



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

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## **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, July 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/9015758091>**

**WEBINAR ID: 901 575 8091**

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

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**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, July 8, 2021 at 1:30 PM

**LIVE ZOOM WEBINAR**

[\[Link to Join Webinar\]](#) Webinar ID: 901 575 8091

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 June 10, 2021 Executive Committee meeting
- V. Administrative Report**
  - a. Reminders
  - b. FMS Project Update
  - c. LCSA Project Update
  - d. State of Michigan
  - e. Potential Projects
  - f. CEO Position
  - g. Monthly Financial Statements
- 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, June 10, 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 3:16 p.m.

**II. Roll Call**

Executive Committee Member Attendance:

	LOCATION	PRESENT	ABSENT
Angela Rogensues, Chair	Warren, Macomb County	X	
Eric DeLong, Treasurer	Grand Rapids, Kent County		X
Kathleen Lomako, Secretary	Livonia, Wayne County	X	
Donna Cangemi	Sterling Heights, Macomb County	X	
Scott Erbisich*	Marquette, Marquette County	X	
Aaron Wagner	Grosse Pointe, Wayne County	X	

\*Participated via teleconference.

Other attendees:

- Jaymes Vettrano, MMSA
- Kristen Delaney, MMSA\*
- Steve Liedel, Dykema\*
- Brian Camiller, Plante Moran

**III. Approval of Agenda**

Moved by: Cangemi  
Supported by: Lomako

Yes:   X        No:     

**IV. Approval of Minutes**

a. Minutes of the May 13, 2021 Executive Committee meeting.

Moved by: Lomako  
Supported by: Wagner

Yes:   X        No:     

**V. Administrative Report & New Business**

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

1) Resolution 2021-1 FYE 2021 MMSA Budget Amendments

Motion to approve Resolution 2021-1: FYE 2021 MMSA Budget Amendments, as presented.

Moved by: Cangemi  
Supported by: Rogensues

Yes:   X        No:     

2) Resolution 2021-2 FYE 2022 MMSA Proposed Budget Timeline

Motion to approve Resolution 2021-2 FYE 2022 MMSA Proposed Budget Timeline, as presented.

Moved by: Cangemi  
Supported by: Rogensues

Yes:   X        No:     

3) Receive: FYE 2022 MMSA Proposed Budget

Motion to receive FYE 2022 MMSA Proposed Budget, as presented.

Moved by: Rogensues  
Supported by: Cangemi

Yes: X No: \_\_\_

4) Receive: April 2021 MMSA Financial Reports

Motion to receive April 2021 MMSA Financial Reports, as presented.

Moved by: Lomako

Supported by: Wagner

Yes: X No: \_\_\_

**VI. Other New Business**

None.

**VII. Public Comment**

None.

**VIII. Other Business**

None.

**IX. Adjournment**

Motion to adjourn the meeting at 3:27 PM.

Moved by: Cangemi

Supported by: Lomako

Yes: X No: \_\_\_

**Certification of Minutes**

Approved by the Executive Committee on July 8, 2021.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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July 2, 2021

TO: MMSA Executive Committee Members

RE: Executive Committee Meeting Report – July 8, 2021

Thank you for the opportunity to provide the MMSA Executive Committee with this report. Please note: the outline letters used in this report match the outline letters under item “V. Administrative Report and New Business”

a. Reminders –

Zoom Meeting – July 8, 2021 Executive Committee Meeting

Consistent with the opinion received from Steve Liedel during the April, 2021 Executive Committee meeting and confirmed with his continued monitoring of actions in Lansing and Ingham County, the MMSA may continue to meet via Zoom and be compliant with State law. The link for our July 8, 2021 meeting is: <https://zoom.us/j/9015758091>

b. FMS Project Update

During the past month, I continue to communicate with FMS partners.

Please see the June 10<sup>th</sup> Executive Committee Report regarding Grand Rapids’ participation in the FMS partnership; no further updates at this time.

