



# City Hall

404 West Jefferson Street  
Quincy, Florida 32351

[www.myquincy.net](http://www.myquincy.net)

**Special Meeting**

Tuesday, November 28, 2023

5:00 PM

**City Hall Commission Chamber**

**City Commissioners**

Mayor Freida Bass-Prieto – District IV

Mayor Pro-Tem Angela G. Sapp – District II

Commissioner Dr. Robin Wood – District I

Commissioner Ronte R. Harris – District III

Commissioner Dr. Beverly A. Nash – District V

*"An All-American City in the Heart of Florida's Future"*



Tuesday, November 28, 2023  
5:00 PM  
City Hall, Commission Chamber  
Special Meeting  
**AMENDED AGENDA**

**Call to Order**

**Roll Call**

**Items for Discussion**

1. Resolution 1452-2023, Road Closure for Christmas Parade
  - Robert Nixon, City Manager
  - Acting Police Chief, Carlos Hill
  
2. Resolution 1453- 2023, Road Closure for Mistletoe Market
  - Robert Nixon, City Manager
  - Acting Police Chief, Carlos Hill
  
3. Employee Christmas Bonuses
  - Robert Nixon, City Manager
  - Amanda Matthews, Sr. Accountant
  
4. Non-Profit Organizations – Toys for Tots and Sorority Request
  - Robert Nixon, City Manager
  
5. Sec. 2.15 – Investigations and Independent Audit
  - City Commission

**COMMENTS FROM THE AUDIENCE**

## **Adjournment**

Title XIX: PUBLIC BUSINESS - Chapter 286 - PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS -  
**SECTION 0105 - Notices of meetings and hearings must advise that a record is required to appeal.**

286.0105 - Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing.



Resolution  
1452-2023,  
Road Closure for  
Christmas Parade



## **RESOLUTION No. 1452-2023**

### **A RESOLUTION GRANTING THE REQUEST OF THE CITY OF QUINCY FOR THE TEMPORARY ROAD CLOSING FOR THE 2023 ANNUAL CHRISTMAS PARADE**

**WHEREAS** the City of Quincy has requested the closing of certain roads for its 2023 Christmas Parade to be held on Friday, December 8, 2023.

**WHEREAS**, the City of Quincy has determined that said road closings are necessary in order for the 2023 Christmas Parade to take place as planned and that such use will not interfere with the safe and efficient movement of traffic or cause danger to the public.

**NOW THEREFORE BE IT RESOLVED** by the City Commission of the City of Quincy, Florida, in a lawful session assembled, that the City of Quincy does hereby authorize and permit the temporary closing of the following State Roads: Adams Street (State Road 267) between East King Street and East Washington Street; and the following City Roads: Intersection of King and 9<sup>th</sup> Street, Intersection of 9<sup>th</sup> street and West Franklin Street. Intersection of West Washington Street and 9<sup>th</sup> Street, King Street (between the intersections of Key Street and Adams Street), Washington Street ( between the intersections of Key Street and Adams Street), Key Street (between the intersections of King Street and Washington Street), Ward Street (between the intersections of King Street and Washington Street), Stewart Street (between the intersection of King Street and Washington Street), Calhoun Street (between the intersection of King Street and Washington Street), Jackson Street (between the intersection of King Street and Washington Street), and Monroe Street (between the intersections of King Street and Washington Street), for the 2023 Christmas Parade to begin on Friday December 8, 2023 from 3:00 p.m. until 9:00 p.m.

**PASSED** in open session of the City Commission of the City of Quincy, Florida  
on the \_\_\_\_\_ of November, 2023.

\_\_\_\_\_  
Freida Bass-Prieto, Mayor and Presiding Officer  
of the City Commission of the City of Quincy,  
Florida

ATTEST:

\_\_\_\_\_  
Janice Shackelford-Clemons  
Clerk of City of Quincy and  
Clerk of the City Commission thereof





Restaurants

Hotels

Things to do

Museums

Transit

Pharmacies

ATMs

W Sharon St



W Clark St

S Key St

S 8 Th St

S 9th St

S 10th St

S 10th S



Resolution  
1453- 2023, Road  
Closure for  
Mistletoe Market

## RESOLUTION No. 1453-2023

### A RESOLUTION GRANTING THE REQUEST OF QUINCY MAIN STREET FOR THE TEMPORARY ROAD CLOSING FOR THE 2023 MISTLETOE MARKET

**WHEREAS**, Quincy Main Street has requested the closing of certain roads for its 2023 Mistletoe Market to be held on Saturday, December 2, 2023.

**WHEREAS**, the City of Quincy has determined that said road closings are necessary in order for the 2023 Mistletoe Market to take place as planned and that such use will not interfere with the safe and efficient movement of traffic or cause danger to the public.

**NOW THEREFORE BE IT RESOLVED** by the City Commission of the City of Quincy, Florida, in lawful session assembled, that the city of Quincy does hereby authorize and permit the temporary closing of the following State Roads: W Washington and N Adams Street, N Madison Street and E Washington Street for the 2022 Mistletoe Market to begin on Saturday December 2, 2023, from 10:00 A.M. until 3:00 P.M.

**PASSED** in open session of the City Commission of the City of Quincy, Florida on the \_\_\_\_\_ day of November, A.O., 2023

\_\_\_\_\_  
Freida Bass-Prieto, Mayor and Presiding  
Officer of the City Commission of the City of  
Quincy, Florida

ATTEST:

\_\_\_\_\_  
Janice Shackelford-Clemons  
Clerk of City of Quincy and  
Clerk of the City Commission thereof





