\$65.00	\$ 10,518.97
					\$ 10,518.97
8/13/2014	Member Byrum	\$25.00	Bonnie Rusinko reimburse window stuff	\$23.90	\$ 10,520.07
			Staples, Ink	\$34.30	\$ 10,485.77
			Claudia Meyer, reimburse badges	\$105.89	\$ 10,379.88
			BB&T service charge	\$4.00	\$ 10,375.88
					\$ 10,375.88
9/9/2014	Members Dixon, McDaniel, Russell	\$75.00			\$ 10,450.88
					\$ 10,450.88
					\$ 10,450.88
					\$ 10,450.88
10/7/2014			Millcreek Graphics Advertising	\$400.40	\$ 10,050.48
			Lambeth Marshall Ink	\$40.20	\$ 10,010.28
			Donna Frasca, webkeeper & facebook for 2015	\$200.00	\$ 9,810.28
10/14/2014	Member Fronsee	\$25.00			\$ 9,835.28
10/22/2014	Town of Waxhaw	\$1,500.00			\$ 11,335.28
10/31/2014			Post net vinyl lettering for signs & printing of		\$ 11,335.28
			Maps, 2 sides	\$653.87	\$ 10,681.41
			Lambeth reimburse staples, labels, rubber bands	\$42.16	\$ 10,639.25
			Carolina Weekly advertising 4 times	\$1,088.00	\$ 9,551.25
			Jane Hunt for deposit for womens club	\$250.00	\$ 9,301.25
			Postnet more brochures	\$277.39	\$ 9,023.86
			BB&T service charge	\$4.00	\$ 9,019.86
					\$ 9,019.86
					\$ 9,019.86
					\$ 9,019.86
11/14/2014	Member Mahar	\$25.00	Walmart, beverages food	\$135.56	\$ 8,909.30
	Donatations/auction	\$618.00	Jane Hunt cleaning of Preview Party	\$100.00	\$ 9,427.30
			BB&T service charge	\$4.00	\$ 9,423.30
12/19/2014	Member Mary Fout Paypal	\$23.97			\$ 9,447.27
	Member Dorris, Fusco	\$50.00	Bonnie Wood, reimburse for food	\$103.58	\$ 9,393.69

		Bonnie Rusinko reimburse for cloth for window	\$22.50	\$ 9,371.19
		Lambeth Marshall, reimburse for plastic bin &		\$ 9,371.19
		Printing	\$23.96	\$ 9,347.23
		BB&T service charge	\$4.00	\$ 9,343.23



TOWN OF WAXHAW, NC FEE SCHEDULE

Effective: May 1, 2015

PLANNING & COMMUNITY DEVELOPMENT FEES	
Technology Fee for ALL Permits and Applications	10% of Fee
Variance or Appeal Request	\$330.00
Rezoning	
▪ Less than 2 acres	\$300.00
▪ 2 – 10 acres	\$500.00
▪ Greater than 10 acres	\$1,000.00 + \$25.00 per acre
Conditional Zoning	
▪ Less than 2 acres	\$400.00
▪ 2 -10 acres	\$800.00
▪ Greater than 10 acres	\$1,500.00 + \$25.00 per acre
Conditional Use Permit	
▪ Less than 2 acres	\$400.00
▪ 2 – 10 acres	\$800.00
▪ Greater than 10 acres	\$1,500.00 + \$25.00 per acre
Amendment to approved CU Permit / Conditional Zoning	
▪ Minor amendment	\$100.00
▪ Major amendment (Less than 2 acres)	\$200.00
▪ Major amendment (2-10 acres)	\$400.00
▪ Major amendment (Greater than 10 acres)	\$750.00 + \$15.00 per acre
Text Change Request	
▪ Less than 3 paragraphs	\$300.00
▪ More than 3 paragraphs	\$500.00
Sign Permit	
▪ Permanent	\$40.00 (includes zoning compliance)
▪ Temporary (excludes civic signs & civic banners)	\$11.00
▪ Master Sign Plan	\$150.00
▪ Master Sign Plan Amendment	\$50.00
Zoning Use	* \$30.00
Zoning Permit (New Construction)	
▪ Residential (One & Two Family Dwellings)	\$85.00
▪ Commercial Other than One & Two Family Dwellings	\$275.00
▪ Temporary Structure	\$110.00 per 6 months
Zoning Permit (Accessory Structure or Additions)	
▪ Minor additions, no more than 25% or 500 SF unheated	\$30.00
▪ Minor additions, no more than 25% or 500 SF heated	\$55.00
▪ Major Addition	\$85.00
Certificate of Zoning Compliance	

▪ Residential (One & Two Family Dwellings)	\$85.00
▪ Commercial Other than One & Two Family Dwellings	\$275.00
Floodplain Development Permit	\$125.00
Expedition Fee	\$50.00
Burn Permit	\$10.00
Copy of Storm Water Manual	\$40.00
Zoning Verification Letter	\$25.00
Copy of 24" x 36" Map or smaller (black & white)	\$5.00
Copy of 24" x 36" Map or smaller (color)	\$7.50
Copy of Map larger than 24" x 36" (black & white)	\$8.00
Copy of Map larger than 24" x 36" (color)	\$12.00
<u>Subdivision Review Fees</u>	
Preliminary Subdivision Plan	
▪ Residential - Less than 50 lots	\$250.00
▪ Residential - 50 or more lots	\$500.00
▪ Non-Residential	\$500.00
Preliminary Construction Plan Review	
▪ Major Subdivision	\$275.00 per lot
Final Plat Review	
▪ Major Subdivision	\$55.00 per lot
▪ Minor Subdivision (up to 10 acres)	\$55.00 per lot
<u>Non-Residential Site Plan Review Fees (Sites Other than One & Two Family Dwellings)</u>	
<u>Additions/Renovations</u>	
Up to 5,000 sq. ft.	\$250.00
5,001 to 30,000 sq. ft.	\$500.00
Over 30,000 sq. ft.	\$750.00
<u>New Development</u>	
Less than 1 acre	\$1,100.00
1 to 10 acres	\$1,100.00 plus \$200 per acre
10+acres	\$1,650.00 plus \$200 per acre
Surcharge per detention on site	\$550.00
Surcharge for Traditional Neighborhood Development	\$550.00
<u>Revision Fees</u>	
Minor changes to an approved plan	\$110.00
(Examples of minor changes are ones that affect: less than one acre, two lengths of storm drainage pipe, one flood cross-section, or two single-family lots)	
Major changes to approved plans	\$500.00
Revisions to approved plats	\$200.00