Kent County is working directly with CGI to develop a scope of work for the installation of CGI’s “Advantage Cloud” product. The County has indicated that they plan to begin installation of the product during the month of July. Steve Liedel had been in contact with the County legal counsel, Craig Paul, and the County CFO, Jeff Dood, to discuss how Kent County’s installation of “Advantage Cloud” should be incorporated into the MMSA / Kent FMS agreement. Steve will have an update for the Committee during the July 8<sup>th</sup> meeting.

c. LCSA Project Update

Metro Act

The FYE 2021 Metro Act payments were approved and distributed in May. Kristen and I have addressed several questions from municipalities regarding the purpose and requirements of Metro Act funding. When distributions are made next May, staff will consider the possibility of providing additional information regarding the Metro Act (a link to the LCSA website does not seem to be enough).

This month staff will begin working with Resultant on the FYE 2022 Metro Act process.

### PPT

Final (true-up) PPT payment for FYE 2021 were approved and distributed in May. The next payment will be made in October 2021 for FYE 2022. Kristen is actively reaching out to communities who have not cashed their PPT checks or the ACHs did not go through. Our hope would be to make sure all communities deposit their funds before the FYE 2022 cycle starts.

### MiClass

As noted prior, we continue to engage MiClass in conversations to see if it might be possible to expand LCSA's use of their services. MiClass reported that they are transferring some operations and partnering with 5/3<sup>rd</sup> Bank. MiClass' partnership with 5/3<sup>rd</sup> Bank would allow them to serve the LCSA's payment needs. Staff will be meeting with MiClass in August to discuss next steps, including beta testing, before bringing a recommendation to the LCSA Board regarding MiClass' capacity to service the transactional needs of the LCSA.

#### d. State of Michigan

City of Flint – Mr. Wollenweber's first day back serving the city was May 10, 2021. Please find attached, in the agenda packet, Mr. Wollenweber's report to the State of Michigan of activities for the month of May.

#### e. Potential Projects

During its full Board meeting of June 10, 2021, the MMSA Board discussed and provided priority guidance on potential projects for the MMSA to pursue in the near-term. I drafted a memorandum dated June 21, 2021 as a follow-up to the meeting discussion.

Please find attached in the agenda packet a copy of the June 21 memorandum. During the July 8<sup>th</sup> Executive Committee meeting, I look forward to discussing and receiving feedback regarding the directions suggested in the memorandum.

#### f. CEO Position

I appreciate the opportunity to serve the MMSA on a part-time basis. My contract with the MMSA goes through July 31, 2021. During its June meeting, the Executive Committee directed Steve Liedel to work with Vettraino Consulting to extend the service agreement, with similar terms.

Please find attached in the agenda packet a draft Amendment No. 1 to the professional services agreement. The substantive changes include a month-to-month renewal of the term and a 30-day notice of termination requirement (increased from a 14-day notice in the original agreement).

g. Monthly Financial Statements

Please find attached the monthly financial statements for May 2021.

Note: The FYE 2022 budget will be presented at the September Executive Committee meeting (MMSA is an October 1 fiscal year).

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

Sincerely,



Jaymes Vettraino  
CEO, Michigan Municipal Services Authority



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## Fwd: Monthly Report for May 2021

1 message

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**Mark Wollenweber** <mewollenweber@gmail.com>  
To: Shea Charles - MMSA <ceo@michiganmsa.org>

Mon, Jun 7, 2021 at 3:32 PM

Jaymes,

Her is the monthly report that I have sent on to Larry at Treasury. Feel free to let me know if you have any questions. If you want me to talk to your Board at some point just let me know. Thanks and have a great week.

Mark Wollenweber

----- Forwarded message -----

From: **Mark Wollenweber** <mewollenweber@gmail.com>  
Date: Mon, Jun 7, 2021 at 3:19 PM  
Subject: Monthly Report for May 2021  
To: Steckelberg, Larry (TREASURY) <SteckelbergL@michigan.gov>

Larry,

Here is the first of my monthly reports since being back in Flint. As you know it was at the request of both Shelbi Frayer the new CFO and Dr. Eric Scorsone that I was asked to come back to assist in the Flint Finance Department.