E Franklin

Franklin St

Franklin St

Franklin St

Franklin St

Franklin St

Franklin St

Franklin St

Franklin St

N Duval St

N Duval St

N Duval St

Quincy

The Quincy Music Theater

Mane Attraction

Lines Hinson & Lines

Youmans & Gardner, CPAs

Reynolds Donut Shop

Washington St

Gadsden Arts Center & Museum

Bell & Bates Home Center Hardware Store

Jefferson St

Madison St

Madison St

Superior Hair Design

Impact Diagnostics

Capital City Bank

Washington St

Gadsden County Clerk of Courts

Courthouse

Gadsden County Building Inspection

N Adams St

N Adams St

Quincy Main Street

Quincy's Finest Hair Salon

Washington St

Public Defender

BIG PAPAS CHOPHOUSE Steak • \$9

AUFIT Studio



# Employee Christmas Bonuses

# Employee Bonuses

## Option One



SORTED W FUNDS

FUND	FUND	FUND	FUND	FUND	EMP # NAME	FT/PT	BONUS
<b>DIRECTORS</b>							
001					674 BAKER, ANTHONY J	FULL TIME	\$ 500.00
001					744 BELL, REGINALD T	FULL TIME	\$ 500.00
001					781 HANNIGON, STACEY-ANN S	FULL TIME	\$ 500.00
001					795 FAGG, DECODY M	FULL TIME	\$ 500.00
001					1584 HILL, CARLOS A	FULL TIME	\$ 500.00
001					1635 NIXON, ROBERT E	FULL TIME	\$ 500.00
402	403	404	405		1826 ASH, RICHARD W	FULL TIME	\$ 500.00
<b>SENIOR LEADERSHIP</b>							
001	400				1443 MATTHEWS, AMANDA N	FULL TIME	\$ 500.00
001					1727 SHACKELFORD, JANICE Y	FULL TIME	\$ 500.00
001					1782 YOUNG, DONNY L	FULL TIME	\$ 500.00
400					1808 GAINOUS-CARROLL, LATRENDA	FULL TIME	\$ 500.00
001					1861 BRUNSON, JUANITA	FULL TIME	\$ 500.00
001					1898 ROBINSON, SYLVESTER	FULL TIME	\$ 500.00
<b>FULL-TIME EMPLOYEES</b>							
402	403	404	405		56 COX, MARVIN W	FULL TIME	\$ 300.00
403					175 PARKER, CHARLIE L	FULL TIME	\$ 300.00
001					540 WHIDDON, CELESE M	FULL TIME	\$ 300.00
405					580 CONE, THOMAS E	FULL TIME	\$ 300.00
001					627 CLARK, MICHAEL N	FULL TIME	\$ 300.00
403					633 BOUIE, MICHAEL	FULL TIME	\$ 300.00
402	404				670 BROWN, RAYMOND L	FULL TIME	\$ 300.00
001					743 DONALDSON, JIMMY L	FULL TIME	\$ 300.00
001					783 GREEN, RICHARD	FULL TIME	\$ 300.00
001					818 MOORE, ADMETRIC S	FULL TIME	\$ 300.00
001	407				838 TOVIAS, ADRIAN	FULL TIME	\$ 300.00
001					858 HONDERICK, JAMES P	FULL TIME	\$ 300.00
001					859 BARBER, HAROLD J	FULL TIME	\$ 300.00
405					869 BROCK, DAVID L	FULL TIME	\$ 300.00
001					881 SYKES, TAMMIE L	FULL TIME	\$ 300.00
001					899 MONROE JR, EUGENE	FULL TIME	\$ 300.00
001					944 MATHENEY, DIANE L	FULL TIME	\$ 300.00
001					951 ROBINSON, GLENDON W	FULL TIME	\$ 300.00
001					964 WALKER, ERIC T	FULL TIME	\$ 300.00
403					994 CAMPBELL, EDMOND G	FULL TIME	\$ 300.00







SORTED W FUNDS

001					1873 VAUGHN, JONATHON L	FULL TIME	\$	300.00
001					1877 LYNN, MELVIN	FULL TIME	\$	300.00
001					1879 MASHBURN, DERRICK D	FULL TIME	\$	300.00
400					1881 QUINTERO, LASHAWNDA C	FULL TIME	\$	300.00
001					1882 LITTLEFIELD, SCOTT G	FULL TIME	\$	300.00
001					1885 LEVEN, ANDREW C	FULL TIME	\$	300.00
402	403	404	405		1886 MARSHALL, TRAVIS T	FULL TIME	\$	300.00
400					1887 DRAYTON, YOLANDA R	FULL TIME	\$	300.00
001					1888 BROOKS JR, COURTNEY	FULL TIME	\$	300.00
001					1889 PENDLETON-JETT, THOMAS E	FULL TIME	\$	300.00
001					1891 MORDICA, DERIC R	FULL TIME	\$	300.00
001					1892 BUCKHALT, DYLAN R	FULL TIME	\$	300.00
001					1893 GLANTON, DANAURIA A	FULL TIME	\$	300.00
001					1899 GREENE, NEVAEH P	FULL TIME	\$	300.00
001					1900 FRENCH, LINDA G	FULL TIME	\$	300.00
001					1902 BROWN, DAPHNE	FULL TIME	\$	300.00
001	400				1903 ALBERT, WANDA G	FULL TIME	\$	300.00
001					1904 CHILDRESS, SHAKAVIOUS J	FULL TIME	\$	300.00
001					1906 BRYANT II, TIMOTHY A	FULL TIME	\$	300.00
402	403	404	405		1921 RUIZ, ROBERTO A	FULL TIME	\$	300.00
402	404				1922 RUIZ, EMILIO	FULL TIME	\$	300.00
402	403	404	405		1924 SOLIS JR, MAURICIO	FULL TIME	\$	300.00
001					1930 FAIN, DEVIN T	FULL TIME	\$	300.00
001					1931 ALEXANDER, BRANDON M	FULL TIME	\$	300.00
001					1932 LEE JR, TROY D	FULL TIME	\$	300.00
001					1937 VARNADORE, JARED M	FULL TIME	\$	300.00
001					1938 YOUNG, DESTINY G	FULL TIME	\$	300.00
001					1939 FOX, DE'ANDRE M	FULL TIME	\$	300.00
					<b>PART-TIME EMPLOYEES</b>			
403					269 HAMMELMAN, GLENNE E	PART TIME	\$	200.00
001					1739 UNDERWOOD, FRANCES C	PART TIME	\$	200.00
001					492 POWELL, JARRETT	PART TIME	\$	200.00
					1920 FIGGERS, LATISHA	PART TIME	\$	200.00
					1391 ROBINSON, BRYAN	PART TIME	\$	200.00
001					863 ROBINSON, CLIFFORD	PART TIME	\$	200.00
001					1536 HUTLEY, TERRY	PART TIME	\$	200.00
001					1619 SHERMAN, MIKYLA J	PART TIME	\$	200.00



SORTED W FUNDS

001							
001	1704 KENON, ANDREW	PART TIME	\$	200.00			
001	1863 LAWSON, AMARIELLE	PART TIME	\$	200.00			
001	1332 TRIZAN, DELAINE	PART TIME	\$	200.00			
001	1890 MEJIA, MARCO A	PART TIME	\$	200.00			
001	1935 ACRES, TAYLOR	PART TIME	\$	200.00			
001	1936 JONES, BROCK	PART TIME	\$	200.00			
	<b>CONTRACTORS</b>						
403	145148 TEXIERA, JAY	CONTRACTOR	\$	200.00			
			\$	<b>46,100.00</b>			
			\$	3,819.39			
			\$	<u>49,919.39</u>			
			\$	<u>(3,819.38)</u>			
			\$	<b>46,100.00</b>			