BUILDING INSPECTION FEES

Section 1. One/Two Family/Townhouse

One / Two Family / Townhouses		
New Construction & Additions		
Building:		Per Square Foot
	Roofed:	.15
	Unroofed:	.10
	Modular Home:	\$300.00
Plumbing:		Per Fixture
		\$10.00
	Modular Home:	\$100.00
Mechanical:		Per Appliance
	New:	\$125.00
	Change out:	\$100.00
	Modular Home: Set Compressor Only:	\$100.00
Electrical:		Per Square Foot
		.12
	Saw Service:	\$60.00
	Service Change: No Additional Circuits Additional Circuits: Use Square Foot Charge	\$100.00
	Modular Home: Set Electrical Service Only:	\$100.00
Renovations/Up Fits		
Building:		Per Square Foot
		.12
Plumbing:		Per Fixture
		\$10.00
Mechanical:		
	Additional Units:	\$125.00 Per Unit
	Ductwork Only:	.10
Electrical:		Per Square Foot
	Additional Circuits Only in Affected Area: Requiring Service Change – Use New Construction	.10

Miscellaneous		
HORF	Home Owner Recovery Fund	\$10.00
Pools		\$100.00

Section 2.Commercial. Permit fees for building shall be determined by multiplying the total gross building floor area by the cost per square foot as shown below:

Plumbing, Mechanical, Electrical: See Schedule below

Occupancy Group	15,000 sq. ft. and less	> than 15,000 sq. ft.
Commercial	.20	.18
Institutional	.30	.25
Storage, Utility and Miscellaneous	.14	.12

GRADUATED FEE. Permit fees for structures and repairs not able to be permitted by square footage:

\$0 to \$100,000	.012 x cost of project
\$100,001 to \$500,000	\$1,000 PLUS .0012 x cost of project
\$500,001 to \$1,000,000	\$1,500 PLUS .00076 x cost of project
Over \$1,000,000	\$2,250 PLUS .0006 x cost of project

Section 3.Electrical Schedule.

POWER SERVICE or SUB PANEL

Description	Fee
Per Square Foot or based on amps, whichever is more	.10
0 – 100 AMPS	\$75
101 – 200 AMPS	\$100
201 – 400 AMPS	\$200
401 – 600 AMPS	\$250
601 – 1000 AMPS	\$350
1001 – 2000 AMPS	\$600
2001 – Above AMPS	\$1,100

OTHER ELECTRICAL SERVICE

Description	Fee
Electrical Service for Mobile Home (Only)	*See Power Service Chart above
Fee for All Unclassified Installations	\$60
Pole Service/Based on Power Service Size	*See Power Service Chart above
Pools: Commercial	\$150
Sign Service/Based on Power Service Size	*See Power Service Chart above
Temporary Saw Pole – New Commercial (existing buildings and farm buildings)	\$60.00

Section 4.Mechanical Schedule.

Description	Fee
Per Square Foot	.10
Fee for All Unclassified Installations	\$60.00
Fire Suppression for Range Hood	\$60.00
Gas Line (Only)	\$60.00
Gas Water Heater (Change Out) (\$25 each additional unit, same trip)	\$60.00
Heat pump, Apollo unit, gas pack or furnace with a/c (\$25 each additional unit, same trip)	\$60.00
Mechanical Unit for Mobile Home (Only)	\$60.00
Radiant Heat Systems, Wall Furnace, Unit Heater, Fireplace Insert, Gas Logs, Gas Light, Gas Grill, etc.	\$60.00
Range Hood (Commercial)	\$60.00

Section 5.Plumbing Schedule.

Description	Fee
Per Fixture	\$10.00
Fee for All Unclassified Installations	\$60.00
Gas Line (Only)	\$60.00
Water Heater (Change Out) (\$20 each additional unit, same trip)	\$60.00

Section 6. Schedule of Permit Fees.

Description	Fee
24- Hour Fast Track Inspection Fee ¹	\$600 plus \$150 per inspection
Archive Research	\$45.00
Building Permit Sign Card	\$10.00
Certificate of Occupancy	\$10.00
Change of Occupancy Permit (Change of Use)	\$60.00
Commercial Plan Review (Buildings larger than 1,000 sq. ft.)	\$150 (Fee to be credited to Building Permit Fee when permitted) *Non-refundable if not approved
Commercial Renovations	[Square feet of renovated area times the fee of occupancy determined, (as per commercial table fee schedule) times 75%]
Demolition Permit	\$60.00
Emergency Inspection (Not regular business hours)	\$250 per inspection
Minimum Fee	\$60.00
Mobile Home Setup Single	\$250.00
Double	\$350.00
Modular Units (Commercial)	75% Of Trade Fees
Occupancy Permit (Tenant Change Only)	\$60.00
Re-inspection Fee	\$100.00
Returned Check	Maximum allowed by N.C.G.S. 25-3-512
Shell Building (Initial Permit)	[Square feet times fee of Storage Occupancy, (as per commercial table fee schedule)]
Signs	\$60.00
Starting Work Without Permit	Double Permit Fee
Upfit of Shell Building	Use graduated fee schedule, plus all trade fees

¹The fast track fees are intended to allow for flexibility in plan review and/or inspections on time critical projects.

Section 7. Fire Prevention Permits

Fire Prevention Construction Permits	
Description	Fee
105.7.1 - Automatic Fire Extinguishing System	\$100.00
105.7.2 – Battery Systems of More Than 50 Gallons Liquid	\$100.00
105.7.3 – Compressed Gases	\$100.00
105.7.4 Fire Alarm – Detection Systems & Related Equipment	\$75.00
105.7.5 Fire Pumps & Related Equipment	\$200.00
105.7.6 – Flammable & Combustible Liquids	\$100.00
105.7.7 – Hazardous Materials	\$200.00
105.7.8 – Industrial Ovens	\$100.00
105.7.10 – Private Fire Hydrants	\$100.00
105.7.11 - Spraying & Dipping Operations	\$100.00
105.7.12 – Standpipe System	\$100.00
105.7.13 – Temporary Membrane Structures, Tents & Canopies	\$10.00
Fire Prevention Operational Permits	
Description	Fee
105.6.2 - Amusement Buildings	\$100.00
105.6.4 - Carnivals & Fairs	\$50.00
105.6.6 - Combustible Dust Producing Operation	\$100.00
105.6.9 - Covered Mall Buildings	\$50.00
105.6.13 - Exhibits & Trade Shows	\$50.00
105.6.14 - Explosives	\$100.00
105.6.16 - Flammable & Combustible Liquids	\$50.00
105.6.16a - Operation of Fuel Dispensing Facility	\$50.00
105.6.16b - Temporarily Place Tank Out of Service	\$100.00
105.6.16c - Change Contents of Flammable /Combustible Liquid Tank	\$100.00
105.6.16d - Manufacture, Process, Blend or Refine Flammable/Combustible Liquids	\$100.00
105.6.19 - Fumigation & Thermal Insecticidal Fogging	\$100.00
105.6.26 – Liquid or Gas Fueled Vehicles or Equipment in Assembly Building	\$50.00
105.6.35 – Private Fire Hydrants	\$50.00
105.6.41 – Spraying & Dipping Operation	\$200.00
105.6.43 – Temporary Membrane Structures, Tents & Canopies	\$50.00
On Site Fireworks Operational Assistants	\$100.00

