

# Region 2 Planning Commission



## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: August 1, 2020

SUBJECT: Cancellation of Executive Committee Meeting of August 13, 2020

The Region 2 Planning Commission Executive Committee meeting scheduled for August 13, 2020, at 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 on **Thursday, September 10, 2020**. 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, 2020**

<b>Checking Account Balance ending June 30, 2020</b>		\$	560,469.66
Deposit Summary:			
<i>July 2020 EFT Deposits</i>		\$	87,766.60
<i>July 2020 Bank Deposits</i>			-
<i>July 2020 Adjustments</i>			(759.95)
Total Deposits plus Bank Balance		\$	647,476.31
Expenses:			
			734,482.96
<i>Submitted Expenses - July 2020 **</i>	\$	(27,777.84)	
<i>Interim Expenses</i>		(4,690.00)	
<i>Payroll/Related Expenses</i>		(22,087.20)	
<b>Subtotal of Expenses</b>	\$	(54,555.04)	\$ (54,555.04)
<b>Balance Checking Account ending July 31, 2020</b>		\$	<b>592,921.27</b>
<i>Balance CD Investments ending July 31, 2020</i>		\$	105,931.81
<b>Total Cash on Hand</b>		\$	<b>698,853.08</b>

\*\*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, 2020**

7/31/2020	<b>EFT Deposits:</b>		
	Lenawee County - Quarterly Dues	\$	6,976.75
	MDOT - Asset Management - Planning Services Jan-Mar 2020		3,772.00
	MDOT - Rural Task Force - Planning Services Jan-Mar 2020		6,782.11
	MDOT - Regional Transportation - Planning Services Jan-Mar 2020		1,697.00
	MDOT - FHWA - Planning Services Jan-Mar 2020		68,538.74
	<b>Subtotal - EFT Deposits</b>	<b>\$</b>	<b>87,766.60</b>
7/31/2020	<b>Check Deposits:</b>		
	None		-
	<b>Subtotal - Check Deposits</b>	<b>\$</b>	<b>-</b>
7/31/2020	<b>Adjustments to cash:</b>		
	<i>Bank fees - July</i>	\$	(134.17)
	<i>Paycor Fees - July</i>		(240.26)
	<i>Credit Card charges - postage</i>		(150.00)
	<i>Credit Card charges - supplies - Direct Office Buys</i>		(169.71)
	<i>Credit Card charges - meals - Dirty Bird, Grand River Brewery</i>		(65.81)
	<b>Subtotal - Adjustments to Cash</b>	<b>\$</b>	<b>(759.95)</b>
<b>Total Net Deposits for July</b>		<b>\$</b>	<b>87,006.65</b>

**REGION 2 PLANNING COMMISSION**  
**INTERIM BILLING and PAYROLL EXPENSES**  
as of July 31, 2020

Interim Billing for July, 2020

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
JTV	Website Maintenance	\$ 225.00	14787
The Greenway Collaborative	Non-Motorized Transportation Plan	\$ 4,465.00	14789
<b>Total Interim Billing for July, 2020</b>		<b>\$ 4,690.00</b>	

**Payroll & Travel Related Expenses:**

<i>Paid July 10, 2020</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,962.74	
G. Bauman	Travel Reimbursement	\$ 38.47	
J. Liogghio	Supplies Reimbursement	\$ 6.14	
<b>Total</b>		<b>\$ 11,007.35</b>	
<i>Paid July 24, 2020</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,962.74	
G. Bauman	Travel Reimbursement	\$ 74.33	
S. Duk	Travel Reimbursement	42.78	
<b>Total</b>		<b>\$ 11,079.85</b>	

**Total Payroll Expenses for July, 2020** **\$ 22,087.20**

**Region 2 Planning Commission  
Outstanding Accounts Receivable  
as of July 31, 2020**

Municipality/Source	Date	Inv. No.	Amount
MDOT - Rural Task Force - Planning Services thru June 2020	<b>7/31/2020</b>	7001	3,094.19
MDOT - Regional Trans Planning - Services thru June 2020	<b>7/31/2020</b>	7002	117.00
MDOT - Asset Management - Planning Services thru June 2020	<b>7/31/2020</b>	7003	1,045.00
MDOT - FHWA - Planning Services thru June 2020	<b>7/31/2020</b>	7004	79,682.00

***FY 2020 Balance as of July 31, 2020***

**\$ 83,938.19**

**REGION 2 PLANNING COMMISSION****Submitted Bills****August 13, 2020**

<u>Vendor</u>	<u>Description</u>	<u>Amount Due</u>
<b>BS&amp;A Software</b>	Annual Service/Support	\$ 916.00
<b>Blue Cross/Blue Shield</b>	Office Coverage (Sept. 2020)	\$ 4,013.85
<b>Blue Cross/Blue Shield</b>	Supplement F (Sept. 2020)	\$ 140.92
<b>Blue Cross/Blue Shield</b>	Prescription Coverage (Sept. 2020)	\$ 105.10
<b>Charter Twp. of Ypsilanti</b>	RPI 2020	\$ 10,000.00
<b>County of Jackson</b>	Rent Expense for August 2020	\$ 3,138.81
<b>County of Jackson</b>	Phone Expense June 2020	\$ 25.19
<b>County of Jackson</b>	Accounting Services/Phone Expense June 2020	\$ 1,195.76
<b>ICMA Retirement Trust</b>	ICMA 401 Contribution	\$ 2,464.98
<b>Jackson Couty</b>	Postage for June 2020	\$ 20.74
<b>Legal News</b>	Annual Subscription	\$ 80.00
<b>Mlive</b>	JACTS Advertising	\$ 235.06
<b>PSC</b>	RPI - June 2020	\$ 428.75
<b>The Water Store</b>	Supplies - July 2020	\$ 25.50
<b>Vantage Point Transfer Agents</b>	ICMA RHS Contribution	\$ 289.44

<b>Total Submitted Billing - August, 2020</b>	<b>\$ 23,080.10</b>
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