# Employee Bonuses

## Option Two



SORTED W FUNDS

FUND	FUND	FUND	FUND	FUND	EMP # NAME	FT/PT	BONUS
					<b>DIRECTORS</b>		
001					674 BAKER, ANTHONY J	FULL TIME	\$ 250.00
001					744 BELL, REGINALD T	FULL TIME	\$ 250.00
001					781 HANNIGON, STACEY-ANN S	FULL TIME	\$ 250.00
001					795 FAGG, DECODY M	FULL TIME	\$ 250.00
001					1584 HILL, CARLOS A	FULL TIME	\$ 250.00
001					1635 NIXON, ROBERT E	FULL TIME	\$ 250.00
402	403	404	405		1826 ASH, RICHARD W	FULL TIME	\$ 250.00
					<b>SENIOR LEADERSHIP</b>		
001	400				1443 MATTHEWS, AMANDA N	FULL TIME	\$ 250.00
001					1727 SHACKELFORD, JANICE Y	FULL TIME	\$ 250.00
001					1782 YOUNG, DONNY L	FULL TIME	\$ 250.00
400					1808 GAINOUS-CARROLL, LATRENDA	FULL TIME	\$ 250.00
001					1861 BRUNSON, JUANITA	FULL TIME	\$ 250.00
001					1898 ROBINSON, SYLVESTER	FULL TIME	\$ 250.00
					<b>FULL-TIME EMPLOYEES</b>		
402	403	404	405		56 COX, MARVIN W	FULL TIME	\$ 150.00
403					175 PARKER, CHARLIE L	FULL TIME	\$ 150.00
001					540 WHIDDON, CELESE M	FULL TIME	\$ 150.00
405					580 CONE, THOMAS E	FULL TIME	\$ 150.00
001					627 CLARK, MICHAEL N	FULL TIME	\$ 150.00
403					633 BOUIE, MICHAEL	FULL TIME	\$ 150.00
402	404				670 BROWN, RAYMOND L	FULL TIME	\$ 150.00
001					743 DONALDSON, JIMMY L	FULL TIME	\$ 150.00
001					783 GREEN, RICHARD	FULL TIME	\$ 150.00
001					818 MOORE, ADMETRIC S	FULL TIME	\$ 150.00
001	407				838 TOVIAS, ADRIAN	FULL TIME	\$ 150.00
001					858 HONDERICK, JAMES P	FULL TIME	\$ 150.00
001					859 BARBER, HAROLD J	FULL TIME	\$ 150.00
405					869 BROCK, DAVID L	FULL TIME	\$ 150.00
001					881 SYKES, TAMMIE L	FULL TIME	\$ 150.00
001					899 MONROE JR, EUGENE	FULL TIME	\$ 150.00
001					944 MATHENEY, DIANE L	FULL TIME	\$ 150.00
001					951 ROBINSON, GLENDON W	FULL TIME	\$ 150.00
001					964 WALKER, ERIC T	FULL TIME	\$ 150.00
403					994 CAMPBELL, EDMOND G	FULL TIME	\$ 150.00



SORTED W FUNDS

001					1007 CENTENO, ANA M	FULL TIME	\$	150.00
403					1049 PENNINGTON, MICHAEL R	FULL TIME	\$	150.00
001					1053 DANIELS, LARRY D	FULL TIME	\$	150.00
403					1057 HAMMELMAN, MARK G	FULL TIME	\$	150.00
001	400				1065 REEVES, DONNA M	FULL TIME	\$	150.00
001					1124 DUDLEY, DARRIUS	FULL TIME	\$	150.00
001	407				1158 PRICE, CHADRICK D	FULL TIME	\$	150.00
001					1275 WILLIAMS, MICHAEL L	FULL TIME	\$	150.00
001					1310 SANDERS JR, CHARLIE B	FULL TIME	\$	150.00
001					1323 STALLWORTH, ULRICK O	FULL TIME	\$	150.00
001	407				1331 MARSHALL, LAMONTE A	FULL TIME	\$	150.00
001					1378 PRIDEMORE, KENT A	FULL TIME	\$	150.00
001					1400 WILLIAMS, CHRISTOPHER M	FULL TIME	\$	150.00
001					1499 TURNAGE, CHRISTOPHER	FULL TIME	\$	150.00
403					1504 BRYANT, TONAYNE L	FULL TIME	\$	150.00
001					1506 MANUEL, SYLVIA	FULL TIME	\$	150.00
402	403	404	405		1533 JOYNER, TRINA	FULL TIME	\$	150.00
405					1540 BARNES, GEORGE	FULL TIME	\$	150.00
403					1554 COLON, JOSE	FULL TIME	\$	150.00
403					1577 ROBERSON, JAMES	FULL TIME	\$	150.00
001					1579 CUNNINGHAM, CYNTHIA	FULL TIME	\$	150.00
001	407				1586 DONALSON, TOMMY	FULL TIME	\$	150.00
403					1600 BAILEY, RICHARD B	FULL TIME	\$	150.00
403					1601 CASEY, CHRISTOPHER C	FULL TIME	\$	150.00
001					1603 PRIDE, DEANGELO R	FULL TIME	\$	150.00
001					1604 WOOD, LEWIS J	FULL TIME	\$	150.00
001					1606 MCCRAY, SAMMY D	FULL TIME	\$	150.00
001					1621 TURNER, DATERRIOUS J	FULL TIME	\$	150.00
001					1633 BUSH, CAROLYN R	FULL TIME	\$	150.00
001					1634 SHERMAN, ALICIA L	FULL TIME	\$	150.00
001					1639 CANCECO, JONATHAN L	FULL TIME	\$	150.00
402	404				1645 COX, JOSHUA W	FULL TIME	\$	150.00
001					1647 MARTINEZ, ENRIQUE D	FULL TIME	\$	150.00
001					1649 KIMBLE, JOANN G	FULL TIME	\$	150.00
001					1657 JOHNSON, BRANDI J	FULL TIME	\$	150.00
001					1689 DABADY, JEAN M	FULL TIME	\$	150.00
001					1692 DAVIS, LITTLE M	FULL TIME	\$	150.00







SORTED W FUNDS

001									
001	1704	KENON, ANDREW	PART TIME	\$	100.00				
001	1863	LAWSON, AMARIELLE	PART TIME	\$	100.00				
001	1332	TRIZAN, DELAINE	PART TIME	\$	100.00				
001	1890	MEJIA, MARCO A	PART TIME	\$	100.00				
001	1935	ACRES, TAYLOR	PART TIME	\$	100.00				
001	1936	JONES, BROCK	PART TIME	\$	100.00				
		<b>CONTRACTORS</b>							
403	145148	TEXIERA, JAY	CONTRACTOR	\$	100.00				
				\$	<b>23,050.00</b>				
				\$	1,909.69				
				\$	24,959.69				
				\$	(1,909.70)				
				\$	<b>23,050.00</b>				