Section 7. Fire Prevention Permits (Continued)

Fire Prevention Plan Review	
Description	Fee
Plan Review Fee	\$.018 PSF
Minimum Plan Review Fee	\$30.00
Plan Review Fee for the public exhibition of pyrotechnics	\$100.00
Plan Review Fees are due at the time of submittal and are NON-REFUNDABLE .	
Fire Prevention Inspection Fees (Specific)	
Foster Home, Day Care, Therapeutic & Group Homes	\$60.00
ABC Inspection	\$60.00
Fire Prevention Inspection Fees (Periodic)	
Initial Inspection	\$60.00
Re-Inspection	\$100.00
<p>Re-inspection Fees: Additional inspection trips made necessary through the failure of any person, firm or corporation in charge of work, to give specific locations of work to be inspected, or to otherwise create conditions making such additional inspections or trips necessary, are hereby designated "Re-inspections." For each such "Re-inspection", the following fee schedule shall apply for each offense. This shall apply to all Inspections unless otherwise noted.</p>	

Section 8. General Information

- Minimum fee for any permit is \$60.00
- Additional inspection trips made necessary through the failure of any person, firm, or corporation in charge of work, to give specific locations of work to be inspected or to otherwise create conditions make such additional inspections or trips necessary, are hereby designated "Extra Inspections". For each "Extra Inspection", a fee of \$100 shall be imposed for each offense.
- A permit issued pursuant to G.S. 160A-417 expires six months, or any lesser time fixed by ordinance of the Town, after the date of issuance if the work authorized by the permit has not commenced. If after commencement the work is discontinued for a period of 12 months, the permit therefore immediately expires. No work authorized by a permit that has expired may thereafter be performed until a new permit has been secured. (G.S. 160A-418)

Therefore, the following fees will be charged for permits that are allowed to expire:

1. Permit expiring after six months

A. A new, second permit will be issued within six months of the expiration date of the first permit with a minimum fee of \$60.

B. Time that lapses beyond six months of the expiration date will require the full amount of fees to be charged.

2. Permit expiring after 12 months from last inspection performed:

A new, second permit will be issued with the full amount of fees being charged.

OTHER TOWN FEES

Description	Fee
Cemetery Fees	
Plot Cost Per Site:	
Resident	\$500.00
Non-Resident	\$700.00
Opening/Closing Costs:	
Weekdays*	\$600.00
Holidays/Weekends	\$750.00
Cremations:	
Weekdays	\$300.00
Holidays/Weekends*	\$450.00
Relocation of body:	
Relocation of body	\$200.00
Relocation of body with small service	\$300.00
*Any openings and closing that occur after 4:00 p.m. will be subject to an additional \$100.00 charge for this service	
Storm Drain Camera Services	
Fees as Follows	
Initial Set-up	\$250.00
Minimal Charge	\$400.00
Footage Charge	\$1.05 per foot
Miscellaneous Fees	
Chicken Permit Fee (Due yearly: July 1- June 30)	\$25.00

Return Check Fee (or actual cost, if more than above approved fee)	\$30.00
Legal Advertisements (actual cost billed)	Actual
Copy fees (per copy – letter, legal & ledger size)	\$.25
CD – Public Information downloaded	\$3.00
Misc. Copy fees:	\$.25
• Scanned – letter, legal & ledger size (per sheet)	
• Scanned – maps/plans 18” x 24” or larger (per sheet)	\$1.00
Fax – local	No charge
Out of area – first two pages	\$3.00
Each additional page	\$1.00

**Non-profit organizations that are registered with the state of North Carolina and are applying for a zoning use permit for seasonal outdoor sales use are exempt from paying this fee; however, they must file an application with the Planning & Community Development Department*

Section 9. Garbage Fee

A prorated garbage fee of \$6.67 per month left in the fiscal year shall be charged at the time the Certificate of Occupancy is issued in accordance with the following schedule:

July	Month 1	\$80.00
August	Month 2	\$73.37
September	Month 3	\$66.03
October	Month 4	\$60.03
November	Month 5	\$53.36
December	Month 6	\$46.69
January	Month 7	\$40.02
February	Month 8	\$33.35
March	Month 9	\$26.68
April	Month 10	\$20.01
May	Month 11	\$13.34
June	Month 12	\$6.67

APPROVED *April 28, 2015* by the Board of Commissioners



TOWN OF WAXHAW

1150 North Broome Street
Waxhaw, N.C 28173
Telephone (704) 843-2195 Fax (704) 843-2196
www.waxhaw.com

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

MAYOR

DAUNE GARDNER

TOWN COMMISSIONERS

MICHAEL STEWART (Mayor Pro-Tem)

PAUL FITZGERALD

JOHN HUNT

STEVE MAHER

JAMES WARNER

INTERIM TOWN MANAGER

GREG MAHAR

TOWN CLERK

MELODY SHULER

April 21, 2015

RE: Street Closing for May 1st Friday

Dear Town Board of Commissioners,

The Town of Waxhaw Events Division respectfully requests the following street closure for First Friday on May 1, 2015 from 4:30 – 8:30 pm.

North Church Street from W. N. Main Street to McDonald Street

The May First Friday will have a safety theme with various activities throughout the downtown including car seat safety checks, seat belt convincer, Leads online (home inventory system), self-defense class, free gun locks, bike rodeo with bike helmet giveaway. North Church Street will be used for a demonstration on drinking and driving using the Waxhaw Police Department drunk cart.

