

# Region 2 Planning Commission



## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: August 2, 2017

SUBJECT: Cancellation of Executive Committee Meeting of August 10, 2017

The Region 2 Planning Commission Executive Committee meeting scheduled for August 10, 2017, at the Hillsdale City Hall, **has been canceled** due to a light agenda and staff vacations.

The next meeting of the Region 2 Planning Commission Full Commission will be held at the **Jackson County Tower Building on Thursday, September 14, 2017**. Formal approval of the August submitted bills will be requested at this meeting. To maintain solid business dealings with our creditors, I would like to pay the submitted bills as enclosed with this mailing. Please review the bills, and if you believe any may require Commission consideration prior to payment, let me know and we will withhold those bills for action at the September meeting.

Thanks and enjoy the summer.

**REGION 2 PLANNING COMMISSION**  
**Treasurer's Report - Monthly Summary**  
**as of July 31, 2017**

<b>Checking Account Balance ending June 30, 2017</b>	\$	653,375.67
--	----	------------

**Deposit Summary:**

<i>July 2017 EFT Deposits</i>	\$	8,976.75
<i>July Bank Deposits</i>		-
<i>July Adjustments</i>		(998.47)
<b>Total Deposits plus Bank Balance</b>	<b>\$</b>	<b>661,353.95</b>

**Expenses:**

<i>Submitted Expenses - July 2017**</i>	\$	(26,347.83)	
<i>Interim Expenses</i>		(9,893.18)	
<i>Payroll/Related Expenses</i>		(26,513.07)	
<b>Subtotal of Expenses</b>	<b>\$</b>	<b>(62,754.08)</b>	<b>\$ (62,754.08)</b>
<i>Balance Checking Account ending July 31, 2017</i>			\$ 598,599.87
 <i>Balance CD Investments ending July 31, 2017</i>			 \$ 101,591.45
 <b>Total Cash on Hand</b>			 <b>\$ 700,191.32</b>

\*\*Note that this amount can include cleared checks from prior months' submitted bills.

**REGION 2 PLANNING COMMISSION**  
**INTERIM BILLING and PAYROLL EXPENSES**  
**July 31, 2017**

Interim Billing for July, 2017

<u>Vendor</u>	<u>Description</u>		<u>Amount</u>	<u>Check #</u>
<b>American Speedy Print</b>	R2PC July Pkt.	\$	<b>456.84</b>	14148
<b>BC/BS</b>	Office Premium Aug. 2017	\$	<b>5,580.24</b>	14149
<b>City of Jackson</b>	Life Ins. FY 2017	\$	<b>255.75</b>	14151
<b>ICMA</b>	Quarterly Fee	\$	<b>250.00</b>	14153
<b>Jackson Citizen Patriot</b>	JACTS Advertising	\$	<b>214.08</b>	14156
<b>Jackson Co. Sheriff Dept.</b>	FY 2017 OHSP	\$	<b>1,151.10</b>	14157
<b>Jackson Police Dept.</b>	FY 2017 OHSP	\$	<b>1,985.17</b>	14158
<b>Total Interim Billing for July 31, 2017</b>			<u><u>\$ 9,893.18</u></u>	

**Payroll & Travel Related Expenses:**

<i>Paid July 14, 2017</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$	12,558.43
G. Bauman	Travel Reimbursement	\$	143.32
T. DeOliveira	Travel Reimbursement	\$	43.66
		<b>\$</b>	<b>12,745.41</b>

<i>Paid July 28, 2017</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$	12,652.81
G. Bauman	Travel Reimbursement	\$	884.05
T. DeOliveira	Travel Reimbursement	\$	125.83
A. Gozdiff	Travel Reimbursement	\$	104.97
		<b>\$</b>	<b>13,767.66</b>

<b>Total Payroll Expenses for July, 2017</b>	<u><u>\$ 26,513.07</u></u>
--	----------------------------

**REGION 2 PLANNING COMMISSION**  
**Deposits and Adjustments to Cash**  
**as of July 31, 2017**

<b>EFT Deposits:</b>		
7/31/2017	MDOT 2016-2017 Mobility Study	\$ 2,000.00
	Lenawee County 2017 Quarterly Membership Revenue	6,976.75
	<b>Subtotal - EFT Deposits</b>	<b>\$ 8,976.75</b>
7/31/2017 <i>No check deposits this month.</i>		-
	<b>Subtotal - Check Deposits</b>	<b>\$ -</b>
7/31/2017 Adjustments to cash:		
	<i>Bank fees - July</i>	\$ (137.79)
	<i>Paycor Fees - July</i>	(219.34)
	<i>Credit Card Charges - Training</i>	(201.59)
	<i>Credit Card Charges - Postage</i>	(166.46)
	<i>Credit Card Charges - Supplies</i>	(273.29)
	<b>Subtotal - Adjustments to Cash</b>	<b>\$ (998.47)</b>
<b>Total Net Deposits for July 2017</b>		<b>\$ 7,978.28</b>

**Region 2 Planning Commission**  
**Outstanding Accounts Receivable**  
**FY 2017**

Municipality/Source	Date	Inv. No.	Amount
OHSP Q3 2017 Invoice	7/28/2017	n/a	9,573.00
MDOT Rural Task Force Q3 2017		3454	338.95
MDOT Regional Transportation Q3 2017		3455	6,978.84
MDOT Asset Management		3456	5,515.95
MDOT FHWA Q3 2017		3457	54,352.00
MDOT FTA - JTA Study Q3 2017		3458	11,513.49
<b><i>FY 2017 Balance as of July 31, 2017</i></b>			<b>\$ 71,381.44</b>

**REGION 2 PLANNING COMMISSION**

Submitted Bills

August 10, 2017

Vendor	Description	Amount Due
<b>AECOM</b>	JATA Regional Transit Study	\$ 7,594.59
<b>American Speedy Printing</b>	R2PC Envelopes	\$ 425.00
<b>Blue Cross/Blue Shield/ Part F</b>	Supplement F Coverage for Sept. 2017 (SD)	\$ 149.78
<b>Blue Cross/Blue Shield/PX</b>	Prescription Coverage for Sept. 2017 (SD)	\$ 124.80
<b>Cash</b>	Replenish Petty Cash	\$ 40.86
<b>City of Jackson</b>	Traffic Counts 10/01/16 - 6/30-17/UWP Reimb.	\$ 14,541.66
<b>County of Jackson</b>	Rent for August 2017	\$ 2,957.77
<b>County of Jackson</b>	Phone Expense for June 2017	\$ 259.13
<b>Direct Office Buys</b>	Office Supplies for July 2017	\$ 35.80
<b>ICMA Retirement Trust</b>	ICMA 401 Contribution	\$ 2,208.62
<b>JATA</b>	UWP Reimbursement	\$ 11,607.22
<b>Livingston Educational Serv. Agency</b>	RPI Grant FY 2017	\$ 27,800.00
<b>Public Sector Consultants</b>	RPI Grant FY 2017 - June 2017 Support	\$ 1,892.05
<b>The Water Store</b>	Supples for June 2017	\$ 35.50
<b>VantagePoint Transfer Agents</b>	ICMA RHS Contribution	\$ 249.99
Total Submitted Billing - August, 2017		<u>\$ 69,922.77</u>