Non-Profit  
Organizations –  
Toys for Tots and  
Sorority Request



# Toys for Tots





**APPLICATION FOR NON-PROFITS REQUESTING GRANT FUNDING  
FROM THE CITY OF QUINCY**

**FY 2023-2024**

**CHECKLIST:**

- Completed Application
- Attachment 1: Most recent Financial Statement
- Attachment 2 Operating Budget for Current Year
- Attachment 3: Current List of Board Members
- Attachment 4: Articles of Incorporation/Charter
- Attachment 5: 501 (c)(3) Certificate
- Attachment 6: Most recent IRS 990 (If 990 is not required by the organization, please provide a letter explaining why not)

**APPLICATION**

**I. AGENCY INFORMATION**

Agency Name: *Gradsden County Men of Action, Toy for Tots*  
Executive Director: *Henry Gunn, President*  
Mailing Address: *109 W Madison St*  
Physical Address: *665 Strickland Rd*  
Phone: *(850) 251-0765*  
Email: *hgunn@TJS.NET*  
Person Completing Application: *Sam Palmer*  
Federal Tax I.D. Number (EIN): *31-1490151*  
Amount Requested: *\$10,000.00*  
Request purpose:  Operations or  Capital:

II. PROGRAM INFORMATION

-Describe the general purpose of your organization:

See mission statement

Budget Not Complete, will be submitted  
the end of the month



III. **CONSTITUENTS**

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

<u>Residence of Clients Served</u>	<u>Number</u>
Quincy	<u>✓</u>
Another municipality	<u>  </u>
Gadsden County	<u>✓</u>

IV. **PURPOSE OF FUNDING:**

-Identify specifically what you seek to accomplish with the requested funding:

To Support Toys for Tots for all children in Gadsden County that submit a request for toys, Books and stocking

-Describe how this will help your organization achieve its goals:

This will enable the men of Action Purchase toys for the Needed. This will also enable us to rent trucks to transport and pickup toys

V. **FUNDING:**

-List all grants received from the City of Quincy in the last five years.

Only Toys for toys

-List all other funding sources received by your organization including the principal source of funding:

Marissa Toys for Tots provide supplies.  
Tribeve provide funding also.

-Provide the following budget expense information for the current year:

Personnel (Salaries/Benefits)	<u>    8    </u> % of Annual Budget
Operations (rent, utilities, supplies, etc.)	<u>                    </u> % of Annual Budget
Programs (Activities)	<u>                    </u> % of Annual Budget
Other	<u>                    </u> % of Annual Budget

**VI. CERTIFICATION**

As the chief executive officer of this agency, I certify that the above information is true and complete to the best of my knowledge and belief; I further certify that this agency shall comply with the following applicable regulations:

President's Executive Order No. 11246 and 11375 which prohibit discrimination in employment regarding race, color, religion, sex or national origin; Title VI of the Civil Rights Act of 1964; Copeland Anti-Kick Back Act; the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974; Section 503 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

I further certify that, if this agency is a religious organization, this agency shall not use grant funds to engage in any of the following activities: (1) perform inherently religious activities such as worship, religious instruction, or proselytization; (2) acquire, construct, or rehabilitate structures or properties that shall be used for inherently religious activities, including sanctuaries and chapels; and (3) discriminate against any beneficiary or prospective beneficiary of the grant on the basis of religion or 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 donor organization will comply with the procedures and requirements set forth in this application. Any donated funds not used for their specified purpose must be returned to the City of Quincy, FL.

    Ann Palma, IFT Coordinator         8/1/2023      
Signature of Executive Director Date

\_\_\_\_\_  
Signature of Board President or Chairperson Date



**Internal Revenue Service**

**Date:** February 16, 2006

GADSDEN COUNTY MEN OF ACTION INC  
PO BOX 1526  
QUINCY FL 32353-1526

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

**Person to Contact:**  
Viola Wahoff 31-07420  
Customer Service Specialist  
**Toll Free Telephone Number:**  
877-829-5500  
**Federal Identification Number:**  
31-1490151

Dear Sir or Madam:

This is in response to your request of February 16, 2006, regarding your organization's tax-exempt status.

In March 1997 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

PROPOSED AMENDMENTS

TO THE GADSDEN COUNTY MEN OF ACTION

PRESENT BY-LAWS



POLICIES AND PROCEDURES FOR THE BOARD OF DIRECTORS FOR THE GADSDEN COUNTY MEN OF ACTION BUSINESS(BUILDING)

The Board Of Directors will consist of seven members,Chairman,Vice Chair,Secretary,Treasure Secretary,Building Manager,Parliamentarian and Chaplin.

Purpose:

To preserve the legacy of the Gadsden County Men Of Action thru financial support by recruitment for the purpose of leasing, fund raising and decision making regarding the Business Aspect and Upkeep of the Business(Building) called the Gadsden County Men Of Action Building.

Function:

The Board will function as an organizational subsidiary of The Gadsden County Men Of Action for income development and support of the organization called The Gadsden County Men Of Action. The status of the Board will be determined by applicable sections of the Internal Revenue Code, as appropriate. The Board making decisions will include but not limited to deciding what businesses are appropriate for the building, changing the structure of the building, deciding the amount and duration of a lease, deciding what is included and/or involved in the lease payment such as light bill, water, garbage etc., interviewing and making employment decisions for the business(building),naming the building with suggestions from the main body of The Gadsden County Men Of Action, handling and making emergency decisions, developing a budget for the business(building) before July of each fiscal year,deciding the responsibilities of each member of the Board Of Directors, Terms of office for each member of the Board, report and make depositions for the Board, decide meeting times for the Board Of Directors, including call meetings,develop policy and procedures for the Business(Building),and any other responsibilities deemed necessary by the Board Of Directors and/or The Gadsden County Men Of Action. The meeting dates for the Board of Directors are the ~~3rd Sunday~~ *1st Sat: 9:00 AM* evenings of each month at ~~4PM~~. Other meetings will be called by the Chairman as needed.

Rules Of The Business(Building):

- 1.Only \_\_\_Keys for the building
- 2.Keys will only be held by
- 3.Reconstruction will only be decided and done by The Board Of Directors
- 4.
- 5.