Dates in Flint:

I was in Flint on the following dates for the day; May 10, 2021; May17, 2021; May 24,2021. In addition, I did some work on Flint projects by email and phone when not actually there.

Staff interacted with:

I primarily interacted or communicated with the new CFO, Shelbi Frayer along with other members of the Finance staff. I participated in their weekly staff meetings. I also followed up on open items with the City Treasurer, Amanda Trujillo, Glenda Dunlap from the Planning Department and several outside contacts including Pam Hill of Plante & Moran.

Items worked on:

I analyzed the responses requested by bid solicitation to consolidate two existing vendors on health care into one combined contract for both active employees and retirees. I presented a summary and assisted the review team in developing a unanimous recommendation to award the bid to Manquen Vance, Inc. at a minimum of an annual savings of \$30,000 annually. I also worked with the CFO in developing the suggested changes to their proposed contract. This is being forwarded through the normal process to City Council for their action to approve the recommended bidder later this June. Both vendors were notified as part of the bid process that their contract would terminate 8-1-21.

i worked with the Treasurer on helping to develop schedules of how and when to write off delinquent uncollectible items by contacting several other cities and putting her staff in contact with the right person in both Grand Rapids and Southfield. I also helped Amanda and the CFO in reviewing policy on the closeout of the water bill credit program which allowed the City to recover some other delinquent payments prior to the program closeout and escheating funds to the State.

I was able to follow up both with accountants and outside auditors on why the City was being charged for an audit review of the District Court which was moved from the City to the County. Previously under a past administration the City paid to have an audit analysis done by Plante & Moran that neither the CFO nor I could see as needed by the City. I was able to get this extra audit cancelled for a savings of \$2500 after agreeing to pay for their preliminary audit costs.

I followed up with Plante & Moran on their final audit of the Flint Area Enterprise Community which has been completed and the Planning Staff is waiting for a final copy to submit to the Michigan Department of Health and Human Services who assisted in the grant and required the final audit to close out the program. This will result in monies to Flint of over\$1.1 million and monies of over \$100,000 to a neighboring township that can be used in a similar business development type program. i also assisted the staff in determining a reasonable administrative cost prior to the potential distribution of the monies. That should occur within the next couple of weeks after the final audit is submitted to the state..

At the request of the CFO, Shelbi Frayer I researched potential kiosk vendors and am working with the City Treasurer on placement locations and with the preferred vendor on determining costs as this is a possible use of unspent Covid

monies.

In speaking to the Purchasing Intern that was permitted by Treasury as a demonstration grant earlier in the year I was able to assist the HR Department in writing up the job posting for his hiring in March 2021.

**Results:**

A minimum savings of \$30,000 per year by consolidating the health care contract with one vendor.

A savings to the City of \$2500 for the no longer needed District Court Audit.

A return to the City of over \$1.1million from the closeout of the FAEC . grant.

The Purchasing Intern, Jarin McGee is a senior undergraduate at U of M Flint and has been involved in the day to day system in the Purchasing part of the Flint Finance Department. His activities have included drafting RFP's and Invitations to Bids, He has been trained in the BS & A software and has helped departmental staff with the new bid process that I helped develop the training program for. He reviews bids submitted for compliance with specifications and especially the insurance requirements. He has been actively involved in over twenty-five bid solicitations and participated in the virtual public bid openings and developed the bid tabulations for them as well. Since the Departure of the Purchasing Manager he has been even more involved in the purchasing functions and has acted as a go-between vendors and purchasing. It is great to see the recommendation acted upon and that a well qualified candidate was both selected and is now contributing here in Flint.

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Mark Wollenweber

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Mark Wollenweber



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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June 21, 2021

TO: MMSA Board Members

RE: Follow-up from June 10, 2021 Board Meeting

Thank you for the time and interest Board Members provided during our June 10, 2021 meeting. This memorandum is a follow-up to our discussion during the meeting. Please find below an updated spreadsheet of potential projects. Please note the following (column headers):

“Project – Description” – I have grouped like projects under a unified project description header and scored the entire group of projects.

