



# 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 16, 2025

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

Dear Mr. Higginbotham:

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

I would like to request a \$178,360.00 allocation from the Madison County Board of Supervisors for the FY 2025-2026 for the maintenance of the Lease Building expenses at 1883 Hwy 43 South Suite-M Canton, MS. We are requesting a \$10,540.00 increase because of the increases in building lease cost, IT support and janitorial services annually. Our request is composed of non-payroll items in the amount of \$178,360.00 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

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#### 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

# **MADISON COUNTY CITIZENS SERVICES AGENCY**

## **Budget Narrative**

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

**October 1, 2025-September 30, 2026**

#### **Income:**

County Contribution \$178,360.00

**Total Income \$178,360.00**

#### **Expenses:**

##### **1. Building Lease:**

10/1/2025-4/2026 \$6,877.07 x 7 = \$48,139.00 \$48,139.00

5/2026-9/2027 \$7,220.92 x 5 = \$36,105.00 \$36,105.00

**Total Building Rent \$84,244.00**

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 \$4,800.00 x 12 = \$57,600.00  
Computer, Server & Email \$57,600.00

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

6. Professional Services/Janitorial \$900 x 12 = \$10,800.00 \$12,800.00  
Cleaning supplies and Carpet Cleaning (\$2,000.00)

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 \$178,360.00**

**6/16/2025**