**Mission:**

The Mission of the Board Of Directors is to enhance and support the continued existence of The Gadsden County Men Of Action and its Business(Building) called the Gadsden County Men Of Action Building by developing lease agreements, fund raising,and influencing communities, governments,individuals, and businesses that will support the organizations priorities.

**Membership:**

The present members of the Board will serve for the duration of the loan agreement with the Federal Conference African Methodist Episcopal Credit Union and The Gadsden County Men Of Action and/or its trustees. Each member of the Board must be a member of The Gadsden County Men Of Action.

**Election Of Officers:**

The Board will nominate officers. All elected and appointed nominees must meet the qualifications for office at the time of nomination.

**Officers:**

See The Board Of Directors above

**Nomination and Election Of Officers:**

Will be determined by the Board at a time designated by the Board, except for the original organizational meeting.

**Nominating Procedures:**

Will be determined by the Board at a time designated by the Board, except for the original organizational meeting.

**Elections:**

Made by show of hands

**Voter Eligibility:**

A member in good standing with the Board

**Officers:**

Chairman-This person is a member in good standing with the Gadsden County Men Of Action, must show strong leadership ability, willing to work with members while maintaining peace and harmony,must attend all meetings except for excused absences determined by the



board. Capable of preparing an agenda in continuity, for the Board meetings. Duties-Preside at all meetings, speak on behalf of the Board, one of the authorized signatures on all checks, and perpetuate a positive image of the Gadsden County Men Of Actions, prepare the agenda for all meetings with the consideration of request from other members for the agenda

Vice Chairman-This person is a member in good standings with the Gadsden County Men Of Action, must show strong leadership ability, willing to work with members while maintaining peace and harmony, attend all meetings except for excused absences determined by the Board. Capable of preparing an agenda in continuity, for the Board meetings. Duties-Preside at all meetings in absence of the Chairman, presides over all meetings designated by the Chairman, perpetuate a positive image of the Gadsden County Men Of Action, maybe authorized as a check signer, prepare the agenda for all meetings with the consideration of request from other members for the agenda

Secretary-This person is a member in good standings with The Gadsden County Men Of Action, should be capable of accurately recording the proceeding of The Board Meetings, and report them to the body of Gadsden County Men Of Action, also for future references as appropriate. Duties-Record minutes for all meetings, maintain records as the official custodian of minutes.

Treasure/Secretary-This member must be in good standings with the Gadsden County Men Of Action. Capable of keeping accurate financial records and maintaining them. Duties-Receive Bank Statements from P.O.Box, member of the budget committee, receives and receipt all monies at all Board functions and surrendering all funds collected to the Board Of Directors Business(Building) account, reconciles check registry as needed, give monthly financial reports to responsible for the care and custody of all funds for the Business(Building) and authorized as one of the signatures on all checks, drafts, and vouchers, record minutes in the meeting in the absence of the secretary.

Parliamentary-This person must be in good standings with The Gadsden County Men Of Action, have knowledge of Robert's Rule Of Order, and Parliamentary procedures. Duties- Provide answers on parliamentary procedures and constitutional issues, provides parliamentary rulings when requested.

Chaplin-This member must be in good standings with the Gadsden County Men Of Action, experience a level of comfort using christian presentations. Duties-Present opening and closing prayer at all meetings, maintain record of deceased members with the Secretary.

Manager-This person must be in good standings with the Gadsden County Men Of Action, must be available for entrance or provide access to the building when called upon by members of The Board Of Directors, willing to provide needed information on the building as determined by the Board. Duties-provide access to the building upon request by the

Board, responsible for making suggestion for repairs, improvements, contacting appropriate individuals, for maintenance of the Building, any other responsibilities deemed necessary by the Board to maintain the building, make sure the building is successfully secured after each activity, may be designated as a check signer, Bring the concerns of the leasee to the Board Of Directors for considerations.

#### Removal Of Officers:

A.) The Board may temporarily suspend an officer by majority vote of the Board Of Directors members present. This suspension cannot exceed forty-five (45) days. The Officer may make an appeal for a review by the Executive Board Of Gadsden County Men Of Action who will vote to advise the Board Of Directors for either removal or maintain the suspension by a said period of time, in which if the suspended member is not satisfied may take legal action against the Board Of Directors and/or The Gadsden County Men Of Action, The Board Of Directors may sustain, modify or rescind the suspension action. Ruling of the Board Of Directors with a majority vote will be final.

#### Committees:

##### Budget and Finance Committee:

##### A.) Composition and Duties.

1.) Consist of recording secretary, treasure/secretary, and at least two other members of The Board Of Directors.

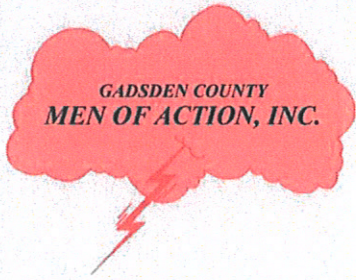
B.) Prepare an annual budget before July of each fiscal year and submit it to the Executive Board Of The Gadsden County Men Of Action for approval at the next meeting.

C.) Monitor the budget throughout the year and submit recommendations to the Executive Board Of The Gadsden County Men Of Action for approval.

##### Policy and Procedure Committee:

The Chairman of the Board Of Directors shall appoint a committee to review the Policies and Procedures for possible revision and updating as required; but at least once every two years. Proposed changes, if any, shall be submitted to the Board Of Directors to be voted on to submit it to the Executive Board Of The Gadsden County Men Of Action for approval.





**Board of Trustees**

Henry Gunn, Sr.  
Ronald J. Colston  
Sam Palmer  
Terry William

**Henry Gunn, Sr.**  
*President*

**John Youmans**  
*1st Vice President*

**Rev. Charles Flowers**  
*Chaplain*

**John Anderson**  
*Corresponding  
Secretary*

**Randall Estelle**  
*Financial Secretary*

**Ronald J. Colston**  
*Treasurer*

**Fred Anderson**  
*Financial Auditor*

**Tyrone Scott**  
*Board Member*

**Terry William**  
*Board Member*

**Anthony A. Thomas**  
*Board Member*



Say hello to a better way to fund your education expenses, home improvements, dream vacations and more with a Home Equity Line of Credit from Capital City Bank. Apply today or learn more at ccbg.com/equity. \*Equal Housing Lender