“Score” – Is my attempt to prioritize the potential opportunities. This does not mean that higher priorities will be pursued more vigorously, but it will help if more than one opportunity becomes available, with limited staff, and we need to determine which to pursue further.

“Board Lead (suggested)” – If possible, I would like to have two or three Board Members as leads to co-research research the opportunity areas. I consider this particularly important, both so that knowledge can stay with the MMSA if there is turnover either with staff or Board Members and it will have more people invested in the opportunities. Finally, I also this it will keep staff accountable if we can have mini committees to consider / discuss the opportunities.

Here is a [link to the spreadsheet](#). I have also included complete spreadsheet on the next page.

**ACTION REQUEST** – Please review the below list and provide feedback. **Specifically, please let me know if you are interested in being a Board Lead for any of the four (blue) project descriptions.** Again, thank you for your time and attention.

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

Sincerely,

A handwritten signature in black ink that reads "Jaymes Vettraino".

Jaymes Vettraino  
CEO, Michigan Municipal Services Authority

Rate - 1 through 5. 1 = not positive, 5 = positive									
Project - Description	Potential to implement	Consistent with MMSA Mission	Cost to Implement or Administer	Structure to provide Revenue	Potential Revenue Generation	"Score"	Lead	Board Leads (suggested)	Next Step
<b>Software Based Opportunities</b>	3	5	3	5	4	4	Jaymes	Mitchell Theriot	
<b>Pension Projection Software</b> – MMSA could work with a software company (GovInvest) to develop master software agreements for municipalities to implement Pension/OPEB projection software.						Follow-up with GovInvest regarding their MERS deal. Evaluate			
<b>Online/mobile Payment Software</b> – MMSA could work with a software company (Paylt) to develop master software agreements for municipalities to implement online/mobile software.						Have them present to the Board Lead or the full board			
<b>General assistance with software acquisition</b> - MMSA could try to leverage multi-jurisdictional purchasing, especially for smaller municipalities. Some examples include: Municode, ClearGov / OpenGov, Priority Based Budgeting, Point & Pay, BS&A									
<b>Health Insurance</b>	1	5	1	5	4	3.2	Jaymes	Anthony	
<b>Health Insurance</b> – MMSA could work with a health insurance provider (JHP) to develop an insurance pool of units of government in order to provide more competitive coverage at a lower cost.						Meet with representatives of JHP and Plante Moran, both have provided some preliminary information			
<b>Expand Consulting work with SOM</b>	4	2	4	4	2	3.2	Jaymes	?	
<b>Professional Consulting for SOM</b> – Using the Flint project as a model, develop new consulting projects with the SOM to support specific units of government						Schedule more consistent calls with the SOM (monthly)? to continue and expand dialog			
<b>Assist with CARES / ARPA money</b> - Communicate with the SOM to see if there is a roll through them that MMSA could provide. Stay current on rules and updates and try to keep CVTs informed						Schedule a specific call with Treasury to review			
<b>Cooperative Purchasing</b>	3	4	3	2	2	2.8	Jaymes	Wagner	
Work with Wayne County's Co-Pro+ or Oaklands's G2G or MiDEAL									

**For Future Consideration (keep on the radar)**

**Tax Tribunal Assistance** – Assist units of government with common tax tribunal issues (i.e. “big-box” appeals).

**Temporary Staffing / Consulting directly to Units of Government** – Provide temp employees or consulting directly to units of government, as fee-for service.

**Assist with listserve solutions** - specifically help MME with its City Manager listserve

AMENDMENT No. 1 TO  
PROFESSIONAL SERVICES AGREEMENT

This agreement is between the MICHIGAN MUNICIPAL SERVICES AUTHORITY, a Michigan public body corporate (the “**Authority**”) and VETTRAINO CONSULTING, LLC, a Michigan limited liability company (the “**Provider**”).

The parties entered into a professional services agreement dated January 18, 2021 (the “**Services Agreement**”) under which the Provider provides professional services to the Authority, including executive management services.

The initial term of the Services Agreement expires on July 31, 2021 and the parties want to extend the term of the Services Agreement.