2014-2015 BUDGET AMENDMENTS 04/28/15

BUDGET AMENDMENTS FOR THE TOWN OF WAXHAW FOR THE FISCAL YEAR ENDING JUNE 30, 2015

AMENDMENT APPROVED BY BOARD OF COMMISSIONERS ON _____

(DATE)

TOWN MANAGER _____

(SIGNATURE)

GENERAL FUND		INCREASE	DECREASE	
12-320-999 - Undesignated Fund Balance		25,800		
12-570-622 - YMCA Partnership		25,800		
Budget amendment needed for YMCA escrow and due diligence				
12-420-480 - Technology Support/Equip		70,800		
12-550-010 - PCD Salaries			62,500	
12-550-060 - Medical & Life Insurance Exp.			8,300	
Budget amendment to fund LaserFische				



Resolution of Appreciation

WHEREAS, the Town of Waxhaw is an incorporated municipality in Union County, North Carolina and governed by the Council-Manager form of government;

WHEREAS, after the retirement of its Town Manager, the Waxhaw Board of Commissioners needed an Interim Town Manager to be the chief administrator of the Town responsible for daily operations;

WHEREAS, the Board of Commissioners takes great pride in the quality and level of services afford to all who live, work, and visit the Town;

WHEREAS, the Board of Commissioners needed an Interim Town Manager that could unite and motivate Town Staff to continue this high level of service;

WHEREAS, Greg Mahar, the Town's Director of Planning and Community Development, has a long history of dedication and service to the Town of Waxhaw;

WHEREAS, upon request from the Board of Commissioners, Greg Mahar agreed to serve as Interim Town Manager;

WHEREAS, Greg Mahar served the Town of Waxhaw with honor and integrity while guiding Town Staff and the Board of Commissioners through seamless operations until the hiring of a long-term Town Manager; and

WHEREAS, the Town of Waxhaw Board of Commissioners is proud to have Greg Mahar as a valued employee and grateful to him for all that he has brought to our Town both personally and professionally during his appointment as Interim Town Manager.

NOW, THEREFORE, be it resolved that the Board of Commissioners in appreciation for his loyal dedication to the Town of Waxhaw does declare April 30, 2015 as Greg Mahar Day in the Town of Waxhaw.

Adopted this 28th day of April 2015.

Daune Gardner, Mayor

ATTEST:

Melody Shuler, Town Clerk



VI. Old Business

- A. Discussion and Possible Approval of Contract for Renovations of Duncan McDonald House
Presenter: [Greg Mahar](#)

Information

A Request for Proposals of the Duncan McDonald House Renovation was released on March 6, 2015 and submittals were due no later than March 30, 2015. Kris Axhoj Homes/Designer Construction Corporation and J.A. Hayes Wood Shop, LLC submitted proposals for the renovation. Greg Mahar, Director of Planning & Community Development, recommends awarding the renovation contract to Kris Axhoj Homes/Designer Construction Corporation in the amount of \$177,500.

Board Action

- Authorize Town Manager Wood to execute a contract with Kris Axhoj Homes/Designer Construction Corporation for renovations of Duncan McDonald House in an amount not to exceed \$177,500.

Town of Waxhaw

The Duncan McDonald House

Renovation Project

Request for Proposals Analysis and Recommendation



Executive Summary

Prepared for the Town of Waxhaw Board of Commissioners by

Greg Mahar, CFM
Director of Planning & Community Development
April 28, 2015

The Request for Proposals for the Duncan McDonald House Renovation was released on March 6, 2015 and submittals were due no later than March 30, 2015 at 4:00 pm. There were two proposals submitted that met the outlined criteria and the results are contained in this summary.

Kris Axhoj Homes/Designer Construction Corporation and J.A. Hayes Wood Shop, LLC were the two companies that submitted proposals for the renovation. A point system was developed that awarded points based on fulfillment of the requirements outlined in the Request for Proposal. There were seven (7) areas that were requested to be addressed with several points and items within those seven (7) areas that were to be included. Essentially each point and item within the areas was worth approximately three (3) points each. The total number of points available was 100. Both companies were determined to be highly capable of completing the project. Both appear to have delivered quality projects previously.

Kris Axhoj Homes/Designer Construction Corporation scored a total of 72 points. Mr. Axhoj is a Licensed General Contractor with Limited Limitations in the Building Classification and Designer Construction Corporation is a Licensed General Contractor with Unlimited Limitations in the Building Classification. Proper documentation providing current General Liability Insurance was submitted. Kris Axhoj Homes/Designer Construction Corporation submitted a bid estimate of \$177,500.00. It is worth noting the Building Permit was left off of the estimate with the Town of Waxhaw absorbing that cost as well as the trash removal and portable bathroom also to be supplied and paid for by the Town of Waxhaw.

J.A. Hayes Wood Shop, LLC scored a total of 63 points. J.A. Hayes Wood Shop is a Licensed General Contractor with Limited Limitations in the Building Classification. Proper documentation providing current General Liability Insurance was provided through contact with the State Farm Insurance Agent the company does business with. J.A. Hayes Wood Shop, LLC submitted a bid estimate of \$198,754.48. All items were accounted for in this estimate with the biggest

difference between the two firms was the Contractors Mark Up @ 18% consisting of \$30,318.48 additional amount in the J.A. Hayes Wood Shop, LLC submittal.

Staff recommendation is to select Kris Axhoj Homes/Designer Construction Corporation based on the overall submission completeness and qualifications and to authorize the Town Manager to enter into agreements and/or contracts associated with this project.

Kris Axhoj Homes

Designer Construction Corporation

Fine Custom Home Building

March 29, 2015

To: Waxhaw Town Counsel
Duncan McDonald House Renovation Committee

From: Kris Axhoj
Office: 704-644-5988
Cell: 704-995-7313

RE: Response to RFP McDonald Home

Dear Waxhaw Town Counsel,

Thank you for the opportunity to quote the renovation of the Duncan McDonald House in Waxhaw, NC. Following is a summary for the RFP sent out to potential General Contractors.

Background:

1. Company Information:

Designer Construction Corporation
2506 Creek Manor Drive, Waxhaw NC 28173

Contact Person: Kris Axhoj

Cell: 704-995-7313

Fax: 704-243-8291

Web Site: www.AxhojHomes.com

Email: KAxhoj@carolina.rr.com

2. Qualifications:

Designer Construction Corporation (marketed under Kris Axhoj Homes) has been in the area for the last 15 years primarily working on custom homes. Kris has never built the same home twice and believes in quality deliverables on time that meet or exceed customer's expectations. Kris Axhoj graduated as an Industrial Engineer from Clarkson University and spent 15 years in corporate consulting. He knows how to coordinate and manage jobs efficiently and knows that every job has his name on it so it will be handled correctly and the client will be satisfied. Every engagement is personal to Kris so the McDonald House will be cared for and managed efficiently.

3. Personnel:

All "Team Members" have been vetted over multiple years and jobs. Kris has chosen his team by analyzing their passion, experience, quality, personality, costs, and timely deliverables. Kris continues to monitor his team to make sure the customer is receiving the best deliverable on time and on budget.

