



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF ELECTRONIC REGULAR MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY EXECUTIVE COMMITTEE

PLEASE NOTE: THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO MCL 15.263a. The Executive Committee of the Michigan Municipal Services Authority (the Authority) is meeting electronically as a result of the COVID-19 virus and to protect the health, safety and welfare of the citizens of Michigan from such virus, as allowed by MCL 15.263a.

The Authority will hold a regular meeting on the following date, at the following time, and at the following location:

Date

Thursday, April 8, 2021

Time

1:30 PM

Refer to the MMSA's website to view the complete Agenda and Packet for the meeting.

Specific instructions for public participation via a webinar will be posted on the MMSA's

website: <http://michiganmsa.org/>

WEBINAR LINK: <https://zoom.us/j/99558646504>

WEBINAR ID: 995 5864 6504

The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the meeting should contact the Authority at (248) 925-9295 prior to the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, and 42 USC 12131 to 12134.

A copy of the proposed meeting minutes will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, April 8, 2021 at 1:30 PM

LIVE ZOOM WEBINAR

[\[Link to Join Webinar\]](#) Webinar ID: 995 5864 6504

Capitol View Building
201 Townsend St Suite 900
Lansing, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the March 11, 2021 Executive Committee meeting
- V. Administrative Report**
 - a. Introduction Memorandum
 - b. FMS Project Update
 - c. LCSA Project Update
 - d. State of Michigan - City of Flint Update
 - e. Plan for June 10, 2021 Board Meeting
 - f. CEO Position
 - g. Monthly Financial Statements (February & March 2021)
- VI. Old Business**
- VII. New Business**
- VIII. Public Comment**
- IX. Other Business**
- X. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority
PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, March 11, 2021 at 2:00 p.m.

LIVE ZOOM MEETING
Capital View Building
Constitution Room – 9th Floor
201 Townsend Street
Lansing, MI 48933

MINUTES

Proposed Minutes Approved

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 2:37 p.m.

II. Roll Call

Executive Committee Member Attendance:

	PRESENT	ABSENT
Angela Rogensues, Chair*	X	
Eric DeLong, Treasurer*	X	
Kathleen Lomako, Secretary*	X	
Donna Cangemi*	X	
Scott Erbisich*	X	
Aaron Wagner*	X	

*Participated via teleconference.

Other attendees:

- Jaymes Vettrano, MMSA*
- Kristen Delaney, MMSA*

III. Approval of Agenda

Moved by:
Supported by:

Yes: X No: ___

IV. Approval of Minutes

- a. Minutes of the January 14, 2021 and February 11, 2021 Executive Committee meetings.

Moved by:
Supported by:

Yes: X No: ___

V. Administrative Report

The administrative report was delivered at the earlier Authority Board meeting.

VI. Old Business

None.

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Motion to adjourn the meeting at 2:45 PM.

Moved by: Lomako
Supported by: Cangemi

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on April 8, 2021.

Authority Secretary

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

April 2, 2021

TO: MMSA Executive Committee Members

RE: Executive Committee Meeting Report - April 8, 2021

Thank you for the opportunity to provide the MMSA Executive Committee with this report.

a. Introduction Memorandum

Just a reminder that the introduction memorandum prepared for the March Board Meeting is a document that can be used as a reference (particularly the hyperlinks to organizational documents) for the Executive Committee.

b. FMS Project Update

The status of the FMS project with MMSA partners, CGI - Grand Rapids - Kent, continues to be in a state of flux. Both communities continue to assess if CGI's new product, "Advantage Cloud" will meet their needs. I expect to have a verbal report to update the status of each community's progress with CGI during the meeting.

I have scheduled separate calls with Grand Rapids and Kent County for April 5th and a call with CGI for April 6th. It is important to note that MMSA's legal counsel, Steve Liedel is scheduled to be on the calls. Steve has a good background with this matter and it is my hope that he can help facilitate progress.