The parties therefore agree as follows:

1. **Amendment to Section 4.** Section 4 of the Services Agreement is hereby amended in its entirety to read as follows:

4. **Term.** (a) *Except as provided in section 4(c), this agreement is effective beginning on the date of this agreement and continues through July 31, 2021 unless terminated earlier pursuant to section 4(b). After July 31, 2021, this agreement will automatically renew for an additional month on the first day of each subsequent month, unless terminated pursuant to section 4(b).*

(b) *The Authority may terminate this agreement at any time, with cause, upon written notice to Provider. The Authority may terminate this agreement at any time, without cause, upon 30 days’ written notice to Provider. Provider may terminate this agreement at any time upon 30 days’ written notice to Provider. The parties may otherwise terminate this agreement by joint action of the parties.*

(c) *The obligations of Provider under sections 6 and 7 will survive the termination of this agreement.*

2. **Counterparts.** If the parties sign this agreement in several counterparts, each will be deemed an original but all counterparts together will constitute one instrument.

3. **Effectiveness; Date.** This agreement will become effective when all the parties have signed it. The date this agreement is signed by the last party to sign it (as indicated by the date associated with that party’s signature) will be deemed the date of this agreement. If a party signs but fails to date a signature, the date that the other

party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement, and the other party may inscribe that date as the date associated with the signing party's signature.

Each party is signing this agreement on the date stated opposite that party's signature.

MICHIGAN MUNICIPAL SERVICES  
AUTHORITY

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Angela Rogensues  
Executive Committee Chairperson

VETTRAINO CONSULTING, LLC

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Jaymes Vettraino  
Member and Manager

110122.000001 4851-8750-8976.1



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

June 11, 2021

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

**Re: May 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 May 31, 2021**

	Year Ending 09/30/2020	Year Ending 09/30/2021		Year To Date 05/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	164,755	150,000	150,000	157,383	104.92 %
Total Revenue	<u>164,755</u>	<u>150,000</u>	<u>150,000</u>	<u>157,383</u>	<u>104.92 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,103	181,000	181,000	114,178	63.08 %
710000 - FUTA Taxes	0	0	0	365	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	8,704	62.86 %
718000 - Insurance - Health	12,293	24,798	24,798	8,367	33.74 %
Total Salary and Fringes	<u>224,645</u>	<u>219,645</u>	<u>219,645</u>	<u>131,614</u>	<u>59.92 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	2,487	124.38 %
801000 - Professional and Contractual Services	7,195	0	0	23,085	0.00 %
801500 - Office Rent	7,365	10,740	10,740	5,212	48.52 %
802000 - Legal	15,297	18,000	18,000	3,702	20.57 %
803000 - Accounting	12,181	16,000	16,000	11,323	70.77 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	709	28.37 %
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>62,696</u>	<u>76.88 %</u>
Total Expenses	<u>295,274</u>	<u>301,195</u>	<u>301,195</u>	<u>194,310</u>	<u>64.51 %</u>
Revenue in Excess of Expenses	<u>(130,519)</u>	<u>(151,195)</u>	<u>(151,195)</u>	<u>(36,927)</u>	<u>24.42 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,168	101,168	0	0.00 %
Total Transfers	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(36,927)</u>	<u>73.81 %</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 May 31, 2021