4. Historic Facilities:

Designer Construction Corporation has participated in the following older home and historic home projects:

- Moved a home off of a commercial property, reconfigured it, and updated it into a fresh look. We cut the home in three pieces and put it back together in a different configuration. The home is now on Fincher Road in Indian Trail.
- Renovated a burned out home in Historic Gastonia. We worked with the local Historical Society to put the home back together and remediated the smoke and fire damage. The project was around \$120,000 in which we had to completely take out the top floor and gut the entire home. The fire burned out the entire second floor. Home Address: 525 South Chester Street, Gastonia, NC.
- Renovating a home in the Plaza Area in Charlotte, NC. Currently finishing a home that was built in 1951 that we gutted and put back together as a beautiful new Bungalow. Total Project cost is at \$170,000.

5. Construction Service:

Designer Construction Corporation is emerging from the great recession still intact. We still have excess capacity to handle and take this work on although we are getting more jobs coming through now. The oversight and a lot of the work will be completed by Kris Axhoj and his personal team.

The work plan would be the same as the tasks that are broken down in the Scope of Work. After we complete a task to the satisfaction of the Town Counsel, we will check it off the list and submit an invoice for that task.

In construction there are always opportunities that come up for it is an imperfect industry. Materials, labor, weather, and so many outside forces can influence the project's efficiencies. We work around obstacles and are flexible and agile to keep moving forward toward the goal of a successful deliverable.

The typical change order procedure is a \$100 fee and then the cost of the change order. If there is a nebulous specification or miscommunication, then we waive the fee and work together to resolve the issue.

6. Legal Concerns:

Never had an issue with a client. Never sued or taken to court from a client.

Attached are the Insurance forms and GC License.

7. Fees – Please review the attached Scope of Work spreadsheet.

If you have any questions and/or concerns please feel free to give me a call. Thank you so much for the opportunity to work on the Historical Duncan McDonald House.

Sincerely,



Kris Axhoj

Quote for McDonald House:

Item#	Description Allowance priced items	Estimated Cost		Future Phase II	Comments:
		Phase I			
1	Superintendent	\$	6,500.00		
2	Building Permit	\$	-		Waxhaw Town will take care of this
3	Raise house off the ground	\$	18,000.00		By Others
4	De- Construction front Porch	\$	4,200.00		
5	De-construction side porch	\$	2,000.00		
6	De-construction Remove 3 bottom rows of siding	\$	1,500.00		
7	De-construction Removing Floor & joists/girders	\$	8,000.00		
8	Board up 12 window	\$	800.00		
8.5	new entry ----Take down Brick Fireplace	\$	3,000.00		
9	Footings Continious at the perimeter	\$	6,500.00		
10	Masonry: Piers (maxium Qty 50)	\$	6,500.00		
11	Exterior Masonry Fireplace with Vent Free Gas Logs	\$	12,000.00		
12	Masonry Fireplace 2 mock with vent free gas logs	\$	14,000.00		
13	ADA Entry Ramp			\$ 5,000.00	
14	Re-Construction Front Porch	\$	14,000.00		
15	Re-Construction Side Porch	\$	9,000.00		
16	Framing Floor System	\$	18,000.00		
17	Siding & outside trim repair	\$	10,500.00		
18	Wood Floors	\$	6,500.00		
19	Window Repair Existing??? Quote			\$ -	Vendor Quote- Paul F. has this
20	Roofing 5 "V" Metal	\$	18,000.00		
21	Electrical	\$	500.00	\$ -	Electrical for Phase II specs?
22	Ext. Paint	\$	9,500.00		
23	Fence Rental (security)& storage Pods	\$	5,000.00	\$ -	
24	Trash Removal & Porta Jon	\$	-	\$ -	Waxhaw Town will take care of this
25	Insulation for R30 in Ceiling and R19 under Floor with net	\$	3,500.00		
Total Estimated Cost:		\$	177,500.00	\$ 5,000.00	

License Year

2015

License No.

47077

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Designer Construction Corporation
Waxhaw, NC

is duly registered and entitled to practice
General Contracting

Limitation: Unlimited
Classification: Building

until

December 31, 2015

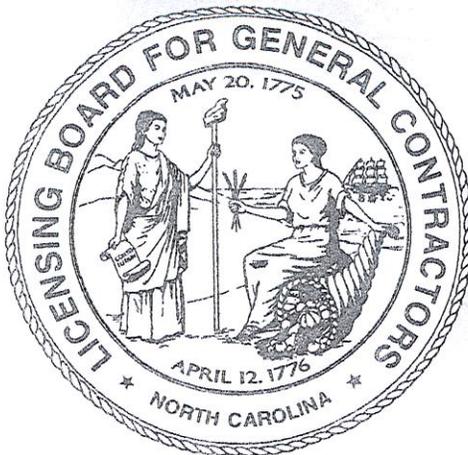
when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2015

This certificate may not be altered.



Allen Hambell

Chairman

NEA JONES

Secretary-Treasurer

License Year

2015

License No.

46499

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Kristen Peter Axhoj
Waxhaw, NC

is duly registered and entitled to practice

General Contracting

Limitation: Limited
Classification: Building

until

December 31, 2015

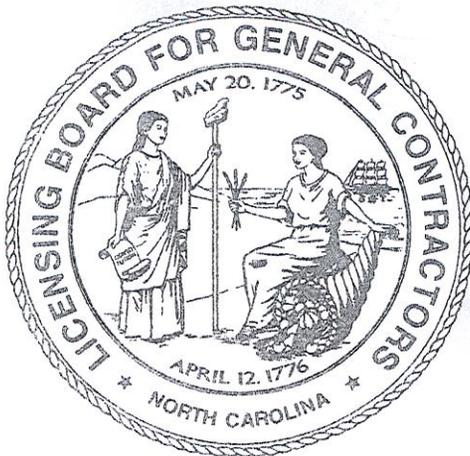
when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2015

This certificate may not be altered.



Allen Wambell

Chairman

NEA JONES

Secretary-Treasurer

Policy Number	Policy Period	
	From	To
WCP 1035596 00	10/03/2014 12:01 A.M. Standard Time at the described location	10/03/2015

77 of 399

POLICY DECLARATION		Customer #:	
1. Named Insured and Address		Agent	
DESIGNER CONSTRUCTION CORP. 2506 CREEK MANOR DR. WAXHAW NC 28173		CHARLES W LOCKHART INS AGENCY PO BOX 11905 CHARLOTTE, NC 28220-1905	
		Telephone: 704-523-3343 0000086	
Carrier # 37354	FEIN # 562170482	Risk ID #	Entity of Insured CORPORATION

Location(s): See Site Location Schedule

2. The Policy Period is from 10/03/2014 to 10/03/2015 12:01 a.m. Standard Time at the Insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: North Carolina

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$	100,000	each accident
Bodily Injury by Disease	\$	500,000	policy limit
Bodily Injury by Disease	\$	100,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: SC, VA, TN, MD, GA, MS, DC, FL except state(s) listed in Item 3.A. above.