GADSDEN CO MEN OF ACTION INC  
PO BOX 1526  
QUINCY FL 32353-1526

Date 7/05/23 Page 1  
Primary Account XXXXXXXX1706

CHECKING ACCOUNT

BUSINESS CHECKING + INTEREST		Images	5
Account Number	XXXXXXX1706	Statement Dates	6/06/23 thru 7/05/23
Previous Balance	3,267.02	Days in this Statement Period	30
1 Deposits/Credits	300.00	Avg Ledger Balance	3,131.75
4 Checks/Debits	576.00	Avg Collected Balance	3,125.75
Service Charges	.75	Interest Earned	.03
Interest Paid	.03	Annual Percentage Yield Earned	0.01%
Ending Balance	2,990.30	2023 Interest Paid	.39

SERVICE CHARGE BREAKDOWN

\*SC Detail-Debit & Credit Fee .75

DEPOSITS AND OTHER CREDITS

Date	Description	Amount
6/29	Deposit	300.00
7/05	Interest Deposit	.03



GADSDEN CO MEN OF ACTION INC  
 PO BOX 1526  
 QUINCY FL 32353-1526

Date 7/05/23  
 Primary Account

Page 2  
 XXXXXXX1706

BUSINESS CHECKING + INTEREST

XXXXXXXX1706 (Continued)

OTHER DEBITS

Date	Description	Amount
7/05	Service Charge	.75-

CHECKS IN NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount
6/08	2714	100.00	6/28	2727*	356.00
7/03	2725*	70.00	6/30	2729*	50.00

\* Denotes missing check numbers

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
6/06	3,267.02	6/29	3,111.02	7/05	2,990.30
6/08	3,167.02	6/30	3,061.02		
6/28	2,811.02	7/03	2,991.02		

INTEREST RATE SUMMARY

Date	Rate
6/05	0.010000%

-----END OF STATEMENT-----

To: Quincy City Commissioners  
c/o Rob Nixon, City Manager  
From: Sam Palmer, TFT Coordinator  
Subject: Toys for Toys Funding Request  
July 31, 2023

Manager Nixon,

The Marine Toys for Tots under the Gadsden County Men of Action is beginning the annual toys for toys drive. In September 2023, we will distribute boxes to vendors and purchase required toys.

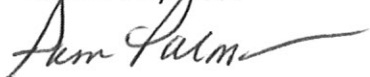
Last year was a banner year and we expect this year to exceed last year. Our Motto is "Every child should have a merry Christmas." We will fulfill that promise. Last year we distributed 13,300 toys and 2,300 books to 4,210 families. Your support assisted us to exceed our expectations. We expect to do more this year.

We thank you for the generous financial support last year of \$10,000 and request your support for this year.

Please make check payable to: Gadsden County Men of Action

Mail it to: Gadsden County Men of Action, C/O Sam Palmer, TFT Coordinator, 109 N. Madison Street, Quincy, FL 32351

Thanks Very Much

A handwritten signature in cursive script that reads "Sam Palmer". The signature is written in black ink and is positioned below the typed name.

Sam Palmer, TFT Coordinator



Tau Zeta Alumni  
Chapter Zeta Phi  
Beta Sorority Inc.  
Storks Nest



**APPLICATION FOR NON-PROFITS REQUESTING GRANT FUNDING  
FROM THE CITY OF QUINCY**

**FY 2023-2024**

**CHECK LIST:**

- Completed Application
- Attachment 1: Most recent Financial Statement
- Attachment 2: Operating Budget for Current Year
- Attachment 3: Current List of Board Members
- Attachment 4: Articles of Incorporation/Charter
- Attachment 5: 501 (c)(3) Certificate
- Attachment 6: Most recent IRS 990 (If 990 is not required by organization, please provide a letter explaining why not)

**APPLICATION**

**I. AGENCY INFORMATION**

Agency Name: Tau Zeta Alumni Chapter Zeta Phi Beta Sorority, Inc. Stork's Nest

Executive Director: Cassundrea L. Thomas

Mailing Address: P.O. Box 708 Quincy, FL 32353

Physical Address: 19 Zeta Street Quincy, FL 32351

Phone: 904-333-9696

Email: tauzetaquincy@gmail.com

Person Completing Application: Cassundrea L. Thomas

Federal Tax I.D. Number (EIN): 59-3205917

Amount Requested: \$10,000

Request purpose:  Operations or  Capital:



## II. PROGRAM INFORMATION

-Describe the general purpose of your organization:

The Tau Zeta Chapter of Zeta Phi Beta Sorority, Inc. was organized May 26, 1956, with nine chartered members in Quincy, Florida. We are a non-profit 501(c)3 community conscious action-oriented organization. We stand on our principles Scholarship, Service, Sisterhood and Finer Womanhood. I would like to take a moment and go over a few of our local and national programs and services.

- **Our local Tau Zeta Chapter organization introduced** our youth program 2/23/69 in Gadsden County that service ages 11 to 18. We teach live skills, mentor, self-empowerment, promote scholarship, interview skills, etc.
- **Our local Tau Zeta Chapter purchased our Sorority House** in city limits district one, June 1994, where we have our chapter and auxiliary meetings, and we house our Stork's Nest in partnership with March of Dimes.
- **Our local Tau Zeta Chapter adopts schools in Gadsden County** to provide services: warm clothing drive, teacher supply drive, scholarships, feeding the hungry, helping the homeless student population etc.
- **Elder Care Initiative is one of our National Programs**-supporting caregivers and volunteering at senior care facilities.
- **Stork's Nest is one of our National Programs**-This programs is designed to promote prenatal care participation and encourage healthy behaviors during pregnancy through two components-incentives and education. This program allows us to reach other municipalities as registrants can take the required course online regardless of their location.
- **Zeta Prematurity Awareness one of our National Program**- occurs annually during the entire month of November in support of the March of Dimes' Prematurity Awareness Month and World Prematurity Day on November 17th.
- **Finer Academy 850/Debutante Ball**- Zeta Phi Beta Sorority, Inc. Tau Zeta Chapter Finer Academy 850/Debutante/Dove in waiting initiative. Finer Academy 850 provides six weeks of life skills training empowering young ladies to do and become what God has called them to be in life. When you know your value and worth you will not fall into many diverse temptations. Finer Academy 850 is to empower the mind, body, and soul in hopes of producing young ladies of courage, confidence and character who will make a difference in this world! Finer Academy 850 are young ladies who exemplify poise, leadership and respect within their schools and communities. If you are invited to participate, you will have the opportunity to engage in various workshops and activities that will encourage future success. At the end of the program the young ladies will make their debut at our debutant ball to showcase their learnings in front of their family and friends.
- **Get Engaged one of our National Program**- The program was designed to address the underlying issues in our communities: drive individual and community engagement; empower citizens to get involved; and cultivate a culture of mutual respect in our communities!



