

# Supplier Diversity Newsletter

## Knox County Purchasing Division Supplier Diversity Program

### Knox County and U.S. Small Business Administration Signed Alliance



March 2006



"This alliance is a confirmation of what a great job our Purchasing Division's Supplier Diversity Program does in proactively ensuring diversity and equal opportunity among small businesses doing business with the County," Said Mayor Ragsdale.



Knox County Mayor Mike Ragsdale joined the Coordinator of Knox County Supplier Diversity Program, Robert Minter and Clint Smith, District Director of SBA's Tennessee Office to sign a Strategic Alliance Memorandum (SAM). The Strategic Alliance Memorandum will provide Knox County with access to the SBA's resource partners like the Small Business Development Center and the Women's Business Centers, advice on events that may impact the Diversity Program's mission, and

reciprocal web site links, just to name of few of the benefits of the two-year alliance. The Small Business Administration is now the biggest backer of small business loans in the nation. The Alliance calls for Knox County and the SBA to increase awareness among the small business community of lending programs and government contracting opportunities. The overarching purpose of the SAM is to strength and expand small business development in the area.

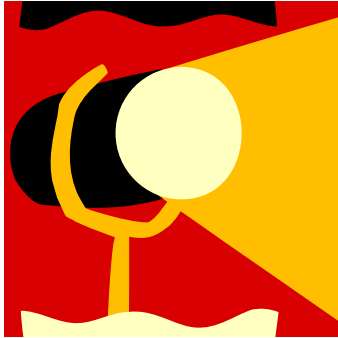
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## MBE, WBE, Small Business Online Directory

The Supplier Diversity office has incorporated an online business directory to further business opportunities for Small, Minority, Women-owned and Disadvantaged businesses. This directory can be accessed directly from the Knox County website at [www.knoxcounty.org](http://www.knoxcounty.org) or by going to the Supplier Diversity web page at [www.knoxcounty.org/supplierdiversity/index.html](http://www.knoxcounty.org/supplierdiversity/index.html). The directory lists businesses according to their specialty or by company name. To be included in the directory you must be registered with Knox County. If you would like further information on how to register as a vendor with Knox County please email Niki Myers at [niki.myers@knoxcounty.org](mailto:niki.myers@knoxcounty.org)

# Supplier Diversity Vendor Spotlight on Gillespie Financial and Tax Services



All of you that are in business need to read this article about what service GFT can provide. The president and owner of Gillespie Financial and Tax (GFT) Service is Bonita Gillespie, a public accountant with over 20 years entrepreneurial experience in business, accounting, income tax preparation and management consulting. She holds a master's Degree in business education with emphases in management and economics and a Bachelor's Degree with emphases in accounting. She is an Assistant Professor of Business at Knoxville College. She has served as an adjunct professor of accounting at Tennessee Wesleyan College. She is an enrolled agent, trainer and instructor for the Internal Revenue Service. With these credentials she has the authority to argue tax cases before the Internal Revenue Court. She is a member of the National Association of Public Accounting, the National Association of Black Accountants and the Better Business Bureau Serving Greater East Tennessee. Ms. Gillespie has conducted several seminars or workshops for various nonprofit organizations on accounting in the Knoxville and surrounding areas, including:

East Tennessee Chapter of the March of Dimes  
Habitat for Humanity  
Knoxville Housing Partnership and  
Center for Neighborhood Development.

Ms. Gillespie was recognized as Entrepreneur of the Year 2002-2003 by the Iota Phi Lambda Sorority, Incorporated for her excellence in business. Gillespie Financial and Tax (GFT) Services, was one of the first businesses to participate in the City Knoxville Incubator Project at the old Moses school building now known as the Greater East Tennessee Boys and Girls Club located on Carrick Street. Today GFT is a privately held corporation located within the empowerment zone at 3611 Western Avenue serving more than 125 clients with a staff of two professionals, two associates and one clerical (see attachment). The firm is equipped with a computerized accounting, payroll and tax system. Providing to its clients monthly financial statements, a general ledger of all cash transactions, completion of quarterly federal and state reports, records keeping of employee's earnings, issuance of W-2 or 1099 yearly, budget planning and analysis and consulting service concerning matters of Internal Revenue Service compliance and business operations. GFT overall goal is to provide the client with a diversified level of services. The corporation specialize in small to medium size business, payroll taxes, income tax preparation, not-for-profit organizations, and management services. Recently, the corporation has added a division specializing in cash flow financing for small and new businesses, mortgage payoff acceleration payment program, purchase of real estate notes, insurance and annuity plans.

GFT has a history of commitment to community service organizations. It's owner has volunteer accounting, tax and/or consultant services to many nonprofit organizations such as:

Knoxville/Knox County Community Action Committee  
Morningside Home Owners Association and  
East Tennessee Chapter of the March of Dimes.