D. This policy includes these endorsements and schedules: See attached schedule.

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit.

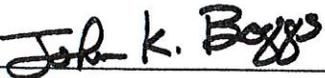
SEE EXTENSION OF INFORMATION PAGE

FAILURE TO PAY ANY PAST OR CURRENT PREMIUMS DUE WILL RESULT IN THE RESCISSION OF THIS OFFER OF COVERAGE.

Minimum Premium	\$	1,000	Total Estimated Annual Premium	\$	790
			Expense Constant	\$	210
			Premium Discount	\$	
			Deposit	\$	

Premium Adjustment Period: Annual; Semiannual; Quarterly; Monthly

Countersigned this _____ Day of _____,
Issued Date: 10/06/2014
Issuing Office BUILDERS MUTUAL INSURANCE CO.


Authorized Representative

GENERAL LIABILITY DECLARATION

Policy Number	Policy Period	
	From	To
CPA 0004751 00	10/03/2014 12:01 A.M. Standard Time at the described location	10/03/2015

62 of 972

Transaction		
POLICY DECLARATION		Customer #:
Named Insured and Address		Agent
DESIGNER CONSTRUCTION CORP. 2506 CREEK MANOR DR. WAXHAW NC 28173		CHARLES W LOCKHART INS AGENCY PO BOX 11905 CHARLOTTE, NC 28220-1905 Telephone: 704-523-3343 0000086
Business Description	Type of Business	Audit Period
RESIDENTIAL REMODELING	Corporation	Annual

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

GENERAL LIABILITY DECLARATIONS

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$	2,000,000
Products - Completed Operations Aggregate Limit	\$	2,000,000
Each Occurrence Limit	\$	1,000,000
Personal and Advertising Injury Limit	\$	1,000,000
Medical Expense Limit, any one person	\$	5,000
Fire Damage Limit, any one fire	\$	100,000
Limited Care Custody/Control (Each Loss)	\$	
Limited Care Custody/Control (Policy Aggregate)	\$	
Employee Benefits Liability (Each Claim)	\$	
Employee Benefits Liability (Aggregate)	\$	

DEDUCTIBLES

	PER CLAIM	PER OCCURRENCE
Premop BI	\$	\$
Products BI	\$	\$
Premop PD	\$	\$
Product PD	\$	\$
Premop BI/PD	\$	\$
Product BI/PD	\$	\$

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Refer to attached schedule.

CLASSIFICATIONS

Refer to attached schedule

TOTAL PREMIUM FOR THIS COVERAGE PART \$ 1,053

Forms and Endorsements Applicable to this Policy see Attached Schedule

--

These Declarations together with the common policy conditions, coverage part declarations, coverage part coverage form(s) and form(s) and endorsements, if any, issued, complete the above numbered policy.

**Proposal for the Renovation of the Duncan McDonald House
115 McDonald Street
Waxhaw, NC 28173**

1) Company Information

Name and Address of Firm/Company:

J.A. Hayes Wood Shop, LLC
10412 Rodney Street
Pineville, NC 28134

Contact Person:

John Hayes: Owner
Daniel Dubuc: Superintendent

Telephone Numbers:

John Hayes: 704-363-8933
Daniel Dubuc: 704-622-9451

Fax Number:

Shared number we must be notified prior to receiving a fax.

Internet Address of the Firm/Company:

Our web site is currently being developed.

E-mail Address:

JohnHayes1935@gmail.com

2) Statement of Qualifications:

We are a small company with over 25 years experience in the remodeling of some of the Charlotte areas finest and oldest homes. While we do not have a specific historical project that we can identify as one of our projects. We do own and operate a 6000 square foot cabinetry and millwork shop in Pineville. Our shop is a truly custom shop in that may of the areas finest builders and remodelers rely on us to repair, fabricate and duplicate the detailed millwork found on the Charlotte areas finest older and historic homes.

3) Personnel:

All of our subcontractors are experienced in the remodeling and renovation of older homes. The majority of our subcontractors have worked with us for more than 10 years. They are highly skilled, trustworthy and reliable.

4) Historic Facilities:

While not an historic project we completed a whole house remodel for Vic & Kelly Warnement that presented challenges similar to those we will face in renovating the Duncan McDonald House. The Warnement house we separated the second floor from the first floor, raised the first floor ceilings from 8 feet to 9 feet then set the second floor back on top of the first floor. We won the NHBA Remodelers Council top award for whole house remodeling.

Our three best projects are:

- 1) Vic & Kelly Warnement, Whole house remodel and additions in Charlotte.
- 2) Scott & Kristen Baker, Whole house remodel and additions in Concord.
- 3) Patti & Pender Murphy, Whole house remodel and addition in Charlotte.

5) Construction Service:

- a) We limit our workload to no more than 3 projects in production at any given time. Our experience tells us that three projects allow us to stay focused on the task at hand. The 3 projects are staggered with each project at a different phase insuring that each project stays on schedule.
- c) Every project presents its own unique set of challenges. John Hayes is a Veteran of the United States Navy Seabees the Seabee motto is "Seabees Can Do" We also have an "improvise, adapt, overcome" attitude to any difficulty encountered.
- d) We try to minimize the quantity of Change Orders. We Change Orders arise we first discuss the situation with the owner and try to find the effective solution to the Change Order. Owner and Contractor verbally agree on the Change Order. The Change Order is signed by the Owner and Contractor before work on the Change Order begins.

6) Legal Concerns:

- a) There is no former, current or pending litigation against our company.
- b) Our general liability insurance is with State Auto Insurance. Our workers compensation insurance is with Travelers Insurance. We will have our agent provide you a current insurance certificate.
- c) Our North Carolina General Contractors license number is 72350. We have a Limited Builders License that allows us to work on residential or commercial jobs

with a value not exceeding \$500,000.00. This job will likely require a Builders License as it will most likely be considered a commercial job by the permitting office.

7) Fees:

- a) Our fees are itemized on the Estimate of Work Scope work Sheet.

Please direct any questions to:

John Hayes 704-363-8933 or Daniel Dubuc 704-622-9451

We look forward to working with you on the Duncan McDonald House Renovation.

