

Date: September 26th, Monday, 5:00 pm
CCAP, Room 1

Members:

Lynn Sebourn

Joey Hobbs

Benny Jones

Dennis Hunt

Laura Nettles

Missy Deford

Tina Reed

Tim Stubblefield

Tim Brown

Agenda:

1. Organize the committee
2. Overview of the budget for new members.
3. Budget Amendments presented by Finance Director. (attached)
4. Presentation re Employee Assistance Program /Hire Right Program
5. Other
6. Adjourn

COFFEE COUNTY, TENNESSEE
BUDGET AMENDMENT

#171-2023-01

Fund 171 General Capital Projects Fund

For the Fiscal Year ending June 30, 2022

Account		
Number	Account Description	Amount

Sources of funding (Increase in Revenues, Decrease in Appropriations,
or Unassigned Fund Balance)

34635	MAN Library Committed Funds	\$	59,450
39000	Unassigned Fund Balance		<u>123,000</u>
Total		\$	<u>182,450</u>

Uses of funding (Increase in Appropriations & Fund Balance, Decrease in Revenue)

(1)	91110 General Administration Projects		
	709 Communication Equipment	\$	12,000
	718 Motor Vehicles		49,000
	719 Office Equipment		12,000
(2)	91150 Social, Cultural and Recreation Projects		
	707 Building Improvements		<u>109,450</u>
Total		\$	<u>182,450</u>

Explanation:

(1) Install new communication equipment in the Committee & Commission meeting rooms. Purchase a vehicle for the Mayor as well as new laptops, desktop computers and a printer. (\$2,000 of the 718 request is for the increased cost to purchase a truck for maintenance.)
 (2) Painting and new carpet at the Manchester Library. Labor to be paid from their committed funds. Original request approved at the March 2, 2022 meeting.

Approved by Budget & Finance Committee: _____

Approved by Coffee County Commission: _____

Original Estimated Fund Balance at June 30, 2023	\$	858,219
Less budget amendment #171-2023-01		<u>(123,000)</u>
Revised Estimated Fund Balance at June 30, 2023	\$	<u>735,219</u>

Coffee County Government Grant Pre-Application Notification Form

Department or Organization Applying for the Grant: Coffee County Lannom Memorial Public Library

Grant/Program Title: Archives/Special Collections Digitization Grant

Grant Beginning Period: October 1, 2022

Grant Ending Period: May 31, 2023

Grant Amount: \$5,000

Funding Agency Contact Information

Funding Agency (i.e. State, Federal, Private): State

Name: National Historical Publications and Records Commission

Address: 3301 Metzert Rd College Park, MD 20740-6001

Phone: 1-866-272-6272

Fax:

Email:

Funding Percentage or Match (i.e.100% or 75%/25%): 100% non-matching grant

Funding Type (Revenue Advanced or Reimbursed): Reimbursed

Ongoing Funding Requirements (Yes/No & Length Required): No

Indirect Cost Availability (Yes/No): No

Grant Beneficiary: Coffee County Lannom Library

Purpose of Grant: Digitizing Microfilm

Person/Dept Responsible for Grant Program Management: Courtney Mercurio / Lannom Library

Person/Dept Responsible for Reporting Expenditures: Courtney Mercurio / Lannom Library

Person/Dept Responsible for Requesting Revenue Claims: Courtney Mercurio / Lannom Library

Grant Requirements for Continuation of Program or Cooperative Agreements: None

Grant Requirements for Equipment, Ownership & Insurance: None

Grant Requirements for Annual Cost of Upgrade/Maintenance, etc.: None

Grant Requirements for Employment or Contracted Services: None

Will this grant add value to Coffee County's Fixed Assets? (Yes/No): Yes

Will this grant add to Coffee County's Insurance Expense? (Yes/No): No

Requesting Official/Department Head: *Courtney Mercurio*

Date: 9/12/22

Mayor/Highway Approving Official Signature:

Date:

Date Approved by Coffee County Commission:

Date: