

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: May 5, 2020

SUBJECT: Cancellation of Full Commission Meeting of May 14, 2020

The Region 2 Planning Commission Full Commission meeting scheduled for May 14, 2020, at the Hillsdale City Hall, **has been canceled** due to a light agenda.

The next meeting of the Region 2 Planning Commission Executive Committee will be held at the **Jackson County Tower Building on Thursday, June 11, 2020**. Formal approval of the May 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 June meeting.

Unless things change drastically over the next month, I am planning to conduct the June meeting via teleconference.

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of April 30, 2020

Checking Account Balance ending March 31, 2020		\$	657,977.69
Deposit Summary:			
<i>April 2020 EFT Deposits</i>		\$	28,926.31
<i>April 2020 Bank Deposits</i>			20,171.00
<i>April 2020 Adjustments</i>			(339.42)
Total Deposits plus Bank Balance		\$	<u>706,735.58</u>
Expenses:			
<i>Submitted Expenses - April 2020 **</i>	\$		(60,644.67)
<i>Interim Expenses</i>			(21.76)
<i>Payroll/Related Expenses</i>			(11,076.89)
Subtotal of Expenses	\$		<u>(71,743.32)</u>
Balance Checking Account ending April 30, 2020		\$	634,992.26
<i>Balance CD Investments ending April 30, 2020</i>		\$	<u>105,931.81</u>
Total Cash on Hand		\$	<u>740,924.07</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 April 30, 2020

4/30/2020	EFT Deposits:		
	Lenawee County quarterly dues	\$	6,976.75
	MEDC Grant		16,288.00
	ASAP Grant		5,661.56
	Subtotal - EFT Deposits	\$	28,926.31
4/30/2020	Check Deposits:		
	JCDOT - 2020 JACTS United Work Program		20,171.00
	Subtotal - Check Deposits	\$	20,171.00
4/30/2020	Adjustments to cash:		
	<i>Bank fees - April</i>	\$	(134.24)
	<i>Paycor Fees - April</i>		(220.18)
	<i>Credit Card - Miscellaneous - reverse of prior charges</i>		15.00
	Subtotal - Adjustments to Cash	\$	(339.42)
	Total Net Deposits for April	\$	48,757.89

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of April 30, 2020**

Interim Billing for April, 2020

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
<i>Jackson County</i>	Postage for Mar. 2020	\$ 21.76	14743
Total Interim Billing for April, 2020		\$ 21.76	

Payroll & Travel Related Expenses:

<i>Paid April 3, 2020</i>			
Paycor	<i>by Direct Deposit/EFT</i> Payroll Disbursement	\$ 10,962.74	
	Total	\$ 10,962.74	
<i>Paid April 17, 2020</i>			
Paycor	Payroll Disbursement	\$ 10,962.74	
J. Liogghio	Travel Reimbursement	\$ 114.15	
	Total	\$ 11,076.89	
Total Payroll Expenses for April, 2020		\$ 11,076.89	

**Region 2 Planning Commission
Outstanding Accounts Receivable
as of April 30, 2020**

Municipality/Source	Date	Inv. No.	Amount
Village of Brooklyn - Planning Services for Jul-Sept 2019	12/31/2019	3700	1,282.25
MDOT - Rural Task Force - Planning Services thru March 2020	4/30/2020	3901	6,782.21
MDOT - Regional Trans Planning - Services thru March 2020	4/30/2020	3902	1,697.00
MDOT - Asset Management - Planning Services thru March 2020	4/30/2020	3903	5,423.00
MDOT - FHWA - Planning Services thru March 2020	4/30/2020	3904	94,843.00

FY 2020 Balance as of April 30, 2020

\$ 110,027.46

REGION 2 PLANNING COMMISSION**Submitted Bills****May 14, 2020**

<u>Vendor</u>	<u>Description</u>	<u>Amount Due</u>
Allegra	R2PC Packet for March 2020	\$ 225.70
American Planning Assoc.	APA Membership (SD)	\$ 489.00
Blue Cross/Blue Shield	Office Coverage (June 2020)	\$ 4,013.85
Blue Cross/Blue Shield	Supplement F (June 2019)	\$ 195.71
Blue Cross/Blue Shield	Prescription Coverage (June 2020)	\$ 105.10
County of Jackson	Rent Expense for May 2020	\$ 3,077.26
County of Jackson	Phone Expense for Mar. 2020	\$ 240.32
County of Jackson	Accounting Services for Mar. 2020	\$ 733.44
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,018.10
JTV	Website Maintenance	\$ 225.00
Mlive	JACTS Advertising	\$ 230.97
Michigan State Police	OHSP Traffic Summit Fee (SD)	\$ 95.00
Public Sector Consultants	RPI 2020 - Dec. 2019 & March 2020	\$ 5,658.75
SOS Community Services	RPI 2020 - July-Dec. 2019	\$ 7,354.17
Thomson Reuters	Annual Subscription	\$ 564.00
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 220.69
Total Submitted Billing - May, 2020		\$ 25,447.06