	Year Ending 09/30/2020	Year Ending 09/30/2021		Year To Date 05/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	1,105,988	1,557,114	1,557,114	2,076,154	133.33 %
Total Revenue	<u>1,105,988</u>	<u>1,557,114</u>	<u>1,557,114</u>	<u>2,076,154</u>	<u>133.33 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	970,863	1,455,946	1,455,946	1,941,029	133.32 %
Total Operating	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>1,941,029</u>	<u>133.32 %</u>
Total Expenses	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>1,941,029</u>	<u>133.32 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>135,125</u>	<u>133.57 %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	(101,168)	(101,168)	0	0.00 %
Total Transfers	<u>(135,125)</u>	<u>(101,168)</u>	<u>(101,168)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>135,125</u></u>	<u><u>0.00 %</u></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 May 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	05/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,270,743	1,707,114	1,707,114	2,233,536	130.84 %
Total Revenue	<u>1,270,743</u>	<u>1,707,114</u>	<u>1,707,114</u>	<u>2,233,536</u>	<u>130.84 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,102	181,000	181,000	114,178	63.08 %
710000 - FUTA Taxes	0	0	0	365	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	8,703	62.86 %
718000 - Insurance - Health	12,293	24,798	24,798	8,367	33.74 %
Total Salary and Fringes	<u>224,644</u>	<u>219,645</u>	<u>219,645</u>	<u>131,613</u>	<u>59.92 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	2,488	124.38 %
801000 - Professional and Contractual Services	978,059	1,455,946	1,455,946	1,964,113	134.90 %
801500 - Office Rent	7,365	10,740	10,740	5,211	48.52 %
802000 - Legal	15,297	18,000	18,000	3,703	20.57 %
803000 - Accounting	12,181	16,000	16,000	11,323	70.77 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	709	28.37 %
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>2,003,725</u>	<u>130.32 %</u>
Total Expenses	<u>1,266,137</u>	<u>1,757,141</u>	<u>1,757,141</u>	<u>2,135,338</u>	<u>121.52 %</u>
Revenue in Excess of Expenses	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>98,198</u>	<u>(196.29) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,168	101,168	0	0.00 %
995101 - Transfer Out - GF	(135,126)	(101,168)	(101,168)	0	0.00 %
Total Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>98,198</u>	<u>(196.29) %</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 COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 05/31/2021	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts	294,675	1,296,804	1,002,129	340.07 %
Other Current Assets				
040000 - Accounts Receivable	14,755	1,041,619	1,026,864	6,959.43 %
123000 - Prepaid Expenses	1,356	695	(661)	(48.73) %
Total Other Assets	16,111	1,042,314	1,026,203	6,369.51 %
Total Current Assets	310,786	2,339,118	2,028,332	652.64 %
<b>TOTAL ASSETS</b>	<b>310,786</b>	<b>2,339,118</b>	<b>2,028,332</b>	<b>652.64 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	5,697	1,940,330	1,934,634	33,960.42 %
Total Accounts Payable	5,697	1,940,330	1,934,634	33,960.42 %
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	1,940,330	1,930,134	18,928.76 %
Total Liabilities	10,197	1,940,330	1,930,134	18,928.76 %
Equity				
390000 - Fund Balance - Unassigned	295,983	300,590	4,606	1.55 %
Net Revenue	4,606	98,198	93,592	2,031.78 %
Total Equity	300,589	398,788	98,198	32.66 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>310,786</b>	<b>2,339,118</b>	<b>2,028,332</b>	<b>652.64 %</b>

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

Created on: 06/04/2021, 12:36 PM EDT

## Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
<b>Bank: Bill.com Clearing - Bill.com Clearing</b>		<b>Account No:</b>	
05/04/2021	10029--Vettraino Consulting, LLC		7,695.00 In Transit
05/25/2021	10029--Vettraino Consulting, LLC		58.29 In Transit
05/25/2021	10009--Kristen Delaney		30.00 In Transit
05/25/2021	10002--Plante Moran		2,088.25 In Transit
05/25/2021	10003--Dykema Gossett, PLLC		5,973.75 In Transit
	<b>Total for Bill.com Clearing</b>		<b>15,845.29</b>
<b>Bank: Fifth Third - 1244 - Firth Third</b>		<b>Account No: 7169301244</b>	
05/03/2021	10015--Gusto		51.00 05/31/2021
05/13/2021	10015--Gusto		1,520.93 05/31/2021
05/13/2021	10015--Gusto		722.39 05/31/2021
05/28/2021	10005--BCBSM		150.24 05/31/2021
	<b>Total for Fifth Third - 1244</b>		<b>2,444.56</b>

# Michigan Municipal Services Authority Reconciliation Report

As Of 05/31/2021  
Account: 5/3 Checking

Statement Ending Balance	1,296,803.50
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	1,296,803.50
Book Balance	1,296,803.50
Adjustments*	0.00
Adjusted Book Balance	1,296,803.50