J.A. Hayes Wood Shop, LLC
10412 Rodney Street
Pineville, NC 28134
704-363-8933

Town of Waxhaw
 McDonald House Restoration
 115 McDonald Street
 Waxhaw, NC 28173

March 29, 2015
 Estimate based upon the Request for Proposal Dated March 6, 2015.
 Estimate of work scope, not a contract or guarantee

Item #	Description Allowance Priced Items	3/29/2015 Estimated Cost
1	Superintendent	\$10,400.00
2	Building Permit	\$1,500.00
3	Raise House Off Ground	\$17,500.00
4	De-Construction Front Porch	\$1,680.00
5	De-Construction Side Porch	\$1,280.00
6	De-Construction Remove 3 Bottom Rows of Siding	\$1,280.00
7	De-Construction: Remove Flooring	\$6,400.00
8	Board Up 12 Windows	\$1,000.00
9	Footings Continuous at Perimeter	\$3,850.00
10	Masonry: Piers (Maximum 50)	\$7,250.00
11	Masonry: Fireplace Church Street Side Mock for Vent less	\$7,000.00
12	Masonry: Fireplace 2 Mock for Vent less	\$6,050.00
13	ADA Entry Ramp	\$0.00
14	Re-Construct Front Porch	\$13,785.00
15	Re-Construct Side Porch	\$6,755.00
16	Framing: Floor System	\$19,800.00
17	Siding & Outside Trim Repair	\$7,400.00
18	Wood Floors	\$10,296.00
19	Windows Repair Existing	\$0.00
20	Roofing 5 "V" Metal	\$17,820.00
21	Insulation	\$5,850.00
22	Plywood 1/2" Treated to Protect Flooring Insulation	\$3,385.00
23	Electrical	\$1,000.00
24	Gas Logs Vent Free	\$3,500.00
25	Painting	\$5,255.00

26	Fence Rental (Security) & Storage Pods	\$5,200.00
27	Trash Removal & Porta Jon	\$3,200.00
	<u>Total Allowance Price Items</u>	<u>\$168,436.00</u>
	Contractors Mark Up @ 18%	\$30,318.48
	<u>Total Estimated Cost</u>	<u>\$198,754.48</u>

Note: We believe this estimate is accurate based upon the information provided in the Request for P
However, there are some issues/concerns that require additional discussion/ clarification



VI. Old Business

- B. Discussion and Possible Approval of Waxhaw's Video Surveillance Policy
Presenter: [Chaplin Spencer](#)

Information

This request was submitted by Natalie Jackson, Parks & Recreation Director, on March 10, 2015. The Town Board requested for Attorney Spencer to provide a more comprehensive policy and return with his recommended changes.

Board Action

- Possible approval of Waxhaw's Video Surveillance Policy.



VIDEO SURVEILLANCE POLICY

I. PURPOSE

- A. Public Security Camera Systems provide the Town of Waxhaw (“Town”) with an invaluable tool to increase the public’s safety and protecting Town property by deterring criminal activity, readily identifying criminal activity and facilitating the arrest and prosecution of criminal offenders. As such, Town will implement Public Security Camera Systems to:
1. Enhance public safety and security in public areas, while reducing the public’s fear of crime;
 2. Reduce the cost and impact of criminal activity to specific communities;
 3. Prevent, deter, and identify criminal activity;
 4. Quickly identify suspects and gather direct evidence for their lawful arrest and prosecution;
 5. Target violent criminal behavior, narcotics activity and property crimes occurring in a public right of way or areas open to the public;
 6. Conduct limited observation of pre-scheduled and simultaneous events for the purpose of preventing disturbances, locating lost children and efficiently managing public resources;
 7. Respond to major critical incidents;
 8. Observe and document officers’ interactions with the public to safeguard the rights of the public and to protect the Town against unwarranted claims; and
 9. Monitor conditions and needs of Town properties.
- B. The use of video surveillance will be conducted in a professional and ethical manner by core principles found within the constitution and federal and state statutes. Town recognizes its use and retention of electronic technology for a legitimate law enforcement objective must be conducted in a manner that at a minimum takes into consideration the following:
1. An individual’s legitimate privacy concerns;
 2. An individual’s or group’s legitimate desire to remain anonymous in a public place particularly when conducting political activity or participating in protected speech;
 3. An individual’s or group’s right to lawfully express themselves through speech and other expressive behavior without undue interference from law enforcement officers; and
 4. An individual’s or group’s right to associate with other persons without undue interference from law enforcement officers.

II. DEFINITIONS

- A. Legitimate Law Enforcement Objective: The prevention, detection and investigation of criminal behavior, the gathering of evidence to assist in the apprehension and prosecution of criminals, the identification of potential acts of civil disobedience designed to unlawfully disrupt the legitimate and lawful activities conducted within the municipal limits of Waxhaw, N.C.
- B. Privacy interest: A place where a person has exhibited an actual expectation of privacy and that expectation is one that society is prepared to recognize as reasonable. (Reasonable Expectation of Privacy).
- C. Reasonable Suspicion: A police officer has reasonable suspicion when the officer observes unusual conduct or receives reliable information which leads the officer to reasonably conclude in light of the

officer's experience that a person has committed or is about to commit a crime. The reasonable suspicion standard is lower than the standard of probable cause; however a mere hunch is insufficient as a basis for reasonable suspicion. A suspicion that is based upon the race, ethnicity, religion, national origin, lawful political affiliation or activity, or lawful news gathering activity of an individual group is not reasonable suspicion.

- D. Public Security Camera Systems: Digital and/ or analogue devices that capture and retain video images and data about a person, or a person's effects, or acts.

III. PROCEDURES

- A. Public Security Camera Systems are implemented for use and furtherance of a Legitimate Law Enforcement Objective but may have ancillary uses for analyzing crowd control and the condition of Town property.
- B. The Town of Waxhaw IT & Police Departments are responsible for the management of the Public Security Camera Systems. The Chief of Police will appoint a Security Camera Coordinator from the IT department to: (i) monitor compliance with this policy and applicable laws; (ii) implement training and authorizing persons with allowed access to the Public Security Camera Systems; (iii) and performing regular inspections of all Public Security Camera Systems.
- C. Authorized employees and police officers may obtain and analyze data from Public Security Camera Systems for the purpose of investigating a specific crime or a specific crime trend. However, police officers will not develop an individual profile of a person's movements and behaviors unless they have reasonable suspicion that a person or persons is involved in criminal activity and the behavior monitored is related to a crime.
- D. Operation and Use
 - 1. Video feed from security cameras may be monitored in real time or unmonitored while recording.
 - 2. Security cameras will not be used to monitor areas or spaces where an individual or business has a privacy interest unless the investigating officer has either obtained a court order or there are exigent circumstances.
 - 3. Operators will not monitor individuals based on their race, gender, ethnicity, or disability unless such characteristics are part of a reliable description of a person suspected of identifiable and particularized criminal activity.
 - 4. Public Security Camera Systems will not be installed on another entity's property unless the owner or its legal representative of the property to which the camera is to be installed has consented in writing to the installation of the security camera(s) or the installation is conducted pursuant to a court order. The linkage of private security cameras to Town's system will be done pursuant to a written agreement signed by both parties and approved by the Chief of Police.
 - 5. The public should be notified of the existence of video surveillance equipment by clearly written signs prominently displayed at the entrances, exterior walls, and/or perimeter of the video surveillance areas.
 - 6. A historical log for each camera will be maintained documenting the date that it is installed, the location and placement of the camera and the date it is removed.