We are Zetas Helping Other People Excel (Z-HOPE) where we have interactive holistic multidimensional outreach programs designed to enhance, cultivate, and empower participants to develop health promoting lifestyle choices across the lifespan. Specific to the population groups; Women, Youth, Seniors, and Men. We would like to continue our efforts in the communities in which we are requesting your assistance in helping with moving our goals and efforts forward.

**III. CONSTITUENTS**

-Provide the following information about your clients based upon your most recent data.  
Information current as of (date):

<u>Residence of Clients Served</u>	<u>Number</u>
Quincy	<u>700</u>
Another municipality	<u>100</u>
Gadsden County	<u>1700</u>

**IV. PURPOSE OF FUNDING:**

-Identify specifically what you seek to accomplish with the requested funding:

We would like to continue to provide the following services to the community our Elder Care Program, Stork's Nest, Adopt-a-school program, Finer Academy 850 and our Youth auxiliaries.

-Describe how this will help your organization achieve its goals:

The funds will help our organization to be able to serve more in the community with resources, education, prevention, and stability.

**V. FUNDING:**

-List all grants received from the City of Quincy in the last five years.

-List all grants received from the City of Quincy in the last five years.  
City of Quincy Anti-Crime Prevention Seed Grant for \$5,000 in September 2021

-List all other funding sources received by your organization including the principal source of funding:

-Provide the following budget expense information for the current year:

Personnel (Salaries/Benefits)	_____ 0 _____ % of Annual Budget
Operations (rent, utilities, supplies, etc.)	_____ 40 _____ % of Annual Budget
Programs (Activities)	_____ 60 _____ % of Annual Budget
Other	_____ 0 _____ % of Annual Budget

**VI. CERTIFICATION**

As the chief executive officer of this agency, I certify that the above information is true and complete to the best of my knowledge and belief; I further certify that this agency shall comply with the following applicable regulations:

President's Executive Order No. 11246 and 11375 which prohibit discrimination in employment regarding race, color, religion, sex or national origin; Title VI of the Civil Rights Act of 1964; Copeland Anti-Kick Back Act; the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974; Section 503 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

I further certify that, if this agency is a religious organization, this agency shall not use grant funds to engage in any of the following activities: (1) perform inherently religious activities such as worship, religious instruction, or proselytization; (2) acquire, construct, or rehabilitate structures or properties that shall be used for inherently religious activities, including sanctuaries and chapels; and (3) discriminate against any beneficiary or prospective beneficiary of the grant on the basis of religion or 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 donor organization will comply with the procedures and requirements set forth in this application. Any donated funds not used for their specified purpose must be returned to the City of Quincy, FL.

Cassandra L. Thomas  
Signature of Executive Director

7/9/2023  
Date

Carolyn Francis  
Signature of Board President or Chairperson

7/9/2023  
Date



ZETA PHI BETA SORORITY, INC.  
TAU ZETA CHAPTER  
JULY 2022- JUNE 2023  
FINANCIAL STATEMENT

REVENUE

Contributions,gifts,grants,and similar amounts received	13,996
Gross revenue	4,000
In-Kind contributions and services	2,775
Membership dues and assessments	3,000
<b>TOTAL REVENUE</b>	<b>\$ 23,771.00</b>

EXPENSES

Program services(including payments to affiliates)	4,779
Management and general	7,885
Scholarship	4378
Vendors (Venue Rentals, Contractors, etc.)	4825
<b>TOTAL EXPENSES</b>	<b>\$ 21,867.00</b>

# 2023-2024 Yearly Budget for Zeta Phi Beta Sorority, Inc. Tau Zeta Chapter Quincy, FL

## Expenses

Local Expenses	Estimated	Actual
	\$47,346.50	\$0.00

Insurance/Travels/Conferences/Ads	Estimated	Actual
National, Regional, State	\$685.00	
Journal Ads	\$375.00	
Chapter Retreat	\$3,000.00	
Zoom	\$180.00	
President/Delegates	\$1,000.00	
National Chapter Insurance	\$485.00	
Geographical Dues	\$250.00	
Leadership Academy/Embellishments	\$2,500.00	
<b>Totals</b>	<b>\$8,475.00</b>	<b>\$0.00</b>

Social Activities	Estimated	Actual
Food	\$4,500.00	
Paper goods	\$750.00	
Decorations	\$1,000.00	
Room Rentals	\$1,500.00	
Event Security	\$400.00	
New Members	\$1,200.00	
<b>Totals</b>	<b>\$9,350.00</b>	<b>\$0.00</b>

State of Florida/CPA Fees	Estimated	Actual
State of Florida Annual Report	\$61.50	
CPA preparation 1099	\$100.00	
<b>Totals</b>	<b>\$161.50</b>	<b>\$0.00</b>

Home	Estimated	Actual
Utilities	\$2,000.00	
Insurance	\$1,600.00	
Yard Maintenance	\$750.00	
Repairs (Wood Rot, electrical, Plumbing, etc.)	\$7,000.00	
Pest Control	\$300.00	
Security Alarm	\$1,000.00	
Amicae Auxiliary	\$2,500.00	
Stork's Nest	\$2,500.00	
<b>Totals</b>	<b>\$17,650.00</b>	<b>\$0.00</b>

Office Supplies	Estimated	Actual
Postage	\$500.00	
Paper	\$100.00	
Ink	\$200.00	
Banners	\$500.00	
Photocopying/Printing	\$550.00	
Subscriptions (Zoom and Amazon)	\$360.00	
<b>Totals</b>	<b>\$2,210.00</b>	<b>\$0.00</b>

Charitable Giving	Estimated	Actual
Z-Hope activities	\$4,000.00	
Scholarships	\$5,500.00	
<b>Totals</b>	<b>\$9,500.00</b>	<b>\$0.00</b>





**Zeta Phi Beta Sorority, Inc.**  
**Tau Zeta Graduate Chapter**

Post Office Box 708, Quincy, Florida 32351 [tauzetaquincy@gmail.com](mailto:tauzetaquincy@gmail.com)  
Stacie N.C. Grant, International President  
Vicki Pearson, Southeastern Regional Director  
Paula A. Kay, Florida State Director  
Cassundra Lynn Thomas, Tau Zeta Chapter President

July 9, 2023

City of Quincy  
404 West Jefferson Street  
Quincy, FL 32351

To Whom It May Concern:

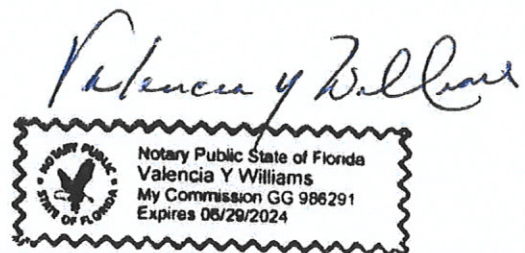
This letter is being submitted to confirm the list of Zeta Phi Beta Sorority, Inc. Tau Zeta Chapter Board Members:

