

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: November 1, 2022

SUBJECT: Cancellation of Full Commission Meeting of November 10, 2022

The Region 2 Planning Commission Full Commission meeting scheduled for November 10, 2022, at Hillsdale City Hall, **has been canceled** due to lack of agenda items.

The next meeting of the Region 2 Planning Commission Executive Committee will be held on Thursday, December 8, 2022 at the Jackson County Tower Bldg.

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.

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of October 31, 2022

Checking Account Balance ending September 30, 2021		\$	417,958.63
Deposit Summary:			
<i>October 2022 EFT Deposits</i>		\$	18,652.31
<i>October 2022 Bank Deposits</i>			102,201.81
<i>October 2022 Adjustments</i>			(1,433.83)
Total Deposits plus Bank Balance		\$	<u>537,378.92</u>
Expenses:			
<i>Submitted Expenses - October 2022 **</i>	\$		(27,740.80)
<i>Interim Expenses</i>			(12,811.97)
<i>Payroll/Related Expenses</i>			(24,249.75)
Subtotal of Expenses	\$		<u>(64,802.52)</u>
Balance Checking Account ending October 31, 2022		\$	472,576.40
<i>Balance CD Investments ending October 31, 2022</i>		\$	<u>106,259.91</u>
Total Cash on Hand		\$	<u>578,836.31</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 31, 2022

10/31/2022	EFT Deposits:	
	ED Partnership grant through September	18,652.31
	Subtotal - EFT Deposits	\$ 18,652.31
10/31/2022	Check Deposits:	
	Hanover Township - Services through June 2022	3,042.98
	Grass Lake Charter Township - Services through June 2022	2,913.96
	Cambridge Township - Services through June 2022	5,608.39
	Leoni Township DDA - Administrative Support through June 2022	4,708.49
	Leoni Township DDA - Strategic Plan through June 2022	37,030.86
	Jackson County Dept of Transportation - JACTS Unified Work Program	21,398.00
	FY23 Annual Membership Dues various entities	24,847.83
	Auto-Owners Insurance refund of premium	2,651.30
	Subtotal - Check Deposits	\$ 102,201.81
10/31/2022	Adjustments to cash:	
	<i>Bank fees - October</i>	(160.32)
	<i>Paycor Fees - October</i>	(294.00)
	<i>Credit Card Charges - Crains Detroit Business - subscription</i>	(15.00)
	<i>Credit Card Charges - Adobe Creative Cloud- subscription</i>	(42.39)
	<i>Credit Card Charges - Adobe Acrobat Standard - software</i>	(165.23)
	<i>Credit Card Charges - Direct Office Buys - supplies</i>	(95.08)
	<i>Credit Card Charges - USPS - postage</i>	(63.00)
	<i>Credit Card Charges - Qdoba Mexican Grill - meals</i>	(14.59)
	<i>Credit Card Charges - Dunkin Donuts</i>	(16.35)
	<i>Credit Card Charges - Delamar Traverse City - conference hotel</i>	(579.00)
	<i>American Express card credit</i>	11.13
	Subtotal - Adjustments to Cash	\$ (1,433.83)
	Total Net Deposits	\$ 119,420.29

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of October 31, 2022

Interim Billing for October, 2022

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Oct. 2022 Packet	\$ 80.92	15236
Boom	CEDS Implementation	\$ 3,623.55	15239
Citizen's Insurance	Business/Umbrella Policy	\$ 1,678.00	15240
Doug Terry	Jackson County Facilities Study	\$ 7,000.00	15252
Jackson County	Postage Expense Sept. 2022	\$ 19.38	15241
MissionSquare	Quarterly Fee	\$ 250.00	15247
The SBAM Plan	Employee Life Ins. Nov. 2022	\$ 160.12	15249
Total Interim Billing for October, 2022		\$ 12,811.97	

Payroll & Travel Related Expenses:

<i>Paid October 14, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 13,396.02	
S. Bezold	Travel Reimbursement	\$ 30.38	
J. Hurt	Travel Reimbursement	\$ 933.15	
Total		\$ 14,359.55	

<i>Paid October 28, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 9,643.47	
S. Bezold	Travel Reimbursement	\$ 204.73	
J. Liogghio	Travel Reimbursement	\$ 42.00	
Total		\$ 9,890.20	

Total Payroll Expenses for October, 2022		\$ 24,249.75	
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of October 31, 2022**

Municipality/Source	Date	Inv. No.	Amount
ED CARES Grant through September 2022	10/15/2022	-	38,466.47

FY 2021 Balance as of October 31, 2022

\$ 38,466.47

REGION 2 PLANNING COMMISSION
Submitted Bills
November 10, 2022

Vendor	Description	Amount Due
American Planning Assoc.	Renewal (S. Bezold)/Zoning Practice Renewal	\$ 790.00
Blue Cross/Blue Shield	Employee Health Coverage (Dec. 2022)	\$ 3,547.31
City of Jackson	Traffic Counts 7/1/22-9/30/22-UWP Reimburs.	\$ 4,996.70
County of Jackson	Rent Expense for November 2022	\$ 3,265.62
County of Jackson	Verizon Phone Expense (Sept. 2022)	\$ 119.73
Gannett Holdings-Central	Annual Subscription (Hillsdale Daily News)	\$ 397.00
Michigan Assoc. of Planning	Advertising Transp. Planner Position	\$ 75.00
Michigan Municipal League	Payroll Audit - 7/1/21 - 7/1/22	\$ 350.00
MissionSquare	401/RHS Employer Contribution	\$ 1,294.82
The SBAM Plan	Employee Life Insurance (Dec. 2022)	\$ 95.34
The Water Store	Supplies October 2022	\$ 13.75
Total Submitted Billing - November, 2022		\$ 14,945.27