

HAYWOOD COUNTY
BUDGET ORDINANCE AMENDMENT
FISCAL YEAR 2011-2012

PER: _____
JNL: _____

BE IT ORDAINED by the Board of Commissioners of Haywood County that the following amendment be made to the budget ordinance for the fiscal year ending June 30, 2012.

Section 1. To amend the General Fund, the expenditures are to be charged as follows:

Department	Account Number	Current Budget	Increase (Decrease)	Amended Budget
<u>Extension:</u>				
Special programs - 4H-youth Council	114950-523100-4H-YC	-	20,000	20,000
				-

which will result in a net increase (decrease) of \$ 20,000 in the expenditures of the General Fund.

To provide the additional revenue for the above, the following revenues will be increased as the money has been received:

Revenue	Acct. No.	Current Budget	Increase (Decrease)	Amended Budget
<u>Intergovernmental revenue:</u>				
Extension - 4H- Youth Council grant	110050-449500-4H-YC	-	20,000	20,000
				-
				-
				-
			20,000	

Section 2. Copies of this budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 7th of November, 2011.

Chairman
Haywood County Board of Commissioners

ATTEST:

Clerk to the Board

Explanation:
To appropriate the grant from The Cherokee Preservation Foundation for creation and development of a Haywood County Youth Council.



**CHEROKEE
PRESERVATION FOUNDATION**

September 15, 2011

SEP 27 2011

Ms Julie Davis
Haywood County Finance Department
215 North Main St. #5
Waynesville, NC 28786

RE: Grant# SMPS-954/0000953 FY2011 (FA)

Dear Ms Davis:

We are pleased to inform you that the Board of Directors of the Cherokee Preservation Foundation has approved a grant to Haywood County Finance Department for \$20,000.00. This grant is being made in response to this organization's proposal directed to the Foundation during the fall 2011 Grant application period.

This notification letter is your contract with the Cherokee Preservation Foundation. Please ensure that all persons responsible for use of grant funds, programmatic reporting and financial reporting are familiar with its terms and conditions.

This grant is being made subject to and on the following terms and conditions.

Purpose of Grant

The purpose of this grant is to support the creation and development of a Haywood County Youth Council.

Period of Grant

The Foundation expects your organization to use the grant monies over a period of 12 months.

Grantee Requirements

You will be required to attend a Grantee Orientation session before your grant award check is issued. The orientation session will be held on two dates for your convenience: Wednesday, September 28, 2011 and Thursday, September 29, 2011 at 10am at the Foundation office. Please choose which date works best with your schedule and contact Deb Mintz, at 497-5550 to confirm your attendance.

Strengthening Your Organization or Tribal Program

The Foundation wants to help your organization get continually better at serving the community. We encourage you to pursue trainings, workshops and/or professional development to increase your internal capacity. Please note:

1. Our grant application requires you to document what you have done in the way of capacity building in the past year.
2. The Foundation offers Organizational Development grants that pay for these activities (to attend training or get consultant help in financial management, leadership development, fundraising planning, program design, marketing and communications, and more).

Programmatic and Financial Reports Pertaining to Grantees Using a Fiscal Agent

By law, the Foundation must require grantees to report on the use of grant funds at least annually. Since this grant has a Fiscal Agent, it will be the responsibility of the Fiscal Agent to submit to the Foundation complete and authorized narrative and financial reports at the requested times. The narrative report is to be completed by the project director and signed by both the project director and the Fiscal Agent. The narrative report shall describe the manner in which grant funds have been spent and the progress made during the period of the grant toward the accomplishment of the purpose of the grant. The financial report is to be completed by the Fiscal Agent or the project director and both shall sign the report. The financial report shall provide an accurate accounting of the expenditure of funds and should be prepared in a manner consistent with generally accepted accounting practices. The financial report should also include a comparison of actual expenditures to budgeted expenditure according to the project budget, which is attached to this letter. The Fiscal agent will attach the financial report to the narrative report and submit to the Foundation.

Reporting Due Dates

The required narrative and financial reports will be due by the dates indicated in the table below:

Date Report Due:	Type of Report Due:
11/9/2012	Final and Financial Report

Accounting

Haywood County Finance Department must maintain a separate accounting for this project. This should be accomplished through the establishment of a separate general ledger account, fund, or cost center. Grantee is encouraged to use all interest earned on grant funds to further the project; however, a formal accounting of such income is not required.

Books and Records

Haywood County Finance Department shall maintain records of all receipts and expenditures and make its books and records available to the Foundation upon request at all reasonable times. Such records, as well as copies of reports submitted to the Foundation, should be kept for at least four years following the conclusion of the grant period.