- Cassundra L. Thomas-Executive Director
- Arriane Graham
- Cynthia Reynolds
- Carolyn Francis-Board Chair
- Lizzie Thomas
- Elesha Brown
- Natasha Richardson
- Sonja Wilson-Lewis
- LaTasha Dillworth-Porter

If you have additional questions or need additional information, please free to contact me at 904-333-9696 and/or [tauzetaquincy@gmail.com](mailto:tauzetaquincy@gmail.com)

Sincerely,

Cassundra L. Thomas,  
Chapter President  
Zeta Phi Beta Sorority, Inc.  
Tau Zeta Chapter



**Zeta Phi Beta Sorority, Inc.**

Scholarship \* Service \* Sisterhood \* Finer Womanhood | Since 1920



# Zeta Phi Beta



## Certificate of Chartership

DUPLICATE CHARTER

*To whom these presents shall come Greetings:*

*We hereby certify that*

**Tau Zeta**

*is a duly accredited Graduate Chapter  
and is granted all rights, honors and privileges  
as provided by the Constitution, by-laws and  
Ritual of Zeta Phi Beta Sorority.*

*In witness whereof we have herewith set  
our hand and affixed the seal this 26th day  
of May in the year, 1956*



Regional Director

*Katherine Hollingsworth Baker*

International Grand Basileus

**2023 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# 747988

**Entity Name:** TAU ZETA ALUMNI CHAPTER, ZETA PHI BETA SORORITY, INC., STORK'S NEST

**Current Principal Place of Business:**

19 ZETA STREET  
QUINCY, FL 32351

**Current Mailing Address:**

P.O. BOX 708  
QUINCY, FL 32353 US

**FEI Number:** 59-3205917

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**

JACKSON, LILLIE S  
400 DEERWOOD CIRCLE  
QUINCY, FL 32352 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:**

\_\_\_\_\_  
Electronic Signature of Registered Agent

\_\_\_\_\_  
Date

**Officer/Director Detail :**

Title P  
Name THOMAS, CASSUNDREA  
Address 159 STRONG ROAD  
City-State-Zip: QUINCY FL 32351

Title VD  
Name GRAHAM, ARIANE  
Address 395 FOXFIRE COURT  
City-State-Zip: QUINCY FL 32351

Title T  
Name WILSON LEWIS, SONJA  
Address 420 SHILOH ROAD  
City-State-Zip: QUINCY FL 32351

Title D  
Name JACKSON, LILLIE S  
Address 400 DEERWOOD  
City-State-Zip: QUINCY FL 32352

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** SONJA WILSON LEWIS

TREASURER

04/26/2023

\_\_\_\_\_  
Electronic Signature of Signing Officer/Director Detail

\_\_\_\_\_  
Date



# Tau Zeta Alumni Chapter Zeta Phi Beta Sorority Inc. Storks Nest

EIN: 59-3205917 | Quincy, Florida, United States

## Other Names

TAU ZETA ALUMNI CHAPTER ZETA PHI BETA SORORITY INC STORKS NEST

## Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

**On Publication 78 Data List:** Yes

**Deductibility Code:** PC [?](#)

## Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

## Final Letter(s)

FinalLetter 59-

3205917\_TAUZETAALUMNICHAPTERZETAPHIBETASORORITYINCSTORKSNEST\_02202019\_01.tif [[https://apps.irs.gov/pub/epostcard/dl/FinalLetter\\_59-](https://apps.irs.gov/pub/epostcard/dl/FinalLetter_59-3205917_TAUZETAALUMNICHAPTERZETAPHIBETASORORITYINCSTORKSNEST_02202019_01.tif)

3205917\_TAUZETAALUMNICHAPTERZETAPHIBETASORORITYINCSTORKSNEST\_02202019\_01.tif]

## Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

^ **Tax Year 2021 Form 990-N (e-Postcard)**

**Tax Period:**

2021 (01/01/2021-12/31/2021)

**EIN:**

59-3205917

**Organization Name (Doing Business as):**

TAU ZETA ALUMNI CHAPTER ZETA PHI BETA SORORITY INC  
STORKS NEST

**Mailing Address:**

PO Box 708  
Quincy, FL 32353  
United States

**Principal Officer's Name and Address:**

Cassundrea Thomas  
11051 Barbizon Circle West  
Jacksonville, FL 32257  
United States

**Gross receipts not greater than:**

\$50,000

**Organization has terminated:**

No

**Website URL:**

✓ **Tax Year 2020 Form 990-N (e-Postcard)**

✓ **Tax Year 2019 Form 990-N (e-Postcard)**



INTERNAL REVENUE SERVICE  
P. O. BOX 2506  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 10 2019

TAU ZETA ALUMNI CHAPTER ZETA Phi  
BETA SORORITY INC STORES WEST  
PO BOX 708  
QUINCY, FL 32151

Employer Identification Number:  
59-3206917  
EIN:  
17053056578009  
Contact Person:  
JULIE CHEN ID# 31261  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
February 20, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file FORM 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4321-PC" in the search bar to view Publication 4321-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 347





**Zeta Phi Beta Sorority, Inc.**  
**Tau Zeta Graduate Chapter**

Post Office Box 708, Quincy, Florida 32351 [tauzetaquincy@gmail.com](mailto:tauzetaquincy@gmail.com)  
Stacie N.C. Grant, International President  
Vicki Pearson, Southeastern Regional Director  
Paula A. Kay, Florida State Director  
Cassundra Lynn Thomas, Tau Zeta Chapter President

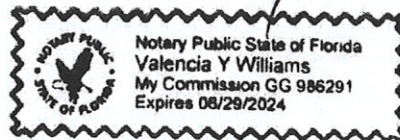
July 9, 2023

City of Quincy  
404 West Jefferson Street  
Quincy, FL 32351

This letter is to advise that we are required by IRS to provide form 990-N (e-Postcard) which is an annual electronic notice most small tax-exempt organizations who annual gross receipts normally are \$50,000 or less. Our organization falls into this category and are eligible to file this form instead of Form 990 or Form 990-EZ.

Sincerely,

Cassundra L. Thomas,  
Chapter President  
Zeta Phi Beta Sorority, Inc.  
Tau Zeta Chapter



**Zeta Phi Beta Sorority, Inc.**

Scholarship \* Service \* Sisterhood \* Finer Womanhood | Since 1920



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Sec. 2. 15 -  
Investigations and  
Independent Audit