At this point (before the calls), it is my opinion that MMSA's contract with CGI and both communities is at risk of not continuing. If one or both do not continue, this would have a significant impact on the MMSA budget.

c. LCSA Project Update

MMSA/LCSA continues to follow-up on the February PPT payments. The LCSA issued 1,615 checks for a total of \$55,290,641.98. As needed, Kristen has reprocessed ACH and paper-checks when there have been issues.

On March 15, LCSA sent invoices to METRO Act companies. In total, LCSA sent 98 invoices to ILECs and CLECs companies totaling \$28.9 million. Payments have been made by several companies and we are following up with questions from companies regarding their invoices.

This month we met with both of the financial institutions that LCSA uses, Comerica and MiClass to review our accounts.

- a) Comerica charges the LCSA substantial fees to hold its funds and process account transactions. Projecting to the end of the year, LSCA's fees will be over \$20,000. The fees from Comerica have fluctuated from as low as \$1,187 (2019) to as high as \$20,498 (2018). Fees are calculated as net of interest earned on funds in the account. During 2020/21 LCSA has kept most of its balance of funds in its MiClass, which results in a limited off-set of fees in the Comerica account. I will continue to review and see if there ways to better manage the LCSA fees.
- b) LCSA uses the MiClass account as an investment account. MiClass pools funds from Michigan municipalities for investment. MiClass has limited transactional services and does not have all of the services required by LCSA (specifically, check writing and mailing services). We have begun conversations with MiClass to see if we might find a way to work together to improve LCSA's funds management.

d. State of Michigan - City of Flint Update

No update from the March report. The project continues to be on hold.

e. Plan for June 10, 2021 Board Meeting

In an effort to pre-plan for the June 10, 2021 Board Meeting, I would like to prepare a Google Form survey of the full Board to gather data that can be reviewed and assembled by staff before the meeting. The hope is this would springboard our conversation, rather than starting with "blank" whiteboards.

f. CEO Position

As the Executive Committee is aware, Vettraino Consulting has a contract with MMSA to provide CEO services to the MMSA (and LCSA) through July 31, 2021. As we discussed when I was contracted, my role is to keep the business of the MMSA/LCSA going; assist the Executive Board and Board establish direction for the MMSA; and (as needed) assist in recruiting a permanent CEO. With regard to recruiting a permanent CEO, I recommend the Executive Committee direct staff to start this process. By starting this process now, the Executive Committee (and Board) may be able to assess its options under my current contract.

I appreciate the opportunity to serve the MMSA on a part-time (15 hour) basis, but I also recognize that it is likely that the MMSA will need a full-time CEO in order to grow its services (especially if we see a revenue reduction from the CGI contact) and to administer the program ideas that are generated by the new Board members in June.

If directed, I would create a position description, position advertisement and ad placement plan for the position and begin the process in April.

g. Monthly Financial Statements

Please find attached the monthly financial statements for Feb/March 2021.

If you have any questions or if I can provide any additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jaymes Vettrino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jaymes Vettrino
CEO, Michigan Municipal Services Authority



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

March 12, 2021

To: Jaymes Vettraiño, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: February 2021 Monthly Statements

