

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: October 27, 2021

SUBJECT: Cancellation of November 4, 2021 Annual Dinner and Business Meeting

The Region 2 Planning Commission Annual Dinner and business meeting scheduled for Thursday, November 4, 2021 at 6:00 p.m., **has been canceled** due to lack of participation / Coronavirus pandemic.

The next meeting of the Region 2 Planning Commission Executive Committee will be held at the **Jackson County Tower Building on Thursday, December 9, 2021.**

Formal approval of the November 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 December meeting.

Also taking place at the December 9, 2021 meeting will be the election of the FY 2022 Nominating Committee.

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of October 26, 2021

Checking Account Balance ending September 30, 2021		\$	514,164.18
Deposit Summary:			
<i>October 2021 EFT Deposits</i>		\$	6,976.75
<i>October 2021 Bank Deposits</i>			18,885.90
<i>October 2021 Adjustments</i>			(267.59)
Total Deposits plus Bank Balance		<u>\$</u>	<u>539,759.24</u>
Expenses:			
<i>Submitted Expenses - October 2021 **</i>	\$		18,411.29
<i>Interim Expenses</i>			(8,866.73)
<i>Payroll/Related Expenses</i>			(52,410.64)
Subtotal of Expenses	<u>\$</u>		<u>(42,866.08)</u>
Balance Checking Account ending October 26, 2021		<u>\$</u>	<u>496,893.16</u>
<i>Balance CD Investments ending October 26, 2021</i>		<u>\$</u>	<u>106,148.33</u>
Total Cash on Hand		<u>\$</u>	<u>603,041.49</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 October 26, 2021

10/26/2021	EFT Deposits:	
	Lenawee County quarterly dues	6,976.75
	Subtotal - EFT Deposits	\$ 6,976.75
10/26/2021	Check Deposits:	
	MSP - Jackson County - Hazard Mitigation Grant through June	18,885.90
	Subtotal - Check Deposits	\$ 18,885.90
10/26/2021	Adjustments to cash:	
	<i>Bank fees - October</i>	\$ (149.21)
	<i>Paycor Fees - October</i>	(118.38)
	<i>Credit Card Charges - October - not available</i>	NA
	Subtotal - Adjustments to Cash	\$ (267.59)
	Total Net Deposits	\$ 25,595.06

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of October 26, 2021**

Interim Billing for October, 2021

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Blackman-Leoni Dept. Pub. Safety	OHSP - FY 21 Impaired/Belt July 2021	\$ 2,930.17	15071
BC/BS	Employee Insurance November 2021	\$ 874.65	15055
Jackson County	Phone/Wages Sept. 2021	\$ 1,995.89	15069
Jackson County	Postage - Sept. 2021	\$ 180.32	15057
Jackson County Sheriff Dept.	OHSP - FY 21 Impaired/Belt July 2021	\$ 1,783.86	15072
Jackson Police Dept.	OHSP - FY 21 Impaired/Belt July 2021	\$ 778.17	15073
Mlive	Advertising	\$ 206.42	15059
Printer Source Plus	HP Maintenance	\$ 110.00	15064
Water Store	Maintenance Contract	\$ 7.25	15067
Total Interim Billing for October, 2021		\$ 8,866.73	

Payroll & Travel Related Expenses:

<i>Paid October 1, 2021</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 11,752.78	
G. Bauman	Travel Reimbursement	\$ 53.54	
	Total	\$ 11,806.32	
<i>Paid October 15, 2021</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 28,598.96	
S. Duke	Travel Reimbursement	\$ 189.84	
J. Hurt	Travel Reimbursement	\$ 179.20	
	Total	\$ 28,968.00	
<i>Paid October 29, 2021</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 11,594.88	
G. Bauman	Travel Reimbursement	\$ 41.44	
	Total	\$ 11,636.32	

Total Payroll Expenses for October, 2021 **\$ 52,410.64**

**Region 2 Planning Commission
Outstanding Accounts Receivable
as of October 26, 2021**

Municipality/Source	Date	Inv. No.	Amount
Somerset Township - planning services through June	7/14/2021	8004	1,804.35

FY 2021 Balance as of October 26, 2021

\$ 1,804.35

REGION 2 PLANNING COMMISSION
Submitted Bills
November 4, 2021

Vendor	Description	Amount Due
Allegra	R2PC Packet - October 2021	\$ 178.12
American Planning Assoc.	Planning Advisory Serv./Zoning Pract. Renewal	\$ 790.00
Blue Cross/Blue Shield	Supplement F (Dec. 2021)	\$ 241.57
Blue Cross/Blue Shield	Prescription Coverage (Dec. 2021)	\$ 109.30
Blue Cross/Blue Shield	Employee Health Insurance (Dec. 2021)	\$ 3,626.01
City of Jackson	UWP Reimburs. 07/01/21 - 09/30/21	\$ 8,667.90
County of Jackson	Rent Expense for Nov. 2021	\$ 3,201.58
ICMA Retirement Trust	ICMA 401 Contribution	\$ 1,135.45
Michigan Assoc. of Planning	Advertising	\$ 75.00
MML - WC Fund	Payroll Audit 7/1/20 - 7/1/21	\$ 214.00
The Exponent	Subscription Renewal through 10/28/2022	\$ 70.00
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 174.69
Total Submitted Billing - November, 2021		\$ 18,483.62