## **GFT provides the following services:**

Monthly financial statements  
A general ledger of all cash transactions  
General journal  
Cash disbursements journal  
Monthly payroll register  
Issuing payroll checks and other related reimbursement  
Completion of quarterly federal reports (IRS tax paperwork)  
Record keeping of employees' earnings, sick leave, annual leave and holiday leave  
Issuance of W-2 and maintaining W-4 forms  
Occasional training of new staff on the accounting system  
Financial or tax seminar or workshops  
Notary services

Gillespie Financial and Tax (GFT) Service is located at 3611 Western Avenue  
Knoxville, TN 37921 (865) 974-9674 (Office) / (865) 521-6500 (fax)

# What is a Business Plan and Why does Your Business Need One?

## WHAT IS A BUSINESS PLAN?

A business plan is a written document which describes your business:

- Who you are
- What you do
- Where you are headed
- How and When you expect to get there
- Why you will be successful

In answering these six questions, a business plan is typically organized in four sections:

- Business Description/Executive Summary
- Marketing Data
- Financial Data
- Supporting Documents

## WHY YOU NEED A WRITTEN BUSINESS PLAN

- To encourage you to be specific. Informal, mental plans tend to be vague.
- To evaluate the feasibility of your ideas before you invest time and money in them.
- To identify weaknesses or potential problems that you can eliminate before you start your business.
- To provide a planning, operating and policy guide – a personal road map or blueprint to follow in building your business.
- To improve decision-making, efficiency and control in your business by establishing benchmarks against which to measure performance.
- To improve your chances of business success.

Thank you Deborah Porter with the Empowerment Zone for providing this information.

## Supplier Diversity Corner

It has been a busy year for the Supplier Diversity Program and its only the beginning! This is going to be a very productive year for Supplier Diversity. The Knox County Supplier Diversity Program has hosted and co-hosted several networking events that have been held this year. On January 30 Knox County Government, Public Building Authority (PBA) and Merit Construction hosted an event for Small Business Networking Opportunities for the Northwest Sector High Schools Project. Small and minority businesses had a chance to network with each other and Knox County, PBA and Merit Construction to understand future opportunities associated with this project. There were several successes from this event and the businesses that attended

learned how to be more informed as new projects arise. Messer Construction in conjunction with Knox County Purchasing Supplier Diversity Program and the Knoxville Chamber Partnership held an event for Construction Networking Opportunities for Women and Minority Contractors. This event was a hit and as Robert Minter, Supplier Diversity Coordinator says "They aren't blowing smoke" this company is the real deal. Messer Construction Company is committed to developing partnerships with MBEs and WBEs that can lead to economic opportunities such as project work and joint venture opportunities with Messer. Messer wants at least one minority business on each job they do. The contractors that attended were

very impressed with this event. If anyone would like to network with Messer contact Niki Myers at [niki.myers@knoxcounty.org](mailto:niki.myers@knoxcounty.org) for more information. On March 7th Knox County Supplier Diversity co-hosted a SBA Community Express Loan Workshop, which also had many successes. There were small business loan applications completed on the spot. This was the largest attendance the SBA has ever seen; we had 105 attendees. There are many more events on the horizon for Knox County Supplier Diversity, this is only the beginning. You can read about these events in our future newsletters in the Supplier Diversity Corner. If you would like to be notified of future events please contact Niki Myers.

Knox County Purchasing  
Division  
Supplier Diversity Program

1000 North Central Street  
Suite 100  
Knoxville, TN 37917

Phone: 865.215.5777  
Fax: 865.215.5778  
Email: niki.myers@knoxcounty.org



At Knox County we are committed to doing everything we can to help you do business with us. If you would like to talk with us about your products and services, if you have any questions concerning our procedures or need information regarding vendor registration please contact:

Knox County Purchasing Division

Supplier Diversity Coordinator, Robert L. Minter, Jr.

Phone: 865.215.5756

Fax: 865.215.5778

Published by: Niki Myers, Purchasing Specialist

## The Recipe Corner

### Chocolate Trifle

Recipe courtesy of:

all recipes®



"This desert is great for work occasions and church functions!"

**Prep Time:** 30 Minutes

**Cook Time:** 25 Minutes

**Ready In:** 8 Hours 55 Minutes

**Servings:** 12

#### Nutrition Information

Servings Per Recipe: 12

Calories: 486

Total Fat: 18.8 g

Cholesterol: 12 mg

Sodium: 314 mg

Total Carbs: 73.7

Dietary Fiber: 1.8 g

Protein: 4.8 g

#### Ingredients:

- 1 (19.8 ounce) package of brownie mix
- 1 (3.9 ounce) package instant chocolate pudding mix
- 1/2 cup water
- 1 (14 ounce can sweetened condensed milk
- 1 (8 ounce) container frozen whipped topping, thawed
- 1 (12 ounce) container frozen whipped topping, thawed
- 1 (1.5 ounce) bar of chocolate (1 Hershey bar)

#### Directions:

1. Prepare brownie mix according to package directions and cool completely. Cut into 1 inch squares.
2. In large bowl, combine pudding mix, water and sweetened condensed milk. Mix until smooth, then fold in 8 ounces of whipped topping until no streaks remain.
3. In a trifle bowl or glass serving dish, place half of the brownies, half the pudding mixture and half of the 12 ounces of whipped topping.  
Repeat layers. Shave chocolate onto top layer for garnish. Refrigerate 8 hours before