IV. ACCESS TO SECURITY CAMERA VIDEO DATA

- A. Public requests to review recorded data must be coordinated through the Waxhaw Police Department. Responses are subject to applicable law. Criminal investigative and/ or intelligence material must not be released if adverse to the police operations unless required by law.
- B. Police officers may access for a Legitimate Law Enforcement Objective.
- C. The Parks and Recreation Department will maintain access to park specific video coverage for the sole purpose of park operations and security. The Town Manager or designee may grant other employees with a legitimate need to access data from the Public Security Camera Systems.
- D. Retention/Hold of Data. Security camera data will be maintained for a minimum of thirty (30) days and will not be retained unless the data is identified as relevant to a legitimate law enforcement objective, or upon request of the Town Manager or his designee for purposes related to legitimate Town business. All data that is required to be retained beyond 30 days will be transferred to an alternate form of electronic media storage and will fall under the retention guidelines of the North Carolina Retention Schedule.

Duly adopted this the 28th day of April, 2015.

Daune Gardner, Mayor

ATTEST: _____
Melody Shuler, Town Clerk



VII. New Business

- A. Discussion of Possible Steps on UDO
Presenter: [Greg Mahar](#)

Information

A request was made by the Town Board at the April 14, 2015 meeting to further discuss possible steps on the UDO.

Board Action

- No action at this time.



VII. New Business

- B. Discussion of Union County's Liquor Referendum
Presenter: [Chaplin Spencer](#)

Information

A request was made by the Town Board at the April 14, 2015 meeting to further discuss Union County's Liquor Referendum.

Board Action

- No action at this time.



VII. New Business

- C. Discussion of Board Vacancy
Presenter: [Steve Maher](#)

Information

A request was made by Town Manager Warren Wood for the Town Board to further discuss Board & Committee vacancy procedures.

Board Action

- No action at this time.



Since 1889

Town of Waxhaw
Application for Boards & Committees

APPLICANTS ARE REQUIRED TO BE RESIDENTS OF THE TOWN OF WAXHAW

- ABC Board
Beautification Committee
Board of Adjustment
Comprehensive Plan Steering Committee
Financial Advisory Committee
Historic Preservation Committee
I.T. Advisory Committee
Parks & Recreation Advisory Board
Planning Board
Small Town Main Street Committee

Full Name: Justin Richard Newton
Years as a Waxhaw Resident: 8.2

Home Address: 8100 Penman Springs Drive

City: Waxhaw
State: NC
Zip: 28173

Home Phone: 704 243 6581
Cell Phone: 704 560 2330

Email Address: jnew35@gmail.com

Current Employment: Motorola Mobility Inc - Senior Project manager

Education: BA in Business from Strayer University

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?
[checked] NO [] YES (If yes, please explain complete disposition below.)

[Empty box for explanation]

Have you ever been convicted of a misdemeanor or felony in any jurisdiction within the last ten years?
[checked] NO [] YES (If yes, please explain complete disposition below.)

[Empty box for explanation]

Is there any possible conflict of interest that would prevent you from fairly and impartially discharging your duties within the last ten years?
[checked] NO [] YES (If yes, please explain conflict below.)

[Empty box for explanation]

Why are you interested in serving on this board or committee?

As an active member in the community (See Below) I want to see Waxhaw grow and make our town as attractive and sought after place to live.

Please describe any background or abilities that qualify you to serve on this board or committee.

I have a business Program Management background that has served me for over 15 years at my Job at Motorola that will hopefully help this board with time and resource management duties.

List any boards you are currently serving on:

VP of the Board Waxhaw Athletic Association as well as current Flag Football commissioner
VP of board Providence Grove HOA
I am also the current 8th grade Head Coach at Cuthbertson Middle School Football team.

List any boards you have served on in the past:

I understand that this application is a public record and is subject to disclosure upon request pursuant to North Carolina Public Records Law (NCGS 132-1). I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to a background check and to the investigation and verification of all statements contained herein. I further authorize that all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatements shall be cause for removal from any board or committee.

Signature: _____

Justin Newton

Digitally signed by Justin Newton
DN: cn=Justin Newton, o, ou,
email=jnew35@gmail.com, c=US
Date: 2015.04.14 12:04:20 -04'00'

Date: _____

Please Submit To: Melody Shuler, Town Clerk, PO Box 6, Waxhaw, NC 28173
E-mail to mshuler@waxhaw.com or fax to (704) 843-2196

Save and Submit



Town of Waxhaw

Appointment to Town Boards / Committees Application

The Waxhaw Town Board of Commissioners believes that all citizens have the right to participate in making town decisions. By being appointed to Town Boards, citizens are able to help make valuable decisions about and for The Town of Waxhaw. Below is a list of Waxhaw boards. The Board of Commissioners make appointments at different times. Your application will remain active for two years. Below is a list of Town Boards appointed by the Commissioners. Please indicate below which board you are interested in being appointed.

- ABC Board, Beautification, Board of Adjustment, Planning Board, Parks & Rec. Advisory Board, Downtown Neighborhoods Advisory Committee, Volunteer, Historic Commission, Providence Road Corridor Advisory Committee

Full Name LINDA ERWIN
Address 4106 CITATION DR Phone 704-256-9733 Cell 201-315-9528
E-mail Address LFERWIN2000@YAHOO.COM Fax Number N/A
Employment RETIRED - BANK OF AMERICA Job Title VICE PRESIDENT
Years Employed 40
Education Background High School - Degree IN BANKING
Years as a Waxhaw Citizen 2 yrs AIB

What information would you like the Board to know concerning your interest in serving?
I LIVED IN BAYONNE, N.J. FOR 34 YRS. I FELT THAT I SHOULD BE INVOLVED IN THE COMMUNITY. FOR 34 YRS I SERVED ON MANY BOARDS TO BENEFIT THE TOWN + NON-PROFITS
Are you currently serving on or have served on any public board or commission?
If so, please list below with dates.

Board BAYONNE ECON. DEV. AGENCY Date
BAYONNE BEHAVIORAL CENTER
B.A.B.E.R. - SIMPSON AUTISM AWARENESS

Date: 4/20/15 Signature: Linda Erwin