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) with any questions.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of February 28, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	02/28/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	164,755	150,000	150,000	109,580	73.05 %
Total Revenue	<u>164,755</u>	<u>150,000</u>	<u>150,000</u>	<u>109,580</u>	<u>73.05 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,103	181,000	181,000	94,397	52.15 %
710000 - FUTA Taxes	0	0	0	362	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	7,200	51.99 %
718000 - Insurance - Health	12,293	24,798	24,798	8,216	33.13 %
Total Salary and Fringes	<u>224,645</u>	<u>219,645</u>	<u>219,645</u>	<u>110,175</u>	<u>50.16 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	366	18.27 %
801000 - Professional and Contractual Services	7,195	0	0	3,078	0.00 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	7,467	46.67 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	431	17.26 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	616	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,013	2,000	2,000	0	0.00 %
Total Operating	<u>70,629</u>	<u>81,550</u>	<u>81,550</u>	<u>30,460</u>	<u>37.35 %</u>
Total Expenses	<u>295,274</u>	<u>301,195</u>	<u>301,195</u>	<u>140,635</u>	<u>46.69 %</u>
Revenue in Excess of Expenses	<u>(130,519)</u>	<u>(151,195)</u>	<u>(151,195)</u>	<u>(31,055)</u>	<u>20.54 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,169	101,169	0	0.00 %
Total Transfers	<u>135,125</u>	<u>101,169</u>	<u>101,169</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,026)</u>	<u>(50,026)</u>	<u>(31,055)</u>	<u>62.08 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of February 28, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	02/28/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,105,988	1,557,114	1,557,114	0	0.00 %
Total Revenue	<u>1,105,988</u>	<u>1,557,114</u>	<u>1,557,114</u>	<u>0</u>	<u>0.00 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	970,863	1,455,946	1,455,946	698	0.05 %
Total Operating	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Total Expenses	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>(698)</u>	<u>(0.69) %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	101,169	101,169	0	0.00 %
Total Transfers	<u>(135,125)</u>	<u>101,169</u>	<u>101,169</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>202,337</u></u>	<u><u>202,337</u></u>	<u><u>(698)</u></u>	<u><u>(0.34) %</u></u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of February 28, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	02/28/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,270,743	1,707,114	1,707,114	109,580	6.42 %
Total Revenue	<u>1,270,743</u>	<u>1,707,114</u>	<u>1,707,114</u>	<u>109,580</u>	<u>6.42 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,102	181,000	181,000	94,397	52.15 %
710000 - FUTA Taxes	0	0	0	362	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	7,200	51.99 %
718000 - Insurance - Health	12,293	24,798	24,798	8,216	33.13 %
Total Salary and Fringes	<u>224,644</u>	<u>219,645</u>	<u>219,645</u>	<u>110,175</u>	<u>50.16 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	366	18.27 %
801000 - Professional and Contractual Services	978,059	1,455,946	1,455,946	3,776	0.26 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	7,467	46.67 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	431	17.26 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	615	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,014	2,000	2,000	0	0.00 %
Total Operating	<u>1,041,493</u>	<u>1,537,496</u>	<u>1,537,496</u>	<u>31,158</u>	<u>2.03 %</u>
Total Expenses	<u>1,266,137</u>	<u>1,757,141</u>	<u>1,757,141</u>	<u>141,333</u>	<u>8.04 %</u>
Revenue in Excess of Expenses	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(31,753)</u>	<u>63.47 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,169	101,169	0	0.00 %
995101 - Transfer Out - GF	(135,126)	101,169	101,169	0	0.00 %
Total Transfers	<u>0</u>	<u>202,338</u>	<u>202,338</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>152,311</u>	<u>152,311</u>	<u>(31,753)</u>	<u>(20.85) %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 02/28/2021	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	294,675	278,064	(16,611)	(5.63) %
Other Current Assets				
040000 - Accounts Receivable	14,755	0	(14,755)	(100.00) %
123000 - Prepaid Expenses	1,356	695	(661)	(48.73) %
Total Other Assets	16,111	695	(15,416)	(95.68) %
Total Current Assets	310,786	278,759	(32,027)	(10.30) %
TOTAL ASSETS	310,786	278,759	(32,027)	(10.30) %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	5,697	9,923	4,226	74.18 %
Total Accounts Payable	5,697	9,923	4,226	74.18 %
Other Current Liabilities				
257000 - Accrued Salaries Wages	4,500	0	(4,500)	(100.00) %
Total Other Current Liabilities	4,500	0	(4,500)	(100.00) %
Total Current Liabilities	10,197	9,923	(274)	(2.68) %
Total Liabilities	10,197	9,923	(274)	(2.68) %
Equity				
390000 - Fund Balance - Unassigned	295,983	300,589	4,607	1.55 %
Net Revenue	4,606	(31,753)	(36,360)	(789.32) %
Total Equity	300,589	268,836	(31,753)	(10.56) %
TOTAL LIABILITIES AND EQUITY	310,786	278,759	(32,027)	(10.30) %

