



MADISON COUNTY CITIZENS SERVICES AGENCY

Post Office Box 1358
Canton, Mississippi 39046-1358
601-391-1993 or 601-855-5710
Fax: 601-391-1997

June 19, 2024

Mr. Greg Higginbotham, County Administrator
Madison County Board of Supervisors
125 West North Street
Canton, MS 39046

Dear Mr. Higginbotham:

I would like to thank you, your staff and the Madison County Board of Supervisors for your support to secure desperately needed office space for MCCSA at 1883 Hwy 43 South Suite-M Canton, MS.

I would like to request a \$167,820.00 allocation from the Madison County Board of Supervisors for the FY 2024-2025 for the maintenance of the Lease Building expenses at 1883 Hwy 43 South Suite-M Canton, MS. We are requesting a \$3,820.00 increase because of the increase in building lease cost, annually. Our request is composed of non-payroll items in the amount of \$167,820.00 to include internet, telephone, rent, IT support, janitorial services, office equipment maintenance and building insurance.

Thank you for your attention and support. Please feel free to call me at (601) 855.5710 or (601) 813-6955 (cell) if you have any questions or if you need any additional information.

Sincerely yours,

Dr. Mary Sims-Johnson, MSW, LCSW
Executive Director of MCCSA

cc: Mr. Timmy Pickett, MCCSA Board Chairman
Mr. Neal Riley, MCCSA Board Vice-Chairman

Board of Directors

Timmy Pickett - Chairman Neal Riley-Vice Chairman

Will Sligh - Secretary/Treasurer

Dr. Nelson Cauthen Alvin Davis Shannon Francis

Dr. Mary Sims-Johnson, Executive Director

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Budget Narrative

Building Lease Budget (1883 HWY 43 South Suite-M Canton, MS 39046)

October 1, 2024-September 30, 2025

Income:

Refunds-Allowance	\$500.00
County Contribution	\$167,820.00

Total Income **\$168,320.00**

Expenses:

1. Building Lease:

10/1/2024-4/2025	\$6,549.59 x 7 = \$45,847.00	\$45,847.00
5/2025-9/2025	\$6,877.07 x 5 = \$34,385.00	\$34,385.00

Total Building Rent **\$80,232.00**

2. Property Insurance: \$3,000.00

3. Professional Services/SouthernTelco \$799.24 x 12 = \$9,591.00
Telephone & Internet \$9,591.00

4. Professional Services/Envision \$4,397.70 x 12 = \$52,772.00
Computer, Server & Email \$52,772.00

5. Canon Copier Lease \$175.00 x 12 = \$2,100.00 \$2,100.00

6. Professional Services/Janitorial \$800 x 12 = \$11,100.00
Cleaning supplies and Carpet Cleaning \$11,100.00

7. Software Upgrades \$310.42 x 12 = \$3,725.00 \$3,725.00

8. Office Equipment Maintenance \$441.67 x 12 = \$5,300.00 \$5,300.00

Total Budget **\$167,820.00**

6/11/2024