Total Checks and Charges Cleared	24,105.12	Total Deposits Cleared	1,038,076.79
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## Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Kent County	Annual Invoice FY21	05/28/2021		1,038,076.79	
<b>Total Deposits</b>				<b>1,038,076.79</b>	<b>0.00</b>

## Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	April 2021 Invoice	05/03/2021		51.00	
General Ledger Entry		05/04/2021		7,695.00	
General Ledger Entry	05.13.21 Payroll	05/13/2021		1,645.91	
Gusto	5.27.2021 Payroll	05/13/2021		1,520.93	
Gusto	5.13.2021 Payroll	05/13/2021		722.39	
General Ledger Entry		05/25/2021		8,150.29	
General Ledger Entry	05.27.21 Payroll	05/27/2021		4,074.18	
BCBSM	Health Care Premium January	05/28/2021		150.24	
	May 2021 Bank Fee	05/31/2021		95.18	
<b>Total Checks and Charges</b>				<b>24,105.12</b>	<b>0.00</b>



Statement Period Date: 5/1/2021 - 5/31/2021  
 Account Type: COMM'L 53 ANALYZED  
 Account Number: [REDACTED]



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

5249

**Account Summary - [REDACTED]**

<b>05/01</b>	<b>Beginning Balance</b>	<b>\$282,831.83</b>	Number of Days in Period	31
	Checks			
9	Withdrawals / Debits	\$(24,105.12)		
1	Deposits / Credits	\$1,038,076.79		
<b>05/31</b>	<b>Ending Balance</b>	<b>\$1,296,803.50</b>		

**Withdrawals / Debits**

**9 items totaling \$24,105.12**

Date	Amount	Description
05/04	51.00	GUSTO 6semjm8pivo FEE 095416 6semjpo7nkf MICHIGAN MUNICIPAL SER 050421
05/04	7,695.00	Bill.com Payables 016XYHBRI1S908M Michigan Municipal Ser Jaymes Vettraino Bill.com 016XYHBRI1S908M Inv #2213 050421
05/12	722.39	GUSTO 6SEMJM8SA4N TAX 184663 6semjppcgh9 MICHIGAN MUNICIPAL SER 051221
05/12	1,645.91	GUSTO 6SEMJM8SA4L NET 184661 6semjppcgh2 MICHIGAN MUNICIPAL SER 051221
05/12	95.18	SERVICE CHARGE
05/25	8,150.29	Bill.com Payables 016CXFHSC1T4PGN Michigan Municipal Ser Multiple Payments Bill.com Payables 016CXFHSC1T4PGN 052521
05/26	1,520.93	GUSTO 6SEMJM933CR TAX 407131 6semjpr962j MICHIGAN MUNICIPAL SER 052621
05/26	4,074.18	GUSTO 6SEMJM933CP NET 407129 6semjpr9625 MICHIGAN MUNICIPAL SER 052621
05/28	150.24	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 052821

**Deposits / Credits**

**1 item totaling \$1,038,076.79**

Date	Amount	Description
05/28	1,038,076.79	Kent County 0000217159 CTXEDI820 072400052 MICHIGAN MUNICI 052821

**Daily Balance Summary**

Date	Amount	Date	Amount	Date	Amount
05/04	275,085.83	05/25	264,472.06	05/28	1,296,803.50
05/12	272,622.35	05/26	258,876.95		

ACTION REQUIRED: EFFECTIVE JUNE 1, 2021, YOU MUST INCLUDE THE FULL BENEFICIARY ADDRESS WHEN SENDING CERTAIN PAYMENT TYPES TO OR WITHIN CANADA. PLEASE REVIEW THE CORRESPONDING LETTER AND EMAIL SENT TO YOUR ORGANIZATION FOR DETAILS AND INSTRUCTIONS. APPLICABLE PAYMENTS NOT INCLUDING ALL REQUIRED INFORMATION MAY BE DELAYED OR REJECTED.