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Created on: 03/01/2021, 2:38 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
02/12/2021	10029--Vettrano Consulting, LLC		3,078.00 In Transit
	Total for Bill.com Clearing		<u><u>3,078.00</u></u>
	Bank: Fifth Third - 1244 - Firth Third	Account No: 7169301244	
02/04/2021	10011--The Cincinnati Insurance Company		2,781.00 02/28/2021
02/04/2021	10015--Gusto		57.00 02/28/2021
02/04/2021	10015--Gusto		3,309.81 02/28/2021
02/18/2021	10015--Gusto		2,043.51 02/28/2021
	Total for Fifth Third - 1244		<u><u>8,191.32</u></u>

Michigan Municipal Services Authority Reconciliation Report

As Of 02/28/2021
Account: 5/3 Checking

Statement Ending Balance	278,063.92
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	278,063.92
Book Balance	278,063.92
Adjustments*	0.00
Adjusted Book Balance	278,063.92

Total Checks and Charges Cleared	24,572.31	Total Deposits Cleared	13,455.56
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
State of Michigan	City of Flint	02/02/2021		9,230.00	
Bill.com	Test to open account	02/12/2021		0.56	
State of Michigan	City of Flint	02/18/2021		4,225.00	
Total Deposits				13,455.56	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry	02.04.21 Payroll	02/04/2021		8,070.96	
The Cincinnati Insurance Company	Annual Insurance Fee	02/04/2021		2,781.00	
Gusto	2.04.2021 Payroll	02/04/2021		3,309.81	
Gusto	January 2021 Invoice	02/04/2021		57.00	
	February 2021 Bank Fee	02/10/2021		85.92	
General Ledger Entry		02/12/2021		3,078.00	
Gusto	2.18.2021 Payroll	02/18/2021		2,043.51	
General Ledger Entry	02.18.21 Payroll	02/18/2021		5,146.11	
Total Checks and Charges				24,572.31	0.00



Statement Period Date: 2/1/2021 - 2/28/2021
 Account Type: COMM'L 53 ANALYZED
 Account Number: [REDACTED]



MICHIGAN MUNICIPAL SERVICE
 200 TOWNSEND ST STE 900
 LANSING MI 48933



0

Banking Center: Grand Rapids
 Banking Center Phone: 616-653-5440
 Commercial Client Services: 866-475-0729

5278

Account Summary - [REDACTED]

02/01	Beginning Balance	\$289,180.67	Number of Days in Period	28
	Checks			
8	Withdrawals / Debits	\$(24,572.31)		
3	Deposits / Credits	\$13,455.56		
02/28	Ending Balance	\$278,063.92		

Withdrawals / Debits

8 items totaling \$24,572.31

Date	Amount	Description
02/02	57.00	GUSTO 6semjm7ljd FEE 916219 6semjpc852 MICHIGAN MUNICIPAL SER 020221
02/03	3,309.81	GUSTO 6SEMJM7M15U TAX 930302 6semjpcmse3 MICHIGAN MUNICIPAL SER 020321
02/03	8,070.96	GUSTO 6SEMJM7M15R NET 930299 6semjpcmsde MICHIGAN MUNICIPAL SER 020321
02/04	2,781.00	WEB INITIATED PAYMENT AT CINFIN INSURANCE 7188358 020421
02/10	85.92	SERVICE CHARGE
02/12	3,078.00	Bill.com Payables 016NSDGN1P0JJM Michigan Municipal Ser Jaymes Vettraino Bill.com 016NSDGN1P0JJM Inv #2196 021221
02/17	2,043.51	GUSTO 6SEMJM7RBP1 TAX 104993 6semjpe8ii6 MICHIGAN MUNICIPAL SER 021721
02/17	5,146.11	GUSTO 6SEMJM7RBOV NET 104991 6semjpe8ih6 MICHIGAN MUNICIPAL SER 021721