Prohibitions

Haywood County Finance Department shall not use any of the grant funds: a) to carry on propaganda, or otherwise attempt to influence legislation, other than through dissemination of the results of nonpartisan analysis, study and research; b) to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive; c) to make any grant that does not comply with the individual grant requirements or the organization requirements of the IRS Code; or d) to undertake any activity for any non-charitable purpose.

Repayment of Funds

Haywood County Finance Department shall return to the Foundation any unexpended and uncommitted funds remaining at the conclusion of the grant period or at such time as the organization may lose its exemption from federal income taxes under Section 501 (c)(3) of the Internal Revenue Service Code or other applicable state and federal laws and regulations. It shall also promptly repay any funds used for prohibited purposes or for the purposes other than those specifically described in this grant letter.

Announcement of Grant

The Foundation may include information on this grant in its periodic public reports. If Haywood County Finance Department wishes to make a public announcement of the grant, the Foundation requests the opportunity to review the announcement prior to its release.

Public Acknowledgement of Cherokee Preservation Foundation Support

The Foundation also requests that it receive appropriate acknowledgement in any/all publicity pertaining to Haywood County Finance Department's project. Inclusion of this information will contribute to/enhance our efforts to inform the public about the Cherokee Preservation Foundation and its mission.

Any public and printed materials (including, but not limited to, newspaper announcements, press releases, etc.) regarding Haywood County Finance Department's project activities that are funded by or in partnership with the Cherokee Preservation Foundation should include the following language:

"This program/project is sponsored in part by the Cherokee Preservation Foundation."

Monitoring of Grant

Mr. Bobby Raines, Cherokee Preservation Foundation Program Director, will be responsible for the monitoring of this grant. Should you have questions related to grant implementation or other inquiries, please contact Bobby at 828.497.5550. Please direct all narrative and financial reports, budget revision requests or correspondence to Ms. Deb Mintz, Cherokee Preservation Foundation Program Operations Manager.

Limit of Commitment

Unless otherwise stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

If this letter correctly sets forth Haywood County Finance Department's understanding of the Foundation's terms and conditions for making this grant, please indicate the organization's agreement to such terms and conditions by having the enclosed copy of this letter countersigned by the appropriate officer of the organization and returned to the Foundation.

Date of Execution

This agreement is executed on the date the Acceptance Sheet is countersigned. Please ensure that the current date is applied upon signing.

On behalf of the Cherokee Preservation Foundation, we extend every good wish for the success of the endeavor.

Sincerely yours,



Susan Jenkins
Executive Director

Attachment

- Project Budget Sheet
- Grant Work Plan

Acceptance Sheet

ACCEPTED AND AGREED,

Ms Julie Davis
Haywood County Finance Department

Ms Coley Phillips
Haywood County 4-H

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Instructions:

1. Sign both copies of the Acceptance Sheet.
2. Send one signed copy of the Grants Notification Letter, acceptance sheet and project budget sheet to Cherokee Preservation Foundation, P.O. Box 504, Cherokee, NC 28719. The original Grants Notification Letter must be received by the Foundation before a grant check can be issued.
3. Once the original Grants Notification Letter has been received and you have attended one of the Grantee Orientation sessions, you can expect a grant check within 30 days.

Haywood County Finance Dept.
SMPS-954 FY2011 (FA)
Approved Budget

Attachment A

	Approved Amounts To Be Paid From Cherokee Preservation Foundation Grant Funds
Budgeted Expenses:	
Personnel:	
Salaries/Wages (Please list):	
Local Leadership Training	
Fringe Benefits	
Indirect Cost	
Volunteer Hours	
Honorariums/Stipends	
Total Personnel	\$ -
Contracted Services (Please list):	
Local Leadership Training	\$ 750
Total Contracted Services	\$ 750
Operating Expenses:	
Supplies & Materials (Please list):	
Promotion/advertising	\$ 2,000
Educational printed materials	\$ 3,725
Educational conference fees	\$ 4,000
Small Equipment <\$1,000 (Please list)	
Video camera	\$ 500
film software	\$ 250
Office Expenses	\$ 1,650
Travel-Transportation/Mileage	\$ 1,500
Travel-Lodging	\$ 1,250
Travel-Meals	\$ 1,550
Rental Expenses (Please List)	
Other Operating Expenses (Please list)	
Leadership Camp/Retreat/Training	\$ 2,300
Total Operating Expenses	\$ 18,725
Major Capital Purchases:	
Equipment or Fixtures (Please list):	
Building Rental	\$ 525
Buildings & Improvements (Please list):	
Total Major Capital Purchases	\$ 525
Other Expenses(Please list):	
Total Other Expenses	\$ -
Grand Totals	\$ 20,000