

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: August 1, 2019

SUBJECT: Cancellation of Executive Committee Meeting of August 8, 2019

The Region 2 Planning Commission Executive Committee meeting scheduled for August 8, 2019, 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 12, 2019**. 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, 2019

Checking Account Balance ending June 30, 2019	\$	833,298.48
Deposit Summary:		
<i>July 2019 EFT Deposits</i>	\$	63,915.71
<i>July Bank Deposits</i>		160.00
<i>July Adjustments</i>		(2,448.49)
Total Deposits plus Bank Balance	\$	<u>894,925.70</u>
Expenses:		
<i>Submitted Expenses - July 2019 **</i>	\$	(26,101.37)
<i>Interim Expenses</i>		(424.39)
<i>Payroll/Related Expenses</i>		(23,085.39)
Subtotal of Expenses	\$	<u>(49,611.15)</u>
Balance Checking Account ending July 31, 2019	\$	845,314.55
<i>Balance CD Investments ending July 31, 2019</i>	\$	<u>103,930.52</u>
Total Cash on Hand	\$	<u>949,245.07</u>

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

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of July 31, 2019

7/31/2019	EFT Deposits:	
	MDOT - FHWA Q2 2019 Revenue, Invoice 3534	\$ 56,938.96
	Lenawee Quarterly Membership Dues	\$ 6,976.75
	Subtotal - EFT Deposits	\$ 63,915.71
7/31/2019	Check Deposits:	
	Lenawee Dinner Fees	160.00
	Subtotal - Check Deposits	\$ 160.00
7/31/2019	Adjustments to cash:	
	<i>Bank fees - July</i>	\$ (136.91)
	<i>Paycor Fees - July</i>	\$ (232.50)
	<i>Credit Card Charges - Dues/Subscriptions</i>	\$ (536.00)
	<i>Credit Card Charges - Lenawee Dinner</i>	\$ (1,044.94)
	<i>Credit Card Charges - Supplies</i>	\$ (144.09)
	<i>Credit Card Charges - Postage</i>	\$ (113.60)
	<i>Credit Card Charges - Travel/Meals</i>	\$ (240.45)
	Subtotal - Adjustments to Cash	\$ (2,448.49)
Total Net Deposits for July 2019		\$ 61,627.22

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of June 30, 2019

Interim Billing for June, 2019

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet July 2019	\$ 211.58	14591
Jackson Citizen Patriot	JACTS Advertising	\$ 181.86	14600
The Water Store	Supplies for June 2019	\$ 30.95	14605
Total Interim Billing for July, 2019		\$ 424.39	

Payroll & Travel Related Expenses:

<i>Paid July 12, 2019</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$ 10,825.71	
G. Bauman	Travel Reimbursement	\$ 18.10	
T. DeOliveira	Travel Reimbursement	\$ 116.69	
S. Duke	Travel Reimbursement	\$ 4.29	
J. Liogghio	Travel Reimbursement	\$ 124.25	
Total		\$ 11,089.04	

<i>Paid July 26, 2019</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$ 10,825.71	
G. Bauman	Travel Reimbursement	\$ 1,010.97	
T. DeOliveira	Travel Reimbursement	\$ 60.60	
S. Duke	Travel Reimbursement	\$ 99.07	
Total		\$ 11,996.35	

Total Payroll Expenses for July, 2019 **\$ 23,085.39**

**Region 2 Planning Commission
Outstanding Accounts Receivable
as of July 31, 2019**

Municipality/Source	Date	Inv. No.	Amount
Spring Arbor Township - Planning Services Jan-Mar 2019	5/31/2019	3538	1,173.31
Leoni Township DDA	7/30/2019	3545	2,748.09
MDOT/FHWA	7/30/2019	3539	71,598.00
MDOT/Asset Mgmt.	7/30/2019	3546	23,751.00
MDOT	7/30/2019	3537	4,442.00
<i>FY 2019 Balance as of July 31, 2019</i>			\$ 103,712.40

REGION 2 PLANNING COMMISSION**Submitted Bills****July 11, 2019**

<u>Vendor</u>	<u>Description</u>	<u>Amount Due</u>
APA	Annual Membership (SD)	
Blue Cross/Blue Shield	Office Coverage (Sept. 2019)	\$ 3,541.79
Blue Cross/Blue Shield	Supplement F (Sept. 2019)	\$ 169.57
Blue Cross/Blue Shield	Prescription Coverage (Sept. 2019)	\$ 89.30
County of Jackson	Rent Expense August 2019	\$ 3,137.60
County of Jackson	Postage June 2019	\$ 101.12
County of Jackson	Wage Reimb. And Phone for June 2019	\$ 2,428.33
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,000.07
ICMA Retirement Corporation	Quarterly Fee	\$ 250.00
Jackson County Sheriff Dept.	FY19 OHSP Grant - Seatbelt	\$ 1,501.80
Jackson Police Dept.	FY19 OHSP Grant - Seatbelt	\$ 978.36
LESA	RPI Grant	\$ 14,336.30
The Water Store	Supplies July 2019	\$ 12.75
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 217.91
Total Submitted Billing - June 13, 2019		\$ 28,764.90