Deposits / Credits

3 items totaling \$13,455.56

Date	Amount	Description
02/02	9,230.00	STATEOFMICHIGAN PMT/REFUND 202101281227503 MICHIGAN MUNICI NTE*210000311477 *CV0053980 *MICHIGAN MUNICIPAL SERVICES AU 020221
02/12	0.56	Received RTP ID 20210212021000021P1BRJPM00520009434 from Bill.com
02/18	4,225.00	STATEOFMICHIGAN PMT/REFUND 202102121270212 MICHIGAN MUNICI NTE*210000357171 *CV0053980 *MICHIGAN MUNICIPAL SERVICES AU 021821

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
02/02	298,353.67	02/10	284,105.98	02/17	273,838.92
02/03	286,972.90	02/12	281,028.54	02/18	278,063.92
02/04	284,191.90				

ACTION REQUIRED: EFFECTIVE JUNE 1, 2021, YOU MUST INCLUDE THE FULL BENEFICIARY ADDRESS WHEN SENDING CERTAIN PAYMENT TYPES TO OR WITHIN CANADA. PLEASE CONTACT YOUR PAYEES TO GATHER THEIR ADDRESS FOR ALL FUTURE PAYMENTS.



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

April 9, 2021

To: Jaymes Vettraiño, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: March 2021 Monthly Statements

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) with any questions.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of March 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	03/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	164,755	150,000	150,000	116,340	77.56 %
Total Revenue	<u>164,755</u>	<u>150,000</u>	<u>150,000</u>	<u>116,340</u>	<u>77.56 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,103	181,000	181,000	102,313	56.53 %
710000 - FUTA Taxes	0	0	0	364	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	7,802	56.34 %
718000 - Insurance - Health	12,293	24,798	24,798	8,216	33.13 %
Total Salary and Fringes	<u>224,645</u>	<u>219,645</u>	<u>219,645</u>	<u>118,695</u>	<u>54.04 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	555	27.76 %
801000 - Professional and Contractual Services	7,195	0	0	15,390	0.00 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	8,398	52.49 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	518	20.71 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	616	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,013	2,000	2,000	0	0.00 %
Total Operating	<u>70,629</u>	<u>81,550</u>	<u>81,550</u>	<u>43,979</u>	<u>53.93 %</u>
Total Expenses	<u>295,274</u>	<u>301,195</u>	<u>301,195</u>	<u>162,674</u>	<u>54.01 %</u>
Revenue in Excess of Expenses	<u>(130,519)</u>	<u>(151,195)</u>	<u>(151,195)</u>	<u>(46,334)</u>	<u>30.65 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,169	101,169	0	0.00 %
Total Transfers	<u>135,125</u>	<u>101,169</u>	<u>101,169</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,026)</u>	<u>(50,026)</u>	<u>(46,334)</u>	<u>92.62 %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of March 31, 2021

	Year Ending 09/30/2020	Year Ending 09/30/2021		Year To Date 03/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	1,105,988	1,557,114	1,557,114	0	0.00 %
Total Revenue	<u>1,105,988</u>	<u>1,557,114</u>	<u>1,557,114</u>	<u>0</u>	<u>0.00 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	970,863	1,455,946	1,455,946	698	0.05 %
Total Operating	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Total Expenses	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>(698)</u>	<u>(0.69) %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	101,169	101,169	0	0.00 %
Total Transfers	<u>(135,125)</u>	<u>101,169</u>	<u>101,169</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>202,337</u></u>	<u><u>202,337</u></u>	<u><u>(698)</u></u>	<u><u>(0.34) %</u></u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of March 31, 2021

	Year Ending 09/30/2020	Year Ending 09/30/2021		Year To Date 03/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	1,270,743	1,707,114	1,707,114	116,340	6.82 %
Total Revenue	<u>1,270,743</u>	<u>1,707,114</u>	<u>1,707,114</u>	<u>116,340</u>	<u>6.82 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,102	181,000	181,000	102,313	56.53 %
710000 - FUTA Taxes	0	0	0	364	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	7,802	56.34 %
718000 - Insurance - Health	12,293	24,798	24,798	8,216	33.13 %
Total Salary and Fringes	<u>224,644</u>	<u>219,645</u>	<u>219,645</u>	<u>118,695</u>	<u>54.04 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	555	27.76 %
801000 - Professional and Contractual Services	978,059	1,455,946	1,455,946	16,088	1.10 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	8,398	52.49 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	518	20.71 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	615	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,014	2,000	2,000	0	0.00 %
Total Operating	<u>1,041,493</u>	<u>1,537,496</u>	<u>1,537,496</u>	<u>44,677</u>	<u>2.91 %</u>
Total Expenses	<u>1,266,137</u>	<u>1,757,141</u>	<u>1,757,141</u>	<u>163,372</u>	<u>9.30 %</u>
Revenue in Excess of Expenses	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(47,032)</u>	<u>94.01 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,169	101,169	0	0.00 %
995101 - Transfer Out - GF	(135,126)	101,169	101,169	0	0.00 %
Total Transfers	<u>0</u>	<u>202,338</u>	<u>202,338</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>152,311</u>	<u>152,311</u>	<u>(47,032)</u>	<u>(30.88) %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 03/31/2021	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	294,675	259,018	(35,657)	(12.10) %
Other Current Assets				
040000 - Accounts Receivable	14,755	0	(14,755)	(100.00) %
123000 - Prepaid Expenses	1,356	695	(661)	(48.73) %
Total Other Assets	16,111	695	(15,416)	(95.68) %
Total Current Assets	310,786	259,713	(51,073)	(16.43) %
TOTAL ASSETS	310,786	259,713	(51,073)	(16.43) %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	5,697	6,156	459	8.06 %
Total Accounts Payable	5,697	6,156	459	8.06 %
Other Current Liabilities				
257000 - Accrued Salaries Wages	4,500	0	(4,500)	(100.00) %
Total Other Current Liabilities	4,500	0	(4,500)	(100.00) %
Total Current Liabilities	10,197	6,156	(4,041)	(39.62) %
Total Liabilities	10,197	6,156	(4,041)	(39.62) %
Equity				
390000 - Fund Balance - Unassigned	295,983	300,589	4,607	1.55 %
Net Revenue	4,606	(47,032)	(51,639)	(1,121.01) %
Total Equity	300,589	253,557	(47,032)	(15.64) %
TOTAL LIABILITIES AND EQUITY	310,786	259,713	(51,073)	(16.43) %

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Created on: 04/02/2021, 8:31 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
03/01/2021	10023--Maner Costerisan		6,000.00 In Transit
03/01/2021	10009--Kristen Delaney		22.24 In Transit
03/01/2021	10025--Reid S. Charles II		58.29 In Transit
03/01/2021	10002--Plante Moran		3,144.43 In Transit
03/19/2021	10031--Jaymes Vettraino		58.29 In Transit
03/19/2021	10029--Vettraino Consulting, LLC		6,156.00 In Transit
03/19/2021	10009--Kristen Delaney		131.52 In Transit
03/19/2021	10002--Plante Moran		930.75 In Transit
03/24/2021	10014--Munetrix		698.00 In Transit
	Total for Bill.com Clearing		17,199.52
	Bank: Fifth Third - 1244 - Firth Third	Account No: 7169301244	
03/02/2021	10015--Gusto		51.00 03/31/2021
03/04/2021	10015--Gusto		985.97 03/31/2021
03/18/2021	10015--Gusto		722.39 03/31/2021
03/30/2021	10015--Gusto		722.39 03/31/2021
	Total for Fifth Third - 1244		2,481.75

Michigan Municipal Services Authority Reconciliation Report

As Of 03/31/2021
Account: 5/3 Checking

Statement Ending Balance	259,018.16
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	259,018.16
Book Balance	259,018.16
Adjustments*	0.00
Adjusted Book Balance	259,018.16

Total Checks and Charges Cleared	25,805.76	Total Deposits Cleared	6,760.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
State of Michigan	City of Flint	03/25/2021		6,760.00	
Total Deposits				6,760.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry		03/01/2021		9,224.96	
Gusto	February 2021 Invoice	03/02/2021		51.00	
Gusto	3.04.2021 Payroll	03/04/2021		985.97	
General Ledger Entry	03.04.21 Payroll	03/04/2021		2,746.43	
Gusto	3.18.2021 Payroll	03/18/2021		722.39	
General Ledger Entry	03.18.21 Payroll	03/18/2021		1,645.91	
General Ledger Entry		03/19/2021		7,276.56	
General Ledger Entry		03/24/2021		698.00	
Gusto	4.01.2021 Payroll	03/30/2021		722.39	
General Ledger Entry	04.01.21 Payroll	03/30/2021		1,645.91	
	March 2021 Bank Fee	03/31/2021		86.24	
Total Checks and Charges				25,805.76	0.00

██████ MICHIGAN MUNICIPAL SERVICE
██████ 200 TOWNSEND ST STE 900
██████ LANSING MI 48933



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Banking Center: Grand Rapids
Banking Center Phone: 616-653-5440
Commercial Client Services: 866-475-0729

5239

Account Summary - [REDACTED]

03/01	Beginning Balance	\$278,063.92	Number of Days in Period	31
	Checks			
11	Withdrawals / Debits	\$(25,805.76)		
1	Deposits / Credits	\$6,760.00		
03/31	Ending Balance	\$259,018.16		

Withdrawals / Debits

11 items totaling \$25,805.76

Date	Amount	Description
03/01	9,224.96	Bill.com Payables 016SDOGLP1PLMOD Michigan Municipal Ser Multiple Payments Bill.com Payables 016SDOGLP1PLMOD 030121
03/02	51.00	GUSTO 6semjm80ro4 FEE 285188 6semjpr63p MICHIGAN MUNICIPAL SER 030221
03/03	985.97	GUSTO 6SEMJM81ATN TAX 300727 6semjpg6ks2 MICHIGAN MUNICIPAL SER 030321
03/03	2,746.43	GUSTO 6SEMJM81ATJ NET 300723 6semjpg6kr6 MICHIGAN MUNICIPAL SER 030321
03/10	86.24	SERVICE CHARGE
03/17	722.39	GUSTO 6SEMJM86LIG TAX 475472 6semjphm8k MICHIGAN MUNICIPAL SER 031721
03/17	1,645.91	GUSTO 6SEMJM86LIE NET 475470 6semjphm8h MICHIGAN MUNICIPAL SER 031721
03/19	7,276.56	Bill.com Payables 016UNCXSA1QFH9Y Michigan Municipal Ser Multiple Payments Bill.com Payables 016UNCXSA1QFH9Y 031921
03/24	698.00	Bill.com Payables 016CUPYIP1QL9L0 Michigan Municipal Ser Munetrix Bill.com 016CUPYIP1QL9L0 Inv #3122 032421
03/31	722.39	GUSTO 6SEMJM8BME2 TAX 640194 6semjppjack MICHIGAN MUNICIPAL SER 033121
03/31	1,645.91	GUSTO 6SEMJM8BMDV NET 640191 6semjppjac MICHIGAN MUNICIPAL SER 033121

Deposits / Credits

1 item totaling \$6,760.00

Date	Amount	Description
03/25	6,760.00	STATEOFMICHIGAN PMT/REFUND 202103221360156 MICHIGAN MUNICI NTE*210000450640 *CV0053980 *MICHIGAN MUNICIPAL SERVICES AU 032521

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
03/01	268,838.96	03/10	264,969.32	03/24	254,626.46
03/02	268,787.96	03/17	262,601.02	03/25	261,386.46
03/03	265,055.56	03/19	255,324.46	03/31	259,018.16